

Notification of Repeated Transfer Coursework

For Undergraduate Transfer Coursework Taken at Another Institution

INSTRUCTIONS

- Complete the form including the institution(s) where coursework was taken
- Submit an official transcript to Enrollment Services

University ID# _____

Date _____

Name _____
Last
First
Middle

Email address _____ Phone # () _____

INFORMATION

- This provision for repetition is not applicable if the grade received for the original class was a "NC" or when a course may be taken additional times for credit.
- The replacement grade policy is not applicable to the following grades or administrative symbols which do not affect units allowed or grade point average: I, RD, W, RP, AU.
- Postbaccalaureate students doing work at the undergraduate level, such as pursuing a second major, are to be treated as undergraduates for purposes of repeating a course.
- Graduate students, by prior permission of the department, may repeat a course, and the original grade will be included in computing the grade point average but will not be included in computing the grade point average for the master's degree.
- At admission to CSU Stanislaus, the repeated-course actions and policies of former institutions will be honored.

Original Course taken at:				Repeated Course taken at:			
Subject	Course #	Title	Term	Subject	Course #	Title	Term

I understand that:

- The course(s) listed above are to be computed under the "Repeated Course" policy as stated in the current CSU Stanislaus catalog.
- Neither course(s) or grade(s) will be removed from my records
- This policy applies to Undergraduate students only

Student's signature _____ Date _____

For office use only