



Application for COURSE REPEATS -- 2007-2008

Students may repeat a course in which the original grade was a "D" or "F" grade and have the second grade count in the calculation of the retention/graduation GPA, even if the second grade is lower than the first. Multiple repeats of one course will result in an averaging of all repeated courses. A maximum of *four courses or 18 hours* may be repeated under these guidelines. All courses and grades remain in the Cumulative GPA, but are removed from the Retention/Graduation GPA. Application does not guarantee Repeat when the course is not judged equivalent, if course does not exist in CASC catalog, or original grade was not a "D" or "F."

Please note that, generally, for all currently enrolled students, the computer software configures the Repeat/Forgiveness automatically. However, there are instances during database conversion that this did not occur or the course originated at a sister institution that necessitates application.

Directions: Complete and return to the Office of Admissions with a copy of the academic transcript.

Student Information			
1	ID Numbers:	(Social-Security-Number)	(CASC ID#, if known)
		(first name)	(middle name) (last name)
2	Name	(mailing address)	(city) (state) (zip code)
		(day/work)	(home) (e-mail)
3	Address:	(day/work)	(home) (e-mail)
		(day/work)	(home) (e-mail)
4	Contact Numbers::	(day/work)	(home) (e-mail)
		(day/work)	(home) (e-mail)
		(day/work)	(home) (e-mail)
		(day/work)	(home) (e-mail)
		(day/work)	(home) (e-mail)
5	List year/term of course(s) for Repeat application:	(Course)	(Year/Term) (College/Institution)
		1)	
		2)	
		3)	
		4)	
		Student Signature _____	Date _____

Office Use Only	
Guidelines for assigning Repeats? <i>(Admissions Office completes)</i>	<input type="checkbox"/> Original grade was a "D" or "F" grade. <input type="checkbox"/> CASC has an equivalent course in its college catalog. <input type="checkbox"/> Course is equivalent to CASC (same number of credit hours; same course content).
Documentation of Process	<input type="checkbox"/> Registration>Student Registration>Inquiry (One Forgiven; One Repeat; any others unmark) <input type="checkbox"/> Letter to Student _____ <input type="checkbox"/> File: <i>Student & Academic Forgiveness</i> Rev (6/18/2007)