

Bahrain Polytechnic Quality Management System

Policy Section: Academic

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Policy: Results and Reporting

Policy Reference: A-AB-017
Version: 2
Person Responsible: Registrar

1. Policy Statement

Bahrain Polytechnic is committed to managing the students study progress in all courses and programmes. Student's results and grades will be accurately recorded, approved and reported on in a systematic, secure and within a period of time that allows prompt action(s) to be taken.

2. Definitions

Academic transcript: the official record of a student's study at Bahrain Polytechnic. The Official Academic Transcript will include Student Name, Student ID, Programme of study, specialization, Major, All courses taken (by level of study) including title, credit value, obtained grade, SGPA, CGPA (if any) and NQF level.

3. Application

People:

- All students enrolled in assessed courses.
- All academic and administrative staff of Bahrain Polytechnic involved in assessment.

Processes:

- Results and Reporting processes
- Issuing of academic transcripts
- Results Notification

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- HEC Regulations

5. What is Expected:

- The results and grades in all programmes and courses will be accurately recorded, approved and reported on in a systematic, secure and timely manner.
- All course assessment results and grades shall be approved by Academic Board.
- Student shall have access to provisional results and assessment feedback and timely access to final grades as published on the Academic Calendar.

- All grades shall comply with approved grade tables, (refer to section 10)
- All course results, grades and any grade amendments shall be reported by Faculty, verified by all relevant committees and Boards using approved Forms/ reports and be approved by the Academic Board. Related documents will be saved in secure folders on Shared drives with limited access. Hard copies of relevant documents will be maintained securely.
- Records of grades shall be stored in the Student Management System which is secured through the implementation of limited password protected staff access and encryption.
- Resolutions of the Academic Board shall cover the following:
 - End of Semester Course Results approval
 - Amendment of Final Grade
 - Approval of Graduands
 - Approval of Academic Excellence Awards

6. Key Dates

First Approved:	29 November 2011 by SMT
This Version Approved:	04 June 2015 by SMT, 14 December 2015 by BoT
Next Review Date:	4 years from this version approval or as required

7. Links and Related Documents

- Policies: All Academic policies and other relevant Bahrain Polytechnic policies and procedures
- Procedure:
 - Recording of Summative Assessment Marks P-A-AB-017.002
 - Approval and Reporting of Summative Assessment marks and final grades P-A-AB-017.003
 - Amendment of final Mark and/or grade P-A-AB-017.004
 - Conceded Pass P-A-AB-017.005
- Rules and Guidelines: Results and Reporting

Procedure: Setting-up Course Assessment Specification in the Student Management System

Procedure Reference: P-A-AB-017.01
Version: 1
Person Responsible: Registrar

1. Purpose

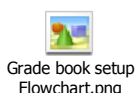
This procedure prescribes the processes to ensure the approved Course Assessment Specifications are set-up in the Student Management System (Banner Gradebook) based on approved timelines, and that they are recorded and approved accurately, effectively and in a timely manner.

2. Related Policy

- Results and Reporting A-AB-17

3. Related Documents (Rules, Guidelines, Flowcharts, Forms)

- Assessment Procedures A-AB-005
- Course Descriptor
- Grade book setup Flowchart



4. Procedures

Step	Responsible	Outcome	Location (Optional)
1. Develop and approve results and reporting deadlines prior to being published in consultation with Faculty and Faculty Administrators Approved dates are based on the approved Academic Calendar published on SharePoint.	Manager of Enrolment	Results and Reporting deadlines are published for each teaching period	Secure Folder on SharePoint
2. Plan Course assessments specification in consultation with Programme Manager and submit for the Programme Committee prior to the	Course Co-ordinator / Programme Manager (PM)	All Course assessments and dates are approved by PM	

Step	Responsible	Outcome	Location (Optional)
start of Semester /teaching period.			
3. Review and approve Course assessments specification for implementation	Programme Committee		Programme Committee Minutes
4. Send approved course assessment specification (signed hard copy) to Registry with approved Programme Committee minutes	Faculty Admin Manager	Signed hard copy received by Head Student Management System Specialist (HSMS)	Registry Gradebook specifications files
5. Set-up course assessment specifications in Grade Book (normally in the test environment); and inform PM and Course Co-ordinator when set-up completed	HSMS	All approved course Assessments details are entered into Gradebook in accordance with the approved course descriptor.	Gradebook
6. Setup the test Assessment for each course and confirm the set-up is correct as approved; OR request changes and re-test until correct.	Course Co-ordinators		Gradebook
7. Check that all courses have a complete and accurate assessment set-up in Grade Book as approved and notify HSMS.	Programme Manager		Email
8. Ensure that where a Gradebook testing has occurred in the test environment – that a setup for each course is copied to each CRN in the live environment and Faculty notified.	HSMS		Email

