Credit Recovery - Suppress Original Transcript Record

08/28/2025 8:04 am EDT

Suppress Original Transcript Record

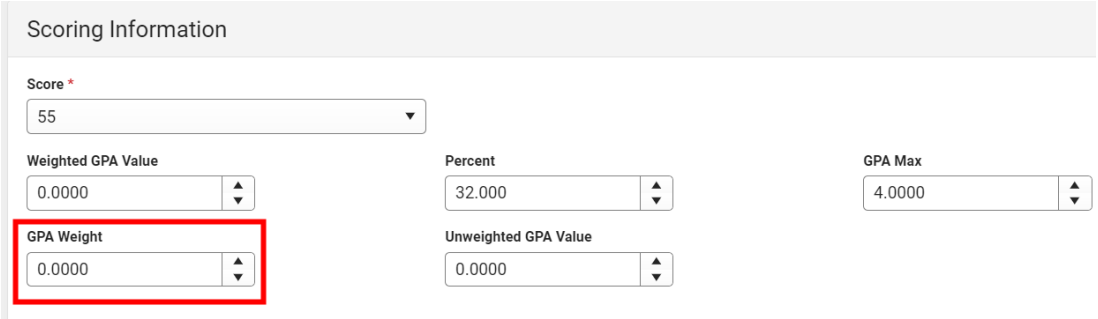
Once the Credit Recovery grade has been posted to the Transcript tool, the original course grade must be suppressed.

Navigation: Menu > Student Information > General > Transcript

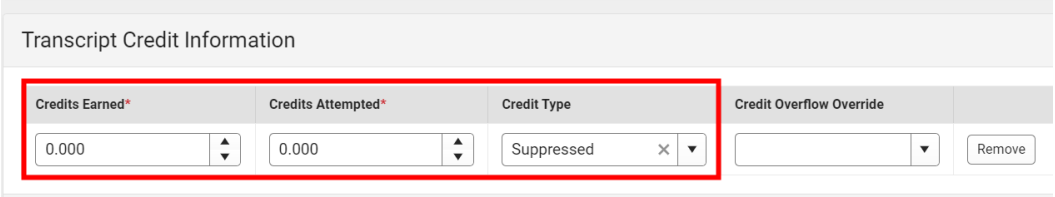
1. Search for the student, then navigate to the **Transcript** tool.

2. Locate the transcript record for the Original Course and click on it.

3. Under **Scoring Information,** change the **GPA Weight** to 0.00.



4. Under **Transcript Credit Information,** change the **Credits Attempted** to 0.00 and the **Credit Type** to Suppressed.



5. Click **Save**.