

DOCUMENT TYPE	P	
ACADEMIC/ADMINISTRATIVE	1	
TEACHING AND LEARNING	1	
ASSESSMENT	2	
NUMBER	020	
		Policy Database Document Reference Number 112020P

GRADES OF THE UNIVERSITY POLICY

Purpose/ objectives	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.
Scope/ Application	<ul style="list-style-type: none"> • all campuses • all academic programs • all students • all staff involved in the awarding or administration of marks and grades
Policy Statement	<p>The grading scheme in use at La Trobe University to record student achievement in assessment tasks or subjects includes:</p> <ul style="list-style-type: none"> • letter grades • a range of numerical marks associated with each letter grade, where relevant, and • administrative codes to be used in lieu of grades or marks while a final grade is still pending. <p>The University will publish the current grading scheme on the Policy website, as a Schedule to this policy, and in the Course Handbook.</p> <p>The University will maintain historical grading schemes, including grading schemes from antecedent institutions, on a University database.</p> <p>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).</p> <p>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).</p>
Supporting Procedures	N/A
Responsibility for implementation	Director, Academic Services

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Responsibility for monitoring implementation and compliance	Curriculum, Teaching and Learning Committee
Status	New.
Key stakeholders	Director, Academic Services Registrars subject coordinators and other academic staff students
Approval Body	Academic Board, 20 June 2009, AB09/78(M)
Initiating Body or person(s)	Curriculum, Teaching and Learning Committee
Definitions	N/A
Related legislation	Degrees, Diplomas and Other Awards Statute 2009
Related Policy and other documents	Assessment Policy Assessment Procedures Conceded Passes Policy Conceded Passes Procedures Conversion of Temporary Grades Policy Conversion of Temporary Grades Procedures Supplementary Assessment Policy Supplementary Assessment Procedures (all available from http://www.latrobe.edu.au/policy)
Date Effective	This policy should come into effect with the activation of the new Degrees, Diplomas and Other Awards Statute 2009 and associated subsumption of Regulation 21.12 Examinations.
Next Review Date	30 June 2012

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Keywords	administrative code, assessment, grading scheme, grade, mark, result, temporary grade
Owner/Sponsor	Director, Academic Services
Author	Manager, Student Administration (Policy and Compliance)
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