admin, transcripts, cal grant

Calculating Cal Grant GPAs

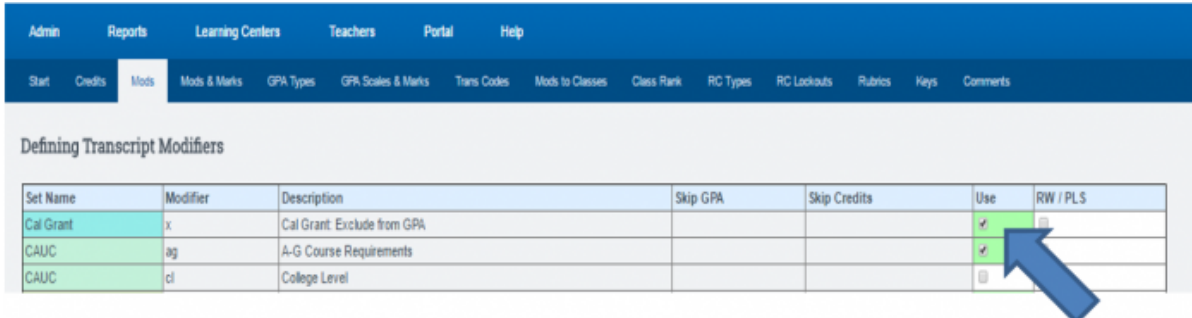2017-02-22_12.06_cal_grant_submissions.mp4

Generating extracts for <u>Current</u> Seniors vs. <u>Graduated</u> Seniors

For informational purposes, you will find a document from CDE attached to the back of this manual to help you understand how Cal Grant GPA is calculated. Key points to be aware of from the CDE document:

- Cal Grant GPA is calculated on a 4.00 scale only
- No extra weight for Honors (h), Advanced Placement (ap) or International Baccalaureate (ib) classes
- Excluded from GPA:
    - Physical Education
    - ROTC courses
    - Remedial courses =courses that aren't counted toward HS graduation.

    To exclude a class from Cal Grant GPA calculations, enable and use the "**x**" **modifier** in the SIS (**Admin > Transcripts > Transcripts/Report Cards**, then click on the **Mods** tab.)


- Failing grades (F) that haven't been repeated before your verified GPA is submitted must be included
- **Pass/Fail grades DO NOT count toward the Cal Grant GPA (However, it is possible your school might assign a grade to a pass/fail class, otherwise you will not be able to use those grades)**
- If you apply <u>after your senior year, your GPA must include your senior-year grades.</u>
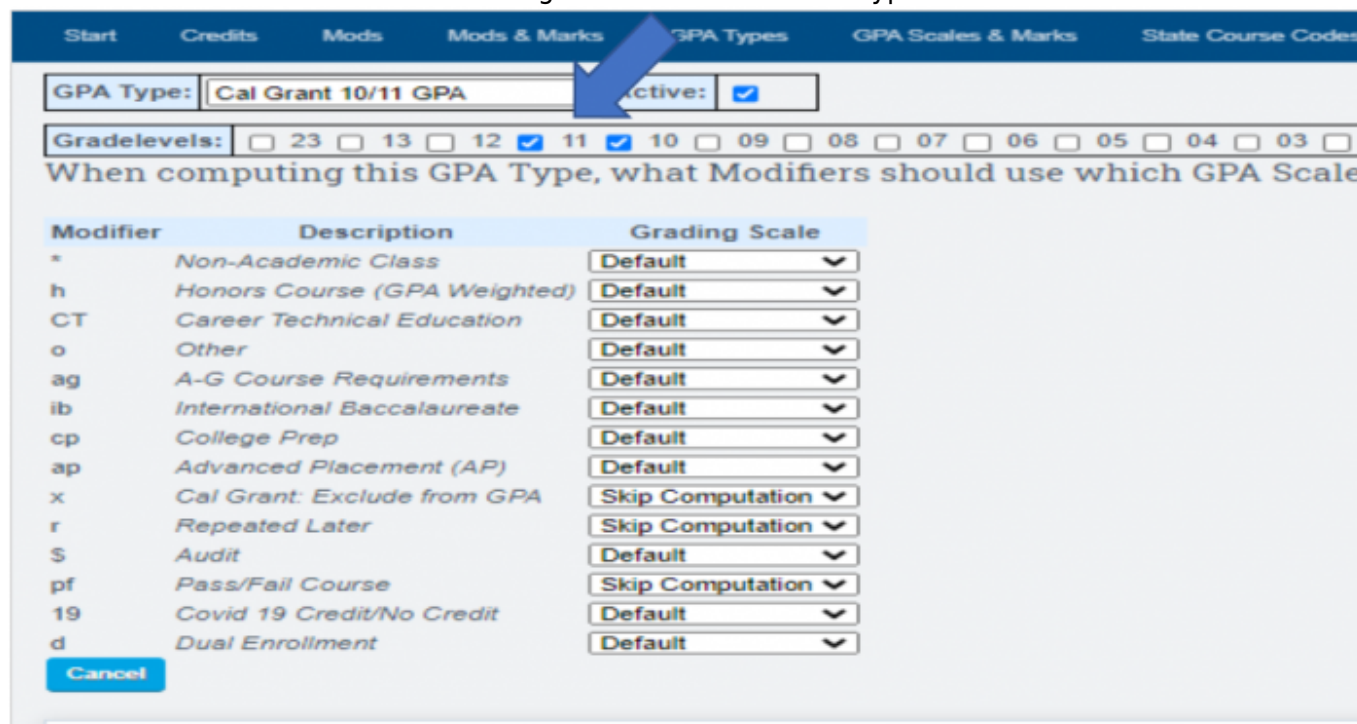
1. Setting up the GPA Graduation type in the SIS

