

CENTRAL KITSAP SCHOOL DISTRICT

REPEATED COURSE GUIDELINES

Student Name: _____ Grade Level: _____

A student who repeats a course for the purpose of improving a grade may request to have only the improved grade applied towards the cumulative grade point average. This class and grade will still appear on the transcript but the credit value will be removed and no credit will be awarded. The lower of the two grades will not be calculated in the grade point average.

If a student repeats a course and wants to receive credit for each course, then both classes will be figured into the grade point average and the repeated course will receive elective credit.

Course #	Course Name	Semester/Year	Grade Level	Original Grade	Semester/Year of Retake	Replacement Grade

Original GPA _____

Updated GPA _____

Once the credit value has been removed on the student's transcript, it may not be added or changed at a later date.

I understand that the credit for this class will not be included in my total requirements needed for graduation.

Parent /Guardian

Date

Counselor Signature

Administrator Signature