## GPA Calculation User's Guide

## WEB ADDRESS FOR GPA CALCULATOR HOME PAGE

https://www.missouristate.edu/registrar/gpa-calculator.htm

## WEB ADDRESS FOR GPA CALCULATOR

https://mis.missouristate.edu/Student/gpaCalculator

#### INTRODUCTION

The purpose of this document is to assist you in calculating various grade point average (GPA) scenarios using the Missouri State University GPA Calculator. It can be used to calculate a variety of the different GPAs you have using the instructions found below.

## BASIC EXPLANATION OF HOW A GPA IS CALCULATED

There is some basic terminology to know related to how a GPA is calculated.

- GPA Hours-This is the number of credits that a course is worth. Note: There are some grades
  that do not count towards a GPA. See Appendix A for a chart that shows each grade and
  whether it is GPA applicable. Such grades are not included for use in the GPA calculator.
- Quality (or Grade) Points-This is the number of points that each credit of the course is worth.
   For example, one credit of "A" is worth 4 points while one credit of "D" is worth 1 point. See Appendix A for the University's grading chart to determine how many points each grade is worth.

Your GPA is the average of all the GPA hours and quality points that count towards a particular GPA. In this simple example below, we will calculate an example where a student completed three courses.

Course	<b>GPA Hours (Credit Hours)</b>	Grade	Quality (or Grade) Points
ABC 123	3	Α	12 (3 credits x 4 points=12)
ABC 124	2	В	6 (2 credits x 3 points=6)
ABC 125	1	С	2 (1 credit x 2 point=2)
Totals	<b>6</b> (3 + 2 + 1=6)		<b>20</b> (9 + 8 + 2=19)
GPA	3.33	20/6=3.3333*	

<sup>\*</sup>Rounding is based on third digit after decimal (0-4 rounds down, 5-9 rounds up)

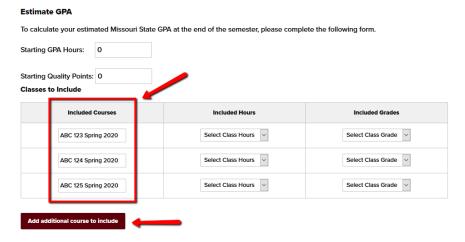
## CALCULATION OF A MISSOURI STATE TERM (SEMESTER) GPA

Your term GPA is the GPA you earned in a particular semester of courses at Missouri State. Since this GPA is based on only the courses of that semester, previous GPA hours and quality points do not matter. In the below example, we will re-create the GPA calculation shown in the preceding section.

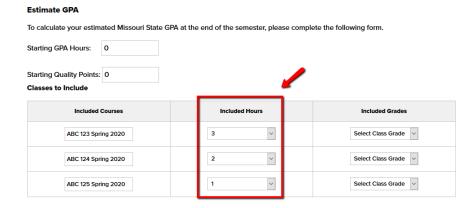
1) On the GPA calculator, enter a starting GPA hours of "0" and a starting quality points of "0" since previous GPA hours and quality points are not part of a semester GPA.

#### **Estimate GPA** To calculate your estimated Missouri State GPA at the end of the semester, please complete the following form. Starting GPA Hours: Starting Quality Points: 0 Included Courses Included Hours Included Grades Select Class Hours V Select Class Grade V Add a course name Add a course name Select Class Hours V Select Class Grade V Add a course name Select Class Hours V Select Class Grade V

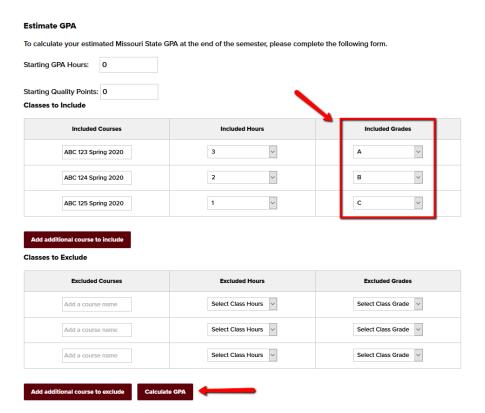
2) Add each course (and semester if desired) you are taking this semester to the "Included Courses" column. This should only include courses that will have a grade that is applicable to GPA calculation, so omit courses such as pass/not pass and audited courses. If you need to add more than three courses, click the "Add Additional Courses to Include" button just below the "Included Courses" column.



