

Certification Form for Cal Grant GPA Verification Submitted Via Diskette or Other Electronic Means

CALCULATING GPAS

Calculate the student's grade point average (GPA) on a 4.00 scale to two decimal places. **Do not use a weighted scale.** Failing grades for courses that have not been retaken prior to Fall 2000 must be included. Convert any grades with extra weighting for honors and advanced placement classes to a 4.00 scale before calculating the GPA. Each student's GPA must be calculated based upon one of the categories below:

- **Current high school seniors:** Include all sophomore- and junior-year grades, excluding physical education (PE), Reserve Officer Training Corps (ROTC), and remedial coursework. Summer school grades earned following the completion of the sophomore and junior year should be included. Accelerated juniors graduating in Spring 2001 should only include sophomore grades and summer school grades earned following the sophomore year.
- **Students who are not currently enrolled high school and have completed fewer than 24 semester college units, 36 quarter units, or the equivalent, prior to Fall 2000:** Include all sophomore-, junior-, and senior-year high school grades, excluding PE, ROTC, and remedial coursework.
- **Students who are not currently enrolled in high school but have completed at least 24 semester college units, 36 quarter units, or the equivalent, prior to Fall 2000:** Include all college grades known to the reporting official for which the student receives credit at the reporting institution, regardless of grade received, before Fall 2000. A minimum of 16 eligible units must be included in the calculation.

SCORES IN LIEU OF GPAS

GPAs **will only** be accepted from high schools that are accredited by either the Western Association of Schools and Colleges (WASC) or another regional accrediting agency if the high school is not in the WASC region. GPAs will also be accepted from schools that have a U.C. approved course list. All other students may provide a test score from one of the Commission's approved test alternatives (ACT, SAT or GED). Test scores may not be submitted via diskette or other electronic means.

Diskettes will only be considered complete if submitted with this certification. An authorized high school or college official must complete this form. [The signature of a high school or college official is required by law and certifies that the reported GPA: 1) is correct and is accurately reported to the best of his or her knowledge under penalty of perjury, and 2) is subject to review by the Commission or its designee.]

School Official's Signature

School Official's Name and Title

School Name

Street Address

City

State

Zip

Telephone Number

Fax Number

Institution Code

Date

E-mail Address

Number of Records Included