

 UAEU	Admissions and Enrollment Policies Manual	Policy Number	AE-03
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	Subject Undergraduate Registration and Enrollment	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment	Due Date for Next Review	01-Sep-2016
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3. Undergraduate Registration and Enrollment

Overview

Covers policies and procedures relating to the registration and enrollment of admitted students.

Scope

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

Objective

Ensures that the scheduling, registration, enrollment, and examination functions of the University are conducted in a manner that is consistent with academic principles, standards, and expectations of the University appropriate to its educational mission and academic programs, and with necessary integrity, fairness, consistency, and effectiveness.

Policy

1. The United Arab Emirates University shall adopt the credit hour system as a basis for its educational system and shall organize its educational process on a semester basis. The College of Medicine and Health Sciences shall use a system through which a student should pass all required stages in order to get the Bachelor Degree.
2. Students who enroll at UAEU have the primary responsibility for managing their academic and financial relationships with the University including:
 - a) Understanding and following applicable policies and procedures related to enrollment;
 - b) Securing and following appropriate information and academic advice;
 - c) Securing and following academic standing during and at the end of each academic semester;
 - d) Managing their class schedule and attendance;
 - e) Managing their final examination schedule; and,
 - f) Managing their financial obligations related to enrollment, and other relevant activities.
3. All degree-status undergraduate students are expected to register in each regular academic semester and to continue in active registration (except summer sessions) from the time of their first enrollment at the University. Admitted students must register for classes at the time of their first eligibility as published by the University. All students must be advised by their College or other appropriate academic advisors /advising unit prior to registering for classes.
4. Registered students are expected to attend all classes, instructional activities, and examinations as scheduled.
5. With the exception of internships, supervised practice experience, and similar courses, an appropriate and substantive final examination or equivalent graded project is required in all courses.
6. Notifications made to students of University policies, academic requirements, programs, calendar events, and changes in student academic status via the student's University e-service account constitute official notification. Students are responsible for being aware of and complying with the directives of such notifications.

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Procedures of Policy No. (3) - Undergraduate Registration and Enrollment

1. Enrollment Eligibility

- a) Students who have not been admitted to the University are not eligible to enroll in or attend classes.
- b) Students who are dismissed or suspended from the Foundation Program prior to completing applicable requirements are not eligible to register for a succeeding academic semester.
- c) Students who are not eligible to register for classes in an academic semester, or whose registration for the semester has been suspended or cancelled are not permitted to attend classes in that semester.
- d) Students may not register in any course for which they do not meet specified pre-requisites, except with the approval of the concerned Dean or his designate.
 - (i) In addition to any other requirements, the minimum pre-requisite for enrollment in any degree-credit course taught in English is satisfactory completion of the English Benchmark examination or approved equivalent proficiency.
 - (ii) In addition to any other requirements, the minimum pre-requisite for enrollment in any degree-credit course taught in Arabic is satisfactory completion of the Arabic Benchmark examination or approved equivalent proficiency.
 - (iii) In addition to any other requirements, the minimum requirement for enrollment in any degree-credit course involving mathematics is satisfactory completion of the Mathematics Benchmark examination or approved equivalent proficiency.
 - (iv) During the registration period, a student may register for a course for which he/she has not yet completed but is in the process of completing the prerequisite course(s) and/or proficiency. However, if the student fails to successfully complete the pre-requisite(s) or achieve the required proficiency, the corresponding registration will be cancelled.
- e) Any student who is subject to a “registration hold” is not eligible to register for classes until the hold has been released.
 - (i) Registration holds may be placed on individual students by Colleges or relevant administrative units to assure compliance with Academic, Administrative, and Financial Policies of the University.
 - (ii) On recommendation from a College or relevant administrative unit, the University Registrar is responsible for authorizing the use of registration holds and informing the student and the respective College or administrative unit when the hold has been released.
- f) A student’s eligibility to continue in enrollment in a current semester or register for classes in a subsequent semester may be suspended/dismissed due to disciplinary action, financial delinquency, or any other legitimate reasons.

