

Transcript Checklist for Tri-Agency CGS / Affiliated Fellowships Master's Competition

Transcripts Required

Affiliated Fellowship applications

- (a) For UBC studies: Copy of UBC Academic Record from SISC or official transcript
- For UBC Academic History (print-out) from SISC, please include a copy of UBC transcript key / legend. The current version is available at the [Awards Resources for Programs webpage](#).
- (b) For non-UBC studies: Copies of official transcripts for all undergraduate and graduate studies
- Transcripts sent to, or provided by grad program from transcripts submitted with application for admission:
 - Scanned copies of official transcripts available via the online admission system (SITS eVision) are acceptable
 - When making scans or copies, include **one** copy of marking key / legend (usually on back of transcript) for each institution. Please do not scan the legend multiple times.

Tri-Agency CGS-Master's applications

- Applicants to upload **up-to-date official transcripts of all undergraduate and graduate studies** to Research Portal in accordance with the specifications here: http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp#transcripts
- When reviewing CGS-M applications, grad program to verify accuracy and completeness against transcripts submitted with application for admission

CGS-M Transcript Guidelines

Situation	Guidelines	Eligibility Status of Application
Diploma or certificate (college or CEGEP level) listed in CCV - transcript not included in the application.	Applicants are not required to include such transcripts. The transcript portion of the application is considered complete.	Eligible
Course(s) credited to a degree program (from a different institution) - transcript for credited course(s) not included in the application.	If the first-class average cannot be calculated due to the absence of transfer credit grade(s), the transcript portion of the application is considered incomplete .	Ineligible
	If the first-class average can be calculated despite the absence of transfer credit grade(s), the transcript portion of the application is considered complete .	Eligible
Transcript issued before the fall term which confirms the completion of a degree.	Transcript is considered complete and up to date.	Eligible
Transcripts which are difficult to read (e.g. watermarks).	Follow up with the candidate to obtain a legible copy	Eligible

Transcripts which are missing pages, including the transcript key	Follow up with the candidate to obtain missing pages	Eligible
Degree listed in CCV - transcripts not included in the application.	If the first-class average cannot be calculated without the missing transcript, the transcript portion of the application is considered incomplete .	Ineligible
	If the first-class average can be calculated without the missing transcript(s), the transcript portion of the application is considered complete .	Eligible
Confirmation of current registration in a degree program - transcript not included in the application.	If the first-class average cannot be calculated without the missing transcript, the transcript portion of the application is considered incomplete .	Ineligible
	If the first-class average can be calculated without the missing transcript, the transcript portion of the application is considered complete .	Eligible
Institution that does not provide a transcript before the end of the program - Official letter confirming current registration in a degree program not included in the application.	Since the official letter does not contain grades, it cannot be used to calculate the first-class average. The transcript portion of the application is considered complete .	Eligible
Non-official transcript such as transcripts from student's account on the institution's website.	If the first-class average cannot be calculated without the missing official transcript, the transcript portion of the application is considered incomplete .	Ineligible
	If the first-class average can be calculated without the missing official transcript the transcript portion of the application is considered complete .	Eligible
Degree programs in foreign institutions - transcript not translated to either official languages (English or French) or <u>non-certified translation</u> included in the application.	A non-translated transcript or a transcript that includes a non-certified translation will not be accepted. If the first-class average cannot be calculated without the missing transcript, the transcript portion of the application is considered incomplete .	Ineligible
	A non-translated transcript or a transcript that includes a non-certified translation will not be accepted; however, if the first-class average can be calculated without the missing transcript, the transcript portion of the application is considered complete .	Eligible
Transcript issued before the fall term for a degree program in which the candidate is still (currently) registered .	If the first-class average cannot be calculated without the up-to-date transcript, the transcript portion of the application is considered incomplete .	Ineligible
	If the first-class average can be calculated without the up-to-date transcript, the transcript portion of the application is considered complete .	Eligible

Weighted GPA

- Calculate for **each** of the last **two** academic 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 credits multiplied by grades, divided by sum of credits

Example	Credits	Grade	Weighted Grade
	3	79	237
	2	83	166
	3	90	270
	6	82	492
	4	76	304
	2	82	164
	1	83	83
	3	87	261
	3	80	240
	4	85	340
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 Table” 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 Evaluations Manual](#) on the G+PS website
 - 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 coop term in a year

- If student took one coop term (and no grades for this coop 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:
 - On Application Cover Sheet, enter data for one of the institutions for the relevant academic year
 - When the Application Cover Sheet is printed off, add data from the second institution manually
 - 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

A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
D	1.3
F	below 1.3

- 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