



MAZOOON COLLEGE

Information about the Academic probation & Students At-Risk

Academic Probation

- Any student who scores below a CGPA of 2.0 by the end of any semester, except for the student's first Semester or summer semester, shall be put on the First Academic Probation.
- A student who is on academic probation must meet his academic advisor to discuss the remedial plan advised by the respective advisor to help the student get out of the on-probation state at the earliest possible time. The remedial plan may require the on-probation student to repeat some of the "D-", "D ", "D+", C- grade courses (plus all courses with grades of "F") to help the student move out of probation in accordance with regulations for course registration. (re-registration fee apply)
- After receiving the First Academic Probation warning, if the student fails to raise the CGPA to 2.0 or above at the end of the next semester a Second Probation Warning will be issued.
- If the CGPA continues to be less than 2.0 after the Second Probation Warning for one semester a Third Probation Warning will be issued.
- If still, the CGPA continues to be less than 2.0 after the Third Probation Warning, the College Council will study the student's case to decide the next action for the student.
- Taking into account the total number of credit hours that a student studied under academic probation and his CGPA, the College Council has the right to give a one-semester chance, Fall/Spring/Summer, to improve his CGPA provided the student has completed 50% of the total credit hours. If the student fails to do so, he/she shall be dismissed from the Program / College at the end of the period granted by the College Council.
- If a student achieves a CGPA of less than 2.0 as a result of the summer semester, he will carry the same probation to the next regular semester. His probation will be waived if CGPA becomes 2.0 or above by the end of the summer semester.
- Those students whose CGPA is between 2.0 to 2.10 and are expected to be below 2.0 in the next regular semester are considered to be "at-risk students". At-risk

students are advised to take 12 credit hours maximum in order to improve their performance (optional).

- **Potential Risk Students** are advised to take 12 credit hours maximum and advised to repeat course(s) (*optional*) in order to improve their performance.

Repeating courses

1. A student who has scored “D-”, “D “, “D+”, or C- in a course is given a chance to repeat that course in order to raise his CGPA. In such a case, the highest grade he scores will be considered and the course credit hours will be considered once for graduation purposes.
2. If a student wishes to repeat a course with a (C) grade and above, he has to make a special application to the Assistant Dean for Academic Affairs pledging to take full financial and academic responsibility for his request. In such a case, the highest grade he scores will be considered and the course credit hours will be considered once for graduation purposes.
3. A student repeating a course will study that repeated course in accordance with the new curriculum set by the instructor. He has to submit all the required assignments as stated in the syllabus. The same rules are applied to a postponing student.
4. A student shall NOT be allowed to repeat a course more than three times (Applicable only for elective courses). In this case, a substitute course will be assigned to the student by the respective academic department.

Academic probation & students at-risk

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- Taking into account the total number of credit hours that a student studied

under academic probation and his CGPA, the College Council has the right to give a one-semester chance, Fall/Spring/Summer, to improve his CGPA provided the student has completed 50% of the total credit hours. If the student fails to do so, he/she shall be dismissed from the Program / College at the end of the period granted by the College Council.

- If a student achieves a CGPA of less than 2.0 as a result of the summer semester, he will carry the same probation to the next regular semester. His probation will be waived if CGPA becomes 2.0 or above by the end of the summer semester.
- Those students whose CGPA is between 2.0 to 2.10 and are expected to be below 2.0 in the next regular semester are considered to be “at-risk students”. At-risk students are advised to take 12 credit hours maximum in order to improve their performance (optional).
- Potential Risk Students are advised to take 12 credit hours maximum and advised to repeat course(s) (optional) in order to improve their performance.

Repeating courses

- A student who has scored “D-”, “D”, “D+”, or C- in a course is given a chance to repeat that course in order to raise his CGPA. In such a case, the highest grade he scores will be considered and the course credit hours will be considered once for graduation purposes.
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Study postponement and suspension

- The summer semester is an optional semester for academic students as well as for foundation students, except for scholarship students where the sponsor’s rules are applied.
- The student who wishes to postpone his studies must fill out the form and attach all documents. The student must obtain the approval of the College in addition to the consent of the sponsor.
- The deadline for the postponement of the semester is the end of the course withdrawal period, and he is subject to the rules of postponement, except for critical circumstances excluded by the Dean.
- A student who fails to register in any regular semester will be considered a

suspension case. The student will be re-considered by the deanship after filling out the form and attaching all related documents. If the excuse is accepted, the study will be postponed. If the student's excuse is NOT accepted, the suspension period will be considered from the student's maximum study period.

- **The student can postpone his study for a maximum of three continuous or disconnected semesters (twice without excuse and the third time only in case of a critical problem) except for the summer semester during his whole academic study.**