UNIVERSITY OF MANITOBA
POLICY

Policy:	**GRADE POINT AVERAGES**
Effective Date:	May 1, 2006
Revised Date:	September 1, 2016
Review Date:	September 1, 2026
Approving Body:	Senate
Authority:	*The University of Manitoba Act*, section 34(1)
Responsible Executive Officer:	Provost and Vice-President (Academic)
Delegate:	Vice-Provost (Academic Planning and Programs)
Contact:	Registrar
Application:	All Faculty/College/School Councils and Students

Part I
Reason for Policy

1.1 The University of Manitoba articulates, on an institutional level, the rules for calculation of Grade Point Averages (GPA). The purpose of this Policy is to define and describe the manner in which GPA will be calculated and reported at the University.

Part II
Policy Content

Definitions

2.1 The following terms have the following defined meanings for the purpose of this Policy:

(a) **"Authorized Withdrawal"** or **"AW"** is an approved withdrawal from all courses in a given period for medical or compassionate reasons, granted in accordance with the Authorized Withdrawal Policy and Procedure.

(b) **"Calendar"** means the University's official academic calendar for the Term and Level in which a course is taught.

(c)   **"Challenge for Credit"** is a process whereby students have the opportunity to demonstrate that they have acquired a command of the general subject matter, knowledge, intellectual and/or skills that would normally be found in a university-level course.

(d)   **"College"** means a Professional College as defined under the Definitions of Academic Units Policy.

(e)   **"Faculty"** means a Faculty as defined under the Definitions of Academic Units Policy.

(f)   **"Letter of Permission"** refers to a letter granting institutional permission for Students enrolled in a degree program at the University to take courses at other University-recognized colleges and universities. Courses may be considered for transfer credit provided that such courses are approved in advance by the Faculty/College/School in which the Student is registered.

(g)   **"Grade Point"** refers to a numerical value assigned to a letter grade received in a course.

(h)   **"Level"** refers to the level of the degree in which the Student is enrolled, such as undergraduate level, graduate level or non-degree level.

(i)   **"Official Record"** is a Student's complete academic history at the University of Manitoba that is maintained by the Registrar's Office. Official Records are available in the form of an Official Transcript or a Student History.

(j)   **"Official Transcript"** is an official document printed on secure paper and signed by the Registrar that reflects a Student's permanent record at the University of Manitoba.

(k)   **"Policy"** means this Grade Point Averages Policy.

(l)   **"Procedure"** or **"Procedures"** means a procedure approved by the Provost and Vice-President (Academic) under section 4.1 of this Policy.

(m)   **"Quality Points"** is the grade point value of the assigned Letter Grade multiplied by the credit hours of the course.

(n)   **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units Policy.

(o)   **"Student"** refers to any person enrolled at the University.

(p)   **"Student Information System"** is any software application that enables the University to manage Student data.

(q) **"Student History"** is the complete record of a Student's activity at the University, including a record of Authorized Withdrawals, produced for internal administrative use.

(r) **"Term"** is a period of time defined in the Calendar within which a course for credit may be offered, including Fall, Winter and Summer Terms.

(s) **"University"** means The University of Manitoba.

(t) **"Voluntary Withdrawal"** or **"VW"** is a registration option that enables Students to withdraw from a course or courses without academic penalty.

General

2.2 **"Grade Point Average"** or **"GPA"** is the average grade of courses completed at the same Level, which is calculated by dividing the total quality points earned by the number of credit hours attempted. This calculation can be applied to determine the following types of GPA:

(a) **"Cumulative Grade Point Average"** or **"CGPA"**, which is the calculated GPA of all courses, institutional and transferred, completed at the same Level;

(b) **"Degree Grade Point Average"** or **"DGPA"**, which is the calculated GPA of all courses accepted for credit by the University towards a designated degree;

(c) **"Sessional Grade Point Average"** or **"SGPA"**, which is the calculated GPA of all courses completed at the same Level during the Fall and Winter Terms of one academic year; and

(d) **"Term Grade Point Average"** or **"TGPA"**, which is the calculated GPA of all courses completed during a single Term at the same Level.

2.3 The following rules apply in regards to calculating GPA at the University:

(a) All standard letter grades (A+ to F) will be included in GPA calculations and will be displayed on a Student's Official Record in the Term they were completed.

(b) When a Student repeats a course or takes an equivalent course or mutually exclusive course (for example, a course that may not be held for credit with the original course), all attempts at that course shall be used in the calculation of the TGPA and CGPA. Whether or not grades for repeated courses are used toward the DGPA will be subject to Faculty policy.

(c) Grades not included in GPA calculations (for example: Pass/Fail, VW, AW) are displayed on a Student's Official Record.

(d)   Courses completed from another institution by means of a Letter of Permission shall be used in the calculation of CGPA and DGPA, but shall not be used in the calculation of TGPA.

(e)   Courses completed by means of Challenge for Credit shall be used in the calculation of CGPA, DGPA, and TGPA.

2.4   The University of Manitoba will report CGPA, TGPA, and DGPA for all Students through the Student Information System.

2.5   Faculties/Colleges/Schools may use any of the GPA calculation methods to assess Student performance.

Part III
Accountability

3.1   The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Policy is required.

3.2   The Provost and Vice-President (Academic) or his/her delegate is responsible for the implementation, administration and review of this Policy.

3.3   All Faculty/College/School Councils and Students are responsible for complying with this Policy.

Part IV
Authority to Approve Procedures

4.1   The Provost and Vice-President (Academic) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V
Review

5.1   Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is September 1, 2026.

5.2   In the interim, this Policy may be revised or repealed if:

(a)   the Provost and Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;

(b)   the Policy is no longer legislatively or statutorily compliant; and/or

(c)   the Policy is now in conflict with another Governing Document.

5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

(a) comply with the revised Policy; or

(b) are in turn repealed.

Part VI
Effect on Previous Statements

6.1 This Policy supersedes all of the following:

(a) Grade Point Averages Policy, effective May 1, 2006;

(b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

(c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) Authorized Withdrawal Policy;

(b) Definitions of Academic Units Policy;

(c) Voluntary Withdrawal Policy;

(d) Repeated Course Policy.