- Follow this path: **Admin>Transcripts>Transcripts/Report Cards: Click**
- Click on **'GPA Types'**
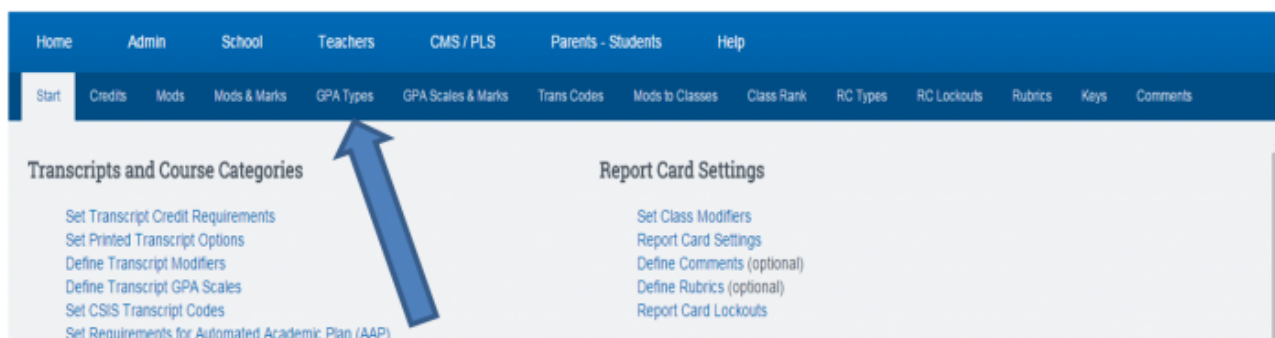
- On the next screen, click on **"More Details"** for the 'Cal Grant 10/11 GPA'
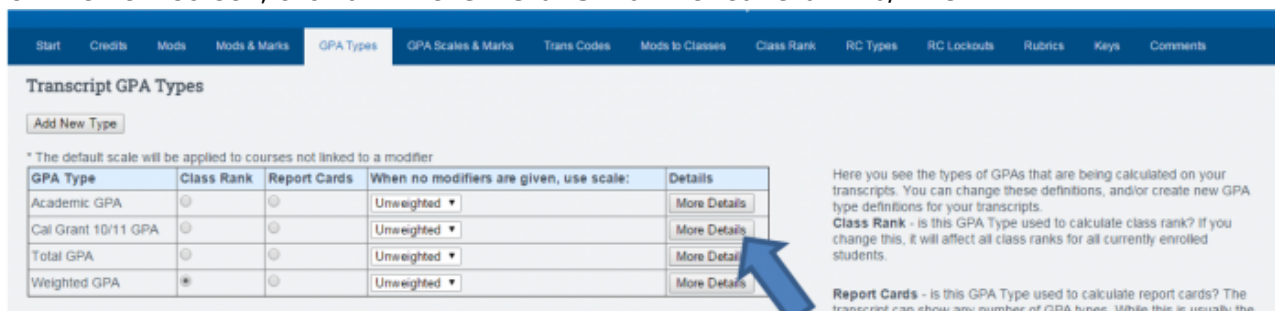
Here is the recommended default setting for the Cal Grant GPA Type

