



April 4, 2006

## **MEMORANDUM**

**To:** Director of Financial Aid, Director of Admissions, and Dean of Enrollment  
LIFE Scholarship Eligible Institutions

**From:** Dr. Karen Woodfaulk, Director of Student Services Division

**Subject:** Advanced Placement (AP) Courses, Pass/Fail Courses and the LIFE GPA

### **Purpose**

Through a directive, the Commission originally notified institutions on June 16, 2005, about how to calculate the LIFE GPA for the awarding of the LIFE Scholarship. Then, during Summer and Fall Terms of 2005, the Commission, in conjunction with institutional representatives, reviewed the LIFE Scholarship regulation and made proposed amendments that were forwarded to the Commission on Higher Education for approval. The proposed regulation was approved by the Commission on October 6, 2005, and forwarded to the General Assembly for their review on December 8, 2005. The proposed regulation for the LIFE Scholarship was passed by the General Assembly on March 23, 2006, and signed by the Governor on March 24, 2006.

Credit hours earned for Advanced Placement (AP) courses and Pass/Fail courses are applied differently in the calculation of the LIFE GPA and the annual credit hour requirement. Below, we are providing the following information for institutions concerning how to incorporate credit hours earned for both Advanced Placement (AP) courses and Pass/Fail courses into the calculation of the LIFE GPA and the annual credit hour requirement for LIFE Scholarship eligibility:

### **LIFE Scholarship GPA:**

To maintain continued eligibility for the LIFE Scholarship, students are required to earn a minimum 3.0 cumulative LIFE GPA by the end of each academic year. According to the regulation for the LIFE Scholarship, the LIFE GPA must include all grades and credit hours earned at all eligible institutions (in-state and out-of-state) and college courses taken while in high school. The Commission on Higher Education defines an

“eligible institution” as an accredited institution recognized by the U.S. Department of Education. This means that all grades and credit hours that a student has earned at all eligible institutions, including those grades and credit hours earned as a dually enrolled student while in high school, must be included in the calculation of the LIFE GPA. The LIFE GPA for continued eligibility for the LIFE Scholarship must include all of the following:

- All credit hours and grades earned in high school while in a dual enrollment program at an eligible institution;
- All credit hours and grades earned at in-state eligible institutions;
- All credit hours and grades earned at out-of-state eligible institutions; and
- All credit hours and grades earned in study abroad programs that transfer back to any U.S. eligible institutions.

However, the regulation for the LIFE Scholarship stipulates that the calculation for the LIFE GPA must **not** include: exempted credit hours, Advanced Placement (AP), College Level Examination Program (CLEP), remedial/developmental courses, non-degree credit courses for an associate’s degree or higher, Pass/Fail and non-penalty withdrawal credit hours. Grades and credit hours earned in these courses are **excluded** from the “attempted credit hours” used to calculate the LIFE GPA (see, LIFE Scholarship Regulation). Thus, grades and credit hours earned for Advanced Placement (AP) courses or Pass/Fail courses **cannot** be included in the calculation of the LIFE GPA.

### **Annual Credit Hour Requirement**

To maintain eligibility for the LIFE Scholarship students must also meet the annual credit hour requirement (average of 30 credit hours) by the end of each academic year. The annual credit hour requirement includes any credit hours that were earned by a student while in high school as well as credit hours earned while enrolled in college. The total number of credit hours earned toward LIFE Scholarship eligibility **cannot** include credit hours for remedial, continuing education, and non-degree coursework. However, credit hours earned before high school graduation, Advanced Placement (AP) credit hours, exempted credit hours, and/or credit hours earned while on active duty **must** count toward the annual credit hour requirement. For Advanced Placement (AP) courses, only the credit hours for courses which a student received a score of three or higher on an AP exam should be included in the total number of credit hours earned for LIFE Scholarship eligibility. For Pass/Fail courses, only those courses which a student received a grade of “Pass” should be included in the total number of credit hours earned for LIFE Scholarship eligibility. Thus, only credit hours earned in Advanced Placement (AP) courses which a student scored a three or high on an AP exam, and only credit hours earned in Pass/Fail courses which a student received a grade of “Pass” must count toward the total number of credit hours earned for LIFE Scholarship eligibility.

If you have any questions or concerns, please contact me at (803) 737-2244, or Dr. Tajuana Massie (Program Manager, LIFE Scholarship) at (803) 737-2271.