

1. UNDERGRADUATE STUDIES

1.1 University General Admission Requirements

AU admission policy is based on students' academic achievements in the secondary school certificate or its equivalent, regardless of gender, race, color, religion, age, disabilities or national origin. The student may be accepted in AU either as a full time student or part time student. All documents presented by the applicant for admission purposes become the property of AU and are not returned. If, for any reason, documents presented by the applicant are deemed fraudulent, AU reserves the right to **EXPELL** the student without refund, or prior notice.

The medium of instruction in the university is English (except College of Law), and a good command of the English language is essential for the student.

AU requires regular attendance at all class. Students are not permitted to pursue AU degrees through correspondence. The university does not offer any degree by distance learning.

The applicant may apply as freshman, transfer or audit, Regardless of the type of admission the applicant must complete an **Application Form** available at the **Admission and Registration office**. This form must be submitted at the dates announced by the University, and must be accompanied by a non-refundable **application fee**. All applicants must submit all documents needed to meet the general admission requirements.

Admission as Freshman Students

A student who holds a secondary school certificate or its equivalent may apply to the university. To do so, the applicant should indicate his/her order of preference on the application form and submit the following documents:

- 1- An official secondary school certificate certified by the appropriate authorities.
- 2- An English Language Proficiency certificate with a score of at least (500) in TOEFL or (5 band) in IELTS.
- 3- A copy of UAE Nationality Identity card for local students.
- 4- A copy of student passport (valid).
- 5- A copy of the residence visa (valid).
- 6- Two recent colored photographs (passport size).
- 7- A medical fitness certificate.
- 8- A copy of the health card insurance card (valid).
- 9- A Copy of God Conduct certificate.
- 10- A copy of Birth Certificate.

Admission as Transfer Students

Applicants transferring from any other accredited university and college may be considered for admissions provide that the student fulfills the following conditions:

- 1- The student must provide the Admission and Registration Office with an official transcript showing all earned credits and grades along with a course catalog description.
- 2- The student must provide the Admission and Registration Office with an English Language Proficiency certificate with a score of at least (500) in TOEFL or (5 band) in IELTS.
- 3- Students must have successfully completed at least two semesters or one academic year in an accredited university or college with a cumulative grade point average (GPA) not less than 2.0 on scale of 4.0
- 4- Transfer will be granted only from educational institutions that require the students to attend classes on a campus.
- 5- The maximum credit hours that can be transferred are 50% of the total credits of the program, for courses with AU equivalents.
- 6- Transfer of all or some of the credit hours shall be granted upon the recommendation of the academic department based on course-to-course equivalence. The course content should be equivalent to at least 80% of AU courses. A minimum grade of C is the condition for the transfer of credits of any course.
- 7- No credit is granted for pass/fail courses.
- 8- If the student has a cumulative GPA less than 2.0 and more than 1.75 on a scale of 4.0, he/she is allowed to transfer courses into the general education courses.
- 9- Grades of the transfer courses are not used in calculating student's cumulative grade point average (GPA) at the AU.

Admission as Audit Students

An individual may enroll at AU for non degree study on either a full-time or part-time basis. Although such individuals are classified as non-matriculating, they are provided an opportunity for academic study with concentration in a particular area of interest.

1. They are not entitled to earn a degree from the university without gaining admission to a degree-granting program.
2. For students who want to take a single course, approval is given by the head of department or the dean of the college offering the course.

3. Non-degree students who take more than one course per semester, or who take courses for more than one semester, must also receive approval from the related department/ college.

Conditional Admission

Conditional admission is considered provided that the grade percentage of a student in the Secondary Certificate is less than the department requirement by only 5% given that the student maintains a minimum GPA of 2.0 in the first two academic semesters. .

- 1- The student should hold an English language proficiency score of at least (500) in TOEFL or (5 band) in IELTS.
- 2- The student should satisfy the university general admission requirements and the academic program admission requirements that she/he intends to enter.
- 3- A student who is conditionally accepted into an academic program will be enrolled for one semester (12 C.H.) and is required to successfully complete the courses with a minimum grade of (C) in each of them.
- 4- Upon successful completion of these courses, the student will be formally admitted to the AU.
- 5- The number of the accepted students under conditional status will be no more than 10% of the total number of the admitted students.
- 6- In case the number of students eligible for conditional admission exceeds the 10% of the total number of admitted students, those eligible students will be ranked according to their scores in the secondary school certificate and top students will be accepted for the conditional admission.

