

GRADE POINT AVERAGE REGULATIONS

Effective August 2014

Please Note: These Regulations are subject to change and as such all interested parties will be given due notice of any changes.

1. The Board for Undergraduate Studies in the delegated exercise of Senate's Powers as the academic authority for the University under Statue 25, makes the following Regulations to govern the Grade Point Average system in the University. These Regulations will apply to all new students entering the system from August 2014 to pursue first degrees, associate degrees, diplomas and certificates. These Regulations will also apply to all other students, who entered the system prior to the 2014/2015 academic year, to pursue first degrees, associate degrees, diplomas and certificates except for those students in the Faculty of Engineering. Students in the Faculty of Engineering who entered a programme prior to academic year 2014/15 will be governed by the GPA Regulations dated 2011 until the end of the academic year 2015/16.
2. In order to be eligible for the award of a First Degree or Associate Degree, all students shall have a minimum GPA of 2.00.
3.
 - (a) For purposes of these Regulations, the following meanings shall apply, except where the context otherwise requires:
 - (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 grade of F1, F2 or F3 is obtained in a course. Courses that are not counted in the determination of the GPA shall be assigned zero quality hours.
 - (iii) **QUALITY POINTS**
'Quality points' means the numerical value assigned to the relevant letter grade earned.

(b) For the purposes of these Regulations:

(i) LEVEL I, II AND III COURSES:

Levels I, II and III courses are courses so designated by the Board for Undergraduate Studies.

(ii) GRADE POINTS:

Grade points are determined by multiplying the quality hours by the quality points for a course.

(iii) 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).

(iv) 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(b)(iii) above.

(v) 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 Undergraduate Studies or in the case of the Open Campus, recommended by Academic Board and approved by the Board for Undergraduate Studies.

(vi) 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.

- (a) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these Regulations.
- (b) 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.
- (c) 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(b) (iii) above.

5. First Degrees awarded by the University except as stated in sub-clauses (a), (b), (c) or (d) 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)

- (a) The degree of Bachelor of Medical Sciences shall be classified as follows:

Distinction	GPA 3.70 AND ABOVE
Honours	GPA 3.30 – 3.69
Pass	GPA 2.00 – 3.29

- (b) The Degrees of MBBS, DDS and shall be classified as follows:

Distinction
Honours
Pass

- (c) Associate Degrees shall be classified as follows:

Distinction
Credit
Pass

- (d) Certificates shall be classified as follows:

Pass

6.

- (a) In the determination of GPA, the defined grades with the corresponding quality points shall be:

Grade	Q/Points	Grade	Q/Points
A+	4.30		
A	4.00	C+	2.30
A-	3.70	C	2.00
B+	3.30	F1	1.70
B	3.00	F2	1.30
B-	2.70	F3	0.00

- (b) 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 resit the examination at the next available sitting.

AM: Absent Medical for medical reasons penalty as supported by a certificate from an authorised medical practitioner without a penalty 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 authorised Medical Practitioner and the student is entitled to re-sit the examination at the next available sitting.

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 Regulation 13

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

CO: Pass Oral

- 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

7. The scheme to be used for conversion of numerical marks to letter grades shall be as follows:

GRADE	GPA	MARKS (%)	GRADE	GPA	MARKS (%)
A+		90-100	C+		55-59
A		80-89	C		50-54
A-		75-79	F1		40-49
B+		70-74	F2		30-39
B		65-69	F3		0-29
B-		60-64			

(Revised 2016-2017)

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. 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.

10.

- (a) 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.
- (b) 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.

11.

- (a) 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.
- (b) Only the grade equivalent as determined by the Board for Undergraduate Studies of the results achieved and not the marks or grades so earned at another institution shall be used in the computation of such student's GPA.

12.

- (a) Except where otherwise prescribed in Faculty 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 Semester 2 by credits obtained in Summer Session.
- (b) Except for the students in the Faculty of Engineering, students who entered a programme prior to the academic year 2014/2015 and who have a GPA of less than 2.00 may be given leave by their Faculty to continue into the academic year 2014/2015;
- (c) 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.

13.

- (a) A registered student may be permitted to audit a course on the approval of the Dean and the Head of Department.

- (b) Auditing means recorded attendance at the lectures, tutorials and laboratory sessions for a given course without the requirement of sitting the final exam.
- (c) 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.
- (d) No academic credit may be granted for auditing a course.

