

GRADING SCHEMA PROCEDURE

Transition provision for Withdrawn Incomplete applications: SEBS will determine WI grade applications submitted on or after 11 January 2021. Applications received before this date will follow the previous [version](#) of the procedure.

SCOPE

This procedure applies to:

- all staff;
- all coursework courses and units;
- all students; and
- all teaching locations, with the exception of the former Monash South Africa campus.

Coursework students at the former Monash South Africa campus should refer to the [Assessment in Coursework Units Policy and Procedures](#) and the [Monash University \(Academic Board\) Regulations](#).

In relation to the assessment of a thesis or alternative research component of a graduate research degree, students are to refer to the [Graduate Research Thesis Examination Procedures](#).

Sections 4 and 5 of the procedure apply to students commencing an honours degree on or after 1 January 2021. For honours degree grading schemas and/or honours course grades for courses commenced prior to this date, students should contact their degree faculty.

PROCEDURE STATEMENT

- 1.1 Students' final results will be determined using the grading schemas in this procedure, which are published on the [Monash University website](#).
- 1.2 When results are officially released for a teaching period, all units must have either a final grade or an interim grade recorded.
- 1.3 The board of examiners (BOE) of the teaching faculty approves final grades. Where the BOE is unable to determine a final grade for a unit, the BOE must determine and record an interim grade before the results are released (see [Marking and Feedback Procedure](#)).
- 1.4 The associate dean (education) (or nominee) of the degree faculty makes recommendations to the BOE to approve honours degree course grades.

2. Standard grading schema and competency grading schema

- 2.1 Grades for coursework units, including coursework units taught in graduate research courses, are awarded from:
 - the standard grading schema; or
 - the competency grading schema, in units where assessment is based on achieving the competency required.
- 2.2 Table 1 sets out the grades available in the standard and competency grading schemas.

TABLE 1: Standard grading schema and competency grading schema

Code	Grade	Grade descriptor/information	Mark	GPA value	CGPA value [#]	Mark included in WAM calculation	Mark included in GPA calculation
STANDARD GRADING SCHEMA							
Final grades							
HD	High Distinction	Demonstration of extended knowledge,	80-100	4	4.00	Yes	Yes

		skills and attributes at an exceptional level*, showing fluency, originality and integration of concepts.					
D	Distinction	Demonstration of extended knowledge, skills and attributes at a superior level*, showing fluency and emerging originality and integration of concepts.	70-79	3	3.67	Yes	Yes
C	Credit	Demonstration of fundamental knowledge, skills and attributes at a proficient level*, showing fluency in concepts.	60-69	2	2.85	Yes	Yes
P	Pass	Demonstration of fundamental knowledge, skills and attributes at a satisfactory level*.	50-59	1	2.15	Yes	Yes
NP	Near Pass	Applicable to units with a census date before 15 February 2010.		0.7	1.70	No	Yes
N	Fail	Lack of satisfactory demonstration of fundamental knowledge, skills and expected attributes*.	0-49	0.3	1.15	Yes	Yes
NH	Hurdle Fail	Awarded when students do not satisfactorily complete all hurdle requirements but would have otherwise passed the unit.	45	0.3	1.15	Yes	Yes
WN	Withdrawn Fail	Awarded when students withdraw from units between the start of the withdrawn fail period and teaching period end date.	0	0	0	Yes	Yes
SFR	Satisfied Faculty Requirements	A pass grade used for 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 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 in 2020.				No	No
NSR	Not Satisfied Requirements	A fail grade used for 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 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 in 2020.				No	No
NE	Not Examinable	Used to finalise enrolment in units with no assessment or credit points attached.				No	No
NAS	Not Assessed	The unit was undertaken on a non-assessed non-award basis. Applicable to units with a census date after 15 February 2010.				No	No
WDN	Withdrawn	Student discontinued after the census date and before the withdrawn fail period .				No	No

