

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: IKA, IOA, IOA-RA, ISB-RA, JNA, JNA-RA, JOA-RA

Responsible Office: Deputy Superintendent of Schools
Curriculum and Instructional Programs

Grade Point Averages (GPA) and Weighted Grade Point Averages (WGPA)

I. PURPOSE

To establish procedures for determining grade point averages and weighted grade point averages and for reporting them to current and prospective employers and postsecondary institutions that require the information as part of the application and admissions process.

II. DEFINITIONS

A. *Advanced Level* courses are those high school courses based upon high level achievement in a sequence of study. There are no corresponding honors level courses of the same title. Advanced level courses are designated in the *MCPS High School Course Bulletin*, and include Advanced Placement (AP), International Baccalaureate (IB), and Cambridge Program courses.

B. *Credit* is a completed unit of study.

C. *Grade points* are the numeric equivalent of a student's grade in a credit-bearing course according to the following scale:

A = 4

B = 3

C = 2

D = 1

E = 0

E₂ = 0

D. The *grade point average (GPA)* is the average number of grade points earned per course in Grades 9 through 12, including grade points earned for successful completion of certain high school level courses taken while in middle school. The cumulative GPA is shown on the student's transcript. The GPA is computed by dividing the total number of grade points earned by the total number of course

credits included in the computation. The GPA should be rounded to two decimal points by rounding the second decimal position upward if the third decimal position is greater than four.

- E. *Honors* courses include the same content as corresponding non-honors high school level courses; however, honors courses require greater use of abstract and higher-level thinking skills, and require research and projects of a more rigorous and challenging nature. Honors courses are designated in the *MCPS High School Course Bulletin*.
- F. A *transcript* is a report of final grades and credits indicated by course.
- G. *Weighted grade points* are similar to grade points except that weighted grade points differentiate between regular courses and honors courses, and all courses designated advanced level courses. Weighted grade points are the numeric equivalent of a student's grade in a credit-bearing course according to the following scale:

<u>Grade</u>	<u>Grade Points</u>	
	Regular	Honors/Advanced Level
A	4	5
B	3	4
C	2	3
D	1	1
E	0	0
E ₂	0	0

- H. The *weighted grade point average (WGPA)* is a recalculation of the GPA substituting weighted grade points for regular grade points earned in courses designated as honors or advanced level. The WGPA is computed by dividing the total number of grade points earned by the total number of course credits included in the computation. The WGPA should be rounded to two decimal points by rounding the second decimal position upward if the third decimal position is greater than four.

III. PROCEDURES

- A. Grade Point Average and Weighted Grade Point Average Computations
1. All credit-bearing courses for which the student is assigned a grade of A, B, C, D, E, or E₂ will be used for GPA and WGPA computations.

2. School staff will follow loss of credit procedures outlined in Regulation JEA-RA, *Student Attendance*. A loss of credit will be reflected as an E₂ on the student's transcript and report card, and will be included in the computations for grade point average and weighted grade point average. For purposes of computing the GPA and the WGPA, an E₂ is the same value as an E.
3. The grade earned in a course initially taken in high school and subsequently repeated is included in the computation each time it is taken, including courses offered during extended day and extended year sessions regardless of whether the course may be repeated for credit.
4. High school courses successfully completed while in middle school will be included in the GPA calculation beginning in Grade 9. Students must meet these criteria:
 - a) Complete a full two-semester sequence while in middle school earning a final grade of A, B, C, or D; and
 - b) Pass the same final examination given in high school.
5. Students who successfully complete a high school course while in middle school may retake the course in high school for a replacement grade. The highest of the grades received shall be entered on the student's transcript and shall be used for the purpose of computing weighted and unweighted grade point averages.
6. Courses offered during extended day and extended year programs are included in the computations when they meet other requirements for inclusion.
7. Credits granted for approved courses offered by institutions other than MCPS (classroom, correspondence, or online courses), work study, and transfer courses, if used for graduation credit, are included in the GPA/WGPA computations. These courses must be entered separately into the centralized student database. (See Regulation ISB-RA: *High School Graduation Requirements*.)
8. Grades and credits for dropped courses will be treated for computing the GPA and WGPA as follows:
 - a) Courses from which a student withdraws

- (1) If a student withdraws from a course on or before the 25th school day of the semester in which the class begins, no notation is made on the student's permanent record, transcript, or report card.
 - (2) If the student withdraws after the 25th school day of the semester in which the class begins, a notation of "W," or "Withdrew," the date of the withdrawal, and the average grade at the time of withdrawal will be entered on the permanent record, transcript, and report card.
- b) Should the student, with prior approval, transfer to a course in the same subject area, appropriate credit is awarded for those courses completed successfully.
9. Transferred credits and grades from other school systems shall be converted by the principal/designee into appropriate MCPS credits and are included in the computations.
- a) Courses in subject areas not traditionally taught in MCPS, such as religion or driver education, are not included unless the course objectives meet the objectives of an approved MPCS course.
 - b) Advanced level courses not taught in MCPS, but in subject areas taught in MCPS, are included.
 - c) For transferred credits (non-MCPS courses) to which marks such as "O" (Outstanding), "S" (Satisfactory), and "U" (Unsatisfactory) or numeric grades or percentages have been assigned, the school must secure or translate such marks to a scale of A, B, C, D, and E. These courses must be entered into the computerized student database separately.

B. Student Transcripts

1. Transcripts shall include the following:
 - a) Any MCPS course completed or dropped after the end of the 25th instructional day of the semester, showing the date of withdrawal from the course and the grade at the time of the withdrawal
 - b) Any course completed during an extended day or extended year session or any completed course offered by an institution other

than MCPS that was preapproved as defined in Regulation ISB-RA: *High School Graduation Requirements*;

- c) Designation of honors, MCPS certificate of merit, and advanced level courses;
 - d) Grades and credits earned for each course;
 - e) Cumulative grade point average and the weighted grade point average; and
 - f) Graduation date.
2. The principal/designee is responsible for the following:
- a) Ensuring that each student's grades have been verified and accurately reflect the record of the student, including courses offered during extended day or extended year sessions, approved courses offered by institutions other than MCPS (classroom, correspondence, or online courses), transfer courses, and high school courses successfully completed in middle school;
 - b) Furnishing transcripts to schools to which the student seeks enrollment, including high schools and institutions of higher learning; and
 - c) Furnishing transcripts to scholarship foundations, technical institutions, and current or prospective employers provided that the release of this information is approved by the student's parents or by the student if the student is 18 years of age or older or married.
3. The Office of the Chief Technology Officer is responsible for ensuring that the GPA and WGPA appear on the secondary transcript.
4. Access to transcripts and other student record information shall be in accordance with Regulation JOA-RA: *Student Records*.
5. The school system shall provide up to three transcripts for each student without charge, consistent with Policy JNA, *Curricular Expenses for Students*.

Regulation History: Formerly Regulation No. 340-3, August 20, 1980; revised February 1986; revised December 1986; revised June 10, 1988; revised June 24, 1993; revised May 23, 2000; updated office titles June 1, 2000; revised May 20, 2008.