

## GPA Calculation Instructions for Graduate Applicants

The Application for Admission to the Graduate College should be provided with all original transcripts to 120 Education.

GPA's are calculated for U.S. institutions only. If an international transcript has been provided, the complete packet will be returned to the department (so it can be sent to Graduate and Professional Admissions Services with a request that "exact GPA is calculated"). Note: U.S. transcripts for international students who have already received a degree from a U.S. university can be evaluated.

GPA calculations for students petitioning to enter another graduate program are done only for EOL.

**Step 1:** Review transcripts keeping these things in mind:

- Evaluate transcripts from 4-year degree granting institutions only. Courses completed at 2-year institutions (junior colleges and community colleges) are not included in the calculation. Check the accreditation section on the back of the transcript or the institution web site to verify if it is a 2-year or 4-year institution.
- Check for a Grading System on the back (A=4.0). If it is not there, check the web site and print it out.
- Do not count undergraduate courses taken after receipt of the bachelor's degree.
- Only evaluate the undergraduate transcript where the applicant has or will receive a bachelor's degree (even if there is less than 1.5 year of academic work).
- If the applicant has received two Bachelor's degrees, evaluate the transcript containing the first Bachelor's degree.
- Non-degree coursework must be clearly identified as graduate-level to be included in the evaluation.
  - Do not include transfer credit.
  - Do not include grades such as S/U, Pass, CR/NC, W, DFR, or I.
  - A DVM degree is equivalent to a Bachelor's degree.
- An AB degree is a Bachelor's degree.
  - **Reviewing UNDERGRADUATE transcripts:**
  - If a student has not yet been awarded a bachelor's degree, use the applicant's last 1.5 years of academic work listed on the transcript. See examples.

Example 1

<i>Summer 2005</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Math 085	3	A-
	Psychology 100	3	A-
<i>Fall 2005</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Math 100	4	B+
	English 100	3	C-
	History 150	3	A-
<i>Spring 2006</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 155	3	A-
	Physics 120	4	B-
	Bowling 100	1	A
<i>Summer 2006</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 250	3	B+
	English 250	3	B+
<i>Fall 2006</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 300	3	A-
	Spanish 100	4	A
	Golf 100	1	C
<i>Winter 2007</i>	<i>Transfer credits from Illinois State University</i>		
	Math 300	4	B+
	Art 240	2	A
<i>Spring 2007</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 350	3	in progress
	Spanish 200	4	in progress
	English 350	3	in progress

In this instance, the GPA is calculated using Fall 2006, Summer 2006, Spring 2006 (equivalent to 1 year), and Fall 2005 (equivalent to .5 year) semester grades. Note: Grades for Winter 2007 are not counted, as they are transfer hours.

Example 2

<i>Fall 2005</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Math 100	4	B+
	Biology 100	4	B
	Tennis 100	1	A
<i>Spring 2006</i>	<i>Transfer credits from Illinois State University</i>		
	Math 300	4	B+
	Art 240	2	A
<i>Fall 2006</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 300	3	A-
	Spanish 100	4	A
	English 300	3	B
<i>Spring 2007</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 350	3	A
	Aviation 250	3	B
	Softball 100	1	A-
<i>Fall 2008</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Math 100	4	in progress
	English 100	3	in progress
	History 150	3	in progress

In this instance, the GPA is calculated using Spring 2007, Fall 2006 (equivalent to 1 year), and Fall 2005 (equivalent to .5 year) semester grades. Note: Grades for Spring 2006 are not counted, as they are transfer hours.

- If a student has been awarded a bachelor's degree, use the applicant's last 2 years of academic work listed on the transcript. See examples.

Example 1

<i>Fall 2004</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Math 085	3	C
	Psychology 100	3	A+
<i>Spring 2005</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Math 100	3	A-
	Psychology 120	3	A-
<i>Fall 2005</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Math 100	4	B+
	English 100	3	C-
	History 150	3	A-
<i>Winter 2006</i>	<i>Transfer credits from Illinois State University</i>		
	Math 300	4	B+
	Art 240	2	A
<i>Spring 2006</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 155	3	A-
	Physics 120	4	B-
	Bowling 100	1	A
<i>Summer 2006</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 250	3	B+
	English 250	3	B+
*** B.A. degree awarded to: August 12, 2006 ***			
<i>Fall 2006</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 300	3	A-
	Spanish 100	4	A
	Golf 100	1	C

In this instance, the GPA is calculated using Summer 2006, Spring 2006, Fall 2005 (equivalent to 1 year), and Spring 2005, Fall 2004 (equivalent to 1 year) semester grades. Note: Grades for Winter 2006 are not counted, as they are transfer hours. Grades for Fall 2006 are not counted, as they are courses taken after the degree was awarded.