WI	Withdrawn Incomplete	Student was prevented from completing the requirements of the unit due to extreme circumstances beyond their control occurring or taking effect after the start of the withdrawn fail period . See section 7.				No	No
Interim grades							
DEF	Deferred Assessment	A deferred assessment has been granted. See Special Consideration Procedure .				No	No
NS	Supplementary Assessment	Supplementary assessment has been granted. See Assessment Regime Procedure .				No	No
WH	Withheld	Assessment marking is incomplete and a final grade has not yet been determined.				No	No
COMPETENCY GRADING SCHEMA							
Final grades							
PGO	Pass	Student has fulfilled the unit requirements.				No	No
NGO	Fail	Student has not fulfilled the unit requirements.				No	No
WNGO	Withdrawn Fail	Awarded when students withdraw from units between the start of the withdrawn fail period and teaching period end date.				No	No
WDN	Withdrawn	Student discontinued after the census date and before the withdrawn fail period .				No	No
WI	Withdrawn Incomplete	Student was prevented from completing the requirements of the unit due to extreme circumstances beyond their control occurring or taking effect after the start of the withdrawn fail period . See section 7.				No	No
Interim grades							
DEF	Deferred Assessment	A deferred assessment has been granted. See Special Consideration Procedure .				No	No
NS	Supplementary Assessment	Supplementary assessment has been granted. See Assessment Regime Procedure .				No	No
WH	Withheld	Assessment marking is incomplete and a final grade has not yet been determined.				No	No

* As defined by discipline and faculty standards and exemplars for thesis task type.

Excluding the Bachelor of Medicine and Bachelor of Surgery course and the Bachelor of Medical Science and Doctor of Medicine course at Monash University Malaysia.

Converting interim grades to final grades

2.3 Interim grades must be converted to final grades by the following dates:

- **deferred assessment grades (DEF)**, by the date the deferred and supplementary assessment results are [published](#);
- **supplementary assessment grades (NS)**, by the date the deferred and supplementary assessment results are [published](#);
- **withheld grades (WH)**, no later than 12 weeks after the teaching period end date. In exceptional circumstances, the dean (or delegate) of the teaching faculty can extend the period of time to convert a WH grade to a final grade, up to a maximum of 12 months.

2.4 In exceptional circumstances, the dean (or delegate) of the teaching faculty may extend the date for converting interim grades to final grades.

- 2.5 If the student has not sat or submitted the assessment by the due dates for converting interim grades to final grades (see section 2.3), the interim grade will be converted to a fail grade (N or NH). The student's final mark for the unit will be calculated based on the assessment tasks the student has completed for the unit (see [Marking and Feedback Procedure](#)).

3. WAM, GPA and CGPA calculations

- 3.1 The weighted average mark (WAM) and grade point average (GPA) are calculated for all students enrolled in coursework courses who commenced an award course on or after the start of semester 1, 2008.
- 3.2 The cumulative grade point average (CGPA) calculation is used in Malaysia in place of the GPA in section 3.1.
- 3.3 The WAM and GPA are recorded on the student's transcript. Students can request a CGPA letter from [Student Services in Malaysia](#) or [Monash Connect in Australia](#).

WAM calculation

- 3.4 The WAM is weighted according to the credit point value and unit level and is calculated to three decimal places. Level 1 units have a weighting of 0.5 and all other units have a weighting of 1.0.
- 3.5 The [WAM](#) calculation:

$$\text{WAM} = \frac{\sum (\text{level 1 marks} \times 0.5 \times \text{credit points}) + \sum (\text{other level marks} \times 1.0 \times \text{credit points})}{\sum (\text{level 1 credit points} \times 0.5) + \sum (\text{other level credit points} \times 1.0)}$$

GPA and CGPA calculation

- 3.6 Monash University uses a 4.0 GPA scale and each unit is awarded a grade value between 0 and 4 based on the grade awarded for the unit (see section 2).
- 3.7 The [GPA](#) and [CGPA](#) calculation is:

$$\text{GPA or CGPA} = \frac{\sum (\text{GPA or CGPA value})}{\sum \text{total credit points attempted}}$$

4. Honours degree grading schema

Section 4 applies to students commencing an honours degree on or after 1 January 2021. For degrees commenced prior to this date, students should contact their degree faculty.

- 4.1 The honours degree grading schema is used for honours degree course grades only.
- 4.2 An honours degree course grade is awarded for:
- one-year honours degree courses; and
 - bachelor's honours degree courses of four years or more that have embedded honours-level study in the course.

TABLE 2: Honours degree grading schema

Code	Course grade	WAM	Grade descriptor/information
Final grades			
H1	First Class Honours	80 to 100	Demonstration of extended knowledge, skills and attributes at an exceptional level*, showing fluency, originality and integration of concepts.
H2A	Second Class Honours Division A	70 to <80	Demonstration of extended knowledge, skills and attributes at a superior level*, showing fluency and emerging originality and integration of concepts.
H2B	Second Class Honours Division B	60 to <70	Demonstration of fundamental knowledge, skills and attributes at a proficient level*, showing fluency in concepts.
P	Pass grade	50 to <60	Demonstration of fundamental knowledge, skills and attributes at a satisfactory level*.

* As defined by discipline and faculty standards and exemplars for thesis task type.

