


<b>Category</b>	Graduate Studies	<b>Policy Number</b>	ACA-GRA-206	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	2.1	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Graduate Studies	
<b>Date Approved</b>	31 October 2023	<b>Effective Date</b>	31 October 2023	
<b>Date Last Reviewed</b>	23 October 2023	<b>Due Date for Next Review</b>	23 October 2026	

## **POLICY**

### **Grading in Graduate Programs**

#### **1. Purpose**

The purpose of this policy is to establish standards for course grades in graduate programs at Zayed University (“**University**”) and to define the grading system to ensure that grading and grade assignments to graduate courses are performed in a manner consistent with good and common academic principles, standards, and expectations of the University.

#### **2. Scope of Application**

This policy applies to all graduate courses at the University.

#### **3. Policy**

- 3.1** The University shall establish standards for course grades in graduate programs to assist the university in effectively and efficiently maintaining high academic standards.
- 3.2** At the end of each graduate course, the instructor shall award each student in the course a letter grade that represents a complete and just assessment of the student’s academic performance in the course.
- 3.3** The grades are determined and submitted by the faculty member, and no further approval is required. However, Department Chairs are responsible for monitoring grade distribution and students’ academic performance.
- 3.4** Grades are assigned and recorded only for the students who are officially registered in the specific course.
- 3.5** A letter grade may have a corresponding numerical quality point assigned to it which is then used to calculate the overall Grade Point Average (“**GPA**”).
- 3.6** The grading system includes special grades which do not correspond to numerical quality points and, therefore, are not included in the calculation of the GPA.
- 3.7** The cumulative GPA is computed for all graduate courses taken for credit at the University.

**3.8** All graduate courses for which a student registers, including repeated courses, are listed on the transcript, and are used to calculate the student’s cumulative GPA whether or not they are taken to fulfill degree requirements.

**3.9** The GPA serves as the primary indicator for measuring the overall academic performance of a student in a graduate program.

**4. Related Policies and Laws**

ACA-GRA-201 Graduate Student Enrollment and Registration

ACA-GRA-202 Academic Progress in Graduate Programs

ACA-GRA-204 Graduate Student Records

ACA-GRA-208 Academic Appeals for Graduate Programs

ACA-GRA-301 Research Thesis and Dissertation

**5. Administration**

This policy will be administered by the Deanship of Graduate Studies.

**6. Revision History**

<b>Date</b>	<b>Revision</b>
31 October 2023	Approved by the Provost (Version 2.1).
23 October 2023	Reviewed with no substantive changes required.
14 November 2022	Administrative change: <ul style="list-style-type: none"><li>• Updated the information header and policy numbers to be in line with the new format.</li></ul>
28 June 2020	President’s Decree issued (PD#34 of 2020) (Version 2.0).
24 June 2020	Revisions approved by the University Council.
18 October 2016	New policy approved by the University Council (Version 1.0).