2. Study Load

- a) For undergraduate students, the normal minimum registration load in a regular semester is 12 credit hours while the maximum registration is 19 credit hours.
- b) Undergraduate students on academic probation may carry a maximum load of 13 credit hours.

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- c) Undergraduate students who have completed Foundation requirements, and are in good academic standing, may register to a maximum of 22 credit hours, subject to one of the following conditions:
- (i) 22 credit hours or less remain for degree completion;
 - (ii) The student has earned a minimum of 36 credit hours with a Cumulative Grade Point Average (CGPA) of 3.6 or higher.
 - (iii) In any other circumstances, a load of more than 19 credit hours requires the approval of the Dean of the College in which the student is enrolled.
- d) Undergraduate students may register for less than 12 credit hours only if one of the following conditions is satisfied:
- (i) Fewer than 12 credit hours remain in the student's degree program;
 - (ii) The student has not completed Foundation and/or proficiency requirements for registration in degree-credit courses.
 - (iii) In any other circumstances, a load of less than 12 credit hours requires the approval of the Dean of the College in which the student is enrolled.
- e) Credits earned via proficiency and challenge examinations and advanced standing programs are not included in the calculation of academic load.

3. Course Numbering System

- a) All courses will be defined by a unique course identification code consisting of the following:
- (i) A three or four letter prefix designating the subject area or academic department responsible for the course;
 - (ii) A three-digit course number identifying the specific course and its level of access for students and degree programs.
- b) Generally, the three digit course number designates the following levels of degree applicability and student access:
- (i) 001-099: Undergraduate level Foundation/preparatory courses carrying no degree credit and available only to pre-degree students.
 - (ii) 100-199: Introductory courses open to first year degree-credit students, Undergraduate degree credit only.
 - (iii) 200-299: Sophomore or junior undergraduate level, Undergraduate credit only. Graduate students are permitted to audit the course as preparatory course work with the approvals of the graduate program coordinator and the instructor of the course.
 - (iv) 300-499: Senior undergraduate level, Undergraduate credit. Graduate students are permitted to audit the course as preparatory course work with the approvals of the graduate program coordinator and the instructor of the course.
 - (v) 500-599: Senior undergraduate and graduate levels. Can be for undergraduate or graduate credit. For undergraduate students to take a 500-level course there is a pre-requisite of 90 credit hours in addition to all pre-requisite courses.
 - (vi) 600-699: Graduate level, Graduate credit (master, doctorate and professional).
 - (vii) 700-799: Doctorate level, Graduate credit only.
 - (viii) 800-999: Dissertation and specialized graduate and professional courses, Graduate credit only.

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- c) In a given academic semester, each course section offered for enrollment will be further designated for registration purposes by:
- (i) A three-digit suffix designating the specific section number of the course.
 - (ii) A unique five-digit Course Reference Number (CRN) for use in electronic enrollment transactions. The CRN is unique to and expires with a given academic semester.

4. Scheduling

- a) A detailed Schedule of Classes will be prepared for each academic semester and published prior to the registration period for that semester.
- b) The Schedule of Classes will include detailed, section-specific information on all courses offered for enrollment in the academic semester, including the following:
 - (i) Course prefix, number, and section with CRN specific to the academic semester;
 - (ii) Semester credit hours allocated to the course;
 - (iii) Weekly course meeting pattern including specific days and times;
 - (iv) Building and room locations for each section;
 - (v) Name of Instructor(s) assigned to the section; and
 - (vi) Other relevant information necessary for students to successfully register and participate in the course.
- c) The Scheduling will include an institution-wide final examination schedule.
- d) Management and development of the Schedule is a shared responsibility under the overall direction of the University Registrar.
 - (i) The Office of the Registrar is responsible for the overall management of scheduling including development of Scheduling guidelines and processes, determination of the production time and related deadlines, communication with the Colleges and the Timetabling Office, review of limitations on instructor availability for Scheduling, approval of common final exams, development of the final examination schedule, and approval of changes in course schedules and room assignments after the schedule of classes has been published.
 - (ii) Individual Colleges define the specific courses/sections to be scheduled including general course meeting patterns, enrollment ceilings, whether to assign a 'common exam' for multiple sections of the same course, assignment of a specific instructor(s), approval of necessary limitations on instructor availability, and any specific requirements for type of class meeting rooms and equipment needed.
 - (iii) Under guidelines approved by the University Registrar, the Timetabling Office determines and assigns specific days and times and specific buildings and rooms for each meeting of each course/section.
 - (iv) The scheduling process for a regular academic semester (fall or spring semester) normally begins immediately following the end of Add/Drop period in the preceding academic semester.
 - (v) Sections of a course can be scheduled on an *ad hoc* basis outside the normal timetable for scheduling, only with the approval of the University Registrar on satisfaction that the required study hours associated with the credit weighting of the course can be completed within the remaining time available in the academic semester.

