

Category D: Graduate Policies Catalog

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Graduate Planned Educational Leave of Absence & Withdrawal from University

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| Policy Title | Graduate Planned Educational Leave of Absence & Withdrawal from University |
| Responsible AIU Office (Higher Management/Directorate) | Faculty of Graduate Studies |
| Policy Owner (Executive Department/Office) | Senior Director of Office of Graduate Students Affairs |
| Pertinent Dates | Created in March 2022, Approved in, Applied effective in |

I. SCOPE OF POLICY

Graduate Planned Educational Leave of Absence & Withdrawal from University apply to all postgraduates' students enrolled in AIU, whether they are applying for certificates, diplomas, masters, or Doctor of Philosophy. All applicants should be informed with this policy. The purpose of this policy is to clarify the academic the procedures for Graduate Planned Educational Leave of Absence & Withdrawal from University for interested enrolled students.

II. DEFINITIONS

Academic adviser: Upon starting a graduate program, the student will be assigned a staff member (an academic adviser) who will provide counselling concerning degree requirements, course offerings, preparation for the comprehensive examination, and selection of a thesis topic and thesis supervisor. When a thesis topic and supervisors are selected and approved, the thesis principal supervisor then becomes the academic adviser.

Academic calendar: The academic calendar is issued by the AIU university council before the beginning of the academic year. It includes the starting and ending dates of each academic year and the official holidays. The Fall semester starts during September of each year, while the Spring semester starts in February. The optional summer semester starts in July.

Academic year: For postgraduate studies, the academic year consists of two regular semesters, the Fall and the Spring and an optional summer semester. The duration of the regular semester is 15 weeks, which are followed by two weeks for the final exams. The summer semester is 8 weeks followed by one week of exams. Courses are condensed in the summer (double the time in lectures and practical work as well as in the field training).

Transcript: It is a record showing a student's academic path at AIU and the courses he/she has studied in each semester, along with their codes, credit hours and grades. It also includes other transferred courses finished by the student in another university and the semester GPA.

III. POLICY STATEMENT

This policy document sets out the fundamental rules and procedures for Graduate Planned Educational Leave of Absence & Withdrawal from University for postgraduate studies in AIU. This document will be revised and supplemented, as required, to meet new needs and conditions of newly opened programs.

Revised pages will be sent to all holders who are responsible for keeping the manual current. An important part of this updating process depends on the constructive comments, information, and suggestions received from the postgrad students as well as the staff members and other administrative users.

IV. RESPONSIBILITIES

This policy must be implemented by Office of Graduates Students Affairs in Faculty of Postgraduate Studies to be applied on all the students in postgrad programs.

V. POLICY STANDARDS AND PROCEDURES

AIU announces regulations for Graduate Planned Educational Leave of Absence & Withdrawal from University on the university website. These general rules and regulations apply to all students working toward a graduate diploma, master's degree or a Ph.D.

Planned educational leave of absence: A degree-seeking student may apply for a “Planned Educational Leave of Absence” to the Office of Graduates Affairs. A student who is approved for a Planned Educational Leave will be considered as maintaining his or her status as a continuing student.

- A student requesting a Planned Educational Leave of Absence must be in good academic standing at the time of request. The leave is conditional on the approval of the dean/council of the Faculty of Graduate Studies. The leave application must be submitted to the Office of Graduate Students Affairs no later than two weeks before the start of the semester by when the leave is requested. The Office of the Graduate Students Affairs will notify the leave applicant of the status of the request before the start of the semester when the leave is requested. The Planned Educational Leave requests should:
 - Specify the purpose of the leave.
 - Not exceed a maximum of 2 regular semesters.
 - Include the student's confirmation of returning to AIU at the conclusion of the leave.
- The student may cancel a leave of absence as late as the second week of classes of the term for which the leave has been requested and approved.
- A degree-seeking student shall be considered as having withdrawn from the university if he/she discontinues active enrollment in his/her program without being granted an approved leave of absence. This student must apply for readmission and be subject to the regulations and requirements then in force.
- The right to use university facilities is suspended while the approved leave of absence is in effect, with the exception of library privileges subject to the approval of the dean of the Faculty of Graduate Studies.
- A Planned Educational Leave of Absence is counted as part of the time period for the completion of the degree. A student returning from an approved leave remains under the requirements of the catalog that he or she was following upon his/her first registration into the program.

Withdrawal from the University

Degree-seeking students who wish to withdraw from the university for one semester or more due to illness or other emergency circumstances are requested to fill in a **withdrawal form available** at the Office of the Graduate Students Affairs. A “W” grade will be recorded for each course from which the student withdrew, unless the withdrawal has taken place during the drop and add period in a semester and no

academic credit is given for these courses. A withdrawal period is counted as part of the time period for the completion of the degree.

Transcripts

Students who have graduated or who withdrew from the University can apply for official student transcripts of their academic record. There will be a charge for this service. No transcript of academic record will be issued during the examination, registration, or graduation periods. Academic transcripts will not be issued when unsatisfied financial obligations to the university exist.

VI. FORMS/INSTRUCTIONS (if applicable)

1. Planned Leave of Absence Form
2. Graduate Withdrawal from a Semester Form
3. Graduate Transcript

VII. APPENDICES (if applicable)

[This section includes any additional relevant information or documents in attached appendices.]

VIII. CONTACT INFORMATION

Dean of Faculty of Post Graduate Studies
 Senior Director of Office Postgraduate Students Affairs

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| Triggered by: | Name | Date | Sig. |
| Created by: | Name | Date | Sig. |
| Revised by: | Name | Date | Sig. |
| Approved by: | Name | Date | Sig. |