KINGDOM UNIVERSITY POLICY LETTER

ACADEMIC PROGRESS & ABILITY-TO-COMPLETE ASSESSMENT

1. PURPOSE

The purpose of this policy is to establish a reasonable and consistent process for:

1. Assessing a prospective student's ability to successfully complete the academic program for which the student seeks enrollment; and
2. Monitoring the academic progress of enrolled students toward successful program completion.

Kingdom University ("University" or "KU") recognizes that students enter academic programs with different educational backgrounds, experiences, and levels of preparation. The University therefore seeks to evaluate each prospective student's readiness in relation to the requirements of the selected program.

2. SCOPE

This policy applies to prospective and currently enrolled students in Kingdom University academic programs.

The assessment process may vary according to the level, discipline, and admission requirements of the academic program.

PART I — ABILITY-TO-COMPLETE ASSESSMENT

3. PRE-ENROLLMENT ASSESSMENT

Before admission and enrollment, Kingdom University will use a reasonable method to assess whether a prospective student appears capable of completing the selected course of study.

The assessment determines whether the student's educational background, preparation, experience, and stated objectives are reasonably consistent with the demands of the program.

The assessment is not intended to guarantee academic success.

4. ASSESSMENT METHODS

The University may consider one or more of the following:

- Prior academic records;

- Diplomas, degrees, certificates, or other educational credentials;
- Transcripts from previously attended institutions;

- Relevant professional, ministry, vocational, or life experience;
- Written statements or educational objectives;
- Interviews or conversations with an admissions representative;
- Writing samples or other academic work, when appropriate;
- Program-specific prerequisites;
- Transfer credit documentation;
- References or recommendations, when required by a particular program; and
- Other information reasonably relevant to determining the student's preparedness.

The University may use different assessment methods for different programs.

5. ACADEMIC READINESS

In evaluating a prospective student's ability to complete a program, the University may consider whether the student demonstrates reasonable readiness in areas such as:

- Reading and comprehension;
- Written communication;
- Ability to engage with academic materials;
- Ability to complete assignments independently;
- Ability to meet academic deadlines;
- Ability to participate in the University's instructional format;
- Prior preparation appropriate to the program level; and
- Understanding of the academic expectations associated with enrollment.

The University may also consider the student's stated educational and professional objectives.

6. ADMISSION DETERMINATION

Following its review, the University may:

1. Approve the student's admission;
2. Approve admission subject to identified conditions;
3. Request additional information before making an admission determination;
4. Recommend a different program or level of study; or

5. Determine that the student is not adequately prepared for the selected program at that time.

Admission will be based upon the information reasonably available to the University at the time of review. Admission does not guarantee successful completion of a program.

7. CONDITIONAL OR PROVISIONAL ENROLLMENT

When a prospective student demonstrates potential for successful completion but requires additional preparation or documentation, the University may permit conditional or provisional enrollment.

Conditions may include:

- Submission of missing academic documentation;
- Completion of prerequisite coursework;
- Demonstration of academic readiness;
- Completion of specified academic work;
- Participation in academic support; or
- Other reasonable conditions established by the University.

The conditions for continued enrollment will be communicated to the student.

PART II — ACADEMIC PROGRESS

8. ACADEMIC PROGRESS REQUIREMENT

Students are expected to make satisfactory academic progress toward completion of their enrolled program.

Academic progress includes the student's ability to:

- Successfully complete courses;
- Meet applicable academic requirements;
- Maintain the required grade point average;
- Complete assignments and required academic work;
- Participate appropriately in instruction; and
- Progress through the curriculum within the University's established program structure.

9. ACADEMIC PROGRESS REVIEW

The University may review a student's academic progress periodically and whenever circumstances indicate that additional review is appropriate.

Academic progress may be evaluated through:

- Course grades;
- Grade point average;
- Course completion;
- Academic assignments;
- Faculty evaluations;
- Progress through required coursework;
- Academic participation; and
- Other appropriate academic information.

10. SATISFACTORY ACADEMIC PROGRESS

A student is considered to be making satisfactory academic progress when the student is successfully completing coursework and meeting the academic standards established for the applicable program.

Each academic program may establish specific academic standards appropriate to its degree level and discipline.

The University's Catalog will identify applicable graduation and academic completion requirements.

11. ACADEMIC CONCERN

A student may be placed on academic concern when the University determines that the student's academic performance indicates a significant risk that the student may not successfully complete the program.

Academic concern may result from:

- Unsatisfactory course performance;
- Failure to meet the required GPA;
- Repeated course failures;
- Failure to complete required academic work;
- Insufficient progress toward program completion; or
- Other circumstances indicating significant academic difficulty.

