

August 27, 2018

To Whom It May Concern:

This letter confirms the grades obtained by Sample Wong from the The University of Hong Kong in the following two courses completed during the Vancouver Summer Program offered by the Faculty of Arts at the University of British Columbia (UBC) from July 14 – August 14, 2018.

Anthropology	83 A-
Journalism	79 B+

The Vancouver Summer Program is an intensive four-week program giving participants the opportunity to gain knowledge of culture and practices in Canada. The courses offered: Culture and Communication (Anthropology) and Global Journalism (Journalism), consisted of 39 contact hours per course, were taught by UBC faculty, and were evaluated by method of exams, assignments, papers and participation.

As students participating in the summer program do not go through the formal UBC admission process there is no official UBC transcript available. However, the home university may wish to grant credit and for reference, each course would be 3 credits.

Sincerely,

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Dr. Rumea Ahmed  
Associate Dean, Communications and Innovation  
University of British Columbia, Faculty of Arts



## Vancouver Summer Program Grading Practices

In most faculties, individual courses are normally graded as follows:

Percentage (%)	Letter Grade
90-100	A+
85-89	A
80-84	A-
76-79	B+
72-75	B
68-71	B-
64-67	C+
60-63	C
55-59	C-
50-54	D
0-49	F (Fail)

Instructors are responsible for providing written guidelines to all students at the start of each course, outlining how the final grade for the course will be calculated, and including any related policies such as arrangements that may be made for students who are unable to complete a test or other graded work because of short term illness or for other reasons.