
 UAEU	Admissions and Enrollment Policies Manual	Policy Number	AE-11	
		Effective Date	02-Mar-2014	
	Subject	Signatory Authority	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment		Due Date for Next Review	01-Sep-2016
		Pages of this Policy	1 of 3	


11. Signatory Authority: Admissions and Enrollment

Applies to all academic and related administrative units of the University except those in the College of Medicine and Health Sciences.

	Transaction Description	Signature Authority Level								
		Course Instructor	Chair of the Department	Registrar	College Dean	Students Academic Grievance and Appeals Committee	Provost	Vice Chancellor	Chancellor	University Council
Policies and Procedures Manual	Proposing modifications and implementing future updates to the Admissions and Enrollment Management Policies and Procedures			X						
	Changes in Policies			X				X	X	X
	Changes in Procedures			X			X	X		
Admission: Undergraduate External Transfer Students.	Determining the standing and enrollment eligibility of incoming external transfer students to the University			X						
	Determining credits accepted for transfer to the University			X	X					
	Determining applicability of transfer credits for a specific undergraduate degree				X					
Enrollment Eligibility	Authorizing the use of registration holds			X						
Study Load	Approving the exceptional study load				X					
Schedule and Classes Timetabling	Management and development of Schedule of Classes			X						
	Establishment of summer semester guidelines						X			
	Approving courses and for summer semester						X			
Withdrawals and Leaves of Absence	Permission of leave of absence to students who have exceeded the number of leave of absence					X				

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		Course Instructor	Chair of the Department	Registrar	College Dean	Students Academic Grievance and Appeals Committee	Provost	Vice Chancellor	Chancellor	University Council
Course/Class Syllabus	Preparing a course syllabus and distributing it to students and providing a copy to the College Dean	X								
Study Period	Determining the maximum study period for students entering the University by transfer from another institution			X						
	Granting additional semesters to complete a degree other than what is specified in the study period policy					X				
Examinations and Academic Assessments	Announcing the location of all final exams			X	X					
Final Exam Schedule and Exam Management	Submission of a written request for the change of time/date of a scheduled final examination				X					
	Advise on the necessity and feasibility of the requested exception			X						
	Approval to the change of time/date of a scheduled final examination						X			
Grades for Proficiency, Challenge, and Advanced Placement Examinations	Approval for credit for degree applicable courses or other degree requirements on the basis of examination scores on internationally recognized college entrance examinations, and advanced placement and other enhanced instructional programs in secondary school				X					
	Approval of the maximum number of credit hours from proficiency, challenge and advanced placement examinations				X					
Student Grade Access and Appeal	Decisions on students grade appeal.	X	X		X					

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		Course Instructor	Chair of the Department	Registrar	College Dean	Students Academic Grievance and Appeals Committee	Provost	Vice Chancellor	Chancellor	University Council
Grade Changes	Reviewing and approval of grade changes forms once a final course grade has been recorded in the University's official student record system						X			
Limits on Transfer Credits – Undergraduate Degrees	Exceptions on accepting courses taken in institutions that are not holding the same international accreditation as the corresponding College or degree program at UAEU				X					
Academic Calendar Preparation and Approval	Preparation of the Academic Calendar			X			X			
	Approval of the proposed Academic Calendar						X	X	X	
	Modification of the Academic Calendar following its final approval							X		
Students Access to Academic Records	Responsibility for resolving disputes regarding the accuracy of student academic records			X						
Student Information System. (SIS)	Authorization of access to SIS			X						
Tuition and Fees	Changes in the published Schedule of Tuition and Fees during the course of a given academic year							X	X	X