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Procedures of Policy No. (4) - Grades and Grading

1. Course Grading System


At the end of each academic semester a student's performance in each course shall be given a grade on the basis of numerical values representing the cumulative performance over all assessment tasks in the course. The numerical score for the course is converted to and recorded as a letter grade as defined below. The following are authorized as final course grades/marks with associated Quality Points (QP) for GPA calculation (Grades with QP denoted as "Excl" are not included in a student's GPA calculation):

Course Ratings for undergraduate students:

Performance	Grade	Score	Quality Points
Excellent	A	90 – 100	4.00
Excellent-	A-	87 – 89	3.70
Very Good +	B+	84 – 86	3.30
Very Good	B	80 – 83	3.00
Very Good-	B-	77- 79	2.70
Good +	C+	74 – 76	2.30
Good	C	70 – 73	2.00
Good-	C-	67 – 69	1.70
Pass +	D+	64 –66	1.30
Pass	D	60 – 63	1.00
Fail	F	0 – 59	0.00
Failure for Absence	FA	0.0	0.00
Incomplete	I	-	-
Pass (in pass/fail courses only)	P	60 and more	<i>Excl</i>
Not Passing (no credit awarded)	NP	0 - 59	<i>Excl</i>
Continuing (satisfactory progress in a continuing course)	CC	-	<i>Excl</i>
Passing grade via proficiency or challenge exam	CX	-	<i>Excl</i>
Satisfactory	S	-	<i>Excl</i>
Administrative Withdrawal	AW	-	<i>Excl</i>
Withdrawal	W	-	<i>Excl</i>

2. Grade Point Averages

- The Grade Point Average (GPA) is a calculated value summarizing the student's academic performance over a specified time period. The University calculates, records, and reports a Term GPA and a Cumulative GPA (CGPA) for each student at the end of each academic semester.
- The GPA is a numerical average of the value of the student's final grades for the specific semester (Term GPA) or all semesters including the most recent one for which grades have been assigned (Cumulative GPA). The GPA is a 4.00 quality point (QP) scale weighted to reflect the credit hours assigned to each course and reported to

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two (2) decimal places. Grades in courses that do not carry University degree credit or are transfer credits from other universities are not included in the GPA calculation.

- (i) The Term GPA is the sum of quality points (credit hours x quality points corresponding to the letter grades assigned) for each course taken during the semester divided by the total number of credit hours attempted during the semester.
- (ii) The Cumulative GPA is the sum of quality points (credit hours x quality points corresponding to the letter grade assigned) for all courses taken at the University inclusive of the current academic semester divided by the total number of graded credit hours attempted for all degree-credit courses taken at the University inclusive of the current academic semester. The Cumulative GPA is calculated starting from the first semester of enrollment.
- c) The final GPA for an undergraduate degree does not impact on the Term or Cumulative GPA for subsequent programs of study. Both Term and Cumulative GPAs may be affected by the exclusion of certain grades as provided under University Policy. Grades excluded from GPA calculations are designated as such in the student's academic record and on all transcripts.
- d) All grades earned by the student in his/her undergraduate career in all degree-credit courses will be recorded, and only the courses applicable on the student study plan will be included in the GPA calculations. If a student changes his or her academic program/specialization, grades earned in courses that do not count in the new academic program/specialization will be excluded from the student's Cumulative GPA.
- e) Grades (and credit hours) earned in courses taken at other institutions and transferred to the University are not included in any GPA calculations.

3. Academic Recognition – Dean's List


Undergraduate students who have earned 36 or more degree credit hours, and have a Term GPA of 3.60 or higher, qualify for inclusion on the "Dean's List" for the College for that academic semester.

4. Grades in Foundation-Level Courses

- a) Grades in Foundation-level courses are reported on "Pass-No Pass" basis only (P and NP), do not carry academic credits, and are not included in the student's Grade Point Average.
- b) Academic performance equivalent to a grade of (60%) is required for a passing grade in a Foundation-level course.

5. Incomplete Grades


- a) Students must sit for the final exam for the course that he/she registered otherwise he/she will get a failing grade in that course.
- b) A student who is eligible to take the final examination in a course but is not present in the examination may be assigned a grade of Incomplete (I) pending review of the circumstances.

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- (i) If the reasons for missing the final examination are substantiated as legitimate, the “I” grade will be recorded, and the student will be permitted to take an appropriate final examination no later than the end of the next regular academic semester, and the “I” grade will be replaced with the final grade earned. If the student does not remove the “I” grade within the period allowed, the “I” grade will be replaced with a failing grade.
- (ii) If the reasons for missing the final examination are not substantiated as legitimate, the instructor will assign a final grade of (0) for the course and the student’s transcript will show F for that course.
- c) It is the student’s responsibility to provide necessary substantiation and documentation of the circumstances for the failure to take the final exam within one month from grade announcement. If substantiated and grade of ‘I’ recorded, the College will arrange for the student to take the exam.
- d) Courses with an “I” grade are not included in the calculation of the student’s Term or Cumulative GPA.
- e) A student receiving an “I” grade should not re-register in the course in the following semester. However, the student may be allowed to attend classes in the course in the subsequent academic semester.
- f) No student may graduate with a grade of “I” (Incomplete) on his/her academic record.

6. Grades in Repeated Courses

- a) A student must repeat the compulsory courses that he/she fails.
- b) A student must repeat the elective courses that he/she fails or substitute them with other elective courses in his/her curriculum.
- c) If a student fails a course and repeats it successfully, the failing grade is not taken into consideration in calculating the Grade Point Average and the passing grade is recorded. If he/she fails a course more than once and repeats it successfully, all failing grades will be excluded and he/she gets the passing grade earned or a grade of “C”, whichever less. In all cases, all courses and grades earned are recorded, and the eliminated failing grades will be marked.
- d) No undergraduate student may register in the same Foundation-level course more than three (3) times.
- e) An undergraduate student may repeat a degree-credit course in which he/she has earned a grade of C- or below and have that grade excluded from his/her GPA subject to the following conditions:
 - (i) The student CGPA is less than 2.00
 - (ii) The student can repeat a maximum of two courses in a semester.
 - (iii) The student should repeat the same course.
 - (iv) The student can repeat the course only once.
 - (v) Foundation courses are not included.
 - (vi) The repeated courses will be included in the students study load.
 - (vii) Higher grade for the course after repetition will be counted for student CGPA
- f) No undergraduate student may repeat a course in which he/she earned a grade of C or higher.
- g) Regardless of whether a grade is excluded from the student’s GPA calculation, all final course grades will be recorded in all transcripts.

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7. Grades for Placement Examinations and Challenge



- Undergraduate students may earn credit for degree-applicable courses through proficiency and challenge examinations recognized or sponsored by the University.
- Undergraduate students may earn credit for degree applicable courses or other degree requirements on the basis of examination scores on internationally recognized college entrance examinations, and advanced placement and other enhanced instructional programs in secondary schools, subject to the approval of the Dean of the student's College.
- Such examinations must demonstrate that the student has mastered the established student learning outcomes for the course at a satisfactory level.
- The maximum number of credit hours from proficiency, challenge and advanced placement examinations a student may apply to his or her degree program is 15% of the total credit hours required in the degree program, subject to the approval of the Dean of the student's College.
- Credits earned through proficiency, challenge, and advanced placement examinations are not included in the GPA, but are recorded in the student's academic record and all transcripts.

8. Grades for Courses Transferred from Other Institutions

- Credit hours earned in Bachelor's Degree credit courses completed at other accredited institutions may be transferred and accepted for degree credit at UAEU subject to transfer conditions.
- Courses and credit hours earned elsewhere and accepted for transfer to the University will be listed on the student's transcript. However, grades in such courses will not be included in the student's Grade Point Average.

9. Grade Submission

- The Instructor of the course is responsible for determining and submitting final course grades for all students in the course according to criteria set out on their course syllabus and the procedures and official schedule for grading announced by the University.
- Course grades are to be submitted directly to the University's official student record system by the individual faculty member according to the instructions provided for the academic semester.
- Final course grades should be submitted within 48 hours of the examination day for classes with 60 or less students registered and within 72 hours for classes with more than 60 students registered.
- The detailed records and composition and distribution of the final grades of the course, including class work, quizzes, lab work and assessments, mid-term exam and others should be submitted progressively through the semester and completed before the start of final grade submission.
- Final grades in part-of-semester courses may be submitted before the normal grade submission period at the end of the academic semester.



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10. Student Grade Access and Appeal

- a) The student is permitted to access his/her grade in the course after submitting it to the Student Information System (SIS).
- b) The student is permitted to discuss his or her performance in class assignments during the semester with his/her instructor.
- c) A student who wishes to challenge the accuracy or fairness of his/her final course grade may appeal the grade within one week of publication/posting of the final grades:
 - (i) He/she should first raise the concern directly with the course instructor, and request clarification/confirmation of the accuracy and propriety of the final grade.
 - (ii) If the instructor agrees that there was an error, the process for changing the grade, described in section 12 below, must be followed.
 - (iii) If, after meeting with the course instructor, the student remains convinced that the grade assigned is in error, he/she may raise the issue with the Chair of the Department.
 - (iv) If, after meeting with the Department Chair, the student remains convinced that the grade assigned is in error, he/she may raise the issue in writing with the Dean of the College.
 - (v) The Dean of the College should form a committee, including the course instructor and two other faculty members, to review the details and the accuracy of the student's grade and provide its recommendations to the Dean.
 - (vi) The recommendation of the Dean of the College should be communicated to the University Final Grades Amendments Committee within two working weeks of the Dean's receipt of the written appeal and the decision shall be final.
 - (vii) The University Final Grades Amendments Committee should review all cases and provide its decision to the Office of the Registrar before the end of the sixth week of the following semester.
 - (viii) The decision is communicated to the Dean of the College, Department Chair and the student through the Office of the Registrar.

11. Retention of Grading Records

- a) Faculty members responsible for or participating in the grading of a course must retain relevant grading records (records of graded material contributing to the final course grade) until the conclusion of the enrollment process (e.g., the end of add/drop) that is at least one calendar year after the conclusion of the academic semester in which the grade was assigned. (For example, for final grades issued for fall 2010, the records must be retained at least until the conclusion of add/drop for spring 2012.) A copy of the grading sheet must also be retained in the Department for the same period.
- b) Faculty members who leave the University must provide the relevant grading records for any courses in which the one-year retention period has not passed to their Department Chair (or equivalent) prior to departing.

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12. Grade Changes

- a) The instructor of the course may request a change in the final grade he/she has assigned to a student based on further information or discovery of specific errors, missing papers, inaccurate grading, and others after grades have been posted.
- b) Once a final course grade has been posted, it can be changed only by the Registrar. The request to change the grade must be submitted by the course/section instructor and approved by the Chair of the Department and Dean of the College. All cases should also be reviewed and approved by the University Final Grades Amendment Committee.
- c) Grade changes cannot normally be made more than one regular academic semester after the semester in which the original grade was awarded. Exceptional cases must be made by the Dean of the College for approval by the University Final Grades Amendments Committee and the Provost and must include appropriate substantiation and documentation and to justify the delay.