

CALCULATION OF GRADE POINT AVERAGE PROCEDURE

Purpose

This procedure provides guidance on the calculation of the Grade Point Average (GPA) at Australian Institute of Business (AIB) for Higher Education accredited Courses where a GPA is assigned to the Course.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Course in this procedure a course is defined as an award course or program, i.e. postgraduate course or research course.

1. Grade Point Average (GPA)

- 1.1. A Grade Point Average is a numerical calculation that represents a student's average academic performance over a defined study period i.e. for a program.
- 1.2. The GPA is calculated on a 7-point grading scale where 7 is the highest grade point and 0 is the lowest grade point.
- 1.3. Each subject completed by a student at Australian Institute of Business (AIB) will receive a grade. A GPA is the average of all grades for a course of study. The GPA is recorded on the academic transcript.
- 1.4. Each grade has a designated grade point as follows.

Grade	Notation	Grade Point
High Distinction	HD	7
Distinction	D	6
Credit	C	5
Pass Level 1	P1	4.5
Pass Level 2	P2	4
Fail	F	0
Withdraw Fail/Did Not Sit or Submit	WF/DNS	0

Note that while the grade points 1-3 are not awarded to a grade, the final GPA may be in the range of 0-7.

- 1.5. Grades not included in the GPA calculation are: exemptions awarded for Credit Transfer or Recognition of Prior Learning (E), Withdraw Not Fail (WNF) and MC (Medical/Compassionate).

- 1.6. The grade Non-Graded Pass (NGP) is not included in the GPA calculation where the GPA is 4 or over (in order to avoid disadvantaging students). NGP is included in the GPA calculation (with a Grade Point of 4) where the GPA is less than 4.

2. Accessing your Grade Point Average

- 2.1. AIB enrolled students can access their GPA by logging into the AIB Student Portal and generating their unofficial transcript.
- 2.2. GPA is provisional for a Course and as at the date of generating an unofficial transcript.
- 2.3. The GPA for a Course becomes final when the Course completion has been processed by AIB.
- 2.4. To make enquiries about GPA please contact Student Support.

3. Grade Point Average Calculation process

- 3.1. The GPA is calculated according to the following formula:

$$\frac{\text{Sum}(\text{Subject1 Grade Point X Subject1 Credit Points, Subject2 Grade Points X Subject2 Credit Points, Subject3 Grade Point X Subject3 Credit Points, . . .})}{(\text{Total Credit Points})}$$

- 3.2. Calculation Steps:

- (a) Multiply the grade point of each subject with the subject credit points. Sum the resulting values.
- (b) Sum the subject credit points (include all attempted subjects, whether passed or failed).
- (c) Divide the sum calculated in (a) by the sum of credit points calculated in (b).
- (d) The GPA is rounded to 2 decimal points.

Example Calculation

Subject	Grade Notation	Grade Point (GP)	Credit Points (CP)	Sum (GP x CP)
Subject 1	HD	7	10	70
Subject 2	C	5	10	50
Subject 3	P2	4	10	40
Subject 4 (first attempt)	F	0	10	0
Subject 4 (second attempt)	C	5	10	50
Subject 5 (first attempt)	F	0	10	0
Subject 6 (Credit Transfer)	E	0	0	0
Subject 7	D	6	10	60
Sum of totals			70	270

The GPA = $270/70 = 3.85714$

Rounded to 2 decimal points GPA = 3.86

Related Forms:

Nil

Responsibility:

Academic Dean

Related Policies and Procedures:

Assessment [Policy](#) and [Procedure](#)

Dean's Merit List and Valedictorian Award [Policy](#) and [Procedure](#)

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