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 (quarter/year) ___________________________

Rationale for Request:

Decision of Department: ☐ approve ☐ reject

Signature __________________________________________ Date: ______________

Send signed and dated form to Office of the Registrar