



HAMAD BIN KHALIFA UNIVERSITY

AC-G-09.V02: GRADUATE GRADING POLICY

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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

The purpose of this policy is to establish standards for course grades.

2. POLICY DESCRIPTION

This policy describes the letter grades and their corresponding grade points for graduate programs at HBKU. It further describes the time limits to satisfy incomplete graduate work and sets procedures for grade appeals.

2.1 POLICY STATEMENTS

1. The letter grades and their corresponding points for graduate programs at HBKU are as follows:

Letter Grade	Description	Grade Per Hour	Points Per Credit
A	Excellent: Demonstrates a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or materials	4.00	
A-		3.67	
B+	Very Good: Demonstrates capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject.	3.33	
B		3.00	
B-	Pass: Demonstrates partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrates deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.	2.67	
C+		2.33	
F	Fail: Student did not meet course requirements.	0.00	
P	Pass		
NP	No Pass		
PR	In Progress		
NC	No Credit		
AU	Audit		
I	Incomplete		
W	Withdraw		
N	No grade submitted by instructor		
PP	Permitted to proceed		
TC	Transfer credit		

2. Instructors are required to submit grades to their College Dean or designee, who will review the grades and forward them to the Registrar's Office or return them to the respective faculty member for clarification before forwarding them to the Registrar's Office no later than the date

published in the University's academic calendar. Deans or designee may not change grades, but the Dean or designee's endorsement is needed to ensure compliance with HBKU rules and procedures.

3. The grade modes may be assembled by a combination of enlisted grades.
4. Grades less than a "B" are normally considered to be an unacceptable measure of progress towards graduate degree objectives. The grade of "C+" is the minimum passing grade for a course for graduate students.
5. A grade of "P" (pass) awarded for a dissertation or thesis indicates satisfactory progress. A dissertation or thesis defense with a minimum grade of "P" indicates that the student has passed his/her dissertation or thesis.
6. A grade of pass with distinction (P+) is only offered in a dissertation or thesis defense course. Awarding a "P+" is subject to the approval of the Provost.
7. An in-progress grade (PR) is assigned to incomplete work associated with the dissertation and thesis defense or master's project. The student must complete the work by the end of the first academic semester following the first assignment of the (PR) grade (excluding Summer) or obtain an extension that is approved by the academic Advisor and the Dean of the respective college. Only one extension will be granted. The student must satisfy the requirement of the course no later than two subsequent semesters. In the case of failure to complete the work or submit an approved extension, a grade of "F" will be entered on the student's academic record. This grade shall not be factored into the semester's GPA or the CGPA.
8. The grade of no credit (NC) is assigned to non-credit courses when the coursework has been satisfactorily completed.
9. Graduate students are allowed to audit courses subject to the:
 - Approval of the Dean of the college offering the course;
 - Audited courses do not carry credit and are not used to satisfy degree requirements, however, they are noted on the student's academic record through an "AU" grade. A student may audit a course only once;
 - To change the status of the course to a for-credit course, a student must submit an application to the Registrar no later than two weeks from the commencement of classes;
 - When a student auditing a course fails to maintain satisfactory attendance, as determined by the instructor, a grade of "W" will be assigned;
 - Students are charged the regular registration fees for audited courses.
10. The "I" (Incomplete) grade is temporary and may be given only at the end of a course when students cannot complete required coursework because of severe hardship beyond their control. A course instructor shall identify when a situation warrants an "I" grade. The period to convert an incomplete grade "I" extends through to the announced deadline by the Registrar. If a student does not complete the course within the specified period, the grade "I" automatically converts to an "F".
11. A grade of Withdrawal "W" is assigned when a student withdraws from a course subsequent to the add/drop deadline and before the final deadline to withdraw from courses as indicated in the University's official academic calendar.
12. A grade of "N" is assigned by the Registrar's Office when an instructor fails to assign a grade for a course. This grade is not included in the attempted or earned GPA. The "N" designation will remain a part of the student record until the Registrar's Office has been notified of the earned grade.
13. A grade of "TC" is assigned to credits transferred from outside HBKU according to the applicable credit transfer policy.
14. If a student stops attending a course and fails to complete the formal withdrawal process, a grade of "F" will be assigned for the course.
15. No graduate student can graduate with a CGPA below 3.0. Academic Advisors should take immediate remedial action for students whose CGPA has dropped below 3.0.
16. Instructors can change an "I" or "N" grade to a letter grade without approval. To make the change, instructors need to communicate the appropriate grade to the Registrar's Office.

