

8.0 Appendix

8.1 Frequently Asked Questions

Why did the standard change in 2007?

In 2004, the Georgia General Assembly passed HB 1325 (codified in § 20-2-157 O.C.G.A.), requiring GSFC to calculate, for purposes of determining HOPE Scholarship eligibility, the grade point average of every graduating high school senior in Georgia beginning in 2007. This required GSFC to construct and provide the mechanism for every Georgia high school to provide GSFC with the requisite student and school information.

This process also presented the opportunity for GSFC to provide every high school in Georgia with the means, through GAcollge411.org, to transmit student transcripts electronically to colleges and universities.

Where can I view the state law mandating these changes?

The relevant section of the Code of Georgia is available online at:

http://www.legis.state.ga.us/cgi-bin/gl_codes_detail.pl?code=20-2-157

Is every Georgia high school required to participate in this process?

While no school is required to be a participant, the only way that a student entering college for the first time after April 30, 2007 may earn eligibility for the HOPE Scholarship is for his or her high school to submit all of the required information to GSFC through the Transcript Exchange and HOPE Scholarship GPA calculation process.

Does this change only apply to seniors who graduate in 2007 and afterwards?

§ 20-2-157 O.C.G.A. states that for purposes of receiving the HOPE Scholarship, the new HOPE Scholarship GPA calculation applies to any student whose first enrollment in college occurs on or after May 1, 2007 “regardless of when a student graduated from high school and regardless of such student’s eligibility status prior to May 1, 2007.”

Are Georgia high schools required to change their grading scales?

No. The HOPE Scholarship GPA calculation process will require each school to submit (through the GAcollge411 Counselor Center) the grading scale or scales that apply to the high school course records for all of that school’s graduating seniors. Each grading scale is then equated to a 4.0 grade-point scale for the HOPE Scholarship GPA calculation process. This allows the GPA calculation to be applied uniformly to every student at every high school in Georgia, no matter what grading scale is used.

What high school grading scale(s) will be used for students who attend more than one school?

The grading scales used will be those provided by the high school submitting the student's information; the appropriate grading scales from that school will be used for all grades reported for that student, regardless of where the grades were actually earned. It is the responsibility of the reporting school to properly equate transfer student grades to appropriate values on the locally used grading scale.

What courses will count in the new HOPE Scholarship GPA calculation?

All academic credits attempted by a student in the core high school academic areas (English, Mathematics, Science, Social Studies, and for College Preparatory students only, Foreign Language) will be used to determine the student's HOPE Scholarship GPA. All other courses will be excluded from the calculation.

Will the HOPE Scholarship GPA calculated by GSFC replace the GPA(s) Georgia high schools currently report on transcripts?

The HOPE Scholarship GPA will only be used by GSFC for purposes of determining HOPE Scholarship eligibility. High schools will be able to report up to two GPA values of their choice on The Georgia Standard High School Transcript. The transcript form will simply report whatever data a school chooses to place in the spaces made available for calculated GPA values. Schools may also choose to leave one or both of these spaces blank.

How will courses taken in middle school (such as Algebra 1 taken in the 8th grade) be treated in determining the HOPE Scholarship GPA?

According to § 20-2-157 O.C.G.A., the HOPE Scholarship GPA is to be calculated based on grades in "the complete high school academic record of the student." Courses taken in middle school are not part of the high school academic record, and therefore will not be incorporated into a student's HOPE Scholarship GPA calculation. Every school is responsible for identifying such credits so that they may be properly excluded from the HOPE Scholarship GPA calculation.

How will Pass-Fail courses be treated in determining the HOPE Scholarship GPA?

§ 20-2-157 O.C.G.A. requires the HOPE Scholarship GPA calculation to be calculated utilizing all core academic grades reported on a student's high school course record. "Pass," "Fail," "Satisfactory," and other similar designators are not grades but are given in place of a grade, and cannot be translated to a 4.0 scale. Therefore, any credit earned in a course without an actual numeric or letter grade associated with that credit will be excluded from the HOPE Scholarship GPA calculation.

Why does GSFC need to know what student grades have been weighted (had extra points added)?

§ 20-2-157 O.C.G.A. requires that a grade used by GSFC in the HOPE Scholarship GPA calculation "be the actual grade earned by the student, with no weighting or addition of points by the local school system or private school."* In order to fulfill this statutory requirement, high schools will be required to provide information identifying all grades with weighting or additional points as well as the amount of that weight; GSFC will un-weight all grades before performing the HOPE Scholarship GPA calculation.

*As per § 20-2-157 O.C.G.A., Advanced Placement and International Baccalaureate courses will be uniformly re-weighted one-half letter grade (0.5 on a 4.0 scale) by GSFC prior to the HOPE Scholarship GPA calculation. High schools will still be required to identify these courses and any additional weight the school adds to these grades so that GSFC can un-weight them before adding the additional standard AP/IB weight, as Georgia high schools may place different weighting amounts on these courses.

How much are AP and IB Courses re-weighted in the HOPE Scholarship GPA calculation?

AP and IB grades earned in courses ending before June 15, 2006 will be re-weighted a whole letter grade (1.0). AP and IB grades earned in courses ending after June 15, 2006 will be re-weighted a half letter grade (0.5).

Will Honors courses be re-weighted prior to the HOPE Scholarship GPA calculation?

No. For purposes of HOPE Scholarship eligibility, § 20-2-157 O.C.G.A. only permits weighting prior to the GPA calculation for Advanced Placement (AP) and International Baccalaureate (IB) courses.

Why are Honors courses not being re-weighted?

AP and IB courses follow set curricula established by outside entities (the College Board and the International Baccalaureate Organization, respectively), making such courses equivalent from one high school to the next. "Honors" is defined locally in Georgia by each local school system or high school, and therefore has no standard definition or scale of comparison from one school to the next.

If a student earns a 100 (or A+) in an AP or IB course -- will that student's grade be equated to a 4.5 or a 5.0 in the HOPE Scholarship GPA calculation?

§ 20-2-157 O.C.G.A. requires that all grades be translated to a 4.0 scale; therefore, no grade may exceed 4.0, as a grade of 4.5 (or anything in excess of 4.0) would by definition no longer be within a 4.0 scale.

Is GSFC requiring that every high school transcript show un-weighted grades?

The Georgia Standard High School Transcript will display grades in whatever form each school's SIS stores them in, and therefore the grades should not be displayed any differently from the grades each school currently reports on student transcripts. Grades will be un-weighted following their submission to the GACollege411 Transcript Exchange database only for purposes of calculating each student's HOPE Scholarship GPA. These un-weighted grades will be displayed only in the reports provided to high school counselors by GSFC.

