

1 WHEREAS, The GPA Adjustment Policy plays a critical role in allowing students to respond to past  
2 deficiencies in their overall academic performance, and thus maintain progress toward graduation; and  
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4 WHEREAS, That policy enables students to repeat courses in which earlier efforts were unsuccessful,  
5 improve on past substandard grades, and have the earlier, substandard grades set aside from calculation  
6 into their GPA's; and  
7

8 WHEREAS, That policy currently requires the student to file a formal request with Registration and  
9 Records, in order to have the GPA adjustment entered into the record; and  
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11 WHEREAS, Advising staff often identify students who would benefit from GPA adjustments, in order  
12 (for example) to prevent their academic disqualification, or facilitate their immediate graduation; and,  
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14 WHEREAS, The revised policy from Spring 2007 requires staff or students, to complete and submit a  
15 GPA Adjustment form to Cougar Central in order to take (or not take) appropriate actions warranted upon  
16 the completion of the GPA adjustment; and  
17

18 WHEREAS, The current policy hinders the ability to automate this process due to the requirement of  
19 submitting a form; now, therefore, be it  
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21 RESOLVED, That the GPA Adjustment policy be revised, as detailed below, to facilitate the automation  
22 of adjusting students' units and GPA in order to provide timely and accurate academic information.  
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27 Definition: [The policy governs the GPA Adjustment Policy.](#)  
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30 Authority: [Executive Order 213 \(Academic Renewal\)](#)  
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33 Scope: [Automated application of adjusting the GPA of courses repeated by continuing  
34 students at CSU San Marcos.](#)  
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### 37 I. EXECUTIVE SUMMARY

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39 California State University San Marcos currently requires students to submit a GPA Adjustment  
40 Form to initiate the process to have their GPA corrected manually and to show course(s) were  
41 academically renewed. The PeopleSoft student system has functionality where the system can  
42 automatically calculate the repeated attempt and academically renew courses.  
43

### 44 II. PROCEDURE/APPLICATION

- 45  
46 a. Upon completion of grades, the PeopleSoft student system will generate a program to identify  
47 all courses academically renewed and apply the corrected value to designate course repeated,  
48 along with re-calculation of students' GPA.  
49 b. After the 5<sup>th</sup> course renewal attempt, repeated grades are averaged into the students' overall  
50 GPA.  
51

52 III. PUBLICATION in UNIVERSITY NOTICES

53 Information will be updated, as follows:

- 54 a. Curriculum and Scheduling Office will publish in the General Catalog;
- 55 b. The CSUSM Enrollment Management Registration and Records website will be updated.

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58 **Revised Catalog Copy**

59 **Repeat of Courses and GPA Adjustment Policy for Undergraduates**

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 62  
 63 When a course is designated in the catalog as "May be repeated," a student may repeat the course  
 64 up to the maximum indicated in the course description and all of the grades received will be included in  
 65 the calculation of the grade point average. A student may also repeat such a course for the purpose of a  
 66 GPA Adjustment, as below, but the repeat completion of the course will not result in the award of  
 67 additional units of credit. ~~e.~~—When a course is not designated as "May be repeated," a student may not  
 68 repeat the course to receive additional units and grade points.  
 69

	Repeatable for Additional Units	Repeatable for GPA adjustment
Course designated "May Be Repeated"	Yes - Maximum allowable	Yes*
Course NOT designated "May Be Repeated"	No	Yes

\*GPA Adjustment Form processed in the Records Office

70 Note: If a course with variable topics is repeated, the same topic (identified by specific course number  
 71 and suffix) must be repeated in order to omit the earlier grade from the GPA calculation. ~~for the course if~~  
 72 ~~they have already received a grade of C (2.00) or better in the course.~~  
 73 ~~for the course if they have already received a grade of C (2.00) or better in the course.~~

74  
75 **GPA Adjustment**

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 77 When students repeat a course for the sake of improving upon an earlier unsatisfactory  
 78 performance, they may, under certain circumstances, have their earlier grade ignored in the computation  
 79 of their grade point average (GPA). The following policy, applying only to coursework completed at Cal  
 80 State San Marcos, outlines the circumstances under which undergraduates students may have an request  
 81 adjustment to of the GPA.

