

603: Course Replacement and Transcript Revision Policy

1. Purpose:

St. George Academy has adopted this policy to specify standards for students to request a comparable course to replace a grade on their transcripts with a higher grade on their transcripts in alignment with [R277-717](#).

2. Philosophy:

Students have the opportunity to replace a comparable course on their transcript and/or have errors on their transcript revised. The school will determine if a course is comparable based on standards alignment, age-level, and rigor. Students are given the opportunity to replace a lower grade on their transcript with a comparable course. If a discrepancy is found on a transcript, students have the opportunity to petition to have this corrected.

3. Procedure:

3.1 To have a comparable course replace a grade on a transcript a student must first notify the St. George Academy that the course is requested to be taken for a repeated grade and student services must confirm that the comparable course fulfills the same credit requirements as the course that the student intends to replace with the comparable course grade.

3.2 A course grade replacement form must be documented and on file before the replacement course is taken.

3.3 The student may re-take any high school course in grades 9-12.

3.4 There is no limit on how many times a student can repeat the course and the grade assigned must be for the reporting period that the course was taken.

3.5 The format of the course does not have to be the same; however, packets with P/F grades will not be accepted as a comparable replacement course.

3.6 The transcript must be updated, and the highest grade earned will be the only grade reflective on the transcript.

3.7 The grade will also reflect the school where the course was taken.

3.8 All courses requested to be re-taken must be submitted in writing, approved, and completed before graduation deadlines.

3.9 Transcripts cannot be revised unless evidence is provided to indicate that the transcript is materially inaccurate.

3.10 A student with such evidence can petition for a transcript revision with student services.

3.11 The teacher of the course and student services will then review the transcript to determine its accuracy, consulting with the Administration where necessary.

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3.12 Student Services will be responsible for issuing a revised transcript where it is deemed appropriate.

4. Replacement Course Special Cases

4.1.1. Student fees may be associated with re-taking a course to replace a grade. Fee waivers will be applicable.

4.1.2. Repeating a course may put the student at risk for valedictorian status.

4.1.3. Repeating a course may put the student at risk for athletic scholarships.

4.1.4. Repeating a course may impact the Regents scholarship.

4.1.5. This policy does not apply to concurrent enrollment courses.