1. Policy Statement and Objective
The Academic Grade and Status policy provides guidelines for the grading of results from a unit of study and for determination of a student’s academic status.

2. Academic Results
The procedures for recording, approving and reporting student academic results are provided in the Assessment Principles and Design policy and the Assessment Record of Results and Testamur policy.

The Board of Study and Assessment will meet within seven (7) working days after the final examination of each semester, to finalise and approve the results and academic status of students. Ratification by the Manager of Higher Education (on behalf of the Board of Examiners) and student notification of results by the Academic Records Centre should be completed within 15 working days after the final examination of each semester.

3. Academic Grades or Codes
a) The Board of Study and Assessment will verify the final, completed unit result(s) for each student are correct and out of a total mark of 100.

b) Marks are to be expressed in whole numbers, rounded up for fractional marks ≥ 0.5 and down for fractional numbers < 0.5.

c) The assigned grade will be in accordance with the following ranges:
   i) Mark range 80-100 : Grade HD (high distinction)
   ii) Mark range 70-79 : Grade D (distinction)
   iii) Mark range 60-69 : Grade C (credit)
   iv) Mark range 50-59 : Grade P (pass)
   v) Mark range < 50 : Grade F (fail)
d) The Board of Study and Assessment may require other codes to be assigned to final or incomplete unit result(s):

i) DA: Deferred Assessment: The student has been approved to complete a deferred assessment, in accordance with the Deferred and Supplementary Assessment policy. No final mark or grade is assigned until the deferred assessment is completed and the final mark and grade has been approved.

ii) S: Supplementary Assessment: The student has been approved to complete a supplementary assessment, in accordance with the Deferred and Supplementary Assessment policy. The final mark will not be affected but the grade or code will depend on the outcome of the supplementary assessment. The ‘S’ code is temporary and must be finalised as ‘PS’ or ‘FS’, as appropriate.

iii) PS: Pass after Supplementary Assessment: This code is used to indicate a final grade for the unit, whereby the student has passed the supplementary assessment. The student's original, final mark for the unit does not change.

iv) FS: Fail after Supplementary Assessment: This code is used to indicate a final grade for the unit, whereby the student has failed the supplementary assessment. The student’s original, final mark for the unit does not change.

v) PC: Conceded Pass: This code is used to indicate a final grade for the unit, whereby the student has either (i) failed only one unit in the semester, with a total unit mark ≥ 48%, and passed the final examination and other items of summative assessment which have a requirement to pass, or (ii) achieved a total unit mark ≥ 50% but failed the final examination or another item of summative assessment which has a requirement to pass (this applies to only one unit in the semester and the examination or summative assessment mark must be > 45%).

vi) DNA: Did Not Attend: Any student enrolled in a unit who has not attended any lectures or tutorials, or has not submitted assessable work or has not attended a final examination will be given a ‘DNA’ code. The ‘DNA’ code is temporary and must be converted to an appropriate grade code within four (4) weeks after the Board of Study and Assessment meeting.

vii) AM: Academic Misconduct: The marks for the unit have been annulled or a penalty applied due to academic misconduct.

e) Special consideration for any Academic Grades or Codes, other than as outlined in this clause, must be submitted by the Board of Study and Assessment to the Manager of Higher Education for approval.

4. Semester and Course Weighted Average

a) The Board of Study and Assessment will verify the final, completed unit result(s) for each student are correct and out of a total mark of 100.

b) Marks are to be expressed in whole numbers, rounded up for fractional marks ≥ 0.5 and down for fractional numbers < 0.5.

c) At the completion of each semester, the student academic record should include a semester weighted average (SWA), expressed as a proportion of 100. The SWA is calculated using the final mark for each completed unit and the credit points for each unit. For example:

i) If a student completes four units, each worth 25 credit points, with marks (/100) of 46, 58, 71 and 74, the weighted average is \(0.46 \times 25 + 0.58 \times 25 + 0.71 \times 25 + 0.74 \times 25 = 62.25\). As this is a proportion of 100, the reported SWA = 62.

ii) If a student completes three units, each worth 20 credit points (i.e., 60 credit points for the semester), with marks (/100) of 46, 58 and 74, the weighted average is \(0.46 \times 20 + 0.58 \times 20 + 0.74 \times 20 = 35.6\) (out of 60). Converted to a proportion of 100, the reported SWA = 59.
d) At the completion of a course of study, the student academic record should include a course weighted average (CWA), in lieu of a grade point average, expressed as a proportion of 100. The CWA is calculated using the final mark for each completed unit and the credit points for each unit.

   i) If a student repeats a unit during a course of study (due to previous failure), the final (passed) reported result for the unit is included in determining the CWA.