- Check the proper "Grade levels for Cal Grant (typically 10, 11)
  (Special Note: IF you want to generate Cal Grant GPAs for graduated seniors you will need to come back in and check "12" also for that extract as CDE states "If you apply after your senior year, your GPA must include your senior-year grades.")
- Notice that Honors (h), Advanced Placement (ap) and International Baccalaureate (ib) are now all "Unweighted" and reflect a 4.00 scale. You are also set up to "Skip Calculations" on P/F courses.

2. Check your Course Catalog

Excluding Physical Education Courses from the Cal Grant GPA calculation

The proper way to exclude PE courses from showing up on your Cal Grant Calculations is to set PE up properly in your course catalog:

- Follow this path: **Admin>Transcripts>Course Catalog**: Click and go to your **High School Catalog(s)**
- Click on the **"Edit"** link for your Semester or Trimester.

- Find your Physical Educations classes (State course codes 2512, 2513, 2514 and 2515) and check the radial button for the "x"
- (x = Cal Grant: Exclude from GPA)
- Remember to "SAVE" your changes once made.

- This will automatically disallow PE from being calculated into the Cal Grant GPA. It will NOT affect any other GPA.
- (SPECIAL NOTE: ROTC and Remedial courses must be disallowed by the school as we have no way to determine those courses.)

3. Creating Cal-Grant Extracts

- Follow this path: **Reports>State/Federal>Other» Cal Grant**: *Click*

For Current 12th Graders

- Begin by clicking on the link to update **"Class Rank"**
- Next, filter data by "US and 12th Graders Only"
- GPA Type: choose "Cal Grant 10/11 GPA"
- Choose the date of your Fall Semester
- Input the proper College Board Code +00 (12345600 is ONLY used for trial extracts. That is NOT a proper college code!)
- Then choose to download for the State or in a csv for your own viewing purposes.

For Graduated 12th Graders

- Return to the area where you designate the GPA Type:
  Admin>Transcripts>Transcripts/Report Cards: Click
- Click on "GPA Types
- Click on "More Details" for "Cal Grant 10/11 GPA"…
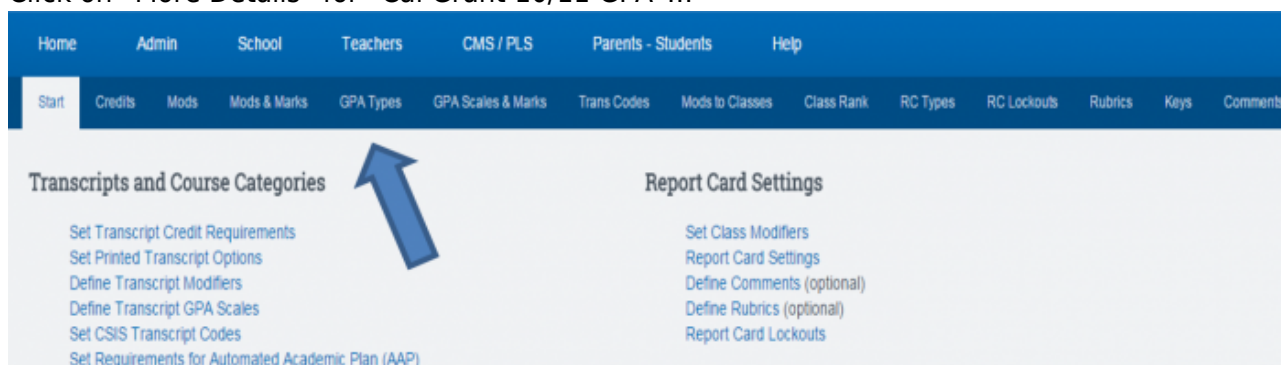
- Now be sure to check the 12th grade option in addition to the 10th and 11th grades for Graduated Seniors:

- Return the the Cal-Grant Extract Page: **Reports>State/Federal>Other» Cal Grant: Click**
- This time filter by "Graduated Students Only"
- Choose GPA type: Cal Grant 10/11 GPA
- Date parameters should be from: the Start of last year's Fall Semester to the end of the Fall Semester of the Current School year.
- You are now ready to generate your extract for Graduated Seniors.
- When finished REMEMBER TO GO BACK AND CHANGE THE CAL-GRANT GPA TYPE BACK TO 10th and 11th grade only.

