

Instructions for Completing Grade Point Averages

CALCULATING UNDERGRADUATE GPA:

- Example 1 – Pat completed all courses required for an undergraduate degree in nutrition from one university.
 - Pat should use the calculated GPA on the institution’s transcripts.

- Example 2 - Sarah earned an undergraduate degree in sociology with a minor in nutrition. She attended two community colleges and a state university to fulfill all degree requirements. She also took several general interest courses while attending these colleges, although the courses did not meet any specific degree requirements. These courses are listed on her transcripts. Sarah also took a ceramic’s class at a fourth local community college during one summer. It was the only course she took from this college and is not one of the three colleges she attended to meet her degree requirements. Sarah will calculate the Undergraduate GPA using the transcripts from the three institutions she attended where she earned credits towards her undergraduate degree. Because Sarah did not transfer her ceramic’s course grade to her degree granting institution, it will not be included in the Undergraduate GPA calculation. General interest courses Sarah took from the three credit earning institutions will be included.

	College/University 1		College/University 2		College/University 3	
	Credits	GPA	Credits	GPA	Credits	GPA
From Transcripts	15	3.90	24	2.90	89	3.32
Grade Points Earned ₁	58.5		69.6		295.48	

¹To calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.

²To calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example: $423.58 \div 128 = 3.31$.

Total Grade Points Earned =	423.58
Total Credits =	128
Undergraduate GPA₂ =	3.31

CALCULATING DIDACTIC PROGRAM IN DIETETIC (DPD) GPA AND SCIENCE GPA:

Each university has specific courses which meets DPD requirements. The DPD Director at the university where you earned or will earn the Verification Statement indicating you are eligible to apply to a dietetic internship will have a list of these courses. The following scale should be used to calculate Grade Points Earned for your DPD GPA.

Grade earned	Grade Points Earned for each credit
A+, A, A-	4.0
B+, B, B-	3.0
C+, C, C-	2.0
D+, D, D-	1.0

Sample completed form:

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned	
Midtown University	Chem 113	Chemistry	<input type="checkbox"/>	Fall '03	3	B	9	
	Chem 114	Chemistry Lab	<input type="checkbox"/>	Fall '03	1	A-	4	
	A&P 202	Physiology (includes lab)	<input type="checkbox"/>	Fall '03	4	C+	8	
Centerville Comm College	Soc 100	Introduction to Sociology	<input type="checkbox"/>	Summer '03	3	A	12	
	Eng 101	English Composition	<input type="checkbox"/>	Summer '03	3	B+	9	
Eastside State University	Nutr 344	Food Management	<input type="checkbox"/>	Spring '04	3	B-	9	
	Nutr 444	Advanced Nutrition	<input type="checkbox"/>	Fall '04	INC			
					Totals Credits	17	Total Grade Points	51
						To calculate DPD GPA, divide the Total Grade Points by the Total Credits. In this example: $51 \div 17 = 3.00$	DPD GPA	3.00