Grade Point Average (GPA) Calculation Guidance Note

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Related Documents	Awards and Prizes Policy and Procedure Course Design Policy Student Assessment Policy Student Assessment Procedure

1.   Purpose

This Guidance Note seeks to articulate the purposes for which a Grade Point Average (GPA) is calculated at the Australian Institute of Higher Education Pty Ltd ('the Institute') and the principles to be employed in determining a GPA.

2.   Principles

Key principles informing this Guidance Note are:

- The GPA calculation results in a number (GPA) between 0 and 7, which is rounded up to one decimal place.

- Where all units have been completed at the Institute and within the same course, all units will be included in the GPA calculation. This includes fail grades for courses that have subsequently been undertaken at a later date, and for which passing grades have been awarded.

- Where a student has received credit from an external institution (including cross-institutional study) only those units completed at the Institute will be included in the GPA calculation.

- Where a student has completed more than the maximum units, only the units within the course structure will be counted towards the GPA calculation. If a student completes more than the maximum number of elective units within the course and all units are within the course structure, the electives with the highest grade will be counted towards the maximum number of electives used to calculate the GPA.

3.   Context

This Guidelines has been developed to establish a uniform process for calculation GPA's.

4. Scope

This Guideline applies to all enrolled students at the Institute and to staff involved in calculation GPAs.

5. Definitions

See the AIH Glossary of Terms for definitions.

6. Guidance Note Details

6.1 Purpose of the GPA

A GPA is calculated for the following reasons:

- To provide students with an indicator of their academic progress.
- To provide the Institute with an indicator to assist in determining academic merit of individual students at the Institute.
- To provide the Institute with a way of determining prize or award winners as outlined in the Awards and Prizes Policy and Procedure.

6.2 How is a GPA Calculated?

A grade point average (GPA) is the sum of the unit value for each course multiplied by the numerical value of the grades, divided by the sum of the unit values for all grades.

The GPA can be expressed mathematically as:

GPA = Σ (unit value x value of grade)

Σ unit value

6.3 Value of Grades

The following grades are included in the calculation of a GPA:

Grade	Grade Code	Value of Grade
High Distinction	HD	7
Distinction	D	6
Credit	C	5
Pass	P	4
Fail	F	0
Fail – No Assessment Submitted	FNS	0
Withdrawn With Failure	WF	0

The following grades are excluded from the calculation of a GPA:

Grade	Grade Code
Non-Graded Pass	NGP
Grade Pending	GP
Withdrawn Without Failure	AW
Advanced Standing	AS

6.4 Unit Value

The unit value will be based on the credit points for each unit. Only units studied at the Institute are included in GPA calculation. Refer to the Course Design Policy for further information on credit points.

6.5 GPA Calculation Example

Sample Transcript for the Diploma of Business Information Systems

Year/Study Period	Subject	Subject Name	Mark	Grade	Credit
2020/Study Period 2		Accounting for Business Decisions	56	P	10
2020/Study Period 2		Foundations of Information Technology	82	D	10
2020/Study Period 2		Statistics for Professionals	89	HD	10
2020/Study Period 1		Professional and Ethical Practice	69	C	10
2020/Study Period 1		Business Communication	74	C	10
2020/Study Period 1		Database Management for Business	87	HD	10
2020/Study Period 1		Organisational Behaviour	48	F	10
2019/Study Period 3		Foundations of Programming	94	HD	10
2019/Study Period 3		Organisational Behaviour	75	D	10
2019/Study Period 3		Foundations of Information Technology	0	AW	10

GPA Calculation

Grade Code	Total Number of Grades (A)	Value of Grade (B)	Value of Grade Total (A x B = C)	Unit Value (A x unit credit points)	Unit value x value of grade (C x unit credit points)
HD	3	7	3 x 7 = 21	3 x 10 = 30	21 x 10 = 210
D	2	6	2 x 6 = 12	2 x 10 = 20	12 x 10 = 120
C	2	5	2 x 5 = 10	2 x 10 = 20	10 x 10 = 100
P	1	4	1 x 4 = 4	1 x 10 = 10	4 x 10 = 40
F	1	0	1 x 0 = 0	1 x 10 = 10	0 x 10 = 0
FNS	0	0	0	0	0
WF	0	0	0	0	0
			Σ =	90	470

GPA = Σ (unit value x value of grade)

$$\frac{}{\text{Σ unit value}}$$

GPA = $\frac{470}{90}$

GPA = 5.2 (rounded to 1 decimal place)

7.   Version Control

This Guidance Note has been endorsed by the Australian Institute of Higher Education Academic Board in June 2023 and is reviewed every 3 years. The Guidance Note is published and available on the Australian Institute of Higher Education website http://www.aih.nsw.edu.au/ under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Registrar	New Guidance Note	13 September 2017	15 September 2017
2020.1	Dean	GPA Calculation Updated	2 December 2020	3 December 2020
2021.1	Registrar	Deletion of SX Grade	8 September 2021	1 November 2021
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2023.1	Registrar	Approving authority corrected from Dean to Academic Board	02 June 2023	29 June 2023