

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) 2021

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 Unit results and grades are ratified by LCBA 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 (refer to Conceded Pass section of this policy and *Advanced Standing Policy HE*).
- 5.3 Grades for units are posted securely online by LCBA and are password-protected to allow students to access their own results.
- 5.4 LCBA only confers academic awards authorised by the Corporate Board (refer to *Conferral of Qualifications, Awards and Graduation Policy HE*).
- 5.5 The Registrar is responsible for compiling and assuring the accuracy of results. In addition, the Registrar:
- 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
F	Fail	0-49
CP	Conceded Pass	

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CP Conceded Pass

A Pass grade awarded to eligible students who obtain a result between 45% and 49.9% in the last unit required to complete their course of study.

NGP Non-Graded Pass

Successful completion of a unit assessed on a pass/fail basis (i.e., for which a graded pass is not available).

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WD Withdrawn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 Registrar 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 the last individual unit required to complete a course of study, i.e., a unit which a student would otherwise be required to retake and pass in order to graduate.

5.8.2 A student's previous academic performance is considered before offering a Conceded Pass.

5.8.2.1 The student has achieved an overall GPA of at least 4.0.

5.8.2.2 The student has attempted all marked/graded assessments for the unit.

5.8.2.3 The student has achieved a mark between 45% and 49.9% (or equivalent grade) in the unit.

5.8.2.4 The unit is not a pre-requisite for another unit or required for professional accreditation.

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- 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.
- 5.8.6 The Conceded Pass is only available for courses consisting of 160 credit points or more.
- 5.8.7 The Conceded Pass is not available in postgraduate courses.

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 Approve WDNF in the case of compassionate or compelling circumstances

7. Definitions

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

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

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9. Procedure

9.1 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.

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:

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

\sum 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.

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Example:

Unit	Mark	Grade	Grade Value	Unit Credit Points	Weighted GPA Unit Score (Grade Value x Unit Credit Points)
Communication	63	P1	4.5	10	45.00
Kitchen Operations Management	80	D	6	20	120.00
Food & Beverage Service	40	F	1.5	20	30.00
Hospitality Financial Management	85	HD	7	10	70.00
Accounting Principles & Practices	96	HD	7	10	70.00
				70	335

$$\text{GPA} = 335 \div 70$$

$$\text{GPA} = 4.7$$

9.2 Unit Results

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

10. Summary of changes since last review

Authored by	Description
Head of School	Removal of Executive Dean role and reallocation of responsibility for approval of compassionate or compelling circumstances for WNF to Registrar Update to example of GPA calculation