5. Student Academic Status

a) The academic status of each student will be verified by the Board of Study and Assessment at the end of each semester and approved by the Manager of Higher Education.

b) The Student Academic Status will be recorded on the student’s Statement of Attainment as either ‘Good Standing’, ‘Conditional Status’ or ‘Terminated’, as described in this policy.

c) **Good Standing** – A student passes all units and achieves a semester weighted average (SWA) ≥ 50% for that current semester. The student is then permitted to re-enrol in the next component of the course.

d) **Conditional Status** – A student fails at least one unit or achieves a semester weighted average (SWA) < 50% for that current semester. Provided the Student Academic Status for the previous semester was ‘Good Standing’, the student is then permitted to re-enrol in the course under the following conditions:

   i) The student must re-enrol in the unit(s) that were failed, if available in the next semester, or in the next semester that the unit(s) are available for enrolment. Notwithstanding other results, the student’s status remains as ‘Conditional’ until the failed unit(s) have been successfully completed.

   ii) Only one further attempt to pass the unit(s) will be allowed. A second fail of a unit will result in a recommendation for termination from the course of study.

   iii) The student may enrol in a maximum of three (3) units, or up to 75% of the full-time semester load, provided that essential pre-requisite units have been passed.

   iv) The student is recommended to meet with the Student Counsellor or the Chair of the Board of Study and Assessment to discuss any study difficulties.

   v) A student who has been on Conditional Status for more than two consecutive study periods must meet with the Student Counsellor or the Chair of the Board of Study and Assessment to discuss any study difficulties. The student also may be referred to the Manager of Higher Education.

e) **Terminated** – A student will be recommended for termination from the course of study, by the Board of Study and Assessment, if any of the conditions below are met:

   i) The student is on ‘Conditional’ status and has failed at least 50% of enrolled units.

   ii) The student has failed a unit for the second time (the academic status should be ‘Conditional’ if this criterion applies).

f) Termination of a student may be recommended by the Board of Study and Assessment, if the student's current status is ‘Good Standing’, when the student has failed all units in a semester or has a record of academic misconduct and/or poor academic record (for example, multiple failed units and SWA < 50% in at least two semesters of the course).
g) Termination process:

i) The recommendation for termination must be submitted to the Manager of Higher Education and should be accompanied by a statement from the Chair of the Board of Study and Assessment if there are extenuating circumstances or other information that may need to be considered in the decision.

ii) The Manager of Higher Education will make an independent assessment of the student’s full academic record and make a recommendation to the Chair of the Board of Examiners.

iii) If the Manager of Higher Education supports the recommendation of the Board of Study and Assessment, and the Chair of the Board of Examiners concurs, the decision to terminate the student from the course of study is ratified.

iv) If the Manager of Higher Education does not support the recommendation of the Board of Study and Assessment, the Chair of the Board of Examiners will make a ruling, which will be final in relation to this policy. The Chair of the Board of Examiners may call a meeting with the Manager of Higher Education and the Chair of the Board of Study and Assessment to further consider the termination recommendation and/or to seek a consensus decision.

v) The Chair of the Board of Examiners may only refer the termination recommendation to the Board of Examiners in exceptional circumstances, because a Student Academic Appeal would normally be referred to the Appeals Committee of the Board of Examiners.

h) Special consideration for Student Academic Status, other than as outlined in this clause, must be submitted by the Board of Study and Assessment to the Manager of Higher Education for approval.

i) The Student Academic Status and any conditions on enrolment shall be provided to the student in conjunction with the Statement of Attainment. A copy of the advice to the student must be retained in the student’s academic record.

j) A Student Academic Appeal must be submitted within ten (10) working days of the date of issue of the Statement of Attainment or formal notification of Student Academic Status.

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**Policy History**

**Version 1:** Prepared for TEQSA Application for Registration as a Higher Education Provider (June 2012). Authorised by WCI Managing Director.

**Version 2:** Policy benchmarked by Manager of Higher Education, against publicly-available resources from three Australian higher education providers; grade ranges are based on the majority of HE providers in WA. Revised by the Board of Examiners (16/4/2013) and reviewed by the Boards of Study and Assessment. Approved by WCI Academic Board (--/--/--). Authorised by WCI Managing Director (--/--/--).

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