

Undergraduate students may not register to take a course more than two times until they complete the required paperwork, meet with the major advisor, obtain verification of all of the following conditions, and submit the verification to the major department chair for approval:

1. they have not exceeded 28 units of repeated coursework,
2. they received a grade of D, F, IC, or WU upon the second attempt of the course,
3. the course to be repeated is a program requirement,
4. the program they are pursuing requires a grade of C or higher in the course to fulfill a program requirement, and
5. there are no other courses in the catalog that can be used to fulfill the program requirement.

The chair will not grant this approval unless all of these conditions are met.

If the request is approved, the student submits the required paperwork to the Admissions and Records Office.

**Grade Substitution by Repetition of Courses.** An undergraduate student may grade substitute up to 16 semester units of undergraduate coursework at California State University, Fresno. If the original grade was D, F, WU, or IC, and the subsequent grade is the same or higher, the new grade will be substituted for the original grade. Only the substituted grade will be used in determining the student's grade point average. Grade substitution can be used only once for an individual course. If the original grade was C, CR, or better, the course cannot be repeated. A student may repeat a total of 28 units, 16 of which may be used for grade substitution, as described above, and 12 units of which can be averaged.

A course in which a grade of NC was earned may be repeated but since the NC grade does not affect the grade point average, no substitution is necessary; however, the repeat will count toward the 12 unit limitation of averaged units.

A course attempted at another institution may be repeated by enrolling in a regular California State University, Fresno course determined by the Degree Advising Office to be equivalent. A course for which grade substitution has been granted at another institution may not be repeated for grade substitution at California State University, Fresno. **In addition, a course taken at California State University, Fresno may not be repeated for grade substitution at another institution.**

Postbaccalaureate students pursuing (1) a second baccalaureate degree, (2) a second undergraduate major, (3) a teaching credential, or (4) no specific objective, are also free to repeat a course and request grade substitution on the same basis as undergraduates provided the original course was completed when the student had postbaccalaureate standing.

Postbaccalaureate students pursuing a doctoral degree, master's degree, or certificate of advanced study may, with approval of an advisor, repeat a course for academic credit, regardless of what grade was originally earned in the course. However, the student is not eligible to petition for grade substitution. All course work taken, beginning with the first term of the student's doctoral or master's degree program is used in determining the student's grade point average and graduation eligibility. All appropriate grade substitutions will automatically be posted to the student's records at the end of each semester except in cases in which the first attempt was at another institution. For these cases, a Grade Substitution Petition form must be filed with the Admissions, Records, and Degree Advising Office by the last day of the semester.

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For further information, contact the Admissions and Records Office located in the North Lobby, Joyal Administration Building.

**Academic Renewal.** Under certain circumstances, the university may disregard up to two semesters (three quarters) of previous undergraduate coursework taken at California State University, Fresno or at any other college from all considerations associated with requirements for the baccalaureate degree. When such action is approved, the student's permanent academic record is marked to indicate that *no* work taken during the disregarded term(s), even if satisfactory, may apply toward baccalaureate requirements. However, all work must remain legible on the record ensuring a true and complete academic history.

In order to qualify for renewal, all of the following conditions must be met:

1. Five years must have elapsed since the most recent work to be disregarded was completed.
2. It must be evident that the poor level of work represented by the term(s) under consideration is not representative (see No. 3) of the student's usual academic performance and was due to extenuating circumstances.
3. The student must have completed the following in residence at California State University, Fresno since the most recent work to be disregarded was completed: (a.) 15 semester units with at least a 3.0 GPA or (b.) 30 semester units with at