


Category	Educational Programs	Policy Number	ACA-PRO-201	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	6.0	
Responsible Office	Provost	Policy Owner	PCO	
Date Approved	17 May 2023	Effective Date	17 May 2023	
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POLICY

Academic Progress in the Undergraduate Program

1. Purpose

The purpose of this policy is to ensure that the practices governing student progression through the undergraduate program at Zayed University are conducted in a manner that is consistent with university standards, and with integrity, fairness, and consistency.

2. Scope of Application

This policy applies to all undergraduate students at Zayed University.

3. Definition

Degree Audit: A degree audit is an analysis of a student's on-going academic progress towards the completion of their degree requirements.

4. Policy

4.1 In support of its mission and vision, the university shall establish and enforce standards of student academic performance to govern satisfactory progress toward degree completion.

4.2 At the end of each semester, a student's academic standing will be determined by the student's Cumulative Grade Point Average (CGPA). A student in the undergraduate program is expected to maintain a good academic standing of a CGPA of 2.0.

4.3 A student's academic standing at the end of a semester will determine the student's eligibility to continue her/his progress towards earning an undergraduate degree at Zayed University.

4.4 Students who have been conditionally admitted will be held to the same academic standards as all other students as well as having the responsibility to achieve the minimum proficiency requirements for their degree program by the end of one (1) academic year.

4.5 Any student who is not able to maintain a good academic standing at the end of a given semester will be given a warning and/or placed on probation to give them the opportunity to attain a CGPA of 2.0. If a student on probation is still unable to attain a CGPA of 2.0 within the stipulated time, the student will be dismissed from the university.

4.6 A student must make steady progress towards the completion of their degree.

4.6.1 All undergraduate students must complete the requirements to graduate within twice the normal time for the completion of their degree program (e.g., within eight years for a four-year program).

4.6.2 Eligible national undergraduate students who receive federal funding will be funded for a time period not exceeding 1.5 times the normal time for the completion of their degree program (e.g., six years for a four-year program). Students who require more time to complete their graduation requirements are responsible for arranging the funding of the remaining tuition fees by themselves (see MOE Federal HEI Financing System 2022, Financing Term).

5. Degree Audit

5.1 Students, advisors and administrators can access student information such as their current academic performance in order to monitor the student’s progress towards their chosen degree.

5.2 A degree audit is used for academic planning and course selection purposes in line with the student’s study plan.

6. Related Policies and Laws

Ministry of Education Federal Higher Education Institutions Financing System, 2022

ACA-ADM-201 Undergraduate Tuition Fees

ACA-PRO-203 Grading in the Undergraduate Program

ACA-REG-201 Undergraduate Student Academic Records

ACA-REG-202 Undergraduate Degree Completion and Graduation

7. Administration

This policy is administered by the Programs and Curricula Office.

8. Revision History

Date	Revision
17 May 2023	President’s Decision issued (PD#44 of 2023).
12 May 2023	Endorsed by the Executive Committee.
1 May 2023	Endorsed by the Academic Council subject to the inclusion of advisors in 5.1. Action completed.
1 March 2023	Endorsed by the Executive Committee subject to the addition of information about the funding time limit for eligible national students. Action completed (4.6.2).

27 February 2023	Endorsed by the Provost's Council.
13 February 2023	Endorsed by the Deans' Council.
13 December 2022	<ul style="list-style-type: none"> • Added maximum duration of study as required by CAA (3.6). • Updated the information header and policy numbers. • Updated this policy from ACA-PRO-10 to ACA-PRO-201.
12 October 2022	<ul style="list-style-type: none"> • Added information about degree audit as required by CAA (sections 3 and 5).
1 October 2019	<p>Administrative changes:</p> <ul style="list-style-type: none"> • Reformatted and updated the policy numbers. • Policy number changed from ACA-ADM-12 to ACA-PRO-10.
11 June 2019	Approved by the President (PD#17 of 2019).
16 June 2015	Revised policy approved by the University Council.
27 March 2012	Revised policy approved.
12 April 2006	Revised policy approved.
1 October 2000	Policy approved.