Repeating a Course (Discount of Grade Form)

Use this form when you have repeated a class and would like your current grade to replace your first attempt. When a discount of grade is approved, only the last grade earned shall apply to your cumulative postbaccalaureate grade point average. The first attempt will show on the transcript with the repeat (discount) noted.

Conditionally classified, classified and credential students may be permitted to repeat one course that was taken for graduate credit.

Postbaccalaureate unclassified students who are taking courses that are not part of a graduate degree program and who are not pursuing any degree objective are subject to the same repeat of courses regulations as undergraduates (up to 5 different classes).

In all cases, the last grade earned will not replace the grade in the student's undergraduate record.

Instructions:

1. Submit the form using the Adobe Sign software in your MyCoyote Portal. **Follow the step-by-step instructions carefully. Failure to follow the instructions may result in your request not being received and processed.**
2. Be sure to include your graduate coordinator in the approval flow for review and signature. Your graduate coordinator must review your request. If approved, the form will then be sent to the Office of Graduate Studies for review and final approval.
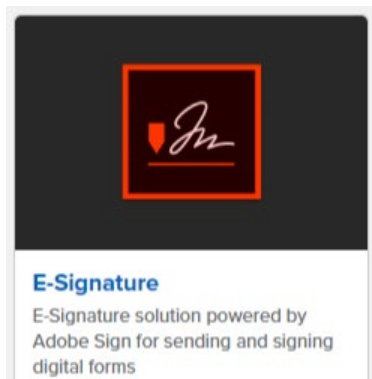3. You will be able to review the process through the Adobe Sign software.

How to Submit a Request for a Discount of Previous Grade

This process is now digital; the student initiates the process, and enters the Program Coordinator's email address. If the Program Coordinator approves the request, they will sign the document through Adobe Sign and the form will automatically be routed to Office of Graduate Studies for final review. If approved, the form will be routed to the Office of the Register and all parties will receive a copy via email. **The progress of your request can be viewed within your Adobe Sign account.**

To begin, log into your myCoyote student portal. Scroll down until you locate the "Collaborate" tile. Click the "Collaborate" tile.

Collaborate

Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more
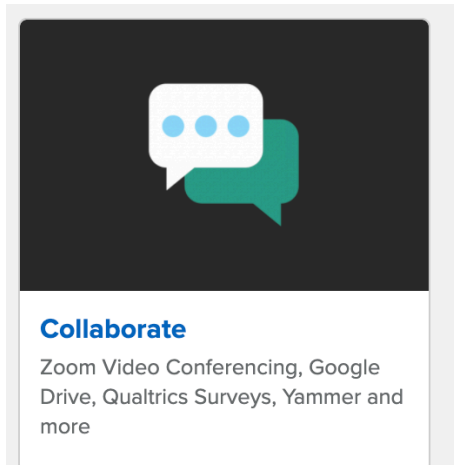
Scroll down until you locate the "E-Signature" tile. Click the "E-Signature" tile

E-Signature

E-Signature solution powered by Adobe Sign for sending and signing digital forms

Sign in using your on-campus student email address.

Tip: Be sure you are using your on-campus student email address. Not sure what this email address is? Find it here: "myCoyote → "My Personal Information" →"Email Addresses" →You must use your "On-Campus" email address (not the email address that is beings with your coyoteidnumber@coyote.csusb.edu).

Sign in

New user? Create an account

Email address
joecoyote2020@coyote.csusb.edu

Continue

Or

Click "Start from Library"

Send a document for signature
Request signatures on a new agreement, or start from your library of templates and workflows.

Request signatures   Start from library

Select "Workflows" and type "OGS" into the search bar. You should see the the Grade Discount form:

Start from library

	Name	Last Modified
	× ogs	
	Account Workflows	
	OGS - Leave of Absence	05/15/2020
	OGS - Waiver of University Regulations	06/10/2020
	OGS - Repeat of a Course/Grade Discount	06/12/2020

Library
Recent
Templates
Workflows

Cancel   Start

Click on the form and select "Start"

Enter your Program Coordinator's email address. If desired, type a message in the message box as to why you feel this petition should be granted or you can attach a document with your statement.

You will be taken to the Petition for Discount of Grade form. Complete the required fields, and then select "Click to Sign":

I agree to the *Terms of Use* and *Consumer Disclosure* of this document

Click to Sign
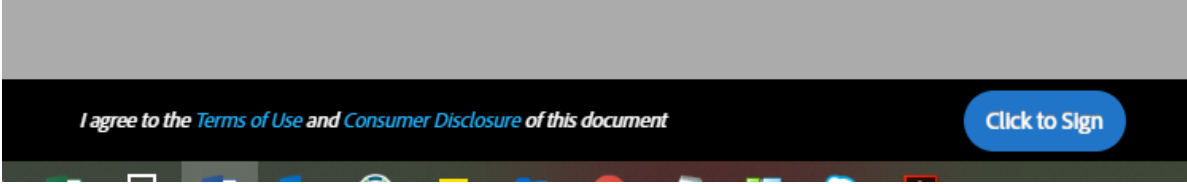
The form has now been successfully submitted. You can view the progress of your request within your Adobe Sign account.