

THE UNIVERSITY OF THE WEST INDIES

GRADE POINT AVERAGE REGULATIONS

**FOR GRADUATE CERTIFICATES, DIPLOMAS,
TAUGHT MASTERS AND PROFESSIONAL
DOCTORATE PROGRAMMES**

EFFECTIVE AUGUST 2021

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FOR GRADUATE CERTIFICATES, DIPLOMAS, TAUGHT MASTERS AND PROFESSIONAL DOCTORATE PROGRAMMES

1. The Board for Graduate Studies and Research in the delegated exercise of Senate's Powers as the academic authority for the University under Statue 25, makes the following Regulations to introduce and govern the Grade Point Average (GPA) system for graduate students who are pursuing the Graduate Certificate, Diploma, Taught Masters and Professional Doctorate programmes only and who enter the University from August 2021 and thereafter.

ELIGIBILITY FOR AWARD BASED ON GRADE POINT AVERAGE

2. In order to be eligible for the award of a Graduate Certificate, Diploma, Taught Masters, or Professional Doctorate, a student must have a minimum Grade Point Average of 2.00.

DEFINITIONS

3. (a) For the purposes of these Regulations, the following meanings shall apply, except where the context requires otherwise:
 - (i) **CREDIT HOURS EARNED**
"Credit hours earned" means the credits for each course that count toward the degree requirement and for which a passing grade is obtained.
 - (ii) **QUALITY HOURS**
"Quality hours" means the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a student fails a course, obtaining either a grade of F1, F2, or F3. Courses that are not counted in the determination of the Grade Point Average shall be assigned zero quality hours and taken on a Pass/Fail basis only.

(iii) **QUALITY POINTS:**

“Quality points” means the numerical value assigned to the relevant letter grade earned.

(iv) **GRADE POINTS:**

“Grade points” means the value obtained by multiplying the quality hours by the quality points for a course.

(v) **GRADE POINT AVERAGE**

“Grade Point Average” means the value obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a Pass/Fail basis, audited courses, preliminary courses, ‘not for credit’ courses and courses for which the designation I or IP is awarded.

(vi) **PROGRAMME GRADE POINT AVERAGE**

“Programme Grade Point Average” means the value determined by applying appropriate weights of courses to the grade points and the quality hours used in determining grade point average.

(vii) **COURSE**

“Course” includes any research paper, or project report which forms part of approved programme requirements in addition to the required courses with written examinations in a Graduate Certificate, Diploma, Taught Masters, or Professional Doctorate programme.

(b) **PASS/FAIL COURSE PROVISION**

Credit hours earned in courses taken on a Pass/Fail basis shall not be included in calculating grade point averages.

(c) **CREDIT HOURS**

The credit values for courses, as well as for projects, laboratory sessions, foreign language classes or other contact hours, shall be determined by the respective Faculty Board and approved by the Board for Graduate Studies and Research, or in the case of the Open Campus, recommended by its Academic Board and approved by the Board for Graduate Studies and Research.

4. (a) The class of degree shall be awarded on the basis of the Programme Grade Point Average as set out in these Regulations.
 - (b) In determining the Programme Grade Point Average, the weights to be used for each course shall be as prescribed in Faculty Regulations.
 - (c) Except for the purpose of determining the class of degree the Semester Grade Point Average in these Regulations shall mean the Grade Point Average as defined in these Regulations.
5. Graduate Certificates, Graduate Diplomas, Taught Masters, and Professional Doctorates awarded by the University shall be classified according to the Grade Point Average.

GRADE SYSTEM & MARKING SCHEME

- (a) In the determination of GPA, the defined grades with the corresponding quality points shall be as listed below. In addition, the scheme to be used for the conversion of numerical marks to letter grades shall be as follows:

PASSING GRADES AND QUALITY POINTS		
GRADE	QUALITY POINT	% RANGE
A+	4.30	90-100
A	4.00	80-89
A-	3.70	75-79
B+	3.30	70-74
B	3.00	65-69
B-	2.70	60-64
C+	2.30	55-59
C	2.00	50-54

