

ACADEMIC_UG Academic Probation_ Policy_037

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| | Effective Date: |
| | Reviewed by EMC on: |
| | Approved by President/Board of Regents on: |

Purpose

The purpose of the probation policy is to establish standards for placing undergraduate students under academic probation and to define rules and regulations that impact student academic standing.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees

Policy Description

The academic probation policy establishes standards for satisfactory academic progress and achievement, defines procedures to identify and notify undergraduate students who are not making satisfactory progress, and aims at encouraging such students to take action to improve their academic performance.

Definitions

1. **Academic Standing:** Determined by academic regulations governing good standing, probation and dismissal.
2. **Academic Record:** Records directly related to the education of a student and maintained by the Registration Department.
3. **GPA Hours:** Represents the total number of credit hours used in calculating the student cumulative GPA.
4. **Academic Warning:** An official notification to students who failed a course twice or failed to achieve, at the end of any particular semester, excluding the summer term, good standing during the first 24 credit hours.
5. **Academic Dismissal:** The involuntary removal of a student from the University for unsatisfactory Academic Achievement.
6. **Advisory Hold:** An advisory hold consists of a mechanism that prevents students from registering in classes or receiving a university service. Students should meet with their advisor to remove the advisory hold.
7. **Good Standing:** The academic standing of an undergraduate student who earned less than 25 GPA hours or achieved a minimum cumulative GPA of 2.0 if s/he completed 25 GPA hours or more.
8. **Academic Probation:** The academic standing of an undergraduate student who earned 25 GPA hours or more and has a cumulative GPA below 2.0.
9. **Final Academic Probation:** The academic standing of an undergraduate student placed under Academic Probation at the end of a semester who failed to achieve "Good Standing" at the end of the following semester of enrolment.

Responsibility

This policy was developed by the Office of the Vice President and Chief Academic Officer in collaboration with the Office of the Vice President for Student Affairs and endorsed by the University President.

The Office of the Vice President for Student Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Policy Statements

1. While every effort is made by Qatar University to provide timely and accurate information to students about their academic standing, it is the sole responsibility of students to stay informed about their academic standing at all times.
2. Student academic standing is evaluated by the Office of the Vice President for Student Affairs at the end of each semester excluding the summer term, unless summer performance removes the academic probation for the student.

3. Student academic standing is to be updated by the Office of the Vice President for Student Affairs after incomplete grades or grade corrections are posted.
4. Undergraduate students are placed under Academic Probation based on their cumulative GPA and the total number of GPA hours as detailed below:
 - 0 - 24 GPA Hours - No academic probation is to be applied
 - 25 GPA Hours or more - Placed under academic probation if cumulative GPA is below 2.0
5. Undergraduate students receive an Academic Warning notification if:
 - Student term GPA at the end of a semester, except the summer term, falls below GPA requirements for good standing.
 - Student fails any particular course two times.
 - Student exceeds six years at the university excluding the period during which the student was enrolled in the university foundation program.
6. First year students shall receive a warning and a hold is placed on their record if their cumulative GPA falls below 2.0.
7. Once placed under Academic Probation at the end of a semester, undergraduate students who fail to satisfy the cumulative GPA requirement for "Good Standing" at the end of the following semester of enrolment, excluding the summer term, unless summer performance removes the academic probation for the student, are placed under Final Academic Probation.
8. Once placed under Final Academic Probation at the end of a semester, undergraduate students who fail to satisfy the cumulative GPA requirement for "Good Standing" at the end of the following semester of enrolment, excluding the summer term unless summer performance removes the academic probation for the student, are academically dismissed from the University in compliance with the university policy for academic dismissal of undergraduate students.
9. Academic Probation decisions and/or Academic Warning notifications are to be officially communicated by the Office of the Vice President for Student Affairs to all concerned students, their advisor, and the head of their department at the end of each semester excluding the summer term unless summer performance removes the academic probation for the student.
10. Academic Warnings do not impact student standing, do not appear on student transcript, and are not noted on student academic records.
11. Academic Probations are noted on student transcript and academic records.
12. The summer term is not considered for Academic Probation decisions unless summer performance removes the academic probation for the student.
13. Students placed under Academic Probation or Final Academic Probation may apply for transfer to another program subject to the university rules and regulations as defined in the transfer policy.
14. Undergraduate students placed under Academic Probation or Final Academic Probation are allowed to register in a maximum of 12 credit hours per regular semester and a maximum of 6 credit hours in the summer term. Students may however be allowed to register in more than the maximum number of credit hours subject to prior approval from the Student Affairs Committee.
15. An advisory hold preventing students from registering in classes is to be activated by the Office of the Vice President for Student Affairs for all students placed under Academic Probation or Final Academic Probation, or receiving an Academic Warning for reasons other than failing the course twice in order to ensure that these students

do not register in classes offered in the following semester until they meet with their Academic Advisor and academic department to get approval for removing the hold.