

### 345.13 GRADES HIGH SCHOOL COURSES

The following is the District’s standard letter-based grading scale and grade point average (GPA) conversion chart for high school courses:

GRADE	GPA
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00 (No credit earned)
PASS	Credit earned; not factored into GPA
FAIL	0.00 (No credit earned)
N	Not graded, not factored into GPA (No credit earned)
W	Withdrawn with school approval; no impact on GPA

No courses eligible for inclusion in the calculation of a GPA receive weighted treatment when the letter grade is converted to the numerical scale.

#### HIGH SCHOOL GRADE POINT AVERAGES

Term Grade Point Average. The District calculates a grade point average for each individual term using the end-of-term composite grade that a student earns in each course.

Cumulative Grade Point Average. A student’s cumulative high school grade point average is calculated using each end-of-course final grade.

Courses and course grades are either included in or excluded from the District’s GPA calculations as follows:

1. Courses that the District offers for high school credit are included in the student’s GPA whenever a high school student takes the course in the District and receives a grade that has a numerical GPA equivalent. This includes online courses the District offers that are taken without applying to or attending another educational institution.
2. Provided that the administration determines that the grade awarded can be adequately converted to the District’s high school grading scale, grades received in the following courses are included in the student’s GPA:
  - a. Courses taken at or through a Wisconsin Technical College or College/University in an attempt to earn high school credit (whether for dual credit or only for high school credit).  
1 college credit = .25 high school credit.
  - b. Courses taken at another public high school or accredited private high school for which the District would award high school credit for a passing grade.

- c. Courses for which the District would award high school credit for a passing grade and which the student has taken in either a District alternative education program or a District program for students with exceptional educational interests, needs, or requirements.
- 3. A course taken by an *8th-grade* student in world language or math will appear on the transcript but will not be included in the student's cumulative high school grade point average.
- 4. Middle school students enrolled in a course(s) at the high school will not be counted towards high school credit or GPA. However, the course will appear on the middle school report card and in the student's cumulative file/transcript.
- 5. In cases of transfers from alternate grading systems such as Pass/Fail and students from home-based private educational programs, foreign countries, including study abroad or any other non-accredited private educational programs, the high school principal, in consultation with school counseling staff shall evaluate the student's records at the time of enrollment and determine a grade for purposes of computing a GPA.
- 6. Parents have a right to request a change of a pupil's grade on the following grounds: Mistake, Fraud, Bad Faith, or Incompetency in assigning the grade.
  - a. When grades are earned for any course of instruction, the grade earned by each pupil shall be the grade determined by the course teacher. Without any of the grounds listed above, the grade shall be final.
  - b. Any request for a grade change must start with the classroom teacher. If not resolved with the teacher, the next step is a written request to the principal. The final step is a written request to the Superintendent of Schools or designated administrator. At each step, the parent can present information supporting the request.
  - c. The initial request for a grade change must be submitted within seven (7) school days of the grade being posted by the registrar. Requests after seven (7) school days will not be considered.
- 7. For purposes of class rank for the University of Wisconsin Systems admission as part of the Wisconsin Guarantee, students must have three (3) full-time terms of grades from Lincoln High School (LHS) and a minimum of 3 terms transferred from another high school. The student must also have 18 GPA-eligible credits for a cumulative GPA calculation.
  - a. The following criteria will be used if a tiebreaker is needed to determine the top 5% and 10% at the end of the Junior year.
    - i. Students with the largest number of Advanced Placement (AP) course credits earned at Lincoln High School and Dual Enrollment course credits earned in the subjects of English, math, social studies, science, engineering, and world language approved by LHS at an institution of higher education including the term that ends just before the conclusion of the junior year.
    - ii. The student with the most credits earned through the end of the junior year shall be selected. This includes credits transferred and accepted by the school from other schools.
    - iii. Students with the most transcribed credits earned through a technical college, including the term ending just before the junior year's conclusion.
  - b. The Wisconsin Guarantee states, "National Merit Scholarship finalists will be guaranteed admission to UW-Madison provided they apply on or before the Early Action deadline."

