



**The American University of Kurdistan**  
**Policy of Grading and Evaluation**

Policy Number: AS018  
Effective Date: June 15, 2021

1. **Policy:** This policy establishes the standards and procedures governing grading and evaluation practices for bachelor's courses at The American University of Kurdistan (AUK). The policy supports academic integrity, fairness, and consistency in the evaluation of student learning. Grades are assigned based on student achievement as measured by course learning outcomes, evaluation methods, and grading criteria stated in the course syllabus. The policy shall be reviewed periodically and made publicly available through official University channels. Members of the University community are not exempt from any policy that has been approved by the Board of Trustees (BoT).
  - a. **Purpose:** The purpose of this policy is to establish clear standards for formative and summative evaluation of student work, define the University grading system for course-level grading, and clarify grade-related responsibilities, procedures, and consequences within the scope of this policy.
  - b. **Scope:** This policy applies to all enrolled undergraduate students, faculty members, academic programs, College Deans, Academic Department Chairs, Office of the Provost, and the Admissions and Registration Department (ARD), as applicable.

2. **Definition of Terms:**

**Academic Attendance:** Academic attendance is defined as several forms of student participation in face-to-face/online classes, academic assignments, exams, and study groups, online instructional resources, online academic discussions, and course-related academic discussions with faculty members.

**Bachelor Student:** An undergraduate student enrolled in a credit-bearing academic program leading to the award of a bachelor's degree.

**Cumulative GPA (cGPA):** The overall grade point average across all courses taken at an institution.

**Faculty of Record:** The instructor officially assigned primary responsibility for the course and final grade submission.

**Formative Evaluation:** Formative evaluation is developmental feedback given periodically and/or episodically as part of a study, course, or workshop to determine the type and/or direction of further efforts toward the educational goal of the study or course.

**Grade Point Average (GPA):** The average of grade points earned in a given semester, calculated by dividing total grade points by credit hours attempted for GPA purposes. Grades such as W, I, P, and IP are excluded from the calculation.

**Student Information System:** The centralized digital platform used by educational institutions to manage and track student data, including admissions, enrollment, academic records, grades, attendance, and other related information throughout the student lifecycle.

**Summative Evaluation:** Summative evaluation is assessing a student's educational development compared to a standard or benchmark at the end of an academic period, such as a semester. A final course grade is one form of summative evaluation.

3. **Responsibilities:**

- a. **Issuing Unit:** The Office of the Provost holds primary responsibility for implementing, monitoring, and maintaining this policy, and for coordinating policy review and revision.
- b. **Other Stakeholders:** ARD, Academic Department Chairs and College Deans.

#### 4. Procedures

##### a. Grading and Evaluation Standards and Procedures

###### Faculty Responsibilities

- At the beginning of each course, the faculty member shall provide students with the course syllabus, including learning outcomes, grading criteria, and evaluative methods.
- Throughout the course, the faculty member shall evaluate student work in accordance with the learning outcomes and grading standards stated in the syllabus.
- The course syllabus shall clearly outline the approved feedback channels, the nature and frequency of feedback to be provided, and the expected turnaround time for graded work and academic inquiries. Faculty members shall adhere to these stated timelines to ensure timely communication and to support students in improving subsequent performance.
- Only work that is submitted in accordance with course deadlines and requirements shall be evaluated, unless otherwise permitted under applicable University policies.
- If a student fails to attend regularly or does not submit required work, the faculty member shall document the lack of participation and may assign grades in accordance with the stated grading criteria and University policies.

###### Student Responsibilities

- Upon enrollment in a course, the student shall review the syllabus and comply with the stated learning outcomes, grading criteria, and course requirements.
- A student is expected to attend classes from the first day of the semester, and absences will be counted from that day. If a student adds a course during the add period (the first week of the semester), the student is expected to attend classes from the date of registration, and absences shall be counted from that date.
- The student shall submit original work that meets the requirements of the course and demonstrates engagement with assigned learning activities.
- The student shall review feedback provided by the faculty member and apply it to future assignments.
- The student shall attend classes in accordance with the University Policy of Student Class Attendance (See Section 6: Related Documents) and shall not exceed the maximum number of allowed absences.
- If the student exceeds the allowed absences or fails to submit required work, the faculty member may assign a failing grade or initiate administrative withdrawal in accordance with applicable University policies.

