



Course Grade Forgiveness / Replacement Form & Contract
(Utah State Board of Education, Rule 277-717)

Student Name: _____

Student Number: _____

A student in 9th, 10th, 11th, or 12th grade who desires to improve a course grade received by the student may repeat the course one or more times; or enroll in and complete a comparable course in accordance with Policy 4370 and the criteria outlined below.

1. A grade for an additional credit of a recurring course does not change a student's original course grade.
2. A student may not earn graduation credit for a replacement course if the student has already earned graduation credit for the original grade.
3. Only courses taken from a Utah public education institution are eligible for course grade forgiveness.
4. Concurrent Enrollment courses are college courses and high school students may not repeat a college course through CE. The course can only be repeated after applying to an institution and paying tuition.
5. Rules governing athletic scholarships, Regent's scholarships and other scholarships are not governed by Weber School District. Students should work with their counselor to determine any possible impact of retaking a course or a comparable course for a course grade forgiveness.
6. Comparable courses
 - A. Comparable courses must fill the same graduation course requirements as the original course, but need not be taught in the same format or for the same number of hours.
 - B. School-based paper packets and other credit recovery options cannot be used to improve a course grade.
 - C. The principal, in consultation with the Director of Curriculum, shall determine if a course is comparable based on standards, commensurate workload, comparable rigor, and if competency in the subject matter can be demonstrated.

Contract Reviewed: I understand the above policies for Course Grade Forgiveness.

Student Signature

Date

Parent/Guardian Signature

Date

School Counselor Signature

Date

***Counselor keeps original contract; student keeps copy.**

COURSE GRADE FORGIVENESS FORM

If the course/title is not exactly the same, principals must consult with the District Director of Curriculum before the student starts the course to ensure it is COMPARABLE.

Student Name: _____
School: _____

Student ID No. : _____
Date: _____

Original Course Title	Letter Grade Originally Received	Quarter Being Retaken	Quarter Grade Student is Attempting to Replace	Replacement Course Title	Is the Course the SAME or a COMPARABLE course?	Education Entity through which Coursework will be Repeated
		1 2 3 4	1 2 3 4		Same Comparable	

Expected Completion Date of Course(s): _____

Approval Required Prior to Enrolling in Same or Comparable:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Principal Signature: _____ Date: _____

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

If enrolling in a **comparable course**:

Date of Principal's Consultation with Director of Curriculum: _____

Comparable Course Approved: Comparable Course NOT Approved:

Reason for NOT Approving Comparable Course:

- Course does not fill same graduation requirements as original course
- Course is a school-based paper packet used for credit recovery
- Course does not have comparable standards
- Course lacks workload and/or rigor is commensurate with original course
- No way to demonstrate competency of subject matter

***The original of this page is kept by the counselor; student keeps copy.**

After Completing a Course for a Replacement Grade:

1. Student will take a copy of student report card with same or comparable course credit and grade to the counselor **within 30 days of completing course**
2. Counselor will complete the following:

Original Course Title	Letter Grade Originally Received	Year Original Course was Taken	Quarter Grade(s) Student is Attempting to Replace	Replacement Course Title	Letter Grade Received	Education Entity at which Coursework was Taken
		9, 10, 11, 12	1 2 3 4			

Counselor Signature: _____ Date: _____

3. The counselor will submit this page to the principal.

Principal's Signature: _____ Date: _____

4. Principal will submit this page to school registrar to replace grade.

5. The following is to be completed by the registrar:

Course and Grade to be Dropped from the Transcript: _____

Replacement Course and Grade to be Added to Transcript:

Signature of Registrar: _____ Date: _____

6. Registrar will retain a scanned copy of this page and the transcript and return the original to counselor.
7. Counselor will keep original of all pages of this form for five (5) years after the student graduates or moves out of the District.