



THOMPSON RIVERS UNIVERSITY

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# Make the Grade: The Facts About GPA And Academic Probation

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## 1. Introduction

This handout is designed for students who are interested in improving their GPA, and it may be especially valuable for students who are experiencing academic difficulty and are on Academic Probation. It addresses questions such as “what is Academic Probation”, and “how is GPA calculated”. It also includes a GPA calculation worksheet to assist you in calculating your term GPA.

We hope that this handout will be helpful to you, and if you have any questions concerning your academic performance while studying at TRU, we encourage you to contact the appropriate student services department listed below.

All the best in your studies at Thompson Rivers University!

Aboriginal Services.....Gathering Place, House #5; Phone (250) 828-5246

Academic Advising.....RM OM1100; phone (250) 828-5075

Assessment Centre.....RM OM1762, phone (250) 828-5470

Chaplain’s Office.....RM OM1673; phone (250) 371-5940

Counselling .....RM OM1651; phone (250) 828-5023

Disability Services.....RM OM1651; phone (250) 828-5023

Financial Aid and Awards.....RM OM1641; phone (250) 828-5024

Health Services.....RM OM1461, phone (250) 828-5126

Student Affairs.....RM OM2465; phone (250) 371-5738

Student Employment Centre...RM OM1712; phone (250) 371-5627

Student Society.....RM IDC 273; phone (250) 372-5882

Registrar’s Office.....RM OM1155; phone (250) 828-5036

Wellness Centre.....RM OM1664, Phone (250) 828-5010

## 2. What is a Grade Point Average (GPA)?

Your **Grade Point Average (GPA)** is a measure of how well you are doing in your academic studies. At TRU, the academic grading scale goes from “A+” to “F”, with corresponding grade points ranging from the highest “4.33” to the lowest “0.00”. A student’s Grade Point Average, or GPA, is a mathematical calculation that indicates where an average of the grades falls on the scale.

The letter grade is assigned a grade point value according to the **Grading Systems-ED 3-5 POLICY**, as shown below. Each letter grade has a numeric grade point value assigned which is used to provide for a TRU-based term and cumulative term grade point average (GPA). This policy and all others can be found at <http://www.tru.ca/policy/allpolicy.html>

<b>Academic/Career/Developmental Programs</b>			
Letter Grade	Numerical Grade	Grade Pts	Letter Grade Definitions
A+	90 - 100	4.33	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
A	85 - 89	4.00	
A-	80 - 84	3.67	
B+	77 - 79	3.33	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
B	73 - 76	3.00	
B-	70 - 72	2.67	
C+	65 - 69	2.33	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.
C	60 - 64	2.00	
C-	55 - 59	1.67	Pass. Some understanding of principles and facts but with definite deficiencies.
D	50 - 54	1.00	Minimal Pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.
F	0 - 49	0.00	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.
DNC		0.00	Did not complete the course - no official withdrawal or less than 50% of course work completed.

<b>Vocational Trades/Non-Trades Programs</b>			
Letter Grade	Numerical Grade	Grade Pts	Letter Grade Definitions
A+	98 - 100	4.33	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
A	94 - 97	4.00	
A-	90 - 93	3.67	
B+	86 - 89	3.33	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
B	82 - 85	3.00	
B-	78 - 81	2.67	
C+	74 - 77	2.33	Satisfactory Pass. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline, but with definite deficiencies.
C	70 - 73	2.00	
F	0 - 69	0.00	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.

**a. What is a term grade point average (TERM GPA)?**

Your term GPA is the average of your grades for only one semester.

For example, if a student earns grades of “A-“ in all courses, he or she would have a TERM GPA of 3.67. A GPA of 3.67 or higher, is regarded as first Class Standing.

**b. What is a cumulative grade point average (CUM GPA)?**

Your cumulative GPA is a calculation of the average of all your grades for all semesters and courses completed at TRU.

