

RESULTS AND GRADES POLICY (HIGHER EDUCATION)

1. Purpose and Objectives

- 1.1 This policy sets out the approved grading schema and procedures for ratification of results and grades.

2. Scope

- 2.1 This policy applies to all students enrolled in Le Cordon Bleu Australia (LCBA) HE programs.

3. Legislative Context

- Australian Qualifications Framework (AQF)
- Higher Education Standards Framework (Threshold Standards) 2015

4. Policy Statement

- 4.1 LCBA awards grades that reflect student performance against specified and relevant standards and as a reliable statement of student achievement of unit learning outcomes.
- 4.2 Grades are allocated based on relevant result ranges and grade descriptors.

5. Policy

- 5.1 LCBA ratifies all unit results and grades at the conclusion of each study period through the agency of its Academic Committees, with the exception of Conceded Pass and Status grades.
- 5.2 Conceded Pass and status grades are awarded by LCBA (see Conceded Pass section of this policy; see *Advanced Standing Policy HE*).
- 5.3 LCBA only confers academic awards authorised by the Corporate Board (see *Conferral of Qualifications, Awards and Graduation Policy HE*).
- 5.4 Grades for units are posted securely online by LCBA and password-protected for students to access their own results.
- 5.5 LCBA's Registrar, who is responsible for compiling results and assuring accuracy,
- informs government agencies regarding all results in the required manner and within set timelines; and
 - ensures that parchments and other official documents relating to students' results and qualifications are prepared and provided in the required manner and within set timelines.
- 5.6 Official grades are as follows:

Notation	Definition	Marks as %
HD	High Distinction	85-100
D	Distinction	75-84
C	Credit	65-74
P1	Pass 1	55-64
P2	Pass 2	50-54

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F Fail 0-49

CP Conceded Pass

Awarded in circumstances where a student only requires one unit in order to complete their course of study.

NGP Non-Graded pass

A pass grade that does not relate to a percentage mark.

S Status (Advanced Standing) / (Cross-Institutional Study)

A form of credit awarded for prior learning.

UC Unclassified Result

Grade not yet finalised – an interim result.

WD Withdrawn

Where a student withdraws prior to or within the first two (2) weeks following unit commencement.

WDF Withdrawn – Failed

Where a student withdraws subsequent to the first two (2) weeks following unit commencement.

WDNF Withdrawn – Not Failed

Where a student withdraws subsequent to the first two (2) weeks following unit commencement with approval from the Executive Dean on the ground of compassionate or compelling circumstances.

5.7 Final grades may only be modified following a formal review of assessment results, successful academic appeal or in the case of an administrative error.

5.8 Conceded Pass

5.8.1 After review by the Academic Committee and endorsement by the Registrar, a Conceded Pass may be awarded for an individual unit in the final study period within a program, which a student would otherwise be required to undertake and pass in order to graduate.

5.8.2 A student's previous academic performance is considered and a Conceded Pass grade is only awarded to students who have achieved an overall GPA of at least 4.0.

5.8.3 Students awarded Conceded Pass grades within the HE Advanced Diploma course cannot be awarded a second Conceded Pass if they subsequently choose to complete the Bachelor of Business Degree.

5.8.4 Students eligible for a Conceded Pass are contacted by LCBA and provided with the opportunity to accept or decline the offer of a Conceded Pass.

5.8.5 The Conceded Pass has no mark allocation and a GPA of 3.0, which may impact on a student's application for further studies.

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6. Roles and Responsibilities

Roles	Responsibilities
Academic Committee	Confirm results for each academic period
Registrar	Communicate results to government agencies Prepare parchments and official documents Endorse recommendation to award a Conceded Pass

7. Definitions

‘Award’ means a degree, diploma or certificate approved by the Academic Board which may be conferred or granted LCBA.

‘Conferral’ means the act of granting an award to a student either in person or in absentia at an official ceremony after completion of their course requirements.

‘Graduand’ means a person who has fulfilled the requirements for completion of an award course in accordance with this policy.

‘Parchment,’ or testamur, means a document in the form of a certificate which is binding on and certified by LCBA, provided to the relevant graduating student on successful completion and conferral of an award at LCBA.

8. Related Documents

- Academic Progress Policy HE
- Advanced Standing Policy HE
- Assessment Policy HE
- Conferral of Qualifications, Awards and Graduation Policy HE
- Cross-Institutional Study Policy HE
- Student Complaints and Appeals Policy
- Work Integrated Learning Policy

9. Implementation

9.1 The Registrar is responsible for ensuring that future major changes to this policy will be accompanied by a completed Implementation Plan and presented with the policy to the Academic Board.

9.2 The Implementation Plan will include a Communication Strategy that identifies key stakeholders and the requirements for effectively implementing and monitoring this policy.

10. Procedure

10.1 Calculating GPA

The GPA is calculated using the number of units that a student has attempted (including Fail grades) and the point value for the grade achieved. The GPA is used to determine academic awards and eligibility for Conceded Pass grade.

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Each final grade is awarded a numerical value shown in the table below:

Grade	Value
High Distinction (HD)	7.0
Distinction (D)	6.0
Credit (C)	5.0
Pass 1 (P1)	4.5
Pass 2 (P2)	4.0
Conceded Pass (CP)	3.0
Fail (F)	1.5
Withdrawn Fail (WDF)	1.5

The following are not counted in the calculation of the GPA:

- Withdrawn (WD)
- Withdrawn (no fail) (WDNF)
- Advanced Standing / Cross-Institutional Study (S)
- Non-Graded Pass (NGP)

Where a student has repeated a unit, both grades will be counted towards the GPA, and both results will remain on the official academic transcript.

The formula for calculating GPA is:

$$\text{GPA} = \frac{\sum (\text{grade value} \times \text{unit credit points})}{\sum \text{unit credit points}}$$

- multiply each grade value by the unit credit points;
- total the resulting values (weighted GPA unit score);
- total the unit credit points;
- divide the total of the weighted GPA unit score by the total of the unit credit points;
- calculate to two decimal points but only 1 decimal point is recorded.

Examples:

Unit	Mark	Grade	Grade Value	Unit Credit Points	Weighted GPA Unit Score (Grade Value x Unit Credit Points)
Communication	63	P1	4.5	3	13.5
Kitchen Operations Management	80	D	6	4.5	27.0
Food & Beverage Service	40	F	1.5	4.5	6.75

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Unit	Mark	Grade	Grade Value	Unit Credit Points	Weighted GPA Unit Score (Grade Value x Unit Credit Points)
Hospitality Financial Management	85	HD	7	4.5	31.5
Accounting Principles & Practices	96	HD	7	3	21.0
				19.5	99.75

$$\text{GPA} = 99.75 \div 19.5$$

$$\text{GPA} = 5.1$$

10.2 Unit Results

- 10.2.1 Assessors mark student assessment items and calculate overall unit results.
- 10.2.2 Unit results are presented, discussed and moderated at Academic Committee, as required.
- 10.2.3 The Academic Committee confirms the results for the study period.
- 10.2.4 Students are able to access their final results on LCBA's Learning Management System (Engage).
- 10.2.5 LCBA Student Services enters the final results on the student's LCBA database record.
- 10.2.6 Academic Transcripts are generated by LCBA Student Services and provided to students on completion of their course (see *Conferral of Qualifications, Awards and Graduation Policy HE*).

11. Summary of changes since last review

Authored by	Description
Executive Dean	Adopted new policy template Minor changes to Withdraw grades