###### All grading and evaluation activities shall be conducted in accordance with the following procedures and requirements to ensure consistency, fairness, and alignment with University academic standards:

- Grades shall be assigned solely on the basis of the evaluation of required student work, in accordance with the learning outcomes and assessment methods stated in the course syllabus. Where participation or other course activities or elements are factored into the grading structure, it shall be explicitly articulated in the syllabus and assessed through transparent and consistent criteria.
- Final course grades are summative evaluations and must be based on the learning objectives/outcomes, evaluative methods, and grading criteria stated in the course syllabus.
- Grades must reflect student achievement levels against the standards communicated at the beginning of the course
- Authority to assign grades rests with the Faculty of Record (See Section 2 – Definition of Terms). If the Faculty of Record becomes unavailable, another qualified faculty member may be designated to assign grades in accordance with university policy.
- Related procedures and timelines for incomplete grades, grade changes, and grade grievances are governed by the applicable University policies – See Section 6: Related Documents.
- AUK uses the following letter and numerical grading system. Grade point averages (GPAs) are calculated using the grade points assigned for each credit hour attempted:

GRADE DESCRIPTION POINTS	SCORE	QUALITY POINTS
<b>A</b>	90 - 100	<b>4</b>
<b>A-</b>	87 - 89	<b>3.67</b>
<b>B+</b>	84 - 86	<b>3.33</b>
<b>B</b>	80 - 83	<b>3</b>
<b>B-</b>	77 - 79	<b>2.67</b>
<b>C+</b>	74 - 76	<b>2.33</b>
<b>C</b>	70 - 73	<b>2</b>
<b>C-</b>	67 - 69	<b>1.67</b>
<b>D+</b>	64 - 66	<b>1.33</b>
<b>D (MINIMUM PASSING GRADE)</b>	60 - 63	<b>1</b>
<b>F</b>	0 - 59	<b>0</b>

\*Note: Minimum passing grade for **Nursing courses** is C (70); any grade below C (70) is recorded as failing (F) and carries 0.00 quality points.

SPECIAL GRADE	GPA EFFECT
"I": Incomplete	no effect on GPA
"IP": In Progress	no effect on GPA
"W": Withdrawal	no effect on GPA
"WF": Withdrawal Fail	Zero
"TR": Transfer; credit counted	no effect on GPA

#### **b. College of Nursing Specific Grading and Progression Requirements**

Due to the nature of the nursing profession, ensuring patient safety and meeting accreditation standards necessitate clearly defined and appropriate academic and clinical expectations. Accordingly, the Bachelor of Science in Nursing (BSN) program applies nursing-specific grading and progression requirements to prepare students for safe entry-level practice and future graduate-level study:

- For required Nursing courses, a grade of C (70) or higher is passing, and any grade below C (70) is failing (F).
- All major requirements and required Nursing courses may be attempted no more than two times, and an attempt is defined as earning a grade in a course or withdrawing from the course.
- Nursing students must demonstrate medication calculation competency by scoring 85% or higher on the required exam. A student who does not pass the first attempt may take a second exam, based on faculty recommendation, with required remediation. Failure to pass the second exam means the student has not met the clinical objectives/learning outcomes of the course and will not earn a passing grade.

## 5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
<b>Policy Revision Announcement</b>	Office of Provost	May, 2026	University website, email.	Announce the revision of the policy, assessment metrics, and objectives.
<b>Feedback Collection</b>	Office of Provost	May, 2027	Surveys, suggestion boxes, email	Gather feedback from the University community on the policy's effectiveness, challenges, and areas for improvement.
<b>Periodic Reviews and Updates</b>	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures as necessary to ensure continued relevance and compliance.

## 6. Related Documents

[Student Handbook](#)

[Academic Catalog](#)

[Policy of Probation and Dismissal](#)

[Policy of Undergraduate Degree Audit and Conferral of Degrees](#)

[Policy of Change of Grade](#)

[Policy of Student Grievance](#)

[Policy of Incomplete Grades](#)

[Policy of Academic Integrity](#)

[Policy of Student Class Attendance](#)

[Policy of Course Withdrawal](#)

## 7. Ways to Measure Success

Successful implementation of this policy is demonstrated through consistent use of syllabus-based grading criteria, timely submission of final grades, and clear application of grading and attendance rules across academic units.

The Office of the Provost, in coordination with College leadership, may review implementation issues as needed, including recurring grading or grievance issues and policy clarification requests from faculty or students.

## 8. Policy History

**a. Approved by:** Board of Trustees

**b. Adopted:** June 15, 2021

**c. Revised:** April 30, 2026