

Enrollment Services  
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Fax: (541) 463-3995  
4000 East 30<sup>th</sup> Avenue  
Eugene, OR 97405-0640



## Request to Absolve Repeated Courses

A student can have the credits and grade points removed from the cumulative grade point average if the first grade was B, B-, C+, C, C-, D+, D, D- or F and the class has been repeated at Lane. A course can only be retaken once for this purpose. If a course is retaken more than once, only the oldest course credits and points will be removed from the grade point average under this policy.

**The repeated course credits must: all be taken in one term at Lane, be taken as a letter grade option, and must be equal to or greater than the number of credits completed in the original course.** This process cannot be reversed.

The Student Records Office will exclude the credits and grade points of the original course from the cumulative grade point average. The original course and grade will remain on the transcript.

Name: \_\_\_\_\_ Student # \_\_\_\_\_

Course Title: \_\_\_\_\_ Course # \_\_\_\_\_

First Term Taken \_\_\_\_\_ # of Credits: \_\_\_\_\_ Term Repeated: \_\_\_\_\_ # of Credits: \_\_\_\_\_