

# Course Grade Forgiveness / Replacement Form

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

**A student may, to improve a course grade received by the student:**

- Repeat the course one or more times or enroll in and complete a comparable course.
- A grade for an additional unit of a recurring course does not change a student's original course grade.

**If a student repeats a course, the student's LEA:**

- Shall adjust, if necessary, the student's course grade and grade point average to reflect the student's highest grade and exclude a lowers grade.
- Shall exclude from the student's permanent record the course grade that is not the highest grade and may not otherwise indicate on the student's record that the student repeated the course.

**If a student enrolls in a comparable course the student shall, at the time of enrolling in the comparable course:**

- Inform the Student's LEA of the student's intent to enroll in the course for the purpose of improving a course grade.

**If a student enrolls in a comparable course, the student's LEA:**

- Shall confirm, at the time the student enrolls in the comparable course, that the comparable course fulfills the same credit requirements as the course that the student intends to replace with the comparable course grade;
- Shall, if necessary, on the student's record and in the grade point average reflect the highest grade between the course and the comparable course and exclude the lower grade;
- 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; and may not otherwise indicate the course or comparable course for which the student did not receive the highest grade on the student's record.

**Counselor Notes / Student's Plan**

**Contract Reviewed:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Counselor Signature

\_\_\_\_\_  
Date

**Contract Finalized:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar Signature

\_\_\_\_\_  
Date

**Registrar Notes:**

**\*Official Transcript will not be updated until the contract has been finalized and signed\***