

Policies and Procedures

Policy Title	Registration, Progression, and Graduation Policies	Policy Number	521
Section	Students Affairs	Approval Date	16 January 2024
Subsection	Admission, Enrollment, Graduation, Scholarship	Authorizing Entity	BoT
Responsible Office	Registrar's Office	Effective Date	17 January 2024
Distributed To	BoT, Provost Office, Deans, Program Coordinators, faculty, AGAC, and Student Success Deanship, Admission Office	Next Review Date	2 years from the approval of the policy

1.0 PURPOSE

1.1 The purpose of this document is to outline all the policies related to student registration, progression, and graduation at the American University of Bahrain. This document applies to undergraduate and postgraduate programs and falls under the preview of the Registrar's Office.

1.2 The principal goal of the Office of the Registrar is to maintain accurate records and documentation on academic programs and student progress. In addition, the Office of the Registrar plays an important role in enrollment, scheduling, graduation, reporting, records management, and policy development. The Office of the Registrar works closely with academic advisors to ensure that students are in compliance with all academic requirements.

1.3 Specific responsibilities of the Office of the Registrar include, but are not limited to, the following:

- Implementing academic policies
- Reporting student data to relevant internal and external stakeholders
- All student registrations, withdrawals, or any changes to academic schedules are processed through the Office of the Registrar.
- Protecting and maintaining academic records and student data
- Issuing transcripts and diplomas
- Conducting graduation audits
- Providing academic standing updates in accordance with university policies
- Preparing academic schedules

2.0 DEFINITIONS

2.1 Confidential records- these are records that contain confidential student data that should have limited access and be protected from inadvertent disclosure. Confidential information includes but is not limited to contact information, date of birth, student address, financial data, academic records, and

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health records. Confidential information does not encompass any information that is known by the public or is disclosed to either AUBH or students by any third party.

- 22 Directory information- includes the student's name, address, telephone/mobile number, e-mail address, photograph, date and place of birth, CPR number, passport number, major field of study, dates of attendance, year level, and enrolment status.
- 23 Major assessments: Refers to any assessment carrying 20% or more of the final coursegrade.
- 24 Record- information that has been recorded on a storage medium and can be retrieved. A record may be a paper, electronic document, or photograph.
- 25 Student folder - refers to a document envelope where files of student records are placed, such as accomplished application form, secondary certificate, scholastic records, transcript of records, BS certificate, copy of CPR and passport, results of entrance exams, pictures and other documents required by the university.
- 26 Student record- refers to any record containing information directly related to a student and maintained by AUBH or its employees in any way, including, but not limited to, writing, print, electronic, etc.
- 27 The Information System: the technology solution used to store and process records related to schedule, enrolment, student personal information, documents, grades, attendance, curriculum plans, etc.

3.0 POLICY

3.1 Confidentiality

All confidential information in possession of AUBH shall not be disclosed to any third party indefinitely except where the consent of the students is obtained or where disclosure is required by law, any court, any governmental, regulatory, or supervisory authority, or any other authority of competent jurisdiction, or required for AUBH to comply with its contractual obligations.

AUBH may disclose confidential information to its employees, officers, advisers, agents, or other representatives who need to know the information to carry out their functions, provided it shall ensure that each of its employees, officers, advisers, agents, or other representatives to whom confidential information is disclosed is aware of its confidential nature and adheres to the confidentiality requirements that must be complied with by AUBH.

3.2 Data Sharing

AUBH, in its ordinary course of business, may transfer any personal data pertaining to university students to third parties for the purpose of data processing. Third parties receiving personal data will be subject to the same confidentiality requirements imposed on AUBH. Any sharing and processing of personal data will be done in accordance with the personal data protection laws applicable in the Kingdom of Bahrain from time to time with regard to the processing and transfer of personal data.

4.1 Access Rights to the Information System:

There are different levels of privileges and access rights set in the information system. These rights are configured jointly by the IT department to ensure that only authorized personnel have access to information related directly to their position and job description.

