

SITE OPERATIONS CIRCULAR NO. 1011
Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 20, 2015

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.
6. For grade suppression purposes, a student may repeat a course only until he or she receives a grade of “C” or better.
7. For suppression purposes, both the original and the repeat course must be taken at district managed schools.
8. Suppression does not apply to courses taken at charter schools or outside the district.
9. The original course and the repeat of the course must be taken in different terms. Suppression will not occur for courses with the same course number taken within the same quarter or semester.

10. A suppressed course mark is indicated on a student's transcript by "R."
11. 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.
12. If a student repeats a course in which he or she originally received a "C, B, or A," no suppression occurs, the first academic mark receives course credit, and both grades for the course are included in district calculations of the student's GPA. The first mark is shown with "M" on the transcript, to indicate that the maximum credit for the course has been earned.

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, semester 2 in the following fall 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.)
6. Student takes Spanish 1 in 8th grade and gets a "C." Student repeats Spanish 1 (or an equivalent course) in 9th grade and gets a "B." Because there is no D or F, grade suppression does not occur. The "C" mark (first course taken) provides the credit (maximum allowable, indicated by "M" on the transcript); the "B" mark does not earn credit but it is included in the district's calculation of GPA.

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. At this time, suppression for courses repeated more than one time requires manual input of suppression into PowerSchool.
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 the “Guidelines for Grade Suppression Policy” memorandum issued September 18, 1998.

Cheryl Hibbeln
High School Resources Officer

APPROVED:

A handwritten signature in black ink, appearing to read 'J. Solo', written in a cursive style.

Jim Solo
Executive Director, Leadership and Learning