17. A change of grade from a letter grade to another letter grade (higher or lower) after the final grade submission on Banner requires the approval of the college Dean and the Provost. Justification for the course grade change will be required.
18. A semester grade point average and cumulative grade point average are computed for each student after every semester. Quality points (QP) are calculated by multiplying grade points by the number of credit hours assigned to the course. The semester's GPA is calculated by dividing the total number of quality points earned by the total number of credit hours attempted in that semester. The honor points are calculated by multiplying the grade points by the number of credit hours. The CGPA is determined by dividing the total number of quality points earned by the total number of credit hours attempted in all semesters at the University.
19. A student who completed two separate graduate degrees will have two GPA calculations, one for each degree. Credit earned in bridging courses do not count in the GPA calculation of a degree, but are shown independently on the transcript.
20. If a student is not satisfied with the final grade received for a course, they can appeal their grade within the deadline established by the University.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change
March 17, 2016	Graduate grading system	A- "Exceptionally Good" changed to "Very Good"
March 17, 2016	Graduate grading system, explanation of letter grades	Various language changes for grammar and style (not substantive)
March 24, 2016	Grading system	<p>NOTE: REWRITTEN TO ADD REQUIREMENT FOR DEAN'S OR DESIGNEE'S ENDORSEMENT PRIOR TO INSTRUCTOR'S FINAL GRADE SUBMISSION AS BELOW:</p> <p>GRADING SYSTEM</p> <p>Instructors will assign letter grades to the students for all courses taught. Instructors are required to submit grades to their college dean or designee, who will review the grades and forward them to the Registrar's Office or return them to the respective faculty for clarification before forwarding them to the Registrar's Office no later than the date published in the University academic calendar. Deans may not change grades, but the dean's or designee's endorsement is needed so as to ensure compliance with HBKU rules and procedures.</p>
September 4, 2016	Other grades	PP added

5. ACCOMPANYING PROCEDURE

Grade Appeal Process

To challenge a grade for an academic course, students must:

1. Contact the course instructor. If the instructor concurs with the student's claims, he/she will submit a grade change request to the Dean. In turn, the Dean will submit the grade change to the Registrar. The Registrar will notify the student of the change.
2. If a resolution cannot be reached with the course instructor, the student may appeal to the appropriate College Dean. Appeal forms can be obtained from the Registrar's Office.
3. The Dean shall formulate a committee to review the appeal case and make recommendation.
 - The appeal procedure should be designed to protect students against evaluations where the professor uses inappropriate criteria or ignores stated procedures and grading standards;
 - Such procedures should be provided to the faculty committee to review the appeal and authorize any resulting change in a grade;
 - Deans may resolve an appeal only if the faculty committee fails to act in the time specified;
 - Faculty members have a responsibility to cooperate fully with grade appeals conducted according to the approved procedures.
4. The Office of the Dean will notify the student of the decision.
5. The deadline to submit a grade appeal petition to the Dean is within 30 days from the end of the semester in which the grade was recorded. Whether or not the student has graduated is irrelevant.
6. If the Student is not satisfied with the Dean's decision he can appeal to the Provost who shall have the final decision on the matter. The Provost may form an *ad hoc* committee to review and recommend to him/her a decision.

6. Additional documents

[Grade change form](#)