



Division of Enrollment Services

Course Repeat Form

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

STUDENT INFORMATION

| | |
|-------|-------------------|
| Name: | CSU Student ID #: |
|-------|-------------------|

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 BH