



KABARAK UNIVERSITY

**GENERAL ACADEMIC
REGULATIONS**

March 2021

SHORT HISTORY OF THE UNIVERSITY

Kabarak University was founded on **16th October, 2000** by **His Excellency the late President Daniel Toroitich Arap Moi**, the Second President of the Republic of Kenya and the First Chancellor of the University. His Excellency President Moi wanted to set up a reputable Christian, Liberal Arts, Science and Technology university. The University operated under the Letter of Interim Authority granted by the Government of Kenya and presented to the University by the Commission for Higher Education on **16th October 2000**, therefore allowing the institution to award degrees. The University opened the door for admission of its first students in **September 2002**. On **16th May, 2008** the University was awarded Charter by His Excellency President Mwai Kibaki, the third President of the Republic of Kenya.

Vision

To become a Centre of Academic Excellence founded on Biblical Christian values.

Mission

To provide a holistic quality education based on research, practical skills and Biblical Christian values.

Philosophy

To provide a holistic quality education based on research, practical skills and Biblical Christian worldview that transforms lives.

Core Values

- Integrity
- Excellence and professionalism
- Innovativeness and creativity
- Patriotism
- Commitment to service
- Being mindful of others

Moral Code

As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart, Jesus as Lord (1 Peter 3:15).

Our Campuses

The University currently operates two campuses:

The Main Campus is located 20 kilometres north of Nakuru town, along the Nakuru Eldama Ravine highway. The campus stands on a 600-acre piece of land in a serene, spacious and beautiful environment that makes it ideal for learning. The Main campus has state-of-the art facilities for teaching, learning, research, accommodation, catering, and sports. The facilities are purpose-built to enhance intellectual, physical, and spiritual growth.

Nakuru City Campus is located one kilometre from Nakuru CBD, along Prison Road, off Nakuru – Kabarnet Road.



FOUNDING CHANCELLOR

His Excellency Hon. Daniel Toroitich Arap Moi, C.G.H.

CHANCELLOR

Hon. Senator Gideon Kipsielei Towett Moi

MEMBERS OF THE UNIVERSITY COUNCIL

Dr. John Kibosia, *Chairman*

Prof. Henry K. Kiplangat, *Secretary and Vice-Chancellor*

Lt. General (Rtd) Lazaro Sumbeiywo

Rev. Silas Yego

Bishop Rev. Dr. Robert Langat

Mr. Kipngetich Bett

Eng. John Cherogony

Prof. Ciarunji Chesaina

OFFICERS OF THE UNIVERSITY

Management Board

Prof. Henry K. Kiplangat, Vice-Chancellor

Prof. Ronald K. Chepkilot, Deputy Vice-Chancellor (Administration and Finance)

Prof. John N. Ochola, Deputy Vice-Chancellor (Academic and Research)

Rev. Prof. Jacob Kibor, Provost (Students and Spiritual Affairs)

Dr Antony Somba, Registrar (Academic and Research)

Dr. Simon Kipchumba, Registrar (Administration and Human Resource)

Dr. Dorcus Githaiga, Ag Dean of Students

Gideon Langat, Finance Manager

Patricia Chebet, University Librarian

Deans of Schools

Dr. Patrick Kibati	:	Business and Economics
Prof. Fredrick Ngala	:	Education
Prof. John Osogo Ambani	:	Law
Dr Pamela Kimeto Ting'ei	:	Medicine and Health Sciences
Prof. Mellitus Wanyama	:	Music and Performing Arts
Dr. Titus Suge	:	Pharmacy
Prof. Peter Rugiri	:	Science, Engineering and Technology
Ms Rehab Wakuraya	:	Associate Dean, Law

Directors of Institutes

Prof. Gladys Kiptiony	:	Directorate of Excellence in Learning and Teaching
Dr. Maina Waiganjo	:	Nakuru Town Campus
Dr. Nehemiah Kiplagat	:	Postgraduate Studies
Dr. Moses Thiga	:	Research, Innovation and Outreach
	:	Kabarak University Online
Dr. Edwin Akumu	:	Quality Assurance and Institutional Planning

Heads of Departments

i. School of Medicine and Health Sciences

Dr. Jonathan Nthusi	:	Family Medicine
Ms. Doris Kibiwott	:	Nursing
Mr Shadrack Bett	:	Clinical Medicine
Dr. Miriam Muga	:	Human Nutrition and Dietetics
Mr. Aaron Misati	:	Public Health
Dr. Michael Walekhwa	:	Biomedical Sciences

ii. School of Education

Dr Rev Elkana Cheboi	:	Theology and Biblical Studies
Dr. Kanake Kobia	:	Education (Arts)

Dr. Bornes Mosonik : Education (Science)

iii. School of Science, Engineering and Technology

Dr. Selah Kebenei : Biological and Life Sciences

Mr. Charles Mwangi : Mathematics and Actuarial Science

Dr. Laura Cheptegei : Computer Science and IT

iv. School of Business and Economics

Dr. Stella Korir : Commerce

Ms. Rebecca Cherwon : Hospitality and Procurement

Mr Luka Kiptui : Economics

v. School of Law

Ms. Jaini Shah : Commercial Law

Mr. Joseph Omolo : Public Law

Mr Jared Gikombe : Private Law

Dr Henry Gichana : Centre for Legal Aid and Clinical Legal Education

M r Humphrey Sipalla : Editor in Chief Kabarak University Press

vi. School of Music and Performing Arts

Dr. Patrick Monte : Music and Performing Arts

Dr. Michael Ndongye : Mass Communication

vii. School of Pharmacy

Ms. Mary Murithi : Pre-Clinical (Pharmacy)

Dr. Richard Kagia Njunge : Pharmacology and Pharmacognosy

Dr. Jim Amisi : Pharmaceutical Chemistry and Pharmaceutics

Kabarak University Students Organization (KUSO)

Karen Birech : President, Kabarak University Students Organization (KUSO)

