

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 24, 2017

To: Secondary Site Administrators, Counselors, Registrars, and Site Technicians

Subject: GUIDELINES FOR GRADE REPLACEMENT

Department and/or Persons Concerned: All Secondary Administrators, Head Counselors, Registrars, and Site Technicians

Due Date: Within two weeks after the end of each final grading term

Reference: District Administrative Procedure 4705
District Administrative Procedure 4770
Course of Study, TK-12 (Identification and Definition of Year-Long Courses)

Action Requested: Review guidelines to understand the Grade Replacement process for year-long mathematics and world language courses.

Brief Explanation:

Certain Mathematics and Language other than English (LOTE) courses are classified as being year-long (as opposed to two semesters). In a year-long course, the second semester's work is dependent upon the learning accomplished in the first semester. In the *Course of Study*, these courses are identified with a dash between the two semesters as opposed to a comma (i.e., Spanish 1-2; Integrated Math I A-B).

When a student earns an "F" grade in the first semester of a yearlong course and a passing grade (D or better) in the second semester of the same level (i.e. regular, advanced, honors, AP, Spanish for Spanish Speakers) course, a grade of "D" is recorded for the first semester and credit is earned for both semesters.

When a student earns a passing grade for the first semester of a yearlong course and an "F" grade for the second semester of that course, the credit and passing grade are allowed for the first semester only. The second semester "F" grade is recorded as earned.

The grade replacement process is conducted manually at each school site by the registrar or a designated alternative at the end of final terms (e.g. Q2, Sem2/Q4).

Grade replacement **does not** apply when a student takes a regular course to replace an advanced, honors or AP course (and vice versa) during one of the semesters. For example: a student takes Integrated Math I-A Advance (IMIA Adv.) and receives an "F" grade. Student then takes Integrated Math I-B (IMIB) regular course and earns a "B" grade. The "B" grade in the second part of the regular course does not replace the "F" grade received in IMIA Adv. The same applies if student

took Integrated Math I-A (IMI-A) regular course, and if student earned a “D” grade or higher, the better grade cannot replace the grade received in IMIA Adv.

Grade replacement **does not** apply when a student takes a yearlong course of math or foreign language to replace a previous yearlong semester course. For example: A student takes Spanish 1-2 and receives “F” grades. Student then takes Spanish 3 during the following school year and receives a “C” grade. Spanish 1 and Spanish 2 grades cannot be replaced with the “C” grade earned in Spanish 3.

Example 2: A student takes Integrated Math II-B (IMIIB) and receives an “F” grade. Student then takes Integrated Math III-A (IMIIA) and receives a “B” grade. The IMIIA cannot replace the grade of IMIIB.

Grade replacement applies to two parts of a yearlong course 1 and 2 (A and B) when both parts of the same level are completed.

For questions contact Veronica Ortega (vortegal@sandi.net) or Franny Del-Carmen Aguilar (fdelcarmen@sandi.net).

APPROVED:



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