


Category	Graduate Studies	Policy Number	ACA-GRA-201	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	2.0	
Responsible Office	Provost	Policy Owner	Graduate Studies	
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. Scope of 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

4.2.1 A graduate student must be officially registered in a graduate program course to earn academic credit.

4.2.2 Official registration in a graduate program course requires the student to meet all academic and financial requirements.

4.2.3 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-102 Graduate Student Tuition and Fees
 ACA-GRA-202 Academic Progress in Graduate Programs
 ACA-GRA-204 Graduate Student Records
 ACA-GRA-206 Grading in Graduate Programs
 ACA-GRA-208 Academic Appeals for Graduate Programs

6. Administration

This policy is administered by the Graduate Studies Deanship.

7. Revision History

Date	Revision
8 November 2022	Administrative change: <ul style="list-style-type: none"> Updated the format and information header to be in line with the format required for the new Policy Library.
4 October 2020	President's Decree issued (PD #90 of 2020). (Version 2.0)
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	Administrative change: added External Distribution
1 October 2019	Administrative change: updated the policy numbers
11 June 2019	Approved by the President (President's Decree No.17 of 2019) (Version 1.0).
26 March 2018	New policy drafted.