

Course Repeat Form

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.

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

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 MC 116