

Policy: **STUDENT ACADEMIC PROGRESS POLICY**

AUM Policy Category: Academic Regulations

Policy Title	<b>ACADEMIC PROGRESS POLICY</b>
Policy Ref:	AUM-2021_15_06_21_version_1 Approved by: Academic Council
Effective Date	July 2021
Responsible Office	Provost office
Responsible Executive(s)	Provost Office, Admissions, Registrar

**Academic Standing**

Semester and cumulative AUM grade point averages (GPA) are calculated for each student. The GPAs are noted on the academic transcript. Academic standing for continuing students is based on the term and AUM GPA. Academic standing is defined as one of the following conditions:

**Good Standing:** Undergraduate students with a semester and GPA of 2.0 and above.

**Probation:** After completing 15 US/30 ECTS credit hours of study, any undergraduate student with a cumulative or semester GPA below 2.0 is placed on probation. While on academic probation, undergraduate students may not register for more than 15 credit hours (30 ECTS) in any semester.

Furthermore, students on academic probation are ineligible to hold or run for office in any organization or activity associated with the university; travel to or compete in any event; or serve as a working member of any student organization. Students will remain on academic probation until they meet the requirements to be in Good Standing.

**Suspension/Dismissal:** Students on probation who do not return to good standing within two semesters will be suspended or dismissed from AUM. At the end of each semester, the Registrar will identify cases of non-compliance with the academic standards and will advise students of their suspension or dismissal. Students on suspension may not enroll for at least one full academic semester (not including summer semesters). If a student is placed on suspension a second time, they may not take courses for one full academic year. A third suspension results in dismissal from the University. They must officially request re-admission and write a letter to the Provost stating what they have been doing during their period of suspension, and what they plan to do differently upon return if re-admitted to AUM. Students who have been suspended and re-admitted may be subject to dismissal if they do not earn a minimum of GPA 2.0 during their first semester after re-admission.

**Midterm Exams**

All midterm exams will be scheduled by the faculty member during the eighth week of the semester. A faculty member may choose not to have a midterm exam if they choose other ways of monitoring progress throughout the semester. The date of the midterm exam must be included

in the course syllabus. The midterm exam may only include content covered during the previous weeks. Normally midterm exams should not be more than 20% of the course grade distribution. The exact contribution of the midterm examination to the final grade must be included in the syllabus. If the faculty member teaches multiple sections of the same course, the date for a common midterm exam must be scheduled, and the students informed of the date at the beginning of the semester. Students may be excused from the midterm exam by the Provost and given a makeup exam on another date only if there is documented evidence of illness or other extenuating circumstances.

### **Midterm Progress Reports**

Faculty report midterm progress for all semester-long courses so that students will have a clear idea of their standing in each course midway through the semester. The reporting period extends from the fifth through the week of the semester, allowing flexibility as to when individual faculty provide reports for their classes. Normally grades are reported as letter grades. Students should check with their faculty members as to when reports will be complete and available for viewing.

### **Final Exams**

Final exams are given at the end of undergraduate courses, usually in the 16th week of the semester. Except for project submissions, laboratory courses, and studio courses, no exam or assessment mechanism of any kind may be given during the last week of classes. Exams may not exceed the scheduled length (2 hours for most courses). Normally the final exam should not be more than 40% of the combined course grade distribution. The exact contribution of the final examination to the final grade must be included in the syllabus.

The final exam schedule is established prior to the beginning of the semester by the Registrar's Office. Faculty members will include the day and time of the final exam on their syllabi. No final exam may be given at any date and time other than that established by the Registrar at the beginning of the semester. Notification of take-home exams or significant end-of-course papers or projects will be included on the faculty member's syllabus at the beginning of the course. Take-home exams should be distributed by the beginning of the last week of classes. Take-home examinations will be due no earlier than the day of the formally assigned final examination for the class in question. Re-taking (or re-sitting) a final exam is not permitted.

