

Student Handbook

**American International University
West Africa**

AIU College of Management & Information Technology

Department of Accounting and Finance

Department of Business Administration

Department of Computer Science and Technology

Department of Human Resources & Labor Management

Department of Philosophy, Politics and Economics

2015 STUDENT HANDBOOK

Student Handbook

The Student Handbook is published by the American International University of West Africa for the students enrolled at **College of Management & Information Technology**.

The rules and regulations outlined here are binding and must be adhered to by all AIU students, including those on leave. The rules and regulations of this institution are reviewed and revised periodically. Students are expected to be familiar with the most recent revisions of all AIU manuals and publications which can be found at the AIU/CMIT website at www.aiu.edu.gm/cmit or in the administrative office of the College.

MESSAGE FROM THE CHAIRMAN

The College of Management and information Technology (CMIT) is a unique place of learning that combines pursuit of academic knowledge with professional development. The College provides curricula that combine mandatory academic and professional courses at all levels, enabling students to graduate with both academic degrees and professional qualifications. It is also structured to be a center for management and information technology research and development in Africa. It is simply the first of its kind.

Recently, there is widespread criticism of the quality of graduates from many universities in Africa, owing largely to the proliferation of universities that are either ill-equipped or lack the necessary structure to deliver the desired standards of education. Often times, governments and employers pay staff for little or no value addition; usually paying many people for jobs that can be performed by one qualified person. Finding good employees has become a nightmare for most employers. The failure to produce youths with professionalism in these areas is a major cause of our underdevelopment and failure of corporate entities and governments. OUR DREAM is to fill these gaps

Chairman, AIU College of Management & Information Technology

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Mission

To provide curricula that are tailored to meeting the requirements of industries and train students to be both academically, practically and professionally prepared to “hit the ground running” in the industry.

Vision

To provide a platform for galvanizing and channelling the energy and intellectual prowess of our youths towards the acceleration of Africa’s growth and development, and by so doing, making contributions to global advancement in human capacity.

Strategies

Faculty members are drawn from the academia, industry, professional bodies and government establishments for complementarities and robustness of perspectives.

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ACADEMIC DEGREE PROGRAMS OFFERED:

Business Administration (4 Years)

The Degree of **Business Administration** is conferred upon students who satisfactorily complete the following requirements:

Year 1

College General Courses

- Writing and Communication Skills
- Introduction to Economics
- Basic Accounting Processes and Systems; Business Law
- Basic Computer Application
- Quantitative Analysis

Departmental Compulsory Courses

- Management Information System
- Management Principles and Practice
- Elements of Banking
- Fundamentals of Psychology & Sociology
- Introduction to Personnel Management and Industrial Relations

Departmental Elective Courses

- Principles and Practice of Financial Accounting
- Introduction to Logic and Critical Theory
- Philosophy of the Brain, Mind and World
- Introduction to Political Theory
- Introduction to Logic and Critical Theory
- Philosophy of the Brain, Mind and World
- Introduction to Political Theory; and Introduction to Public Policy

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Year 2

College General Courses

- Strategic and Operations Management
- Business Communication and Research Methodology
- Applied Mathematics for Social Sciences
- Basic Financial Modeling

Departmental Compulsory Courses

- Corporate Law
- Financial Accounting
- Management Accounting
- Public Administration
- Business Administration
- Comparative Management and Administration
- Principles of Marketing

Departmental Elective Courses

- Political Ideas and Organization of Government
- Manpower Planning
- Political Ideas and Organization of Government
- Industry and Labor Economics

Year 3

College General Courses

- Entrepreneurship and Business Planning

Departmental Compulsory Courses

- Corporate Administration
- Corporate Secretaryship
- Corporate Financial Management
- Corporate Governance
- Organizational Behavior and Performance
- Advanced Human Resource Management I

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- Business and Social Responsibility
- International Trade and Payments
- Topics in Investment Funding; Operations Research
- Philosophy of Mathematics

Departmental Elective Courses

- Philosophy of Religion

Year 4

College General Courses

- Research Project
- Industrial Attachment
- Business Strategy

Departmental Compulsory Courses

- Advanced Human Resource Management II
- Sales Management; Consumer Behavior
- Philosophy of Social Sciences
- Marketing Research
- Production Management and Control.

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Accounting and Finance (4 Years)

The Degree of **Accounting and Finance** is conferred upon students who satisfactorily complete the following requirements:

Year 1

College General Courses

- Writing and Communication Skills
- Introduction to Economics
- Basic Accounting Processes and Systems
- Business Law
- Basic Computer Applications
- Quantitative Analysis

Departmental Compulsory Courses

- Principles and Practice of Financial Accounting
- Public Sector Accounting
- Information Technology
- Finance of International Trade
- Elements of Banking

Departmental Elective Courses

- Introduction to Management
- Introduction to Personnel Management and Industrial Relations
- Fundamentals of Psychology & Sociology
- Elements of Policy and Development Planning
- Introduction to Logic and Critical Theory

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Year 2

College General Courses

- Strategic and Operations Management
- Business Communication and Research Methodology
- Applied Mathematics for Social Sciences
- Basic Financial Modeling

Departmental Compulsory Courses

- Principles of Auditing
- Cost Accounting
- Preparing Tax Computations and Returns
- Management Costing and Quantitative Techniques
- Taxation
- Auditing and Assurance

Departmental Elective Courses

- Corporate Law
- Microeconomic Analysis
- Economics of Trade Policy

Year 3

College General Courses

- Entrepreneurship and Business Planning

Departmental Compulsory Courses

- Public Sector Accounting and Finance
- Financial Reporting and Ethics
- Strategic Financial Management
- Advanced Taxation; Information Technology
- Management Accounting; Financial Accounting
- Advanced Audit and Assurance
- International Trade and Payments
- Topics in Investment Funding
- Operations Research

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Departmental Elective Courses

- Economic Development of Regions (US, UK, Asia & Africa);
- Financial Instruments and Institutions

Year 4

College General Courses

- Research Project
- Industrial Attachment
- Business Strategy

Departmental Compulsory Courses

- Mergers, Acquisition and Corporate Re-structuring
- Business Valuation
- Financial Markets
- Economic Development Theory
- Bankruptcy & Receivership
- Accounting Standards & Institutions

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Human Resource & Labor Management (4 Years)

The Degree of **Human Resource & Labor Management** is conferred upon students who satisfactorily complete the following requirements:

Year 1

College General Courses

- Writing and Communication Skills
- Introduction to Economics
- Basic Accounting Processes and Systems
- Business Law
- Basic Computer Applications
- Quantitative Analysis

