

# Report: Transcript GPA Weight Discrepancies

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The Transcript GPA Weight Discrepancies report flags transcript records where the GPA Weight is not equivalent to the Credits Attempted

## Scenario 1: GPA Weight does not match Credits Attempted

### If this score **SHOULD** be counted in GPA:

- Search for the student
- Navigate to *Student Information > General > Transcripts*
- Locate the transcript record and click to open
- Locate the **Scoring Information** section
- Change the **GPA Weight** to be equivalent to the **Credits Attempted** (located in the *Transcript Credit Information* section)

### If this score should **NOT** be counted in GPA:

#### If the GPA Weight is 0.0:

- No change is necessary

#### If the GPA Weight is not 0.0:

- Search for the student
- Navigate to *Student Information > General > Transcripts*
- Locate the transcript record and click to open
- Locate the **Scoring Information** section.
- Change the **GPA Weight** to 0

**Note:** The GPA Weight should only be 0 if you intend for the grade to not count in the GPA. This could include MS courses for HS credit, suppressed grades, P/F courses such as credit recovery, courses that are scored with AUD, CDM, WP, WF or similar grades that shouldn't count in GPA. Courses with a GPA weight of 0.0 are excluded from GPA calculations. It is correct for a credit recovery course to have a 0.0 GPA weight and credit attempted of 1.0.

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