

Procedure #	AA-106-P1	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

## Academic Probation and Disciplinary Warning Procedure

### 1. Definitions

1.1. **Academic Probation:** The notification given to the student because of his cumulative GPA below the minimum set forth in these regulations.

### 2. Procedure

#### 2.1. Academic Probation:

- Academic probation is issued by the Director of Admission and Registration for any student whenever the student's cumulative GPA falls below "2" out of "5".
- The registration of students on academic probation will be suspended until they receive a copy of the academic warning and a copy of the warning is placed in the student's file.
- The academic load of the student with an academic probation should not exceed 13 credit hours without the approval of College Dean.
- A student receiving 3 academic probations will be dismissed from the University.

#### 2.2. Disciplinary Warning:

- Disciplinary warning letters are issued by a disciplinary committees for student's misconduct due to cheating in exams or a behavioral violation inside the university.
- The warning student receives a copy of the disciplinary warning letter and a copy of it is placed in the student's file in the Admission and Registration Department.
- Disciplinary warnings are issued by the Dean of Student Affairs for misconduct, cheating in exams or for a behavioral violation inside the University.
- The Dean of Student Affairs sends the disciplinary warning to the Director of Admission and Registration who in turn keeps the original in the student's file and hands over a copy to the warned student.
- In the event of a disciplinary warning due to exam cheating, the Dean of Student Affairs notifies the Director of Admission and Registration of this case so that a failure mark of "E" or "F" is recorded for the course in the student's academic record.

### 3. Related Documents

3.1. Academic Probation Letter (AA-106-F1)

3.2. Disciplinary Warning Letter (AA-106-F3)

