Academic Probation, Suspension, and Expulsion Policy

Policy Number: [ ]

Effective Date: [ ]

Approved by: IUE Academic Board

1. Purpose and Scope

This policy establishes the standards, processes, and responsibilities relating to student academic probation, suspension, and expulsion at the Innovative University of Enga (IUE). It applies to all undergraduate and postgraduate students enrolled in IUE programs. This policy aligns with Policy No: ACAD002 Policy Title Admission and Enrollment and Policy No: ACAD004 Completion Policy as stated in the Innovative University of Enga Academic Statutes and Policies version 1.0 (February 10, 2023).

2. Definitions

• Academic Probation: A temporary academic status assigned to students whose academic performance falls below the required minimum standard.

• Academic Expulsion (also referred to as Termination): Permanent removal from the University due to academic failure or serious misconduct.

• Academic Suspension: Temporary removal from academic enrolment for a defined period due to unsatisfactory performance or misconduct and therefore loses their status as a student of IUE. Suspended students can apply for re-admission.

• GPA/CGPA: Grade Point Average, calculated per semester and cumulatively.

- Satisfactory Academic Progress: An undergraduate student must score a grade point average (GPA) of 1.0 or more (out of 5.0) to progress to the next semester.

3. Policy Statements

3.1 Academic Probation

a. A student shall be placed on academic probation if the Semester GPA or Cumulative GPA falls below 1.0 (on a 5.0 scale) or equivalent in PNG credit point standards.
b. Academic probation shall last for one semester, during which the student must demonstrate satisfactory academic improvement to bring the subsequent Semester GPA

to 1.0 or higher or the Cumulative GPA to 1.0 or higher.

c. As per the conditions outlined by the dean of the student's college, students on probation may be required to reduce their course load and participate in academic, and/or learning support programs.

d. The Dean of the College will compose the notification of probation status, detail the conditions and requirements of the probationary period, and list the support services available.

e. The Registrar shall notify students in writing of their probation status, conditions, and support services available as provided by the dean of the student's college.

3.2 Academic Suspension

a. A student with a Semester GPA or Cumulative GPA of less than 1.0 (out of 5.0) for two consecutive semesters is regarded as having made unsatisfactory progress and is placed on academic suspension for two semesters.

b. A student may not progress to the next level of study if a prerequisite unit/course is not completed and thus may incur an academic suspension even though the student's Semester GPA or Cumulative GPA is 1.0 (out of 5.0) or higher. Such a recommendation is made by the dean for the student's college.

c. Suspended students may reapply for admission subject to the conditions specified in the suspension notice.

d. The suspension notice will be composed by the dean of the student's college and will outline any requirements during the suspension period.

e. The Academic Board shall review and approve suspensions.

f. The Registrar shall notify students in writing of their probation status, conditions, and support services available as provided by the dean of the student's college.

g. Upon re-admission, students on suspension will not be considered for Government scholarships until they have completed two semesters of studies and achieved the required academic standard.

3.3 Academic Expulsion (or Termination)

a. A student may be expelled from IUE on any of the following grounds:

- Continued unsatisfactory academic performance. This is normally defined as a Semester GPA of less than 1.0 (out of 5.0) in the semester returning from academic suspension or a Cumulative GPA of less than 1.0 (out of 5.0) after the first semester returning from academic suspension.
- Proven academic dishonesty (e.g., plagiarism, cheating).
- Serious misconduct in violation of the Student Code of Conduct.

b. Expulsion shall be determined by the Academic Board and approved by the University Council.

c. Expelled students shall be permanently removed from the University and may not reapply for admission.

d. The Registrar shall notify students in writing of their expulsion status.

4. Procedures

a. The Registrar shall notify the student in writing of academic probation, suspension, or expulsion decisions.

b. The notification shall outline the reasons, effective dates, and appeal procedures.

c. All records of probation, suspension, and expulsion shall be maintained in the student's permanent academic file.

5. Appeals

a. A student may appeal a probation, suspension, or expulsion decision within three (3) calendar days of notification.

b. Appeals must be submitted in writing to the dean of the student's college.

c. The dean of the student's college shall review the case and make a recommendation to the Academic Board.

d. Decisions of the Academic Board, once endorsed by the University Council, shall be final.

6. Re-admission after withdrawal or suspension

a. A student who has withdrawn from their studies or has been suspended from the University, and therefore is defined as an inactive student, may apply for re-admission.

b. For suspended students, re-admission cannot commence until after the period of suspension has concluded. Each application will be considered on its merits.

c. Applicants for re-admission are selected on the basis of availability of places in program in the year for which re-admission is sought. If unsuccessful in the application to re-admission, applicants may reapply the following year. The maximum period of time in which to apply for re-admission is five years.

d. The University will not re-admit a person who applies for re-admission more than three years after a withdrawal or suspension took effect, except in special circumstances.