


Category	Educational Programs	Policy Number	ACA-PRO-501	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	4.1	
Responsible Office	Provost	Policy Owner	Associate Provost	
Date Approved	25 October 2023	Effective Date	25 October 2023	
Date Last Reviewed	19 June 2023	Due Date for Next Review	19 June 2026	

POLICY

Academic Honors for Undergraduate Students

1. Purpose

This policy outlines the guiding principles for how Zayed University recognizes undergraduate students' academic excellence.

2. Scope of Application

This policy applies to all undergraduate students at Zayed University.

3. Definitions

CGPA	Cumulative Grade Point Average
Provost	Provost and Chief Academic Officer
TGPA	Term Grade Point Average
University	Zayed University

4. Policy

To encourage students to pursue academic excellence and in support of its mission, Zayed University ("**University**") will establish awards that recognize outstanding academic performance. Students who achieve academic excellence as demonstrated by their Term Grade Point Average ("**TGPA**") in a given semester will be added to the Dean's List, and those who achieve academic excellence throughout all their undergraduate studies as demonstrated by their Cumulative Grade Point Average ("**CGPA**") will be honored by graduating with distinction.

4.1 Dean's List

4.1.1 Any enrolled student who completes a minimum of 14 gradable credit hours in a semester with a TGPA of 3.60 or above, with Normal Grade Modes, will be added to the Dean's List.

4.1.2 The Dean's List students are awarded a Dean's List Certificate in recognition of their achievement.

4.2 Graduation Honors

4.2.1 Any graduating student with a CGPA of 3.60 or above will be awarded graduation honors as follows:

- a) Graduating CGPA of 3.90 to 4.00 Highest Distinction
- b) Graduating CGPA of 3.70 to 3.89 High Distinction
- c) Graduating CGPA of 3.60 to 3.69 Distinction

4.2.2 Graduation honors are announced at the graduation ceremony and are recorded on the students' academic transcripts and diplomas.

5. Roles and Responsibilities

5.1 Dean's List

4.1.1 Each semester, at the end of the Add/Drop period, the Registrar's Office reviews the students' transcripts and updates them as necessary.

4.1.2 The Registrar's Office prepares the official lists of Dean's List students according to their college and sends the appropriate list to each college.

5.2 Graduation Honors

When final grades have been recorded for the students' final semester, the Registrar's Office prepares a list of students who are eligible to be awarded Graduation Honors. The list is forwarded to the Vice-President for endorsement.

6. Related Policies and Laws

- ACA-REG-101 Undergraduate Enrollment and Registration
- ACA-PRO-201 Academic Progress in the Undergraduate Program
- ACA-PRO-203 Grading in the Undergraduate Program

7. Administration

This policy is administered by the Registrar's Office.

8. Revision History

Date	Revision	Ver.
13 February 2025	Updated the document format.	
25 October 2023	Approved by the Provost.	4.1
19 June 2023	Non-substantive changes: <ul style="list-style-type: none">• Updated the minimum number of gradable credit hours in 3.1.1 from 15 to 14 to be in line with ACA-REG-101 Procedures v.8.0.• Changed the Distribution from internal to external.• Changed the Policy Owner from Office of the Provost to the Registrar's Office.	
24 January 2023	Administrative change: <ul style="list-style-type: none">• Updated the information header and policy numbers to be in line with the new format.• Updated the policy number from ACA-ADM-12 to ACA-PRO-501.	
28 September 2021	President's Decision issued (PD#54 of 2021).	4.0

21 March 2013	Approved by the University Council.	3.0
6 June 2010	Revised to reflect current university organization.	2.0
22 April 2002	New policy approved.	1.0