

# College of Health & Social Sciences (CHSS)

## Policy for Repeating Courses

In keeping with University policy on repeating courses, when an undergraduate student receives a grade in a course lower than a C (for some majors and graduate students, lower than a B), including AU, IC, RP, and WU, the student may repeat that course only once more. Requests for exceptions to this policy require the consent of the current instructor and department chair of the respective department as well as the CHSS Associate Dean. Note that W and WM grades do not count towards the course repeat policy.

Petitions may only be submitted during the first three weeks of the semester and require a permission number. Individual departments within CHSS may set their own standards for the exceptions, and therefore it is important to check with them for any additional criteria beyond what is listed below.

### Criteria Used in Reviewing Exceptions to the Repeat Policy:

- The student must be in good academic standing (SFSU and OVERALL GPA above a 2.0)
- The course must be a pre-requisite or a graduation requirement in the major. The student must be within three semesters of graduating. Request to repeat electives and/or GE's will be automatically denied.
- The student must provide serious and compelling reasons **with appropriate documentation** why he or she could not pass the course during the initial attempts. For examples of serious and compelling reasons, please refer to the CHSS withdrawal policy here: <http://chss.sfsu.edu/src>
- The student, instructor, department and/or other campus units must articulate strategies to address the reasons why he or she could not pass the course during the initial attempts as well as identify new approaches (including use of support services, office hours, etc.) that enhance the student's chances to pass the course a final time.

### Students Requesting an Exception to the Repeat Policy must:

- Start the process no earlier than the first day of instruction and submit using a Waiver of College Regulations Petition (preferably typed) with supporting documentation no later than the third week of instruction.
- Not exceed 28 units repeated with course approval.
- Meet with the instructor and obtain her or his signature and receive permission number.
- Work with the instructor, department and/or other campus units to identify strategies to address factors that prevented the student from succeeding prior as well as to formulate new approaches to pass the course successfully.
- Have the petition signed by the department chair/school director.
- Bring signed form to Associate Dean's Office in HSS 239 for the Associate Dean's review.

The Associate Dean will review the petition and base the decision upon how well the petition addresses the above-listed criteria. If granted the exception to retake the class, the student must pass it as the Associate Dean will not grant an exception to repeat again.

Approval by Instructor or Chair/Director does not guarantee approval by the Associate Dean. Denied petitions at the college level can be appealed to the Board of Appeals and Review (BOAR). Students may take a copy of the denied petition to the Registrar's window at One Stop.