


Policy Group	Graduate Studies	Policy Number	ACA-GRA-02	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
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PROCEDURES

Graduate Student Enrollment and Registration

1. Graduate Course Registration

- 1.1 A graduate student is responsible to meet all academic and financial requirements of the university to be eligible to register for a graduate course.
- 1.2 An eligible graduate student shall register during the designated registration period as published by the university each semester until the graduate degree has been formally awarded.
- 1.3 Registration is not official until the student is listed on the graduate class roster.
- 1.4 A graduate student who is registered in nine (9) or more credit hours in a semester is considered to have a full-time status.
- 1.5 A student who is not employed or employed on a part-time basis may register in a maximum of twelve (12) credit hours per regular semester. Registering in more than 12 CH requires the recommendation of the Graduate Program Coordinator and the approval of the Dean of Graduate Studies. A student who is employed full-time typically registers in six (6) credit hours per regular semester and may not take more than 9 CH per semester.

2. Course Credit Transfer

- 2.1 Graduate credits earned outside the student's program may be transferred to a graduate program at Zayed University subject to approval of a "Graduate Course Credit Transfer Request" at the time of admission and with the following restrictions:
 - a) the course transfer credits were earned at the graduate level from an institution recognized by the UAE Ministry of Education;
 - b) the course transfer credits were earned in the language of instruction appropriate to the program at Zayed University;
 - c) normally, the course transfer credits must have been completed no more than (3) three years prior to the student's acceptance into the graduate program at Zayed University;
 - d) the course transfer credits may not have been used previously in any graduate program to fulfill the requirements for any other graduate degree;
 - e) only courses in which the student received grades of "B" (GPA 3.0) or higher will be considered for transfer;
 - f) credits for graduation projects and theses are not transferrable;
 - g) the transfer student is in Good Academic Standing (a minimum CGPA of 3.0 on a 4.0 scale or higher in graduate level course work, or equivalent); and

- h) a maximum of 25% of the total credit hours required for the program may be transferred into a program.
 - 2.2** All transfers must be initiated by the student at the time of admission to the program and require the approval of the College Coordinator of the respective graduate program and of the Chair of the Department.
 - 2.3** Graduate course transfer credits are designated as “TC” on the student transcript record but are not included in GPA calculations.
 - 2.4** Students who are admitted Conditionally or Provisionally will have their approved transfer courses applied into their transcript only after they finish their probational period and matriculate in their program.
 - 2.5** Transfer courses cannot be used in lieu of a course repeat.
 - 2.6** In special circumstances, a student may be permitted to take a course at another institution and transfer it to Zayed University after the student has begun graduate studies at Zayed University. However, the student must be in Good Academic Standing and must have an approved “Request to Take a Graduate Course at Another Institution” prior to enrolling in the course elsewhere. All applicable aforementioned transfer rules apply to cases of this type.
- 3. Course Drop**
- 3.1** A graduate student may drop courses at any time during the Add/Drop period with the approval of the advisor without any indication on the transcript or financial charges.
 - 3.2** A graduate student may withdraw from a course after the Add/Drop period, with a grade of “W” recorded on the transcript, by submitting a request to withdraw to the advisor within the published deadline. The student is responsible for the cost of tuition of all courses dropped after the Add/Drop deadline.
- 4. Course Add or Repeat**
- 4.1** Graduate students may repeat any graduate course subject to approval of a “Graduate Course Add or Repeat Request.”
 - 4.1.1 Repeated courses and grades earned are included on the student’s official academic record.
 - 4.1.2 A graduate student may not repeat more than 9 CH in particular program.
 - 4.1.3 A student may not repeat a graduate course with a passing grade more than once.
 - 4.1.4 The best grade earned for a repeated course will be used to compute the student’s degree program GPA.
 - 4.2** A graduate student may add (register for) any non-program graduate course for which they are eligible to enroll subject to approval of a “Graduate Course Add or Repeat Request.”
 - 4.2.1 Grades for added, non-program courses taken for credit will be included in the transcript but excluded from program GPA calculations.
 - 4.2.2 Added courses taken as audit will be designated as (AU) on the student’s record; no grade or academic credit value will be entered on the official academic record.

5. Course Challenge for Credit

A graduate student may demonstrate that they have acquired a command of the general course matter, knowledge, intellectual and practical skills that would normally be found in a specific university graduate level course by petitioning for a challenge exam for equivalent academic credit.

- 5.1** Students may challenge a Zayed University graduate course that the College has deemed appropriate subject to approval of a completed “Challenge Assessment Request”. Some restrictions may be imposed on certain courses in some programs.
- 5.2** The option of whether to grant the challenge request rests with the academic unit.
- 5.3** For a challenge to be successful, the student’s performance on the exam must be equivalent to a grade of “B” or better.
- 5.4** Credits earned by a successful challenge as determined by the academic unit are designated as “CR” on the official student transcript but are not considered in GPA calculations.
- 5.5** If the outcome of a challenge is unsuccessful, then the challenged course is assigned a failing grade.
- 5.6** Student must pay a fee to challenge a course according to the approved Schedule of Tuition, Fees and Payments.
- 5.7** Limitations:
 - a) A maximum of 25% of the total credit hours required for a program may be challenged, including credit transfer.
 - b) A graduate student may challenge the same graduate course only once.
 - c) The result of a course challenge may not be appealed.
 - d) A challenge course cannot be used to replace a graduate program course previously taken at Zayed University.
 - e) A graduate student with Conditional or Provisional admission status or with registration suspension is not eligible for course challenge.
 - f) A course which has been successfully challenged cannot be taken for credit.
 - g) Once approved, a graduate student may not withdraw from a challenge and the examination must be administrated within seven (7) days from the approval date. A student who does not to attend to an approved challenge exam will receive a grade of “W” and will not be allowed to challenge any additional courses.

6. Independent Study Courses

Offering of courses on Independent Study basis is not allowed at the graduate level.

7. Program Withdrawal

7.1 Student-Initiated Withdrawal

A student may withdraw from a graduate program at Zayed University by submitting a completed “Request for Program Withdrawal from Zayed University” to the Graduate Registrar.

7.2 University-Initiated Withdrawal

A graduate student may be administratively withdrawn from the university, after due notice, for failure to comply with financial obligations, disciplinary, or academic reasons, or in response to extraordinary personal circumstances.

7.3 In all cases, no refund of tuition or fees will be granted for withdrawing from a program except if indicated in the policy on Graduate Student Tuition and Fees.

8. Revision History

Date	Revision
26 May 2021	Vice-President's Decision issued (VPD#19 of 2021).
25 May 2021	Approved by the Academic Council.
28 March 2021	Endorsed by a joint session of the Deans' Council and Provost's Council.
3 February 2021	Added the approval process of RPL (2.2).
15 July 2019	New procedures approved by the Vice-President (VP Decision #106 of 2019).