

ACADEMIC_UG_READMISSION Policy_040

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Purpose

The purpose of the readmission policy is to establish rules and regulations for allowing former undergraduate students who left the university to resume their studies at the university.

Who Should Know This Policy

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

Policy Description

The readmission policy defines rules and regulations for allowing undergraduate students who left Qatar University to resume their studies at the university.

Definitions

Academic Record

Records directly related to the education of a student and maintained by the Registration Department.

Academic Standing

Determined by academic regulations governing good standing, probation and dismissal.

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.

Academic Dismissal

The involuntary removal of a student from the university for unsatisfactory academic achievement.

Withdrawal from the Semester

Refers to a process by which an undergraduate student who registered in courses in a semester requests, before a set deadline specified and published by the Office of the Vice President for Student Affairs, official permission to withdraw from all registered courses for the semester. Students granted approval to withdraw from a semester are considered as active students and may return to the university and register in courses in the following semester.

Withdrawal from the University

Refers to a process by which an undergraduate student requests official permission to suspend enrollment and depart permanently from the University without the immediate expectation to return. Students granted approval to withdraw from the university are considered as "inactive students".

Leave of Absence

Refers to a process by which an undergraduate degree seeking student who is not registered in any course requests official permission to leave the university for a specific period of time. A student cannot leave the university for more than four consecutive semesters unless in extenuating circumstances when approved by the Vice President for Student Affairs. Students granted approval for a leave of absence are considered as active students and may return to the university and register in courses in the semester of their expected return. The period spent by students on approved leave of absence is not to be counted towards the maximum number of years of enrollment in the university.

No Show

An active undergraduate 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 in that semester is placed under the "No Show" status. No Show students are considered as active students as long as their absence from the university does not exceed four consecutive regular semesters.

Long Absence

An undergraduate degree seeking student with an unapproved absence from the university of more than four consecutive regular semesters will, by the end of the add and drop period of their fifth regular semester of absence, be placed under the "Long Absence" status. Students with an approved leave of absence who fail to return to the

university in their semester of expected return and who exceeds four consecutive regular semesters of absence will also be placed under the “Long Absence” status. Students placed under the “Long Absence” status are considered as inactive students.

Foundation Absence Suspension

Students enrolled in the Foundation Program offered at Qatar University who are absent for more than two semesters of enrollment are placed under the “Foundation Absence Suspension” status.

Foundation Academic Suspension

Students enrolled in the Foundation Program offered at Qatar University for four regular semesters excluding the period spent on approved leave of absence and who do not fulfill the program requirements are placed under the “Foundation Academic Suspension” status. Students placed under this status are considered as inactive students.

Admission Terminated

Refers to a student status that is applied to students who do not register in a class for the semester of their admission and did not receive a deferral. The status is applicable to all levels and is entered after the end of the Drop/Add period and before the admission file is transferred to the Records Section.

Permanent Dismissal

Refers to the status of a student who is permanently dismissed from Qatar University for very serious disciplinary reasons based on the decision of the Disciplinary Committee. Permanently dismissed students are considered as inactive students and may not return to the University.

Readmission

Refers to a process by which applicants who were previously admitted to Qatar University and who enrolled in at least one semester at the university request returning and readmission to Qatar University.

Responsibility

This policy and accompanying procedures were 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. Applicants who were permanently dismissed from Qatar University are not eligible for readmission.
2. Applicants who were previously readmitted to Qatar University are not eligible for readmission.
3. Applicants who were previously admitted to Qatar University but whose admission was terminated are not eligible for readmission and must re-apply for admission if they wish to attend QU in a future semester.
4. Application for readmission to Qatar University is available only to:
 - Previously admitted students who officially withdrew from the university,

- Previously admitted students who were absent from the university for more than four consecutive regular semesters without prior approval (students placed under the “Long Absence” status),
 - Previously admitted students enrolled in the Foundation Program who were absent from the university for more than two consecutive regular semesters (students placed under the “Foundation Absence Suspension” status),
 - Previously admitted students enrolled in the Foundation Program who did not complete the program requirements within four regular semesters of enrollment (students placed under the “Foundation Academic Suspension” status),
 - Previously admitted students who were academically dismissed from the university.
5. Active students including “No Show” students and students with a “Leave of Absence” or who formally “Withdrew from the Semester” and returning to the university in the semester of their expected return, may register in courses without the need to apply for readmission.
 6. Readmission is granted at the discretion of Qatar University. The decision is based on criteria and guidelines approved by both the Vice President for Student Affairs and the Vice President and Chief Academic Officer. These criteria and guidelines take into consideration several factors including program capacity, previous academic achievement, prior disciplinary actions, length of absence, and activities during the period in which the applicant was not enrolled at QU.
 7. Decision on readmission applications may consist of:
 - Approval of readmission to a program that may be different from the previous programs student enrolled in at QU and under specific degree requirements that may be different from the degree requirements in effect when the student left the university.
 - Conditional approval specifying additional requirements, the applicant must complete or satisfy before being readmitted and allowed to enroll in a program.
 - Decline the readmission application.
 8. Applicants who were academically dismissed or placed under the “Foundation Academic Suspension” status are readmitted to the university under the following conditions:
 - At least one regular semester, excluding the summer term, has elapsed since their academic dismissal or placement under the “Foundation Academic Suspension” status.
 - Satisfy additional requirements, if needed, in order to ensure their readiness to resume their studies at the university.
 9. Applicants who were placed under the Foundation Program “Foundation Academic Suspension” status may apply for readmission only to a program that do not require enrollment in the Foundation Program or they provide evidence of having achieved the English and Mathematic competency requirements for admission into the program they are applying to.
 10. Students applying for readmission may request to join their original program or another program offered at the university.
 11. Upon readmission, students may be required to complete the degree requirements of their degree program in effect at the time of their semester of readmission. These may or may not be the same degree requirements in effect when the student left Qatar University.
 12. All holds and outstanding financial obligations to the university must be resolved and removed before the application for readmission is processed.

13. Once readmitted, students are subject to all university rules and policies as applicable to regular degree seeking students.
14. All previous course work completed at Qatar University remains part of the permanent record of readmitted students.
15. Applicants seeking readmission may request to eliminate from their cumulative records including the calculation of their cumulative GPA, the effect of up to four courses in which a grade of F, D, or D+ was earned or all courses completed in one specific semester provided that the student was not previously found in violation of the academic integrity policy in any of the concerned courses and that the applicant is to benefit from such measure for the first time. Courses approved for elimination shall not be used towards satisfying the program degree requirements including the program credit hour requirements unless the student registers and successfully completes these courses after readmission.
16. The cumulative records including the cumulative GPA of readmitted students, takes into account all courses completed and grades earned within ten (10) years prior to the student's semester of readmission to the university except for courses approved for elimination from the student cumulative records or when the student requests to return with a fresh record.
17. Courses completed more than ten (10) academic years prior to the semester of readmission by readmitted students are not automatically counted towards the student degree program and in the cumulative records of the student including the cumulative GPA. Such courses must be reviewed for eligibility by the academic program in order to be counted towards the degree and to effect the cumulative records of the student including the student cumulative GPA.
18. Applicants seeking readmission may request to return with a fresh record where courses and grades earned prior to the student' readmission remain on record and on the student QU transcript but are not counted towards degree requirements and are not considered in the cumulative records of students including in the calculation of the student cumulative grade point average (GPA).
19. Applicants seeking readmission must, at minimum, satisfy admission requirements of the requested degree program for the semester of intended readmission.