1.2 English Language Competency Requirements

1. The medium of instruction in the University is English (except in the College of Law), and a good command of the English Language is essential for students.
2. If students have no evidence of a satisfactory English Language Proficiency score, they are required to sit for the AU English placement Test.
3. Based on their results in the placement test, students are placed in one of the four intensive English Language Levels :
 - Foundation level.
 - Level 1
 - Level 2
 - Level 3

- 4- Students at level 2 are allowed to register in one General Education requirement course (Arabic medium)
- 5- Students at level 3 are allowed to register in two General Education requirement courses. (Arabic medium)
- 6- Students at the Foundation Level and Level 1 are not allowed to register any General Education requirement courses
7. After Level 3, students are expected to sit for the TOEFL or IELTS exams and present an evidence of satisfactory score before they register for the next semester.
8. Should students fail to obtain a satisfactory score in TOEFL or IELTS, they would be **restricted** to register to no more than a total of 18 credit hours including the courses taken in the previous semesters.
9. In all cases students are not allowed to register in any program course until they obtain satisfactory scores in TOEFL or IELTS .

1.3 GENERAL EDUCATION REQUIREMENTS

All university students have to complete **33 credit hours** from the general education courses. The general education courses consist of two major components:

1. **Compulsory courses 24 credit hours.**
2. **Elective courses 9 credit hours.**

General education Courses

1. Compulsory Courses 24 credit hours.

Code	Course	C.H	Semester	Prerequisite	Language
GNE102	Effective Communication in Arabic	3	1,2	---	A
GNE103	Effective Communication in English (1)	3	1,2	---	E
GNE104	Effective Communication in English (2)	3	1,2	GNE103	E
GNE111	Thinking Skills	3	1,2	---	E
GNE112	Islamic Culture	3	1,2	---	A/E
GNE120	Computer Literacy	3	1,2	---	E
GNE210	Science and Life	3	1,2	---	E
GNE115	General Psychology	3	1,2	---	E
Total		24 C.H			

2. Elective courses 9 credit hours.

The student is required to choose **only one** course from each group

a) Society and Civilization Elective Group (3 C.H.)

Code	Course	C.H	Semester	Prerequisite	Language
GNE224	Ethical Awareness	3	1,2	---	E
GNE241	Individual & Society	3	1,2	---	E
GNE252	Arab Society	3	1,2	---	A/E
GNE392	Environmental Awareness	3	1,2	---	E

b) Arts and Cultural (3 C.H)

Code	Course	C.H	Semester	Prerequisite	Language
GNE240	Research Skills (Cornerstone Course)	3	1,2	---	E
GNE298	Muslims' Contribution to Arts and Science	3	1,2	---	A/E
GNE397	Contemporary Civilizations	3	1,2	---	E

c) 21st Century Skills Elective Group (3 C.H)

Code	Course	C H	Semester	Prerequisite	Language
GNE251	Self Assessment	3	1,2	---	E
GNE292	Time Management	3	1,2	---	E
GNE396	Leadership and Team Work	3	1,2	---	E

1.4 College Admission Requirements

The College Admission Requirements are based on the follows criteria:

College	Program	Regular Admission	Track	
			Science	Arts
Education	English Language Teacher Education	60%	✓	✓
	Information Technology Teacher Education	60%	✓ (70% in Math)	
	Teaching Diploma	B.Sc. 2/4 AGPA	✓	✓
Business Administration	Accounting	60%	✓	✓
	Finance and banking	60%	✓	✓
	Management Information Technology	60%	✓	✓
	Master of Business Administration (MBA)	B.Sc. 3/4 AGPA	✓	✓
Information Technology	Computer Science	65%	✓	
	Software Engineering	65%	✓	
	Computer Engineering	70%	✓ (70% in Math)	
	Networks & Communications Engineering	70%	✓ (70% in Math)	
Pharmacy	Pharmacy	70%	✓	
Law	Law	60%	✓	✓

The admission of the other Secondary School Certificate will be based on the following criteria:

Secondary School Track	Minimum Average Regular Admission	College
Commercial	70%	Business Administration
Industrial	80%	Engineering
Shari'a	70%	Law

1.5 Financial Information

Tuition and Fees

The university charges the following tuitions and fees for the registered student. The university reserves the right to make changes without notice in the published tuitions and fees.

