

Qatar University

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Document Title:	Appeal, Reinstatement, and Readmission of Undergraduate Students
Responsible Sector:	Vice President for Academic Affairs and Vice President for Student Affairs
Approval Date:	18/09/2022
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President Decision

Number (38) of (2022)

To Amend President Decision Number (19) of (2022) Regarding Appeal, Reinstatement, and Readmission of Undergraduate Students

Related Legal Documents:	None
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Approval of the President:	Date: 18/09/2022
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*As per the latest amendment approved by the President on 16/5/2023

President Decision
Number (38) of (2022)
To Amend President Decision Number (19) of (2022)
Regarding Appeal, Reinstatement, and Readmission of Undergraduate Students

(This is as true as possible translation, where the Arabic version is the only official document)

The President:

After perusal of:

- Decree-Law No. (34) of (2004) on regulating Qatar University;
- Academic Bylaws approved by the Board of Regents on 16/06/2005 and its modifications;
- Recommendation of the Executive Management Committee issued in its meeting held on 31/05/2022;
- President Decision number (19) of (2022);
- And in consideration of the public interest;

Resolution

Article (1)

- This decision is entitled: “President Decision Regarding Appeal, Reinstatement, and Readmission of Undergraduate Students.”
- This decision applies to undergraduate students at Qatar University.

Article (2)

The Undergraduate Readmission Policy (ACADEMIC_UG_READMISSION Policy_040), and the Undergraduate Academic Reinstatements Policy (ACADEMIC_UG Academic Reinstatement Policy_036) shall therefore be cancelled by the issuance of this decision.

Chapter One: Definitions

Article (3)

In the application of the provisions of this Decision, the following terms and phrases have the meanings ascribed to them:

- a. **University:** Qatar University (QU)

- b. **President:** President of Qatar University
- c. **Semester:** An academic semester of at least 14 weeks (Fall and Spring).
- d. **Bachelor Degree Seeking Student:** A student registered in any college to obtain a bachelor's degree by the end of his/her enrollment.
- e. **Request for Reinstatement:** A mechanism that allows undergraduate students who were dismissed for academic reasons, to apply for reinstatement after completing a suspension period of at least one regular semester.
- f. **Committee:** The Readmission and Reinstatement Committee, which is concerned with reviewing requests for appeal, reinstatement and readmission to the University, and making recommendations in this regard.
- g. **Academic Record:** Records directly related to the student education and maintained by the Enrollment Management Department.
- h. **Academic Standing:** Determined by the Academic bylaws governing student status whether it is good standing, or academic probation or academic dismissal.
- i. **Cumulative GPA (CGPA):** It is an indicator of the student's overall academic performance at QU. It is determined by dividing the total number of grade points accumulated for all courses completed by the student by the number of credit hours allocated for the completed courses.
- j. **Good Standing:** The academic standing of an undergraduate student is considered to be “Good Standing” before completing 19 GPA hours, or if the student achieves a minimum cumulative GPA of 2.0 after completing 19 GPA hours.
- k. **Academic Dismissal:** Termination of the student’s university enrollment due to unsatisfactory academic performance or failure to meet graduation requirements in accordance with the applicable policies.
- l. **Semester Withdrawal:** A process by which an undergraduate student withdraws from all registered courses in the semester through an official request submitted before a set deadline that is specified and published by the office of the Vice President for Student Affairs. A student who is granted an approval to withdraw from the semester is considered “enrolled student” and may return to the university and register for courses in the following semester.