Linus Mureka : General Secretary, KUSO

TABLE OF CONTENTS

SHORT HISTORY OF THE UNIVERSITY	II
Vision.....	ii
Mission.....	ii
Philosophy.....	ii
Core Values.....	ii
Moral Code	ii
Our Campuses.....	iii
FOUNDING CHANCELLOR.....	IV
CHANCELLOR.....	IV
MEMBERS OF THE UNIVERSITY COUNCIL.....	IV
OFFICERS OF THE UNIVERSITY	IV
Management Board.....	iv
Deans of Schools.....	v
Directors of Institutes.....	v
Heads of Departments.....	v
KABARAK UNIVERSITY STUDENTS ORGANIZATION (KUSO).....	VI
GENERAL ACADEMIC REGULATIONS.....	1
ADMISSION REQUIREMENTS.....	1
Procedure for Admission into Certificate, Diploma, Undergraduate Degree, or Post-Graduate Degree Programmes	1
Minimum Entry Requirements for a Certificate Programme	1
Minimum Entry Requirements for a Diploma Programme	2
Minimum Entry Requirements for a Bachelor’s Degree	2
Minimum Entry Requirements for Master’s Degree Programme.....	3
Minimum Entry Requirements for Doctor of Philosophy Degree Programme	3
ACADEMIC PROGRAMMES OFFERED	4
SCHOOL OF BUSINESS AND ECONOMICS	4



SCHOOL OF EDUCATION	5
SCHOOL OF LAW	5
SCHOOL OF MEDICINE AND HEALTH SCIENCES	5
SCHOOL OF MUSIC AND PERFORMING ARTS	6
SCHOOL OF PHARMACY.....	6
SCHOOL OF SCIENCE, ENGINEERING AND TECHNOLOGY	6
CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS AND CERTIFICATES. 7	
Bachelor’s Degree.....	7
Master’s Degree	8
Doctor of Philosophy Degree.....	8
Diplomas	8
Certificates	8
RULES AND REGULATIONS GOVERNING ACADEMIC AFFAIRS..... 10	
Duration of Study and Semester Loading.....	10
Credit Transfer	11
Deferral of Studies	12
COURSE STRUCTURE AND REQUIREMENTS FOR A BACHELOR’S DEGREE..... 12	
University Common Core Courses	12
Programme Core Courses	13
Grading System and Assessment Procedure.....	13
EXAMINATION REGULATIONS 18	
Examination Processing.....	18
Examination Malpractices	18
Disciplinary Procedures and Penalties.....	19
Remarking of Examinations	20
Discontinuation.....	20
Time Limits for Academic Programmes.....	21



Graduation..... 21

Monitoring Progression 32

Red Flags for Identifying Students Who Are Not Meeting Academic Progression Requirements 32

Students Identified for the First Time as Not Meeting Academic Progression Requirements 33

Being Asked to Show Good Cause..... 33

Permission to Re-Enroll or Notice for Discontinuation..... 34



General Academic Regulations

I

ADMISSION REQUIREMENTS

Procedure for Admission into Certificate, Diploma, Undergraduate Degree, or Post-Graduate Degree Programmes

- (a) Enquiries for all Courses offered at Kabarak University and Application for Admission may be obtained from:

The Registrar (Academic and Research)

Kabarak University

Private Bag-20157, KABARAK

Tel: 020-2114658

0729-223370

Email: admissions@kabarak.ac.ke

- (b) All applicants applying for admission to Kabarak University are expected to submit acceptable copies and original documents of previous academic work. Submission of false or altered documents or the failure to give complete and accurate information on admission forms will be grounds for denial of admission or dismissal.
- (c) Admissions take place three times a year in January, May and September, unless otherwise specified for specific programmes.

The Admission Requirements set out below must be regarded as minimum Requirements which, in no way, automatically entitle an Applicant to a place in the University. These Requirements will be applicable to both Full- and Part-Time Students. Additional Entry Requirements (which may include Qualifying Tests) may be specified by respective Faculties, Schools, Institutes or Departments.

Minimum Entry Requirements for a Certificate Programme

Candidates must fulfill the following: A Kenya Certificate of Secondary Education with a Mean Grade of D- (D minus) or its equivalent passed at one sitting drawn from Subject Groupings as specified by the Kenya National Examinations Council.

Minimum Entry Requirements for a Diploma Programme

Candidates must fulfill the following:

- (a) A Kenya Certificate of Secondary Education with a Mean Grade of C- (C minus) or its equivalent passed at one sitting drawn from Subject Groupings as specified by the Kenya National Examinations Council;

OR

- (a) A Kenya Certificate of Secondary Education with a Mean Grade of D- (D minus) and a relevant Certificate from an institution recognized by the University Senate.

OR

- (b) One of the following Combinations of Passes in the Kenya Advanced Certificate of Education Examination or Advanced Level of the General Certificate of Education:

- i) One (1) Principal or Advanced Level Passes of at least Grade D, obtained at the same sitting;
- ii) One (1) Principal or Advanced level Passes obtained at different sittings, provided that both Passes are of Grade B or higher;

Minimum Entry Requirements for a Bachelor's Degree

Candidates must fulfill the following:

- (a) A Kenya Certificate of Secondary Education with a Mean Grade of C+ (C plus) or its equivalent;

OR

- (b) One of the following Combinations of Passes in the Kenya Advanced Certificate of Education Examination or Advanced Level of the General Certificate of Education:

- (i) Two (2) Principals or Advanced Level Passes of at least Grade E, obtained at the same sitting;
- (ii) Two (2) Principals or Advanced level Passes obtained at different sittings, provided that both Passes are of Grade C or higher;

OR

- (c) Kenya Certificate of Secondary Education with a Mean Grade of C- (C minus) and a relevant Diploma with Credit from an institution recognized by the University Senate.

Minimum Entry Requirements for Master's Degree Programme

Candidates must fulfill the following:

- (a) A relevant Second Class Honours Upper Division Bachelor's Degree from the University, or an equivalent Qualification from other Institutions recognized by the University Senate and CUE;

OR

- (b) A relevant Second Class Honours Lower Division Bachelor's Degree from the University, or an equivalent Qualification from other Institutions recognized by the University Senate and CUE, with at least two years of relevant practical experience after graduation.

Minimum Entry Requirements for Doctor of Philosophy Degree Programme

Candidates must fulfill the following: A relevant Master's Degree from the University, or an equivalent Qualification from other Institutions recognized by the University and CUE.

II ACADEMIC PROGRAMMES OFFERED

SCHOOL OF BUSINESS AND ECONOMICS

1. Doctor of Philosophy in Business Administration
2. Doctor of Philosophy in Finance
3. Master of Science in Finance
4. Master of Business Administration
5. Master of Science in Project Management
6. Master of Science in Human Resource Management
7. Master of Organizational Development
8. Bachelor of Science in Hospitality Management
9. Bachelor of Business Information Technology
10. Bachelor of Business Management and Information Technology
11. Bachelor of Commerce
12. Bachelor of Economics
13. Bachelor of Management Information Systems
14. Bachelor of Science in Economics and Mathematics
15. Bachelor of Science in Economics
16. Bachelor of Science in Economics and Statistics
17. Bachelor of Procurement and Logistics Management
18. Bachelor of Science in Economics and Finance
19. Bachelor of Science in Agribusiness Management
20. Diploma in Procurement and Logistics
21. Diploma in Business Administration
22. Diploma in Business Management
23. Diploma in Business Information Technology
24. Diploma in Hospitality Management
25. Diploma in Tourism Management
26. Diploma in Human Resource Management
27. Diploma in Sales and Marketing
28. Diploma in Banking and Finance

29. Diploma in Monitoring and Evaluation
30. Diploma in Project Management

SCHOOL OF EDUCATION

31. Doctor of Philosophy in Education
32. Master of Education in Leadership and Management of Education
33. Master of Education in Guidance and Counseling.
34. Master of Education in Curriculum Studies
35. Bachelor of Education (Science)
36. Bachelor of Education (Arts)
37. Bachelor of Mass Communication
38. Bachelor of Theology
39. Diploma in Theology
40. Diploma in Education (Arts)
41. Diploma in Education (Early Childhood Development Education)
42. Diploma in Mass Communication
43. Certificate in Education (Early Childhood Education)

SCHOOL OF LAW

44. Bachelor of Laws

SCHOOL OF MEDICINE AND HEALTH SCIENCES

45. Master of Medicine in Family Medicine
46. Master of Science in Human Nutrition and Dietetics
47. Bachelor of Science in Nursing
48. Bachelor of Science in Clinical Medicine
49. Bachelor of Science in Environmental Health
50. Bachelor of Science in Human Nutrition and Dietetics
51. Diploma in Environmental Health
52. Diploma in Human Nutrition and Dietetics
53. Diploma in Medical Laboratory Sciences
54. Diploma in Clinical Medicine and Surgery

SCHOOL OF MUSIC AND PERFORMING ARTS

55. Doctor of Philosophy in Music
56. Master of Music Theory, Composition and Performance
57. Master of Music Education
58. Master of Musicology
59. Bachelor of Music Production Technology
60. Bachelor of Music Theory, Composition and Performance
61. Diploma in Music
62. Diploma in Theatre Arts
63. Certificate in Music

SCHOOL OF PHARMACY

64. Bachelor of Pharmacy

SCHOOL OF SCIENCE, ENGINEERING AND TECHNOLOGY

65. Doctor of Philosophy in Information Technology
66. Doctor of Philosophy in IT Security and Audit
67. Master of Science in Information Technology
68. Master of Science in Physics
69. Master of Science in IT Security and Audit
70. Master of Science in Environmental Science
71. Bachelor of Science in Computer Science
72. Bachelor of Science in Information Technology
73. Bachelor of Science in Telecommunications
74. Bachelor of Science in Actuarial Science
75. Bachelor of Science in Computer Security and Forensics
76. Bachelor of Science in Environmental Science
77. Bachelor of Science
78. Diploma in Computer Science
79. Diploma in Information Technology
80. Certificate in Information Technology
81. Certificate in Environmental Impact Assessment

III

CONFERMENT OF DEGREES AND AWARD OF DIPLOMAS AND CERTIFICATES

Bachelor's Degree

Save as otherwise provided by these Statutes, a Candidate shall not be awarded the Bachelor's Degree unless he shall have undertaken approved Courses and met the requirements of the University as a Student of the University, after Admission and subsequent Registration with the University and successful completion of the minimum credit factors required in the respective degree programme.

The Senate may accept, as part of the attendance of a Student of the University qualifying him for the Award of the Bachelor's Degree, periods of attendance as a Student at another University or Institution specially recognized by the Senate for this purpose; and the Senate may accept Certificates of Proficiency in any Subject issued by a University or an Institution as aforesaid, exempting the Student from the Examination of the University in a Course or Courses in such Subject, provided that no Student shall be awarded the Bachelor's Degree unless:

- (a) the periods of Attendance as a Student at such University or Institution and at Kabarak are together not less than the complete period for the Award of the Degree;
- (b) the Student shall have passed the Final Examination, and such other Examinations of the University as the Senate may determine;
- (c) the student shall have paid such Fees to the University as may be determined by the University Governing Council; and
- (d) the Student shall have complied with all other Requirements for the degree.

1.1 Subject to the provisions of Sub-Section 28.1.1 (a) above, the Senate may accept periods of Attendance and Examinations in any Subject by a Candidate in any Department of the University, or of any other University recognized by the Senate for this purpose, as exempting from Attendance in such Subject prescribed for a Degree in another Department.

1.2 A person who has graduated from another University, or who is able to give satisfactory evidence of his Qualifications, may be admitted as a Student to Courses of Study and Research in the University and may proceed to a higher Degree under such special conditions as the Senate may prescribe.

Master's Degree

A Candidate shall not be awarded a Master's Degree unless he has been registered for the Degree as a Student of the University, for a period of at least two academic years and has pursued such Advanced Study or Research, or both, as may be approved by the Senate, and has performed such other Work and complied with such other Conditions as may be prescribed, after satisfying the Requirements for the Award of the Bachelor's Degree, or after Admission to the status of the Degree, as a Student in terms of Section 28.1.3 above.

Doctor of Philosophy Degree

A Candidate shall not be awarded the Doctor of Philosophy Degree unless he has:

- (a) been registered for the Degree, as a Student of the University for a period of not less than three Academic Years after satisfying the Requirements for the Award of the Master's Degree;
- (b) pursued, through coursework and thesis, a Subject of Special Study approved by the Senate;
- (c) worked in such association with a Supervisor or Supervisors as the Senate may direct; and
- (d) submitted and successfully defended a Thesis which makes a distinct contribution to the knowledge and understanding of the Subject, and affords evidence of the exercise of independent critical power.

Diplomas

The University shall award Diplomas to Students who have undertaken approved Courses and met the following Requirements:

- (a) The Student shall have registered for a Diploma Course as a Student of the University and shall have attended the Course for the prescribed period for the Award of the Diploma;
- (b) The Student shall have fulfilled all the Requirements set out for each programme;
- (c) The Student shall have paid such Fees to the University, as may be determined by the Council;
- (d) The Student shall have complied in all other respects, with the Requirements for the Diploma.

Certificates

The University shall award Certificates to Students who have undertaken approved Courses and met the following Requirements:

- (a) The Student shall have registered for a Certificate Course as a Student of the University and shall have attended the Course for the prescribed period for the Award of the Certificate.
- (b) The Student shall have fulfilled all the Requirements set out for each Programme.
- (c) The Student shall have paid such Fees to the University, as may be determined by the University Governing Council.
- (d) The Student shall have complied in all other respects, with the Requirements for the Certificate.

IV

RULES AND REGULATIONS GOVERNING ACADEMIC AFFAIRS

Duration of Study and Semester Loading

Duration of Study

- (a) Unless indicated otherwise in the curriculum for specific programs, the minimum duration of study shall be:
- viii. Three (3) academic years for Doctor of Philosophy programs;
 - ix. Two (2) academic years for Masters programs;
 - x. Four (4) academic years for Master of Medicine in Family Medicine;
 - xi. Four (4) academic years for bachelors degree programs;
 - xii. Five (5) academic years for Bachelor of Pharmacy program; and
 - xiii. Two (2) academic years for Diploma programs;
 - xiv. One (1) academic year for Certificate programs.
- (b) The maximum duration of study for various academic programs shall be as indicated in the Student Advising and Progression Policy provided in this Regulation.
- (b) The University is organized into the semester system. Two semesters constitute one academic year, unless otherwise specified for specific programs.
- (c) Three semesters shall constitute one academic year in Bachelor of Pharmacy, Bachelor of Clinical Medicine and Bachelor of Nursing.
- (d) Each semester comprises a minimum of fifteen (15) weeks: thirteen (13) weeks of lectures and two (2) weeks of examinations.

Course Loading

- (e) A Student may register for a Course Load of a maximum of twenty-one (21) Credit Factors in a Semester. To register for more than twenty-one (21) Credit Factors, a student must get Approval from the Dean and Head of respective Department and School.
- (f) A Student must take and pass all the required Course Work while at the University to qualify for the Award of a Bachelor's Degree.
- (g) Candidates must fulfill any other conditions that may be stipulated by respective Schools, Institutes or Departments from which the Degree is sought.

Credit Transfer

2.1 The University accepts credit transfers from institutions recognized by the University Senate and CUE. The person intending to transfer credits shall have earned the credits not more than four years from the date of the application for transfer.

(a) Credit Transfer for Diploma Holders

- (i) To be considered for credit transfer into an undergraduate degree programme, applicants with diplomas recognized by CUE must possess KCSE C+ or higher and the grade received in the diploma programme is C and above.
- (ii) Credit transfers are allowed for 100 (Year I) and 200 (Y2) level courses only.

(b) Credit Transfer from Undergraduate Degree Programmes

- (i) Transfer of credit at degree level from institutions recognized by the University Senate and CUE is accepted only if the student had earned KCSE Mean Grade C+ or higher and the grade received in the degree programme is C and above.
- (ii) Relevant course credits with a minimum grade of C (plain) earned at other recognized institutions shall be accepted provided the courses are comparable to the programme requirements.
- (iii) Credit transfers are allowed for 100 (Year I) and 200 (Y2) level courses only.

(c) Credit Transfer for Master’s Degree Programmes

2.2 The University will accept Credits of “B” or higher from relevant Master’s Degree level courses from other universities recognized by the University Senate and CUE.

(d) Credit Transfer for Doctor of Philosophy Programmes

There shall be no credit transfers for Doctor of Philosophy Programmes.

(e) Conditions for all Credit Transfers

The following conditions shall be applicable for all credit transfers:

- (i) The University Senate may accept credit transfer up to a maximum of 49% of the required credits in a degree programme.
- (ii) The student applying for credit transfer is required to provide an official transcript.

- (iii) The student approved for credit transfer is required to pay appropriate transfer fee to the University.
- (iv) The student applying for credit transfer must complete and submit the Credit Transfer Form. The official evaluation of credit transfer is under the authority of the Dean of the respective school, who should submit the application to the Registrar (Academic and Research) for approval.
- (v) The student approved for credit transfer shall take all University Common Courses unless exempted by Senate.

Deferral of Studies

- (a) A student who wishes to defer studies for a valid reason must complete the *Deferral Request Form* and submit it to the Office of the Registrar (Academic and Research). A student who defers studies without following this procedure shall be deemed to have terminated his/her studies and shall be de-registered from the University.
- (b) Students who miss the end of semester examinations due to non-clearance of fees shall be required to defer studies and register again the following semester for the units deferred. For such cases, tuition fees paid in the previous semester shall be carried forward to the next semester.
- (c) No student shall be allowed to defer admission or intermit studies for more than one academic year.

Course Structure and Requirements for a Bachelor's Degree

Courses taken to fulfill graduation requirements must be drawn from a cluster of University Common Courses and from courses specified by Schools and Departments for various programs.

University Common Core Courses

The broad purpose of teaching University Common Courses is to foster a liberal education philosophy, with emphasis on Biblical Christianity in line with the Vision and Mission of Kabarak University. The common courses are intended to broaden the academic background of students in their respective professional training and thus facilitate a more profound appreciation of life, the society and environment in which the students are a part. The University Common Courses offered across the curriculum are:

- i. COMP100 Introduction to Computer Applications
- ii. COMS110 Communications Skills I
- iii. BIBL110 Old Testament Survey
- iv. BIBL120 New Testament Survey
- v. COMS120 Communication Skills II
- vi. BIBL210 Redemption Story
- vii. BIBL 222 Christian Ethics

Programme Core Courses

Programme Core Courses are intended to foster a common academic culture among all students to be awarded a degree from the respective faculties. Details of such courses are specified under individual Faculties and Departments course curricula.

All students registered at the University must take and pass all the required University Common Courses and the programme courses within the time limits applicable to the programme of study.

Grading System and Assessment Procedure

Since students attend the University to extend their education, grades are usually taken as an indication of the proficiency of their endeavors. The student's semester grade in a course shall be based upon performance in continuous assessment such as class exercises and tests, laboratory work and in the final examination as applicable to the course.

Grading System

- (a) Unless specified for specific programmes, the following grades at the undergraduate level, representing varying degrees of achievement are used: A, B, C, D, and F. I, AU and CT, where:

A	70-100: Excellent
B	60-69: Good
C	50-59: Satisfactory
D	40-49: Below Average
F	Below 40: Fail
I	Incomplete
CT	Credit Transfer

- (b) Unless specified otherwise for specific programmes, a minimum grade of D is required to pass.

Academic Honours

- (a) The Vice-Chancellor's List

Bachelor's degree students who score at least 75 percent Weighted Average for the academic year, earn no grade below B in any of the courses taken, and has no disciplinary restrictions for the year shall qualify for the Vice-Chancellor's List.

(b) The Dean's List

Bachelor's degree students who score at least 70 percent Weighted Average for the academic year, earn no grade below "C" in any of the courses taken, and has no disciplinary restrictions for the year shall qualify for the Dean's List.

Course Outline

The course outline based on respective course syllabus upon which the final grade will be determined shall be distributed in written form by the respective lecturer to the students at the beginning of the semester. Copies of the course outlines must be submitted by the lecturer to the Head of Department.

Assessment Criteria and Procedures

The Ordinary Examinations shall be graded on the basis of percentage Marks consisting of thirty per cent (30%) as Continuous Assessment and seventy per cent (70%) as Final Examination. Continuous Assessment shall constitute Assignments, Field and Laboratory Work and Semester Tests.

- (a) The Duration of the Final Examinations shall be as follows:
 - (i) A Course having three (3.0) Credit Factors or less shall be examined by a Paper of two (2) hours only.
 - (ii) A Course having Credit Factors greater than three (3.0) shall be examined by a Paper of three (3) hours only.
- (b) Where a Course is mainly Practical in nature, it may be examined wholly or substantially by Continuous and/or Practical Assessment.

Cumulative Weighted Average

- (a) A uniform Method for calculating Undergraduate Cumulative Weighted Averages (CWA) has been established for all Undergraduate Students. These averages are calculated on the basis of all Courses attempted for which Grades are assigned. This Method of calculation is used to determine, whether a Student should proceed to the next Academic Year, should repeat courses, or should be discontinued on academic grounds.
- (b) For the purpose of computing Cumulative Weighted Average for Graduation, only the Grades received in those Courses counting toward the Degree, including Grades in repeated Courses, are considered in computing the Average.

- (c) Only the Grades a student earns in registered Course(s) at the University shall be used to determine his/her Cumulative Weighted Average. Grades earned from another Institution cannot be used to improve a Cumulative Weighted Average or eliminate a quality point deficiency. Such Grades can only be used as Transfer Credits.
- (d) To be eligible for an undergraduate Degree, a Student must have an overall CWA of 40 points and satisfy other specific Requirements in his/her Major and Minor areas of specialization.

Reporting of Grades

- (a) Teaching staff members have the responsibility of providing the University Senate with academic evaluation information on the work of each student in their respective classes.
- (b) The University ERP system will generate the mark sheet containing the names of students registered in each unit. The lecturer will enter the grades in this mark sheet and submit the same to the department for moderation. The lecturer will also submit a signed hard copy of the mark sheet to the Head of Department for safe keeping.
- (c) Any changes made as a result of the moderation of the examination results must be authorized by the Dean of the School and entered into the ERP system with assistance from the ICT Director.
- (d) Final course grades are stored in the students' permanent University records as Individual Course Mark sheets and consolidated Mark sheets.
- (e) At the close of each academic year, the deans of respective schools present the Pass Lists, the Retake Lists and Consolidated Lists to the University Senate for approval.
- (f) To maintain confidentiality only course grades earned by the student and NOT the actual marks will be made available to the students.

Incomplete Grade

- (a) A student who has completed a course but has no continuous assessment or final examination marks will earn an incomplete grade which will be recorded as a temporary grade and indicated as "I" at the end of a semester.
- (b) Incomplete work must be completed before the last day of scheduled classes of the immediate next Semester in which the student enrolls in the University unless the

- Dean, with the consent of the Head of Department grants an extension of time for a good reason acceptable to Senate.
- (c) If the incomplete work is not completed within the stipulated time, the “I” will automatically convert to “F.”
 - (d) An “I” grade is intended to be only an interim course grade. It is to be used only if a student has satisfactorily completed at least 80% of the course work and there is an excusable and acceptable reason for not completing all the course requirements prior to the grade reporting time.
 - (e) With the awarding of the “I” grade, the instructor must indicate in the Incomplete Grade Report Form specific reasons for awarding grade “I” to a candidate.
 - (f) Grade “I” which has converted to a “permanent” grade F must be reported by the Head of the Department through the Dean to the Registrar (Academic and Research) by completing the *Incomplete Grade Report Form*.
 - (g) Grade “I” shall be considered as neutral in the calculation of the Cumulative Weighted Average and should only be used as an interim grade.

Missing Grades

All missing grades must be reported by the student on the *Missing Grade Form* which must be received in the Registrar (Academic Affairs) Office within forty-five (45) days immediately following the Semester for the missed grade.

Changing of Grades

- (a) All course grades (except “I”) are final and permanent.
- (b) It is expected that lecturers will accurately report final grades in the mark sheets.
- (c) It is considered the lecturer’s direct and personal responsibility to ensure that grades and marks are fair and reported correctly the first time the mark sheets are filled. Final grades and marks in the mark sheet shall not be altered whatsoever.
- (d) Notwithstanding article (c) above errors may inevitably occur, and when they do, they must be corrected when discovered. The procedure for making such corrections is as follows:
 - (i) The instructor of the course completes the *Change of Grade Form* which shall include: the student’s name, registration number, course designation by

Page 16 of 34

title and code number, semester, and the change desired; a statement unequivocally identifying the person who made the error, and/or explaining the nature of the error; an explanation of how the new grade was computed.

(ii) The Form must bear the endorsement of the Head of Department and the Dean of School, and must be addressed to the Deputy Vice-Chancellor (Academic and Research) through the Registrar (Academic and Research).

(iii) The Deputy Vice-Chancellor (Academic and Research) will evaluate the request and seek the approval of the Vice Chancellor.

(iv) All requests for correcting grades must be submitted by the end of the following semester of the same academic year.

1. Supplementary Examinations

(a) Unless specified otherwise for specific programmes, students who fail a unit/course shall register again and retake the unit/course rather than do a supplementary examination.

(b) Only graduation candidates shall be eligible to register for Supplementary Examinations for the failed units/courses taken in the final year of study.

2. Repeating a Failed Course

A student who fails a course must register and repeat the course the first time the course is being offered after the failing grade has been reported.

