



DOHA INSTITUTE
FOR GRADUATE STUDIES

Academic Policies

Course Registration

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Introduction:

This policy sets the regulations and rule regarding course registration, course changes (drop and add) and course withdrawals.

Students are responsible for registering for the correct courses on time. No student can attend classes without being properly registered for them, nor can they receive credit for courses in which they have not registered. Moreover students may not register or add courses retroactively.

Policy Statement:

- First Semester Students: For their first semester, all newly admitted students need to consult with their academic advisor and secure his/her written approval on the program study plan as per the “Academic Advising policy” before they register any courses.
- Pre-Registration: During each semester, continuing students are requested to preregister their courses for the upcoming semester during the pre-registration week as stated in the academic calendar.
- Registration: The registration period is specified in the academic calendar for each semester, typically it is one week before classes start. Students are required to register their courses during this period, preregistered students will also need to confirm their registration again and make sure that the courses they have selected are being offered during the semester. Students are also encouraged to consult with their academic advisors before pre-registering and registering courses even if they have an approved study plan.
- Changes to Course Registration: Students are allowed in specific cases to change their course registration in accordance to the below:
 - Drop/Add: The drop/add period is defined in the academic calendar and it is the period in time after the last registration window closes and continues through the first one week of the semester after classes start. During this period, the students are allowed to make changes to their schedule whether it was adding or dropping a course without any consequences including financial penalty except for the tuition dues.

After the drop/add period ends, any course registration change must be routed through the Department of Enrollment and Student Affairs identifying the

extenuating circumstance for the change. Normally, students cannot add any course after this period and dropping course will incur financial penalties as per the Tuition and Fees policy.

In exceptional cases and based on the extenuating circumstance of the case, a course add (late registration) may be approved by the head of the program and the dean of the school.

- **Course Withdrawal:** Students dropping a course after the drop/add period and before the deadline for course withdrawal which occurs at the end of the sixth week of the semester as stated in the academic calendar, are allowed to do so. Such a withdrawal results in a notation of “W” on the transcript next to the withdrawn course and results in a financial penalty as per the Tuition and Fees policy.

It is recommended that students consult with an academic adviser when contemplating withdrawal from a course.

Terminating class attendance does not constitute withdrawal from a course: students must apply formally through the Department of Enrollment and Student Affairs.

Students withdrawing from a course after the course withdrawal deadline will lead to a failure in the course and a letter grade “F” in the transcript next to the withdrawn course. The rules of “the Resits Policy” will apply to this case.

- **Withdrawal of Entire Registration:** Students may withdraw from the entire semester registration after classes have started. This constitutes a withdrawal from DI and students need to refer to the “Enrollment Policy” and follow the proper procedures to apply for a withdrawal or leave of absence.