HAMAD BIN KHALIFA UNIVERSITY

AC-G-12.V02: GRADUATE STUDENT READMISSION POLICY

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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:

1. PURPOSE

The purpose of the readmission policy is to establish rules and regulations for allowing former HBKU graduate students who left HBKU to resume their studies.

2. POLICY DESCRIPTION

This policy establishes definitions for student status and defines the rules and regulations for allowing former HBKU graduate students to be readmitted.

2.1 DEFINITIONS

- **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 accumulative 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 ejection 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 based normally by a decision of an academic disciplinary committee. Permanently dismissed students are barred from returning to the University.
- **Admission Terminated:** An academic standing that refers to a graduate student's status who did not register in any class for the semester of their admission and did not receive a deferral. The status is entered after the end of the drop/add period and before the admission file is transferred to the records section.
- **No-Show:** Refers to an active graduate degree-seeking student who, by the end of the add/drop period of a regular semester, does not register in any course when the student was expected to register in courses for that semester. No-Show students are considered as "active" students as long as their absence from the University does not exceed one regular semester.
- **Reenrollment**: Students who were on leave from HBKU for more than 2 consecutive regular semesters but less than 4 consecutive regular semesters may seek reenrollment in the same program of study at HBKU.

- **Readmission:** Students may seek readmission after a long absence (more than 4 regular consecutive semesters) from HBKU.
- **Long Absence:** Refers to a graduate degree-seeking student, regardless of his/her student status, who fails to register in courses for more than four consecutive regular semesters by the end of the add/drop period of their fifth regular semester of absence. Students placed under the "Long Absence" status are considered "inactive" students.

2.2 POLICY STATEMENTS

1. Permanently dismissed students are not eligible for new admission or readmission.
2. Admission terminated status requires students to submit a new admission application if they wish to study at HBKU.
3. Academically dismissed students may submit a new admission application to the same program of study or a different program of study. Readmitting academically dismissed students to the same program of study requires endorsement from the College Dean and the approval of the Provost.
4. Students who leave the University without a pre-approval for more than two consecutive regular semesters but less than four consecutive semesters must submit a request for reenrollment. Dean's approval is required to process the reenrollment application.
5. Students who leave the University without a pre-approval for more than four consecutive semesters must submit a request for readmission to the Office of Enrollment.
6. Readmission is granted at the discretion of HBKU. Readmission decision may be influenced by the capacity of the graduate program for the intended semester of admission, registration holds, previous academic achievement, duration and reason of absence, and any prior disciplinary actions.
7. Readmission application shall be treated as a new admission application when evaluating the satisfaction of the admission requirement at the time it is submitted.
8. Students placed under the "Long Absence" status who are seeking to return to the University must apply for readmission.
9. Academic and non-academic prior holds must be resolved at the time of readmission. All University financial obligations must be settled before processing the reenrollment or readmission applications.
10. The active policies and procedures at the time of reenrollment and readmission shall be applicable and enforced.
11. The active degree requirements at the time of reenrollment and readmission shall be applicable and enforced.
12. At the time of reenrollment and readmission, prior courses exceeding the five academic years limit do not automatically count towards fulfilling the degree requirements. The division/department shall review the eligibility of such courses to be counted toward fulfilling the degree requirements. Only the courses that are counted will affect the CGPA calculation. Both the counted and not counted courses shall appear on the student's record.
13. Students who have attended and completed course work at other institutions since their last semester of enrollment at HBKU may request to transfer credits subject to the relevant transfer of credit policy.
14. Students who officially withdrew from HBKU and are seeking to return to the university may apply for reenrollment or readmission depending on the length of absence as articulated in this policy.
15. Students who officially withdrew from a semester, (no-show) or are on an approved leave of absence may register upon their expected return in courses without the need to apply for reenrollment.
16. All coursework completed at HBKU shall remain part of the permanent academic record of reenrolled or readmitted students.
17. Students who leave the University while on academic probation may be readmitted to the same program, however, the academic probation will be sustained on their academic record upon their return.
18. Graduate students who are readmitted to their existing program and who are subsequently academically dismissed are not eligible to apply for readmission to the same program.

19. Current University fees apply upon readmission.
20. The University may grant readmission only once for any particular student.

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

5. ACCOMPANYING PROCEDURE