The University may notify the student when academic concern is identified.

12. ACADEMIC SUPPORT AND INTERVENTION

When appropriate, the University may provide or recommend reasonable academic support.

Support may include:

- Faculty consultation;
- Academic advising;
- Additional academic guidance;
- Recommended study strategies;
- Additional assignments or academic preparation;
- Course repetition when permitted;
- Adjustment of the student's academic schedule; or
- Other appropriate measures.

The purpose of academic intervention is to help the student regain satisfactory academic progress whenever reasonably possible.

13. ACADEMIC WARNING OR PROBATION

When a student's academic performance falls below the University's established standards, the University may place the student on academic warning or probation.

The University may establish conditions for continued enrollment, including:

- Achieving a specified GPA;
- Successfully completing specified courses;
- Completing required academic work;
- Meeting with an academic advisor or faculty member; or
- Demonstrating satisfactory progress during a specified period.

The student will be informed of any conditions that apply.

14. ACADEMIC DISMISSAL

A student may be dismissed from an academic program when the University determines that the student is unable or unwilling to make satisfactory academic progress or otherwise cannot meet the requirements for continued enrollment.

Before academic dismissal, the University will ordinarily provide the student with notice of the academic concern and an opportunity to address the concern when reasonably appropriate.

Academic dismissal decisions will be documented in the student's academic record.

A student may request review of an academic dismissal in accordance with the University's Student Complaint & Appeal Policy.

15. PROGRAM COMPLETION

Students are responsible for completing all requirements established for their academic program.

Completion requirements may include:

- Required coursework;
- Required grade point average;
- Required examinations or assessments, when applicable;
- Required projects, papers, or other culminating work;
- Financial and administrative requirements; and
- Other requirements established by the applicable program.

Completion of individual courses does not, by itself, constitute completion of the degree or academic program.

PART III — DOCUMENTATION AND ADMINISTRATION

16. STUDENT ACADEMIC RECORD

The University will maintain appropriate records supporting admission, ability-to-complete assessment, academic progress, and program completion.

Records may include:

- Admission materials;
- Transcripts;
- Assessment documentation;
- Academic evaluations;
- Grades;
- Advising records;
- Academic warnings or probation notices;
- Intervention documentation;
- Academic dismissal documentation; and
- Other relevant academic records.

17. STUDENT RESPONSIBILITY

Students are responsible for understanding and meeting the academic requirements of their programs.

Students are expected to:

- Review program requirements;
- Complete assigned academic work;
- Maintain satisfactory academic progress;
- Seek assistance when academic difficulties arise;
- Respond to University communications concerning academic standing; and
- Maintain awareness of requirements necessary for graduation.

18. UNIVERSITY RESPONSIBILITY

Kingdom University is responsible for maintaining a reasonable and consistent process for assessing student readiness and monitoring academic progress.

The University will apply this policy in a manner appropriate to the academic level and requirements of the student's program.

The University may consider individual circumstances when determining appropriate academic support or intervention.

19. RELATIONSHIP TO OTHER UNIVERSITY POLICIES

This policy should be read together with the University's:

- Enrollment Policy
- Transfer Credit Policy
- Enrollment Agreement
- Student Enrollment Acknowledgement
- Student Complaint & Appeal Policy
- University Catalog
- Applicable academic program requirements

The Enrollment Policy governs the University's general enrollment process.

The Transfer Credit Policy governs the evaluation and application of academic credit earned at another institution.

The Student Complaint & Appeal Policy provides the process for review of applicable academic decisions.

20. NO GUARANTEE OF COMPLETION

Assessment of a student's ability to complete a program is a determination of reasonable readiness, not a guarantee of academic success.

Students remain responsible for meeting the academic standards and requirements of their programs.

21. POLICY ADMINISTRATION

The University administration, together with designated academic personnel, is responsible for administering this policy.

The University may establish reasonable procedures, forms, and review practices necessary to implement the policy.

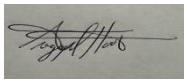
22. POLICY REVIEW

This policy will be reviewed periodically by the University to ensure that it remains appropriate to the University's academic programs, admission practices, and applicable requirements.

APPROVAL

Authorized Kingdom University Official: Dr. Greg Hood

Title: President, Kingdom University

Signature: 

Date Approved:1 August 2026

Effective Date: 1 October 2026

Next Review Date: 1 July 2027

Policy Number: 008

Applies To: All Students

Responsible Office: Administration / Registrar / Admissions