

Exams and Grading Information

Examinations

Final examination schedules are posted at the beginning of the Semester/Quarter. Students must take the examinations as scheduled. In case of more than two examinations in one day, after consultation with their instructor, the student may petition to the Registrar's Office for a reschedule of his/her examinations. Instructors are not permitted to schedule special examination for any class.

Academic honesty

Academic honesty is expected of every student at the Rusangu University. Academic dishonesty includes such things as plagiarism, forging signatures, using notes or text books during quizzes or examinations when not authorized, copying or looking at the test or paper of another student (formal or take-home examination) and aiding another student in any of these activities. Any academic dishonesty may result in a failing grade for the course, dismissal from the University, or any other disciplinary action deemed appropriate by the University.

Grading System

The authority to determine final grades rests with the Academic Standards Committee on the recommendation of the examiner through the departments. Grades are recorded at the close of each Semester/quarter as shown in the table that follows:

Marks in Percent	Letter Grade	Grade Points Per credit	Definition
90 - 100 80 - 89	A A-	4.00 3.67	Superior
75 - 79 70 - 74	B+ B	3.33 3.00	Above Average
65 - 69 60 - 64 50 - 59	B C+ C	2.67 2.33 2.00	Average
40 - 49	D	1	Below Average
0 - 39	-	0	No Credit

* Any deviation from this Grading Scheme and assessment may be granted by the Departmental Examination Board, and endorsed by the Academic Standard Committee.

Incomplete Grade

The student must complete an appropriate application for an “Incomplete” before the final class period. The Instructor must sign all requests and indicate the grade the student would receive if he/she did not further work in the course. The work must be completed and the grade removed by the date indicated on the application. The grade must be submitted no later than the end of the following Semester/quarter. Failure to meet this contract deadline will result in automatic recording of the grade assigned at the time of issue of the “incomplete.”

* Indicates no report was received from the Instructor at the time the grades were processed. Could also indicate that course work is in progress and will be completed within a contracted time limit.

Deferred Grade – DG

A DG is assigned in certain courses that are of such a nature that they may not be completed within one semester/quarter and are so designated beforehand. A DG will be given each semester/quarter until the project is completed and a final grade is assigned. Courses for which a DG is used normally run over two or three semesters/quarters. Any extension of time beyond this needs the approval of the Academic Standard Committee. A DG has no effect on the Grade Point Average (GPA)

Minimum Grade

C’ is the minimum grade for major or minor requirements

C’ is the minimum grade for cognates

S’ or ‘U’ grade may only be assigned to general education and certain practical courses

D’ is accepted for general requirements except for English general requirements and where the general requirement is part of the major or minor requirement.

Grade – Point Average

The grade-point average (GPA) is the ratio of the number of points gained to the number of credit hours attempted. The GPA is counted for each quarter as well as cumulatively for all of the student’s courses of study.

Grade Errors and Corrections

Grade reports are issued by the Registrar's Office at the beginning of each semester/quarter. It is the responsibility of the student to check the accuracy of the details recorded. Since grades may only be changed because of the lecturer or recording error. The cumulative Grade Point Average (GPA) is obtained by dividing the total number of grade points obtained by the total number of semester/quarter credits attempted *in those areas in which grade points may be earned:.

- Credits transferred from other institutions do not carry grade points
- An earning grade of satisfactory or unsatisfactory (S/U) are not used in calculating the grade point average.
- Students should report any discrepancy to the Registrar's office within two weeks of the following quarter. Normally, no grade changes will be initiated two months after the grades are distributed.

Repeating Courses

If a student fails or earns a low grade in a course, the course may be repeated. All courses attempted remain on the permanent record, but only the higher grade will be used in computing the student's GPA. Professional Schools may use all grades to compute the student's grade point average.

Termination of Studies

Students who terminate their studies before the end of the semester/quarter must complete appropriate withdrawal procedures at the Registrar's Office. After the first two weeks of the semester/quarter, a "W" will be recorded on the student's transcript and will not affect the GPA. Students who discontinue classes but fail to complete the withdrawal procedure before the end of the 3rd week of the semester/quarter will receive an "F" or another justified grade on their transcript.

Academic Warning

A student whose cumulative grade-point average is 2.00 or higher but whose quarter average is below 2.00 will receive a warning letter from the Deputy Vice-Chancellor. A copy of the letter will be sent to Student's Academic Advisor to ensure appropriate advice for the coming term.

Academic Probation

When a student's cumulative grade-point average falls below 2.00, the student is automatically placed on academic probation. The student's advisor and parents/guardian will be informed of this status in writing. A student under academic probation will only be permitted to enrol for up to 12 semester/quarter credits.

