

Academic Standing - Policy & Procedures

1.0 Purpose

- 1.1 The goal of this policy is to promote academic excellence, support students' success, and ensure fair and consistent evaluation of their academic achievements.
- 1.2 This objective is to ensure that students are held accountable for their academic performance and that they receive appropriate support and guidance to succeed academically.
- 1.3 This aims to recognize and celebrate scholastic excellence among students, promote a culture of academic achievement, and providing transparent criteria for the acknowledgment of outstanding academic performance within the university.

2.0 Scope

- 2.1 This policy applies to all students enrolled at AUIB, including both full-time and part-time students in undergraduate, graduate, and professional programs.

3.0 Definitions

- 3.1 Academic Dismissal - a student will no longer be admitted to AUIB as they have continuously failed to fulfil the academic standards and requirements of their program.
- 3.2 Academic Misconduct - Behavior which is in breach of the university's academic integrity policies e.g., cheating, plagiarism (presenting another person work as if you were that other person).
- 3.3 Academic Standing Review - a review that takes place at the end of each Spring and Fall semester to determine coursework completion for all students, in addition to verifying maintenance of the minimum GPA required
- 3.4 Appeal - A formal process which allows students to appeal their academic status based on extenuating and/or unforeseen circumstances.
- 3.5 Course Completion Rate - a percentage calculating the number of credit hours completed by a student divided by the total attempted credits for an enrollment period, such as one semester or academic year



- 3.6 Dean's Honor List - Students who excel academically during a semester or academic year are honored with the Deans Honor List for their academic performance and achievements.
- 3.7 Good Academic Standing - Students in academic standing are those who uphold satisfactory academic progress by meeting the minimum GPA criteria of their program and have no ongoing or impending cases of misconduct whether academic or non-academic, in nature.
- 3.8 Grade Point Average (GPA) - a numerical summary of a student's academic performance, calculated by assigning point values to letter grades and averaging them to establish a cumulative GPA.
- 3.9 Probation - a designation given to students whose grades have not met the GPA standard and show a need for enhancement, in their academic performance.
- 3.10 Re-admission - the process by which a former student, who previously left the school decides to reapply for studies after being, for 12 months or longer
- 3.11 Reinstatement - the process by which a student who was previously suspended or voluntarily withdrew seeks to return to their studies and reestablish enrollment, at AUIB.
- 3.12 Suspension - an action taken against a student involving their temporary exclusion, from academic activities and campus privileges.

4.0 Policy

- 4.1 Maintain the integrity and rigor of the academic environment, while underscoring the importance of maintaining transparency and uniformity in the application of this policy throughout the university community.
- 4.2 Address challenges encountered in academic pursuits through a compassionate and equitable approach, ensuring a supportive atmosphere that emphasizes the provision of timely and pertinent academic advising and support services.
- 4.3 Foster student accountability for their academic achievements and encourage them to take responsibility for their own success.
- 4.4 Students are accountable for understanding the impact of their academic standing on program continuation, university enrollment, and graduation eligibility.
- 4.5 The University is committed to delivering clear and accessible information and guidance regarding Academic Standing to aid students in their program planning.



- 4.6 Students must maintain a minimum term and cumulative Grade Point Average (GPA) of 2.0 or higher to meet minimum requirements to remain in good academic standing.
- 4.7 Students should maintain a satisfactory course completion rate, which typically means passing a minimum number of credit hours each semester or academic year. Satisfactory completion rates will differ among programs.
- 4.8 At the end of each Spring and Fall semester, the academic performance of all students will be reviewed by the Registrar to determine their academic standing.
- 4.9 AUIB provides academic support services and resources, such as tutoring, counseling, and academic advising to assist students in achieving success.
- 4.10 Students are informed of their unsatisfactory academic standing by the Registrar via a formal letter on file and disseminated by AUIB email. The letter outlines the consequences of their academic standing and guidance on assistance and resources available.
- 4.11 Students dismissed from the university due to poor academic standing may be restricted or denied readmission. Former students wanting to consider re-admission should follow the Admission Policy.

Unsatisfactory Academic Performance

- 4.12 Students whose academic performance falls below the minimum standards will be notified in writing of their academic probation status and the specific conditions they must meet to return to good academic standing.
- 4.13 Students whose term or cumulative GPA falls below the 2.0 minimum, will be placed on academic probation for one semester.
 - 4.13.1 During probation, students are required to meet with an academic advisor and follow a prescribed plan for improvement.
 - 4.13.2 Students returning from suspension are restricted to a maximum of 12 credits for one semester upon return.
- 4.14 If a student's academic performance remains below the program's minimum requirement after the probationary period (two consecutive semesters), they are subject to suspension for one year.

