

# TRANSCRIPTING GRADES AND CREDIT

The following items effect the calculation of GPA's and the amount of credit posted to the transcript file.

## 1. Scheduling Options

Transcript use P = Grade Point or N = Numeric Equivalent  
Grading Levels can be defined for different level of weighted grades.

## 2. Grade Symbols

Based on Scheduling Options, a Value must be entered under Grade Point and/or Numeric Equivalent for every Grading Level. If any are blank, no grade points or value will calculate or transcript. 0 times anything is 0.

If the grade is to be included in GPA there must be a Y in answer to the question.

If credit is given for the grade the question must be answered Y, otherwise not credit is given.

Grade A      Alternate symbol A

Include in GPA?    Y

Credit Given?    Y

Honor Roll?      Y

Right Justify?   N

|          | Grade<br>Points | Numeric<br>Equivalent |
|----------|-----------------|-----------------------|
| Advanced | 5.0000          | 4.00                  |
| Honors   | 5.0000          | 4.00                  |
| Regular  | 4.0000          | 4.00                  |

## 3. Course Descriptions

Transcript Credit on Completion must contain a value based on when the course is posted to the transcript file and the percentage of the course completed. Again, 0 times anything is 0.

If the course is to be included in the GPA answer the question Y. The same value may be entered in all three fields.

The course level must be entered to use the correct grade points when calculating GPA's.

Transcript credit on completion: .500

Credit for current period GPA:

Weighting factor (reports only):

Grades are: S

S = Symbol

N = Not Used

Include in:

Honor Roll? Y

GPA?    Y

Level: 3

1 - honors

2 - honors

3 - general

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When calculating GPA's the various programs request the criteria to use in calculations.

Current period GPA is to be calculated using:

Courses: S <<<<<<< Should the course be included?

A = \*ALL

S = Selected (Include in GPA? Y)

Calculation:

Use C (from Course Definition) <<<<<<< Which field to use for credit in the Course file.

C = Credit (see note)

F = Weighting Factor

Use P (from Grade Definition) <<<<<<< Which column to use for the Grade.

P = Grade Points

N = Numeric Equivalent

Note: If current marking period credit has not  
been specified, full course credit is used.

#### 4. Cumulative GPA.

Cumulative GPA is calculated using all courses with transcript credit. If the courses were hand entered and the Credit Earned and/or the Grade Points Earned were left blank a 0 would be used in the calculation of Cumulative GPA for the student.