


Policy Group	Admissions and Registration	Policy Number	ACA-REG-05	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	10 March 2022	Effective Date	10 March 2022	
Date Last Reviewed	28 February 2022	Due Date for Next Review	30 September 2023	

PROCEDURES

Undergraduate Enrollment and Registration

1. Academic Advising

Each student shall be assigned a faculty advisor during her/his study at the university.

2. Registration

Each student must meet with her/his advisor prior to the announced registration period to advise on the courses needed in the following semester. Registration is not official until the student completes the online registration and enters the official class roster. Only a student who is officially registered for a course may attend a course.

3. Course Load

- 3.1 A student in good academic standing in the baccalaureate program is required to maintain full-time student status by always registering for a minimum of 14 and a maximum of 18 credit hours per semester.
- 3.2 A student may not make a change to her/his schedule that reduces the course load to be below 14 credit hours, except for compelling reasons. Prior e-form approval from the College Assistant Dean for Student Affairs is required. There is no part-time student status at Zayed University.
- 3.3 At-risk students with a CGPA less than 2.0 may register for a minimum of 12 and a maximum of 13 credit hours per semester.
- 3.4 Students with a disability or with medical needs may register for a minimum of nine (9) credit hours. This will be granted only if approval has been given by the Counselor or the Director of the Student Accessibility Services Department.
- 3.5 Based on college admission requirements, conditionally admitted students can only register for General Education and developmental courses up to a maximum of 12 credit hours. In addition, these students can only take General Education credit-bearing courses for which they have relevant preparation, knowledge and skills that will allow them to achieve the course learning outcomes. The total number of credits is dependent on the number of developmental courses being taken in a given semester.
- 3.6 In the case of a combined registration of full semester courses and term courses in one (1) semester, the total credit hours shall not exceed any of the criteria listed above.

4. Course Overload in the Final Graduation Semester

A student with a CGPA of 3.0 or higher may petition the College Assistant Dean for Student Affairs to take up to 21 credit hours of required coursework in his/her final graduation semester or term.

5. Reduced Course Load in the Final Graduation Semester

5.1 A student who will complete all degree requirements in the first term of a semester may elect to enroll for only that term.

5.2 A student may be allowed to register for fewer than 14 credit hours in his/her final graduation semester if they have completed all the requirements for their degree.

6. Course Registration and Schedule Changes

Two (2) registration periods will be conducted for each academic semester.

6.1 Pre-Registration Week

Students are expected to register in their following semester classes as per their projections and in the timeframe given to them by the Admissions and Registration Department.

6.1.1 During the pre-registration week, a student may register for a course for which he/she has not yet completed its prerequisite. If the student fails to successfully complete the prerequisite(s), the corresponding registration will be cancelled.

6.1.2 Registration in this period is not final and is subject to change depending on the students' final course grades.

6.2 Add/Drop Week

A student may submit a request to his/her faculty advisor to change her/his schedule only during the Add/Drop Week as designated in the University Academic Calendar.

6.3 Faculty Advisor's Role in Student Class Schedules

An advisor has the right to add/drop a student to/from a class missing from the student's schedule under the following circumstances:

- a) when the student did not follow the projection;
- b) when the student is underload;
- c) when there is a need for section balancing;
- d) when a section is cancelled.

6.4 Notification of Schedule Changes

Students will receive notifications of schedule changes via their university email, and they will be able to see the schedule update directly through the Student Access Program (SAP).

6.5 Students Under Financial Hold

A student who is under financial hold is not eligible to register for classes until the hold has been released.

6.6 No Registration

Students who do not register for any classes by the end of the registration period will be considered on Suspension for that academic semester.

7. Auditing a Course

Zayed University allows its alumni to audit courses provided that:

- a) There is space available in the course (no permission to audit will be given until current students have registered for courses); and
- b) The instructor approves the student enrollment.

8. Withdrawal from a Course

8.1 Students who encounter unanticipated difficulty in a course despite their best effort may petition to withdraw from the course within the given timeframe as per the ZU Academic Calendar.

8.1.1 Withdrawal before the deadline results in a grade of W (Withdrawal without penalty) being assigned to the student.

8.1.2 Withdrawal after the deadline results in a grade of WF (Withdrawal/Failing), which is calculated in the grade point average as F (Failing grade).

8.2 Withdrawal from a course is only approved if the student maintains full-time status after the withdrawal unless granted special approval from the College Assistant Dean for Student Affairs.

9. Suspension from the University

9.1 Suspension of Registration

9.1.1 A student may suspend registration twice for a maximum of two (consecutive or non-consecutive) semesters during her/his period of study at Zayed University.

