GREATER HOUSTON
COMMUNITY FOUNDATION

Converting Your GPA to a 4.0 Scale

Converting your GPA is a simple process. Start by finding out your GPA Scale. If you don't know your GPA Scale, check with your school. Then, divide your GPA by that number and multiply the result by four (4).

Your standardized GPA should be rounded to two (2) decimal points. If the last digit in your GPA is 1 through 4, round down (i.e. 3.533 becomes 3.53). If the last digit in your GPA is 5 through 9, round up (i.e. 3.536 becomes 3.54).

For example:

- If your GPA is 5.3 on a scale of 6.0, the process is:

    Divide your GPA (5.3) by your GPA scale (6.0): **5.3 ÷ 6 = 0.8833**

    Now take this result (0.8833) and multiply by 4: **.8833 X 4 = 3.5332**

    The standardized GPA you should enter on your application is: **3.53**

- If your GPA is 79 on a scale of 100, the process is:

    Divide your GPA (79) by your GPA scale (100): **79 ÷ 100 = 0.79**

    Now take this result (0.79) and multiply by 4: **.79 X 4 = 3.16**

    The standardized GPA you should enter on your application is: **3.16**