

Class Rank Policy

Both a weighted and an unweighted class rank are calculated for each student. The class rank which best serves the students is used for college admission, scholarships and other applications where the class rank is required. The weighted class rank is calculated using weighted grade point averages (GPAs). Details from the West High Student Handbook are provided below:

1. Class rank will be calculated both as un-weighted and weighted. The class rank system which best serves the interests of the student will be used for college admissions, scholarships, and other applications where the class rank is required.
2. Only work done between the first day of school of ninth grade and first day of school of twelfth grade will be computed into the weighted grade point average (GPA).
3. Only work completed at West High School will be awarded extra points toward a weighted GPA. Classes taken at off-campus locations will be computed as regular high school classes using the following District Formula for transferring college credit to high school credit:

| <u>College Credit</u> | <u>High School Credit</u> |
|-----------------------------------|---------------------------|
| 5 quarter hours, 3 semester hours | 1.00 |
| 4 quarter hours, 2 semester hours | 0.75 |
| 3 quarter hours, 1 semester hour | 0.50 |
| 1-2 quarter hours | 0.25 |

4. Classes taken pass/fail at the high school or college level will not be used in computing weighted GPA or class rank.

5. Computations:

- Un-weighted GPA for all high school classes on the student transcript will be determined,
- Credits will be assessed (excluding any pass/fail credits, see number four above), and
- Un-weighted GPA will be incremented to produce a weighted GPA (to three decimal points).

As follows:

- a. Each honors class taken and passed will have the un-weighted GPA incremented by .02 points per year (or .005 points for each quarter);
- b. Each AP and IB class taken and passed will have the un-weighted GPA incremented by .04 points per year (or .01 points per each quarter).

6. The weighted GPA is used by the school only to determine class rank. Unweighted GPA and weighted class rank or un-weighted GPA and class rank may be sent with the student transcript to colleges, universities and scholarship organizations, depending on what is most advantageous for the student.

7. All information concerning class rank computation must be submitted to the registrar by October 10th. Appeals of class rank must be filed by October 15th. Class rank appeals forms may be obtained from the registrar. This policy will be reviewed by the West High School Community Council every two years.