

## I-2: Improving a Course Grade Instructions

### INTENT TO ENROLL IN A COURSE FOR THE PURPOSE OF IMPROVING A COURSE GRADE

As per Utah State Board of Education Administrative Rule R277-717, high school students have the option to improve a course grade by repeating the original course or completing a “comparable course.” Refer to the administrative procedures for Board Policy I-2: Graduation Requirements for further information regarding course grade improvement.

- A. A “Comparable Course” is defined as:
  - 1. a course that fulfills the same graduation credit requirements as the course for which the student seeks to improve a grade (i.e. Core Science = Core Science);
  - 2. a course that is listed in the same section and subsection of the course catalog. For example, courses listed in “Section: Arts, Subsection: Dance” are only considered comparable with other courses listed in that same section and subsection;
  - 3. a course that is at the same proficiency level as the course for which a student seeks to improve a grade; and
  - 4. for core classes, a student must enroll in the same semester of the course for which the student seeks to improve his/her grade.
- B. Online courses must be taught by a highly qualified teacher of record, e.g., courses taken from a Utah public education institution that are approved by the National Collegiate Athletic Association (“NCAA”) and/or Utah System of Higher Education Regents’ Scholarship.
- C. School-based paper packets and other independently-paced credit recovery options cannot be used to improve a course grade.
- D. Concurrent Enrollment (“CE”) courses are college classes, and approval to change CE grades lies with the USHE institution that awarded credit. High school students may not repeat a college course through CE. The course can only be repeated after applying to an institution and paying tuition.
- E. A recurring course is not eligible for grade improvement.
- F. The NCAA may request that the student or district provide the student’s original class grade. Therefore, retaking a course may put a student’s eligibility at risk.

#### **Students must complete this form and submit it to their school counselor prior to repeating the course or enrolling in a comparable course.**

- G. For purposes of improving a grade, students who wish to retake the same course or enroll in a comparable course must complete this form, including obtaining all the necessary signatures, and submit the form to their counselor. This form must be completed prior to enrolling in any course.
  - 1. If the student is repeating the same course, the counselor will sign the form and obtain a school administrator’s signature.
  - 2. For student requests for enrollment in a comparable course:
    - a. The counselor will forward the signed form, together with any necessary documents, to the executive director of teaching and learning.
    - b. The executive director of teaching and learning will convene a District Credit Committee to review the student’s request to enroll in a comparable course.
    - c. The District Credit Committee will determine whether the suggested comparable course is approved for grade replacement, and will return the form to the counselor.
    - d. The counselor will communicate the decision of the District Credit Committee to the student, and when appropriate, enroll the student in the approved course.

#### **Upon completion of the replacement or comparable course, the following steps must be completed in order to add an improved grade to a student’s transcript.**

- H. Upon completion of the replacement or comparable course:
  - 1. The student must provide his/her counselor with all necessary documentation required to add a course to or improve a grade on the student’s current transcript within three weeks of completing the course.
  - 2. The counselor will submit the information to the executive director of teaching and learning, who will then approve or deny the adjustment of the student’s transcript and return the form to the counselor.
  - 3. If approved, the registrar will adjust the transcript as follows:
    - a. The transcript will be adjusted to reflect the student’s highest grade and exclude the lower grade, as necessary.
    - b. If a student retakes a “comparable course” that has a different course title or course number but counts for the same graduation credit, the comparable course title and/or course number will be added to the transcript.

- c. The transcript shall exclude from the student's permanent record the course or comparable course that is not the highest grade upon the request of the student.
- d. The transcript may not otherwise indicate the course or comparable course for which the student did not receive the highest grade on the student's record.