

UINTAH RIVER HIGH SCHOOL

Grade Change, Replacement, and Recovery Policy

Purpose

The Board of Directors of Uintah River High School has established this policy in compliance with Utah Admin. Code R277-705 and Utah Admin. Code R277-717 to prevent unauthorized grade alterations, ensure transcript fairness, and provide structured ways for struggling students to graduate without lowering academic standards. In accordance with Utah law and Utah State Board of Education (USBE) rule, this policy specifies guidelines for improving and replacing grades without penalty or acknowledgement of prior performance and recovering credit. The policy also provides alternative methods for a student to earn credit and for a school to award credit, and for a student to receive an alternative to a traditional diploma if appropriate criteria are met.

Definitions

Alternate Diploma: means a diploma issued in accordance with Utah Admin. Rule R277-705-5.

Comparable Course: means a course that fulfills the same graduation credit requirements as a course for which a student seeks to improve a grade. It does not include a course that a student completes through the packet method.

Course: means a course that a student is enrolled in and either completes or withdraws from but still receives a grade.

Credit Recovery: means the same as Replacement Credit.

Demonstrated Competence: means subject mastery as determined by LEA standards and review. LEA review may include such methods and documentation as: tests, interviews, peer evaluations, writing samples, reports, or portfolios.

Diploma: means an official document awarded by an LEA consistent with state and LEA graduation requirements and provisions of Utah Admin. Code R277-705.

FAPE: means a free appropriate public education, which includes special education and related services that are provided at public expense, under public supervision and direction, and without charge in accordance with USBE rule, Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973.

Grade Replacement: means credit a student earns by retaking a teacher-led course for a letter grade to improve a previous grade, which (a) may raise the student's grade point average if the new grade is higher, and (b) replaces the lower grade on the student's transcript.

Highest Grade: means a grade that reflects the higher grade of (a) a course and a repeat of the course or (b) a course and a comparable course.

Original Credit: means credit a student earns through the successful completion of a course for the first time.

Packet: means a collection of instructional materials and assessments used to receive credit through the packet method.

Packet Method: means an education approach where (a) a high school student receives a collection of instructional materials from the LEA, school, or an institution; (b) the high school student works through the materials independently with minimal or no direct instruction from a teacher; and (c) assessment is primarily based on completion of assignments within the instructional materials.

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 (such as journalism or band), 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.

Replacement Credit: means a pass-fail credit a student earns for a course the student did not pass or complete, which (a) does not affect the student's grade point average; and (b) allows the student to fulfill high school graduation requirements.

Secondary School: means grades 7-12 in whatever kind of school the grade levels exist. Grade 6 may be considered a secondary grade for some purposes.

Student: means an individual enrolled in the LEA in grade 9, 10, 11, or 12.

Section 504 Plan: means a written state of related aids and services for a student with a qualifying disability that is developed, reviewed, and revised in accordance with Section 504 of the Rehabilitation Act of 1973.

Supplemental Education Provider: means a private school or educational service provider that (a) may or may not be accredited; and (b) that provides courses or services similar to public school courses or classes.

Transcript: means an official document or record generated by one or several schools which includes: (a) the courses in which a secondary student was enrolled; (b) grades and units of credit earned; and (c) citizenship and attendance records. A transcript is one part of a student's permanent record or cumulative file that may also include a birth certificate, immunization records, and other information as determined by the school in position of the record.

Unit of Credit: means credit awarded for a course taken consistent with USBE rule, upon authorization of the school, or for mastery demonstrated by approved methods.

Acceptance and Reciprocity of Credits

The school accepts credit and grades without alteration from any school or provider accredited by a USBE-approved accrediting entity. Non-accredited sources require prior approval from the Executive Director or a committee established by the Executive Director to determine approval. The Executive Director or committee's decisions about

acceptance and reciprocity of credits is final. Core requirements for credit reciprocity include the following:

- Accredited Providers: The school will accept credits and grades issued, without alteration, from educational institutions or providers accredited by a regional or state-board approved entity (such as Cognia).
- Unaccredited Providers: The Executive Director or an assigned committee will evaluate credits and grades issued by an unaccredited provider by requiring documentation of course content, instructional materials, teacher qualifications, and conducting an equivalency review to the Utah Core Standards.
- Home School Credits: The Executive Director or an assigned committee will evaluate credits from home-school instruction by requiring documentation of instructional materials, course content, and alignment with the Utah Core Curriculum, as well as documentation of authenticity. The school will require documentation of compliance with Utah Code §53G-6-204 before reviewing a student's home-school or competency work, assessment, or materials.
- Junior High/Middle School Credits: The school will recognize high-school level courses successfully completed prior to grade 9 toward graduation credit if these courses have been recorded on the student's transcript and meet other criteria listed above. However, high school courses may not be used to bypass fundamental middle school educational requirements.

