



# Instructions for filling out the Cal Grant GPA Verification Form

**STUDENT INFORMATION SECTION. Please print clearly using blue or black ink only. Filing deadline for 2012-13 awards is March 2, 2012**

1. *Your Social Security number:* Enter your Social Security number (SSN) as it appears on your Social Security card and your FAFSA. (Valid SSNs do not begin with 8, 9 or 000. If you believe your SSN begins with an 8, 9 or 000, then contact your local Social Security Office to verify your number.) Individual Tax Identification Numbers (ITIN) are not accepted.
2. *Month/year of high school graduation:* Enter the month and year you graduated, or plan to graduate from high school. Enter the month in a two-digit format (for example: January should appear as "01"; November should appear as "11"). Enter the year in a four-digit format (for example: 2012 should appear as "2012").
3. *Your name:* Print your full name as it appears on your Social Security card. Enter last name, first name, middle initial.
4. *Your date of birth:* Enter your birth date. For example, June 25, 1994 would be entered as 06-25-1994.
5. *Telephone number:* Enter your area code and daytime telephone number.
6. *Your permanent mailing address:* Enter your permanent mailing address, city, state and five-digit zip code.
7. *Your E-mail address:* Enter a "safe" e-mail address where you can be contacted for questions. This is optional.
8. *Spring school code:* Enter the school code for the school at which you were in attendance for spring 2012. Students graduating from high school in spring 2012 should write in the College Board high school code number for their high school. This is the same code used for sending SAT score information to the high school. Students who will be in college for the spring 2012 school term should write in the federal code number of the college you are attending in spring 2012. Students who are not in college or high school for the spring 2012 school term should leave this section blank.
9. *Submitting a test score instead of a GPA:* Complete questions 1 through 10, sign the form and attach a photo copy of the testing organization's score report and mail by the deadline to Commission. **TRANSCRIPTS and DIPLOMAS WILL NOT BE PROCESSED.**  
The results from the GED, SAT or ACT tests must be submitted in lieu of a GPA if:
  - You participated in a home schooling program or attended an unaccredited high school.
  - You attended a high school or college outside of the United States and are unable to have those grades converted to a 4.00 scale or your school did not grade in a manner that can be readily converted to a 4.00 scale.
  - Students who have been out of school for five years can choose to submit either test scores or their GPA.
    - **Scores from the California High School Proficiency Examination (CHSPE) cannot be accepted in lieu of a high school GPA, but passing the CHSPE does meet the high school graduation requirement of the Entitlement Cal Grant program. Also, grade reports, transcripts, and other proficiency certificates WILL NOT BE ACCEPTED.**
    - **Only scores from the SAT reasoning test WILL BE ACCEPTED. Subject test scores will NOT BE PROCESSED.**
10. *Student signature:* By signing this form, you certify that you have read these instructions and that the information you provided is correct. It is illegal to report false or misleading information on this form and doing so may result in any Cal Grant award being revoked.

Once you have filled out the student information, take the form to your school and request that they verify your GPA. Be aware that if your school will be electronically submitting your GPA to the California Student Aid Commission, you do not need to submit this form. It is your responsibility to verify that the school will be submitting your GPA for you.

## FOR SCHOOL USE ONLY SECTION

*GPA IS BASED ON HIGH SCHOOL COURSEWORK:* Fill in this bubble ONLY if the GPA is based on high school coursework.

*CALIFORNIA COMMUNITY COLLEGE RE-ESTABLISHED GPA:* Fill in this bubble ONLY if the GPA being certified is based on at least 16 but less than 24 units completed at a California Community College.

**If the GPA is based on college units, and is not a reestablished GPA as described above, do not fill in any bubble.**

*GPA VERIFIER'S SCHOOL CODE:* High schools use their College Board school code; colleges use their USED OPE ID code.

*VERIFIED STUDENT GPA:* Fill in ALL three GPA spaces. Cal Grant GPAs are calculated on a 4.00 scale. High Schools certifying GPAs MUST be accredited or have a UC approved course list in order to verify GPAs. Students not attending accredited high schools should provide either a GED, SAT or ACT score.