3. Course Audit

(a) Students who wish to take academic courses but not receive credit may apply to audit courses. Students auditing courses are not required to take examinations or sit for any continuous assessment. An audited course will be shown on a transcript or result slip with designation AU and no grade or credit.

(b) Students who wish to audit courses must obtain written permission from the Head of the Department where the course is requested to be taken. The student must also complete regular registration procedures and pay applicable audit fees.

4. Dropping and Adding Courses

- (a) Students who wish to add or drop a course must do so in the first two weeks in the semester. The student must write to the Head of the Department to seek permission to drop or add a course. If a student stops attending a course without writing and obtaining an official written permission, a grade of F will be entered on the student's permanent record.
- (b) A course added must not exceed the maximum academic load required in a semester.

Examination Regulations

Examination Processing

- (a) All University examinations shall be conducted under the authority of the Senate as specified under various rules.
- (b) Only candidates who have registered and paid fees in full for the examinations and having fulfilled all the requirements will be eligible for taking examinations.
- (c) Examinations shall be moderated by the Departmental Examination Moderation Committees chaired by Heads of Departments and consisting of senior academic staff.
- (d) There shall be External Examiners of the University appointed by Senate upon recommendation of the School Board, who shall moderate examinations as specified in the *External Examinations Policy*.
- (e) Final examination marks shall be agreed upon between the Internal and External Examiners. Where no such agreement can be reached the Chief Examiner concerned shall forward the case to Senate for a final decision.
- (f) In the case of re-examination, a moderator may be appointed from within or outside the University who had no part in teaching the candidate(s) in the subject for the paper under examination.
- (g) No student shall be permitted to proceed to the next year of study without having satisfied all the examination requirements.

Examination Malpractices

In order to protect the integrity of the University and that of the Degrees awarded, academic malpractices listed below are considered serious and any student or staff found guilty of committing them shall be liable to discontinuation or expulsion from the University:

- (a) Copying or reading from another candidate's script or from any other unauthorized sources.
- (b) Bringing into the Examination room any unauthorized material relevant to the examination such as books, notes, papers, unauthorized electronic devices, and pre-written answers.
- (c) Lobbying for undeserved examination grades.
- (d) Abetting, aiding or covering up an examination malpractice.
- (e) Forging or using medical reports in order to obtain a deferment of examinations.
- (f) Plagiarism or using the words or ideas of another person as if they were one's own without due acknowledgement. These include presenting substantial extracts from books, articles, theses and other published or unpublished works.
- (g) Contravention of acceptable order in examination rooms such as unauthorized noise and conversations.

Disciplinary Procedures and Penalties

- (a) Cases of cheating or malpractice in University Examinations shall be immediately reported, in writing, by the invigilators through the Chief Internal Examiner (Head of Department), to the Dean of the School where the student is registered for investigations by the School Student Disciplinary Committee which should include submissions by the Student involved, the Invigilators, and the Examiners.
- (b) In every School, there shall be a School Student Disciplinary Committee which will be responsible for investigation of alleged examination malpractices.
- (c) School Student Disciplinary Committee shall be composed of the following members:
 - Dean of School – Chairman
 - Heads of Departments in the School School Administrative Assistant – Secretary
- (d) The findings of the School Student Disciplinary Committee investigating the case shall be reported, through the Dean, to the School Board of Examiners and the recommendations thereafter forwarded to Senate for approval.
- (e) Where the Senate is satisfied that the alleged offences were committed, the accused student shall be discontinued or suspended for a period of up to three years, or warned depending on the gravity of the offence.

- (f) Discontinued students are allowed to appeal to the University Senate within a period of one year. An appeal submitted after this period shall not be considered.

Remarking of Examinations

- (a) A candidate shall be allowed to appeal to Dean of School through the Head of Department for remarking of examination papers, on payment of a non-refundable remarking Examination fees as set by Senate.
- (b) The School Student Disciplinary Committee shall deliberate on the appeal cases and make recommendations to the School Board of Examiners, which shall decide on the merit of each case on behalf of Senate.
- (c) Remarking shall be done by an Examiner (or Examiners) other than the original one.
- (d) The remarking grade shall be presented to the University Senate for approval and shall be final.

Discontinuation

A student shall be discontinued on academic grounds for:

- (a) Failing 50 percent or more (in case of undergraduate students) or 40 percent or more (in case of postgraduate students) of all Credit Factors taken in an Academic Year.
- (b) Committing a serious examination malpractice as outlined in Section 29.14.2 of these *Statutes*.
- (c) Failing to register for and/or attend at least 80% of any scheduled classes without prior permission from the Dean of School.

10.1 Storage and Disposal of Marked Examination Scripts

- (a) Marked Examination Scripts shall be temporarily kept in the School Examination Coordinators Office for one (1) Semester after the Senate releases examination results of the previous semester.
- (b) The Dean of School shall ensure that the marked examination scripts are taken to the University Marked Examinations Room.

- (c) The University Senate shall authorize disposal of the examination booklets **within a** period of not less than seven (7) years after the candidates have graduated.
- (d) The Registrar (Academic and Research) shall send a notification to all staff and students notifying them of the intention of the university to dispose off marked examination scripts.

Time Limits for Academic Programmes

- (a) Students must meet the course requirements for graduation within the maximum time limits set for each programme.
- (b) Each school in the University shall be committed to early identification and support of students who are not meeting progression requirements, and may therefore be at risk of discontinuation from studies. Such students shall be assisted to meet progression requirements in accordance with the procedures in the *Policy for Student Advising and Academic Progression*.

Graduation

12.1 Academic Requirements

- (a) Degrees, diplomas and certificates shall be awarded to the candidates who have met the requirements established for their respective programmes by authority of the Senate based upon recommendation of the Board of Examiners of each School.
- (b) A student applying for graduation shall be processed using the requirements for the academic programme in effect at the date of the student's enrollment in the University.
- (c) If the period of enrollment is interrupted for one academic year or more, the student shall follow the programme requirements in use at the time of re-admission unless otherwise recommended by the respective Head of Department or Dean of School and approved by the Senate.

12.2 Fee Payment

Degrees, diplomas and certificates are awarded only to students who are in good standing and who have met all their academic requirements and financial obligations to the University.

12.3 Clearance

No student shall participate in the Graduation unless Clearance is given by all the relevant offices of the University as listed in the *Clearance Form*.