**NOTE: Courses completed at other institution do not affect your cumulative GPA at TRU. Transfer credits earned from course work completed at other institutions will be recorded on your TRU transcripts, but not the grade attained in each course.**

Your TERM GPA and CUM GPA are shown on your educational transcript. You can request an official copy of your transcript at the Registrar’s Office, RM OM 1155, for a \$5 fee, or you can attain an unofficial copy by logging in to *TRU Online*. For more information about obtaining your transcripts please go to the TRU website at <http://www.tru.ca/registration/transcript.html>

**Sample of a TRU transcript**

Course	Course Title	CRD	GRD	GRDPT
	FALL SEMESTER 2005			
ENGL 110	COMPOSITION	3.00	A	12.00
PSYC 111	INTRO TO PSYC 1	3.00	C+	6.99
MATH 110	FINITE MATH	W		
	TERM GPA 3.16	CREDIT 6.00		
	CUM GPA 3.16	CREDIT 6.00		

**TERM GPA: GPA for one semester; Cumulative GPA: GPA for all semesters taken at TRU;**

**3. How is TERM GPA calculated?**

The first step in calculating TERM GPA is to determine each course’s “grade point value” or GRDPT (see sample transcript above). The GRDPT calculation is made by multiplying the course credits by grade points assigned to the letter grade. You need to refer to the Grading System- ED 3-5 policy on the preceding page to find out how many grade points a letter grade is worth.

In the example above, the 3 credit course English 110, with an “A” grade, would be given 12.00 GRDPT. Based on the grading system an “A” grade is assigned a grade point of 4.00.

(3 multiplied by 4.00 = 12.00). The 3 credit course PSYC 111, with a C+ grade, would be given 6.99 GRDPT (3 multiplied by 2.33= 6.99). The MATH 110 course is not included in the GPA calculation because it was a course withdrawal. There are no credits and no GRDPT recorded for a withdrawn course. A “W” does not affect GPA; but if a course is not completed successfully, and you have a “DNC” (did not complete) or “F” (fail), then the credits still must be included in the calculation.

The second step in calculating TERM GPA, is to divide total GRDPT by total credits. In other words, add up total GRDPT values for all courses taken in the semester, and then add up total credits attempted in the semester. Next, divide the total GRDPT by the total number credits.

For example,  $12.00 + 6.99 = 18.99$ ; 18.99 total GRDPT value; 18.99 divided by 6.00 credits equal TERM GPA of 3.16; or  $18.99 / 6.00 = 3.16$ . Refer to the worksheet provided at the end of this handout for more detailed instructions.

**a. Which courses are used in the GPA calculation? Are UPrep and CESL courses taken into account?**

All transcript-able credit courses are used in the GPA calculation. For example, English 060 is a UPrep course, and even though it does not count as credit towards a degree, it is still a credit course that will show on your transcript, and therefore, it will be included in your GPA. The same is true for CESL courses.

**b. Does repeating a course remove a low grade from a transcript?**

A transcript is an accurate record of all courses attempted. Therefore, repeating a course does not remove the lower grade from a transcript, but only the higher grade will be used in the cumulative GPA calculation.

Depending on your situation you may want to retake a course in which you attained a “D” or “F” or “DNC” grade. When a course is repeated at TRU, only the highest grade is used to determine your CUM GPA. If you need to take a course for a third time, you will need written approval from the Chair of the department offering the course (refer to Policy ED 3-3: Course and Program Repeaters; <http://www.tru.ca/policy/allpolicy.html>).

**c. How does a “DNC” or an “F” affect GPA?**

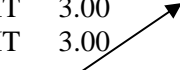
When a student drops out and does not complete the course, or does not attend the final exam, a letter grade of “DNC” is given which stands for “did not complete”. A “DNC” affects GPA the same as an “F” grade does for “failing” the course. The grade point value for both a “DNC” and an “F” are 0.00.

**d. What is a deferred grade, or “DEF”?**

For extenuating circumstances, you could ask your instructor for additional time, up to a maximum of six weeks, to complete course assignments. If your instructor agrees to give you extra time, you will be given a course deferral (DEF). If no grade is submitted within six weeks, the DEF will be changed to a DNC (did not complete) after six weeks.