Departmental Compulsory Courses

- Fundamentals of Psychology & Sociology
- Introduction to Personnel Management and Industrial Relations
- Nigerian Business Environment
- Management Information System
- Government and Nigerian Legal System
- Introduction to Management

Departmental Elective Courses

- Introduction to Logic and Critical Theory
- Philosophy of the Brain, Mind and World
- Introduction to Political Theory
- Introduction to Public Policy

Year 2

College General Courses

- Strategic and Operations Management
- Business Communication and Research Methodology
- Applied Mathematics for Social Sciences
- Basic Financial Modeling

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Departmental Compulsory Courses

- Business Administration
- Advanced Economics
- Accounting and Finance for Managers
- Training and Development
- Public Administration
- Manpower Planning
- Comparative Management and Administration

Departmental Elective Courses

- Industry and Labor Economics
- Corporate Law
- Philosophy of Life and Death

Year 3

College General Courses

- Entrepreneurship and Business Planning

Departmental Compulsory Courses

- Operations Research
- Organizational Behavior and Performance
- Insurance and Pension Management
- Advanced Human Resource Management I
- Law and Politics in Africa; Law and Politics in Africa
- Democratic Theory; Corporate Administration
- Corporate Governance
- Economic Development of Regions (US, UK, Asia & Africa)
- Business and Social Responsibility

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Departmental Elective Courses

- Philosophy of Mathematics
- Topics in Investment Funding

Year 4

College General Courses

- Research Project; Industrial Attachment; and Business Strategy

Departmental Compulsory Courses

- Nigerian Labor Law
- Advanced Industrial Relations
- Advanced Human Resource Management II
- Labor Market Analysis
- Nationalism, Republicanism & Cosmopolitanism
- Political Economy of African Development
- Philosophy of Psychology

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Philosophy, Politics and Economics (4 Years)

The Degree of Philosophy, Politics and Economics is conferred upon students who satisfactorily complete the following requirements:

Year 1

College General Courses

- Writing and Communication Skills
- Introduction to Economics
- Basic Accounting Processes and Systems
- Business Law; Basic Computer Application
- Quantitative Analysis

Departmental Compulsory Courses

- History of Philosophy
- Ancient Philosophy of the Brain, Mind and World
- Introduction to Political Theory
- Introduction to Public Policy
- Introduction to Comparative Politics
- Introduction to Political Economics
- Elements of Policy and Development Planning

Departmental Elective Courses

- Introduction to Logic and Critical Theory
- Current Economic Problems
- Economics of the Environment

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Year 2

College General Courses

- Strategic and Operations Management
- Business Communication and Research Methodology
- Applied Mathematics for Social Sciences
- Basic Financial Modeling

Departmental Compulsory Courses

- Studies in Contemporary Philosophy
- Epistemology
- Political Ideas and Organization of Government
- Contemporary Political Analysis
- Microeconomic Analysis
- Macroeconomic Analysis; Public Sector Economics
- Economics of Trade Policy
- Industry and Labor Economics

Departmental Elective Courses

- Philosophy of Life and Death

Year 3

College General Courses

- Entrepreneurship and Business Planning

Departmental Compulsory Courses

- Political Philosophy
- Philosophy of Mathematics
- Democratic Theory
- Law and Politics in Africa
- Introduction to Behavioral Economics
- Introduction to Econometrics
- Macroeconomic Theory

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- International Trade and Payments
- Economic Development of Regions (US, UK, Asia & Africa)
- Philosophy of Religion; Financial Instruments and Institutions
- Philosophy of Psychology

Departmental Elective Courses

- Corporate Governance

Year 4

College General Courses

- Research Project; Industrial Attachment
- Business Strategy

Departmental Compulsory Courses

- Nationalism, Republicanism & Cosmopolitanism
- Political Economy of African Development
- Econometrics
- Monetary Economics
- Economic Development Theory
- Experimental Economics
- Game Theory
- Mathematical Economics

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Computer Science and Technology (4 Years)

The Degree of **Computer Science and Technology** is conferred upon students who satisfactorily complete the following requirements:

Year 1

College General Courses

- Writing and Communication Skills
- Introduction to Economics
- Basic Accounting Processes and Systems
- Business Law
- Basic Computer Application
- Quantitative Analysis

Departmental Compulsory Courses

- Introduction to Programming Methodology
- Information Systems
- Introduction to Database Management Systems
- Introduction to Networking
- Introduction to Web Technologies
- Introduction to Computers and Information Technology
- Object-oriented Modeling I
- System Analysis and Design
- Research Methods in Computer Science

Departmental Elective Courses

- Computer Organization and Architecture
- Discrete Mathematics
- Java Programming
- Introduction to e-Commerce

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Year 2

College General Courses

- Strategic and Operations Management
- Business Communication and Research Methodology
- Applied Mathematics for Social Sciences
- Basic Financial Modeling

Departmental Compulsory Courses

- Fundamentals of Computers & Information Technology II
- Operating Systems
- Introduction to Multimedia Tools and Applications
- Business System Development Tools
- Human Computer Interaction
- Software Project Management
- Object-oriented Modeling II

Departmental Elective Courses

- Fundamentals of Networking Technology
- Fundamentals of Database Administration
- Fundamentals of Information Systems Security
- Fundamentals of Programming with VB.net
- Fundamentals of Web Technologies
- Data Structures and Algorithms
- Digital Electronics

Year 3

College General Courses

- Entrepreneurship and Business Planning

Departmental Compulsory Courses

- Essentials of Operating Systems
- Information Technology Trends
- Technology Planning and Acquisition
- Business Case Project

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- Database Technology
- Programming Models
- Intelligent systems; Object-oriented Methods; and Object-oriented Java Programming

Departmental Elective Courses

- Essentials of Networking
- Essentials of Database Administration
- Essentials of Information Security Techniques
- Advanced Programming with VB.net
- Essentials of Web Programming

Year 4

College General Courses

- Research Project
- Industrial Attachment
- Business Strategy

Departmental Compulsory Courses

- Software Testing and Project Management
- e-Business Technologies
- Business Strategy
- Business Case Project
- Developing Professional Skills
- Fault Tolerant Computing Systems

Departmental Elective Courses

- Advanced Computer networking
- Advanced Database Management Operations
- Advanced Information Security Techniques
- Advanced Programming Methods with VB.net
- Advanced Web programming with Asp.net, PHP

NB: Refer to updated curricula and more information online at www.aiu.edu.gm/cmit

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GOOD STANDING AND SATISFACTORY ACADEMIC PROGRESS

Good Standing

A student remains in good standing by complying with all academic standards, policies, and regulations established by AIU and by satisfying all financial obligations to the University.