Al Ain Campus

Item	(Dirham)
Application For Joining AU	500 (non refundable)
Registration Fees	300 for each semester
Tuition	800 per credit hour in the college of Business Administration
	700 Education
	900 per credit hour in College of Law
	2200 per credit hours in MBA
	1050 per credit hour at the Pharmacy College
	900 per credit hour for Teaching Diploma
	750 per credit hour for CS and SWE
1000 per credit hour for CE and CNE	
University Requirement Courses Fee	700
Placement English Proficiency Test	300
Orientation	300 (paid once)
Students Activities	200 Per Semester
Late Registration Fee	500
Incomplete Application	50
Grade Appeal Application	100
Extra Transcript Copy	50
Student Card	50
Replacing A Lost ID	50
Sending Transcript By Mail	100
Certificate” To Whom It May Concern “	50
Certification Of Status Fee	50
Change In A Specialization Or College	50
Readmission	200
Caution Money Fee *	1000 (refundable on graduation)

Abu Dhabi Campus

Item	(Dirham)
Application For Joining AU	500 (non refundable)
Registration Fees	300 for each semester
	1100 per credit hour in the college of Business Administration
	1200 per credit hour in College of Law
University Requirement Courses fee	1000
Placement English Proficiency Test	300
Orientation	300 (paid once)
Students Activities	200 Per Semester
Late Registration Fee	500
Incomplete Application	50
Grade Appeal Application	100
Extra Transcript Copy	50
Student Card	50
Replacing A Lost ID	50
Sending Transcript By Mail	100
Certificate” To Whom It May Concern “	50
Certification Of Status Fee	50
Change In A Specialization Or College	50
Readmission	200
Caution Money Fee *	1000 (refundable on graduation)

* The Caution Money Fee is an amount from which the university makes deductions in respect of fees, fine, damage and other charges incurred by the student.

Refund Policy

- i. A registered student who applies to cancel his/her registration or withdraws from the university before a semester is completed will be granted a prorated refund of tuition according to the schedule below:
 - Within the first week of the semester 100%
 - During the second week of the semester 60%
 - After the second week of the semester no refund

- ii. A student, who is suspended or expelled from the University for Disciplinary Reasons, forfeits all rights to a refund

1.6 Financial Aid and Scholarships

Student financial assistance is available at the university. There are several type of financial aid to full time AU students.

- **High School Scholarships for Freshman:**

1. Students with an average between 90% and 94.9% in the UAE secondary school certificate (or its equivalent) in both streams, Arts and Science are entitled to 30% reduction in the credit hours fees.
2. Students with an average of 95% and above in the UAE secondary school certificate (or its equivalent) in both streams, Arts and Science are entitled to 40% reduction in the credit hours fees.
3. The continuity of this scholarship is conditional on maintaining a GPA of no less than 3.6 each semester with a minimum load of 15 credit hours per semester.

- **The Academic Distinction Scholarships:**

The university normally grants a reduction of 25% in credit hour fees to distinguished students whose GPA is 3.6 and above provided that the student load is at least 15 credits in the semester in which the scholarship is to be granted, unless a disciplinary action has been taken.

- **Grants for Siblings:**

1. A reduction of 20% on the fee of credit hours is granted for each brother/sister of another student registered at AU during the same semester.
2. Parents and children who are registered at AU during the same semester receive the same treatment as that of the siblings.
3. Spouses who are registered at AU receive a similar discount as well.

- **Athletics and Cultural Distinction Grants:**

Each semester, three grants with a 20% on the fee of credit hours are granted to students with athletic distinction, and three more for those with cultural distinction. This grant is granted as stipulated by AU regulations.

- **Grants for AU Employee's Children:**

- Children, wives, husbands of the academic staff are entitled to 75% reduction in the University fees for the second and third person.

- Children, wives, husbands of the non-academic staff are entitled to 50% reduction in the University fees for the second and third person.

■ **Loss of Supporter Grants:**

Any AU student who loses his/ her supporter because of death is granted an assistance of 50% on the fees of the registered credit hours. The grant is conditioned by the following regulations:

1. Providing a death certificate of the sponsor.
2. Not being dispatched by any official authority.
3. Effectiveness of this grant shall be in the semester following the submission for the loss of supporter.
4. Fees of repeated courses (for any reason) shall not be covered by this scholarship.

