Grades of the University Policy

Section 1 - Background and Purpose

(1) This Policy prescribes the University's responsibilities for maintaining records of the grading schemes in use at La Trobe University to record student achievement in assessment tasks or subjects.

Section 2 - Scope

(2) Applies to:

    a. all campuses

    b. all academic programs

    c. all students

    d. all staff involved in the awarding or administration of marks and grades

Section 3 - Policy Statement

(3) The grading scheme in use at La Trobe University to record student achievement in assessment tasks or subjects includes:

    a. letter grades

    b. a range of numerical marks associated with each letter grade, where relevant,

    c. competency outcomes (for VET courses), and

    d. administrative codes to be used in lieu of grades or marks while a final grade is still pending.

(4) The University will publish the current grading scheme on the Policy website, as a Schedule to this Policy, and in the University Handbook.

(5) The University will maintain historical grading schemes, including grading schemes from antecedent institutions, on a University database.

(6) The University will not maintain records of grading schemes in use at institutions other than La Trobe. Where a student of the University undertakes studies at another institution, the result of those studies will be recorded only as an ungraded external pass (EXTP), ungraded external fail (EXTF) or no result available (NRA).

(7) Grades will be used to report on the performance of students by way of personal records, academic transcripts, graduation statements or other official statements of results. On students' request, they will be provided to State Admissions Centres to support selection into courses. They will also be used to calculate indicators of academic performance, such as Weighted Average Mark (WAM) or Grade Point Average (GPA).

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to La Trobe's Policy Library for the latest version.

Page 1 of 3

Section 4 - Procedure

(8) Nil.

Section 5 - Definitions

(9) Nil.

Section 6 - Stakeholders

Responsibility for implementation – Executive Director, Student Services and Administration.

Responsibility for monitoring implementation and compliance – Education Committee.

Status and Details

Status	Historic
Effective Date	29th November 2016
Review Date	1st April 2017
Approval Authority	Academic Board
Approval Date	27th November 2016
Expiry Date	1st January 2018
Unit Head	Richard Frampton Executive Director, Student Services and Administration +61 3 94793666
Author	Rebecca Sawyer Senior Advisor, Policy and Planning
Enquiries Contact	Student Services and Administration