

High School Course Repeat

When a student repeats a course, the better of the two marks (letter grades) and corresponding mark points will be calculated on the permanent record. Registrars will run a list of repeated courses each semester (quarterly at RMHS). Counselors will review the list to identify repeated courses and notify registrars to enter "Repeat Forgiven" for courses within the Course History area of the Student Information System for students. Because a complete history of courses must be reflected on the permanent record, the following changes will occur: The lower mark will remain on the transcript, the letter "R" will display to indicate that the course was repeated, and the GPA impact for the "R" course will be removed from the semester GPA and from the GPA Summary on the transcript. A complete history of courses must be reflected in the permanent record. When class space is limited, first priority in student scheduling for course repeats goes to students with a failing mark. Refer to the PSD Administrative Procedure for Course Repeat last revised February 22, 2016.

Example Transcript **BEFORE** Course Repeat applied

Yr: 2014	Term: S2	Grade: 10
Financial Life Management	B	5.00
Child Development	A	5.00
Spanish Level 2 S2	F	0.00
Pre AP World Literature S1	B+	5.00
Geometry S2	A-	5.00
Earth Systems Science S2	C	5.00
World Geography and Culture	A	5.00
Advisor/Advisee 10 S2	A	1.00
Cred Cmp: 31.00		GPA: 2.889

Yr: 2015	Term: S1	Grade: 11
Spanish Level 2 S2	C+	5.00
US Lit and Composition S1	A	5.00
Algebra 2 S1	B	5.00
Chemistry S1	B+	5.00
Anatomy and Physiology S1	A-	5.00
US History S1	A-	5.00
Advisor/Advisee 11 S1	A+	1.00
Cred Cmp: 31.00		GPA: 3.355

This student earned a mark of **F** in **Spanish Level 2 S2** during the spring semester (2014, S2).

The student repeated the course the following fall semester (2015, S1) earning a mark of **C+**.

The **Semester GPA** and **GPA Summary** (GPAs) on the transcript still reflect the mark of F impact.

R = Repeat Forgiven

GPA Summary		In
Adj Cum GPA	3.457	P
Cum GPA	3.457	R
5 Point GPA	3.457	M
Ranked By		M
Adj Cum GPA		T
		T

Example Transcript **AFTER** Course Repeat applied and GPAs updated

Yr: 2014	Term: S2	Grade: 10
Financial Life Management	B	5.00
Child Development	A	5.00
R Spanish Level 2 S2	F	0.00
Pre AP World Literature S1	B+	5.00
Geometry S2	A-	5.00
Earth Systems Science S2	C	5.00
World Geography and Culture	A	5.00
Advisor/Advisee 10 S2	A	1.00
Cred Cmp: 31.00		GPA: 3.355

Yr: 2015	Term: S1	Grade: 11
Spanish Level 2 S2	C+	5.00
US Lit and Composition S1	A	5.00
Algebra 2 S1	B	5.00
Chemistry S1	B+	5.00
Anatomy and Physiology S1	A-	5.00
US History S1	A-	5.00
Advisor/Advisee 11 S1	A+	1.00
Cred Cmp: 31.00		GPA: 3.355

The school registrar applies the **Repeat Forgiven** tag (R) to the course with the mark of F and runs the update GPA process to recalculate all GPAs.

The **Semester GPA** for the spring semester is updated (from 2.889 to 3.355), as well as the **GPA Summary** for all GPAs (from 3.457 to 3.559).

R = Repeat Forgiven

GPA Summary		In
Adj Cum GPA	3.559	P
Cum GPA	3.559	R
5 Point GPA	3.559	M
Ranked By		M
Adj Cum GPA		T
		T