

REINSTATEMENT POLICY

Reference Number: RGR – 002

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	All UCA Students of degree-bearing programmes
Responsible Office:	Registrar's Office
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	12 months following approval date

Rationale: To ensure fair, legal and equitable treatment of students dismissed from the University on academic grounds and who seek subsequent reinstatement. The policy addresses the processes and criteria required for a successful return to the university.

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1. POLICY STATEMENT

- 1.1. The Reinstatement Policy outlines the principles and standards governing the process for students who wish to return to the University of Central Asia after an extended absence or dismissal due to poor academic performance. This policy ensures that the reinstatement process is fair, transparent, and supportive of student success.
- 1.2. Students returning from a period of absence due to health, or other personal reasons can only be readmitted through the University's Fitness to Study Policy.

- 1.3. In some circumstances, returning students may be required to satisfy the conditions of both the Fitness to Study Policy and the Reinstatement Policy. This should be determined at the point of dismissal, suspension, or commencement of another period of extended absence.

2. PURPOSE

- 2.1. The purpose of this Policy is to provide a clear framework for the reinstatement of students who have been absent from the University due to poor academic performance. The policy ensures that reinstated students must meet specific criteria and are prepared to successfully resume their studies.

3. SCOPE

- 3.1. This Policy applies to all students of UCA who have withdrawn or been dismissed and seek reinstatement following a previous record of poor academic performance.

4. DEFINITIONS

- 4.1. *Reinstatement*. Returning to a UCA degree program after dismissal from that programme for academic reasons.
- 4.2. *Academic Probation*. A status assigned to a student who fails to meet the minimum academic performance standards set by UCA. A student is placed on *academic probation* if their Cumulative Grade Point Average (CGPA) falls below 2.0. The student then has the next two semesters to attain a CGPA of 2.0 and return to good academic standing. If a student does not attain a CGPA of 2.0 after two semesters on academic probation, they are subject to *academic dismissal*.
- 4.3. *Academic Advisor*. An academic assigned responsibility for the provision of guidance and support to students during their academic journey. Academic advisors assist students in overcoming academic challenges, making informed decisions about their education, and achieving their academic and career goals.

5. POLICY

- 5.1. Undergraduate students seeking to return to UCA after an extended absence or dismissal from the university for academic reasons, may apply for reinstatement.
- 5.2. Reinstatement can only be granted once to any student. Should a student be dismissed for poor academic performance for a second time, they are not eligible to apply for reinstatement.
- 5.3. Eligibility for Reinstatement
 - 5.3.1. Only students, dismissed on academic grounds, from degree programmes are eligible for reinstatement. Preparatory Programme students from the School of Arts and Sciences are not covered by this policy. Students dismissed from that programme must re-apply for SAS admission.
 - 5.3.2. Students must wait a minimum of one complete academic year from the date of dismissal or withdrawal before reinstatement.
 - 5.3.3. Students must apply for reinstatement at least three months before the semester in which they plan to get reinstated.