The University reserves the right to withhold services, transcripts and certifications from a student who is not in good standing.

Re-sits

This guide is mainly for undergraduate students.

The word 'assessment' in this Guide refers to exams, assessed essays and coursework, and assessed projects and practical work which count towards your final degree.

Re-sits: the Basics

Basic rules about re-sitting assessments are as follows:

- You are usually allowed 3 attempts to pass an assessment: the first attempt at end of the trimester, a second attempt a week before the start of the subsequent trimester, and a final attempt as an external student the following academic year.
- Final year students are only allowed to re-sit if the assessment will make the difference between gaining an Honors and an Ordinary degree. Finalists may be eligible to re-sit failed modules in a week before the start of the subsequent trimester.
- You can only re-sit assessments you have failed.
- You can only gain a minimum pass mark for a re-sit, which is usually 60 %.
- There is a charge of \$2 per credit, and an administration fee of \$50 for re-sitting an assessment.

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- You must register to re-sit an assessment by a deadline, which is stipulated by the Provost. Otherwise you must pay an extra administration fee.
- If you are ill or have other problems which affect an assessment, you may be allowed an additional or 'first' attempt.

Do I need to re-sit?

In order to progress to the next level of your course, or to graduate, you usually need to pass certain compulsory modules. You also need to achieve a minimum number of credits:

- You would normally be expected to pass 160 credits for an Honors Degree; 40 in each year.
- You can gain an Honors Degree with a minimum of 152 credits. At least 38 must be gained in each year.

If you fail a compulsory module you will normally have to re-sit and pass it to progress to the next year of your course. If you fail an elective, you may be able to progress without it, but you will do so with fewer credits.

It is advisable to re-sit any failed assessments so that you pass as many credits as possible. If you fail any more assessments in your next year, you may risk finishing without enough credits to graduate with an Honors degree. Having less credits will also mean that your degree classification is lower.

You can only re-sit assessments you have failed. You cannot re-sit to improve your mark in an assessment you have passed, or to improve your final degree classification. Final year students can only re-sit assessments if they need the credits to gain an Honors Degree.

What if I fail a re-sit?

If you fail a re-sit, then you need to confirm whether the module is compulsory or not. If you have failed a compulsory module, you will have to re-sit it the next time it is offered. This means that you will become an external student.

If you fail an elective re-sit, you can progress onto the next year of your course, provided you have enough credits. You may be able to take your final attempt

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alongside your other exams next year. You should speak to your School to see whether this is possible.

Re-sitting as an external student

As an external student you are only expected to attend University to re-sit the exam(s) you have failed. You would not usually attend any classes. You would not be given a student card, or normally have access to the library or computers. Sometimes access to the library and computer facilities can be arranged through your School; you should discuss this with them.

You must register as an external student by the deadline being stipulated by the Provost. If you do not register the University will assume you have withdrawn.

External students do not pay tuition fees (but will be charged the usual re-sit fees). They are not entitled to a student loan, but as they are still classed as students cannot claim welfare benefits. You should seek advice from the Advice Centre about financial support if you become an external student.

Special Circumstances

If any of the assessments you failed were affected by health or other problems, you must inform your School at the first chance you get. If your School agrees that your problems have affected your performance, they may take action to help you, which would usually include either:

- Allowing you to re-sit the affected assessment(s) as a 'first attempt', which means you can achieve full marks instead of a minimum pass mark;
- Allowing you an exceptional extra attempt at an assessment if your problems mean you have failed the final attempt;
- Allowing you to repeat all or part of the failed year as an internal student; which means that you would be expected to attend classes and pay tuition fees (you should check whether financial support is available).

If you inform your School of any problems before or during assessments, the Exam Board may take these into account when finalizing your marks.

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Satisfactory Academic Progress

A student achieves Satisfactory Academic Progress by sustaining an acceptable level of academic performance within a specified time frame. The following criteria constitute Satisfactory Academic Progress:

- Completing the required courses of the first two years in no more than six (6) trimesters and passing all coursework while on academic probation.
- If you do not meet satisfactory progress requirements, you will return to disqualified status. Students are considered one time only for extended probation.
- Maintaining good academic standing.
- A student must maintain a minimum GPA of 2.0 at all times
- A student is also expected to have taken at least two professional examinations within (6) trimesters

A student not in compliance with Satisfactory Academic Progress is subject to dismissal.

The GPA for all CMIT students will be calculated under the exclusion of failing grades if the courses have been successfully repeated.

However, course failures will be reported as “F” on both Official and Unofficial Transcripts. The grades for successfully repeated courses will be reported as “R”.

In exceptional circumstances, determined on a case-by-case basis, the Promotions Committee reserves the right to allow a student to continue at the University while on probation, even if the student has not met all of the above requirements.

In such circumstances, however, the student may not be eligible for financial aid.

Satisfactory Academic Progress Requirements for Financial Aid Eligibility

A student must comply with the requirements of Satisfactory Academic Progress (SAP) to be eligible to receive financial aid.

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In order for the University to determine student eligibility for financial aid, a review and assessment of a student's academic achievement will be performed. The University will first evaluate GPA for the current trimester to determine loan eligibility. In the event that the trimester GPA does not meet the requirement, the University will evaluate the cumulative GPA in order to determine loan eligibility.

Role of the Promotions Committee

All matters related to promotions fall under the jurisdiction of the University's Promotions Committees, which is comprised of senior faculty members. The Promotions Committee Chair enacts decisions made by the Promotions Committee. The Committee's decisions may be appealed to the College Provost who has the authority to summon the Appeals Committee to review student appeals. The Academic Placement Committee determines the courses for students who are placed on academic probation.

Evaluation of Academic Performance

At the end of each trimester a student's academic performance is evaluated on the basis of the following rules:

A student who fails all courses in any trimester is subject to dismissal.

A student who fails any course in any trimester is placed on Academic Probation. The student **MUST** repeat the failed course at the earliest possible opportunity (the following trimester or a block course, if offered) and can register for one more major course as directed by the Academic Placement Committee. Additional minor courses may be added if deemed necessary.

A student must pass the repeated course(s); a student who fails any course while on Academic Probation is subject to dismissal;

During the trimesters courses, a student may not be placed on Academic Probation more than twice; A student who is placed on academic probation more than twice is subject to academic dismissal by the Promotions Committee

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The trimesters of CMIT must be completed within a three months period

A student who fails any course while on academic probation will be dismissed. Incomplete coursework must be submitted by the end of the second trimester after the Incompletion (INC) has been issued. The INC automatically changes to F if a student fails to comply with this requirement.

