

GPA Computation Worksheet

Graduate Program in Applied Science and Technology

We require that you compute your own grade-point average (GPA) from the formula

$$GPA = \frac{\sum \text{Course Units} \cdot \sum \text{Grade Points per Unit}}{\sum \text{Course Units}}$$

using the worksheet below and bearing in mind the following specifications.

1. The courses to be included in the computation of a grade-point average are all undergraduate courses for which a grade has been awarded (in your last two years only). Please convert it to a four-point system if necessary.
2. By a four-point system we mean a system in which 4 grade points per unit correspond to a grade of A (outstanding), 3 points to a B (good), 2 points to a C (satisfactory), 1 point to a D (barely passing), and 0 points to an F (failing). If your institution assigns in-between grades (such as B+, A-), then these are to be used in the computation with + (plus) = +0.3 and - (minus) = -0.3; e.g. B+ = 3.3 points, A- = 3.7 points, except that for the purpose of GPA computation an A+ counts the same as an A, that is, no more than 4 grade points per unit can be counted.
3. By units we mean the number of units of credit or weight assigned to each course. Usually 1 class hour per week equals 1 unit.
4. If the only grading system used by your institution is based on percentage or on classes of honors, please use the following class rank percentages to convert each class evaluation to a letter grade and then proceed as in 2, above, to compute your equivalent four-point system GPA.

Letter Grade	Percentage Bracket	Points
A+	Top 5%	4
A	Next 5%	4
A-	Next 5%	3.7
B+	Next 10%	3.3
B	Next 10%	3
B-	Next 15%	2.7
C+	Next 15%	2.3
C	Next 10%	2
C-	Next 10%	1.7
D+	Next 5%	1.3
D	Next 5%	1
D-	Bottom 5%	0.7

Student Name: _____