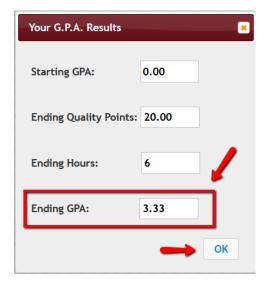
3) Add the number of credit hours each course is worth in the "Included Hours" column.



4) Add the grade that you anticipate earning in the "Included Grades" column. Click the "Calculate GPA" button at the bottom of the screen.

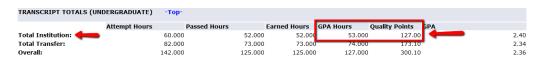


5) The "Your GPA Results" calculation screen will open to show you the result. To return to the GPA calculator, select the "OK" button.

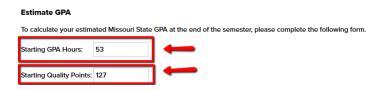


## CALCULATION OF HOW YOUR CURRENT COURSES WILL AFFECT YOUR MISSOURI STATE (INSTITUTION) CUMULATIVE GPA

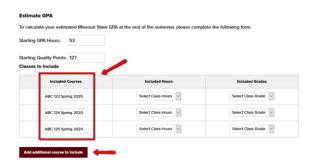
1) You will need to obtain your current MSU (institution) GPA hours and quality points. You can find this on your unofficial transcript, which can be accessed at My Missouri State>Student tab>My Academic Record channel>Unofficial Transcript link. This information is found near the bottom of your unofficial transcript in the "Transcript Totals" section as shown in the "Total Institution" row.



2) On the GPA calculator, enter the MSU starting GPA hours and quality points found in the previous step.



3) Add each course (and semester if desired) you are taking this semester to the "Included Courses" column. This should only include courses that will have a grade that is applicable to GPA calculation, so omit courses such as pass/not pass and audited courses. If you need to add more than three courses, click the "Add Additional Courses to Include" button just below the "Included Courses" column.

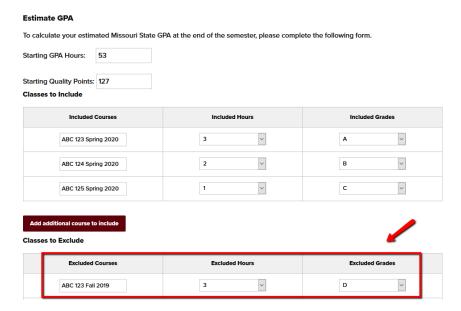


4) Add the number of credit hours each course is worth in the "Included Hours" column and the grade that you anticipate earning in the "Included Grades" column.

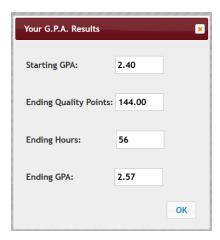


5) If any of your current semester courses are courses that you have completed in the past that you are repeating to improve your grade, you will need to enter the previous attempt in the "Classes to Exclude" section. Since this is an MSU cumulative GPA calculation, the previous attempt should only be listed here if it was attempted at MSU. A transfer attempt should not be taken out as it would not be part of your MSU cumulative GPA.

In this example, we'll say that the student completed ABC 123 in the previous semester and the student earned a grade of "D." Therefore, in the Classes to Exclude section, list "ABC 123 Fall 2019" as the "Excluded Course", "3" as the "Excluded Hours", and "D" as the "Excluded Grade." If none of the current semester courses are repeats, this step can be skipped.

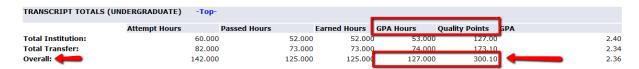


6) Click the "Calculate GPA" button at the bottom of the screen. The "Your GPA Results" calculation screen will open to show you the result. To return to the GPA calculator, select the "OK" button.

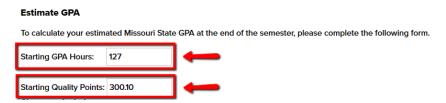


# CALCULATION OF HOW YOUR CURRENT COURSES WILL AFFECT YOUR COMBINED MSU + TRANSFER (OVERALL) CUMULATIVE GPA

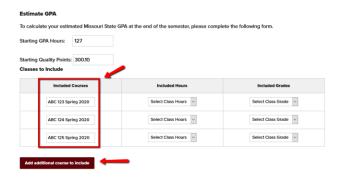
1) Obtain your current overall GPA hours and quality points from your unofficial transcript, which can be accessed at My Missouri State>Student tab>My Academic Record channel>Unofficial Transcript link. This information is found near the bottom of your unofficial transcript in the "Transcript Totals" in the "Overall" row.