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- e) Course scheduling for the summer semester will be conducted in conjunction with the scheduling and registration process for the succeeding fall semester.
 - (i) Student eligibility to enroll in summer semester classes is defined by guidelines approved by the Provost and published by the University Registrar.
 - (ii) Courses and course sections for the summer semester are recommended by the individual Colleges and must be approved by the Provost.
 - (iii) Courses offered on a fee basis in the summer semester must be so designated in the Schedule of Classes.
 - (iv) Registration for the summer semester will be conducted immediately following the registration period for the succeeding fall semester.

5. Academic Advising

- a) The University College is responsible for ensuring that each College assigns a specific academic advisor to each student in the Foundation Program, and the Colleges must assign a specific academic advisor to each student appropriate to that student's academic major and level.
- b) Colleges will prepare and regularly update standard "Study Plan" forms for all majors/specializations including all applicable degree requirements.
- c) Colleges (or other enrollment/advising units as applicable) will provide individual students with a statement on their progress toward graduation on an annual basis.
- d) Colleges (or other enrollment/advising units as applicable) will provide organized academic advising programs and services for students prior to each registration period, and will normally require their students to participate in the advising process.
- e) Students who alter their registrations in a manner inconsistent with the academic advice provided must recognize the potential for scheduling difficulties, delays caused by failing to take prerequisite courses in sequence, and other issues affecting their schedule, their academic progress, and their academic standing.
- f) Students should submit requests of declare or changes in majors or specializations after a month from start of regular academic semester to the College Advising Unit and get the approval from Academic Dept. The College Dean shall act on the request and inform the Registrar's Office no later than the end of the first week of the subsequent regular academic semester.
- g) Students are allowed to change their academic major/specialization only once.

6. Registration and Add/Drop

- a) Two registration programs will be conducted for each academic semester:
 - (i) Registration for continuing students.
 - (ii) Registration for new students.
- b) All students must register in the registration period at the times assigned to them.
- c) Students who fail to register by the end of the registration period will be considered on administrative leave of absence for that academic semester.
- d) An Add/Drop period during which registered students can change their registration will be conducted for each academic semester.
- e) Subject to course load requirements, students may add classes through the 1st week of a regular academic semester or the first two (2) class days of a summer semester.

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- f) Subject to the requirements for full-time registration, students may drop classes until the end of the 4th week of a regular academic semester or 2nd through 5th class days or equivalent period in the summer semester.
- g) Failure to register in the subsequent regular academic semester will lead to administrative dismissal, unless the student has applied for and been granted a leave of absence.

