Grades Procedure

1 Purpose

To set out the process of awarding Grades at the University.

2 Scope

This Procedure applies to all Courses at the University.

3 Procedure Overview

This Procedure sets out the practices and processes for calculating and awarding Grades (both temporary and final) for Courses at the University.

This Procedure aligns with the:

- *Higher Education Standards Framework (Threshold Standards) 2021:* Standard 1.4 Learning Outcomes and Assessment

4 Procedures

4.1 Final Grades

Final Grades appear on Student transcripts and are an official record of overall performance for a Course.

Final Grades are determined by adding the Marks for each Assessment Item as set out in the Course Specification and expressing them as a percentage of the total weighted Marks obtained in a Course. Final Marks (percentage) are to be presented as a whole number (0.5 and above being rounded up).

Where a Course is based on professional competencies that require a minimum level of achievement, a Final Grade is determined by whether a Student has demonstrated proficiency relative to the Course Learning Outcomes and/or professional competencies. In this instance, the Final Grade of a Student will be either an ungraded pass (proficient) or an ungraded fail (not proficient).

4.2 Grading systems

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When determining the Final Grade of a Student, a Course must use either a graded or pass/fail system, which will be used for all Students in the cohort.

4.2.1 Graded system

Final Grades at the University are determined by processes set out in the Assessment Procedure and are used to calculate the Grade Point Average. Standard percentage ranges are used for the awarding of Final Grades. The numeric Grades, standard percentage ranges, and descriptions are set out in Table 1.

Table 1: Final Grade descriptors

Final Grade	Code	GPA	Range	Description
High distinction	HD	7	Between 85% and 100%	A Final Grade of 'high distinction' will be awarded when a Student has demonstrated an exceptional level of achievement relative to the Course Learning Outcomes.
Distinction	D	6	At least 75% but less than 85%	A Final Grade of 'distinction' will be awarded when a Student has demonstrated a very high level of achievement relative to the Course Learning Outcomes.
Credit	C	5	At least 65% but less than 75%	A Final Grade of 'credit' will be awarded when a Student has demonstrated a high level of achievement relative to the Course Learning Outcomes.
Pass	P	4	At least 50% but less than 65%	A Final Grade of 'pass' will be awarded when a Student has demonstrated an acceptable level of achievement relative to the Course Learning Outcomes.
Conceded pass	CP	3	At least 45% but less than 50%	A Final Grade of 'conceded pass' may be awarded in a single Course attempted in the final Study Period of a program. A Student may not apply for a conceded pass. See Section 4.2.2 for more details.
Fail	F	1.5	Less than 50%	A Final Grade of 'fail' will be awarded when a Student has not demonstrated an acceptable level of achievement relative to the Course Learning

				Outcomes.
Pass not contributing to GPA	PC	Not Applicable	50%-100%	This Grade is made available at the discretion of the University in extraordinary circumstances and is applied during finalisation of Study Period results to mitigate adverse effects on the impacted cohort of Students. A Final Grade of 'Pass not contributing to GPA' will be awarded if offered by the University and when a Student elects to exclude a Final passing Grade from contributing to their GPA.
Fail not contributing to GPA	FC	Not Applicable	Less than 50%	This Grade is made available at the discretion of the University in extraordinary circumstances and is applied during finalisation of Study Period results to mitigate adverse effects on the impacted cohort of Students. A Final Grade of 'fail not contributing to GPA' will be awarded when a Student has failed to demonstrate an acceptable level of achievement relative to the Course Learning Outcomes.
Fail late withdrawal	FLW	1.5	Not Applicable	A Final Grade of 'Fail - Late Withdrawal' will be used when a Student withdraws from a Course after the last day of the Study Period.
Credit transfer	CT	Not Applicable	Not Applicable	A Final Grade awarded based on either previous formal, informal, or non-formal learning. Credit reduces the number of Courses required to complete an Award Program.
Exemption	EX	Not Applicable	Not Applicable	A Final Grade of Exemption is used to indicate that a Student has been released from the requirement to complete a specific required Course as a result of having previously demonstrated competence in the subject matter of that Course.

