

Repeat Request

Who needs to use this form?

Students who have repeated a course at Metro State University.

All students must complete the Student Information portion. Complete sections 1-3 (and whichever of sections 2a and 2b apply to you). All of the information requested is available in your online "Academic Record" in Student e-Services.

Important Notes

- Only courses originally taken at Metro State University and then repeated at Metro State University are applicable.
- If a course is repeated once, only the higher grade is used in the grade point average calculation.
- If a course is repeated more than once, the grade point average calculation includes all attempts except the first one.

How to Submit

Submit the completed form via email or to the Gateway Student Services Center by mail or in-person. **(AFTER you have completed and received a grade in all course attempts for which you would like a repeat processed).**

Questions?

Contact the Gateway Student Services Center

SECTION 1: STUDENT INFORMATION

Last name

First name

Middle name

Metro State student ID number

Metro State email address

Phone number (with area code)

SECTION 2A

Complete this section if you want to repeat a course for which you originally earned a grade of D or F. **Only the student signature is necessary when completing this section.**

Course number	Title of course	Credits	Instructor

SECTION 2B

Complete this section if the grade earned in the original course was higher than a grade of D. **You must obtain the signature of the dean of the college in which the course is offered prior to repeating the course.**

Course number	Title of course	Credits	Instructor	Office use only

SECTION 3: SIGNATURE

Signature of dean: _____ Date (MM/DD/YYYY): _____

Student signature: _____ Date (MM/DD/YYYY): _____

Contact us: **records.registration@metrostate.edu** | **651.793.1300**