
Change of Grade

A change of grade may be made only in the case of a declared clerical or other administrative error, except as indicated below. The definition of a clerical error is an error made by the instructor or by an assistant in calculating or recording the grade.

An appeal for a change of grade must be initiated by the student and must first be approved by the instructor and then by the chairperson of the department in which the course is offered before it can be accepted by the Registrar's Office. An appeal for a change of grade should be initiated as soon as possible, normally within one semester, in order to insure that proper documentation is available.

A letter grade may be changed to any other letter grade, except "W," or to "incomplete," if the student qualifies. Changes (except for those required by clerical error) shall not be made to "AU," or to non-traditional grades "CR" or "NC." However, non-traditional grades of "CR" or "NC" may be changed to an appropriate non-traditional symbol or to "incomplete," if the student qualifies, but may not be changed to "W," "AU," or to letter grades. Audit "AU" symbols may not be changed to any other grade.

The Student Fairness Committee serves any student who wishes to seek redress for alleged injustice occurring in his or her academic relation to any instructor. An official petition form can be secured from the faculty chairperson of the Student Fairness Committee.

Repeating Courses

Options for Repeating Courses

There are three ways to repeat courses which have already been completed. In the first case, Academic Renewal, the grade received the second time replaces the first grade that was received in the calculation of the grade point average. In the second case, the second grade is averaged with the first grade. In the third case, the second grade is posted on the transcript record, but there is no impact on the grade point average.

Students may not repeat a course in which an incomplete ("I") was assigned as a means for clearing the incomplete. See Grading System section on incompletes. Original grades remain on the transcript in each of the cases listed below; specific procedures and conditions are required for repeating courses. Students are not permitted to register for repeating courses prior to the first day of classes. Students repeating courses must register during the Schedule Adjustment period to allow non-repeaters a chance to enroll during the Priority or Open Enrollment periods via MySJSU.

1. Academic Renewal

Under the Academic Renewal policy, matriculated undergraduate students awarded course grades of C-, D+, D, D-, F, IC or WU may elect to repeat courses taken at SJSU for purposes such as improving their mastery of a subject in which they may have had difficulty and raising their grade point average. Disqualified undergraduate SJSU students may also repeat courses with grades of C-, D+, D, D-, IC, F, or WU for Academic Renewal through SJSU's Open University. The Academic Renewal option for repeating a course is limited to one repeat per course. The grade earned for Academic Renewal is the grade of record, but repeating a course for Academic Renewal does not remove the previous grade from the transcript, and only the most recently earned grade prior to Academic Renewal is disregarded for Academic Renewal. Students must file an Academic Renewal petition with the Student Services Center by the deadline to add classes.

Students admitted to SJSU with 55 or fewer units may repeat a maximum of 18 units for Academic Renewal; students who enter as upper division students (56 or more units) may repeat a maximum of 9 units for Academic Renewal. Eligible students may seek Academic Renewal for courses taken elsewhere, but the renewal course must be taken at SJSU in all cases. Eligibility for Academic Renewal may be determined only by the Registrar's Office. Students eligible for late add to a class may not be denied that add based on their intention subsequently to seek authorization for academic renewal.

2. Averaged Grades

Students in clear standing who received a "C-," "D+," "D," "D-," "F," "IC" or "WU" the first time they took a course may sign up for the course again. Unlike Academic Renewal, the second grade is averaged with the first grade.

Units and grade points for all repeated attempts will appear on grade slips and transcripts and will be calculated into the grade point average. However, units for repeated courses for which credit was received on the first attempt can not be counted for graduation credit and will be subtracted from the total units completed when the student applies for graduation. Students should keep track of such units and not count them twice in the total units taken for the degree.

Repeating a course in which a NC (no credit) was received on the first attempt: If the student earns a passing grade (A, B, C, for courses graded A, B, C/NC), the units will be added to the total units completed and grade points for the repeated attempt will be calculated into the grade point average. If the grade received is CR (for a course graded CR/NC), the units will be added to the total units completed but the CR grade will have no effect on the grade point average.

3. Transcript Record

Repeating a course in which a "C" or better was received on the first attempt or for which previous credit was granted at another institution: While the units and grade points will appear on the grade slip and transcript and the grade will be calculated into the grade point average, students should be aware that the units and grade points for the repeated courses cannot be counted for graduation credit. Such units and grade points for repeated courses will be subtracted when the student applies for graduation. Students should also keep track of these units and not count them twice for graduation purposes.