


<b>Category</b>	Educational Programs	<b>Policy Number</b>	ACA-PRO-203	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	5.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Provost	
<b>Date Approved</b>	27 December 2020	<b>Effective Date</b>	27 December 2020	
<b>Date Last Reviewed</b>	17 December 2020	<b>Due Date for Next Review</b>	17 December 2023	

## POLICY

### Grading in the Baccalaureate Program

#### 1. Purpose

The purpose of this policy is to ensure that the grading function of the university is conducted in a manner that is consistent with the academic principles, standards, and expectations of the university.

#### 2. Scope of Application

This policy applies to the baccalaureate program.

#### 3. Policy

The university shall establish standards for course grades to assist the university in effectively and efficiently achieving its vision and mission.

##### 3.1 Letter Grades and Quality Points

- 3.1.1** At the end of the term or semester in which a course is offered, the instructor shall award students letter grades, each bearing quality points. The quality points earned in each course produce a grade point average (GPA).
- 3.1.2** Final course grades are awarded to students individually and are based on the instructor's fair assessment of the student's academic performance in the course.
- 3.1.3** Final grades may be assigned and recorded only for students who are officially registered for the specific course.
- 3.1.4** All grades earned by a student in his/her undergraduate career in all degree-credit courses will be recorded. If a student changes his/her academic program/concentration, grades earned in courses that do not count in the new academic program/concentration will be included in the student's Cumulative GPA.
- 3.1.5** Grades and credit hours earned in courses taken at other institutions and transferred to the university are not included in any GPA calculations.

##### 3.2 Definition of Letter Grades

- 3.2.1** "A" is the highest academic grade possible. This grade is not automatically given to a student who ranks highest in the course but is reserved for accomplishment that is truly distinctive and demonstrably outstanding. It represents a superior mastery of course material and is a grade that demands a very high degree of understanding as well as originality or creativity

appropriate to the nature of the course. The grade usually indicates that the student works independently with unusual effectiveness and often takes the initiative in seeking new knowledge outside the requirements of the course.

**3.2.2 “B”** is a grade that denotes achievement considerably above acceptable standards. Good mastery of course materials is evident, and student performance demonstrates a degree of originality, creativity, or both. The grade usually indicates that the student works fairly well independently and often demonstrates initiative.

**3.2.3 “C”** indicates an appropriate level of competency in the course’s basic learning outcomes. It is the grade that may be expected of a student with an average level of performance who gives to the work a reasonable amount of time and effort. This grade implies understanding of the content of the course, acceptable mastery of course material and learning outcomes, and completion of all requirements. The student must have a minimum cumulative GPA of 2.0 (C) to earn a baccalaureate degree from Zayed University.

**3.2.4 “D”** denotes a limited understanding of the subject matter, meeting only the minimum requirement for passing the course. It signifies work that in quality or quantity falls below the average acceptable standard for passing the course. Performance is deficient in analysis, synthesis, and critical expression. There is little evidence of originality or creativity.

**3.2.5 “F”** indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, or failure to complete the requirements of the course.

**3.2.6** There are no grades of A+, D-, F+, or F-.

### 3.3 Quality Points per Credit Hour

Each letter grade has corresponding numerical quality points assigned to calculate the overall grade-point average (GPA) of the student:

Grade	Score	Quality Points per Credit Hour	GPA	Explanation
A	90-100	4.00	4.0	Excellent
A-	87-89	3.70	3.7	Excellent -
B+	84-86	3.30	3.3	Very Good +
B	80-83	3.00	3.0	Very Good
B-	77-79	2.70	2.7	Very Good -
C+	74-76	2.30	2.3	Good +
C	70-73	2.00	2.0	Good
C-	67-69	1.70	1.7	Good -
D+	64-66	1.30	1.3	Pass +
D	60-63	1.00	1.0	Pass
F	0-59	0.00	0.0	Fail

### 3.4 Special Grades

The following grades have “0” quality points:

#### 3.4.1 Computed in the Grade Point Average

Grade	Meaning	Explanation
WF	Withdrawal/Failing	Administrative withdrawal / Failure in course

### 3.4.2 Not Computed in the Grade Point Average

Grade	Meaning	Explanation
I	Incomplete	Temporary grade / Course requirements not completed
P	Pass	Satisfactory achievement
FL	Fail	Unsatisfactory achievement
W	Withdrawal	Student withdrawal
TC	Transfer Credit	Credit granted for course taken at another institution
AU	Audit	Course taken without credit
S	Satisfactory	Satisfactory achievement
U	Unsatisfactory	Unsatisfactory achievement
W/U	Withdrawal/ Unsatisfactory	Administrative withdrawal / Unsatisfactory achievement
NG	No Grade	No grade given
PP	Pass	Satisfactory achievement (60% and above) for Pass/No Pass courses only
NP	No Pass	Unsatisfactory achievement (no credit awarded) for Pass/No Pass courses only

### 3.5 Incomplete Standing

- 3.5.1 Students may submit a request to be assigned a grade of Incomplete if, for reasons beyond their control, they are unable to complete coursework or sit the final examination. The course instructor, Department Chair, and Assistant Dean for Student Affairs will review and process the request accordingly.
- 3.5.2 Students with an Incomplete grade in a course that is the prerequisite for a subsequent course may not enroll in the subsequent course until they replace the Incomplete grade with a passing grade.
- 3.5.3 If an Incomplete grade is not replaced with a passing grade by the deadline stated in the ZU Academic Calendar, it will automatically become a grade of “F.”

### 3.6 Pass Grade

The minimum passing grade at Zayed University is a grade of D. No student is allowed to repeat a course in which they received a grade of D or above.

### 3.7 Failing a Course

Students who receive a grade of “F” in a course fail the course. Students must repeat courses that they fail if the courses are required for their degree program. Students may not enroll in any course for which the failed course is a prerequisite before they pass the prerequisite course. Although they must repeat required but failed courses, students may or may not elect to repeat a failed course that is not required for their degree program. When a student passes any course once failed, the passing grade replaces the “F” grade in calculating grade point average although the academic transcript continues to display the prior failure. Students who fail a required course twice are subject to review and possible dismissal from

the university.

#### 4. Related Policies and Laws

ACA-REG-101 Undergraduate Enrollment and Registration

ACA-REG-201 Undergraduate Student Academic Records

ACA-PRO-201 Academic Progress in the Baccalaureate Program

#### 5. Administration

This policy is to be administered by the Programs and Curricula Office.

#### 6. Revision History

Date	Revision
26 January 2023	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><li>• Updated the policy number from ACA-PRO-11 to ACA-PRO-203.</li></ul>
27 December 2020	President's Decree issued (PD#110 of 2020).
17 December 2020	Approved by the University Council (No.4 of 2020).
25 November 2020	Endorsed by the AAC/UC with minor change to Section 3.7.
9 November 2020	Endorsed by the Academic Council by circulation.
12 October 2020	Endorsed by the Provost's Council subject to adding "per Credit Hour" in 3.3. ( <i>Action completed</i> )
30 September 2020	<ul style="list-style-type: none"><li>• Added items 3.1.2 and 3.1.3 about awarding final grade;</li><li>• Added item 3.1.4 about recording grades;</li><li>• Added item 3.1.5 about transfer grades;</li><li>• Updated article 3.3 Quality Points by adding CGPA and Performance;</li><li>• Updated item 3.4.2 Not Computed in the Grade Point Average by adding Pass and No Pass.</li><li>• Updated item 3.5.1 about student's request for Incomplete grade;</li><li>• Added article 3.6 Pass Grade.</li></ul>
12 May 2020	Non-substantive change: added External Distribution.
12 November 2019	Non-substantive update of policy numbers and format.
15 May 2018	Approved by the University Council (President Decision #15 of 2018).
16 June 2015	Approved by the University Council (President Decree #50 of 2015).
13 June 2010	Policy revised.
1 October 2000	New policy approved.