Example 2

Beginning of Transcript			
<i>Fall 2006</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 300	3	A-
	Spanish 100	4	A
	English 300	3	B
<i>Spring 2007</i>	<i>Course</i>	<i>Hours</i>	<i>Grade</i>
	Poly Sci 350	3	A
	Aviation 250	3	B
	Softball 100	1	A-
*** B.A. degree awarded to: May 5, 2007***			

In this instance, the GPA would be calculated using Spring 2007 and Fall 2006 (equivalent to 1 year) semester grades. There are no other hours to consider.

- **Reviewing GRADUATE transcripts:**

If a student has been awarded a bachelor's degree and has completed graduate coursework, use the applicant's last 2 years of undergraduate academic work listed on the transcript and all graduate level work.

**Step 2:** Enter GPA data into SIS. (See screen shot.)

- Open Grad Applicant module from the Switchboard.
- Enter applicant name in Student filter. Click Filter button.
- Click Transcript button. This opens the [Transcript Information and GPA Calculation Entry] screen.

The following steps assume that the transcript data (type, institution, major, degree, year) has already been entered by the department.

- Click on the left side of the screen to choose the **undergraduate** transcript.
- Enter GPA Scale (the letter grade of A is equivalent to x). Examples: A=4.0 or A=15.
- Enter Earned Credit Hours, Grade, and Grade Point Weight for each grade (per Step 1). To change this to datasheet view, right-click anywhere in the form, choose Subform and Datasheet. This view will allow you to use the arrow keys. To return to the default view, exit the screen and go back into it.
- Click on the left side of the screen to choose the **graduate** transcript(s).
- Enter GPA Scale (the letter grade of A is equivalent to x). Examples: A=4.0 or A=15.
- Enter Earned Credit Hours, Grade, and Grade Point Weight for each grade (per Step 1).

**Step 3:** Print out the GPA Calculation Report. Click on the button, right-click on the report, and choose Print.

**Step 4:** Make note on the GPA Calculation Report if the Bachelor's degree is not comparable to our institution's Bachelor's degree (at least 60 semester hours in residence at the degree granting institution). If the institution uses quarter hours, calculate the semester hours:

Equation: Quarter hours x .67 = semester hours

Example: 149 quarter hours x .67 = 99 semester hours (no letter required)

**Step 5:** Add the GPA calculations to the application screen. Confirm that the information has been entered by moving the Transcript screen to the right.

The screenshot shows the 'Prior Education and Transcripts' application window. It features a 'Transcript Information and GPA Calculation Entry' section with a table of transcripts and an 'Overall GPA Summary Data' table. Callouts indicate the following steps:

- Step 2d:** Points to the 'Add Transcript (below)' button.
- Step 2g:** Points to the transcript table.
- Step 2e & 2h:** Points to the 'Earned Credit Hours' and 'Grade' fields in the detailed entry form.
- Step 2f & 2i:** Points to the 'Grade Point Wght' field in the detailed entry form.
- Step 5:** Points to the 'GPA Calc Report' button.

The 'Overall GPA Summary Data' table is as follows:

		Combined GPA: 3.08	
Undergrad	Avg Lvl GPA	2.67	
Sum Earnd Hrs	12	Sum Grd PT Wght	8
Graduate	Avg Lvl GPA	3.43	
Sum Earnd Hrs	14	Sum Grd PT Wght	6.5

The transcript table shows the following entries:

type	institution	major field	degree	year	transcripts received?	Notes
UG	Mennonite Coll of Nursing	BA	0000	History		Notes
UG	Univ of IL Urbana-Champaign	BA	1999	Nursing		Notes
Grad	Univ of Wyoming	MA	2004	History		Notes
*			0000			Notes

The detailed entry form for the selected transcript (Mennonite Coll of Nursing) includes the following fields:

- type: UG
- institution: Mennonite Coll of Nursing
- major field: History
- degree: BA
- year: 0000
- transcripts received?:  Y  N  NA
- scale: 4
- Enter credit hours by grade for this institution and degree:
 

Degree	Earned Credit Hours	Grade	Grade Point Wght
BA	4	A	4
BA	4	B	3
BA			
BA			

**Step 6:** Return application packet and GPA Calculation report to departmental office.