

## GRADES

Final Grades are submitted electronically by the faculty in Self-Service Banner (SSB). Students may view their unofficial transcript on Self-Service Banner. They may also request an official transcript from Self-Service Banner, the Registrar's Office via fax, mail, or in person.

The table below shows the ONU grade and points system.

| GRADE | POINTS | NOTES                             | INCLUDED IN GPA? |
|-------|--------|-----------------------------------|------------------|
| A     | 4      | Highest passing grade             | Yes              |
| B     | 3      |                                   | Yes              |
| C     | 2      |                                   | Yes              |
| D     | 1      |                                   | Yes              |
| F     | 0      |                                   | Yes              |
| I     | 0      | Course has not yet been completed | No               |
| W     | 0      | Did not complete course           | No               |
| AU    | 0      | Requested no grade for credit     | No               |
| S     | 0      | No points - cannot calculate      | No               |
| U     | 0      | No points - cannot calculate      | No               |

Only courses with letter grades A-F are used in calculating the grade point average. Satisfactory (S) and Unsatisfactory (U) grades are passing grades in completed courses, but are not used in calculating the grade point average. Courses taken at other institutions and transferred to ONU are listed on the transcript. The credit hours earned transfer, but the grades are not used in calculating grade point average.

The GPA is reported in two ways:

- The semester GPA is the calculation of all the grades received in a single semester.
- The cumulative GPA is the calculation of all grades received while a student at ONU.

## TO CALCULATE GPA

To calculate a GPA, take the number of points for each grade and multiply it by the number of credits. For example, a 3-credit hour grade of A equates to 12 GPA points. Add all GPA points together and divide by the total number of GPA credit hours completed.

| <b>E<br/>X<br/>A<br/>M<br/>P<br/>L<br/>E<br/>S</b> | Hours Per      | Grade                     | How to Figure Out           |
|--|----------------|---------------------------|-----------------------------|
|  | 5 credit hours | A                         | $5 \times 4.0 = 20$         |
|  | 5 credit hours | F                         | $5 \times 0 = 0$            |
|  | 5 credit hours | W                         | Does not calculate into GPA |
|  | 4 credit hours | A                         | $4 \times 4.0 =$            |
|  | 4 credit hours | F                         | $4 \times 0 = 0$            |
|  | 4 credit hours | S                         | Does not calculate into GPA |
|  | 3 credit hours | B                         | $3 \times 3.0 = 9.0$        |
|  | 3 credit hours | C                         | $3 \times 2.0 = 6$          |
|  | 3 credit hours | F                         | $3 \times 0 = 0$            |
|  | 3 credit hours | I                         | Does not calculate into GPA |
|  | 2 credit hours | A                         | $2 \times 4.0 = 8$          |
|  | 2 credit hours | D                         | $2 \times 1.0 = 2$          |
| 1 credit hour                                      | C              | $1 \times 2.0 = 2$ points |                             |

The transcript shows us four categories of credit:

1. Attempted hours - Number of hours the student attempted to take and complete
2. Passed/Earned Hours - number of hours for which student received a passing grade (Grades A through D, and S)
3. GPA Hours - number of hours which count into the GPA (Grades A through F)

The transcript also shows the number of Quality Points earned and Total GPA for both the semester and cumulative.

## TO CALCULATE MAJOR GPA

Determine first what courses are required for your major. Follow the same steps as above to calculate your GPA for only your major courses.

If courses in a particular subject are taken under Quarters AND Semesters, the quarter hours and points need to be converted to semester hours and points. This can be done by multiplying each by 0.667 and adding them to the corresponding course's semester hours and points before dividing them to determine your final major GPA.

\*If there is an "E" in the R column (to the far right) the points & hours for that course are excluded from the GPA\*