

Senate Policy 25-20
Policy on Graduate/Post-Baccalaureate Student
Course Repeat and Grade Forgiveness

Motion: To approve the Policy on Graduate/Post-Baccalaureate Student Course
Repeat and Grade Forgiveness

Passed at the May 4, 2026 meeting of the Academic Senate

Approvals:



[Christina Smith \(Jun 13, 2026 10:35:46 PDT\)](#)

Christina Smith, PhD
Chair, Academic Senate

06/13/2026

Date



Sue Andrzejewski, PhD
Interim President

06/22/2026

Date



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs

Policy Number: SP 25-20

Approved By: Academic Senate

Effective Date: Fall 2026

DATE: May 4, 2026

Total Pages: 2

Approved By: Sue Andrzejewski, Interim President

Policy on Graduate/Post-Baccalaureate Student Course Repeat and Grade Forgiveness

PURPOSE:

Given that graduate students are required to maintain a GPA of B or higher, the Graduate Studies Council reviewed the current policy for graduate/post-baccalaureate students (SP 03-33), which allows students to repeat a course when the grade is “WU,” “F,” “D-,” “D,” “D+,” “C-,” “C,” “C+,” or “IC,” and recommended the creation of this policy based on current practices in graduate programs at California State University Channel Islands (CSUCI) and other CSU campuses. The Graduate Studies Council also considered grade forgiveness for graduate courses as a means to support timely academic progress and degree completion and recommended allowing grade forgiveness based on current practices at CSUCI and other CSU campuses.

BACKGROUND:

SP 03-33 established guidelines limiting the repetition of courses by graduate/post-baccalaureate students and did not allow grade forgiveness for graduate/post-baccalaureate coursework.

APPLICABILITY:

All CSUCI graduate and post-baccalaureate students.

DEFINITION(S):

A graduate student is defined as a student admitted and enrolled in a graduate-level program.

A post-baccalaureate is defined as a student taking additional undergraduate coursework for a second (or greater) baccalaureate degree, a student in the credential/pre-credential program, or to meet prerequisites.

POLICY TEXT:

A graduate student may take a course a total of three times. Unit credit for the courses will be granted only once, unless courses are repeatable as specified in the catalog. Courses may be repeated when the grade is “WU,” “F,” “D-,” “D,” “D+,” “C-,” “C,” “C+,” “B-,” “NC,” or “IC.”

SP 25-20: Policy on Graduate/Post-Baccalaureate Student Course Repeat

Students wishing to repeat a course must submit the Course Repeat form to their program. The program director/chair or designee will forward the decision to the appropriate administrative office. When a course is repeated, both the original grade and the grade earned in the repetition will appear on the transcript. Grade forgiveness may be applied to up to 6 units. Students must submit a request and obtain approval from their program director/chair or designee. Only approved courses within the limit will replace the original grade in the GPA. In extenuating circumstances, additional units beyond the 6-unit limit may be considered for grade forgiveness through a student petition with approval from the program director/chair or designee.

For all post-baccalaureate students, the above policy is applied unless a program specifies more restrictive or program-specific requirements. Programs may establish additional limitations when necessary to meet disciplinary standards, accreditation requirements, or other compliance needs, including restricting course repeats or grade forgiveness. In such cases, these exceptions must be explained in the program handbook, catalog, and/or other official program materials.

EXHIBIT(S):

None.