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## Final Grades and Notations

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### Purpose

This section describes the process for approval and publication of:

- final course grades
- honours program grades
- final notations for research students
- final notations for students who withdraw after the census date
- conceded and terminating passes, and
- interim notations

It also describes the process for coursework students to appeal a final grade.

### Relevant to

- coursework and research grades and notations for all students
- courses approved to award terminating passes (TP) and conceded passes (CP)
- the appeal mechanism for coursework students' final grade in a course

### Cross-references

- [A-42: Honours programs](#)
- [A-48: Enrolment](#)
- [A-49: Postgraduate Coursework Degrees with a significant research component](#)
- [RES-10: Higher degrees by research](#)
- [Academic regulations for Higher Degrees by Research](#)
- [Academic regulations for the research degree of Doctor of \(Discipline\)](#)
- [Academic regulations for the Degree of Doctor of Philosophy \(by Portfolio of Publications\)](#)
- [APPM Section 3: Moderation and Variation](#)
- [APPM Section 10: Academic Review](#)
- [APPM Section 11: Student Appeals Committee](#)

## 8.1 Determination and approval of results

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- 8.1.1 The Director: Student and Academic Services will publish an annual schedule that specifies the timelines for final [assessments](#), review of assessments and finalisation of results for each [study period](#). The schedule will also identify the census and withdrawal dates for each study period.
- 8.1.2 The [Course Coordinator](#) is responsible for recommending the final [mark](#) and [grade](#) for each student after taking into account any alternative assessment arrangements made in accordance with Section 3 of this Manual. Recommended marks and grades must be entered in the student record system via the grade roster.
- 8.1.3 All courses must be graded according to the [University's](#) approved assessment grading schema. Where a final grade has not been determined, or a student has withdrawn after the census date, approved [notations](#) will be used (see clause 8.5).
- 8.1.4 The school board or delegated committee will review the recommended marks and grades and will:
- a. moderate where applicable (see Section 3 of this Manual)

- b. grant conceded and terminating passes where applicable (see clause 8.3), and
  - c. approve the final grades or notations for publication on the University website.
- 8.1.5 The Director: Student and Academic Services will ensure that final grades or notations are published on the University website. Final grades may not be released by any other means. Special provisions will be made for those students who do not have access to electronic communication. Normally this will be in writing to the student at the mailing address on the student record system.
- 8.1.6 After grades and notations have been finalised, they can only be altered with the approval of the Head of School of the school responsible for the course, or authorised nominee, on the advice of the Course Coordinator.
- 8.1.7 The University's formal reporting of a student's performance in a course is by the final grade only. Percentage marks that appear on grade rosters will be recorded in the student record system, but will not be published on the web, printed on a results notice or academic transcript, or communicated to students.

## **8.2 Interim notations and flags**

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- 8.2.1 If a student is enrolled in a course, but it is not possible to finalise their grade by the published deadline (see clause 8.1.1), an interim notation should be used so that a student's progress in a program can be accurately reviewed (see Section 10 of this Manual).
- 8.2.2 All interim notations must be converted to a final grade by the relevant date in the schedule published by the Director: Student and Academic Services. Any interim notations not converted within one academic year will be converted to the grade of Fail (F) for a non-graded course, or Fail Level 2 (F2) for a graded course.
- 8.2.3 The Course Coordinator is responsible for determining the final grade by the due date (see clause 8.1.1). Final grades must be approved by the Head of School or authorised nominee and subsequently reported to the board of the school responsible for the course.
- 8.2.4 An **Incomplete ('I') notation** indicates that the marking of the final assessment has been delayed beyond the published deadline for finalising results in that study period. It may only be used in the following circumstances:
- a. the [teaching period](#) for the course extends beyond the deadline for finalising results, or
  - b. extenuating circumstances mean that the Course Coordinator has not been able to complete the assessment of a student's work by the deadline for finalising results, or
  - c. the student has a Disability Access Plan that includes an agreed extension to one or more of the assessment tasks beyond the deadline for finalising results, or
  - d. the student's grade, submitted as a recommendation by the Course Coordinator, was questioned at the moderation of assessment and/or awarding of conceded and terminating passes (see clause 8.3), and requires clarification, or
  - e. the student is engaged in research work which extends beyond the deadline for finalising results.
- 8.2.5 Where the student's final grade is subject to [supplementary assessment](#), or where a student is granted either [deferred assessment](#) or [special consideration](#), then a flag will be placed on the student record by Campus Central. The flag will exclude the result from the first round of [Academic Review](#) reports, but will include the record on the [Secondary Assessment](#) Grade Roster (see Section 7 of this Manual).
- 8.2.6 An **'N' notation** indicates that the Course Coordinator has not recommended granting a conceded or terminating pass. It is used when a course belonging to one school is the

