

SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** December 2, 2016

**To:** Secondary Administrators, Head Counselors, School Counselors, School Registrars and impacted District Departments

**Subject:** MAXIMUM CREDIT PROCEDURE REMOVED, UPDATES TO TRANSCRIPTS WILL AFFECT ACTIVE STUDENTS IN THE 2016-2017 SCHOOL YEAR

**Department and/or Persons Concerned:** All High School Administrators, Head Counselors and School Counselors, School Registrars and impacted District Departments

**Reference:** Administrative Procedures 4770 and Administrative Circular 33 dated November 15, 2016

**Action Requested:** Updates to High School Transcripts and Course Attributes regarding Max Credit

**Brief Explanation:**

1. Effective with the new Administrative Procedure 4770 dated 10/3/16 the Maximum Credit process is no longer in effect. Beginning with the 2016-2017 School Year, California Assembly Bill 1012 is in effect for any repeated courses. Please reference Administrative Circular 33 dated November 15, 2016 for further details and instructions.
2. With Maximum Credit process removed, the following changes will occur to transcripts of currently active 2016-2017 students where a "M" flag has been applied:
  - a. **Removing Maximum Credit Historical Grades:** Will have "M" removed from their courses and credit will be applied accordingly.
  - b. **Cumulative GPA Calculations:** Formerly courses did not receive a credit but the academic letter mark was included in GPA calculation, this process should not impact cumulative GPA calculations.
3. No Action in removing the "M" flag from school sites is required, process will be applied internally by ITSS. This process will take place the week of December 12, 2016.
4. After the processing of the "M" removal, it is recommended that sites re-print their transcripts. If an "M" is appearing contact the IT Help Desk.

Questions regarding courses taken out of district and campus recruiting efforts should be directed to the Office of Secondary Schools at 619-725-7772.

Francisca Del Carmen-Aguilar  
Program Manager, Secondary Schools

APPROVED:



Cheryl Hibbeln  
Executive Director, Office of Secondary Schools