

## AA5. Academic Complications Policy

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Title:	<b>Academic Complications Policy (Probation, Critical Academic Standing, Dismissal, and Forced Change of Major)</b>
Policy Number:	AA 5/ 08, 2014
Effective Date:	Reviewed, July 2025
Issuing Authority:	Vice President For Academic Affairs

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### RATIONALE

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RHU is deeply committed to providing students with every opportunity to thrive, as their future success is our top priority. To ensure that the student can make the most of these opportunities, we encourage to maintain open lines of communication with instructors, whether in the classroom, via email, phone, social media, or our Learning Management System (Moodle). We also recommend regular visits to the Learning Support Centers, where the student can seek help from his/her peers to overcome any difficulties they may face in their academic journey.

While RHU is dedicated to helping students achieve academic success, students must manage their time effectively and utilize available resources. Students can avoid the potential complications and consequences outlined below by taking responsibility for their academic responsibilities.

### POLICY

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#### 1- Academic Probation

Students receive academic probation if their CGPA falls below 70 after attempting at least 24 credits by the second or any subsequent matriculated semester, excluding summer sessions. Students with two consecutive probations may choose to:

1. Continue in the same major with the approval of the College Council but risk academic critical standing if, by the end of the following semester, the student accumulates three consecutive probations.
2. Change major: If accepted into the new major, the transferred courses and CGPA will be determined according to the latest major's requirements. If the CGPA of the transferred courses is 70 or higher, the probation status is removed; if not, it shall remain in effect.

The Registrar's Office shall generate a report of students on probation at the end of every semester and send it to the colleges, which will inform the students and the concerned department of the probation status.

A student may remove probation in a summer semester, but the results of the summer semester shall not cause probation.

Course Load. Usually, the maximum study load for a student on probation is 12 credits (6 in a summer semester). The load may be increased to 13 credits (7 in a summer semester) if one of the courses is a 4-credit course or a 1-credit required lab course. The load may also be increased to 15 credit hours (9 in a summer semester) if the student is expected to graduate at the end of the semester, subject to the approval of the concerned dean. A student on probation shall be denied access to online registration and must register through the academic advisor. A student on probation must repeat at least two previously taken courses with a grade of 70 or lower and must repeat failed courses when first offered. A student continuing on probation must repeat at least three previously taken courses with a grade of 70 or lower and must repeat failed courses when first offered.

## 2- Critical Academic Standing

A student shall be placed in Critical Academic Standing if s/he:

- Accrues three consecutive probations or four probations throughout the entire period of study or
- Attains a CGPA less than 60 more than once as a matriculated student.

A student placed on Critical Academic Standing by the end of a regular semester must register up to 15 credits of repeated courses. These courses must be previously taken courses with a grade of 70 or lower or failed courses.

Based on the student's performance at the end of the semester, the student shall:

1. Resume studies in Good Standing if s/he attains a CGPA of 70 or higher;
2. Continue at RHU on CAS if s/he attains a semester GPA of 75 or above;
3. Dismissed from RHU. The college shall inform the student and the concerned of the dismissal decision.

A student of critical academic standing shall be denied access to online registration and must register through the academic advisor.

## 3- Forced Change of Major

A student whose CGPA falls below 60 at the end of any semester after the first semester (12 credits at least) as a matriculated student must transfer to another program and shall not be allowed to return to the old program in the future.

## RELATED DOCUMENTS

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- > University policies and procedures
- > University catalogues

## 1. APPROVAL AND REVIEW

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**OFFICER RESPONSIBLE:** VP for Academic Affairs

**AUTHORITY:** University Academic Board

**POLICY REVIEWED BY:** Human Resources Department, Finance Department, Academic units, Quality Assurance Office.

**EFFECTIVE DATE:** July 15, 2018

**REVIEW DATE:** As needed

**REVISION HISTORY:** None.

**RELATED POLICIES:** All University Policies and Procedures

**FINAL APPROVAL BY THE PRESIDENT:**

**Signature:** 

**Date:** July 15, 2018

