

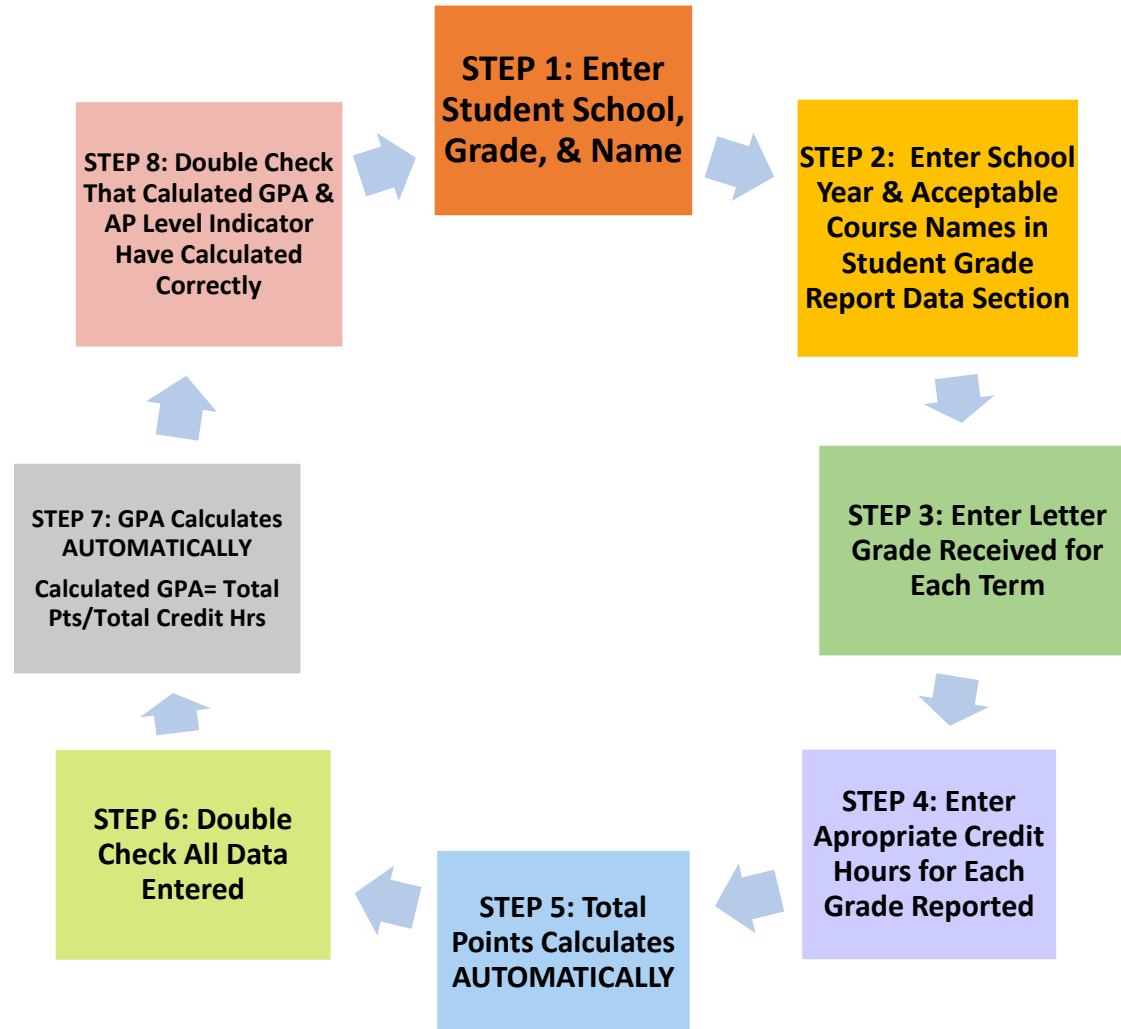


GPA Calculation Training

United States Academic Pentathlon® PO Box 4351, Mankato, MN 56002
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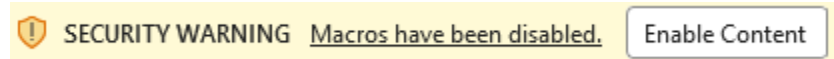
GPA CALCULATION PROCESS AT-A-GLANCE



USAP GPA Calculation Training

The GPA Spreadsheet works best in Microsoft Excel. It safeguards calculations with locked cells and saves time with Macros enabled shortcuts.