5. Honours course grades

Section 5 applies to students commencing an honours degree on or after 1 January 2021. For degrees commenced prior to this date, students should contact their degree faculty.

Honours course grade calculation for one-year honours degrees

- 5.1 The honours WAM is weighted according to the credit point value and the weighting of the thesis/research units. The weighting of thesis/research units is determined by the degree faculty and must be communicated to students in the Handbook. All other units have a weighting of 1.0.
- 5.2 The honours WAM calculation for one-year honours degrees is:

$$\text{Honours WAM calculation} = \frac{\sum (\text{thesis/research unit marks} \times \text{weighting} \times \text{credit points}) + \sum (\text{unit marks} \times 1.0 \times \text{credit points})}{\sum (\text{thesis/research unit credit points} \times \text{weighting}) + \sum (\text{other unit credit points} \times 1.0)}$$

WAM calculation for bachelor's honours degrees of four or more years

- 5.3 Honours course grades are awarded for bachelor's honours degrees of four or more years and are calculated using the WAM calculation (see section 3.4). For double degrees, only units identified in the Handbook as belonging to the single component degree that the honours course grade relates to will be included in the calculation.

6. Graduate research grading schema

Research unit grading schema

- 6.1 The research unit grading schema is used in graduate research courses to calculate student load and applies to units with the research unit indicator ticked in the student management system.

Code	Grade	Grade descriptor/information
NE	Not Examinable	Used to finalise enrolment in units with no assessment or credit points attached.
WDN	Withdrawn	Student discontinued after the census date and before the withdrawn fail period .

Professional development activities grading schema

- 6.2 The professional development activities grading schema is used to record completion of training activities undertaken as a formal requirement of either the professional development mode or graduate research industry partnerships (GRIP) mode of the Monash Doctoral Program (MDP).

Code	Grade	Grade descriptor/information
N/A	Completed	Used to record successful completion of training activities. Accessible via the custom MDP report in the learning management system.

Research skills training (RST) units – pre-2015

- 6.3 The research skills training units grading schema applies to units before 2015.

Code	Grade	Grade descriptor/information
SR	Satisfied Requirements	Used to record a pass grade for training units that were recorded in the student management system.
WDN	Withdrawn	Used to indicate student withdrawal from training units that were recorded in the student management system.

7. Withdrawn incomplete (WI) grade

- 7.1 The WI grade is a withdrawn grade awarded as a compassionate response to students who are prevented from completing unit assessment due to extreme circumstances beyond their control and having effect after the start of the [withdrawn fail period](#).

Eligibility for a WI grade

- 7.2 Students can apply for a WI grade if they have been affected by:
- a serious medical condition necessitating admission to hospital;

- severe mental health condition;
- death of a person with whom they had a significant relationship;
- obligations to emergency or military service or civic obligations; and/or
- other extreme circumstances beyond their control such as a natural disaster or a serious accident.

7.3 To be eligible the student must have failed to complete unit assessment due to extreme circumstances beyond their control, and the circumstances:

- occurred after the start of the [withdrawn fail period](#) of the relevant teaching period; or
- did not have full impact until after the start of the [withdrawn fail period](#) of the relevant teaching period and the impact could not have been predicted; or
- prevented the student from withdrawing from the unit before the [withdrawn fail period](#).

7.4 Students are not eligible to apply if they attended or attempted part or all of the final assessment for the unit. The Senior Director of SEBS (or nominee) can allow exemptions in exceptional circumstances that they deem relevant.

Applications for a WI grade

7.5 Applications for a WI grade must be submitted as soon as possible and within 10 working days of the results release date.

7.6 Applications must include evidence that:

- details the severity of the situation;
- the circumstances are related to the acceptable grounds in section 7.2; and
- confirms the timing of the circumstances.

7.7 Acceptable forms of evidence include:

- a death notice;
- records of hospital admission;
- police reports;
- notifications of obligations to emergency or military services or civic obligations; or
- an impact statement from a health professional as appropriate.

7.8 For applications made due to the death of a person with whom the student had a significant relationship, the student must provide evidence demonstrating significance of the relationship. In the case of extreme and ongoing grief, appropriate evidence can be a document from the student's doctor or counsellor. WI grades can be awarded to allow students to deal with both the immediate aftermath and ongoing issues following the death of a person with whom the student had a significant relationship

7.9 If the application is for a unit which was previously approved for a deferred final assessment (as a result of a special consideration application), the evidence must demonstrate that the circumstances resulting in failure to complete the deferred final assessment either:

- occurred after the deferred final assessment was approved; or
- prevented the student from undertaking or completing the assessment in ways that could not have been predicted when the deferred final assessment was approved.

