



## 13. Attendance Policy

Attending classes is compulsory for all courses. A student will not be allowed to take the final examination if he/she has missed 25 percent of the classes in a given semester. Absence warning policies are set out below:

- If a student is absent for 10 percent of theoretical and practical class hours, the lecturer will issue a 10 percent absence first warning.
- If a student is absent for 20 percent of theoretical and practical class hours, the lecturer will issue a 20 percent absence second warning.
- If a student is absent for 25 percent of theoretical and practical class hours, the lecturer will issue a 25 percent absence warning and the student will receive the grade of "F."

The Council of Academic and Scientific Affairs may consider a student's withdrawal from the course if sufficient and convincing reason for the absence is submitted to it by the Office of Admissions and Registration.

## 14. Academic Probation

If a student's CGPA falls below 2.0 in any regular semester, starting from his/her second semester at the university, he/she will receive an academic warning. The Academic Advisor will notify students to submit a letter of undertaking to raise his/her CGPA to at least 2.0 in the following semester.

A student on probation must raise his/her CGPA to at least 2.0 within two semesters, not including the summer session.

The study load of warned students will be reduced, as follows:

➤ First warning:

1. a maximum of 15 credit hours of which three or six credit hours are repeated (the priority is to repeat all the courses with grade F, D or D+ then register for new courses) depending on the CGPA and the previous semester's GPA.
2. If, following the first warning, the student has still failed to raise his/her CGPA to 2.0 or higher at the end of the following semester (excluding the summer semester), the second warning will be issued.

➤ Second warning:

1. a maximum of 12 credit hours of which six or nine credit hours are repeated (the priority is to repeat all the courses with grade F, D or D+ then register the new courses) depending on the CGPA and the previous semester's GPA.
2. If a student having a second warning has failed to raise his/her CGPA to 2.0 or higher at the end of the following semester (excluding the summer semester), then the College Council will take one of the following actions:

- Transfer the concerned students to another program if He/ She met the following criteria:
  1. Accomplishing 35 credit hours or less during their study.
  2. The CGPA shall not be less than (2.0) points when calculating the courses of General Studies for them.
  3. Approval of the college to which they are going to transfer.
- Allowing the concerned student to study outside the University for one academic year if He/ She met the following criteria and Regulations :

**Criteria:**

- The completed hours should be more than 35 credit hours.
- The maximum number of courses to be studied outside the university to recover from warnings is 6 courses.

**Regulations:**

- The maximum period allowed to study outside AU is one academic year (including the summer semester).
- Students are not allowed to register new courses other than the recommended courses to study outside of AU.



- The student must remove the academic warning during one academic year only, and if he/she fails to do so, the office of registration will dismiss him academically from the program to which he/she belongs.
- **Dismissing the students concerned academically if :**
  - Credit hours completed 35 hours is or less, and the AGPA of the courses of General Studies is less than (2) points.
  - Credit hours completed is more than 35 credit hours, and cannot be recovered from the warnings even by studying 6 courses outside the university.
  - If the student obtained the third academic warning for the second time, **He/She** will not be entitled to appeal against this decision.
  - NB: If the student rejects the college's decision and wishes to withdraw from the university, the office of registration will dismiss him/her.

## 15. Graduation Requirements

A student will be awarded a degree subject to fulfilling the following requirements:

- Completion of all courses of the academic program
- Completion of practical training as specified in the study plan
- A CGPA of at least 2.0 except for college of MD a CGPA of at least 2.5.

**Note:**

The student who completed all the above graduation requirements can receive the graduation certificates, Transcript, diploma (wall certificate), or any other related letter of graduation, only after his/her clearance has been approved by the college and the concerned offices. Such clearance can't be approved if s/he has dues towards Ajman University. Ajman University is entitled to withhold the graduation certificates, the Transcript, the diploma (wall certificate), and any other letter or certificate, if s/he does not fully honor his/her obligations towards Ajman University, including financial commitments or dues.

The merit of the degree is determined according to the following scale:

### Scaling System for Graduation

Cumulative GPA	Merit	Cumulative GPA for Medicine	Merit for medicine
From 3.8 to 4.0	Excellent with Honor	From 3.8 to 4.0	Excellent with Honor
From 3.6 to less than 3.8	Excellent	From 3.6 to less than 3.8	Excellent
From 3.0 to less than 3.6	Very Good	From 3.0 to less than 3.6	Very Good
From 2.5 to less than 3.0	Good	From 2.5 to less than 3.0	Good
From 2.0 to less than 2.5	Satisfactory		