■ **Grants for Special Needs Students:**

A grant of 20% - 50% on the registered credit hour fees is given to AU students with special needs as recommended by the Committee of the University Scholarships

■ **Special Case Grants:**

A grant up to 50% on the registered credit hour fees is given as recommended by the Committee of the University Scholarships for special cases.

- Students are not entitled to more than one grant at a time (except the academic distinction scholarships). However, they are entitled to the higher grant.
- The continuity of the above mentioned scholarships/ grants except for the new admitted distinction students is conditioned on maintaining a GPA of no less than 2.5 each semester.
- Summer semesters are not covered by any of the above mentioned scholarships/ grants.
- The above mentioned scholarships/ grants do not cover any of the English level courses.

■ **Students' Loans:**

Subject to an unforeseen change in the student's financial status i.e. death of supporter, political strife at home, redundancy (or unemployment for part time student) the student may apply for university student loan up to what cover the university fees.

1. The student must apply personally.
2. The application form must be accompanied by the necessary documentation. The form is available at the center of student counseling.
3. Applicants for a loan will require a guarantor, who must be over 21 years old and with adequate financial resources.
4. The applicant shall be informed by the counseling center about the decision taken.
5. The approved loan will be remitted in the student university account.

1.7 Classification of Regular Students

Classification Criterion

1. A student shall be classified as a freshman, sophomore, junior or senior based on the total number of credit hours passed. Only credits appearing on the student's official university record at the time of classification will be considered. Classifications are reviewed and updated periodically according to the following schedule:

Credit Hours Earned	Student Classifications
0-30	Freshman
30-60	Sophomore
60-90	Junior
90-	Senior

2. Whenever a student is readmitted, or changes specialization or college, the student's classification will be reviewed by the admission and registration office and will be subject to change according to existing rules.
3. The director of admission and registration shall have final authority in determining a student's classification.

First Year Orientation Requirements

■ First Year Orientation

The university strongly recommends that all new students attend an orientation session. This session will be organized during the first week at the beginning of the academic semester, and is designed to familiarize students

with many aspects of the university life in general, and with their college in particular, including AU policies and procedures: academic advisory, study plan etc. Students will learn important information about AU student services, learning resources, job opportunities, financial aid, student activities, career counseling, housing and register courses for the first semester.

■ **Academic Advisor**

Each student at AU is assigned an academic advisor who assists the student in planning class schedules, reviewing the curriculum and checking progress toward completing graduation requirements. It is the student's responsibility to contact his/her advisor.

1.8 Registration

- Students must register in a course prior to attending classes. It is the responsibility of the individual student to monitor his/her registration status.
- The student is required to register in person during the specified registration period. Once this period is over; late registration is allowed for the following 6 calendar days. A late registration fee of 500 AED would be charged.
- The selected course load must be approved by the students' academic advisor.

Academic Load

- The maximum credit hours the full time students can register are **18** hours, while the minimum credits are **9** credits.
- In some special cases, a student may register up to maximum of **21** credit hours as follows:
 - i. If the student's cumulative grade point average CGPA or semester average GPA is not less than **3.6**.
 - ii. This load will enable the student to graduate at the end of the semester in question or the following semester.
- A student may register for less than **9** credit hours if the number of credits needed to complete the graduation requirements is less than **9**.
- A student can register two courses or six credit hours in summer session.
- A student may register for three courses or no more than **9** credits in summer session if his/her GPA or CGPA is not less than **3.6**; or if he/she completes the graduation requirements at the end of that semester.

- The minimum number of credit hours for a part-time student is **6**; the maximum is **9** credits per semester.
- In any case exceeding registration limits requires an approval from both academic advisor and chair of the department or dean of the college.

Dropping/ Adding Courses

- A student may add/drop a course or more during the first week of the semester (the first three days in summer session) with written approval of his/ her academic adviser. Fees of the dropped courses will be refunded;
- After the first week of classes and not later than the end of the tenth week, a student may drop a course with a grade W. The student must obtain the signature of his/her academic adviser and the department chair; fees will not be refunded;
- After the first three days of the summer session and not later than the end of the second week, a student may drop a course with a grade W. The student must obtain the signature of his/her academic adviser and the department chair; fees will not be refunded;
- A student will receive an F grade if he/she drops any course after the above mentioned periods.

