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GENERAL QUESTIONS

What is DegreeWorks?

DegreeWorks is a web-based tool to help students and advisors monitor progress toward degree completion. DegreeWorks looks at the degree requirements of the East Carolina University Undergraduate Catalog and the coursework completed to produce an easy-to-read audit. The audit is divided into block requirements of how courses, taken or proposed, count toward degree requirements. Checkboxes exist within each block to easily outline what courses and requirements are complete or in-progress. DegreeWorks also allows students and their advisors to plan for future coursework. **DegreeWorks is designed to enhance the academic advisement process and is not intended to replace face-to-face academic advisement.**

Who has access to DegreeWorks?

DegreeWorks is available for undergraduate students beginning with the 2010 Undergraduate Catalog. Students under an earlier catalog should see their advisor for degree information. Degree requirements for graduate students are not currently available in DegreeWorks. Advisors will have access to DegreeWorks for all advisees with a catalog year of 2010 and forward.
What are the benefits for using DegreeWorks?

DegreeWorks will help you:

- Determine what ECU requirements you need to fulfill in order to complete your degree.
- Identify what requirements you have completed in the Foundations Curriculum.
- View individual course grades, cumulative grade-point average (GPA), and major average.
- Determine which courses you have taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exceptions applied toward degree.
- See how your coursework could be applied toward another major, minor, or concentration using the What If option.
- Project grade performance using the GPA calculator.
- Confirm your academic standing.
- Determine whether there are holds on a student record.
- Estimate how many semesters it will take you to graduate.
- Plan future course schedules utilizing the Planner option to see how the selections will affect the progress towards the degree.
- Learn the prerequisites and co-requisites for courses by clicking on the course numbers.

How is DegreeWorks different from the degree audit program we already have (CAPP)?

DegreeWorks is an advising tool which will produce a much easier to read and user-friendly degree audit. DegreeWorks will give students and advisors better information in selecting coursework and understanding degree requirements.

Can I access DegreeWorks on any computer?

Yes. Access to DegreeWorks is through the Web. Anywhere you can log in to OneStop will allow you access to DegreeWorks.

How do I access DegreeWorks?

Student Login

- Login to your ECU OneStop Account at www.ecu.edu.
- Click on the Tools Tab
- Click on the Banner Self Service Link.
- Click on the Student tab.
- Click on the DegreeWorks link.

Faculty/Advisor Login

- Login to your ECU One Stop Account at www.ecu.edu.
- Click on the Faculty Services Tab
- Click on Advising Services
- Click on DegreeWorks

**Is my information confidential?**

Yes. Like other processes you use through OneStop, DegreeWorks is accessed through your secure log in. Remember that your advisor, faculty, and selected staff will be able to view the information contained in DegreeWorks.

**Who is my advisor?**

You can find your advisor's name at the top left of the audit. If there is no name or the name appearing is incorrect, please contact your department.

**How current will my information be in DegreeWorks?**

The information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes, holds, or classes added/dropped) will be seen in DegreeWorks tomorrow.

**Can I register for classes in DegreeWorks?**

No. DegreeWorks is a snapshot of courses in-progress, planned, and in academic history. Registration will continue to be handled through OneStop/Banner Self-Service.

**Can I see how many classes I have left to fulfill my requirements?**

Yes. DegreeWorks is laid out in block format displaying degree, major, minor, and concentration requirements information. Look for unchecked boxes to identify requirements that you still need to complete.

**Are my grades visible in DegreeWorks?**

Yes. Once grades have been processed by the University, they are viewable in DegreeWorks following the nightly refresh. Please note, although students grades can be viewed, final GPA and standings are not updated until all final grade processes are completed at the end of the semester.

**Can I see a list of all courses taken?**

Yes. On the Audit tab, click on the Class History link at the top for a printable list of courses taken at ECU as well as transfer courses.

**Why isn’t my information up-to-date?**

There could be several reasons. One is that DegreeWorks may not have refreshed since a change was made (the information is refreshed nightly). Second, there could be some paperwork that needs to be completed. For example, if you have completed transfer courses,
it is possible that the university has not received an official transcript or the coursework is pending departmental review. Check with the Office of the Registrar at 252-328-6524 if your transcript or audit does not reflect transfer work you have completed.

**How can I update information?**

You cannot update course information in DegreeWorks. To change your major/minor/concentration, please contact your advisor to facilitate those changes.

