



Quarter to Semester Grade Replacement Form

INSTRUCTIONS: In order to replace a quarter grade with a semester grade, the student should fill out this form with his or her advisor and obtain signatures from the department chair of the department that offers the course. Xeroxed copies should be provided for all signatories.

The University’s undergraduate grade replacement policy as stated in the catalog is as follows:

A student may repeat any course taken at West Georgia after summer 1996 in order to replace an earlier grade. The last grade earned in a course will be the grade used to compute the institutional GPA, which is used for academic standing, and to determine graduation eligibility.

However, it is not possible to replace all quarter grades because many of the quarter courses were discontinued, and therefore cannot be repeated. To be sure that you take the right course, **you must fill out this form and secure all signatures before delivering it to the Registrar’s Office.**

Only courses taken Fall 1996 or after can be repeated. All course work attempted remains a part of your permanent academic record and is shown on your transcript.

Student’s Name _____
Last First MI

Student ID (917# No Social Security Numbers please) _____

Quarter course(s) to be replaced:

Subject prefix _____ Number _____ Year taken _____ Grade _____
Subject prefix _____ Number _____ Year taken _____ Grade _____
Subject prefix _____ Number _____ Year taken _____ Grade _____

Semester course(s) to replace Quarter Course listed above:

Subject prefix _____ Number _____ Year taken _____ Grade _____
Subject prefix _____ Number _____ Year taken _____ Grade _____
Subject prefix _____ Number _____ Year taken _____ Grade _____

Signatures:

Advisor: _____ Date _____

Chair of the Department that offers the course: _____ Date _____

Copies should be made for student’s personal file, the Dean of the college that offers the course, and the Dean of the College of the student’s major, if different.