

Book	Policy Manual
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Title	Updated Copy of RETAKING A CLASS
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5462 - **RETAKING A CLASS**

The School Board acknowledges that at times it may be necessary for a student to retake a class or a student may desire to retake a class. The Board authorizes the Superintendent to devise a system for considering a student request to retake a class.

A class may be retaken only if one or more of the following conditions exist:

- A. The student received a grade of F in the class.
- B. The student received a grade of C- or below and wishes to meet the grade requirements for an Academic Honors Diploma
- C. The student received a grade of C+ or below and is working toward a seal on the New Indiana Diploma.

A student seeking to retake a class will make an application with the guidance department. The student shall state the reason for the requested retake on the application. The guidance department will review the application. The principal shall have the authority to grant final approval for a student to retake a class.

The following conditions apply to retaking a class:

- A. A student who is allowed to retake the second semester of a two (2) semester class may also retake the first semester on an audit basis (no credit), with permission of the department chairperson.
- B. No online classes will be accepted in replacement of high school courses used for an Academic Honors Diploma without administrative approval.
- C. The grade earned in the retake class will be averaged with the grade originally earned and included in the calculation of the student's GPA.