

Coursework and Grades Form FAQ

General Information

- What is the Coursework and Grades Form?
- Is the form required?
- Where is the form located?
- What information do I need to fill out the form?
- How long will it take to fill out the Coursework and Grades Form?
- What if one of my schools is not listed on the form?
- I have completed the form, but I cannot submit it. What could the issue be?
- Can I modify my information after it has been submitted?

Entering my GPA

- Do I need to enter my school's GPA?
- What is a cumulative GPA?
- Where can I find my GPA?
- What if my school doesn't provide a cumulative GPA?
- What is a weighted GPA versus an unweighted GPA?
- How can I tell if my GPA is weighted?
- What if I have multiple transcripts from different schools?

Entering Classes

- My transcript lists both course grades for each individual term and one cumulative final grade; what should I use?
- I took a class that my school considers to be more advanced than college prep but less advanced than an actual honors class. How should I label it on the form?
- Should I enter my 8th grade classes?
- Should I report my in-progress courses?
- Can I enter my first semester of 12th grade classes?

- What about college level and / or dual enrollment classes?
- What about any college classes I took separately from my high school that aren't listed on my high school transcript?
- I attended a college course or summer program at a school where no credit or grade was awarded. What should I enter?

Term Formats and Credit Amounts

- What if my school doesn't list credit amounts?
- My school lists credit amounts for some classes, but not others (labs, physical education, health). How do I enter them?
- My classes are reported in multiple terms formats. How do I enter them?
- A class is listed two or three times in the same year. What should I enter?
- What if my school lists only one credit per class but multiple grades (for example, semester grades instead of one cumulative year-long grade)?

Unique Situations

- I failed a class and didn't receive any credit for it, how do I enter this?
- I failed a class on my first attempt but later retook the class and received a passing grade, how do I enter this?
- I repeated a year, how do I enter this?
- I am graduating high school early and only have two full years of classes, how do I enter this?
- I have already graduated high school, how do I enter this?
- I took a semester or year of classes abroad, how do I enter these?
- I took a gap year, how do I account for that when entering my grades?
- What do I enter if I'm a home school student?
- My school provides narrative evaluations instead of grades, what should I do?
- My school weights classes and I have a number grade higher than 100, how do I enter this?

General Information

What is the Coursework and Grades Form?

A simple, Northeastern-managed tool that permits students to report their coursework and grades directly to the university. Completing the form will take you less than one hour once you've collected copies of your academic records. Please note that we will still require an official copy of your transcript(s) to be sent directly to the university by your school(s).

Is the form required?

Yes, all applicants to Northeastern University **must complete and submit the form**. Please note that applicants are also still required to request their **school submit an official transcript** during the application process. The full transcript is utilized in the application review process. Admitted students who choose to attend Northeastern will be instructed to enter their final grades and request a final official transcript be submitted for verification before enrollment.

Where is the form located?

A link to the form is located in the Application Status Check portal. It can be found by clicking on **Coursework and Grades Form** under the Required Application Checklist items.

What information do I need to fill out the form?

You should reference a copy of your high school transcript or academic record, including grades, when completing the form.

How long will it take to fill out the Coursework and Grades Form?

Once you've collected copies of your academic records, completing the form should take you less than one hour.

What if one of my schools is not listed on the form?

All schools listed in your application should appear on your form. If a school is not listed, please email admissions@northeastern.edu with the subject line **Course Reporting Questions** to let us know.

I have completed the form, but I cannot submit it. What could the issue be?

First, please ensure that you have indeed entered all high school classes / credits / grades taken at every high school you attended throughout your school career. Please also make sure that you have

added each school's GPA under their listing in the School Information section. If all of this information has been added, you should be able to click the Submit button at the bottom of the form. If for some reason you are still not able to submit the form after doing all of this, please contact us directly at admissions@northeastern.edu. Remember to include your NUID number (found in your Application Status Check portal) and the phrase "Course Reporting Question" in the subject line.

Can I modify my information after it has been submitted?

Yes, you do have the option to make corrections or additions to the information you submitted by going back into the form and choosing the appropriate Update Reason at the bottom of the page. Once you have chosen your reason, click submit and you will be able to correct or update any information you previously entered. Finally, please remember to submit the form after the changes/updates are made.

