

HOW TO COMPUTE YOUR GRADE POINT AVERAGE

Your GPA (Grade Point Average) is computed by dividing the total number of grade points earned by the total number of units attempted, excluding courses which were *passed* under the pass/fail option. Use the following steps and the table below to compute your GPA.

B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
INC	0.00

("INC"=0 only if not completed by the tenth week of the next regular semester)

1. Enter the following information for each course taken for Grade or Failed under Pass/Fail. Include grades of "INC" (Incomplete) only if a grade is not assigned by the end of the tenth week of the next regular semester. Before the tenth week, the "INC" is not computed in the GPA.

Column A: Department and course number
 Column B: The semester unit value of the course
 Column C: The grade for the course

2. Compute the grade points earned in each course.

Column D: Enter the grade points of your grade in the course using the following table:

<u>GRADE</u>	<u>GRADE POINTS</u>
A+, A	4.00
A-	3.67

3. Column E: Enter the basic grade points for the course. This is computed by multiplying the unit value of the course (Column B) by the grade point of the course grade (Column D).
4. Compute total "Units Attempted" (total Column B) and "Grade Points Earned" (total Column E).
5. Compute your GPA by dividing total grade points earned (total of Column E) by units attempted (total of Column B). This is rounded to two decimal places.

A Course	B Units	C Grade	D Grade Point of Grade	E Grade Points
Totals		---	---	

GPA = Total of Column E *divided by* Total of Column B

EXAMPLES

Example when "P" (Pass) grade is received:

A Course	B Units	C Grade	D Grade Point of Grade	E Grade Points
BIOL 115	4.0	P*	0	0
ANTH 494	3.0	A	4.00	12.00
THRS 420	3.0	A-	3.67	11.01
POLS 490	3.0	C+	2.33	6.99
EDLD 457	1.0	B-	2.67	2.67
Totals	10.0	---	---	32.67

GPA = Total of Column E *divided by* Total of Column B: $32.67 \div 10 = 3.27$

*Do not calculate in units attempted because of a Pass grade

Example when "F" is received or "I" (Incomplete) has not been completed by 10th week:

A Course	B Units	C Grade	D Grade Point of Grade	E Grade Points
MATH 111	3.0	D+	1.33	3.99
HIST 116	3.0	I	0*	0.
THRS 117	3.0	B-	2.67	8.01
EDUC 431	3.0	A+	4.0	12.0
Totals	12.0	---	---	24.0

GPA = Total of Column E *divided by* Total of Column B: $24.00 \div 12 = 2.00$

* "O" because not completed by 10th week of next semester