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Student ID

FOR UNDERGRADUATE COURSES

## Notice of Repeated Course

TO OVERRIDE PREVIOUS D+, D, D-, or F GRADE

Name \_\_\_\_\_  
Last First MI

Original Course

Term/Year

Dept & Course #

Grade

(Must be D+, D, D-, or F)

Repeated Course

Term/Year

Dept & Course #

***Provide title of the course if course number is different or the course title has changed:***

### Policy:

University policy allows that a grade of D+, D, D-, or F may be disregarded in the calculation of the grade point average (GPA) if the student repeats the same course and earns another grade.

### Explanation:

- Both the original and repeated course must be taken at PSU.
- Only the first D+, D, D-, or F grade can be disregarded, or excluded, from the calculation of the GPA
- The second course (repeat) must also be graded (A-F). This grade is included in the calculation of the GPA. Transfer and correspondence courses are not eligible for this policy. Credit by examination and courses taken for Pass/No Pass are not included in GPA calculations, and are not eligible for this policy. *Subsequent attempts after the second course repeat are not eligible for recalculation.*
- Original grades are not removed from the academic record (transcript).

**Submit this form after the end of the term in which the repeated course has been graded, to the Registration & Records Counter (Western Hemlock 21) or email it to [registrar@pdx.edu](mailto:registrar@pdx.edu).**