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Ongoing Assessment	ONG	Not Applicable	Not Applicable	A Grade of 'ongoing Assessment' will be awarded when a Course or sequence of Courses are completed across multiple Study Periods.
Withdrawn without academic and financial penalty	WWP	Not Applicable	Not Applicable	A Final Grade of 'withdrawn without academic and financial penalty' is used to indicate withdrawal after the Census Date without academic and financial penalty.
Withdrawn without academic penalty only	WAP	Not Applicable	Not Applicable	A Final Grade of 'withdrawn without academic penalty only' is used to indicate withdrawal after the Census Date, but on or before the last teaching day of the Study Period.
No Result Expected	NR	Not Applicable	Not Applicable	A Final Grade of 'no result expected' will be awarded where a final result is not expected upon completion of a University Course or other offering, for example where a course is part of an accredited Study Exchange with an overseas institution, or as part of the University's microcredential suite.

4.2.2 Conceded pass

Conceded passes are only available for Students in Award undergraduate, graduate, and postgraduate Coursework masters programs. Students in Non-Award Programs or Higher Degree by Research programs are not eligible to receive a Conceded Pass Grade (CP Grade).

Only one (1) CP Grade may be credited towards the completion of a Student's program.

A CP Grade may be awarded on approval by the Head of School, on the following conditions:

1. The Student must have attempted all Summative Assessment for the Course and any Deferred Assessments assigned to the Student for the Course and failed to achieve a passing Grade by 5% or less of the aggregated Marks or equivalent in the grading scale.

2. A CP Grade is only awarded in a final Course, i.e., the last Course that is required to complete a program, in the final Study Period of a Student's study in a program.

3. A CP Grade cannot be awarded where Supplementary Assessment is undertaken in a final Course.

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In exceptional circumstances, the Head of School may approve exemptions from the above conditions.

A CP Grade will not be granted for a specific Course if it is:

1. a Capstone Course for the program being undertaken;
2. required for professional registration or professional accreditation of the program; or
3. necessary for a Student to demonstrate professional or clinical competence as part of its Assessment requirements.

Students cannot apply for a CP Grade. The University will decide if a CP Grade is to be awarded.

4.2.3 Pass/fail system

A pass/fail grading system does not use a Grade range to determine Final Grades and Students are awarded an ungraded pass or ungraded fail.

Where a Course is based on professional competencies that require a minimum level of achievement, a pass/fail grading system can be used to record if a Student has passed or failed in relation to the Course Learning Outcomes and/or professional competencies.

The pass/fail Grade descriptors are set out in Table 2. Pass/fail Grades do not contribute towards a Student's GPA.

Table 2: Pass/Fail Grade descriptors

Final Grade	Conditions
UP - Ungraded pass	A Final Grade of 'ungraded pass' will be awarded when a Student has demonstrated they are proficient relative to the Course Learning Outcomes and/or professional competencies.
UF - Ungraded fail	A Final Grade of 'ungraded fail' will be awarded when a Student has not demonstrated they are proficient relative to the Course Learning Outcomes and/or professional competencies.

4.2.4 Administrative Grades

Administrative Grades describe administrative information about a Grade and inform administrative processes. There are two types: temporary and final.

Temporary administrative Grades are published on the unofficial and official transcripts until

they are resolved as final administrative Grades or Final Grades.

Exceptional extensions to the resolution timeframe for temporary administrative grades will be considered for approval by the Deputy Vice-Chancellor (Students and Education) in consultation with the Head of School.

