GPA Worksheet

Office of Graduate Admissions

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To expedite the processing of applications, 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 formula below to convert your quarter hours to semester hours:

Converting quarter hours to semester hours:
Quarter hours / 1.5 = semester hour
Example: 90 quarter hours / 1.5 = 60 semester hours

To Calculate Your GPA:

1. Use only the 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 Art (AA) degree.

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	=	12.0 grade points
CRS 4100	A (4.0)	*	4 credit hours	=	16.0 grade points
HTY 3600	B (3.0)	*	4 credit hours	=	12.0 grade points
ENG 4200	A- (3.67)	*	4 credit hours	=	14.68 grade points

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 divided by 15 = 3.64533 (rounded two decimal places = 3.65)

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

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
F	0.0
I	0.0

*enter the numerical value for the grade you earned

	COURSE	GRADE*	# CREDIT HOURS	TOTAL GRADE POINTS
TOTALS			2	1

TOTAL GRADE POINTS _____ ÷ TOTAL CREDIT HOURS _____ = GPA _____

Box 1 Box 2

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