

## How to...

# Convert an international GPA to a 4.0 US grading scale

*You will need: A copy of the applicant's Graduate School Application, their international transcript, a pencil, an eraser, a blank piece of paper, and a calculator.*

- 1) *Check the transcript.* Does it have a grading scale listed on it? If so, use that scale. If not, use the Graduate School's list of most commonly used grading scales for the country in which the educational institution is located. See <http://www.grad.washington.edu/fac-staff/gpa-gpc/>.
- 2) *Work your way up.* Determine what a failing grade is, then determine what the highest possible grade is. From there you can reasonably work out how the grades convert to a US 4.0 grading scale.
- 3) *Determine the timeframe.* Figure out how the transcript is organized and find the most recent two years of study (note that it's ok to use the most recent 2 calendar years as opposed to academic years).
- 4) Once you have your scale equivalent and your 2 years of grades, *create a grade equivalency chart* on your paper with your pencil like this (note that the scale used below may not be the scale needed for the transcript you're converting):

U.S. grades and their equivalent →	A (90-100)	B+ (86-89)	B (80-85)	C+ (76-79)	C (70-75)	D (55-69)	
Tallies of grade equivalent received →	    +.5			 +.5			
Totals of the grade tallies →	12.5	4	11	11.5	6	0	= 45 ←
Multiply the tallies by the U.S. grade equivalent →	x 4.0	x 3.5	x 3.0	x 2.5	x 2.0	x 1.5	
Total grade points →	<b>50</b>	<b>14</b>	<b>33</b>	<b>28.75</b>	<b>12</b>	<b>0</b>	= 137.75 ←

Add this row together for *tally total*

Add this row together for *grade points total*

Finally, divide the *tally total* into the *grade points total*

$137.75 / 45 = \underline{\underline{3.06 \text{ GPA}}}$  ←

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	tallies	grade points
A	4.0 x 12.5	= <b>50</b>
B+	3.5 x 4	= <b>14</b>
B	3.0 x 11	= <b>33</b>
B+	2.5 x 11.5	= <b>28.75</b>
C	2.0 x 6	= <b>12</b>

Add the tallies and the grade points, then divide the tally total into the grade points total

$$137.75 / 45 =$$

**3.06 GPA**