 <b>UAEU</b>	<b>Admissions and Enrollment Policies Manual</b>	Policy Number	AE-05
		Effective Date	02-Mar-2014
	<b>Subject</b> Academic Standing, Enrollment Eligibility, and Progress	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
<b>Responsible Office:</b> DVC for Students Affairs & Enrollment		Pages of this Policy	<b>1 of 1</b>

## 5. Academic Standing, Enrollment Eligibility, and Progress

### Overview

Covers policies and procedures relating to the determination of student academic standing including: good academic standing, academic probation, academic dismissal, notification of academic standing, and internal transfer.

### Scope



Applies to all students and all academic and related administrative units of the University except those in the College of Medicine and Health Sciences.

### Objective

Ensures that the determination of student academic standing, continued eligibility for enrollment, and academic progress functions of the University are conducted in a manner that is consistent with academic principles, standards, and expectations of the University appropriate with its educational mission and academic programs, and operates with necessary integrity, fairness, consistency, and effectiveness.

### Policy

1. At the end of each academic semester each student's academic standing will be determined on the basis of the student's term and/or Cumulative Grade Point Average (CGPA) as one of the following: Good Academic Standing, Academic Probation, or Academic Dismissal.
2. A student's academic standing at the end of an academic semester will determine the student's eligibility to continue enrollment in a subsequent semester, to progress within the University or degree program.

 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Admissions and Enrollment Procedures Manual</b>	Related Policy	AE-05
		Effective Date	01-Sep-2014
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		Due Date for Next Review	01-Sep-2016
<b>Responsible Office:</b> DVC for Students Affairs & Enrollment	Pages of these Procedures	<b>1 of 2</b>	

## Procedures of Policy No. (5) - Academic Standing, Enrollment Eligibility, and Progress

### 1. Good Academic Standing



An undergraduate student with a Cumulative Grade Point Average (CGPA) of (2.00) or higher (on a scale of 4) at the end of an academic semester is classified as in Good Academic Standing.

### 2. Academic Probation

- a) The first time an undergraduate student ends an academic semester with a CGPA below (2.00) points after studying twenty one (21) credit hours, will be placed on First Academic Probation.
- b) A student placed on Academic Probation for the first time will be:
  - (i) Permitted to continue in registration in the next regular semester with a reduced credit load not to exceed (13) credit hours;
  - (ii) Permitted to seek transfer to a different College in the University or change his/her major.
- c) A student on Academic Probation must raise his/her CGPA to at least (2.00) points within the next semester following receipt of the academic probation notice to be in Good Academic Standing.
- d) A student on Academic probation whose CGPA at the end of any semester following the first Academic Probation he/she is registered is below (2.00) points will be placed on Second Academic Probation.
- e) A student on Second Academic Probation whose CGPA is below (2.00) points at the end of any semester following the Second Academic Probation will be placed on Third Academic Probation and will be Academically Dismissed from the University.
- f) Summer Semester is not counted in the calculation of the academic probation periods.
- g) In all circumstances, a student is not allowed more than three academic probation notices throughout his/her period of study at the University.
- h) The Enrollment Deanship in coordination with the student's College will send the academic probation notice to the student's email account.

### 3. Notification of Academic Standing

- a) A student is considered to be in Good Academic Standing, unless noted to the contrary on the student's academic record in the University's Student Information System.
- b) Notifications of changes in a student's academic standing are provided by the Registrar to the Dean of the student's College at the end of the grading cycle for each academic semester and at any other time the student's academic standing changes.
  - (i) Both the Dean of the student's College and the Registrar are responsible for notification of the student of any changes in the student's academic standing.
  - (ii) Official notification of change in academic standing will be through student's email account.

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<b>Responsible Office:</b> DVC for Students Affairs & Enrollment	Pages of these Procedures	2 of 2	

#### 4. Internal Transfer and Academic Standing

- a) Students in Good Academic Standing may transfer among Colleges according to the procedures and deadlines established by the University.
  - (i) Incoming transfers may be limited due to instructional capacity and admission standards required to maintain international accreditation or recognition held by the College.
  - (ii) Incoming transfers to any college are required to complete any College-wide degree requirements either through enrollment or substitution of equivalent credit or thorough challenge exams.
  - (iii) Transfer students from within the University are not required to complete duplicate General Education requirements. General Education requirements are University-wide requirements applicable across Colleges.
  - (iv) Special limitations and academic qualification requirements apply to transfer into the College of Medicine and Health Sciences.
  - (v) Students are normally allowed to transfer only once during their UAEU degree programs.
- b) Students on Academic Probation may transfer among Colleges once under limited circumstances according to the deadlines established by the University. However, a College is not required to accept as an internal transfer a student who is on Academic Probation, but all Colleges are expected to carefully review the student's circumstances and approve the transfer when it is in the best interest of the student's academic success.
- c) Only courses that will be part of the student's new degree program will be included in the student's Cumulative GPA calculation.