



Number:	PIP 3100
Effective:	31-March-2009
Revised:	16-January-2012

SUBJECT: Student Grades, Grade Point Average and Requirements for Graduation

REFERENCE: Standards for Licensure and Accreditation, Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research, United Arab Emirates – 2007 (3div, 3dv, 3dvi, 3fi, 3gi – pages 45-46).

SECTION 1 PURPOSE

- 1.1 To establish and communicate the grading system used by the Petroleum Institute, the grade point average, as well as requirements for graduation with a bachelor's degree.

SECTION 2 SCOPES AND APPLICABILITY

- 2.1 This policy is applicable to all students and employees of the Institute.

SECTION 3 DEFINITIONS

- 3.1 Degree Student: A matriculated student who has completed or is exempted from all Foundation Program requirements.
- 3.2 Non-Traditional Credit: Credit received for courses completed while at high school (AP, A-Level, IB, etc.) or PI placement and challenge examinations.

SECTION 4 POLICY

- 4.1 All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements in order to earn a bachelor's degree.

SECTION 5 BACKGROUND OR EXCLUSIONS

- 5.1 Further information pertaining to grades, degrees, and graduation is provided in the academic catalog. To the extent that information in the catalog may conflict with this policy, the policy supersedes that information. An Honor's Track credit hour calculation is included in a separate policy under Honor Track.



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SECTION 6 GENERAL PROVISIONS

6.1 The following letter grades and grading guidelines are used at the Petroleum Institute:

A	=	Excellent	4.00	($\geq 90\%$)
A-	=		3.75	(87.5% \rightarrow <90%)
B+	=		3.25	(82.5% \rightarrow <87.5%)
B	=	Good	3.00	(80% \rightarrow <82.5%)
B-	=		2.75	(77.5% \rightarrow <80%)
C+	=		2.25	(72.5% \rightarrow <77.5%)
C	=	Satisfactory	2.00	(70% \rightarrow <72.5%)
C-	=		1.75	(67.5% \rightarrow <70%)
D	=	Unsatisfactory	1.00	(60% \rightarrow <67.5%)
F	=	Failure	0.00	(<60%)
XF	=	Failure due to Academic Dishonesty		
W	=	Withdrawn		
WI	=	Withdrawn Involuntarily (Terminated)		
TR	=	Transfer Credit		
CR	=	Credit (Passing)		
NC	=	No Credit		
I	=	Incomplete		
PR	=	Progress		
Z	=	Grade not Submitted		

6.1.1 "A" and "A-" are honor grades. They are awarded as a mark of outstanding performance and for achievement clearly of a higher order than average. They indicate that the student has demonstrated not only the ability to work successfully, but also the ability to do some creative thinking or problem solving in the field. They will not be given for routine performance of the assigned work in the course.

"B+," "B," and "B-" indicate very good performance, definitely above a satisfactory level, but not as good in analytical thinking and originality as that required for grades of "A" or "A-." Thorough competence to do excellent work in the field is required for these grades and they will not be given for mere compliance with the minimum essential standards of the course.

"C+," "C," and "C-" are the grades given for satisfactory performance. They indicate compliance with the standards set for successful completion of a course.



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"D" is recorded to show that the student's performance is marginal and it does not represent satisfactory progress toward a degree.

"F" is a penalty grade. It indicates failure and entirely unsatisfactory performance. It carries the requirement that to obtain credit, the entire course must be repeated.

"XF" is a penalty grade. It indicates that a student has failed due to academic dishonesty.

"W" is a grade awarded to a student withdrawing from a course by the established deadline. After the last day to withdraw, a student will not be permitted to drop the course and will receive the grade earned for the course.

"WI" is a grade awarded to a student who is involuntarily withdrawn. Under certain circumstances, a student may be terminated due to academic or behavioral misconduct. In such extreme situations, a student is terminated and will receive a grade of "WI" for all registered courses in that particular semester.

"TR" is a substitute grade awarded to all transfer or non-traditional credit courses.

"CR" indicates satisfactory performance. The grade does not calculate in the student's grade point average.

"NC" indicates unsatisfactory performance. The grade does not calculate in the student's grade point average.

"I" is an incomplete grade and is given when the student is absent from several sessions of, or the final exam of, a course because of illness or other reasons considered beyond the student's control. Approval by the Provost (or designee) must be secured by the instructor before a grade of "I" may be assigned. When the work missed is satisfactorily completed, the final grade must be approved by the Program Chairman of the course being offered and subsequently forwarded to the Registrar. A student must complete the requirements for the course in which the "I" grade was received by the last day of add/drop the next regular semester or the grade will automatically be changed to a grade of "F." If any extension is required, then the deadline will be the end of the next regular semester. All such special requests must be approved by the Provost (or designee).

"Z" is awarded to show that no grade was submitted by the instructor.



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6.1.2 If a grade of an “I” has been given, the instructor must file the specific forms for a final grade signed by the Program Chairman with the Registrar’s once the missed work is satisfactorily completed.