Will high schools that report only letter grades be required to change their grading systems to a numeric system?

No – the HOPE Scholarship GPA calculation can be performed on grades reported in either numeric or letter form, as all grades will be equated to a 4.0 scale prior to performing the calculation.

Will an overall average of 80 for a college preparatory student (85 for career/technical) still qualify a student for the HOPE Scholarship as it did before 2007?

Because grading scales differ from one school to the next (and therefore an 80 may not mean the same from one school to the next), § 20-2-157 O.C.G.A. mandates that all grades be converted to a 4.0 scale, based on the local school's grading scale, prior to the HOPE Scholarship GPA calculation. This will ensure that all students in Georgia are being measured according to the same standards for purposes of earning the HOPE Scholarship.

How will GSFC determine which grades should count towards the HOPE Scholarship GPA?

The exact course for which any grade and credit is awarded (and thereby whether or not it is within an academic area included in the HOPE Scholarship GPA calculation) will be identified

based on the uniform course numbering system developed by the Georgia Department of Education (GADOE). High schools currently using a course numbering system that differs from the state numbering system will need to equate each course number to the closest equivalent on the GADOE list of approved courses.

How will GSFC identify courses properly if a school does not use the GADOE uniform course numbering system?

Any school using a course numbering system that differs from the GADOE course numbering system will need to supply GSFC with an electronic file equating the course numbers used in the school's student course record with numbers in the uniform course numbering system. A process to facilitate this translation will be made available through STARS.

How will GSFC use the uniform course numbering system to identify courses included in the HOPE Scholarship GPA calculation?

The first two digits of any course number in the uniform numbering system identify the main subject area of that course. As such, English course numbers all begin with 23; Mathematics with 27; Science with 26 or 40; Social Science with 45; and Foreign Language with 60, 61, 62, 63, or 64.

Where can I obtain a copy of the GADOE uniform course numbering system?

The uniform course numbering system is contained within the State Board of Education's rules as rule 160-4-2-.03. The rule also contains an explanation of how the course numbering system is structured. It is available online at:

http://public.doe.k12.ga.us/_documents/doe/legalservices/160-4-2-.03.pdf

Are grades earned through home schooling included in the HOPE Scholarship GPA calculation?

GSFC will use every grade reported for high school courses that fall within the core academic areas and that can be interpreted through the school's grading scale(s). If a school awards credit for home-school courses but does not retain the grade awarded (i.e. converts it to Pass-Fail or another non-grade indicator), those courses will not be counted in the GPA calculation, as they cannot be equated to a 4.0 scale.

Does this new method change high school graduation requirements?

No. GSFC is, as per statutory requirements, altering which attempted academic credits are counted in the HOPE Scholarship GPA calculation. This will not affect the academic credits that are required to obtain a high school diploma in Georgia.

Will GSFC also be performing class-ranking calculations for each high school?

No. Space is provided on the Georgia Standard High School Transcript for schools to report the ranking and class size for each senior, but it will simply display whatever data a school provides to populate the field. Schools may choose to leave these fields blank.

How will schools know that GSFC accurately calculated the HOPE Scholarship GPA for every student?

After the initial and final eligibility calculations are performed in February and June, respectively, GSFC will be providing both school-wide and student-by-student reports to each high school.

This part of the process will be called the feedback loop. A detailed report will be provided for each student displaying the course record that was used for the calculation along with any un-weighting, re-weighting, and exclusion of grades that do not qualify for the calculation. If a school finds data errors in these reports, the school must work to correct those errors.

Why does every school have to sign a legal agreement with the Xap Corporation to participate in this process?

The Xap Corporation is the third-party vendor that maintains the infrastructure of the GAcollge411 website for GSFC, and will also be providing the electronic transport mechanisms necessary for the Transcript Exchange and HOPE Scholarship GPA calculation processes to function. While the legal agreement does not exclusively obligate any school to usage of Xap products in any way, legal restrictions bar the Xap Corporation from working with any school absent a signed legal agreement.

If there is more than one high school in a district, we require only one agreement for the district as opposed to individual high school agreements.

Where can I get more information?

The most current information on the Transcript Exchange and HOPE Scholarship GPA calculation processes can found on GAcollge411.org. Go to the homepage and find the "School Counselors" title on the yellow navigation bar on the left-hand side of the page. Select this button and choose "High School Transcript" from the next page.

Three webcasts on this process are currently available for viewing. They can be accessed through GAcollge411.org. Additionally, face-to-face meetings will be scheduled at regional locations. Further questions and requests for information may be e-mailed to Transcripts@gsfc.org.

8.2 Transcript Text File

Below is an example of the way a student's transcript text file may look. For simplicity purposes, this school has chosen not to submit any testing or immunization records:

```
HRGSFCPROG20070430
0198765Flax Seed Day School123 School RoadAtlantaGA3030740412345674049876543
0210000123-45-6789PoundPaulaA987 Home Lane
    AtlantaGA30307404345678919900501FWhite2007123.74473.942510020200308
    042007052520070525Patsy Pound987 Home Lane
    AtlantaGA303074043456789Cathy CounselorGCC
032003129FALL2003082520031215
040.50.581NYLiterature and Composition23.0610
040.50.593NYAlgebra II27.0640
040.50.598NYBiology I26.0120
040.50.591NYWorld History45.0830
040.50.585NYFrench I60.0110
040.50.5ANNCNChorus50.0211
032004069SPRING2004010520040611
040.50.590NYLiterature and Composition23.0610
040.50.591NYAlgebra II27.0640
040.50.599NYBiology I26.0120
040.50.590NYWorld History45.0830
040.50.587NYFrench I60.0110
040.50.5ANNCNChorus50.0211
```

