



CARIBBEAN MILITARY ACADEMY

REGULATIONS GOVERNING GRADE POINT AVERAGE

With effect from 01 June 2021

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CARIBBEAN MILITARY ACADEMY

REGULATIONS GOVERNING GRADE POINT AVERAGE

1. In order to be eligible for the award of a First Degree, all students shall have a minimum GPA of 2.00.
2. (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 "Fail" is obtained in a Course. Courses that are not counted 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 Academic Board
 - 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, preliminary courses, not for credit courses 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 2(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 respective **Programme Development Committees** and approved by the Academic Board.
3. (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 Programme 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 2(ii)(c) above.
4. First Degrees awarded by the Academy except as stated in sub-clauses i and ii are 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 2.50– 2.99)
Pass	(Weighted GPA 2.00-2.49)

5. In the determination of GPA, the defined grades with the corresponding quality points and numerical scale of grades shall be

Grades	Numerical Scale of Grades	Quality Points
A+	90 – 100	4.30
A	80 - 89	4.00
A-	75 - 79	3.70
B+	70 - 74	3.30
B	65 - 69	3.30
B-	60 - 64	2.70
C+	55 - 59	2.30
C	50 - 54	2.20
F (Fail)	0 - 49	0.00

6. 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 Programme Regulations.

7. 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 Programme Regulations.
8. (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 Academy to enable assessment of the course.

(ii) Credit hours earned from another institution at the time of admission to the Caribbean Military Academy will not be used in the computation of a grade point average.
9. (i) A CMA student who wishes to take academic courses elsewhere and apply those credits toward the CMA degree must obtain approval in advance from the Academic Board on the recommendation of the Dean of Academic Affairs.

(ii) Only the letter grade and not the marks earned at another institution shall be used in the computation of such student's GPA.
10. Except where otherwise prescribed in Programme Regulations, a student whose GPA 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 GPA for the succeeding semester is less than or equal to 1.99, will be required to withdraw. However, a student may be reinstated if his/her GPA improves beyond 1.99 in the next consecutive Semester.
11. A student who is required to withdraw for reasons of failure to progress as prescribed in the Programme Regulations, may be re-admitted after reapplying to the Academy provided that a minimum of one year has elapsed since the date of withdrawal.
12. Where there is a conflict between Programme or School Regulations and these Regulations, these Regulations shall apply.

13. The following designations may be assigned, but **shall not be used in the calculation of Grade Point Average:**

AM: Absent Medical

CR: Credit

DB: Debarred

DEF: Deferred

DRP: When a course was not successfully audited in accordance with Regulation 18

EQ: Examination Query

X: Exemption

XC: Exemption with Credit

FM: Failed Medical – where failure in an examination is attributed to medical reasons as supported by a certificate from an authorized medical practitioner

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 Office of the Registrar from the Dean of Academic Affairs, by the sixth week of the next semester, the I designation is changed to F.

IM: Incomplete Medical

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

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. [See Regulation 19]

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

AUD: Audited – when the course has been taken in accordance with Regulation 19 of the CMA Undergraduate Regulations

14. The following designations may be assigned **and shall be used in the calculation of the Grade Point Average:**

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

FC: Failed Coursework – indicates that a candidate has failed to satisfy the Examiner in the coursework component of the course

FE: Failed Examination – when a candidate has successfully completed the coursework requirement but has failed to satisfy the Examiners in the examination component of the course

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

FP: Failed Practical

FT: Failed Theory

Refs: The University of the West Indies
 Princeton University

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