

# Petition for Grade Forgiveness Guide

Note: Grade Forgiveness is the process whereby a new grade replaces a former grade when calculating GPA. The first attempt will remain on the student's transcript with a footnote indicating the course has been repeated. The first attempt will not be calculated in the GPA.

1. From myCoyote – select the “Student Center” icon.

The screenshot shows the myCoyote dashboard. On the left, there is a 'My Schedule' section with a table of classes for Summer 2024 and Fall 2024. On the right, there is a 'Top Tools' sidebar with various icons. The 'Student Center' icon, which depicts a building, is circled in red.

Class	Days	Location	Instructor
<b>KINE 4800</b> Biomechanics Section 02 - LAB - 0 units	Mon 2:30 PM 5:15 PM	HPB-04	Justin Swanson <a href="mailto:Justin.Swanson@csusb.edu">Justin.Swanson@csusb.edu</a>
<b>SOC 3300</b> Soc Aging Section 02 - LEC - 3 units	Mon, Wed 9:00 AM 10:15 AM	CGI-203	Eric Vogelsang <a href="mailto:Eric.Vogelsang@csusb.edu">Eric.Vogelsang@csusb.edu</a>
<b>KINE 4800</b> Biomechanics Section 01 - LEC - 4 units	Mon, Wed 1:00 PM 2:15 PM	JB-113	V Ambati <a href="mailto:VAmbati@csusb.edu">VAmbati@csusb.edu</a>
<b>KINE 3810</b> Sport And Exercise Nutrition Section 02 - LEC - 3 units	Tue, Thu 10:30 AM 11:45 AM	PE-129	Cameron Van Wye <a href="mailto:Cameron.VanWye@csusb.edu">Cameron.VanWye@csusb.edu</a>
<b>KINE 3800</b>	Tue, Thu		Jason No...

2. Select the “Academics” dropdown menu.

The screenshot shows the Academics dropdown menu in the myCoyote interface. The 'Academics' label and its corresponding dropdown arrow are circled in red. Below the dropdown, there is a search bar and a list of options: Search, Plan, Enroll, My Academics, and Enroll in CSU Fully Online. At the bottom right, there is a link for 'PAWS Schedule Planner'.

CLASS	SCHEDULE	DEADLINES
KINE 2200-60 LEC (60398)	TBA ONLINE	

### 3. Select "Grade Forgiveness."

Academics	
<a href="#">Apply / View Graduation</a>	<a href="#">Change of Majors/Minors</a>
<a href="#">Class Schedule</a>	<a href="#">Course History</a>
<a href="#">Course Repeat Request</a>	<a href="#">Enrollment Verification</a>
<a href="#">Enrollment: Add</a>	<a href="#">Enrollment: Drop</a>
<a href="#">Enrollment: Edit</a>	<a href="#">Enrollment: Swap</a>
<a href="#">Exam Schedule</a>	<a href="#">Grade Forgiveness</a>
<a href="#">Grades</a>	<a href="#">Leave of Absence Request</a>
<a href="#">Permission request: Add</a>	<a href="#">Permission request: Drop/Withdraw</a>
<a href="#">Transcript: View Unofficial</a>	<a href="#">Veterans Benefit</a>

### 4. Select "Create New Request."

[View Full Site](#)

Joe Coyote  
Coyote ID

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**No existing request.**

To submit a new request for grade forgiveness, select the "Create New Request" button.

To view the status of an existing request, please refer to the boxed area below. Select the View Comments button to see the approver's comment. Select the View Request button to see the complete request that was submitted.

[Create New Request](#) [Return to Student Center](#)

### 5. Read the Guidelines for Grade Forgiveness and select "Next."

**GUIDELINES FOR GRADE FORGIVENESS**

- Undergraduate students may only repeat a course in which they earned a grade lower than a "C". Twelve (12) units may be repeated for grade forgiveness and an additional 18 units may be repeated with both grades averaged into the grade point average (GPA). No repeats will be allowed beyond these limits.
- Petitions for Grade Forgiveness should be filed after the completion of the course used to replace the previous course.
- Undergraduate students may repeat an individual course for grade forgiveness no more than once. The grade earned in the subsequent attempt will be the grade used in calculating the cumulative units earned as well as for the GPA.
- A course may not be repeated for the purpose of removing an incomplete grade. Only those incompletes that have changed to a letter grade of "C-" or less or an IC (Incomplete Charged) may be repeated for grade forgiveness.
- Students on dismissal may repeat courses, in which grades lower than a "C" were earned, through the CSUSB College of Extended and Global Education and petition to have the grade earned treated as though it were taken in residence.
- For courses repeated at an institution other than CSUSB, the overall GPA will be averaged upon receipt of the transcript from that institution. Repeating a course at another institution will not have an effect on the student's CSUSB GPA, but will affect the cumulative GPA.
- For transfer units, CSUSB will honor the repeat/grade forgiveness policy in effect at the institution issuing the transcript.
- Courses taken for undergraduate credit may not be repeated for grade forgiveness as a postbaccalaureate student.
- Credit by Examination (CBE) may not be used for grade forgiveness of a course taken previously.
- Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.
- Grades of NC (no credit) or W (withdrawn) cannot be forgiven. These grades do not affect GPA nor earn units.
- Regulations for repeating are different for postbaccalaureate and Graduate students. Check the campus catalog for guidelines.

