

Procedure #	GS-200	Revision #	1
Accessibility level:	A	Effective date:	Jan 20, 2021

1. Purpose

This Policy highlights the rules and regulations governing the examinations and grading policy for the graduate programs.

2. Definitions

The below given definitions will help in the interpretation and application of the rules and procedures formulated for the Examinations and Grading scheme.

- 2.1. **Cumulative Grade Point Average (CGPA):** refers to the overall GPA, which includes dividing the number of quality points earned in all courses attempted by the total degree-credit hours in all attempted courses
- 2.2. **Semester Grade Point Average (GPA):** refers to the GPA of a specific semester, which includes dividing the number of quality points earned in all courses of a specific semester by the total degree-credit hours earned in that semester
- 2.3. **Academic Standing:** Students are normally in good academic standing if they are making adequate progress toward the completion of degree requirements with high GPA as indicated in the bylaws
- 2.4. **Academic Probation:** Students who are not in good academic standing are considered to be on academic probation or subject to dismissal according to the bylaws

3. Policy

3.1. Examinations and Assessments

- 3.1.1. Various methods of evaluation are used to assess the skills and knowledge acquired by students in courses. These include, exams (at least two written exams), quizzes, homework, projects and presentations, depending on the nature and objectives of the course. The assessment scheme for a certain course is outlined in the course syllabus.
- 3.1.2. Final examinations are scheduled by the Admission and Registration Department. The schedule indicates the date, time and location of all examinations. The day and time of a final examination should be strictly adhered to. In exceptional cases, with justifiable reasons, a faculty member may request a rescheduling of a final examination with the approval of the dean. The duration of a final written examination should not be less than two hour and not more than three hours.
- 3.1.3. The final examinations should have a weight no more than 35% to allow students to focus more on the application of knowledge.
- 3.1.4. A final make-up exam may be given only for extenuating circumstances beyond the student's control and needs the written approval of the Program Chair.

3.2. Grades and Repeating Courses

- 3.2.1. Grades are calculated on a percentage scale but are reported in letters (A, B, C., etc.). Plusses (+) are used but not minuses (-). Grades are classified according to the scales of the Saudi Ministry of Higher Education as follows:

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Grade	Points	Grade	Grade Interpretation
95-100	5.00	A+	Outstanding
90-94	4.75	A	Excellent
85-89	4.50	B+	Superior
80-84	4.00	B	Very Good
75-79	3.50	C+	Above Average
Below 75	3.00	F	Fail. Requires Course Repetition
		IC	Incomplete
		IP	In Progress (for Thesis/Final
		W	Withdrawn from a course
		NP	Pass
		T	Transfer

- 3.2.2. A grade of C+ (75%) is the minimum passing grade for any course, except for the final research project course which is reported on a Pass (NP) or Fail (NF) basis.
- 3.2.3. A student must maintain a Semester Grade Point Average (GPA) of at least 3.75 out of 5.00 (Very Good Rating) at the end of each regular semester, otherwise the student will be placed on an academic probation.
- 3.2.4. An incomplete grade (IC) may be given when the majority of the course requirements (at least 60%) have been satisfactorily completed. The incomplete grade may only be granted based on valid reasons, such as medical or emergency reasons that are beyond the student's control, and it requires the approval of the Program Chair. The incomplete grade should be cleared within the following semester from the date of reporting it otherwise the student will receive a "zero" on the missing component and the final grade will be reported for the remaining components. A grade of "IC" is not included in the calculation of the cumulative grade-point average (CGPA).
- 3.2.5. A work In-Progress grade (IP) may be reported two times for courses of research nature (Thesis, Final Projects) which require more than one semester to complete. This will provide 18 months to the students to complete their work. In case the work is not completed during this time period, the student shall receive a "fail" grade in the course.
- 3.2.6. If a student fails a course, the student must repeat the course at the earliest opportunity. A student who fails a course three times shall be dismissed from the program. The grades of repeated courses shall be included in computing the Semester Grade Point Average (GPA), but only the last grade (of a repeated course) is calculated in the Cumulative Grade Point Average (CGPA).
- 3.2.7. A student is allowed to repeat some courses in order to improve his/her cumulative GPA. In all cases, the total number of repeated credit hours must not exceed 12 for either repeating failed courses or raising the student's cumulative GPA.
- 3.2.8. A full time student who attains a semester grade point average of 4.50 or better and has completed all work for which he/she had registered in by the end of a regular semester will be placed on the Dean's Honor List for that semester.
- 3.2.9. All final grades must be submitted by the instructor to the Program Chair within one week from the final exam date.

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3.2.10. A student may request in writing through the Program Chair that his/her final course grade be reviewed within two weeks from the beginning of the following regular semester. A three-member appeals committee, chaired by the Program Chairman and including the course instructor, will be charged to review the grade. The review will also seek to uncover any computational error and/or unmarked question or a portion of a question on the examination booklet. In case of finding such errors, the course instructor will correct the errors and change the grades. The decision of the committee is final.

To change grades, an instructor needs to fill a grade change form and submit it to the chair of the program for approval.

3.3. Academic Probation

A student shall be placed on probation if his/her cumulative GPA drops below 3.75 out of 5. A student must clear the probation status within the following regular semester or face dismissal from the program.

3.4. Dismissal from the Graduate Programs

3.4.1. Academic dismissal is the permanent separation of a student from the University. A student shall be dismissed from a graduate program if one or more of the following conditions holds:

- i. The student fails three times to obtain the minimum passing grade (C+) for a required course.
- ii. The student's cumulative GPA falls below (3.75 out of 5) for two consecutive semesters.
- iii. The student fails twice in his/her final research thesis/project.
- iv. The student's leave of absence exceeds four regular semesters.
- v. The student's study period exceeds the maximum time allowed to complete all the requirements of the program.
- vi. The student commits an act that results in expulsion from the University according to the by-laws of the University.

3.4.2. A student who is dismissed from the program because his/her **Cumulative Grade Point Average (CGPA)** was less than 3.75 but at least 3.25 may be allowed to re-enroll for up to 9 credit hours of the program before the end of two consecutive semesters from his/her date of dismissal pending the approval of the College Dean. If he/she raises his/her cumulative CGPA to a minimum of 3.75, the student will be re-admitted to the program. However, the time taken to raise the cumulative GPA will be counted in the maximum allowable period to complete the degree requirements.

4. Related Documents

- 4.1. Change of Grade Approval Form
- 4.2. Request for Final Grade Review Approval Form