Awarding Credits and Grades from Non-Accredited Sources

The school has the final decision-making authority for the awarding of credit and grades from non-accredited sources consistent with state law, due process, and this policy. The school provides various methods for a student to earn credit from a non-accredited source, course work, or education provider including the following:

- Satisfaction of coursework by demonstrated competency, as evaluated at the LEA level;
- Assessment as proctored and determined at the school level;
- Review of student work or projects by an LEA administrator; and
- Satisfaction of electronic or correspondence coursework, as approved at the LEA level;
- Original credit earned through the packet method if the packet adheres to the following criteria:
 - The packet fully covers the course standards;
 - The packet includes adequate opportunities for practice and application;
 - The packet includes a variety of assessments;
 - The packet is consistent with Utah Code §53E-3-501; and
 - The school has approved the packet for use as an instructional material in accordance with Utah Code §53G-5-404; or,

- The packet used has been recommended by the Board after going through the state instructional materials process described in Title 53E, Chapter 4, Part 4, State Instructional Materials.

Alternative Options for Original Credit

If a student needs to earn an original credit outside their standard school schedule, a student may utilize programs offered by the school or the state, including, but not limited to, the following:

- Original online course providers (Edgenuity, BYU Independent Study);
- Statewide Online Education Program (SOEP);
- Summer Courses when offered by the LEA;
- Packet Programs that have been approved by the school for students struggling in a traditional classroom.

Prohibition on Packet Method for Grade Replacement or Improvement

An LEA is prohibited from using the packet method to improve a previous course grade of a high school student. Packets are expressly excluded from counting as a “comparable course” for grade improvements.

Original Credit vs. Credit Recovery

Original credit is awarded when a student successfully completes a course for the first time. Students can earn original credit through regular school classes, summer school, or approved online providers. Credit recovery is specifically for making up a previously failed course. The school allows students to take courses to recover credits only after a student has failed an original course. When a student needs to earn a new credit or improve a passing grade to qualify for a higher-level course, this action falls under original credit or grade replacement.

Credit Recovery

General Credit Recovery Information

Credit recovery is available for students in grades 9-12 who have previously failed a core class while enrolled full-time at the school during the previous school year. Students can only enroll in credit recovery if they took the original credit class and received an F. Students who fail elective courses will either have to take another class to replace the credit or retake the same class to earn a new passing letter grade.

Methods for Credit Recovery

The school offers and accepts a variety of credit recovery options including external programs such as BYU Independent Study, Edgenuity Credit Recovery, APEX or similar

providers, summer school options, Utah Online School, and state and school-offered credit recovery programs.

Grade Replacement

Methods for Grade Replacement

In accordance with Utah Admin. Code R277-717, the school allows a high school student to repeat a course for grade replacement to earn a higher grade. Usually, if a student passes a course but wants a higher GPA, the student can retake the class. If the new grade is higher, it replaces the old grade on the transcript. Students may improve a grade through grade replacement by the following methods:

- Repeating a course one or more times; or
- Enrolling in and completing a comparable course that is teacher led.

Notification of Intent to Replace a Previously Earned Grade

If a student enrolls in a comparable course, the student shall, at the time of enrolling in the comparable course, inform the student's school of the student's intent to enroll in the course for improving a course grade.

School Confirmation of Comparable Course

If a student enrolls in a comparable course with the intent to replace a previously earned grade, the school will:

- Confirm that the comparable course fulfills the same credit requirements as the course that the student intends to replace with the comparable course grade;
- Will, upon the student's completion of the course and the earning of a higher grade, update the student's current record and grade point average to reflect the highest grade between the course and the comparable course and exclude the lower grade and corresponding course; and,
- Will not otherwise show the course or comparable course for which the student did not receive the highest grade on the student's record.

Grade Adjustment

If a student repeats a course for grade replacement, the school will take the following actions:

- Adjust, as appropriate, the student's course grade and grade point average to reflect the student's highest grade and exclude a lower grade;
- Exclude from the student's permanent record the course grade that is not the highest grade; and,
- Will not otherwise show on the student's current record that the student repeated the course.

