

Title: #VI-5B. Repeating Courses and Grade Forgiveness

Date: May 4, 2020 (replaces version dated March 25, 1986)

These procedures are established pursuant to the requirements of [W.Va. C.S.R. § 135-22-3&4](#) and shall also be published in the WVU at Parkersburg Catalog.

I. Repeating Courses

Students who have received a final grade of D or F in any course at West Virginia University at Parkersburg may repeat that course and have the original grade of D or F replaced by the later grade earned, with the following understandings and restrictions:

- A. The course to be repeated must have had a final grade of D or F.
- B. The course to be repeated must have been a part of the student's first 60 hours of college credit, earned either at this or at any other institution.
- C. Repetition of the course must occur before the student earns a baccalaureate degree.
- D. The original grade shall not be removed from the student's transcript. It will, however, not be counted in computing the student's grade point average nor in counting total hours of credit earned.
- E. If repeating the course does not yield a satisfactory grade, the course may be repeated a second time; however, all grades earned in the course (except the initial grade that has been slashed and disregarded) shall be counted in computing grade-point average.
- F. Any course that is repeated (a) when the original grade in that course was not a D or F, or (b) when the original grade was not a part of the student's first 60 hours of college credit will be averaged with the initial grade for purposes of computing grade-point average.

II. Grade Forgiveness

Students may request the forgiveness of grades previously earned if they wish to do so. Forgiveness is not automatic but must be initiated by a request in writing to the Registrar's Office with the endorsement of the student's assigned Academic Adviser.

Grades that are forgiven shall not be removed from the student's transcript. They are to be marked in such a way as to indicate that they are not counted in tabulating either the student's total hours completed or cumulative grade-point average.

The following specific conditions apply in all cases of request for grade forgiveness:

- A. A student who requests grade forgiveness must be currently registered at West Virginia University at Parkersburg or be in the process of entering or re-entering West Virginia University at Parkersburg.
- B. A student requesting grade forgiveness must be enrolled in a degree program at West Virginia University at Parkersburg. Students identified on official records as "Non-matriculated" may not request grade forgiveness until they identify a degree objective.
- C. Any grade or grades to be forgiven must have been earned at least four years prior to the date of requesting forgiveness.
- D. The student requesting grade forgiveness must not have been enrolled in college-level studies in any college or university on a full-time basis at any time during the four years immediately prior to the date of re-entering the college on a full- or part-time basis. For purposes of definition, "full-time" enrollment means registering for 12 or more credit hours in any one semester, and includes withdrawals.
- E. Grade forgiveness shall not be granted if exercising the D/F Repeat Rule is appropriate. That is, the student should demonstrate that a change in program or degree objective has rendered repetition of a former course unnecessary or unproductive.
- F. In all instances of grade forgiveness, the student will be notified that other colleges or universities may have policies that do not allow the forgiveness of grades so that the grade which is being disregarded at West Virginia University at Parkersburg may be brought back into active consideration at another institution to which the student may transfer.
- G. Grades which were earned prior to the awarding of a degree or certificate may not subsequently be forgiven.
- H. Students may initiate grade forgiveness requests only twice. After the Registrar's Office has processed a second grade forgiveness request, no further requests will be honored.
- I. Any grade forgiven cannot be rescinded and cannot be used to fulfill graduation requirements.

Responsible Administrator: Provost, Academic & Student Affairs, 304-424-8242