



## CALCULATION OF GRADE POINT AVERAGE PROCEDURE

### Purpose

This procedure provides guidance on the calculation of the Grade Point Average (GPA) at Australian Institute of Business (AIB) for Higher Education accredited Courses where a GPA is assigned to the Course.

### Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

**Course** in this procedure a course is defined as an award course or program, i.e. postgraduate course or research course.

### 1. Grade Point Average (GPA)

- 1.1. A Grade Point Average is a numerical calculation that represents a student's average academic performance over a defined study period i.e. for a program.
- 1.2. The GPA is calculated on a 7-point grading scale where 7 is the highest grade point and 0 is the lowest grade point.
- 1.3. Each subject completed by a student at Australian Institute of Business (AIB) will receive a grade. A GPA is the average of all grades for a course of study. The GPA is recorded on the academic transcript.
- 1.4. Each grade has a designated grade point as follows.

| Grade                               | Notation | Grade Point |
|-------------------------------------|----------|-------------|
| High Distinction                    | HD       | 7           |
| Distinction                         | D        | 6           |
| Credit                              | C        | 5           |
| Pass Level 1                        | P1       | 4.5         |
| Pass Level 2                        | P2       | 4           |
| Fail                                | F        | 0           |
| Withdraw Fail/Did Not Sit or Submit | WF/DNS   | 0           |

Note that while the grade points 1-3 are not awarded to a grade, the final GPA may be in the range of 0-7.

- 1.5. Grades not included in the GPA calculation are: exemptions awarded for Credit Transfer or Recognition of Prior Learning (E), Withdraw Not Fail (WNF) and MC (Medical/Compassionate).

- 1.6. The grade Non-Graded Pass (NGP) is not included in the GPA calculation where the GPA is 4 or over (in order to avoid disadvantaging students). NGP is included in the GPA calculation (with a Grade Point of 4) where the GPA is less than 4.

## 2. Accessing your Grade Point Average

- 2.1 AIB enrolled students can access their GPA by logging into the AIB Student Portal and generating their unofficial transcript.
- 2.2 GPA is provisional for a Course and as at the date of generating an unofficial transcript.
- 2.3 The GPA for a Course becomes final when the Course completion has been processed by AIB.
- 2.4 To make enquiries about GPA please contact your Student Support department.

## 3. Grade Point Average Calculation process

- 3.1 The GPA is calculated according to the following formula:

$$\text{GPA} = \frac{\text{Sum}(\text{Subject1 Grade Point} \times \text{Subject1 Credit Points}, \text{Subject2 Grade Points} \times \text{Subject2 Credit Points}, \text{Subject3 Grade Point} \times \text{Subject3 Credit Points}, \dots)}{\text{Total Credit Points}}$$

- 3.2 Calculation Steps:

- i) Multiply the grade point of each subject with the subject credit points. Sum the resulting values.
- ii) Sum the subject credit points (include all attempted subjects whether passed or failed).
- iii) Divide the sum calculated in (i) by the sum of credit points calculated in (ii).
- iv) The GPA is rounded to 2 decimal points.

### Example Calculation

| Subject                     | Grade Notation | Grade Point (GP) | Credit Points (CP) | Sum (GP x CP) |
|-----------------------------|----------------|------------------|--------------------|---------------|
| Subject 1                   | HD             | 7                | 10                 | 70            |
| Subject 2                   | C              | 5                | 10                 | 50            |
| Subject 3                   | P2             | 4                | 10                 | 40            |
| Subject 4 (first attempt)   | F              | 0                | 10                 | 0             |
| Subject 4 (second attempt)  | C              | 5                | 10                 | 50            |
| Subject 5 (first attempt)   | F              | 0                | 10                 | 0             |
| Subject 6 (Credit Transfer) | E              | 0                | 0                  | 0             |
| Subject 7                   | D              | 6                | 10                 | 60            |
| Sum of totals               |                |                  | 70                 | 270           |

The GPA =  $270/70 = 3.85714$

Rounded to 2 decimal points GPA = 3.86

**Related Forms:**

Nil

**Responsibility:**

Academic Dean

**Related Policies and Procedures:**

Assessment Policy and Procedure

Dean's Merit List and Valedictorian Award Policy and Procedure

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