

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** July 8, 2016

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

**Subject:** GUIDELINES FOR GRADE SUPPRESSION

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

**(Due Date only if required)** None

**Reference:** District Administrative Procedure 4705  
District Administrative Procedure 4770  
Course of Study, K-12 (Course Equivalents)

**Action Requested:** Review guidelines to understand when and why a scholarship mark is suppressed (or not suppressed) when district transcripts are printed.

**Brief Explanation:**

General Rules:

1. The intent of grade suppression is to encourage a student who receives a “D” or “F” to repeat the same course to improve the mark and the cumulative GPA.
2. Grade suppression does not affect marks displayed on student progress reports, nor the term GPA.
3. Courses that have been suppressed are not counted in graduation credits and are excluded from cumulative GPA calculations within the district.
4. Suppressed courses are listed on students’ transcripts.
5. In order for the suppression policy to apply, the mark in the original course must be a “D” or “F,” and the student must repeat the exact course, with the same district course number, or an equivalent course as listed in the *Course of Study, TK-12*.
6. If grade suppression applies, the course in which the lower mark was earned is suppressed, regardless of the order in which the courses were taken. If the marks are the same, the earlier mark is suppressed.
7. For grade suppression purposes, a student may repeat a course only until he or she receives a grade of “C” or better.
8. For suppression purposes, both the original and the repeat course must be taken at district-managed schools.

9. Suppression does not apply to courses taken at charter schools or outside the district.
10. The original course and the repeat of the course must be taken in different terms. Suppression will not occur for courses with the same or equivalent course number taken within the same quarter or semester.
11. A suppressed course mark is indicated on a student's transcript by "R."
12. Except under rare circumstances, California Law prohibits a student from repeating a course in which he or she originally received a grade that is sufficient to satisfy requirements for admission to the California public institutions of postsecondary education, and the minimum requirements for graduation, unless the course is repeatable for credit. Therefore, it is permissible for a student who receives a "D" to repeat a course in order to remediate the low grade; however, students who receive a grade of "C, B, or A may not repeat the same course.

Examples:

1. Student receives an "F" in English 3 (1570), semester 1 of grade 10. Student repeats English 3 semester 1 in grade 11 and earns a passing mark (D, C, B, or A). Credit earned will be counted in grade 11 and the cumulative GPA (grades 10-12 and grades 9-12) will include the passing mark, not the "F" which will be suppressed. Both marks will appear on the transcript.
2. Student receives a "D" in English 2 (1541), semester 2 of grade 9. Student repeats English 2 in summer session before grade 10 and earns a higher passing mark (C, B, or A). The English 2 mark for grade 9 will be suppressed. The credit will be counted in grade 10 and the cumulative GPA will include the higher passing mark, not the "D". Both marks will appear on the transcript.
3. Student receives a "D" (or an "F") both times the course is taken. The first course will be suppressed; the second course will be included in credit counts and GPA calculations within the district. Both marks will appear on the transcript.
4. Student receives a lower mark in the repeated course. The repeated course will be suppressed; the first course with the higher mark will be included in credit counts and GPA calculations within the district. Both marks will appear on the transcript.
5. Student receives an "F" in English 2, semester 2 of grade 9; student repeats English 2 in summer session and receives an "F". Student repeats English 2, in the following spring semester and receives a "C". The "F" marks will be suppressed. The third course will be included in credit counts and GPA calculations within the district. All three marks will appear on the transcript. (See note 2.)

NOTES:

1. Academic marks for all courses taken appear on the student's transcript. Grade suppression affects a student's GPA within the district, but not necessarily by Colleges and Universities. Students should review admission requirements of Colleges and Universities to determine how their GPAs will be calculated by each institution.
2. Powerschool automatically processes suppression of one course. Powerschool will require manual suppression when multiple "F" or "D" marks have been earned. Refer to SDUSD PowerSchool Academic History – Grade Suppression for Identical Grades Job Aid.

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3. If, instead of repeating the original course, the student takes a course equivalent for grade suppression, PowerSchool automatically processes the suppression. Course equivalents are identified in the district Course of Study. (See Note 2.)
4. This Site Operations Circular supersedes all previous versions of “Guidelines for Grade Suppression Policy,” including memoranda and circulars.

APPROVED:

A handwritten signature in cursive script, appearing to read "Chibbel", written in black ink.

Cheryl Hibbeln

Executive Director, Office of Secondary Schools