Colorado
State
University

Undergraduate Repeat/Delete Request

_____   _____   _____-_____-_____
Last Name   First Name   CSU ID

_____   _____   _____
Course (Ex. Math 160)   Semester Course First Taken   Semester Course Repeated

- **You must be registered for this course the second time before handing in this form.**
- The grade received in this repeated course will be computed into your GPA *regardless of the grade earned*.
- The original grade will not be removed from your current GPA until a grade is assigned for the repeated course.
- The Repeat/Delete option will affect cumulative GPA but will not retroactively affect academic standing for previous terms.
- Instructors may prohibit use of the Repeat/Delete option for final grades given as a penalty for academic misconduct.
- You can confirm your Repeat/Delete has been processed by clicking on the "View My Repeat/Delete Credits" link on your RAMweb homepage. Processing of Repeat/Delete Forms generally takes between one to two weeks.

WARNING: Medical schools, law schools, and other graduate programs may recalculate your cumulative GPA using ALL the grades on your transcript. Therefore, while CSU 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.

IMPORTANT: A repeat/delete request may affect financial aid and scholarship eligibility. Please contact Student Financial Services for more information

I understand the following conditions apply and violation of any one may invalidate this request.

- **This is the first time I am repeating this course**.
- A maximum of three separate courses, for a combined total of no more than 12 credits, may be repeated under the Repeat/Delete policy. You cannot repeat delete any single class more than once.
- This form must be submitted to the Registrar's Office no later than the end of the course withdrawal period for the course (courses offered for less than 16 weeks have proportionally shorter withdrawal periods).
- 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.

⟶   Yes   No
_____   _____
     Student's Signature   Date   I have read the repeat/delete policy

This form MUST be submitted no later than the end of the course withdrawal period for the course.

FOLLOW-UP: one to two weeks after submitting this form you can **"View My Repeat/Delete Course(s)"** in RAMweb to verify that your request has been processed.

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REPEAT/DELETE Policy/Procedures &
Frequently Asked Questions

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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 twelve (12) credit hours and no more than three courses, effective Spring Semester 2014.
- ➤ 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 school, 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.
- ➤ *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.
- ➤ *If I am taking a course for the second time, submitted a Repeat/Delete form and then withdrew from the course, can I take the course again and still take advantage of Repeat/Delete?* Yes, since the course was not completed and a grade not assigned, you may use the repeat/delete option.