While you will have the option to modify your information in your portal, please know that the Courses and Grades Form is still due by the date indicated in your application status check. Any adjustments made to the form will be incorporated into your record throughout the application review period, though we cannot guarantee that we will be able to use any information submitted after the deadline.

Entering My GPA

Do I need to enter my school's GPA?

Yes, you are required to provide the GPA for any high school(s) you attended. If a school does not provide a GPA, please select the option "School Does Not provide Cumulative GPA" (please see the additional FAQ below for more information about this).

What is a cumulative GPA?

A cumulative GPA is the grade point average (GPA) that encompasses the average of all your grades earned during high school (grades 9, 10, 11 and whatever is currently available for 12) as a specific institution.

Where can I find my GPA?

Generally, most schools will list this somewhere on your high school transcript. Alternatively, this is also information that is asked for on your Common Application / Coalition Application. You can locate this information on your Common Application under "Education Information — Grades" or on the Coalition Application under "High School Information."

What if my school doesn't provide a cumulative GPA?

We understand that some schools will not provide a cumulative GPA. If your school does not, please select the option "School Does Not Provide a Cumulative GPA" for the school's listing under School Name.

What is a weighted GPA versus an unweighted GPA?

A weighted GPA is a grade point average that takes classes with additional course weight into account. For example, an Advanced Placement class is typically assigned additional weight to reflect that it is a more academically rigorous course. This will in turn be reflected in a student's GPA, where additional points will be awarded to raise their total GPA. As such, while a standard college prep class grade of A would correspond to a 4.0, a weighted AP class grade of A may correspond to a 5.0. A weighted GPA will take all these weighted classes into account, while an unweighted GPA will only use your grades as awarded with no additional points. Because of this, weighted GPAs tend to be higher than unweighted GPAs (and can often exceed the standard 4.0 scale).

How can I tell if my GPA is weighted?

Typically, your transcript will indicate if the GPA is weighted or not (many schools will list both and label each accordingly). If you are not sure if your GPA is weighted and if this information is not clearly indicated on your transcript, please enter your GPA in the Unweighted box and leave the Weighted box empty.

What if I have multiple transcripts from different schools?

Each school's individual transcript should provide their own cumulative GPA. Please enter each school's cumulative GPA in their separate listing under School Name.

Entering Classes

My transcript lists both course grades for each individual term and one cumulative final grade; what should I use?

You should exclusively use final cumulative grades if your school provides them on your high school transcript. If your transcript only provides your term grades (for example, four grades for each individual quarter instead of one cumulative grade for all four quarters), only then should you enter each individual term grade as previously detailed in the FAQ.

Course Name	S1	S2	Final Grade	Credits
ENGLISH 2 HON	B+	B	B+	1.000
GEOMETRY CP1	B	B	B	1.000

Class Start Date*
August 2022

Subject Area*
English

Course Name*
English 2 Hon

Course Level*
Honors

Grade Scale* Letter Grade*
Letter B+

Course Credits*
1

I took a class that my school considers to be more advanced than college prep, but less advanced than an actual honors class. How should I label it on the form?

You can label any class that your school considers more advanced than College Prep but not an actual Honors class as Accelerated (not Honors).

Should I enter my 8th grade classes?

We do not require any course information for classes taken prior to 9th grade, so you will not need to enter those. Your progression of the classes in the 9th, 10th, and 11th grades will provide us with information about any advanced level of coursework you may have taken. Additionally, please also know that the evaluation committee will be looking at your official school-provided transcript during our review process, so we will still be able to see that you took these classes prior to high school.

Should I report my in-progress courses?

Yes, you should enter the information available on your most recent academic record. Enter **IP** in the Grade field for any in progress classes that you are currently taking in your final year. You may enter semester or trimester grades as available.

Can I enter my first semester of 12th grade classes?

Yes, you can enter the first semester of your 12th grade classes. Enter **IP** in the Grade field for any in progress classes that you are currently taking in your final year. Please know that you do not need to enter the second semester of classes at this time.

What about college level and / or dual enrollment classes?

