Professional Education Programs (PEP) Admission GPA Management

Overview

In order to align with Title II requirements, the PEP Admissions GPA must be calculated in a consistent manner and available for auditing purposes which are detailed in this document. Additionally, the method used to calculate PEP Admission GPA must also be designated in the PEP Data Management System through Salesforce. To support these requirements, a PEP GPA Calculator has been developed to assist University Advisors with determining the PEP Admissions GPA.

The intended audience for this document are University advisors and PEP staff members.

Table of Contents

Chapter 1: What are the circumstances that require the use of the PEP GPA calculator?

If a PEP applicant's NAU Cum GPA does not meet the minimum requirement for the designated education program, additional GPA options are considered based on requirements noted in the catalog for the program. Additionally, Secondary Education programs typically require a minimum GPA in the content area. These considerations may include:

- Transfer GPA
- Liberal Studies GPA

Chapter 2: Calculating a PEP applicant's GPA

If an applicant's current NAU Cumulative GPA meets the minimum requirement for the designated education program, please skip to Chapter 3.

If an applicant's current NAU Cumulative GPA does not meet catalog requirements for the program, use the PEP GPA Calculator (following the steps below) to determine if either the Transfer GPA or Liberal Studies GPA meets admission criteria per the requirements noted in the catalog for the program.

1. Obtain the PEP GPA Calculator:
    a. by visiting the PEP Advisor Resources website
    b. by downloading it
2. Save the PEP GPA Calculator in the following format:
    a. Student emplid – PEP Admission GPA
    b. Please be sure to note where the document is saved, as it will need to be uploaded to the student document repository in a future step.
3. Follow the instructions, available in the instruction tab, in the PEP GPA Calculator.
4. If the applicant is a new transfer student, enter the transfer GPA details on the NAU & Transfer GPA tab in the PEP GPA Calculator.
    a. If the calculated NAU & Transfer GPA meets program admission requirements, please continue to Chapter 3.
5. If the NAU & Transfer GPA does not meet the program's admission requirements, complete the Liberal Studies GPA tab in the PEP GPA Calculator.
6. If none of the available selections will qualify the applicant to meet the program admission requirement, contact the student to discuss next steps for their program of study.

Chapter 3: Calculating a Content GPA for Secondary Education Majors

If an applicant is a Secondary Education major, a content GPA must be calculated. If you are advising a student in a COE PEP program, please skip to Chapter 4.

1. Obtain the PEP GPA Calculator, if needed (refer to Step 1 in Chapter 2); refer to the instructions tab for additional information.
2. If the PEP GPA Calculator has a tab for the applicant's major, use the specific tab; otherwise, use the Major Content GPA tab.

3. Continue to Chapter 4.

Chapter 4: Storing the PEP Admission GPA

The goal for storage of PEP Admission GPA information is to enter the admit GPA and its source into Salesforce and upload the verifying document into student documents. The technical side of this is in production and will require testing before live. For the time being, we will only be storing the PEP GPA Calculator into student documents for use of audits for Title II reporting.

1. Save the PEP GPA Calculator in the following format:
   a. Student emplid – PEP Admission GPA
   b. Please be sure to note where the document is saved, as it will need to be uploaded to the student document repository in a future step.
2. Access student documents in Salesforce and upload the saved copy (see Step 1) of the PEP GPA Calculator to the student's records under the *Academic* folder.

Chapter 5: Making corrections to the PEP Admissions GPA

If it is determined that the PEP Admission GPA was not correct and an update is required, please e-mail PEPAdministration@nau.edu directly to request assistance with changing the PEP Admission GPA.

Change Log

Version	Date	Author	Description
V0.1	1/28/19	Maureen Fray	Initial release