5. Application

People:

- All academic and administrative staff of Bahrain Polytechnic involved in assessment.
- Programme Committees

Processes:

- Approval and Set up of assessments in Banner 'Gradebook'.

6. Key Dates

First Approved: 04 June 2015 by SMT
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Procedure: Recording of Summative Assessment Marks

Procedure Reference: P-A-AB-017.002
Version: 1
Person Responsible: Registrar

1. Purpose

This procedure prescribes the processes to ensure that summative assessment marks are recorded accurately, effectively and in a timely manner (within two weeks of the due date).

2. Related Policy

- Results and Reporting Policy A-AB-017

3. Related Documents (Rules, Guidelines, Flowcharts, Forms)

- Assessment and Moderation Procedures (Assessments and Moderation A-AB-005)
- Provisional Grades Report (excel table with all assessment mark/grade details)
- Course Summary Report (includes overview of course statistics and list of students with failed grades with information)
- Course Assessment Report



Course Assessment
Report 10 June.pdf

4. Procedures

Step	Responsible	Outcome	Location (Optional)
Training (Building Capacity)			
Provide training to all new tutors on BANNER SSB including grades and attendance. Training is compulsory for all new tutors	Registry Team		
Entering Grades			
1. Enter the mark or result for each summative assessment into the Student Management System (SMS) Grade Book throughout the teaching period as each assessment is completed.	Tutor	Assessment marks entered (normally) within 2 weeks of the due date	Banner Grade Book
2. Check the accuracy of results and	Tutor and Course	Accuracy of	

Step	Responsible	Outcome	Location (Optional)
follow up missing marks after each assessment	Co-ordinator	assessment marks is assured	
3. Inform students that the assessment mark or result is available in the SMS Grade Book	Tutor	Students can check their results in Gradebook through Self Service Banner, follow up missing marks, and get feedback on progress	Banner Grade Book
End of the teaching period			
4. Lock view to marks and grades to students as approved date/time	Manager of Enrolment	Students cannot see provisional marks or results (temporarily)	
5. Enter and check final marks in Gradebook before the approved deadline and confirm to the Programme Manager (PM) that all results are correct	Tutor		Gradebook and Email
6. Export the Argos/Banner Provisional Grades Report and send them to the Course Co-ordinator /PM	Programme Manager		Provisional Grades Reports
7. Review the Reports to ensure all marks or results are entered and final grade is correct.	Tutor/ Course Co-ordinator	Results records are confirmed as accurate and complete	
8. Review and discuss borderline and anomalous results. Assessments are reviewed as necessary, and if remarked the result(s) shall be amended in Gradebook.	Tutors and Course Co-ordinator/ PM	Results records are confirmed as accurate and complete	
9. Print and sign Provisional Grades Report. Minutes of any meetings are documented and sent to PM for final review as per published deadline.	Course Co-ordinator	Report printed, signed and sent to PM	
10. Confirm all marks and grades are entered, and email the list of courses to Manager of Enrolment at Registry to lock the course results (roll to history) in Banner by agreed deadline. Print Course Summary Report	PM		Email
11. Receive confirmation the final results are all entered and confirmed and 'roll the marks and grades to Academic History' in the SMS.	Manager of Enrolment	Security of confirmed provisional results maintained, no amendments can be made without Academic Board approval.	
12. Run GPA processes when all grades 'rolled to history' and inform PM's	Manager of Enrolment		
13. Export the Course Summary Report and send them to the Course Coordinator for completion.	PM		Course Summary Report
14. Complete, print and sign Course Summary Report and sent to PM	Course Coordinator		
15. Send all signed reports to Faculty	PM		Faculty

Step	Responsible	Outcome	Location (Optional)
Admin, then to Manager of Enrolment. Course Summary Report and details are saved for Academic Board Results Approval meetings			Administration Provisional Grades Reports and Course Summary Reports Folder Academic Board Agenda

5. Application

People:

- All students enrolled in assessed courses.
- All academic and administrative staff of Bahrain Polytechnic involved in assessment.