7. Withdrawals and Leaves of Absence

- a) In case of emergency or other compelling circumstances, a student may request a “Leave of Absence” under the following conditions:-
 - (i) Student must apply for the leave of absence before the end of the 6th week of classes.
 - (ii) Students may have a total of two (2) consecutive or separate leaves of absence during the entire period of University enrollment.
 - (iii) Students are not allowed to have two (2) consecutive Administrative Withdrawals.
 - (iv) Withdrawals and leaves of absences should not exceed two semesters during the entire period of University enrollment.
 - (v) Leaves of absence and administrative withdrawal are excluded from the calculation of the student’s maximum study period.
 - (vi) Subject to advising and other applicable requirements, students on a leave of absence are eligible to register for classes for the academic semester following their leave of absence as though they had been enrolled during the leave of absence period.
 - (vii) Students who do not register for courses in the academic semester following their second leave of absence will be administratively dismissed from the University and may return only through the re-admission process.
- b) Students can cease registration or withdraw from the University by the end of the 4th week without having the courses for which they had registered in that semester recorded on the transcript.
- c) Students may apply to cease registration through a leave of absence or withdrawal from the University after the end of the 4th week till the end of the 6th week of classes and will receive a grade of “W” (Withdrawal) for all classes and it is counted from the withdrawal and leaves of absences chances.
- d) Students cannot cease enrollment through a leave of absence or withdrawal from the University after the 6th week of classes.
- e) In cases of medical emergency or other compelling circumstances after the 6th week of classes, a student may apply to the Dean of the College for permission to withdraw. If approval is granted, the student will receive a grade of (AW) “Administrative Withdrawal” in all courses and it is counted from the withdrawal and leaves of absences chances.

8. Repeated Courses

- a) A student must repeat the compulsory courses that he/she fails.
- b) A student must repeat the elective courses that he/she fails or substitute them with other elective courses in his/her curriculum.

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- c) No student may enroll in the same Foundation course more than three (3) times for any reason.
- d) In case the student fails the Foundation course for the third time, the student will be academically suspended from the University for two semesters.
- e) Credit hours earned in a specific course are credited to the student's academic record only once regardless of the number of times the course is taken.

9. Attendance

- a) Students shall be required to attend all classes, practical sessions, seminars and examinations related to the course in which they are registered.
- b) A student who misses 15% of the class meetings allotted for a course will receive an "FA" (Fail for Absences) grade in the course. If there is a valid reason for the absence, which has been approved by the Dean in the semester in which the absence occurred, the student will be granted Administrative Withdrawal from the course and will receive a final grade of "AW".
- c) Students are responsible for checking and tracking their attendance records for each course via e-Services.
- d) The Dean may waive absence from the class meeting in the following circumstances. Waived absence will not be counted in the attendance requirement of 15% (b, above):
 - (i) Waived absence may not exceed 12.5% of the total class meetings in a course.
 - (ii) Excuse due to emergency, illness, or compulsive circumstances, must be provided immediately upon returning to the University in order to be considered.
 - (iii) Absences due to participation in field trips associated with the courses of study and approved by the Department and College.
 - (iv) Absences due to participation in field trips associated with University or College associations in which the student is a member, with only a single trip considered during a semester.
 - (v) Absences due to participation in activities on and off campus and approved by the University, College or Department, with only a single activity considered during a semester. A student with a CGPA below 2.5 will not be allowed to participate in non-mandatory activities.
 - (vi) Absence due to representation of the University in competitions and sports events.
- e) Absences due to representation of the UAE in events of national interest will be waived from the attendance requirements stipulated in items (a-to-d) above.
- f) It is the responsibility of the student's College, in coordination with the relevant Department(s), to assign appropriate make-up work for the students to cover the classes that have been waived.
- g) Faculty members are responsible for recording absences in e-Service within two working days of each class.

10. Course/Class Syllabus

- a) The instructor assigned to a course will prepare and distribute a course syllabus on the first class meeting.
- b) The course syllabus must be consistent with the approved and published curriculum for the course, including the course objectives, course requirements, learning

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outcomes, and methods of assessment/grading. The syllabus will be in the official language of instruction for the course, and will contain the following course and section-specific information:

- (i) Course information: Course prefix, number and approved title; official course description as it appears in the University catalog; language of instruction; credit hours; prerequisites, co-requisites, and cross-listings for the course; course objectives and expected learning outcomes; course topics and contents on a week-by-week basis; scheduling of laboratory and other non-lecture sessions, including online sessions; information on out-of-class assignments; methods of examinations and other student assessments; the relative weight of various assessments in determining the course grades; teaching and learning methodologies, including any use of online instruction; course texts; recommended readings; instructional material; learning resources; and a statement of the academic integrity expected of students and behaviors which will avoid plagiarism or other implication of academic dishonesty.
- (ii) Section-specific information: Course section number, meeting times, and location; instructor name, e-mail address, office location, and office hours; due dates for submission of assignments; dates of examinations and other student assessments; and the date and time of the final examination of the course as published by the Office of the Registrar. If the final examination is not held in the regular class meeting room, the instructor will announce the location of the final examination to the class.
- c) Copies of all course syllabi will be provided to the office of the relevant Department Chair or College Dean according to the schedule established by the Dean.