6.2 The grades earned by a student are determined by the instructor of the course and can be changed only upon the instructor’s recommendation, endorsement of the Program Chairman and final approval by the Provost (or designee). In case of an official grade appeal, a student must submit a Grade Appeal Form to the Registrar’s no later than the first day of classes of the next regular semester. The Registrar will review and forward the form to the Academic Appeals Committee. The committee will make a recommendation to the Provost no later than the last day of add/drop. If any extension is required, then the deadline will be the end of the semester.

Under the following exceptional circumstances, a grade may be changed by someone other than the instructor of the course:

6.2.1 As set forth above, the Provost must approve a grade of “I” and the Program Chairman must approve the final grade once the work missed is satisfactorily completed.

6.2.2 The Provost may, only upon recommendation of the Academic Appeals Committee, change a grade determined to be awarded in an unfair manner or in the best interest of the Institute.

6.2.3 In the event that a faculty is no longer affiliated with the Institute, and at the recommendation of the Program Chairman of the course in question, the Provost must approve the appointment of a faculty to assign a new grade (if the case may be).

6.3 At the close of each semester or session, the instructor shall evaluate each student enrolled in his or her assigned class.

6.3.1 The Registrar shall provide advance notice to each Program regarding the deadline when final grades must be submitted. Deadlines must be met to facilitate decisions regarding registration, academic standing, sequence of classes, prerequisites, and graduation requirements.

6.3.2 Grades shall be submitted as follows:

6.3.2.1 Full-time faculty and instructors must submit grades through entry in the student information system; and

6.3.2.2 Adjunct and part-time faculty and instructors will submit grades through entry in the student information system or by submitting a signed



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grade report on, or prior to, the deadline to the Registrar with a copy sent concurrently to the Program Chairman; and

6.3.2.3 Examinations or other graded assignments not returned to the student must be maintained by the faculty member for two succeeding semesters. This is necessary and valuable in the event of student grade appeals.

6.3.3 In calculating a student's grade point average, all assigned letter grades "A" through "F" will be utilized. The grade point average is calculated on all work for which the student has registered with the exception of the courses with grades of "W", "WI", "CR", and "NC" and courses repeated (see Repeat Provisions). The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted.

6.3.4 "C-", "D" and "F" Repeat Provision: Except for special courses (i.e., Special Topics, Research Topics, Independent Study Courses, etc.), a student may repeat a course only one time. A written appeal must be submitted to the Provost should a student need to repeat a course more than once. A student may only repeat courses with an earned grade of "C-", "D" or "F".

Undergraduate students are allowed grade point average recalculation in up to five repeated courses. Only the first five repeated courses will be eligible for recalculation. Only the highest grade earned in the repeated courses counts towards the cumulative grade-point average. Additionally, only the course with the highest grade will count towards the cumulative credit earned. The grades for all attempts of a course taken for credit appear on the student's official transcript. The repeated course must be taken at the PI as transfer courses are not included in this policy. A student should meet with his/her advisor and appropriate PI departments before repeating a course, as it may affect the student's academic standing, scholarship, PI six year rule, etc. A repeated course must be taken when it is regularly offered and cannot be taken in independent or individual format. Any questions regarding this policy should be addressed to the Registrar's Office.

The policy will be applicable to all undergraduate students currently enrolled at the PI.

6.4 In order to obtain a baccalaureate degree at the Petroleum Institute, students must meet all of the requirements outlined in this policy.

6.4.1 Students must successfully meet the following requirements to complete the requirements for a bachelor's degree:

6.4.1.1 Complete all coursework in degree program sequence as published in the student's academic catalog of record within six years of first enrollment at the Petroleum Institute as a degree student.



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6.4.1.2 Have a minimum cumulative grade point average of 2.00 for all academic work completed in residence (excluding Foundation Program courses).

6.4.1.3 Have a minimum of 50 percent of the academic credit applied toward graduation must have been earned from courses taken at the Petroleum Institute.

6.4.1.4 Have a minimum cumulative grade point average of 2.00 for all courses either having the subject code of the candidate's major program or being used to satisfy technical elective requirements in the program.

6.4.1.5 Have a minimum of 30 credit hours in 300 and 400 level courses in residence earned hours at the Petroleum Institute with at least 15 of which taken with Senior standing of which at least 15 credits are in the major.

6.4.1.6 The certification by the Registrar that all required academic work is satisfactorily completed.

6.4.1.7 Recommendation by the faculty and approval of the Governing Board.

6.4.2 The grade point average to be computed for graduation purposes shall be based on work for which a student has registered with the following exceptions:

6.4.2.1 Courses from which a student has withdrawn.

6.4.2.2 Courses in the Foundation program.

6.4.2.3 Courses taken on a Credit/No Credit basis where credit is earned.

6.4.2.4 Transfer and non-traditional credit from other Institutions.

6.4.3 This policy pertains only to the grade point average required for graduation and does not pertain to the grade point average calculated for special academic recognition, graduation honors, admissions requirements for particular programs, or any other academic related standards.

SECTION 7 RESPONSIBILITIES AND PROCEDURES

7.1 The Provost shall cause the terms of this policy to be observed.



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SECTION 8 CANCELLATION

8.1 None.

SECTION 9 REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular time frame to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Governing Board that the policy be amended or repealed.

SECTION 10 SIGNATURES

Chair, Academic Policies Committee Date

Provost

Date

President

Date