

# THE UNIVERSITY OF THE WEST INDIES

## Grade Point Average Regulations

1. The Board for Undergraduate Studies, in the delegated exercise of Senate's powers as the academic authority for the University under Statute 25, makes the following regulations to govern the Grade Point Average system in the University.
  2. In accordance with Statute 47 and subject to these regulations all students shall normally spend a minimum of three academic years in the University of the West Indies before being eligible for the award of a First Degree.
  3. (i) For purposes of these regulations, the following meanings shall apply, except where the context otherwise requires:
    - (a) **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.
    - (b) **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 grade of F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.
    - (c) **Quality Points:**  
"Quality points" means the numerical value assigned to the relevant letter grade earned.
  - (ii) For the purposes of these Regulations:
    - (a) **Level I, II and III Courses:**  
Levels I, II and III courses are courses so designated by the Board for Undergraduate Studies.
    - (b) **Grade Points:**  
Grade points are determined by multiplying the quality hours by the quality points for a course.
    - (c) **Grade Point Average (GPA)**  
Grade Point Average is the average 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, courses taken for preliminary credit and courses for which the designation I or IP is awarded under Regulation 6(iv).
    - (d) **Weighted Grade Point Average**  
Weighted Grade Point Average is the average determined by applying appropriate weights for Levels I, II, and III courses to the grade points and the quality hours used in determining grade point average as set out at Regulation 3(ii)(c) above.
    - (e) **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 Faculty Board and approved by the Board for Undergraduate Studies.
  - (iii) **Pass/Fail Course Provision**  
Credit hours earned in courses taken on a Pass-Fail basis shall not be included in calculating grade point averages.
4. (i) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these regulations.

- (ii) In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in Faculty Regulations.
  - (iii) Except for the purpose of determining the class of degree the term GPA in these regulations shall mean the GPA as defined at Regulation 3(ii)(c) above.
5. (i) First Degrees awarded by the University, with the exception of the BSc (Engineering), LLB, MBBS, DDS, and DVM, shall be classified as follows:
- First Class Honours**  
(Weighted GPA 3.60 and Above)
- Upper Second Class Honours**  
(Weighted GPA 3.00 – 3.59)
- Lower Second Class Honours**  
(Weighted GPA 2.00 – 2.99)
- Pass**  
(Weighted GPA 1.00 – 1.99)
- (ii) First Degrees awarded by the University for the Bachelor of Science (Engineering) shall be classified as follows:
- First Class Honours**  
(Weighted GPA 3.60 and Above)
- Upper Second Class Honours**  
(Weighted GPA 3.00 – 3.59)
- Lower Second Class Honours**  
(Weighted GPA 2.00 – 2.99)
- Third Class Honours**  
(Weighted GPA 1.50 – 1.99)
- Pass**  
(Weighted GPA 1.00 – 1.49)
- (iii) First Degrees awarded by the University for the Bachelor of Laws (LLB) shall be classified as follows:
- First Class Honours**
- Second Class Honours**  
(Upper and Lower Division)
- Pass**
- (iv) The Degrees of MB BS, DDS and DVM shall be classified as follows:
- Honours with Distinction**
- Honours**
- Pass**
6. (i) The letter grades for completed courses used in the calculation

of GPA shall be the following:

A – four quality points  
B – three quality points  
C – two quality points  
D – one quality point  
F – no quality points

- (ii) Plus and minus modifiers may be used with letter grades *A* through *D*.
- (iii) In the determination of GPA, the defined grades with the corresponding quality points shall be:

<b>A+</b>	<b>=</b>	<b>4.3</b>	<b>C+</b>	<b>=</b>	<b>2.3</b>
<b>A</b>	<b>=</b>	<b>4.0</b>	<b>C</b>	<b>=</b>	<b>2.0</b>
<b>A-</b>	<b>=</b>	<b>3.7</b>	<b>C-</b>	<b>=</b>	<b>1.7</b>
<b>B+</b>	<b>=</b>	<b>3.3</b>	<b>D+</b>	<b>=</b>	<b>1.3</b>
<b>B</b>	<b>=</b>	<b>3.0</b>	<b>D</b>	<b>=</b>	<b>1.0</b>
<b>B-</b>	<b>=</b>	<b>2.7</b>	<b>F</b>	<b>=</b>	<b>0.0</b>

