


Category	Enrollment and Registration	Policy Number	ACA-REG-102	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	1.1	
Responsible Office	Provost	Policy Owner	Associate Provost	
Date Approved	15 December 2023	Effective Date	15 December 2023	
Date Last Reviewed	12 December 2023	Due Date for Next Review	15 December 2026	

POLICY

Change of Academic Program within Zayed University

1. Purpose

This policy ensures that the processes governing changing academic programs within Zayed University are in line with government regulations and are conducted with integrity and fairness in a manner that upholds the standards and expectations of the University.

2. Scope of Application

This policy applies to all undergraduate students who wish to change their academic program within Zayed University.

3. Definitions

CGPA	Cumulative Grade Point Average
HEI	Higher Education Institution
MOE	Ministry of Education
Provost	Provost and Chief Academic Officer
ZU	Zayed University

4. Policy

4.1 Students who wish to change their academic program at Zayed University (“ZU”) must formally apply for admission to the new program during the period designated by the Registrar’s Office in the semester preceding the desired change.

4.2 No late applications will be accepted.

4.3 Students are not allowed to change their academic program more than once during their time at ZU.

4.4 Students must meet the transfer admission requirements for the academic program they wish to change to.

- 4.5** Students must demonstrate that they are in good academic standing in the program they are currently studying by meeting the minimum Cumulative Grade Point Average (“**CGPA**”) requirements for the program they wish to change to.
- The CGPA requirement will be waived for students who wish to change their academic program during their first semester at ZU.
- 4.6** Students are not allowed to change from one college to another after completing 60 credits in their current college.
- 4.7** Students are not allowed to change their academic program within the same college after completing 75 credits in their current program.
- 4.8** Students are not allowed to change their concentration after completing 90 credits in their current concentration.
- 4.9** The receiving college is responsible for reviewing the student applications for change, and to evaluate the number of completed credits that can be used towards the new program.
- 4.10** The time spent studying in the original program is included in the total amount of time the student spends towards graduation.
- 4.10.1** 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.
- 4.10.2** 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 (MOE’s Federal HEI Financing System 2022, Financing Term).
- 4.11** The final decision on changing program, in accordance with the above criteria, rests with the receiving college.
- 4.12** Students who change their academic program will be admitted to the new catalog year.

5. Related Policies and Laws

- ACA-REG-101 Undergraduate Enrollment and Registration
- ACA-ADM-103 Undergraduate Transfer Admissions and Transfer Credits
- MOE’s Federal HEI Financing System, 2022

6. Administration

This policy is administered by the Registrar’s Office.

7. Revision History

Date	Revision	Ver.
15 December 2023	Approved by the Provost.	1.1
12 December 2023	Non-substantive update to add greater clarity regarding time spent towards graduation and students who are eligible to receive federal funding (3.10.1 and 3.10.2).	
17 May 2023	President's Decision issued (PD#44 of 2023).	1.0
12 May 2023	Endorsed by the Executive Committee.	
1 May 2023	Endorsed by the Academic Council.	
7 November 2022	New policy drafted.	