SELF-REPORTED UNDERGRADUATE GPA COMPUTATION WORKSHEET
FOR GRADUATE APPLICATIONS

Name: _____   Date of Birth: _____
(Please print)

Applicants for graduate study at The Florida State University are required to compute a grade point average on all work attempted while registered as an upper-division undergraduate student, unless the institution uses a non-traditional grading system. An accurate self-reported GPA will help to expedite the admission process.

Please use these guidelines

- Upper-division undergraduate coursework includes the entire term in which you attempted your 60th semester (or 90th quarter) hour and continues until completion of the baccalaureate degree. If you have not yet graduated, the calculation of your GPA will continue up to, but not include, the current term of enrollment. The current term is considered the term in progress.
- This GPA calculation includes all graded coursework. Do not include courses that were dropped or courses that do not award letter grades (e.g., satisfactory/unsatisfactory grades).

Converting quarter hours to semester hours

- If all hours were earned at institutions using only quarter hours, you do not have to convert to semester hours. You can use the quarter system credit hours to complete the calculation.
- Do not combine quarter credit hours with semester credit hours; instead, convert quarter hours to semester hours using the following equation:

Divide the total number of quarter credit hours by 1.5 and divide the number of grade points by 1.5.
(Example: 60 quarter hours ÷ 1.5 = 40 semester hours and 180 grade points ÷ 1.5 = 120 grade points)

Grade and Grade Values

			B+	=	3.25	C+	=	2.25	D+	=	1.25
A (or A+)	=	4	B	=	3	C	=	2	D	=	1	F	=	0
A-	=	3.75	B-	=	2.75	C-	=	1.75	D-	=	0.75	Inc	=	0

Sample Calculation

Grade	Credit Hours		Quality Points		Grade Points
A (or A+)	15	x	4	=	60
A-	3	x	3.75	=	11.25
B+					
B	6	x	3	=	18
B-					
C+	6	x	2.25	=	13.5
C					
C-	3	x	1.75	=	5.25
D+					
D					
D-					
F / Inc	3	x	0	=	0
	36				**108**

Total grade points   **108**
_____ = _____ = **3.0**
Total credit hours   **36**

Use this form to calculate your upper-division GPA

Grade	Number of Credit Hours	Multiply by	Number of Grade Points
A (or A+)		x 4	
A-		x 3.75	
B+		x 3.25	
B		x 3	
B-		x 2.75	
C+		x 2.25	
C		x 2	
C-		x 1.75	
D+		x 1.25	
D		x 1	
D-		x 0.75	
F / Inc		x 0	
Totals			

Total grade points
_____ = _____ = _____
Total credit hours   Result

If your undergraduate institution uses a
non-traditional grading system, enter N/A.

Return this form to: The academic department to which you are applying
Florida State University, Tallahassee, FL 32306