The following decisions were made in the 17th and 18th meetings of the Academic Council held on 16 June 2011 and 6 October 2011 respectively.

The Grading Policies and graduation requirements given in the Baccalaureate student handbook should be read with changes as approved by the Academic Council meeting.

1. **Graduation Requirements:**

   Degree candidate must also fulfill the following requirement:
   
   "Attain minimum CGPA 2.0 as well as GPA 2.0 in its major.

2. **Clarifications of changes in grading policies:**

   a. **Faculty submission of grade changes**
   
   Any grade changes must be brought to the Academic Office within the first six weeks of the semester following the semester when the original grade was submitted. Reasons for the change of grade need to be given by the faculty member at the time of its submission. After this period, all grades become a permanent part of the academic record, and no changes are allowed.

   b. **Grade change procedure**
   
   If an instructor or a student determines that a grade was issued incorrectly because of a clerical or procedural error (a calculation error or one in transcribing the grade), it can be corrected by submitting a grade change form to the academic office.
   
   - A grade change form will be given ONLY to the course instructor and not to a student requesting a change in grade.
   - The grade change form must be filled in completely. Incomplete forms will be returned.
   - On completion the form must be signed by the course instructor and submitted to the academic office.
   - If approved the grade change will be entered in the student’s academic record and the student’s grade point average will be updated.
   - One copy of the grade change form is for departmental use. A record should be maintained in the department of all grade change forms sent for processing.

   c. **Changing a grade of Incomplete**
   
   A grade of “I” (Incomplete) indicates that, although a substantial proportion of the course requirements have been met, the student has not completed all course requirements by the end of the term. In the judgment of the instructor the student has been in good standing and is facing an emergency situation beyond his/her control. An Incomplete should never be given to a student who has performed poorly during the entire semester and wants extra time to improve the grade.

   A student must submit the work required by the end of the next semester. If the work is not completed the grade of incomplete is automatically changed to an F. In two semester research courses the I will be replaced with a grade at the end of the second semester excluding summer semester.

   d. **Retaking a course**
Students who have received a grade of D or F in a course are allowed to retake that course.

e. Course withdrawal, temporary withdrawal and university withdrawal policies

Students are allowed to withdraw from a course until the end of the ninth week of the semester. Students who withdraw from a course by the withdrawal deadline will receive a grade of W. If a student does not officially drop a course or withdraws from a course after the deadline, he/she will receive a grade of F.

In extreme circumstances beyond the student’s control, such as illness, accident or death of a parent, permission will be granted to withdraw after the withdrawal deadline. The student may request an emergency withdrawal by submitting a petition (and attaching appropriate documentation) to the Assistant Vice Rector.

f. Temporary withdrawal (Discontinuing for one semester or year)

A Temporary Withdrawal means the student has decided to discontinue his/her semester or year of studies. Depending on the date of withdrawal, he/she may be entitled to a refund. (Please refer to the withdrawal refund policy in the catalog).

Students who need to withdraw should initiate the process by meeting first with their mentor and then with the Dean of Students, completing the withdrawal form and providing appropriate documentation to support their request to withdraw.

Students who are recipients of financial aid must consult the Office of Financial Aid to confirm if their withdrawal will have any impact on their financial aid eligibility.

The Dean of students will forward the withdrawal form along with documents to the Assistant Vice Rector as soon as the decision to withdraw has been made.

g. University withdrawal

A University withdrawal is defined as leaving the university permanently. If a student decides to leave the university the procedure to be followed is given below:

• The student must go to the Academic Office for an official university Student Clearance Form.
• It is the student’s responsibility to obtain clearance from the Library, Computer Lab, Chief Proctor, Accounts Office and Science Laboratories.
• The university ID card must be returned to the Chief Proctor.
• The student’s letter of discontinuation along with the clearance form must be submitted to the Academic office for the Assistant Vice Rector’s approval.
• On receiving the approval, the Academic office will issue a Letter of Release.
• The student must submit a copy of the Letter of Release to the Accounts office in order to collect his/her library security deposit.
• If a student quits and fails to inform the university about the decision to discontinue at the university, he/she will receive failing grades for all courses. If the student does not cancel his/her registration prior to the drop deadline, he/she will be held financially responsible for applicable tuition fees.

h. Change of program

• A student’s request to change his/her program of study will be reviewed by the Dean and Department Chair of the program the student wishes to enter. Decisions made by the Dean and Department Chair are final. They will notify the Academic Office of their decision to allow the student to enter another program.
• The fee structure will be changed in accordance with the new program.
• Student will transfer into the requested program in the next semester.

i. Readmission to the university

Students who have not been enrolled for THREE consecutive semesters will be dropped from the university. They must seek readmission to the University to resume their studies by submitting a Request of Readmission to the Vice Rector for final approval.

• It is the student’s responsibility to submit a copy of the readmission approval to
  1. the Accounts office (for Readmission fee and tuition) and
  2. the Academic office (for Registration).

• Once readmitted the student will apply for student ID card at the Chief Proctor’s office.