**Does DegreeWorks include my AP credit and transfer work?**

Once scores are received and credit is granted, they are posted to the student record and will appear on the audit. Likewise, as soon as transfer work is posted to the student account, it will appear on the audit and fulfill requirements as appropriate.

**Do I automatically graduate if everything is checked off?**

In order to graduate, you must file an application for graduation with the Registrar's Office. There is no fee for this application. Applications may be obtained online or in person at the Registrar’s Office in the Whichard Building. For more information about graduation; click here.

**I have been approved for graduation, but DegreeWorks says that I haven't completed all my requirements. Does this mean that I won't be able to graduate?**

Not necessarily. This can be a timing issue such as posting of grades for the current term. If you have followed through on any requirements you were told to complete, you should still be on track for graduation. You should be contacted by the Registrar’s Office of any deficiencies. Contact your advisor for assistance in clearing up the problem areas as soon as possible.

**USING AUDITS**

**What is an audit?**

A DegreeWorks audit is a review of past, current and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/concentration. Your audit will display the courses you've taken or are registered for and will show you any degree, major, minor, or concentration requirements that are being met by the courses you've taken or that may be met upon satisfactory completion of courses in progress.

**How is a DegreeWorks audit organized?**

The audit is divided into “blocks”. Each block works like a checklist that has boxes that are automatically checked when a requirement is met or is in-progress.

DegreeWorks ◆ Office of the Registrar ◆ East Carolina University ◆ revised 3/20/2012
- **General Student Information**: Information about the student that is independent of degree choice. Includes basic information about the student’s degree program, GPA, class status, academic standing, etc.

- **Degree Progress Bar**: The Degree Progress Bar shows a student an estimation of the student’s progress toward degree completion. This estimation is based on the number of requirements that have been checked completed.

- **Graduation Requirements/Degree Block and Unmet Conditions**: This section indicates what is required for graduation in the selected degree. It includes minimum GPA and Credits required. This area also shows any unmet conditions for a degree. This area checks total hours (without remedial math), upper-level hours, institutional GPA, and residency requirements. Foundations curriculum checkbox is shown under the degree block and will stay unchecked until all foundations course are complete.

- **Foundation Curriculum Requirements**: These courses include courses required for graduation independent of the Major. When a requirement has not been met, a list of acceptable courses appears. These courses are hyperlinked to a box that will display course information, any pre-requisites, and real-time data on offerings in the current schedule of classes.

- **Major, Minor, and Concentrations**: Each major, minor and concentration will be displayed in a block indicating the program requirements, the courses that may be used to fulfill them, and/or the courses you have already taken to complete the requirements. The purple bar which displays the major, minor, or concentration, also includes the year of the catalog in use when you first entered the college (this determines the degree requirements to be followed in order to graduate), the GPA for the major, as well as the credits already applied.

- **Electives**: Elective courses that do not meet any graduation requirements are placed in the elective block.

- **Insufficient**: Students who have failed, repeated, or withdrawn from courses will have an insufficient section in which these courses will be listed. This block lists courses in which the student has received a grade of Minimum Grade not met, (F)ail, or (W)ithdrawal. Repeated Courses. These courses are not counted toward the requirements of the degree.

- **Remedial**: Remedial coursework will also appear in this section. These courses do not count toward a student’s total hours towards graduation.

- **In Progress**: Currently enrolled students will also have an In Progress area that lists courses in which they are registered or have an Incomplete. These courses are marked with a grade of “CUR”.

- **Exceptions**: Courses that are waived or substituted for another course are listed in the Exceptions block. In addition, they are listed in the block they apply to (Foundations Curriculum, Major, etc.) An additional line will appear under it that explains why the exception was entered.

- **Advisory Notes**: Predefined advising notes are listed at the bottom of the audit. Advising notes are added by an advisor and can be viewed by the student.

When I can use my DegreeWorks audit?

Use your DegreeWorks audit when:
• Reviewing your progress with an academic or major advisor.
• Creating a list of questions to discuss with your advisor.
• Identifying courses that need to be completed.
• Selecting courses that meet your degree requirements.
• Determining a projected graduation date.
• Choosing a major.
• Deciding whether to add a minor.

**How is a DegreeWorks Degree audit different from a transcript?**

A DegreeWorks audit is not an academic transcript nor is it an official notification of completion of degree requirements. A ECU transcript, however, is an official college record, and can be requested through OneStop/Banner Self-Service.