subject of review and moderation in a program owned by another school. It may only be used in the following circumstances:

- a. the course is not eligible for conceded pass or terminating pass
- b. the student is not eligible for a conceded pass or terminating pass on academic grounds, for example where the student has failed a compulsory component within the course
- c. the student has received the maximum allowed conceded and terminating passes in a program

### **8.3 Conceded and terminating passes**

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- 8.3.1 A **conceded pass (CP)** allows a course to be included in a student's progression through their program, and to be used as a prerequisite.
- 8.3.2 A **terminating pass (TP)** allows a course to be included in a student's progression through their program, but prohibits the course from being used as a prerequisite. If a student wishes to continue with that stream of study, they can either seek permission to complete an alternative prerequisite, or accept a fail for the course and attempt it a second time.
- 8.3.3 Conceded and terminating passes are awarded by school board or a delegated committee of school board on academic grounds, and are only available in pass level undergraduate programs (including graduate entry bachelor programs).
- 8.3.4 Conceded and terminating passes are not available in:
- a. honours programs
  - b. the honours component of a degree with honours
  - c. enabling or bridging programs, or
  - d. units undertaken through Open Universities Australia (OUA).
- 8.3.5 Division boards can approve a recommendation not to offer conceded and terminating passes in a course. This is most common for courses requiring field or clinical placements or other professional courses, or for courses that are a prerequisite for the continuation of study in a program. If conceded and terminating passes are not available in a course, this must be specified in the course information booklet.
- 8.3.6 For a student to be eligible for a conceded pass (CP), the following criteria must be met:
- a. the mark for the course must be in the range of 45-49%
  - b. the grade point average (GPA) for the six months immediately preceding and relevant to the academic review period must be at least 3.75, and
  - c. the school board or delegated committee must consider that awarding a CP will assist the student to meet the graduate outcomes for the program.
- 8.3.7 For a student to be eligible for a terminating pass (TP), the following criteria must be met:
- a. the mark for the course must be in the range of 45-49%.
  - b. the grade point average (GPA) for the six months immediately preceding and relevant to the academic review period must be at least 3.40, and
  - c. the school board or delegated committee must consider that awarding a TP will assist the student to meet the graduate outcomes for the program.
- 8.3.8 For part-time students, or students with an alternative assessment agreement, the school board may override the GPA requirements for both conceded and terminating passes and consider a student's marks over a longer academic history.
- 8.3.9 If a Course Coordinator will not be present to discuss the awarding of conceded or terminating passes (see clause 8.1.4), they may enter the interim notation 'N' on the grade

roster to indicate that the course or the student is not eligible for a conceded or terminating pass (see clause 8.2.6).

- 8.3.10 Conceded and terminating passes can be awarded at any stage of a program, subject to the specified eligibility criteria and consideration of the impact on a students' progression through their program.
- 8.3.11 The maximum number of conceded and terminating passes a student may be awarded over the duration of their program is:
- a. regardless of the length of the program, one conceded pass and one terminating pass per six-month (half year) period, and
  - b. one conceded pass and one terminating pass in a 36 unit program
  - c. three conceded passes and three terminating passes in a 72 unit program
  - d. four conceded passes and four terminating passes in a 108 unit program
  - e. five conceded passes and five terminating passes in a 144 unit program
  - f. six conceded passes and six terminating passes in a 180 unit program.
- 8.3.12 Where appropriate, a conceded or terminating pass may be awarded outside this policy. In such cases, the grounds for the award must be reported to the division board as a variation to standard procedure.