7.10 Where a student is prevented from submitting an application within the required timeframe specified in 7.5 due to circumstances beyond their control, the Senior Director of SEBS (or nominee) can approve a longer application period. Applications for extensions must include evidence of the circumstances and demonstrate that they were beyond the student's control. If approved, the extension will be proportionate to the circumstances.

Awarding a WI grade

7.11 SEBS will consider the supporting evidence submitted and can consider any additional relevant evidence from the student record. This includes details of special consideration applications and the student's academic progress.

7.12 In the case of an application for a WI grade from a graduate research student, SEBS will consult with the associate dean (graduate research) of the managing faculty prior to determining the outcome.

7.13 SEBS can:

- approve a WI grade
- deny the application, providing reasons for the decision; or
- refer it to the University WI panel for further consideration (see section 7.16 to 7.21).

7.14 SEBS will notify the student of their decision, including the reasons for the outcome, within 15 working days of the complete application, including all required evidence, being submitted. Where the application is referred to the University WI panel, SEBS will notify the student of the expected timeframe of the outcome, based on the panel's meeting schedule.

- 7.15 Where a student has made multiple WI applications, SEBS, will refer the student to appropriate support services, and inform the associate dean (education) (or nominee) of the managing faculty. Course advice will be organised with an appropriate representative of the faculty (or Monash Connect), depending on the student's circumstances.

University WI panel

- 7.16 The University WI panel will consist of:
- President of Academic Board (or nominee, who must be an academic staff member), who will be the chair of the panel;
 - Senior Director of SEBS (or nominee);
 - Deputy Vice-Chancellor (Education) (or nominee, who must be an academic staff member); and
 - associate dean (education) (or nominee, who must be an academic staff member) of the managing faculty.
- 7.17 The panel considers applications referred to it by SEBS and can:
- approve a WI grade; or
 - deny the application, providing reasons for the decision.
- 7.18 Applications are determined by majority vote, with the chair having the casting vote if votes are even.
- 7.19 SEBS must inform the student of the outcome, including the reasons for the outcome, and will notify the managing and teaching faculties.
- 7.20 When a WI grade is awarded, SEBS will amend the student's existing result in the student management system.

Reporting

- 7.21 The Senior Director of SEBS or nominee will submit an annual report on WI grades to the University Education Committee and Academic Board, highlighting trends and addressing any quality issues related to WI grades.

DEFINITIONS

Coursework units	Units that form component parts of coursework courses.
Cumulative Grade Point Average (CGPA)	A calculation used in Malaysia to indicate the average grade achieved across a course.
Deferred assessment	A final assessment that has been delayed to a later date, normally resulting from a successful application for special consideration.
Degree faculty	The faculty specified in the handbook as being responsible for a course and ensuring that the requirements for the award have been met. For double degrees there may be two degree faculties.
Grade point average (GPA)	The average of all grades achieved by a student during a course.
Research unit	A unit used to enrol graduate research students in order to calculate fees, facilitate reporting and indicate the faculty/department and field of study. Enrolment in the unit is not displayed on the student's academic transcript.
Interim grade	A grade awarded to a student in a unit when assessment has not been finalised by the time results are published.
Managing faculty	The faculty specified in the Handbook as being responsible for the administration of a course for the year for which the Handbook is published
Supplementary assessment	Additional assessment given to students who have completed all required assessment for a unit but failed to obtain a pass grade.
Teaching faculty	The faculty responsible for teaching the unit or, where teaching is shared among faculties, the faculty with the greatest percentage of teaching responsibility.
Transcript	An official statement of a student's academic record at Monash.
Weighted average mark (WAM)	The average mark achieved by a student across all completed units in a course, weighted according to the credit point value and year level of each unit.
Working day	A day other than a Saturday or Sunday, a public holiday under the Public Holidays Act 1993 (Vic), or a university holiday. In Malaysia, working day means a day other than a Saturday, Sunday or a public holiday in the relevant state in Malaysia.

GOVERNANCE

Parent policy	Assessment and Academic Integrity Policy
Supporting schedules	N/A
Associated procedures	Assessment Regime Procedure Graduate Research Progress Management Procedures Graduate Research Termination Procedures Marking and Feedback Procedure Scheduled Final Assessments Procedure Special Consideration Procedure Student Academic Integrity Procedure Student Academic Misconduct Procedure Transcript of Academic Record Procedure
Legislation mandating compliance	Monash University (Academic Board) Regulations 16-25 Monash University (Vice-Chancellor) Regulations Disability Discrimination Act 1992 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) – Higher Education Standards Framework (Threshold Standards) 2015
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