

Student Coursework Assessment and Grading

Student assessment and grading is a continuous process starting on the first day of class and continuing until the end of the semester. Instructors evaluate student performance using a variety of techniques, methods and tools. Instructors assess each student's performance and progress in the class while recognizing areas of strengths and weaknesses.

Grading is a cumulative notion that is based on the student's performance during the semester. The student's final grade is not based on less than three different assessment tools. These may include, but are not limited to, exams, projects, presentations, reports, quizzes, reading assignments, research papers, writing essays, classroom feedback and discussions etc. In all cases, every student has the right to see, review and discuss with the instructor all marked materials used in grading them.

Grading Policy

Instructors shall determine the grade for each undergraduate student registered in their courses according to the following table:

Letter Grades and their Corresponding Grade Points

Letter Grade	Description	Percentage	Grade Points
A	Excellent	90 to 100	4.00
B+	Very Good	85 to < 90	3.50
B	Very Good	80 to < 85	3.00
C+	Good	75 to < 80	2.50
C	Good	70 to < 75	2.00
D+	Pass	65 to < 70	1.50
D	Pass	60 to < 65	1.00
F	Fail	less than 60	0.00
P	Pass		
NP	Not Pass		
CC	Continuing Course		
I	Incomplete		
TC	Transfer Credit		
W	Withdrawal		
WF	Withdrawal Failing		
Au	Audit		

Grade Point Average (GPA)

Every letter grade has grade points corresponding to it. These constitute the basis for calculating the Grade Point Average (GPA). The total number of grade points earned for each course is calculated by multiplying the number of credit hours assigned to the course by the number of grade points corresponding to the letter grade received as shown above. The semester and cumulative GPA are determined by dividing the total number of grade points accumulated for all courses by the number of credit hours attempted. The GPA is an indicator of the student's overall academic performance at QU.

Example:

Student's number of courses registered in the current semester 4

Student's total number of completed credit hours 34

Total of earned grade points 95.5

Student's current GPA = 95.5/34 = 2.8

NB: The first two decimal digits that come after a proper (unbroken) number do count, while the rest do not (without rounding)

Student's current registered courses are as follows:

Subject	Credit hours
1	3
2	2
3	3
4	1
Total credit hours for current semester	9

Student's GPA calculations:

Subject	Grade Points	Credit hours	Total Points Gained*
1	4.0	3	4.0 x 3 = 12
2	2.5	2	2.5 x 2 = 5
3	1.0	3	1.0 x 3 = 3
4	0.0	1	0.0 x 1 = 0
		9	20

* Total points gained = total credit hours x Grade points of each grade attained by student in the same course.

Grade Reports and Transcripts

The QU transcript is a student's official record of academic achievement. The transcript contains all the essential information pertaining to his or her course grades, academic level, scholarship, and degrees received – a summary of the student's academic history. At the end of each semester, every student is issued a grade report summarizing the course grades they have completed in that semester. Students may obtain an official copy of their QU transcript from the Registration Department.

Major

A major is a curriculum component of an academic program intended to provide in-depth study in a discipline or a professional field of study. The major defines the student's primary area of study and requires the completion of a defined set of courses and credit hour requirements.

Declaring a Major

- Students are admitted into their college's general program at the time of admission to Qatar University.
- Students may seek to declare their major, after meeting the minimum academic requirements. Admission to the major is extremely competitive, and satisfying the minimum requirements does not guarantee admission into the major.
- Majors are open to QU students, provided that:
 - They meet the admission requirements for the major.
 - They meet the high school subjects requirements.
 - They pass the Foundation Program Requirements, if applicable.
- The department offering the major approves the major declaration on the basis of department capacity.
- Students may declare and pursue only one major.
- Students should declare their selected major before completing 36 undergraduate credit hours.
- At least half of the credit hours required to complete the major must be taken in residence at QU.
- A student must complete the graduation requirements for a Bachelor degree at Qatar University in order to receive recognition for the completed major.
- The only recognition delivered by the university for a major completed by a student consists of the appearance of the major on the student's official transcript at the time of graduation and the student's graduation statement.

In all cases, the sought College or Department approves the major change, taking into consideration their transfer requirements and capacity.

Minor

A minor is a curriculum component of an academic program intended to provide a limited depth and/or breadth of study in a discipline or a professional field of study. Its main objective is to provide students a fair measure of expertise and knowledge in more than one academic area.

