Category	Educational Programs	Policy Number	ACA-PRO-201	
Classification	Public	Version	6.0	
Responsible Office	Provost	Policy Owner	Dean of Academic Affairs	
Date Approved	17 May 2023	Effective Date	17 May 2023	
Date Last Reviewed	12 May 2023	Due Date for Next Review	12 May 2026	

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. **Definitions**

CAA	Commission for Academic Accreditation
CGPA	Cumulative Grade Point Average
Degree Audit	An analysis of a student's on-going academic progress towards the completion of their degree requirements
HEI	Higher Education Institution
MOE	Ministry of Education
Provost	Provost and Chief Academic Officer
University	Zayed University

4. **Policy**

   4.1 In support of its mission and vision, Zayed University ("**University**") will 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 the 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 (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

- MOE Federal HEI 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	Ver.
10 February 2025	Updated the document format.	
17 May 2023	President's Decision issued (PD#44 of 2023).	6.0
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 in 4.6.2).*	
27 February 2023	Endorsed by the Provost's Council.	
13 February 2023	Endorsed by the Deans' Council.	
13 December 2022	• 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	Added information about degree audit as required by CAA (sections 3 and 5).	
1 October 2019	Administrative changes: • 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).	5.0
16 June 2015	Revised policy approved by the University Council.	4.0
27 March 2012	Revised policy approved.	3.0
12 April 2006	Revised policy approved.	2.0
1 October 2000	New policy approved.	1.0