


Category	Graduate Studies	Policy Number	ACA-GRA-206	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	1.1	
Responsible Office	Provost	Policy Owner	Graduate Studies	
Date Approved	31 October 2023	Effective Date	31 October 2023	
Date Last Reviewed	23 October 2023	Due Date for Next Review	23 October 2026	

PROCEDURES

Grading in Graduate Programs

1. Definitions

- 1.1 A quality point is a number between 0 and 4.00 that is assigned to a letter grade.
- 1.2 A Grade Point Average (“GPA”) is a weighted average calculated as follows:
Sum of (quality point x credit hours) / (sum of credit hours).
- 1.3 A student’s Semester GPA is calculated for the courses taken for credits in that semester only.
- 1.4 A student’s Cumulative GPA is calculated for all courses taken for credits in a graduate program.
- 1.5 Each grade that may be included in the GPA has a corresponding percentage on the scale of 100.
- 1.6 The minimum passing grade for a graduate course is “C” (70%).

2. Grades and Academic Performance

- 2.1 “A”: This is the highest academic grade possible. This grade is reserved for academic performance that is truly distinctive and demonstrably outstanding. It represents a superior graduate-level mastery of course material and is a grade that demands a very high degree of understanding as well as originality or creativity appropriate to the nature of the course. The grade usually indicates that the student works independently with unusual effectiveness and often takes the initiative in seeking new knowledge outside the requirements of the course.
- 2.2 “B”: This is a grade that denotes achievement to graduate-level standards. Acceptable mastery of course materials is evident, and student performance demonstrates a degree of originality, creativity, or both. The grade usually indicates that the student works fairly well independently and often demonstrates initiative.
- 2.3 “C”: This grade indicates a minimum graduate-level competency in the course’s basic learning outcomes.

2.4 “F”: This grade indicates an unacceptable performance in a course (failure).

3. Authorized Grades for Graduate Courses

The following is a list of all possible grades that can be assigned to graduate courses at Zayed University.

3.1 Grades that are computed in the GPA

Grade	Quality Point	Percentage	Explanation
A	4.00	90-100	Excellent
A-	3.70	87-89	Excellent
B+	3.30	84-86	Very Good
B	3.00	80-83	Good
B-	2.70	77-79	Satisfactory
C+	2.30	74-76	Satisfactory
C	2.00	70-73	Fair
F	0	0-69	Fail

3.2 Special grades that are not computed in the GPA

Grade	Meaning	Explanation
I	Incomplete	Temporary grade; course requirements not completed within the specified semester/term
P	Pass	Satisfactory performance for ‘Pass/No Pass’ courses only
NP	No Pass	Unsatisfactory performance for ‘Pass/No Pass’ courses only
CC	Continuing Course	Satisfactory progress in a continuing, multi-semester course; used primarily for projects and research theses/dissertations
NC	No Credit, Continuing Course	No credit is granted for unsatisfactory progress in a continuing, multi-semester course; used primarily for projects and research theses/dissertations
W	Withdrawal	Course withdrawal
WF	Fail Withdrawal	Withdrawal due to failure to complete course requirements
TC	Transfer Credit	Credit granted for course taken at another institution
AU	Audit	Course taken without credit
CR	Credit	Credit by course challenge exam

3.3 Incomplete (I) Grades

3.3.1 A student in a course may be granted an “I” grade if the student is unable to complete a particular requirement (e.g., project, term paper, final exam) for the course within the specified time period of the course due to unusual circumstances.

3.3.2 It is the student’s responsibility to submit to the instructor the necessary documents to substantiate a reason for not being able to

complete a course requirement in time for consideration before the instructor submits the final grades of the course.

- 3.3.3 A student who has received an “I” grade will have a maximum of four (4) calendar months after the official end of the semester to complete the missing requirement of the course. The responsibility for making arrangements with the instructor to complete all outstanding coursework rests entirely with the student.
- 3.3.4 The instructor assesses the completed work and submits a request to change the grade for the student from “I” to a permanent grade within two (2) days after the student’s submission of outstanding coursework.
- 3.3.5 If the student fails to complete the remaining course requirement within the extended period, then the “I” grade lapses to “WF” grade.

3.4 Continuing Courses

- 3.4.1 A Continuing Course is a course for which a student registers for credits over two or more consecutive semesters/terms. Project and thesis/dissertation courses are examples of continuing courses.
- 3.4.2 Each registration for a continuing course may be for zero (0) or more credits.
- 3.4.3 A grade of “CC” or “NC” is assigned to each registration of the course by the end of the semester/term.
- 3.4.4 Incomplete grades are not applicable to continuing courses.
- 3.4.5 The number of credits granted to a continuing course upon the completion of its last registration is the sum of the total credits of all registrations with “CC” grades. Note: Registrations with “NC” grades are excluded from the course credits and, hence, from the total number of credits of the program.
- 3.4.6 The final grade is assigned to a continuing course after the completion of the final registration and may be any applicable grade (e.g., Pass for thesis/dissertation). Accordingly, the same grade is assigned retroactively to all prior registrations of the course with “CC” grades.
 - For example, if a student registers in a (project) course “ABC 690” for 3 consecutive semesters and each registration is for 3 credit hours, and receives “CC” for the first registration and “NC” for the second registration and the final course grade is “B”, then the student will earn a total of 6 CHs and 18 quality points (6 CH x 3.00 QP).

3.5 Audited Courses

- 3.5.1 A graduate student may register for a course on an audit basis (i.e., for no credit) upon approval of the Program Coordinator or Department Chair.
- 3.5.2 A student who audits a course must pay the full amount of tuition and any associated fees of the course.
- 3.5.3 An audit student is not required to take tests or the final examination of the course.
- 3.5.4 A student may change registration from “audit” to “for credit” during the Add/Drop period. However, under no circumstances can a course taken for audit be given credit at a later date.

4. Revision History

Date	Revision
31 October 2023	Approved by the Provost (Version 1.1).
23 October 2023	Reviewed with no substantive changes required.
14 November 2022	Administrative change: <ul style="list-style-type: none">• Updated the information header to be in line with the new format.
29 June 2020	President's Decision issued (PD#35 of 2020) (Version 1.0).
15 April 2020	Approved by the Academic Council.
23 October 2019	New procedures drafted.