


Policy Group	Graduate Studies	Policy Number	ACA-GRA-02	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	4 October 2020	Effective Date	4 October 2020	
Date Last Reviewed	30 September 2020	Due Date for Next Review	30 September 2023	

POLICY

Graduate Student Enrollment and Registration

1. Purpose

This policy establishes a framework for academic standards governing graduate student enrollment and course registration.

2. Application

This policy applies to all graduate students at Zayed University.

3. Definitions

- 3.1 **Registered (active) student status** is attributed to a student who has an active course registration for academic credits in a particular semester.
- 3.2 **Enrolled student status** is attributed to a student who is admitted and has had at least one course registration, is on approved academic leave, is actively registered, or is on registration suspension.

4. Policy

- 4.1 The university shall use the Credit Hour (CH) as the basis of its graduate programs and shall organize its educational process on a semester system.
- 4.2 Graduate Course Registration
- a) A graduate student must be officially registered in a graduate program course to earn academic credit.
 - b) Official registration in a graduate program course requires the student to meet all academic and financial requirements.
 - c) A graduate student is responsible to confirm withdrawal from a graduate course (course drop).
- 4.3 Graduate courses taught across the university should typically have a minimum enrollment of eight (8) students per section when taught in a lecture or lecture/lab-based delivery mode.
- 4.4 Graduate courses taught across the university should not exceed a maximum enrollment of twenty (20) students per section.
- 4.5 A graduate student is responsible to be aware of university policies, academic requirements, programs, calendar events and/or changes in academic status.
- 4.6 Notifications sent to a graduate student's Zayed University email account are considered official.

4.7 A student is responsible to confirm withdrawal from a graduate program to the Graduate Studies office.

5. Related Policies and Laws

- ACA-GRA-03 Graduate Student Tuition and Fees
- ACA-GRA-05 Academic Progress in Graduate Programs
- ACA-GRA-06 Grading in Graduate Programs
- ACA-GRA-09 Academic Appeals for Graduate Programs
- ACA-GRA-10 Graduate Student Records

6. Administration

This policy is administered by the Graduate Studies Deanship.

7. Revision History

Date	Revision
4 October 2020	President’s Decree issued (PD #90 of 2020).
30 September 2020	Approved by the University Council.
23 September 2020	Endorsed by the UC Academic Affairs Committee subject to the clarification of maximum and minimum numbers being per course or per section (4.3 and 4.4).
21 September 2020	Endorsed by the Academic Council.
14 September 2020	Endorsed by the Provost’s Council.
3 September 2020	Substantive Changes: Added minimum and maximum course enrollment for graduate students to this policy due to changes in ACA-REG-05 to make that policy apply only to undergraduate students. Changed policy name to include Enrollment.
12 May 2020	Non-substantive change: added External Distribution
1 October 2019	Non-substantive changes: updated the policy numbers
11 June 2019	Approved by the President (President’s Decree No.17 of 2019)
26 March 2018	New policy drafted