



**REQUEST TO REPEAT GRADE OF "C" IN AN  
UPPER LEVEL COURSE (300-499) (RO-2/18)**

Registrar's Office • 200 High Street • Glenville, WV 26351 • 304-462-4117 • FAX 304-462-8619 • [Registrar@glenville.edu](mailto:Registrar@glenville.edu)

**Request must be submitted by the last day to drop/add a course.**

**STUDENT NAME:** \_\_\_\_\_ **GSC ID #:** \_\_\_\_\_

**ACADEMIC PROGRAM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**I am requesting to repeat grade of "C" (8 credit limit) during \_\_\_\_\_ semester in the following course(s):**

COURSE(S) TO REPEAT

SUBJ	CRS	Title	CR	Semester "C" Was Earned

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Registrar Office Signature**

\_\_\_\_\_  
**Date**

**\*\*\*\*\*REGISTRAR OFFICE USE ONLY \*\*\*\*\***

Current Total Repeated hours: \_\_\_\_\_ Total repeated grade of "C" in upper level course hours: \_\_\_\_\_

Student qualifies to repeat a grade of "C"       Student does not qualify to repeat a grade of "C"

Your request to repeat a grade of "C" in the course listed could not be processed for the following reason(s):

- Student has already met, or will exceed the allotted 21 hours.
- Student has met or will exceed the allotted 8 hours of upper level courses (300 – 499) with a grade of "C" to be repeated.
- A baccalaureate degree was already rewarded prior to this request.
- The student has already received forgiveness for this course.

*Once a grade of C has been repeated, no further changes can be made to that course grade.*

\_\_\_\_\_  
**Department Chair Signature of Academic Program**

Approved     Denied

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Vice President for Academic Affairs**

Approved     Denied

\_\_\_\_\_  
**Date**

**\*\*\*Completed form must be returned to the Registrar's Office for processing.\*\*\***  
*Student will be emailed once their request has been reviewed.*