WITHDRAWALS AND ACADEMIC FORGIVENESS

- 14. Academic Forgiveness provides a student performing unsatisfactorily with an opportunity to recover from failure by way of commencing a new academic record with or without exemptions with credits from courses previously passed no more than five years prior to re-entry. Unless the Dean of the Faculty determines otherwise, academic forgiveness is normally available to a student who withdraws from the University voluntarily or is required to withdraw in accordance with Reg. 12 above.
- 15. A student who voluntarily withdraws from the University or who is required to withdraw for reason of poor performance, may, unless the student changes Faculty, re-apply to be re-admitted to the University after a minimum of one year has elapsed since the date of withdrawal.
- 16. Where a student is re-applying to the University without changing his/her Faculty, the Dean of the Faculty may:
 - i) if the student's degree GPA is 2.00 and above, give him/her the option of receiving academic forgiveness by commencing a new academic record or retaining the previous record;
 - ii) if the student's degree GPA is below 2.00, determine whether the student should be granted academic forgiveness, after taking into account the current degree GPA, the number of advanced courses passed and the number of advanced courses to be completed.
- 17. Where a student is granted academic forgiveness, the Dean of the Faculty may also determine from which courses, if any, he/she may be

granted exemptions with credit with due preference being given to courses passed with at least a grade of B-.

18. Subject to the approval of the Board for Undergraduate Studies in the case of Level 2 and 3 credits, a student may be granted exemption with credit up to a maximum of 30 credits for courses previously passed, according to the distribution below:
 - i) From 30 Level 1 credits available, the minimum number of credits for which a student may normally be awarded exemption and credit should be 24;
 - ii) From Level 2 and 3 credits available, the maximum number of credits for which a student may be awarded exemption and credit should be 6.
19. Where a student, prior to the minimum period of one year referred to in 15 above, re-applies to be re-admitted on the condition that the student changes Faculty or changes to a Faculty located on a different campus, the student shall commence a new academic record but the Dean may determine from which courses the student may be granted up to a maximum of 30 credits, exemptions with credit, preferably from Level 1 courses.
20. Where there is a conflict between Faculty Regulations and these Regulations, these Regulations shall apply.

Revised November 2022

PLAGIARISM REGULATIONS
Effective academic year 2011-2012

Application of these Regulations

1. These Regulations apply to the presentation of work by a student for evaluation, whether or not for credit, but do not apply to invigilated written examinations.

Definition of plagiarism

2. In these Regulations,
 - “plagiarism” means the unacknowledged use of the words, ideas or creations of another and includes situations where the student reuses without acknowledgement their own previously written text, ideas or creations when writing any new work.
 - “Level 1 plagiarism” occurs where small quantities of the work are affected and/or the breaches are minor. It includes borderline situations, cosmetic or poor paraphrasing, negligent referencing or incorrect or missing citations.
 - “Level 2 plagiarism” occurs where large quantities of the work are affected and/or the breaches are serious. It includes situations in which a significant amount of material is borrowed or directly quoted or cosmetically paraphrased with no attribution at all, or attribution insufficient to indicate that the borrowed material is not the work of the student.
3. What may otherwise meet the definition of plagiarism may be justified for the purposes of Regulation 2 where the particular unacknowledged use of the words, ideas and creations of another is by the standards of the relevant academic discipline a function of part or all of the object of the work for evaluation whether or not for credit, for example:
 - (a) The unacknowledged use is required for conformity with presentation standards;
 - (b) The task set or undertaken is one of translation of the work of another into a different language or format;
 - (c) The task set or undertaken requires producing a result by teamwork for joint credit regardless of the level of individual contribution;

- (d) The task set or undertaken requires extensive adaptation of models within a time period of such brevity as to exclude extensive attribution;
 - (e) The task set or undertaken requires the use of an artificial language, such as is the case with computer programming, where the use of unoriginal verbal formulae is essential.
4. It is not a justification under Regulations 2 and 3 for the unacknowledged use of the words, ideas and creations of another that the user enjoys the right of use of those words, ideas and creations as a matter of intellectual property.

Other definitions

5. In these Regulations, “Chair” or means the Chair of the relevant Campus Committee on Examinations; “Examination Regulations” means the Examination and other forms of Assessment Regulations for First Degrees Associate Degrees Diplomas and Certificates of the University; “set of facts” means a fact or combination of facts.

