

## Academic Standing Policy

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|---------------------|-----------|----------------|-------------|
| Procedure #         | AA-106-P2 | Revision #     | 02          |
| Accessibility level | A         | Effective date | 20 Jan 2021 |

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### Academic Dismissal Procedure

#### 1. Definitions

N.A.

#### 2. Procedure

- 2.1. The dismissed student will receive the academic dismissal decision from the Director of Admission and Registration.
- 2.2. The Registration Officer files a dismissal decision in the student's record and disseminates a copy of the same to the Director of IT Center to disable student's access to the IT resources and a copy to the Director of Finance to proceed with a settlement of student financial account.
- 2.3. In case of dismissal due to completing the program duration limit, the dismissed student may submit an appeal letter to the Director of Admission and Registration requesting an extension of this period. The University Council may give an exceptional opportunity to the student to complete the graduation requirements for a period not exceeding twice the original period of the program. In exceptional cases, the University Council may address the conditions of students who are academically dismissed by giving them an opportunity that does not exceed two academic semesters at most.
- 2.4. If a time extension is granted to the dismissed student, the Registration Officer informs the student of the decision and the student's record is enabled and access to IT resources is enabled as well.

#### 3. Related Documents

- 3.1. Academic Dismissal Letter (AA-106-F2)