I request credit and grade point adjustment under the D/F Repeat Rule for

________________________________________
NAME OF COURSE

I initially took the course during the __________________________
SEMESTER AND YEAR

I repeated the course during the __________________________
SEMESTER AND YEAR

In order to be eligible for credit adjustment under the D/F Repeat Rule, the following regulation is in effect:

If a student earns a grade of D or F in any course taken no later than the semester or summer term during which the student attempts the sixtieth (60) semester hour, and if that student repeats the course prior to the receipt of an baccalaureate degree, the original grade shall be disregarded and the grade earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record.

WVU ID

PRINT NAME

SIGNATURE

DATE

FOR RECORDS OFFICE USE ONLY

APPROVED: YES _____ NO _____

________________________
DIRECTOR

________________________
DATE