

SAMPLE LETTER ONLY – NOT FOR OFFICIAL USE



Date:

VERIFICATION OF GRADE POINT AVERAGE

Student Name:

Student ID:

Date of Birth:

This is to verify that **STUDENT NAME** has successfully completed the academic requirements of the following Award at the University of Newcastle.

Award Name	Completion Date

On completion of the **PROGRAM NAME**, the student had a Grade Point Average (GPA) of **XX** on a 7 point grading scale, where 7 is the highest and 0 is the lowest level of achievement. The GPA is weighted only in relation to the unit value of courses, includes Fail grades (number of units x 0) and does not usually include Ungraded Pass grades. The University's grading scale and unit weightings for courses can be found on the student's academic transcript.

Please note that Australian Universities do not have a uniform grading scale or GPA calculation and this GPA may not be comparable to GPAs from other institutions.

Please do not hesitate to contact the Enquiry Centre on (02) 4921 5000 if you have any further questions.

Yours sincerely,

Academic Division General Manager and Academic Registrar

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