

UNIVERSITY OF MELBOURNE

Policy Title	Grading Scheme
Policy Overview	This policy sets out the schedule of grades to be used for declaring results in subjects in all University courses
Approving Body	Academic Board
Date Approved	30 January 2009
Administrative Category	
Policy Owner	Academic Board
Policy Coordinator/Responsible Policy Officer	
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UNIVERSITY OF MELBOURNE

Grading Scheme

This statement should be read in conjunction with the Assessment Policy. The subjects results set out below are to be used in all programs offered by the University of Melbourne from 2009. The tables below detail the range of grades that can be awarded to a student for a particular piece of assessment or subject.

Subject Results: Standard Result Type

Used for all subjects except those marked on a Pass/Fail basis only

<i>Final Results (these results appear on final transcripts)</i>			
Grade	Mark	Descriptor	Comments
H1	(80% - 100%)	First Class Honours	
H2A	(75% - 79%)	Second Class Honours Division A	
H2B	(70% - 74%)	Second Class Honours Division B	
H3	(65% - 69%)	Third Class Honours	
P	(50% - 64%)	Pass	Meets the minimum threshold for satisfactory completion of the subject.
N	(0-49%)	Fail	Students awarded an N grade have failed the subject concerned and will not attain any credit points for that subject.
NH	-	Not Completed/ Fail	Indicates that a student has failed the subject because they have not satisfactorily completed all prescribed (hurdle) requirements. No mark is displayed on transcript.
WD	-	Withdrawn	Awarded when a student has withdrawn from a subject after the time for making subject changes without penalty has passed.
CNT	-	Continuing	This indicator is used for subjects that run over more than one teaching period, and is most commonly used for thesis subjects.
CMP	-	Completed	This grade is used for subjects that are pass/fail only (no mark awarded)
FL	-	Fail	This grade is used for subjects that are pass/fail only (no mark awarded)
NA	-	Not Assessed	This grade appears for subjects that are non-assessable such as Community Access Program audit studies
<i>The following indicator may appear on a transcript if a student is currently enrolled and the transcript produced before assessment is completed:</i>			
GNS	-	Grade Not Submitted	Assessment has not been completed for the subject. This result is used before assessment is completed and will appear on a transcript if any of the interim indicators below are present.
<i>Interim Results (these indicators do not appear on final transcripts)</i>			
WXT	-	Withheld – Extension	This indicator can only be used when the final result is unknown because the student has received an extension of time to complete an assignment.

S	-	Awarded a special or supplementary examination	The 'S' indicator is used, together with the final result for the subject concerned, to indicate that the student has been awarded additional assessment in the form of an examination scheduled in the University special/ supplementary examination period. The final result will appear on the transcript, however the 'S' indicator will not appear.
WAF	-	Withheld – assessment to be finalised	This indicator should be used when there is some explanation for withholding the grade such as the award of additional assessment in the form of an assignment or an examination that will be scheduled by the relevant Department. Students should contact the relevant Student Centre for an explanation.
MIS	-	Missing result	This indicator indicates that no result has yet been entered for a student in the relevant subject (results are entered for other students)

Subject Results: Pass/Fail Result Type

Used for subjects and theses marked on a Pass/Fail basis only

<i>Final Results (these results appear on final transcripts)</i>			
Grade	Mark	Descriptor	Comments
NH	-	Not Completed/ Fail	Indicates that a student has failed the subject because they have not satisfactorily completed all prescribed (hurdle) requirements. No mark displayed on transcript.
WD	-	Withdrawn	Awarded when a student has withdrawn from a subject after the time for making subject changes without penalty has passed.
CNT	-	Continuing	This indicator is used for subjects that run over more than one teaching period and is most commonly used for thesis subjects.
CMP	-	Completed	This grade is used for subjects that are pass/fail only (no mark awarded)
FL	-	Fail	This grade is used for subjects that are pass/fail only (no mark awarded)
NA	-	Not assessed	This grade appears for subjects that are non-assessable such as Community Access Program audit studies.
<i>The following grade may appear on a transcript if a student is currently enrolled and the transcript produced before assessment is completed:</i>			
GNS	-	Grade Not submitted	Assessment has not been completed for the subject. This result is used before assessment is completed and will appear on a transcript if any of the interim indicators below are present.
<i>Interim Results (these indicators do not appear on final transcripts)</i>			
WXT	-	Withheld - Extension	This indicator can only be used when the final result is unknown because the student has received an extension of time to complete an assignment.
S	-	Awarded a special or supplementary examination	The 'S' indicator is used, together with the final result for the subject concerned, to indicate that the student has been awarded additional assessment in the form of an examination scheduled in the University special/ supplementary examination period. The final result will appear on the final transcript, however the 'S' indicator will not appear.

WAF	-	Withheld – assessment to be finalised	This indicator should be used when there is some explanation for withholding the grade such as the award of additional assessment in the form of an assignment or an examination that will be scheduled by the relevant Department. Students should contact the relevant Student Centre for an explanation.
MIS	-	Missing result	This indicator indicates that no result has yet been entered for a student in the relevant subject (results are entered for other students)

Course level results

The above grades do not negate any course-level completion requirements which may apply, for example where students are required to meet a minimum grade threshold in one or more course components/subjects to satisfy the requirements of the degree. Where students do not meet course completion requirements, the degree would not be awarded. This determination is made by the Course Unsatisfactory Progress Committee.