0300200412010FALL020040815020041213
 0400.500.509200N0Y0American Literature023.051000000000
 0400.500.509900N0Y0Trigonometry027.065000000000
 0400.500.508500N0Y0Chemistry I040.051000000000
 0400.500.508400N0Y0American History045.057000000000
 0400.500.509000N0Y0French II060.012000000000
 0400.500.50A000N0Chorus050.021100000000
 0300200506010SPRING020050104020050610
 0400.500.508900N0Y0American Literature023.051000000000
 0400.500.509700N0Y0Trigonometry027.065000000000
 0400.500.509000N0Y0Chemistry I040.051000000000
 0400.500.509100N0Y0American History045.057000000000
 0400.500.508500N0Y0French II060.012000000000
 0400.500.50A000N0Chorus050.021100000000
 0300200512010FALL020050810020051217
 0400.500.509400N0Y0World Classical Literature023.051000000000
 0400.500.509300N0Y0Pre-calculus027.071000000000
 0400.500.509200N0Y0AP Chemistry040.053000000000
 0400.500.509000N0Y0Anthropology045.021000000000
 0400.500.508500N0Y0French III060.013000000000
 0400.500.50A000N0Chorus050.021100000000
 0300200606010SPRING020060104020060612
 0400.500.509100N0Y0Classical Literature023.051000000000
 0400.500.509200N0Y0Pre-calculus027.071000000000
 0400.500.509000N0Y0AP Chemistry040.053000000000
 0400.500.508900N0Y0Anthropology045.021000000000
 0400.500.508700N0Y0French III060.013000000000
 0400.500.50A000N0Chorus050.021100000000
 0300200612010FALL020060811020061215
 0400.500.509200N0Y0Women's Literature023.099900000000
 0400.500.509800N0Y0AP BC Calculus027.073000000000
 0400.500.509900N0Y0AP Biology026.014000000000
 0400.500.509200N0Y0AP Environmental Science026.062000000000
 0400.500.508900N0Y0French IV060.014000000000
 0400.500.50A000N0Chorus050.021100000000
 0300200706010SPRING020070107020070601
 0400.500.509100N0Y0Women's Literature023.099900000000
 0400.500.509700N0Y0AP BC Calculus027.073000000000
 0400.500.509900N0Y0AP Biology026.014000000000
 0400.500.509100N0Y0AP Environmental Science026.062000000000
 0400.500.509300N0Y0French IV060.014000000000
 0400.500.50A000N0Chorus050.021100000000

8.3 STARS Application

If you do not have a STARS log-in, please use the following application to obtain one. Your STARS log-in will allow you access to your HOPE GPA reports and the ability to download updated versions of Capture and Edit.



Request for STARS User ID

Dear High School Official:

The STARS (Scholar Tracking and Reporting System) allows you to enter HOPE Scholars through a data entry screen or through a file transmission (or a combination of the two) and allows you to track the students. In order to gain access to the STARS system, you must have a User ID. The User ID will allow you access to STARS and will be issued to you for your official use only. It is not to be shared with anyone. Each individual that needs access to STARS must have his/her own User ID. Each person who has access to the STARS system and its confidential information will be held responsible for any and all activities logged under said User ID.

To request a User ID, print your name, title, and telephone number. Fill in your school's mailing address. Enter a User ID. The User ID must be eight characters. It can contain numbers and letters. Sign the form. In signing this form, you are indicating that you accept the above terms. It is the responsibility of the approving official to notify our office in writing within 24 hours of the date the Requestor no longer requires access to the STARS system. Mail the form to the address below or fax to the number below, and to the attention of Eurkita Ford. Upon receipt of your request form, you will receive an e-mail that will instruct you on how to sign onto the system.

Requestor's Name: _____

Title: _____ Phone: _____

Signature: _____

Email Address: _____

Circle one: Inquiry Only (review only) Full rights (ability to update)

School Name: _____

School Address: _____

User ID: _ _ _ _ _

I hereby certify that the person named above is authorized by me to have access to the STARS system and his/her job duties require such access.

Principal / Headmaster or Superintendent's Signature: _____

Print Name: _____ Date: _____

8.4 Understanding the HOPE GPA Detailed Student Calculations Report

This document is provided to schools to assist them in understanding the HOPE GPA Detailed Student Calculations Report.

HOPE GPA Vocabulary:

Credit Qualifier- this is a symbol that a school uses to show a course that should not be counted toward the HOPE GPA. The most common credit qualifiers that schools use are a credit qualifier to show a middle school course and a credit qualifier to show transfer courses.

Weighting Indicator- this is a symbol that a school uses to show that a course grade has been weighted by the school. If a course has a weighting indicator, the school has identified a standard weight that the school added to the course. This weight provided by the school is subtracted from the grade sent to GSFC.

Grade Qualifier- this is a grade that a school uses in its transcripts that should not be counted toward the HOPE GPA. Common examples of Grade Qualifiers are S for Satisfactory, P for Pass, and U for Unsatisfactory.

Core Courses- The core courses are the courses that are used in the HOPE GPA Calculation. Core Courses are those courses in the subject areas of Math, Science, Social Studies, and English for all students. If the student has a College Preparatory Program of Study, Foreign Language courses are also Core Courses.

Walking through the Columns and the Calculation:

Courses Excluded from GPA Calc.- This column tells you which courses were not counted in the HOPE GPA Calculation. If the course has *, then the course is not a core course and has been excluded from the HOPE GPA Calculation. If the course has **, then the course has been excluded from the calculation because the school has provided us with a credit qualifier for the course. If the course has ***, then the course has been excluded from the calculation because the school has provided us with a grade qualifier for the course. If the course has X, then the course was rejected from the calculation because there was an error in the student information or in the course information. Please check the Error Report to identify and correct the error.

Year- This is the year that the course was taken that your school has provided in the transcript.

Term- This is the term that the course was taken that your school has provided in the transcript.

Course Number- This is the course number of the course that your school has provided in the transcript.

Course Description- This is the name of the course that your school has provided in the transcript.

Credits Attempted- This is the number of credits that the student attempted to earn by taking the course that has been provided by the school in the transcript.

Credit Qualifier- This is the symbol of the credit qualifier that your school has provided for a course in the transcript. If the column is blank for a particular course, your school has not provided a credit qualifier for this course.

Grade Awarded- This is the grade that your school has provided for a course in the transcript.

Weighting Indicator- This is the weighting indicator that your school has provided for a course in the transcript. If the column is blank for a particular course, your school has not provided a weighting indicator for this course.

Points Subtracted Due to Weighting Indicator- This is the number of points that are subtracted from the grade due to the weighting indicator that your school has provided for a course.

Unweighted Grade- This is the grade after the points from the weighting indicator are subtracted.

Convert to a 4.0 Scale- This is the unweighted grade converted to a 4.0 scale. If you have numeric grades, your school's grading scale is used to convert to a letter grade. Then the letter grade is converted to a standard 4.0 scale (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0). If you have letter grades, then the letter grade is directly converted to a standard 4.0 scale.

Re-weight AP/IB- This is the weight added back to the converted 4.0 grade if the course is an AP/IB course. If the AP or IB course ended before June 15, 2006, 1.0 is added to the converted 4.0 grade, not to exceed 4.0. If the AP or IB course ended on or after June 15, 2006, 0.5 is added to the converted 4.0 grade.

4.0 Scale Weighted Grade- This is the sum of the grade found in the "Convert to 4.0 Scale" column and anything that is found in the "Re-weight AP/IB" column.

Grade Multiplied by Credits Attempted- This is the grade found in the "4.0 Scale Weighted Grade" column multiplied by the credits found in the "Credits Attempted" column.

