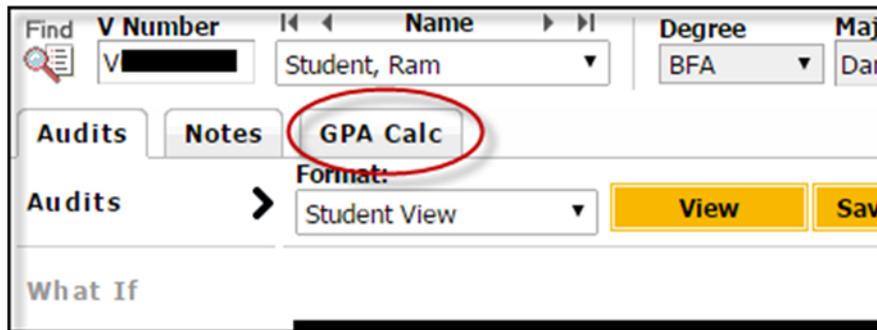


Step by Step Instructions:

GPA Calculators

- Log into Degree Works through eServices
- If you are an advisor, select or search for a student. (See Finding a Student or List of Student tutorials)
- Click the "GPA Calc" tab near the top



- Once in the "GPA Calc" tab, you will see two options on the right. One of the options is for Term Calculator, the other for Advice Calculator

Term Calculator

- Remember to read the announcement at the top of the page

GPA Calc

If a calculation is being attempted for a "W" (Withdrawal) or a "P" (Pass) in a course, the credits for the course must be manually adjusted to 0 (zero) on this screen in order to receive a correct calculation. If the credits are not adjusted to 0 (zero) for the course, the GPA will be calculated as if an F was earned.

Activity on this form does not impact semester or cumulative GPAs, nor does it impact dean's list recognition.

Current GPA	3.463
Credits Earned So Far	41

- As an example for this student we're going to enter in the 4 courses that they are currently enrolled in. We're going to suggest that this student has withdrawn from one course, will be receiving a B in another, and A's in the rest. It will look like so when entered.

Current GPA	3.463	
Credits Earned So Far	41	
	Credits	Grade
BIOL 303	3	A [4.000]
BIOL 310	0	W [0.000]
CHEM 301	3	A [4.000]
WRLD 230	3	B [3.000]
Class F		

****NOTE:** Make sure to manually adjust the credits to 0 for the class the student has withdrawn from so it does NOT calculate the GPA as if an F were earned.

By clicking “Calculate” you will be taken to screen showing the student’s potential GPA if they earn the entered grades.

Current GPA	3.463		Calculated GPA	3.500
Credits Earned So Far	41			
Class	Credits	Grade	By achieving the grades listed here, your GPA at the end of the term will be 3.500	<input type="button" value="Recalculate"/>
BIOL 303	3	A 4.000		
BIOL 310	0	W 0.000		
CHEM 301	3	A 4.000		
WRLD 230	3	B 3.000		

- If you need to adjust any of the inputted information, just click the “Recalculate” button at the bottom left hand side of the screen and you will be taken to the previous screen

****NOTE:** Degree Works calculators are tools for students and advisors, but none of the calculators are an official GPA record. The only official Virginia Commonwealth University GPA is found on a student’s academic transcript, and NOT in Degree Works

Advice Calculator

****NOTE:** The Advice Calculator will show how many credits must be earned with certain grade averages to achieve a desired GPA

- Select “Advice Calculator” from the left side bar

Term Calculator	
Advice Calculator	>

- Enter the student's desired GPA and click "calculate"

Current GPA	3.463
Credits Earned	41
Desired GPA	3.7

Calculate

- The results page will show you how many credits the student must have at a certain grade average to achieve the desired GPA as entered

Current GPA	3.463
Credits Earned	41
Desired GPA	3.7

To achieve your desired GPA, you need one of the following:

33 Credits at 4.000 (A) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

You can see based on the results that the student needs 33 credits at 4.0 GPA to achieve a 3.7

****NOTE:** Keep in mind that it may not be possible to reach the desired GPA with the number of credit hours the student has remaining, in that situation, you will see the following message on screen indicating so after you click "calculate".

Current GPA	3.463
Credits Earned	41
Desired GPA	4

Error: Achieving your desired GPA is not possible or not realistic. It would require too many Credits

Recalculate

- Click the "recalculate" button to go back and enter different numbers

****NOTE:** Degree Works calculators are tools for students and advisors, but none of the calculators are an official GPA record. The only official Virginia Commonwealth University GPA is found on a student's academic transcript, and NOT in Degree Works