

Application for Replacement Grade

Under certain circumstances, a course may be retaken with only the higher of the two grades remaining on the transcript. The lower of the two grades will be changed to “R,” a grade that will have no impact on GPA.

The following are the conditions for use of the replacement grade:

- The deadline for this application is the end of the second week of the semester if the replacement course is taken during the regular school year and prior to the start of summer school if the replacement course is taken during summer school.
- The replacement course must be taken no later than the next school year.
- The option requires prior approval of the counselor, the department chair and the assistant principal.
- The policy may only be used in cases where the grade in the course to be repeated is “C+” or lower.
- Courses taken for a replacement grade must be identical. (Courses taken at other schools require the prior approval of the assistant principal.)
- The lower of the two grades will be changed to “R,” a grade that will have no impact on GPA.

Date: _____

Name: _____

ID Number: _____

Title of Course Being Replaced: _____

Semester and School Year of Course Being Replaced: _____ (i.e., Spring, 11-12)

Semester Grade in Course Being Replaced: _____

Title of Course Used as Replacement Course: _____

School at Which Replacement Course will be Taken: _____

Semester and Year of Replacement Course: _____ (i.e., Spring, 11-12)

Parent Signature

Counselor Signature

Department Chair Signature

Assistant Principal Signature