Calculating the HOPE GPA:

Divide the Total found at the bottom of the "Grade Multiplied by Credits Attempted" column by the Total found at the bottom of the "Credits Attempted" column. This number is your HOPE GPA.

8.5 Error Code Dictionary

The Error Code Dictionary is provided to schools to assist them in understanding the errors found in their Error Report.

Error messages

Page 1		
Code	Short name	Description
111	TRANSCRIPT ERROR: DUPLICATE STUDENT WITH DIFFERENT LAST NAME FOUND AT: SCHOOL	<p>Description: This student has the same social security number as another student with a different last name.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This problem is either due to your uploaded transcripts or the student's previous school's uploaded transcripts. First, check to make sure that this student is currently enrolled at your school. If not, change the student status so that it is correct.</p> <p>The student status can be changed in 2 ways. The school could correct the student status in its Student Information System. If an isolated student status is incorrect, it is likely that the Student Status is incorrect in the Student Information System. Go into the Student Information System and correct the Student Status, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student, correct the Student Status, upload the data to the Counselor Center, and release the data to GSFC. If the student status is correct, next check to make sure that you have the correct Social Security Number for that student. If not, change the Social Security Number so that it is correct. The Social Security Number can be changed in the Student Information System. Go into the Student Information System and correct the Social Security Number, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student, correct the Social Security Number, upload the data to the Counselor Center, and release the data to GSFC. If the Social Security Number is correct, next check to make sure that the student's last name is correct. If not, change the student's last name so that it is correct. The student's last name can be changed in 2 ways. The school could correct the student's last name in its Student Information System. Go into the Student Information System and correct the student's last name, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student, correct the student's last name, upload the data to the Counselor Center, and release the data to GSFC. If the student's status, last name, and student's social security number are correct, contact student's previous institution and tell them to change the student's records so that they accurately reflects that the student has transferred or withdrawn.</p>
202	PROFILE ERROR OR TRANSCRIPT ERROR: CREDIT QUALIFIER NOT FOUND IN SCHOOL PROFILE:	<p>Description: The credit qualifier in the transcripts is not defined in the school profile.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This error can be an error in the School Profile or in the Transcripts. The school must first determine whether the credit qualifier found in the transcripts is a legitimate credit qualifier that they mistakenly failed to define in the School</p>

		<p>Profile or if the credit qualifier found in the transcripts is a typo. If the credit qualifier is a legitimate credit qualifier that the school would like to appear in the transcripts, the school must change its Credit Key in its School Profile so that it defines the credit qualifier. To do this, log in to the Counselor Center. Then, select "Preferences." Next, choose "School Profile." Then, choose "Credit Key." Then, choose "Create" and enter your credit qualifier so that it identically matches the credit qualifier found in the transcripts.</p> <p>If the credit qualifier is a typo in the transcripts, the transcripts must be changed so that they are correct. This could be done in 2 ways. The school could correct the incorrect credit qualifier in its Student Information System. If a credit qualifier is incorrect in an isolated course, it is likely that the credit qualifier is incorrectly entered in the Student Information System. Go into the Student Information System and correct the credit qualifier, re-extract your data from the Student Information System, re-upload the data to the , and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the incorrect credit qualifier, correct the incorrect credit qualifier, upload the data to the , and release the data to GSFC.</p>
200	<p>PROFILE ERROR OR TRANSCRIPT ERROR: TERM NOT FOUND IN SCHOOL PROFILE:</p>	<p>Description: The term code in the transcripts is not defined in the School Profile.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This error can be an error in the School Profile or in the Transcripts. The school must first determine whether the term found in the transcripts is a legitimate term that they mistakenly left off the Term Code List in the School Profile or if the term found in the transcripts is a typo. If the term is a legitimate term that the school would like to appear in the transcripts, the school must change its School Profile term code list to include the missing term code. To do this, log in to the Counselor Center. Then, select "Preferences."; Next, choose "School Profile." To be able to alter the term codes, you will first have to delete your grading scale and weighting indicators. So, choose "Course Weights" and delete any course weights that you have entered. Then, choose "School Weights" and delete any school weights that you have entered. Then, choose "Grading Scale" and delete your grading scale. Then, choose "School Terms" and choose "Create" to create a new term. Make sure to move the new term that you have created into the list so that is properly ordered in calendar-year order. Then, go back and reenter your grading scale, course weights, and school weights exactly as you had them before. If the term is a typo in the transcripts, the transcripts must be changed so that they are correct. This could be done in 2 ways. The school could correct the incorrect term code in its Student Information System. If a term code is incorrect in an isolated course, it is likely that the term code is incorrectly entered in the Student Information System. Go into the Student Information System and correct the term code, re-extract your data from the Student Information System, re-upload the data to the , and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the incorrect term code, correct the incorrect term code, upload the data to the , and release the data to GSFC.</p>
201	<p>PROFILE ERROR OR TRANSCRIPT ERROR: INVALID GRADE:</p>	<p>Description: The grade in the transcripts is not defined in the School Profile.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This error can be an error in the School Profile or in the Transcripts. The school must first determine whether the grade found in the transcripts is a legitimate grade that they mistakenly failed to define in the School Profile or if the grade found in the transcripts is a typo. If the grade is a legitimate grade that the school would like to appear in the transcripts, the school must change its School Profile so that it defines the grade. If the school would like the grade to be included in the HOPE GPA, the grading scale must be altered to include that grade. To do this, log in to the Counselor Center. Then, select "Preferences." Next, choose "School Profile." Then, choose "Grading Scale." Then, select the applicable grading scale and choose "Edit." Then, choose "Enter Grading Scale" and edit your grading scale so that it includes the grade. If the school would like the grade to be excluded from the HOPE GPA, the grade key must be altered to include the grading qualifier. To do this, log in to the Counselor Center. Then, select "Preferences." Next, choose "School Profile." Then, choose "Grade Key." Choose "Create" and add your new grading qualifier exactly as it appears in your</p>