- 4.15 If a student's academic performance remains below the program's minimum requirement after returning from suspension (three consecutive semesters), they are subject to academic dismissal and administratively withdrawn from the University.
- 4.16 Students are also subject to academic dismissal if they fail to meet program progression requirements, or if they exceed the maximum duration of studies without completing their degree requirements.
- 4.16.1 Students who fail to complete the pre-requisite courses required for progression in the program will be required to withdraw from the program.
- 4.17 Students have the right to appeal academic standing decisions based on extenuating circumstances. The appeal process involves submitting a formal request along with supporting documentation for review by the relevant college disciplinary committee.
- 4.18 A permanent notation will be added to the student's transcript reflecting unsatisfactory academic standing such as 'Probation', 'Suspension', and 'Academic Dismissal'.
- 4.19 Students have the right to appeal an academic dismissal decision consistent with the Appeals policy and procedures.

Academic Merit

- 4.20 The Dean's Honor List is a distinction awarded to students who demonstrate outstanding academic performance during a given semester.
- 4.20.1 To be eligible for inclusion in the Dean's Honor List, students must meet the following criteria:
- Be in good academic standing.
 - Have no incomplete grades pending at the time of review.
 - Attain a minimum term and cumulative GPA of 3.0
 - Successfully complete a minimum of 15 credit hours during the academic semester.
- 4.20.2 Students subject to disciplinary actions or violations of the university's code of conduct during the relevant period will be disqualified from the Dean's Honor List.
- 4.20.3 Recognition of achievement is noted on the student's transcript upon completion of the Academic Standing Review conducted by the Registrar.

- 4.21 Graduating with distinction recognizes overall exceptional academic achievement for bachelor's degree recipients based on a student's cumulative GPA at the time of graduation.
- 4.22 Students with a cumulative GPA of 3.90 – 4.0 will receive the designation of 'Summa Cum Laude' on their transcript and notation in the Commencement Ceremony Program.
- 4.23 Students with a cumulative GPA of 3.80 – 3.89 will receive the designation of 'Magna Cum Laude' on their transcript and notation in the Commencement Ceremony Program.
- 4.24 Students with a cumulative GPA of 3.60 – 3.79 will receive the designation of 'Cum Laude' on their transcript and notation in the Commencement Ceremony Program.
- 4.24.1 Transfer credit is not included in the GPA calculation, nor credit/non-credit courses or those not bearing a letter grade such as pass/no pass, etc.
- 4.24.2 If a final grade changes, the distinction will be adjusted accordingly on the student's record, transcript, and parchment.
- 4.24.3 Graduates with distinction will be further recognized with the honor of wearing gold honors cords.

5.0 Procedures

- 5.1 Once all final grades are submitted and published for Fall and Spring, the Registrar will conduct a comprehensive evaluation of the academic standing of all students enrolled at AUIB. This evaluation will be based on the following criteria:
- term and cumulative GPA,
 - number of credit hours,
 - academic and non-academic misconduct,
 - previous term standing,
 - time to complete as per MoHESR (Ministry of Higher Education and Scientific Research), and
 - course completion rates.
- 5.2 Students whose cumulative GPA falls below the minimum GPA threshold will be placed on academic probation or suspension, or dismissed, and this will be recorded on their student record and transcript.
- 5.2.1 The Registrar notifies the student by email with an attached formal letter outlining the conditions.

- 5.2.2 These students are required to meet with their Student Success Advisor and develop an Academic Improvement Plan (AIP) to address areas of concern and enhance their academic performance.
- 5.2.3 The duly completed AIP is then put on file in the student's electronic record as complete which then releases the 'hold' on their registration.
- 5.3 For those students who meet the criteria for the Dean's Honor List, the Registrar will add the recognition to the student's records and transcript. An email with a list of recipients will be shared with the respective Dean and Academic Affairs Office.
- 5.4 Students who wish to appeal decisions related to academic standing must submit an official appeal to the Registrar's Office within the specified timeframe outlined within the Student Appeal policy.
 - 5.4.1 The Registrar will review Academic Standing appeals and consider additional evidence provided by the student. The decision will be communicated to the Vice President of Academic Affairs (VPAA) and the student in writing.
 - 5.4.2 If the decision of the Registrar is further appealed, the appeal will be sent to the VPAA for a decision. The decision will be considered final and binding. This decision will be communicated to the student in writing via email by the Academic Affairs Office with a copy to the Registrar's Office for the student record.
- 5.5 Students who were previously suspended or withdrew due to academic reasons and wish to seek reinstatement must apply through the designated process outlined by the Undergraduate Admissions policy.
 - 5.5.1 Students seeking reinstatement must submit a formal application for reinstatement, along with any requested relevant documentation.
 - 5.5.2 The Registrar's Office will evaluate the application, considering factors such as academic progress during the absence and the student's commitment to academic improvement.
 - 5.5.3 The Registrar will review applications and make decisions based on established criteria.
 - 5.5.4 Decisions may include full reinstatement, conditional reinstatement, or denial of reinstatement. The applicant will be informed by email of the decision with a copy appended to their student record.

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Related Policies and Documents

- Academic Calendar
- Academic Improvement Plan
- Academic Integrity
- Access to Student Services
- Undergraduate Admissions
- Appeals Policy
- Code of Conduct
- Commencement
- Degree Plan
- Transfer Credit
- Student Learning Assessment and Grading
- Student Records Management
- University Catalog

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