Use this form ONLY if the course is being repeated at CSU and one of the following applies: (check one)

☐ The course was originally taken during Quarters, OR
☐ Does not have the same course title, course abbreviation, or catalog number, OR
☐ Credit hour changes resulting from the Fall semester 2014 four-to-three credit hour conversion have impacted your total earned hours required for graduation. (Advisor approval required)

STUDENT INFORMATION

Name: ____________________________  CSU Student ID #: ____________________________

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Required Conditions and Results for Course Repeat:

- Courses must be equivalent to a “D” or below, affect the grade point average, and have been earned or repeated.
- *Courses in which a “C” or higher was earned are not repeatable.*
- Courses may NOT be repeated more than twice.
- Courses that have an alternative repeat policy stated in their course description are excluded from the policy.
- Course repetitions must receive a letter grade that affects grade point average to apply.
- This policy is NOT retroactive to courses already repeated.
- Repeated courses and grades will remain recorded on the transcript but are not included in grade point average.
- The letter grade earned in the most recent attempt will be included in the cumulative credit totals and grade point average.
- When related to the four-to-three conversion, credit hours from the previous attempt will be used for courses earning a grade of D, to support graduation requirements.

<table>
<thead>
<tr>
<th>Subject and Course Number (e.g. ENG 101)</th>
<th>Course Title</th>
<th>Original Grade Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Originally Taken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course will be Repeated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester: __________ Year: __________</td>
<td>Semester: __________ Year: __________</td>
<td></td>
</tr>
<tr>
<td>Credit Hours: ________________________</td>
<td>Credit Hours: ________________________</td>
<td></td>
</tr>
</tbody>
</table>

APPROVALS (Official Use Only):

Advisor Approval Signature (for four-to-three conversion related changes):

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:

* Student Signature (required): ____________________________ Date: ________________

Please return to Campus411 All-in-1 in BH 116