



# **GPA Calculation Training**

**United States Academic Decathlon® PO Box 4351, Mankato, MN 56002  
712-326-9589 Email: [info@usad.org](mailto:info@usad.org) / Web site: [www.usad.org](http://www.usad.org)  
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# USAD GPA Calculation Training

## YELLOW

Type in name of school.  
 Type in grade in which the student is currently enrolled.  
 Type in student LAST NAME.  
 Type in student FIRST NAME

*At this point, do a "Save As" for your file. Name the file so your State Director knows it's from your team (ex: GPA CALCULATION City HS.xls). Save your work regularly so you don't have to redo it if your file closes unexpectedly.*



## United States Academic Decathlon GPA Calculation Worksheet

<b>School</b>	<b>Sample High School</b>		<b>Grade</b>	<b>11</b>
<b>Student's Name</b>	<b>Smith</b>	<b>Susan</b>	<b>TOTAL POINTS = Points x Credit Hours</b>	
	<b>Last Name</b>	<b>First Name</b>		

# USAD GPA Calculation Training

## PURPLE

Enter semester year information in the cell to the right of "Year."  
Enter all acceptable courses (for USAD GPA) in the appropriate semester.

COURSES		
FALL	YEAR:	2017
English 9		
Geometry		
World History		
Honors Chemistry		

# USAD GPA Calculation Training

**GREEN**      Enter listed grade received for each course listed.

COURSES			GRADE
FALL	YEAR:	2017	
English 9			A
Geometry			B
World History			B+
Honors Chemistry			A-

# USAD GPA Calculation Training

**RED** Enter points for each course per the key at the bottom of the GPA Calculation Worksheet.

COURSES		GRADE	POINTS
<b>FALL</b>	<b>YEAR: 2017</b>		
English 9		A	4.00
Geometry		B	3.00
World History		B+	3.00
Honors Chemistry		A-	4.00

**\*POINTS: A+, A, A- = 4.00    B+, B, B- = 3.00    C+, C, C- = 2.00    D+, D, D- = 1.00    F = 0.00**  
*Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.*

# USAD GPA Calculation Training

## BLUE

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.*
- 0.50 credit hours would be a half year grade.*
- 1/3 credit hours would be a trimester grade.*
- .25 credit hours would be a quarter grade.*

COURSES		GRADE	POINTS	CREDIT HOURS
FALL	YEAR: 2017			
English 9		A	4.00	.5
Geometry		B	3.00	.5
World History		B+	3.00	.5
Honors Chemistry		A-	4.00	.5

**\*POINTS:** A+, A, A- = 4.00    B+, B, B- = 3.00    C+, C, C- = 2.00    D+, D, D- = 1.00    F = 0.00  
*Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.*

# USAD GPA Calculation Training

**ORANGE**

This field calculates automatically.

You DO NOT need to type in any information.

The calculation is POINTS x CREDIT HOURS.

***CALCULATED GPA REPRESENTS THE STUDENT'S GPA FOR PURPOSES OF USAD COMPETITION.***

COURSES		GRADE	POINTS	CREDIT HOURS	TOTAL POINTS
FALL YEAR:	2015				
English 9		A	4.00	.5	2.00
Geometry		B	3.00	.5	1.50
World History		B+	3.00	.5	1.50
Honors Chemistry		A-	4.00	.5	2.00

**\*POINTS: A+, A, A- = 4.00 B+, B, B- = 3.00 C+, C, C- = 2.00 D+, D, D- = 1.00 F = 0.00**

*Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.*

# USAD GPA Calculation Training

## TAN/BROWN

*These fields are also automatically calculated.* 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.***

Academic Decathlon Level =	Honor	No	Calculated GPA=  Total Points/Total Hours
	Scholastic	Yes	
	Varsity	No	




# USAD GPA CALCULATION TRAINING

This is a Print Preview for the GPA Calculation SAMPLE STUDENT WORKSHEET. Your final sheets should look very similar when you're ready to print them. There will NOT be any of the colored shading in the cells of the actual worksheet except where you see grey shading in the SAMPLE.

