

GPA Calculation Worksheet

Name: _____ SSN: _____

All applicants are required to compute, at minimum, one of the following grade point averages: (1) overall undergraduate 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. Please see the bottom of this sheet to calculate undergraduate GPA based on the last two years of study.

To ensure that your application is processed accurately and efficiently, please complete this worksheet and return it to:

NOVA SOUTHEASTERN UNIVERSITY
Enrollment Processing Services (EPS)
Attn: Center for Psychological Studies
3301 College Ave.
P.O. Box 299000
Fort Lauderdale-Davie, Florida 33329-9908

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 this 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 before you have completed your baccalaureate 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, only include the higher grade.
- Use this worksheet to calculate GPA based on last two years of study. Please show all calculations.

Grade	Total Semester Hours	Multiply by:	Grade Points
A+		X 4.0	
A		X 4.0	
A-		X 3.7	
B+		X 3.3	
B		X 3.0	
B-		X 2.7	
C+		X 2.3	
C		X 2.0	
C-		X 1.7	
D+		X 1.3	
D		X 1.0	
D-		X 0.7	
F		X 0.0	
Totals			

$$\text{Total Number of Grade Points} \div \text{semester hours} = \text{GPA Total Number of Credit Hours}$$

Signature: _____ Date: _____