**Will I be able to view my entire course history?**

DegreeWorks uses the information that is current for your transcript. You will be able to view any courses that have been completed/registered for/transfered by the date your audit was last refreshed. (Data is refreshed nightly.) Keep in mind that any transfer work or grade changes that have not been formally submitted and accepted will not appear on your audit.

**I think my audit is incorrect. What should I do?**

Ask your advisor for assistance. The first step is to clarify what information you believe is wrong. If none of these problems describe your situation, or if you need additional help identifying what's wrong, contact your advisor. If the advisor believes a technical error exists on the audit, he/she should contact the Office of the Registrar.

These are the most common problems and courses of action:

- **My major is wrong on my audit.**
  If you have not officially changed your major, contact the appropriate college advising center or academic department for instructions. If you have officially changed your major, the DegreeWorks audit will only display your active degree audit. If your change is effective for a future term, the change may not reflect until that term. Likewise, the college/school advising center may still be updating your record.

- **The requirements for my major are wrong.**
  Look at the catalog term that appears on the major requirements block of the audit. According to our records this is the catalog that you are using to complete your major requirements. If you believe you should be using older or newer requirements, contact either your advisor or the Registrar’s Office.

- **My transfer courses don't appear in the right place.**
  If you are concerned about a transfer course that should be applying in the audit, contact
your advisor.

- **Classes are not applying in the "right" place.**
  DegreeWorks uses a "best fit" approach for meeting requirements so classes may shift between requirements as you complete/enroll in additional classes. If you have further questions, contact your advisor.

- **My advisor or department chair gave me permission to substitute a course, but it's not showing on my audit.**
  Talk with your advisor and/or department chairperson. Advisors can request to have an exception approved through the department chairperson of your major. Once the exception is approved and entered in the system, the change will appear on the audit.

- **My minor is missing from my audit.**
  If you have not officially declared your minor, contact the appropriate college advising center or academic department for instructions. If you have officially declared your minor, the college advising center may still be updating your records. Contact the appropriate college advising center for the status of the change.

- **My major requires me to complete a concentration, but it didn't appear on the audit.**
  If you have not officially declared your concentration, contact your current department office for instructions. If you have already officially declared your concentration, your department may still be updating your records. Contact your department for the status of the change.

**Where can I find my major GPA?**

Your major GPA is a calculated GPA based on coursework used to fulfill major requirements. This GPA will appear within the major block requirements of your audit. Additionally, depending upon your college, the major GPA may also include courses that potentially could have been used within the major block but were not needed to fulfill specific requirements.

**How do I know what classes I need to take?**

Your audit will outline for you courses still needed to meet degree, major, minor, and/or concentration requirements within each specific block. You may then use this information to discuss your plan with your academic advisor.

**Why isn’t there a check mark next to a requirement I’ve already completed?**

Your academic advisor is your primary point of contact. If your advisor determines that your audit is incorrect, he/she will contact the Office of the Registrar for assistance.
I changed my advisor, so why is my previous advisor showing instead of my new advisor?

Check with your new advisor – they should update your record.

Can I change my Major using DegreeWorks?

You must request your change of major with the area of your new major. To declare a change of major you must Contact your new department/advising center.

My record shows that my major is still undeclared but I have declared a major. Why doesn’t my major show?

Check with the Advising Center of the area in which you submitted the declaration.

Where can I see my audit for my second degree?

DegreeWorks is designed to show a listing of your majors and minors in the Student View audit. Additionally, each major and minor is broken out into individual requirement blocks within the audit. Students pursuing simultaneous degrees or a second major in a degree will need to click on the Degree drop-down box at the top of the Student View audit in order to view the additional requirements.

Why isn’t my transfer work meeting a requirement?

There could be two reasons. First, the course did not meet either the minimum number of credits and/or minimum grade requirement for use in your program of study. Second, all requirements have been met and this course is simply not needed.

May also be that the transferred course doesn’t meet the Foundations Curriculum standard requirements at ECU.

If I withdraw from a class, will that be reflected in my audit?

Courses from which you have withdrawn will appear in the Insufficient Due to Grades and/or Repeats block on your audit.

What does it mean if I have a classes listed under the In-Progress, Electives, or Insufficient headings?

