2025 General Education Worksheet

Name: _____ Student # A_____

Program Applying To: **Medical Assisting - Certificate**

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 <u>not complete</u>. All unofficial transcripts must be uploaded with general courses below highlighted to be complete and considered. **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".*

General Education Courses *Students can apply to the program before completion of all general education courses.*	College Attended Please Abbreviate	Credit Hours	Choose Grade Earned
ENG 101 English Composition I		3	A=12 B=9 C=6
MAT 101 or HIT 110 Medical Terminology *(Circle the course you are declaring the best grade in)*		3	A=12 B=9 C=6
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 *(Circle the course you are declaring the best grade in)*		3	A=12 B=9 C=6
ACT Composite Score: _____ **(National, Residual, or Superscore; min. 17)** Date of score: _____ *If no ACT score*, *date you plan to take it:* _____		**Add credit hours completed:** _____ **Total HRS**	**Divide Total PTS by Total HRS** _____ **Total GPA** (min. 2.0)

Do Not Round Totals

Meeting minimal requirements does not guarantee acceptance.

Insert **Total GPA** from above. *If no college courses completed, insert High School GPA on Line 1 and complete Lines 2-4)*	_____max 4.0
Multiply line 1 Total by 9	_____ max 36
Insert ACT composite score	_____ max 36
Add line 2 and 3 for Total Score	_____ max 72.00