



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1414**

REPETITION OF COURSES AND GRADE FORGIVENESS

Courses designated in the catalog as “May be repeated” may be taken up to the maximum indicated in the course description and all of the credits and grades received will be calculated towards the student’s degree requirements (units and G.P.A.). Courses explicitly designated as repeatable in the University Catalog are not included in this policy.

Students may attempt to improve their grade point average by repeating a course for which a grade lower than a C (C-, D+, D, D, F, WU, or IC) has been received. In such situations, the course can be repeated no more than two times for a maximum of three attempts. Students cannot reenroll to improve their grade point average if they have already received a C or better grade in a course. Students may repeat no more than 28 semester (42 quarter) units. Courses repeated prior to Fall 2009 that are not included in the GPA calculation and not forgiven will not contribute to this unit limit. However, units of courses taken prior to Fall 2009 that have been forgiven will contribute to the 28-semester unit limit. Withdrawing from a class and receiving a “W” grade shall not be considered when determining how many times a student has attempted a course, and in the calculation of the 28-semester unit course repetition limit. Grades received in courses taken through Extended Education in excess of the 28-semester unit limit can be used to satisfy content and prerequisite requirements but will not be used in GPA calculations. These courses will appear on the student's transcript.

Students may request waivers to this policy for course repetition. A waiver will be granted only to students with minimum overall GPA of 2.0 and documentation of demonstrated effort. In order to be considered for a waiver, students must submit a [Petition to Waive Restriction on Course Repeats](#) with the necessary approval signatures to the Office of Student Success.

Students may receive Grade Forgiveness through course repetition. When a grade is forgiven due to course repetition, the grade and units for the excluded course work will not be used in the calculation of the grade point average and the units will not be used to satisfy the requirements toward graduation. The excluded course work will remain on the student's permanent record but will be annotated as excluded from the grade point average through grade forgiveness.

- Effective Fall 2018, Grade Forgiveness through course repetition is automatically invoked when a student repeats the course if the new grade is better than the original grade. If a student retakes an eligible class in which the student earned a grade of C- or lower, grade forgiveness will automatically apply as long as the



- student had remaining units. (See note below for Grade Forgiveness prior to Fall 2018.)
- Grade Forgiveness through course repetition is limited to 16-semester units. These 16 semester units contribute to the 28-semester unit limit for course repetition.
 - Students may repeat an additional 12 units for grade replacement, meaning the repeat grade will not nullify the original grade, and both grades will be factored into the student GPAs.
 - Units of courses where grade forgiveness has already been applied prior to Fall 2009 will contribute to the 16-semester unit limit.
 - For students who wish to repeat a quarter course under semesters, or a course that has undergone a number change, the [Grade Forgiveness through Course Repetition Form](#) (PDF) should be filed to that effect. Such petitions should be approved as a matter of course, assuming all existing conditions for grade forgiveness apply.
 - Grade Forgiveness can be applied only to courses taken for undergraduate credit and before awarding of a bachelor's degree.
 - Grade forgiveness shall not apply to courses for which the original grade was the result of a finding of academic dishonesty. For advisement purposes, the letter J will be affixed after the grade awarded to the student in the class in question, e.g., JD+ for a grade of D+. The prefix J will not appear on official transcripts.
 - A Cal Poly Pomona course may be used to forgive the grade of a course taken at another institution if the two courses are determined to be equivalent by the chair of the department offering the CPP course. Courses taken at other institutions cannot be used to forgive the grade of a course taken at Cal Poly Pomona.
 - A Challenged Course cannot be used as a repetition of a regularly enrolled course.
 - Students that prefer to use grade forgiveness differently than facilitated by automatic grade forgiveness, the [Grade Forgiveness through Course Repetition Form](#) (PDF) may be submitted for consideration.
 - Students and advisors will be able to view on BroncoDirect the number of units repeated and forgiven.
 - Effective Fall 2009, the grade forgiveness policy will apply to the Incomplete Charged (“IC”) grades.

A course taken at Cal Poly Pomona to replace another Cal Poly Pomona course with a different catalog course number must be determined to be equivalent to the original course by the chair of the department offering the replacement course.

For course taken prior to Fall 2018, Grade Forgiveness through course repetition will only be automatically applied when:

- A quarter course forgave the same quarter course



- A semester course forgives a quarter course that was a 1:1 conversion equivalent in the semester conversion guide
- A semester course forgives a quarter course that was included as part of a department memo on grade forgiveness for Many:1 and 1:Many courses.

Exceptions for Spring and Fall 2020 due to COVID-19 Pandemic:

- Units earned for a repeated course in spring 2020 shall be excluded from the 16-semester unit maximum for grade forgiveness
- Students may subsequently repeat a course with a CR grade earned in Spring 2020 for a letter grade. For withdrawn courses in Fall 2020, repeated courses do not count against the 28-semester units limit*.

For courses that are not automatically forgiven student may seek grade forgiveness by submitting the [Grade Forgiveness through Course Repetition Form](#) (PDF) to the Registrar's Office.

* Memorandum from Executive Vice Chancellor Loren Blanchard, February 22nd, 2021. *Temporary Suspension of One Section of Executive Order 1037 –Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals*