

<b>Category</b>	Graduate Studies	<b>Policy Number</b>	ACA-GRA-207	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	1.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Graduate Studies	
<b>Date Approved</b>	28 September 2021	<b>Effective Date</b>	28 September 2021	
<b>Date Last Reviewed</b>	New Policy	<b>Due Date for Next Review</b>	19 August 2024	

## **POLICY**

### **Final Assessments for Graduate Courses**

#### **1. Purpose**

This policy sets out the principle guidelines for all final assessments for graduate credit courses at Zayed University.

#### **2. Scope of Application**

This policy applies to all Zayed University graduate credit courses.

#### **3. Policy**

Instructors of graduate courses are to provide a clear form of final assessment of student work that is valid, reliable and consistent with and sufficient for the learning outcomes of the course. The assessment may be a final examination, final paper, final individual/group project or presentation, or another form of cumulative assessment.

#### **4. Guiding Principles**

**4.1** Instructors are to put as much information about the final assessment as possible in the course syllabus, including the type of assessment, its duration and the period in which it is expected.

##### **4.2 Practicum or Internship**

The final assessment of the performance of students enrolled in a practicum or internship should be clearly described in the course syllabus, including the criteria to be used in assessing the performance of students in the clinical or field experience.

##### **4.3 Final Assessment Scheduling**

4.3.1 If an in-class final assessment is required for a course, it must be given in the place and at the time announced in the course syllabus.

4.3.2 If an instructor needs more time than the scheduled class time or a different classroom, it is their responsibility to make the necessary arrangements.

4.3.3 The final assessment for classes in A-term usually occurs during a regular class period in the last week of the term.

- 4.3.4 Final assessments for B-term courses and full semester courses can be scheduled either during the last regular class period or during the same week of final exams as for undergraduate courses.

#### 4.4 Late Work or Missed Final Assessments

Instructors are not obliged to accept any late work or excuse a missed final assessment but should consider legitimate, documented reasons that are beyond a student's control.

- 4.4.1 If a student anticipates being unable to attend the final assessment, s/he should notify the instructor as far in advance as possible.
- 4.4.2 If an instructor intends to accept but apply penalties to late final assessments, this must be set out clearly in the course syllabus.
- 4.4.3 If a student is absent from a final assessment at the time scheduled in the syllabus, one of the following decisions must be made:
- a) If in the judgment of the instructor, the student has a reasonable, valid and/or urgent reason for missing the assessment, the instructor can decide to provide an alternative within reasonable conditions; or
  - b) The instructor is to assign the student a failing grade for the final assessment.

#### 4.5 Submission of Grades

- 4.5.1 All final grades are submitted for each course on Blackboard and Banner 72 hours after the date of the final assessment.
- 4.5.2 Final grades should not be submitted before the closing of the Student Evaluation of Learning Experience (SELE) for the course.
- 4.5.3 Grades will be available to students through the ZU system four (4) days after the last day of the term or semester.

### 5. Related Policies and Laws

ACA-GRA-206 Grading in Graduate Programs

ACA-GRA-208 Academic Appeals in Graduate Programs

### 6. Administration

This policy is administered by the Graduate Studies Deanship.

### 7. Revision History

Date	Revision
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 September 2021	President's Decision issued (PD#54 of 2021) after being approved by circulation by the University Council (Version 1.0).
19 August 2021	Endorsed by the UC's Academic Affairs Committee.
25 May 2021	Endorsed by the Academic Council.
14 April 2021	Endorsed by a joint session of the Deans' Council and Provost's Council.
28 February 2021	New policy drafted.