Attendance

Students are expected to attend each meeting of their class. Absence never exempts a student from the work required for satisfactory completion of the courses. Excessive absences of any course will result in:

1. First warning for absence of 10 % of the class hours.
2. Second warning for absence of 20% of the class hours.
3. A failing grade in the course for an absence of 25% of the class hours.
4. Exception to (3) may be made in the case of serious illness or death to an immediate family member if approved by the dean of the college. In such case, the student will receive a W grade in the course.

Change of Major

Students seeking to change their major within their college or to change their college must complete the Transfer Application form and submitted to the Registration Office. To be eligible for a change of major, a student must meet the requirements for admission to the new major, and the application must be approved by the dean of the new major. The application must be submitted to the registrar office within the period specified in the university academic calendar.

Withdrawal from AU

Registered students may withdraw from the university provided that they submit an application and clearance forms. These forms are available at the admission and registration office.

Postponed of Study

The student may postpone his/her study for a period of time. This period must not exceed two consecutive semesters or four nonconsecutive semesters during the entire period of study. The student must submit a request form obtained from the Admission and Registration Office. The postponement period will not be considered as a part of the maximum time period of study.

Readmission

1. A student who has interrupted his/her study (**Absent with out official leave, AWOL**) for any reason for a period of one semester or more (excluding the summer session) must submit a formal application for readmission to the Office of Admission and Registration at least two weeks before the beginning of the semester for which the student wishes to be readmitted.
2. A student who is readmitted is subject to the academic requirements and regulations in effect at the time of readmission.
3. Readmission will not be allowed if a student is delinquent on a university loan or has an outstanding tuition balance.

1.9 Examination Bylaws

- The final examination period consists of six scheduled days comprising the 16th week of the semester;
- For courses classified as individual study, clinic, student teaching, practicum and research, the period of examination is determined by the department
- The duration for each examination shall be two hours only;
- No student shall be required to take more than two final examinations on one day; students scheduled for more than two examinations in one calendar day are entitled to reschedule any examination with the related agreement of the faculty member. This exam must be taken during the final examination period;

- No tests or examinations of any kind can be given on any of the seven calendar days preceding the first day of final examinations, except for laboratory;
- In the summer term, the final examination period consists of the last three scheduled days of the session;
- Course grades shall be delivered to the registration office as completed, but no later than 5 p.m. on the third working day after the exam date;
- Final examinations are supervised by the university examination committee.

Dishonesty in Examinations and Course Work

All academic work and materials submitted for assessment must be the work of the student. Cheating is not limited to copying from others' work and giving unauthorized assistance, but it also includes the use of devices or procedures for the purpose of achieving false scores on examinations. Students are prohibited from submitting any material prepared by or purchased from another person or company.

Students are expected to take matters seriously and act responsibly. If the student violates the rules of the exam, the following policies will be applied:

First, Second, Midterm, Exam And/ or Course Work Penalties.

- **First time cheating penalties**

If a student is found to be cheating during the quizzes or midterm exam and/or any other course work, the following penalties are applicable:

- a) The student will fail the course in which he/she was found cheating;
- b) A disciplinary warning will be added to his/her file.

- **Second time cheating penalties**

If the student is found to be cheating for the second time in any of the above mentioned exams, another disciplinary warning will be added to his/her file and the student will fail in all courses for which he/she registered for during the semester in which he/she was found to be cheating.

Final Exam Penalties

- **First time cheating penalties**

If the student is found to be cheating in a final exam, the following penalties are applicable:

- a) The student will fail in all courses which he/she is registered for during the semester in which he/she was found to be cheating.
- b) A disciplinary warning will be added to his/her file.

■ **Second time cheating penalties**

If the student is found to be cheating for a second time in a final exam, the following penalties are applicable:

1. The student will fail in all courses which he/she is registered for during the semester in which he/she was found to be cheating.
2. A disciplinary warning will be added to his/her file.
3. The student shall be dismissed from the university for the semester following the semester in which he/she is found to be cheating.
4. The summer session is not considered a regular semester for this purpose.
5. No courses completed at any other university will be counted for him/her during the period of dismissal from the university.

■ **Third Time Cheating Penalties.**

Any student found to be cheating for a third time in any of the above examinations will be EXPELLED from the university.

