



**Course Repeat form**

*\* Please print all information.*

Effective May 2005, CSU's Course Repeat Policy will be automatically applied in situations where students meet the Course Repeat Policy criteria listed in the Undergraduate Catalog.

This form is **ONLY** to be used if the course being repeated at CSU:

1. Was originally taken during on Quarters, or
2. Does not have the same course title, course abbreviation, or catalog number.

**STUDENT INFORMATION:**

Name:	CSU Student ID #:
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***Conditions: Course Repeat***

- Courses in which any grade equivalent to a "D" or below, that affects the grade point average, has been earned may be repeated.
- Courses in which a "C" or higher was earned are not repeatable.
- Courses may **NOT** be repeated more than twice.
- The letter grade earned in the most recent attempt will be included in cumulative credit totals and grade point average.
- Repeated courses and grades will be recorded on the transcript, but will be noted with a "#" indicating that the course has been repeated, is not included in cumulative credit totals and grade point average and is not applicable toward graduation requirements.
- Courses that have an alternative repeat policy stated in their course description are excluded from this policy.
- Course repetitions must receive a letter grade that affects grade point average to apply.
- This policy is **NOT** retroactive to courses already repeated.

Subject and Course Number (e.g. ENG 101)	Course Title	Original Grade Earned:
Course Originally Taken:	Course will be Repeated:	Credit Hours:
Semester:                      Year:	Semester:                      Year:	

**APPROVALS (Official Use Only):**

Department:	Department Chair Approval and Extension:
Previous Course Information (e.g. ENG 101):	Current Course Information (e.g. ENG 101):
IS EQUIVALENT TO:	
Additional Comments:	

OFFICE USE ONLY

**\*Student Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_