

FOR UNDERGRADUATE STUDENTS

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 Transcripts Window (Neuberger Hall Lobby).