



January 11, 2006

MEMORANDUM

To: Registrars

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

Subject: Notification of LIFE GPA on Transcripts

In October 2005, the Commission issued a memorandum to all colleges and universities in the State concerning the notification of the LIFE GPA to students. This is a reminder that all institutions are required to establish a system to inform students about their LIFE GPA for the purpose of awarding the LIFE Scholarship. The deadline for submitting information to the Commission is February 1, 2006. Please submit all information to Dr. Tajuana Massie (Program Manager, LIFE Scholarship).

The Commission on Higher Education is flexible as to how a college or university chooses to report the LIFE GPA to students. Listed below are three options:

- o Print statement on front of transcript informing students to look on the back of the transcript for the LIFE GPA;
- o Print statement on transcript informing students to go to a secure website to find their LIFE GPA; or
- o Provide written documentation as to how students are notified of their LIFE GPA at any point during the academic year.

Thank you for your cooperation. If you have any questions or concerns, please contact me at (803) 737-2244, Dr. Tajuana Massie (Program Manager, LIFE Scholarship) at (803) 737-2271, or Ms. Sandra Rhyne (Scholarship & Grants Coordinator) at (803) 737-2280.

Cc: Director of Financial Aid
LIFE Scholarship Coordinator