Transcript Checklist – Fall 2017 Doctoral Competition

Transcripts Required

- All post-secondary (undergraduate and graduate) studies, including those undertaken but not completed.

- When making scans or copies, include one copy of the legend or marking key (usually on back of transcript) for each institution. Please do not scan the legend multiple times.

- For UBC Academic History (print-out) from SISC, please include one copy of UBC transcript key. The current version is available on the Awards Resources for Programs webpage.

- Scanned copies of official transcripts (i.e., validated and uploaded by G+PS for admitted students) available via the online admission system (SITS eVision) are acceptable.
  - Unofficial transcripts uploaded by prospective students are not acceptable.

- If transcripts from any institutions listed in the academic background section of the application are missing when application is submitted to G+PS, the application will be withdrawn from competition as incomplete.

- Affiliated Fellowship doctoral applications
  - Scan of official transcripts for all studies outside UBC
  - PDF of UBC Academic Record from SISC

- NSERC Doctoral Award applications
  - Scan of official transcripts for all studies outside UBC
  - PDF of UBC Academic History from SISC - must include 2017W1 registration
    - Acceptable for students who have completed previous studies at UBC (i.e., for those who have grades from UBC)
    - Required for students who have no UBC registration prior to 2017W1 - to demonstrate 2017W1 registration in current UBC program
    - Must include UBC transcript key
  - Transcripts uploaded by graduate secretary to applicant’s NSERC application in response to email prompt
  - Detailed transcript requirements are available on the NSERC website

- SSHRC Doctoral Award applications
  - Scan of official transcripts for all studies outside UBC
  - PDF of UBC Academic History from SISC - must include 2017W1 registration
    - Acceptable for students who have completed previous studies at UBC (i.e., for those who have grades from UBC)
    - Required for students who have no UBC registration prior to 2017W1 - to demonstrate 2017W1 registration in current UBC program
    - Must include UBC transcript key
  - SSHRC will accept original or certified/validated copies of official transcripts only
    - Programs do not need to certify individual transcripts; this will be done by G+PS
  - Detailed transcript requirements are available on the SSHRC website
Weighted GPA

- Calculate for each of the last two years of full-time study
- Use all courses taken in each of last two years of full-time study to determine GPA
- Weighted GPA is entered in Nomination Cover Sheet (template provided by G+PS)
- See notes below on special cases

Weighted average

- Sum of weighted grades (credits multiplied by grades for each course), divided by sum of credits

<table>
<thead>
<tr>
<th>Example</th>
<th>Credits</th>
<th>Grade</th>
<th>Weighted Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>79</td>
<td></td>
<td>237</td>
</tr>
<tr>
<td>2</td>
<td>83</td>
<td></td>
<td>166</td>
</tr>
<tr>
<td>3</td>
<td>90</td>
<td></td>
<td>270</td>
</tr>
<tr>
<td>6</td>
<td>82</td>
<td></td>
<td>492</td>
</tr>
<tr>
<td>4</td>
<td>76</td>
<td></td>
<td>304</td>
</tr>
<tr>
<td>2</td>
<td>82</td>
<td></td>
<td>164</td>
</tr>
<tr>
<td>1</td>
<td>83</td>
<td></td>
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<tr>
<td>3</td>
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<tr>
<td>3</td>
<td>80</td>
<td></td>
<td>240</td>
</tr>
<tr>
<td>4</td>
<td>85</td>
<td></td>
<td>340</td>
</tr>
</tbody>
</table>

Total 31 2557

Weighted Average = 2557 divided by 31 = 82.48%

First-class

- UBC
  - Minimum of 80%
  - Use SISC Weighted Average Calculator (found under “Grades” tab)
- Other Canadian universities
  - See “Canadian University Grading Systems” posted on the Awards Resources for Programs webpage
  - Please do not convert grades from another university to UBC’s grading system
- Foreign universities
  - Refer to transcript marking key
  - If no transcript marking key, refer to the International Student Evaluation Manual on the G+PS website (CWL authentication required)
  - Please do not convert grades from another university to UBC’s grading system

Each of the last two years

- Not average over last two years; average calculated separately for each of the last two years
- All courses are counted, even if not in student’s area of study
- Each academic year treated separately (may not combine grades for different academic years)
- Academic year = September to August (except in some foreign universities)
Full-time study

- UBC
  - Graduate students
    - Students are considered full-time if paying tuition according to full-time payment schedule (Schedule A)
    - Number of credits does not matter
  - Undergraduate and unclassified students
    - Minimum 9 credits per term for minimum two terms (8 months) in any academic year
- Other universities
  - Check transcript marking key
  - Check website
  - Check with university
- If year in question was not full-time study, go back until required years of full-time study are found
  - No matter how long ago
  - No matter how far apart the two years are
- If year in question does not have grades (e.g., Pass/Fail, in progress, etc.), go back until required years of full-time study are found
  - No matter how long ago
  - No matter how far apart the two years are

Part-time study

- Two part-time terms = one full-time term
- Ideally, combine two part-time years/terms that are consecutive
- Part-time years, split up: (e.g., Part-time year, Full-time year, Part-time year) Put together grades from two part-time years to determine GPA for one year of full-time study. Then use grades from full-time year to determine GPA for the other year of full-time study.
- Part-time years, split up: (e.g., Part-time year, full-time year, full-time year, part-time year) Use grades only from two full-time years.

One co-op term in a year

- If student took one co-op term (and no grades for this co-op term) and courses in another term in the same year, use the grades in the courses taken in that year to determine weighted GPA.

Exchange program year or term

- If student did exchange program for either a term or year, use grades from that term (together with grades from other terms in the same year) or that year to determine weighted GPA

Master’s Thesis grades

- Master’s thesis grades will not be used in calculating weighted GPA for scholarship eligibility
Different grading systems within same academic year
- If a student attended different institutions with different grading systems within the same academic year:
  o On Nomination Cover Sheet, enter data for one of the institutions for the relevant academic year
  o When the Nomination Cover Sheet is printed off, add data from the second institution manually
  o Please do not attempt to convert to a single grading system

Universities using letter grading system - Note
- In cases where universities use a letter grading system with only a single numerical equivalent for each letter grade (e.g., no range of grade), first-class cut-off shall be considered the point halfway between an A- and a B+
- Example:

  Transcript Marking Key for AAA State University

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.3</td>
</tr>
<tr>
<td>F</td>
<td>below 1.3</td>
</tr>
</tbody>
</table>

- Calculate weighted GPA in usual fashion. First-class minimum cut-off will be halfway between an A- and a B+, which in this case is 3.5 out of 4.3