

# GRADING SCALE PROCEDURE

## SCOPE

This procedure applies to all students at the former Monash South Africa campus.

## PROCEDURE STATEMENT

This procedure sets out the grading scale for grades awarded for all Monash University coursework awards, including Honours coursework degrees.

### 1. Final Grade

- 1.1 Final grades are determined by the Board of Examiners for the unit teaching faculty or in the case of course grades for honours, by the degree owning faculty (as per Academic Board regulations 16 and 18).
- 1.2 For descriptions of the HD, D, C, P and Fail grades, see [Section 1](#) of the [Assessment in Coursework Units: Grading and Marking Procedures](#).

#### **Satisfied Faculty Requirements (SFR)**

- 1.3 A pass grade used for:
  - 1.3.1 study abroad units, exchange units and complementary study units where Monash has not taught and assessed the unit. The mark provided by the other institution is not recorded; or
  - 1.3.2 any unit with a passing grade in eligible teaching periods that a student chose to exclude from their WAM and GPA/CGPA calculation due to the impact of the COVID-19 pandemic on their study.

#### **Not Satisfied Faculty Requirements (NSR)**

- 1.4 A fail grade used for:
  - 1.4.1 study abroad units, exchange units and complementary study units where Monash has not taught and assessed the unit. The mark provided by the other institution is not recorded; or
  - 1.4.2 any unit with a failing grade in eligible teaching periods that a student chose to retain but exclude from their WAM and GPA/CGPA calculation due to the impact of the COVID-19 pandemic on their study.
- 1.5 In the case of 1.4.2, the NSR grade is not recorded on a student's academic transcript.

#### **Not Assessed (NAS)**

- 1.6 This grade is used to finalise a unit undertaken on a non-assessed non-award basis.

#### **Hurdle Fail (NH)**

- 1.7 Hurdle Fail is awarded to students who have not satisfactorily completed all hurdle requirements and would otherwise have passed the unit. A mark of 45 per cent appears on the transcript.

#### **Withdrawn Fail (WN)**

- 1.8 Withdrawn Fail is awarded to students who apply to withdraw from units of study between Tuesday of Week 10 in a standard semester (or equivalent in a non-standard semester) and the last day of the teaching period in that semester.
- 1.9 For this purpose,

- 1.9.1 Week 10 is the tenth week following the teaching start date, including any semester break, and
- 1.9.2 the Student and Education Business Services (SEBS) web pages will contain the actual dates for standard and non-standard semesters.

1.10 Students may not withdraw from units in a semester after the last day of the teaching period in that semester.

#### **Withdrawn Incomplete (WI)**

- 1.11 This grade is used to indicate that a student was unable to undertake or complete all assessment for a unit due to extreme circumstances beyond his or her control occurring or having effect after the commencement of the relevant Withdrawn Fail period. See Section C of the [Assessment in Coursework Units: Adjustments to Assessments Procedures](#).
- 1.12 The WI grade is a withdrawn grade and not a passing grade because the student has not completed the requirements of the unit. The WI grade is not included in the GPA calculation.
- 1.13 Decisions to award WI grades are made by the dean (or delegate) of the managing faculty, following release of results.

## **2. Interim Grades**

- 2.1 Where assessment has not been finalised by the date results are published in a teaching period, this will be signified by the appropriate interim grade (i.e., Deferred Assessment, Supplementary Assessment or Withheld).

#### **Deferred Assessment (DEF)**

- 2.2 The Deferred Assessment grade is used to create records for examination purposes in officially designated supplementary assessment periods, i.e., the Supplementary and Deferred Examination period in August/September for semester 1 units and January/February for semester 2 units.
- 2.3 Deferred Assessment grades must be converted to a final grade no later than the date when Supplementary and Deferred Examination results for that teaching period are published. In exceptional circumstances, the dean (or delegate) of a faculty may extend the period of time for the conversion of a DEF grade to a final grade.
- 2.4 Deferred grades may be allocated by the dean (or delegate).

#### **Supplementary Assessment (NS)**

- 2.5 An NS grade is used to indicate when all assessment has been completed but a pass has not resulted, and some form of supplementary assessment has been granted. The decision to grant supplementary assessment is made by the Board of Examiners of the student's degree awarding faculty (see Academic Board regulation 19).
- 2.6 Supplementary Assessment grades must be converted to a final grade no later than the date when Supplementary and Deferred Examination results for that teaching period are published. In exceptional circumstances, the dean (or delegate) of a faculty may extend the period of time for the conversion of a NS grade to a final grade.

#### **Withheld (WH)**

- 2.7 The WH grade is used to indicate that not all assessment tasks have been assessed and that a final grade cannot yet be recorded.
- 2.8 Withheld grades must be converted to a final grade no later than 12 weeks after the associated teaching period end date for that unit. In exceptional circumstances, the dean (or delegate) of a faculty may extend the period of time for the conversion of a WH grade to a final grade.
- 2.9 WH grades may be allocated by either the Board of Examiners or the dean (or delegate).

## **3. GPA (Grade Point Average) Calculation**

- 3.1 Monash uses a 4.0 GPA scale where each unit of study is awarded a grade value between 0 and 4 based on the grade awarded for the unit. GPA is available to students enrolled from 1 January 2008.
- 3.2 The Cumulative Grade Point Average (CGPA) is available to students who started a Monash University course on or after 1 January 2008.