**For example, consider the DEF in this transcript:**

Course	Course Title	CRD	GRD	GRDPT
	FALL SEMESTER 2005			
PSYC 111	INTRO TO PSYC 1	3.00	C+	6.99
PHIL 111	INTRO TO CRITICAL THINKING	3.00	DEF	
	TERM GPA 2.33	CREDIT 3.00		
	CUM GPA 2.33	CREDIT 3.00		



A “DEF” means that regularly scheduled course work has not been completed, and the term GPA is incomplete. A DEF on the transcript indicates that an extension has been granted by the instructor and the student has been given additional time, up to a maximum of 6 weeks from the last day of class, to complete all course work. A final grade must be submitted to the Registrar’s office by the instructor within six weeks of the last day of class or otherwise the DEF is changed to a DNC.

#### **4. What are some of the implications of a “high” GPA and a “low” GPA?**

One of the implications of having a “good” fall and winter TERM GPA, of 2.0 or better, is that you will be assigned an earlier date to register. In other words, your fall and winter TERM GPA determine your assigned date to register within the registration priority system for academic programs. The higher your GPA the earlier you get to enrol in your fall and winter courses.

On the other hand, if you have a “bad” GPA, of less than 2.0, you will be placed at the end of registration priority, which may reduce your selections of courses..

Another implication of attaining a good GPA, a GPA of over 3.5 based on a 100% course load, could mean earning a scholarship and/or being named to the Dean’s List. For more information about scholarships and other financial awards, please refer to the TRU website <http://tru.ca/finaid> and for information about the criteria for the “Dean’s List” please go to <http://www.tru.ca/policy/allpolicy.html> and refer to Academic Recognition Policy ED 3-4.

Perhaps one of the most serious implications of a “bad” GPA is being placed on Academic Probation which could eventually lead to your withdrawal from TRU. (See below for more information and refer to the Satisfactory Academic Progress Policy Ed 3-2 found at <http://www.tru.ca/policy/allpolicy.htm> )

##### **a. What is Academic Probation?**

According to the Satisfactory Academic Progress Policy ED-3-2, if a student’s grade point average (GPA) falls below 1.5, he or she will be placed on Academic Probation. Academic Probation is a warning to a student that his or her academic performance must improve or he or she may be required to withdraw for at least one fall or winter semester.

Sarah Graham is the Administrator of the Academic Probation policy. She can be reached by phone at (250) 371-5661 or by email at sgraham@tru.ca

The details of TRU's Satisfactory Academic Progress Policy ED 3-2 Policy are summarized below:

*All students who enter Thompson Rivers University (TRU) are expected to maintain acceptable standards of academic performance. Should a student fall below acceptable performance, the following policy will apply:*

1. *A student shall be placed on academic probation in the next semester attended when the semester or cumulative GPA falls below 1.50 on two or more credit courses. Upon approval by the Vice-President Academic, individual departments may set higher minimum academic standards which take precedence over TRU-wide standards. If at the end of the probation period:*
  - a. *the GPA on assigned grades during the probation period and the cumulative GPA are 1.50 or higher, the student will be considered to be in good academic standing;*
  - b. *the GPA on assigned grades during the probation period is 1.50 or higher but the cumulative GPA is less than 1.50, the student will continue on academic probation;*
  - c. *the GPA on assigned grades during the probation period is less than 1.50, but the cumulative GPA is 1.50 or higher, the student will continue on academic probation;*
  - d. *both the GPA on assigned grades during the probation period and the cumulative GPA are less than 1.50, the student will be required to withdraw for at least one of a Fall or Winter semester.*
2. *A student who is required to withdraw may reapply for admission at the end of one semester's absence. Upon re-admission the student will be placed on academic probation subject to the academic probation terms above.*
3. *However, at the end of the probation period, if both the cumulative GPA and the GPA for assigned grades during the probation period are below 1.50, the student will be required to withdraw and re-admission will not be considered for the period of two calendar years.*