- (iv) The following designations may be assigned, but shall not be used in the calculation of Grade Point Average:

**PC:** Preliminary Credits – used for matriculation or academic disciplinary purposes only

**EC:** Exemption with credit

**E:** Exemption

**V:** Audited – when the course has been taken in accordance with Regulation 14

**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

**NP:** Not Passed – when a student has failed a course taken on a pass/fail basis.

**FM:** Failed Medical - when a student is absent from an examination for medical reasons or where failure in an examination is attributed to medical reasons as supported by a certificate from an authorized medical practitioner

**AB:** Absent - when a student is absent from an examination for acceptable reasons other than medical reasons

**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 **F** letter grade at the end of the first six weeks into the next semester the student is registered. 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 **F**.

**NR:** Not Reported - when a lecturer fails to submit grades by the published deadline, through no fault of the student.

**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.

7. The scheme to be used for conversion of numerical marks to letter grades shall be as prescribed in Faculty Regulations.
8. The courses to be used for the purpose of determining the Weighted GPA for the class of degree to be awarded shall be as prescribed in Faculty Regulations.
9.
  - (i) Where a course has been repeated, the penalty to be applied for failure, and the grade to be used in the computation of the student's GPA if the course is subsequently passed, shall be as prescribed in Faculty Regulations.
  - (ii) Candidates repeating examinations or courses shall be not eligible for Honours except where Faculty Regulations so provide.
10. For the purpose of determining the Weighted GPA failed courses shall be treated as prescribed in Faculty Regulations.
11.
  - (i) Where credit for a course taken at another institution is requested, it is the student's responsibility to provide all the information needed by the University to enable it to assess the course.
  - (ii) Credit hours earned from another institution at the time of admission to the University of the West Indies will not be used in the computation of a grade point average.
12. The following shall apply to credits earned by a UWI undergraduate from another approved institution:
  - (i) A UWI student who wishes to take academic courses elsewhere and apply those credits toward the UWI degree must obtain approval in advance from the relevant Academic Board on the recommendation of the Board of the Faculty in which he/she is registered.
  - (ii) A student must have obtained a minimum UWI GPA of 2.00 to be approved to take courses as an exchange/transfer student.
  - (iii) Only the grades earned at another institution, and not the marks so earned, shall be used in the computation of the student's GPA.
13.
  - (i) Except where otherwise prescribed in Faculty Regulations, a student whose GPA for a given semester is less than or equal to 0.75 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than 0.75, will be required to withdraw.
  - (ii) 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 Academic Board on the recommendation of Faculty Board to carry a reduced course load.
14.
  - (i) A registered student may be permitted to audit a course on the approval of the Dean and the Head of Department.
  - (ii) Auditing means recorded attendance at the lectures, tutorials and laboratory sessions for a given course without the requirement of sitting the final exam.
  - (iii) 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.
  - (iv) No academic credit may be granted for auditing a course.
15.
  - (i) A student who voluntarily withdraws from the university and who applies for re-admission within five (5) years may elect to:
    - (a) have a new GPA record that will be used for determining academic standing and eligibility for graduation started when the student has been approved for readmission; or
    - (b) apply for exemption and credit for courses previously passed subject to the time limit for the maintenance of credit stipulated in the relevant Faculty Regulations.

- (ii) Where exemption and credit are granted in accordance with (i) (b), the grades obtained at previous attempts at such courses shall be used in the determination of the student's GPA.
- 16. A student who was required to withdraw for reasons of failure to progress as prescribed in Faculty Regulations may be readmitted on the following conditions:
  - (i) A minimum of one (1) year must have passed since the date of withdrawal;
  - (ii) All grades previously obtained shall continue to apply for the purpose of determining the student's GPA;
  - (iii) Work done at an institution other than the UWI during the period between the student being required to withdraw and being granted readmission may be eligible for credit under Regulation 11.
- 17. Where there is a conflict between Faculty Regulations and these regulations, these regulations shall apply.