FAILING GRADES AND QUALITY POINTS		
GRADE	QUALITY POINT	% RANGE
F1	1.70	40-49
F2	1.30	30-39
F3	0.00	0-29

FAILING GRADES AS A RESULT OF FAILING COMPONENT OF A COURSE		
GRADE	QUALITY POINT	% RANGE
FCW/ FWE	1.70	40-49
F1 (FCW) (FWE)	1.70	40-49
F2 (FCW) (FWE)	1.30	30-39
F3 (FCW) (FWE)	0.00	0-29

- (b) Candidates who fail any component of a course that counts towards the final grade (whether coursework or final examination) will be deemed to have failed that course –
- (i) Where a candidate fails any component of a course that counts towards the final grade (whether coursework or final examination), but attains an overall course mark of 50% or more, the quality points assigned shall be 1.70 with the corresponding grade of FCW or FWE depending on which component was failed.
 - (ii) Where a candidate fails any component of a course that counts towards the final grade (whether coursework or final examination) and attains an overall course mark below 50%, the quality points assigned shall correspond to the grade based on the overall fail mark achieved, either F1, F2 or F3 as appropriate, with a further designation of (FCW) or (FWE) corresponding to the equivalent grade.
- (c) The following designations may be assigned, but **shall not** be used in the calculation of Grade Point Average:
- AB: Absent for acceptable reasons other than a medical problem without a penalty and the student is entitled to re-sit the examination at the next available sitting.
- AM: Absent Medical for medical reasons without a penalty as supported by a certificate from an authorised medical practitioner and the student is entitled to resit the examination at the next available sitting.
- CR: Credit
- DB: Debarred
- DEF: Deferred
- EC: Exemption with credit
- EQ: Examination Query

- EX: Exemption
- FM: Failed Medical – where failure in an examination is attributed to medical reasons without a penalty as supported by a certificate from an authorized medical practitioner and the student is entitled to re-sit the examination at the next available sitting.
- FMP: Fail Minus Penalty – where failure in an examination is attributed to reasons other than a medical which is accepted as being an exemption for a penalty.
- I: Incomplete - indicates that the student has made progress in a course but at the end of the semester has not finished the work required to receive a letter grade. An I designation is not counted in credit hours earned, or quality hours until a letter grade is reported. If neither a letter grade nor notification of an extension of time is received by the Registry from the Office of Dean, the I designation is replaced by an F3 grade at the end of the first six weeks into the next semester. An extension of time may be granted but shall not normally extend beyond the end of the semester in which the extension is granted. Any remaining I symbol at the end of the period of extension will be deemed an F3.
- IP: In Progress - when a dissertation, thesis, project, student teaching, practicum, internship, proficiency requirement, or other course intended to last more than one semester is not completed during the semester in which the student is registered. The IP designation must be replaced with an appropriate grade on completion of the course.
- LW: Late Withdrawal
- NFC: Not for credit
- NP: Not Passed – when a student has failed a course taken on a Pass/Fail basis.
- NR: Not Reported – when a lecturer fails to submit grades by the published deadline, through no fault of the student.
- NV: When a student has been permitted to audit a course but has not done so satisfactorily.
- P: Pass – a Pass obtained in a course taken on a Pass/Fail basis.
- PC: Preliminary Credits – used for matriculation purposes or the satisfying of prerequisites only.
- V: Audited – when the course has been taken in accordance with Grade Point Average Regulation 12

(d) The following designations may be assigned and **shall count** towards the GPA:

DIS: Disqualified

EI: Examination Irregularity – Candidate disqualified from examination on account of breach of the Regulations.

FA: When a student is absent from an examination without a valid reason.

FO: Failed Oral (where an oral examination forms part of the assessment of the course).

7. The classification for the award of Graduate Certificates, Graduate Diplomas, Taught Masters and Professional Doctorates is as follows:

(a) Graduate Certificates:

(i) Pass.

(b) Graduate Diplomas and Taught Masters:

(i) Distinction, according to the criteria in Regulation 13;

(ii) Merit, according to the criteria in Regulation 13;

(iii) Pass.

(c) Professional Doctorates:

(i) High Commendation, according to the criteria in Regulation 14;

(ii) Pass.

GENERAL EXAMINATION REGULATIONS

8. (a) The courses to be used for the purpose of determining the Programme Grade Point Average for the classification of the graduate degree/ diploma to be awarded shall be as prescribed in Faculty or Programme Regulations.