Grade Point Average/GPA Calculation

The GPA for all coursework will be calculated under the exclusion of failing (F) grades, if the course(s) has been successfully repeated. However, on successful completion of repeated courses grades of "F" will be changed to R on transcripts. In cases where students failed the same course more than once only one of the F grades will be replaced by R.

Academic Probation

A student who fails one or more courses will be placed on Academic Probation by the Promotions Committee. Academic Probation is defined as a period of time during which the student must do remedial coursework and successfully complete the course/s previously failed. For the duration of Academic Probation the student will be placed in the EBS and will be allowed to only take a significantly reduced course load (see below).

Any student placed on Academic Probation by the Promotions Committee for having failed a course must be aware that the probation does not automatically expire after one trimester. The student will remain on Academic Probation until the failed course has been successfully completed and will be responsible for additional course fees.

A student who is on academic probation must seek guidance and regularly participate in the programs and activities offered by the Educational Enhancement Department.

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A student who fails one major course will normally repeat the failed course at the earliest given opportunity and may take only one additional major course. A minor course may be added if available.

A student who fails two major courses will normally repeat both courses at the earliest given opportunity and may not add another major course. A minor course may be added if available.

A student who fails three major courses (while registered for more than three major courses) will normally repeat two of the failed courses the following trimester and the last failed course the trimester thereafter. During the trimester where the student repeats the last failed course, the student will be allowed to add one other major course. A minor course may be added if available. The status of academic probation will last until all failed courses have been successfully repeated.

A student who fails a minor course only will normally repeat the failed course at the earliest given opportunity and may add two major courses for which the student has successfully completed the prerequisites.

Please note: a student cannot withdraw for academic reasons from a course for which the student has been placed on academic probation

Criteria for Academic Dismissal

A student is subject to dismissal based upon the following:

- Failing all courses in a trimester.
- Failing any course while on Academic Probation;
- Failing to make Satisfactory Academic Progress.
- Repeated failure in core or elective clerkships

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PROCEDURAL AND INFORMATIONAL GUIDELINES FOR COURSE GRADES, PROMOTIONS, & APPEALS

Course Grades

All grades are assigned by academic departments according to methods described in the respective course syllabi. Any questions or concerns that a student has regarding grade(s) can be directed to the Course Director and/or Department Chair.

Promotions, Academic Probation, & Dismissals

At the end of each trimester, when all grades are final, the Promotions Committee reviews all grades and either promotes those students who have successfully passed the courses or recommends academic probation of and/or dismissal of students who have not passed all courses. Refer to the Student Handbook for Promotion Committee regulations.

All official communication from the Registrar's office will be directed to students AIU email accounts. The Promotions Committee sends letters of dismissal to the student at the student's registered address, and the Registrar's office sends grade reports to the student's registered email address or posted on line.. A student is responsible for ensuring that his/her correct mailing address and email address is registered with the office of the AIU Registrar.

Actions of the Promotions Committee are final unless appealed.

Appeals

If a student does not understand or is not satisfied with a Promotions Committee action, a student has the right to appeal. The deadline for receipt of appeals is seven calendar days after grades are emailed or posted. If, for any reason, a student is not able to access the grade report, the student is responsible for contacting the Chair of the Appeals Committee at registrar@aiu.edu.gm prior to the first day of registration. To avoid unnecessary registration complications, a student is to file the appeal immediately after having received their grade report.

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All appeals must be forwarded to the Appeals Committee using the electronic form attached to the official grade report. A student may also address procedural questions to the Committee via email at registrar@aiu.edu.gm. However, only appeals received using the required form will be considered for action.

While processing the student appeal, the Committee may call for additional information or for an interview. It is important that the student provide the current email and phone contact information in the appeal.

Note that, although the appeal is received and managed by the Faculty Appeals Committee, acceptance or denial will be decided upon by the

The Committee receives and investigates appeals, then forwards the appeal along with a recommendation to the Provost. Based upon the case review, the Appeals Committee makes a recommendation to the Vice President of Academic Affairs and Provost, who is the sole arbiter rendering the final decision. Within five days after the decision, the student receives an official written notification regarding the status of the appeal. Such decisions by the Provost are final; thus, another appeal cannot be made.

Grade Change Appeals

If a student believes a grade was recorded improperly or unfairly, they should discuss the matter with the chair of the respective department. If the student feels that other than objective standards were used in the determination of their grade they may appeal the grade to the Provost

Appeal of Dismissal

If a student receives a letter of dismissal, the student has the right to appeal. As is the case with all academic appeals, the prescribed appeal form attached to the grade report is to be used. A student also has the right to address procedural questions to the Committee.

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The Appeals Committee looks for well-documented evidence of extraordinary stress, illness or family emergency during the trimester. Post hoc documentation (a doctor's note detailing sickness or illness during an examination) will be considered

TRANSFER INFORMATION & REQUIREMENTS FOR POTENTIAL TRANSFER STUDENTS

You will find information regarding the AIUWA/CMIT Curriculum at www.aiu.edu.gm/cmit. Students must complete those course prerequisite requirements prior to transferring to the AIUWA/CMIT. Those who will not be able to complete all of the course prerequisites prior to transferring should address this deficiency in the third optional application essay.

Requirements vary depending on your credit level and your intended program of study. The following tools will assist you in determining your specific requirements.

Discover prerequisite course and GPA requirements, necessary application materials, and term availability for each program of study.

- i. All applications must be received by Provost of AIUWA/CMIT latest first of March, August or December.
- ii. Application Requirements
 - Essay
 - High School Transcript
 - All College Transcripts
 - Application Fee
- iii. Major GPA - 2.75
- iv. Course Requirements shall be treated as required by departmental detail curriculum.
 - i. Final high school transcript is required.
 - ii. All decisions must be received latest end of March, August and December.

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GRIEVANCES AND DISCIPLINARY ACTION

The University's policies regarding disciplinary action also apply to non-academic matters. Disciplinary actions may include, but are not limited to, verbal reprimand, written reprimand, required restitution, and suspension or expulsion from the University. AIU students are encouraged to address any academic or non-academic concerns with their Professors, Faculty Advisors or Provost.

