

Title of Policy	Grade Point Average Policy
1. Purpose of Policy	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 of Policy	Applies to all higher education courses at the College.
3. Responsibilities	<p>Results are released to students by the Board of Examiners. The Board of Examiners is also responsible for the correct allocation of the GPA.</p> <p>Course coordinators or academic officers are responsible for reporting errors in GPA calculations to the Registrar's Office.</p> <p>The Registrar's Office will consider any notifications of incorrect calculations made by course coordinators or academic officers and take any required action.</p>
4. Definition of Terminology	<p>Unless the contrary intention is expressed in this policy, the following words (when used in this policy) have the meaning set out below:</p> <p>Award means an academic qualification that is conferred when a student has met the relevant program requirements.</p> <p>College applies to all colleges of Navitas Professional Institute, specifically Navitas College of Public Safety (NCPS) and the Australian College of Applied Psychology (ACAP).</p> <p>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.</p> <p>Cumulative GPA means the Grade Point Average calculated over all credit bearing units undertaken within the program.</p> <p>Extraneous enrolment in a course means a student has:</p> <ol style="list-style-type: none"> enrolled in a course which is not required for their program; or already successfully completed the course and been awarded a pass mark, or greater; or enrolled in a course, and that enrolment will result in the student completing units in excess of that required for their program. <p>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.</p> <p>Course of study means an accredited sequence of units that comprise an award under the Australian Qualifications Framework.</p>
5. Policy	<p>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.</p> <p>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.</p> <p>5.3 The GPA of all students is updated every term with the release of results for that term.</p> <p>5.4 Ungraded Pass and Ungraded Fail grades will not be included in the calculation of the GPA.</p>

	<p>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.</p> <p>5.6 If a student attempts a unit more than once, all the attempts contribute to the GPA calculation.</p> <p>5.7 Only the College official grades can have a scale value and, therefore, can be used in the calculation of the GPA.</p> <p>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.</p> <p>5.9 GPA is reported on a cumulative basis on the statements of results.</p> <p>GPA scale</p> <table border="1" data-bbox="560 752 1169 1279"> <thead> <tr> <th>Grade</th> <th>Scale value</th> </tr> </thead> <tbody> <tr> <td>High Distinction</td> <td>7</td> </tr> <tr> <td>Distinction</td> <td>6</td> </tr> <tr> <td>Credit</td> <td>5</td> </tr> <tr> <td>Pass</td> <td>4</td> </tr> <tr> <td>Fail/Fail incomplete</td> <td>1.5</td> </tr> <tr> <td>Withdrawn Fail/Fail No submission</td> <td>0</td> </tr> </tbody> </table> <p>GPA Calculation</p> <p>The GPA is calculated as follows:</p> $\text{GPA} = \frac{\sum (\text{Scale value} \times \text{unit credit points})}{\sum \text{unit credit points}}$	Grade	Scale value	High Distinction	7	Distinction	6	Credit	5	Pass	4	Fail/Fail incomplete	1.5	Withdrawn Fail/Fail No submission	0
Grade	Scale value														
High Distinction	7														
Distinction	6														
Credit	5														
Pass	4														
Fail/Fail incomplete	1.5														
Withdrawn Fail/Fail No submission	0														
Policy Stakeholders	Students, Schools, Administrative and Academic staff														
Related Documents	ACAP Student Handbook, specifically http://currentstudents.acap.edu.au/managing-my-course/student-handbooks/grade-table-and-gpa/														
Related laws and regulations															
Author	Deputy Registrar & Director, Student Retention and Success														
Policy Endorsed by	Learning and Teaching Committee Endorsement date: 17 September 2013														

Policy Approved by	Academic Board	Approval date: 30 th September 2013
Current Version 1.2	Next review date June 2016	Initial approval date

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.