Repeated Course for Credit Grade Suppression (SBE GCS-M-001 (7))

Repeated Course for Credit Grade Suppression is a process that replaces a previously stored failing grade with a new stored grade. This document will assist the user with setup at the LEA level and running the process at the school level.
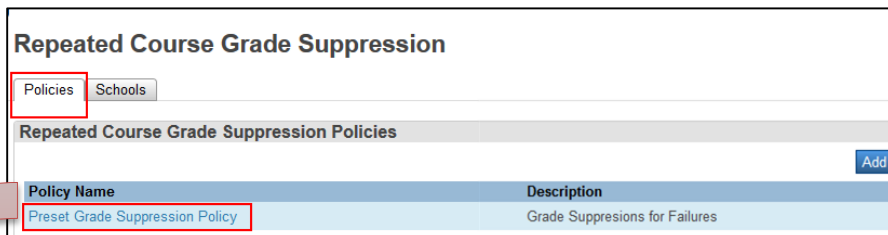
Important: The system will match the course number EXACTLY. **All** digits of a course number must match for the process to replace stored grades. This includes the local 3 digit course code suffix.

Note: The "equivalencies" functionality can be used to allow course suppression to replace grades for courses with different/varying course numbers. Each of the courses must be set up for this to function correctly.
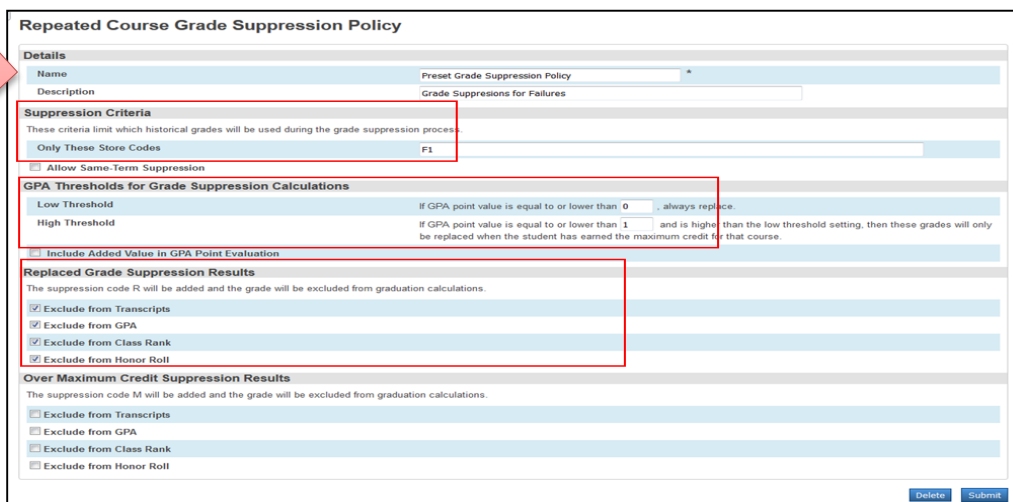
LEA Setup

Setup the Suppression Policy

Navigation: Start Page > **LEA** > Grading > Repeated Course Grade Suppression > Policy Tab

Click `Preset Grade Suppression Policy`

> *Note:* `Click` **`Add`** `to create a new policy`

Important: This setup is for a single-credit course; more information for courses with different credit values will be added as it is available.

`DETAILS:`

1. Name:
   a. The **`Policy Name`** and **`Description`** can be changed. The **`Description`** can be up to 256 characters.
2. `Suppression Criteria`:
   a. `Store code` = F1 (NC final marks must be stored with the store code "F1".)
   b. `Allow Same-Term Suppression` = will allow a mark with the same termid to replace a course grade during the permanently store grades process.
      i. **`Do not select this option.`**
3. `GPA Thresholds for Grade Suppression Calculations`
   a. `Low Threshold` = `0` (for a failing mark)
   b. `High Threshold = 1` (unless the course repeated earns a higher credit)
   c. `Include Added Value in GPA Point Evaluation = Unchecked`
4. `Replaced Grade Suppression Results`
   a. Check to exclude from: **`Transcripts, GPA, Class Rank,`** and **`Honor Roll`**
      i. `This prevents the original mark from showing on these reporting items or being used in a class rank calculation.`
5. `Over Maximum Credit Suppression Results` – `this is not part of the Repeated Course for Credit Grade Replacement policy.`

Important: Over Maximum Credit Suppression Results will be applied to the replacement grades that are for a better grade. This is a local LEA option, not part of the SBE policy on repeating courses for credit.

Assign Schools Using the Suppression Policy

> **Navigation:** Start Page > **LEA** > Grading > Repeated Course Grade Suppression > Schools

1. Select the schools, within the left-side list, that **the Repeated Course Grade Suppression** will apply. Use the CNTL key to select more than one school.

2. Click `>` to move the selected schools to the right, under the **Schools Using Grade Suppression** list and click **Submit**.

Important: Check **Exclude suppression for historical grades from schools that do not use repeated course grade suppression.**

Set Max Credit Hours for a Course

> **Navigation:** Start > LEA > Courses > Select the needed course

> *CAUTION:*   The `Max Credit Hours` value *must be* equal to the `Credit Hours` of the course. For example, if the Credit is two set the Maximum Credit Hours equal to two.

The Maximum Number of Credit values *must* be entered for all courses that will be evaluated during the Grade Suppression process. During the Grade Suppression process, the Maximum Number of Credit on a course is evaluated against the stored credit (in Historical Grades.) If the student's earned-course credit is zero and a Maximum Number of Credit is defined higher than zero on the course, the Grade Suppression process views that grade as a potential for grade replacement. Once the student has re-taken and passed the EXACT course, the Grade Suppression process will replace the failed grade.

If the Maximum Number of Credit is left at zero, the credit is unattainable and, therefore, will never be reached during the grade suppression process.

Set Repeated Course Grade Suppression for a Grade Scale

Navigation: Start > LEA > Grading – Grade Scale

1.   Select the needed Grade Scale and click the Edit icon
2.   Click the drop down `Repeated Course Grade Suppression Policy` and select the policy to associate with the grade scale
3.   Click `Submit`

School Setup and Running the Repeated Course for Credit Grade Suppression Process

Important: Permanently Store Grades for F1 (Final Marks) must be completed prior to running the Repeated Course for Credit Grade Suppression process.

Repeated Course for Credit Grade Suppression

Important: Select the students for the Repeated Course for Credit Grade Suppression Process – *Student Selections QRD*: http://www.nc-sis.org/student_information.html

1. **Evaluate grades for the currently selected (##) students only**. – To use the current student selection click the checkbox.
2. **Term Range**: Can be used to filter based on a Term Range
   a. **From** – Using the Drop Down select the term failed
   b. **To** – Using the Drop Down select the replacement term
3. **Stored Codes** = F1

Note: Final Marks must be stored under F1 for the NC Transcript.

4. **Stored Dates**: Can be used to filter based on a store date.
   a. **From** – Click on ▦(MM/DD/YYYY) and select the desired date.
   b. **To** - Click on ▦(MM/DD/YYYY) and select the desired date.
5. **Course Numbers** Can be used to filter based on certain course number

Note: Multiple courses can be entered at one time. Separate multiple courses with a comma.

6. **Credit Type**

7. **Update Selection**

8. The following screen appears for the user to validate – Click Run Repeated Course Grade Suppression Process

9. The user will be notified when the process is completed.