



Repeat Course Policy

Policy Number:	AA 03-001
Policy Administrator:	Provost/Vice President, Academic Affairs
Policy Initiator:	Registrar
Authority:	CSU Executive Order 1037 –Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Polices on Academic Renewal, and Grade Appeals
Effective Date:	May 2, 2011
Revised Date:	September 7, 2017
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

This policy provides guidance on when courses may be repeated and what impact those repeats will have on a student’s academic standing.

Scope:

This policy applies to all undergraduate students currently enrolled at California State University Maritime Academy.

Accountability:

The Office of the Registrar is responsible for administering this policy and ensuring compliance.

Policy:

It is the policy of Cal Maritime to allow undergraduate students to repeat classes as outlined below:

1. Undergraduate students may repeat courses only if they earned grades lower than a C-.
2. USCG/STCW courses, previously passed and needing to be repeated for recency, are not subject to repeat limits.
3. If a student receives an NC in a course they may repeat the course no more than two times.
4. Courses numbered below 100, courses attempted through Open University, and transfer courses are not subject to this policy.
5. Repeat limits do not apply to courses that do not count towards the intended degree, i.e. Physical Education courses, Performing Arts courses, etc.

Procedure:

A. Eligibility to Repeat a Course:

1. A student may not re-enroll in a course for which he or she has received an Incomplete (I) until that grade has been converted to a grade other than I, such as A-F, IC, or NC.
2. A student may not repeat a five-week session course already taken in the same semester.

B. Grade Forgiveness:

1. Subject to the restrictions above, students may repeat up to 16 units of coursework for grade forgiveness. The grade (even if it is lower) and the units earned in the most recent attempt will be used in the calculation of all grade point averages.
2. Students may repeat an individual course for grade forgiveness no more than two times.
3. Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

C. Grade Averaging:

1. Subject to the restrictions above, students may petition to repeat up to an additional 12 semester units of coursework without grade forgiveness. In this case, all subsequent grades for a course will be used in the calculation of grade point averages.
2. If an individual course has been attempted three times, any further attempts will be subject to grade averaging.
3. Repeated courses will only count once toward degree completion, i.e. a 3-unit course repeated once will only contribute 3 units, not 6 units, toward degree completion.)

D. Additional Resources:

1. [Petition for Exception Form](#)
2. [Academic Standing Policy](#)