

# CROWLEY ISD ADMINISTRATIVE REGULATION

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**Board Policy:** EI (LEGAL)

**Date Effective:** January 7, 2008

**Revision Date:** September 2012

## **RE: HIGH SCHOOL CREDITS FOR A REPEATED COURSE**

### **REPEATING A PASSED COURSE TAKEN IN MIDDLE SCHOOL FOR HIGH SCHOOL CREDIT**

A student who wishes to repeat a high school credit course taken in middle school for which a passing grade, 70 or above, was earned must do so before he or she completes a more advanced course in the same subject. The official grade for the course will be the last grade assigned, whether higher or lower, and will be calculated into the student's grade point averages, un-weighted and weighted/calibrated. The original grade will be transferred to a local credit and will not be calculated in the student's grade point averages. Both grades will remain on the student's transcript. This policy applies only to the second time a course is attempted.

### **TAKING ADVANCED COURSES FOR ELECTIVE HIGH SCHOOL CREDIT**

A student who has earned a passing grade in a regular level course and would like to take the course at an advanced level, such as AP or Dual Credit, may be allowed by prior approval from the campus principal. If any credit is to be awarded, the principal will identify a TEKS-based course for award of an elective graduation credit. The advanced course will not be considered a replacement for the regular level course. All grades and all credits attempted/earned are used to calculate the student's grade point averages, un-weighted and weighted/calibrated.

### **HIGH SCHOOL OPPORTUNITIES FOR REPEATING A FAILED COURSE**

A student may repeat any course provided the student's grade earned in an earlier semester/year is below 70. Or, a senior who is currently enrolled in a course will not be able to mathematically make a 70 for graduation credit. In the event that a student earns a grade below 70 in a course required for graduation, he or she must repeat the course until a grade of 70 is earned in order to receive graduation credit. All grades and all credits attempted/earned are used to calculate the student's grade point averages, un-weighted and weighted/calibrated. Credit retrieval in CISD may occur through the following methods:

1. Credit by Exam with prior instruction (board policy EHDB)
2. Correspondence Course
3. Summer School – based on availability of courses and Credit Retrieval Fee Schedule Exhibit A
4. Repeating the course in the following school year
5. Online Credit retrieval courses offered through the Bridges Academy Dropout Prevention Program (with approved application) – based upon available courses
6. Online Credit retrieval courses offered at the high school based upon available courses during the instructional day or before and after school – based on availability of course and Credit Retrieval Fee Schedule.

For year-long courses where one or both semesters are failed, credit may be awarded if the average of two semesters, i.e. Semester 1 and Semester 2, is greater than or equal to 70. Any semester with a grade below 70 may be repeated, using any of the above methods.

### **HIGH SCHOOL CREDITS THROUGH THE CREDIT RETRIEVAL SYSTEM**

CISD utilizes an online electronic, computer based system for credit retrieval for the following:

1. Summer School
2. Bridges Academy Dropout Prevention Program (with approved application)
3. Each High School campus

In each instance the original failing grade is reflected on the transcript along with the grade for the replacement course. A student who completes coursework through online credit retrieval will receive the course completion grade as defined below on the transcript. All grades and all credits attempted/earned are used to calculate the student's grade point averages, un-weighted and weighted/calibrated.

The course completion grade for students enrolled in any Credit Retrieval Program listed above will be determined by the mastery of all assigned objectives. Upon mastery in the Credit Retrieval Program, the student will receive a completion grade of 70 for the course retrieved.

## EXHIBIT A



### Credit Retrieval Fee Schedule

The following fee schedule applies for CISD high school students wishing to retrieve credit; either before or after the instructional day or during summer school. As noted in the Secondary Academic Handbook, "in cases of limited class enrollment, priority will be given to 12<sup>th</sup> graders first, 11<sup>th</sup> graders next, etc."

\$200.00 - One (1) semester courses

\$400.00 - Two (2) semester courses

The credit retrieval fee must be paid at the time the student is enrolled in the credit retrieval program.

Students verified as being served on free/reduced lunch may use a payment plan. The first payment of 50% of total is due upon enrollment. The second payment is due within 30 days of the first payment. Students with an account balance after 45 days will be dropped from the program without awarding a final grade and forfeiture of all fees paid.

Students may request a 50% refund of this fee if they finish and pass the course on time. Appropriate paperwork from the Finance Department must be submitted by the campus in order to process a refund request.

Because of the time frame required to complete the program, a maximum of three semesters of coursework may be taken during a semester.