Declaring a Minor

- Minors are open to all QU students provided that:
 - They meet the admission requirements for the minor.
 - The department offering the minor approves the student enrollment in the minor based on the department capacity.
 - Students may not declare a minor before declaring their major.
 - Students may declare one or multiple minors.
 - Students may not declare a minor in the same field as the declared major.
 - At least half of the credit hours required to complete the minor must be taken in residence at QU.
 - A student must complete the graduation requirements for a Bachelor degree at Qatar University in order to receive recognition for the completed minor.
 - The only recognition delivered by the university for a minor completed by a student consists on the appearance of the minor on the student official transcript at the time of graduation and the student graduation statement.

Change of Minor

A student may change their minor only once and the change must occur before completing 12 credit hours in the minor and 90 undergraduate credit hours. The sought College or Department approves the minor change taking into consideration their transfer requirements and capacity.

Graduation Requirements

Every major has a study plan consisting of courses selected from the core curriculum, college requirements, major requirements, (major/minor) and electives. An academic degree is awarded to a student who completes all the requirements of the major in which he/she is enrolled with a minimum cumulative GPA of 2.00. The number of credit hours required by each academic major within individual colleges may vary. The minimum number of credit hours required for graduation is shown below:

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- The only recognition delivered by the university for a major completed by a student consists of the appearance of the major on the student's official transcript at the time of graduation and the student's graduation statement.

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A student may change their minor only once and the change must occur before completing 12 credit hours in the minor and 90 undergraduate credit hours. The sought College or Department approves the minor change taking into consideration their transfer requirements and capacity.

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College	Major	Total number of credit hours
Arts and Sciences	Arabic language	120
	Biological sciences	120
	Biomedical	135
	Chemistry	120
	English language	120
	Environmental Sciences with Concentration Area in: - Marine Sciences - Biotechnology	125 126
	History	120
	Human Nutrition	132
	International Affairs	120
	Mass communication	126
	Social Work	120
	Sociology	120
	Sport sciences	120
	Statistics	120
	Policy, Planning and Development	120
	Psychology	120
	Public Health	120
Business and Economics	Accounting	125
	Finance	125
	Management	125
	Marketing	125
Education	Primary Education	120
	Secondary Education	120
Engineering	Architecture	160
	Civil Engineering	131
	Chemical Engineering	131
	Computer Science	120
	Computer Engineering	128
Law	Electrical Engineering	131
	Mechanical Engineering	131
Sharia and Islamic Studies	Law	123
	Dawa	120
Pharmacy	Islamic studies	120
	Pharmacy	173

Incomplete Grades

An incomplete (I) grade may be received in a course if the student attends but fails to complete all the course requirements. The incomplete grade is not an alternative for an "F" when the student performs poorly. To be considered for an incomplete grade, the student must provide an acceptable justification for failing to complete the required work to the course instructor, which the Department Head must also approve. If the justification is related to medical problems, it must be supported by a medical report that is certified by the Public Health Authority or Hamad Medical Corporation and submitted to the Registration Department.

Any person presenting the medical report on behalf of a student must produce their ID and that of the student. If an incomplete grade is given because the student did not take the final exam, the student should arrange with the instructor to take the exam. The deadline for changing an (I) grade is the last day of the second week of classes in the ensuing semester. Upon successful completion of the required work, the course instructor will replace the (I) grade with a letter grade (A through F) and submit it to the Registration Department.

If a grade of "I" is not changed by the end of the specified period, it will be changed automatically to an "F". Only the Vice President for Student Affairs may grant an extension beyond the specified time limit. At the end of the first week of classes in the following semester, the Registration Department will remind instructors who have given incomplete grades to change them before the deadline.

Grade Appeal and Changing a Grade

A student who believes that he/she has received an unfair grade may appeal to the Department Head. A student who believes that he/she has received an unfair or erroneous grade may contest the grade to the instructor of the course within ten (10) business days of the issuance of grade reports. If the instructor concurs with what the student claims, the instructor may submit a grade change to the Department Head. The student will be notified of the grade change once it has been updated by the Registration Department. If the instructor does not agree with the student's claim, the student may submit a written, signed and dated appeal to the Department Head.

The Department Head will review the merits of the complaint and rule on it. The Department Head may consult with the relevant faculty in the Department before ruling on the claim. Should the course instructor also be the Department Head, the student should submit a written complaint directly to the Associate Dean of the College. If the student is not satisfied with the decision of the instructor or the Department Head, a written appeal may be submitted to the Associate Dean of the College who will then make the final decision on the appeal.

