



The American University of Kurdistan Policy of Probation & Dismissal

Policy Number: AS031
Effective Date: November 13, 2022

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** To establish criteria for placing a student on academic probation, continuing a student on probation, or dismissing a student from the University for failure to meet academic grade point average (GPA) requirements.
- c. **Scope:** This policy applies to all students enrolled at the University.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Director of ARD
- c. **Responsible Office:** Office of ARD
- d. **Policy Contact:** Director of ARD

III. DEFINITION

Probation is an academic status that can be assigned to a student if he or she is not making satisfactory progress toward completing his or her degree. The University initiates the probation process and will inform the student what he or she must do to return to good standing.

CGPA is the measurement of average grade points obtained by a student in all the semesters.

IV. POLICY STATEMENT

If a student's CGPA drops below 2.0 in any regular semester or summer session, he/she will be placed on **Academic Probation 1** at the end of that semester/session. Note that students whose CGPA falls under certain thresholds may lose their scholarships and may not be able to have them reinstated even once their CGPA rises above 2.0

A student on probation must raise his/her CGPA to at least 2.0/4.0 within two semesters/sessions.

If a student on **Academic Probation 1** has failed to raise his/her CGPA to 2.0 or higher at the end of the next semester/session, then he/she will be placed on **Academic Probation 2**.

The Student Performance Review Committee reviews the cases of the students who fail to raise their CGPA to 2.0 or higher at the end of their semester/session on **Academic Probation 2**. It may recommend one of the following actions:

- a. Transfer the student to another program providing that his/her CGPA for the courses to be transferred is 2.0 or higher. (Grade exclusion form should be filled out and approved).
- b. Allow the students to continue in his major (This option is open only for students who can raise the CGPA to 2.0 within one semester possibly through course repeats).
- c. Dismiss the student from the university (If success under "A" and "B" above are not mathematically possible and the student has not demonstrated the ability to academically succeed at AUK.)

When dismissing students from the university, the university may give students the option of reapplying for admission after the passage of at least one academic year.

A full-time undergraduate student with a CGPA below 2.0 – on **Academic Probation 1** or **Academic Probation 2** - is not eligible to enroll in more than 13 credits.

VI. POLICY PROCEDURES

- b. At the end of each semester, the Registrar's Office will identify cases of non-compliance with the academic standards and generate the list of students who are placed under academic probation or are to be dismissed.
- c. The Registrar's Office informs the students officially about their academic probationary status via AUK's official email.
- d. The Registrar's Office provides the chairs of the academic departments and college deans with the list of students who are under **Academic Probation 1** and **Academic Probation 2**, along with their transcripts.
- e. Department chairs are responsible for providing proper advising for these continuing students regarding their academic history and future course selection to ensure the best chance for academic success.
- f. The Registrar's Office will inform students being dismissed of their status via AUK's official email. Students being **Dismissed** will be given the opportunity to provide a narrative and supporting documentation regarding their poor academic performance. Students must submit the narrative and documentation by the deadline stated in the email from the Registrar's Office. Students who fail to submit the letter and documentation will not have their cases reviewed by the Student Performance Review Committee.
- g. The Registrar's Office provides the Student Performance Review Committee with the list of students who failed to raise their CGPA to 2.0 or higher at the end of **Academic Probation 2** to make a final decision about their **Dismissals**. The narratives and documentation provided by the students will be forwarded to members of the Committee for their review and discussion. The Committee will meet and determine the recommendations for each case.
- h. Students will be informed officially about the final decision regarding their **Dismissal** status and recommendations by the Committee.

i. APPEAL PROCESS

Students wishing to appeal a dismissal decision must submit an appeal letter addressed to the Academic Standards Committee, submitted to the ARD. The appeal letter, along with the pertinent documentation, can be hand delivered and/or sent electronically by the date and time cited in the dismissal letter. Electronic documents (appeal letter and supporting documents) must be in proper format (.doc, .docx, .pdf).

A complete appeal should:

- 1) Include a cover letter that demonstrates that the poor academic performance has resulted directly from serious physical, emotional or other personal problems; these are the only standards that will be considered.
- 2) Include documentation/verification of the existence of the problems underlying the grounds for the appeal.
- 3) Demonstrate that the problems described have been addressed and that there is reason to believe that these problems will no longer impact the student's academic performance; this is extremely important as members of the committee will not accept an appeal if they do not receive assurance that appropriate steps have been taken and academic progress can be made.
- 4) Include an action plan to be implemented for the next semester and beyond that will ensure improved academic achievement and the maintenance of good academic standing.

Note: The appeal is a serious process. Please make sure that documents contain no grammatical or typographical errors. An appeal letter may be disregarded by the Committee if it is not professional in format and tone.

Throughout this process, it is advised that the student consult with their dean and department chair. S/he can provide important guidance.

Again, the letter of appeal and all supporting documentation must be received by the ARD by the cited date and time. Late appeals will not be considered. There will be no exceptions.