		<p>transcripts.</p> <p>If the grade is a typo in the transcripts, the transcripts must be changed so that they are correct. This could be done in 2 ways. The school could correct the incorrect grade in its Student Information System. If a grade is incorrect in an isolated course, it is likely that the grade is incorrectly entered in the Student Information System. Go into the Student Information System and correct the grade, re-extract your data from the Student Information System, re-upload the data to the , and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the incorrect grade, correct the incorrect grade, upload the data to the , and release the data to GSFC.</p>
102	<p>TRANSCRIPT ERROR: CREDIT ATTEMPTED IS BLANK OR ZERO</p>	<p>Description: The credit attempted is blank for the course.</p> <hr/> <p>Preliminary HOPE GPA Calculation Status of the Error: This error is a non-fatal error. If this error occurs, the student's GPA will be allowed to calculate without the course with the error. The student will appear on either the Eligible or Ineligible Report, as well as the Error Report.</p> <p>Recommendations for Change: For the preliminary calculation, this error may be a natural and uncorrectable error because it may result from a student currently being enrolled in a class. However, every transcript with this error message should be checked by the school to make sure that the error is, in fact, a natural and uncorrectable error. If the school discovers that the error is not a natural error, the data should be corrected by the school. This error can be corrected in 2 ways. The school could correct the missing credit attempted in its Student Information System. If a credit attempted is missing from an isolated course, it is likely that the credit attempted is missing from the field in the Student Information System. Go into the Student Information System and fill in the missing credit attempted, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the missing credit attempted, fill in the missing credit attempted, upload the data to the Counselor Center, and release the data to GSFC.</p> <hr/> <p>Final HOPE GPA Calculation Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem in the student's transcript and each course with this error must be corrected by the school. This error can be corrected in 2 ways. The school could correct the missing credit attempted in its Student Information System. If a credit attempted is missing from an isolated course, it is likely that the credit attempted is missing from the field in the Student Information System. Go into the Student Information System and fill in the missing credit attempted, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the missing credit attempted, fill in the missing credit attempted, upload the data to the Counselor Center, and release the data to GSFC.</p>
300	<p>PROFILE ERROR: DUPLICATE TERM CODE:</p>	<p>Description: The School Profile has a term code listed more than once.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem that occurs exclusively in the School Profile. To fix this error, the school must log in to the Counselor Center. Then, select "Preferences." Next, choose "School Profile." To be able to alter the term codes, you will first have to delete your grading scale and weighting indicators. So, choose "Course Weights" and delete any course weights that you have entered. Then, choose "School Weights" and delete any school weights that you have entered. Then, choose "Grading Scale" and delete your grading scale. Then, choose "School Terms" and delete the term that has been entered twice. Then, go back and reenter your grading scale, course weights, and school weights exactly as you had them before.</p>

105	TRANSCRIPT ERROR: BLANK STUDENT STATUS	<p>Description: The Student Status that you have provided for the student is blank.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem in the student's transcript and each transcript with this error must be corrected by the school.</p> <p>This problem can be corrected in 2 ways. The school could fill in the blank student status in its Student Information System. If a student status is blank for an isolated student, it is likely that the student status is blank in the Student Information System. Go into the Student Information System and fill in the student status, re-extract the data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student with the blank student status, fill in the student status, upload the data to the Counselor Center, and release the data to GSFC.</p>
106	TRANSCRIPT ERROR: COURSE NUMBER IS BLANK	<p>Description: The course number is blank for the course.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem in the student's transcript and each course with this error must be corrected by the school.</p> <p>This can be corrected in 2 ways. The school could correct the missing course number in its Student Information System. If a course number is missing from an isolated course, it is likely that the course number is missing from the field in the Student Information System. Go into the Student Information System and fill in the missing course number, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the missing course number, fill in the missing course number, upload the data to the Counselor Center, and release the data to GSFC.</p>
107	TRANSCRIPT ERROR: DUPLICATE STUDENT FOUND AT: SCHOOL	<p>Description: The student is a student that is currently enrolled in another school.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This problem is either due to your uploaded transcripts or the student's previous school's uploaded transcripts. Each transcript with this error must be corrected by the school. First, check to make sure that you have the correct Social Security Number or Student ID for that student. If not, change the Social Security Number or Student ID so that it is correct. The Social Security Number or Student ID can be changed in the Student Information System. Go into the Student Information System and correct the Social Security Number or Student ID, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student, correct the Social Security Number or Student ID, upload the data to the Counselor Center, and release the data to GSFC.</p> <p>If the Social Security Number or the Student ID is correct, next check to make sure that the student is currently enrolled at your school. If not, change the student status so that it accurately reflects the student's status. The student status can be changed in 2 ways. The school could correct the student status in its Student Information System. If an isolated student status is incorrect, it is likely that the Student Status is incorrect in the Student Information System. Go into the Student Information System and correct the Student Status, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student, correct the Student Status, upload the data to the</p>

		<p>Counselor Center, and release the data to GSFC. If the Student Status is correct, contact the student's previous institution and tell them to correct the Student Status in their data by following the previous steps.</p>
109	<p>TRANSCRIPT ERROR: INELIGIBLE PROGRAM OF STUDY:</p>	<p>Description: The Program of Study that you have identified in the student's transcript is not a recognized Program of Study for purposes of the HOPE Scholarship. The following are the recognized Programs of Study for purposes of the HOPE Scholarship:</p> <ul style="list-style-type: none"> ● C= College Preparatory Diploma ● V= Technology/ Career Diploma ● B= Both College Preparatory Diploma and Technology/ Career Diploma ● D= College Preparatory with Distinction ● H= Technology/ Career Preparatory ● M= College Preparatory with Distinction and Technology/ Career Preparatory with Distinction ● N= College Preparatory with Distinction and Technology/ Career Preparatory ● Q= College Preparatory and Technology/ Career Preparatory with Distinction ● U= Technology/ Career Preparatory with Distinction. <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This problem may be natural and uncorrectable if you have uploaded all of the students from your school. If you have done this, many of the students may not be enrolled in HOPE Eligible Programs of Study (for example, students enrolled in S for the Special Education Program of Study are not enrolled in a HOPE Eligible Program of Study). However, every student with this error message should be checked by the school to make sure that the error is, in fact, a natural and uncorrectable error. If the school discovers that the error is not a natural error, the data should be corrected by the school.</p> <p>This can be corrected in 2 ways. The school could correct the invalid Program of Study in its Student Information System. If a Program of Study is invalid for an isolate student, it is likely that the Program of Study is incorrectly entered in the Student Information System. Go into the Student Information System and correct the incorrect Program of Study, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student with the incorrect Program of Study, correct the Program of Study, upload the data to the Counselor Center, and release the data to GSFC.</p>
110	<p>TRANSCRIPT ERROR: INELIGIBLE DIPLOMA TYPE:</p>	<p>Description: The Diploma Type that you have identified in the student transcript is not a recognized Diploma Type for purposes of the HOPE Scholarship. The following are the recognized Diploma Types for purposes of the HOPE Scholarship:</p> <ul style="list-style-type: none"> ● C= College Preparatory ● V= Vocational (Technology/ Career) ● B= Both College Preparatory and Vocational (Technology/ Career) <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This problem may be natural and uncorrectable if you have uploaded all of the students from your school. If you have done this, many of the students may not be enrolled in HOPE Eligible Diploma Type (for example, students enrolled in S for the Special Education Diploma are not enrolled in a HOPE Eligible Diploma Type). However, every student with this error message should be checked by the school to make sure that the error is, in fact, a natural and uncorrectable error. If the school discovers that the error is not a natural error, the data should be corrected by the school. This can be corrected in 2 ways. The school could correct the invalid Diploma Type in its Student Information System. If a Diploma Type is invalid for an isolated student, it is likely that the Diploma Type is incorrectly entered in the Student Information System. Go into the Student Information System and correct the</p>