- m. **Withdrawal from University:** A process by which an undergraduate student requests official permission to suspend enrollment and depart the university permanently. A student granted an approval to withdraw from the university is considered “inactive student”.
- n. **Leave of Absence:** A process by which an undergraduate student who is not registered in any course requests official permission to leave the university for a specific period, after receiving the approval of the concerned entity that is determined by the Vice President for Student Affairs. A student granted an approval for a leave of absence is considered enrolled student and may return to the university and register for courses in the semester he/she is expected to return. The period spent by a student on an approved leave of absence is counted towards the maximum number of years of enrollment in the university.
- o. **No Show:** An active undergraduate student is placed under “No Show” status if he/she does not register for any course by the end of the add/drop period of a regular semester. No Show students are considered enrolled students as long as their absence from the university does not exceed four regular semesters.
- p. **Long Absence:** An undergraduate student with an unapproved absence from the university of more than four consecutive or nonconsecutive regular semesters will, by the end of the add/drop period of their fifth regular semester of absence, be placed under the "Long Absence" status, excluding students who were granted an approval from the Vice President for students Affairs due to extenuating circumstances. A student placed under the "Long Absence" status is considered as inactive student.
- q. **Foundation Program Suspension-Absence:** This status applies to students enrolled in the Foundation Program who did not register in any Foundation program courses for at least two semesters. Students placed under this status are considered inactive students.
- r. **Foundation Program Suspension-Academic:** This status applies to students enrolled in the Foundation Program at the University who were not able to fulfill the Foundation Program requirements within four regular semesters. Students placed under this status are considered inactive students.
- s. **Common Year Courses:** A package of first-year courses for specific college or sector-specific programs that students of the college or sector must fully pass before moving to register for major courses, as determined by the Vice President to which the college or sector reports, and the Vice President for Student Affairs.

- t. **Academic Suspension:** A student registered at the university is assigned a status of “academic suspension” after two unsuccessful attempts to pass the courses that follow the programs offered in the yearly system or the courses offered as part of the common year courses. In such cases, the student is considered inactive student.
- u. **Admission Terminated:** A status assigned to a student who is admitted to the university but does not register for classes during the semester of his/her admission and did not receive a deferral. This status is applicable to all levels and is applied after the end of the Add/Drop period and before the admission files are officially transferred to the Student Records Section.
- v. **Permanent Dismissal (PD):** A status assigned to a student who has been permanently dismissed from the university for disciplinary reasons based on the decision of the University Disciplinary Committee. A student assigned this status is considered inactive and cannot re-enroll at the university.
- w. **Readmission:** A process of readmission of an undergraduate student to the university after he/she has left the university for one or more semesters, based on the provisions regulating this process.
- x. **Add and Drop:** A period of time at the beginning of each semester when students can change course schedules by adding and/or dropping courses or switch sections of a course without any financial penalties being applied.
- y. **Active Student:** A student status that is applied automatically once a student is admitted to the university and it remains as such unless it is changed to a different status.

Chapter Two: Committee Establishment

Article (4)

The committee members shall be appointed upon a decision issued the President. The committee’s membership shall include representatives from the Academic Affairs sector, Health and Medical Sciences sector, and Student Affairs sector.

The President’s decision shall determine the committee’s terms of reference, its work mechanism and the duration for its mandate.

Article (5)

The committee evaluates requests for appeal against academic dismissal, requests for readmission, and requests for reinstatements, and submits its recommendations to the Vice President for Student Affairs for final decision. The committee bases its recommendations on the standards and guidelines approved by the Vice President for Student Affairs and the Vice President for Academic Affairs.

Article (6)

The Vice President for Student Affairs shall notify the concerned student, the academic advisor, and the college to whom the student belongs of the final decision regarding appeals, reinstatement and readmission requests prior to the Add and Drop period for the following semester.

Chapter Three: Appeal

Article (7)

The student may appeal the academic dismissal decision to the Vice President for Student Affairs within ten (10) working days of the official dismissal notification.

Article (8)

The committee shall evaluate the student's appeal request, and submits its recommendations to the Vice President for Student Affairs within ten (10) days following the date of submitting the appeal. The Vice President for Student Affairs shall notify the student, the academic advisor, and the college of the final decision concerning the appeal before the start of the Add and Drop period of the following semester.

Chapter Four: Reinstatement and Readmission

Article (9)

The student may apply for reinstatement, or readmission to the academic program in which he/she was previously enrolled, or he/she may also request a transfer to another academic program offered by the University.

After obtaining college or program approval, a student who has been reinstated or readmitted based on the decision of the Vice President for Student Affairs, may join his or her original program or any other program.

Article (10)

If a student is reinstated or readmitted to a semester, he/she is required to complete the current graduation requirements for the program he/she has been reinstated, or readmitted to.

