Grade Point Average (GPA) Calculation Procedure

Section 1 - Introduction

(1) The Grade Point Average (GPA) is the numerical calculation that summarises a student's academic performance across units in a Program, or a defined set of completed units, including fail grades.

(2) A GPA may be used to consider students for admission, honours selection, scholarships, or academic prizes.

Section 2 - Purpose

(3) This Procedure has been developed to assist staff and students to calculate a GPA.

Section 3 - Scope

(4) This Procedure applies to all undergraduate and postgraduate coursework programs and courses.

Section 4 - Procedure

(5) GPA means Cumulative GPA, calculated over all units undertaken within the program. The University may also choose to calculate a GPA from results of:

a. a specified number or subset of units;
b. all units at or above a specified level;
c. an approved major where a need is identified.

(6) The GPA can be expressed mathematically as:

> GPA = Σ(unit value x grade)/Σ unit value

(7) The GPA calculation will result in a number (GPA) between 0 and 7, calculated to one decimal place. A GPA at or below x.49 will be rounded down to the previous full decimal and a GPA at or above x.50 will be rounded up to the next full decimal.

(8) The below numerical values will be applied to the listed grades.

Table 1 – Grade Mark Values for GPA

Grade	HD	D	C	P	UP*	FF
Numerical Value	7	6	5	4	4	0

Example

		A	X	B	=	C
Course	**Grade**	**Numerical Value of Grade**	**X**	**Unit Value**	**=**	**Total**
AHIS2000	HD	7	X	10	=	70
ECON4000	C	5	X	40	=	200
ENGL2200	FF	0	X	10	=	0
ENGL2200	P	4	X	10	=	40
STAT3070	D	6	X	20	=	120
EDUC2100	UP	Excl		(10) Excl		
TOTALS				90		430

GPA	=	total of C/total of B
	=	430/90
	=	4.78 (rounded up to 4.8)

(9) The determination of units to be included in the calculation of the Cumulative GPA within a program is as follows:

a. where all units have been completed at the University of Newcastle and within the same program, all completed units will be included in the GPA calculation;
b. where all units have been completed at the University of Newcastle but across different programs, all completed units that have contributed to the degree being awarded will be included in the GPA calculation (including credit);
c. where a student has received credit from an external institution (including cross-institutional study) only those units completed at the University of Newcastle will be included in the GPA calculation;
d. where a student has completed more than the maximum units, only the approved units will be included in the GPA calculation, e.g. a 240 unit program will use only 240 units of courses where the student has received a pass (or greater) plus all fail grades will be included in the GPA calculation. For students who over-enrol (i.e. extraneous enrolment in units additional to the overall program value) only the earliest completed courses are counted;
e. courses completed extraneously cannot be counted within the GPA calculation. Students who have successfully completed a course will not be permitted to undertake the same course again (see definition for Extraneous enrolment in a course);
f. where, through an administrative error, a student has passed the same course twice, the grade of the first completion, not the highest mark, will be utilised in the GPA calculation; and
g. where a student is studying a combined degree only those units which have contributed to the completion of each single degree will be included in the GPA calculation for each degree, subject to the provisions outlined above.

(10) *Ungraded passes (UP) are not included in the calculation of a GPA except:

a. where the inclusion of the ungraded pass grade in the calculation will advantage the student, i.e. when the student has a GPA of less than 4.0. In this instance, the GPA is recalculated including the value of the ungraded pass(es); or
b. when more than 50% of the grades presented are ungraded passes. In this instance, the GPA would be

calculated including the ungraded pass(es).

(11) The following will be taken into account when calculating the GPA:

a. students re-enrolling after leave of absence will retain their previous GPA as the basis of future calculations;
b. if grades of ‘incomplete’ (I) or ‘Special Consideration’ (S) are awarded to a student, the GPA will remain uncalculated until the final marks are awarded.

(12) For multi-sequence courses:

a. upon completion of Part A of a multi-term sequence course students will be award an NA grade. NA grades are not included in GPA calculations;
b. upon completion of Part B of a multi-term sequence course students will be awarded a percentage mark and grade, weighted according to the unit value of Part A and B. This mark will be included in the GPA calculation.

(13) For the purposes of admission, the calculation of a GPA from another institution will be based on the transcripts provided. If the GPA is on a scale other than the 7-point scale, the University will use the GPA Conversion Chart to determine the equivalent GPA.

Section 5 - Roles and Responsibilities

(14) University staff must calculate a student's GPA in accordance with this Procedure.

(15) Students may calculate their GPA using this Procedure.

Section 6 - Appendices

(16) GPA Calculation Tool (Excel)

(17) GPA Conversion Chart

Status and Details

Status	Current
Effective Date	22nd February 2024
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Approval Authority	Deputy Vice-Chancellor (Academic) and Vice President
Approval Date	13th February 2024
Expiry Date	Not Applicable
Responsible Executive	Belinda Yourn Senior Deputy Vice-Chancellor (Academic & Global)
Enquiries Contact	John Radvan Senior Manager, Academic Governance & Compliance Student Central

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"Credit" - When referring to course credit, credit is the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit can reduce the amount of learning required to achieve a qualification. For all other uses of this term, the generic definition applies.

"Cumulative GPA" - The Grade Point Average calculated over all units undertaken within the program as per the Grade Point Average (GPA) Calculation Guideline.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Extraneous enrolment" - In a course, means a student has: a) enrolled in a course which is not required for their program; or b) already successfully completed the course and been awarded a pass mark, or greater; or c) enrolled in a course, and that enrolment will result in the student completing units in excess of that required for their program.

"GPA" - The Grade Point Average calculated over a set of courses or specified number of courses at a particular level as per the Grade Point Average (GPA) Calculation Guideline.

"Postgraduate" - Any qualification being at the level of Graduate Certificate or above.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Undergraduate" - Refers to any qualification up to and including the level of a Bachelor Honours degree.

"Unit" - When referring to an academic unit, unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for a program award of the University and indicate a student's enrolment load. For all other uses of this term, the generic definition applies.

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