

## To Use the Automatic GPA Calculator:

1. Right click anywhere on this document.
2. Select “Save as” and save it to your computer.
3. Open the document using Adobe Reader (default).

# How to Calculate Your GPA



*Before calculating your GPA using the attached worksheets, please read the following guidelines. If you have any questions, you can contact the University Freshman Center at 718-990-5858/2772/5809.*

## Need to Know Terminology to Calculate your GPA:

- **Final Grade** is used to determine your GPA. You can forecast your GPA by using your midterm grades or estimated grades and following the same formula.
- **Quality Points** convert a letter grade to a number on a scale from 0.0 - 4.0. For example, a grade of "A" is equivalent to 4.0 quality points.
- **Course Credits** are credit hours awarded for successful completion of academic course work. Check the undergraduate bulletin if you are unsure of how many credits your course is worth.
- **Total Earned Quality Points** are calculated by multiplying the quality points of the grade in each course by the number of course credits.

## To Find Your Cumulative GPA:

- Add together all of the quality points from previous semesters and divide by the total course credits you have taken.

## Do's and Don'ts when Calculating GPA:

- **DO NOT** simply add each semesters' GPAs together and calculate the average.
- **DO** calculate your GPA during the semester to check your progress.
- **DO NOT** use grades of WD, UW, P, X, or the courses' associated number of credits when calculating your GPA. The credits from "Pass-Fail" courses will count towards your final degree but they are not included in your GPA.
- **DO** use ABX and ABF course credits and zero quality points when calculating your GPA. These marks will negatively impact your GPA. Once a make-up exam has been completed and the professor has submitted a change of grade, you can recalculate your GPA accordingly.

## Important facts to know about Pass-Fail, WD and UW Grades:

- **AU:** mark assigned to undergraduates whose application for the audit option is approved. Students auditing a class receive no credit for it. Courses taken on an audit basis may not be repeated for credit.
- **P:** grade assigned to undergraduates whose application for the "Pass-Fail" option is approved and whose work is considered satisfactory.
- **X:** grade assigned to undergraduates approved for the "Pass-Fail" option whose work is considered unsatisfactory.
- **ABX:** mark assigned to undergraduates approved for the "Pass-Fail" option who miss their final examinations. ABX will be calculated in your GPA as an "F" until a make-up is completed and the professor has submitted a change of grade.
- **ABF:** mark assigned to undergraduates not exercising the "Pass-Fail" option who miss their final examinations. ABF will be calculated in your GPA as an "F" until a make-up is completed and the professor has submitted a change of grade.
- **WD:** mark assigned upon the completion of the of the official withdrawal process, a process that can only be initiated by a student.
- **UW:** mark of unofficial withdrawal which may be assigned (at the instructor's discretion) in cases in which there is insufficient basis for an earned grade. Students may not request this.

*Note: This information can also be found in the [Undergraduate Bulletin](#).*

# How to Calculate Your GPA



## Semester GPA

**Instructions:** Use the drop-down menus to select your final grade and course credits for each of the courses you are taking this semester. For your convenience, you may type in the course name as well. Your unofficial semester GPA will be automatically calculated at the bottom of the page.

**Note:** You can calculate your GPA multiple times throughout the semester using your expected final grade to check your progress.

<input type="text"/>	Final Grade	Quality Points	Course Credits	Total Earned Quality Points
Course # 1:				==
Course # 2:				==
Course # 3:				==
Course # 4:				==
Course # 5:				==
Course # 6:				==
Course # 7:				==
Course # 8:				==
		<b>TOTALS:</b>		

$$\frac{\text{Total Earned Quality Points}}{\text{Total Course Credits}} = \text{Total Semester GPA}$$

\*Use these totals on the next sheet to calculate your cumulative GPA.

## Cumulative GPA

**Instructions:** After calculating your semester GPA, type the **Total Earned Quality Points** and the **Total Course Credits** into the cells below. For your convenience, you may also type the semester name (i.e. Fall 2015). Repeat the above steps for each previous semester and current semester. (Projected grades must be used while the current semester is in progress.)

Your unofficial cumulative GPA will be automatically calculated at the bottom of the page.

	Total Semester Earned Quality Points	Total Semester Course Credits	Semester GPA
Semester # 1:			=
Semester # 2:			=
Semester # 3:			=
Semester # 4:			=
Semester # 5:			=
Semester # 6:			=
Semester # 7:			=
Semester # 8:			=
<b>TOTALS:</b>			

$$\frac{\text{Total Earned Quality Points}}{\text{Total Course Credits}} = \text{Total Cumulative GPA}$$