If a dual-enrollment college class is listed on your high school transcript, enter the information as listed for this class under your high school's courses. When selecting the course level, choose the level that corresponds to what your school considers the class to be (college credit, dual enrollment, or early college experience) or the level that you consider appropriate for that class. Please do not enter the class separately under the listing of the specific college on your form. If the course is not listed in your high school record, please see additional FAQ.

What about any college classes I took separately from my high school that aren't listed on my high school transcript?

If you have a college transcript for a class that is not listed as part of your high school transcript, do not enter it in the Coursework and Grades Form. The form itself is only for classes listed as part of a high school transcript, so college classes taken on your own outside of any high school dual enrollment program will not be needed for your courses and grades reporting form. This additional academic pursuit will be considered in your application evaluation.

I attended a college course / summer program at a school where no credit / grade was awarded. What should I enter?

Students will need to enter courses and grades for which they received or will receive high school credit (grades 9, 10, 11, and the current semester if available). A class would not need to be entered if no credit or grade was awarded for it. Additionally, please know that the evaluation committee will

be looking at your official records during our review process, so we will still be able to see that you took these additional classes provided this information is mentioned elsewhere in your file.

Term Formats and Credit Amounts

What if my school doesn't list credit amounts?

If you attend a domestic school (one located in the United States or an international school that uses an American-patterned curriculum) that does not provide credit information on your transcript, enter the final grade and the course credit amount as 1. For classes taken for only one semester or less, divide the 1 credit amount accordingly (for example, a semester would be .5, a trimester would be .33, and a quarter would be .25). If you attend an **international school** that does not provide credit amounts, please see the International FAQ document linked in the form for information on how to enter your classes.

My school lists credit amounts for some classes, but not others (labs, physical education, health). How do I enter them?

Some schools normally provide credit amounts for most classes but will not for a handful of others. For example, they might award credit and a grade for a chemistry class but only provide a grade for the accompanying chemistry lab class, or they may award grades but not credit amounts for physical education / health classes. If you are adding a class like this, there is a checkbox labeled "There is no credit given for this course" under the Course Credits field. Click on this checkbox to indicate that your school does not provide any credits for this specific course, and the Course Credits field will be automatically removed. You will then be able to submit this class without a credit amount.

My classes are reported in multiple terms formats. How do I enter them?

Each school has their own format when presenting their grades and credits, and your entries on the form should match whatever formats your school may use. As such, the form allows you to change the number of credits needed (.5 for semester, .25 for quarter, and so on) to match your transcript.

A class is listed two or three times in the same year. What should I enter?

If the class is listed two or three times in the same year, usually it is because the grades were awarded over multiple different periods of evaluation throughout the year, or the year-long course

was divided into electives. In other words, a subject-area or elective block in two semesters or three trimesters.

You will enter the class once for each awarded grade, and each time assign the corresponding start date for that evaluation period and corresponding credit equivalence to total a year's credit. Please keep in mind that each school designates a specific number of credits to represent a complete class year.

For example, if your school designates 1 credit to represent a complete year-long class, a semester (half) class will be entered as 0.5 credit and a trimester class will be entered as 0.33 credit. If your school designates 3 credits to represent a complete year class, a semester (half) credit will be entered as 1.5 credits and a trimester credit will be entered as 1 credit.

What if my school lists only one credit per class but multiple grades (for example, semester grades instead of one cumulative year-long grade)?

For schools that provide semester grades, please enter the class name information twice. Make sure to enter the corresponding class start date each time, and the credit information should be listed as one-half credit for each class. If the complete class credit is 1, enter the class twice and assign 0.50 to the credit for each entry.

For example, a class would have two different start dates because the evaluation period started at two different times throughout the year- presumably, Fall and Spring. The Fall grade will be for the period that began in August or September, while your Spring grade would presumably have a start date of January or February (depending on your school calendar). The start date should reflect the actual start date of the class evaluation period.

For example, if the complete class credit is 1, enter the class twice and assign 0.50 to the credit for each entry. Additionally, if the same school listed a class in the same format, but the complete class credit is 0.50, you should do the same- enter the class twice with its corresponding class start dates, and the credit information should be 0.25 each time.

