

**WEB APPLICATION COUNSELOR FORM**

Penn State recognizes that some schools will use more than one grading scale to reflect varying degrees of academic challenge across the curriculum. Provide us with the maximum grade-point average that a student can earn in academic courses other than advanced placement (AP) classes or your highest level of honors course work. Include your school profile, if available.

*Example 1:* If your school awards 5 points for an A earned in an AP course, 4.5 points for an A earned in an honors course, and 4 points for an A earned in the next level of academic course work, report the applicant's cumulative GPA as on a 4.0 scale weighted; use line 1a.

*Example 2:* If your school awards 5 points for an A in AP and honors courses, and 4.5 points for an A in the next level of academic course work, report the applicant's cumulative GPA as on a 4.5 scale weighted; use line 1b.

*Example 3:* If your school does not award extra points for AP or honors courses, report the applicant's cumulative GPA as on a 4.0 scale unweighted; use line 1a.

*Example 4:* If your school awards 7 points for an A earned in an AP course, 6 points for an A earned in an honors course, and 5 points for an A earned in the next level of academic course work, report the applicant's cumulative GPA as on a 5.0 scale weighted; use line 1b.

*Example 5:* If your school uses a base scale of 100 and weights AP courses by a factor of 1.20, honors courses by a factor of 1.10, and the next level as 1.05, report the applicant's cumulative GPA as on a 105-point scale weighted; use line 1b.

*Example 6:* If your school uses a base scale of 100 and does not award extra points for an AP or honors course, report the applicant's cumulative GPA as on a 100-point scale unweighted; use line 1c.

Counselor or principal must complete this section for an applicant currently enrolled in high school.

Be sure to attach the applicant's official high school transcript to the application form.

If the applicant has completed a first-level foreign language course and/or a first-level academic mathematics course before ninth grade, please list on the applicant's official high school transcript the course title(s), the final grade(s), and the number of credits earned.

This page is not required for transfer and/or adult learner applicants.

**Student Information**

**1** Choose the appropriate category below to indicate the applicant's CUMULATIVE grade-point average (from ninth grade through the end of the most recent academic year). Indicate in the spaces provided whether the GPA is weighted or unweighted. Also indicate whether the GPA is based on all subjects or academic subjects only.

- a. \_\_\_\_\_ on a 4.0 scale (4.00=A)  weighted  unweighted  all subjects  academic subjects only (cum. GPA)
- b. \_\_\_\_\_ on other scale with \_\_\_\_\_ =A  weighted  unweighted  all subjects  academic subjects only (cum. GPA/average)
- c. \_\_\_\_\_ on a 100 point scale  weighted  unweighted  all subjects  academic subjects only (cum. average)

**2** Provide the applicant's CUMULATIVE class rank information below.

- a. weighted rank   or decile \_\_\_\_\_   
 position class size class size
- b. unweighted rank   or decile \_\_\_\_\_   
 position class size class size
- c. If your school does not compute rank, check your best estimate of this applicant's position in class:  
 first fifth  second fifth  third fifth  fourth fifth  fifth fifth

**3** Date applicant entered your school:

month year

Date applicant:  will graduate  graduated  withdrew

## School Information

Note: This page may be photocopied to expedite multiple applications to Penn State from your high school. Add your signature.

**4** Provide your grading system in the following equivalents:

A = \_\_\_\_\_ to \_\_\_\_\_      B = \_\_\_\_\_ to \_\_\_\_\_      C = \_\_\_\_\_ to \_\_\_\_\_

D = \_\_\_\_\_ to \_\_\_\_\_      F = \_\_\_\_\_ to \_\_\_\_\_

**5** How does your school determine GPA?

a. If your school weights GPA, provide:

highest possible GPA in an AP course \_\_\_\_\_  weighted

highest possible GPA in an honors course \_\_\_\_\_  weighted

highest possible GPA in an academic/college prep course \_\_\_\_\_  weighted

b. If your school does not weight GPA, provide:

highest possible GPA in an AP course \_\_\_\_\_  unweighted

highest possible GPA in an honors course \_\_\_\_\_  unweighted

highest possible GPA in an academic/college prep course \_\_\_\_\_  unweighted

**6** Print your high school's name and address:

\_\_\_\_\_  
(high school name)

\_\_\_\_\_  
(number)

\_\_\_\_\_  
(street)

\_\_\_\_\_  
(city)

\_\_\_\_\_  
(state)

\_\_\_\_\_  
(zip code)

\_\_\_\_\_  
(country)

(     )

(     )

\_\_\_\_\_  
(phone number)

\_\_\_\_\_  
(fax number)

\_\_\_\_\_  
(e-mail address)

**7** High school College Board code number:

**8** Print your name: \_\_\_\_\_

and title: \_\_\_\_\_

**9** Signature: \_\_\_\_\_

Date

  

month      day      year

**Guidance counselors:** Please note that Penn State *requires* SAT I/ACT scores to be sent directly from the testing service. Rush score reports are not necessary.

Letters of recommendation are not required. Any comments concerning special or extenuating circumstances that may have affected the applicant's academic performance can be attached to the counselor page and sent with the official high school transcript.

Timely Penn State information for you and your students is available at the Guidance Counselor section of our Undergraduate Admissions Web site: [www.psu.edu/admissions](http://www.psu.edu/admissions) (click on School Counselors).