The Grievance and Disciplinary Committee is composed of faculty and student representatives. It is the investigative and judicial arm of the Provost's Office. The Grievance and Disciplinary Committee has authority over all matters referred by the Provost, the Dean of Student Affairs, the Student Government Association, students, and faculty. The Chair of the Grievance Committee will generally call a meeting within 48 hours notice; however, under special circumstances the Chair of the Grievance Committee may call a meeting with only 24 hours notice. A student should be given 48 hours written notice of a grievance that is being brought against him/her. In the event of a student being accused of conduct that is considered a danger to the student or other students, faculty, or staff, the Provost can issue a temporary suspension of the student and hold a grievance within 24 hours. No party has the right to counsel in the context of a disciplinary and grievance hearing.

The Provost reviews the recommendations and issues a final determination to the Grievance and Disciplinary Committee that is forwarded to the President. A student may appeal any recommendation of suspension or dismissal authorized by the Grievance and Disciplinary Committee and executed by the Provost. The student must give written notice of intent to appeal the Committee's decision to the President's Office within ten days of receiving a decision. The student has the right to counsel and to present witnesses and documentary evidence.

The President and at least one other non-involved administrator will hear the appeal. The three-part appeal process is as follows:

- The written appeal must be received by the President's office no later than fourteen calendar days after receipt of the notice to appeal;
- The appeal must be heard within two weeks after receipt of the written appeal;

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- The decision on the appeal will be communicated to the student in writing within one week after the final decision has been made by the President.

PROFESSIONAL CONDUCT AND ETHICAL BEHAVIOR

It is incumbent upon each student at the University to maintain the highest level of ethics and morals, and to conduct himself in a manner befitting an AIUWA student. Professionalism includes appearance and proper hygiene, demeanor, behavior and conduct, integrity, intellectualism, honesty, and respect for others. Students must be aware at all times that they are representing the University. These standards apply to all students during their entire education at the University.

Academic and/or non-academic infractions, including personal dishonesty, are not tolerated. These infractions are grounds for dismissal and are brought before the Grievance and Disciplinary Committee.

Professional conduct and ethical behavior includes, but is not limited to:

- The honest and authentic execution of all responsibilities and the submission of all educational and clinical work, without misrepresentation or falsification. stealing, cheating, and plagiarism may result in dismissal;
- Fulfillment of professional duties in a conscientious, reliable, and punctual manner;
- Compliance with all regulations as set forth by the University (non-smoking policies, library etiquette, classroom behavior, housing policies, general campus ethics), as well as civil laws established by local authorities;
- Visible display of University Identification Card at all times when on campus and participation in University-sponsored events and activities;
- Possession of illegal drugs, alcoholic beverages, firearms or weapons of any kind; these items are strictly prohibited by the University on its campus, students housing, and at University-sponsored events. AIU enforces a zero-tolerance policy towards illegal substances;

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ETHICS COMMITTEE

This committee consists of five student members, one faculty advisor and one faculty observer. The committee is charged with the maintenance of ethical standards among the student body and addresses all complaints of ethical misbehavior within the student body

HOLIDAYS

AIU is a non-sectarian secular institution. The official holidays of The Gambia are the only holidays that may be recognized.

EXAMS AND GRADING

All grades mandated and implemented by AIU are maintained by the Dean of Student Services and Registrar. The Grading System for each course will appear in the course syllabus. The faculty is responsible for informing the students about the grading system, policies, and test schedules during the first week of each trimester.

The minimum score for subject shelf exams is D. A student who does not reach that score will automatically fail the course. Reaching the minimum score of D is not passing the shelf exam. The student only becomes eligible for being considered passing the course.

Currently a minimum score of D applies only for the Comprehensive Shelf exam. Students have the right to review their mini exams within one week after the scores for the exams have been published. Each department decides on the review process and procedure.

ATTENDANCE

A student is expected to attend all scheduled classes, lectures, and laboratory sessions. The student is also expected to complete all exercises, quizzes and examinations, and attend all conferences of the curriculum.

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A student is encouraged to attend all lectures, tutorials and small group exercises to facilitate learning. As emergencies may arise, a minimum of eighty percent (80%) attendance is mandatory for all lectures, tutorials, and interactive lectures and sessions. A student who fails to maintain these attendance requirements will not be eligible to take mini and final exams. In addition, a student is responsible for making up all missed assignments, regardless of the reason for the absence. Absences in a course can affect the final grade in a negative way.

In certain courses where sequential skills are taught, a student who does not attend all sessions must make arrangements with the professor to make up missed sessions and coursework.

The University prohibits the remediation of a completed exam regardless of reason. If a student fails to take an examination, the grade is "0" for that exam unless approval of absence is granted by the Course Director.

EXCEPTIONAL CIRCUMSTANCES DURING EXAMINATIONS

An excused absence may be granted only due to exceptional circumstances that can be adequately documented to the satisfaction of the Department Chair. If a student has prior knowledge of exceptional circumstances that will cause the student to miss an examination, the student must notify the Department Chair and provide appropriate documentation supporting the reasons prior to the examination being administered.

ABSENCES AND LEAVES

The number of days in the approved Leaves of Absence is not to exceed 180 days in any twelve month period. Given the three trimester per calendar year structure of AIU's educational program, a student may take a vacation period of one trimester for each two trimesters the student has successfully completed.

Emergency Absence

While it is best to attend AIU without interruption, a student may request a Leave of Absence (LOA) due to an emergency. In the event of a personal or

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medical emergency, a student must contact the Dean of Student Services and Registrar.

A brief absence of two weeks or less is deemed an Emergency Absence. The student must complete and submit all required coursework (i.e.: missed work) to remain in good standing.

Academic Leave of Absence

If a student plans to be absent for more than two weeks, a written request for the Leave of Absence (LOA) must be submitted to the Dean of Student Services and Registrar. If granted, the duration of the LOA is for one trimester only. The LOA is recorded by the Registrar and is considered processed only when the student receives a confirmation of the LOA form from the Registrar. The student must contact the Registrar directly or through the university website about the exact date of registration for the following trimester and register accordingly.

A student who takes a Leave of Absence (LOA) may not enroll at another professional school and take courses for credit during the time of the LOA from AIU. Any student who wishes to take courses for credit at another medical, dental, or pharmacy school must withdraw from AIU. At a later date, the student may apply for readmission to AIU by following the procedure for transfer applicants. It is at the discretion of the Admissions Committee to accept or deny transfer credits.

Grades during Leave of Absence

A leave of absence affects a student's ability to pursue his or her education. Given the rigorous professional programs and curricula, any interruption is likely to impede ongoing academic pursuit and future success.

