


Category	Graduate Studies	Policy Number	ACA-GRA-202	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	1.2	
Responsible Office	Provost	Policy Owner	Dean of Graduate Studies	
Date Approved	19 June 2025	Effective Date	19 June 2025	
Date Last Reviewed	25 February 2025	Due Date for Next Review	19 June 2028	

PROCEDURES

Academic Progress in Graduate Programs

1. Program Continuation

1.1 A graduate student whose semester GPA < 3.0 will be placed on registration hold.

1.1.1 The registration hold is removed on approval of an academic intervention plan to improve the student's academic performance, prepared by the student's advisor, and approved by the Graduate Program Coordinator.

1.1.2 The relevant Department Chair is to be notified of the same.

1.2 A graduate student whose CGPA falls below 3.0 for the first time will be placed on first academic probation.

1.3 A graduate student on first academic probation who fails to maintain good academic standing by the end of the subsequent semester will be placed on second academic probation.

2. Academic Dismissal

2.1 A graduate student on second academic probation who fails to maintain Good Academic Standing by the end of the subsequent semester will be dismissed from the university.

2.2 A graduate student who receives a grade of "F" in two or more courses in one semester will be dismissed from the university.

2.3 A graduate student who receives an unsatisfactory progress grade for a research thesis or dissertation in two consecutive semesters will be dismissed from the university.

3. Program Discharge

A graduate student with conditional admission who does not qualify for regular admission by the end of the first semester will be discharged from the program.

4. Leave of Absence

Leave of absence from study is granted by the Dean of Graduate Studies on approval of a completed “Leave of Absence” request.

5. Program Completion

5.1 Application for the degree:

- a) A graduate student who has completed all academic requirements must apply for graduation to the Graduate Registrar at least four weeks prior to the last official day of the semester in order to be included in the graduation ceremony.
- b) A “Completion of Academic Requirements Attestation” will be issued on the completion of all degree requirements and the approval of the request to graduate.
- c) The official diploma will be issued to a qualifying student after the graduation ceremony date.

5.2 A graduate student who fails to complete the academic program requirements within the five-year limit is subject to dismissal unless an extension is granted prior to the time limit expiration date as follows:

- a) A graduate student requesting an extension of the time period for program completion must submit an “Extension of Study Time Request” to the College Graduate Program Coordinator.
- b) A student may request one extension only for a maximum of two semesters.
- c) Extension is granted by the Dean of Graduate Studies on approval of the “Extension of Study Time Request” accompanied with an academic action plan for degree completion within a specified time frame, prepared by the College Graduate Program Coordinator in consultation with the student.
- d) A Leave of Absence cannot be taken while a student is on extension of the time limit.

6. Revision History

Date	Revision	Ver.
19 June 2025	Approved by the Provost.	1.2
25 February 2025	Endorsed by the Graduate Council. Non-substantive change: <ul style="list-style-type: none">• Clarified procedure for removing a registration hold (1.1).	
20 April 2022	Non-substantive change approved by the Provost.	1.1
15 July 2019	New procedures approved by the Vice-President (VPD#106 of 2019).	1.0