Evidence of plagiarism

6. In order to constitute evidence of plagiarism under these Regulations, there must be identified as a minimum the passage or passages in the student’s work which are considered to have been plagiarised and the passage or passages from which the passages in the student’s work are considered to have been derived.

Student certification

7. When a student submits for examination work under Regulation 1, the student shall sign a statement, in such form as the Campus Registrar may prescribe, that as far as possible the work submitted is free of plagiarism including unattributed quotation or paraphrase of the work of another except where justified under Regulation 3.
8. Quotation or paraphrase is attributed for the purpose of Regulation 7 if the writer has indicated that the work is not the writer’s own, even if the source is not identified.
9. Accurate certification under Regulation 7 is not conclusive as to the absence of plagiarism under these Regulations. Absence of certification does not prohibit the University from proceeding with a charge of plagiarism.

Electronic vetting for plagiarism

10. The Campus Registrar may authorise or direct with the consent of the student that work submitted under Regulation 7 be subjected to electronic scrutiny in order to verify its freedom from plagiarism before being submitted to the Examiners. The results of the electronic scrutiny shall be submitted to the Dean and the Head of Department as well as to the Examiners, but the results of such electronic scrutiny although capable, where the requirements of Regulation 6 are satisfied, of constituting evidence under these Regulations, are not thereby conclusive of any question as to whether or not plagiarism exists.
11. Where a Dean or Head of Department considers that the procedure under Regulation 10 discloses evidence of plagiarism, the Dean or Head of Department, as the case may be, shall:
 - (a) where the procedure is considered to disclose evidence of Level 2 plagiarism, report the matter to the Campus Registrar under Regulation 15(a); or
 - (b) where the procedure is considered to disclose evidence of Level 1 plagiarism, refer the matter to the Examiners for their consideration as a charge of Level 1 plagiarism under Regulation 12.

Level 1 plagiarism

12. In work submitted for examination where the Examiner is satisfied that Level 1 plagiarism has been committed, he shall levy a penalty for the Level 1 plagiarism charged in the form of a reduction in the marks up to a maximum of 10%.

Level 2 plagiarism

13. Where an Examiner has evidence of Level 2 plagiarism in the material being examined, that Examiner must report it to the Head of Department or the Dean and may at any time provide the Registrar with a copy of that report.
14. Where any other person who in the course of duty sees material being examined that has evidence of Level 2 plagiarism that other person may report it to the Head of Department or the Dean and may at any time

report it to the Campus Registrar who shall take such action as may be appropriate.

15. Where a Dean or Head of Department receives a report under Regulation 13, the Dean or Head of Department, as the case may be, shall:
 - (a) Where in concurrence with the report's identification of evidence of Level 2 plagiarism, report the matter to the Campus Registrar; or
 - (b) Where not concurring in the identification of evidence of plagiarism, reply to the Examiner declining to proceed further on the Examiner's report; or
 - (c) Where concluding that there is evidence of Level 1 plagiarism, reply to the Examiner indicating that conclusion and proceed as under Regulation 12.
16. Where a report is made to the Campus Registrar under Regulation 15(a) or Regulation 17, the Campus Registrar shall lay a charge and refer the matter to the Campus Committee on Examinations.
17. Where the Campus Registrar receives a report from the Examiner or any other person, the Campus Registrar shall refer the matter to a senior academic to determine evidence to ground a charge of plagiarism and where there is a ground, the Campus Registrar shall proceed as under Regulation 16.
18. Where the matter has been referred to the Campus Committee on Examinations pursuant to Regulation 16, the proceedings under these Regulations prevail, subject to Regulation 19, over any other disciplinary proceedings against the student based on the same facts and, without prejudice to Regulation 24, any other such disciplinary proceedings must be stayed, subject to being reopened.
19. Where other disciplinary proceedings based on the same facts have been completed or have reached the stage of a hearing, whichever comes first, any proceedings under these Regulations based on a charge of Level 2 plagiarism shall be terminated.
20.
 - (a) If the Campus Committee on Examinations is satisfied, after holding a hearing, that the student has committed Level 2 plagiarism, it shall in

making a determination on the severity of the penalty take into consideration:

- i. the circumstances of the particular case;
 - ii. the seniority of the student; and
 - iii. whether this is the first or a repeated incidence of Level 2 plagiarism.
- (b) Where a recommendation is made to fail the student, the Campus Committee on Examinations shall make that recommendation to the Campus Registrar who shall refer it to the Academic Board for the student to be failed.
21. Academic Board may also, if the Campus Committee on Examinations so recommends after being satisfied that the student has committed Level 2 plagiarism, exclude the student from all further examinations of the University for such period as it may determine.
22. Academic Board may also, if the Campus Committee on Examinations so recommends after being satisfied that the student has committed Level 2 plagiarism, dismiss the candidate from the University.