		<p>incorrect Diploma Type, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student with the incorrect Diploma Type, correct the Diploma Type, upload the data to the Counselor Center, and release the data to GSFC.</p>
100	<p>TRANSCRIPT ERROR: TERM NAME IS BLANK</p>	<p>Description: The term name is blank for the course.</p> <hr/> <p>Preliminary HOPE GPA Calculation Status of the Error: This error is a non-fatal error. If this error occurs, the student's GPA will be allowed to calculate without the course with the error. The student will appear on either the Eligible or Ineligible Report, as well as the Error Report.</p> <p>Recommendations for Change: For the preliminary calculation, this error may be a natural and uncorrectable error because it may result from a student currently being enrolled in a class. However, every transcript with this error message should be checked by the school to make sure that the error is, in fact, a natural and uncorrectable error. If the school discovers that the error is not a natural error, the data should be corrected by the school. This error can be corrected in 2 ways. The school could correct the missing term code in its Student Information System. If a term code is missing from an isolated course, it is likely that the term code is missing from the field in the Student Information System. Go into the Student Information System and fill in the missing term code, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the missing term code, fill in the missing term code, upload the data to the Counselor Center, and release the data to GSFC.</p> <hr/> <p>Final HOPE GPA Calculation Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem in the student's transcript and each course with this error must be corrected by the school. This error can be corrected in 2 ways. The school could correct the missing term code in its Student Information System. If a term code is missing from an isolated course, it is likely that the term code is missing from the field in the Student Information System. Go into the Student Information System and fill in the missing term code, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the missing term code, fill in the missing term code, upload the data to the Counselor Center, and release the data to GSFC.</p>
101	<p>TRANSCRIPT ERROR: GRADE AWARDED IS BLANK</p>	<p>Description: The grade awarded is blank for the course.</p> <hr/> <p>Preliminary HOPE GPA Calculation Status of the Error: This error is a non-fatal error. If this error occurs, the student's GPA will be allowed to calculate without the course with the error. The student will appear on either the Eligible or Ineligible Report, as well as the Error Report.</p> <p>Recommendations for Change: For the preliminary calculation, this error may be a natural and uncorrectable error because it may result from a student currently being enrolled in a class. However, every transcript with this error message should be checked by the school to make sure that the error is, in fact, a natural and uncorrectable error. If the school discovers that the error is not a natural error, the data should be corrected by the school. This error can be corrected in 2 ways. The school could correct the missing grade awarded in its Student Information System. If a grade awarded is missing from an isolated course, it is likely that the grade awarded is missing from the field in the Student Information system. Go into the Student Information System and fill in the missing grade, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the missing grade, fill in the missing grade, upload the data to the Counselor Center, and release the data to GSFC.</p>

		<p>Final HOPE GPA Calculation Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem in the student's transcript and each course with this error must be corrected by the school. This error can be corrected in 2 ways. The school could correct the missing grade awarded in its Student Information System. If a grade awarded is missing from an isolated course, it is likely that the grade awarded is missing from the field in the Student Information system. Go into the Student Information System and fill in the missing grade, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the missing grade, fill in the missing grade, upload the data to the Counselor Center, and release the data to GSFC.</p>
104	<p>TRANSCRIPT ERROR: INELIGIBLE STUDENT STATUS:</p>	<hr/> <p>Preliminary HOPE GPA Calculation Description: The Student Status that you have provided for the student is not an E (for enrolled) or a G (for graduated).</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: Because some students have withdrawn or transferred, this error may be a natural and uncorrectable error. However, every transcript with this error message should be checked by the school to make sure that the error is, in fact, a natural and uncorrectable error. If the school discovers that the error is not a natural error, the data should be corrected by the school. This can be corrected in 2 ways. The school could correct the incorrect student status in its Student Information System. If a student status is incorrect for an isolated student, it is likely that the incorrect student status is incorrectly entered in the Student Information System. Go into the Student Information System and correct the student status, re-extract the data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student with the incorrect student status, correct the student status, upload the data to the Counselor Center, and release the data to GSFC.</p> <hr/> <p>Final HOPE GPA Calculation Description: The Student Status that you have provided for the student is not a G (for graduated).</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: Because some students have withdrawn or transferred, this error may be a natural and uncorrectable error. However, every transcript with this error message should be checked by the school to make sure that the error is, in fact, a natural and uncorrectable error. If the school discovers that the error is not a natural error, the data should be corrected by the school. This can be corrected in 2 ways. The school could correct the incorrect student status in its Student Information System. If a student status is incorrect for an isolated student, it is likely that the incorrect student status is incorrectly entered in the Student Information System. Go into the Student Information System and correct the student status, re-extract the data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student with the incorrect student status, correct the student status, upload the data to the Counselor Center, and release the data to GSFC.</p>
103	<p>TRANSCRIPT ERROR: END DATE IS BLANK</p>	<p>Description: The end date is blank for the course.</p> <hr/> <p>Preliminary HOPE GPA Calculation Status of the Error: This error is a non-fatal error. If this error occurs, the student's GPA will be allowed to calculate without the course with the error. The student will appear on either the Eligible or Ineligible Report, as well as the Error Report.</p> <p>Recommendations for Change: For the preliminary calculation, this error may be a natural and uncorrectable error because it may result from a student currently being enrolled in a class. However, every transcript with this error message should be checked by the school to make</p>

