

## REPEATING A COURSE

The purpose of this policy is to allow students to be ready to continue through a curriculum to the next course in the progression. Sometimes a student can pass a course but not learn the material sufficiently to continue on to the next course in the progression.

A student may repeat a course with a grade change provided:

1. Class failures do not fall under this policy.
2. The student received a C or D the first time through and is retaking the same course.
3. The student received any passing grade in the basic level of a course and is moving to the next level of that SAME course. Included in this category are:  
Tech Algebra I to Algebra I  
Writing Workshop I to WW II  
Appreciation of literature I to App Lit II  
Practical Biology to Biology
4. The student must receive approval from the teacher of the initial course, the department chair, the guidance counselor, and the principal.
5. The student and his/her parent(s) or guardian(s) must sign this form authorizing removal of **the initial course from the student's academic** history. This means that the course grade and credit will be withdrawn as if the student had never taken the course. Therefore, the student must pass the class the second time in order to obtain the credit, and the new grade will be the grade for that course. It is possible for the student to receive a lower grade than was earned the first time. Dropping of the new class will not be permitted.
6. This process may be initiated during scheduling for the following year or once the next course in the sequence has started and both the student and teacher feel that continuation in the present course is not advisable and that repetition of the previous course would be preferable. In this instance, the decision should be made in the first three weeks of a semester course, or the first six weeks of a year-long course.
7. Any student may repeat a maximum of two courses during his/her high school career.

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I have read the requirements for "Repeating a Course" and agree to abide by them.

Course to be repeated \_\_\_\_\_ School year \_\_\_\_\_

Student signature \_\_\_\_\_ Parent signature \_\_\_\_\_

Teacher approval \_\_\_\_\_ Dept. Chair approval \_\_\_\_\_

Counselor approval \_\_\_\_\_ Principal approval \_\_\_\_\_

Date \_\_\_\_\_