### **Absences from Final Exams**

Absences from midterm and final exams are not to be excused except for sickness on the day of the exam or for any other reason approved by the Provost. The effect of an unexcused absence from a final exam shall be determined by the weighted value of the exam as stated in the course syllabus provided by the faculty member. If absence from a final exam is unexcused, the grade for the course may be entered as "F."

### **Changing Major**

Students who wish to change a new major or minor must first contact their advisor. Advisors will discuss major requirements including an explanation of any prerequisite courses needed to be satisfied, courses accepted for major approval and all other major and general education requirements required for the degree being pursued. If all requirements for the major are satisfied, a major change request will be sent to the Registrar, the student record will be updated, and a new academic advisor may be assigned.

### **Repeating Courses**

Unless restricted by a specific program's requirements, undergraduate students may repeat any failed course no more than two times. In each case, the more recent grade is counted for the cumulative GPA, although all grades are recorded on the student's transcript. The student receives credit for a course only once regardless of how many times it is repeated. Undergraduate students may repeat a course only once if they have previously passed the course, unless a second repeat of a previously passed course is necessary, due to program requirements.

The original grade and the most recent grade will appear on the transcript, but only the most recent grade will be calculated into the GPA. Students may not repeat courses in an independent course format.

A grade in an AUM course will not be excluded from the accumulative GPA based on the subsequent taking of an equivalent course at a transfer institution. Note that individual programs may disallow undergraduate students from retaking certain high-demand courses simply for the purpose of improving their grade.

Under no circumstances may scholarships be applied to tuition for repeated courses

## **Transfer**

Transfer of credits in ECTS (retrieved from:

[https://ec.europa.eu/assets/eac/education/ects/users-guide/key-features\\_en.htm#ectsTop](https://ec.europa.eu/assets/eac/education/ects/users-guide/key-features_en.htm#ectsTop))

Transfer of credits is the process of having credits awarded in one context (programme, institution) recognised in another formal context for the purpose of obtaining a qualification. Credits awarded to students in one programme may be transferred from an institution to be accumulated in another programme offered by the same or another institution. Credit transfer is the key to successful study mobility. Institutions, faculties, departments may make agreements which guarantee automatic recognition and transfer of credits.

A student may transfer between courses leading to an award at the same level as that for which he/she was initially enrolled.

Any such transfer shall require the permission of the Course Management Team/ Curriculum Development Committee responsible for each of the courses. Where such permission is withheld, a student may appeal in the first instance to the Dean or the nominee, or to the Registrar responsible for the courses concerned. A student may subsequently appeal to the *Student Academic Appeals and Conduct Committee*, operating with the authority of the Academic Council, against the withholding of permission by the Dean or the nominee responsible for the course from which he/she is seeking transfer or to which transfer is being sought.

The Course Management Team responsible for the course to which the student is transferring shall determine the conditions of transfer.

## **Temporary Suspension of Studies**

A student who wishes to suspend his/her studies may be permitted by the College Academic Board, which will be advised by the Course Management Team, to defer proceeding for a specified period not normally exceeding one year. In this regard, the College Academic Board shall have delegated authority from Academic Council to make decisions on its behalf. Normally, a student shall be permitted to suspend study only once during his/her course of study.

When granting such permission the College Academic Board shall specify, if appropriate, the assessment opportunities which shall be available to the student on the resumption of his/her studies.

### **Petition to Graduate**

By the end of the fifth week of classes in their final semester, students who expect to complete degree requirements must confirm their intention to graduate through the Registrar by completing a Degree Completion Application form. Concurrent degree seeking students must submit a separate application for each degree sought.

All grade changes, removals of incompletes, final submission of a required thesis to the Library and transfer work necessary for completion of degree requirements must be on file in the Registrar's Office by the last day of classes for that semester. Academic records are sealed thirty days after the conferral of a degree; no changes to the record will be made following that date.

Conferral of degrees is granted only when students apply to graduate, i.e., students will not receive retroactive degrees. Students who fail to complete all degree requirements by the end of the term for which they apply to graduate need not reapply for graduation. Their previous application will be automatically moved to the following semester.