



جامعة نِزْوَى  
University of Nizwa

**GUIDELINES FOR RE-ADMISSION OF UNDERGRADUATE  
STUDENTS AT THE  
UNIVERSITY AFTER SUSPENSION  
OF THEIR STUDIES**

Approved  
A handwritten signature in blue ink, consisting of several stylized, overlapping strokes.

2004

## **GUIDELINES FOR RE-ADMISSION OF UNDERGRADUATE STUDENTS AT THE UNIVERSITY AFTER SUSPENSION OF THEIR STUDIES**

### **Introduction:**

Active undergraduate students who suspended their studies for an academic semester or more with or without requesting official postponement shall have their academic status changed from Enrolled to Discontinued. A student who discontinued their studies for a period of **four (4)** semesters or less may be re-admitted in accordance with the Guidelines below:

1. A student who suspended their studies because of mitigating reasons such as:

- psychological and chronic illness
- an accident that hinders his attendance at the University
- escorted a guardian for treatment
- Legal issues
- business or official trip outside or within the Sultanate
- health condition.

Financial issues

The student should provide proper documentation or medical certificates for the cases mentioned above and their application for re-admission.

2. Applicant should have earned a cumulative GPA of 2.00 on a scale of 4.00 points when he/she discontinued his study.
3. The concerned school /department shall assign courses that are to be repeated by a readmitted student. The student should commit to repeating the courses.
4. For students who discontinued their studies for a period of **four (4)** semesters or less and have documented evidence for suspension shall be readmitted to the same specialization after accrediting courses in which student has a grade of **C+** or more. The courses in which students scored a **grade less than C+** should be registered again. All the new rules related to graduation that are amended during that admission semester shall apply to the students.
5. For those students who suspended their studies for a period of more than **four (4)** semesters can be considered for re-admission as a fresher to the institution. All the new admission rules and conditions announced during that semester shall be applicable for re-admission. Their previous records shall be cancelled irrespective of secured grade; no course evaluation shall be considered.
6. Undergraduate Students who discontinued their studies for more than four semesters can seek to obtain graduation in a Diploma degree of the same major depending on the entitlement confirmation.
7. The exceptional period given to the students shall be enough to help the student for on-time graduation in their major.

8. Students withdrawn from the University shall also be dealt with as discontinued students and shall apply for re-admission within a period of **four (4)** semesters of their withdrawal.
9. The new rules related to graduation that are amended during that admission semester shall apply to the students.
10. Student shall be obliged to pay a re-admission fee that the University decides.

**Cases in which Students' Re-admission is not Considered:**

1. A student who discontinued their studies more than once will be eligible for re-admission. Appeals will be studied by a committee formed by the Chancellor and their decision is final.
2. A student expelled under the UoN Code of Conduct or academic probation shall not be eligible for re-admission to any program.

**Application Instruction for Re-admission:**

Applicants seeking readmission are required to apply to their intended College of study with the previous University records shall follow the following steps:

1. Students shall submit the application for re-admission to the Deanship of Registration and Records before the beginning of the academic semester with the required supporting documents.
2. The application for readmission shall be forwarded to the concerned College to decide on whether the application has to be accepted or rejected and get the approval of the concerned School/Department on the courses re-credited to the student on re-admission.
3. The Deanship of Registration and Records shall inform the student about the results of the request for re-admission.