2) On the GPA calculator, enter the Overall starting GPA hours and quality points found in the previous step.



3) Add each course (and semester if desired) you are taking this semester to the "Included Courses" column. This should only include courses that will have a grade that is applicable to GPA calculation, so omit courses such as pass/not pass and audited courses. If you need to add more than three courses, click the "Add Additional Courses to Include" button just below the "Included Courses" column.

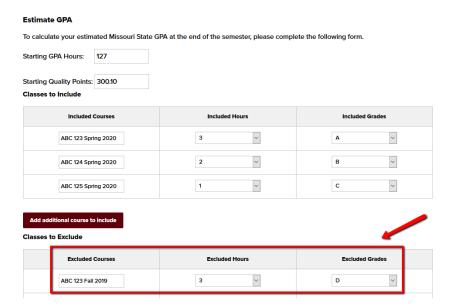


4) Add the number of credit hours each course is worth in the "Included Hours" column and the grade that you anticipate earning in the "Included Grades" column.

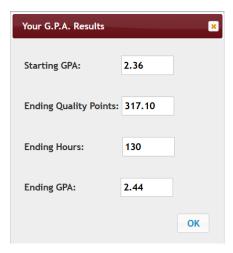


5) If any of your current semester courses are courses that you have completed in the past that you are repeating to improve your grade, you will need to enter the previous attempt in the "Classes to Exclude" section.

In this example, we'll say that the student completed ABC 123 in the previous semester and the student earned a grade of "D." Therefore, in the Classes to Exclude section, list "ABC 123 Fall 2019" as the "Excluded Course", "3" as the "Excluded Hours", and "D" as the "Excluded Grade." If none of the current semester courses are repeats, this step can be skipped.



6) Click the "Calculate GPA" button at the bottom of the screen. The "Your GPA Results" calculation screen will open to show you the result. To return to the GPA calculator, select the "OK" button.



# CALCULATION OF A GPA ON A BLOCK OF COURSES FROM THE DEGREE AUDIT (MAJOR GPA, MINOR GPA, GENERAL EDUCATION, ETC)

This type of GPA can be the most tedious to calculate as the degree audit does not display the GPA hours and quality points used to calculate the GPA. It just shows the calculated GPA. Therefore, to use the GPA calculator to project potential GPA scenarios, you will need to get all of the courses already completed and used by the corresponding degree audit block into the GPA calculator first in order to make up for the missing GPA hours and quality points.

A block on the degree audit is a section of the degree audit, such as a major or a minor. The block GPA is made up of the following:

- a) All of the courses listed in the block.
- b) Failed courses that could have applied to the block if they had been passed. Failed courses to do not appear in the block since they were not passed and therefore do not check off a requirement. They are found in the Audited, Dropped, Failed, Repeated section at the bottom of the degree audit.

In this example, we will pretend that a student is wanting to improve their minor GPA by retaking a couple of classes. This is what the student's minor looks like right now on the degree audit:



1) Go to the GPA calculator. Enter all of the coursework found in the minor block into the GPA calculator, including the course (and semester if desired), hours, and grades. You will need to add additional rows using the "Add additional course to include" button.

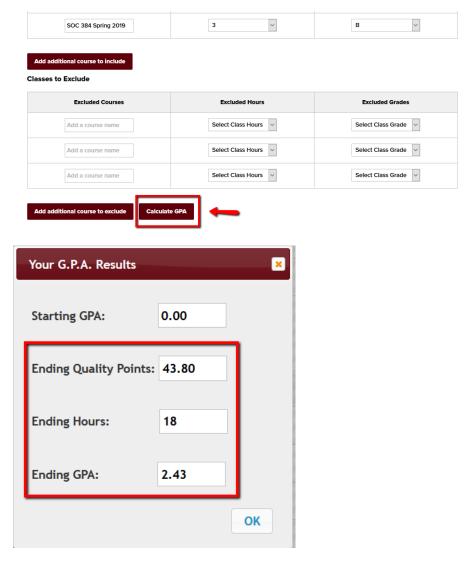
# Estimate GPA To calculate your estimated Missouri State GPA at the end of the semester, please complete the following form. Starting GPA Hours: O Starting Quality Points: O Classes to Include

Included Courses	Included Hours	Included Grades	
SOC 150 Spring 2017	3	C+	
SOC 325 Fall 2019	3	D	
SOC 315 Spring 2019	3	D	
SOC 332 Fall 2019	3	B+ V	
SOC 336 Summer 2019	3	Α 🔻	
SOC 384 Spring 2019	3	В	

Add additional course to include

2) Click the Calculate GPA button at the bottom to calculate the GPA. Check to see if the GPA calculated matches the GPA found on the degree audit. If it doesn't, make sure you entered everything correctly. Additionally, you may need to check the "Audited, Dropped, Failed, Repeated" section to see if there are failed courses that need to be added into the calculation.