Table 3: Temporary administrative Grades

Temporary Administrative Grade	Conditions	Resolution Timeframe
Incomplete in progress (IIP)	An IIP Grade will be assigned to signify that the Final Grade for the Course will be determined by the Final Grade in a subsequent Course in a defined sequence over more than one Teaching Period.	No more than one year after results release date for the Study Period in which the Student was enrolled in the Course. The grade will resolve to a Fail (FNC) after one year.
Incomplete - make-up work (IM)	An IM Grade will be assigned when a Student is required to complete make-up work.	No more than one year after results release date for the Study Period in which the Student was enrolled in the Course. The grade will resolve to a Fail (FNC) after one year.
Incomplete - supplementary formal examination (IS)	An IS Grade will be assigned when a Student is required to complete a Supplementary Formal Examination.	No more than one year after results release date for the Study Period in which the Student was enrolled in the Course. The grade will resolve to a Fail (FNC) after one year.
Incomplete - deferred formal examination (IDS)	An IDS Grade will be assigned when a Student is required to complete a deferred Formal Examination.	No more than one year after results release date for the Study Period in which the Student was enrolled in the Course. The grade will resolve to a Fail (FNC) after one year.
Incomplete - deferred assignment (IDM)	An IDM Grade will be assigned when a Student is required to complete a deferred assignment.	No more than one year after results release date for the Study Period in which the Student was enrolled in the Course. The grade will resolve to a Fail (FNC) after one year.
Incomplete - supplementary formal examination and make-up work (ISM)	An ISM Grade will be assigned when a Student is required to complete a Supplementary Formal Examination and make-up work.	No more than one year after results release date for the Study Period in which the Student was enrolled in the Course. The grade will resolve to a Fail (FNC) after one year.

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Incomplete - deferred formal examination and deferred assignment (IDB)	An IDB Grade will be assigned when a Student is required to complete a deferred formal examination and deferred assignment.	No more than one year after results release date for the Study Period in which the Student was enrolled in the Course. The grade will resolve to a Fail (FNC) after one year.
Incomplete - WIL outstanding (IWL)	An IWL Grade will be assigned when a Student is required to complete outstanding WIL tasks or placement hours.	No more than one year after results release date for the Study Period in which the Student was enrolled in the Course. The grade will resolve to a Fail (FNC) after one year.
Result withheld under academic integrity review (RWR)	An RWR Grade will be assigned when a Student is required to participate in an academic integrity process.	As soon as possible after the results release date. Normally no later than the Census Date of the subsequent Study Period.
Results not available (RN)	A 'results not available' Grade will be awarded when the Final Grade is not yet available. This may be due to delays in marking, processing of Grades, or other University administrative processes.	As soon as possible after the results release date. Normally no later than the Census Date of the subsequent Study Period.
Result withheld (RW)	A 'result withheld' Grade will be awarded when the Student has an encumbrance to the University.	As soon as the University debt has been paid, but no more than one year after the results release date for the Study Period in which the Student was enrolled in the Course. The Student's Enrolment in the program will be withdrawn if the debt has not been paid within one year of the results release date.

Final administrative Grades provide administrative detail describing fail and credit Grades and are used by the University for reporting purposes.

Final administrative Grades are published on an official Academic Transcript.

Table 4: Final Administrative Grades

Final Administrative Grade	Final Grade	Code	GPA	Range	Description
Fail-did not participate	Fail	FNP	1.5	0	A final administrative Grade of 'fail-did not participate' will be awarded when a Student has

					not undertaken any of the Assessment Items in a Course.
Fail-did not complete	Fail	FNC	1.5	Less than 50	A final administrative Grade of 'fail - did not complete' will be awarded when a Student completes some but not all of the mandatory Assessment Items.
Fail-did not sit	Fail	FNS	1.5	Less than 50	A final administrative Grade of 'fail-did not sit' will be awarded when a Student does not sit the Formal Examination in a Course (FNS will take precedence over FNC).
Block credit	Credit	K	Not Applicable	Not Applicable	A final administrative Grade of 'block credit' is used to indicate that a Student has had previous formal, informal, or non-formal learning recognised, as part of a block of prior learning.
Specified credit	Credit	L	Not Applicable	Not Applicable	A final administrative Grade of 'specified credit' is used to indicate that a Student has had previous formal, informal, or non-formal learning recognised for a specified core or specified elective Course.
Unspecified credit	Credit	J	Not Applicable	Not Applicable	A final administrative Grade of 'unspecified credit' is used to indicate that a Student has had previous formal, informal, or non-formal learning recognised for an elective or other optional Course.

4.3 Managing Grades

Details of the roles and responsibilities of managing Grades is documented in the Assessment and Grades - Roles and Responsibilities Schedule.

4.3.1 Release of Grades

Students will be notified of their Final Grades through 'Uconnect' on the Final Grades results

release date.