**After the school completes the GPA information, fold form into thirds, insert into a #10 standard business envelope, apply the appropriate postage, obtain a certificate of mailing from post office (optional) and mail to:**

California Student Aid Commission  
Cal Grant Operations  
P.O. Box 419077  
Rancho Cordova, CA 95741-9077

# Cal Grant GPA Calculation Instructions

There are four categories of GPAs used for Cal Grant award selection - High School, College, Regular Community College and Reestablished Community College.

## High School GPA

A high school GPA is calculated on a 4.00 scale to two decimal places (between 0.00 and 4.00). Do not use a weighted scale. Convert any grades with extra weighting for honors and advanced placement classes to a 4.00 scale before calculating the GPA. GPAs calculated beyond a 4.00 scale will not be accepted.

For students who have not yet graduated high school, calculate the GPA using all academic course work for the sophomore year, the summer following the sophomore year, the junior year, and the summer following the junior year. The high school GPA excludes physical education (PE), Reserve Officer Training Corps (ROTC), and remedial courses. Remedial work is defined as any course that is not counted toward high school graduation. Failing grades must be included in the GPA calculation unless the course has been retaken.

GPAs for "accelerated" high school juniors graduating in spring 2012 should be calculated using academic course work earned during the student's sophomore year and the summer following the sophomore year, as well as all course work completed in the junior year by the time of certification.

For students who are out of high school but have not earned sufficient college level units to allow calculation of either a college GPA or reestablished GPA or as explained below, the GPA must be calculated from high school course work earned from the student's sophomore year onward, regardless of whether the student graduated. Competitive Cal Grant awards can be made to students who have not graduated high school.

## Regular California Community College GPA

For purposes of computing a community college GPA for a Cal Grant award, "nontransferable units" and "courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree" mean all courses except "Associate Degree Credit Courses" as defined by Title 5, Chapter 6, Article 1, Section 55002(a) of the California Code of Regulations.

## Reestablished Community College GPA

A reestablished community college GPA is calculated on at least 16 but less than 24 semester units or the equivalent. For any Cal Grant deadline, a school may submit either a reestablished GPA or a "regular" community college GPA calculated on at least 24 semester units, or the equivalent. A reestablished GPA is good only for Competitive Cal Grant B consideration.

**Only a California Community College may submit a reestablished GPA.**

## College GPA

A college GPA is calculated on all college work completed, except for nontransferable units and courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree. The definition of the phrases "all college work completed" and "nontransferable units" and "courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree" are described below. A college GPA or a community college GPA must be computed for a minimum of 24 semester units or its equivalent regardless of the grades received. The phrase "all college work completed" includes all coursework for which grades are known to the official reporting the GPA and that are accepted for credit at the school reporting the GPA. Failing grades must be included.

### ***College GPA - Baccalaureate Degree Granting Institution***

For purposes of computing a college GPA by an institution that grants a baccalaureate degree, "nontransferable units" and "courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree" are those courses which do not earn credit for a baccalaureate degree from the reporting institution.

### ***College GPA - Associate Degree Granting Institution***

For purposes of computing a college grade point average by a postsecondary institution that grants an associate degree, "nontransferable units" and "courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree" are those courses which do not earn credit for an associate degree at the reporting institution.

### ***College GPA - Non-degree Granting Institution***

For purposes of computing a college GPA by a postsecondary institution that does not grant a baccalaureate or an associate degree:

(A) "nontransferable units" are those units which are not used in satisfying requirements for earning a baccalaureate degree from a California public institution of higher education that grants such a degree;

(B) "courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree" are any courses for which the earned grade is not used in the computation of a GPA in determining admission eligibility, whether or not units earned for the course are transferable to such an institution.

If the GPA is based on college units, and is not a reestablished GPA as described above, do not fill in any bubble.