


Category	Educational Programs	Policy Number	ACA-PRO-203	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	5.1	
Responsible Office	Provost	Policy Owner	PCO	
Date Approved	23 February 2024	Effective Date	23 February 2024	
Date Last Reviewed	23 February 2024	Due Date for Next Review	31 July 2025	

POLICY

Grading in the Undergraduate Program

1. Purpose

The purpose of this policy is to ensure that the grading function of the undergraduate program at Zayed University (“**University**”) is conducted in a manner that is consistent with the academic principles, standards, and expectations of the University.

2. Scope of Application

This policy applies to the undergraduate program.

3. Policy

The University shall establish standards for course grades to assist the University in effectively and efficiently achieving its vision and mission.

3.1 Letter Grades and Quality Points

3.1.1 At the end of the term or semester in which a course is offered, the instructor shall award students letter grades, each bearing quality points. The quality points earned in each course produce a grade point average (“**GPA**”).

3.1.2 Final course grades are awarded to students individually and are based on the instructor’s fair assessment of the student’s academic performance in the course.

3.1.3 Final grades may be assigned and recorded only for students who are officially registered for the specific course.

3.1.4 All grades earned by a student in his/her undergraduate career in all degree-credit courses will be recorded. If a student changes his/her academic program/concentration, grades earned in courses that do not count in the new academic program/concentration will be included in the student’s Cumulative GPA.

3.1.5 Grades and credit hours earned in courses taken at other institutions and transferred to the university are not included in any GPA calculations.

3.2 Definition of Letter Grades

3.2.1 “**A**” is the highest academic grade possible. This grade is not automatically given to a student who ranks highest in the course but is reserved for accomplishment that is truly distinctive and demonstrably outstanding. It

represents a superior 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.

- 3.2.2** “B” is a grade that denotes achievement considerably above acceptable standards. Good 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.
- 3.2.3** “C” indicates an appropriate level of competency in the course’s basic learning outcomes. It is the grade that may be expected of a student with an average level of performance who gives to the work a reasonable amount of time and effort. This grade implies understanding of the content of the course, acceptable mastery of course material and learning outcomes, and completion of all requirements. The student must have a minimum cumulative GPA of 2.0 (C) to earn an undergraduate degree from the University.
- 3.2.4** “D” denotes a limited understanding of the subject matter, meeting only the minimum requirement for passing the course. It signifies work that in quality or quantity falls below the average acceptable standard for passing the course. Performance is deficient in analysis, synthesis, and critical expression. There is little evidence of originality or creativity.
- 3.2.5** “F” indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, or failure to complete the requirements of the course.
- 3.2.6** There are no grades of A+, D-, F+, or F-.

3.3 Quality Points per Credit Hour

Each letter grade has corresponding numerical quality points assigned to calculate the overall grade-point average (GPA) of the student:

Grade	Score	Quality Points per Credit Hour	GPA	Explanation
A	90-100	4.00	4.0	Excellent
A-	87-89	3.70	3.7	Excellent -
B+	84-86	3.30	3.3	Very Good +
B	80-83	3.00	3.0	Very Good
B-	77-79	2.70	2.7	Very Good -
C+	74-76	2.30	2.3	Good +
C	70-73	2.00	2.0	Good
C-	67-69	1.70	1.7	Good -
D+	64-66	1.30	1.3	Pass +
D	60-63	1.00	1.0	Pass
F	0-59	0.00	0.0	Fail

3.4 Special Grades

The following grades have “O” quality points:

3.4.1 Computed in the Grade Point Average

Grade	Meaning	Explanation
WF	Withdrawal/Failing	Administrative withdrawal / Failure in course

3.4.2 Not Computed in the Grade Point Average

Grade	Meaning	Explanation
I	Incomplete	Temporary grade / Course requirements not completed
P	Pass	Satisfactory achievement
FL	Fail	Unsatisfactory achievement
W	Withdrawal	Student withdrawal
TC	Transfer Credit	Credit granted for course taken at another institution
AU	Audit	Course taken without credit
S	Satisfactory	Satisfactory achievement
U	Unsatisfactory	Unsatisfactory achievement
W/U	Withdrawal/ Unsatisfactory	Administrative withdrawal / Unsatisfactory achievement
NG	No Grade	No grade given
PP	Pass	Satisfactory achievement (60% and above) for Pass/No Pass courses only
NP	No Pass	Unsatisfactory achievement (no credit awarded) for Pass/No Pass courses only

3.5 Incomplete Standing

3.5.1 Students may submit a request to be assigned a grade of Incomplete if, for reasons beyond their control, they are unable to complete coursework or sit the final examination. The course instructor, Department Chair, and Assistant Dean for Student Affairs will review and process the request accordingly.

3.5.2 Students with an Incomplete grade in a course that is the prerequisite for a subsequent course may not enroll in the subsequent course until they replace the Incomplete grade with a passing grade.

3.5.3 If an Incomplete grade is not replaced with a passing grade by the deadline stated in the University Academic Calendar, it will automatically become a grade of “F.”

3.6 Pass Grade

The minimum passing grade at the University is a grade of D. No student is allowed to repeat a course in which they received a grade of D or above.

3.7 Failing a Course

Students who receive a grade of “F” in a course fail the course. Students must repeat courses that they fail if the courses are required for their degree program. Students may not enroll in any course for which the failed course is a prerequisite before they pass the prerequisite course. Although they must repeat required but failed courses, students may or may not elect to repeat a failed course that is not required for their degree program. When a student passes any course once failed, the passing grade replaces the “F” grade in calculating grade point average although the academic transcript continues to display the prior failure. Students who fail a required course twice are subject to review and possible dismissal from the University.

4. Related Policies and Laws

- ACA-REG-101 Undergraduate Enrollment and Registration
- ACA-REG-201 Undergraduate Student Academic Records
- ACA-PRO-201 Academic Progress in the Undergraduate Program

5. Administration

This policy is to be administered by the Programs and Curricula Office.

6. Revision History

Date	Revision
23 February 2024	Reviewed with no substantive changes required. Approved by the Interim Provost (v.5.1).
26 January 2023	Administrative change: <ul style="list-style-type: none">• Updated the information header and policy numbers to be in line with the new format.• Updated the policy number from ACA-PRO-11 to ACA-PRO-203.
27 December 2020	President’s Decree issued (PD#110 of 2020) (v.5.0).
15 May 2018	Approved by the University Council (PD#15 of 2018) (v.4.0).
16 June 2015	Approved by the University Council (PD#50 of 2015) (v.3.0).
13 June 2010	Policy revised (v.2.0).
1 October 2000	New policy approved (v.1.0)