YOU ARE RESPONSIBLE FOR KNOWING YOUR G.P.A. AND HOW IT IS COMPUTED!!

Step 1: Determine whether your course is CSU transferable. Use the included instructions and go to www.assist.org.

- For any course that is transferable **AND** that you earned a letter grade (including D's and F's, unless you repeated the course or have Academic Renewal), list it on the other side of this page.
- **DO NOT** include non-transferable courses and **DO NOT** include courses taken for Pass/No Pass or Withdraws. If you have taken an Incomplete, "I", do not include until the final grade is posted.
- Include any transferable courses you have taken throughout your college career, including those from other colleges/universities and any + or – grades.

Step 2: List the grade earned in each transferable course you have taken on the other side of this page.

Step 3: List the "Units Attempted" value of each transferable course you have taken on the other side of this page.

- Units attempted can be found in the "Units Attempted" column of your transcript. "Units attempted" are transferable units taken for a letter grade only.
- NOTE: If you have taken courses at a college/university on the quarter system, these will need to be converted to semester units.
- Quarter units are converted to semester units by multiplying the quarter units by .667. (for example, 4 quarter units x .667 = 2.66 semester units)
- If using the excel spreadsheet on the flash drive to calculate your GPA, you may use the semester units column for courses you have taken at Grossmont and any other school on a semester system. Use the quarter units column for courses you have taken at colleges/universities on the quarter system.

Step 4: List the grade point values for each transferable course you have taken.

- Grade point values are assigned as follows:
  - A+ = 4
  - A = 4
  - A- = 3.7
  - B+ = 3.3
  - B = 3
  - B- = 2.7
  - C+ = 2.3
  - C = 2
  - D = 1
  - F = 0

Step 5: Multiply units by grade point values to determine your Grade Points.

Step 6: Add your total CSU Units Attempted and add your total Grade Points earned.

Step 7: Divide your Total Grade Points Earned by Your Total CSU Units Attempted

SAVE THIS WORKSHEET! YOU WILL NEED IT FOR YOUR SUPPLEMENTAL APPLICATION!

In December/January, after your fall 2017 grades are final add the grade points and units attempted to your calculation from the fall application. This is how you will obtain your updated GPA.

Fall 2017 grade points _____   Fall 2017 Units Attempted _____
Grade points through Summer 2017 _____   Units attempted through Summer 2017 _____
Total Grade Points _____   ÷   **Total Units Attempted _____**   = __.__ __GPA

Step 1 List Course Title of Each Transferable Course	Step 2 List the Grade Earned in Each Transferable Course	Step 3 List the Units value of Each Transferable Course (Convert all units to Semester Units)		Step 4 List Grade Point Values for Each Transferable Course	Step 5 Multiply Units by Grade Point Values to determine your Grade Points
			x		
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Step 6 Total Units Attempted =				**Step 6 Total Grade Points =**	

- Step 7:

_____ ÷ _____ = ___.___ ___
Total Grade Points   Total Units Attempted   GPA