

## POLICY 4104

### Grading: Packet Credit

#### A. Definitions

1. The following definitions apply within this policy:
  - a. "Grade replacement" means credit a student earns by retaking a teacher-led course for a letter grade to improve a previous grade, which
    - 1) may raise the student's grade point average if the new grade is higher, and
    - 2) replaces the lower grade on the student's transcript.
  - b. "Original credit" means credit a student earns through the successful completion of a course for the first time.
  - c. "Packet" means a collection of instructional materials and assessments used to receive credit through the packet method.
  - d. "Packet method" means an educational approach where:
    - 1) a high school student receives a collection of instructional materials from the District or an institution or organization;
    - 2) the high school student works through the materials independently with minimal or no direct instruction from a teacher; and
    - 3) assessment is primarily based on completion of assignments within the instructional materials.
  - e. "Replacement credit" means a pass-fail credit a student earns for a course the student did not pass or complete, which
    - 1) does not affect the student's grade point average and
    - 2) allows the student to fulfill high school graduation requirements.
  - f. "Student" means an individual enrolled in the District in grade 9, 10, 11, or 12.

[Utah Code § 53E-3-501\(7\)\(a\) \(2025\)](#)

B. Packet Credit

1. A student may receive graded original credit or replacement credit through the packet method. To qualify for original credit or replacement credit, the packet must
  - a. meet the standards established by the Utah State Board of Education and
  - b. must either be recommended by the State Board of Education or be approved by the District as provided in [Policy 4016 Evaluation and Selection of Instructional Material](#).

[Utah Code § 53E-3-501\(7\)\(b\) \(2025\)](#)  
[Utah Code § 53G-4-402\(27\)](#)

2. Students may not use the packet method for grade replacement. (The process and requirements for grade replacement are set forth in Policy 4115 Course Grade Replacement.)

[Utah Code § 53E-3-501\(7\)\(c\) \(2025\)](#)

3. The District shall assign a distinct course name and number for credit earned through the packet method to easily identify such credit on a student transcript. The District shall also track and record the number of packets used each school year to award original or replacement credit.

[Utah Code § 53E-3-501\(7\)\(f\) \(2025\)](#)