



DOHA INSTITUTE
FOR GRADUATE STUDIES

Academic Policies

Academic Standing

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1.0	Academic Standing	October, 2015	Dean of Student Affairs
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October, 2015	Rev. 1: Dean of Student Affairs	October, 2015	Board of Trustees, Doha Institute for Graduate Studies (conditional on amendment)
October, 2015	Rev. 2: Office of the Dean for Student Affairs	October, 2015	Revisions and edits applied. Policy approved and adopted for implementation

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Introduction:

All students are expected to maintain a good academic standing during their program of study at DI. Students are considered to be in good academic standing if they:

- Have removed all limitations of their conditional admission status;
- Have a minimum Master's Degree cumulative Grade Point Average of 3.00/4.00;
- Have no failed courses in any of their degree required courses;
- Have no more than one failed course in any of their elective courses;
- Are making satisfactory progress toward degree requirements, including a project or thesis;
- Have met any other school or program specific criteria in the addition to the above.

Any student who does not meet the above criteria will be considered under academic probation.

Policy Statement:

1. Students with conditional admission status must meet the conditions imposed by their limited admission by the date stated in their admission letter. Failure to do so will result in automatic dismissal from DI.
2. The Master's Degree average is the average of grades for courses taken by the student in their enrolled program of study and only for courses that are part of their degree requirements. Non-credit course and satisfactory and unsatisfactory courses will not be considered as part of the Master's Degree average. Transfer credit from other institutions will not be considered in the Master's Degree average.
3. Academic probation is a mechanism for warning students that they have failed to maintain good academic standing. Students have one semester of enrollment after the semester in which they are placed under academic probation to achieve academic good standing.
4. Students are informed in writing of their placement under academic probation by an official letter from the Dean with copies to the student's academic advisor and the head of the program the student is enrolled in.
5. Students who leave the DI while on probation, whether through formal withdrawal or through failing to meet the registration requirement, will still be on probation if they are

later readmitted to the same program. If the student is readmitted into another program then the student's Degree Average is recomputed according to the new degree requirements.

6. Students who fail to fulfill the terms of their probation and achieve good academic standing within the deadline will be dismissed from DI.
7. Students must be on good academic standing in order to graduate, even if all other requirements have been met.
8. The Department of Enrollment and Student Affairs is responsible for keeping record of students' academic progress and good academic standing. At the end of each semester and directly after grades have been issued and officially posted, the department will send a list of the students' status to the respective Program Head, with copies to the Dean's office and the student's advisors.
9. The Program Heads are responsible for reviewing the lists and deciding on the academic standing for each student, students who fail to meet the good academic standing criteria will be put on probation. The Program Heads, in coordination with the Department of Enrollment and Student Affairs will notify the Dean's office of the list of students on probation. The Dean then sends a "letter of warning" to the student on probation in accordance to point 4 above.
10. Students can appeal to extend the probation grace period, through the Department of Enrollment and Student Affairs, to the Dean. The approval of such a petition is left to the discretion of the Provost and respective program head.
11. All students at DI are required to understand the academic standing policy as it is their own responsibility to be aware of their own academic standing at all times.