



REQUEST TO REPEAT GRADE OF "D/F or C"

Registrar's Office

Phone: 304-367-4141 • email: registrar@fairmontstate.edu

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

STUDENT NAME: _____

STUDENT ID (F#): _____

CURRENT MAJOR: _____

DATE: _____

I am requesting to repeat grade of "D/F" (21 credit limit) or "C" (8 credit limit) during _____ semester in the following course(s):

COURSE(S) TO REPEAT

SUBJ (Ex. ENGL)	COURSE # (Ex. 1101)	Title	CR Hours	Semester "D/F or C" Was Earned (Ex. Fall 2017)

Student Signature

Date

Registrar Office Signature

Date

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

Total repeated grade of "C" in upper level course hours (8 credit limit): _____ Total repeated grade of "D/F" in hours: _____

Current Total "D/F" and "C" Repeated hours (21 credit limit): _____

Student qualifies to repeat a grade of "D/F or C" **Student does not qualify to repeat a grade of "D/F or C"**

Your request to repeat a grade of "D/F or 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 (3000 – 4999) with a grade of "C" to be repeated.
- A baccalaureate degree was already awarded prior to this request.
- The student has already received forgiveness for this course.

Once a grade of D/F or C has been repeated, no further changes can be made to that course grade.

Academic Advisor **Approved** **Denied** _____
Date

Major Department Dean/Chair Signature **Approved** **Denied** _____
(only if repeating a "C") **Date**

*****Completed form must be submitted from the Student's Fairmont State Email Account to the Registrar's Office for Processing.**
**** Student will be emailed once their request has been reviewed.*