

# Academic Standing Policy

Policy #	AA-106	Revision #	02
Accessibility level	A	Effective date	20 Jan. 2021

## 1. Purpose

This Policy highlights the rules and regulations governing the student's academic standing including academic probation, dismissal, and the Dean's honor list.

## 2. Definitions

- 2.1. **Academic Probation:** The notification given to the student because of his cumulative GPA below the minimum set forth in these regulations.
- 2.2. **Semester Course load:** The total number of study units that a student is allowed to register for in a semester. The minimum and maximum academic loads are determined by the University Council.
- 2.3. **Semester:** A period of time not less than fifteen weeks for all academic courses to be studied, and the registration periods and final exams are not included in it.

## 3. Policy

### 3.1. Good Academic Standing

A student is considered in good academic standing if he/she attains an overall grade point average of at least 2.0.

### 3.2. Academic Probation:

- A) If at the end of any semester, a cumulative grade point average of less than 2.0 is earned, the student will receive a warning and will be placed on probation.
- B) The status of academic probation can be revoked after the lapse of one regular semester from the date of the probation if the student achieves a semester and cumulative GPA of 2.0 or above at the end of this semester.
- C) The student who is on academic probation can only register through his academic advisor, provided that his/her course load does not exceed 13 credit hours without the approval of the College Dean.

### 3.3. Academic Dismissal: Academic dismissal is the permanent separation of a student from the University. Academic dismissal occurs in one of two cases:

- 1) A student receives probation in three consecutive semesters. However, the University Council may, upon recommendation of the College Council, grant the student one more chance to raise his/her GPA by repeating some courses;
- 2) A student, at the end of a semester, has been in a program of study for more than 1.5 times the normal period to complete the study plan of that program, but has not yet completed the graduation. The University Council may grant the student additional time to complete the graduation requirement such that the total time the student spends in a program does not exceed twice the normal completion period. In exceptional cases, the University Council may grant a student on whom the above cases apply a final chance to

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complete program requirements in two extra semesters at most.

Access to the University resources for an academically dismissed student is disabled.

### 3.4. Appeal of Academic Dismissal:

- A) A letter officially notifying the student of academic dismissal will be mailed to him/her shortly after grades are finalized for the semester. Included in this letter is the form needed to officially appeal the academic standing.
- B) A student who wishes to appeal must complete all parts of the form and return it by the specified date.
- C) The University Council reviews appeals twice a year, in the beginning of the fall semester and at the end of the spring semester, and notifies the student of the final decision the day after the review meeting. Inquiries regarding academic standings and/or the appeal process should be directed to the University Council.

**3.5. Dean's Honor List:** The Dean's Honor List, published at the end of the fall and spring semesters, honors students for high scholastic achievement. A student who attains a semester GPA of at least 4.25 in no fewer than 15 credit hours and who has passed all courses for which he/she had registered will be placed on the Dean's Honor List for that semester.

## 4. Related Documents

- 4.1. Academic Probation and Disciplinary Warning Procedure (AA-106-P1)
- 4.2. Academic Dismissal Procedure ( AA-106-P2)
- 4.3. Academic Probation Letter (AA-106-F1)
- 4.4. Academic Dismissal Letter (AA-106-F2)
- 4.5. Disciplinary Warning Letter (AA-106-F3)
- 4.6. Disciplinary Dismissal Letter (AA-106-F4)