



## UNITED ARAB EMIRATES UNIVERSITY

Section: ACA-ADM

Policy Number: 04

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Chancellor Decree Number: 128/2004

Responsible Office: Associate Provost for Academic Affairs

### Enrollment and Registration

#### I. Policy

The United Arab Emirates University shall establish procedures and practices governing the enrollment and registration of its students.

All new students shall be required to register in a number of courses, based on an approved advising plan, at the beginning of their first semester. Admission will be revoked for students who fail to do so.

#### Study Load

The full-time study load of a student per semester will range from a minimum of twelve credit hours to a maximum of nineteen credit hours.

A student may register for less than twelve credit hours:

- The student has not completed the University general requirements of Arabic, English, Mathematics and Information Technology (twenty-one credit hours).
- The number of credit hours remaining to complete the minimum graduation requirements is less than twelve credit hours.
- Registration for less than twelve credit hours is subject to the approval of the dean of the college upon the recommendation of the academic advisor and the chair of the academic department or unit.

A student may register for up to twenty-one credit hours in some special cases as follows:

- If the student's cumulative grade point average or semester average is equal to or greater than 3.6 out of 4 points.
- If this load will enable the student to graduate in the semester in question or the following semester, if the courses to be registered in are not provided in the following semester.
- If the remaining number of credit hours necessary for graduation, after completing this load, does not exceed six credit hours.

A load higher than nineteen credit hours shall require the permission of the dean based on the recommendation of the academic advisor and department chair.

Students on academic probation can not register for more than thirteen credit hours.

The maximum study load in a summer session is six credit hours. Students with a grade point average of at least 3.6 points or who will graduate by the end of the summer session or in the next semester may register for up to nine credit hours with special permission from the dean.

### **Course Addition and Withdrawal**

- a) A student may drop or add courses during the first week of classes in a regular semester or the first three days of a summer session.
- b) A student may withdraw from courses during the three weeks following the first week of classes in a regular semester or during the first week of a summer session. In these cases, the courses will not be recorded in the student's transcript.

In all cases, students should not be left with a load that is less than the minimum allowed unless special permission is granted by the dean.

### **Change of Specialization**

- a) A student may change his/her specialization within the same college only once. The student must fulfill the admission requirements for the new field of specialization, and admission is granted only if there are available seats in that field.
- b) The college council sets the rules as to which students can be transferred to various specializations within the last two weeks of classes in a semester. Decisions should be reported to the Admissions and Registration Department no later than the first week of classes of the following semester.

## **Temporary Withdrawal**

- a) In case of emergency or other compelling reasons, a student may apply for temporary withdrawal from the University for the whole semester during the first eight weeks of classes. Withdrawal will be granted upon the approval of the dean.

If the student applies for withdrawal after the first eight weeks of a sixteen-week semester, his/her application must go through the Students Study Case Committee. Temporary withdrawal from the University can not be granted during the student's first semester at the University.

- b) If a student does not register in a certain semester, without applying for temporary withdrawal, he/she is suspended for the semester which he/she fails to register.

Temporary withdrawal from the University can not be for more than four dispersed semesters, or two consecutive ones, during the student's enrollment, including the satisfactory withdrawal from the whole semester.

If a student exceeds the time allowed for temporary withdrawal, or if he/she applies for withdrawal from the University during the first eight weeks of classes of his/her first semester at the University, his/her enrollment is cancelled. He/she can reapply for admission as a new student at a later date. At that time he/she will be required to satisfy the admission requirements. The student may apply to receive credit for the courses that he/she completed (regardless of the grades he/she obtained in these courses) before the cancellation of his/her enrollment.

## **II. Application**

This policy shall apply to the enrollment and registration of all undergraduate students at the United Arab Emirates University.

## **III. Related Policies**

|            |                                         |
|------------|-----------------------------------------|
| ACA-ADM-01 | Admission                               |
| ACA-ADM-03 | Inter- and Intra-Institutional Transfer |
| ACA-ADM-05 | Academic Records                        |
| ACA-ADM-06 | Attendance                              |

#### IV. Revision History

| Date | Revision |
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