

GRADE POINT AVERAGE POLICY

Document Name	ACAP_1_A_POL_Grade_Point_181012	
Date of Next Review	30 September 2020	
Approved by	Academic Board	30 September 2013
Responsible Person	Dean	
Related Documents	This policy should be read in conjunction with the ACAP Student Handbook, specifically http://currentstudents.acap.edu.au/managing-my-course/student-handbooks/grade-table-and-gpa/	
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

1. Purpose:

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.

2. Scope:

This policy applies to all higher education courses at the college.

3. Definitions:

Term	Definition
<i>Award</i>	An academic qualification that is conferred when a student has met the relevant program requirements.
<i>College (the)</i>	The Australian College of Applied Psychology (ACAP).
<i>Credit</i>	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.
<i>Course of study</i>	An accredited sequence of units that comprise an award under the Australian Qualifications Framework.
<i>Cumulative GPA</i>	The Grade Point Average calculated overall 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.
<i>GPA</i>	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

Term	Definition
	of the enrolled credit points. The GPA is calculated according to the formula in this policy.

4. Policy

- 4.1 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.
- 4.2 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.
- 4.3 The GPA of all students is updated every term with the release of results for that term.
- 4.4 Ungraded Pass and Ungraded Fail grades will not be included in the calculation of the GPA.
- 4.5 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.
- 4.6 If a student attempts a unit more than once, all the attempts contribute to the GPA calculation.
- 4.7 Only the College official grades can have a scale value and, therefore, can be used in the calculation of the GPA.
- 4.8 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.
- 4.9 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:

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

5. Document Management Control

Date	Summary of Changes	Reviewer Name and Department/Office
30/09/2013	Policy Established	Dean
30/06/2017	Administrative update to business and academic titles and roles	Dean
12/10/2018	Change of template	VET Compliance Manager