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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:

1. Both the original and repeated course must be taken at PSU.
2. Only the first D+, D, D-, or F grade can be disregarded, or excluded, from the calculation of the GPA
3. 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.*
4. 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 (Fariborz Maseeh Hall) or email it to registrar@pdx.edu.