#### **8.4 Grading schemes and the use of Non-Graded Pass / Fail (NGP/F)**

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- 8.4.1 There are two grading schemes available for coursework programs. They are known as 'graded' and 'non-graded' schemes.
- 8.4.2 The two grading schemes are used only for the final grade for the course, not for [progressive assessment](#).
- 8.4.3 Honours programs have a separate grading scheme for the program as a whole (see clause 8.5.5).
- 8.4.4 Each course must use either the graded or the non-graded scheme, depending on which has been specified in the course approval process. The only exception to this is where a student has been granted exemption for recognition of prior learning in a course, and is required to undertake 50% or less of the assessment for that course. In these cases the non-graded scheme may be used, regardless of the normal grading scheme for that course.
- 8.4.5 The non-graded scheme is most appropriate if the course:
- a. involves a field placement, or
  - b. involves extensive project work/coursework in diverse settings external to the University, or
  - c. has a competency model of assessment, which may have a higher pass rate due to professional standards, as determined in the course approval process.
- 8.4.6 Regardless of which of the two grading schemes are used, individual assessment items within a course can still be a combination of scored items (eg 15/20) and pass/fail items.

## 8.5 Final grades and notations

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### 8.5.1 Final grades for coursework programs

Grade	Notation	Mark	Descriptor	Grade Point
High Distinction	HD	85-100	Outstanding performance on all learning outcomes.	7
Distinction	D	75-84	Excellent performance on all learning outcomes.	6
Credit	C	65-74	High performance on all learning outcomes, OR excellent performance on the majority of the learning outcomes.	5
Pass Level 1	P1	55-64	Satisfactory performance on all learning outcomes, OR high performance on some learning outcomes which compensates for unsatisfactory performance on others, resulting in overall satisfactory performance.	4.5
Pass Level 2	P2	50-54	Satisfactory performance on the majority of learning outcomes.	4
Fail Level 1	F1	40-49	Unsatisfactory performance on a number of learning outcomes, OR failure to meet specified assessment requirements.	1.5
Fail Level 2	F2	Below 40	Unsatisfactory performance on the majority of learning outcomes.	1

### 8.5.2 Final grades for non-graded courses

Grade	Notation	Mark	Descriptor	Grade Point
Non-Graded Pass	NGP	50-100	Met specified assessment criteria to required standard.	See clause 8.6.3
Non-Graded Fail	F	Below 50	Failed to meet specified assessment criteria to required standard.	1.5

### 8.5.3 Final grades for supplementary assessment, TP's and CP's

Grade	Notation	Mark	Descriptor	Grade Point
Supplementary Pass	SP	50	Satisfactory performance on a <a href="#">supplementary assessment</a> (see Section 7 of this Manual).	3.5

Conceded Pass	CP	Not applicable	Not applicable	3
Terminating Pass	TP	Not applicable	Not applicable	3

8.5.4 **Final grades for students auditing a course** (see University policy A.48: *Enrolment* for further detail)

Grade	Notation	Mark	Grade Point
Audit student	AU	Not applicable	Not applicable

8.5.5 **Final grades for honours programs** (see University policy A-42: *Honours programs* for more detail)

Grade	Notation	Descriptor
Honours First Class	H1	Reserved for the most outstanding examples of scholarship.
Honours Second Class A	H2A	To reflect a high level of scholarship and performance in both the coursework and research components of the program.
Honours Second Class B	H2B	To reflect substantial performance in application and scholarship throughout the program.
Honours Third Class	H3	To reflect performance at a satisfactory level, and to indicate completion of the requirements associated with an honours program of study. Not awarded in degrees with honours.
Fail	F	Unsatisfactory performance in the program.