When you see something like this:



Go ahead and Enable Content. When you enable Macros, your spreadsheet tabs will rename themselves based on student data entered.

For example, after you enter George Washington's information, including his name and perfect academic record, his Excel sheet tab automatically renames itself displaying his Level (Honor) and his Last and First Name (Washington, George) like this: H Washington George

Please use multiple files if you manage more than nine students, or more than one school, or more than one team.

TOP YELLOW SECTION



United States Academic Pentathlon GPA Calculation Worksheet

School	X JHS	Grade (pick)	
Student's Name	First1	Last1	

1. Type in name of your **School**.
2. For the **Grade (pick)** field—Use the pick list to select the grade in which the student is currently enrolled.
3. On the **Student's Name** line—Type the First Name then Last Name of the student.

Grade (pick)	
Last1	6
	7
	8
	9
	10
	11
0.0000	varsity

At this point, do a “Save As” for your file. Name the file so your State Director knows it’s from your team (ex: GPAs_XJHS_8.xls). The 8 indicates 8th graders. If you have more than nine (9) 8th graders, great!—just start a new file to calculate more GPAs. Save your work regularly so you don’t have to redo it if your file closes unexpectedly.

FINE PRINT SECTION

The GPA calculation for Academic Pentathlon disregards +/- grades and weighting by using letter grades.

Grade chunking: Your state director may allow you to report grades in equivalent credit hour chunks. You could potentially enter one line with an A counting for a credit hour for a full year course instead of entering four lines of A's counting for .25 credit hours for each quarter of the same course. You must input the credit hours right so all coursework counts as it should. When different letter grades cleanly offset, a course reporting four quarter grades of C (78), B (83), B (86), and A (90) could report the same grades as a single year-long course grade of B. Maintain equivalent course credit hour totals! If your state director does not allow grade chunking, use the grade report's consistent credit hour scheme.

*POINTS Count: A+, A, A-=4.00 B+,B, B-=3.00, C+,C,C-=2, D+,D,D-=1, F = 0.00

**CREDIT HOURS COMPLETED: Use what is listed on official transcripts for each acceptable course. (i.e., 1 full year | .5 = semester | .33 = trimester | .25 = quarter)
Courses graded numerically should be converted to alpha grades based on the school's official conversion policy. Optional: If there are more than two grades for the same course that obviously would average a certain grade, adjust the credit hour value to save data entry time. (i.e., A 5th grade transcript says 78%, 83%, 86%, 90% for a quarter system class. Input a B on just one line, but enter 1 credit hour, not the usual .25 on four separate lines used for non-obvious quarter grade computations.)

		Calculated GPA =	0.0000	Varsity
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LEVEL DETERMINATOR

		Calculated GPA =	0.0000	Varsity
Academic Pentathlon Levels =	HONOR (3.850+)	NO	CALCULATED GPA = Total Points/Total Credit Hours Completed	
	SCHOLASTIC (3.500-3.8499)	NO		
	Varsity (0.000-3.499)	YES		

In this section, the Calculated GPA will update as you enter Grade Report information.

The division indicated by YES is the lowest division in which a student may compete in Academic Pentathlon.

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

STUDENT GRADE REPORT DATA ENTRY

SCHOOL YEAR, **GRADE LEVEL (use picklist)** and **COURSE**

To determine the Honors / Scholastic/ Varsity Level for each student, you must enter grades for every Acceptable Courses list course from the **SCHOOL YEAR** (e.g. 20XX-20XX) just prior to the current school year (for 8th graders, this includes grades from 7th grade and summer school before 8th grade). Write the **COURSE** name of each acceptable course. You will normally write the same course on multiple lines to report each term grade separately (unless you **chunk grades** from the same course together as mentioned above).