		<p>sure that the error is, in fact, a natural and uncorrectable error. If the school discovers that the error is not a natural error, the data should be corrected by the school. This error can be corrected in 2 ways. The school could correct the missing end date in its Student Information System. If an end date is missing from an isolated course, it is likely that the end date is missing from the field in the Student Information System. Go into the Student Information System and fill in the missing end date, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the missing end date, fill in the missing end date, upload the data to the Counselor Center, and release the data to GSFC.</p> <hr/> <p>Final HOPE GPA Calculation Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem in the student's transcript and each course with this error must be corrected by the school. This error can be corrected in 2 ways. The school could correct the missing end date in its Student Information System. If an end date is missing from an isolated course, it is likely that the end date is missing from the field in the Student Information System. Go into the Student Information System and fill in the missing end date, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the missing end date, fill in the missing end date, upload the data to the Counselor Center, and release the data to GSFC.</p>
203	<p>PROFILE ERROR OR TRANSCRIPT ERROR: WEIGHTING INDICATOR NOT FOUND IN SCHOOL PROFILE:</p>	<p>Description: The weighting indicator in the transcripts is not defined in the School Profile.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This error can be an error in the School Profile or in the Transcripts. The school must first determine whether the weighting indicator found in the transcripts is a legitimate weighting indicator that they mistakenly failed to define in the School Profile or if the weighting indicator found in the transcripts is a typo. If the weighting indicator is a legitimate weighting indicator that the school would like to appear in the transcripts, the school must change its School Weights in its School Profile so that it defines the weighting indicator. To do this, log in to the Counselor Center. Then, select "Preferences." Next, choose "School Profile." Then, choose "School Weights." Then, choose "Create" and enter your weighting indicator so that it identically matches the weighting indicator found in the transcripts.</p> <p>If the weighting indicator is a typo in the transcripts, the transcripts must be changed so that they are correct. This could be done in 2 ways. The school could correct the incorrect weighting indicator in its Student Information System. If a weighting indicator is incorrect in an isolated course, it is likely that the weighting indicator is incorrectly entered in the Student Information System. Go into the Student Information System and correct the weighting indicator, re-extract your data from the Student Information System, re-upload the data to the , and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student and course with the incorrect weighting indicator, correct the incorrect weighting indicator, upload the data to the , and release the data to GSFC.</p>
302	<p>PROFILE ERROR: OVERLAPPING SCHOOL WEIGHTS</p>	<p>Description: The same school weighting indicator has been listed twice and is used during the same semesters and years.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem that occurs exclusively in the School Profile. To fix this error, the school must log in to the . Then, select "Preferences." Next, choose "School Profile." Choose "School Weights." Then, select the weighting indicator that is incorrect and alter the years so that they do not overlap.</p>

303	PROFILE ERROR: CORRESPONDING LETTER GRADE NOT FOUND:	<p>Description: The Grading Scale in the School Profile does not contain letter equivalents.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem that occurs exclusively in the School Profile. To fix this error, the school must log in to the . Then, select "Preferences." Next, choose "School Profile." Choose "Grading Scale." Then, select the affected grading scale and choose "Edit." Then, the third question should be "Do you use letter equivalents for the grades on your numeric scale?" Choose "Yes." Then, choose "Enter Grading Scale." You should now have a column to enter your letter equivalents. Enter the letter equivalents and press save.</p>
305	PROFILE ERROR: BEGIN TERM OF GRADING SCALE NOT DEFINED	<p>Description: The beginning term in the Grading Scale is not defined.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem that occurs exclusively in the School Profile. To fix this error, the school must log in to the . Then, select "Preferences." Next, choose "School Profile." Choose "Grading Scale." Then, select the affected grading scale and choose "Edit." Then, choose a begin term for the grading scale.</p>
306	PROFILE ERROR: END TERM OF GRADING SCALE NOT DEFINED	<p>Description: The end term in the Grading Scale is not defined.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem that occurs exclusively in the School Profile. To fix this error, the school must log in to the . Then, select "Preferences." Next, choose "School Profile." Choose "Grading Scale." Then, select the affected grading scale and choose "Edit." Then, choose an end term for the grading scale.</p>
112	TRANSCRIPT ERROR: INVALID GRADUATION DATE:	<p>Description: The graduation date that you have provided is not between December 1, 2006 and the current date.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem in the student's transcript and each transcript with this error must be corrected by the school.</p> <p>This problem can be corrected in 2 ways. The school could correct the invalid graduation date in its Student Information System. If a graduation date is incorrect for an isolated student, it is likely that the graduation date is incorrect in the Student Information System. Go into the Student Information system and correct the graduation date, re-extract the data from the Student Information System, re-upload the data to the Counselor Center, and then re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student with the incorrect graduation date, correct the graduation date, upload the data to the Counselor Center, and release the data to GSFC.</p>
301	PROFILE ERROR: OVERLAPPING COURSE WEIGHTS	<p>Description: The same course has two different weights at the same time.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem that occurs exclusively in the School</p>

		Profile. To fix this error, the school must log in to the . Then, select "Preferences." Next, choose "School Profile." Choose "Course Weights." Then, select the course that is incorrect and alter the years so that they do not overlap.
308	PROFILE ERROR: DUPLICATE GRADING SCALE	<p>Description: The School Profile has the identical grading scale entered twice.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem that occurs exclusively in the School Profile. To fix this error, the school must log in to the Counselor Center. Then, select "Preferences." Next, choose "School Profile." Choose "Grading Scale." Select one of the duplicated grading scales and choose "Delete."</p>
108	TRANSCRIPT ERROR: STUDENT SSN AND STUDENT ID ARE BLANK	<p>Description: The student does not have either a Social Security Number or a Student ID.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem in the student's transcript and each course with this error must be corrected by the school.</p> <p>This can be corrected in 2 ways. The school could correct the missing Social Security Number or Student ID in its Student Information System. If a Social Security Number or Student ID is missing from an isolated course, it is likely that the Social Security Number or Student ID is missing from the field in the Student Information System. Go into the Student Information System and fill in the missing Social Security Number or Student ID, re-extract your data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC. The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student with the missing Social Security Number or Student ID, fill in the missing Social Security Number or Student ID, upload the data to the Counselor Center, and release the data to GSFC.</p>
304	PROFILE ERROR: OVERLAPPING GRADING SCALES	<p>Description: The Grading Scales in the School Profile overlap in time.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem that occurs exclusively in the School Profile. To fix this error, the school must log in to the . Then, select "Preferences." Next, choose "School Profile." Choose "Grading Scale." Then, select the affected grading scale and choose "Edit". Then, change the term or the year that the grading scale is in effect so that it does not overlap with the other grading scale.</p>
400	PRIVATE SCHOOL COURSE TRANSLATION ERROR: SAME COURSE MAPPED TO TWO DIFFERENT DOE COURSE NUMBERS	<p>Description: One of the internal course numbers or course descriptions that you have listed in your Private School Course Translation is matched to 2 different DOE course numbers.</p> <p>Status of the Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This problem can be fixed in STARS. Go to GACollege411. Choose "School Counselors." Then, choose "Scholar Tracking and Reporting System (STARS)." Log in to STARS. Then, choose "Private School Course Translation." Then, choose "View Stored Data." Finally, delete the one of the entries of the course entered twice.</p>
113	TRANSCRIPT ERROR: BLANK GRADE LEVEL	<p>Description: The Grade Level that you have provided for the student is blank.</p>

