



HAMAD BIN KHALIFA UNIVERSITY

**AC-U-10.V02: UNDERGRADUATE 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 undergraduate students who failed to maintain continuous enrollment at 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 undergraduate 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 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 Academic 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.
- **Permanent Dismissal:** An academic standing indicating a permanent dismissal of a student for a serious disciplinary offense and typically based on a decision by an academic disciplinary committee. Permanently dismissed students are barred from returning to the University.
- **Admission Terminated:** An academic standing that refers to a 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 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 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.”

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. Academically dismissed students, when readmitted, will be on academic probation until their cumulative GPA is above a 2.0.
5. Students who leave the University without 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.
6. 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.
7. Readmission is granted at the discretion of HBKU. Readmission decisions may be influenced by the capacity of the undergraduate program for the intended semester of admission, registration holds, previous academic achievement, duration and reason of absence, and any prior disciplinary actions.
8. A readmission application will be handled as a new admission application when evaluating the satisfaction of the admission requirements at the time that the readmission is submitted.
9. Students placed under the “Long Absence” status who are seeking to return to the University must apply for readmission.
10. 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.
11. The active policies and procedures at the time of reenrollment and readmission shall be applicable and enforced.
12. The active degree requirements at the time of reenrollment and readmission shall be applicable and enforced.
13. 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.
14. Students who have attended and completed coursework at other institutions since their last semester of enrollment at HBKU may request to transfer credits subject to the relevant transfer of credit policy.
15. Students who officially withdrew from a semester, were a “no-show” or on 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 of study; however, the academic probation will be sustained on their academic record upon their return.
18. Undergraduate 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 to any particular student.
21. The academic standards and admission committee reviews all readmission requests. Decisions may include:
 - Approval of readmission to the same program;
 - Admission to a different program than that previously enrolled in where the student returns with a fresh record. Prior records remain on the transcript but are not calculated based on the current GPA, except for those credits accepted for transfer to the new program;
 - Conditional admission with specific conditions that must be attained prior to full admission;
 - Decline of the readmission request.

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
