

Appalachian State University

**Repeat Form**

Complete this form and submit it to the Registrar’s Office. Please print name:

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

Student (Identification) Number \_\_\_\_\_

I am currently repeating/have repeated the following course(s): please exempt the initial grade from the grade-point average (GPA) computation:

Department	Course Number	Academic term in which course was <u>initially</u> taken	Academic term in which course was <u>repeated</u>

I have read and understand the following:

1. Only the initial attempt (first taking) of a repeated course can be exempted from grade point average computation.
2. No more than five repeated courses can be exempted.
3. The student must specify to the Registrar’s Office which repeated courses are to be exempted
4. The selection of a repeated course for exemption, once made, cannot be changed.

(Note: The credit hours assigned to a course will not be awarded more than one time; i.e., if a course in which credit hours have been earned is repeated with a passing grade, additional credit hours will not be awarded. If, however, a course in which credit hours have been earned is repeated with a grade of “F”, “U” or “W”, the hours earned initially will be subtracted from the student’s total.)

**This form must be submitted to the Registrar’s Office no later than the last day of the final exam period during the term in which the course is repeated.**

**Submit Options**

1. Mail to: ASU Registrar’s Office  
John Thomas Building  
PO Box 32009  
Boone, NC 28608-2009
2. Drop this form off in Room 109 of the Registrar’s Office in the John Thomas Building
3. Fax to the Registrar’s Office at **(828)262-6764**  
A signature is required unless this form is being submitted via e-mail

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date