



Raider Connect
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-4000
FAX: (937) 775-4410
RaiderConnect@wright.edu

**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**

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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 (quarter/year) _____

Rationale for Request:

Decision of Department: approve reject

Signature _____ Date: _____

Send signed and dated form to Raider Connect