## EXAMPLE OF A TRANSCRIPT OF A STUDENT ON ACADEMIC PROBATION

Course	Course Title	CRD	GRD	GRDPT
FALL SEMESTER 2005				
ENGL 060	LITERATURE and COMPOSITION	3.00	D	3.00
PSYC 111	INTRO TO PSYC 1	3.00	C+	6.99
GEOG 112	GEOMORPHOLOGY-	3.00	F	0.00
MATH 110	FINITE MATH		W	
PHIL 111	INTRO TO CRITICAL THINKING	3.00	F	0.00
	TERM GPA 0.83	CREDIT 6.00		
	CUM GPA 0.83	CREDIT 6.00		
WINTER SEMESTER 2006				
ENGL 110	COMPOSITION	3.00	F	0.00
SPAN 111	INTRODUCTORY SPANISH 1	3.00	DNC	0.00
	TERM GPA 0.00	CREDIT 0.00		
	CUM GPA 0.55	CREDIT 6.00		

CRD= credit GRD= grade GRDPT= grade point W= withdraw DNC= did not complete CUM= cumulative

In this example, the student is placed on academic probation after first semester because the TERM GPA is below 1.5. Students who attain a GPA below 1.5 are mailed a letter of warning at the end of the semester. The letter explains the consequences of being on academic probation. According to the *Satisfactory Academic Progress* policy, if both the GPA on assigned grades during the probation period (TERM GPA) and the cumulative GPA (CUM GPA) are less than 1.50 the student will be required to withdraw for at least one fall or winter semester.

In this example, the student's TERM GPA and CUM GPA for the winter semester 2006 were both below 1.5; therefore, the student would not be permitted to register for fall 2006 semester. Summer session is not affected by academic probation, and the student could choose to attend in the summer if he or she wished.

### Exemption Criteria

**Students may seek an exemption from TRU's Academic Probation Policy.** The Policy Administrator, Sarah Graham, will consider an exemption after receipt of a written request from the student, and meeting with the student. The written request and supporting documentation must provide evidence of the student's ability, intent and/or readiness for success:

- evidence of previous academic success (high school transcripts, other transcripts)
- change in circumstances that created failing conditions
- course selection, education plan for the upcoming semester

A subsequent meeting between the student and the Policy Administrator to review this written request will then be necessary.

**b. Are there minimum grades and/or a minimum GPA required to continue in some programs?**

Some programs have a minimum grade requirement at one level in order to progress to the next level, and/or a minimum grade to earn credit in the program, and/or a minimum GPA to graduate. Refer to the TRU calendar for program details and course descriptions and prerequisites: <http://www.tru.ca/calendar/current/index.htm>

- i. Some programs have a **minimum grade required** for all core courses (required courses, as opposed to elective courses) in the program. For example, in the Bachelor of Business Administration degree (BBA), it is required that all core courses must be completed with a C- grade or higher in order to count as credit towards the degree.
- ii. Some programs have a **minimum cumulative GPA** required for graduation. Graduation GPA is based on required and elective courses which count as credit in the program. Courses which do not count as credit towards a degree program, such as UPrep and CESL courses, will not be used in the graduation GPA calculation. They are, however, used to determine the cumulative TRU GPA. For example, the Bachelor of Arts degree program requires a minimum cumulative GPA of 2.0 for graduation.
- iii. Some programs have a **Promotion Policy** which may require the student to withdraw from the program if the student does not attain the required minimum grades. For example, in the Respiratory Therapy program, students need to attain a minimum grade in certain courses in order to continue to the next semester. Please refer to the calendar for more information.

**c. Financial implications associated with GPA.**

**i. Does academic performance affect your student loans?**

Yes, it does. To satisfy the criteria of the B.C. Student Assistance Program you must attain high enough grades to be able to progress to the next level of your program of study and have passed 60% of a full course load. You will not be eligible for non reduction if you do not successfully complete 60% of a full course load. Contact the Financial Aid and Awards Office for more information, Phone 828-5024, or go to RM OM1641.

**ii. Can academic performances affect your finances?**

Students who demonstrate excellence in their program of study may be given a monetary award such as a prize or a scholarship. Unlike bursaries, the student's financial situation or need are not factors. The award is designed to be used for further study. Generally, a student must be enrolled in an 80% course load to qualify for and maintain a scholarship.

