


<b>Policy Group</b>	Graduate Studies	<b>Policy Number</b>	ACA-GRA-06	 جامعة زايد ZAYED UNIVERSITY
<b>Responsible Office</b>	Office of the Provost	<b>Distribution</b>	External	
<b>Date Approved</b>	24 June 2020	<b>Effective Date</b>	1 August 2020	
<b>Date Last Reviewed</b>	15 April 2020	<b>Due Date for Next Review</b>	15 April 2023	

## **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 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. Application**

This policy applies to all graduate courses at Zayed 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-02 Graduate Student Registration  
ACA-GRA-05 Academic Progress in Graduate Programs  
ACA-GRA-07 Research Thesis and Dissertation  
ACA-GRA-09 Academic Appeals for Graduate Programs  
ACA-GRA-10 Graduate Student Records

#### 5. Administration

This policy will be administered by the Graduate Studies Deanship.

#### 6. Revision History

Date	Revision
28 June 2020	President's Decree issued (PD#34 of 2020).
24 June 2020	Approved by the University Council. Revisions: <ul style="list-style-type: none"><li>• Added grades are determined and submitted by faculty with no further approval required;</li><li>• Added Department Chairs are responsible for monitoring grade distribution and students; academic performance;</li><li>• Moved all details on grading to (new) Procedures;</li><li>• Included a high-level explanation of the grading system in graduate programs.</li></ul>
15 April 2020	Endorsed by the Academic Council.
23 February 2020	Endorsed by the Provost's Council.
15 December 2019	Endorsed by the Deans' Council.
25 November 2019	Updated the policy numbers, the Responsible Office, and the format.
18 October 2016	New policy approved by the University Council.