



THE PETROLEUM INSTITUTE

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| Number: | PIP 3250 |
| Effective: | 10-November-2009 |
| Revised: | 19-May-2010 |

SUBJECT: Academic Standing, Continuing and Suspending Studies

REFERENCE: Standards for Licensure and Accreditation, Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research, United Arab Emirates – 2007 (3fi, 3fii and 3fiii - page 45); PIP 3100 (Student Grades, Grade Point Average and Requirements for Graduation), and PIP 3075 (Academic Advising).

SECTION 1 PURPOSE

1.1 To establish and communicate criteria for student standards of academic progress.

SECTION 2 SCOPE AND APPLICABILITY

2.1 This policy is applicable to all matriculated students of the Institute.

SECTION 3 DEFINITIONS

3.1 Definitions of the various academic standing levels are as follows. Its details are specified in item 6.1 of this document.

Academic Probation: Continued unsatisfactory progress towards graduation.

Academic Warning: Unsatisfactory progress towards graduation.

Add/Drop: Adjusting a student's course enrollment or schedule for a semester or session by adding or deleting a course(s), and/or changing a course section.

Course Section: One of multiple offerings of a course.

Dismissal: Student is prohibited from re-enrolling at the Petroleum Institute.

Full Time Student: A student who is registered for a minimum of twelve credits during a regular semester.

Good Standing: Satisfactory progress towards graduation.

Leave of Absence: Withdrawal from a semester(s) of study due to personal circumstances.

Part Time Student: A student who is registered for less than twelve credits during a regular semester.

Re-Admission: Continue enrollment after "Dismissal" is overturned.



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Resume Studies: Continue study after a “Leave of Absence” or “Suspension.”

Returning Students: Students returning from suspension or dismissal after having received official approval to recommence their studies.

Suspension: Further enrollment is not permitted for one or more semesters. A “Resume Studies” request must be submitted and approved after the completion of the suspension period.

Withdrawal: Officially removing oneself from a course or the PI during the withdrawal period by submitting the appropriate forms.

SECTION 4 POLICY

4.1 A student at the Petroleum Institute must maintain good academic standing to maintain enrollment and to obtain a degree.

SECTION 5 BACKGROUND OR EXCLUSIONS

5.1 To the extent that information in the catalog may conflict with this policy, the policy supersedes that information.

SECTION 6 GENERAL PROVISIONS

6.1 At the end of each regular semester, a degree student’s academic standing is assessed based on the accumulated total quality hours, cumulative grade point average (CGPA), and the semester grade point average (SGPA). A minimum semester (SGPA) and cumulative (CGPA) grade point average to maintain satisfactory progress toward graduation is detailed below:

6.1.1 **Good Standing:** Maintain a CGPA and SGPA of at least 2.0 with 12 earned semester credit hours unless fewer credit hours are approved by the Provost (or designee).

6.1.2 **Academic Warning:** Any semester, in which a student’s SGPA or CGPA falls below 2.0 or the student fails to complete 12 credit hours (unless less credit hours are approved by the Provost or designee), the student will be placed on “Academic Warning”. Academic Warning does not appear on the student’s transcript.

After “Academic Warning”, a student returns to “Good Standing” by completing 12 or more credit hours, achieving a minimum SGPA of 2.0 and a CGPA of 2.0.



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6.1.3 **Academic Probation:** If during the next semester of enrollment after receiving “Academic Warning” a student’s SGPA or CGPA is below 2.0 or he/she fails to complete at least 12 credit hours, unless fewer credit hours are approved by the Provost (or designee), the student is placed on “Academic Probation”. Such a student must consult with an academic advisor and may register for no more than 13 credit hours for the next semester of enrollment or 4 credit hours in a summer session. A student placed on academic probation will not be allowed to add or drop courses, or register, without the approval of his/her academic advisor. “Academic Probation” will appear on the student’s permanent academic record.

The Office of the Registrar will notify the student, guardian, and sponsor of the student’s probation status. The notice will include a requirement for the student to meet with his/her academic advisor no later than add/drop period.

One of the below outcomes will occur at the end of a regular semester in which a student is on “Academic Probation”:

6.1.3.1 If the SGPA and CGPA is 2.0 or greater, the student will return to “Good Standing” and follow the appropriate rules therein.

6.1.3.2 If the CGPA is less than 2.0 and the SGPA is 2.0 or greater, the student will continue on “Academic Probation.”

6.1.3.3 If both the SGPA and CGPA are less than 2.0, the student shall be suspended. However, this sanction will not be applied at the end of a summer session.

Students with Junior and Senior status will be placed on “Academic Probation” following any regular semester in which the cumulative grade point average falls below 2.0.

6.1.4 **Suspension:** A student on “Academic Probation” who fails to achieve a SGPA or CGPA of 2.0 or successfully completes at least 12 credit hours will be suspended for one semester unless fewer credit hours were approved by the Provost (or designee). A suspended student is not eligible to attend the Petroleum Institute during the period of suspension nor will credit hours taken at other schools during this period be accepted by the Institute.

A suspended student may enroll in classes at the Petroleum Institute by submitting a “Resume Studies” form to the Registrar’s Office. The Academic and Financial Appeals Committee will review the “Resume Studies” request after the period of suspension is completed and make its recommendations to the Provost (or designee). If approved, the student will be placed on “Academic Probation” and will follow the appropriate rules therein. See “Resume Studies” in section 6.3.3.1 and 6.3.3.2 for specific procedures and guidelines.



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6.1.5 **Dismissal:** A student returning from a “Suspension” will be dismissed from the Petroleum Institute if he/she achieves a SGPA below 2.0 or fails to successfully complete 12 credit hours in any of the following two semesters unless fewer credit hours were approved by the Provost (or designee).

