

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: ISB-RA
Responsible Office: Deputy Superintendent of Schools
Student and Community Services

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. *Honors* courses have the same objectives as corresponding non-honors high school level courses; however, honors courses cover the content in more depth, require greater use of abstract and higher level thinking skills, and require research and projects of a more rigorous and sophisticated nature. Honors courses are designated in the *MCPS Course Bulletin*.
- B. *Advanced Level* courses are those high school courses for which a student shows special ability and are based upon high level achievement in a sequence of study. There are no corresponding non-honors level courses for advanced level courses. Advanced level courses are designated in the *MCPS Course Bulletin*.
- C. *Advanced Placement* courses are those high school courses for which a corresponding Educational Testing Service Advancement placement examination exists and are designed to prepare students for those examinations. Advanced placement courses are designated in the *MCPS Course Bulletin*.
- D. *Credit* is a completed unit of study.
- E. *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

$$C = 2$$

$$D = 1$$

$$E = 0$$

$$E_2 = 0$$

- F. *Weighted grade points* are similar to grade points except that weighted grade points differentiate between regular courses, honors, advanced level, and advanced placement courses. Weighted grade points are the numeric equivalent of a student's grade in a credit-bearing course according to the following scale:

| Grade | Regular | Honors | Advanced Level | Advanced Placement |
|----------------|---------|--------|----------------|--------------------|
| A | 4 | 5 | 5 | 5 |
| B | 3 | 4 | 4 | 4 |
| C | 2 | 2 | 3 | 3 |
| D | 1 | 1 | 1 | 1 |
| E | 0 | 0 | 0 | 0 |
| E ₂ | 0 | 0 | 0 | 0 |

- G. *Grade points earned* are derived by multiplying the number of credits offered in a course by the appropriate number of grade points according to the student's final grade.
- H. *Weighted grade points earned* are derived by multiplying the number of credits offered in a course by the appropriate number of weighted grade points according to the student's final grade.
- I. The *grade point average (GPA)* is the average number of grade points earned per course in grades 9 through 12, including grade points retroactively earned for successful completion of certain high school level courses taken while in middle school.

The transcript provides a cumulative GPA of all courses taken to that date. The report card GPA only reflects each quarters' individual GPA.

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.

- J. The *weighted grade point average (WGPA)* is the average number of weighted grade points earned per course in grades 9 through 12, including weighted grade points retroactively earned for successful completion of certain high school level

courses taken while in middle school. The WGPA is computed by dividing the total number of weighted 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.

- K. A *transcript* is a report of final grades and credits indicated by course that also shows cumulative GPA and WGPA for each year, grades 9 through 12, and for high school credit retroactively earned for courses taken while in middle school.
- L. Students are considered to have attained *age of majority* if they have reached their 18th birthday or if they are married.

III. PROCEDURES

A. Responsibilities

1. The principal/designee is responsible for:
 - a) Ensuring that each student's grades have been verified and accurately reflect the record of the student, including courses taken in summer school, evening school, correspondence courses, approved tutoring, work study, college courses, transfer courses, and certain courses successfully completed in middle school which meet the requirements for receiving retroactive high school credit
 - b) Maintaining student records
 - c) Furnishing to colleges, universities, scholarship foundations, technical institutions, and current or prospective employers the student record provided that the release of this information is approved by the student's parents or by the student who has attained the age of majority
2. The Office of Global Access Technology is responsible for ensuring that the GPA and WGPA appear on the secondary transcript.

B. 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. Students having five or more unexcused absences per semester in any course will receive loss of credit for that course, unless the outcome of a successful appeal determines otherwise. 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. A repeated course is included in the computation each time it is taken, including summer and evening school. For example, if a student receives a grade of "E" in a course and a grade of "C" when repeated, both the "E" and the "C" are used in the computation regardless of whether the course was repeated in summer school, evening school, or in the regular school year and regardless of whether the course has allowable repeats for credit.
4. Summer school and evening school courses, are included in the computations if they meet other requirements for inclusion.
5. Credits granted through approved correspondence courses, approved tutoring, work study, college courses, and transfer courses, if used for graduation credit, are included in the computations. These courses must be entered separately into the computerized student database. (See Regulation ISB-RA: *High School Graduation Requirements*.)
6. High school level mathematics and foreign language courses successfully completed while in middle school will be included in the GPA calculation provided that the student
 - a) Completes a full two-semester sequence while in middle school earning a final grade of A, B, C, or D
 - b) Passes the county final examination at the end of the sequence
 - c) Successfully completes while in high school a higher level, two-semester sequence in mathematics or in the same foreign language
7. Grades and credits for dropped subjects will be treated for computing the GPA and WGPA as follows:
 - a) Courses from which a student withdraws will not be reflected in the GPA or WGPA

- (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 report card, transcript and permanent record.
- 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.
8. 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.

C. The student's transcript must include:

1. A record of any subject dropped after the end of the 25th day (25 school days) of the course, showing the date of withdrawal from the course and the grade at the time of the withdrawal
2. Honors, certificate of merit, and advanced placement courses must be designated on student's report cards and transcripts

3. A year-by-year record of the student's grade point average and the weighted grade point average, and the date they were computed
4. The date the transcript was created

Administrative 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.