GPA Worksheet

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To expedite the processing of the application, all domestic (U.S.) applicants are required to compute their undergraduate upper-level GPA. These instructions apply to grades earned at all U.S. institutions that use a 4.0 point scale. Do not calculate your GPA if you completed your undergraduate work at a non-US institution. If any hours were earned at institutions using quarter hours, use the following formula to convert your quarter hours to semester hours.

Converting Quarter Hours to Semester Hours
Quarter hours ÷ 1.5 = Semester hours
Example: 90 quarter hours ÷ 1.5 = 60 semester hours

To Calculate Your GPA:

1. Use only courses completed after the term during which you earned 60 semester hours (or 90 quarter hours) or after the term during which you completed an Associates of Arts degree (AA).

2. Calculate the number of grade points you earned for each course by multiplying the numeric value of the grade awarded by the number of credit hours for each class. For example, if you earned the following grades:

CLA 3000	**A (4.0)**	*	**3 credit hours**	=	**12.00 grade points**
CRS 4100	**A (4.0)**	*	**4 credit hours**	=	**16.00 grade points**
HTY 3600	**B (3.0)**	*	**4 credit hours**	=	**12.00 grade points**
ENG 4200	**A- (3.67)**	*	**4 credit hours**	=	**14.68 grade points**

3. The total number of grade points would be 54.68 and the total credit hours would be 15. The GPA for these courses would then equal the total grade points divided by the total credit hours.

54.68 ÷ 15 = 3.64533 (round two decimal places=3.65)

After you have determined which classes make up your upper-level credits (refer to #1 above), use the table below to calculate your upper-level GPA.

A	4.00
A-	3.67
B+	3.33
B	3.00
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
I	0.00

*Enter the numerical value for the grade you earned.

Course	Grade*	# Credit Hours	Total Grade Points
	Total Credit Hours:	Box 2	Total Grade Points: Box 1

Total Grade Points (Box 1) ÷ Total Credit Hours (Box 2) = GPA