

GPA Calculation Guidelines for Graduate Admissions

Graduate Admission Requirement:

- The minimum entrance requirement for graduate admissions at McGill is:
CGPA of 3.0 out of 4.0 or
GPA of 3.2 out of 4.0 during the last 2 years of full-time studies.

Reporting Requirements for Performance Indicators

- Departments are required to report the cumulative undergraduate grade point average for each graduate applicant recommended to the GPSO for admission. The reported grade point average not only forms one of the bases of admission, it is used by the university as a performance indicator for graduate programs. The cumulative undergraduate grade point average is entered by the department on the “Decision Form Checklist” provided by the GPSO.
- To facilitate the calculation process, Departments are provided with a “GPA calculation spreadsheet” (link can be found at <http://www.mcgill.ca/gps/documents/admissions/>) to calculate the cumulative undergraduate grade point average.
- The only acceptable format for reporting cumulative undergraduate averages is CGPA on a scale of 4.0.
- The GPA Calculation Spreadsheet is set up to calculate averages in this format. In order to provide a common basis for comparison between applicants and permit the correct calculation of program performance statistics, departments must submit a correctly completed spreadsheet for each applicant recommended for admission (except for McGill graduates).

Calculations

- Grade Point Averages are weighted averages of grade points per credit attempted.

$$\text{GPA} = \frac{\sum (\text{course credits} \times \text{grade points})}{\sum (\text{course credits attempted})} \text{ in a period (e.g. one academic year or term)}$$

CGPA = GPA over the entire record in a degree.

- The GPA Calculation Spreadsheet provided for departments uses the above formula.

Use of spreadsheet to calculate GPA

The following example shows how the data are entered (red characters) and values that are calculated:

Example of GPA Calculation

Year 1:			Year 2:			Year 3:		
Grade Point	Credit Weight	Weighted Points	Grade Point	Credit Weight	Weighted Points	Grade Point	Credit Weight	Weighted Points
1.00	6	6.00	3.30	6	19.80	4.00	3	12.00
3.00	4	12.00	3.00	6	18.00	4.00	9	36.00
3.30	4	13.20	2.70	6	16.20	3.00	6	18.00
2.00	12	24.00	2.70	6	16.20	3.70	6	22.20
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Sum	26	55.20	Sum	24	70.20	Sum	24	88.20
GPA Year 1	26	2.12	GPA Year 2	24	2.93	GPA Year 3	24	3.68
						Last 2 yr. GPA (2-3)	48	3.30
CGPA Year 1	26	2.12	CGPA Year 2	50	2.51	CGPA Year 3	74	2.89

In the above example, the spreadsheet performed the following calculations:

- Sessional GPA for each of the last three years of the student's program:

[e.g.: GPA Year 1 = $55.20/26 = 2.12$]

- Cumulative GPA to date after each year:

[eg: CGPA Year 3 = $(88.20+70.20+55.20)/(24+24+26) = 2.89$]

- Last 2 year GPA for years 2 and 3:

[eg: Last 2 Yr GPA (2-3) = $(88.20+70.20)/(24+24) = 3.30$]

In this example, the student's CGPA is 2.89 and does not meet the minimum 3.0 requirement for admission to graduate studies.

The student's GPA in the last 2 years of full-time studies is 3.30 and meets the minimum 3.2 requirement for admission to graduate studies.

The department, in this case, would record both values of 2.89 and 3.30 on the "Decision Form Checklist".

N.B. In the example above we have input grade points (4.0, 3.7, 3.3 ...) instead of grades (A, A-, B+ ...). *It is not necessary to do this when using the spreadsheet – it will automatically convert grades to grade point values when performing the calculations.*

GPA Conversions

- Any cumulative undergraduate average or standing that is not reported on a CGPA scale of 4.0 will have to be converted by the Department to a CGPA scale of 4.0. (A GPA/4.3 cannot be considered the same as a GPA/4.0)
- GPA's for programs that are entirely graded on a pass/fail basis cannot be reported.

General Rules of Conversion

- When a University reports percentages and letter grades (or grade point /4), the letter grades (or grade point /4) supersede the percentage and should be reported on the checklist.
- When courses are not given a credit weight, we assume an equal credit weight for each course. Weights are often reported as “full course (1)” or “half-course (0.5)”. These are usually equivalent to 6 credits and 3 credits respectively.

Further Documentation

- We are providing on this site Fact Sheets and equivalency tables for the 30 countries from which we receive the most applications for admission (other than Canada and the USA), and which do not use the standard nomenclature or grade points.

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