**iii. Does academic performance affect funding from external agencies, such as band funding?**

To remain fully funded by a sponsoring agency or band, students need to successfully complete a certain number of credits each semester. Not all agencies or bands have the same criteria and so students are advised to check with their sponsor for more information. The Aboriginal Student Coordinator is available to help you understand the criteria and liaise with your band office. Phone (250) 828-5246 or drop by the Gathering Place to talk to the coordinator.

**d. Implications of GPA and eligibility to play on a TRU varsity sports team.**

Varsity athletes should maintain a minimum GPA of 2.0. If you are a TRU varsity athlete and your GPA falls below 2.0 you will receive a letter of academic warning, and you will be advised to discuss your situation with your coach. But if your GPA falls below 1.5 you will be placed on Academic Probation. Once on academic probation, you will NOT be able to participate in athletic events but may be allowed to attend practice. You will not be allowed to participate in athletic events until your GPA is raised to 1.50 or better and you are no longer on academic probation. Refer to the section on Athletic Eligibility in the Satisfactory Academic Progress Policy Ed 3-2 found at <http://www.tru.ca/policy/allpolicy.htm> )

**e. Immigration implication for International students.**

Poor academic performance may have implications on a student's ability to extend their student visa. Students who are placed on Academic Probation should visit their International student Advisor for guidance. International students who have been required to withdraw for a semester must see their International Student Advisor to indicate their plan of action for the semester for which they have been asked to withdraw from TRU due to poor academic performance.

**5. Strategies to improve your GPA, consider the following:**

- a. Phone the Counselling Office at (250) 828-5023 to book an appointment. Counsellors can assistance with career planning, study skills and time management skills.
- b. Phone the Academic Advising Office at (250) 828-5075 to book an appointment. Academic Advisors can help plan an appropriate course load for the following semesters, and review course descriptions and prerequisites.
- c. Take a Student Success course. These courses may not count as credit towards your degree, but could be extremely beneficial in helping you reach your long term goals;
- d. Check out the booklet titled "Student Guide" and the "Handbook for Student Success" for lots of great information and advice about how to succeed at TRU. Copies of the booklet are available from the Counselling Office and numerous other student service areas.

## 6. Withdrawal Policy ( Canadian students)

If you are registered in a course or a program which you believe you are not going to complete successfully, depending on the date and the reason, you may be able to formally withdraw to avoid a failing grade. If you wish to withdraw, you must fill out a Course Change Form and return it to the Records Office before the deadline date, and if applicable, request a refund. Please refer to the current calendar for regulations governing course withdrawal/add procedures and deadlines in effect.

### a. Course and program withdrawal.

The deadline date to withdraw from an individual course or an entire program along with other important dates is published in the calendar under *Schedule of Events*. The *Schedule of Events* are dates by which you must act:

- if you want to add a course or drop a course, and receive some money back, you must do so within the first two weeks of class. If you are taking a summer session course, which is only seven weeks in length, then you must make your course change within the first week of class.
- if you want to withdraw (W) from a winter, fall or summer semester course with no money refunded. **Note, withdrawing and getting a “W” does not affect your GPA, which is better than an “F” grade.**
- you can withdraw from a program up until the last day of instruction and before the start of exams; with no refund given.
- if your course spans two semesters check the *Schedule of Events* because some upper level 6 credit courses have different deadline dates to withdraw.

**Note: International students should visit their Academic Advisor before withdrawing from a course to review their Student Visa criteria. According to TRU fee policy, International students pay full fees when taking less than a full course load.**

### b. Medical withdrawal ( Canadian students)

Prior to the last day of the semester, students enrolled in a semesterized program who completely withdraw from all of their courses for medical reasons will be refunded 80% of tuition fees on receipt of official medical documentation from their doctor. For those programs assessed on a monthly basis, students will be refunded a portion of any full months not attended. If you need to withdraw for a medical reason, you should do the following:

- book an appointment to meet with a Counsellor, phone (250) 828-5023
- request that your doctor provide medical documentation recommending that you withdraw from your courses
- submit a completed program withdrawal form to the Registrar’s Office, RM OM1155, and request a refund

**c. Withdrawal for medical reasons for International students**

As outlined in the International Student Refund Policy, there is no provision for a medical refund. We encourage international students who wish to withdraw for medical reasons to visit their Academic Advisor to complete a program withdraw form which allows the student to withdraw without obtaining a DNC on their academic record.

