


<b>Category</b>	Graduate Studies	<b>Policy Number</b>	ACA-GRA-206	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	2.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Graduate Studies	
<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. Scope of 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-201 Graduate Student Enrollment and Registration

ACA-GRA-202 Academic Progress in Graduate Programs

ACA-GRA-204 Graduate Student Records

ACA-GRA-208 Academic Appeals for Graduate Programs

ACA-GRA-301 Research Thesis and Dissertation

#### **5. Administration**

This policy will be administered by the Graduate Studies Deanship.

#### **6. Revision History**

<b>Date</b>	<b>Revision</b>
14 November 2022	Administrative change: <ul style="list-style-type: none"><li>• Updated the information header and policy numbers to be in line with the new format.</li></ul>
28 June 2020	President's Decree issued (PD#34 of 2020) (Version 2.0).
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 (Version 1.0).