

Grade Point Average Worksheet

(Converting to a 4.0 scale)

Those applicants from colleges or universities that use a five-category (five letters or numbers) grading system or any grading system for which the college or university has established a formula for converting its grades into the equivalence in a five-category system. "A" denotes the highest grade, "B" the next highest, and so on, "F" denoting the failing grade. The grade "WF" (withdrew failing) or its equivalent should be counted as a "F".

For each undergraduate year and for all graduate years, enter the number of *credit courses* (not semester-hours or quarter-hours) for which you received each of the letter grades (or their equivalence). **EXCLUDE** all non-credit courses, and credit courses in physical education, sports, dancing, band or orchestra, chorus or glee club, speech or public speaking, ROTC or military training.

Figure the number of each letter grades per year, totaling each letter in column A. Multiple each letter grade by the corresponding number equivalent (A+ and A = 4; B = 3; C = 2 etc.) to arrive at column B. Divide column B by column A to figure your grade point average. The same formula can be used to figure your graduate GPA.

Grade Point Averages: (A) x (n) = (B)

| | <u>Undergraduate Years</u> | | | | <u>(A)</u> | x (n) = <u>(B)</u> | <u>(A)</u> | Graduate <u>(B)</u> |
|-----------|----------------------------|-----|-----|-----|-------------------------|--------------------|------------|---------------------|
| | 1st | 2nd | 3rd | 4th | Total Each Letter Grade | | | |
| # of A's | ___ | ___ | ___ | ___ | _____ | x 4 = ___ | ___ | x 4 = ___ |
| # of A-'s | ___ | ___ | ___ | ___ | _____ | x 3.7 = ___ | ___ | x 3.7 = ___ |
| # of B+'s | ___ | ___ | ___ | ___ | _____ | x 3.3 = ___ | ___ | x 3.3 = ___ |
| # of B's | ___ | ___ | ___ | ___ | _____ | x 3 = ___ | ___ | x 3 = ___ |
| # of B-'s | ___ | ___ | ___ | ___ | _____ | x 2.7 = ___ | ___ | x 2.7 = ___ |
| # of C+'s | ___ | ___ | ___ | ___ | _____ | x 2.3 = ___ | ___ | x 2.3 = ___ |
| # of C's | ___ | ___ | ___ | ___ | _____ | x 2 = ___ | ___ | x 2 = ___ |
| # of C-'s | ___ | ___ | ___ | ___ | _____ | x 1.7 = ___ | ___ | x 1.7 = ___ |
| # of D+'s | ___ | ___ | ___ | ___ | _____ | x 1.3 = ___ | ___ | x 1.3 = ___ |
| # of D's | ___ | ___ | ___ | ___ | _____ | x 1 = ___ | ___ | x 1 = ___ |
| # of D-'s | ___ | ___ | ___ | ___ | _____ | x 1 = ___ | ___ | x 1 = ___ |
| # of F's | ___ | ___ | ___ | ___ | _____ | x 0 = ___ | ___ | x 0 = ___ |

Grade Point Average = Total of column (B) divided by total of column (A)

Undergraduate GPA: _____

Graduate GPA: _____

For those institutions using a 100 point system (with 100 being the top score, you may convert you grades as follows:

100 = A
 99-95 = A-
 94-90 = B+
 89-85 = B
 84-80 = B-

79-75 = C+
 74-70 = C
 69-65 = C-
 64-60 = D
 59-lower = F