Processes:

- recording Mark in the system
- Review results report
- Reporting results.

6. Key Dates

First Approved:	04 June 2015 by SMT
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Procedure: Reporting and Approval Summative Assessment marks and final grades

Procedure Reference: A-AB-017.03

Version: 1

Person Responsible: Registrar

1. Purpose

This procedure prescribes the processes to ensure that summative Course Assessment Results, any grade amendments, students eligible to graduate, and students eligible for Academic Excellence awards are reported and approved accurately and in a timely manner by the Programme Committee and Faculty Board as appropriate; and by the Academic Board.

2. Related Policy

- Results and Reporting Policy A-AB-017

3. Related Documents (Rules, Guidelines, Flowcharts, Forms)

- Academic Board Minutes
- Course Assessment Report



Course Assessment
Report.docx

- Students eligible to graduate Template



TEMPLATE Students
Eligible to Graduate.d

4. Procedures

Step	Responsible	Outcome	Location (Optional)
Provide a list of students eligible for Academic Excellence and Awards to the Programme Managers, Head of School, Dean and Faculty Administration Manager for review after all grades have been rolled to History and GPA process run.	Manager of Enrolment	List of eligible for Academic Excellence and Awards	Email BANNER
Report a list of students eligible to graduate (if any) to Programme Managers, Head of School, Dean and Faculty Administration Manager for final review.	Manager of Enrolment	list of students eligible to graduate	Email BANNER
Send all signed confirmed Course Summary Reports for committee approval.	Programme Managers, CC, supported by Faculty Admin	Confirmed Course Summary Reports ready for approval	The softcopy saved on secure Folder on Sharepoint or M drive. Hardcopy secured in Faculty Archive
Confirm and recommend awards and the list of eligible to graduate to AB	Faculty Board	Committee meetings scheduled	Faculty Board Minutes
Academic Board Approval of Results and Awards meeting(s) (End of Semester)			
1. Send list of the semester's taught courses to each Faculty Administration Manager and the Academic Board Secretary	Manager of Enrolment		Email
2. Collate Faculty Board reports for the Academic Board agenda for approval.	Faculty Administration Manager	Agenda prepared and reviewed in advance of meetings	Email / Secure Folder on SharePoint
3. Send Links to Agenda and all documents to AB members	Academic Board Secretary		
4. Present Course Summary Reports and agenda items, including noting items of significance, justification for course Fail grades as needed to AB and any recommendations (such as changes of grade).	Programme Managers, CC, supported by Faculty Admin	Academic Board minutes are recorded accurately based on the approved agenda	Course Summary Reports
5. Review confirmed marks and grades; award of qualifications; and/or Academic Excellence lists; approving them as appropriate. Any other discussion, recommendation or action is recorded in the minutes	Academic Board		AB Minutes
6. Forward a copy of the draft minutes including approved final marks, grades and awards/ award recipients to Registrar for review and validation before release of results at end of Semester.	Academic Board Secretary		Email

Step	Responsible	Outcome	Location (Optional)
Academic Board Meetings (at any time)			
7. Review and approve grade amendments as appropriate, including Faculty appeals; Faculty admin errors (etc...)	Faculty Board/ Academic Board	Accurate records of changes to final grades maintained	
8. Report CEO appeal decisions to AB (refer to Academic Appeal Policy and Procedure)	Chair of the CEO Appeal Committee		AB Minutes
9. Receive Faculty and CEO Appeal decisions affecting Grades or awards/ graduands (Refer to Academic Appeal Policy and Procedure).	Academic Board		AB Minutes
10. Forward a copy of the approved minutes to Registrar.	Academic Board Secretary	Approved Final Grades and records are validated as being accurately recorded in the Student Management System	Email
11. Update student records in accordance with minutes (Final Grades).	Registrar or Manager of Enrolment		SMS
12. Release Results to students on the approved date (End of Semester) or after approval of AB minutes.	Manager of Enrolment	Approved results released to students	SMS
13. Send an SMS and email to students informing them that they can view their results online through Self Service Banner. Students can also request an official transcript from the Registry Student Information Centre.	Manager of Enrolment	Final Results and Academic Standing are reported	
14. Distribute the latest results notices to sponsor/ scholarship providers.	Scholarship Co-ordinator and Registrar	Final Results and Academic Standing are reported	Scholarship Folder

5. Application

People:

- All students enrolled in assessed courses.
- All academic and administrative staff of Bahrain Polytechnic involved in assessment and assessment reporting.

