

Instructions for GPA Calculation

Complete only the **YELLOW** sections.

[A] **SCHOOL.** Type in name of school.

[B] **GRADE.** Type in grade in which the student is currently enrolled. (i.e., 9, 10, 11 or 12)

[C] **LAST NAME.** Type in student's LAST name.

[D] **FIRST NAME.** Type in student's FIRST name.

At this point, do a "Save As" for your worksheet. Name the file so it clearly indicates your team and student's name (ex: GPACalculation_CityHS_Smith). Save your work regularly so you don't have to redo it if your file closes unexpectedly.

[E] **YEAR.** Enter the year of course work being accepted (i.e., 2006).

[F] **COURSES.** Enter all acceptable courses (for AcaDeca GPA) in the appropriate semester.

[G] **GRADE.** Enter the letter grade received for each course listed. (i.e., A+, A, A-)

POINTS. Points for each course will be automatically calculated. Points can be verified per the key at the bottom of the GPA Calculation Worksheet.

[H] **CREDIT HOURS.** Enter the number of credit hours received for each class listed. Use the following as a guide unless your school's curriculum defines the specific credit hours earned by a course:

1.00 credit hours would be a full year grade.

.50 (1/2) credit hours would be a half year grade.

.33 (1/3) credit hours would be a trimester grade.

.25 (1/4) credit hours would be a quarter year grade.

The formula will convert it into the appropriate number for calculation.

Variable Credits

Schools (i.e., alternative independent schools, charter schools, etc.) that use variable credits based on how much students have completed throughout the year. Their credits are 10.00 for one year and 5.00 for a semester. Consequently, if a student received 7.00 credits for one class, this would equal .70. (3.00 credits would equal .30, etc..). You are just changing the decimal to convert from their credit hours to USAD's scale. [USAD, 11.06.09]

TOTAL POINTS. This field calculates automatically. You DO NOT need to type in any information. The calculation is POINTS x CREDIT HOURS.

CALCULATED GPA. The calculated GPA represents the student's GPA for the purpose of AcaDeca Competition.

Fields not shaded in yellow are protected and automatically calculate. The formula uses the USAD accepted cut off GPA's to identify the lowest division in which the student may compete. Students can always compete in a higher division, but may NOT compete in a lower division. The division indicated by YES is the lowest division in which this student may compete in Academic Decathlon.

GPA Calculation Instructions (Last Revised 12/07/09)