In-progress and successfully completed courses that do not apply directly into a program of study are listed under the Electives heading. Courses that do not meet a grade requirement or are excluded from program requirements are listed under the Insufficient heading.
**How are In-Progress courses used to create my audit?**

Courses that are currently being taken, or that a student is registered for in a future semester, are included in the degree audit. These courses also are applied to the requirement blocks in which they meet a specific requirement. While in progress, they are appear with a grade of “CUR”. These courses are grouped together at the bottom of the audit in the block entitled In-Progress.

**Why haven’t some courses been applied to my degree requirements?**

Courses that are listed under the Electives or Insufficient blocks do not meet any of the program requirements. Students should meet with their academic advisor to clarify questions.

**How does DegreeWorks decide where to place courses that I've completed?**

DegreeWorks looks at your program holistically, and places each course using a "best fit" scenario. The "best fit" process will not always be perfect, particularly when multiple possibilities exist. Classes may apply to different sections as you take more courses. If you have a course that does not appear in the area in which you expected, contact your advisor for assistance.

**DegreeWorks placed one of my courses in two different places. Is that okay?**

In most cases, yes. DegreeWorks is programmed to recognize that some courses can fulfill more than one requirement. If you have any questions, contact your advisor.

**I earned credit before I came to East Carolina University. How does this appear on my audit?**

Classes were coded as transfer work if from another institution or CLEP/AP/IB credit. If your audit does not look like you expected it to, contact your advisor.

**Are there requirements for graduation that DegreeWorks doesn't check?**

A few. While DegreeWorks has been designed to check almost everything that you must complete to qualify for graduation, there may be additional requirements that must be completed as well. You should use DegreeWorks in conjunction with the University Catalog and with any information that your major department or the University provides to ensure that you remain on track for graduation. If you have questions about any additional requirements for your major, talk with your advisor.

**My advisor petitioned to substitute a course in my major. How will that course appear on DegreeWorks?**

After receiving department chairs approval, the exception will be recorded on the audit under the Exceptions block. In addition, they are listed in the block they apply to (Foundations
Curriculum, Major, etc.) An additional line will appear under it that explains why the exception was entered.

**I'm a double major. Only one appears on the audit. How can I check the requirements for my other major?**

If you are pursuing two majors under the same degree (e.g., BA Psychology and Sociology), both majors will be noted in the box near the top of the audit and will appear in the body of the audit in the order noted at the top of the audit. If you are pursuing two different degree/majors (e.g., BA Philosophy and BS Criminal Justice), you will use the drop down arrow on the degree box to select the audit you wish to review.

**I repeated a course and I don't understand how it appears on the degree audit. Can you explain this to me?**

If you successfully repeat a course, only your last attempt counts toward degree requirements. The earlier attempt(s) will be placed in an "insufficient" category at the bottom of your audit. The courses in this area do not count toward your total hours, and they cannot be used to fulfill requirements.

**I've seen the '@' symbol in several places on my audit. What does this mean?**

This is a wild card in DegreeWorks. If the @ sign appears with course numbers after it (e.g., @ 1000:4999), it means that you can take any subject area with that level (a 1000-4999 level course from any subject area). If it appears after a subject prefix (e.g., PSYC @), it means that you can take any course with that subject prefix (any course in Psychology). If it appears after a subject prefix and a number (e.g., PSYC 3@), it means that you can take any course with that subject prefix and at that level (any course in Psychology at the 3000-level).

**Using the Planner**

**What is the Planner feature?**

The Planner is a tool for you to arrange course requirements into future semester blocks. You and your advisor may find this helpful as you forecast your academic career. It is recommended that you create an active plan and keep it up-to-date, as this information may be used by university administrators to determine the demand for various courses each term.

**How do I create a plan?**

- By a split screen, the Planner allows you to drag and drop courses from your audit into future semester blocks. You can also type courses directly into the planner boxes. You must enter the course as it is labeled in the catalog (e.g., ENGL 1200, not English 1200).
- Note that requirements beginning with a "-" are labels indicating what type of specific course should be used to fulfill that item in your plan.
**Will putting courses in my planner change the way my audit looks?**

No. Nothing entered on the Planner will affect your actual audit. You can, however, see how the courses you have entered in your planner will apply in your audit by checking the boxes next to the semester blocks that you wish to include (check all of the boxes to see how your audit will look if you complete your entire plan) and then clicking on Run a New Audit. In the audit on the left-hand side of the screen, you will see how the planned courses applied to the various major/minor/concentration requirements.

