

# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** IED, IKA, IKA-RA, IOA, IOA-RA, ISB-RA, JNA, JNA-RA, JOA-RA  
**Responsible Office:** Chief of School Support and Well-being; Chief of Strategic Initiatives

## Grade Point Averages (GPAs) and Weighted Grade Point Averages (WGPAs)

### I. PURPOSE

To establish procedures for determining grade point averages and weighted grade point averages and for reporting them to current and prospective employers and postsecondary institutions that require the information as part of the application or admissions process.

### II. DEFINITIONS

A. *Advanced-level* courses are those high school courses based on high-level achievement in a sequence of study. There are no corresponding honors-level courses of the same title. Advanced-level courses are designated in the Montgomery County Public Schools (MCPS) *High School Course Bulletin* and include Advanced Placement and International Baccalaureate courses.

B. *Credit* is a completed unit of study.

C. *Grade points* are the numeric equivalents of a student's grade in a credit-bearing course according to the following scale:

A = 4

B = 3

C = 2

D = 1

E = 0

D. The *grade point average (GPA)* is the average number of grade points earned in high school courses. Courses are included in the calculation of the cumulative GPA and reported on the student's transcript, as set forth in section III.A. The GPA is calculated by dividing the total number of grade points earned by the total number of course credits included in the computation. The GPA should be

rounded to two decimal points by rounding the second decimal position upward if the third decimal position is greater than four.

- E. *Honors* courses include the same content as corresponding non-honors high-school-level courses; however, honors courses require greater use of abstract and higher-level thinking skills. They also require research and projects of a more rigorous and challenging nature. Honors courses are designated in the MCPS *High School Course Bulletin*.
- F. A *transcript* is a report of final grades and credits indicated by course.
- G. *Weighted grade points* are similar to grade points, except that weighted grade points differentiate between regular courses and honors courses and all courses designated advanced-level courses. Weighted grade points are the numeric equivalent of a student’s grade in a credit-bearing course, according to the following scale:

<u>Grade</u>	<u>Grade Points</u>	
	Regular	Honors/Advanced Level
A	4	5
B	3	4
C	2	3
D	1	1
E	0	0

- H. The *weighted grade point average (WGPA)* is a recalculation of the GPA, substituting weighted grade points for regular grade points earned in courses designated as honors or advanced level. The WGPA is computed by dividing the total number of grade points earned by the total number of course credits included in the computation. The WGPA should be rounded to two decimal points by rounding the second decimal position upward if the third decimal position is greater than four.

**III. PROCEDURES**

A. GPA and WGPA Computations

- 1. In order to receive credit for high school courses completed while in middle school, middle school students must meet the same requirements as high school students and earn a final grade of A, B, C, or D.
  - a) For students who entered Grade 6 prior to the 2016–2017 school year, the final grade and credit earned for high school courses successfully completed while in middle school are reported on the

high school transcript and included in the calculation of the student's cumulative GPA/WGPA.

- b) For students who entered Grade 6 during or after the 2016—2017 school year, the final grade and credit earned for high school courses successfully completed while in middle school will be reported on the high school transcript, but will not be calculated into the cumulative GPA/WGPA, unless the grade earned improves the student's cumulative GPA/WGPA. If the course grade for a high school course taken in middle school improves the student's cumulative GPA/WGPA, it will be applied automatically by MCPS. Parents/guardians may opt out of the automatic calculation by contacting the school counselor.
2. Courses offered during extended-day and extended-year programs are included in the computations when they meet other requirements for inclusion.
  3. Credits granted for approved courses offered by institutions other than MCPS (classroom, correspondence, or online courses); work study; and transfer courses, if used for graduation credit, are included in the GPA/WGPA computations. These courses must be entered separately into the centralized student database. (See MCPS Regulation ISB-RA, *High School Graduation Requirements*.)
  4. Grades and credits for dropped courses will be treated for computing the GPA and WGPA as follows:
    - a) Courses from which a student withdraws.
      - (1) If a student withdraws from a course on or before the 25th school day of the semester in which the class begins, no notation is made on the student's permanent record, transcript, and report card.
      - (2) If the student withdraws after the 25th school day of the semester in which the class begins, a notation of "W," or "Withdrew," the date of the withdrawal, and the average grade at the time of withdrawal will be entered on the permanent record, transcript, and report card.
    - b) Should the student, with prior approval, transfer from an honors- or advanced-level course to an on-level course in the same subject area

(course-level change) after the 25th school day of the semester, no notation is made on the student's permanent transcript, and appropriate credit is awarded for those courses completed successfully. The Office of Curriculum and Instructional Programs may designate approved on-level transfers for certain courses, which will be set forth in implementation guidance and available from school counselors.

