



HAMAD BIN KHALIFA UNIVERSITY

**AC-U-09.V02: UNDERGRADUATE PROBATION
AND DISMISSAL 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

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

2. POLICY DESCRIPTION

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

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 an undergraduate student is CGPA of 2.0 or higher.
- **First Academic Probation:** An academic standing indicating that the cumulative academic performance of an undergraduate student has dropped for the first time below the threshold (CGPA=2.0). A first academic probation is issued to an undergraduate student when his/her CGPA drops below 2.0 in a particular semester.
- **Second Probation:** A second academic probation is issued to an undergraduate student when his/her CGPA drops below 2.0 for two consecutive semesters.
- **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.
- **Advisory Hold:** An imposed hold by the Office of the Registrar to prevent students from registering beyond the allowed number of credit hours without prior approval of the College Dean or designee.
- **Permanent Dismissal:** An academic standing indicating a permanent dismissal of a student for a serious disciplinary offense and typically based on the decision of an academic disciplinary committee. Permanently dismissed students are barred from returning to the University.
- **Time Limit:** The maximum time by which an undergraduate student must complete the degree requirements. At HBKU the time limit for undergraduate degrees is eight years since matriculation in an undergraduate program, inclusive of any leave. Individual colleges may have additional special requirements or limits.

2.2 POLICY STATEMENTS

1. The Office of the Registrar shall provide timely and accurate information on academic standing to HBKU graduate students. HBKU undergraduate students hold the responsibility to stay informed of their academic standing all the 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, not reported grades or change of grades.

First Probation

4. Undergraduate students are placed on first academic probation under the following circumstances:
 - The CGPA or semester GPA of an undergraduate student drops to below 2.0 but above 1.0.
 - Students fail the same course twice.
5. The Office of the Registrar shall communicate to the concerned students and College Deans about academic probation decisions at the end of regular semesters.
6. The Office of the Registrar shall enact an advisory hold for all students on academic probation to prevent students from registering for classes.
7. The maximum allowable academic load for an undergraduate student on academic probation is 9 credit hours in a regular semester and 3 credit hours in a summer semester. The College Dean or designee may grant an exemption from the stipulated maximum load.
8. An academic probation impacts the student's standing. The academic probation shall be registered on a student's academic record.
9. The summer semester is not taken into consideration when contemplating a student's academic standing.
10. 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.

Second Probation

11. When the CGPA of an undergraduate student drops below 2.0 in two consecutive semesters, the student will be placed on second academic probation.
26. An undergraduate student on second probation may not be elected to student association or work on campus.
12. A student on second probation may lose eligibility for scholarships and financial aid.
13. The maximum allowable academic load for an undergraduate student on second academic probation is 9 credit hours in a regular semester and 3 credit hours in a summer semester. The College Dean or designee may grant exemption from the stipulated maximum load.
14. An academic probation impacts the student's standing. The academic probation shall be registered on a student's academic record.
15. The summer semester is not taken into consideration when contemplating a student's academic standing.
16. If changing grade status from "I" or "N" to a standard grade or if 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.
17. Being on second academic probation means that an undergraduate student may apply to withdraw from a semester, apply for leave of absence, or leave the University subject to terms stipulated in the withdrawal policy.
18. Without a prior approval, students on second academic probation shall continue an active status by registering for courses. Failing to register any course in a semester will lead to academic dismissal at the end of that semester.
19. Undergraduate students on academic probation may apply to change their major subject to the terms stipulated in the change of major policy.
20. The Registrar shall enact an advisory hold for all students on second academic probation to prevent students from registering for classes.
21. The Office of the Registrar shall communicate to the concerned students and College Deans academic second probation decisions at the end of regular semesters.

Academic Dismissal

22. The following presents the grounds to academically dismiss an undergraduate student:
 - Not being able to return to good academic standing by the end of the following regular semester after being placed on second academic probation. This policy allows students who are on approved leave while on probation to attend a partner university to increase their CGPA;
 - CGPA drops below 2.0 in three non-consecutive semesters;
 - Exceeding the maximum time limit to complete the degree requirements. At HBKU the time limit for undergraduate degree completion is eight years since matriculation in an undergraduate program, inclusive of any leave. Individual colleges may have additional special requirements or

limits. In unusual, and special circumstances, an extension may be granted from the Provost based on the endorsement of the College Dean. All formal extension requests must provide a reasonable time for completion and include an accompanying revised plan of study. Should an extension be required, the student needs to be aware that all courses will be reviewed for timeliness and that some earlier coursework may need to be repeated. Extension requests must be forwarded after approval by the Provost’s Office, from where a final decision will be made;

- Being on second academic probation and failing to register for any course in a semester, unless with prior approval;
 - Conditionally admitted students who fail to achieve a semester grade point average of 2.0 in the courses taken during their first semester at HBKU;
 - Readmitted students who were on academic probation and failed to achieve good academic standing during the probationary period;
 - Any readmitted student who has been restored to good academic standing, but subsequently failed to maintain good academic standing;
23. The Office of the Registrar shall communicate to the concerned students, College Deans and the Office of the Provost academic dismissal decisions at the end of regular semesters.
 24. The Office of the Registrar shall register the academic dismissal on the student’s transcript and academic records.
 25. Undergraduate students on academic dismissal may apply to change their major subject to the terms stipulated in the change of major policy.
 26. Academically dismissed students may not be eligible for scholarships or financial aid.
 27. Academically dismissed students may apply for new admission to the 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

28. 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.
29. The College Dean shall review the case with the College Admission Committee. The Dean shall communicate the decision to the student via the Office of the Registrar within two business days of the decision.
30. Students may appeal the Dean’s decision to the Provost. The 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

5. ACCOMPANYING PROCEDURE
