

Only one repeat per course (e.g., grade forgiveness) is permitted for improving the grade with the higher of the two grades counted in the student's GPA. All grades for the course will remain on the student's official transcript. During a third enrollment, the units attempted and any grade points earned will be considered with all other grade points earned for the course. Prior to submitting this request, it is recommended that you review the entire new Repeat Policy at: [http://www.csun.edu/senate/policies/undergrad\\_repeating\\_courses.pdf](http://www.csun.edu/senate/policies/undergrad_repeating_courses.pdf)

**NOTE: Due to recent changes in Federal law, Financial Aid will NOT pay for third enrollments.**

I understand that it is my responsibility to contact the financial aid office to determine how enrollment in this course might affect my eligibility for aid. \_\_\_\_\_ (student initial here)

Name \_\_\_\_\_ CSUN Student ID \_\_\_\_\_  
 CSUN GPA \_\_\_\_\_ UD MAJOR GPA \_\_\_\_\_  
 Term \_\_\_\_\_ Year \_\_\_\_\_ Major/Minor \_\_\_\_\_  
 Phone ( ) \_\_\_\_ - \_\_\_\_ Email \_\_\_\_\_ Alt. Email \_\_\_\_\_

**What course do you want to repeat?** Course and Number \_\_\_\_\_ (e.g., BIOL 100)

**Previous attempts:**

First attempt: Semester \_\_\_\_\_ Year \_\_\_\_\_ Grade \_\_\_\_\_  
 Second attempt: Semester \_\_\_\_\_ Year \_\_\_\_\_ Grade \_\_\_\_\_

**Why do you need to repeat this course? What are your other alternatives instead of repeating this course?**

**What prevented you from earning an acceptable grade in this course during your previous enrollment(s)? What has changed that will enable you to complete this course with an acceptable grade this time?**

**Instructions for use of this form:**

- 1) Please take this completed form to the Associate Dean of your major.\* A list of Associate Deans is located at <http://www.csun.edu/~assocdeans>.
- 2) Attach a current copy of your Degree Progress Report.
- 3) The Department Chair and Associate Dean will review your request. If your request is approved, the Associate Dean's Office will provide instructions on where you should go to seek a permission number, from a faculty member or department chair or a position on a waitlist for the class you have been cleared to add. This form does not give priority to the student who has a signed form, nor does it supersede any College, Department or faculty decision on the order or rank of student add requests.
- 4) When you receive a permission number, you must take this form to the Admissions and Records counter in Bayramian Hall, and they will tell you how to add this class.

\*\*\*\*\*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair's Signature (COBAE ONLY) \_\_\_\_\_ Approved  Denied

ASSOCIATE DEAN'S RECOMMENDATION: APPROVED  DENIED  Course ID Number \_\_\_\_\_

Associate Dean's Signature \_\_\_\_\_ College \_\_\_\_\_ Date \_\_\_\_\_

Chair/Associate Dean's Comments \_\_\_\_\_

\*Students in COBAE should take the form directly to the Department Chair or Program Director of your major. 12/08/11