



NOTICE OF REPEATED COURSE

(Repeat and Cancel)

OFFICE OF ADMISSIONS AND RECORDS (WH 290)

(see reverse for Repeat and Cancel Policy)

FOR OFFICE USE ONLY
PLACE DATE STAMP HERE

TO BE COMPLETED BY STUDENT: (Please Print) STUDENT ID NUMBER: _____

LAST NAME: _____ FIRST NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

| DEPARTMENT | COURSE NUMBER | ORIGINALLY ATTEMPTED TERM & YEAR | REPEATED TERM & YEAR |
|------------|---------------|----------------------------------|----------------------|
| | | | |
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I understand that the subsequent grade is substituted for the earlier grade in the computation of units attempted and grade point average (GPA). The original course grade remains on my record, but is annotated as being discounted from grade point average (GPA) computations.

Student's Signature

Date



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REPEAT AND CANCEL POLICY

- The Repeat and Cancel Policy may be used only by students working towards a baccalaureate degree.
- The Repeat and Cancel Policy may not be used by graduate/post-graduate students working on Master's Degrees, graduate certificates, teaching credentials, or by unclassified post-baccalaureate students, even when they might take undergraduate courses.
- Repeat and Cancel may only be used on courses taken and repeated at CSU, Dominguez Hills, or at another CSU campus during summer Sessions or as a CSU visitor/concurrent student.
- Repeat and Cancel may be used up to a total of eighteen (18) semester units taken at CSU, Dominguez Hills. **(Effective 1960 – Fall 2009).**
- Undergraduate students may be permitted to repeat an additional 12 units, i.e. units in addition to the 16 units for which grade forgiveness is permitted. In such instances the repeat grade shall not replace the original grade, instead, both grades shall be calculated into the student's overall grade-point average. **(Effective for students that have attended 1960 – Present semester).**
- Repeat and Cancel may be used only on grades of “WU,” “U,” “F,” “D,” “D+,” “C-,” “IC.”
- A grade entered as a result of the student disciplinary procedures under Executive Order No. 1043 cannot be cancelled and will be included in the grade point average.