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Type of Data	Access to Data
Data collected as part of the application process, including personal details and contact information	Admission, Enrolment, Registrar's Office & Student Affairs
Student unified file	Admission & Registrar's Office
Course grades	Teaching faculty members, College Dean, Program Lead & Registrar's Office
Academic history, and progression records	Academic Advisors, Dean of Students & Registrar's Office
Transcripts	Registrar's Office
Financial records and balances	Finance
Medical records	Nurse & Health and Safety Officer
Mental health and special needs reports	Counsellor

4.2 Student Status Definitions:

The following describe the student's statuses in the Student Information system:

State	Description
Active	Currently registered in degree program
Cancel	New student; paid deposit; enrolled; but dropped out during add/drop
Discontinued	Conditionally accepted student who did not meet the condition
Dismissed T1	Dismissed by the university due to performance
Dismissed T2	Dismissed by the university due to academic integrity
Dropout	Unofficial leave of absence for more than four consecutive semesters
Graduated	Completed all graduation requirement
NDS-Active	Active in non-degree program
NDS-Withdrawn	Official withdrawal of student in a non-degree program
NDS-Dropout	Unofficial leave of absence for more than four consecutive semesters for a non-Degree student
NDS-Complete	Completion of a non-degree program
Suspended	Academic or non-academic penalty
Official LOA	Official Postponement of study of at least one to maximum four consecutive semesters
Unofficial LOA	Official Postponement of study of at least one to maximum four consecutive semesters
PA - Active	Active provisionally accepted student
Financial Hold	Students with remaining balances and are restrained from accessing the SIS
Visiting	Visiting Student
Withdrawn	Official withdrawal of student in a degree program

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4.3 Releasing of Requested Document

- 4.3.1 Documents that do not bear the Office of the Registrar's signature stamp and seal are not deemed official and authentic.
- 4.3.2 Documents that are released to third parties require written consent from students.
- 4.3.3 Only authorized staff from the Office of the Registrar may release academic documents.

Note:

- In the case of transfer, the student's transcript of records and withdrawal certificate stamped by the MOE-HEC are issued to the requesting student /institution sealed in an envelope.
- If a proxy is sent by the student, a letter of authorization and the student's ID card or CPR is required together with the ID card or CPR of the proxy. The proxy may be any one of the immediate family members.
- Borrowing of student records for the purpose of authentication may be allowed. Students need to fill out the required form, and a duplicate copy of the borrowed document is kept inside the student folder.

4.4 Release of Directory Information

- 4.4.1 The Office of the Registrar responds to requests for directory information in compliance with the MOE-HEC requirement, embassies, and other governmental institutions and organizations in the Kingdom of Bahrain.
- 4.4.2 Disclosure of student information to third parties other than those mentioned above need consent from the student in writing except for the following:
 - Officials of the University who require access to student records in connection with legitimate educational purposes.
 - Compliance with a court order.
 - Sponsors who have a signed agreement with the student or the University
- 4.4.3 The request for the disclosure of directory information shall be directed to the Registrar.

4.5 Office Backing up of Grades, Data, and Records

The data and grades of students are available in the AUBH information system and are backed up on a daily basis in the cloud. Also, digital copies of students' documents are uploaded to the information system for safekeeping purposes.

4.6 Safekeeping of Records

- 4.6.1 The Registrar's Office files the records inside a fire-proof filing cabinet arranged by student number and locked properly.
- 4.6.2 Student records and other vital records are kept in one locked archive room considered to be safe and free from fire, flood, and larceny.

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- 4.6.3 Student folders of inactive students remain stored for five years.
- 4.6.4 Student scholastic records and credentials are kept for perpetuity, while major assessments are kept for five years.

3.3 Registration

Students are expected to register during the designated period published in the academic calendar. Courses are filled on a first-come, first-served basis. There are specific deadlines after which registration is considered late, and the student is penalized with a fee. Registration of new students is possible for the first two weeks of the academic semester.