4. Congratulations: You're done!

What is my Cal Grant GPA?

Your Cal Grant GPA will be calculated on a 4.00 scale (to two decimal places) and extra weight will not be added for Honors, Advanced Placement or International Baccalaureate classes.

- Your GPA must include all grades from your sophomore year, the summer following your sophomore year, your junior year and the summer following your junior year, **except those for Physical Education, Reserve Officers Training Corps (ROTC) and remedial courses.** (Remedial courses are those that aren't counted toward high school graduation.)
- **If you apply after your senior year, your GPA must include your senior-year grades.**
- Failing grades for classes you haven't repeated before your verified GPA is submitted also must be included. (Keep in mind that your GPA for college admission will be calculated differently.)

FAQs

Here are some frequently asked questions and answers:

I have students that are 11th Graders and are graduating this year. Why don't they show on my Cal Grant extract?

Remember, Cal Grant is based on how a student does in classes in their 10th and 11th grade years. Therefore, an 11th grader will NOT show as having completed their 11th grade year even if they are graduating early!

You have two options:

1. Promote the student to 12th grade mid-year so the student is designated as a 12th grader and appears in teh current year Cal Grant extract, or
2. Wait until the student actually graduates then create a Cal Grant extract for Graduated Students for submission.

I've attended several colleges. What college credits count and from which school?
To determine what grades can be included in your Cal Grant GPA, you'll need to check with the registrar's office at the college you plan to attend to verify the courses they will accept. It is up to that school to determine the college credits you'll be allowed to transfer over and also the GPA you have earned.

Do pass/fail grades count toward my GPA?
<u>No. All Cal Grant GPAs must be calculated based on a 4.00 scale.</u> It's possible your school could assign a grade to pass/fail classes. If your school isn't able to do so, you will not be able to use those grades. If not using those grades affects your overall GPA, you may wish to submit your SAT or ACT scores in lieu of your GPA.

Can I fax my GPA Verification Form to the Commission?
Yes, however, we would prefer to receive the forms via regular mail. Faxed copies of the form must be hand-processed and could slow the processing of your Cal Grant application.

If I fail a class in the 10th grade and retake it in the 11th grade, does the failed class count toward my Cal Grant GPA?
If the class you failed is the same class you took again and passed, the Commission will accept the passing grade and the failed grade should not be included in the overall GPA.

I am home-schooled. How do I get my verified Cal Grant GPA?
If you are home-schooled or attend a non-accredited charter school, you must submit your SAT, ACT or GED test scores. Complete the student section of the Cal Grant GPA Verification Form and attach a copy of your test scores to it. If submitting test scores, a school does not need to complete the bottom section of the GPA Verification Form. The scores and the GPA Verification Form must be sent to the Commission by the Cal Grant application deadline.

My GPA is very low and I would like to improve it. How do I do that?
If you're graduating from high school with a GPA that is not high enough to meet the Cal Grant GPA minimum requirements, you can improve or re-establish your GPA at a California Community College. To re-establish your GPA for Cal Grant B Competitive awards, you must complete at least 16 cumulative units of undergraduate transferable/degree-applicable credits for academic course work at an accredited California Community College, with at least a 2.0 community college GPA.

If you've completed at least 16 college units, but less than 24 units, please ask your community college to submit your re-established GPA to the Commission.

If you're still in high school and you've completed 16 community college units, but less than 24 college semester units, you may use either your re-established college GPA or your high school GPA if it is at least 2.0 (you should use the highest GPA score).

You'll need to make an appointment with your college's financial aid office to discuss your wish to have your re-established GPA reported. Please do not wait until the last minute.