4.3.2 Altering Grades after release

The University recognises that in exceptional circumstances a Final Grade may require alteration after release. Alteration of a Final Grade after release may be approved to correct an error in the original released Final Grade, or to reflect the outcome of a Student Grievance resolution process.

4.3.3 Grievances associated with Final Grades

Students with concerns regarding their Final Grade may submit a Review of Final Grade request. A Review of Final Grade request is deemed to be equivalent of requesting a Stage 2 Review of Decision, in accordance with section 4.4 of the Student Grievance Resolution Procedure. The request must be made within 10 University Business Days of notification of the publication of results unless Special Circumstances apply (refer to the Assessment of Special Circumstances Procedure for guidance).

A review application will be considered where Students can demonstrate:

1. that the marking or Assessment Item was inconsistent with the Assessment Item requirements or with the Assessment criteria, as stated in the Course Specification; or

2. there was a misapplication of other relevant University policies, procedures or processes that directly impacted on the Student's performance in one or more Assessment Items.

In exceptional circumstances, other grounds (except those in the list of invalid grounds) will be considered if the Associate Head (Learning, Teaching and Student Success) accepts these as reasonable.

Students should note that a review of Final Grade may result in no change to the original Grade, or a higher or lower Grade than was originally awarded.

The following are examples of invalid grounds for a review:

1. Challenges to:
    a. the specified Learning Outcomes of the Course

    b. the Assessment Item types approved for the Course

    c. the standard required to receive particular Grades in the Course

2. a study overload

3. personal and medical problems other than those accepted on the basis of Special Circumstances
4. financial implications of not passing the Course
5. Marks or Grades received by other Students in the Course
6. Marks or Grades received by the Student in other Courses
7. lack of English language proficiency
8. the amount of work the Student has done
9. a penalty imposed on a Student for Academic Misconduct in accordance with University Policies and Procedures
10. the need for additional Marks to achieve a higher Grade.

4.4 Grade Point Average

The Grade Point Average (GPA) is a summary statistic that represents the average performance of a Student throughout an Academic Program.

The University may use the GPA to inform decisions relating to Student academic performance, such as:

1. Academic Progress
2. admission to higher studies (e.g. honours)
3. eligibility for academic awards (e.g. University medals, academic excellence awards, awards with distinction).

4.4.1 Calculation

The GPA is a weighted average for all Grades awarded from Courses attempted throughout an Academic Program, including fail Grades and Grades from repeated Courses. The weighted average reflects the relative contribution made by all Courses attempted in an Academic Program based on Unit value.

Courses using pass/fail Grades that award on an ungraded pass (P) and ungraded fail (F) basis are not included in the GPA calculation.

4.4.2 Formula

The GPA is expressed mathematically as follows:

$$\text{GPA} = \frac{\sum(\text{Unit value} \times \text{Grade value})}{\sum \text{Unit value}}$$

The GPA is the sum (?), of the Unit value for each relevant Course multiplied by the numeric value of the Grade awarded for that Course, divided by the sum (?) of the Unit values.

4.4.3 Rounding

GPAs displayed on official documents, such as Academic Transcripts, will be rounded to two decimal places. For example, a GPA of 5.756 will be rounded to 5.76, and a GPA of 4.844 will be rounded to 4.84.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Deputy Academic Registrar and Director (Student Administration)
Policy Type	University Procedure
Policy Suite	Assessment Policy
Subordinate Schedules	
Approved Date	2/7/2026
Effective Date	2/1/2026
Review Date	14/2/2027
Relevant Legislation	*Higher Education Standards Framework (Threshold Standards) 2021*

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Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Student Grievance Resolution Procedure Work Integrated Learning Activities Procedure
Related forms, publications and websites	Assignment Extension Request Form Assessment extensions and deferring exams Assessment Mark Recheck Form Review of Final Grade Form
Definitions	**Terms defined in the Definitions Dictionary**
	Academic Misconduct Academic Misconduct encompasses all behaviours, including doing as well as attempting to do, any of the acts, omissions or activities that constitute Academic Misconduct: involving the misrepresentation of academic achievement; or undermining the core values (honesty, trust, fairness and respect) of Academic Integrity; or breaching Academic Integrity; whether intentional or unintentional. Academic Misconduct includes, but is not limited to the following: Plagiarism and Self-plagiarism; using (including for Assessment or review) the work prepared by another person or software, including generative artificial intelligence, as their own without appropriate attribution; Collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others; all forms of Cheating in examinations and other Assessment tasks; Contract Cheating; Promoting ways to breach Academic Integrity or using University resources to support others in breaching Academic Integrity; offering or accepting bribes (money or other favours), e.g. for Admission or for Marks/Grades; and fabrication or falsification of information or Student identity (TEQSA Guidance Note: Academic Integrity, Version 1.2, 28 March 2019). Assessment The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course. Assessment Item An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may be formal, informal, Formative or Summative in nature.

