Transcript Checklist for Fall 2019 Vanier and Tri-Agency/Affiliated Doctoral Competitions

Transcripts Required

- All post-secondary (undergraduate and graduate) studies, including those undertaken but not completed. This also includes transfer courses and exchange terms.
- 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.
- UBC Academic History (print-out) from SISC must include 2019W1 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 2019W1 - to demonstrate 2019W1 registration in current UBC program
  - Must include 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 – stamped “G+PS Official”) available via e:Vision are acceptable.
  - Unofficial transcripts uploaded by prospective students are not acceptable.
- For students including foreign transcripts, if the transcripts are not presented in one of Canada’s two official languages (English or French), a certified translation must be provided, in addition to the official transcripts in its original language.
- If transcripts from any institutions listed in the academic background section of the application are missing when the application is submitted to G+PS, the application will be withdrawn from the competition as incomplete.

Submission instructions for Vanier CGS applications

- Transcripts are provided by the applicant’s graduate program and are required only for applicants whose application will be forwarded to university-level adjudication
- Transcripts are submitted by graduate program to G+PS (via Workspace) to meet the nomination deadline of 24 September 2019

Submission instructions for CIHR CGS-D applications

- The completed “Doctoral Studies Timelines” form and transcripts are uploaded by the applicant as a single PDF to complete the "Attach Other Application Materials" task in ResearchNet before the application deadline of 17 September 2019
- Detailed transcript requirements are available on the CIHR website

Submission instructions for NSERC PGS/CGS-D applications

- Transcripts are uploaded by the graduate program staff to the applicant's NSERC application in response to an email prompt
- Detailed transcript requirements are available on the NSERC website

Submission instructions for SSHRC CGS-D/Doctoral Fellowships applications

- Transcripts are uploaded by the applicant as a single PDF to their online application before the application deadline of 17 September 2019
- Detailed transcript requirements are available on the SSHRC website
Calculating Weighted Grade Point Average (GPA)

Graduate programs may continue to calculate GPA for their internal review. Information on calculating weighted GPA is listed below:

- 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 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>
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<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>
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<td>83</td>
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<td>4</td>
<td>85</td>
<td></td>
<td>340</td>
</tr>
<tr>
<td>Total</td>
<td>31</td>
<td></td>
<td>2557</td>
</tr>
</tbody>
</table>

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 at 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
Full-time study at other universities
- Check transcript marking key and their official website as appropriate
- 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 or 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 or 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

Universities using letter grading system
- 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>
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<tr>
<td>A-</td>
<td>3.7</td>
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<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