

## UNSATISFACTORY ACADEMIC PROGRESSION REVIEW POLICY

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**Reference Number: RGR - 015**

**Functional Area: Academic Affairs**

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| <b>Approved Date:</b>         | 30 January 2025                               |
| <b>Approved by:</b>           | Academic Council                              |
| <b>Effective Date:</b>        | 30 January 2025                               |
| <b>Applies to:</b>            | All UCA students, faculty, and academic staff |
| <b>Responsible Office:</b>    | Office of the Registrar                       |
| <b>Last Reviewed/Updated:</b> | 30 January 2025                               |
| <b>Scheduled Review Date:</b> |                                               |

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**Rationale:** This policy provides a structured framework for addressing students' unsatisfactory academic progression. It ensures fairness and consistency while offering support to students at risk of not meeting academic standards.

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## 1. POLICY STATEMENT

- 1.1. The University is committed to maintaining high academic standards and providing support to students who are at risk of unsatisfactory academic progression. This Policy outlines the processes for reviewing and addressing such cases.

## 2. PURPOSE

- 2.1. To define the processes for identifying, reviewing, and addressing unsatisfactory academic progress, ensuring students are given appropriate support and interventions. This Policy shall be applied in line with the policy on Academic Standing (LP007).
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

## 3. SCOPE

- 3.1. This Policy applies to all students enrolled in UCA's academic programmes and involves the Academic Progression Committee (APC) and the Dean in decision-making processes related to academic progress.

## 4. DEFINITIONS

- 4.1. Academic Progress Requirements. Criteria students must meet to advance in their academic programmes.
- 4.2. Students "At Risk." Students identified as not meeting academic progress requirements.
- 4.3. Unsatisfactory Academic Progress. Failing to meet the standards or conditions set during prior academic reviews.
- 4.4. Academic Progression Committee (APC). A committee comprised of eight members responsible for reviewing academic progress and recommending actions to the Dean as per the attached APC Terms of Reference.

## 5. POLICY

### 5.1. Monitoring Academic Progress

- 5.1.1. The Office of the Registrar submits end-of-semester grade reports to the Programme Directors.
- 5.1.2. Additional reviews may be initiated by the Dean of the School or Programme Directors as needed throughout the academic year.

### 5.2. Academic Progression Committee

- 5.2.1. The APC shall elect the chair for the academic year.
- 5.2.2. The Registrar shall appoint a secretary to the APC. The secretary shall:
  - 5.2.2.1. organize the APC meeting;
  - 5.2.2.2. provide the Committee members with the required information from the Registrar and ask the relevant faculty members to provide a report on students "at risk";
  - 5.2.2.3. ensure all meeting papers are distributed to APC members;
  - 5.2.2.4. keep a written record of the APC deliberations and the outcome;

- 5.2.2.5. send a copy of the Memo to the Finance and IT departments in case of student's dismissal,
- 5.2.2.6. ensure a copy of the Memo to student is placed on the student's file.

### 5.3. Addressing Students "At Risk"

- 5.3.1. The APC reviews academic performance to determine necessary interventions or actions, consults relevant faculty, and makes recommendations to the Dean of the School.
- 5.3.2. The Dean issues a formal memo to the student detailing their academic status, available support, and required actions.
- 5.3.3. It is a student's responsibility to read and act upon an "at risk" notification. A student's failure to respond to any notification as directed may be taken into account should any further unsatisfactory progress occur.

### 5.4. Intervention Strategies

- 5.4.1. Intervention may include academic advising, counselling, and tutoring, tailored to the student's needs.
- 5.4.2. Students identified as "at risk" will receive formal notification from the Dean, outlining their status, required actions, and available support.

### 5.5. Recommendations and Decisions

- 5.5.1. The APC reviews academic cases, consults with faculty and relevant staff, and recommends actions such as probation, suspension, or additional support. The following actions may be recommended:
  - 5.5.1.1. Impose conditions on the student's enrolment or academic performance in the following review period.
  - 5.5.1.2. Impose a probationary status on the student's enrolment, which may include a requirement to undertake specified actions, such as attending tutorials and office hours or meetings with designated academic staff to increase the student's chance of academic success.
  - 5.5.1.3. Suspend the student's enrolment for a specified period.
  - 5.5.1.4. Terminate the student's enrolment in the programme.
- 5.5.2. The APC shall recommend terminating a student's enrolment if they form the view that a student:
  - 5.5.2.1. is unlikely to be able to make satisfactory progress in the programme;
  - 5.5.2.2. has reached the status of academic dismissal or failed a required course twice as stipulated in Clause 5.2.4 of the Academic Standing Policy unless substantial extenuating circumstances exist.
- 5.5.3. The Dean makes the final decision, based on APC's recommendations, and communicates this to the student through a formal memo. In the cases where prolonged suspension or dismissal are recommended, the Dean should consider the case and seek final endorsement and approval from the Rector.
- 5.5.4. Possible actions include conditional pass, probation, leave of absence, suspension, or termination of enrolment.
- 5.5.5. The Dean of School's decision is final (or the Rector's in the case of prolonged suspensions and dismissals), with students having the right to appeal as per the Board of Student Academic Appeals Policy.

## 6. ROLES AND RESPONSIBILITIES

### 6.1. Academic Progression Committee (APC):

6.1.1. Evaluation: Reviews academic performance data and identifies students at risk.

6.1.2. Consultation: Engages with faculty and relevant support services to gather insights into student performance.

6.1.3. Recommendations: Proposes actions to the Dean of School, such as probation, support interventions, or academic status changes.

### 6.2. Dean of School:

6.2.1. Decision-Making: Reviews APC recommendations and makes the final decision on academic progression and/or consults with the Rector on decisions involving prolonged suspension or dismissal.

6.2.2. Communication: Issues formal memos to students regarding their academic status and required actions.

6.2.3. Oversight: Ensures fairness and adherence to policy in all decisions.

## 7. PROCEDURES

### 7.1. In reaching a decision, the APC shall follow the procedure:

7.1.1. Convene for a pre-meeting to review all the materials provided and identify and inform the faculty to be invited for further clarifications.

7.1.2. Convene a meeting to make recommendations to the Dean of School that shall be agreed by a majority of members. For the avoidance of doubt, the chair has both a deliberative and a casting vote.

7.1.3. There must be at least five members present at the meeting to have a quorum, and the APC shall not meet without the Chairperson. All decisions shall be reached by consensus to the maximum degree possible.

7.1.4. For graduate students, the APC shall request input from the student's research supervisor or thesis committee to ensure informed recommendations.

## 8. CONTACT INFORMATION

8.1. Office of the Registrar ([registrar@ucentralasia.org](mailto:registrar@ucentralasia.org))

## REVIEW HISTORY

| Revision № | Date | Approved by | Revision description | Process Owner |
|------------|------|-------------|----------------------|---------------|
| 1          |      |             |                      |               |
| 2          |      |             |                      |               |