3.4 Academic Advising

Each student is assigned an academic advisor who works to connect students to the services and support available at the university upon their first enrollment. The name of the academic advisor should be disclosed to the student in writing. Students may request to change their advisor or be reassigned to a new advisor by the University.

3.5 Adding, Dropping, and/or Withdrawing from Courses

The dates for add/drop periods are listed on the academic calendar and should be made available on the AUBH website. Students may add a course only during the specified add/drop period.

Dropping a course differs from withdrawing from a course. Dropping a course happens only during the first week of each academic semester. A dropped course will not appear on a transcript. Deadlines for dropping a course are specified for each semester and are listed on the academic calendar.

If, however, a student withdraws from a course after the first week of the academic semester (i.e., after the drop period), the withdrawal is noted as a “W” on the transcript and will not affect the student’s CGPA. A student may withdraw from a course at any time before 60% of the class sessions have occurred. Deadlines for withdrawing from a course are specified for each semester on the academic calendar.

3.6 Attendance Requirement

- 3.6.1 Students are expected to attend not less than 75% of the class time scheduled for a given course/subject. Failure to meet the attendance requirement will result in forced withdrawal (WF) from the course.
- 3.6.2 Students absent due to an extenuating circumstance may submit documentation (e.g., sick leave, death certificate) to their instructor in support of a request for an excused absence. Excused absences will only allow students to make up work they missed, such as taking a make-up test or receiving an extension for an assignment deadline. Students will only be offered one makeup/extension opportunity for each missed assessment. If students miss the makeup/extension opportunity for a reason outside their control, they must apply for a grievance, and an independent committee will evaluate the case.
- 3.6.3 Excused absences will still count toward the maximum absence rate allowed by the University. Students who cannot meet the attendance requirement due to longer-term conditions should speak to the AUBH Counselor as soon as possible and file a request for special circumstances.

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3.7 Credit System

3.7.1 Academic credit is the basis for measuring the amount of engaged learning time expected of a student enrolled in any given program at AUBH. Credit hours are used to measure student engagement for multiple purposes, including transferring students from one institution to another or one program to another and progress toward obtaining a degree.

3.7.2 Definition of Credit Hour

AUBH defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement. Each credit equates to 50 minutes of direct faculty instruction and a minimum of two hours of independent learning each week for approximately fifteen weeks. Direct faculty instruction encompasses academic activities as established by the college, including classroom time, laboratory work, internships, practical studio work, and other academic work, leading to the achievement of course learning outcomes.

3.7.3 Minimum Number of Credits for a Degree

The minimum number of credits for obtaining a bachelor's degree is 120, while the minimum number of credits for obtaining a master's degree is 30. Particular degree programs may require students to complete an additional number of credit hours, as specified in the study plan and graduation requirements.

3.8 Types of Enrollments

3.8.1 Undergraduate students:

3.8.1.1 Full-time enrollment

Enrollment for a minimum of 12 credit hours and a maximum of 19 in a regular academic semester constitutes a full-time course load for undergraduate programs. During the summer session, full-time students can enroll in a minimum of 3 credit hours and a maximum of 9. As for postgraduate students, the minimum credit load is 6, and the maximum credit load is 12.

Full-time enrollment is the default enrollment status of students at AUBH in order to complete their studies within the maximum residency rule of eight years for bachelor's degrees and three years for master's degrees.

3.8.1.2 Part-time enrollment:

Students who wish to take a minimum of 6 credit hours and a maximum of 11 can apply for a part-time student status. Students who wish to make such a request should note the following:

- Part-time enrollment registration form must be filled out on a semester-by-semester basis, which will be subject to the approval of the academic advisor, Finance department, and Registrar.
- The last day to accept Part-time enrollment requests will be the last day of add and drop period.
- The advisor is expected to prepare a study plan for the student to ensure that the student can comply with graduation requirements.
- It is the student's responsibility to ensure graduation within the maximum residency rule of eight years mandated by the Higher Education Council in the Kingdom of Bahrain.

