


Category	Graduate Studies	Policy Number	ACA-GRA-202	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	1.1	
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	

PROCEDURES

Academic Progress in Graduate Programs

1. Program Continuation

1.1 A graduate student whose semester GPA < 3.0 will be placed on registration hold.

1.1.1 The registration hold is removed on approval of an academic intervention plan to improve the student's academic performance, prepared by the Graduate Program Coordinator in consultation with the student and approved by the College Assistant Dean for Research and Graduate Studies.

1.2 A graduate student whose CGPA falls below 3.0 for the first time will be placed on first (1st) academic probation.

1.3 A graduate student on 1st academic probation who fails to maintain good academic standing by the end of the subsequent semester will be placed on second (2nd) academic probation.

2. Academic Dismissal

2.1 A graduate student on 2nd academic probation who fails to maintain Good Academic Standing by the end of the subsequent semester will be dismissed from the university.

2.2 A graduate student who receives a grade of "F" in two (2) or more courses in one semester will be dismissed from the university.

2.3 A graduate student who receives an unsatisfactory progress grade for a research thesis or dissertation in two (2) consecutive semesters will be dismissed from the university.

3. Program Discharge

A graduate student with conditional admission who does not qualify for regular admission by the end of the first semester will be discharged from the program.

4. Leave of Absence

Leave of absence from study is granted by the Dean of Graduate Studies on approval of a completed "Leave of Absence" request.

5. Program Completion

5.1 Application for the degree:

- a) A graduate student who has completed all academic requirements must apply for graduation to the Graduate Registrar at least four (4) weeks prior to the last official day of the semester in order to be included in the graduation ceremony.
- b) A “Completion of Academic Requirements Attestation” will be issued on the completion of all degree requirements and the approval of the request to graduate.
- c) The official diploma will be issued to a qualifying student after the graduation ceremony date.

5.2 A graduate student who fails to complete the academic program requirements within the five (5)-year limit is subject to dismissal unless an extension is granted prior to the time limit expiration date as follows:

- a) A graduate student requesting an extension of the time period for program completion must submit an “Extension of Study Time Request” to the College Graduate Program Coordinator.
- b) A student may request one extension only for a maximum of two (2) semesters.
- c) Extension is granted by the Dean of Graduate Studies on approval of the “Extension of Study Time Request” accompanied with an academic action plan for degree completion within a specified time frame, prepared by the College Graduate Program Coordinator in consultation with the student.
- d) A Leave of Absence cannot be taken while a student is on extension of the time limit.

6. Revision History

Date	Revision
9 November 2022	Administrative change: <ul style="list-style-type: none">• Updated the information header to be in line with the Policy.
20 April 2022	Approved by Provost (Version 1.1).
11 April 2022	Reviewed with one non-substantive change required: <ul style="list-style-type: none">• Clarified program discharge for conditionally admitted students (3).
11 June 2020	Administrative change: <ul style="list-style-type: none">• Added External Distribution.
25 November 2019	Administrative change: <ul style="list-style-type: none">• Updated the policy number to be in line with the Policy.
15 July 2019	New procedures approved by the Vice-President (VP Decision #106 of 2019) (Version 1.0)