



**Petition to Repeat**

*(in excess of 16 units)*

Revised 3/7/17

Student Name:	Student ID:
Email: _____@csum.edu	Phone: _____
Term: [ ] Fall [ ] Spring [ ] Summer Year: _____	

Per Executive Order 1037 and the Repeat Course Policy, undergraduate students are eligible for grade forgiveness for up to 16 units in repeated courses taken at California State University Maritime Academy. Upon petition, additional units *may* be allowed. Repeat units in excess of 16 will be grade averaged. Students may not exceed 28 total repeat units. Students who exceed or may need to exceed 16 repeated units may be subject to action under the Academic Standing policy. Repeat limits do not apply to courses for which multiple enrollments are allowed, i.e., Physical Education, Performing Arts.

Students requesting to exceed 16 units of repeated courses must complete a Petition to Repeat, and be granted permission to enroll in the repeated units. Enrollment in repeat units in excess of 16 units is allowed on a case by case basis, where such enrollment, and subsequent course completion, moves the student significantly toward, or meets the student’s final requirements for degree completion.

**Check the appropriate box below:**

Repetition of a course(s) in excess of 16 unit limit.

List courses to be repeated this term (i.e., *ET 332 Strength of Materials*):

- Course: \_\_\_\_\_ Course Units: \_\_\_\_\_
- Course: \_\_\_\_\_ Course Units: \_\_\_\_\_
- Course: \_\_\_\_\_ Course Units: \_\_\_\_\_

Repetition of a course more than three times (e.g. a fourth attempt of a course)

- Course: \_\_\_\_\_ Course Units: \_\_\_\_\_

**Attention financial aid recipients and Veterans receiving benefits:**

- Federal financial aid regulations may not allow reimbursement for repeating a course
- Veterans receiving benefits may need to submit additional materials to the VA certifying official for repeated courses

**SUPPORTING STATEMENT/ DOCUMENTATION**

Attach the following documentation to your Petition to Repeat:

- A statement of explanation of why repeating the course is required
- A statement of explanation of why you were unsuccessful in earlier attempts
- A plan for your academic success (*see University Advisor if assistance is needed*)
- A copy of your Administrative Academic Probation contract if existing (*see University Advisor for current repeat count*)

**ACKNOWLEDGMENT**

- *I understand that I have reached my repeat limit and may be subject to administrative academic probation.*
- *I understand the submission of a Petition to Repeat does not guarantee approval to enroll in repeated courses.*
- *I understand that if my petition is granted, it is valid only for the present term.*

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Complete this page only – attach required documents and turn all items in to the Office of the Registrar**

**For University Use Only:**

Office of Registrar – attach unofficial transcript prior to routing for signatures

	<b>Recommendation</b>	<b>Printed Name</b>	<b>Signature &amp; Date</b>
<b>Faculty Program Advisor</b>	<input type="checkbox"/> I have reviewed the student's petition and recommend the student be approved to repeat units in excess of the 16 unit limit as requested. <input type="checkbox"/> I have reviewed the student's petition and recommend the student be approved to repeat units in excess of the 16 unit limit as modified, see notes below. <input type="checkbox"/> I have reviewed the student's petition and recommend the student be denied to repeat units in excess of the 16 unit limit.		
Notes:			
	<b>Recommendation</b>	<b>Printed Name</b>	<b>Signature &amp; Date</b>
<b>Dept. Chair</b>	<input type="checkbox"/> I have reviewed the student's petition and recommend the student be approved to repeat units in excess of the 16 unit limit as requested. <input type="checkbox"/> I have reviewed the student's petition and recommend the student be approved to repeat units in excess of the 16 unit limit as modified, see notes below. <input type="checkbox"/> I have reviewed the student's petition and recommend the student be denied to repeat units in excess of the 16 unit limit		
Notes:			
	<b>Decision</b>	<b>Printed Name</b>	<b>Signature &amp; Date</b>
<b>Appropriate Academic Administrator</b>	<input type="checkbox"/> I have reviewed the student's petition and approve the student to repeat units in excess of the 16 unit limit as requested. <input type="checkbox"/> I have reviewed the student's petition and approve the student to repeat units in excess of the 16 unit limit as modified, see notes below. <input type="checkbox"/> I have reviewed the student's petition and denied the student to repeat units in excess of the 16 unit limit.		
Notes:			

- Processed exception units  
 Notified student, department chair and faculty program advisor of petition outcome  
 Processed by \_\_\_\_\_ Date \_\_\_\_\_