

**What is a grade scale?**

A grade scale is a system or guide that provides an explanation of grades provided by an educational institution. The grade scale assists the admissions committee in evaluating your undergraduate or graduate performances and is a required component of the application

**Where can I find my university’s grade scale?**

- On the reverse of transcripts
- On the bottom of transcripts
- On your transcript’s cover page (if provided)
- Your university’s website (via screen shot; see specifics below)

**What does a grade scale look like?**

U.S. University Grade Scale Example:

UNDERGRADUATE GRADES AND GRADE POINTS					
	Through Summer 1978	Effective Fall 1978		Through Summer 1978	Effective Fall 1978
A+	4.000	4.000	C-	2.000	1.700
A	4.000	4.000	D+	1.000	1.300
A-	4.000	3.700	D	1.000	1.000
B+	3.000	3.300	D-	1.000	0.700
B	3.000	3.000	F	0.000	0.000
B-	3.000	2.700	E	0.000	N.A
C+	2.000	2.300	Z	0.000	N.A
C	2.000	2.000			

Prior to fall 1944 numerical grades were used. By fall 1959 all undergraduate schools had changed to the use of letter grades.

Taiwanese University Grade Scale Example:

Score	Graduate	Undergraduate	GPA	Grade remark	
100 - 80	A	A	4	***	Course in progress or early registered
79 - 70	B	B	3	TR	Transfer
69 - 60	F	C	2	W	Withdraw
59 - 1	F	F	1	P	Pass
0	F	F	0	*, F	Fail
				Δ	No Credit

**Carnegie Mellon University**  
Tepper School of Business

Chinese University Grade Scale Examples:

Director's Signature:

remark: 5 how the points system: A: 90-100, B: 80-89, C: 70-79, D: 60-69, F<60

**Grade Point Average(GPA):**

This is to certify that  overall GPA(compulsory courses) was 3.0 (4.0 scale), major GPA was 3.3 (4.0 scale).



Note: The system of GPA used for academic transcript is established as follows:

1. Hundred-mark system: 85~100=4.0 , 60~84 =1.5~3.9 (add 0.1 for every one more point)
2. Formulation:  $GPA = \frac{\sum (\text{credits} * \text{grade point})}{\sum \text{credits}}$

Indian University Grade Scale Examples:

1. GPA Scheme of Evaluation	: 10 Point Grading System
2. Course Evaluation	: 10 Point Grading System
3. Grade	: A+ A B C D E F I
Grade Point	: 10 9 8 7 6 5 0 Incomplete
4. Maximum Possible CGPA	: 10.0
5. Minimum CGPA for Graduation	: 5.0
6. 1 Hour Lecture / Tutorial	: 1 Credit
7. 3 Hours Practical	: 1 Credit
8. Duration of the Course	: 8 Semesters
9. Duration of each Semester	: 16 Weeks

4. Evaluation:

(a) The performance in most courses is spelt out in terms of letter grades A, A-, B, B-, C, C-, D, E. Each letter grade has a qualitative meaning and a grade point value as given below:

Letter Grade*	A	A-	B	B-	C	C-	D	E
Qualitative Meaning	Excellent	Very Good	Good	Above Average	Fair/Average	Below Average	Poor	Exposed
Grade Point	10	9	8	7	6	5	4	2

Some schools do not assign grade point averages, but rather a class rating. These ratings would suffice for a grade scale:

7. The University of Pune does not employ the Grade Point Average (GPA) system but uses an aggregate percentage of the student in a year to award classes as follows:

Marks (%)	Class
66 and Above	First Class with Distinction
>= 60 & < 66	First Class
>= 55 & < 60	Higher Second Class
>= 50 & < 55	Second Class
>= 40 & < 50	Pass Class
Below 40	Fail



**What if my grade scale isn't on my transcripts?**

- **Take a screen shot:** You may take a screenshot from your university's website and upload that image to your application, but it must contain:
  - All grade scale information
  - University name (either on the page or in URL)
- **Print or save entire web page:** If you cannot fit the university logo/link in the screenshot with the grade scale information, right click anywhere on the webpage and select to print. From there you can save or print the needed page(s) and upload them to your application.

**Please contact the Tepper School's Admissions Office with Questions:**

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