

## Grade Replacement Application

Students who have earned credit in a course with a grade of “D” or lower may retake the course for the opportunity to improve the grade. This is especially encouraged in situations where a grade of “C” or higher is necessary in order to advance in a developmental sequence. Both course experiences and grades will be recorded on the transcript, but only the second grade, whether higher or lower, will be calculated into a student's cumulative grade point average.

Students enrolled in a class under the grade improvement policy must adhere to the same deadlines for adding or dropping the repeated course as are established for all other classes with the same penalties for noncompliance. Courses repeated must be taken in sequence (ex: a student who has successfully completed Algebra 2 cannot repeat Algebra 1 under this policy). This will only apply to courses taken in person during the regular school year. This cannot be applied to summer school, credit recovery or other online courses.

Students retaking College Credit Plus courses must follow the policy of the college or university where the course is being offered at. However, this paperwork must still be used for record keeping purposes.

<b>Student Name:</b>	
<b>Student ID:</b>	
<b>Student Email:</b>	
<b>Grade:</b>	

### Original Course Information

Course Name	Year Completed	Final Grade

### New Course Information

Course Name	Year Completed	Final Grade

**Signatures**

	<b>Print</b>	<b>Signature</b>	<b>Date</b>
<b>Student:</b>			
<b>Parent:</b>			
<b>Counselor:</b>			
<b>Teacher:</b>			
<b>Administrator:</b>			