Clearance on a charge of Level 2 plagiarism

23. A determination of the Campus Committee on Examinations that Level 2 plagiarism has not been found will be reported to the Campus Registrar who shall refer it to the appropriate authority and notify the student. Where the Committee has not identified Level 2 but has identified Level 1, it shall be reported to the Campus Registrar who shall refer it to the Examiner.

Level 2 plagiarism: Appeal to the Senate

24. A student may appeal to the Senate from any decision of the Campus Committee on Examinations Regulations 20 and 21 and of Academic Board under Regulation 22.

Delegation by Dean or Head of Department

25. The Dean or Head of Department, as the case may be, may generally or in a particular instance delegate that officer's functions under these Regulations.

Examiner's conflict of interest disqualification

26. Any person who has at any time been an Examiner of work in relation which an issue of plagiarism is being considered under these Regulations must withdraw from performing any functions under these Regulations other than those of supervisor and Examiner.

July 31, 2018

Revised September 2022

INDIVIDUAL PLAGIARISM DECLARATION

This declaration is being made in accordance with the **University Regulations on Plagiarism (First Degrees, Diplomas and Certificate)** and should be attached to all work submitted by a student to be assessed as part of or/the entire requirement of the course, other than work submitted in an invigilated examination.

Statement

1. I have read the Plagiarism Regulations as set out in the Faculty Handbook and University websites related to the submission of coursework for assessment.
2. I declare that I understand that plagiarism is the use of another's work pretending that it is one's own and that it is a serious academic offence for which the University may impose severe penalties.
3. I declare that the submitted work indicated below is my own work, except where duly acknowledged and referenced.
4. I also declare that this paper has not been previously submitted for credit either in its entirety or in part within the UWI or elsewhere.
5. I understand that I may be required to submit the work in electronic form and accept that the University may check the originality of the work using a computer-based plagiarism detection service.

TITLE OF ASSIGNMENT

COURSE CODE

COURSE TITLE

STUDENT ID

By signing this declaration, you are confirming that the work you are submitting is original and does not contain any plagiarised material.

I confirm that this assignment is my own work, and that the work of other persons has been fully acknowledged.

SIGNATURE

DATE

GROUP PLAGIARISM DECLARATION

When submitting a group assignment for assessment each member of the group will be required to sign the following declaration of ownership which will appear on the coursework submission sheet.

We the undersigned declare that:

1. We have read the Plagiarism Regulations as set out in the Faculty Handbook and University websites related to the submission of coursework for assessment.
2. We understand that plagiarism is the use of another's work pretending that it is one's own and that it is a serious academic offence for which the University may impose severe penalties.
3. The submitted work indicated below is our own work, except where duly acknowledged and referenced.
4. This paper has not been previously submitted for credit either in its entirety or in part within the UWI or elsewhere.
5. We understand that we may be required to submit the work in electronic form and accept that the University may check the originality of the work using a computer-based plagiarism detection service.

TITLE OF ASSIGNMENT

COURSE CODE

COURSE TITLE

By signing this declaration each member of the group is confirming that the work being submitted is original and does not contain any plagiarized material.

We confirm that this assignment is our work, and the work of others has been fully acknowledged.

NAME _____
SIGNATURE _____

NAME _____
SIGNATURE _____

NAME _____
SIGNATURE _____

DATE _____

Additional Accountability Statement where work has been previously submitted

1. I have set out in an attached statement the details regarding the circumstances under which this paper or parts thereof has been previously submitted.
2. I have received written permission from my Supervisor/Lecturer/Instructor regarding the submission of this paper and I have attached a copy of that written permission to this statement.
3. I hereby declare that the submission of this paper is in keeping with the permission granted.

NAME _____

SIGNATURE _____

DATE _____

Adapted from Faculty of Social Sciences Handbook, 2011-2012

December 2011

