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**Responsible:** Office of Academics; and, Department of Student Accounting

## **PURPOSE**

This administrative procedure shall describe and define protocols related to the posting of grades.

## **PROCEDURE**

1. A student may repeat a course provided he/she receives permission from the high school administration or an identified designee. The higher grade shall be recorded on the permanent record with the credit earned and the lower grade replaced with the notation "RP" for "repeated," and zero credit.
2. If a student earns an "F" in a course, the same course which meets the same requirement for graduation may be taken to meet that requirement. The "F" remains on the permanent record unless the repeated course is the same course as the one in which the student received an "F" grade, in which case the "F" is replaced with an "RP." For the purpose of replacing an "F," the "same course" may include a modified title such as "CBI," "Night School," "OL," "Correspondence," "CBE," "AP," "H," etc. For example, CBI English 1-2 may replace an "F" in English 1-2; however, World History may not replace an "F" in World Geography nor could Ceramics replace an "F" in Art 1-2.
3. If the intention of the student is to raise a grade, it is expected that the student will repeat the same course. For the purpose of raising a grade, the "same course" may include a modified title such as "CBI," "Night School," "OL," "Correspondence," etc. However, a regular course may not be used to repeat an Honors or Advanced Placement course to raise a grade when both courses can be taken for credit. In a few cases, a student will repeat a different course because it is inappropriate to repeat the same course or the same course is not available. On these rare occasions, approval must be obtained in writing from the Senior Director, Student Accounting. In all cases for a repeat of a weighted class with an unweighted class, an "RP" would replace the lower grade in the higher level course and, in the case of Honors, AP, or IB level courses, the student would lose the "Honors", "AP", or "IB" designation.
4. CBE cannot be used to raise a grade as CBE scores are "S" or "U".
5. Students may repeat courses earned by alternative means including WCSD online courses at their school site following the same rules noted above.
6. Exception: Students may not use a course that can be repeated for credit to raise a grade or remove an F until the number of credits for graduation has been met.
7. In the case of physical education, only after a student has met his/her PE

requirement (2 credits) may the student use an elective PE course to raise a grade for a maximum of one of the credits earned in a physical education class. Athletic/Activity or Medical PE waivers may NOT replace credit already earned in a physical education class, but any other course which meets the PE requirement (excluding HSROTC and PE Options) may be used for this purpose. A student shall not receive additional credit for the repeated course. The higher grade shall be recorded on the permanent record and the lower grade replaced with the notation "RP" for "repeated," as noted above. The registrar should be informed, in writing, that the semester's course will be a repeated class.

**PLEASE NOTE: OLA PE may only be taken one time for credit.**

8. All repeated grades must be changed to "RP" three weeks after the beginning of the next semester from when the repeated course was posted.
9. Note To All Assistant Principals:
  - a. Occasionally, students concerned about overall GPA may wish to raise a grade in a non-required, self-selected course for which multiple credits can be earned (e.g. choir, band, journalism, etc.). The following course of action is recommended: The course must be the SAME course and the student who chooses to do this must request, IN ADVANCE, to repeat such a course for the purpose of raising the previous grade. The student's assigned Assistant Principal must approve the student's plan within the first week of the semester in which the student is enrolled in the course. A student shall not receive additional credit for the repeated course. The higher grade shall be recorded on the permanent record and the lower grade replaced with the notation "RP" for "repeated," as noted above. The registrar should be informed, in writing, that the semester's course will be a repeated class.

**DESIRED OUTCOMES**

1. This Administrative Procedure outlines a consistent and equitable grading process throughout the District for all students.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

**REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

**REVISION HISTORY**

Date	Revision	Modification
11/2012	1.0	Adopted as Accepted Practice – Effective July 1, 2013
5/2013	2.0	Revised
1/09/2014	3.0	Revised: converted to Administrative Procedure
06/23/2014	4.0	Revised: repeats to raise a grade of H, AP, IB
01/26/2015	5.0	Revised: cannot repeat PE with PE Options
1/27/2015	6.0	Revised: OLA PE cannot be repeated for credit