



Grade Point Average Policy and Procedure

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1 PURPOSE

- 1.1 The Grade Point Average (GPA) is an internationally recognised calculation used to find the average result of all grades achieved throughout a course of study.
- 1.2 All grades, including fail grades and grades from any repeated units, are given a numerical value and then those values are averaged which gives you your GPA.
- 1.3 The GPA helps:
- tertiary providers compare results between students
 - prospective employers interpret academic results.

2 SCOPE

- 2.1 This applies to all accredited courses offer by the Institute.

3 POLICY STATEMENT

- 3.1 A student's academic performance is assessed based on the Grade Point Average (GPA) for each teaching period. The GPA is calculated using the number of units that a student has attempted (including Fail grades) and the point value for the grade achieved.
- 3.2 The GPA is expressed with 2 decimal points and is not rounded beyond the two decimal points.
- 3.3 Where a student achieved under 1.99 in any teaching period, the academic status is noted as a serious fail and may result in academic dismissal.
- 3.4 Where a student achieved between 2.00 and 3.99 in any term, an intervention strategy will be implemented as per the Course Progression Policy and Procedure. If a student achieves this range for two consecutive teaching period or three teaching periods in total, this may result in the student's enrolment being cancelled.
- 3.5 Where a student has achieved between 4.00 to 7.00 in any term, this is deemed satisfactory.
- 3.6 Each final grade is awarded a numerical value shown in the table below:

Grade	Value
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High Distinction (HD)	7
Distinction (D)	6
Credit (C)	5
Pass (P)	4
Fail (F)	0

- 3.7 The following will not be counted in the calculation of your GPA:
- Pass Non-Graded (PNG)
 - Fail (Non-Graded)
 - Withdrawal (W)
 - Advanced Standing (AS)
- 3.8 Where a student has repeated a unit, both grades will be counted towards the GPA, and both results will remain on the official academic transcript. The GPA calculation does not include units for which Advanced Standing has been granted.

4 PROCEDURE

- 4.1 The formula is:
- $$\text{GPA} = \frac{\text{Sum of the credit points achieved/awarded}}{\text{The number of units undertaken and completed (including Fail and Fail withdrawn)}}$$

Example A

If you have results of HD, HD, D, C, your GPA would be calculated thus:

$$\text{GPA} = \frac{(7+7+6+5)}{4} = 6.25$$

Example B

If you had similar results to Example A but failed one unit and had to repeat that unit and obtained a Credit as in the above Example A - HD, HD, D, F, C - your GPA would be calculated thus:

$$\text{GPA} = \frac{(7+7+6+0+5)}{5} = 5.00$$

5 RESPONSIBILITIES

Records management

- 5.1 Staff must maintain all records relevant to administering this policy and procedure in a recognised Institute recordkeeping system. GPAs will be recorded on the Australian Higher Education Graduation Statement for each student.

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the Institute glossary.

7 RELATED LEGISLATION AND DOCUMENTS

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Not applicable.

8 FEEDBACK

8.1 Institute staff and students may provide feedback about this document by emailing policy@pia.edu.au

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Administrator	Dean