

## DAU 3-2 Academic Progress policy

Policy Code	Policy Name		
DAU 3-2	Academic Progress policy		
Responsible Executive	Current Revision Date	Next Revision Date	
<ul style="list-style-type: none"> <li>- Academic Advisors at the Programs</li> <li>- Departments chairs and deans</li> <li>- Deanship of Admission, Registration and Student Affairs</li> <li>- Student Performance Committee</li> </ul>	10/2023	10/2027	

### 1. Policy Purpose

The purpose of this policy is to outline the principles governing academic progress standards for students, as well as the responsibilities and processes that are involved in encouraging and supporting students' academic progress.

### 2. Policy Scope

This policy applies to all students enrolled in undergraduate and postgraduate programs at the DAU.

### 3. Policy Statement

DAU recognizes the importance of monitoring students' academic progress to ensure that students experiencing difficulties are identified as early as possible, and that they are offered adequate advice, assistance, and support services by the University.

### 4. Policy Procedure

Upon admission to any college, the student is assigned an academic advisor who mentors and supports him/her throughout the program.

The following procedures describe the different aspects of following up with university students on their academic progress:

#### Selection of courses

Upon consultation with an academic advisor, the student should select courses from their study plan.

The selection process for courses occurs during both the early registration & the Add/Drop Periods determined by the academic calendar.

During registration process, the Student Information System (SIS) automatically checks the selected courses against the following criteria to avoid registration errors:

Courses selected by the student are listed in their study plan.

The student has met the prerequisites for the courses selected.

The student is within semester's maximum study load.

Registration on certain courses becomes mandatory if the student has completed a certain number of credit hours.

The academic advisor may recommend waiving restrictions on a student's course selection and allowing that student to register for certain courses without prerequisites. However, the department head and dean must approve the recommendation. Academic advisors should observe prerequisites for all students, while exceptions may be considered for students who are graduating.

It is possible for the Deanship of Admission and Registration and Student Affairs to register courses on behalf of students waiving some academic restrictions with the recommendation of the Academic Adviser and approval of the Department Chair, and the Dean of the College.

## Registration for courses

Course registration is available through SIS during the early registration & the Add/Drop Periods. Students can register for courses through SIS if seats are available, provided their schedules do not conflict.

The following table shows the study load for the semester:

Semester	Number of Weeks	Maximum Number of credit hours
First and Second Semester	15	20 for BA and 12 for MA
Summer Semester	8	10 or BA and 6 for MA

- The DAU 5-6 Study Load Policy must be adhered to by all students. Undergraduate students should take between 12 and 20 credits per regular semester, while graduate students should take between 3 and 12 credits.
- The College Dean may approve a BA student taking up to 24 credit hours, and a MA student taking up to 15 credits.
- Students who wish to register for less than 12 hours must submit a request through SIS with the necessary justifications.
- A late registration request can be submitted by students who have not completed the formal registration process during the designated period.

## Adding/Dropping Courses

- Students may add or drop courses during the early registration & the Add/Drop Periods without affecting their transcript. Tuition fee deduction may apply.
- Students may drop courses after the withdrawal period and two weeks before final exams. Withdrawal requests should be approved by the Academic Advisor, the Department Chairman, and the College Dean. The student will receive a "W" grade.
- If the course dropped is a co-requisite for another registered course, the two courses should be dropped simultaneously.
- Based on the recommendation of the Academic Advisor, and approval of the Department Chairman and the Dean of the College, the Deanship of Admissions and Registration and Student Affairs may drop or add courses on behalf of students waiving some academic restrictions.

## Changing Course Section

- A student may transfer from one section of a course to another if:
  - In changing sections, there are no conflicts with other courses already registered.
  - There are seats available in the new section.
- Section changes are permitted during the early registration & the Add/Drop Periods.
- A student can change the course section via SIS without needing to obtain the approval of the academic advisor.

## Repeating a Course

A student who obtains a failing grade in a required course must repeat the course, and therefore should formally register for it in the following semester(s). Additionally, a BA student may repeat a course for which he previously obtained a D or a D+ and a MA student may repeat a course for which he/she previously received a C+. The student's transcript will reflect the last grade obtained in the course.

## Course Substitution

The student may register for an alternative course to complete graduation requirements in his final semester, upon the approval of the academic advisor, the department head, and the college dean, provided that the original course is not offered or there is a conflict in the student's schedule that prevents him from registering for it.