**7. Grade Appeals**

To appeal a grade you must follow TRU policy as explained in Policy ED 4.0 According to policy a student should attempt to resolve the concern by discussing the situation with the instructor. If the concern is not resolved, then the student should make contact with the next highest level of responsibility usually the department chair.

If the issue remains unresolved, the student may commence an appeal in accordance with the appeal procedure set out in the Appeals Regulations. For more information, please contact the Office of Student Affairs located in RM OM 2465 or phone (250) 371-5738.

**8. What is the academic renewal policy?**

Academic renewal allows a returning student to apply to the Registrar's office for academic forgiveness of the prior cumulative grade point average. The policy is designed for undergraduate students who have gained maturity outside of higher education and have demonstrated acceptable academic performance following their return. The Academic Renewal policy is subject to the following regulations:

- 1. Academic Renewal applies only to returning undergraduate students who have previously attempted 30 or fewer credits and have had an absence of at least three calendar years from any post-secondary institution (except to complete courses required for readmission to TRU).*
- 2. Academic Renewal will affect the student's cumulative GPA in all courses taken prior to the minimum three year absence. Only courses with an original grade of C- or better may count towards program graduation requirements. In all cases, program requirements must be met.*
- 3. A minimum of 12 credits of graded courses with a GPA of at least 2.0 must be completed after returning before Academic Renewal may be requested of the Registrar's Office. For purposes of Academic Renewal, only credit (transcriptable) courses will be considered. With the approval of the Registrar's or designate, the student will be granted Academic Renewal. The student's transcript will remain a record of all coursework completed. Courses taken prior to the three year or more years of absence will not be used in computing the cumulative grade point average. The transcript will have "Academic Renewal" noted at the end of the last semester counting towards Academic Renewal.*

Note: Academic Renewal is a policy of TRU and may not be recognized by outside agencies or other institutions. Refer to the Academic Renewal Policy ED 3-11 found at <http://www.tru.ca/policy/allpolicy.html>

## 9. Worksheet for Calculating TERM GPA

Academic/Career/Developmental Programs			
Letter Grade	Numerical Grade	Grade Pts	Letter Grade Definitions
A+	90 - 100	4.33	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
A	85 - 89	4.00	
A-	80 - 84	3.67	
B+	77 - 79	3.33	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
B	73 - 76	3.00	
B-	70 - 72	2.67	
C+	65 - 69	2.33	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.
C	60 - 64	2.00	
C-	55 - 59	1.67	Pass. Some understanding of principles and facts but with definite deficiencies.
D	50 - 54	1.00	Minimal Pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.
F	0 - 49	0.00	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.
DNC		0.00	Did not complete the course - no official withdrawal or less than 50% of course work completed.

### Example for calculating GPA

Column#1	#2	#3	#4	#5
Courses	Credits	Grade	Grade Points (refer to graph)	GRDPT(credits multiplied by grade point value)
ENG 110	3	C+	2.33	6.99 (3 x 2.33 = 6.99)
PSYC 111	3	F	0.00	0.00 (3 x 0 = 0)
PHIL 101	3	A-	3.67	11.01 (3 x 3.67 = 11.01)
STSS 103	1	B	3.00	3.00 (1 x 3 = 3.00)
<b>Totals</b>	<b>10 credits total</b>			<b>Total 21.00 GRDPT</b>

#### To calculate TERM GPA:

- 1) Add up total credits (column #2)
- 2) Add up total GRDPT (column #5)
- 3) Divide total GRDPT by total credits (divide column #5 by #2)
- 4) 21.00 divided by 10 = 2.10; TERM GPA 2.10

Column#1	#2	#3	#4	#5
Courses	Credits	Grade	Grade Points (refer to graph)	GRDPT(credits multiplied by grade point value)
<b>Totals</b>	<b>credits total</b>			<b>GRDPT total</b>

#### To calculate TERM GPA:

- 1) Add up total credits (column #2)
- 2) Add up total GRDPT (column #5)
- 3) Divide total GRDPT by total credits (divide column #5 by #2)