

CLASS RANK PROCESS



1

Verify Your Data:

Review your transcripts and your class rank report. Make sure GPA, class size and class rank on the transcripts match the class rank report. Finalize rank reports and transcripts by June 15th each year.

2

June 30th:

Final 12th grade class rank report is due to CHE by June 30th for LIFE eligibility. Rank reports must be a pdf. Send pdf reports to: Scholarships@che.sc.gov

3

Palmetto Fellows:

Class rank report must be on file with CHE when PFS apps are processed for students using class rank to qualify.

4

Pro Tip:

Send all class rank reports grades 10-12 at end of year by June 30th. CHE will archive and then there will be no delay in PFS app processing.

5

Rank Ties:

Include a rank tie letter for any rank ties (within top 30%) when you send your final class rank reports. If you need a sample rank tie letter, email us!

6

? Questions:

Scholarships@che.sc.gov
803-737-2260
or visit Cosmos (CHE's new chatbot) on our website
www.che.sc.gov

