

## CLASS RANKING REGULATION

1. No decimals will be used in reporting student averages. Averages will be reported in whole numbers. Computations will be carried out to the nearest whole number, e.g.,  $83.51 = 83.50 = 84$ ;  $83.49 = 83$ .
2. Class rank will be computed in terms of deciles.
3. Should a college or scholarship committee specifically require exact rank, it will be available from the Director of Pupil Services. e.g. NMSQT semi-finalists are specifically requested to provide this information.)
4. For class rank purposes only, a final school mark below 60 and an "NC" (no credit) will be inserted as a 60 in the computation of class rank.
5. If a student repeats a subject, the higher of the two grades earned shall be recorded for class rank purposes. The lower grade will not be used. (For college applications both grades are to be recorded.)
6. Students who completed a high school course in junior high and were awarded high school credit should have the grade earned included in the rank.
7. When computing rank for subjects carrying  $\frac{1}{2}$  unit of credit, the grade earned in the subject will be divided by two and added to the total points earned in all other subjects. When dividing by units, the  $\frac{1}{2}$  unit of credit will be added to the total number of units earned for all other subjects (e.g., a student has 15 full year subjects which total 1200 points for an average of 80. The student earned a grade of 80 in a course which carried  $\frac{1}{2}$  unit of credit. Divide 80 by 2 and add 40 to the original 1200 points; then divide by the 15.5 units of credit earned.) The final school mark of a subject which carries  $1\frac{1}{2}$  units of credit should be multiplied by  $1\frac{1}{2}$ . Similarly, a course which carries 4 units of credit should be multiplied by 4 for the purpose of determining class rank. The total number of units should reflect the  $\frac{1}{2}$ ,  $1\frac{1}{2}$  and 4 unit courses. Band, Chorus and Orchestra grades will be included in computing class rank.
8. For class rank purposes, only subjects which can be used as a part of a three-unit sequence will be included in the ranking. Under existing curricular offerings -- the following courses should not be counted:
  1. Health
  2. Physical Education
  3. Computer Math 1,2,3, or 4
  4. Micros in Math
  5. Independent Study
  6. Applied Music
  7. C.E.I.P.

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9. In assigning numerical ratings to letter grades or other comparable systems of marking utilized in a student's previous school, the following conversion table will be employed:

|         |         |         |         |
|---------|---------|---------|---------|
| A+ = 98 | B+ = 88 | C+ = 78 | D+ = 69 |
| A = 95  | B = 85  | C = 75  | D = 67  |
| A- = 91 | B- = 81 | C- = 71 | D- = 65 |

10. A rank in class is to be determined for each student completing the eleventh grade at Shaker High School, or any student on a three-year graduation track, whether or not the student plans to return to Shaker for the senior year. Rank for students who transfer to Shaker High School at the beginning of the senior year will be reported from the transcript provided by the previous school. Only if that school refuses to provide a rank will a rank be computed at Shaker High School.
11. An estimated rank will be computed as needed for students designated by the Building Principal as candidates for early graduation. Rank for these students will be based on their academic work in grades 9 and 10.
12. Number in class shown on transcript will be the actual number of students for whom class rank has been computed, not the number expected to graduate.
13. Honors graduates will be determined after seven semesters based on a new computation of class rank for those students determined to be in the top 10% after six semesters.
14. Three-year honor graduates will be determined after five semesters based on a new computation of class rank for those students determined to be in the top 10% after four semesters.
15. Any W/P or W/F should not be considered for class rank.

**Note: Prior regulation, Procedure for Computing Class Rank and Honors Graduates, 5122(a), (b)**

Adopted: October 24, 1989  
Amended: September 28, 1987  
Amended: June 22, 1998  
Amended: May 1, 2007