
 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Graduate Studies Policies Manual</b>	Policy Number	GP-05	
		Effective Date	02-Mar-2014	
	<b>Subject</b>	Graduate Student Registration and Records	Most Recent Review Date	01-Dec-2013
	<i>Responsible Office:</i> DVC Research & Grad. Studies		Due Date for Next Review	01-Sep-2016
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## 5. Graduate Student Registration and Records

### Overview

Outlines the general and common policies and procedures pertaining to students' enrollment in all graduate programs.

### Scope



Applies to all graduate programs of the UAEU except those of the CMHS.

### Objective

The University is committed to the highest academic and administrative standards in the operation of its graduate programs. This policy and its related procedures provide the administrative structure required for the effective governance and management of all graduate programs and for ensuring that the expected standards are met.

### Policy

1. The enrollment of students in all graduate programs is regulated by a set of Policies and Procedures that ensure consistency in registration and management of courses.
2. The registration in and withdrawal from courses are responsibilities of the student alone, based on the advice and recommendations of the students' faculty advisors or academic program coordinators.
3. Course grades are assigned according to a grading system implemented and managed by the Office of the Registrar.
4. Students are expected to be in good academic standing in order to remain in the program leading to successful completion of their studies and, hence, graduation.

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## Procedures of Policy No. (5) - Graduate Student Registration and Records

### 1. Registration, Add and Drop

Graduate students are expected to register for courses during the registration period and according to the schedule and guidelines published by the Office of Enrollment. The student's courses must be chosen in accordance with the student's approved study plan. Students who are expected/required to enroll on full-time basis must register for a minimum of 9 credit hours per semester. To register in more than 12 graduate credit hours of course work in a semester, excluding any credits for thesis/dissertation, a student must also obtain the approval of his/her Program Coordinator and College Dean.

Course changes after registration are permitted during the Add/Drop period according to the published calendar and subject to the following provisions:

- a) To add or drop a course, the student must obtain the approval of his/her Advisor.
- b) If a student drops any course/s before the deadline for "withdrawal without failure", no grade will be recorded.
- c) If a student cannot meet attendance or other requirements and fails to withdraw officially during the specified period, a failing grade of "FA" will be recorded.

### 2. Withdrawal and Absence from Courses

Students are expected to complete courses for which they have registered, unless unusual circumstances lead to withdrawal. Mere cessation of class attendance does not constitute withdrawal, either academically or for calculation of the tuition obligation. In compliance with University attendance regulations, if student's absences in any course equal or exceed 15% of the total class meeting time for the semester, the student will be considered as having failed the course for lack of attendance, and receive a grade of "FA".



- a) Withdrawal from a course is permitted up to the end of the fourth week of classes in a regular semester (or equivalent instructional period during the Summer Session or a part-of-term course), with the permission of the student's Advisor without any record in student's transcript. Furthermore, withdrawal from a course after the fourth week and before the end of the sixth week of classes is also permitted but a grade of "W" will then be entered on the transcript.
- b) If the absences are legitimate, the student will be dropped from the course without failure and receive a grade of "AW" (Administrative Withdrawal) after the approval of the College Dean and College Council.

### 3. Credit by Examination

Students may not earn "credit by examination" at the graduate level.

### 4. Audits

Graduate students may audit graduate courses with the permission of the instructor and their Advisor, and payment of required fees. Students will need to register for such courses with an Audit designation during the registration period. Provided the instructor's requirements are met, the course will appear on the transcript with the notation "AU" and the course will be excluded from the student's degree program and GPA.

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## 5. Transfer of Credits



- a) Graduate credits earned at UAEU or another institutions, which is recognized by the UAE Ministry of Higher Education and Scientific Research, within the preceding six years that have not been applied toward another degree (either at UAEU or elsewhere) may be eligible for transfer to the student's current degree program.
- b) Up to a maximum of nine (9) graduate credits with a grade of B or higher in each course may be transferred from another institution provided they are not credits earned by internship, thesis or practicum.
- c) A student transferring from another institution must have the required IELTS score, or its equivalent, and must be in good academic standing (a minimum cumulative GPA of 3.0 on a scale of 4.0, or equivalent).
- d) In programs offered jointly by UAEU and other universities, all graduate credits earned in the program at a cooperating university are eligible for transfer to UAEU.
- e) A student who earns credits with a grade of B or higher in one UAEU graduate program and obtains a degree, and is later admitted to a graduate program at the same level, may transfer up to a maximum of nine credits from the previous program to the new program. Credits earned for a Master's degree are not eligible for transfer to a Doctorate program.
- f) All transfers must be initiated by the student at the time of admission to the program and require the approval of the College Coordinator of the respective graduate program and of the College Dean.
- g) Course credits transferred from another university are listed in the student's transcript but are not included in the student's UAEU GPA.

