

## REGULATION IKC-RA

## Las Cruces Public Schools

Related Entries: IKC

Responsible Office: Associate Superintendent for Instruction

### Grade Point Averages and Weighted Grade Point Averages

#### I. PURPOSE

To establish procedures for determining grade point averages (GPAs) and weighted grade point averages (WGPA's) and for reporting them to current and prospective employers and postsecondary institutions that require the information as part of application and admissions processes.

#### II. ISSUE

- A. Beginning in the 2008-2009 school year, Policy IKC, Grade Point Average and Weighted Grade Point, will take effect for ninth and tenth grade students. This policy permits weighted credit to be earned for approved collegiate level courses, as defined in Section D, *Accelerated Placement*, of this regulation.
- B. During the 2008-2009 school year junior and senior students enrolling in eligible accelerated placement courses, as defined in Section D, may petition the Director of Secondary Instruction for weighted credit if and only if a schedule conflict at their home high school prohibits enrollment in an Advanced Placement course, see procedure below in Section IV C & D.
- C. During the 2009-2010 school year, senior students enrolling in eligible accelerated placement courses, as defined in Section D, may petition the Director of Secondary Instruction for weighted credit if and only if a schedule conflict at their home high school prohibits enrollment in an Advanced Placement course. *See procedure below in Section IV C and D.*

#### III. DEFINITIONS

- A. *Regular* course content is aligned to the New Mexico Standards and Benchmarks and is offered to all high school students. Course descriptions are listed the LCPS Course Handbook for high school.
- B. *Honors* courses have the same objectives as corresponding non-honors high school level courses; however, honors courses cover the content in more depth, require greater use of abstract and higher level thinking skills. Honors courses are designated in the LCPS Course Handbook for high school.
- C. *Advanced Placement* courses are those high school courses in which the course syllabi has been approved and sanctioned by the College Board and for

which a corresponding Educational Testing Service Advancement placement examination exists. These courses are designed to prepare students for those examinations. Advanced placement courses are designated in the LCPS Course Handbook for high school.

- D. *Accelerated Placement* – allows students who have exhausted all core opportunities, including AP offerings, at the high school level to enroll in a college level course which is at the next academic level of that core content or equivalent to the advanced placement course. These courses are not individually designated in the LCPS Course Handbook but are predetermined and preapproved by the Director of Secondary Instruction.
- E. *Credit* is a completed unit of study.
- F. *Grade points* are the numeric equivalent of a student’s grade in a credit-bearing course according to the following scale:
- |       |        |
|-------|--------|
| A = 4 | D = 1  |
| B = 3 | F = 0  |
| C = 2 | NC = 0 |
- G. *Weighted grade points* are bonus points that differentiate between regular courses, advanced placement courses, and approved accelerated placement courses. *See procedure below in Section IV B.*
- H. *Grade points earned* are derived by multiplying the number of credits offered in a course by the appropriate number of grade points according to the student’s final grade.
- I. *Weighted grade points earned* are added directly to the cumulative GPA for the Weighted GPA as follows:
- 1 credit AP courses earn 0.0344 bonus points;
  - 1 credit approved accelerated placement courses (3 and 4 credit hour college courses) earn 0.0344 bonus points; and  
½ credit courses earn 0.0172 bonus points.
- J. The *grade point average (GPA)* is the average number of grade points earned per course in grades 9 through 12, including grade points retroactively earned for successful completion of certain high school level courses taken while in middle school.
- K. The *GPA* is computed by dividing the total number of grade points earned by the total number of course credits included in the computation. The GPA should be rounded to four decimal points by rounding the fourth decimal position upward if the fifth decimal position is greater than four.

- L. The *Weighted GPA*, which includes eligible bonus points, is reflected on the transcript after the bonus points are added directly to the cumulative GPA.
- M. A *transcript* is a report of final grades and credits indicated by course that also shows cumulative GPA including Weighted GPA for each year, grades 9 through 12, and for high school credit retroactively earned for courses taken while in middle school.
- N. Students are considered to have attained *age of majority* if they have reached their 18th birthday or if they are married.