Incomplete Grades

The issuance of an incomplete grade will be made by the department chair/course director, based on the following institutional guidelines:

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- The grade of Incomplete (INC) can be given only to students who miss a major part of the course, including the final exam (shelf or in-house) and who produce official and satisfactory documentation of exceptional circumstances prior to or within two weeks after the final exam or immediately after returning from an approved leave of absence (see below)..

A student who does not identify himself/herself to the course director or department chair cannot request an INC for a course. Approved exceptional circumstances include:

- Sudden illness
- Death of a close family member (first and second degree relatives only)
- Appearance in court
- Personal or family hardships

*Attending a wedding, religious holidays or events, etc. are not approved exceptional circumstances.

Only students who are on an approved LOA due to unexpected circumstances are eligible for the grade of INC. If a course director/department chair is uncertain as to whether the excuse of a student is acceptable, s/he must inform the group of AIU Deans. The Deans will discuss the issue and make a decision.

Students who miss a mini exam but not the final exam are not eligible for the grade of INC. Students who fail a shelf exam by not reaching the minimum score are not eligible for the grade of INC. Students who do not perform well in a course in general are not eligible for the grade of INC. The grade of INC can be given to an entire class under extreme circumstances where the final exam cannot be administered as scheduled and cannot be rescheduled before the trimester ends.

A student who receives the grade of INC must complete the course within the next two trimesters. The grade of INC will automatically change to the grade of F if the student does not complete the course within the mandated time frame of two trimesters.

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Requirements for course completion are at the discretion of the department chair/course director and may be:

- Take the final exam only;
- Take final exam and no more than one mini exam;
- Repeat the entire course; upon completion of the course the grade of INC will be changed to the final grade earned by the student.

Unauthorized Leave of Absence

Unauthorized leave is defined when a student initiates his own leave from AIU or overstays an approved leave of absence without going through the proper protocol to secure permission. The student is then withdrawn from the University by the administration through an Administrative Withdrawal.

Administrative Withdrawal

The Registrar enters an Administrative Withdrawal on a student's record when:

- A student leaves AIU/KMCIC after a trimester ends and before the next one begins without applying for and receiving an Academic Leave of Absence;
- A student does not return by the time specified in an approved leave;
- A student fails to register for the following trimester.

Readmission from Administrative Withdrawal

A student wishing to return needs to formally apply for readmission to the Admissions Committee

Readmission is not guaranteed. However, if a student is readmitted, the student is subject to all academic policies, tuition and fees which are in effect at the time of re- admission. For further information, contact the Dean of Student Services and Registrar.

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STUDENT WITHDRAWAL FROM AIU

A student must complete a withdrawal form, which is obtained from the Registrar's Office. A student must secure all the appropriate clearances and signatures from the Registrar, Deans, and the Library administrator.

COURSE WITHDRAWAL

A student may withdraw from a course at any time during the trimester but before the final exam. A student who withdraws from a course within 48 hours after the scores for the first exam have been published will receive a designation "W", regardless of a passing or failing score. The grade of "W" does not affect the GPA.

The grade of WP or WF will be given when a student withdraws from a course after the expiration of the above deadline but before the final exam:

- The grade of WP refers to a situation where the student has a passing score for the course at the time of withdrawal;
- The grade of WF refers to a situation where the student has a failing score at the time of withdrawal.

The grades of WP and WF will be determined according to individual departmental standards. The grade of WF will place the student on academic probation at the end of the trimester. However, the grade of WF does not affect a student's GPA. The grade of WP carries no academic penalty. In either case (W, WP, and WF) the student must repeat the course.

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UNIVERSITY REGISTRATION

Registration Information

In order for a student to be registered, all relevant documents must have been submitted to and received by the Director of Admissions CMIT. It is important that a student have all identification documents and the acceptance letter (new students) in possession at registration. Submission of all official transcripts is a requirement for continued attendance at the University. Outstanding documents may result in Administrative Withdrawal.

An AIU/CMIT identification card is distributed to a student during registration and a student is required to carry the card at all times on campus. A student is also required to present the ID card when requested to do so by university officials. Replacement student ID cards cost \$10. **FAILURE TO DISPLAY AIU STUDENT ID BADGE WILL PREVENT YOU ENTERING CAMPUS AND TAKING EXAMS.**

A student who is **not officially registered for the trimester will not be permitted to attend classes.** Any student who does not register on the assigned date(s) will be charged a late registration fee.

The following policies are in effect:

- All students who register late will be charged a basic penalty fee of \$100 US plus an additional penalty fee of \$100 US per day. For example, the student, as mentioned in the above categories, who registers one day late will be charged aggregate penalty fees of \$100 US;
- Registration will be closed on the second Friday of the trimester;
- Generally, students will not be registered after that deadline. However, students who have a pending financial aid situation will be allowed to register and with a conditional registration status until the financial aid situation has been resolved;

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REFUND POLICY

All refunds will be made within thirty (30) days of the withdrawal date. Before any refund can be initiated, a withdrawal form must be completed and submitted to the Associate Registrar in The Gambia for Basic Science students. For students enrolled in the Clinical Science courses, the withdrawal form must be completed and submitted to the Dean of Student Services and Registrar at Gambia University office.

Tuition will be refunded according to the following schedule**:

- Prior to the first day of class, 100% of tuition and all applicable fees will be refunded;
- If any student withdraws during the first 60% of the trimester, the refund will be prorated based on the withdrawal date. Only base tuition will be prorated; all other applicable fees are non-refundable;
- If any student withdraws after the first 60% of the trimester, there are no refunds;
- Any student withdrawing from a clinical rotation, subsequent to assignment and acceptance, will not receive a refund on tuition.

**The trimester seat deposit of \$300 US is excluded from this refund

TUITION AND FEES

Tuition and fees must be paid in full at registration unless accompanied by a written exemption authorized by the Administrator. Payment of tuition and fees are due 10 days prior to registration. The entire balance, including housing, transportation and health insurance, must be paid, or Financial Aid approved in order to register for classes.

LATE PAYMENT:

The late payment fee is charged to a student's account that has not been paid by the statement due date. The late payment fee levied against any unpaid balance of a student account is 1.25% per month.

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FINANCIAL AID

For detailed information regarding available loan programs, please contact the Financial Aid Department at the University or visit the AIU website.

THE ACADEMIC CALENDAR

The academic calendar, including registration information and schedule, is posted on the website at www.aiu.edu.gm/cmit. The University reserves the right to revise the calendar without prior notice.

TRANSCRIPTS

To protect confidentiality, a student must submit a written request and payment of \$10 US either by US money order or personal check to the Dean of Student Services and Registrar for an official Transcript. A request for an official transcript release cannot be honored if administrative documents are missing or if a student is in financial arrears.