## 6. Postponement of Admission

An applicant who has been accepted into a graduate program for a particular semester may request to postpone his/her admission into the program until the next admission cycle. This request must be submitted in writing to the Coordinator of the Program, into which the student was admitted, by no later than the last day of the "Add/Drop" period of the semester for which the applicant was admitted and before he/she registers in any courses. For students who enroll in courses and then withdraw, they will have to request leave of absence. If request to postpone admission is approved, the student will be permitted to begin his enrollment with the new cohort of students at the next admission cycle, which may be one or two semesters later. Admission can be postponed only once and until the next admission cycle only; otherwise a new admission application will be required. The Program Coordinator and the College Dean must approve the request. Requests from PhD students must also be approved by the Dean of the CGS. The postponed time will not count against the student's duration of study in the program, such as in the case of granted "Leave of Absence".

## 7. Leave of Absence

- a) Graduate students may request a leave of absence for a period not to exceed two semesters, either consecutive or discrete.
- b) A graduate student who plans to take a leave of absence from his/her study must submit a written request, which must include the effective semester and anticipated duration of the leave and a rationale for it, and have it approved prior to the effective



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semester of the requested leave. In special circumstances, a request may be for a leave of absence for a semester that is already in session. In such a case, a request must be submitted by no later than the end of the sixth week of the semester and the tuition liability rules of the University will apply. The request must be approved by the student's Advisor, College's Coordinator of the student's Graduate (Master's or Doctorate) Program, and the Dean of the College, and a copy of the approved request will be forwarded to the Registrar's Office and the CGS. Requests from Doctorate students must also be approved by the Dean of the CGS.



## 8. Course Numbering and Grading System

- a) Course Numbering Classification
  - (i) 500-599: Senior undergraduate and graduate levels. Can be for undergraduate or graduate credit.
  - (ii) 600-699: Graduate level. Graduate credit for Master's and Doctorate programs.
  - (iii) 700-799: Doctorate level. Graduate credit for Doctorate programs only.
  - (iv) 800-999: Dissertation and specialized graduate courses. Graduate credit for Doctorate programs only.
- b) At the end of every academic term courses will be graded using letter grades to denote student performance.
- c) Final grades will be assigned and recorded only for students who are registered for the specific course.
- d) Course Grading System
  - (i) Performance expectations for graduate students are the B grade level (i.e., Very Good) or higher.
  - (ii) The following are authorized as final course grades/marks with associated Quality Points (QP) for GPA calculation (Grades with QP denoted as "Not Applicable or NA" are not included in a student's GPA calculation).

<u>Grade</u>	<u>QP</u>	<u>Score</u>	<u>Performance</u>
A	4.00	90 – 100	Excellent
A-	3.70	87 – 89	Excellent
B+	3.30	84 – 86	Very Good
B	3.00	80 – 83	Very Good
B-	2.70	77 – 79	Very Good
C+	2.30	74 – 76	Good
C	2.00	70 – 73	Good
F	0.00	00 – 69	Fail
FA	0.00	00	Failure for lack of attendance (administrative mark)
P	NA	70 – 100	Pass (used for seminars, qualifying exams, and research, thesis and dissertation courses upon completion of degree)
NP	NA	00 – 69	Not Passing (no credit awarded)
W	NA	-	Withdrawal
AW	NA	-	Administrative Withdrawal
AU	NA	-	Audit
CC	NA	-	Continuing Course, used for Research, Thesis and Dissertation courses, grade replaced by final grade upon completion of degree
I	NA	-	Incomplete

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- e) The Grade Point Average (GPA) is a calculated value representing the student's academic performance for a specific period of time. The Office of the Registrar calculates, records, and reports a Semester GPA and a Cumulative GPA for each student at the end of each academic semester (regular semester or Summer School).
- f) The GPA is a numerical average of the value of the student's final grades for the specific semester or cumulatively 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. Grades in courses that do not carry University degree credit are not included in the GPA calculation.
- g) The Semester GPA is the sum of quality points (credit hours x quality points for the letter grade assigned) for each course taken during the academic semester divided by the total number of credit hours attempted during the same academic semester.
- h) The Cumulative GPA is the sum of quality points (credit hours x quality points for the letter grade assigned) for all courses taken at the University inclusive of the current academic semester, divided by the total number of credit hours attempted for all degree-credit courses taken at the University inclusive of the current academic semester.
- i) Both Semester and Cumulative GPAs may be affected by the exclusion of certain grades as provided under University policy. Grades excluded from GPA calculations are designated as such in the student's academic record and on all transcripts.
- j) Incomplete Grades
- (i) A student who is in good standing in a course and is unable to complete a major requirement of the course (e.g., the final exam, a project, or a term paper) may be assigned a grade of Incomplete "I" pending review of the circumstances by the instructor.
  - (ii) If the reasons for missing the final examination or other work are substantiated as legitimate, the "I" grade will be recorded, the student will be permitted to take an appropriate final examination or submit other work to complete the missing requirement of the course no later than the end of the next regular semester, and the "I" grade will be replaced with the final grade earned. If the student does not complete the missing work in order to have the "I" grade changed within the period allowed, the "I" grade will be replaced with a failing grade.
  - (iii) If the reasons for missing the final examination or not completing the missing requirement are not substantiated as legitimate, the instructor will assign a final grade of "F".
  - (iv) It is the student's responsibility to provide the necessary substantiation and documentation of the circumstances for the failure to take the final exam or otherwise to satisfy all requirements of the course, and to arrange to complete the course if awarded a grade of Incomplete.
  - (v) An "I" grade and the associated credit hours are not included in the calculation of the student's semester or cumulative GPA.
  - (vi) A student receiving an "I" grade is not required to enroll in the incomplete course in the following academic semester. However, if it is in the interest of fairness, the student may attend the course in the subsequent academic semester regardless of the student's course load.