		<p>Status of Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This is a problem in the student's transcript and each transcript with this error must be corrected by the school. This problem can be corrected in 2 ways. The school could fill in the blank grade level in its Student Information System. If a grade level is blank for an isolated student, it is likely that the grade level is blank in the Student Information System. Go into the Student Information System and fill in the grade level, re-extract the data from the Student Information System, re-upload the data to the Counselor Center, and re-release the transcripts to GSFC.</p> <p>The second way that this can be corrected is through Capture and Edit. Import your file that you extracted from your Student Information System into Capture and Edit, locate the student with the blank grade level, fill in the grade level, upload the data to the Counselor Center, and release the data to GSFC.</p>
204	PROFILE ERROR OR TRANSCRIPT ERROR: TERM CODE OR GRADE NOT WITHIN GRADING SCALE:	<p>Description: The transcripts contain a term code that is not within the duration of the grading scale entered in the School Profile or the transcripts contain a grade that is not within the range of the grading scale entered in the School Profile.</p> <p>Status of Error: This error is a fatal error. If this error occurs, the student's GPA will not be allowed to calculate. The student will only appear on the Error Report.</p> <p>Recommendations for Change: This error can be an error in the interaction between the term code in the transcript and the School Profile or an error in the interaction between the grade in the transcript and the School Profile. First, the school must determine whether the problem is from the term code or the grade for the course that contains the error. If the error is occurring because of the term code, please see Error Code 200 for advice on how to correct this error. If the error code is occurring because of the grade, please see Error Code 201 for advice on how to correct this error.</p>

8.6 Georgia Department of Education AP and IB Course Numbers

Below is a list of GADOE course numbers for AP and IB courses as of September, 2008

Course Number	Course Name
11.x16	Advanced Placement, Computer Science A
11.x17	Advanced Placement Computer Science, AB
23.x43	Advanced Placement Language/Composition
23.x53	Advanced Placement Language/Composition (American Literature/Composition)
23.x611	International Baccalaureate Communication
23.x612	International Baccalaureate English B SL
23.x613	International Baccalaureate English B HL
23.x65	Advanced Placement Literature/Composition
23.x68	International Baccalaureate English SL (American Literature)
23.x69	International Baccalaureate English HL (World Literature)
26.x14	Advanced Placement Biology (Grades 9-12)
26.x18	International Baccalaureate Biology SL (Grades 9-12)
26.x19	International Baccalaureate Biology HL
26.x62	Advanced Placement Environmental Science
26.x63	International Baccalaureate Environmental Systems

27.x522	International Baccalaureate Mathematical Methods
27.x524	International Baccalaureate Mathematical Studies SL
27.x612	International Baccalaureate Mathematics SL
27.x613	International Baccalaureate Mathematics HL
27.x72	Advanced Placement Calculus AB
27.x73	Advanced Placement Calculus BC
27.x74	Advanced Placement Statistics
35.x7	International Baccalaureate Theory of Knowledge
40.x53	Advanced Placement Chemistry
40.x55	International Baccalaureate Chemistry SL
40.x56	International Baccalaureate Chemistry HL
40.x83	Advanced Placement Physics B
40.x841	Advanced Placement Physics C: Mechanics
40.x842	Advanced Placement Physics C: Electricity and Magnetism
40.x85	International Baccalaureate Physics SL
40.x86	International Baccalaureate Physics HL
40.x95	International Baccalaureate Design Technology SL
40.x96	International Baccalaureate Design Technology HL
45.x131	International Baccalaureate Information Technology in a Global Society SL
45.x132	International Baccalaureate Information Technology in a Global Society HL
45.x16	Advanced Placement Psychology
45.x17	International Baccalaureate Psychology SL
45.x171	International Baccalaureate Psychology HL
45.x52	Advanced Placement Government/Politics: United States
45.x53	Advanced Placement Government/Politics: Comparative
45.x62	Advanced Placement Macroeconomics
45.x63	Advanced Placement Microeconomics
45.x65	International Baccalaureate Economics SL
45.x66	International Baccalaureate Economics HL
45.x77	Advanced Placement Human Geography
45.x78	International Baccalaureate Geography SL
45.x811	Advanced Placement World History
45.x82	Advanced Placement United States History
45.x84	Advanced Placement European History
45.x87	International Baccalaureate History of the Americas SL (U. S. History)
45.x88	International Baccalaureate Twentieth Century History
45.x93	International Baccalaureate Internship
45.x893	International Baccalaureate History of the Americas HL
50.x44	International Baccalaureate Visual Arts SL
50.x45	International Baccalaureate Visual Arts HL
50.x811	Visual Arts/Advanced Placement Studio: Drawing Portfolio
50.x813	Advanced Placement Studio: 2D Design Portfolio
50.x814	Advanced Placement Studio: 3D Design Portfolio
50.x921	Advanced Placement History of Art
52.x53	International Baccalaureate Theatre Arts SL
52.x54	International Baccalaureate Theatre Arts HL
52.x55	International Baccalaureate Theatre Arts III
52.x56	International Baccalaureate Theatre Arts IV

53.x23	Advanced Placement Music Theory
53.x29	International Baccalaureate Music SL
53.x291	International Baccalaureate Music HL
60.x112	International Baccalaureate French SL
60.x113	International Baccalaureate French HL
60.x114	International Baccalaureate French <i>ab initio</i> I
60.x115	International Baccalaureate French <i>ab initio</i> II
60.x17	Advanced Placement French/Language
60.x18	Advanced Placement French/Literature
60.x713	International Baccalaureate Spanish SL
60.x716	International Baccalaureate Spanish HL
60.x717	International Baccalaureate Spanish <i>ab initio</i> I
60.x718	International Baccalaureate Spanish <i>ab initio</i> II
60.x77	Advanced Placement Spanish/Language
60.x78	Advanced Placement Spanish/Literature
60.x781	International Baccalaureate Spanish A1 SL
60.x782	International Baccalaureate Spanish A1 HL
61.x112	International Baccalaureate German SL
61.x113	International Baccalaureate German HL
61.x17	Advanced Placement German/Language
61.x412	International Baccalaureate Latin SL
61.x413	International Baccalaureate Latin HL
61.x47	Advanced Placement Latin: Vergil
61.x48	Advanced Placement Latin: Literature
62.x19	International Baccalaureate Chinese SL
62.x195	International Baccalaureate Chinese HL
62.x196	AP Chinese Language and Culture
63.x17	International Baccalaureate Arabic SL
63.x18	International Baccalaureate Arabic HL