Article (11)

Once reinstated or readmitted, the student must abide by all university rules and applicable policies.

Reinstatement

Article (12)

A student who has been academically dismissed from the university may apply for reinstatement to the Vice President for Student Affairs, within two (2) years of the official notification of the academic dismissal decision. The student may not be reinstated before at least one regular semester passes from the date of his/her dismissal.

Article (13)

After reinstatement, the student shall acquire his/her previous academic record that includes all academic courses, and the cumulative grade point average (GPA) obtained before his/her dismissal.

Article (14)

The reinstated student is assigned a “good standing” status in the semester of reinstatement.

Article (15)

A student who has been academically dismissed from the university for the second time will not be able to apply for reinstatement.

Readmission

Article (16)

A student may apply for readmission to the university if he/she is assigned any of the following statuses:

- a. Final Withdrawal from University
- b. Long Absence
- c. Academic Dismissal

- d. Foundation Program Suspension due to Absence
- e. Foundation Program Suspension due to Academic Performance
- f. Academic Suspension

Article (17)

A student who are assigned the “Foundation Program Suspension-Academic” status shall meet the following conditions when applying for readmission:

- a. Apply only to a program that does not require enrollment in the Foundation Program.
- b. Achieve the English and Mathematic competency requirements for admission into the program in which re-admission is requested.
- c. At least one regular semester has elapsed since their placement under the “Foundation Program Suspension-Academic” status.
- d. Meet any additional requirements determined by the committee as essential in order to ensure the student’s readiness to resume his/her studies at the university.

Article (18)

All outstanding financial obligations to the university must be settled and paid by the student before the request for readmission is processed.

Article (19)

Students placed in any of the following categories are not eligible for readmission:

- a. Students who are permanently dismissed from the university.
- b. Students who were previously readmitted to the university, unless the readmission was terminated.
- c. Students who were previously admitted to the university but their admission was terminated because they did not register for any courses.

Article (20)

Courses completed by readmitted student more than ten (10) academic years prior to the semester of readmission are not automatically counted towards the student degree program nor in the cumulative records of the student including the cumulative GPA. Such courses must be evaluated for eligibility by the academic program in order to be counted towards the degree requirements and to be added to the cumulative records of the student including the student cumulative GPA.

Article (21)

Students seeking readmission may request to exclude courses from their cumulative records including the cumulative GPA calculation according to the following two options:

- a. Excluding up to four courses from the cumulative GPA (CGPA) in which a grade of F, D, or D+ was earned.
- b. Excluding all courses in one specific semester

In order to exclude the courses, the committee's approval is mandatory ensuring the following conditions are met:

- a. The student did not previously commit violations as stipulated in the Student Code of Conduct Bylaws in any of the concerned courses.
- b. The student is benefiting from this option for the first time.

Article (22)

The student may not use the courses that the committee agreed to exclude from his/her records to fulfill the graduation requirements, unless he/she registers for these courses and successfully passes them after readmission.

Article (23)

The student's cumulative records shall include the student's cumulative GPA, as well as all completed courses and grades earned during the ten (10) years preceding the semester in which the student was readmitted to the university, except in the following cases:

- a. Courses that the committee agreed to exclude from the student's cumulative records.
- b. Transferred courses that do not meet the transfer requirements for courses applied in the readmission semester.
- c. Student returning with a new record.

Article (24)

A student seeking readmission may request to return with a new record, taking into consideration the following conditions regarding the courses and grades he/she obtained before readmission:

- a. Courses and grades earned prior to the student's readmission remain on record and on the student university transcript.

- b. These courses and grades are not counted towards degree requirements and are not considered in the cumulative records of students including in the calculation of the student cumulative grade point average (GPA).

Article (25)

All courses completed by a readmitted student at the university shall remain on the transcript of the student.

Article (26)

All competent authorities, each within its own competence, shall implement this decision, and any provisions contradicting the provisions in this decision shall be repealed. This decision shall come into force as from the beginning of the academic semester Spring 2023.

Dr. Hassan Rashid Al-Derham
President of Qatar University