9.1.2 A student may suspend registration only during the first two (2) weeks of the semester.

9.1.3 A student on Special Probation is not allowed to suspend registration without prior approval from the College Dean.

9.1.4 Readmitted/reinstated students are not allowed to suspend registration in the same semester that they were readmitted/reinstated.

9.1.5 A student who suspends registration, or who is suspended, is considered inactive and cannot enjoy university privileges, such as access to campus or use of the library, unless granted an exception by the university.

9.2 Attendance Suspension

9.2.1 The university may put a student on Attendance Suspension when she/he exceeds the limit of 15% absences in all courses in a given semester.

9.2.2 A student on Attendance Suspension is considered inactive and cannot enjoy university privileges.

9.2.3 A student may be requested to repeat some or all the courses in which he/she received W or WF in a previous semester.

9.2.4 Attendance Suspension counts toward the maximum allowable number of times that a student may suspend registration without dismissal from the university.

9.3 Disciplinary Suspension

- 9.3.1 The university has the right to suspend a student as a disciplinary measure for violating the Code of Student Conduct.
- 9.3.2 The Disciplinary Suspension decision is made by the Provost upon the recommendation of the Student Misconduct Investigation Committee.
- 9.3.3 Disciplinary Suspension counts toward the maximum allowable number of times that a student may suspend registration without dismissal from the university.

9.4 Special Suspension

- 9.4.1 Special Suspensions for maternity reasons do not count toward the maximum allowable number of times that a student may suspend registration without dismissal from the university.
 - a) Students need to submit all appropriate documentation at the time of applying for such suspensions.
- 9.4.2 The university may grant an additional suspension to a student for extraordinary medical or family reasons if they don't exceed the six (6) years to graduate from their program of study.
 - a) In order to be granted an additional suspension, a student must submit an official appeal with all the necessary supporting documents to the College Assistant Dean for Student Affairs.
 - b) All endorsed appeals will be forwarded to the Student Case Committee.
 - c) The Provost will make the final decision based on the recommendation of the Student Case Committee.
 - d) Students may not appeal more than once to the Student Case Committee.

9.5 Military Suspension

- 9.5.1 Students are required to present their official status letter regarding their National Military Service obligations to the Admissions and Registration Department.
- 9.5.2 Students in the military service will be placed in Military Suspension until they complete their military duties and resume their studies. Military Suspension is not counted towards the maximum allowable number of times a student may suspend registration.
- 9.5.3 Students who complete their military service must provide official documentation to that effect in order to continue their studies at ZU.

9.6 Administrative Suspension

In an exceptional circumstance the university may place a student in administrative suspension after obtaining approval from Director of the Admissions and Registration Department.

10. Withdrawal from the University

10.1 Student-Initiated Withdrawal

- 10.1.1 The university establishes a date in each semester by which a student may withdraw from the university without academic penalty. Withdrawal after the deadline will result in the student receiving a grade of Withdrawal with Failure (W/F) and will affect their CGPA.

- 10.1.2 A student on Academic Probation 2 or Special Probation who withdraws after the deadline will be given an Academic Dismissal.
- 10.1.3 If a readmitted/reinstated student wishes to withdraw, their academic record will show their last academic standing prior to their readmission/reinstatement.
- 10.1.4 A student who transfers to another university must formally withdraw from Zayed University.
- 10.1.5 A student who requests to withdraw from ZU is still considered active and will be held responsible for any classes missed until the request has been completed and approved.
- 10.1.6 A student who has withdrawn from ZU is considered inactive and is not permitted to enjoy university privileges (such as accessing campus, attending classes or using the library) unless granted an exception by the university.

10.2 University-Initiated Withdrawal

- 10.2.1 The university may withdraw a student who does not resume his/her studies after being suspended from the university for more than two consecutive semesters.
- 10.2.2 The university may withdraw a student whose English language proficiency does not meet the standards of the university.

11. Revision History

Date	Revision
10 March 2022	President's Decision issued (PD#37 of 2022).
28 February 2022	Endorsed by the Academic Council.
13 December 2021	Endorsed by the Provost's Council.
25 November 2021	<ul style="list-style-type: none"> • Reduced the minimum and maximum number of credit hours per semester (3.1 and 3.2). • Clarified the registration details for conditionally admitted students (3.5). • Clarified course overload for students in their final semester (4). • Clarified reduced course load for students in their final semester (5).
22 June 2021	Vice-President's Decision issued (VPD#25 of 2021).
11 February 2021	Vice-President's Decision issued (VPD#6 of 2021).
15 July 2019	Approved by the Vice-President (VPD#106 of 2019).
20 November 2017	Approved by the Academic Council.
10 November 2015	Approved by the Academic Council.
8 July 2015	Approved by the Vice-President.