



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Course Retakes
Policy Number:	IKAA-TCA-R-2
Original Date:	2/13/2004
Last Reviewed:	4/26/2022
Category:	Instruction
Author:	Registrar
Approval:	Director of Academic Services

INTRODUCTION

Students may retake courses with pre-approval from administration in the event of a failing grade or to improve their cumulative GPAs. Course retake processes vary by program and are subject to approval by the administration at the corresponding program.

FAIL/RETAKES

Students failing a required course must retake the course to obtain the necessary credit and students who fail non-required courses may choose to retake a course. Any credit recovery completed outside of TCA must be approved by administration prior to taking the course to ensure the course is equivalent to the TCA course (*i.e., summer school, online, etc.*).

On the transcript the failed course will show credit attempted but no credit earned, and the “F” grade will retain the original weight and impact the student’s GPA. The retake course will be noted on the transcript to include the grade received and applicable credits. The fail/retake will be noted in the comments section of the transcript.

Traditional High School

At the traditional high school, upon completion of an approved non-TCA course, the TCA final must be passed to secure TCA credit. If the course was not retaken at the high school, the course will not be considered for GPA or class ranking purposes.

College Pathways

For the College Pathways program, an approved non-TCA course will be accepted for TCA credit and TCA GPA weight will be applied (*excluding homeschool courses*).

PASS/RETAKES

Students may choose to retake a passed course in which they earned a low grade to improve their cumulative GPAs. For the traditional high school, any retake courses must be completed at the TCA high school. Courses for College Pathways may be retaken elsewhere but must be pre-approved by TCA as an appropriate substitute for the course.

Upon passing the retake course, the original course will be marked with a Pass (P) and the transcript will show credit attempted but no credit earned. The “P” grade does not impact the student’s GPA. The retake course will be noted on the transcript with the grade and credit attempted and earned. The second attempt on the course will be the grade listed on the transcript, even if it is lower than the original time the course was taken. The retake course will be considered for class ranking

purposes and will impact GPA. The pass/retake will be noted in the comments section of the transcript. A course may be used only once to meet graduation requirements for any degree or program.

When a concurrent enrollment course is retaken, the above procedure will be used but the original letter grade will remain on the transcript, not a Pass (P).

COURSE AUDITS

Students will not be allowed to attend classes on a regular basis with intent to “audit” the course content as this takes seat availability away from students enrolled for credit.

This TCA policy and IKAA-TCA-R-1 replace ASD20 Policy IKAA-R.

Cross References

IKAA-TCA: Secondary Grading Systems

IKAA-TCA-R-1: Transfer Credits

IKF-HS-TCA: High School Graduation Requirements

IKF-CP-TCA: College Pathways Graduation Requirements

Policy Revision History

<i>Date</i>	<i>Revision Details</i>	<i>Revised By</i>
2/13/2004	Creation of policy	Registrar
2/15/2013	Reformatted policy into new template. Completed annual review.	Registrar
4/26/2022	New policy template. Update policy to reflect current practices and procedures for all programs. Combine all retake and add concurrent enrollment policies. Incorporated KIA-S-TCA. Changed policy number from IK-PR-TCA and IK-FR-TCA to IKAA-TCA-R-2.	Registrar