12.4 Application for Graduation

A formal application for graduation must be filed in the Office of the Registrar (Academic and Research) as per the time frame stipulated in the Academic Calendar.

12.5 Provisional Graduation List

12.5.1 The Registrar (Academic and Research) shall post a provisional Graduation List on the University Website.

12.5.2 The candidates shall be required to confirm the correct spelling and order of their names in the Provisional Graduation List. Any corrections should be reported in writing to the Registrar (Academic and Research) not later than the deadline given.

12.6 Order of names in the Graduation Booklet and Certificates

The names in the Graduation Booklet and Certificates shall be taken “AS IS” in the certificates the students had submitted for admission to the University as follows:

- a) Undergraduates programs: KCSE certificate or equivalent
- b) Masters programs: undergraduate degree certificate
- c) Doctor of Philosophy programs: master’s degree certificate

12.7 Attendance at Graduation

All students who have met all the requirements are required to attend the Graduation exercises, including the Rehearsal and the Convocation.

5. Classification of Degrees

- a) Except where specified by Senate, Kabarak University Bachelors Degree shall be classified based on the final Cumulated Weighted Average (CWA) for all Courses taken in all the years of Study at the University as follows:

C.W.A.	DEGREE RANKING
70 and above	First Class Honours

60-69	Second Class Honours (Upper Division)
50-59	Second Class Honours (Lower Division)
40-49	Pass
Below 40	Fail

- b) Bachelor’s degrees in Clinical Medicine, Nursing and Pharmacy shall not be classified.
- c) Postgraduate degrees and Postgraduate diplomas shall not be classified.
- d) Diploma and Certificate programmes shall be classified based on the final Cumulated Weighted Average (CWA) for all Courses taken in all the years of Study at the University as follows:

C.W.A.	RANKING
70%- 100%	Distinction
60%-69%	Credit
40%-59%	Pass
0 - 39 %	Fail

6. Official Academic Transcript

- (a) Students who have enrolled at the University and have graduated may obtain at a fee an Official Academic Transcript for examined courses of their completed work, provided they have no financial obligation to the University.
- (b) Official Academic Transcripts shall show all the Courses taken including failed Courses, all Grades as well as the Credit Factors for each Course and must be signed by the Dean of School offering the Degree, Diploma or Certificate, and by the Registrar (Academic and Research).

7. Replacement of Certificates and Transcripts

- 15.1 The University shall not replace certificates. Students who have lost the certificates awarded by the University may request a letter from the Registrar (Academic and Research) confirming that they graduated from the University.
- 15.2 The University shall issue replacement transcripts at a fee.

8. Issuance of Certificates and Transcripts

- a) All students who have graduated shall personally collect their certificates and transcripts from the Office of the Registrar (Academic and Research) upon presentation Student Clearance Form, Graduation Attire Form, Student ID card and National ID.
- b) No certificates shall be collected by a third party unless authorized in writing by the Deputy Vice-Chancellor (Academic and Research).
- c) Students shall confirm their names in their certificates and sign before collection.
- d) Once a certificate has been collected, it shall not be accepted back for any changes.
- e) All students who have graduated shall be required to collect their certificates and transcripts within two (2) years after graduation. All uncollected certificates and transcripts shall attract a storage fee of Ksh. 1000 per year.

V

HONORARY DEGREES (HONORIS CAUSA)

The University shall confer honorary degree (honoris causa) to distinguished individuals who merit special recognition for genuine achievement and distinction in a field or activity consistent with the Vision and Mission of the University.

1. Categories

The University shall consider conferment of honorary degrees in any of the following categories:

- a) Honoris Causa of Doctor of Sciences
- b) Honoris Causa of Doctor of Laws
- c) Honoris Causa of Doctor of Humane Letters
- d) Honoris Causa of Doctor of Fine Arts

2. Criteria

The candidate for the award of honorary degree must:

- (a) ascribe to the doctrine of the University;
- (b) have attained outstanding achievements in the society and distinguished contribution to scholarship, creativity, leadership, humanitarian or public service nationally or internationally;
- (c) have no close working relations with the University such as members of staff, Governing Council, or University Trustees, except under unusual circumstances.

3. Procedure

The University shall demonstrate objectivity and fairness in selecting an individual to be conferred an honorary degree as follows:

- (a) The University shall call for nominations for consideration for honorary degrees.
- (b) The nominations for the honorary degree shall originate from the Management Board, or any department or school of the University, and addressed to the Vice-Chancellor.
- (c) The person/s or body nominating shall prepare a Citation of the Cause to award of honorary degree, setting forth the Degree recommended and, the detailed Grounds on which the Recommendation is based.
- (d) The name of the nominee and the Citation shall be vetted by the Deans and Research Committee and the University Senate to ensure merit and consonance with the University Vision and Mission.

- (e) The recommendation from the Senate shall be forwarded to the University Council for approval.
- (f) The nominee shall not be informed about the nomination until it is approved by the Council.
- (g) Prior to conferment, a Public Citation including the name of the recipient, honorary degree to be conferred, and the outstanding achievement(s) shall be made and published in at least two daily papers with a wide circulation in Kenya.
- (h) The honoris causa degree shall be conferred at the University graduation ceremony. No honorary degree shall be conferred unless the recipient is present, except under special circumstances.
- (i) Except under unusual circumstances when the Council determines otherwise, an honorary degree recipient shall not receive a speaker's honorarium for accepting an honorary degree or delivering a graduation address or the equivalent.

VI CONGREGATION

1. For the purpose of conferring Degrees and awarding Diplomas and Certificates of the University, there shall be held from time to time a Meeting of the University, which shall be called a Congregation. If the Senate so decides, other Academic Distinctions may be conferred and Certificates awarded at a Congregation.
2. The Congregation of the University shall be held at least once a year at the University's Main Campus, and shall be presided over by the Chancellor or, in his absence, his Appointee.
3. The Congregation shall be constituted of the Members of the University as defined in the Charter.
4. The procedure for summoning a Congregation, for the presentation of Graduands and all other such matters regarding the Congregation, shall be determined by the Senate and approved by the Governing Council.
5. A Candidate shall not be admitted to a Degree or any other Award unless the Candidate has paid such Fees as may be prescribed by the Council and, unless the Senate has certified that such Candidates have satisfied the conditions prescribed for such a Degree or Award.
6. The procedure for the conferment of Degrees and award of Diplomas and Certificates shall be determined by the Senate.
7. The Vice-Chancellor shall declare a Meeting convened for the purpose of conferring Degrees and awarding Diplomas and Certificates a Congregation of the University, and shall pronounce such Congregation dissolved at the end of the Meeting.
8. When it is not possible to have face to face graduation due to a pandemic or any other unavoidable circumstances, the graduation ceremony may be streamed live through the Television and University Social Media Accounts.