There are some situations where failed courses may be eligible to be removed from block consideration. This would be for majors, minors, and general education where the student no longer intends to use the course to meet a requirement and has elected to take alternate coursework to meet the requirement. If this is the case, you can contact the Office of the Registrar at <a href="Registrar@missouristate.edu">Registrar@missouristate.edu</a> to determine if it can be removed. For other blocks, such as College of Business upper-division GPA, failed courses even if not used in the program must be counted and are included in such a calculation. Keep working on this until the GPA matches what is on the degree audit and ask the Office of the Registrar for assistance if needed.



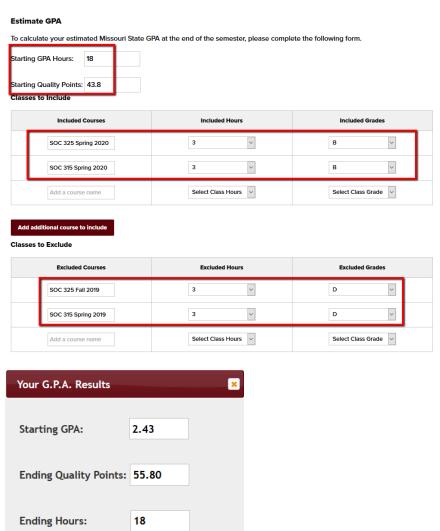
3) Once the GPA matches, there are two different approaches you can take, depending on your preference. Both are described below and will yield the same result.

#### Option A:

**Ending GPA:** 

3.10

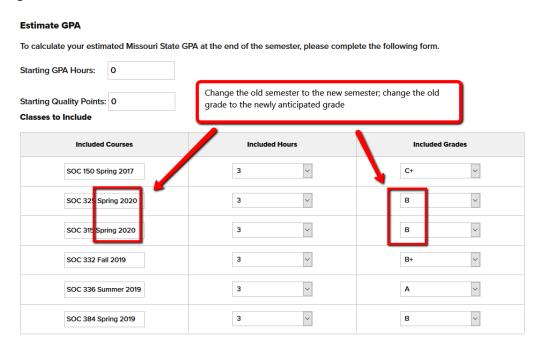
Use the quality points and GPA hours gathered above as the starting GPA hours and quality points. Remove all of the previously entered coursework as it is now represented in the starting GPA hours and quality points. You can do this by refreshing the page, which will reset it to the three default rows. On any unneeded rows within the three, just delete out the Included Courses, change the Included Hours to "Select Class Hours" and the Included Grades to "Select Class Grade." Add any new coursework in the Classes to Include section. If you are repeating one of the courses in the block already for GPA improvement, you will list the old version in the Classes to Exclude so it is deducted from the starting GPA hours and quality points. Calculate the GPA to figure what the new GPA would be.

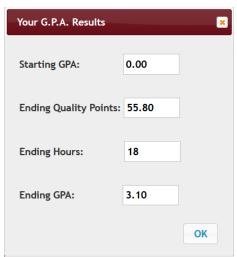


OK

### Option B:

Keep all of the coursework entered in the previous steps within the GPA calculator, leaving the starting GPA hours and quality points at 0. Add any new coursework to these courses. If you are repeating one of the courses already listed, you will retype the new semester and newly anticipated grade over the previous version. You will not enter the previous version in Classes to Exclude. Calculate the GPA to figure what the new GPA would be.





