



PSD Administrative Procedure Course Repeat/Grade Replacement

High School Course Repeat

When a student repeats a course, the better of the two marks (letter grades) and corresponding grade 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.

The course repeat and grade replacement must **meet the following requirements:**

- The course ID for the repeated course must match the original course.
 - If there is any question of a difference in Course ID final approval will be made by the Director of Curriculum, Instruction and Assessment.
- The Director of Curriculum, Instruction and Assessment has final determination in all grade replacement decisions.

Middle School Course Earning High School Credit Opt-Out

As stated in District Policy IKF-3, Students/Parents have the option of declining high school graduation credit for approved courses taught at the middle school level. The window for declining HS credit begins the FIRST day of a student's ninth grade school year and ends the LAST day of a student's ninth grade school year. A **PSD High School Credit for Middle School Courses Opt-Out Form** (available online from the PSD website or from a high school registrar) requiring student, parent, and high school counselor signatures must be submitted to the high school registrar for processing. This form will be kept in the student's cumulative file. Once the credit is declined, the grade record removal is permanent and non-reversible.

Middle School Course Earning High School Credit Mandatory Opt-Out for Courses Repeated

A student who repeats the same course where high school credit was earned as a middle school student will **not** institute a mandatory opt-out for the repeated course. The repeated course will fall under the same guidelines of other courses repeated in high school (listed above).

At the time the course is scheduled for the student the Registrar will be notified and will enter "repeat forgiven" for the original course within the Course History area of the Student Information System.

When a student repeats a course, the better of the two grades will be reflected on the permanent record. Registrars will run a list of repeated courses (Synergy Report) each

semester (quarterly at RMHS). The counselors will review the list to identify repeated courses. Registrars will enter "repeat forgiven" for the course within the Course History area of the Student Information System. The course with the lower grade will display on the transcript with an "R" and will reflect no credit if it is a credit earning course. A complete history of courses must be reflected in the permanent record.

Dropped Courses Prior to End of a Term

A student who drops a course after the first four weeks of a term shall receive an automatic "F" which shall be used in calculating grade point average (District Policy IKC). Exceptions may be allowed with the principal's approval.

- At the time the course is dropped with a withdrawal failing grade the Registrar will be notified and will enter a "WF" within the Course History area of the Student Information System
- Exceptions will be documented and placed in the student's Cumulative folder

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CROSS REFS:

IKC, Grade Point Averages/Class Ranking

IKF-3, Graduation, Diploma, and Certificate Requirements