



DOHA INSTITUTE
FOR GRADUATE STUDIES

Academic Policies

Grading System

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Contents

| | |
|----------------------------------------|---|
| Introduction: | 3 |
| Policy Statement: | 3 |
| Grading Scale: | 3 |
| Grade Point Average (GPA)..... | 3 |
| Merit Classifications:..... | 4 |
| Non-GPA grades and notations: | 5 |
| Changing Grades and Incompletes: | 6 |
| Student Grade Appeals: | 7 |
| Academic Transcript: | 7 |

Introduction:

DI adopts a standardized system for grading and recording the students’ academic progress. Faculty at DI have responsibility for calculating and assigning final grades in the courses they teach. The grading and record system is described in the policy statement below.

Policy Statement:

Grading Scale:

For each credit hour earned for courses taken in DI the following letter grades will be awarded based on the numerical score received for this specific credit hour. The grade points are allocated for each letter grade as per the scale below:

| Numerical Grade | Letter Grade | Grade Points | Course Letter Grade Classification |
|------------------------|---------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 90-100 | A | 4.00 | Distinction. Outstanding performance showing comprehensive, in-depth understanding of subject matter. |
| 86-89 | B+ | 3.5 | Very Good. Clearly above average performance with very good knowledge and understanding of subject matter and with no deficiencies. |
| 80-85 | B | 3.00 | Good. Above average performance with good knowledge of principles and facts at least adequate to communicate intelligently in the discipline. |
| 76-79 | C+ | 2.5 | Satisfactory. Basic understanding of knowledge of principles and facts with possible deficiencies. |
| 70-75 | C | 2.00 | Pass. Marginal performance with definite deficiencies. |
| 0-69 | F | 0.00 | Unsatisfactory. Fail |

Grade Point Average (GPA)

The grade point average (GPA) is a means of expressing the student’s performance in the master’s program. DI uses the GPA to determine whether a student has achieved a good academic standing and has met graduation requirements.

The GPA is only calculated for the courses that are required by the student’s program of study and have been completed at DI, as such transfer credits or credits earned but are not part of the program of study are not included in the student’s GPA.

The GPA is calculated by determining the grade point value for each course based on the letter grade achieved as per the table above, multiplying the course credit value by the grade point equivalent of the grade, then adding up all the grade point values, and dividing by the total number of eligible course credits that have been completed by the student as part of his study. The GPA value is displayed to the hundredths place and not rounded up (i.e., 3.248 = 3.24)

A cumulative GPA is the average of all the courses completed by the student at any current time and it is used to assess the student’s academic standing at the end of each semester after the grades for that semester have been posted. The semester GPA is the average for the courses taken during that specific semester, this GPA may be used to determine a student’s eligibility for a Dean’s merit award or any other recognition for excellence in a specific semester.

Example:

| Course | Letter Grade | Grade Point | Course Credits | Program Required Credits | Included in GPA |
|----------|--------------|-------------|----------------------|--------------------------|-----------------|
| SOCH 500 | A | 4 | 3 | Yes | Yes |
| HIST601 | B | 3 | 3 | Yes | Yes |
| HIST610 | C | 2 | 3 | Yes | Yes |
| SOC090 | P | N/A | 0 | No | No |
| POL631 | AU | N/A | 3 | No | No |
| HIST612 | T | N/A | 3 | Yes | No |
| | | | Total Credits Earned | 12 | |
| | | | GPA Credits | 9 | |
| | | | Cumulative GPA | 3 | |

Merit Classifications:

Degree students who completed their program of studies will be awarded merit recognitions and their award degrees will be classified according to the level of their academic accomplishment. The cumulative GPA will be used to determine these classes as per the below:

| Classification | Cumulative GPA |
|-----------------|----------------|
| Distinction | 3.75 to 4.00 |
| Merit | 3.50 – 3.74 |
| Pass | 3.00 to 3.49 |
| Fail (no award) | Below 2.99 |

Non-GPA grades and notations:

Additional grades and notations may be found on a student’s transcript however they are not calculated in the GPA, these grades and notations are shown below:

| Grade or Notation | Definition |
|-------------------|----------------------------|
| AS | Audited Successfully |
| AU | Audited Unsuccessfully |
| IP | In progress |
| I | Incomplete |
| S | Satisfactory |
| U | Unsatisfactory |
| T | Transfer Credit |
| W | Withdrawn |
| AW | Administratively Withdrawn |

- **Audit Successful/Audit Unsuccessful:** If a student audits a course as per the course auditing policy a grade of “AS” will be recorded on the transcript for a successful audit and “AU” for an unsuccessful audit.
- **In Progress:** The notation of IP is used to denote a course currently in progress.

- **Incomplete:** A faculty member may assign an incomplete “I” as a course grade for students who are unable to finish a course for eligible and approved reasons, such as justified absence on the final exam or remaining course work that was not submitted also for justified reasons. Students need to fill the respective “Incomplete Request Form” and submit it to the instructor who, if the case is approved, will assign an incomplete grade and submit the form to the Department of Enrollment and Student Affairs, before posting the final course grades. Students cannot graduate with an “I” on their record. They must either complete the course for a passing grade or the “I” will lapse to an “F” after one semester.
- **Satisfactory/Unsatisfactory:** Certain courses use the Satisfactory/Unsatisfactory grading system especially noncredit courses or course in the range of 000 to 099. All students registered for these courses receive a grade of S or U based on the assessment requirements of that specific course.
- **Withdrawn:** A student can withdraw from any registered course by dropping it after the “drop and add” deadline and before the course withdrawal deadline which occurs at the sixth (6th) week after the start of classes, both deadlines are noted in the annual academic calendar.

A notation of “W” will appear on the student’s transcript beside any course that has been withdrawn during the period stated above. Any course dropped after the withdrawal deadline will result in a failed grade of “F”. Students are strongly advised to consult with their academic advisor and instructor before they withdraw from any courses.

- **Administratively Withdrawn:** A notation of “AW” will appear on the student’s transcript beside any course that has been dropped at the request of the administration or the faculty member responsible due to excessive absence, or not meeting respective course requirements or administrative requirements at DI.

Changing Grades and Incompletes:

Ordinarily the instructor of a course has the sole and final responsibility for any grade reported. Once the grade has been reported to the Department of Enrollment and Student Affairs. A change of grade will not occur unless an actual error has been made in computing or recording it and can only be done upon the authorization of the faculty member who issued the original

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grade, the head of the program, and the dean of the respective school using a Change of Grade or Incomplete Form. This also applies to the grade of "I" (incomplete).

Once approvals are received, the new grade will be reflected on the student's transcript immediately.

If there are extenuating circumstances which render an instructor unable to assume this responsibility, the head of the program, where the course was taught will process the change of grade.

Grade changes will be accepted and processed by the Department of Enrollment and Student Affairs no more than one semester after the semester in which the course was attempted.

Student Grade Appeals:

DI has a formal process students may use to appeal a grade or other issues, this is elaborated in the "Student Academic Appeals Policy".

Academic Transcript:

A transcript is an official copy of a student's academic record. It records all courses successfully and unsuccessfully completed and all courses that were withdrawn after the drop and add deadline.

An Official Transcript is the student's academic record at DI, which can be used as evidence of this record to external entities such as other educational institutions, for employment or to apply for scholarships or bursaries.

A student can have an unofficial copy of the academic transcript for information purposes and for in planning course registration, etc. The unofficial copy is not printed on DI official papers or stamped and cannot be used officially or given as evidence of the student's record to external entities.

The following information is provided on the academic transcript:

- Given and Family name
- Identification information such as Passport Number of National ID
- School Title
- Program Title
- All courses attempted by the student categorized in semesters
- Course information such as reference number, title, type, credit number

- Grades and numerical marks for all finalized course attempts including notations that are included in the GPA such as withdrawals and audited courses, etc.
- Course Transfer information
- Cumulative Grade Point Average (GPA)
- Semester Grade Point Average (GPA)

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