



Request to Apply Repeat Policy

Student Name: _____ Student ID Number: _____
 Are you currently enrolled at CSC? Yes No

Please review my academic records to determine if I have repeated courses, either at Connors State College or at any other institution that may apply under the Oklahoma State Regents' repeat policy. I understand that:

- I must be currently enrolled at Connors State College and that the policy applies only to courses in which the original grade is a "D" or "F".
- The policy applies only to the first 18 hours or four courses.
- Both the original grade and the second grade will remain on my permanent records; and that both grades will be included in the cumulative grade point average reflected on my official transcript.
- The original "D" or "F" grade for a course designated as a repeated course will be excluded from the calculation of the Graduation/ Retention grade point average reflected on my official transcript.
- If I repeat the same course more than once, only the original grade can be excluded from the calculation of the Graduation/ Retention grade point average and all other grades earned in that course will be included in the GPA.
- Upon completion of the review of my record, I will be notified by the Office of the Registrar via my Connors State College student email account of the action.
- The action applies only to the academic grade and has no impact on financial aid and their action.

Student's Signature: _____ Date: _____

Original Course			Repeated Course		
Course Prefix & Number	Course Title	Institution	Semester & Term	Institution	Semester & Term
Course Prefix & Number	Course Title	Institution	Semester & Term	Institution	Semester & Term
Course Prefix & Number	Course Title	Institution	Semester & Term	Institution	Semester & Term
Course Prefix & Number	Course Title	Institution	Semester & Term	Institution	Semester & Term
Course Prefix & Number	Course Title	Institution	Semester & Term	Institution	Semester & Term

Office of Registrar's Use Only:
 Processed by: _____ Date: _____

Last updated 7/8/2019