



GRADE REPLACEMENT DIRECTIVE

Legal Authority/Requirement

R277-717 USBC Board Rules

A. Directive Purpose

Establish procedures for replacing credit/grades when a student repeats a course or takes a comparable course and earns a higher grade in accordance with "R277-717 High School Course Grading Requirements".

B. Definitions

1. "Comparable course" means a course that fulfills the same graduation credit requirements as a course for which a student seeks to improve a grade and does not need to be taught for the same number of hours or in the same format
2. "Recurring course" means a course that a student takes more than once to:
 - a. further the student's understanding and skills in the course subject, or
 - b. satisfy a different credit requirement that the course may fulfill, such as an art class that fulfills an elective requirement and an art requirement.

C. Repeating Courses for Additional Credit vs Grade Replacement

1. A grade for an additional unit of a recurring course does not change a student's original course grade.

D. Course Grade Replacement for AMES Originated Transcripts

1. A student may improve a grade originally earned at and transcribed by AMES by:
 - a. repeating the course one or more times, or
 - b. completing a comparable course
2. A student may use transcribed credit from any accredited program for grade replacement.

E. Course Grade Replacement for Courses/Grades Originating from Other Institutions

1. AMES posts credit/grades originating from other institutions corresponding to how they appear on the most current transcript provided by the other institution or unless required by court or regulatory order.
2. A student may improve a grade originally earned at and transcribed by another institution by following that institution's procedure for grade replacement.
3. Once the grade replacement has been processed by the other institution, a student should:
 - a. request a new transcript, reflecting the change, from the other institution, and
 - b. provide the AMES registrar with the updated transcript.

F. Course Grade Replacement for Early College/Concurrent Enrollment Courses

1. AMES EC/CE credits/grades must correspond to those of the higher education partner awarding the college credit.
2. AMES will make changes to EC/CE credits/grades on the high school transcript:
 - a. only after the higher education partner does so, and
 - b. only in the same manner as the higher education partner.
 - c.. each course/grade transcribed by the higher ed partner for EC/CE will also be shown on AMES transcript.

G. Procedures for Grade Replacement

1. Students intending to pursue grade replacement shall inform AMES of that intent prior to enrolling in a retake or comparable course by completing a Grade Replacement Application Form.
2. AMES personnel shall confirm that any comparable course fulfills the same graduation credit requirements as the course that the student intends to replace.
3. The student, their parent(s), and the school principal shall sign the Grade Replacement Application Form prior to the student starting a retake or comparable course.
 - a. Upon completion of a repeated or comparable course, the student shall provide any transcripts or other documentation necessary to process the grade replacement.
4. Upon completion of a repeated or comparable course the AMES registrar:
 - a. shall adjust the student's transcript to reflect the highest grade earned (either the original or repeated/comparable course).
 - b. shall adjust the student's transcript to exclude the lowest grade earned (either the original or repeated/comparable course/grade); and
 - c. may not otherwise indicate on the transcript that the student repeated the course or took a comparable course for the purpose of grade replacement.