

## Answers to a frequently asked question, “How do I remove a grade from my transcript?”

**Question:** Can a student remove a grade they don't like from their transcript?

**Answer:** The short answer is “no”.

Sometimes students want to remove a grade from their transcript because the grade is lowering their GPA, they've changed their major and no longer need the course for their degree, or they didn't do as well as they wanted to in the class.

Public universities like Ohio State are required to follow federal policies. Federal organizations like the National Association of Colleges and Employers (NACE) state that institutions must uphold grade integrity, including not allowing students to pick and choose which course grades appear on their transcript.

Transcripts are designed to be a complete and accurate record of all courses attempted and grades earned at an institution, so simply not liking a grade or no longer needing a course is not a valid reason for removing it from your transcript.

Continue reading to learn about other options.

### **Dropping or withdrawing from a course**

If you are currently enrolled in a course you are concerned about, you might consider dropping or withdrawing.

**4<sup>th</sup> Friday:** deadline to drop a course. If you drop a course on or before the 4<sup>th</sup> Friday of the semester, the course is completely removed from your record, and no grade will be posted.

**10<sup>th</sup> Friday:** deadline to withdraw from a course. If you withdraw from a course between the 5<sup>th</sup> and 10<sup>th</sup> weeks of the semester, the course will remain on your transcript, but you will receive a “W” (withdrew) instead of a final grade. A “W” does not affect your GPA. A student cannot request to withdraw from a course after the 10<sup>th</sup> Friday unless they have an approved retroactive withdraw petition (see page 3 of this document).

The 4<sup>th</sup> and 10<sup>th</sup> week deadlines apply to full semester courses. If you are taking a Session 1 or a Session 2 course, refer to the [Registrar's website](#) for drop and withdraw deadlines.

### **Retaking a Course using Grade Forgiveness**

Students can retake up to three classes using Grade Forgiveness. When Grade Forgiveness is used, the original grade is removed from the calculation of the student's GPA and only the grade earned during the second enrollment is used in the student's GPA. Please note:

- While Grade Forgiveness removes the original grade from the calculation of the student's GPA, the original grade still appears on the student's transcript.
- We generally don't recommend retaking a course for grade forgiveness if:
  - The course was only 1 credit hour. Since you only get three grade forgiveness allowances, it's better to save them for a 3, 4, or 5 credit hour class that has a higher impact on your GPA
  - We don't recommend retaking a course if you already did well the first time (C- or higher). In this case, your time is better spent making progress in your degree, getting involved in extracurricular activities, and learning new skills instead of retaking a course you already passed.
  - If you are not required to retake a course for your degree but you want to retake it anyway, make sure repeating the course will not delay your graduation. Check with your academic advisor if you need help with this.
  - When using Grade Forgiveness, the grade earned in the course during the second time is factored into the GPA, even if it's lower than the original grade earned.

More information about Grade Forgiveness, including answers to frequently asked questions and directions for how to submit the request, can be found on the [Grade Forgiveness](#) document.

### **Retaking a Course NOT using Grade Forgiveness**

If you decide to retake a course, but you don't want to use grade forgiveness, or if you've already used all 3 of your grade forgiveness allowances, the same recommendations in the section above still apply (we don't recommend repeating a course you already passed, etc.).

Below are frequently asked questions about retaking a course without grade forgiveness.

**Q:** How is retaking a course with grade forgiveness different from retaking a course without grade forgiveness?

**A:** With grade forgiveness, the original grade earned is removed from the calculation of the student's GPA. If grade forgiveness is not used, then all grades associated with the class are factored into the student's GPA.

**Q:** How do I enroll in a class I want to retake?

**A:** You should be able to enroll via Buckeye Link like you would any other course

**Q:** How is my GPA affected if I retake a course?

**A:** If, for example, you take a course and earn a C and then you take it again and earn an A, both the C and the A will appear on your transcript, and both will be factored into your GPA normally.

### **Retroactive Withdraw Petition**

An approved retroactive withdraw petition gives the student a "W" (withdrew) on their transcript instead of a final grade. A "W" does not affect a student's GPA.

Retroactive withdraw petitions can be considered in the following situations:

- A student experienced something beyond their control (an extenuating circumstance) that affected their ability to complete their coursework for a specific semester.
- And, the extenuating circumstance happened AFTER the withdraw deadline (tenth Friday of the semester for a full-semester course)
- And, the student has documentation (letter from a doctor, etc.) to support their petition

The purpose of the petition is for students who experienced extenuating circumstances AFTER the withdraw deadline to still request to withdraw from a course since they could not have foreseen the situation occurring.

Additionally, a full term withdraw is more likely to be approved than a single course withdraw since it's unlikely that extenuating circumstances are only impacting one course. A student can, however, request a single course withdraw if they can adequately explain why their other courses are not being impacted by their situation.

More information about retroactive withdraw petitions can be found here:

[https://advising.osu.edu/sites/default/files/links\\_files/Withdrawal%20Petition%20%28guidance%29.pdf](https://advising.osu.edu/sites/default/files/links_files/Withdrawal%20Petition%20%28guidance%29.pdf)

**Note:**

If you are experiencing issues that are impacting your course grades and the withdraw deadline has not yet passed, talk to your academic advisor about withdrawing before the university's deadline for doing so. During autumn semester, the withdraw deadline for full semester courses is the end of October. During spring semester, the withdraw deadline is mid-to-late March. The exact date varies per year but is always on the tenth Friday of the semester.

**Other options**

The above includes all options for changing a grade on a transcript or preventing a final grade from being posted. There are no other options that are not included in this document.

Sometimes students ask if their instructor can simply not post their final grade if the student is unhappy with the grade. That is not possible. All instructors are required to post the final grade a student earned unless a retroactive withdraw petition has been approved in which case a W will be posted instead of a final grade.