

CUMULATIVE GRADE POINT AVERAGE CALCULATION

Your transcript may show your cumulative grade point average (**GPA**). If it does not indicate a cumulative **GPA**, use the following information to calculate this number:

- **Quality points** are numbers assigned to a specific letter grade.
- Calculate the total number of credits taken. Do not use (“P”) grades in your calculations. **Failing (“F”) and Withdraw Failing (“WF”) grades must be included.**
- **Quality hours** equal the total credit hours excluding pass/fail and audit hours.

Passing Grades :		
Grade	Points	Quality of Work
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Fair
C-	1.7	
D+	1.3	
D	1.0	Passing
P	0	Pass
WP	0	Withdraw Passing
W	0	Withdraw
Au	0	Audit

Non-Passing Grades:		
Grade	Points	Explanation
F	0	Failure
I	0	Incomplete
WF	0	Withdraw Failing

Example:

4 credit hours of “A” = 16 quality points
 4 credit hours of “B” = 12 quality points
 4 credit hours of “C” = 8 quality points
 4 credit hours of “F” = 0 quality points

GPA CALCULATION

Quality Points / Quality Hours = Cumulative GPA. To calculate your cumulative GPA, divide the total number of quality points by the total number of quality hours. This calculation includes work from your first Bachelor’s degree only.

Cumulative GPA _____

2-YEAR GRADE POINT CALCULATION

Calculate GPA for the last 2 years of undergraduate work as above, using the last 60 credits of semester work or last 90 credits of quarter work. This calculation includes work from your first Bachelor’s degree only.

2-Year Grade Point Average _____

Beginning term for calculation of GPA? _____

CALCULATION OF GRADUATE WORK

Calculate GPA of post-bachelors work in the same way as GPA above was calculated. This calculation also includes work from a second Bachelors’ degree if attained during a different term than the first Bachelor’s degree.

Graduate GPA _____

CHANGE ALL CREDITS TO THE SAME SYSTEM

If changing a transcript from quarter to semesters, divide the total number of quarter credits and total number of quarter quality points by 1.5 each. If changing semester credits to quarter credits, multiply the total number of semester quality points and the total number of semester credits by 1.5 each. **Do not combine semester and quarter credits without converting to a common system.**

Quarter or semester system for calculation? _____