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- Students must remain in good academic standing to continue their enrollment at AUBH.
- Part-time students are not eligible for dean's list recognition.
- Students must indicate the justification behind their request

3.8.2 Postgraduate students:

3.8.2.1 Full-time enrollment

Enrollment for a minimum of 6 credit hours and a maximum of 12 in a regular academic semester constitutes a full-time course load for Postgraduate programs. During the summer session, full-time students can enroll in a minimum of 3 credit hours and a maximum of 6.

Full-time enrollment is the default enrollment status of students at AUBH in order to complete their studies within the maximum residency rule of three years for master's degrees.

3.8.2.2 Part-time enrollment:

Students may take a lower load and register in 3 credits only, given that they take the responsibility of completing the graduation requirements within the maximum duration of the degree program. Students who wish to make such a request should note the following:

- Part-time enrollment registration form must be filled out on a semester-by-semester basis, which will be subject to the approval of the academic advisor, Finance department, and Registrar.
- The last day to accept Part-time enrollment requests will be the last day of add and drop period.
- The advisor is expected to prepare a study plan for the student to ensure that the student can comply with graduation requirements.
- It is the student's responsibility to ensure graduation within the maximum residency rule of three years as per AUBH policy.
- Students must remain in good academic standing to continue their enrollment at AUBH.
- Students must indicate the justification behind their request

3.8.3 Audit:

Students who wish to attend courses for the sake of their own development outside the scope of any formal degree program and without being assigned a grade for that course.

3.9 Course Overload

Course overload is defined as a course schedule of more than 19 credit hours in a single academic semester. An overload results in extra tuition greater than the full-time tuition rate, with each credit hour over 19 credits having an additional charge. Students who wish to register in overload status must meet the following requirements:

1. Have a minimum cumulative GPA of 3.0 as verified by the Office of the Registrar.
2. Received approval from the assigned Academic Advisor and the appropriate Program Lead/ Department Chair.
3. Last year before graduation

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3.10 Undergraduate Student Classification:

Student classifications are defined as follows:

Credit Hours Per Academic Year	Standing
0-29	Freshman
30-59	Sophomore
60-89	Junior
90 or above	Senior
More than 19 per semester	Overload

3.11 Grading System

3.11.1 Grades are earned for each course in which a student is officially enrolled. The assignment of final course grades is a basic responsibility of each faculty member. Instructors must identify the components and the weight of each task that make up the final grade. Common components include, but are not restricted to:

- Performance on quizzes and examinations
- Performance on projects, reports, and/or papers
- Performance on presentations and other class exercises
- Class participation
- Attendance, including minimum requirements to complete the class.

3.11.2 Any changes in criteria listed on the course syllabus that occur during the semester must have written notice and be announced in class in a timely manner.

3.11.3 The university uses a 4-point grading scale. GPA is determined by letter grades A through F using the designated points defined below:

Letter Grade	Definition	Grade Points	Percentage Grade
A	Excellent	4.0	94 and above
A-	Very Good	3.75	90-93
B+	Very Good	3.5	87-89
B	Good	3.0	83-86
B-	Good	2.75	80-82
C+	Satisfactory	2.5	77-79
C	Satisfactory	2.0	73-76
C-	Below Average	1.75	70-72
D+	Below Average	1.3	67-69
D	Poor	1.0	60-66
F	Failure	0	Below 60
I/IC	Incomplete	0	-
W	Withdrawal	0	-
WF	Withdrawal Fail	0	-

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P	Pass	0	-
AU	Audit	0	-

- I. The grade of 'W' indicates withdrawal from the course, as explained in the withdrawal policy.
- II. The grade of 'P' is not computed into the cumulative GPA, but credits earned count toward graduation.
- III. The grade of 'F' is computed into the cumulative GPA.
- IV. Students enrolling for an Audit (grade of “AU”) must designate the intent to enroll on an audit basis at the time of registration. Students registering for a course on an Audit basis receive no credit. The course is recorded on the transcript, and the grade of “AU” is assigned.
- V. Grades for courses taken at another college or university do not enter into the computation of the cumulative GPA.
- VI. The grade “WF” is applicable to students who are forced to withdraw from a course due to excess absenteeism and does not compute toward the GPA.