- 5.3.4. The reinstatement cannot be granted if the cohort capacity is at maximum under the requirements of the State educational licenses. In this case, a successful application can be deferred for a maximum of one year.
- 5.3.5. The reinstatement cannot be granted if the difference in the curriculum of the academic year a student is applying to re-enter exceeds 18 credits compared with the curriculum of the academic year from which the student was dismissed e.g. due to regulatory, legal, or other curriculum changes implemented.
- 5.3.6. Students must demonstrate a commitment to academic improvement through the completion of courses or educational activities during the period of absence. Such courses and activities may include, but are not limited to, similar courses on online platforms or other higher educational institutions, working with a tutor, etc.
- 5.3.7. Students must not have engaged in activities that violate UCA's code of conduct during their absence.
- 5.4. Reinstatement for Students Dismissed Due to Poor Academic Performance
 - 5.4.1. Students must demonstrate significant efforts at academic improvement have been undertaken, such as completing courses at another institution or online or following other recommendations of the Academic Progression Committee (APC).
 - 5.4.2. To be considered for reinstatement, a student must take and pass, at the agreed level, an exam in the discipline he/she failed and for which he/she was dismissed from the programme. This will protect the student from being readmitted before being adequately academically prepared.
 - 5.4.3. Upon reinstatement, students will be placed on academic probation for at least one semester, with specific academic performance criteria, agreed at the point of reinstatement, to be met.
 - 5.4.4. Reinstated students are not eligible for financial aid from UCA for one academic year. After that, they may re-apply for financial aid assessment following the procedures set forth by UCA.
 - 5.4.5. Returning to study after an absence can be challenging. UCA is committed to supporting the students after reinstatement through academic advising, tutoring, counselling, and the provision of Student Life services.
- 5.5. Application Process
 - 5.5.1. Students must submit a Reinstatement Application Form to the Registrar's Office at least one month before the intended semester of return or by the announced deadline.
 - 5.5.2. Students must provide a personal statement, and official transcripts from any other institutions attended during the period of dismissal.
- 5.6. Review and Decision
 - 5.6.1. The Academic Progression Committee will review all materials and may request additional information.
 - 5.6.2. Based on the review, the APC makes a recommendation on the reinstatement decision to the SAS Dean.
 - 5.6.3. An interview with the APC, or members thereof, may be required.
 - 5.6.4. Students will be notified in writing of the decision within four weeks of the application deadline.
 - 5.6.5. Reinstated students may have additional academic conditions, such as academic probation or regular meetings with academic advisors and must meet all academic performance standards during this period.

5.6.6. A copy of the Dean's decision letter will be kept on record in the UCA Registrar's Office and will be shared with the applicant's Programme Director in the event of a positive reinstatement decision.

5.6.7. The Registrar's Office is the office responsible for ensuring that all relevant policies and procedures are correctly followed.

5.7. Post Reinstatement Support Services

5.7.1. The University recognizes that returning to the University may be challenging in the initial period and so reinstated students are encouraged to utilize academic support services, including tutoring, counselling, and advising, to assist in their transition back to UCA.

5.7.2. An Academic Advisor will be assigned to any reinstated student during their probationary period.

5.8. Monitoring

5.8.1. The academic progress of reinstated students will be closely monitored by their Academic Advisor, and failure to meet the conditions of reinstatement will result in permanent dismissal.

5.9. Appeal Process

5.9.1. Within five working days of receiving the decision notification, students can appeal the Dean's decision by submitting a written appeal to the Rector. After the receipt of the appeal, the Rector will consult with the Registrar and may form an Appeal Review Committee if the grounds for the appeal are deemed reasonable. The appeal must indicate clear procedural or policy-related errors or misunderstandings that the Dean and or APC has committed in reaching the decision.

5.9.2. The appeal can also be made based on important new evidence that was not previously available. The reasons for the new evidence becoming available should be made clear.

5.9.3. The Rector's decision on the appeal is final and will be communicated to the student in writing within 10 working days of the appeal submission. The Rector may request a meeting with the applicant during this period, will always consult the University Registrar to fully understand cases and, in complex appeals will consult one or more senior officers or academics external to the School.

5.9.4. A copy of the APC report, the student appeal letter, and the Rector's response will be filed with the UCA Registrar's Office, along with any external counsel sought.

6. ROLES AND RESPONSIBILITIES

6.1. Registrar's Office. Responsible for receiving and processing reinstatement applications and for ensuring compliance with the policy throughout.

6.2. Academic Progression Committee (APC). Reviews applications, conducts interviews, and makes recommendations on reinstatement.

6.3. Dean. Makes a decision on reinstatement based on the recommendation of the APC.

6.4. Academic Advisor. Provides support and monitors the progress of reinstated students.

6.5. Rector. Reviews appeals.

7. CONTACT INFORMATION

7.1. Registrar's Office (registrar@ucentralasia.org)

8. REVIEW HISTORY

Revision №	Date	Approved by	Revision Description	Process Owner
1				
2				