6.1.6 **Re-Admission:** A student who has been dismissed must submit a letter which clearly states the reasons why he/she should be re-admitted. Appeals for re-admission after dismissal will be considered by the Academic Appeals Committee on a case-by-case basis. Factors which may be taken into consideration include the student’s previous PI academic record, attendance record, disciplinary issues, relevant medical information, evidence of ability to succeed, the duration of the student’s absence, and any other information which the student and the committee feel is relevant. It is the student’s responsibility to demonstrate to the satisfaction of the Academic and Financial Appeals Committee that he/she has both the motivation and the ability to graduate from the Petroleum Institute. The Academic and Financial Appeals Committee will make its recommendation to the Provost (or designee).

6.2 The Academic and Financial Appeals Committee (AFAC) reviews student appeals in regards to academic and financial issues and makes its recommendations to the Provost (or designee). The following details the appeals process:

6.2.1 Appeals must be submitted in writing to the Office of Internship and Counseling. The deadline for submitting an Academic Appeal is the first day of classes in the following semester. The deadline for submitting a Financial Appeal is the last day of add/drop period for the current semester.

The Academic and Financial Appeals Committee will review all appeals no later than a week following the submission deadlines. All recommendations are forwarded to the Provost for approval no later than one week from the date the appeal was submitted.

6.2.2 Results of the appeal will be given to the student in writing by the Office of Internship and Counseling, and a copy of the final decision will be placed in the student’s file.

6.2.3 Decisions of the Provost regarding the recommendations of the Academic and Financial Appeals Committee are final.

6.3 A student may have to suspend or discontinue his/her study in part or full for a specified period of time. The following scenarios and conditions apply:

6.3.1 **Add/Drop:** Students may wish to add, drop or change a course section at the beginning of a regular semester or session. Removing oneself from a degree course during the official add/drop period will result in no record of enrollment in the course appearing on their transcript. Add/Drop privileges are available to degree students only.



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6.3.2 **Withdrawal:** Students may withdraw from a course, a semester or the PI. The following applies:

6.3.2.1 **Withdrawal from a Course:** Students may drop from a degree course during the official add/drop period without any record of enrollment in the course appearing on their transcript. Students may also withdraw from any degree course during the official withdrawal period. A grade of “W” will be assigned on the student’s transcript.

Students cannot withdraw from individual Advanced University Placement courses except in the case of withdrawal from all courses.

Students withdrawing from any course should discuss the decision with their instructor, academic advisor, and with a student counselor. Students should be aware that withdrawal from a course may have an impact on their scholarship terms and timely progress toward graduation.

All student requests for withdrawal from a course or courses must be processed by submitting a completed “Course Add/Drop” Form to the Registrar’s Office by the stipulated deadline.

6.3.2.2 **Withdrawal for a Semester (Leave of Absence):** Students may drop from all degree and/or Advanced University Placement courses during the official add/drop period without any record of enrollment in the courses appearing on their transcripts. Students may also withdraw from all degree and/or Advanced University Placement courses during the official withdrawal period. A grade of “W” will be assigned on the student’s transcript. Students should be aware that withdrawing for a semester will have an impact on their scholarship terms and timely progress toward graduation.

All student requests for withdrawing for a semester must be made by submitting a completed “Withdrawal for a Semester” Form to the Student Counselors and will only be processed after all student obligations to the PI have been fulfilled.

6.3.2.3 **Withdrawal from the PI:** All student requests for permanent withdrawal from the Petroleum Institute must be made by submitting a completed “Withdrawal from the PI” Form to the Student Counselors. Students may not withdraw after the official withdrawal period and will be assigned the grade earned.

6.3.3 **Resume Studies:** A student who has withdrawn for a semester or was suspended does not have an automatic right to return to the Petroleum Institute. All requests to re-enroll after a missed regular semester of study must be made by submitting a completed “Request to Resume Studies” Form to the Registrar Office.



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6.3.3.1 Resume Studies after Suspension or Dismissal: In addition to the rules in 6.1.4, the following additional conditions apply:

6.3.3.1.1 Approval to return does not guarantee required courses will be offered during the semester or session of return.

6.3.3.1.2 Approval to return does not guarantee a seat in required courses in any semester or session.

6.3.3.1.3 Returning students are not permitted to take Special Topics, Research Topics, or Independent Study courses during the semester or session of return from suspension or dismissal.

6.3.3.1.4 Returning students must satisfy all academic conditions put in place by the Academic and Financial Appeals Committee or be permanently dismissed from the PI without further appeal.

6.3.3.1.5 Returning students must complete all remaining courses at the PI. The PI will not accept transfer credit earned during or after the suspension or dismissal period to be counted towards their undergraduate degree.

6.3.3.1.6 All other PI policies and procedures apply.

6.3.3.2 Resume Studies during Summer Session: In addition to the rules in 6.1.4 and 6.3.3.1, the following additional conditions apply:

6.3.3.2.1 Only students who have served a period of suspension of not less than one complete semester will be allowed to enroll in the Summer Session.

6.3.3.2.2 Returning students cannot register online and must have a completed "Registration Form" signed by the student's academic advisor and Program Chair. Students who register without the appropriate signatures will be dropped from the course with no right of appeal.

6.3.3.2.3 Returning students can enroll in one course only with a maximum of 4 credit hours.

6.3.3.2.4 All other PI policies and procedures apply.

SECTION 7 RESPONSIBILITIES AND PROCEDURES

7.1 The Provost shall cause the terms of this policy to be observed.



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SECTION 8 CANCELLATION

8.1 None.

SECTION 9 REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular time frame to be determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.

SECTION 10 SIGNATURES

Chair, Academic Policies Committee Date

Provost

Date

President

Date