Procedure:

The faculty member who notices the cheating reports the incident with full particulars to the chairman of the university examination committee. The committee recommends the penalty according to the regulations to the University Vice president (UVP). The UVP decides on the case and his decision is final.

1.10 Grading System

Course Grading System

Students will be assigned grades (letters) for each course in which they have enrolled. The letter reflects student's achievement in the course. The minimum grade for passing a course is letters (D) and grades are written in letters according to the following table:

Grade	Symbol	Points
90-100	A	4
85-89	B+	3.5
80-84	B	3
75-79	C+	2.5
70-74	C	2
65-69	D+	1.5
60-64	D	1
< 60	F	0
-	P	Pass
-	I	Incomplete
-	IP	In Progress
-	W	Withdraw

Course Assessment

A student's performance is assessed in each registered course according to assessment procedure set by the college. 100 is the maximum a student may score. It is divided as follows :

1. Course work 40 marks.
2. Midterm exam 20 marks.
3. Final exam 40 marks.

Grade Point Average

Grade point average “GPA” reflects student’s achievements in one semester; while cumulative point average “CGPA” reflects student’s achievements in all semesters. GPA and CGPA are evaluated in AU as follows:

Grade Point	Evaluation
3.6 - 4.00	Excellent
3.0 - 3.59	Very Good
2.5 - 2.99	Good
2.0 - 2.49	Satisfactory
Less than 2.0	Unsatisfactory

Computation of the Cumulative Grade Point Average

The GPA is calculated by multiplying the grade of each course by the number of its credit hours and dividing the total by the number of total credit hours taken in the semester. The CGPA is calculated by multiplying the grade of each course by

the number of its credit hours and dividing the total of all courses by the number of total credit hours taken for all semesters. By contrast, the GPA is the average of grade points of all courses in one semester, whether the student passed or failed the course. As mentioned earlier, the CGPA is the average of grade points of all courses in all semesters. Both GPA and CGPA are rounded to the nearest three decimal units. GPA and CGPA are calculated according to the following formula:

$$GPA = \frac{\text{Total}(\text{credit hours per course} \times \text{grades received per course})}{\text{Total of credit hours per semester}}$$

$$CGPA = \frac{\text{Total}(\text{credit hours per course} \times \text{grade received per course})}{\text{Total credit hours taken during all semesters}}$$

Example:

Course	No. of C.H.	Grade	Grade Points
Islamic Culture	3	4	12
Arabic Communication skills (1)	3	4	12
Communicative English (1)	3	2	6
Introduction to Sociology	3	3	9
Business Math (1)	3	3	9
Introduction to IT	3	2	6
Total	18 credits		54 points

Incomplete Grades

1. A student who is unable to attend the final exam of any course because of extenuating circumstances such as serious illness, accident or death of a family member during the final examination period may seek an incomplete grade “I” for the course;
2. Grade “I” is granted to the student if the average marks of the course work is no less than 60%;
3. Requests for an “I” grade shall be made on a form available from admission and registration office.
4. Unless otherwise stated on the form, the work required to remove an “I” grade must be completed no later than the end of the **second** week of the next semester in which the student registers at the university, otherwise a grade of “F” is recorded.

Grade Appeals

The students have a right to appeal the final grade of any course provided that:

- An appeal form is completed and submitted to the office of admission and registration within 15 calendar days of announcing the final grades.
- The Admission and Registration Office submits the appeal forms to the college that responsible for the course which will response in 7 calendar days.
- The decision of the college is final.

Changes in Grade

The following procedure will be followed by all faculty members when it becomes necessary, for any reason, to change a student's grade that has already been submitted to the Admission and Registration Office. Forms are available in departmental offices.

- Grades for a course must be based only on work performed before the end of each semester. Grade changes (except for the change of "I" grades) are permitted only in cases of errors in calculating or recording grades.
- The change of grade together with adequate explanation will be submitted by the faculty member concerned to his / her department chair.
- If the department chair approves the request for change of grade, the request will be submitted to the dean of the college.
- If the request is approved by the dean of the college, the change of grade will be reported by the dean of the college to the Admission and Registration Office to make the appropriate change on the student's record and notify the student and the faculty member.