Strategies for Success

In order to get out of probation and regain good academic standing, the following strategies may be helpful:

- The instructor knows more about your courses than anyone else. If there's something you don't understand, see your instructor during office hours; make an appointment.
- Your College Dean and College Manager know more about your past performance than anyone else, can help you to assess the reasons for problems, and can aid in finding solutions. Make an appointment to discuss your personal situation with your college now.
- Free tutoring is available in Math, English, and IT. Stop by the Learning Center in the Library to set up an appointment.
- Sometimes academic problems have nonacademic causes. If you want to change your academic trajectory, you need to identify and manage the cause. Reach out to ARD, Student Affairs, or Finance for a confidential consultation.
- If you have outstanding incompletes ("I" grade) from past semesters, ensure that the course work has been submitted and paperwork completed prior to the due date or the grade will

be recorded as an “F.” If you have a positive grade change, your academic standing will be re-evaluated. You might get off probation!

- Check the academic calendar for the course withdrawal deadline. If you are considering the option of dropping courses in which a low grade is predicted, it is strongly advised to discuss this option with the instructor and College as reducing your course load may impact your graduation timeline and full-time status.
- Undergraduate students need to complete, on average, 15 credit hours per semester in order to graduate after 8 semesters. However, not receiving passing grades in courses may also result in an extended time-to-degree. There are many reasons students earn low grades. A common problem is some form of overload: too many credits, too many hours at a job, too many social activities, etc. It is best to successfully pass your courses on the first attempt, even if it will take longer due to a reduced load. You can always take a summer course to keep current with your cohort. Remember that if you need to repeat a course due to failure, you will pay the full tuition for that course regardless of your scholarship status.
- Scholarships are awarded based on the hope that students will maintain the stated CGPA and graduate within the stated number of years. Note that scholarships have different rules when it comes to students who fall below the required CGPA. Please check whether the following applies under your scholarship:
 - When you enter probation, do you lose all of your tuition support?
 - When you regain good academic standing, will you regain your scholarship?

VI. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** November 13, 2022

APPENDIX:

Probation 1 Notification Letter

Name:		Major:	
ID Number:		Date:	Tuesday, November 15, 2022
Status:	Academic Probation - 1		

Dear Mr. XXX:

According to our records, your cumulative GPA at the end **Fall Semester 2021/2022** is below 2.00/4.00. According to AUK policies, you have been placed on **Academic Probation-1**.

As per AUK Academic regulations, you have two semesters maximum in which to achieve at least a Cumulative GPA of 2.00 or higher. Failure to do so will result in **dismissal** from the University.

We have notified your academic advisor, department chair, and College Dean of your status, but it is your responsibility to make an appointment to meet with your advisor as soon as possible to discuss this matter.

If you have any questions or concerns, please email the Admission and Registration Department at Registration@auk.edu.krd .

Sincerely,

Director of Admissions and Registration

- CC: *Student's File*
- College Dean*
- Department Chair*
- Academic Advisor*

2nd Probation Notification Letter

Name:		Major:	
ID Number:		Date:	November 15, 2022
Status:	Academic Probation - 2		

Dear :

According to our records, your cumulative GPA at the end of **Spring Semester 2021/2022** is still below 2.00/4.00. Therefore, according to AUK policies, you have been placed on **Academic Probation - 2**.

As per AUK Academic regulations, you have only one more semester in which to achieve a cumulative GPA of 2.00 or higher. Failure to do so will result in **dismissal** from the University.

We have notified your academic advisor, department chair, and College Dean of your status, but it is your responsibility to make an appointment to meet with your advisor as soon as possible to discuss this matter.

If you have any questions or concerns, please email the Admission and Registration Department at registration@auk.edu.krd .

Sincerely,

Director of Admissions and Registration

CC: *Student's File*
College Dean

Department Chair

Academic Advisor

Academic Dismissal Notification

Name:		Major:	
ID Number:		Date:	Tuesday, November 15, 2022
Status:	Academic Dismissal		

We regret to inform you that you have been Dismissed from the **American University of Kurdistan** due to long-term poor academic performance.

Prior to this decision, as per AUK policy, you had been placed on Academic Probation 1 and Academic Probation 2, and unfortunately, you still were not successful in raising your CGPA to 2.0 or higher.

It is your right to appeal this decision to the **Student Performance Review Committee**. Please provide a narrative and supporting documentation outlining your case and any serious physical, emotional or personal problems which you feel directly affected your academic performance.

The appeal letter must be received no later than XX/XX/2021 along with the supportive documentations for your appeal.

If you decide not to appeal or if your appeal is denied, you may apply for readmission no earlier than the **Fall semester 2022**. Please understand that readmission is not guaranteed.

If you are a financial aid recipient, your financial aid and any scholarships are hereby cancelled.

Once again, we regret this decision and we encourage you to first meet with your academic advisor, department chair, and dean to discuss your long range plans and future at AUK.

Sincerely,

CC: *Student's File*

College Dean

Department Chair

Academic Advisor

Financial Aid Office