3.12 Final Examinations

Final examinations are scheduled to occur immediately following the end of regularly scheduled classes. Students are responsible for attending the final examination session at the designated date and time. Students may be excused from a final examination only in cases of serious circumstances, such as illness, and only if permission for absence is approved by the Examinations Committee. Students missing final exams should inform their instructor in writing and complete the appropriate form requesting a “make-up” attempt.

3.13 Computation of GPA

The following points describe the procedure followed in calculating the term’s GPA:

- a. Multiply the credit of each course by the corresponding grade points earned in each course to get the quality points.
- b. Sum all the quality points to calculate the total.
- c. Divide the total points by the total number of credit units during the semester.
- d. Indices are computed to four decimal places rounded off to two.

3.14 Computation of CGPA

3.14.1 CGPA is computed in the same manner as the GPA except that it includes all courses taken from the first term of enrollment at the university up to the current semester.

3.14.2 If the course is repeated, the highest grade is included in the computation of the CGPA.

3.15 Good Academic Standing

To progress satisfactorily and obtain good academic standing, undergraduate students must maintain a GPA of at least 2.0 for each academic semester and an overall cumulative GPA of at least 2.0. Postgraduate students must maintain a GPA of 3.00 per semester and an overall cumulative GPA of at least 3.0.

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3.16 Dean's List

The Dean's List includes undergraduate students who have achieved a GPA. of 3.5 or better within a single academic semester and who were registered for at least 12 semester hours of credit (excluding grades of 'P' or 'I'), or a minimum of 6 credit hours during the summer session, with good academic standing. Students who achieve these requirements are named on the Dean's List, which is published at the end of each academic semester.

3.17 Changing Degree Program

AUBH Students wishing to change the degree program they are enrolled in need to contact the Registrar's Office to fill out the required form. The internal transfer/change of degree program is subject to the following guidelines:

- All students have the right to request changing the degree program of their study, regardless of their current GPA or CGPA.
- The student is required to go through an interview with the destined Program Lead to ensure that he/she is well-advised before making the transfer decision;
- The student needs to meet the entry requirements of the destined program;
- Transferal of credits obtained will depend on the degree requirements and eligibility for graduation rules (i.e., study plan) set for the program that the student is interested in transferring to;
- The student may retain credits obtained from all common courses, including General Education courses, Core courses, and Professional Electives;
- If the student's CGPA is less than 2.00, he/she can only transfer credits from courses where a grade of "C-" or above was achieved;
- The student should be able to graduate within eight years from the date of joining the University/starting the degree program.

Note that the grades obtained from the internally transferred courses will show on the student's transcript after changing his/her major.

3.18 Incomplete Grades

3.18.1 The grade of 'I/C' is awarded to a student who has maintained satisfactory performance in a course but was unable to complete a major portion of coursework (e.g., term paper or final exam). It is the responsibility of the student to bring pertinent information to the faculty member to justify the reason for the missing work and to reach an agreement on how the remaining course requirements will be satisfied. The student and faculty member must agree, in writing, on the work to be completed and the time frame allowed for completion of the work. Students must fulfill the requirements for incomplete courses before the end of the following academic semester, except for graduation theses/dissertations/capstone projects, as they may take a maximum of a full academic year to complete the course. The student is then responsible for fulfilling the remaining course requirements within the agreed-upon time frame. Failure of the student to complete work within the specific time limit will result in an 'F' being recorded as the final grade for that course.

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3.18.2 A student qualifies for an incomplete grade only if:

1. The student has already completed at least 60% of the course requirements.
2. The student has at least a “C” average in the course when requesting an incomplete grade.
3. The student can document one of the reasons for requesting an incomplete grade:
 - 1) certified physical or emotional illness or 2) death of an immediate family member.

