

GRADING POLICY

Reference Number: RGR - 009

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	All UCA students, faculty, and academic staff
Responsible Office:	Office of the Registrar
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: The grading system policy establishes a standardized approach to evaluating and documenting student performance. It aims to maintain consistency with international academic practices and ensures statistical validity in grading.

TABLE OF CONTENTS

1.	POLICY STATEMENT	1
2.	PURPOSE	2
3.	SCOPE	2
4.	DEFINITIONS	2
5.	POLICY	2
6.	ROLES AND RESPONSIBILITIES	5
7.	CONTACT INFORMATION	6
8.	REVIEW HISTORY	6

1. POLICY STATEMENT

- 1.1. The University is committed to upholding high academic standards through a consistent and transparent grading system. This policy establishes the framework for assessing and documenting student performance, ensuring fairness, accuracy, and alignment with best academic practices. Grades are assigned to reflect students' mastery of course material,

contributing to their academic and professional development. The grading system also facilitates the accurate calculation of Grade Point Averages (GPA) to evaluate academic progress and eligibility for academic honours and other recognitions.

- 1.2. All faculty members, students, and administrative staff involved in the grading process must adhere to this policy to maintain the integrity and credibility of UCA's academic programs.
- 1.3. If faculty fail to adhere to the policy, they will be subject to disciplinary procedures detailed in the Employee Discipline and Grievance Policy and Procedures.

2. PURPOSE

- 2.1. This Policy is intended to:
 - 2.1.1. Define UCA grading standards.
 - 2.1.2. Provide transparency in student evaluation.
 - 2.1.3. Maintain academic integrity and fairness across all academic programs.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

3. SCOPE

- 3.1. This Policy applies to all students enrolled in courses at the University. It also applies to faculty members responsible for assigning grades.

4. DEFINITIONS

- 4.1. Cumulative Grade Point Average (CGPA). The overall grade point average calculated across all completed courses that meet the program's requirements.
- 4.2. GPA (SGPA):** The grade point average calculated based on courses attempted within a specific semester.
- 4.3. Grade Report. An unofficial document showing all courses and grades to date.
- 4.4. Transcript. An official document summarizing a student's academic performance.
- 4.5. Appeal. A formal request made by a student to review and potentially alter an academic decision or outcome.
- 4.6. Faculty. Refers to any member of academic staff in the particular School responsible for delivery of learning and teaching within an academic degree programme.

5. POLICY

- 5.1. Students will receive grades based on the following grading scale:

Letter Grade	Grade Point	Percentage Range	Grade Level Description
--------------	-------------	------------------	-------------------------

A	4.0	90 – 100	Excellent. The student has demonstrated a quality of work and accomplishment far beyond the formal requirements and shows originality of thought and mastery of material.
A-	3.7	85 -89	Close to excellent, but not yet there. Mastery of course content at the highest level of attainment that can be expected of students at a given stage in the programme.
B+	3.3	80 – 84	Very good. Strong performance demonstrating a high level of attainment for a student at a given stage in the programme.
B	3.0	75 – 79	Good. The student's achievement exceeds the usual accomplishment, showing a clear indication of initiative and grasp of the subject.
B-	2.7	70 – 74	Close to good, but not yet there. The student has shown promise in the aspect of the discipline under study.
C+	2.3	65 – 69	Above satisfactory. The student has met the formal requirements and has demonstrated good comprehension of the subject and reasonable ability to handle ideas.
C	2.0	60 – 64	Satisfactory. While not yet showing unusual promise, the student may continue to study in the discipline.

C-	1.7	55-59	Below satisfactory. Performance falls below expectations in important areas of study while generally it is acceptable demonstrating an adequate level of attainment for a student at a given stage in the programme.
D	1.0	50-54	Minimal pass. The student's accomplishment (while still passing) leaves much to be desired. Minimum requirements have been met.
F	0.0	less than 50	Fail. The student has not met the minimum requirements.

5.2. In addition to the grades described above, the transcript will, where applicable, include the student status in earning credits for a particular course that is not included in the calculation of averages and presented as follows:

Grade Status	Description
P	Pass
I	Incomplete
IP	In Progress
W	Withdrawn. A grade that indicates that a student has withdrawn from the course without completing it.
AU	Audit. A notation that indicates that a course is taken without credit.
EX	Exemption. A notation that indicates the student has been exempted from a course requirement on the basis of equivalent attainment other than transfer credit.
TR	Transfer Credit. A notation that indicates the student has been granted credit for equivalent courses at another accredited institution.

5.2.1. Pass/Fail, Transfer Credit and Exemption. Provide credit towards the student's

degree; the number of credit hours associated with the course are not used in the calculation of the CGPA or the SGPA.

5.2.2. Incomplete. An “I” grade may be assigned if the performance in a course is satisfactory and has been of passing quality but is incomplete for reasons beyond the student’s control, e.g. medical or personal extenuating circumstances. A grade of “I” must be cleared within 30 days of the date that grades are released by the Office of the Registrar. Students must sign a contract indicating the date when the outstanding work is to be completed. If the work is not completed by that date, a grade of “I” will be converted into a grade of “F”.

5.2.3. Withdrawn. A grade of “W” is not considered when calculating a student’s CGPA or SGPA.

5.2.4. Audit. Auditors do not submit papers or assignments, nor do they write tests or examinations. Enrolment as an auditor requires the written permission of faculty of the course, the Programme Director, and the Dean. Upon completion of the course, and subject to confirmation from the faculty of the course that the student attended at least 80% of the instruction, the transcript notation “AU” shall be recorded. No other grade shall be assigned. Application to audit a course requires a minimum CGPA of 3.3.

5.3. Change of Grade

5.3.1. If an instructor identifies an error in the calculation or recording of a student’s grade, or if a reassessment leads to a grade change, the instructor must initiate the change process.

5.3.2. The instructor must complete a Change of Grade Form, providing detailed information about the course, student, and the reason for the grade change.

5.3.3. The completed Change of Grade Form, along with any supporting documents, must be submitted to the Office of the Registrar within 30 days of the discovery of the error or reassessment.

5.3.4. The form requires the instructor’s signature and, if applicable, the approval of the department head or faculty dean.

5.3.5. The Office of the Registrar will review the submitted form for completeness and compliance with policy.

5.3.6. If the form is in order, the Registrar will process the grade change in the student’s academic record.

5.3.7. The student will be formally notified of the grade change by the Office of the Registrar through official university communication channels.

5.3.8. All documentation related to the grade change, including the Change of Grade Form and supporting materials, will be retained in the student’s academic file for record-keeping and auditing purposes.

6. ROLES AND RESPONSIBILITIES

6.1. Office of the Registrar. Responsible for maintaining academic records, issuing grade reports and transcripts, and implementing this policy.

6.2. Faculty. Responsible for timely evaluating student performance and assigning grades in accordance with this policy.

6.3. Academic Council. Approves any amendments to the grading system.

7. CONTACT INFORMATION

Office of the Registrar (registrar@ucentralasia.org)

8. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				
2				