

Grades Schedule



1 Purpose

To establish the types of Grades that can be awarded.

2 Scope

This schedule must be read in conjunction with the Assessment Procedure and is subordinate to it.

3 Schedule

3.1 Final Grade descriptors

A Final Grade will be awarded where there are no outstanding administrative or academic matters. The Final Grade awarded will be determined as provided in Table 1 below. A Final Grade may be either an academic or Administrative Grade. For Administrative Grades, Grade Points are not applicable.

Table 1: Final Grade Descriptors

Final Grade	Code	Description	Final Mark out of 100	Grade Points
High Distinction	HD	A Final Grade of 'High Distinction' will be awarded when a Student has demonstrated achievement of all objectives at an extremely high level, or achievement of most objectives at an outstanding level in addition to demonstrating satisfactory levels of achievement across all objectives of a Course.	At least 85	7
Distinction	A	A Final Grade of 'Distinction' will be awarded when a Student has demonstrated either achievement of some objectives at an extremely high level, or achievement of a large number of objectives at a very high level in addition to demonstrating satisfactory levels of achievement across all objectives of a	At least 75 but less than 85	6

		Course. (Note: Previously the code 'D' was used in 1973, and 'H' from 1967 to 1972.)		
Credit	B	A Final Grade of 'Credit' will be awarded when a Student has demonstrated achievement of some objectives at a high level in addition to demonstrating satisfactory levels of achievement across all objectives of a Course.	At least 65 but less than 75	5
Pass	C	A Final Grade of 'Pass' will be awarded when a Student has demonstrated satisfactory levels of achievement across all objectives of the Course. (Previously the code 'P' was used from 1967 to 1973.)	At least 50 but less than 65	4
# Ungraded Pass	P	A Final Grade of 'Ungraded Pass' will be awarded when a Student has demonstrated satisfactory levels of achievement across all objectives in a Course that is ungraded.	At least 50	*
# Conceded Pass	D	A Final Grade of 'Conceded Pass' will be awarded on the basis of Section 4.3.10 of the Assessment Procedure. (Previously the code 'LP' was used from Semester 2, 2007 to Semester 3, 2009. The code 'D' was used prior to Semester 2, 2007, and from Semester 1, 2010. The codes 'PT', 'T' and 'Q' were used in the years prior to 1974.)	At least 45 but less than 50 in final Semester Course subject to other applicable conditions as indicated in the University's Assessment Procedure	3
Fail	F	A Final Grade of 'Fail' will be awarded when a Student has failed to demonstrate sufficiently satisfactory levels of achievement across some or all objectives of the Course required to be awarded a Pass Grade. (Previously the code 'N' was used from 1967 to 1972, and 'I' without any qualifier was used from 1973 to 1989.)	Less than 50	1.5
Fail - Did Not Participate	FNP	A Final Grade of 'Fail - Did Not Participate' will be awarded when a Student has not undertaken any of the Assessment Items in a Course.	Less than 50	1.5

Fail - Did Not Complete	FNC	A Final Grade of 'Fail - Did Not Complete' will be awarded when a Student does not complete all of the mandatory Assessment Items.	Less than 50	1.5
Fail - Did Not Sit	FNS	A Final Grade of 'Fail - Did Not Sit' may be awarded when a Student does not sit for the Formal Examination in a Course. (FNS will take precedence over FNC)	Less than 50	1.5
Fail - Late Withdrawal	FLW	A Final Grade of 'Fail - Late Withdrawal' will be awarded when a Student drops a Course with penalty.	Less than 50	1.5
Exemption #	E	Exemption through Credit of Unit value (for a specified Course or Courses).	Exemption	*
Block Exemption #	K	Block Exemption through Credit of Unit value (for a group of Courses).	Block Exemption	*
Transfer #	T	A completed Course in a University program which is transferred to another University program will have the Grade changed to 'T Transfer to another University program' under the original program where the Course was first studied. The Final Grade received for the Course will only show under and contribute to the GPA for the new program.	Transfer	*
No Result Expected #	NR	A Grade of 'NR' will be awarded where Enrolment in University Courses is part of an accredited exchange program with an overseas institution.	No Result Expected	*
Withdrawn Without Academic and Financial Penalty #	WWP	This Grade is used to indicate withdrawal after the Census Date without academic and financial penalty.	Withdrawn Without Academic and Financial Penalty	*
Withdrawn Without Academic Penalty Only #	WAP	This Grade is used to indicate withdrawal without academic penalty after the Census Date.	Withdrawn Without Academic Penalty Only	*
Ongoing #	ONG	A Grade of 'Ongoing' is used for a sequence of Courses leading towards the submission of an Higher Degree by Research Thesis.	Ongoing	Not Applicable

* A Grade of P, E, K, T, NR, WWP, and WAP does not contribute towards the Student's GPA.

Normally these Grades are both Final Grades and Administrative Grades.

Notes:

The Grade of PR (Pass, Must Repeat Course) was awarded to ELICOS Students who had completed a Course but needed to repeat it in order to progress to the next level of instruction.

Where a Supplementary Assessment Item has been granted but is not undertaken, a Fail (F) will be applied. Where a Deferred Examination is granted but not undertaken and results in a Fail Grade in the Course, a Grade of (FNS) will be applied.

3.2 Temporary Grades

An 'Incomplete' Temporary Grade will be assigned to signify that all the requirements of the Course have not yet been met, or where an outstanding administrative matter requires resolution prior to a Final Grade being awarded. Where an Incomplete Temporary Grade has been assigned this Grade can be updated to a passing Grade in the Course by successfully completing additional work as may be prescribed by the Examiner by a given date.

