Parkersburg West Virginia University

REQUEST FOR GRADE FORGIVENESS

Grade forgiveness is a process by which grades that appear on your transcript may be removed from consideration in computing your grade point average. Grades that are forgiven are not removed from your transcript; they are marked to indicate that they are no longer counted in determining either your total credit hours completed or grade point average.

Grade forgiveness may be requested no more than two times. Also, grades that were included in an earned degree are not eligible for forgiveness.

Grades to be forgiven must:

- be D or F grades.
- have been earned at least four years ago.
- not be needed in the current degree program. If they are needed, you must use the D/F repeat policy.

You are eligible for grade forgiveness if:

- your D or F grades meet the requirements listed above.
- you were not enrolled as a full-time college student in any college or university for at least a four-year period after earning the D or F grades.

You were a full-time student if:

- you registered for 12 or more credit hours in any semester or six or more credit hours in a summer semester.
- you were registered for 12 or more credit hours in any semester (or six in any summer term) but later withdrew.

If you meet all the requirements listed above, you may apply for grade forgiveness. With your advisor's assistance, complete this form and submit it to the Records Office during the first semester after returning to college.

The request will be reviewed following the end of the withdrawal period for the current semester; notification of the action taken will be sent to you by mail. If your request is denied, you may appeal the decision to the Executive Dean for Academic Affairs.

Please note that other colleges or universities may have policies that do not allow the forgiveness of grades. Thus the grade that is forgiven by WVU Parkersburg may be brought back into consideration at another institution to which you may transfer.

Parkersburg West Virginia University

FOR OFFICE USE ONLY

Signed _____

Date _____

Name _____

Street Address _____

City, State and Zip _____

WVUP ID or SSN _____

Date of Application _____

What is your current degree objective? _____

(***Major must match official OLSIS record***).

When were you last registered in any college or university as a full-time student?

_____

COURSE NO/TITLE	GRADE	WHEN TAKEN	WHERE COMPLETED	*APPROVAL CODE

Signed _____ (student)

Signed _____ (advisor)

*Approval Codes:
AP – Approved
D1 – Denied, Grade(s) issued within previous four years
D2 – Denied, D/F repeat rule should be used
D3 – Denied, Applicant has been full-time within four-year waiting period.
R – Repeated, D/F repeat rule has already been used

WVU Parkersburg is an Equal Opportunity Institution.