5. Any student who completes a high school course may retake the course for a replacement grade, as set forth in MCPS Regulation IKA-RA, *Grading and Reporting*.
6. Transferred credits and grades from other school systems shall be converted by the principal/designee into appropriate MCPS credits and are included in the computations.
  - a) Courses in subject areas not traditionally taught in MCPS, such as religion or driver education, are not included, unless the course objectives meet the objectives of an approved MCPS course.
  - b) Advanced-level courses not taught in MCPS, but in subject areas taught in MCPS, are included.
  - c) For transferred credits (non-MCPS courses) to which marks such as "O" (Outstanding), "S" (Satisfactory), and "U" (Unsatisfactory) or numeric grades or percentages have been assigned, the school must secure or translate such marks to a scale of A, B, C, D, and E. These courses must be entered into the computerized student database separately.

## B. Student Transcripts

1. Transcripts shall include the following:
  - a) Any MCPS course completed or dropped after the end of the 25th instructional day of the semester, showing the date of withdrawal from the course and the grade at the time of the withdrawal.
  - b) Only the highest grade and credit of a course completed and retaken.
  - c) Any course completed during an extended-day or extended-year session or any completed course offered by an institution other

than MCPS that was preapproved, as defined in MCPS Regulation ISB-RA, *High School Graduation Requirements*.

- d) Designation of honors, MCPS certificate of merit, and advanced-level courses.
  - e) Grades and credits earned for each course.
  - f) The cumulative grade point average and the weighted grade point average.
  - g) Graduation date.
2. The principal/designee is responsible for the following:
    - a) Ensuring that each student's grades have been verified and accurately reflect the record of the student, including courses offered during extended-day or extended-year sessions, approved courses offered by institutions other than MCPS (classroom, correspondence, or online courses), transfer courses, and high school courses successfully completed in middle school.
    - b) Furnishing transcripts to schools to which the student seeks enrollment, including high schools and postsecondary institutions.
    - c) Furnishing transcripts to scholarship foundations, technical institutions, and current or prospective employers, provided that the release of this information is approved by the student's parents/guardians or by the eligible student.
  3. The Office of the Chief of Strategic Initiatives is responsible for ensuring that the GPA and WGPA appear on the secondary transcript.
  4. Access to transcripts and other student record information shall be in accordance with MCPS Regulation JOA-RA, *Student Records*.
  5. The school system shall provide up to three transcripts for each student without charge, consistent with Board Policy JNA, *Curricular Expenses for Students*.

**Regulation History:** Formerly Regulation No. 340-3, August 20, 1980; revised February 1986; revised December 1986; revised June 10, 1988; revised June 24, 1993; revised May 23, 2000; updated office titles June 1, 2000; revised May 20, 2008; revised May

12, 2010; revised August 22, 2013; revised June 27, 2016; revised January 30, 2018; revised April 27, 2022; revised February 3, 2023.

# M C P S N O N D I S C R I M I N A T I O N S T A T E M E N T

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.\*\*

<b>For inquiries or complaints about discrimination against MCPS students*</b>	<b>For inquiries or complaints about discrimination against MCPS staff*</b>
Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org	Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
<b>For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973</b>	<b>For staff requests for accommodations under the Americans with Disabilities Act</b>
Section 504 Coordinator Office of Academic Officer Resolution and Compliance Unit 850 Hungerford Drive, Room 208, Rockville, MD 20850 240-740-3230 RACU@mcpsmd.org	ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
<b>For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff*</b>	
Title IX Coordinator Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org	

\*Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mCCR@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.

\*\*This notification complies with the federal Elementary and Secondary Education Act, as amended.

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) mcpsinterpretingservices@mcpsmd.org, or MCPSInterpretingServices@mcpsmd.org.