



## Superintendent's Circular

NUMBER:  
CAO-06  
Version 01

### GRADE POINT AVERAGE CALCULATION METHOD

*This Circular will remain in effect unless rescinded or superseded by a subsequent version.*

#### RATIONALE

The purpose of this document is to outline how grade point averages (GPAs) are calculated and used within the Boston Public Schools.

#### DEFINITION

The grade point average (GPA) is a standard numerical conversion of letter grades given to a student. The GPA is a standard method of comparing the cumulative academic performance of students in grades 9-12 and sharing that information. The GPA is used for several purposes such as college admissions, high school ranking, and selective program admissions. The GPA calculation takes in a variety of information from courses such as credits and academic level.

#### GPA CALCULATIONS

Use the following steps to complete the weighted GPA calculation:

**Step 1.** Convert each final grade (numeric or letter grade) to its equivalent on the 4.0 scale.

**Step 2.** Weight grades by adding .5 to each converted grade earned in an Honors level course and 1.0 to each converted grade earned in Advanced Placement or Dual Enrollment course.

**Step 3.** Multiply each converted grade or, if applicable, each weighted grade by the course credits earned. *Where a full-year course equals 1 credit; a semester course equals .5 credits; a quarter course equals .25 credits.*

**Step 4.** Sum all the weighted grade points from Step 3.

**Step 5.** Divide total from Step 4 by total number of course credits attempted. *Where a full-year course equals 1 credit; a semester course equals .5 credits; a quarter course equals .25 credits.*

**Step 6.** The quotient is the student's weighted GPA.

**GPA = Total (Point + Weight) \* Credit) for all courses / Total Credits for all courses**

## **COURSE INFORMATION**

### **1. Course**

- a. Student courses taken in grades 9-12 will be included in the GPA calculation. High school level courses taken by a student in middle school grades will not be included in the calculation.
- b. Include in GPA or InGPA flag
- c. This indicator describes the courses that will be included in any academic GPA calculation. Courses

that are required for graduation are included in GPA calculations. Courses that typically are excluded from academic GPA calculations include enrichment courses, functional courses, study periods and administration blocks such as lunch. The district determines which courses are included within a student's GPA calculation, additionally such courses may also be required by schools for graduation. The Division of Academics maintains and updates the list of all applicable courses to be included in the GPA calculation. School users can find InGPA information in the Course Catalog feature in Aspen.

## 2. Credits

- a. Credits describe the number of 'points' that a course will receive in a GPA after the course is completed. In general, most courses will have 1 credit. However, certain courses may have more than 1 credit, such as double-blocked humanities courses. Similarly, some courses have fewer than 1 credit, such as 1 semester (half-year) courses. In the cumulative GPA calculation within a school year, quarter or term grades for a 1 semester course will be attributed .25 credits in the GPA calculation.
- b. Credits are generally distributed based on the successful completion of the competencies of the course.
- c. Transfer-in credits are credits that a student earns in a setting outside of BPS. These credits are included on a student's transcript and count towards a school's graduation requirements. Therefore, these credits will

be used in the GPA calculation. This is in alignment with the [Massachusetts Board of Higher Education's \(MA BHE\) process of calculating GPAs](#).

### 3. Academic level

- a. The academic level of a course can be one of 8 options (see table below).
- b. Weights are applied to courses through the academic level of the course. The following weights are given to each academic level based on the MA Board of Higher Education recommendations ([Link to full weighting chart](#)).

Weighting	Course Academic Level		
Not included	Functional	Untracked	
+0 (standard)	Regular		
+0.5	Honors	IB MYP	
+1.0	College	AP	IB DP

### GPA CALCULATION DATES (BPS CALENDAR)

[The GPA calculation dates for SY24 can be found here.](#)

### GPA INCLUDED IN TRANSCRIPT

While there are several GPA calculations in Aspen, only the cumulative weighted academic GPA calculation is included on a student's official transcript. The quarter, semester, and final GPAs

are saved throughout the school year but will be overwritten each year. The final cumulative GPA (accumulation over grades 9-12) as of the current year is saved in Aspen and transferred to the Data Warehouse.

## HELPFUL LINKS

[Grade Point Average \(GPA\)](#) Help Guides for Aspen

[Weighting Chart](#)

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