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 (Western Hemlock 21) or email it to registrar@pdx.edu.