Instructions

Calculate Your GPA for UCalgary Graduate Application

Step 1. Open the GPA Calculation Spreadsheet.

A. Navigate to your Student Centre > My Application tab > To Do section.

B. Click the GPA Calculation Spreadsheet link in your “to do” list.

C. Click on ‘Upload Document’ in the pop-up box.

D. Click on the ‘GPA Calculator worksheet’ link.

Result: The link launches the spreadsheet for you to complete.
Step 2. Enter your name, degree, and University.

Step 3. Calculate how many units will be used in the calculation.

My degree is a bachelor’s degree from North America

Determine your institution’s weighting scale

1/2/3/4 Unit Scale
Your calculation must include 60 units total

0.5/1 Unit Scale
Your calculation must include 10 units (20 0.5-unit courses)

IMPORTANT:
You must include courses with ‘F’ grades
Do not include non-graded courses (credit)
If you have re-taken a course, only the retake grade should be included
Extra to degree courses must be included
My degree is a bachelor’s degree from the rest of the world

International institutions will have diverse weighting scales

Regardless of your weighting scale, your
calculation must include:
The second half of your degree, generally
the most recent 4 full terms or 2 full years
of study
Total number of credits will vary

If you cannot determine the chronological
(date) order of the courses, do a calculation
on all courses for the degree

IMPORTANT:
You must include courses with ‘F’ grades
Do not include non-graded courses (credit)
If you have re-taken a course, only the retake grade should be included
Extra to degree courses must be included
Your calculation will include all courses **except the thesis/dissertation grade**.

**IMPORTANT:**
- You must include courses with ‘F’ grades
- Do not include non-graded courses (credit)
- If you have re-taken a course, only the retake grade should be included
- Extra to degree courses must be included

Enter the total number of courses you are using in the calculation into the # of Units field.

Step 4. Enter the date range for the courses used in the calculation.

If your institution uses semester names, please include these.
**Step 5.** Enter each course used in the calculation into the spreadsheet.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Name/Code</th>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2021</td>
<td>Self Defence</td>
<td>87.00</td>
<td>1.5</td>
<td>130.5</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>Introduction to Light Sabers</td>
<td>74.00</td>
<td>3</td>
<td>222</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>Space Flight Fundamentals</td>
<td>93.50</td>
<td>5</td>
<td>467.5</td>
</tr>
</tbody>
</table>

**IMPORTANT:** **DO NOT** modify the formula cells. Any modification to the formulas used in calculating your GPA will disqualify your application from consideration for admission.
Step 6. Enter your final Letter Grade Equivalent or Final Ranking and Grading Scale.

A. Locate your cumulative GPA.

B. Using the grading scale for your transcript, enter the letter grade that is equivalent to your cumulative GPA.

B. Enter the final ranking for your degree from your transcript or degree certificate.

C. Enter your Grading Scale.
Step 8. Upload the GPA Calculation to your application.

Navigate to your Student Centre > My Application tab > To Do section.

Click the GPA Calculation Spreadsheet link in your “to do” list.

Click on ‘Upload Document’ in the pop-up box.

Click on the ‘Upload’ button and select the document to upload.

Click on the ‘Save’ button.

IMPORTANT: If you have any issues uploading your GPA Calculation Worksheet, save it as a pdf file and try again.

If you have any questions about any step of this process, contact gradapp@ucalgary.ca.