(b) Where a candidate fails a course, he or she shall be required to repeat the course, or the component of the course failed, as appropriate.

9. Credit hours earned from another institution at the time of admission to the University will not be used in the computation of a grade point average.

10. (a) After admission into the University, a student who wishes to take academic courses from other institutions and apply those credits toward The UWI degree must obtain approval in advance from the relevant Campus Committee for Graduate Studies and Research on the recommendation of the Board of the Faculty in which he/she is registered.
- (b) Where credit for a course taken and passed at another institution is requested, it is the student's responsibility to provide all of the information needed by the University to enable it to assess the course.
- (c) Where credit for a course taken at another institution is approved at the request of a student, only the grade equivalent of the results achieved as determined by the Board for Graduate Studies and Research and not the marks or grades so earned at another institution shall be used in the computation of the student's Grade Point Average.

Students Required to Withdraw and/or on Warning

11. (a) Except where otherwise prescribed in Programme Regulations, a student whose Grade Point Average for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose Grade Point Average for the succeeding semester is less than 2.00 will be required to withdraw;
- (b) A student on warning shall be counselled by the Dean or a designated Faculty Advisor. Such a student may, except where otherwise prescribed in Faculty Regulations, be permitted by the Chair, Campus Committee of Graduate Studies and Research to carry a reduced course load.

Auditing

12. (a) A registered student may be permitted to audit a course on the approval of the Dean and the Head of Department;
 - (i) Auditing means recorded attendance at the lectures, tutorials and laboratory sessions for a given course without the requirement of sitting the final exam;
 - (ii) Satisfactory attendance certified by the Head of Department shall be awarded the designation V. In absence of such certification, the designation NV shall be recorded;
 - (iii) No academic credit may be granted for auditing a course.

THE AWARDS OF DISTINCTION, MERIT AND HIGH COMMENDATION

13. In the case of Graduate Diplomas and Taught Masters degrees the following criteria shall apply for the awards of Distinction and Merit:
 - (a) Graduate Diplomas and Taught Masters degrees with written examinations only:
 - (i) the award of Distinction shall be granted where the candidate has earned a Grade Point Average of 3.70 (mark of 75%) or above;
 - (ii) the award of Merit shall be granted where the candidate has earned a Grade Point Average of between 3.30 and 3.69; 3.30 and 3.69 being inclusive.
 - (b) Graduate Diplomas and Taught Masters degrees which require **submission of a project report or research paper**:
 - (i) the award of Distinction shall be granted where the candidate has earned a Grade Point Average of 3.70 (mark of 75%) or above;
 - (ii) the award of Merit shall be granted where the candidate has earned a Grade Point Average between 3.30 and 3.69; 3.30 and 3.69 being inclusive.
 - (c) Except where otherwise prescribed, a previous failure in a course required for the completion of the degree, or in a qualifying course shall not exclude the student from receiving a Distinction or a Merit award in the Graduate Diploma or Taught Masters degrees, provided that the student has attained a pass mark in the respective course in a further attempt.
 - (d) The Board of Graduate Studies and Research may approve exceptions to Regulation 13 (b) (i) for specific programmes to require that a candidate must attain a Grade Point Average of 3.70 or above in both the written examination and the project report or research paper in order to qualify for a Distinction.
14. In the case of Professional Doctorates, in order to receive a High Commendation, candidates must obtain the following:
 - (a) Unanimous recommendation of High Commendation for Thesis by Examiners; and

- (b) No Failing grades over the duration of the programme; and
 - (c) A Grade Point Average of 3.70 or above in the required coursework; and
 - (d) A Programme Grade Point Average of 3.70.
15. Candidates who have received approval for extension of time limits of up to one year for submission of project reports and research papers, in accordance with Regulation 1.52 of *The UWI Regulations for Graduate Certificates, Diplomas and Degrees* and who exceed this time limit shall not be awarded a Distinction or High Commendation unless the Board for Graduate Studies and Research in any particular case otherwise decides.
16. Except where otherwise prescribed in these Regulations, where there is a conflict between Faculty Regulations and these Regulations, these Regulations shall apply.

School for Graduate Studies and Research
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