## Attendance Regulations

- Instructors are required to take attendance at the start of each class, marking students as Present (P), Late (L), Excused (E), or Absent (A) in Learning Management System (LMS).
- If a student arrives to class more than 10 minutes late, he/she will be marked as 'Late' for that class on the LMS. Each three instances of Late count automatically as one absents.
- If a student arrives to class more than 20 minutes late, he/she will be marked as 'Absent' for that class on the LMS.
- A student wishing to be excused from attending a class should gain the approval of the instructor before the beginning of the class. Students may be excused for the following reasons:
  - Proven medical emergency.
  - The death of a relative
  - Held by a third party beyond their control (police, court, etc.)
- Completed attendance logs on the SIS cannot be modified without the approval of the Dean of the College and the Deanship of Admission and Registration and Students Affairs.
- Students that register in a course during the Add/Drop Period will be marked as "excused" for the classes they missed.
- Each course requires a minimum attendance of 75% for lectures, practical exercises, and clinical sessions.
- If a student's absence reaches 10% SIS will issue a warning.
- If a student's absence reaches between 10% and 20% SIS will issue a second warning.
- An absence of 25 to 50% will result in a denied grade "DN" being issued and the student will not be allowed to take the final exam. The college council may approve the removal of the "DN" if the student provides a valid excuse.
- An absence exceeding 50% will result in a "DN" without any possibility of removal.
- Academic Advisors must monitor and warn students of absences and missed classes.

## Academic Block, Academic dismissal, and Discipline Suspension:

- Academic Blocks, Academic Dismissals, and Discipline Suspensions prevent students from performing certain activities within SIS and elsewhere at the University, including course registration.
- A student is put on Academic Block if he/she did NOT register for any course during the designated period for registration by the academic calendar.
- A student is put on an Academic Dismissal if he /she exceeds the number of semesters allowed to complete the academic program.
- The student will be put on Discipline Suspension when he/she performs academic or non-academic acts deemed in violation of the University's rules and regulations as set forth by DAU's Student Code of Conduct and Discipline.
- The Academic Block and Academic Dismissal can be removed by applying for removal via SIS and all required approvals have been granted.

## Registration postponement

- A BA student can postpone study for a semester or a full academic year, as long as it does not exceed six semesters or three academic years. An exception can, however, be made by the university president on the recommendation of the College Council. A MA student may postpone study for a semester if the Department Council and College Council approve. However, the postponement period cannot exceed four semesters. Postponement periods are not included in the maximum period to earn a degree.
- A student who fails to register for a semester without requesting a postponement will be on academic Block. If the termination does not exceed three semesters, reenrollment may be requested. The university president or his representatives may authorize an exception.
- A student who is approved to spend a semester at another institution is not considered academically blocked or suspended.

- Requests for postponements must be submitted via SIS during the designated period for postponement (Early Registration and the Add/Drop periods) as specified in DAU's Academic Calendar.
- When a student requests a postponement after the Add/Drop period ends, all registered courses are dropped with a grade of "W".

### Academic Dismissal

A Student will be academically dismissed in the following cases:

- If he/she receives three consecutive warnings for a low cumulative GPA.
- If the program is not completed within one and a half times the maximum period to earn a degree.

In exceptional cases, the University Council may grant students who fall under the previous two paragraphs of this article one academic year maximum to finish their studies.

### Academic Standing

A student's academic standing will be determined at the end of each semester after the Semester Academic Closure has been done. It will appear on the transcript that shows his/her achievements throughout undergraduate study and graduate study. Student academic standing may be one of the following:

- Good Standing: all students receive this status at the start of their studies. This standing is expected to be maintained until the student graduates. The minimum GPA required to maintain this status for undergraduate students is 1.00 out of 4.00, and for graduate students it is 2.75 out of 4.00.
- Academic Warning: The undergraduate student will receive a warning if his/her GPA drops below 1.0 out of 4.0, and the graduate student will receive a warning if his/her GPA drops below 2.75 out of 4.0. Dismissal will be issued if the student receives three consecutive warnings for a low GPA.

### Transfer to a new program

- Admitted students may request to transfer to another program before the start of the semester, subject to availability of seats and meeting the minimum admission requirements of the program they wish to join.
- For continuing students, the GPA should be equivalent to the new program admission requirement.
- Unless the Deanship of Admission and Registration and Student Affairs grants a waiver, a student may only transfer once while attending DAU.

### Incomplete Grade (IC) Requests

A student who misses a final exam and provides an acceptable excuse will receive a grade of IC, and a makeup final exam will be scheduled with the following considerations:

- Acceptable excuses for failure to attend a final examination are the following:
  - Sick leaves issued by Sehaty.
  - Death certificate of a first or second-degree relative.
  - Arrest or summons before a court or other legal body.
- The Academic Adviser must receive a valid excuse submitted on SIS within 2 weeks of the end of the exam period.
- Requests for IC exams must be approved by the academic advisor, the Department Head, and the College Dean.
- Makeup final exams for approved IC requests must be completed before the next semester ends.
- Students who fail to attend the makeup final exam will receive a grade "F" in the course.

### First and second honors degrees for BA students

BA Students can achieve a 1st Honor Degree if they complete their program with an overall GPA of 3.75 to 4.00 and a 2nd Honor Degree if they complete their program with an overall GPA of 3.25 to 3.74, taking into consideration the following:

- During his/her studies at DAU, he/she never failed a course.
- Completion of all requirements within the minimum and maximum completion periods.
- At least 60% of his studies were completed at DAU.

### 5. Related Policies/ Documents/ Forms

DAU 3-18 Examination Control policy  
DAU 3-7 Grading and assessment policy  
DAU 5-6 Student's Study Load Policy

### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the policy