

REPEAT/DELETE

Policy/Procedures & Frequently Asked Questions

REPEATING A COURSE: The original grade and grades earned in repeated courses are used in calculating grade point averages, unless a student exercises the Repeat/Delete policy explained below. However, repeated credits earned are only used once to fulfill graduation requirements.

REPEAT/DELETE POLICY: Repeat/Delete is a one-time per course grading option that may be used by undergraduate students who repeat a course. The following rules apply when the Repeat/Delete option is applied:

- The grade received in the repeated course (Repeat/Delete) will be used in calculating the student's GPA, regardless of whether the repeated grade is higher, the same as, or lower than the initial grade received. The initial grade will remain on the transcript, but will not be used in calculating the GPA when the Repeat/Delete option is applied.
- It is the student's responsibility to request the Repeat/Delete option from the Registrar, before the expiration of the course withdrawal period for the course during the semester in which the course is first repeated.
- The Repeat/Delete option may be used for a maximum of ten (10) credit hours and no more than three courses, effective Spring Semester 2004.
- If the course is repeated at any time subsequent to the use of the Repeat/Delete option, all grades in that course, except the initial grade, are used in computing the student's GPA.
- Although a course may be repeated as often as a student chooses, the Repeat/Delete option can be used only the first time a course is repeated.
- The Repeat/Delete option will affect cumulative GPA but will not retroactively affect academic standing for previous terms.
- Although the University does not use the original Repeat/Delete grade for GPA calculation, other educational institutions and potential employers may use this grade in their GPA calculation. Medical schools, law schools, and other graduate programs, for example, may recalculate cumulative GPA using ALL GRADES on a transcript.
- Once a student has graduated from CSU, a student **may NOT repeat/delete** any CSU course taken PRIOR to the date of graduation, effective Fall Semester 2008.

REPEAT/DELETE FREQUENTLY ASKED QUESTIONS:

- ***Do I have to repeat the course at Colorado State University?*** Yes, a course taken at another university may not be used for the Repeat/Delete option.
- ***Can graduate students take advantage of the Repeat/Delete option?*** No, Repeat/Delete is available only for courses taken as an undergraduate student.
- ***I have already repeated the course once prior to Fall Semester 2001. Is it eligible for the Repeat/Delete option?*** No, to be eligible for Repeat/Delete the course cannot have been repeated prior to Fall 2001.
- ***I've already graduated. Can I take advantage of Repeat/Delete?*** No, once a student has graduated from CSU, a student **may NOT repeat/delete** any CSU course taken PRIOR to the date of graduation, effective Fall Semester 2008.
- ***Where can I get a form?*** At the Records and Registration Office, 100 Administration Annex or go to www.colostate.edu/Depts/Registrar/repeatdelete.pdf.
- ***May I exercise the Repeat/Delete option for an expired course?*** No, if the course is no longer being offered, the Repeat/Delete option cannot be used.