Processes:

- All Results and Reporting processes.

6. Key Dates

First Approved: 04 June 2015 by SMT
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Procedure: Amendment of final mark and/or grade

Procedure Reference: A-AB-017.04
Version: 1
Person Responsible: Registrar

1. Purpose

This procedure prescribes the processes to amend a mark or final grade after the result has been approved by the Academic Board. This may occur if an error in the mark or grade is identified and confirmed, or a Faculty or CEO Appeal decision is made affecting Grades, it may be reported through the various Faculty committees or in case of Appeal decision directly to the Academic Board for approval ensuring an accurate record of changes to final grades is maintained.

2. Related Policy

- Results and Reporting Policy A-AB-017

3. Related Documents (Rules, Guidelines, Flowcharts, Forms)

- Appeal Forms and Decisions
- Form: Change of Grade



PC_FB_AB- Decision
Template_Change gra

4. Procedures

Step	Responsible	Outcome	Location (Optional)
Error identified by Faculty			
1. Complete the Grade Amendment Template and submit to Programme Manager with evidence.	Tutor/ Course Co-ordinator	template completed	
2. Review template and evidence and if supported, submit to the Programme Committee for review and approval	Programme Manager	template reviewed	
3. Consider the application for change of grade, and if approved, forward the template for the Faculty Board.	Programme Committee	Decision made at Programme	Programme Committee minutes

Step	Responsible	Outcome	Location (Optional)
		Committee	
4. Consider the application for change of grade, and if approved, forward the template to Academic Board for approval.	Faculty Board	Decision made at Faculty Board	Faculty Board Minutes
5. Amend the template to an AB decision item for grade amendment and send to Academic Board.	Faculty Administration Manager	Decision item sent to AB	
Grade reviews as the result of Faculty Student Appeal decisions (reported directly to Academic Board for approval)			
Report approved Academic Appeal committee decisions affecting Grades to Academic Board as a decision agenda item.	Chair of the Appeal Committee / Faculty Admin Manager		
Recommended Grade reviews as the result CEO Student Appeal decisions (reported directly to the relevant HoS)			
Organise a review of the mark or grade to be processed through the relevant committees – 1-5 above.	Head of School		
ALL Grade Changes			
6. Review grade amendments and approve as appropriate.	Academic Board	Accurate records of changes to final grades maintained	AB Minutes
7. Forward a copy of the approved AB minutes to Registrar.	Academic Board Secretary	AB Minutes forwarded to Registry	
8. Update student records (Final grades) in accordance with approved AB minutes.	Registrar or Manager of Enrolment	Final Grades and records are accurately recorded in the Student Management System	SMS
9. Review Academic Standing, amend as required	Manager of Enrolment		SMS
10. Inform the student of the amended grade by SMS and email.	Manager of Enrolment	Amended Results and Academic Standing are reported	Email

5. Application

People:

- All students enrolled in assessed courses.
- All academic and administrative staff of Bahrain Polytechnic involved in assessment and assessment reporting.

Processes:

- Requesting amendments of results/grades

6. Key Dates

First Approved:	04 June 2015 by SMT
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Procedure: Managing Conceded Pass

Procedure Reference: P-A-AB-017.005
Version: 1
Person Responsible: Registrar

1. Purpose

This procedure prescribes the processes for a request for a Conceded Pass by a student in their final Semester of study towards a qualification, and approval, if appropriate by the Academic Board, ensuring an accurate record of changes to final grades and the integrity of the Programme and intended Graduate Profile are maintained.