#### **IV. PROCEDURES**

##### **A. Responsibilities**

1. The school building principal or his or her designee is responsible for:
  - a. Ensuring that each student's grades have been verified and accurately reflect the record of the student, including courses taken in summer school, evening school, correspondence courses, college courses, transfer courses, and certain courses successfully completed in middle school which meet the requirements for receiving retroactive high school credit;
  - b. Maintaining student records;
  - c. Furnishing to colleges, universities, scholarship foundations, technical institutions, and current or prospective employers the student record provided that the release of this information is approved by the student's parents or by the student who has attained the age of majority; and
  - d. Furnishing students and parents with official copies of student records provided that the release of this information is approved by the student's parents or by the student who has attained the age of majority.
2. The Student Information Systems Manager is responsible for ensuring that the GPA and Weighted GPA appear accurately on the secondary transcript.

##### **B. Weighted grade points earned are added directly to the cumulative GPA as follows:**

1. 1 credit AP courses earn 0.0344 bonus points;
2. 1 credit approved accelerated placement courses (3 and 4 credit hour college courses) earn 0.0344 bonus points;

*IKC- RA Grade Point Averages  
And Weighted Grade Point Averages*

3. and ½ credit courses earn 0.0172 bonus points.
- C. A student wishing to receive weighted grade points for a collegiate level course, defined above as accelerated placement, must submit a written request to the Director of Secondary Instruction for approval, prior to course enrollment. Courses will be determined eligible using the following guidelines:
1. The course is determined equivalent to the high school Advanced Placement course and is included in the University published list as such.
  2. The course is determined to be at the next academic level for that core content by the University.
- D. During the 2008-2009 school year, junior and senior students, and during the 2009-2010 school year senior students only, may be eligible to receive weighted grade points for approved accelerated placement courses. A written petition to the Director of Secondary Instruction will be considered when all of the following criteria apply:
1. A student has a verified schedule conflict which prohibits enrollment in the equivalent high school course.
  2. The petition is submitted prior to course enrollment.
  3. The course has been pre-approved under the procedures stated in section C above.
- E. A student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. A loss of credit will be reflected as an NC on the student's transcript and report card, and will **not** be included in the computations for grade point average and weighted grade point average.
- F. Once grades are earned and transcribed, all grades are to remain on the transcript. In the event a course is repeated, **the most recent grade** is the only grade used for determining the cumulative grade point average, regardless of how many times the course is repeated.
- G. Summer school and evening school courses are included in the GPA and WGPA computations if they meet other requirements for inclusion.
- H. Credits granted through approved correspondence courses, on-line courses, approved college courses, and transfer courses, if used for graduation credit, are included in the computations.
- I. Approved high school level courses successfully completed while in middle school are included in the GPA calculation.
- J. Grades and credits for dropped subjects will be treated for computing the

GPA and WGPA as follows:

1. Courses from which a student is dropped with a WF (withdrew failing) are included in the GPA or WGPA computation.
  2. Courses from which a student withdraws with the written permission of the school principal will not be reflected in the GPA or WGPA.
    - a. If a student withdraws from a course on or before the 25th school day of the semester in which the class begins, no notation is made on the student's permanent record, transcript, or report card.
    - b. If the student withdraws after the 25th school day of the semester in which the class begins, a notation of "WP" (withdrew passing), or WF," will be entered on the report card, transcript, and permanent record.
    - c. Should the student, with prior approval, transfer from one course to another in the same subject area, in the same semester, within their school, appropriate credit will be awarded for those courses completed successfully.
- K. Transferred credits and grades from other school systems shall be converted by the principal/designee into appropriate LCPS credits and shall be included in the GPA and WGPA computations.
1. Advanced level courses or Honors level courses weighted in other school districts and not in LCPS policy, will **not** receive weighting upon conversion to LCPS.
  2. For transferred credits (non-LCPS courses) to which marks such as "O" (Outstanding), "S" (Satisfactory), and "U" (Unsatisfactory) or numeric grades or percentages have been assigned, the former school or school district must translate such marks to a scale of A, B, C, D, and F.

*History: New Reg 10.15.08; revised 3.27.09*

*Legal Reference:*



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*Approved, Associate Superintendent of Instruction*

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*March 27, 2009*

*Date Approved*