

Intent to Enroll in a Course for the Purpose of Replacing a Course Grade

Students must complete the “Intent to Enroll in a Course for the Purpose of Replacing a Course Grade” form and submit it to their school counselor prior to enrolling in the comparable course.

As per Utah State Board of Education Administrative Rule R277-717, high school students have the option to improve a course grade by repeating and/or completing a “comparable course”.

- A “Comparable Course” is defined as:
 - A course that fulfills the same graduation credit requirements as a course for which a student seeks to improve a grade (i.e. Core Science = Core Science), and
 - A course that is listed in the same section and subsection of the CSD Course Catalog. For example, courses listed in “Section: Arts, Subsection: Dance” are only considered comparable with other courses listed in that same section and subsection.
 - For core classes, courses must be the same quarter of the course that the student is wishing to improve the grade for
 - School-based paper packets are not eligible for grade replacement
 - Credit recovery courses/packets, except for CVHS, are not eligible for grade replacement (i.e. Northridge Credit Recovery, Valley High School Credit Recovery). CVHS credit recovery courses are eligible for grade replacement
 - Original credit courses taken outside of the Canyons School District from an accredited institution are eligible for grade replacement
 - Concurrent Enrollment courses can only be replaced by retaking the exact concurrent enrollment course based on the stipulation from the CE agreement that the high school transcript must match the college transcript for all CE courses
- As per Utah State Board of Education Administrative Rule R277-717, students must complete the “Intent to Enroll in a Course for the Purpose of Replacing a Course Grade” form and submit it to their school counselor prior to enrolling in the comparable course.
- The school registrar will adjust the transcript to reflect the student’s highest grade and exclude the lower grade, as necessary.
- If a student retakes a “comparable course” that has a different course title or course number but counts for the same graduation credit, the replacing course will be added to the transcript with the title and/or course number that replaces the original course.
- Students who wish to change a course grade from an entity outside of Canyons School District, may do so with the understanding that CSD will only alter and replace grades on the CSD transcript. This may cause a discrepancy between the original out-of-district transcript and the CSD transcript.

Student Name: _____ School: _____ Date: _____

Original Course Title	Quarter (Trimester)	Letter Grade	Replacement Course Title	Quarter (Trimester)	Method (i.e. CVHS)
	1 2 3 4			1 2 3 4	
	1 2 3 4			1 2 3 4	
	1 2 3 4			1 2 3 4	
	1 2 3 4			1 2 3 4	

Expected completion date of course(s): _____

*Student must notify counselor that replacement course has been completed and provide all necessary documentation/transcripts required to add course to the student’s current transcript

Student Signature	Date	
Guardian Signature	Date	
Counselor Signature	Date	
Administrator Signature	Date	



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Replacement grade documentation submitted	Date	
Replacement grade added to transcript	Date	
Replacement grade added by (print name):	Signature	