

## Bridge Program Final Grade Calculation Worksheet

Bridge Program  
for Advanced Language Learning



Dear Bridge students,

To understand how your grades will appear on your HIGH SCHOOL and on your UNIVERSITY transcript, fill out the following “worksheet” with the help of your Bridge course instructors.

As a Concurrent Enrollment course:

- You receive high school credit and term grades AND you also receive one final university grade. High school grades appear on your high school transcript.
- The one final university grade will appear on your university transcript.
- The university grade represents work over the entire course and all terms.  
(This grade will appear on your UNIVERSITY transcript, which you may order from the university and present to future employers and universities as evidence of your academic accomplishments. Your Bridge course grade is accepted and counts toward a minor/major at all of Utah’s public 4-year universities.)

**Step 1:** Log on to Canvas to view the university [Chinese, French, Portuguese, or Spanish] course.

**Step 2:** Find each of your final “term” grades and write each grade below. Calculate the average of the terms and convert to your final % university grade.

Quarter System:

Quarter 1 final percentage \_\_\_\_

Quarter 2 final percentage \_\_\_\_

Quarter 3 final percentage \_\_\_\_

Quarter 4 final percentage \_\_\_\_

University grade is calculated based on the mathematical average of all term grades.

Use your calculator to calculate your final grade for all terms:

University grade =  $(Q1 + Q2 + Q3 + Q4) / 4 =$  \_\_\_\_\_

Use your course syllabus to convert your % grade into a letter grade = \_\_\_\_\_

*Ex:  $(89\%+77\%+90\%+88\%) / 4 = 86\% = B$*

*$(.89 + .77 + .9 + .88) / 4 = .86 = 86\% = B$*

Trimester System:

Trimester final percentage (Tri1 or 2) \_\_\_\_

Trimester final percentage (Tri2 or 3) \_\_\_\_

University grade is calculated based on the mathematical average of all term grades.

Use your calculator to calculate your final UNIVERSITY TRANSCRIPT grade for all terms:

University grade =  $(Tri\ final + Tri\ final) / 2 =$  \_\_\_\_\_

Use your course syllabus to convert your % grade into a letter grade = \_\_\_\_\_

*Ex:  $(89\%+77\%) / 2 = 83\% = B-$*

*$(.89 + .77) / 2 = .83 = 83\% = B-$*

**Update: May 2023**

The Utah Bridge Program works closely with USHE to follow policy and procedures on assigning CE grades, and **recommends the use of “Option 2” (bolded below) from the 2022-23 CE Handbook based on parent and LEA feedback.**

Because every LEA records progress grades, term grades, and final grades in potentially different ways, we encourage LEAs to communicate with your partner university department chair if you feel it is necessary to follow “Option 1.” Option 3 is not recommended by USHE and the Bridge Program.

View the full CE Handbook here:

[USHE Concurrent Enrollment Handbook 2022-23](#)

See pp.21-22 for “Assigning CE Grades”



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## ASSIGNING CE GRADES

CE credits and grades are posted on a student’s high school (HS) transcript and counted toward the high school GPA. A final course grade is also posted on a permanent college transcript and counts toward a college GPA. The grade or grades posted on the high school transcript must align with the single course grade posted on the college transcript. There are two recommended practices for ensuring the HS grade(s) and college grade are the same:

1. Record term grades on the high school transcript throughout the semester or year. Each term grade reflects student level of performance for that term. At end of year, calculate a cumulative course grade, retain one final course grade on the high school transcript; report one course grade to institution. HS and IHE course grade matches.
- 2. Record term grades on the high school transcript throughout the semester or year. Each term grade reflects student level of performance for that term. At end of year, retain all term grades on the high school transcript, calculate a cumulative course grade to be recorded on the college transcript.**

**In both models above, the final course grade recorded by the institution on a permanent college or university transcript is the cumulative grade across all terms. These models ensure statutory requirement for high school and college or university grade to reflect “equivalent credit value.”**

*Sample Cumulative Grades for a Two-Term Course:*

	<b>Percentile Grade</b>	<b>Letter Grade</b>
Term 1	89%	B+
Term 2	77%	C+

Cumulative Grade = sum of percentile grade/# of terms =  $(89\%+77\%)/2 = 83\% = B-$

A third practice, rolling cumulative term grades—assign term 1 grade based on term 1 student performance, then assign term 2 grade as a cumulative grade between the term 1 grade and term 2 student performance—does not ensure the high school cumulative grade and the college or university course grade are the same. Rather, it ensures the final term grade and the college or university course grade are the same. This practice may “inflate” the course grade if, for example, a USHE institution uses multiple term grades on a high school transcript to calculate a final course grade required for scholarships or admission to specific academic programs. For this reason, rolling cumulative term grades is not a best practice.