California State University MONTEREY BAY
Undergraduate Repeat Petition

Instructions: This form is used to request to repeat a course and/or to exceed repeat limits.

1. Complete this form in consultation with your advisor.
2. Your advisor will help you route the form for review; approval route differs based on request type.
3. Submit approved form to the Registrar's Office prior to the add/drop deadline for the term in which you plan to enroll.
4. You will be notified via CSUMB email when your petition has been processed and you may enroll in planned courses.

Part 1: Student Information

Student ID	Last Name	First Name
Phone Number	E-mail Address	

Only courses repeated at CSUMB may be used to adjust the GPA, and no adjustments will be made once a student has been awarded a degree. Limits apply to individual course and overall units that can be repeated. Enrollment in repeated coursework beyond these limits requires approval.

Part 3: Course Repeat Request (select one)

No individual course may be repeated more than two times (three total attempts) and only courses in which a grade of C- or lower is assigned may be repeated.

☐ **Repeat a course more than once**: An undergraduate student may repeat an attempted course one time without petitioning. A student with extenuating circumstances may request to repeat a course more than once if the student fails to achieve a passing grade in the second attempt. If your first or second attempt of the course was designated for grade forgiveness, additional attempts will be grade averaged.

☐ **Repeat a course successfully completed (achieved a C or better)**: An undergraduate student completes a course with a grade of A, B, C, or CR but finds it necessary to register for the course again. Units earned through the additional repeat will not count toward the degree or GPA calculation.

☐ **Not applicable:** I have NOT exceeded my individual course repeat limit, I am only requesting additional TOTAL repeat units.

Course Information (Required unless choice above is not applicable)

List previous course attempt(s) and grade(s)

Class Number (CRN)	Course (Subject and Catalog Number)	Term	Units	Grade

List planned course attempt (the course in which you plan to enroll)

Class Number (CRN)	Course (Subject and Catalog Number)	Term	Units

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OFFICE OF THE REGISTRAR• STUDENT SERVICES BUILDING 47•100 CAMPUS CENTER • SEASIDE, CA 93955
PHONE (831) 582- 3085• records@csumb.edu

Part 5: Repeat Limits Request (select one)

No more than 28 semester units may be repeated during the undergraduate degree program.

☐ **Exceed repeat limits:** A maximum of 28 units may be repeated. These limits apply to all courses taken at CSUMB. If approved to exceed limits, only grade averaging and overall repeat limits will be increased.

☐ **Not applicable:** I have NOT exceeded my overall course repeat limit, I am only requesting additional course repeats.

Repeat Limit Information (Required unless choice above is not applicable)

Units used and units available for repeats can be verified in OASIS Student Center. In the Academics section, use the drop down menu to select Withdrawal/Repeats and click the GO button. The Repeats tab includes a Repeat Summary that lists the units used and units available for each repeat type.

Repeat type	Repeat limit	Units used	Units available	Additional repeat units requested
Total repeats	28			

Office Use Only – Review instructions
Course repeat request: reviewed by the academic advisor and the chair of the program offering the course; submitted to the Office of the Registrar for processing, if approved.
Repeat limit request: reviewed the academic advisor and the Dean of University College; submitted to the Office of the Registrar for processing, if approved.
BOTH course repeat and repeat limit request: reviewed by the academic advisor, the chair of the program offering the course, and the Dean of University College; submitted to the Office of the Registrar for processing, if approved.
Students will be notified via CSUMB email when their request has been processed and they may enroll in planned repeated courses.

ADVISOR USE ONLY – All requests				
Advisor Signature:	Date	Approve	Deny	
DEPARTMENT USE ONLY – Course repeat requests; review by chair of program offering course				
Chair Signature:	Date	Approve	Deny	N/A
UNIVERSITY COLLEGE USE ONLY – Repeat limit requests; review by the Dean of UCGS				
Dean Signature:	Date	Approve	Deny	N/A
Additional repeat units approved:	Notes:			
REGISTRAR'S OFFICE USE ONLY				
OASIS update processed:		Student notified:		