



## **HAMAD BIN KHALIFA UNIVERSITY**

### **AC-U-07.V01: UNDERGRADUATE DEGREE REQUIREMENT 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:**

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### 1. PURPOSE

This policy defines a consistent, University-wide protocol, with college variations as dictated by best practice(s) and as they relate to specific disciplines. It specifies the standards necessary to fulfill academic requirements for undergraduate degrees at HBKU.

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### 2. POLICY DESCRIPTION

This policy outlines the minimum University requirements to attain a baccalaureate degree at HBKU.

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#### 2.1 DEFINITIONS

- **Accelerated Programs (dual-degree):** Qualified students may be admitted to complete two degrees (Bachelor's/Master's).
- **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 an undergraduate student is CGPA of 2.0 or higher.

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#### 2.2 POLICY STATEMENTS

1. The successful completion of a minimum number of credits as specified in an approved program of study is a fundamental University requirement to earn a bachelor's degree.
2. Transfer students must successfully complete no less than 50% of the required credits for a bachelor's degree at HBKU.
3. Credit can be awarded for coursework taken outside the degree program to satisfy the degree requirement, according to conditions listed in the credit transfer policy. Transfer credits are not allowed in the senior year.
4. Students must successfully complete no less than 50% of the required courses of the student's specific major at HBKU.
5. The entire final year of classroom instruction (senior year) must be completed at HBKU.
6. To satisfy the residency requirement, undergraduate students must enroll and successfully complete no less than 39 credit hours of 300 and/or 400 level courses at HBKU.
7. Bachelor's students must complete all the Bachelor's degree requirements within eight years, inclusive of any leave, of matriculation into the Bachelor's program. Students who fail to complete the Bachelor's degree requirements within eight years will be academically dismissed from the program. Exceptions to extend the length of study may be granted with a justifiable signed petition to the Provost or designee.
8. Students must maintain good academic standing with a minimum CGPA of 2.0 or higher in coursework presented in their applications for a degree. Students who have a CGPA lower than 2.0 at the time of applying for graduation shall not be allowed to graduate or receive a diploma. The CGPA calculation excludes all transfer courses.
9. If applicable, all cooperative education/internship credits for the specific program of study in which the student is registered must be completed.
10. A student is not allowed to graduate if incomplete grades remain outstanding.
11. All financial obligations to the University must be settled and all non-academic holds must be released.
12. Students expecting to graduate must successfully have completed all program requirements no later than 24 hours before the day of graduation as stipulated in the degree audit and graduation policy. Students who are unable to successfully complete the program requirements by the established deadline will be awarded the degree at an HBKU graduation ceremony the following year. When program requirements have been successfully met, the student may request a letter from the Registrar's Office verifying that all

degree requirements have been successfully met and that the degree will be awarded at the next graduation ceremony.

13. Students enrolled in the accelerated program must complete all undergraduate degree requirements before being considered for the bachelor's degree.
14. Bachelor's degree recipients with high academic performance may be recognized at the graduation ceremony according to their CGPA.
15. HBKU's graduation ceremony takes place at the end of the Spring semester each academic year. Students should submit an application for graduation to the Office of the Registrar early in the semester preceding the semester in which they plan to graduate.

#### **Discontinued Degree Programs**

Students enrolling in a graduate degree program that the University decided to discontinue shall be protected and be allowed to progress toward completing the degree requirement within a time limit that shall be announced at the time the discontinuation decision is made.

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### **3. RESPONSIBILITY/SOURCE/AUTHORITY**

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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.

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

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

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#### **4. Updates**

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<b>SUMMARY OF CHANGES</b>		
<b>Date</b>	<b>Section</b>	<b>Change</b>
4 September 2016	Various	Miscellaneous changes to thesis implementation, course code and number, minimum residency requirements, and credit allocation.

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### **5. ACCOMPANYING PROCEDURE**

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