

Suppressing Grades

07/24/2026 11:45 am EDT

Repeated Course for Credit Grade Suppression is a process that replaces a previously stored failing grade with a new stored grade. Local boards of education may develop policies that define specific circumstances when students other than those who fail a course may repeat a course for credit. The steps below provide guidance on updating the suppressed grade for an individual transcript record.

Navigation: Select Student > Student Information > General > Transcripts

1. Select the **transcript grade** that should be suppressed.
2. Locate the **Scoring Information** section and update the **GPA Weight** to **0**.

Scoring Information

Score *	55		
Weighted GPA Value	0.0000	Percent	32.000
GPA Weight	0.0000	Unweighted GPA Value	0.0000
		GPA Max	4.0000

3. Locate the **Transcript Credit Information** section and update the following fields:
 - a. Credits Earned = **0**
 - b. Credits Attempted = **0**
 - c. Credit Type = **Suppressed**

Transcript Credit Information

Credits Earned*	Credits Attempted*	Credit Type	Credit Overflow Override	
0.000	0.000	Suppressed		Remove

4. Click **Save** to update the suppressed transcript grade.

The suppressed grade should no longer display on the NC Official Transcript report.

School Standard Setup

If the suppressed grade is still showing on the NC Official Transcript report, follow the steps to see if the School Standard Setup is correct.

Navigation: *Grading & Standards > Standards Setup > School Standard Setup*

The SU credit group should be unchecked.

Credit Groups

Search Credit Groups

Minimum 3 characters required.

	Name
☒	HS
☐	SU
☐	MS
☐	ES

NCSIS Knowledgebase | Article: Suppressing Grades | Last Updated: 07/24/2026 11:45 am EDT