

## DEPARTMENT OF BIOLOGY

### Grade Point Calculation Worksheet

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\_\_\_\_\_  
Name

\_\_\_\_\_  
CMU Student # (if known)

This worksheet is to be completed and submitted with your application. Your application is considered incomplete if this form is not returned. Please read the instructions carefully.

#### Instructions for calculating Biology Grade Point Average

1. Convert quarter or trimester credit hours to semester credit hours using the formula below.

**Quarter credit hours x 0.66 = semester credit hours.**

Example: Convert 8 quarter credit hours to semester credit hours ( $8 \times 0.66 = 5.28$ ).

2. List all biology courses, semester credit hours, and numeric grade (any numeric scale possible) in the table on the following page.
3. Grades given as letters should be converted to a numeric score (4 pt. scale) using the following guide.

A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 D- = 0.7 E/F = 0.0

4. For each Biology course, multiply the numeric grade by the number of semester credit hours to create a grade point.

Example 1: B- in a 4 credit hour course is equal to 10.8 grade points ( $2.7 \times 4 = 10.8$ ).

Example 2: 92 in a 3 credit hour course is equal to 276 grade points ( $92 \times 3 = 276$ ).

5. Sum all grade points and semester credit hours.
6. The Biology GPA is calculated by dividing the total number of grade points by the total number of credit hours.
7. If the Biology GPA is not on a 4 pt. scale, convert to 4 pt. scale using the following formula.

$$\text{GPA on 4.0 scale} = (\text{GPA on M scale}) \times (4.0/M)$$

Where M can be any numeric scale

List all biology courses and their semester credit hours. Calculate an overall Biology GPA.

Course designator	Title	Credit hours	Course Grade (number scale)	Grade Point (cr. hr. * grade)

**SUM** \_\_\_\_\_

Name: \_\_\_\_\_

**Calculated Biology GPA =** \_\_\_\_\_