

# The Common Application Courses & Grades Section Guide

2022-2023



**Common Application**

Profile  
Family  
Education  
Testing  
Activities  
Writing  
**Courses & Grades**  
1 college(s) require

## Courses & Grades

Video Tutorials Preview

Courses & Grades

Here is a list of your current colleges that require Courses & Grades:

**Required**

- University of Massachusetts Amherst

**Not Used**

- Assumption College
- Becker College
- Bentley University
- Boston College
- Boston University
- Bryant University
- Duke University
- Regis College
- Southern New Hampshire University
- Springfield College
- Stonehill College
- Syracuse University
- Tufts University
- University of Delaware
- University of Massachusetts Boston
- University of Massachusetts Dartmouth
- University of Massachusetts Lowell
- University of New Hampshire
- University of Rhode Island

**Instructions and Help**

I'm ready to submit my application but I don't have my transcripts yet. What can I do?  
Before applying, please check with your counselor or contact your institution's office.  
[Read more](#)

Where should I list a course that offers both college and high school credit?  
You should use the **Current or Most Recent Year**.  
[Read more](#)

If my college does not require Courses & Grades, can I still send Courses & Grades to them?  
No, you cannot send **Courses & Grades**.  
[Read more](#)

I already submitted, can I change some of my answers?  
You can return at any time and change your answer to  
[Read more](#)

When under the “Common App” tab, click “Courses and Grades” at the bottom to see which of your colleges requires unofficial transcript information

- University of New Hampshire
- University of Rhode Island

If you are unable to obtain a copy of your transcript or your transcript does not show grades, that is okay. Colleges will not penalize you for this, and you will still be able to submit your application.

Your counselor will still need to submit official transcripts on your behalf.

I am able to obtain a copy of my transcript(s)\*

- Yes
- No

Clear Answer

My transcript shows grades for courses I've completed\*

- Yes
- No

Clear Answer

Continue

9th Grade	▼
10th Grade	▼
11th Grade	▼
12th Grade	▼

and change your answer to  
and change your answer to  
Read more

Select Yes

Select Yes

The screenshot shows the 'Courses & Grades' section of the Common Application. On the left is a navigation menu with options: Profile, Family, Education, Testing, Activities, Writing, and Courses & Grades (1 college(s) require). The main content area is titled 'Courses & Grades' and includes 'Video Tutorials' and 'Preview' buttons. A dropdown menu is open, showing 'Courses & Grades' and '9th Grade' (highlighted with a red circle). Below this, there is a button 'Add 9th grade' and a checkbox 'I have reported all of my courses for this grade \*'. A 'Continue' button is highlighted with a purple circle. At the bottom, there is a list of grade options: 10th Grade, 11th Grade, 12th Grade, and Other Courses. On the right, there is an 'Instructions and Help' section with a question: 'Where do I get access to my transcript?'. A red callout box points to the '9th Grade' tab with the text: 'Select the 9th grade tab to access your 9th grade year'. A purple callout box points to the 'Continue' button with the text: 'Select "Continue" to proceed to input your 9th grade information'.

Common Application

## Courses & Grades

Video Tutorials Preview

✓ Courses & Grades

**9th Grade**

To add courses for 9th grade, click the button below. Be sure you have reported all schools you have attended in the Education section of the Common App, and have your transcript(s) on hand. If you have no grades to report for 9th grade, just check the box to indicate you have completed this section.

[Add 9th grade](#)

Please indicate that you have reported all courses and grades for 9th grade \*

I have reported all of my courses for this grade

[Continue](#)

10th Grade

11th Grade

12th Grade

Other Courses

Instructions and Help

Where do I get access to my transcript?  
Please speak with your school's counselor or [contact us](#) for more info.  
[Read more](#)

Select the 9th grade tab to access your 9th grade year

Select "Continue" to proceed to input your 9th grade information

**×** Courses & Grades

**i** • Subject, Course Name, Course Level, at least one grade, and at least one credit are required for each row.

School Name \*

Select

School Year \*

Select

Grading Scale \*

Select

Schedule \*

Select

Subject \*

Select

Course Name \*

Course Level \*

Select

**Add a Course**Need more help? Visit the [Applicant Solutions Center](#).**Continue**

11th Grade

\*You will need to repeat this process for each grade level (9th, 10th, 11th and 12th)

School Year:  
9th Grade 2019-20  
10th Grade 2020-21  
11th Grade 2021-22  
12th Grade - 2022-23

Schedule:  
Yearly

Common Application  
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### Courses & Grades

Courses & Grades - 9th grade  
Use this grid to report your courses exactly as they appear on your transcript.

Transcript #1 - Franklin High School

Subject, Course Name, Course Level, at least one grade, and at least one credit are required for each row.

School Name \* Franklin High School

School Year \* 2016-17

Grading Scale \* A-F

Schedule \* Yearly

Subject *	Course Name *	Course Level *	Grades *		Credits *	N/A
			Final	Final		
English	English 9 Honors	Honors	B	5	<input type="checkbox"/>	
Other/Elective	Business Management	College Prep	B+	2.5	<input checked="" type="checkbox"/>	

Need more help? Visit the Applicant Solutions Center

Continue

School Name:  
Franklin High School

Grading Scale:  
A-F

Use the grading chart on the next slide to convert numerical grade into letter grade

Full year courses = 5 credits  
Semester courses = 2.5 credits  
Wellness = 1 credit per semester

**Courses & Grades - 9th grade**  
Use this grid to report your courses exactly as they appear on your transcript.

Transcript #1 - Franklin High School

Subject, Course Name, Course Level, at least one grade, and at least one credit are required for each row.

Subject *	Course Name *	Course Level *	Grades * Final	Credits Final	N/A
English	English 9 Honors	Honors	B	5	<input type="checkbox"/>
Other/Elective	Business Management	College Prep	B+	2.5	<input checked="" type="checkbox"/>

Need more help? Visit the Applicant Solutions Center. [Continue](#)

Level will be College Prep, Honors, or AP

# Grading System Breakdown

## Grading System:

A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82

C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62

**Only report what is displayed on your transcript. Do not add, average, or estimate. This must match your official transcript.**



# Accessing Your Transcript in Aspen

The screenshot shows the Aspen Transcript page. The navigation bar at the top includes 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The 'My Info' tab is circled in red. Below the navigation bar, the 'Transcript' section is active. On the left sidebar, 'Transcripts' is circled in red. The main content area features a search bar labeled 'Search on Year' and a 'Manage Filters...' dropdown menu. The dropdown menu is open, showing 'Current Year' (checked) and 'All Records'. A red circle highlights the 'All Records' option, and a red arrow points from it to the text 'Change to "All Records"'. The table below the dropdown has columns for 'Year', 'Grade', 'Course Desc', 'Q1Grade', 'Q2Grade', 'Q3Grade', and 'FinalGrade'. The table is currently empty, displaying 'No matching records'.

Year	Grade	Course Desc	Q1Grade	Q2Grade	Q3Grade	FinalGrade
No matching records						

Change to  
"All Records"