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Award Program

A sequence of study which leads to an academic qualification granted by the University and conferred by Council.

Census Date

The date on which the Student's enrolment related requirements must be finalised in line with the University's important dates. A Higher Education Provider must, for each unit of study it provides or proposes to provide during a year, determine for that year, a particular date to be the Census Date for the unit. Students are responsible for meeting the University's Census Date deadline and must check that all enrolment and payment details are correct on or before the Census Date.

Course

A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which the Student is awarded a grade.

Course Coordinator

Responsibilities of Course Coordinators include but are not limited to: Course planning, design and development Course Specifications and alignment with Program Learning Outcomes Assessment design, implementation and marking Course delivery and Student learning experiences by providing Student support leadership and guidance of teaching teams engagement with professional and accreditation bodies ensuring currency of disciplinary and content knowledge and expertise reflecting on evaluations for the purpose of quality enhancement of Courses.

Course Learning Outcomes

Course Learning Outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of completing a Course.

Course Specification

A written specification of the objectives, content, assessment methods, and other relevant details of a Course.

Coursework

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A method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research component.

Deferred Assessment

An Assessment Item offered by the Course Coordinator to Students where Special Circumstances have either significantly impacted their preparation and performance or prevented the Student from attempting or submitting an Assessment Item. In the situation where the Course Coordinator requires Students to submit an Assessment Item prior to the last date for submitting Final Grades for the Course, an extension should be granted rather than a deferral.

Enrolment

The process of admitting Students to one or more Courses for the current Academic Year.

Final Grade

A Final Grade is a code that normally represents the outcome of the Assessment of a Student's performance against the learning objectives of a Course but may reflect the outcome of an applicable administrative process.

Grade (noun)

A Grade is a code that indicates the status of the Assessment of Student performance against the Learning Outcomes of a Course.

Grade Point Average (GPA)

A GPA is the sum, for all relevant Courses, of the Unit value for each Course, multiplied by the numerical value of the Grades achieved in those Courses, divided by the sum of the Unit values for all the relevant Courses.

Higher Degree by Research (HDR)

A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

Mark

An indication of mastery or non-mastery of an Assessment Item that takes the form of a numerical value.

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Non-Award Program

A sequence of study which does not lead to an Award.

Policy

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

Semester

A period of time during which instruction is provided, learning is undertaken and Assessment is carried out. There are three Semester periods during an Academic Year, known consecutively as Semester 1, Semester 2 and Semester 3.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

Study Exchange

Non-award fee-paying study undertaken, usually for one or two Study Periods, under a formal reciprocal exchange agreement between the University and another educational partner, and which enables the Student to gain pre-approved Credit towards their degree.

Study Period

The period during which a Course or study unit is offered. Examples of Study Period include, but are not limited to, semesters, trimesters, blocks, intensives and sessions.

Summative Assessment Item

Any Assessment Item (Assignment or Formal Examination) used in the determination of a Student's final Grade and should provide for feedback except when it is the final Assessment Item for a Course.

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	Where a Summative Assessment Item is used only to determine whether or not a Student is eligible to be given a passing Grade, the weighting allocated to the item may be zero. Supplementary Assessment A Supplementary Assessment is an exceptional, additional Assessment Item that assesses any area the Student is yet to demonstrate an acceptable level of achievement relative to the Course Learning Outcomes. Unit This is an indicator of the value of a Course. Most Courses are valued at one Unit. Units are used to track progress towards completing a program. (The term used prior to 2002 to describe a Course) University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
Keywords	
Record No	20/592PL

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