

Bremen High School Do-Over Request Form

(Revised January 2020)

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 better master the content.
- C. The student received a grade of C- or below and wishes to meet the grade requirements for an Academic Honors Diploma.
- D. The student has not met the GPA requirement for the graduation pathway waiver.

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 or disapproval 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 trimester of a two (2) trimester class may also retake the first trimester on an audit basis (no credit), with permission of the Department Chairperson.
- B. A student may retake two (2) classes (two trimesters) to improve a grade during his/her high school career and it must begin within one year after receiving the trimester grade of the class being retaken (may not be done after graduation).
- C. When retaking a class for no credit, the word "audit" will be placed on the student's transcript next to the original grade and this will not be figured into the student's grade point average (GPA).
- D. The grade earned (either higher or lower) when the class is retaken will be placed on the transcript and will replace the original numerical value of the grade in the calculation of the GPA. The letter grades for both attempts will remain on the transcript as an historical record.
- E. The grade that is earned in the retaken class will be used in calculation of the GPA, but the new GPA shall render the student ineligible for recognition as valedictorian and salutatorian.
- F. All retakes must be completed in classes offered at Bremen High School, and only one of the two possible retake opportunities may be done online.

Student Name: _____

Course Student is Retaking: _____

Reason for retaking the course: _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Counselor Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

For Office Use Only:

Original Grade: _____ Retake Grade: _____

Term/Date of Original Grade _____ Term/Date of Retake: _____