2. Related Policy

- Results and Reporting Policy A-AB-017

3. Related Documents (Rules, Guidelines, Flowcharts, Forms)

- Rules and Guidelines: Results and Reporting
- Form: Application for Conceded Pass Form



Application Conceded
Pass Form 201402.doc

4. Procedures

Step	Responsible	Outcome	Location (Optional)
1. Receive a completed Application for Conceded Pass Form and all relevant evidence from student. Pass on to relevant Faculty Admin Manager for Deans review.	Student Information Centre (SIC) staff	Completed Form is received	
2. Review form and evidence in consultation with Programme Managers and other relevant persons, ensuring criteria met for a CP. The findings and decision are documented. The completed form, evidence (with a Grade Amendment template if	Dean	Completed Form is reviewed	Grade Amendment Form; Faculty Board meeting of minutes

Step	Responsible	Outcome	Location (Optional)
applicable) is forwarded to the Faculty Administration Manager for the next Faculty Board meeting.			
3. Discuss the decision item at Faculty Board and confirm eligibility as appropriate.	Dean		Faculty Board meeting of minutes
4. Send a decision item and relevant Faculty Board meeting minutes / evidence to Academic Board Secretary.	Faculty Administration Manager		decision item; email
5. Send the original Forms & evidence to Registry for filing in the Student file.	Faculty Administration Manager		Student file
6. Review recommended Grade amendment for a Conceded Pass and approve as appropriate.	Academic Board	Accurate records of changes to final grades maintained	Academic Board meeting of minutes
7. Approve minutes of the Academic Board	Chair of the Academic Board	Final Grades and records are accurately recorded in the Student Management System	Academic Board meeting of minutes
8. Forward a copy of the approved minutes to Registrar.	Academic Board Secretary		Academic Board meeting of minutes
9. Update student records in accordance with approved minutes (Final Grade: CP).	Registrar or Manager of Enrolment		SMS
10. Inform the student of the decision/ amended grade by SMS text and email.	Manager of Enrolment	Amended Results and Academic Standing are reported	email

5. Application

People:

- All students enrolled in assessed courses.
- All academic and administrative staff of Bahrain Polytechnic involved in assessment and assessment reporting.

Processes:

- Requesting Conceded Pass (CP) by student
- Processing CP results and reporting processes.
- Approving Results

6. Key Dates

First Approved:	04 June 2015 by SMT
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Next Review Date:	4 years from this version approval or as required

Guidelines and Rules: Results and Reporting

1. General Guidelines

- 1.1 All results are provisional until approved by the Academic Board.
- 1.2 The approved final Academic Board minutes including any results or amendments to results will be used to update the final grades in the Student Management System
- 1.3 Final semester results will be released to students as per the approved and published dates.
- 1.4 The Registrar is responsible for the security of approved marks and grades for each course – recorded in the Student Management System - in perpetuity.
- 1.5 Grade tables (including any discontinued grades) will be maintained in perpetuity by the Registrar. Inclusion of the Grade Point Value (GPV) in Cumulate GPA (CGPA) will be as noted on the approved Grade tables.
- 1.6 The Registrar is responsible to ensure that a grade (including administrative grades), is recorded for all courses in which students are enrolled.
- 1.7 On request from a student and on payment of any required fee, the Registrar will issue an Official Academic Transcript signed by the Registrar and printed on official stationery.
- 1.8 The Official Academic Transcript will include Student Name, Student ID, Programme of study, specialization, Major, All courses taken (by level of study) including title, credit value, obtained grade, SGPA, CGPA (if any) and NQF level¹.
- 1.9 Where applicable, the Registrar will ensure that approved results are reported to external bodies in a timely manner. The Registrar and Scholarships Coordinator shall distribute the latest results notice to third party sponsor or scholarship providers.
- 1.10 Where a course is repeated the latest grade is calculated in GPA, and the former grade(s) are excluded from CGPA calculation.
- 1.11 Where a compulsory course is no longer offered, and is replaced by a new course(s), if a student has a failing grade, the student may apply in writing to the Registrar to exclude the course no longer offered from GPA calculation after successfully completing the new course. This will be reported to the Academic Board.
- 1.12 Rounding up is used to calculate the final % score. For example, 59.50 will round up to 60 which is a C grade or COMP grade; 94.50 will round up to 95 which is an A+ grade.
- 1.13 All course assessment results shall be entered and recorded in the Student Management System 'Gradebook' in a timely way (usually no later than two weeks after the due date).