Upon receipt of written request and payment, the Dean of Student Services and Registrar will process the request accordingly and within the business week.

For transcript requests to institutions overseas, a student will be notified of the appropriate overseas postal costs, which are to be incurred only by the student.

Basic Science student may obtain a Student Copy of his/her transcript from the Registrar's Office in The Gambia. A Clinical Science student must submit a written request for a copy of his/her transcript to the Dean of Student Services and Registrar.

BOOKSTORE

Students are expected to purchase all required textbooks and diagnostic equipment for each course. These items are available at the University Bookstore.

LIBRARY

The Library invests in technologically advanced resources, employs professionals who manage and disseminate biomedical information, and promotes in-service staff training to meet the demand for information from various sources to students, faculty and other users. For more information,

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please contact the Dean, Library Services and Academic Services or the Associate Director of the Health Sciences.

Library Resources Available

The University's Library provides many services and resources: books, journals, audiovisual materials, CD-ROMs, DVDs, multi-media and software programs. The library's resources, equipment, and facilities enhance self-directed learning, support evidence-based medicine, and help students succeed academically.

The library has a full range of current biomedical books, basic biomedical journals (printed and on-line), study aids, audiovisual programs, and computer-assisted instructional materials that supplement required readings. It continuously acquires the latest editions and books required for faculty and basic science students.

Internet

The library provides high-speed computers and Wi-Fi Internet access to students and faculty for learning, research, and teaching. The library has several Wi-Fi hotspots and the University encourages students to bring their personal laptops to the Library to take advantage of Wi-Fi connections. The Information Technology Handbook details policies regarding use of computer equipment, e-mail systems, and the Internet. Students are encouraged to contact the Director of Information Technology for more information.

Identification Cards

A student must display his/her AIU identification card to gain entry to the Library and for all library transactions and services: borrowing books, making photocopies, using multimedia resources and accessing the Internet. Although the library also serves other health professionals with information to assist them in taking care of their patients, only AIU students and faculty can borrow library materials.

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Library Hours of Operation

The library is open according to posted hours.

Library Policies

The following is prohibited in the library at any time:

- Eating, drinking, smoking, using mobile phones, chatting
- Speaking loudly
- Failing to store book bags in lockers

A student is expected to return library materials on time:

- Overdue fines are assessed to ensure the prompt return of heavily used items borrowed from the library to ensure prompt and timely return of heavily used items;
- Failure to pay overdue charges or return materials on time affects a student's ability to borrow further and may affect the release of his final grades. If the payment is not cleared, a report is sent to the Registrar and the student's grades will not be released until the fees are cleared;
- A student who steals, damages, vandalizes, or mutilates library materials, equipment or furniture, or who threatens a staff member physically will be suspended immediately, pending a hearing that may result in expulsion from AIU.
- The library is not liable for loss or damage to a student's notes, books and personal items left unattended in the library;

The Library staff initially warns any student who ignores the library rules. The staff then informs the Executive Dean who may refer the issue to the Grievance and Disciplinary Committee. A student who receives more than three warnings for inappropriate behavior is subject to disciplinary action, which includes, but is not limited to, denial of library access and services for the remainder of the current trimester and/or the following trimester.

Students are advised to be respectful to library staff. They must understand that the library personnel are performing their duties as assigned to them. Library

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staff is requested to note any incidences of rude behavior by students and report the incident in writing to the Dean of Library Services or the Associate Library Director so that an investigation may be initiated and carried out. Students are urged to follow the rules and regulations of the library.

COMPUTER LABORATORY POLICIES

- Student IDs are required to enter and use computer lab facility. All users are required to sign in using their own username and password. If this information is lost a written request must be submitted to the Computer Lab staff and will be re- issued to you in 3-5 business days;
- Users are not permitted to save files to the local hard drive. The Computer lab is not responsible if any files are lost, stolen, or deleted. Users are encouraged to save files on personal floppy diskettes or memory sticks. The Computer Lab does not provide diskettes and memory sticks;
- Users are responsible for their own possessions, belongings and proper storage of these items. The Computer Lab staff is not responsible for personal items that are lost or stolen while in the lab;
- The consumption of foods and beverages, including bottled water, is prohibited.
- The Computer Lab is a quiet area. Please silence all cell phones and laptops while in the Computer Lab. Please refrain from having group meetings and cell phone conversations in the lab, as they are a distraction to your fellow users. If deemed necessary, a member of the Computer Lab staff may ask you to leave which may result in disciplinary action by the University;
- If any computer equipment malfunctions, users should not attempt to repair it. Please notify a member of the Computer Lab staff immediately;
- Users are prohibited from installing software on any computer in the Computer Lab;
- If additional software is needed on the computers, please inform a member of the Computer Lab staff;

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- All computers in the Computer Lab are for academic, instructional and research purposes ONLY. Using school related equipment for commercial gain is strictly prohibited and may be subject to disciplinary actions;
- Users will be given assistance, guidance, and basic troubleshooting help with technical problems related to their assignments and academic tasks;
- Only academic applications are supported on lab machines;
- All computer lab users must show respect for the lab facility and other users when printing, especially from the Internet. Printing is limited to what is deemed necessary for class assignments by the computer lab staff;
- The computer lab provides an open academic research environment where students, faculty, and staff can access scholastic information;
- It is the responsibility of every user to ensure that the computer lab equipment is not being abused, damaged, or used in a manner other than what it is intended for. All abuse should be immediately reported to the computer lab coordinator. Students will be held financially responsible for damaging or abusing computer lab equipment.

CAMPUS HOUSING

All rules for individual properties must be obeyed in conjunction with the following:

- Campus Housing is solely to accommodate the person named on the lease;
- The University has a ZERO TOLERANCE POLICY regarding the use of illegal substances in student housing. This policy applies throughout Gambia and includes the use of alcohol in violation of local law;
- Smoking is PROHIBITED inside all university sponsored housing;
- Pets are PROHIBITED inside university sponsored housing;
- Quiet hours are in effect from Sunday through Thursday 10:00 pm through 6:00 am and from Friday through Saturday 12:00 am through 6:00 am;
- Students are responsible for cleaning their own dishes, pots, pans and stoves and for the daily removal of all garbage from apartments to the outside bins;
- Students are responsible for the proper care and treatment of housing quarters and contents, to include equipment and furniture;

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- Students are PROHIBITED from painting walls, affixing nails or screws, or making holes in the walls of housing units;
- At the end of each trimester, the University conducts housing inspections. As per the lease, rooms are relinquished in the same condition as assigned; thus, the student's account will be charged if additional cleaning is required. In the case of damage to the room, the student's account will be charged the cost of repair or replacement.
- At the end of each trimester, students must vacate the rooms and surrender both the keys with their original tags and key rings. Failure to do so results in a \$250 US fine.