Grade	Grade Point Value (GPA)
High Distinction	4
Distinction	3
Credit	2
Pass	1
Near Pass	0.7
Fail	0.3
Hurdle Fail	0.3
Withdrawn Fail	0

Note: Units resulting in grades SFR (Satisfied Faculty Requirements), NSR (Not Satisfied Requirements), NE (Not Examined), NAS (Not Assessed) and WI (Withdrawn Incomplete) are not included in the GPA calculation.

3.3 Each grade value is then multiplied by the credit points for the unit and these values are then summed. Finally, the summed value (weighted GPA unit score) is divided by the total number of credit points undertaken. The result is then calculated to three decimal places.

3.3.1 Grade Point Average - all campuses;

GPA=	$\frac{\Sigma (\text{grade value} \times \text{credit points})}{\Sigma \text{ credit points}}$
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**Example**

Unit	Mark	Grade	Grade Value	Credit points	Weighted GPA Unit Score (grade value awarded x credit points)
MON1001	63	C	2	6	12
MON1002	80	HD	4	12	48
MON1003	40	N (Fail)	0.3	6	1.8
MON1004	85	HD	4	6	24
MON2001	96	HD	4	24	96
MON2002		WN (Withdrawn Fail)	0	6	0
MON3001	52	P	1	6	6
MON3002	77	D	3	6	18
MON4001	82	HD	4	6	24
GPA = 229.80 divided by 78			GPA = 2.95		

- 3.4 All Monash students are provided with a GPA on their academic transcript.
- 3.5 Students requiring a CGPA letter may apply through Monash Connect.

**WAM (Weighted Average Mark) Calculation**

- 3.6 Monash weights each unit of study based on the year level of the unit. Level one units are weighted at 0.5 to take into consideration transitional issues that may occur when students are undertaking the first year of university study. All other year levels including those at the postgraduate level have a higher level weighting of 1.

Year level of unit	Year level weighting
1 (undergraduate)	0.5
All other year levels	1

- 3.7 Units resulting in grades SFR (Satisfied Faculty Requirements), NSR (Not Satisfied Requirements), NE (Not Examinable), NAS (Not Assessed) and WI (Withdrawn Incomplete) are not included in the WAM calculation.
- 3.8 The WAM is calculated by multiplying the mark by the year level weighting and then by the credit points for the unit. The resulting values (or weighted marks) are then summed. The weighted credit points are then calculated by multiplying the credit points for the unit by the year level weighting. The weighted credit points are then summed. Finally, the sum of the weighted marks is divided by the sum of the weighted credit points. The result is then calculated to three decimal places.

WAM =	$\frac{\sum (1^{\text{st}} \text{ year marks} \times 0.5 \times \text{credit points}) + \sum (\text{later year marks} \times 1 \times \text{credit points})}{\sum (1^{\text{st}} \text{ year credit points} \times 0.5) + \sum (\text{later year credit points} \times 1)}$
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**Example**

Unit	Mark	Grade	Grade Value	Credit points	Weighted GPA Unit Score (grade value awarded x credit points)
MON1001	1	0.5	63	C	6
MON1002	1	0.5	80	HD	12
MON1003	1	0.5	40	N (Fail)	6
MON1004	1	0.5	85	HD	6
MON2001	2	1	96	HD	24
MON2002	2	1		WN (Withdrawn Fail)	6
MON3001	3	1	65	C	6
MON3002	3	1	77	D	6
MON4001	4	1	82	HD	6
<b>WAM = 4692 divided by 63</b>			<b>WAM = 74.48</b>		

## DEFINITIONS

Coursework Units	Units designed to form component parts of coursework courses
Grade Point Average (GPA)	A calculation used to indicate the average grade achieved across a course at Monash University.
Grading Scale	The framework correlating a percentage of marks to a level of achievement on an individual task or a whole unit or course.
HDR Coursework Units	Coursework units that are taken as part of a higher degree by research.
HDR Skills Training Units	Units that may be taken as part of a higher degree by research that represent training activities around a theme.
Research Unit	A unit that identifies a student's enrolment in research, which generates equivalent full-time study load, and is differentiated by the Faculty and Department/field of study.
Standard Semester	Refers to either Semester 1 or Semester 2 which are the main two teaching periods when the majority of teaching occurs.

## GOVERNANCE

Parent policy	Grading Scale Procedure	
Supporting schedules	N/A	
Associated procedures	Academic Statements Procedures Assessment in Coursework Units Procedures Student Academic Integrity: Managing Plagiarism and Collusion Procedures	
Legislation mandating compliance	Higher Education Standards Framework (Threshold Standards) 2015 <a href="#">Monash University (Academic Board) Regulations</a> <a href="#">Monash University (Vice-Chancellor) Regulations</a>	
Category	Academic	
Approval	University Education Committee 27 January 2021 MEETING 1, AGENDA ITEM 11.2	
Endorsement	Deputy Vice-Chancellor (Education) 11 January 2021	Vice-Provost, Faculty & Graduate Affairs 03 February 2021
Procedure owner	Deputy Vice-Chancellor (Education)	
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Review date	27 January 2024	
Version	1.0	
Content enquiries	<a href="mailto:policy-education@monash.edu">policy-education@monash.edu</a>	