


Category	Enrollment and Registration	Policy Number	ACA-REG-101	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	8.0	
Responsible Office	Provost	Policy Owner	Associate Provost	
Date Approved	20 February 2023	Effective Date	AY 2023-24	
Date Last Reviewed	1 February 2023	Due Date for Next Review	20 February 2026	

PROCEDURES

Undergraduate Enrollment and Registration

1. Definitions

CGPA	Cumulative Grade Point Average
F Grade	Fail the course
HEI	Higher Education Institution
MOE	Ministry of Education
Provost	Provost and Chief Academic Officer
SAP	Student Access Program
Student Discipline Committee	A Committee formed by the Provost to investigate allegations of serious breaches of the Undergraduate Student Code of Conduct
University	Zayed University
VP-CEO	Vice-President and Chief Executive Officer
W Grade	Withdraw from a course without penalty
WF Grade	Withdraw from a course and fail the course
ZU	Zayed University

2. Academic Advising

Each student shall be assigned a faculty advisor during her/his time of study at Zayed University (“**University**” or “**ZU**”).

3. Registration

Each student must meet with her/his academic advisor prior to the announced registration period to advise on the courses needed in the following semester. Registration is not official until the student completes the online registration and enters the official class roster. Only a student who is officially registered for a course may attend a course.

4. Course Load

4.1 A student in good academic standing in the undergraduate program is required to maintain full-time student status by always registering for a minimum of 14 and a maximum of 18 credit hours per semester.

- 4.2 A student may not make a change to her/his schedule that reduces the course load to be below 14 credit hours, except for compelling reasons. Prior e-form approval from the College Assistant Dean for Student Affairs is required. There is no part-time student status at the University.
 - 4.3 At-risk students with a Cumulative Grade Point Average (“CGPA”) less than 2.0 may register for a minimum of 12 and a maximum of 13 credit hours per semester.
 - 4.4 Students of determination and students with medical needs may register for a minimum of 12 credit hours. Any exceptions to this may be granted only if approval has been given by the appropriate Counselor or the Director of the Student Accessibility Services Department.
 - 4.5 In the case of a combined registration of full semester courses and term courses in one (1) semester, the total credit hours shall not exceed any of the criteria listed above.
 - 4.6 Students are expected to fulfill the graduation requirements for their program of study in a period not exceeding 1.5 times the minimum period required to graduate from their program, e.g., within six years for a four-year program (MOE’s Federal HEI Financing System, 2022).
 - 4.7 The study period taken by transfer students towards graduation includes the time taken at their previous Higher Education Institute (MOE’s Federal HEI Financing System, 2022).
 - 4.8 Students who fail to graduate within the timeframe stated in Article 4.6 will be required to pay tuition fees for the remaining credits towards graduation (MOE’s Federal HEI Financing System, 2022).
- 5. Course Overload in the Final Graduation Semester**
A student with a CGPA of 3.0 or higher may petition the College Assistant Dean for Student Affairs to take up to 21 credit hours of required coursework in his/her final graduation semester or term.
- 6. Reduced Course Load in the Final Graduation Semester**
- 6.1 A student who will complete all degree requirements in the first term of a semester may elect to enroll for only that term.
 - 6.2 A student may be allowed to register for fewer than 14 credit hours in his/her final graduation semester if they have completed all the requirements for their degree.

7. Course Registration and Schedule Changes

Two (2) registration periods will be conducted for each academic semester.

7.1 Pre-Registration Week

Students are expected to register in their following semester classes as per their projections and in the timeframe given to them by the Registration Department.

7.1.1 During the pre-registration week, a student may register for a course for which he/she has not yet completed its prerequisite. If the student fails to successfully complete the prerequisite(s), the corresponding registration will be cancelled.

7.1.2 Registration in this period is not final and is subject to change depending on the students' final course grades.

7.2 Add/Drop Week

A student may submit a request to his/her faculty advisor to change her/his schedule only during the Add/Drop Week as designated in the University Academic Calendar.

7.3 Faculty Advisor's Role in Student Class Schedules

A faculty advisor has the right to add/drop a student to/from a class missing from the student's schedule under the following circumstances:

- a) when the student did not follow the projection.
- b) when the student is underload.
- c) when there is a need for section balancing.
- d) when a section is cancelled.

7.4 Notification of Schedule Changes

Students will receive notifications of schedule changes via their university email, and they will be able to see the schedule update directly through the Student Access Program ("SAP").

7.5 Students Under Financial Hold

A student who is under financial hold is not eligible to register for classes until the hold has been released.

7.6 No Registration

Students who do not register for any classes by the end of the registration period will be considered on Suspension for that academic semester.

8. Auditing a Course

Zayed University allows its alumni to audit courses provided that:

- a) There is space available in the course (no permission to audit will be given until current students have registered for courses), and
- b) The instructor approves the student enrollment.

9. Withdrawal from a Course

9.1 Students who encounter unanticipated difficulty in a course despite their best effort may petition to withdraw from the course within the given timeframe as per the University Academic Calendar.

9.1.1 Withdrawal before the deadline results in a grade of W (Withdraw without penalty) being assigned to the student.

9.1.2 Withdrawal after the deadline results in a grade of WF (Withdraw and Fail), which is calculated in the student's grade point average as F (Fail).

9.2 Withdrawal from a course is only approved if the student maintains full-time status after the withdrawal unless granted special approval from the Provost and Chief Academic Officer ("**Provost**"), or designee.

10. Suspension from the University

10.1 Suspension of Registration

10.1.1 A student may suspend registration for one (1) semester only once during her/his period of study at the University.