3.18.3 It is the responsibility of the student to contact the faculty member and provide documentation of the certified illness or death in the family prior to the date on which final grades are due at the end of the semester in which the course took place.

3.18.4 Students who miss the Final exam for valid excuses and documented proofs may request for a grade of Incomplete through the registrar’s office not later than three days after the final exam in question. Such cases must be approved by the Assessment and grade approval Committee.

3.18.5 The faculty member will award the student an incomplete grade (grade of “I/IC”) on the grading roster and, subsequently, change the grade to the earned grade when and if the remaining work is completed as per the written agreement. Incomplete classes do not impact GPA until a final letter grade is entered.

3.19 Repeating a Course

If a student repeats a course, the highest grade will be included in the cumulative GPA. The other grade will not be included in the cumulative GPA but will be shown on the transcript.

3.20 Change of Grade

Once grades have been submitted to the Office of the Registrar, no grade changes are allowed, unless a faculty member completes an official Change of Grade Form, in which an explanation of a legitimate error in calculating the grade is provided or following a formal appeal process. Change of grades must also be approved by the respective college.

3.21 Grade Appeal

3.21.1 Every student has the right to receive a grade that provides a fair representation of his/her achievement of the course learning outcomes. All students taking the same piece of assessment should be evaluated against the same achievement standards, as speculated in the assessment rubric and/or marking scheme. They also have the right to appeal regardless of their achievement level in the course or the overall degree program.

3.21.2 Conditions of Grade Appeal:

Students can only appeal assessments completed at the end of the semester, such as a final exam or assignment, or other major assessments counting for 20% or more of the course grade. They should apply for the appeal within one week of the grade notification/release at the end of the semester.

The Registrar can automatically dismiss cases that do not meet the two conditions stated.

3.21.3 Grade Change:

The grade may only be changed if:

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- The change is in favor of the student.
- There is an error in calculating the grade/mark.
- The difference between the first mark and the second mark is worth more than 5% of the assessment task's overall mark.
- There is clear evidence of inconsistency and/or unfair marking.

In the case of an approved change in grade, the student will be refunded the appeal fees.

3.22 Requirements for Graduation:

- 3.22.1** Completing the minimum required units to graduate per the approved curriculum plan.
- 3.22.2** Obtaining a CGPA of 2.00 or above for a bachelor's degree and 3.0 or above for a master's degree.
- 3.22.3** Approved unified file with valid and authentic documents.
- 3.22.4** The student must meet the minimum and maximum durations for program completion set for the program.

3.23 Minimum Time for Program Completion

- 3.23.1** An undergraduate freshman must spend at least three (3) years to be eligible for a bachelor's degree, regardless of the institution of residency
- 3.23.2** A master's degree student must complete at least three semesters (Summer term not included) to be eligible for the degree, regardless of the institution of residency
- 3.23.3** In all cases, an undergraduate student must complete at least 50% of his/her degree at AUBH to be eligible for a bachelor's degree.

3.24 Maximum Time for Program Completion

- 3.24.1** For an undergraduate student, the maximum duration for completing the degree is eight (8) years, including all approved Leave of Absence (LOA).
- 3.24.2** For master students, the maximum duration for completing the degree is three (3) years, excluding approved LOA.
- 3.24.3** A student who has yet to complete the degree requirements within the maximum time limit cannot continue and may be dismissed.

3.25 Content of the Official Transcript

Official transcripts issued by the Registrar's Office state the student's name, ID number, start date, and HEC number. It indicates the full name of the enrolled program and its corresponding status. It also lists all the terms students have enrolled in courses with corresponding grades, GPA, attempted credits, completed credits, CGPA, and accumulated credit units. It must include the authorized signatory and stamp; otherwise, it will be deemed invalid. The grade scale is printed at the back of each page for reference. The current transcript does not include NQF Level and Credit for the program, but these will be included for all programs once placed on the NQF register.

