

## Electronic Credit Completion Calculator

		A	B	
		Attempted Credits	Completed Credits	Completion Rate
1	<b>When was the last review posted on BSU SAP Reports? Record the number of attempted and completed credits.</b>			
2	<b>Add the credits the student is <u>currently</u> enrolled in</b>			
3	Of these, how many are expected to be passing grades?			
4	<b>For the current semester, are any of the classes repeats of <u>previously passed classes</u>?</b>			
5	If yes, <u>subtract</u> the number repeat credits the student is expecting to <u>pass again</u> .			
6	If yes, <u>subtract</u> the number repeat credits the student is expecting to <u>fail this time</u>			
7	<b>TOTAL: Calculate each column's total by adding and subtracting from the Subtotals in Step 1.</b>			
8	<b>What if scenerios...</b>			
	Add the same number of credits to Column A and B			
	<u>Subtract</u> the number of credits for any <u>previously passed</u> classes the student still plans to repeat			
9	<b>The Credit Completion Rate is Completed Credits (B) divided by Attempted Credits (A)</b>			

**Disclaimer:**

The actual automated SAP review is more accurate than a manual calculation.

This worksheet is provided as a courtesy in helping you determine your completion rate.

Results of staff calculations are not guaranteed. You should also refer to this policy to double check all calculations.