COURSE RETAKE - RETAKING OF AN ACADEMIC COURSE

When a course (required or not) is passed, learners may wish to retake a course for enrichment or to improve their grade point average (GPA). If a learner retakes a course, the higher of the two grades is the only grade for the course that appears on the transcript. The learner's GPA is figured from the higher grade**.** Additional credits for the retake are not earned; they are simply replaced.

A learner, along with their counselor may request a course retake, requesting permission for registration to be allowed despite the course showing it has been completed. This request must be granted by the building administrator managing registration and enrollment.

The request may be:

- Approved for registration
- Approved with a delay for registration (due to scheduling)
- Denied due to a lack of sufficient time in the learner's schedule
- Denied due to lack of evidence for success (a higher grade)

CREDIT RECOVERY

When a course that is required for graduation is failed, it **MUST** be retaken or recovered to earn credit. Retaking a course for the purpose of enrichment or to improve a grade is not the same as credit recovery. Credit recovery is offered when a learner has failed a required course necessary for graduation.

The following are options that West Fargo Public Schools offers to recover a course credit, required for graduation.

Option 1: Course Retake in person at your high school.
This option replaces the current failing grade with an updated letter grade.

- The learner will retake the designated course in their schedule the following semester or year. The course will reflect the semester that they failed.
    - Example: A learner who fails semester 1 of Physical Science; will retake Semester 1 of Physical Science the next school year.
- The failing grade received will be removed from the transcript, and the new grade will be reflected on the transcript.

Option 2: Retake course online through Edgenuity.
This option replaces the current failing grade with an updated letter grade.

- The Department of Curriculum and Instruction can assist with determining course options available through Edgenuity and District Coordinators can serve as the teacher of record as needed.
- The learner will retake the designated course and be placed in a designated and required study hall in their schedule. The course will reflect the semester that they failed.
    - Example: Physical Science, semester 1.
- The failing grade received will be removed from the transcript, and the new grade will be reflected on the transcript with a notation for Edgenuity (Edg.)

Option 3: Retake course online through North Dakota Center for Distance Education (NDCDE)
This option replaces the current failing grade with an updated letter grade.

- The learner will retake the designated course and be placed in a designated and required study hall in their schedule. The course will reflect the semester that they failed.
    - Example: Physical Science, semester 1.
- The failing grade received will be removed from the transcript, and the new grade will be reflected on the transcript under "North Dakota Center for Distance Education."

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.

Option 4: Credit Recovery through Edgenuity.
This option replaces the current failing grade with a **pass/fail designation only**. *Receiving a pass/fail grade on a required course may impact eligibility for the North Dakota Scholarships.*

- Learner will take an online, condensed recovery version of the course that they failed that meets the standards through Edgenuity.
- Eligibility:
    - Learner must have failed the corresponding semester of the available course after attending the course at least 50% of the time on-site at their designated school.
    - Learner must have earned a minimum percentage of 40% in course on-site.
    - Learner will be placed in a designated and required study hall in their schedule to work on the credit recovery.
- The failing grade received will be removed from the transcript, and the new designation of Pass/Fail will be reflected on the transcript with a notation for Edgenuity (Edg.)

Option 5: Credit Recovery through Schoology
This option replaces the current failing grade with a **pass/fail designation only**. *Receiving a pass/fail grade on a required course may impact eligibility for the North Dakota Scholarships.*

- Learner will take an online, condensed recovery version of the course that they failed that meets the standards through Schoology
- Eligibility:
    - Learner must have failed the corresponding semester of the available course after attending the course at least 50% of the time on-site for West Fargo Public Schools.
    - Learner must have earned a minimum percentage of 40% in course on-site.
    - This option is not available to transfer learners.
    - Learner will be placed in a designated and required study hall in their schedule to work on the credit recovery.
- The failing grade received will be removed from the transcript, and the new designation of Pass/Fail will be reflected on the transcript.

The courses offered through Schoology are outlined below:

ELA	Health/PE	Mathematics	Science	Social Studies
English I	Health	Algebra I	Physical Science	World Geography
English II	Intro to Physical Education	Geometry	Biology	*Western Civilizations
English III			Chemistry	US History
English IV - Composition			Physics	Economics
				Government

*Western Civilizations needs to be replaced with the new requirement for World History but is available to those who still have the old requirement.

How are the classes set up:

- Each course is self-paced and has completion rules to ensure learners access the content and complete all assigned tasks.
- All quizzes and tests need to be passed with 80% accuracy, allow up to ten attempts.
- Teachers of record are the assigned district coordinators for the content area unless a teacher is available onsite.
- Once a learner completes the writing assignment for an ELA course, the school point person will contact the district ELA Coordinator. The writing assignment will be graded using an electronic platform.
- The learner must get an IHT HR monitor for the PE course. Please contact the district Health & PE Coordinator, who will set the learners up and grade the assignment attached to the heart-rate monitors.
- Learners will be manually added to their school section for the course.

Option 6: Summer School
This option replaces the current failing grade with an updated letter grade.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.