Students are advised to repeat courses with a grade less than C and finish up incomplete work before continuing with advanced course work. Students on probation are encouraged to reduce extra-curricular activities and they are expected to attend all classes. Such students are not permitted to hold important offices in the Student Association or Professional Club (Student Association President, Social Leader, or Professional Club President). If an office holder is placed under probation he/she is required to resign from higher position. If a student's cumulative grade-point average drops below 1.75, additional conditions may be imposed.

Academic Dismissal

All students on academic probation will have their progress reviewed by the Vice-President for Academic Administration and the Retention Committee. After two consecutive quarters on academic probation, and upon review of the student's overall academic progress written reports from the advisors, a decision will be made by the Academic standards Committee regarding the student's enrolment status. The student will be notified in writing about the decision of the Council along with his/her rights of appeal.

Students who remain on academic probation for more than two consecutive Semesters/quarters may be asked to withdraw from the University. A student may re-apply for admission after one Semester/quarter. The Admissions Committee will review the application and seek recommendations from the Academic Standards Committee. Convincing evidence which demonstrates the student's commitment and potential for academic success will be required for reinstatement.

Academic Honours

The following Academic Honours will be awarded to students who excel in their academic work at Rusangu University: –

1. Deputy Vice-Chancellor/Academic Dean's List- Students who complete a quarter of study with a minimum of 15 semester/quarter hours, excluding S Credits and incomplete grades and attain a grade point average of 3.75 and above will be acknowledged on the Deputy Vice-Chancellor / Academic Dean's List.
2. Dean's List- Students who complete a semester/quarter of study with a minimum of 15

semester/quarter hours excluding S-credits and incomplete graded and attain a grade-point average between 3.50- 3.74, will be acknowledged on the Dean's List.

3. Chair's List- Students who complete a semester/quarter of study with a minimum of 15 semester/quarter hours excluding S credits and incomplete grades and attain a grade-point average between 3.24- 3.49 will be acknowledged on the Chair's list.

Class attendance

Class attendance is important. Students are expected to be punctual and present at all classes. Individual instructors define the grading and attendance policies for each class in the course syllabus distributed at the beginning of each semester/quarter. Students are responsible for meeting these attendance policies.

Excessive absence (20% or more) may result in being barred from writing the final examination and being given an "F" grade.

Individual instructors are responsible for the manner in which the attendance regulations are enforced and the degree to which that has been missed can be made up.

The University Administration reserves the right to dismiss students who are on academic probation and incur unexcused absences from regularly scheduled classes.

Credit by Professional Examinations (Local and International)

Credit for professional examinations passed may be granted upon application and the production of appropriate supporting evidence by the decision of the Academic Standards Committee

Waiver, Substitution and Reclassification

Students who have taken course work which parallels a University course may request that one or more of the graduation requirements be waived. However, the student must substitute other course for those waived so that the total number of credits required is not lessened. Generally, such courses must be in the same area as the courses that are waived. With consent from the Senate, some courses may be substituted by others. Interdisciplinary courses may also be reclassified to meet other academic requirements for graduation at the discretion of the Senate.

Reciprocity in Transferring General Studies Courses

Transfer students from other Seventh-Day Adventist Colleges or Universities who have met the requirements in one or more of the general studies areas at the college from which they transferred will be considered to have met the general studies requirements in that area at Rusangu University.

Correspondence Courses

When correspondence study is required, Rusangu University requires it to be taken from an accredited institution. A maximum of 12 quarter hours of correspondence work may apply towards the requirements of a four year course of study. Credit by correspondence may not apply towards requirements of a major unless approved by Senate. Correspondence credit may not be used to replace a failure or to raise a low grade earned in residence. No correspondence credit will be recorded on the transcript until the student has earned a minimum of 15 semester/quarter hours in residence with a grade-point average of 2.00 [C] or above. Correspondence credit is considered as lower division credit.

Graduation

Commencement exercises are held annually. Students are invited to participate in the annual exercises but may be granted exemption by permission from the Vice-Chancellor. All graduating students, whether participating or in absentia, are required to pay a graduation fee which shall be determined by the University Administration.

Residence Requirements

To establish residence, the student must take classes for a continuous period of three quarters (Minimum 48 semester/quarter credit hours). An absence of three or more consecutive quarters/two consecutive semesters will constitute a break in residence. Students with a break in residence exceeding seven (7) years may be required to validate certain courses before they can be eligible for meeting course requirements. Students will be expected to take their final two quarters in residence