- 82  
 83 1. The course repeated for the GPA Adjustment must have been assigned ~~If an undergraduate~~  
 84 ~~student has received a grade of C-(1.7) or less. Repeated courses with grades of: CR, NC, I,~~  
 85 RD, SP will not be processed for the GPA adjustment. Thus, if a course previously taken for  
 86 a grade is repeated with a CR/NC, the original grade(s) will continue to be calculated in the  
 87 GPA. (It is not necessary to repeat a course with a grade of NC since CR/NC grades are not  
 88 calculated in the GPA.)  
 89 ~~in a course, has repeated the course in a subsequent term, and has earned a better grade, then~~  
 90 ~~an Undergraduate Student GPA Adjustment Request form may be submitted to Cougar~~  
 91 ~~Central. Any request confirmed as complying with this policy will be granted.~~

- 92  
 93 1-2. If a student chooses to repeat a course more than once, in which a grade of C- or less was  
 94 earned in any earlier enrollment, at the end of the semester when grades are processed, the

95 | [lowest grade received will be automatically replaced with the highest grade received in](#)  
96 | [calculating the GPA.](#)

97 |  
98 | ~~2.3.~~ Only one adjustment may be granted for any single course. A maximum of five (5) GPA  
99 | adjustments will automatically be processed for the first five courses where student received a  
100 | grade of C- or less. Once the fifth course renewal has been reached, students will be  
101 | notified of the GPA adjustment policy and encouraged to meet with an advisor. [Any](#)  
102 | [additional attempts will be averaged into the student GPA](#) When a request is granted, one  
103 | ~~prior grade earned in the course is ignored for the purpose of calculating the GPA. However,~~  
104 | [where](#) all grades for a given course will be maintained as a part of the student record and  
105 | will appear on the student's transcripts. ~~The best grade stays included and the worst grade~~  
106 | ~~gets excluded from the GPA.~~

107 | 5. \_\_\_\_\_ A request may not be filed until the student has completed the repeat, and may not be  
108 | filed if the student received a grade of CR, NC, F, I, RD, SP or U the last time that the course was  
109 | repeated.

110 |  
111 | ~~3.4.~~ If a student wishes to repeat a course, and the course is not scheduled to be offered during the  
112 | student's expected time to degree, then the program director (or designee) of the program  
113 | offering the original course may approve substitution of a similar course to be repeated  
114 | instead. If a course with variable topics is repeated, then with the pair of exceptions stated  
115 | immediately below, the same topic (identified by specific course number and suffix) must be  
116 | repeated in order to omit the earlier grade from the GPA calculation. If the topic has been  
117 | converted to a new course, and is identified as such in the catalog description of the new  
118 | course, then the new course may be taken to repeat the topic. If the same topic is not  
119 | scheduled to be offered again within the term of the student's expected time to degree, the  
120 | program director (or designee) of the program offering the course may approve substitution  
121 | of a similar topic offered under the same course number. The substitute course (or topic) must  
122 | be taken after completion of the original course.

123 |  
124 | ~~4.5.~~ Students will have an opportunity to submit a petition for a GPA adjustment for individual  
125 | courses repeated in the five lowest grades earned in their undergraduate career at CSU San  
126 | Marcos.

127 |  
128 | For example, a student receives a "D" grade in five different classes in their first year, repeats  
129 | the courses in their second year. After grades are submitted at the end of the semester, the  
130 | student system will automatically identify these courses as academic renewal and remove the  
131 | "D" grade in the GPA calculation and calculate the better grade. In the third year, student  
132 | receives an "F" grade in two different courses and immediately repeats the courses. At this  
133 | point in time, the original grade and improved grade will be averaged in unless the student  
134 | submits a **Petition for GPA Adjustment form** to request that the "F" grades be considered  
135 | as part of the maximum 5 GPA adjustments. Student will receive notification that the  
136 | Petition for GPA Adjustment process will reverse the academic renewal action for two  
137 | courses in which a grade of "D" was received.

138 |  
139 | ~~5.6.~~ Exceptions, where student is requesting to have more than 5 courses count toward academic  
140 | renewal and GPA adjustments, will be deferred to the Graduation Issues Committee for  
141 | review and decision. The Graduation Issues Committee is comprised of members of the  
142 | University Advising Services, faculty representatives or designee from the colleges, and a  
143 | member of the Graduation Evaluations team in Enrollment Management Services.