

# Step-by-Step GPA Conversion Procedure

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**McGill Degrees:** No grade conversion/GPA calculation is necessary for degrees/courses done at McGill University.

Please use a separate sheet to calculate your GPA for each degree (Bachelor, Masters, and any other partial studies such as exchange, transfer credits, etc.). For grades from partial studies (exchange or transfer) credits, write "Credit courses" rather than the degree name.

1. Download GPA conversion sheet (Microsoft Excel format) from the Experimental Medicine website.
2. In the area for your name, enter your name, degree for which the grades are associated, the university and the country in which the university is located. Please use the following format for your name and title of the document/spreadsheet:

**Last name, First name – Degree, University, Country**

3. Fill in McGill ID number (ID number is generated once you submit an application in Slate. If it is not yet indicated when you are doing your GPA calculation, simply leave it blank, we will fill it in on your behalf).
4. If your grades are already in letter form (i.e. A, B, C, etc.), skip to Step 6.

To convert your grades to the letter system, use the conversion scheme provided by your university. If the university does not provide a scheme, follow the instructions on this website to convert numerical grades (e.g. 70%) to letter grades (e.g. B), based on countries:

<https://www.mcgill.ca/gradapplicants/how-apply/application-steps/equivalency>

**IMPORTANT:** For transcripts from countries where an overall standing is provided (e.g. First Division, Second Class – Upper, etc.), all individual course grades must be converted into a letter grade and entered accordingly as we do not accept overall standing for the GPA conversion. For numerical grades not on a 100% scale, simply convert to the 100% scale accordingly (e.g. a grade of 160 on 200, would translate to 80%, etc.). This system is typically used by countries such as India, Pakistan, England, France as well as other commonwealth countries.

5. In the GPA Calculation Spreadsheet, enter the year of study in the field to the right of the cell labeled '**Year #**' (e.g. 2020-2021, Year 1 etc.). Use the same numbering system that appears in your transcript.
6. In the first column, start by specifying the semester (Semester 1, Fall Semester, etc.). Below the semester, fill in the converted letter grades obtained during that time period. Remember to enter all grades that appear on your transcript, including "Failure", "Referred" and "Unsatisfactory" (these convert into F). Exclude "Pass" and "Withdraw" grades. Please note that practicums, clerkships, internships and externships should not be included.
7. Enter corresponding credit weight in the column "Credit Weight". If your university provides hours of instruction instead of credits, use them instead. If your university does not provide either, use 1 as credit weight for all courses. The GPA will be calculated automatically.
8. You can include multiple semesters within a single "Year" column, but be sure to differentiate between semesters and their corresponding grades (i.e. Semester 1, Semester 2, Summer Semester, etc.). Repeat Steps 6-8 for each year of your studies.

**\*see Chinese University Conversion Example**

9. Send completed, calculated GPA excel spreadsheet to our office via e-mail at [experimental.medicine@mcgill.ca](mailto:experimental.medicine@mcgill.ca) by the application deadline that applies to you. Please keep the spreadsheet in Excel format (i.e., do not save as PDF).

### **Examples:**

- [Chinese University Conversion Example](#)
- [Iranian University Master's Example](#)
- [Indian University Bachelor's Example](#)