



## West Virginia Higher Education Policy Commission

### Guidelines for Implementation of Revisions to

#### **Series 22, *Grade Point Average for Associate and Baccalaureate Degrees***

February 14, 2018, **REVISION 4**

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The following is a clarification for implementation of revisions to Series 22, *Grade Point Average for Associate and Baccalaureate Degrees*. Revisions to Section 3.1 of the Series caps course repeats at 21 credit hours:

3.1. If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on a course taken prior to the receipt of a baccalaureate degree, and if that student repeats this course prior to the receipt of the baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the grade point average. The original grade shall not be deleted from the student's record. In upper division courses, a student may formally repeat up to eight credit hours, of a grade of "C", with the written permission of the appropriate head of the academic unit where the student's major is housed. The privilege of the "D" and "F" repeat is capped at 21 credit hours including any request for a "C" repeat in an upper division course.

All students currently enrolled, beginning fall 2018 shall start with a clean slate of 21 repeat credits. Each student shall be eligible for 21 credits of repeated courses regardless of any earlier recorded repeats appearing on the transcript.

Starting with fall semester 2018, all transfer students, including those from in-state community and technical colleges, receive a clean slate of 21 hours. The student's count of 21 repeat hours begins with the initial enrollment at the university/college including transient and dual credit courses.

Students who skip a semester or semesters of enrollment at the university/college, either to attend another institution or sit out a semester, do not get a clean slate of repeat courses upon re-enrollment to the original institution. Courses taken as a transient or concurrently enrolled student at another institution to be transferred back to the original institution shall count against the 21-hour cap.

Appropriate academic administrator "where the major is housed" shall be considered dean-level equivalent or higher.

Series 22

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Under the revised policy, students who are eligible, may apply for academic forgiveness.

Two-year programs at four-year institutions are to follow the revised policy.

The 21-hour cap is firm and shall not be exceeded by the institution. Once forgiven, a course cannot be further altered.

The 21-hour cap counts only the original course that has been forgiven/excluded from the GPA.

Once a grade is removed from the GPA calculation via repeat-course forgiveness, it may not be altered further.

Any appeals to this policy may be made to the appropriate academic administrator on the campus.

A Repeat of an "Upper Division Repeat Grade of C Form" has been included as an example. The suggested process is as follows:

- Student signs and submits the form to the registrar;
- Registrar's office reviews for eligibility;
- If student does not qualify for "C" repeat, the registrar emails the student with attached form for explanation and the advisor is copied;
- If qualified, registrar's office forwards request to appropriate dean/department chair;
- Once all signatures are obtained, form is resubmitted to registrar. Student receives email notification and the advisor receives a copy of the form.