In cases where the student feels that proper procedures were not followed regarding his claim, he/she may appeal in writing to the Vice President for Student Affairs. It should be noted here that the Vice President for Student Affairs will only assess whether proper procedures were followed and will not make a decision regarding the grade change. Once the request is evaluated by the Committee, the student will be notified of the decision by email.

Academic Probation

While every effort is made by Qatar University to provide timely and accurate information to students about their academic standing, it is the sole responsibility of students to be aware of their academic standing at all times. Undergraduate students are placed under academic probation based on their cumulative GPA and the total number of GPA hours as detailed below:

- 0 - 24 GPAH - No academic probation is to be applied
- 25 GPAH or above - Placed under academic probation if cumulative GPA is below 2.00

Academic Probation is noted on the student transcript and academic records.

Once placed on academic probation, students have two (2) consecutive or three (3) separate semesters (summer session not included) to remove the academic probation before being dismissed from the University.

Once placed under Probation at the end of a semester, undergraduate students who fail to satisfy the 2.00 cumulative GPA requirement for "Good Standing" at the end of the following semester of enrollment, excluding the summer term, are placed under Final Probation.

Once placed under Final Probation at the end of a semester, undergraduate students who fail to satisfy the 2.00 cumulative GPA requirement for "Good Standing" at the end of the following semester of enrollment, excluding the summer term, are academically dismissed from the University.

Students under Final Probation who fail to register in courses in a given semester will, unless they received prior approval from the Student Affairs Committee, be academically dismissed at the end of that semester. Students under Final Probation may not withdraw from a semester, request a leave of absence, or leave the university for the remainder of the semester unless they receive prior approval from the Student Affairs Committee. Undergraduate students placed under Probation or Final Probation are allowed to register in a minimum of 9 CH and a maximum of 12 CH per regular semester and a maximum of 6 CH in the summer term. Students may be

allowed to register in more than the maximum number of credit hours, subject to prior approval from the Student Affairs Committee.

A hold is applied for all students placed under Probation, Final Probation, or receiving an Academic Warning for failing a course twice. These students must meet with their academic advisor before registering in classes offered in the following semester.

Students placed under Academic Probation or Final Probation may apply for transfer to another program subject to the university rules and regulations. The summer term is not considered for Academic Probation decisions.

Academic Dismissal

A student will be dismissed from the University for academic reasons under the following conditions:

- Failing a required course three (3) times.
- Failing to achieve a minimum GPA of 2.00 for three (3) consecutive or four (4) Non-Consecutive semesters since admission or three (3) non-consecutive semesters since reinstatement.

• Failing to meet graduation requirements within eight years from enrollments in the University (excluding Foundation Program) or within the maximum allowed additional time as indicated in the appeal or the reinstatement decision.

• Not registering in any course in a given semester, excluding the summer term, while placed under Final Probation and without having secured prior approval from the Student Affairs Committee.

Academic Dismissal is noted on student transcript and academic records.

Appealing Academic Dismissal

Any Qatar University student who is dismissed from the institution for academic deficiency may appeal the decision to the Academic Dismissal, Appeal and Reinstatement Committee. The appeal should be submitted to the Director of the Registration Department within 10 business days of the official announcement of final grades. A maximum of a 1 regular semester extension (Fall or Spring) of Final Probation is granted to successful appeals.

The following criteria will be applied by the Academic Dismissal, Appeal and Reinstatement Committee (Appendix A) when evaluating the appeal:

1. In the semester of academic dismissal, the student experienced the death of an immediate relative or suffered a medical condition resulting in extended hospitalization and/or medical treatment, or
2. The student has a minimum cumulative GPA of 1.90; or
3. The student requires a maximum of 15 credit hours to satisfy graduation requirements and can achieve a 2.00

cumulative GPA by earning a maximum of 15 credit hours with an A average.

4. If the student is not eligible to appeal, is eligible to appeal but does not, or if the appeal is not successful, he/she may apply for Reinstatement.

Reinstatement

Any Qatar University student who is dismissed from the institution for academic deficiency may apply for reinstatement up to a maximum of one (1) year of the official notification of academic dismissal.

Applicants may seek reinstatement after completing a minimum suspension period of 1 regular semester, excluding summer. The application for reinstatement should be submitted to the Director of the Registration Department by the application deadline.

The following applies to all applicants seeking reinstatement:

- All reinstatement applicants must satisfy all application deadlines.

• Reinstated students may return to the College in which they were declared at the time of academic dismissal or may be transferred to a different College as part of their reinstatement.

