

I-2: Improving a Course Grade Form

INTENT TO ENROLL IN A COURSE FOR THE PURPOSE OF IMPROVING A COURSE GRADE

If the course/title is not exactly the same, prior district approval is required before the student starts the course to ensure it is COMPARABLE.

Student Name: _____ Student ID Number: _____ School: _____ Date: _____

Original Course Title	Letter Grade Originally Received	Semester Being Retaken	Quarter Grade(s) Student is Attempting to Replace	Replacement Course Title	Is the Course the SAME or a COMPARABLE Course?	Appropriate Educational Entity at which Coursework will be Repeated
		1 2	1 2 3 4		Same Comparable	
		1 2	1 2 3 4		Same Comparable	

Expected Completion Date of Course(s): _____ Counselor: _____

Site Level Approval Required Prior to Enrollment in the SAME Course and First Level Approval for Enrollment in a Comparable Course:

Student Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

If the course is the **same**, no further action is needed until the class is completed.

District Level Approvals Required Prior to Enrollment in a COMPARABLE Course:

Send request to the executive director of teaching and learning.

Documentation for Enrollment in a Comparable Course Submitted to District Credit Committee on this Date: _____

District Credit Committee Decision: Approved / Denied (circle one) Date: _____

After Completing a Course for a Replacement Grade:

I. Submit the application form and a copy of the transcript to the counselor for approval.

A. The following is to be completed by the counselor.

Replacement Course Title: _____

Replacement Course Grade: _____

Approved / Denied (circle one) Signature: _____

Print Name: _____

Date: _____

II. Return to school registrar to replace grade.

A. The following is to be completed by the registrar.

Replacement Grade Added to Transcript on this Date: _____

Signature: _____

Print Name: _____

B. Registrar will retain scan of application and transcript and return application to counselor.

C. Please review school credentials to ensure they meet the requirements for grade replacement.