Resit Exam

AU does not allow resiting for exams except for a student who successfully completed the requirement for graduation with AGPA ≥ 2.0 but failed one course. This student is then allowed to resit for that one course within one month of the results announcement.

1.11 Transcripts

Students may obtain transcripts of their academic records from the Admission and Registration Office. The university will not issue a transcript that reflects only part of the student's records.

- Each student is entitled to a free academic record “transcript” issued at the end of each semester;
- For a transcript to be issued at any other date, a fee of **(30 Dh)** will be charged;
- Academic record will not be issued for any current student, alumni or former student of AU that has a past-due account or loan with the university until an approved arrangement has been forwarded to the registration office.
- No official transcript will be issued to any person including the concerned student except upon his/her signed request. The transcript will not be handed to any other person except with the student's own authorization

1.12 Academic Probation

- A student whose cumulative grade-point average CGPA falls below **2.0** by the end of the second semester or at the end of any succeeding semester is placed on academic probation.
- A student on academic probation is expected to raise his/her CGPA to at least 2.0 in the following two semesters where he/she must not register more than 12 credit hours.
- Falling to achieve the required CGPA within the specified period, the student is liable to one of the following actions based on the college council decision:
 - a) Transferring the student to another specialization within the same college.
 - b) Transferring the student to another college upon the approval of its council.
- If the student fails to remove the probation by the end of the following two semesters, the student shall be dismissed from the university.
- If the student CGPA is at least 1.9 and he/she completed at least 75% of the credit hours required for graduation, he/she will not be dismissed from the university but is permitted to

continue in the same major until he/she exceeds the maximum period of study.

- Summer session does not count in the probation period.

1.13 Study Time Limitation

The minimum and maximum periods of study at the university are as follows:

- The minimum study period is seven regular semesters for all degree programs which normally require eight regular semesters for graduation; while it is nine regular semesters for those programs which normally require ten semesters for graduation.
- The maximum period is fourteen regular semesters for all degree programs which normally require eight regular semesters for graduation; while it is sixteen regular semesters for those programs requiring ten semesters for graduation.
- The minimum study period for the transferred student is four regular semesters for all degree programs which normally require eight regular semesters for graduation; while it is five regular semesters for those programs requiring ten semesters for graduation.
- The maximum study period for the transferred student depends on the number of the approved transfer credits; this period can be calculated as a ratio of the maximum study period mentioned in (2).

1.14 Graduation

- To be eligible for graduation, the student must satisfy each of the following requirements:
 - (a) The completion of the required curriculum in which the student is registered
 - (b) Achievement of a minimum CGPA of 2.00
- The student becomes a degree candidate when the department chair, on request of the student adviser, certifies that the student has completed the degree requirements for graduation and, consequently, recommends him/her to the college for the conferring of the degree.
- If a failed course is an elective or has been removed from the curriculum, the student may meet the graduation requirements by the substitution of another course with the approval of the department chair.

- Students must have met financial obligations to the university within the time specified by the Admission and Registration Office. Certificate for graduation and transcripts will be withheld on past due accounts and loans.

1.15 Academic Honors

The director of Admission and Registration issues the students Academic Honor list at the end of each semester. To be placed on the academic honor list, a student must

- Have registered for at least 15 credits.
- Have at least a semester GPA of 3.6 with none of the average grades in any subject is less than B.
- Have no incomplete grades.
- Have no disciplinary action against him/her.

1.16 Student Academic Records Policy

Student records are defined as documents which contain information directly related to students. All student records are considered confidential. Only the student, immediate family, President, Vice President and Registrar may review student records.

- The University may disclose routine information without prior written consent from the student. Such information includes only the following items: student's name, degree received, major of study, awards received and participation in officially recognized activities and sports.
- A student has the right to:
 - i. Inspect and review all documents contained in his/her record.
 - ii. Request change or update to his/her personal data.
- The University may release information other than the routine ones upon written consent from the student. This consent must specify the information that is to be disclosed and provide the names and addresses of the individuals or institutions to which disclosure is to be made.
- The University reserves the right to disclose student's records to the student's immediate family.
- The University may release information other than the routine ones upon written consent from the student to the private or public authority sponsoring the student.

- For protection purposes, the original students' records are maintained in a fireproof cabinet and stored in one central office. A copy of the records is stored in a different building.
- A backup of the database of the registration system is stored outside the University campus. This backup is updated weekly.