Failure to comply with any rule may result in a student's permanent removal from University sponsored housing.

Campus Parking Guidelines

All AIU community members (students, faculty, and staff) are required to observe all posted signs and the instructions of security guards. Verbal instructions of security guards supersede all posted signs. Failure to recognize the authority vested in the security guards is considered an offense.

All vehicles using AIU grounds must be registered with the school. Students register vehicles with Student Services; faculty and staff register vehicles with the administrator's office. Parking regulations are detailed as follows for students, faculty, staff and campus visitors, who are required to comply with the University's policies.

Any vehicle, including rentals, parked on any campus without a current, visible permit, will be towed, and/or ticketed or have a windshield annoyance sticker affixed. If a vehicle is sold or no longer in use, the permit holder must remove the permit and return it to the University. Any violations issued to the vehicle will be the responsibility of the original permit holder.

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Faculty and Staff Permits

Faculty and staff must have the permit prominently displayed on the dashboard and be visible the entire duration the vehicle is parked on AIU premises. Parking permits are issued to faculty and staff by the administration office.

To obtain a permit, all AIU community members must present the following information:

- Gambian or International driver's license;
- Vehicle registration number;
- Make, model and color of the vehicle;
- Students only must present a receipt from the AIU Bursar.

A new permit is required for each trimester. Security guards are empowered to enforce the university's rules and regulations. Tickets are issued by security when rules and regulations are broken. Once a ticket is written, a guard is not permitted to void, erase or destroy the summons. Guards are under specific instructions not to speak to anyone while in the process of writing a ticket. Insulting a guard while he is performing his/her duties is unacceptable behavior and may result in further action and charges against the community member. Anyone charged with behavior disobedient to authority will be automatically referred to the Grievance and Disciplinary Committee.

Any flagrant offence, multiple offenses, and/or 3 or more violations of the same offense in a trimester will result in an automatic referral to the Grievance and Disciplinary committee.

Student Parking

Students are allowed to park in designated Faculty spots on weekdays after 6 pm only and also throughout the weekend.

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Student Identification for Parking

If a student does not have his/her AIU student ID in possession at the time of parking, he/she must surrender the driver's license to the Security Guard Guards at the designated Security Stall in exchange for a temporary 24 hour ID. If the student fails to surrender the temporary 24 hour ID, the Security Guard is required to report the student's name to the Bursar's Office and the student's account will be billed \$25 for processing a new student ID card.

Visitor Parking

Students are not allowed to park in designated visitor spots. Visitors must present their driver's license to be held by Security Guards at the designated Security Stall. The Security Guard will record the plate identification numbers/letters and issue to the visitor a Visitor Parking Pass which must be prominently displayed on the vehicle while parked on campus. The visitor is required to return the pass to the Security Guard. Upon surrendering the pass, the visitor's driver's license will be returned accordingly.

Fine Policy

Fines are payable within 10 calendar days of receipt of the ticket. A ticket will be deemed to have been received when it is placed under the windshield wiper of the car or handed to the driver. Failure to pay a fine within this time frame will result in the fine being doubled. Students must pay fines by the end of the trimester in order to have grades released and to be permitted to register for the next trimester. Unpaid faculty or staff fines will be deducted from the current pay check. Monies collected from fines will be donated to a local charity determined by the Deans' Council. Fine Schedule: \$50.00 US

- Driving or parking on campus without a current student parking permit permanently affixed to the windshield. Faculty and staff must place stickers on their dashboard so that it is clearly visible when on campus;
- Exhibiting rude behavior towards security guards while performing their duties;
- Reckless driving;
- Riding a motorcycle on campus without a helmet;

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Fine Schedule: \$20.00

- Parking in an unauthorized spot;
- Parking in a handicap designated area while not displaying a handicap permit;
- Parking in 2 spots;
- Parking in visitor's or Dean's designated area.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) meets regularly to review matters of concern to the student body. The SGA also organizes social, athletic, and community outreach events.

Officers and class representatives are elected each trimester by the student body; they must be full-time students in good academic standing. Dues are collected each trimester.

For general information please visit <http://www.AIU.org>.

AIU CLINIC

Several AIU faculty members are licensed medical practitioners. AIU Clinic shall be open to students and staff for minor emergencies during the regular working hours. In case of Emergency, Students Affair Personnel should be contacted immediately.

POLICY OF NON-DISCRIMINATION

The University does not discriminate nor does it condone harassment based upon race, creed, ethnicity, religion, gender, national origin, age, disability, sexual orientation or any other characteristic protected by law. This applies to all students and employees (faculty and staff) on the AIU premises as well as during AIU sponsored events. Sexual harassment, defined as non-gender specific, is subject to disciplinary action, and includes the following:

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- Harassment of women by men, men by women, or persons of the same gender;
- Unwelcome sexual advances;
- Requests for sexual favors and sexual displays of any kind;
- Inappropriate sexual behavior or verbal abuse that is sexually based and offensive in nature.

PRIVACY RIGHTS

The University adheres to the mandates of the United Nations Educational Rights and Privacy Act:

- The student has the right to inspect and review his educational record within 45 days of the University's receiving a written request for access. Students must submit this written request to the Dean of Student Services and Registrar identifying the records they wish to inspect. The Dean of Student Services and Registrar will notify the student of the time and place where the record may be inspected;
- Students have the right to request the amendment of their educational records. Students may write to the Dean of Student Services and Registrar to identify the part of the record they wish to have corrected and specify why it is inaccurate;
- If the University decides not to make the requested amendment it notifies the student and advises the student of his/her right to a hearing. The University provides additional information about the hearing with the notification;
- The student has the right to consent to disclosures of personally identifiable information contained in his/her educational record.

A school official is a person employed by the University in an administrative, supervisory, academic, research or support position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as

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Disciplinary or Grievance Committee, or assisting another school official in performing his tasks.

A school official has a legitimate educational interest if she/he needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the University may disclose directory information from educational records without consent to officials of another school in which a student seeks to enroll or attend.

INFORMATION TO BE DISCLOSED

The University may disclose the following “directory” information without prior approval from the student: Name, address and telephone number; date and place of birth; dates of attendance; honors and awards. A student who does not wish to have the above information released must advise the school in writing accordingly.

A student has the right to file a complaint with the appropriate authorities concerning alleged failures by the University to comply with such requirements.