

Admission and Registration Policies	Policy Number	AE-00 12-Aug-2018			
Manual	Effective Date				
Subject	Most Recent Review Date	15-Apr-2018			
Signatory Authority	Due Date for Next Review	01-Sep-2021			
Responsible Office: Associate Provost for	Page Number	1 of 3			
Students Affairs					

Signatory Authority: Admission and Registration

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

		Signature Authority Level								
	Transaction Description	Course Instructor	Chair of the Department	Registrar	College Dean	Students Academic Grievance and Appeals Committee	Provost	Vice Chancellor	Chancellor	University Council
Policies and Procedures	Proposing modifications and implementing future updates to the Admissions and Enrollment Management Policies and Procedures			X						
Manual	Changes in Policies			X				X	X	X
	Changes in Procedures			X			X	X		
Admission: Undergraduate	Determining the standing and enrollment eligibility of incoming external transfer students to the University			X						
External Transfer	Determining credits accepted for transfer to the University			X	X					
Students.	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					
Cahadula and	Management and development of Schedule of Classes		X	X	X					
Schedule and Classes	Establishment of summer semester guidelines						X			
Timetabling	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				
Course/Class Syllabus	Preparing a course syllabus and distributing it to students and providing a copy to the College Dean	X								





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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	Submission of a written request for the change of time/date of a scheduled final examination				X							
Exam Management	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	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							
Examinations	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							
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					



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	Responsible Office: Associate Provost for	Page Number	3 of 3			
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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	Preparation of the Academic Calendar Approval of the proposed Academic Calendar			X			X	X	X	
Approval	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