DEGREE WORKS

TRAINING MANUAL

GPA CALCULATOR

REGISTRAR’S OFFICE
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**DEGREE WORKS – GPA CALC**

**GRADUATION CALCULATOR**

1. Enter student audit
2. Select GPA Calc tab

3. Select Graduation Calculator from menu on left
4. Enter Credits Remaining
5. Enter Credits Required
6. Enter Desired GPA
7. Click Calculate button

8. The average GPA the student would need to achieve for their remaining credits to graduate with their desired GPA will display.
9. Click Recalculate button to perform new GPA Calc
1. Enter student audit
2. Select GPA Calc tab

1. Select Term Calculator from menu on left

2. Select Grades

Note: In-progression classes and their credit hours will automatically be added to the Term Calculator in alphabetical order according to term. If a student is registered for classes in consecutive terms (e.g. Spring and Summer or Summer and Fall), all of the classes the student is registered for will appear in the Term Calculator. Classes in future terms can be removed to get an accurate calculated term GPA.
3. Click Calculate button

4. The calculated GPA based on the student’s projected grades will appear

5. Click Recalculate button to perform a new GPA Calc