



# Policy on Grading

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## 1. Introduction

This Policy on Grading Assessment is designed to give students a clear understanding of how their work will be assessed. It outlines the grade descriptors, how the Cumulative Grade Point Average (CGPA) is calculated.

## 2. Governing Policy

MNU Assessment Policy

## 3. Purpose

This policy establishes a transparent and consistent framework for grading and assessment, defines grade descriptors and interim notations, outlines CGPA calculation, and sets procedures for reporting results to ensure academic standards and fairness

## 4. Scope and Responsibilities

- **Academic Staff:** Responsible for assigning grades in accordance with University policies
- **Student Administration:** Responsible for overseeing the grading process, ensuring consistency, and maintaining accurate student records.

## 5. Grading System

The following grades and notations are used for reporting results of all subjects. Academic and professional programs delivered in collaboration with overseas institutions under formal agreements shall adhere to the grading systems prescribed by those institutions.

### 5.1 Final Grades

Final Grades are the grades recorded on the student's Final Transcript. A grade is awarded to every subject a student registers during the course of study, and all such grades appear on the final transcript.

<b>Final grade (Symbol)</b>	<b>Equivalent Marks Range</b>	<b>Grade point</b>	<b>Meaning</b>
High Distinction (HD)	85–100	4	Denotes work of outstanding quality. This grade may be awarded to recognize particular originality or creativity in performance.
Distinction (DN)	75–84	3	Denotes work of predominantly excellent quality, demonstrating a sound grasp of content together with efficient organization, selectivity and use of techniques.
Credit (CR)	65–74	2	Denotes a clear pass and satisfactory achievement of subject objectives.
Pass grade (PP)	50–64	1	Pass: Denotes a clear pass.
Fail grade (FF)	0–49	0	Denotes that the candidate has failed to complete the subject satisfactorily
Satisfactory (SA)	-	-	This grade is assigned for credit bearing subjects that are usually marked as either “pass” or “fail”. Satisfactory refers to a passing level achievement.
Unsatisfactory (US)	-	-	This grade is assigned for credit bearing subjects that are usually marked as either “pass” or “fail”. Unsatisfactory refers to a failing achievement.
Non-Graded Pass (P)	-	-	This grade is assigned to non-credit subjects. “P” refers to a passing level achievement.
Non-graded Fail (F)	-	-	This grade is assigned to non-credit subjects. “F” refers to a failing achievement.
Continuing Class (CC)	-	-	Assigned when a student is unable to complete work during the current semester because of class scheduling over consecutive terms
Cross Credit (XC)	-	-	Cross Credit from equivalent learning.

Withdrawn (WD)	-	-	The student officially withdraws before the deadline to drop subjects without academic penalty but has attended 15% of the allocated classes of the subject.
Withdrawn Fail (WF)	-	0	The student officially withdraws after the deadline to drop subjects without academic penalty.
Audit (AU)	-	-	The student completed assessment task for a non-academic purpose

## 5.2 Interim Notations

Interim Notations do not appear on final transcripts.

<b>Interim Notation (Symbol)</b>	<b>Equivalent Marks Range</b>	<b>Grade point</b>	<b>Meaning</b>
Fail Conditional Exam (FCE)	45–49	-	Denotes that a student has failed to achieve sufficient knowledge of learning, but after further study and tuition may be reassessed through a centrally administered examination.
Fail Conditional Assessment (FCA)	45–49	-	Denotes that a student has failed to achieve sufficient knowledge of learning, but after further study and tuition may be reassessed by an assessment task excluding centrally administered examination.
Incomplete (I)	0–100	-	An Incomplete notation (I) is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the semester and has furnished proof satisfactory to the lecturer that the work cannot be completed because of illness or other <b>circumstances beyond the student's control</b> . A written statement of the reason for the giving of the Incomplete, listing the work which the student will need to do to remove it, must be filed by the subject coordinator with the head of

			the department or the dean of the faculty in which the subject is given. A “contract” of conditions for completion and time limit, <b>not to exceed 6 weeks within the next semester</b> will be executed by the lecturer and signed by both the lecturer and student. If the terms to remove the grade of “I” are not fulfilled by the end of the sixth week, the grade will become “FF”.
Continuing Class (CC)	-	-	Assigned at the discretion of the lecturer to allow additional time to complete work. A “contract” of conditions for completion and time limit, not to exceed 12 months, will be executed by the lecturer and signed by both the lecturer and student. If the terms to remove the grade of “CC” are not fulfilled by the end of the contract period, the grade will revert to “FF”.
Deferred (DF)	0–100	-	Assessment task(s) have been deferred
No Result (NR)			No Result may be approved where: <ul style="list-style-type: none"> <li>i. Examiner(s) has not been able to complete the grading of student’s work in time for grade finalization</li> <li>ii. A student’s result submitted by the subject coordinator is questioned and requires clarification before final approval</li> <li>iii. A student’s result is subject of a formal review or misconduct process</li> </ul>

### 5.3 Grade Reports

At the close of each semester, grades or grade reports or results of assessments shall be made available to students. Students are encouraged to keep grade reports and other records pertaining to their academic records.

## 6. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is a numerical representation of a student's overall academic performance, calculated by assigning point values to letter grades and averaging them. CGPA is used for various purposes, including determining academic standing, awarding scholarships, and evaluating students for admission to further studies. Only the Final Grades and the Final Notations with a Grade Point value are used in CGPA calculations. The following formula is used to calculate the CGPA.

$$CGPA = \frac{4A + 3B + 2C + 1D}{E}$$

Where:

- A is the sum of credit points gained at HD grade
- B is the sum of credit points gained at DN grade
- C is the sum of credit points gained at CR grade
- D is the sum of credit points gained at PP grade
- E is the sum of credit points for subjects for which the student obtained FF, WF, PP, CR, DN and HD.

CGPA is calculated in two decimal places.

## 7. Repeating a subject

When a subject is repeated, only the highest grade earned is utilized in computing the CGPA. A student who repeats a subject should notify the Student Administrative Services for re-computation of CGPA. If a student repeats a subject for which an FF was obtained, both grades will be included in calculating CGPA.

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