

Grade Point Average Policy

Navitas Professional Institute

Document

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Version Control

Issue Date:	Summary of Changes	Review Date
30 September 2013	Initial approval	September 2013

Grade Point Average Policy

1. Purpose and Scope

To outline the principles by which the grade point average is applied at the College, the scale used, and the method of calculation of the GPA.

Applies to all higher education courses at the College.

2. Policy

- 5.1 A Grade Point Average (GPA) is available to all higher education students who have completed one or more units whose grade contributes to the calculation of a GPA.
- 5.2 The GPA will be calculated on all relevant units undertaken as part of a course of study at the College and is specific to that award only. The GPA is only calculated on units completed at the College and does not include studies undertaken at other institutions.
- 5.3 The GPA of all students is updated every term with the release of results for that term.
- 5.4 Ungraded Pass and Ungraded Fail grades will not be included in the calculation of the GPA.
- 5.5 When credit is granted for a unit, the grade received in the previous study will not be included in the calculation of the GPA for that award.
- 5.6 If a student attempts a unit more than once, all the attempts contribute to the GPA calculation.
- 5.7 Only the College official grades can have a scale value and, therefore, can be used in the calculation of the GPA.
- 5.8 The formula to calculate the GPA multiplies the scale value for the grade awarded by the credit points of the unit. Therefore, there will be no other consideration or weight given for the year of the course or the level of the course.
- 5.9 GPA is reported on a cumulative basis on the statements of results.

GPA scale

Grade	Scale value
High Distinction	7
Distinction	6
Credit	5
Pass	4
Fail/Fail incomplete	1.5
Withdrawn Fail/Fail No submission	0

GPA Calculation

The GPA is calculated as follows:

$$\text{GPA} = \frac{\sum (\text{Scale value} \times \text{unit credit points})}{\sum \text{unit credit points}}$$

3. Procedure

N/A

4. Responsibilities

Each of the staff positions involved in implementing and achieving policy objectives and carrying out procedures should be clearly described.

Example:

The **Deputy Registrar** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy

Executive members, Heads of School and functional managers are responsible for ensuring their employees are aware of this Policy and their responsibilities defined herein.

Academic and professional staff are responsible for being aware of, and complying with this Policy.

Students are responsible for being aware of, and complying with this Policy and should seek assistance from appropriate sources in respect of this policy where necessary.

5. Definitions

Unless the contrary intention is expressed in this policy, the following words (when used in this policy) have the meaning set out below:

Award means an academic qualification that is conferred when a student has met the relevant program requirements.

College applies to all colleges of Navitas Professional Institute, specifically Navitas College of Public Safety (NCPS) and the Australian College of Applied Psychology (ACAP).

Course of study means an accredited sequence of units that comprise an award under the Australian Qualifications Framework.

Credit means the principle of accepting a student's prior learning or previous studies as being, in whole or in part, either identical to or the equivalent of studies contributing the award.

Cumulative GPA means the Grade Point Average calculated over all credit bearing units undertaken within the program.

Extraneous enrolment in a course means a student has:

- a. enrolled in a course which is not required for their program; or
- b. already successfully completed the course and been awarded a pass mark, or greater; or
- c. enrolled in a course, and that enrolment will result in the student completing units in excess of that required for their program.

GPA means the Grade Point Average. A grade point average is the sum of the credit points multiplied by the numerical scale value of the grade received for each enrolled unit, divided by the sum of the enrolled credit points. The GPA is calculated according to the formula in this policy.

6. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

7. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according to relevant privacy processes.

8. Related documents

ACAP Student Handbook, specifically <http://currentstudents.acap.edu.au/managing-my-course/student-handbooks/grade-table-and-gpa/>

9. Registration information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.