

# REGISTRY

## Student Attendance Monitoring Policy

1. Students are expected to attend all classes for the courses in which they are registered, and they are also expected to participate fully in all learning and activities.
2. Attendance is recorded from the first day of the course.
3. Students are expected to arrive on time, remain for the entire period, and be prepared and fully equipped for the activities of their classes.
4. Extenuating circumstances will be dealt with as stated in the procedure.
5. **Students' absence ratio must not exceed 15% of the total classes to be attended per term.**
  - a. Students receive Absence Alert notification on reaching 7% absence percentage, and Absence Warning notification on reaching 10% absence percentage.
  - b. Students, their Faculty, Program Team Leader, and Dean of Academic Operations receive Attendance Dismissal notification on reaching more than 15% absence percentage.
  - c. Students absent for more than 15% of the course may apply to the Campus Council for a 5% extension with a legitimate reason within 2 working days. Students shall continue attending their classes until they get the Campus Council decision within 5 working days. Any absence during this period shall be counted towards their attendance.
  - d. Students who did not apply for the 5% extension or their requests were rejected by the Campus Council, that will result in failure due to absence (FA), with an F grade on their transcript for that subject.

## Duration of Study

HCT requires that work towards a particular credential is completed within a set period of time. This is because knowledge in a particular fields changes, and learning often involves building knowledge from idea to idea and from course to course.

A student is required to complete his/her study at HCT within the allowed duration of study as per the student catalog. The student must complete his/her studies within this period to be eligible to graduate.

National service period is not counted within the program duration.

A student will be subject to dismissal upon academic grounds if he/she exceeds the Duration of Study without being granted an extension.

A student with extenuating circumstances that will require him or her to exceed the Duration of Study may apply for an extension, and, if approved, the extension period begins in the semester immediately following the end of the normal Duration of Study. An extension is normally limited to two consecutive semesters. A student may apply for an extension only once.

The Duration of Study period allowed for inter-institution transfer students is decided on an individual basis.

## Grading

**Students enrolled in courses in HCT programs are graded according to the table below.**

Grade Point Averages are calculated at the end of every semester on a scale from 0.00 to 4.00.

- Cumulative Grade Point Average (CGPA) is calculated by dividing the total number of grade points earned by the total number of credits of courses taken in the program.
- Semester Grade Point Average is calculated by dividing the total number of grade points earned in the semester by the total number of credits of all courses taken in the semester.

The following grades are used in grade points calculations

Descriptor	Grade	Grade Points	Range
Achievement that is outstanding relative to the course and GPA requirements.	A	4	90-100
	A-	3.7	87-89
Achievement that is significantly above the course and GPA requirements.	B+	3.3	84-86
	B	3	80-83
	B-	2.7	77-79
Achievement that satisfactorily meets the course and GPA requirements.	C+	2.3	74-76
	C	2	70-73
Achievement that minimally meets the course requirements but may not meet the GPA requirements.	C-	1.7	67-69
	D+	1.3	64-66
	D	1	60-63
Achievement that does not meet requirements.	F	0	0-59

## Grade Appeals

A student may appeal against a grade on the basis of one of the following:

- Procedural grounds, including failure to follow correct procedure, mistaken identity, aggregation errors, and addition errors.
- Bias in the marking e.g. the marker(s) were prejudiced against the student or the student's beliefs.
- Arbitrary marking i.e. the work was not evaluated on its academic merit against the approved marking scheme/rubric.
- Inappropriate assessment i.e. the assessment does not match what was taught in the course.

## Academic Standing

- A minimum CGPA of 2.0 is required for graduation. Appeals to the CGPA graduation requirement will not be accepted.
- The minimum allowable full-time student workload is 12 credits per semester
- The maximum allowable full-time student workload is 18 credits per semester
- A student is in Good Academic Standing if s/he maintains a CGPA of 2.0 or higher.
- A student is placed on First Academic Probation if his CGPA falls below 2.0, after accumulating at least 21 CH of study.
- A student on Academic Probation whose CGPA is below 2.0 at the end of the regular semester following the First Academic Probation will be placed on Second Academic Probation.

- If a student fails to achieve a CGPA of 2.0 by the end of the next regular semester following the Second Academic Probation notice, the student is subject to Academic Dismissal from the HCT.
- If a student seeks to transfer to another program while on Academic Probation, s/he has a maximum of two semesters in the new program to attain a CGPA of 2.0. If s/he does not achieve a CGPA of 2.0 at the end of the second semester of the new program, s/he is subject to academic dismissal.
- Summer terms are not counted in the calculation of the Academic Probation periods.

## Graduation

1. It is the student's responsibility to provide evidence to confirm UAE nationality status, including, but not limited to, the National ID and a valid passport, to the Academic and/or Student Services office before the end of the graduation eligibility period.
2. To graduate a student has to achieve a minimum CGPA of 2.0 for any program and its exits.
3. Additionally, students must complete a minimum of 100 hours of volunteering for Bachelor Degree to graduate.
4. A student will join the graduation ceremony at the HCT campus in which the program is completed.
5. Academic honors and distinctions shall be defined and implemented as in the Graduation Procedure.
6. After the graduation credential is awarded, no alteration to the credential title or the awardee's name is allowed.
7. A graduate may apply for one replacement of lost or damaged credential documentation for a prescribed fee.