Indiana Academic All-Stars
Academic GPA Calculation Excel Form Instructions

- Grade-Point Average. Use the Excel form available at http://www.iasp.org/dsp/allstars/
- For these purposes, a 4.0 grade point average is the highest GPA possible.
- Only those grades dating from the beginning of Grade 9 to the end of the first semester of Grade 12 are to be used.
- Grades from ALL classes (grades 9 – 12) should be used in completing the excel document. Do not list classes taken in 8th grade, even if high school credit was given.
- Incomplete or pass/fail grades are not to be used. Once a grade has been given to remove an “incomplete,” that grade should be used.
- If a failing grade has been received, the “F” is to be counted, even though no credit was received. If a course has been failed and repeated, both grades are to be counted.
- University or college courses are to be included in determining the GPA only if high school credit has been given and listed on the official school transcript.
- A grade, regardless of whether it is classified as honors, regular or remedial, should be counted at the face value of the grade indicated on the official transcript. The letter grade shown on the transcript should be used, regardless of whether + (plus) or – (minus) is included.
- A 4.0 scale is used to compute the GPA with 4.0 being the highest GPA possible. The following guidelines are used for the 4.0 scale: A = 4 points, B = 3 points, C = 2 points, D = 1 point. Any grade below a D receives no value.
- Only letter grades are used. If the transcript shows a letter grade with the numerical equivalent, ignore the numerical equivalent and use only the letter grade. For numerical grades, use the following conversion scale: 100 to 93 = A or 4 points; 92 to 85 = B or 3 points; 84 to 77 = C or 2 points; 76 to 70 = D or 1 point; and 69 and below = 0 points.
- Enter the number of credit hours received for each class listed. Only use the guide below. NOTE – All credit hours will convert to fractions in the worksheet, but please input them as follows:
  - 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. Be sure to type in trimester course credit as 1/3 and NOT as a decimal. The formula will convert it into the appropriate number for calculation. .25 credit hours would be a quarter year grade.
- SAT Scores. The SAT composite score can be computed from ERW + M scores earned on different testing dates, but you must provide verification of all scores (maximum scores 1600).
- ACT Scores. The ACT score may be used instead of the SAT score. The ACT score can be taken from scores earned on different testing dates, but you must provide verification of all scores.
- When completing Excel document, the total score should not exceed 2000.
- You do not need to print the Excel document to include in the application mailing.