### **AVAILABILITY OF CLASS RANK**

School-wide class rankings will be reported on individual high school transcripts. The top 5% and 10% at the end of the Junior year will be communicated in general terms but not in specificity.

### **GRADE CHANGE APPEALS PROCESS**

Parents have a right to request a change in a pupil's grade for: Mistake, Fraud, Bad Faith, or Incompetence in assigning the grade.

When grades are earned for any course of instruction, the grade earned by each pupil shall be the grade determined by the course teacher. Without any of the grounds listed above, the grade shall be final. Any request for a grade change must start with the classroom teacher. If the issue is not resolved with the teacher, the next step is a written request to the principal. The final step is a written request to the Superintendent of Schools or designated administrator. At each step, the parent can present information supporting the request. If you want additional information, please ask your principal for the Grade Change Appeal Form and the Procedure for Contesting a Final Grade.

### **Procedure for Contesting a Final Grade**

#### Communication with the Instructor

1. Any request for a grade change must first be written to the classroom teacher who assigned the grade. A parent must request the teacher within seven (7) school days (“school days” are defined as days when the relevant pupil is or should be in school, excluding summer school) of the date the grade report was posted. A request to change a grade for the third term must be made within (ten) 10 weekdays from the date the grade report was posted. This request must reference the teacher’s grading criteria. It shall specifically allege how the teacher’s grading of the pupil reflects mistake, fraud, bad faith, or incompetency in assigning the final grade. The parent may present any relevant information, oral or written, supporting the request.
2. If the teacher agrees to change the grade, the teacher shall notify the parents of the new grade in writing and make the change in the student’s official records.
3. If the teacher does not agree to change the grade, the teacher shall notify the parent and the principal of the teacher’s decision in writing. The teacher shall simultaneously forward a copy of the written request and decision to the principal as the decision is provided to the parent.

#### Communication with the Principal

1. If the teacher decides not to change the grade, the parent may appeal to the principal. The parent must make the written request to the principal within ten (10) weekdays from the time the parent was informed of the teacher’s decision.
2. The parent’s written appeal shall specifically allege how the teacher’s grading of the pupil reflects mistake, fraud, bad faith, or incompetency in assigning the final grade. The parent, pupil, and teacher shall have the right to submit or present relevant documentation.
3. The principal shall schedule a meeting with the parent and shall allow the teacher to be present and/or to provide input otherwise.
4. Following the meeting with the principal, the principal will discuss the appeal with the teacher. The principal shall inform the parent of the teacher’s decision regarding the grade. If it is decided that the grade will be changed, the grade change shall be made.

#### Communication with the Superintendent of Schools

1. If the principal decides not to change the grade, the parent may appeal to the superintendent. The parent must make the written request within ten (10) weekdays from the time the parent was informed of the principal’s decision.
2. The parent’s written appeal shall specifically allege how the teacher’s grading of the pupil reflects mistake, fraud, bad faith, or incompetency in assigning the final grade. The parent, pupil, and teacher shall have the right to submit or present relevant documentation.
3. The superintendent shall schedule a meeting with the parent and allow the teacher and the principal to be present and/or to provide input.
4. Following the meeting with the superintendent, the superintendent shall inform the student’s parent of the decision regarding the course grade. If it is decided that the grade will be changed,

the grade change shall be made. There is no further appeal of a student's grade after the superintendent of schools.

Definitions

Bad Faith – A finding of Bad Faith should be supported by evidence that the instructor harbored ill will or discriminatory intent, which motivated the instructor to assign a student a grade lower than the grade the student should have earned based on objective criteria.

Mistake – A finding of Mistake should be supported by evidence that the final grade assigned by the instructor was derived from a miscalculation while compiling the final grade.

Fraud – A finding of Fraud should be supported by evidence that the instructor deliberately sought to misrepresent the truth or a fact used to determine the final grade.

Incompetence – A finding of Incompetence should be supported by evidence that the instructor is found to lack ability, qualification, fitness, or performance.

LEGAL REF: 118.13, Wis. Stats.  
118.58, Wis. Stats.

CROSS REF: 345.1, Grading System  
345.13 Exhibit 1, Complaint Form

APPROVED: September 9, 2024