

Policy Group	Academic Programs	Policy Number	ACA-PRO-11	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	4 June 2018	Effective Date	Spring 2018	
Date Last Reviewed	New Procedures	Due Date for Next Review	25 March 2021	

PROCEDURES

Grading in the Baccalaureate 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 ZU 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
9 June 2020	Non-substantive change: Added External Distribution.
5 November 2019	Updated the policy number.
4 June 2018	Approved by the Vice-President (VP Decision No.85 of 2018) New Procedures.