



Transcript Checklist for Winter 2019 Tri-Agency CGS / Affiliated Fellowships Master's Competition

Reminder: Applicants must submit their complete transcript package by the application deadline. CGSM does not permit applicants to revise any part of their application after the application deadline.

General requirements – applicable to both Tri-Agency CGS and Affiliated Fellowship Master's applications

(a) For UBC studies:

- Copy of UBC Academic History (print-out from SISC) plus a copy of UBC transcript key/legend. The current version of the transcript key/legend is available at the [Awards Resources for Programs webpage](#).
- Or, Copy of UBC official transcript (printed by the Registrar's Office)

(b) For non-UBC studies: Copies of **up-to-date official transcripts** for all undergraduate and graduate studies

- Transcripts sent to or provided by grad program:
 - Scanned copies of official transcripts (stamped "G+PS Official") available via the online admission system (SITS eVision) are acceptable
 - For prospective students (e.g., those with 2020/05, 2020/09, or 2021/01 start date), official transcripts that are uploaded by applicant (not stamped "G+PS Official") are acceptable. Un-official transcripts (such as those that note 'unofficial' on each page or that the student downloaded from their online account) are not acceptable.
- Paper / electronic copies of official transcripts provided by applicant or grad program are acceptable
- When scanning transcripts, include **one** copy of marking key / legend (usually on back of transcript) for each institution. Please do not scan the legend multiple times.
- Note: "official transcripts for all undergraduate and graduate studies" includes transcripts from transfer credit courses and exchange or study abroad terms.

Specific requirements for Tri-Agency CGS-Master's applications (source: http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp#transcripts)

- **Up-to-date official transcripts** of all undergraduate and graduate studies should be included in the application. Retain the paper copy of any uploaded transcripts, as applicants may be asked to provide it for verification purposes.
- If transcripts are not provided for all programs of study listed in the CCV, the selection committee(s) will have less information on which to base their assessment, which could reduce the chance of success for the applicant.
- If an applicant has not provided the up-to-date official transcripts needed to determine whether they have achieved a first-class average in each of the last two completed years of study (full-time equivalent), their application **will be deemed ineligible**.
- Definitions
 - **Up-to-date transcripts** are defined as transcripts dated or issued in the fall session* of the year of application (if currently registered) or after the last term completed (if not currently registered).
 - **Official transcripts** are defined according to institutional guidelines; these are usually issued by the Registrar's Office. Generally, a summary of grades that is printed from the student's account is not acceptable as an official transcript.

- If an institution does not provide transcripts, applicants can submit, in lieu of a transcript, a letter bearing the official institution seal/stamp or a letter signed by the Dean of Graduate Studies or equivalent confirming 1) the applicant's program of study, 2) their registration status and 3) the fact that the institution does not provide transcripts.
- For presentation standards for transcripts, consult the [Research Portal Presentation and Attachment Standards](#).
- *Note that applicants who started at UBC in Fall 2019 will also need to provide their UBC transcript, even though they may not have grades yet.

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
- 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
- Two part-time terms in 1 academic year = part-time year
- Ideally, combine two part-time terms/years 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 full-time academic year:
 - If it's one of their most recent two full-time academic years, that year would be used to assess for first class academic standing
 - Determine whether the student meets first-class standing at each institution
 - For instance, if a student has completed full-time studies at two institutions, determine if the student meets first-class standing at each institution (per their grading system), the student would have two GPAs in the same academic year
 - Please do not attempt to convert to or combine into 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