## APPENDIX A: GRADE POINT VALUES

Grade MSU / Transfer Equivalent	Interpretation	Counts in Credit Hours Earned	Grade or Quality Points Per Credit Hour	Counts in GPA Hours (used to calculate GPA)
A /TA	Outstanding work. Outstanding achievement relative to the level necessary to meet course requirements. Performance was of the highest level. Excellence while meeting course objectives was sustained throughout the course. Not only was the student's performance clearly and significantly above satisfactory, it was also of an independent and creative nature.	Yes	4.00	Yes
A- / TA-	Excellent work. Excellent achievement relative to the level necessary to meet course requirements. Performance was clearly and significantly above satisfactory, and was creative and independent.	Yes	3.70	Yes
B+ /TB+	Near excellent work. Achievement was significantly above the level necessary to meet course requirements. Performance was clearly and significantly above satisfactory, and was creative and independent.	Yes	3.30	Yes
В /ТВ	<b>Very good work.</b> Achievement significantly above the level necessary to meet course requirements. Performance was very good, although not of the highest level. Performance was clearly and significantly above satisfactory fulfillment of course requirements (For undergraduate students: B = meritorious; For graduate students: B = adequate).	Yes	3.00	Yes
B- / TB-	Good work. Achievement at a level just above that necessary to meet course requirements. Performance was notable.	Yes	2.70	Yes
C+ / TC+	Slightly above satisfactory work. Achievement that meets the course requirements. Performance was slightly more than adequate.	Yes	2.30	Yes
C /TC	<b>Satisfactory work.</b> Achievement that meets the course requirements. Performance was adequate, although marginal in quality (For undergraduate students: $C = adequate$ : For graduate students: $C = inadequate$ ).	Yes	2.00	Yes
C- /TC-	Slightly below satisfactory work. Achievement that barely meets the course requirements. Performance has been slightly below satisfactory and was marginal in quality. A C- will not fulfill a prerequisite of a C or better on any course, nor will it meet a C or better requirement on a major.	Yes	1.70	Yes

Grade MSU / Transfer Equivalent	Interpretation	Counts in Credit Hours Earned	Grade or Quality Points Per Credit Hour	Counts in GPA Hours (used to calculate GPA)
CR /TE	Credit by Prior Learning Assessment. Student receives credit for the course from credit by assessment or examination. Prior to fall 2017 such credit was recorded with a grade of P or TP.	Yes	0.00	No
D+ / TD+	Passing work. Achievement below satisfactory in meeting course requirements. Student demonstrated below satisfactory achievement in meeting course objectives, yet fulfilled a sufficient enough portion of the course objectives that repeating the course is not necessary unless required by the academic unit.	Yes	1.30	Yes
D/TD	Minimum passing work. Achievement barely worthy of credit. Student demonstrated unsatisfactory achievement in meeting course objectives, yet fulfilled a sufficient enough portion of the course objectives that repeating the course is not necessary unless required by the academic unit.	Yes	1.00	Yes
F/TF	Failed – no credit. A failure to meet course requirements. The work of course objectives were either: 1) completed but not at a level of achievement that is worthy of credit, or 2) have not been completed and there was no agreement between the instructor and the student that the student would be awarded an "I" (incomplete).	No	0.00	Yes
I	Incomplete. Grade assigned when due to unusual circumstances a small portion of a course, such as a term paper or final examination, has not been completed. (Refer to Incomplete Grade policy for more information.)	No	0.00	No
IP	In Progress course.	No	0.00	No
NG	Grade Not Yet Available/Extended Course. Grade assigned for extended course which has not yet ended.	No	0.00	No
NP / TT	<b>Not Pass.</b> Student did not pass the course under the Pass/Not Pass policy.	No	0.00	No
NR	<b>Grade Not Yet Reported.</b> <i>Grade not submitted by instructor on time.</i>	No	0.00	No
P / TP	Pass. Student passed the course under the Pass/Not Pass policy. Prior to fall 2017, credit by prior learning assessment was recorded as P or TP. Credit by prior learning assessment awarded after fall 2017 is recorded with a grade of CR or TE.	Yes	0.00	No

Grade MSU / Transfer Equivalent	Interpretation	Counts in Credit Hours Earned	Grade or Quality Points Per Credit Hour	Counts in GPA Hours (used to calculate GPA)
V	<b>Visitor.</b> Student completed the course under the Auditing a Course policy. No hours or points assigned.	No	0.00	No
w	<b>Withdrew.</b> Student withdrew from course without academic penalty. Prior to fall 2009 grade was recorded as an N.	No	0.00	No
XF/TXF	Failure due to academic dishonesty.	No	0.00	Yes
XM / XT	Academic Renewal. Grades and hours have been removed from GPA calculation.	No	0.00	No
Z	<b>Deferred grade.</b> Assigned only to students enrolled in 600-level or higher courses, restricted to graduate theses, graduate problem courses, or graduate seminars which might not be completed within a semester. Z grades not removed within four calendar years, will be changed to a W.	No	0.00	No