11. Study Period

- a) The maximum study period to earn the standard four year degree from UAE University exclusive of Foundation year is:
 - (i) Twelve (12) semesters.
 - (ii) Fourteen (14) semesters for longer degree program duration.
 - (iii) The maximum study period does not include any semesters in which a status of leave of absence or administrative withdrawal has been applied.
 - (iv) For purposes of calculating the maximum study periods, three summer semesters are the equivalent of one regular semester.
- b) For students entering the University by transfer from another institution, the minimum study period to earn a degree from UAEU in all Colleges is the completion of at least seventy-five (75) percent of the total credit hours required for the degree, excluding remedial/developmental courses.
- c) For students entering the University by transfer from another institution, the maximum study period shall be determined by the Registrar based on the student's prior collegiate enrollment and shall not exceed the maximum study period for students entering the University directly.
- d) In exceptional circumstances, a student may be granted a maximum of two (2) additional semesters to complete his/her degree upon written appeal to the Committee of Student Academic Grievances and Appeals.

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12. Examinations and Academic Assessments

- a) All courses will include periodic assessment of academic progress in addition to a final examination. Periodic assessment must be conducted at times that enable students to review grades and feedback prior to the final exam. Requirements, dates and deadlines for periodic assessments must be detailed in the syllabus.
- b) The final examination schedule is set by the Registrar at the time the course schedule for the academic semester is set. The final examination schedule is published as an 'exam key' on the University website and is communicated directly to students by the academic advising units of the Colleges and the Foundation Program.
- c) The final examination for regular semester courses will be given only during the official final examination period at the time/date specified in the official schedule published by the Registrar. (Laboratory practical examinations may be given during the week preceding the final examination period.) The date and time of a final examination may be changed from the date and time specified in the published final examination schedule only in demonstrably exceptional circumstances and only with the prior approval of the Provost.
 - (i) The Dean of the College offering the course for which an exception is requested must submit a written request for the change with appropriate details and documentation of the exceptional circumstances to the Provost with copies to the Registrar not later than one week prior to the beginning of the final examination period.
 - (ii) The Registrar will advise the Provost as to the necessity and feasibility of the requested exception.
 - (iii) Final examinations approved for a date and time outside the final examination period on a recurring basis must be approved by the Provost and the new time should be announced to the students.
- d) The specific date and time of the final examination for a section will be based on the official meeting time of the section in the Schedule of Classes/Timetable as defined by the approved standard course meeting periods.
- e) Courses with multiple sections that have been approved to hold a single exam common to all students will be designated and assigned a specific date and time for the 'common exam' for all sections of that course according to the following:
 - (i) A common exam is an exam with common content that is given to students registered in four or more sections of a single course and is administered at a common time.
 - (ii) All sections of the course will need to have the common exam at the common time.
 - (iii) In general, the size of the course or the individual sections does not matter, nor does the size of the examination space required. "Common content" includes alternate versions of the same basic exam.
- f) Common exams may be for mid-term or final exams according to the following:
 - (i) Department Chair approval
 - (ii) Dean approval
 - (iii) University Registrar approval.
 - (iv) The deadline to remove or request a Common Exam is the end of the fifth week of classes each academic semester.

