

## 1. GPA Calculation Guidelines:

1.1. The semester and cumulative GPA is obtained through the following procedure:

- i. Multiply the credit hours for each course by the corresponding grade points merited in each course to get the honor points;
- ii. Add all the honor points to get the total;
- iii. Divide the total honor points by the total number of attempted credit hours during the course of semester (Semester GPA) or for the duration of study since the first semester of enrollment in the program (cumulative GPA).

1.2. Credits Transfers (CT) from other institutions are not included in computing a student's GPA.

1.3. A student's GPA is calculated separately for Diploma and Bachelor programs and will include grade points earned during a summer term if the student has taken studies in AU during summer.

1.4. GPAs are not calculated for English Language Program.

1.5. In order to pass a course, the student must obtain at least a grade D.

1.6. To be eligible to graduate, all students must have a minimum cumulative GPA of 2.00 at the time of graduation. Students in the Bachelor Track (0-4) must also maintain a minimum major GPA of 2.00

## 2. Grading Scale:

2.1. AU Grading Scale:

Description	Letter Grade and Grade Point Average	Percentage conversion <sup>1</sup>
Excellent	A (4.00)	95-100
Excellent	A- (3.67)	90-94
Very Good	B+ (3.33)	87-89
Very Good	B (3.00)	83-86
Very Good	B- (2.67)	80-82

<sup>1</sup> All final grades are rounded to the nearest integer.

Description	Letter Grade and Grade Point Average	Percentage conversion <sup>1</sup>
Good	C+ (2.33)	77-79
Good	C (2.00)	74-76
Good	C- (1.67)	70-73
Acceptable	D+ (1.33)	65-69
Acceptable	D (1.00)	60-64
Fail	F (0.00)	0-59
Honors	H	The student has passed the course with an overall grade of 80% or above <b>(English Language Program only)</b>
	P	The student has passed the course with an overall grade of 60% to 79% <b>(English Language Program only)</b>
	R	The student has received an overall grade of 59% or below. The student needs to repeat the course. <b>(English Language Program only)</b>
	I	<b>Incomplete.</b> Grade is assigned when work is not completed because of approved documented illness or other emergency. If grade I is not completed within the designated timeframe, it is automatically changed to an F (Fail)
	W	<b>Withdrawn.</b> The grade is GPA neutral.
	FA	<b>Fail due to non-attendance.</b> Issued when the student receives a Fail Grade due to not meeting attendance requirements per the AU Attendance Policy.
	PE-S	Pass. IELTS or TOEFL certificate submitted <b>(English Language Program only)</b>
Credit Transfer	CT	Credit awarded in the course for previous accredited study. CT results are GPA neutral.
	CY	A pass grade awarded when student has met assessment requirements for the course/module. CY results are GPA neutral
Withdrawal due to Suspension	WS	Withdrawal due to Suspension after Census Date for violating the Code of Integrity or Student Code of Conduct. The grade is GPA neutral.

Description	Letter Grade and Grade Point Average	Percentage conversion <sup>1</sup>
<b>Withdrawal due to Expulsion</b>	<b>WE</b>	Withdrawal due to Expulsion after Census Date for violating the Code of Integrity or Student Code of Conduct. The grade is GPA neutral

## 5. Repeating Courses in Diploma and Bachelor's programs:

- 5.1. Students are allowed to repeat courses in which they have received a C- or below.
- 5.2. All repeated courses are noted in the transcript.
- 5.3. A student is not allowed to repeat a failed course outside AU.
- 5.4. If a course is repeated once, the previous grade obtained in the course will be replaced in the **cumulative GPA** calculation with the new grade. Previous grade will remain in the **Semester GPA** of the semester that the course was first attempted in.
- 5.5. If a course is repeated more than once, all grades obtained in the course subsequent to the first attempt will be calculated in the cumulative GPA as well as the in-semester GPA of each semester that the course was repeated in.
- 5.6. A student who **fails** a course during a repeat attempt, but has passed that same course during a previous attempt, will still need to repeat the course until receiving a **pass** grade.
- 5.7. For a student who does not repeat a course that has been previously failed and hence who does not successfully complete a qualification, the fail result will be included in the GPA calculation.

## 6. Incomplete Grade

In cases when a student has an approved excused absence that prevents them from completing the work for that semester as per AU's Student Attendance Policy and Procedure, the student is given an Incomplete (I) grade for the applicable course(s). The student must complete all missed within the timeframe indicated in the academic calendar. Failing this, Incomplete (I) grade is automatically changed to Fail (F).

## 7. Change of Final Grade

A final course grade can only be changed when a Change of Final Grade Form signed by the Head of Department and the Dean of the relevant College is submitted to the Assistant to the President – Student Relations. Grades cannot be changed once a qualification is awarded.