¹ NQF level to be included after Bahrain Polytechnic completes mapping

Rules

2. Conceded Pass

- 2.1 If a student is in the final year of a programme of study and is repeating a course, has met all the learning outcomes, but scores 55% to 59.49%, and receives an 'F' grade in that course they may apply for a Conceded Pass (CP).
- 2.2 A conceded pass will not be granted for any compulsory or core course within a programme of study nor for any course required to complete a major or specialisation nor for any course that is a requirement to graduate.
- 2.3 Only one Conceded Pass can be granted during a programme a study, and it gives the student full credits for the course, is excluded from calculation in the grade point average, and cannot be used as a specified prerequisite to other course or programme.
- 2.4 The confirmation of eligibility for a Conceded Pass will be at the discretion of the Dean of the programme in which the student is enrolled and will be based on student attendance, attitude and level of achievement in other courses and other evidence provided.

3. Approved Grade Tables

- 3.1 The following definitions of grades apply to all courses at Bahrain Polytechnic *except* where they conflict with external qualifications requirements or a grade has been discontinued.
- 3.2 The entire range of grades in one of the grade tables must be used for each approved course.

Achievement Based Grades			
Grade Point Value	Reported Grade	Equivalence	Description
4	A+	95 - 100%	Achieved with Excellence
3.75	A	90 - 94%	Achieved with Excellence
3.5	A-	85 - 89%	Achieved with Excellence
3.25	B+	80 - 84%	Achieved with Merit
3	B	75 - 79%	Achieved with Merit
2.75	B-	70 - 74%	Achieved with Merit
2.5	C+	65 - 69%	Achieved
2.25	C	60 - 64%	Achieved
0	F	<60%	Not Achieved
Competency Based Grades (not calculated in GPA)			
Grade Point Value	Reported Grade	Equivalence	Description
Not calculated in GPA	COMP*	Competent	Achieved
	NYC*	Not Yet Competent	Not Achieved

General Administrative Grades and Alternative Assessment Method grades (external examination grades / qualification requirements)		
Grade Point Value	Reported Grade	Description
Not calculated in GPA	First Class Pass	City and Guilds: 75% - 100%; First Class Pass
Not calculated in GPA	Pass	City and Guilds: 60% - 74%; Pass
Not calculated in GPA	Fail	City and Guilds: <60%; Fail
Not calculated in GPA	CR	Credit Recognition: Credit gained by Cross Credit, Credit Transfer, (A/AB/012). GPV is not calculated nor required towards the final reported graduate GPA. Course does count towards completion requirements.
Not calculated in GPA	EX	Exemption: Exemption from a required course, does not count towards completion requirements.
Not calculated in GPA	CP	Conceded Pass
Not calculated in GPA	W	Withdrawn: No academic penalty applied i.e. Student withdrew from a course after the approved closing date but not more than 20 working days from that date; or as approved by Academic Board.
0	WA	Withdrawn Attendance: Automatic withdrawal with Failing grade from a course due to non-attendance exceeds 20% of class sessions (or % as specified in approved Course Descriptor).
0	WF	Withdrawn Fail: Failing grade, academic penalty applied if student withdrawn from a course more than 20 working days after the published closing date.
Not calculated in GPA	CT	Interim grade , Continuing: the course continues for more than one semester, final grade to be assigned in next consecutive Semester or teaching period.
Not calculated in GPA	H	Interim grade , Hold: the final result is pending some predefined action, to be finalised within 2 semesters or it will default to failing grade - F or NYC.

4. Grades no longer in use that may appear on transcripts include:

Grades no longer in use			
Grade Point Value	Reported Grade	Equivalence	Description
2	C-	55 – 59.49%	Marginal Pass, Achievement Based Assessment
Not included	P	Pass	Pass grade
4	DIST	Distinction	Excellent
3.25	MERIT	Merit	Good
2.5	COMP	Competent	Adequate
0	NYC	Not Yet Competent	Inadequate
Not included	DIST*	Distinction	Excellent
Not included	MERIT*	Merit	Good

- 4.1 Records of discontinued grades or Grade tables and those only used by external examining bodies will be maintained in perpetuity by the Registrar in the Grade Table History.

5. Calculation of GPA

The Grade Point Average (GPA) is measured on a scale from 0.00 to 4.00. The GPA is calculated as follows:

5.1 Semester GPA (SGPA)

$$\text{SGPA} = \frac{\text{Total of (All Grade Points X All Credits Earned)}}{\text{Total of All Course Credits for the Semester}}$$

5.2 Cumulative GPA (C GPA)

$$\text{CGPA} = \frac{\text{Total of (All Grade Points X All Credits Earned)}}{\text{Total of All Course Credits All of the Semesters}} \\ \text{(Except excluded courses)}$$