



REQUEST TO REPEAT GRADE OF "C" IN AN UPPER LEVEL COURSE (300-499) (RO-03/22)

Registrar's Office • 200 High Street • Glenville, WV 26351 • 304-462-4117 • FAX 304-462-8619 • Registrar@glenville.edu

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

Student Name: _____ **GSU ID #:** _____

Academic Program: _____ **Date:** _____

I am requesting to repeat grade of "C" (8 credit limit) during _____ in the following course(s):
Term/Year

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.

Approved Denied

VP for Academic Affairs: _____ Date: _____

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