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3.26 Graduation Honors

3.26.1 Undergraduate students:

The university grants Latin honors at graduation. To be eligible for graduation honors, a student must have achieved the requisite cumulative GPA. These are:

Summa cum laude cumulative GPA of 3.90 - 4.00

Magna cum laude cumulative GPA of 3.70 - 3.89

Cum laude cumulative GPA of 3.50 - 3.69

Latin honors are noted on the diploma.

3.26.2 Postgraduate students:

A student must have achieved the requisite cumulative GPA to be eligible for graduation honors. These are:

With Highest Honor cumulative GPA of 3.90- 4.00

With High Honor cumulative GPA of 3.70 - 3.89

With Honor cumulative GPA of 3.50 - 3.69

Academic Honors are noted on the diploma.

3.27 Academic Dismissal

3.27.1 Undergraduate students:

3.27.1.1. A student may be academically dismissed from a degree program for one of the following two reasons:

3.27.1.2 Failing to maintain good academic standing after completing two consecutive probationary semesters, excluding summer, given that the student's cumulative GPA is also less than the minimum required for the degree.

3.27.1.3 Violating the academic integrity of assessments multiple times.

3.27.1.4 Academic dismissal decisions are evaluated and approved by the Assessment and Grade Approval Committee.

3.27.1.5 Students who are admitted on a conditional basis and fail to meet the conditions of their admission will be discontinued from the program.

3.27.2 Postgraduate students

3.27.2.1 Postgraduate students who do not fulfill the graduation requirements within the maximum study duration for the program will be dismissed. In other words, students will have up to three years to complete the required credits, achieve the minimum CGPA for graduation, and pass the thesis.

3.27.2.2 Students will not be placed under probation but will receive a formal notification from the university at the end of each semester if they do not meet the requirements for good academic standing.

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3.1 Academic Dismissal Appeal

A student may appeal an academic suspension or dismissal through the Academic Appeal Committee. All appeals must be in writing and addressed to the Dean of Students. Students must take responsibility for providing documents and supporting materials to the Academic Appeal Committee in advance of the scheduled appeal hearing. Students appealing for re-admission should provide a plan for improving their academic performance.

3.2 Readmission

- 3.2.1 Students who are dismissed due to poor academic performance may be readmitted to the University if they meet the following conditions:
- 3.2.2 Transfer to a new program **or** take a gap year before resuming the same degree program
- 3.2.3 Repeat courses in which they have received a grade lower than C- as needed
- 3.2.4 Students who fail to meet the requirements for graduation at AUBH for a second time after readmission will be permanently dismissed.
- 3.2.5 Students who withdraw from the University and decide to come back must meet the academic requirements in place at the time of their readmission and are held to the current academic policies.

3.3 Leave of Absence

A leave of absence (LOA) is a temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. A student may request to take a leave of absence due to personal circumstances, such as financial issues, family, and health problems.

3.3.1 Undergraduate students:

The maximum period of time allowed for an approved LOA is two years. Students may take multiple leaves of absence during their tenure at the university, given that the total period within which they have been on leave does not exceed two years (i.e., four academic semesters). Students who exceed the maximum limit allowed will be automatically dropped out and will need to meet the entry requirements for admission and credit transfer at the time of their return if they come back. Students who remain inactive for more than two years will be treated in the same manner.

3.3.2 Postgraduate students

The maximum period of time allowed for an approved LOA is two academic semesters. The LOA will be excluded from the student's academic residency at AUBH. Students who exceed the maximum limit will be automatically dismissed and will need to meet the entry requirements for readmission and credit transfer at the time of their return if they come back.

Students who remain inactive without officially requesting a LOA for more than one year will be treated in the same manner.

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4.0 RELATED DOCUMENTS AND REFERENCES

- 4.1 AUBH Student Handbook
- 4.2 AUBH Program and Course Catalog

POLICY HISTORY			
Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
Nov 6, 2023	This document encapsulates and hence will replace the following policies: 403 - Eligibility for Graduation Policy and 550 - Securing Students Records Policy and Procedure.		