


Category	Educational Programs	Policy Number	ACA-PRO-203	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	1.1	
Responsible Office	Provost	Policy Owner	Dean of Academic Affairs	
Date Approved	18 December 2023	Effective Date	18 December 2023	
Date Last Reviewed	18 December 2023	Due Date for Next Review	18 December 2026	

PROCEDURES

Grading in the Undergraduate Program

1. Numerical Marks

Colleges may set standard scales for equating numerical marks (as opposed to numerical quality points) with letter grades (A, A-, B+, B, B-, C+, C, C-, D+, D, and F), and will ensure that all course syllabuses display the key to associating a letter grade with a numerical mark. In addition, each syllabus will show the total numerical marks that students may earn in a course and the numerical marks allocated to each element of student work.

2. Grade Point Average

2.1 Term or Semester Grade Point Average (TGPA)

The grade point average for a term or semester is calculated by dividing the sum of the quality points earned in that term or semester by the number of credit hours attempted.

2.2 Cumulative Grade Point Average (CGPA)

The cumulative grade point average is calculated by dividing the sum of the quality points earned in all terms and semesters by the credit hours attempted in all those terms and semesters. This average is used to assess the student's overall academic standing at the University.

3. Incomplete Standing

3.1 Students believing that they have a good reason for being awarded a grade of Incomplete (I) in a course must submit a written request to their Assistant Dean/Chair before the final assessment period.

3.2 Students who fail to sit a final examination or submit a final assessment must contact their college administration within 24 hours of the scheduled examination or assessment time with a written explanation of the reason for the absence and a request for an Incomplete (I) grade pending a make-up examination or assessment.

- 3.3** If the College Assistant Dean/Chair approves the request, after consulting the instructor, the college administration will arrange for the student to complete the missing work by the deadline stated in the University Academic Calendar. The Assistant Dean/Chair must notify the Admissions and Registration Department of any change to the original grade of Incomplete within the given time frame, or the grade will automatically become a grade of “F.”

4. Revision History

Date	Revision	Ver.
10 February 2025	Updated the document format.	
18 December 2023	Procedures reviewed; no substantive changes required; approved by the Interim Vice-President.	1.1
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. 	
5 November 2019	Updated the policy number.	
4 June 2018	New procedures approved by the Vice-President (VPD#85 of 2018).	1.0