

Monash University Procedure

Procedure Title	Grading Scale Procedures
Parent Policy	Grading Scale Policy
Date Effective	01-January-2020
Review Date	30-June-2019
Procedure Owner	Deputy Vice-Chancellor (Education) Vice-Provost (Faculty and Graduate Affairs)
Category	Academic Quality and Standards
Version Number	5.3 (<i>Administrative amendments effective 4 September 2020</i>)
Content Enquiries	Education Policy Unit
Scope	<p>When grades are awarded for coursework, at either undergraduate or graduate/postgraduate level, Honours coursework degrees, for research units, or for higher degree by research coursework and skills training units, the following grading scales apply.</p> <p>These procedures apply to all teaching periods commencing on or after 1 January 2020. For teaching periods that commence before 1 January 2020, refer to version 3.0 of these procedures.</p>
Purpose	To provide a uniform grading scale for the evaluation and assessment of all coursework units, Honours coursework degrees and units within research degrees throughout Monash University.
PROCEDURE STATEMENT	

1. Introduction

- 1.1. When results are formally released for a semester; all units must have a grade recorded, either a Final or Interim grade.

Responsibility

Board of Examiners

2. Final Grade

- 2.1. 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).

Responsibility

Board of Examiners

- 2.2. For descriptions of the HD, D, C, P and Fail grades, see Section 1 of the [Assessment in Coursework Units: Grading and Marking Procedures](#).

Responsibility

Board of Examiners

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Satisfied Faculty Requirements (SFR)

2.3. A pass grade used for:

- a) 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
- b) 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.

Not Satisfied Faculty Requirements (NSR)

2.4. A fail grade used for:

- a) 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
- b) 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.

Responsibility

Board of Examiners
Student and Education Business Services

Not Assessed (NAS)

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

Responsibility

Board of Examiners

Hurdle Fail (NH)

2.6. 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)

2.7. 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.

Responsibility

Board of Examiners
Faculty Dean
Student and Education Business Services

2.8. For this purpose,

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

Responsibility

Board of Examiners
Faculty Dean
Student and Education Business Services

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- 2.9. Students may not withdraw from units in a semester after the last day of the teaching period in that semester.
- Responsibility**
Board of Examiners
Faculty Dean
Student and Education Business Services
- Withdrawn Incomplete (WI)***
- 2.10. 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](#).
- Responsibility**
Board of Examiners
Faculty Dean (or delegate)
- 2.11. 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.
- Responsibility**
Board of Examiners
Faculty Dean (or delegate)
- 2.12. Decisions to award WI grades are made by the Dean (or delegate) of the managing faculty, following release of results.
- Responsibility**
Board of Examiners
Faculty Dean (or delegate)
- ### 3. Interim Grades
- 3.1. Where assessment has not been finalised by the date results are published in a study period, this will be signified by the appropriate interim grade (ie, Deferred Assessment, Supplementary Assessment or Withheld).
- Responsibility**
Faculty Dean (or delegate)
- Deferred Assessment (DEF)***
- 3.2. The Deferred Assessment grade is used to create records for examination purposes in officially designated supplementary assessment periods, ie, the Supplementary and Deferred Examination period in August/September for semester 1 units and January/February for semester 2 units.
- Responsibility**
Faculty Dean (or delegate)
- 3.3. 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.
- Responsibility**
Faculty Dean (or delegate)
- 3.4. Deferred grades may be allocated by the Dean (or delegate).

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Responsibility

Faculty Dean (or delegate)

Supplementary Assessment (NS)

- 3.5. 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).

Responsibility

Board of Examiners

- 3.6. 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.

Responsibility

Board of Examiners

Withheld (WH)

- 3.7. The WH grade is used to indicate that not all assessment tasks have been assessed and that a final grade cannot yet be recorded.

Responsibility

Board of Examiners Faculty Dean (or delegate)

- 3.8. 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.

Responsibility

Board of Examiners Faculty Dean (or delegate)

- 3.9. WH grades may be allocated by either the Board of Examiners or the Dean (or delegate).

Responsibility

Board of Examiners Faculty Dean (or delegate)

4. GPA (Grade Point Average) and CGPA (cumulative Grade Point Average) Calculation

- 4.1. 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.

