

Reference Number: S09-248

Senate Approval Date: Tuesday, April 14, 2009

Academic Senate Policy

#S09-248

COURSE REPEAT POLICY

(Formerly policy #S08-248)

(n.b.: This policy incorporates revisions approved by the Academic Senate on

14Apr2009; and revisions previously approved 23Sept2008)

- 1) In this policy, “repeat” means to enroll in a course for which a grade has already been assigned. “Grade” refers to all grading symbols defined in CSU Executive Order 1037 (effective August 1, 2009). These include administrative grading symbols (AU, I, IC, RD, RP, W, and WU), traditional grades (A, B, C, D, and F, and their plus and minus designations), and non-traditional grades (CR and NC).
- 2) Unless otherwise stated in the course descriptions in the current SF State Bulletin, courses may not be repeated for additional units of credit.
- 3) When an undergraduate student chooses to repeat a course in which the grade was F, WU or IC, all units attempted and all grade points will be included in the student's cumulative totals. When a student chooses to repeat a course in which the grade was passing, all units attempted and all grade points earned will be used in the calculation of the student's grade point average (GPA), but the units earned will be applied to the calculation of total units earned only once. Exceptions to this method of GPA calculation are available, as described in Academic Senate Policy S87-148, “Academic Renewal Policy”; the provisions of S87-148 are not superseded by this course repeat policy.
- 4) Once a bachelor's degree has been granted, repeating courses for any reason (e.g., as a visitor, post-baccalaureate, or College of Extended Learning student) will not affect the GPA or content of the degree already granted.
- 5) A student cannot repeat a course for which he or she received an “I,” until the “I” is converted to a grade. This restriction does not apply to enrollment in a variable-topic course, if the repeat will be for a different topic.
- 6) An undergraduate student who has received a grade of C or higher may not repeat a course unless the course is described in the current SF State Bulletin as repeatable for credit.
- 7) A student who has enrolled in a course and received a grade may repeat the course only once more, unless the course is described in the current SF State Bulletin as repeatable for credit.
- 8) An undergraduate student cannot repeat any course once the student has repeated 28 units at SF State, unless the course is described in the current SF State Bulletin as repeatable for credit.
- 9) Repeat enrollments in courses described in SF State Bulletins as repeatable for credit shall not count at all toward the total repeat units.
- 10) Courses repeated as the result of a student withdrawing from a full semester of coursework shall not count at all toward either the individual-course repeat limit or the 28-unit cumulative limit on course repeats.
- 11) Only grades assigned for matriculated students' enrollment in regular University courses in Fall 2008 and subsequent semesters shall be used to determine repeat enrollment eligibility.
- 12) Requests for exceptions to this policy shall require the consent of the department chair in which the course is offered

and the college dean of that college.

13) Students whose disability or military reserve status might necessitate more repeat enrollments are encouraged to request such exceptions.

14) The limits on repeated courses apply only to courses taken in matriculated status. The limits do not apply to coursework completed via self-support enrollment.

Approved by the Academic Senate at its meeting on April 14, 2009

Signed by President Robert A. Corrigan on August 18, 2009