Students awarded an Incomplete Temporary Grade will be given written notification of the requirements to complete the course, including all relevant dates, at least 10 University Business Days before the due date for the work or the Formal Examination. Such notification will be given to Students via email, StudyDesk or in Grade Comments in their Student Centre. Students who have not completed the additional work to the satisfaction of the Examiner by the given date will receive the appropriate Failing Grade.

Table 2: Temporary Grade Descriptors

Temporary Grade	Code	Indicates	Resolution deadline (maximum time by which the Temporary Grade should be resolved) ^
Incomplete #	IS	Supplementary Formal Examination granted.	One year after results release for the Semester in which the Student was enrolled in the Course.
Incomplete #	IM	Make-up work or alternate Assessment required.	One year after results release for the Semester

			in which the Student was enrolled in the Course.
Incomplete #	ISM	Supplementary Formal Examination granted and make-up work required.	One year after results release for the Semester in which the Student was enrolled in the Course.
Incomplete #	IDS	Deferred Formal Examination granted.	One year after results release for the Semester in which the Student was enrolled in the Course.
Incomplete #	IDM	Deferred Assignment submission granted.	One year after results release for the Semester in which the Student was enrolled in the Course.
Incomplete#	IDB	Deferred Formal Examination and Deferred Assignment submission granted.	One year after results release for the Semester in which the Student was enrolled in the Course.
Incomplete #	IIP	Incomplete in Progress - 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 Semester.	One year after results release for the Semester in which the Student was enrolled in the Course.
Result Withheld #	RW	The status 'RW' is used when the Grades of a Student have been withheld due to an outstanding debt to the University as defined in the Assessment Procedure.	Only resolved when there is no longer a debt recorded.
Result Not Available #	RN	The status 'RN' is used when a Grade is not available for administrative reasons, such as the late return of examination papers from external examination centres, or in the case of pending Academic Misconduct or other such allegations.	One year after results release for the Semester of enrolment in the Course.

^ If not resolved by the deadline, the Grade will automatically be resolved to a failing Grade.

Normally these Grades are both Temporary Grades and Administrative Grades.

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Academic)
Responsible Officer	Pro Vice-Chancellor (Education)
Policy Type	University Procedure
Approved Date	23/5/2019
Effective Date	23/5/2019
Review Date	10/7/2020
Relevant Legislation	
Related Policies	Academic Integrity Policy Assessment Policy
Related Procedures	Academic Integrity Procedure Assessment Procedure
Related forms, publications and websites	Grade Point Average (GPA) Calculation Schedule
Definitions	Terms defined in the Definitions Dictionary Academic Misconduct Academic Misconduct involves providing aid or assistance in relation to, creating or making, obtaining or acquiring, or using information, services or equipment that may unfairly give a Student an unauthorised advantage relative to other Students with regard to a Formal Examination or other Assessment Item. 'Unauthorised advantage' includes any advantage not identified for the Formal Examination or Assessment work. Academic Misconduct includes but is not limited to Collusion, Plagiarism, contract cheating, impersonation of a Student or University Employee, and Failure to Comply with Formal Examination or Assessment Instructions. Administrative Grade

An Administrative Grade is a Final Grade or Temporary Grade where non-assessment related (administrative) conditions have determined the Grade assigned which is not determined solely by Student assessment performance.

[Assessment](#)

The process of evaluating the extent to which Students have achieved the objectives of a Course.

[Assessment Item](#)

An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may consist of Assignments or Formal Examinations and may be Formal, Informal, Formative or Summative in nature.

[Assignment](#)

Any Assessment Item in the Assessment Scheme for a Course excluding Formal Examination. Assignments may be formative or summative and can include a range of Assessment activities, including but not limited to reports, essays, tests, quizzes, projects, industry placements, practical tests, computer managed assessments etc.

[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](#)

The basic unit of study and assessment for which a Student may be awarded a grade, and may accumulate credit units towards completion of a Program.

[Deferred Assessment](#)

An Assessment Item (Assignment or Formal Examination) offered by the Examiner of a Course to Students on the basis that they could not attend a scheduled Formal Examination or submit a scheduled

Assignment due to Compassionate and Compelling Circumstances. In the situation where the Examiner requires students to submit an Assignment 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.

[Examiner](#)

A University staff member, normally an academic staff member, continuing or fixed term, appointed to be responsible for the conduct and Assessment of a Course in accordance with the prescribed Course Specification.

[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.

[Formal Examination](#)

A Summative Assessment Item in the form of an Examination held during the Formal Examination Period.

[Grade \(noun\)](#)

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

[Grade Point](#)

The numerical value assigned to a Final Grade to allow calculation of a Grade Point Average.

[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 task that

takes the form of a numerical value.

[Semester](#)

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

[Student](#)

A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.

[Supplementary Examination](#)

An Examination offered to Students who have undertaken all the required Assessments in that Course but have not demonstrated satisfactory levels of achievements in all of the objectives considered as essential for passing the Course.

[Temporary Grade](#)

A Temporary Grade indicates that there are some Assessment and/or administrative conditions that need to be addressed before a Final Grade can be determined.

[Thesis](#)

Also known as a Standard Thesis, is the material outcomes of a program of research. It is also referred to as a 'dissertation'.

[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 'USQ' means the University of Southern Queensland.

[University Business Days](#)

The days of Monday to Friday inclusive between 9am and 5pm

	Australian Eastern Standard Time (AEST), with the exclusion of gazetted Public Holidays for the relevant campus location, plus the closure of the University between 25 December and 1 January in the following year inclusive as specified in the USQ Enterprise Agreement, as well as any closure of the University either at one or several campuses in accordance with a direction of the Crisis Management Team.
	Definitions that relate to this schedule only
Keywords	
Record No	14/748PL