

## Grade Point Average (GPA) Calculation Guidance Note

<b>Guidance Note Category</b>	Academic
<b>Guidance Note Code</b>	ACA-HE-31
<b>Related Policy</b>	Student Assessment Policy
<b>Guidance Note Owner</b>	Chief Operating Officer
<b>Responsible Officer</b>	Dean
<b>Approving authority</b>	Academic Board
<b>Approval date</b>	9 October 2024
<b>Commencement date</b>	10 October 2024
<b>Review date</b>	3 years
<b>Version</b>	2024.1
<b>Related Documents</b>	Awards and Prizes Policy and Procedure Course Design Policy Student Assessment Policy Student Assessment Procedure

### 1. Purpose

This Guidance Note seeks to articulate the purposes for which a Grade Point Average (GPA) is calculated at the Australian Institute of Higher Education Pty Ltd ('the Institute') and the principles to be employed in determining a GPA.

### 2. Principles

Key principles informing this Guidance Note are:

- The GPA calculation results in a value between 0 and 7 which is rounded to one decimal place.
- For students who have completed all units at AIH and within the same course, the GPA calculation will include all units.
- This encompasses any fail grades from courses that were later retaken and passed.
- Only units completed at AIH are included in the GPA calculation, even if the student has received credit from external institutions or through cross institutional study.
- If a student has completed more units than the maximum required, only the units within the course structure will be considered for the GPA calculation. For electives, if a student has completed more than the maximum electives within a course, only the electives with the highest grades will be counted towards the GPA.

### 3. Context

This Guidance Note has been developed to establish a uniform process for calculating GPAs.

### 4. Scope



## AUSTRALIAN INSTITUTE OF HIGHER EDUCATION

This Guidance Note applies to all enrolled students at the Institute and to staff involved in the calculation of GPAs.

### 5. Definitions

See the AIH Glossary of Terms for definitions.

### 6. Guidance Note Details

#### 6.1 Purpose of the GPA

A GPA is calculated for the following reasons:

- To provide students with an indicator of their academic progress.
- To provide the Institute with an indicator to assist in determining academic merit of individual students at the Institute.
- To provide the Institute with a way of determining prize or award winners as outlined in the Awards and Prizes Policy and Procedure.

#### 6.2 How is a GPA Calculated?

A GPA is the sum of the unit value for each course multiplied by the numerical value of the grades, divided by the sum of the unit values for all grades.

The GPA can be expressed mathematically as:

$$\text{GPA} = \frac{\sum (\text{unit value} \times \text{value of grade})}{\sum \text{unit value}}$$

$\sum$  unit value

#### 6.3 Value of Grades

The following grades are included in the calculation of a GPA:

Grade	Grade Code	Value of Grade
High Distinction	HD	7
Distinction	D	6
Credit	C	5
Pass	P	4
Fail	F	0
Fail – No Assessment Submitted	FNS	0
Withdrawn With Failure	WF	0

The following grades are excluded from the calculation of a GPA:

Grade	Grade Code
Non-Graded Pass	NGP
Grade Pending	GP
Withdrawn Without Failure	AW
Advanced Standing	AS

## 6.4 Unit Value

The unit value will be based on the credit points for each unit. Only units studied at the Institute are included in GPA calculation. Refer to the Course Design Policy for further information on credit points.

## 6.5 GPA Calculation Example

### Sample Transcript for the Diploma of Business Information Systems

Year/Study Period	Subject	Subject Name	Mark	Grade	Credit
2020/Study Period 2		Accounting for Business Decisions	56	P	10
2020/Study Period 2		Foundations of Information Technology	82	D	10
2020/Study Period 2		Statistics for Professionals	89	HD	10
2020/Study Period 1		Professional and Ethical Practice	69	C	10
2020/Study Period 1		Business Communication	74	C	10
2020/Study Period 1		Database Management for Business	87	HD	10
2020/Study Period 1		Organisational Behaviour	48	F	10
2019/Study Period 3		Foundations of Programming	94	HD	10
2019/Study Period 3		Organisational Behaviour	75	D	10
2019/Study Period 3		Foundations of Information Technology	0	AW	10

### GPA Calculation

Grade Code	Total Number of Grades (A)	Value of Grade (B)	Value of Grade Total (A x B = C)	Unit Value (A x unit credit points)	Unit value x value of grade (C x unit credit points)
HD	3	7	3 x 7 = 21	3 x 10 = 30	21 x 10 = 210
D	2	6	2 x 6 = 12	2 x 10 = 20	12 x 10 = 120
C	2	5	2 x 5 = 10	2 x 10 = 20	10 x 10 = 100
P	1	4	1 x 4 = 4	1 x 10 = 10	4 x 10 = 40
F	1	0	1 x 0 = 0	1 x 10 = 10	0 x 10 = 0
FNS	0	0	0	0	0
WF	0	0	0	0	0
			$\Sigma =$	90	470

GPA =  $\Sigma$  (unit value x value of grade)

$\Sigma$  unit value

GPA = 470

90

GPA = 5.2 (rounded to 1 decimal place)



**AUSTRALIAN INSTITUTE**  
OF HIGHER EDUCATION

## 7. Version Control

This Guidance Note has been endorsed by the Australian Institute of Higher Education Academic Board in October 2024 and is reviewed every 3 years. The Guidance Note is published and available on the Australian Institute of Higher Education website <http://www.aih.edu.au> under 'Policies and Procedures'.

<b>Change and Version Control</b>				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
2017-1	Registrar	New Guidance Note	13 September 2017	15 September 2017
2020.1	Dean	GPA Calculation Updated	2 December 2020	3 December 2020
2021.1	Registrar	Deletion of SX Grade	8 September 2021	1 November 2021
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2023.1	Registrar	Approving authority corrected from Dean to Academic Board	02 June 2023	29 June 2023
2024.1	Chief Operating Officer / Dean	Updated Policy Owner; Principles re-written for clarity.	9 October 2024	10 October 2024