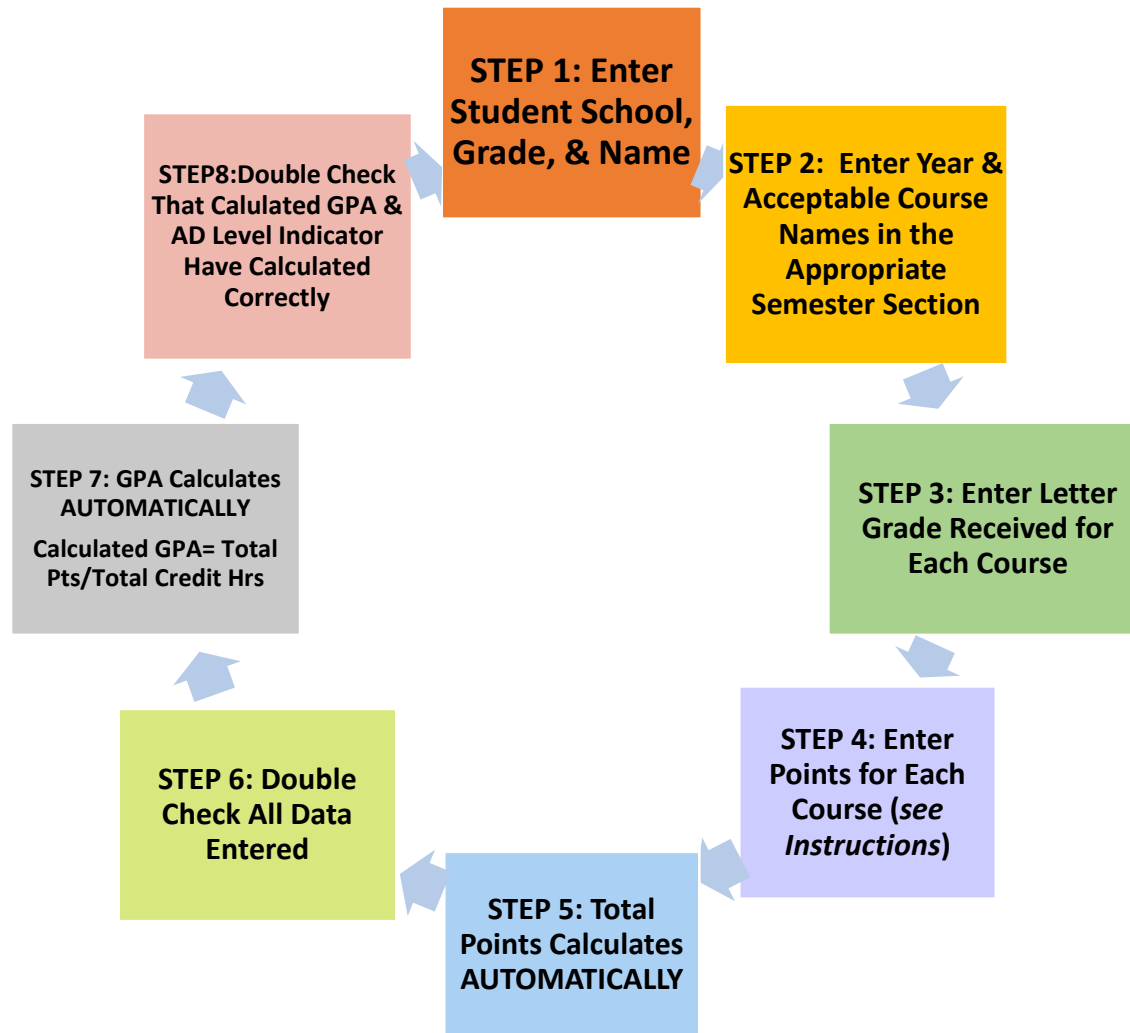
<b>School</b>	Sample High School			<b>Grade</b>	11
<b>Student's Name</b>	Smith		Susan		<b>TOTAL POINTS = Points x Credit Hours</b>
	Last Name	First Name			
<b>COURSES</b>	<b>GRADE</b>	<b>POINTS*</b>	<b>CREDIT HOURS</b>	<b>TOTAL POINTS</b>	
FALL Year:	2015				
English 9	A	4.00	1/2	2.000	
Geometry	B	3.00	1/2	1.500	
World History 1	B+	3.00	1/2	1.500	
Honors Chemistry	A-	4.00	1/2	2.000	
SPRING Year:	2016				
English 9	A	4.00	1/2	2.000	
Geometry	A-	4.00	1/2	2.000	
World History 2	B+	3.00	1/2	1.500	
Honors Chemistry	A	4.00	1/2	2.000	
FALL Year:	2016				
English 10	A	4.00	1/2	2.000	
Pre-Calculus	B+	3.00	1/2	1.500	
American History	B	3.00	1/2	1.500	
Honors Physics	B+	3.00	1/2	1.500	
SPRING Year:	2017				
English 10	A-	4.00	1/2	2.000	
Pre-Calculus	B	3.00	1/2	1.500	
American History	A	4.00	1/2	2.000	
Honors Physics	A	4.00	1/2	2.000	
SUMMER Year:					
		<b>TOTALS =</b>	<b>57.00</b>	<b>8.000</b>	<b>28.500</b>
			<b>Calculated GPA =</b>	<b>3.563</b>	
			<b>CALCULATED GPA = Total Points/Total Hours</b>		
Academic Decathlon Level =		HONOR	NO		
		SCHOLASTIC	YES		
		VARSITY	NO		

\*POINTS: A+, A, A- = 4.00    B+, B, B- = 3.00    C+, C, C- = 2.00    D+, D, D- = 1.00    F = 0.00  
 Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.

This is the screen you'll see when you're working in the GPA Calculation file. The Excel screen should look very similar, though the menu bar at the top will be different. **CREATE A NEW SHEET FOR EACH TEAM MEMBER!**

		United States Academic Decathlon GPA Calculation Worksheet			
School				Grade	
Student's Name					TOTAL POINTS = Points x Credit Hours
	Last Name	First Name			
COURSES	GRADE	POINTS*	CREDIT HOURS	TOTAL POINTS	
<b>FALL</b> Year:					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
<b>SPRING</b> Year:					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
<b>FALL</b> Year:					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
<b>SPRING</b> Year:					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
					0.000
<b>SUMMER</b> Year:					0.000
					0.000
		<b>TOTALS =</b>	<b>0.00</b>	<b>0.000</b>	<b>#VALUE!</b>
		<b>Calculated GPA =</b>		<b>#VALUE!</b>	
<b>Academic Decathlon Level =</b>		HONOR	#VALUE!	<b>CALCULATED GPA =</b> Total Points/Total Hours	
		SCHOLASTIC	#VALUE!		
		VARSITY	#VALUE!		
*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>Courses graded numerically, should be converted to alpha grades based on the school's official conversion policy.</small>					

# GPA CALCULATION PROCESS AT-A-GLANCE



## QUESTIONS?

- Contact your State Director if you have questions regarding use of the USAD GPA Calculation Worksheet.
- If your State Director is unable to answer your question(s), he/she will contact USAD for an answer or clarification and get back to you as quickly as possible.
- Please be sure to read the worksheet instructions carefully!