



**HAMAD BIN KHALIFA UNIVERSITY**

**AC-G-11.V03: GRADUATE PROBATION AND  
DISMISSAL POLICY**

## AC-G-11.V03: GRADUATE PROBATION AND DISMISSAL POLICY

**Date Endorsed by the Provost: 6 April 2017**

**Date Endorsed by the President: 20 April 2017**

**Date Approved by the BOT: 8 May 2017**

**Effective Date: 8 May 2017**

**Last Updated: 6 May 2018**

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### 1. PURPOSE

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This policy provides governing guidelines to regulate two academic standings of a graduate student, namely: probation and dismissal.

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### 2. POLICY DESCRIPTION

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The policy defines the academic conditions whereby the academic standing of a graduate student may be stated as probation and the academic conditions that lead to academic dismissal.

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#### 2.1 DEFINITIONS

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- **Academic Record:** The academic progress registry of a student that is maintained by the Office of the Registrar.
- **Academic Standing:** The academic progress status of a student, which indicates the accumulated academic performance to be one of three academic standings: Good standing, probation and dismissal.
- **Good Academic Standing:** An academic standing indicating that the cumulative academic performance of a student is above the threshold measured by the cumulative grade point average (CGPA). The threshold for good academic standing of a graduate student is CGPA of 3.0 or higher.
- **Academic Warning:** A notification to alert a student that his/her cumulative academic performance is approaching the threshold. An alert is communicated to a graduate student when the CGPA of a graduate student reaches 3.2.
- **Academic Probation:** An academic standing indicating that the cumulative academic performance of a student has dropped for the first time below the threshold (CGPA=3.0). A probation academic standing is issued to a graduate student when his/her CGPA drops below 3.0 in a particular semester.
- **Academic Dismissal:** An academic standing indicating that the cumulative academic performance of a student is unsatisfactory which leads to the involuntary removal of a student from the University. Academically dismissed students are not barred to apply to the University for the same or a different academic program.
- **Permanent Dismissal:** An academic standing indicating a permanent dismissal of a student for a serious disciplinary offense and usually based on a decision taken by an academic disciplinary committee. Permanently dismissed students are barred from returning to the University.

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#### 2.2 POLICY STATEMENTS

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1. The Office of the Registrar shall provide to HBKU graduate students accurate and timely information about their academic standing. HBKU graduate students are responsible for staying informed about their academic standing at all times.
2. The Office of the Registrar evaluates the academic standing at the end of the regular semesters (Fall and Spring). The academic standing results for the summer will be reported in the Fall semester evaluation.
3. The Office of the Registrar shall update the student's academic standing following the removal of incomplete grades, unreported grades or grade changes.

#### **Academic Warning**

4. When the CGPA of a Master's, JD or a PhD student drops to 3.2 or below but is higher than 3.0 a warning is communicated to College Dean and the concerned students. The Office of the Registrar issues the warning at the end of regular semesters.
5. The student must meet with his/her Advisor to discuss the warning and develop a plan to ensure academic success.

#### **Academic Probation**

6. A graduate student will be placed on academic probation when his/her CGPA drops below 3.0 or when he/she fails a course.
7. A graduate student on academic probation may not be elected to student association.
8. A graduate student on academic probation may lose his/her eligibility for scholarships and financial aid.
9. The maximum allowable academic load for a graduate student on academic probation is 6 credit hours in a regular semester and 3 credit hours in a summer semester. The College Dean or designee may grant exemptions from the stipulated maximum load.
10. An academic probation impacts the student's standing. The academic probation shall be registered on a student's academic record.
11. The Summer semester is not taken into consideration when computing a student's academic standing.
12. If changing grade status from "I" or "N" to a standard grade or by when submitting a grade change removes the academic probation status of a student, the academic probation designation shall not be registered on the student's permanent academic record.
13. Being on academic probation a graduate student is not barred from apply to withdraw from a semester, apply for leave of absence, or leave the University subject to terms stipulated in the withdrawal policy.
14. Without a prior approval, students on academic probation shall continue with an active status by registering for courses. Failing to register for any course in a semester will lead to academic dismissal at the end of that semester.
15. Graduate students on academic probation may apply to change their major subject to the terms stipulated in the change of major policy.
16. The Registrar shall enact an advisory hold for all students on academic probation to prevent students from registering for classes.
17. The Office of the Registrar shall communicate to the concerned students and College Deans academic probation decisions at the end of regular semesters.

#### **Academic Dismissal**

18. The following presents the grounds to academically dismiss a graduate student:
  - Not passing all registered courses in any given semester, this clause is applicable to students registering in two or more courses in a semester;
  - Not passing a core or required course after two attempts;
  - Not passing the qualifying examination after two attempts;
  - Not passing the candidacy examination after two attempts;
  - Not passing the dissertation examination after two attempts;
  - Not being able to return to good academic standing by the end of the following regular semester after being placed on academic probation.
  - Being placed on academic probation due to not achieving a CGPA of 3.0 or higher in bridging courses (all or some);
  - Having the CGPA drop below 3.0 in three non-consecutive semesters;
  - Exceeding the maximum time limit to complete the degree requirements, as defined in the graduate degree requirements policy;
  - Being on academic probation and failing to register for any courses in a semester, unless with prior approval;
  - Conditionally admitted students who fail to achieve a semester grade point average of 3.0 in the courses taken during their first semester at HBKU.
19. The Office of the Registrar shall register the academic dismissal on the student's transcript and academic records.
20. The Office of the Registrar shall communicate to the concerned students and College Deans academic probation decisions at the end of regular semesters.
21. Academically dismissed students are not eligible for scholarships and financial aid.

22. Academically dismissed students may apply for new admission to same or different academic program of study. If admitted, such students will return with a fresh record. Transfer of credit earned is subject to approval of the new program. Such student applications must be approved by the Dean and endorsed by the Provost prior to second admission.

**Appeal for academic dismissal**

23. Within 10 business days from the official notification of an academic dismissal a student may file a signed appeal stipulating the reason for the appeal to the office of the Dean.
24. The College Dean shall review the case with the College Admission Committee. The Dean shall communicate the decision to the student.
25. Students may appeal the Dean’s decision to the Provost. Provost shall issue a decision within ten working days, excluding study breaks, of the appeal deadline. The Provost may appoint a committee to review all appeal cases received by his Office. Once confirmed by the Provost, an academic dismissal is final.

**3. RESPONSIBILITY/SOURCE/AUTHORITY**

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

**3. 1 COMMUNITY SHOULD KNOW THIS POLICY**

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

**4. Updates**

SUMMARY OF CHANGES		
Date	Section	Change
6 May 2018	First clause article 18	Provision to dismiss students failing all courses

**5. ACCOMPANYING PROCEDURE**