

SITE OPERATIONS CIRCULAR NO. 1030

Office of Leadership & Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 6, 2022

To: Secondary Site Administrators, Counselors, Registrars, and Site Technicians

Subject: GUIDELINES FOR GRADE REPLACEMENT

Department and/or Persons Concerned: All Secondary Administrators, Head Counselors, Registrars, and Site Technicians

Due Dates: Within two weeks after the end of each final grading term:

Reference: [District Administrative Regulation 5121](#) and [5121.1](#)
[District Administrative Regulation 6146.1](#)
Course of Study, TK-12 (Identification and Definition of Year-Long Courses)

Action Requested: Review guidelines to understand and implement the Grade Replacement process for year-long mathematics and world language courses.

Ensure site staff process grade replacement manually for all students who are eligible for change.

Brief Explanation:

Certain district Mathematics and Language other than English (LOTE) courses are classified as being year-long (as opposed to two semesters). In a district year-long course, the second semester's work is dependent upon the learning accomplished in the first semester. In the *Course of Study*, these courses are identified with a dash between the two semesters as opposed to a comma (i.e., Spanish 1-2; Integrated Math I A-B). Grade replacement does not apply to courses taken at charter schools or outside the district

When a student earns an "F" grade in the first semester of a yearlong course and a passing grade (D or better) in the second semester of the same level (i.e. regular, advanced, honors, AP, Spanish for Spanish Speakers) course, a grade of "D" is recorded for the first semester and credit is earned for both semesters.

When a student earns a passing grade for the first semester of a yearlong course and an "F" grade for the second semester of that course, the credit and passing grade are allowed for the first semester only. The second semester "F" grade is recorded as earned.

The grade replacement process is conducted manually at each school site by the registrar or a designated alternative at the end of final terms (e.g. Q1, Q2/S1, Q3, Q4/S2).

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Grade replacement **does not** apply when a student takes a regular course to replace an advanced, honors or AP course (and vice versa) during one of the semesters.

For example: a student takes Integrated Math I-A Advance (IMIA Adv.) and receives an “F” grade. Student then takes Integrated Math I-B (IMIB) regular course and earns a “B” grade. The “B” grade in the second part of the regular course does not replace the “F” grade received in IMIA Adv. The same applies if the student took Integrated Math I-A (IMI-A) regular course, and if student earned a “D” grade or higher, the better grade cannot replace the grade received in IMIA Adv.

Grade replacement **does not** apply when a student takes a yearlong math or foreign language course to replace a previous year long semester course.

For example: A student takes Spanish 1-2 and receives “F” grades in both semester courses. Student then takes Spanish 3 during the following school year and receives a “C” grade. Spanish 1 and Spanish 2 grades cannot be replaced due to earning a “D” grade or better in Spanish 3 or Spanish 4

Example 2: A student takes Integrated Math II-B (IMIIB) and receives an “F” grade. Student then takes Integrated Math III-A (IMIIA) and receives a “B” grade. The IMIIA cannot replace the grade of IMIIB.

Grade replacement applies to two parts of a district yearlong course 1 and 2 (A and B) when both parts of the same level are completed. For grade replacement purposes, both parts of the yearlong course must be taken at district-managed schools (charter schools are not district-managed schools and are considered out-of-district).

Per AR 5121.1, during long-term school closures, grade replacement applies to **ALL** coursework meeting high school graduation requirements. For current students, this applies to courses taken during the 2020-21 school year. During transcript reviews, please ensure long-term school closure grade replacement is reflected on the student transcript for coursework taken during the 2020-21 school year.

For questions, contact Operations Specialist Veronica Ortega (vortegal@sandi.net).

APPROVED:



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Office of Leadership & Learning