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## 9. Repetition of Courses

A graduate student may repeat once no more than two (2) different degree-credit courses in which he/she has received a grade less than “B”, subject to the following conditions:

- a) The student must have permission to repeat the course from his/her Advisor, the College’s Coordinator of the Graduate Program, and the Assistant Dean, prior to enrollment in the course.
- b) If the student’s grade in a repeated course differs from the one previously given, then the higher of the two grades will be included in the student’s GPA calculation.
- c) The grade not included in the student’s GPA calculation will remain on the student’s record, and its exclusion from the GPA calculation will be appropriately designated in all transcripts. Regardless of whether a grade is excluded from the student’s GPA calculation, all final course grades will be recorded and included in all transcripts.
- d) The student may repeat a single course no more than once, and may repeat no more than two different courses in his or her study plan.

## 10. Academic Standing

- a) The academic standing of a student is determined at the end of each regular semester, on the basis of the grades received as well as the student’s cumulative graduate GPA.
- b) The student’s semester or cumulative graduate Grade Point Average includes grades of courses at the (400) level or above which have been completed after enrolling in the graduate program at UAEU.
- c) Grades in graduate courses taken at other institutions and approved for transfer to the UAEU are not included in the student’s graduate GPA.
- d) A graduate student whose cumulative graduate GPA is 3.00 or higher at the end of a regular academic semester is in Good Academic Standing.
- e) If a graduate student’s semester GPA at the end of any semester is below 3.00, this student’s registration for the subsequent semester will be put on a hold. The Advisor will remove a registration hold of his/her student after meeting with the student and developing a plan for the student to raise his/her GPA. The plan will restrict the student to enroll in a maximum of 9 credits hours for the semester and may include measures such as repeating courses with low grades and restricting registration to certain courses.
- f) A graduate student whose cumulative GPA at the end of any semester is below 3.00 will be placed on Academic Probation, and this student’s registration for the subsequent semester will be put on a hold that can be removed by the student's Advisor after a meeting with the student.
- g) A graduate student who is on Academic Probation and whose semester GPA at the end of the semester is below 3.00 will receive second academic probation.
- h) A graduate student who is on second academic probation and whose semester GPA at the end of the semester is below 3.00 will be dismissed from the University.
- i) A graduate student who fails two or more graduate courses in a single semester is dismissed from the University.

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## 11. Academic and Personal Conduct

- a) The CGS upholds and enforces UAEU Policies on personal conduct and on academic honesty.
- b) The University expects all members of its academic community to function according to the highest academic, ethical, and professional standards. Although all students, faculty, and administration of the University will take all measures necessary to safeguard academic and personal conduct, the final responsibility rests with the student.
- c) All students will be informed of University-wide policies on personal conduct and academic honesty, as detailed in the Student Affairs Deanship Policies and Procedures.

## 12. Change of Major

Generally, students are discouraged from changing majors at the graduate level. However, a student may be permitted to switch from one graduate program to another with the following conditions:

- a) Change is permitted if the two (current and requested) majors are in the same College and the student meets all admission requirements of the desired program.
- b) If the requested major is in another College, then the student must submit a new application for admission into the desired program.
- c) Change of major in the PhD program may be permitted only before the student sits for the Comprehensive Examination.
- d) All Change of Major requests must be approved by the student's Advisor in the current program, the Coordinators of the two respective programs, and the Dean of the College. Requests from PhD students must also be approved by the Dean of the CGS.
- e) Upon the final approval of a Change of Major request, all credits earned in the first program that are applicable to the second program will count in the student's second program degree. However, the Cumulative GPA will be computed based on all graduate credits, applicable or not.