

3.k. Grading and Assessment

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.k.	Latest Revision	Mar - 2024
Title of The Policy	Grading and Assessment	Next Review	Dec - 2024
Responsible Entity	Colleges Councils	Policy Pages	5
Definitions	<p>AAU: Al Ain University</p> <p>Semester Grade Point Average (SGPA): The average of the grades of all the courses which the student has studied in a semester, regardless of whether the student has passed or failed a course.</p> <p>Cumulative Grade Point Average (CGPA): The average of the grades of all the courses which the student has studied from the study plan to date, regardless of whether the student has passed or failed these courses.</p> <p>Credit Hour(s): This is the unit of the number of hours the student needs to attend per week throughout the semester for each course. For labs and practicum, each credit hour is at least two lab hours or practical hours.</p>		
Purpose	Students' academic performance assessment in the university.		
Scope	AAU Students and academic faculty.		
Statement	Evaluating students' academic performance in a given semester or in the enrolled program as a whole are based upon two indicators SGPA and CGPA. A mathematical equation is used to calculate both of the indicators were the course credit hours and grades are used. According to that, each course in which the student is registered will be evaluated academically in it separately.		
Procedures	<ul style="list-style-type: none"> • Student's performance in the courses are evaluated by their instructors based on pre-determined assessment methods in the course syllabus • Marks of students are entered in the registration system by their instructor after the approval of head of department/program director and the Deans. • SGPA and CGPA are calculated automatically in registration system. • The passing grade for all Bachelor and diploma courses is 60%, and for the Master courses is 70%. • The result of each course is the sum of the grades of the final exam, the midterm exam, and the coursework that is completed by the student. • The final grade for a course is out of 100 rounded to the closest whole number as follows: <ul style="list-style-type: none"> ◦ coursework: 40% ◦ midterm exam: 20% ◦ final exam: 40% 		

- Excluded from the above are the specialties of Bachelor of Arts in Applied Psychology, Bachelor of Arts in Applied Sociology, Bachelor of Education in Special Education, so that the distribution of the marks are as follows: coursework 50%, midterm exam 20%, final exam 30%.

Final Exams

- The final exams take place during the 16th week of the semester. The duration of the final exam will be two hours' maximum.
- No tests or examinations may be given on any of the seven calendar days that precede the first day of final examinations, except for practical exams, English Language placement tests, and discussion of graduation projects.

In the summer semester, the final examination period consists of the last three scheduled days of the semester.

- Students who are scheduled for more than two examinations on the same day are entitled to reschedule one of the exams and take it on another day during the final examination period.
- A student can request to review his/ her final exam grades within 5 days after the announcement of the results.

Calculation of Grade Point Averages

The SGPA and CGPA are categorized according to the following ratings:

- **The SGPA is calculated** by multiplying the grade of each course by the number of the course's credit hours, and then dividing the total by the number of total credit hours taken by the student in the semester.
- **The CGPA is calculated** by multiplying the grade of each course by the number of the course's credit hours, and then dividing the total of all courses by the number of total credit hours taken for all previous semesters.
- **GPA Rating**

Re-sit Exams

- If an undergraduate student fails one course in the semester in which he/ she is supposed to graduate, the student is allowed to re-sit that final exam after obtaining the approval of the College Dean and paying the required fees. The student's name can be added to the list of graduating students for that semester if he/she has fulfilled all of the graduation requirements.
- If the student fails the final exam, he/she must retake the course in the following semester.
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Academic Warning and Academic Probation

*** Undergraduate programmes**

- A student receives a first academic warning if his/her CGPA drops below 2.0 by the end of any semester except his/her first semester at AAU. Having

received the first warning, he/she is not allowed to register for more than 15 credit hours in the following semester.

- If a student fails to raise his/her CGPA to at least 2.0 in the following semester, then he/she will be given a second warning and will not be allowed to register for more than 12 credit hours.
- If a student fails to raise his/her CGPA to at least 2.0, the student becomes liable to one of the following actions:
 - Transfer the student to another major within the same college;
 - Transfer the student to another college.
 - A student is given two semesters to raise his/her CGPA after changing his/her major or college. If the student fails to do this, he/she will be dismissed from the university.
- If a student has successfully completed at least 70% of the credit hours required for graduation according to the approved study plan for his/her program, then he/she will not be dismissed from the university, but will be permitted to continue in the same major until he/she reaches the maximum study duration as stipulated in the AAU regulations.
- The summer semester does not count for an academic warning period.

*** Postgraduate programmes**

- student receives a first academic warning if his/her CGPA drops below 3.0 by the end of any semester except his/her first semester at AAU. Having received the first warning, he/she is not allowed to register for more than 9 credit hours in the following semester.
- If a student fails to raise his/her CGPA to at least 3.0 in the following semester, then he/she will be given a second warning and will not be allowed to register for more than 6 credit hours.
- If a student fails to raise his/her CGPA to at least 3.0, the student becomes liable to one of the following actions:
 - Transfer the student to another master program within the same college;
 - A student is given two semesters to raise his/her CGPA after changing his/her major. If the student fails to do this, he/she will be dismissed from the university.
- If a student has successfully completed at least 70% of the credit hours required for graduation according to the approved study plan for his/her program, then he/she will not be dismissed from the university, but will be permitted to continue in the same major until he/she reaches the maximum study duration as stipulated in the AAU regulations.
- The summer semester does not count for an academic warning period.

Course Grading System

AAU uses a letter system in recording the students' results in a course. Each letter is converted to a number of points that are used in calculating the SGPA and CGPA.

Bachelor and Professional Diploma in Teaching Degrees

Percentage Grade	Letter Symbol	GPA Points
90 -100	A	4.0
85 - 89	B+	3.5
80 - 84	B	3.0
75 -79	C+	2.5
70 - 74	C	2.0
65 - 69	D+	1.5
60 - 64	D	1.0
Less than 60	F	0
-	FA	Fail due to absence
-	P	'Pass'
-	I	'Incomplete'
-	T	'Transfer'
-	CA	'Cancelled'
-	W	'Withdraw'

Master Degree

Percentage Grade	Letter Symbol	GPA Points
90 -100	A	4.0
85 - 89	B+	3.5
80 - 84	B	3.0
75 -79	C+	2.5
70 - 74	C	2.0
Less than 70	F	0
-	FA	Fail due to absence
-	P	'Pass'
-	I	'Incomplete'
-	T	'Transfer'
-	CA	'Cancelled'
-	W	'Withdraw'

Bachelor and Professional Diploma in Teaching Degrees

Grade Point Average	Rating
3.6 - 4.00	Excellent
3.0 - 3.59	Very Good
2.5 - 2.99	Good
2.0 - 2.49	Satisfactory
Less than 2.0	Unsatisfactory

Master Degree

Grade Point Average	Rating

	3.70 - 4.00	Excellent	
	3.30 - 3.69	Very Good	
	3.00 - 3.29	Good	
	Less than 3.00	Satisfactory	
Recent Changes	<p>March 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal- M.Sc. in Clinical Pharmacy).</p>		