Limitations

- The school will not change a student's original course grade for an additional unit of a recurring course;
- The school will not approve a course for grade replacement if the replacement course is in a different subject area or instructional discipline than the original course, regardless of whether both courses satisfy elective credit requirements;
- The school will not consider a course as "comparable" unless it is housed within the same department or CTE cluster as the original course;
- The school will not use the packet method, or classify a packet as original credit, to improve a previous course grade of a high school student.

Request for Grade Change Outside of Grade Replacement

General Information

A student or parent seeking a grade change outside of grade replacement must first contact the teacher of record, as teachers have the primary authority to issue and amend grades. Changes are typically restricted to correcting computational errors, input mistakes, or processing late work.

Request Process

- Direct Discussion with Teacher: The student or parent must contact the teacher to review the grade and present missing work or proof of an error.
- Teacher Submission: If the teacher agrees that a grade change is warranted, the teacher completes a formal school grade change form.
- Administrative Approval: The Executive Director or designee must review and sign off on the teacher's request to update official transcripts.

Appeals of Denied Grade Changes

If a teacher refuses to change a grade, and if there is evidence of arbitrary or unfair grading, parents can escalate the matter to the Executive Director to file a formal, LEA-level grievance using the board-approved dispute resolution process.

School Fees and Waivers for Remediation and Credit Recovery

Remediation and credit recovery courses are subject to local fee policies. All credit recovery fees are subject to fee waivers.

Dropout Prevention and Recovery

For students who have withdrawn, been dropped from membership, or are heavily "at-risk" of not graduating, the school provides designated dropout prevention and recovery services in accordance with Utah Admin. Rule R277-606.

Diplomas and Certificates of Completion

The school awards diplomas based on the graduation criteria in Utah State Board of Education Graduation Requirements. Certificates of Completion are awarded based on the following criteria:

- The student has completed the student's senior year;
- The student is exiting or aging out of the school system;
- The student has not met all state or LEA requirements for a diploma;
- The student has a disability served by the special education program;
- The student has met criteria aligned with state and federal law;
- The student has met criteria aligned with the goals and benchmarks outlined in the student's IEP or Section 504 plan.
- The school may not enroll a student with the intent to award a diploma or a Certificate of Completion once the student has earned a high school equivalence.

Alternate Diplomas

The school may award an alternate diploma to a student with the most significant cognitive disability if:

- The student accesses grade-level core standards through the Essential Elements;
- The student's IEP team makes graduation substitutions in the same content area, from a list of alternative courses approved by the Utah Superintendent of Education; and,
- The student meets all graduation requirements before exiting school at or before age 22.
- An alternate diploma issued in accordance with Utah Admin. Code R277-705 may not indicate that the recipient is a student with a disability.
- Notwithstanding the award of an alternative diploma, the school may still be obligated to provide FAPE to an eligible student in accordance with IDEA.

Career Development Credentials

The school may award a career development credential to a student with an IEP or Section 504 plan under the following conditions:

- A student meets the requirements of a career focused work experience before leaving school, consistent with state and federal law and the student's IEP or Section 504 plan.
- Before receiving a career development credential, a student must earn the following credits in core content:
 - English Language Arts (3.0);
 - Mathematics (2.0);

- Science (1.0);
- Social Studies (1.0);
- Complete 120 hours of community-based work experience including: 40 hours of paid employment; or documentation of completion of intake with a vocal rehabilitation counselor or the Department of Workforce Services; and complete school-approved transition curriculum class or coursework including disability awareness, accommodations, self-advocacy training, career exploration, and workplace soft skills.
- Receive .5 credits in a CTE Work-Based Learning Internship, including accommodations or modifications as appropriate and allowed by industry standards; and,
- Verify concentration in a CTE pathway in the student's area of interest.

Student Rights and Responsibilities Related to Graduation, Transcripts, and Receipt of Diplomas.

- The school supervises the granting of credit and awarding of diplomas and determines the criteria for a student's participation in graduation activities, honors, and exercises, independent of a student's receipt of a diploma or Certificate of Completion.
- A diploma, certificate, credits, or an unofficial transcript may not be withheld from a student for nonpayment of school fees.
- The school has the authority to establish a consistent timeline for all students for completion of a graduation program in accordance with timelines established in Utah law or USBE rule.
- The school's current graduation requirements may not be applied retroactively to previously graduated students.

Approved: August 18, 2026