ACADEMIC	SEMESTER 1		SEMESTER 2	
Biology	A	1.00	A	1.00
Spanish 1	A	1.00	B+	1.00

Class Start Date*
 September ▾ 2022 ▾

Subject Area*
 Science ▾

Course Name*
 Biology

Course Level*
 College Prep ▾

Grade Scale*
 Letter ▾

Grade*
 A ▾

Course Credits*
 1

For schools that provide trimester grades, please enter the class name information three times. Make sure to enter the corresponding class start date each time, and the credit information should be one-third for each class. For example, if the complete class credit is 1, enter the class three times and assign 0.33 to the credit for each entry.

Course Title	T1	T2	T3	CR
English 9	A-	A	A	6.00
Biology	B+	B+	A-	6.00

Class Start Date*
 September ▾ 2024 ▾

Subject Area*
 English ▾

Course Name*
 English 9

Course Level*
 College Prep ▾

Grade Scale*
 Letter ▾

Grade*
 A- ▾

Course Credits*
 2

For schools that provide quarter grades, please enter the class name information four times. Make sure to enter the corresponding class start date each time, and the credit information should be one-quarter for each class. For example, if the complete class credit is 1, enter the class four times and assign 0.25 to the credit for each entry.

Remember, the form allows you to enter the number of credits exactly as presented on your high school transcript. If you still have questions, please email admissions@northeastern.edu with the subject line **Course Reporting Questions**.

Unique Situations

I failed a class and didn't receive any credit for it, how do I enter this?

If you failed a class, please be sure to enter the course name, level, and failing grade as listed on your transcript. If you did not receive credit, please enter the credit amount attempted- in other words, the amount of credit you would have received had you successfully completed the course.

I failed a class on my first attempt but later retook the class and received a passing grade, how do I enter this?

If you retook a class that you initially failed and received a passing grade on your second attempt, you only need to enter the second attempt information on your form. You do not need to enter any class information for the initial failed attempt and can omit that class entirely.

I repeated a year, how do I enter this?

If you have repeated a year, you only need to enter the information for the repeated year. Do not enter any courses or grades from your first attempted year.

I am graduating high school early and only have two full years of classes, how do I enter this?

Students who are graduating high school early should just enter the courses and grades for the years they have taken to complete and submit the form. Please know that early graduation students are also required to include their mid-term grades or first trimester grades in order to complete the form.

I have already graduated high school; how do I enter this?

Applicants who have already graduated high school should enter their final grades for all four years of high school (9th through 12th).

I took a semester or year of classes abroad; how do I enter these?

First make sure all attended schools, including your study abroad school, are listed on the form. If your study abroad courses and grades are listed on your primary high school's transcript, you can enter them under that school. Please know that classes should only be entered once- if they are listed on your primary high school's transcript, there is no need to enter them again under the international school listing.

If your study abroad classes are not listed on your primary high school's transcript and are instead only available on a transcript provided by your study abroad school, you will need to enter them under your study abroad school on the form. When entering this information, make sure to correctly enter the appropriate dates for each school. Enter your study abroad courses, grades, and credits under the corresponding school using the format of the transcript.

I took a gap year; how do I account for that when entering my grades?

If you took a gap year (a year off from classes), please enter your course and grade information as it corresponds to the year on the form. As you should still have three full years of grades to enter, you will just not enter anything for the year you did not take classes. For example, your junior year classes should be entered under grade 11, your sophomore year classes should be entered under grade 10, and so on. As always, your courses and grades should match the information you provided in your application and on your high school transcript.

What do I enter if I'm a home school student?

Home school applicants are still required to complete and submit the Coursework and Grades Form, along with an official transcript submitted to us directly by whoever oversees your homeschooling (a parent, private tutor, etc.). Please enter your courses and grades on the form as they are listed on your transcript.

My school provides narrative evaluations instead of grades, what should I do?

Students from schools that provide narrative evaluations instead of traditional transcripts will still need to complete and submit the Coursework and Grades Form, along with submitting an official transcript. Please enter your course name and level as usual but select the Narrative option for the grade scale. Once you select this, you will be able to submit your courses without providing any additional grade information.

My school weights classes and I have a number grade higher than 100, how do I enter this?

If your school uses a 1-100 number scale but weights advanced courses so that it is possible to receive a grade over 100, please use the Grade Scale labeled Number (1-110) to enter these classes on your form. This scale is designed to accommodate classes that may be weighted to the point that they exceed the "default" highest grade of 100.