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- g) Proctoring of the common exams is ultimately the responsibility of the College/Department to which the course belongs.
- h) A common final exam is not subject to rescheduling to a different date and time under the final examination overload policy. Students will normally have a maximum of two (2) exams scheduled for the same day; in case of overload (three or more exams on a single day) students may ask their advising unit to reschedule alternative date for the makeup exam.
- i) With the exception of laboratory practical examinations, the week immediately preceding final examination week is a “dead period” for examinations and quizzes and the assignment of other new graded activities. Timetabling Office in cooperation with the Colleges should announce the location of all final exams no later than two (2) weeks prior to the beginning of the final exam period.
- j) The class syllabus must include the time and date of the final examination as published by the Registrar. The instructor of the course will announce the location of the final examination not later than two (2) weeks prior to the beginning of the final exam period.

13. Final Exam Schedule and Exam Management

- a) It is the responsibility of the Dean of each College to ensure that final examinations are conducted under appropriate exam management and proctoring protocols.
- b) Only students actively registered for a course whose absences did not reach 15% are eligible to sit for the final examination.
- c) To enter the final exam hall, a student who is eligible to sit for the exam must present his/her University ID card or other approved official identification with photograph.
- d) A student who is eligible to sit for the exam who does not present the required identification but whose identity and eligibility can be confirmed by the Instructor will be allowed to sit for the exam.
- e) All final examinations must be proctored by a sufficient number of faculty or other instructional staff to assure integrity of the examination process:
 - (i) For examinations held in regular classrooms, at least one faculty proctor is required for each 20 students eligible to sit for the exam.
 - (ii) For examinations held in large examination halls, at least one faculty proctor is required for each 40 students eligible to sit for the exam.
 - (iii) For departmental common final exams, provision of the faculty proctors and ID-checkers necessary to ensure the integrity of the exam is the responsibility of the Department/College offering the course.
 - (iv) For common exams of the General Education courses, provision of the faculty proctors and ID-checkers necessary to ensure the integrity of the exam is the responsibility of the Colleges collectively.

14. Summer Semester

- a) The University may conduct one or more summer semester during the period between the regular academic semesters of a calendar year.
 - (i) The minimum duration of the summer semester is five (5) calendar weeks excluding the final examination period. All courses offered during the summer

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semester must have the same total credit hours and class contact hours as the same courses when offered in a regular semester.

- (ii) Because of the compressed schedule of summer semester courses, a student may register in no more than six (6) credit hours in the summer semester except for honors and expected-to-graduate students who may register in up to nine (9) credit hours. Students under probation cannot register for more than four (4) credit hours.
- b) Summer semester courses may be subject to tuition charges and other fees as provided in the Schedule of Tuition and Fees.
- c) The University students may register in courses for degree credit at other institutions accredited by the UAE Ministry of Higher Education and Scientific Research during the summer semester, but the acceptance and degree applicability of such credits at UAEU is subject to the normal credit transfer policy:
 - (i) Only courses from institutions approved by the student's College may be transferred to UAEU for degree credit.
 - (ii) For Colleges and/or degree programs holding international accreditation or the equivalent, core courses (those courses required in the major/specialization of the College) may be transferred to UAEU for degree credit only when taken at institutions holding the same international accreditation as the corresponding College or degree program at UAEU.
 - (iii) The number of credit hours earned at other institutions during summer semesters and accepted for degree credit is limited to a maximum of (15%) of the total credit hours required in the student's academic major/specialization, and a maximum of (10%) of the total credit hours required for the student's degree program.
 - (iv) The total credit hours earned by transferring from other institutions and studying external summer semesters should not exceed (25%) of the degree program requirements.
 - (v) Only those courses taken at another institution during the summer semester in which the final grade is C- or higher will be considered for transfer for degree credit.
- d) Grades in courses completed at other institutions are not included in the student's UAEU Grade Point Average.

15. Special Status Students

- a) The University may enroll visiting and transient students, students involved in official study abroad programs, or exchange programs.
- b) Access to some degree programs may be limited for Special Status Students based on instructional capacities and degree program requirements.
- c) Students enrolling as Special Status Students are subject to tuition charges and other fees as published by the University in advance of the semester in which they enroll.
- d) A transcript will be processed for Special Status Students showing the courses in which they were enrolled and the grades obtained.