

GPA Calculation Worksheet

To ensure that your application is processed accurately and efficiently, please complete this worksheet and return it with your application. All applicants are required to compute, at minimum, one of the following grade point averages: (1) overall under graduate GPA, (2) undergraduate GPA based on the last two years of study (based on last 60 credits of undergraduate coursework), or (3) overall graduate GPA (based on a minimum of 18 credit hours). Applicants must also provide the course number and title of a three-credit-hour course in research and evaluation or statistics. See bottom of this sheet to calculate undergraduate GPA based on the last two years of study.

GRADE POINT AVERAGE*

Overall undergraduate GPA on a 4.0 scale averaged across all undergraduate schools attended	
Undergraduate GPA on a 4.0 scale based on the last two years of study	
Overall graduate GPA on a 4.0 scale averaged across all graduate schools attended	
Grade in a three-credit-hour course in research and evaluation or statistics	
Course Number and Title _____	

* All grade point averages must be translated into a semester-hour system and calculated on a four-point scale; contact your respective institutions for difficulties in making these conversions (professional agencies must translate all foreign transcripts). For combining across schools, be sure to weigh each school's cumulative GPA appropriately. Use the following formula to calculate GPA for undergraduate and graduate schools separately; please show calculations:

$$\frac{(\text{GPA School 1} \times \text{Number of Credits School 1}) + (\text{GPA School 2} \times \text{Number of Credits School 2}) + (\text{etc. for all schools})}{\text{Total number of credits (from all schools combined)}} = \text{Overall GPA}$$

Undergraduate GPA Based on the Last Two Years of Study

■ Undergraduate GPA based on the last two years of study includes the last 60 semester hours taken at the undergraduate level. GPA must be translated into a semester-hour system and calculated on a four-point scale. Please contact your respective institutions for difficulties in making these conversions.

■ If you apply to the Specialist Program in School Psychology before you have completed your bachelor's degree, your calculation would not include your current term of enrollment.

■ This GPA worksheet includes all coursework completed. Do not include courses that were dropped or courses that do not award letter grades. If you have repeated a course, include only the higher grade.

■ Use this worksheet to calculate GPA based on the last two years of study. Please show all calculations.

Grade	Total Semester Hours	Multiply by	Grade Points
A+		x4.0	
A		x4.0	
A-		x3.7	
B+		x3.3	
B		x3.0	
B-		x2.7	
C+		x2.3	
C		x2.0	
C-		x1.7	
D+		x1.3	
D		x1.0	
D-		x0.7	
F		x0.0	

Total Number of Grade Points ÷
Semester Hours = GPA Total
Number of Credit Hours