

GRADE IMPROVEMENT REQUEST

University High School supports a grade improvement policy in order to encourage students to gain better knowledge of a particular subject area by repeating classes in which they experienced significant educational difficulties. It is designed to increase knowledge and mastery in a subject. The following guidelines are applicable for grade improvement:

Enrollment Procedures:

1. Only students who received a grade of “D” or “F” are eligible to apply.
2. The second grade **will** replace the first grade. An “F” will result in the loss of credit.
3. Enrollment in a specific class will be dependent upon the availability of room in that class. Students taking the course for the first time have priority.

Date: _____

Student Name: _____ **Grade:** 09 10 11 12

Student Email: _____ **Phone:** _____

Course Information:

Semester (circle one): Fall Spring Summer

Course Code	Section	Course Title	
Days	Time	Room	Instructor Name

Previous History In Requested Course:

Original Semester Taken	Year	Original Grade
Fall Spring Summer		

Approval Signatures:

Student: _____ Date: _____

Parent/Guardian _____ Date: _____

Instructor: _____ Date: _____

Counselor: _____ Date: _____

Completed form must be returned to your counselor within the first three (3) days of a semester.