[Next](#) [Cancel](#)

6. Check the box next to the course you want to be forgiven and then select “Next.”
  - a. If you do not see the course you want to forgive, please select the “Show All Enrollments” button.

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Coyote ID

Seq # 1

EO 1037 Info

Units Used 0.00

Previous Units 0.00

Units Available 12.00

Unit Limit 12.00

List the course and the grade to be forgiven:

SELECT	COURSE	DESCRIPTION	TERM	GRADE	UNITS	GRD POINTS	REPEAT CODE
<input type="checkbox"/>	PSYC 100	INTRO TO PSYCHOLOGY	Fall 2017	D+	4.00	1.300	Exclude Earned Units
<input type="checkbox"/>	PSYC 100	INTRO TO PSYCHOLOGY	Fall 2018	F	4.00	0.000	Exclude Earned Units
<input type="checkbox"/>	PSYC 100	INTRO TO PSYCHOLOGY	Spring 2019	C+	4.00	2.300	Included
<input type="checkbox"/>	PSYC 210	PSYCH STATISTICS	Fall 2019	F	5.00	0.000	Exclude Earned Units
<input type="checkbox"/>	PSYC 210	PSYCH STATISTICS	Winter 2020	WU	5.00	0.000	Exclude Earned Units
<input type="checkbox"/>	PSYC 2210	PSYCH STATISTICS	Spring 2021	C	4.00	2.000	Included
<input checked="" type="checkbox"/>	PSYC 3311	RESEARCH METHODS IN PSYC	Fall 2022	F	4.00	0.000	Exclude Earned Units
<input type="checkbox"/>	PSYC 3311	RESEARCH METHODS IN PSYC	Spring 2023	C-	4.00	1.700	Included

7. Select the course that will replace the grade to be forgiven and then select “Next.”
  - a. After the course you to be forgiven is selected, it will no longer appear on your course list.

[View Full Site](#)

Coyote ID

Seq # 1

EO 1037 Info

Units Used 0.00

Previous Units 0.00

Units Available 12.00

Unit Limit 12.00

List the repeated course and grade that will replace the grade to be forgiven:

SELECT	COURSE	DESCRIPTION	TERM	GRADE	UNITS	GRD POINTS	REPEAT CODE
<input type="checkbox"/>	PSYC 100	INTRO TO PSYCHOLOGY	Fall 2017	D+	4.00	1.300	Exclude Earned Units
<input type="checkbox"/>	PSYC 100	INTRO TO PSYCHOLOGY	Fall 2018	F	4.00	0.000	Exclude Earned Units
<input type="checkbox"/>	PSYC 100	INTRO TO PSYCHOLOGY	Spring 2019	C+	4.00	2.300	Included
<input type="checkbox"/>	PSYC 210	PSYCH STATISTICS	Fall 2019	F	5.00	0.000	Exclude Earned Units
<input type="checkbox"/>	PSYC 210	PSYCH STATISTICS	Winter 2020	WU	5.00	0.000	Exclude Earned Units
<input type="checkbox"/>	PSYC 2210	PSYCH STATISTICS	Spring 2021	C	4.00	2.000	Included
<input checked="" type="checkbox"/>	PSYC 3311	RESEARCH METHODS IN PSYC	Spring 2023	C-	4.00	1.700	Included

8. Verify the information being submitted is correct. Then, select "Submit."

[View Full Site](#)

Coyote ID

Seq # 1

EO 1037 Info	
Units Used	0.00
Previous Units	0.00
Units Available	12.00
Unit Limit	12.00

Course/Grade to be forgiven	
Course Number and Title	PSYC 3311 - RESEARCH METHODS IN PSYC
Term and Year Taken	Fall 2022
Grade Received	F

Course/Grade to replace	
Course Number and Title	PSYC 3311 - RESEARCH METHODS IN PSYC
Term and Year Taken	Spring 2023
Grade Received	C-

**Your request is now ready to be submitted.**

[Back](#) [Submit](#) [Cancel](#)

9. Select "Return to Student Center" to exit the page or "Return to Summary" to submit another request or view pending requests.

[View Full Site](#)

**Success!! Your request has now been submitted. Please allow up to two weeks for processing**

[Return to Summary](#) [Return to Student Center](#)