

General Education Worksheet – 2021/2022 Application

Name: _____ Student # A _____ Program Applying To: Medical Assisting-Associate Degree

GPA points are awarded when the course and grade has been Highlighted on applicant's transcript. If currently enrolled in a general education course Spring Semester, do not circle a grade/point as it is not complete. All unofficial transcripts must be uploaded with general courses below **highlighted** to be complete and considered. This is the responsibility of the applicant. If no college attended, skip to #1 GPA section and complete. **Complete the light grey shaded areas below for consideration. Answer each row, add columns and calculate totals.** *CLEP or AP Credit: A copy of the official score report **must be uploaded**. AP Exam Score of 5 = A, 4 = B, 3 = C. CLEP will be awarded letter grade of "B".*

Course Name and Number Students can apply to the program before completion of the general education courses.		Circle earned grade and points	Credit Hours	For office use: Course/grade Verified / highlighted	
BIO 103 Principles of Biology I		A=16 B=12 C=8	4		
CIS 146 Microcomputer Applications		A=12 B=9 C=6	3		
ENG 101 English Composition		A=12 B=9 C=6	3		
Math Elective: MTH 116, MTH 100, MTH 110, MTH 112, MTH 113, MTH 120, MTH 125, MTH 126, MTH 227, MTH 237, MTH 238, MTH 265	Course you are declaring best MTH grade in: Course: MTH _____	A=12 B=9 C=6	3		
MAT 101 or HIT 110 Medical Terminology	Course you are declaring best grade in: Course: _____	A=12 B=9 C=6	3		
HUM Elective: HUM, ART, MUS, PHL, IDS, REL, THR, LIT	Course you are declaring best HUM grade in: Course: _____	A=12 B=9 C=6	3		
PSY 200 General Psychology		A=12 B=9 C=6	3		
ACT composite score: _____ <i>Minimum composite score of 17 required.</i> Date of score: _____ <i>If no ACT score, date you plan to take it:</i> _____		Add circled points from above: <div style="text-align: right;">÷</div> <hr style="width: 50px; margin: 0 auto;"/> TOTAL PTS	Add hours completed: <hr style="width: 50px; margin: 0 auto;"/> TOTAL HRS	Divide TOTAL PTS by TOTAL HRS (Minimum 2.0 required) = <hr style="width: 50px; margin: 0 auto;"/> TOTAL GPA	

Do Not Round Totals.

Meeting Minimal Requirements Does Not Guarantee Acceptance

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|---|
| 1. Insert Total GPA from above _____ (max 4.00)
<i>(If no college courses completed, insert High School GPA on Line 1 and complete Lines 2-4)</i> |
| 2. Multiply line 1 Total by 9 = _____ (max 36) |
| 3. Insert ACT composite score _____ (max 36) |
| 4. Add line 2 and 3 for Total _____ (max 72.00) |

Use this form March 1-June 1, 2022.