GPA Recomputation Request

Colorado State University Pueblo

With certain restrictions, <u>undergraduate</u> students may repeat a course to raise the grade. Students do not accumulate graduation credits by repeating a course: a course's credits apply toward graduation only once, no matter how many times the course is repeated. ("Repeatable" courses are an exception to this rule; see below.)

The first two times a course is repeated, only the highest grade is averaged into students' cumulative grade-point average. (For example, if a student earns an F, a C and a D in successive attempts with a course, only the C will be included in the student's cumulative GPA.) For the fourth and any subsequent time students complete the same course, the highest of the first three grades AND all subsequent grades are averaged into the GPA. (For example, if a student earns grades F, C, D and A in successive attempts with a course, the C and the A are averaged into the student's cumulative grade-point average.)

Transcripts contain an appropriate entry of RP indicating that the course has been repeated and the grade-point average has been recomputed.

If a student transfers a course to CSU-Pueblo from another institution and then repeats the course at CSU-Pueblo, the credit and grade points from CSU-Pueblo will remain part of the cumulative hours and grade point average. In addition, if a student takes a course at CSU-Pueblo and then transfers the course from another institution, the credit and grade points from CSU-Pueblo will remain part of the cumulative hours and grade point average. Duplicate credit will not be granted.

CSU-Pueblo course grades cannot be recomputed using transfer courses. Students should be aware that some academic departments place limitations on repetition of courses for majors and/or minors. **Once a degree has been posted, no repeats will be processed for the period used toward the degree.**

INDIVIDUAL COURSES WHICH MAY BE REPEATABLE FOR CREDIT

Generally courses cannot receive duplicate credit. Some specified courses may be repeated for credit. These courses are designated by the word Repeatable in the *Course Description* section of our catalog. The number after the word Repeatable indicates the maximum number of credits that may be used toward degree requirements.

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I have read the policy stated above and I am requesting that my grade point average be recomputed for the following repeated course(s).

NAME: _____ PID: _____ PHONE: _____

Course to be excluded (removed) from GPA   Course to be included in GPA

Dept. and Course Number	Term	Year	Grade	Dept. and Course Number	Term	Year	Grade

Student Signature:_____ Date: _____

Return completed form to Registrar's Office (ADM 202) for processing or fax to (719) 549-2419.

Revised: 6/11/15