Category	Graduate Studies	Policy Number	ACA-GRA-202	
Distribution	External	Version	2.1	
Responsible Office	Provost	Policy Owner	Graduate Studies	
Date Approved	20 April 2022	Effective Date	20 April 2022	
Date Last Reviewed	11 April 2022	Due Date for Next Review	11 April 2025	

POLICY
Academic Progress in Graduate Programs

1. Purpose
The purpose of this policy is to establish academic standards governing student progression through graduate programs and the award of the graduate degree at Zayed University.

2. Scope of Application
This policy applies to all graduate students at Zayed University.

3. Definitions

3.1 GPA: The Grade Point Average (GPA) is a numerical average of the value of a student's final grades in credited courses required for the degree on a 4.00 quality point (QP) scale, weighted to reflect the credit hours assigned to each course and reported to two (2) decimal places.

    3.1.1 Grades for audit courses and transfer credits are excluded from the GPA calculation.

    3.1.2 Only the higher grade for repeated courses is included in the GPA calculation.

3.2 Semester GPA: The Semester GPA is determined for the total number of credit hours attempted during an identified regular academic semester.

3.3 Cumulative GPA (CGPA): The CGPA is determined for all, non-excluded, eligible credit hours attempted inclusive of the current academic semester.

3.4 Good Academic Standing: A graduate student whose CGPA, determined at the end of a semester, is ≥ 3.00 is considered in Good Academic Standing.

4. Policy

4.1 In support of its mission and vision, the university enforces standards of graduate student academic performance to govern satisfactory progress toward the degree.

    4.1.1 A graduate student must complete all academic program requirements and be in good academic standing to be eligible for award of the degree.

    4.1.2 Only course credits earned with a grade of "C⁻" or higher may be credited towards the degree.

4.1.3 Only credits earned for courses specified in the approved program curriculum or approved as transfer credits may be credited towards the degree.

4.1.4 Additional non-program courses or requirements specified on admission to demonstrate disciplinary competence are considered conditions for completion of the degree.

4.1.5 Transfer credits may not be used to replace a graduate program course completed at Zayed University.

4.1.6 A graduate student with conditional admission due to English language requirements status may register for a maximum of six (6) CH towards the degree

4.1.7 A graduate student with conditional admission due to academic requirements status may register for a maximum of nine (9) CH towards the degree.

4.2 A graduate student may request a leave of absence from their program of study for medical, family, professional (experience or development), or compassionate reasons.

4.2.1 The maximum total leave time may not exceed one (1) year and the leave periods must coincide with full semesters.

4.2.2 It is the student's responsibility to inform any agencies providing scholarships or an employer requiring enrollment of the leave from the program.

4.2.3 A graduate student on approved leave of absence is not subject to payment of program fees and is not entitled to use university services.

4.2.4 A graduate student must return from an approved leave of absence by the specified date indicated on the approved application form to continue in the program of studies.

4.2.5 A graduate student with conditional admission status is not eligible for a leave of absence.

4.3 All graduate program course credits must be completed within a maximum of five (5) consecutive calendar years from the initial registration term for which admission is granted, including any leaves of absence.

5. Related Policies and Laws
ACA-GRA-101 Graduate Admission to Zayed University
ACA-GRA-201 Graduate Student Enrollment and Registration
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
9 November 2022	Administrative change: • Updated the information header to the new format.
20 April 2022	Approved by Provost (Version 2.1).
11 April 2022	Non-substantive change: clarified different types of conditional admission (4.1.6 and 4.1.7).
12 May 2020	Administrative change: added External Distribution
1 October 2019	Administrative change: updated policy numbers
11 June 2019	Approved by the President (PD#17 of 2019) (Version 2.0)
2 May 2018	ACA-ADM-17 Grading and Academic Progress for Graduate Students is replaced with ACA-ADM-27 Grading in Graduate Programs and revised ACA-ADM-17 Academic Progress in Graduate Programs.
7 December 2017	Revised for CAA and internal policy compliance
12 April 2007	New policy drafted (Version 1.0).