**Can I create multiple plans?**

Yes; however, only one plan at a time may be kept as an active plan. You should mark the plan that you expect to follow as your active plan. This information may be used by university administrators to determine the demand for various courses each term.

**Will my plans be saved?**

Yes. DegreeWorks will allow you to save all plans you create; however, only one plan may be marked as active.

**Will my advisor be able to see my plan(s)**

- Yes. Your advisor can see your plan(s) and participate with you in the planning process. There is a Notes feature, as well, for you and your advisor to keep additional information.
- Depending upon your college, your advisor may choose to lock your plan after discussing it with you. Once your plan is locked, you will need to return to your advisor to make any additional changes.

**If I put a course in my planner, am I automatically registered for that course in that future semester?**

No. Your planner is for planning purposes only. You will continue to register for courses through OneStop/Banner Self-Service during the registration period.

**Is the course I planned guaranteed for that future semester?**

No. Your planner is for planning purposes only. Final course schedules are available to students online shortly before registration. If you discover that a course you had planned is not being offered, you should identify and alternative course and move the original course, if still needed, to a future term.

**Can I print my plan?**

Yes. There is a print button at the top of the planner.
How should I show that I intend to take a class at another institution this summer?

So that your advisor/department will be able to track what you intend to take at another institution, please do the following: in the course field enter the subject you intend to take beginning with a hyphen for example "- Math" (make sure to include a space between the hyphen and the subject). In the Notes field, enter the institution and course you intend to take at the other institution, such as, "Jefferson State CC, MTH 125". **NOTE:** Before you can take a course at another institution, you must first request permission if you intend for the course/grade to be transferred to ECU.

**USING WHAT-IF**

**What is the What-If feature?**

The What-If function allows you to hypothetically change your major, minor, or concentration. The What If audit will show you what coursework is required for the new major, minor, or concentration, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

**I want to change my major. How can I see what would be required if I made this change?**

You can use the What-if option on the Worksheets tab to do an audit using criteria you select. Be sure to select a Degree, Catalog term and Major. What-if audits do not guarantee that you are eligible to major in the area you select. If you decide you'd like to change your major, contact the department/school or college office of the new major for information and instructions.

**If I use the What-If feature does this mean that I have changed my major?**

No. The What-If function is for informational purposes only. You will see the header What-If Audit displayed at the top of the audit whenever an audit is run on a What-If scenario.

**I’m thinking of changing my major/minor/concentration. Will I be able to see how my current classes fit into my What-If major/minor/concentration?**

Yes. The What-If function will perform an audit based on the hypothetical major/minor/concentration and will show how your completed, current, and planned coursework meets the requirements of the hypothetical major/minor/concentration.

**Can my advisor see my What-If scenario?**

Since What-If scenarios are not stored on DegreeWorks, your advisor can only see your results if the two of you work through a What-If audit together. You can also print a copy to show your advisor.
Can I view multiple What-If scenarios on the same screen?

Yes. DegreeWorks will allow you to select more than one major at a time, or to select multiple major(s), minor(s) and concentration(s).

Can I save a What-If scenario?

No. What-If plans are not saved on DegreeWorks. You would need to run a new What-If scenario next time you log in to see it again.

Can I print a What If scenario?

Yes. If you want to share it with your advisor at a later date, you should print your What-If scenario.

If I like what I see in a What-if scenario, how do I initiate the changes?

Always speak with your advisor first. After consulting with your advisor, your advisor will help you facilitate the change.

CALCULATORS

What does the Graduation Calculator show?

The Graduation Calculator option on the GPA Calc tab will show what average you will need in your remaining credits to graduate with your desired GPA.

What does the Term Calculator show?

The Term Calculator option on the GPA Calc tab will show an estimate of your cumulative GPA. DegreeWorks will pull in your current earned credits and GPA and place your in-progress courses in the table where you can then enter the anticipated grade for each course. You will then see a revised cumulative GPA based on the estimates you provided.

What does the Advice Calculator show?

The Advice Calculator option on the GPA Calc tab will show various credit and grade scenarios in order for you to achieve your desired cumulative GPA.

How do I use the GPA Calculator?

- Choose a GPA Calculator type and click Load.
- Fill in requested information and click calculate.
Is this calculated GPA Guaranteed?

No. This is an estimate only.

Why can’t I select a grade of “P”

"P" grades do not count in your GPA. Remove courses for which you expect to receive a "P" from your course list before calculating GPA.