

## Instructions for GPA Calculation

Complete only the **YELLOW** sections of the worksheet.

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

[D] **LAST NAME.** Type in the student's LAST 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: GPA\_School\_Student's Name). Save your work regularly so you do not have to redo it if your file closes unexpectedly.

[E] **YEAR.** Enter the year of course work being accepted (i.e., 2020-21, 2021 Summer).

[F] **COURSES.** Enter all acceptable courses (for AcaDec 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 top of the GPA Calculation Worksheet.

[H] **CREDITS COMPLETED.** Enter the credits completed for each class listed. Use the following as a guide unless your school's curriculum defines the specific credits completed earned by a course:

10.00 credits completed for full year grade.

5.00 credits completed for a half year grade.

3.33 credits completed for a trimester grade.

2.50 credits completed for 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 7.00 credits completed.

**TOTAL POINTS.** This field calculates automatically. DO NOT attempt to change the calculation or manually enter a number. The calculation is POINTS x CREDITS COMPLETED.

**CALCULATED GPA.** The calculated GPA represents the student's GPA for the purpose of Academic Decathlon 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.

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**SAMPLE**

**California Academic Decathlon: GPA Calculation Worksheet**

<b>High School</b>	<b>[A] school name</b>	<b>Grade</b>	<b>[B] grade</b>		
<b>Student's Name</b>	<b>[C] first name</b>	<b>[D] last name</b>			
<p><small>*POINTS: A+, A, A- = 4.00    B+, B, B- = 3.00    C+, C, C- = 2.00    D+, D, D- = 1.00    F = 0.00</small></p> <p><small>**CREDIT HOURS COMPLETED: Report what is listed on the official transcript for each acceptable course. (i.e., 10.00 full year    5.00 = semester    3.33 = trimester    2.50 = quarter)</small></p> <p><small>Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.</small></p>					
<b>COURSES</b>		<b>GRADE</b>	<b>POINTS*</b>	<b>CREDIT HOURS COMPLETED**</b>	<b>TOTAL POINTS (points x credit hours)</b>
Year:	<b>[E] School Year</b>	<b>(Must include all eligible Fall, Spring, and Summer Courses)</b>			
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
Year:	<b>[E] School Year</b>	<b>(Must include all eligible Fall, Spring, and Summer Courses)</b>			
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>[F] course name</b>	<b>[G] grade</b>	0	<b>[H]**</b>	0.00	
<b>TOTALS =</b>		<b>0</b>		<b>0.00</b>	
<b>Calculated GPA =</b>					
<b>Academic Decathlon Level =</b>	3.80 - 4.00 GPA	<b>HONOR</b>	<b>NO</b>	<b>Calculated GPA = Total Points/Total Credit hours Completed</b>	
	3.20 - 3.799 GPA	<b>SCHOLASTIC</b>	<b>NO</b>		
	0.00 - 3.199 GPA	<b>VARSITY</b>	<b>YES</b>		