

Policy: **Academic Progress**

Code: **03EP10**

Reviewed/ Revised: **22/07/2023**

Date of Next Review: **February 2024**

Policy Owner: **Programme Manager**

Target audience: **Faculty and Students**

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**PURPOSE:**

This policy establishes the conditions to be met by a student in order to progress through the programme of studies to the point of graduation.

**SCOPE:**

This policy is applicable to both undergraduate and graduate students.

**DEFINITIONS:**

N/A

**POLICY STATEMENT:**

All students at EAHM are expected to maintain a passing Cumulative GPA to progress from one trimester to another. The policy states what are the conditions for progress and the consequences if those conditions are not met.

**RESPONSIBILITY:**

The Programme Managers and Registrar are responsible for the implementation of this policy daily. The decision to Dismiss a student on the grounds of poor academic performance will be taken by the Examination Board and approved by the Dean.

**IMPLEMENTATION OF THE POLICY:**

At the end of every trimester, the students' academic performance will be evaluated by the Examination Board.

***Undergraduate programme***

Undergraduate students are considered to have a good academic standing when they have minimum CGPA of 2.00 at the end of each semester.

Students whose CGPA is below 2.00 are placed on academic probation with a maximum number of credits limited to twelve (12) in the following two trimesters.

The Programme Manager will schedule appointment with the student to plan and monitor the return to a good academic standing i.e., CGPA 2.00 or more by the end of the probation period. Only the courses with a grade of C or less grades are allowed to be retaken. The performance in the retaken course is retained as final grade.

Students who fail to increase their CGPA above 2.00 by the end of the academic probation (2 trimesters) will be subject to one of the following conditions to determine the progress to another trimester, which will be decided by the Examination Board:

- The student has completed a minimum of 75% of the credit hours required for graduation with a CGPA of at least 1.75.
- The student's latest trimester GPA is at least 2.00 and the cumulative GPA is at least 1.75.

Students who fail to increase their CGPA above 2.00 by the end of the academic year are dismissed from the programme.

A student who is dismissed from the programme because of academic results may be considered for re-admission, but only with the presentation of evidence of significantly improved academic performance at another institution, or if the student provides evidence of having successfully undertaken employment for a period of at least two trimesters in a leading hospitality establishment. Decisions relating to re-admission can only be made by the Admissions Committee.

***Postgraduate programme***

Postgraduate students are required to maintain a CGPA of 2.00 in order to progress from one semester to the next.

Students whose CGPA is below 2.00 are placed on academic probation in the following semester of the programme. The Programme Manager will schedule appointment with the student to plan and monitor the return to a good academic standing i.e., CGPA 2.00 or more by the end of the probation period.

Students who fail to increase their CGPA above 2.00 by the end of the academic probation period are dismissed from the programme.

The student seeking continuation may appeal to the Examination Board showing reason.

**ASSOCIATED DOCUMENTS:**

- Catalogue
- Student Handbook

**MENTIONS:**

N/A

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024.**

## POLICY APPROVALS RECORD

Policy Name:	<b>Academic Progress</b>	
Policy Code:	<b>03EP10</b>	Formerly: EA/ACA/015
Date of first approval:	<b>09/2013</b>	

Reviewed/ Updated	Details of Amendment
31/07/2015	
15/08/2016	
20/01/2019	
24/02/2020	
15/02/2022	
15/07/2022	<ul style="list-style-type: none"> <li>- Programme Manager is responsible for the implementation of the policy</li> <li>- Separate stipulations of conditions for UG and PG</li> <li>- Change the responsibility to issue academic probation letters and meet regarding student progress from the Dean to the Programme Manager</li> <li>- Change the Postgraduate programme CGPA requirement from 3.00 to 2.00 to progress to the next trimester</li> </ul>
22/07/2023	<ul style="list-style-type: none"> <li>- Post graduate academic probation is changed to one semester to reflect the changed course delivery</li> </ul>