

Grade Change Policy

PURPOSE

The purpose of this policy is to provide guidance for students, parents, faculty and administrators regarding grade changes, the retroactive assignment of grades and the process of appealing grade and transcript changes. This policy will be followed when a student and his or her guardian determine an error has occurred or a teacher determines that a student has earned a different grade other than the one recorded.

1. Merit Grade

1.1. Current School Year

1.1.1. Grade Change Forms

1.1.1.1. Grade Change Forms are used to change the grade of any student for the *current* school year, whether due to teacher error or a student submitting assignments late. Grade Change Forms can be found in the front office binder or outside of office #109.

1.1.1.2. If a student submits assignments late, except for in extenuating circumstances, it is recommended that late penalties be assessed in the final grade.

1.1.1.3. Grade Change Forms must be approved and signed by a Director before being submitted to the Registrar.

1.2. Previous School Year(s)

1.2.1. Course Grade Replacement Form

1.2.1.1. If a student would like to change a grade from a previous school year, they must, **in advance**, submit a 'Course Grade Replacement Form.' This form can be obtained by contacting their counselor. Once the course has been re-taken and a grade assigned, the teacher will fill out a 'Grade Change Form' and turn in to the appropriate counselor. The 'Grade Change Form' will be approved and signed by a Director and then attached to the 'Course Grade Replacement Form' on file with the counselor and both will be submitted to the Registrar before the grade will be updated.

1.2.2. Test Out or Competency Exam

1.2.2.1. If the student does not want to re-take the class from a previous year, but needs the credit to graduate, the student can take a competency exam. Competency exams are available at the discretion of the teacher over the specific subject area.

1.2.2.2. If the student passes the competency exam, only a pass or fail grade will be given. No letter grades will be given in this circumstance.

2. Grades From Previous Schools
 - 2.1. Merit is NOT able to change or replace the grades from any other school.
 - 2.2. If a student would like to improve their GPA by replacing a grade from a previous school, the student must meet with their Merit counselor to fill out the proper paperwork and make their previous school aware of their intentions before they can enroll in the replacement course at Merit. When the course is complete, proper documentation will be sent to the previous school. The previous school will then update the student's transcript and send a new official transcript to Merit.
 - 2.2.1. This process will completely remove the previous grade from the student's transcript. However, no additional credit will be given for taking the course twice.
3. In the Case of a Potential Discrepancy on a Student's Transcript
 - 3.1. FERPA Guidelines will be followed in accordance with the policy posted on Merit's website
 - 3.1.1. Eligible Student
 - 3.1.1.1. An eligible student (18 years of age or older) can request access to their student file by submitting a request, in writing, to the Registrar at Merit.
 - 3.1.1.1.1. Merit will grant access to the file within 45 days of receiving the written request.
 - 3.1.1.2. If the student believes there is an error in the record, they can request a hearing where they can provide any relevant documentation to support the claim of incorrect data and a committee will decide if an amendment is appropriate.
 - 3.1.1.2.1. If the committee determines that there was an error in the student record, the minutes from the meeting will be documented and all involved parties will sign the document after which it will be placed in the student's permanent file. The Registrar will update any necessary information and provide the student with an updated transcript.
 - 3.1.1.2.1.1. Said committee will be comprised of a Merit Director, Registrar, Counselor, Board Member and Teacher.
 - 3.1.1.2.1.1.1. All committee members must be free of any conflict of interest.
 - 3.1.2. Parents
 - 3.1.2.1. Parents can request access to their child's student record only if:
 - The child is under 18 years of age, or
 - The child is claimed as a dependent on the parent's tax return, or
 - The child signs a release form granting consent for parental access
 - 3.1.2.1.1. Permission to review a child's record after they have turned 18 years of age is at the sole discretion of Merit Preparatory Academy.
 - 3.1.2.2. If a parent believes there is an error in the record, they can request a hearing where they can provide any relevant documentation to support the claim of incorrect data and a committee will decide if an amendment is appropriate.

3.1.2.2.1. If the committee determines that there was an error in the student record, the minutes from the meeting will be documented and all involved parties will sign the document after which it will be placed in the student's permanent file. The Registrar will update any necessary information and provide the parent with an updated transcript.

3.1.2.2.1.1. Said committee will be comprised of a Merit Director, Registrar, Counselor, Board Member and Teacher.

3.1.2.2.1.1.1. All committee members must be free of any conflict of interest.

4. Grade Change Documentation and Transcripts are part of the Permanent Student File