• Reinstated students are required to participate in the Successful Transitions Program.

• Students will only be reinstated once. If a student is academically dismissed for a second time, the student is not eligible for reinstatement.

The following applies to all applicants seeking reinstatement:

- A. All QU coursework and cumulative GPA earned prior to academic dismissal will remain on the academic record. The student will be reinstated on Probation and will therefore have a maximum of 2 semesters to achieve Good Standing or face academic dismissal.
- B. Reinstated students who were academically dismissed due to repeated failure in a course are allowed to repeat the repeated course only one more time. Additional failure in the repeated course will result in academic dismissal.
- C. Reinstated students may be considered for possible transfer credit according to QU's transfer credit rules.

Repeating a Course

A student may repeat any course taken at Qatar University in which a final grade of "D+" or below was earned. The following applies to all students repeating a course:

- Undergraduate students are allowed to repeat a course a maximum of two times. Failing a course for the third time will result in academic dismissal. Undergraduate students who fail a course two times must obtain the approval of their academic advisor and the head of department of their

program before repeating the course.

• The repeated course may only be counted once towards the total number of credit hours required for graduation.

• Courses transferred from another accredited college or university cannot be repeated for additional credit.

• For all courses taken prior to Spring 2013 and repeated in Spring 2013 or thereafter, the grade obtained in the prior attempt(s) of the course is excluded from the cumulative GPA calculation and only the grade obtained in the most recent attempt is used in the calculation of the cumulative GPA.

• Grades for all attempts of a course appear on the official transcript. A notation of "E" on the transcript indicates the attempt(s) excluded from the cumulative GPA calculation, while a notation of "R" denotes the attempt included in the cumulative GPA calculation.

• The degree GPA is not changed for any courses repeated after the degree is awarded.

Auditing Courses

QU allows a student to enroll in courses on a non-credit basis, provided that the student receives prior permission from the instructor of the course, and registers as an audit student. Permission to audit a course is contingent upon the availability of space and class size. Priority is given to a student who takes the course for credit. A student who audits a course, however, is charged the standard tuition, fees, and registration costs. An audit student is expected to attend class regularly, but is not obliged to take exams and so does not receive the normal grade (A-F); rather

upon completion of the course, a grade of "AU" is recorded in the student's transcript to denote that the course was taken on an audit basis. Should a student wish to take the course for credit, he/she must get the status changed at the Registration Department no later than two weeks from the commencement of classes. A student can audit a given course only once.

Internships

The University encourages its students to benefit from internships whenever possible. Internships combine what the student has learned in the classroom with a real world environment such as a company, business, laboratory, or governmental project. The academic department determines the number of credit hours awarded to internships. Upon completing the requirements of an internship, the student receives a grade. To apply for an internship, the student must have the support of the academic advisor, the Department Head, and the Dean of the College in which he/she is enrolled.

Application forms for internships are available at the office of the Career Services Center, or from the office of the

Dean of the student's College. Students are selected for internships based on their ability to perform the work required by the position in which they wish to intern. At the time of application, the student must have a full-time status and be in good academic standing at the University. Maintaining an internship requires satisfactory job performance and a minimum cumulative GPA of 2.0. If a student is terminated from the internship due to failure to meet job expectations, he/she is eligible to reapply one year from the date of termination.

Transferring Credits to QU

Qatar University students may take courses at other accredited colleges or universities, and this academic credit may be transferred to QU under the following conditions:

• The student submits an application to the Registration Department, along with all official transcripts and course syllabi from the colleges and universities attended. The content of the transferred courses must match 90% of the course content of their counterparts at QU. Only courses with a grade of "C" or above are transferable.

• The respective academic department at QU will make the final decision on transfer of credit into its program.

Courses accepted for transfer will be given a grade of "TC" but will not bear on the GPA accumulated at QU; however, credit hours transferred will be used to satisfy graduation requirements provided they do not exceed 50% of the required credit hours needed for graduation from QU. If the student has successfully completed more than 50% of the courses required for a degree at QU at other institutions, he/she will have to determine the course(s) to be transferred to their record at QU given that they fall within their study plan at QU.

First Year admits are not eligible to receive transfer credit consideration for coursework completed prior to their semester of admission to QU.

Transfer Students

QU welcomes students transferring from other accredited institutions of higher education. A comprehensive list of transfer admission requirements can be found in the admissions portion of the Undergraduate Catalog.