Responsibility

Student and Education Business Services

- 4.2. The CGPA is available to students who started a Monash University course on or after 1 January 2008. CGPA will not apply to any grade other than those listed below:

Grade	Grade Point Value (GPA)	Malaysia Grade Point Value for Coursework Undergraduate and Postgraduate Courses* (CPGA)
High Distinction	4	4.00

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Distinction	3	3.67
Credit	2	2.85
Pass	1	2.15
Near Pass	0.7	1.70
Fail	0.3	1.15
Hurdle Fail	0.3	1.15
Withdrawn Fail	0	0

Note: 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 GPA calculation. Near Pass grade is only applicable for units with a census date prior to 15 February 2010.

*excluding MBBS course offered by Monash Malaysia School of Medicine and Health Sciences.

Responsibility

Student and Education Business Services

- 4.3. 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.

a) Grade Point Average - all campuses:

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

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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		

Responsibility

Student and Education Business Services

b) Cumulative Grade Point Average - Malaysia:

The CGPA uses a 4.0 scale where each unit of study is awarded a grade value between 0 and 4 based on the grade awarded for the unit. Each grade value is then multiplied by the credit points for the unit and these values are then summed. Finally, the summed value (weighted CGPA unit score) is divided by the total number of credit points undertaken. The result is then calculated to three decimal places.

Example

Unit	Mark	Grade	Grade Value	Credit points	Weighted GPA Unit Score (grade value awarded x credit points)
MON1001	63	C	2.85	6	17.1
MON1002	80	HD	4.00	12	48
MON1003	40	N (Fail)	1.15	6	6.9
MON1004	85	HD	4.00	6	24
MON2001	96	HD	4.00	24	96
MON2002		WN (Withdrawn Fail)	0	6	0

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MON3001	52	P	2.15	6	12.9
MON3002	77	D	3.67	6	22.02
MON4001	82	HD	4.00	6	24
				78	250.92
CGPA = 250.92 divided by 78			CGPA = 3.217		

Responsibility

Student and Education Business Services

- 4.4. All Monash students are provided with a GPA on their academic transcript.

Responsibility

Student and Education Business Services

- 4.5. Monash Malaysia students may contact Student Services on the Malaysian campus and will be provided with a CGPA letter.

Responsibility

Student and Education Business Services

- 4.6. Students at Australian campuses requiring a CGPA letter may apply through Monash Connect.

Responsibility

Student and Education Business Services

WAM (Weighted Average Mark) Calculation

- 4.7. Monash weights each unit of study based on the year level of the unit. Level one units are weighted at .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

Responsibility

Student and Education Business Services

- 4.8. 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.

Responsibility

Student and Education Business Services

- 4.9. 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

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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=	$\Sigma (1^{\text{st}} \text{ year marks} \times 0.5 \times \text{credit points}) + \Sigma (\text{later year marks} \times 1 \times \text{credit points})$ $\Sigma (1^{\text{st}} \text{ year credit points} \times 0.5) + \Sigma (\text{later year credit points} \times 1)$
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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
WAM = 4692 divided by 63			WAM = 74.48		

Responsibility

Student and Education Business Services

Responsibility for implementation	Boards of Examiners Chief Examiners Deputy/Associate Deans (Education) Associate Deans (Research Degrees)
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Monash University Procedure

	Director, Student and Education Business Services Student Services Monash Malaysia
Status	Revised
Approval Body	Name: Learning and Teaching Committee Meeting: 8/2019 Date: 2-December-2019 Agenda item: 6.1
Definitions	<p>Coursework Units: Units designed to form component parts of coursework courses.</p> <p>Cumulative Grade Point Average (CGPA): A calculation used in Malaysia to indicate the average grade achieved across a course.</p> <p>Grade Point Average (GPA): A calculation used to indicate the average grade achieved across a course at Monash University.</p> <p>Grading Scale: The framework correlating a percentage of marks to a level of achievement on an individual task or a whole unit or course.</p> <p>HDR Coursework Units: Coursework units that are taken as part of a higher degree by research.</p> <p>HDR Skills Training Units: Units that may be taken as part of a higher degree by research that represent training activities around a theme.</p> <p>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.</p> <p>Standard Semester: Refers to either Semester 1 or Semester 2 which are the main two teaching periods when the majority of university teaching occurs. A standard semester has start and end dates that conform with a typical two semester academic year and has a census date of either 31 March or 31 August.</p>
Legislation Mandating Compliance	Monash University (Academic Board) Regulations Monash University (Vice-Chancellor) Regulations
Related Policies	Academic Statements Policy and procedures Assessment in Coursework Units Policy and procedures Student Academic Integrity Policy and Student Academic Integrity: Managing Plagiarism and Collusion Procedures
Related Documents	Academic Transcripts – Key to Results Exams website Board of Examiners Guidelines