



HAMAD BIN KHALIFA UNIVERSITY

AC-G-09.V03: 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

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1. PURPOSE

This policy provides the standards for course grades and sets the time to complete course work requirements.

2. POLICY DESCRIPTION

This policy presents the equivalencies between letter grades and grade points for graduate courses at HBKU. The policy establishes the time limit to satisfy incomplete graduate work. The procedure to appeal a course grade is also presented.

2.1 POLICY STATEMENTS

1. The letter grades and their equivalent grade points for a graduate course at HBKU are as follows:

Letter Grade	Description	Grade Per Hour	Points Credit
A	Excellent: A grade that is assigned to a student who exhibits a superior understanding and competence of the subject being taught.	4.00	
A-		3.67	
B+	Very Good: A grade that is assigned to a student who exhibits a good understanding and capacity to handle the problems encountered in the subject matter being taught.	3.33	
B		3.00	
B-	Pass: A grade that is assigned to a student who exhibits partial familiarity and some capacity to deal with problems encountered in the subject matter being taught.	2.67	
C+		2.33	
F	Fail: Student did not meet course requirements.	0.00	
P	Pass		
NP	No Pass or Fail		
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 shall review the grades and forward them to the Office of the Registrar 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 for any course may be assembled by a combination of prescribed grades (Such as A-F or P/NP).
4. Grades less than a "B" are normally considered to be an unacceptable measure of progress towards graduate degree objectives. A grade of "C+" is considered the minimum passing grade for a graduate course. A grade less than a "C+" shall be reported as "F".
5. A grade of "P" (pass) awarded for dissertation or thesis credits indicates satisfactory progress in the part of the student's dissertation/thesis. A grade of "P" awarded for dissertation or thesis defense course indicates that the student has passed his/her dissertation or thesis.
6. A grade of "P+" (pass with distinction) is exclusively used for a dissertation or thesis defense course. Awarding a "P+" to a thesis defense course is subject to the approval of the Provost.
7. A grade of "PR" (in-progress) is used to designate an incomplete grade and exclusively used for dissertation defense, thesis defense or Master's project. Students are expected to complete the necessary work associated with the dissertation, thesis or Master's project defense course by the end of the first academic semester following the first awarding of the "PR" grade (excluding summer semester). With the approval of the student's supervisor and the College Dean, students may request an extension. Only one extension will be granted. Students must complete the requirement for the dissertation, thesis or Master's Project defense course within two consecutive semesters (excluding summer). Failure to complete the work or submit an approved extension, will result in a grade of "F" replacing the "PR" grade and will appear on a 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 may audit a course subject to the:
 - Secure endorsement from the College Dean where the course is offered;
 - Audited courses will not be awarded credit nor will they be accounted to satisfy degree requirements. A grade of "AU" shall be used to designate an audited course on the student's academic record. Students are allowed to audit a course only once;
 - Students may be allowed to change the status of a course to a for-credit course. To change the status of a course, students must submit a request to the Office of the Registrar no later than two weeks from the commencement of classes;
 - The instructor of an audited course may report a grade of "W" to indicate that a student auditing a course failed to maintain satisfactory attendance;
 - Students are charged the regular registration fees for audited courses.
10. A grade of "I" (Incomplete) is awarded to students who were unable to complete the required coursework due to extenuating circumstances. Determination of the circumstances that warrant an "I" grade resides with the course instructor. Students must complete the missing coursework within the time period announced by the Office of 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 "W" (withdrawal) is assigned when a student withdraws from a course after 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" (no grade submitted by the instructor) is assigned by the Office of the Registrar 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. Faculty must submit the missing grade within the time period announced by the Office of the Registrar. If the "N" grade is not changed within the specified period, the grade "N" automatically converts to an "F".
13. A grade of "TC" (transfer credit) is assigned to all approved credits transferred from outside HBKU according to the applicable credit transfer policy.
14. A grade of "F" will be assigned to courses that a student failed to attend or formally withdraw from within the prescribed time as announced by the Office of the Registrar.
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” grades to a letter grade without approval. To make the change, instructors need to communicate the appropriate grade to the Office of the Registrar.
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 at the end of each semester and reported on the student’s academic record.
19. Grades for bridging courses shall not affect the calculation of CGPA of a degree but will appear on the student’s transcript. A distinct CGPA for each degree program will appear separately in the student’s 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	NOTE: REWRITTEN TO ADD REQUIREMENT FOR DEAN’S OR DESIGNEE’S ENDORSEMENT PRIOR TO INSTRUCTOR’S FINAL GRADE SUBMISSION AS BELOW: GRADING SYSTEM 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.
September 4, 2016	Other grades	PP added
May 6 2018	Article 12	Placed deadline for N grade

5. ACCOMPANYING PROCEDURE

Grade Appeal Process

To appeal a grade, students must:

1. Contact the course instructor. If the instructor agrees with the student’s assertion, the instructor shall submit a grade change request to the Dean who may endorse the grade change

request and submit it to the Office of the Registrar. The Office of the Registrar shall apply the grade change to the student record and shall notify the student of the grade change.

2. The student may appeal to the College Dean if the instructor did not agree with the student. Appeal forms can be obtained from the Office of the Registrar.
3. The Dean shall formulate a committee to review the appeal case and make a recommendation. The Dean shall provide the appeals committee with a procedure to guide their review. Such procedures should be designed to protect students from uses of inappropriate evaluation criteria or a disregard to stated grading standards and procedures. Faculty members must cooperate with the appeal committee;
4. If the appeal committee fails to resolve the appeal within the specified time, the Dean may act to resolve the appeal;
5. The Office of the Dean shall notify the student of the decision.
6. Students must file for an appeal petition within 30 days from the end of the semester in which the grade was recorded. Whether or not the student has graduated is irrelevant.
7. If the Student is not satisfied with the Dean's decision, he may 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 a decision.

6. Additional documents
