

Repeating Courses and Replacing Grades Policy
Addendum
Quarter to Semester Transition Implementation

In replacing grades of quarter courses with grades earned in semester courses:

- (1) Quarter courses that have a direct, approved one-to-one equivalency with a specific semester course will automatically be eligible for repeat and grade replacement.
- (2) For Quarter courses that are part of a course sequence, the default repeat/grade replacement will be:
 - The grade in the first course of a two-semester course sequence will, when repeated, replace the grade of the first course in a three-quarter sequence.
 - The grade in the second course of a two-semester course sequence will, when repeated, replace the lower grade of either the second or third quarter course.

Exceptions to the above are available only through a petition process. Faculty in the departments or units offering the course(s) make decisions regarding such petitions.

In all circumstances, repeat of a single course can replace only a single course grade.

Approved Undergraduate Curriculum and Academic Policy Committee ____March 8, 2012____
Approved Faculty Senate _____XXXX_____

**Repeating Courses and Replacing Grades Policy
Petition**

Submit to the Chair of the Department, which offers the courses.

Student Name: _____

UID: _____

Email: _____

Within the general guidelines of the WSU Repeating Courses and Replacing Grades Policy, I request the following:

Please replace the grade in:

Quarter Course Number _____

Quarter Course Title _____

Term taken (quarter/year) _____

With the grade received in:

Semester Course Number _____

Semester Course Title _____

Term taken (semester/year) _____

Rationale for Request:

Decision of Department: approve reject

Signature _____

Date: _____

Send signed and dated form to the Office of the Registrar