ACADEMIC ACHIEVEMENT AWARDS

The purpose of having the academic achievement awards is to recognize and acknowledge students whose academic performance is deemed as excellent and distinguished during their studies at QU. The levels of honor are reflected in the following lists:

Order of Excellence:

Bachelor degree graduates who have demonstrated

distinguished academic performance during their study at QU are acknowledged and honored by the University during their graduation ceremony. A maximum of ten graduates are selected to receive Academic Excellence Medals. In order for a student to qualify for receiving this outstanding award, the following conditions must be met by the student:

1. Having attained a minimum overall GPA of 3.80, and never received a grade of less than "B" during their undergraduate studies.
2. Having never received a written disciplinary warning or sanction while studying at QU.

Graduating With Honors:

Students who are graduating with a Bachelor's degree and have attained outstanding academic performance are acknowledged and honored by the University during the graduation ceremony, and are issued certificates that attest to their achievements. In order for a student to receive this outstanding award, he/she must meet the following conditions:

1. Graduated in the top 5% of the graduating class for that academic year with a minimum overall GPA of 3.50.
2. Having never been placed on academic probation, nor was subjected to disciplinary action while studying at QU.

The Vice-President and Chief Academic Officer's List:

The Vice-President and Chief Academic Officer List recognizes all students at the Undergraduate level who have shown distinguished academic performance. This award is issued at the completion of each fall and spring semester by the Vice President for Student Affairs, upon approval of the University's Vice-President and Chief Academic Officer. This award is reflected on the student's transcript for the semester of award. To achieve Vice-President and Chief Academic Officer List recognition, a student must satisfy the following conditions in addition to all Dean's List requirements:

1. Earn a minimum cumulative GPA of 3.50.
2. Complete a minimum of 30 credit hours.
3. Earn a minimum final grade of "C" for all courses taken, with the exception of courses taken on Pass/Fail basis.
4. Never subjected to any disciplinary action by the University.

The Dean's List:

The Dean's List is an academic award recognizing the remarkable achievements of undergraduate students. Deans of the respective Colleges issue the award upon completion of each fall and spring semester, and the award is reflected on the student's transcript for the semester of the award. To achieve Dean's List recognition for the semester, a student must satisfy the following conditions:

1. Earn a minimum semester GPA of 3.50.

2. Maintain a minimum semester course load of 12 credit hours in undergraduate courses.
3. Earn a minimum final grade of "C" for all courses taken in the semester, with the exception of courses taken on Pass/Fail basis.
4. Not placed on academic probation during the academic semester of award.
5. Not subjected to any disciplinary action by the University for two semesters prior to the award.

STUDENT NON-ACADEMIC AWARDS

The University bestows special service awards to students who have demonstrated exceptional contributions in the areas of campus life, student activities, athletics and services. Three categories of awards will be presented to both male and female students: (1) Student Leadership Award, (2) Student Services Award and (3) Student Athletic Award.

Nominations for the Student Non-Academic Awards can be made by individual faculty members, staff, other students, or the student, providing that the eligibility criteria stated for each award is met by the student. Should a student wish to make a nomination for any of these awards, he/she must submit at least one letter of recommendation attesting to their leadership qualities, service rendered, or athletic skills.

Student Leadership Award (one male student and one female student):

This award is reserved for male and female students who have exhibited the most outstanding leadership qualities in student activities and/or student organizations. To be eligible for this award, the student must have:

1. Served in a leadership position.
2. Worked to create meaningful changes in the lives of other students.
3. Demonstrated commitment to increase student participation on campus.
4. Participated in a variety of campus activities and exhibited outstanding leadership in them.
5. Completed a minimum of 60 credit hours.
6. Maintained a GPA of 2.00 for the previous two semesters.

Student Services Award (three male students and three female students):

This award is given to the three male and female students who have exhibited outstanding achievements in student activities, student services, and service to the community. To be eligible for this award, the student must have:

1. Been active in student activities, student services, or in the service of the community, and demonstrated clear achievement in this realm.

2. Contributed to campus life and the community.
3. Set an example for other students through investment of their time and energy in order to impact campus life.
4. Completed a minimum of 60 credit hours.
5. Maintained a GPA of 2.00 for the previous two semesters.

Student Athletic Award (one male student and one female student):

This award is given in recognition of the students who have achieved excellence in the sports they practice. To be eligible for this award, the student must have:

1. Been active in a University sport activity.
2. Shown clear athletic achievement.
3. Maintained a practice or training regimen acceptable to their coach.
4. Completed a minimum of 60 credit hours.
5. Maintained a GPA of 2.00 for the previous two semesters.