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