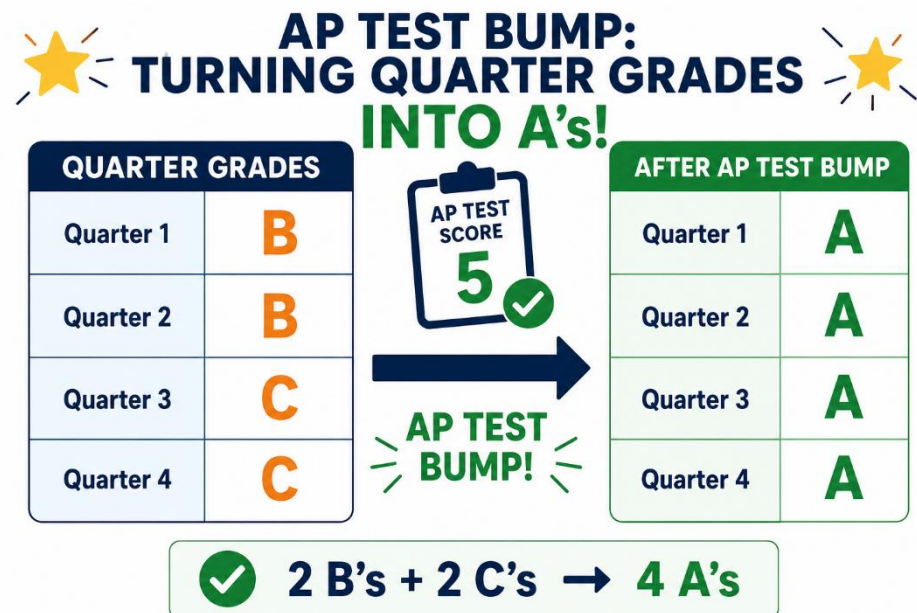
SCHOOL YEAR	GRADE LEVEL (use pick list)	COURSE	LETTER GRADE (pick)	POINTS*	CREDIT HOURS COMPLETED**	TOTAL POINTS (points x credit hours)
				0.00		0.00
	5			0.00		0.00
	Summer before 6th			0.00		0.00
	6			0.00		0.00
	Summer before 7th			0.00		0.00
	7			0.00		0.00
	Summer before 8th			0.00		0.00
	8			0.00		0.00

STUDENT GRADE REPORT DATA ENTRY

LETTER GRADE (pick) and POINTS

Select from the pick list each letter grade as it appears on the final grade report. The grade point math is done for you. For example, selecting A+ will give 4.00 grade POINTS in the column to the right). You should account for every final grade for every reported term for every acceptable course.

If a teacher gives a final grade “bump” that affects one or more terms already reported, update worksheets to reflect true final course grades (as with AP test grade bumps).



CREDIT HOURS COMPLETED

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.

SCHOOL YEAR	GRADE LEVEL (use pick list)	COURSE	LETTER GRADE (pick)	POINTS*	CREDIT HOURS COMPLETED**	TOTAL POINTS (points x credit hours)
				0.00		0.00
			A+	0.00		0.00
			A	0.00		0.00
			A-	0.00		0.00
			B+	0.00		0.00
			B	0.00		0.00
			B-	0.00		0.00
			C+	0.00		0.00
			C	0.00		0.00
			C-	0.00		0.00
			D+	0.00		0.00


USAP 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 (You may need to select landscape mode).



United States Academic Pentathlon GPA Calculation Worksheet

Grade (pick)

Last1

*CREDIT HOURS COMPLETED: Use what is listed on official transcripts for each acceptable course. (i.e., 1 full year | .5 = semester | .33 = trimester | .25 = quarter) Courses graded numerically should be converted to alpha grades based on the school's official conversion policy. Optional: If there are more than two grades for the same course that obviously would average a certain grade, adjust the credit hour value to save data entry time. (i.e., A 5th grade transcript says 78%, 83%, 86%, 90% for a quarter system class. Input a B on just one line, but enter 1 credit hour, not the usual .25 on four separate lines used for non-obvious quarter grade computations.)

