

NUMBERED MEMO CC25-075

TO: Community College Presidents

CC: Chief Academic Officers, Chief Student Development Administrators

FROM: Dr. Brian Merritt, Senior Vice President and Chief Academic Officer
Dr. Bill Schneider, Vice President of System Effectiveness

SUBJECT: Recording of Unweighted High School GPA for All Incoming Students

DATE: September 11, 2025

The purpose of this memorandum is to provide updated guidance on the collection of unweighted high school Grade Point Average (GPA). This memorandum extends the guidance provided by CC21-030 and emphasizes the need to enter the high school unweighted GPAs of **all** incoming students. GPA is the primary placement tool in the new developmental education framework. As such, collection of this field is critical to a successful evaluation. In particular, timely and accurate recording of this field will ensure the proper classification of students based on college-specific GPA thresholds for developmental education, which will **inform future developmental education efforts and policy decisions**.

Requirements

- Colleges are required to record the **unweighted high school GPA** of all incoming students. The unweighted high school GPA should be recorded using the “XDEVE screen” of Colleague.
- Colleges may use the unweighted high school GPA from any U.S. high school transcript, **regardless of graduation date**. GPA should be recorded at the time a student applies for admission.
- Coinciding with the implementation of the new developmental education models, colleges are required to retroactively record missing unweighted high school GPAs for all students who enrolled for the first time in Summer 2025 or Fall 2025.
- Due to known or unforeseen circumstances, there may be instances where unweighted high school GPA cannot be obtained (for example, students who did not attend a U.S. high school and high school equivalency graduates). In these instances, missing GPA values are acceptable, and colleges should administer a placement test to determine eligibility for access to gateway courses as specified in the new developmental education framework.

- In contrast to the previous memo (CC21-030), which noted exclusions for CCP students with certain GPAs, colleges should record this field for all dually enrolled students (in addition to all non-dually enrolled students). This will be especially important for dually enrolled students in the new CCP Career and College Ready (CRP) Pathway.
- GPA for all CCP students should be recorded when they first enroll in a CCP program as part of the program eligibility process. No updates to GPA are required while the student remains enrolled in high school.

Please direct any questions to Dr. Bill Schneider, Vice President of System Effectiveness.

C: Dr. Lisa Eads
Dr. Torry Reynolds
Dr. Emily Smail
Ms. Elizabeth Stoddard