10.1.2 A student must suspend registration within the given timeframe as per the University Academic Calendar.

10.1.3 A student on Special Probation is not allowed to suspend registration.

10.1.4 Readmitted/reinstated students are not allowed to suspend registration.

10.1.5 A student who suspends registration, or who is suspended, is considered inactive and cannot enjoy University privileges, such as access to campus or use of the library, unless granted an exception by the University.

10.1.6 Military Suspension does not count toward the number of registration suspensions allowed at the University.

10.2 Attendance Suspension

10.2.1 The University may put a student on Attendance Suspension when she/he exceeds the limit of 15% absences in all courses in a given semester.

10.2.2 A student on Attendance Suspension is considered inactive and cannot enjoy University privileges.

10.2.3 A student may be requested to repeat some or all the courses in which he/she received W or WF in a previous semester.

10.2.4 Attendance Suspension counts toward the maximum allowable number of times that a student may suspend registration without dismissal from the University.

10.3 Disciplinary Suspension

10.3.1 The University has the right to suspend a student as a disciplinary measure for a serious breach of the Code of Student Conduct.

10.3.2 The Disciplinary Suspension decision is made by the Vice-President and Chief Executive Officer ("**VP-CEO**") upon the Provost's endorsement of the Student Discipline Committee's recommendation for suspension.

10.3.3 Disciplinary Suspension counts toward the maximum allowable number of times that a student may suspend registration without dismissal from the University.

10.4 Special Suspensions

The University may grant a second and final suspension to a student for extraordinary medical or family reasons provided that the student does not exceed the six-year limit to graduate from their program of study, and provided that the second suspension is not for the semester following directly after their first suspension.

10.4.1 Students who request a special suspension must submit an official appeal with all the necessary supporting documents to their college administration for endorsement. Appeals that have been endorsed by the College Dean must be forwarded to the Office of the Provost for final approval.

10.5 Military Suspension

10.5.1 Students are required to present their official status letter regarding their National Military Service obligations to the Admissions Office upon their admission to the University.

10.5.2 Students in the military service will be placed in Military Suspension until they complete their military duties and resume their studies. Military Suspension is not counted towards the maximum allowable number of times a student may suspend registration.

10.5.3 Students who complete their military service must provide official documentation to that effect in order to continue their studies at the University.

11. Withdrawal from the University

11.1 Student-Initiated Withdrawal

11.1.1 The University establishes a date in each semester by which a student may withdraw from the University without academic penalty. Withdrawal after the deadline will result in the student receiving a grade of Withdrawal with Failure (WF) and will affect their CGPA.

11.1.2 A student on Academic Probation 2 or Special Probation who withdraws after the deadline will be given an Academic Dismissal.

11.1.3 If a readmitted/reinstated student wishes to withdraw, their academic record will show their last academic standing prior to their readmission/reinstatement.

11.1.4 A student who transfers to another University must formally withdraw from Zayed University.

11.1.5 A student who requests to withdraw from ZU is still considered active and will be held responsible for any missed classes until the request has been completed and approved.

11.1.6 A student who has withdrawn from ZU is considered inactive and is not permitted to enjoy University privileges (such as accessing campus, attending classes, or using the library) unless granted an exception by the University.

11.2 University-Initiated Withdrawal

11.2.1 The University has the right to withdraw a student who is not registered in classes for two (2) consecutive semesters.

11.2.2 Students who are not registered in classes for two (2) consecutive semesters may request to continue their studies at the University on

condition that they pay the required tuition fees for the remaining credits towards graduation (MOE’s Federal HEI Financing System, 2022).

11.2.3 The University may withdraw a student whose English language proficiency does not meet the standards of the University.

12. Revision History

Date	Revision	Ver.
3 February 2025	Updated the document format.	
20 February 2023	President’s Decision issued (PD#20 of 2023).	8.0
1 February 2023	Approved by the Executive Committee (Meeting #4 of 2023).	
23 January 2023	Approved by the Academic Council.	
28 October 2022	Endorsed by the Provost’s Council on condition that the revisions below are included. <ul style="list-style-type: none"> Updated the information header to be in line with the policy. Updated the policy number from ACA-REG-05 to ACA-REG-101. 	
27 October 2022	Revisions recommended by CAFO and FR: <ul style="list-style-type: none"> Rewording of 3.6 to be in line with MoE requirements, Adding information about transfer students (3.7), Changing “may” to “will” in 3.8, Adding information that students who wish to continue studying after not registering for classes for 2 consecutive semesters must pay their tuition fees (10.2.2). 	
17 October 2022	Endorsed by the Deans’ Council subject to the rewording of 3.4 and 9.1.1.	
27 September 2022	<ul style="list-style-type: none"> Changed the minimum credit hours allowed from 9 to 12 (3.4). Deleted information about conditionally admitted students. Added information about combination of full semester and term courses (3.5). Added 6-year limit for graduation (3.6). Updated information about Suspension from the University (9.1; 9.2.4; 9.4; 9.5.1). Deleted Administrative Suspension. Clarified that the university has the right to withdraw students who do not register in classes for 2 consecutive semesters (10.2.1). 	
10 March 2022	President’s Decision issued (PD#37 of 2022).	7.0
22 June 2021	Vice-President’s Decision issued (VPD#25 of 2021).	6.0
11 February 2021	Vice-President’s Decision issued (VPD#6 of 2021).	5.0
15 July 2019	Approved by the Vice-President (VPD#106 of 2019).	4.0
20 November 2017	Approved by the Academic Council.	3.0
10 November 2015	Approved by the Academic Council.	2.0
8 July 2015	Policy separated into policy and procedures. Approved by the Vice-President.	1.0