

 UAEU	Admissions and Enrollment Policies Manual	Policy Number	AE-04
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	Subject Grades and Grading	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
Responsible Office: DVC for Students Affairs & Enrollment		Pages of this Policy	1 of 1

4. Grades and Grading

Overview

Covers policies and procedures relating to grading including the course grading system, Grade Point Averages, academic recognition, grades in Foundation courses, incomplete grades, grades in repeated courses, grades for proficiency, challenge, and advanced standing examinations, grades for courses transferred from other institutions, grade submission, student grade access and appeals, retention of grading records, and grade changes.

Scope

Applies to undergraduate students and all academic and related administrative units of the University, except for the College of Medicine and Health Sciences.

Objective

Ensures that the grading function of the University is conducted in a manner that is consistent with academic principles, standards, and expectations of the University appropriate to its educational mission and academic programs, and operates with necessary integrity, fairness, consistency, and effectiveness.

Policy

1. At the end of each academic semester all courses shall be graded using numerical values which are converted to, and recorded as, letter grades to denote student performance as defined in the Procedures contained in this Policy.
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. Final grades may be assigned and recorded only for students who are officially registered for the specific course.
4. All students are entitled to have basic and timely access to information regarding the outcomes of all assessments taken during the course of an academic semester, the basis on which those grades were determined, and the opportunity to appeal grades the student believes were awarded or recorded in error.
5. The University will identify those courses in each program that are not included in the calculation of GPA. Grades earned in courses taken at other institutions and transferred to the University are not reported and not included in any GPA calculations.