8.5.6 **Final notations for student withdrawal**

Grade	Notation	Descriptor	Grade Point
Withdraw – Not Fail	W	The student withdrew from the course (without penalty) on or before the date prescribed by the Director: Student and Academic Services for withdrawal without a failure being recorded. No grade point is attributed to a W notation.	Not applicable
Withdraw Fail	WF	The student withdrew from the course <i>after</i> the date prescribed by the Director: Student and Academic Services for withdrawal without a failure being recorded.	1.5

8.5.7 **Final notations for higher degrees by research**

Grade	Notation	Descriptor
Ongoing assessment	O	Indicates that the assessment for the course continues in a subsequent study period or academic year. Only to be used where the research component extends over two or more academic years or equivalent teaching period.
Failed	F	Indicates that a higher degree student has: <ul style="list-style-type: none"> <li>a. submitted for examination and failed, as indicated in the assessments given by the examiners, or</li> <li>b. completed revisions, been re-examined, and the result is still judged to be a failure.</li> </ul>

		An appeal may also have been heard. No reinstatement is permitted.
Terminated	T	Indicates that a higher degree student's progress has been deemed unsatisfactory, in accordance with the Academic Regulations. No reinstatement is permitted.
Suspended – examined	SE	Indicates that a higher degree student's thesis has been examined and revisions are required, but the student chooses not to complete. Within three years, the student may seek reinstatement and be re-admitted if appropriate support is available.
Suspended – not examined	SNE	Indicates that a higher degree student has not completed the requirements for the award of the degree, and the student's enrolment lapsed prior to the examination process due to the student failing to withdraw, maintain contact with the supervisor(s), or make satisfactory progress. Within three years, the student may seek reinstatement and be re-admitted if appropriate support is available.
Non-Graded Pass	NGP	Met specified assessment criteria to required standard.

## **8.6 Calculation of the grade point average**

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8.6.1 The grade point average (GPA) is calculated as follows:

$$\text{GPA} = \frac{\text{Sum of (grade points x course unit values)}}{\text{Sum of course unit values}}$$

8.6.2 The grade points designated for each grade are indicated next to each grade, where applicable, in the tables above.

8.6.3 Non-graded passes (NGP) do not contribute towards a GPA, unless the cumulative GPA for that student is less than 4.0. In these cases, the NGP will contribute a grade point of 4.

## **8.7 Student appeals against final grades**

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- 8.7.1 These procedures apply only to final grades in courses, and not to research notations. Appeals against final grades in higher degrees by research are conducted in accordance with the [Academic Regulations for Higher Degrees by Research](#).
- 8.7.2 Disputes about final grades will be resolved in accordance with the following procedures:
- a. A student who does not accept the final grade should consult the Course Coordinator, Program Director, or examiner within ten working days of the release of the final grade (see clause 8.1.5). In the case of transnational students, the appropriate form must be lodged with the UniSA partner administration office within ten days.
  - b. Where the dispute is not resolved through consultation with the Course Coordinator, [Program Director](#) or examiner, the student may request the Head of the school responsible for delivery of the course to undertake a review of the final grade. Such requests must be lodged in writing within ten working days of the student being notified of the Course Coordinator's decision.  
The review by the Head of School, which may include a re-mark of the [examination](#) paper, will normally be completed within ten working days from the date on which the request was lodged. The Head of School is responsible for notifying the student in writing of the outcome of the review. If the review results in a new grade, this grade will become the final grade.
  - c. Where the dispute is not resolved through the review conducted by the Head of School, the student may request the Pro Vice Chancellor of the division responsible for delivery of the course to undertake a review of the final grade. Such requests must be lodged in writing within five working days of the student being notified of the Head of School's decision.  
The review by the Pro Vice Chancellor will normally be completed within ten working days from the date on which the request was lodged. The Pro Vice Chancellor is responsible for notifying the student in writing of the outcome of the review. If the review results in a new grade, this grade will become the final grade.
  - d. Where the dispute is not resolved through the review conducted by the Pro Vice Chancellor, the student may lodge an appeal to the Student Appeals Committee within 20 working days of being notified of the Pro Vice Chancellor's decision (see Section 11 of this Manual).
- 8.7.3 The outcome of any appeal process is to be communicated to the student in writing, and a copy must be provided to Campus Central to be retained on the student's file.