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0.0000

Varsity

HONOR (3,850+)

NO

SCHOLASTIC (3,500-3,8499)

NO

Varsity (0.000-3.499)

YES

CALCULATED GPA =

Total Points/Total Credit Hours Completed

A+

0

A

0

A

0

B+

0

B

0

B

1

C+

0

C

0

C

1

D+

0

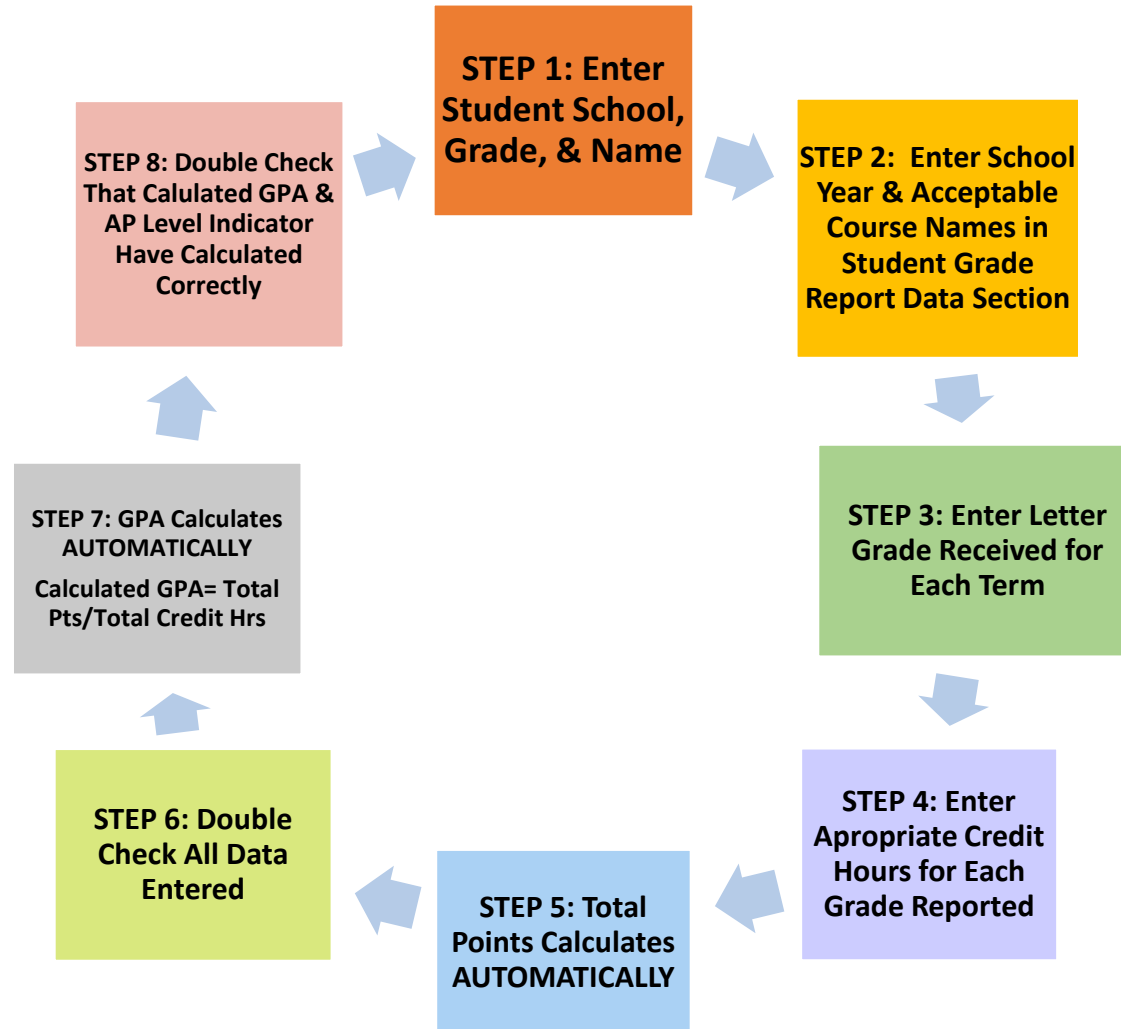
D

0

D

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GPA CALCULATION PROCESS AT-A-GLANCE



QUESTIONS?

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