VII

FEE PAYMENT POLICY

1. Every person who wishes to be registered as a Student for a Degree, Diploma, Certificate or other Award of the University shall pay to the University such Registration Fees and thereafter, such other Fees, as the Governing Council may from time to time determine.
2. University Fees are required to be paid in advance of every Academic Semester and the University shall have the right to suspend Students who will not have paid the Fees as required.
3. The University shall have the right to withhold the Conferment of any Degree, Diploma, Certificate or Award, until any Outstanding Fees are settled with the University.
4. The Fees payable by Students, as approved by the Council, shall be published every year by the University.



VIII

FEE REFUND POLICY

1. Tuition fees shall be refunded upon submission of a duly completed withdrawal form as follows:
 - 1st week of the semester – 95% of fees payable
 - 2nd week of the semester – 90% of fees payable
 - 3rd week of the semester – 70% of fees payable
 - 4th week of the semester – 60% of fees payable
 - No refund after the 4th week of the semester
2. Administrative fees are not refundable.
3. Scholarships or bursary funds are not refundable or transferrable to another student. Unused scholarship or bursary funds shall be refunded to the donor.
4. Except for exceptional cases, fees overpaid are non-refundable for continuing students. They are carried forward to the following semester.
5. Final year students with credit balances in their fees accounts are eligible for refund after submission of a duly completed clearance form.
6. All fee refunds shall attract a financial charge of 5%.

IX

WITHDRAWAL OF DEGREES AND OTHER AWARDS

1. The University may rescind any Degree, Diploma or Certificate awarded to Graduates who, while registered in a particular Programme, committed an academic offence, which if it had been detected before graduation would have resulted in Dismissal.
2. Notification of a rescinded Degree, Diploma or Certificate shall be communicated to all relevant parties.

X

STUDENT ADVISING AND ACADEMIC PROGRESSION**1. Academic Program Time Limits**

A student enrolled must meet the progression requirements and all the course requirements for graduation within the following time limits:

Program	Regular Time Limit	Maximum Time Limit
Certificate	1 academic year	2 academic years
Diploma	2 academic years	4 academic years
Bachelors	4 academic years	8 academic years
Masters	2 academic years	4 academic years
Doctor of Philosophy	3 academic years	5 academic years

2. Statement of Intent

2.21 Each school in the University shall be committed to early identification and support of students who are not meeting progression requirements, and may therefore be at risk of discontinuation from studies.

The schools will assist students to meet progression requirements by:

- a) regularly meeting with the students to alert them of progression requirements;
- b) identifying and alerting students who are not meeting progression requirements;
- c) assigning students who are not meeting progression requirements to academic advisers; and
- d) tracking the progress of students after they are identified as not meeting progression requirements.
- e) ensuring that they have clear and transparent internal processes for handling students who are not meeting progression requirements, consistent with this policy.

- f) identifying problematic units and subject them to further investigations and action.
- g) every lecturer scheduling academic advising hours and post them on the office door and in the course outline. A minimum of 3 hours per week expected.

Monitoring Progression

Schools will monitor each student's progression, including through the examination results. When monitoring each student's progression, the academic adviser may take into account:

- a) whether the student has attended classes as required and done the assessment components of a unit of study;
- b) whether the student has over-enrolled in an attempt to catch up on failed units of study.
- c) At the beginning of the 13th week of the semester, each school to post a notice of attendance record for students with a minimum of 80% class attendance. These are the students eligible for final examinations.

Red Flags for Identifying Students Who Are Not Meeting Academic Progression Requirements

After the release of the examination results, each school will identify its students who are not meeting academic progression requirements. A student will be identified as not meeting academic progression requirements in a semester if:

- a) the student received an F (Fail) or I (Incomplete) in more than 50% of the total units in which the student was enrolled for the semester;
- b) the student's current semester average mark was less than 50%;
- c) the student has failed twice to pass the same unit of study; or
- d) the student's attendance record during the semester was unsatisfactory.
- e) The student has registered out of sequence – jumping to the next level courses without clearing the backlog.

Students Identified for the First Time as Not Meeting Academic Progression Requirements

The Dean of School will send all students identified as not meeting academic progression requirements for the first time a letter advising the student:

- a) that the student has been identified as not meeting academic progression requirements;
- b) why the student has been identified as not meeting academic progression requirements;
- c) that the student is required to attend academic advising session with the assigned adviser; and
- d) if the student fails to meet progression requirements in the following semester, the student may be asked to show good cause why he/she should not be discontinued from studies.

Student must acknowledge receipt of letter. The letter to be copied to the Registrar (Academic and Research)

Being Asked to Show Good Cause

The Dean of School shall require a student who has not met the progression requirements or other standards set out in applicable program provisions to show good cause why he or she should be allowed to continue with studies. For the purposes of this policy, 'good cause' means:

- a) circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure, but does not include demands of employers, pressure of employment or time devoted to non-University activities, unless these are relevant to serious ill health or misadventure; or
- b) reasonable prospects of meeting progression requirements in the following semester.

Students will be asked to show good cause where:

- a) they have exceeded the time limit allowed for the completion of the program of study; or

- b) they have been identified as not meeting progression requirements in two consecutive semesters, that is, one academic year.

A student who is asked to show good cause will be required to provide written reasons why they should be permitted to continue with studies.

A student's response to a request to show good cause should:

- a) outline the circumstances that have negatively affected the student's study performance;
- b) explain the specific effects or impacts of those circumstances;
- c) outline the steps that the student has taken, or will take in the future, to address each of those circumstances, with a view to ensuring that they will not negatively affect the student's study performance in the future; and
- d) attach any relevant documentary evidence such as medical certificates.

Permission to Re-Enroll or Notice for Discontinuation

- a) The Dean of School will permit a student who has shown good cause to re-enroll.
- b) The Dean will recommend to the University Senate the students who have not shown good cause to be discontinued from studies.
- c) If the University Senate approves, the student will be notified of discontinuation in writing from the Registrar (Academic and Research).

Academic Regulations Revision

The Academic Regulations shall be reviewed every five years or when need arises