

Introduction

As a center for the development of critical and rational mind, Unity University College has to rely, as far as possible, upon a system of solid discipline founded upon mutual trust and respect to effect positive relationship among its staff and student body. To facilitate the development of self-discipline, particularly among the student body, the University College, as an institution of higher learning must provide a source of information to bring about a community working towards common objectives through clear understanding of its rights and responsibilities.

In any institution of higher learning, it is common practice to communicate policies, procedures, rules and regulations to students so that they may understand their rights and responsibilities. This will contribute much to effective institutional functioning, fair procedures for investigation of charges of violations of the rules and sanctions to be considered to deter violations and discourage misconduct. Therefore, it is in view of these facts that this amended Student Handbook is produced. The Handbook is based on academic rules, regulations and procedures of the revised legislation. It defines the rights, duties and responsibilities of students. Since the Handbook encompasses all rules, regulations and procedures, it is believed that it shall serve as the basic reference material for students.

The first section of the Student Handbook deals with general information about the history, mission, vision, values and overall objectives of the University College. The second section focuses on the policy making and executive organs of the University College, the third section deals on academic policies and procedures, and the fourth section deals with the academic rules and regulations of Unity University College.

The fourth section focuses on the services that students get, the rights and responsibilities and the code of conduct of students.

It is hoped that students would read and digest the contents of this Handbook and be able to behave accordingly during their stay in the Unity University College.

1. Unity University College (UUC): Background and Development

The year 1991 marks the beginning of the first phase in the history of Unity University College (UUC); a milestone that paved the way for the establishment and subsequent rapid expansion of UUC. Initially a language school was established, offering courses in English, Arabic and French, but later the same year a preparatory program for the Ethiopian School Leaving Certificate Examination (ESLCE) was also on offer. The school grew rapidly over the next three years, both in terms of the size of the student population and the number of teaching staff. Then in 1994 a certificate program in basic law was launched and subsequently upgraded to a diploma program. In addition, new courses in business administration, food and beverage services were offered; and the school changed its name to Unity Law, Language and Vocational Institute.

The second phase ran from 1997 to 1999, during which time diploma programs in Accounting, Marketing, Business, Personnel Administration and Secretarial Science were launched and Unity Law, Language and Vocational Institute became Unity College (UC).

The third phase witnessed not only the consolidation of the existing diploma programs but also a significant expansion in the range of programs offered, starting with the introduction of new Accounting, Management and Economics degree courses in 1999. In 2000 a degree program in Management Information Science (MIS) was launched and in 2002 additional degree programs in Law, Marketing, Management, Computer Technology, English, Statistics and Mathematics were made available to regular, extension and degree students. In August 2002, Unity College was officially renamed Unity University College.

Since then UUC has focused on consolidating its regular, extension and distance education degree programs. It has evaluated and extensively reviewed all existing curricula and in addition has undertaken careful preparations for the introduction of new undergraduate and postgraduate degree programs.

1.1 Vision of Unity University College (UUC)

The vision of UUC is to be the leading African center of academic excellence, respected for the range of academic programs it offers, for the capable and confident graduates it produces and for their contribution to local and global development.

1.2 Mission

UUC is committed to using innovative approaches to ensure the continuous enhancement of human resources and in particular to produce qualified professionals who are well placed to meet global development needs.

1.3 Values

Members of UUC shall cherish the following values: academic freedom; respect for the rule of law; transparency; accountability; love for one's country; dignity; respect for one another and for universal humanitarian values. They shall also pursue personal and professional integrity; self-development and diligence; take pride in their work; seek to foster inclusiveness and reward competence.

1.4 Overall Objectives

The overall objectives of UUC shall be to:

- i. provide a high quality, well-rounded education to its regular, extension, and distance learning students;
- ii. offer a wide range of academic programs;
- iii. offer effective short-term training courses;
- iv. encourage innovative research;
- v. prepare and publish clear and informative teaching materials, textbooks, academic periodicals and newsletters;
- vi. provide research-based consultancy services to governmental and non-governmental organizations and the business community;
- vii. establish and maintain partnerships with national and international institutions of higher learning and research (institutions);
- viii. operate as an efficient and effective organization; and
- ix. serve the community and offer scholarships to capable but indigent individuals, particularly women.

2. Policy Making and Executive Organs of the University College

2.1 Policy Making Organs

These comprise the following bodies and committees.

2.1.1 **The Advisory Board:** is a team of senior officials of Unity University College consisting of seven members appointed by the President. The major functions of the Advisory Board are to advise and render professional assistance to the President.

2.1.2 **The Senate:** this is the supreme legislative, or deliberative and governing body of UUC consisting of 13 members that includes the President of the University College as a chairperson. It also consists of seven standing committees with certain duties and responsibilities.

2.1.3 **Standing Committees:** These include seven Standing Committees.

2.1.3.1 The Academic Standards and Curriculum Review Committee (ASCRC)

2.1.3.2 The Admissions and Placement Committee (APC)

2.1.3.3 The Library and Textbooks Committee (LTC)

2.1.3.4 The Research and Publications Committee (RPC)

2.1.3.5 The Staff Appointment and Promotions and Development Committee (SAPDC)

2.1.3.6 The Student Affairs and Scholarship Committee (SASC)

2.1.3.7 Information Technology Steering Committee (ITSC)

These standing committees shall submit a various duties and responsibilities and written report to the Senate of the University College through the Executive Committee.

2.1.4 **Academic Commission (AC) of Faculties, Schools or Colleges:** This is a body comprising deans of faculties (or schools), heads of academic departments and 2 instructors appointed by the Academic Vice President with authority and responsibility for the overall academic administration of a faculty or school. The academic commissions play important roles in the institutions building process by, for example, coordinating and

facilitating the activities of departments, and striving towards achieving excellence in both teaching and research.

2.1.5 **Department Council:** This is an academic body composed of all staff members of a department, and chaired by a department head.

2.1.6 **Executive Committee:** A Committee comprising the President and the 3 Vice Presidents of the University College with the overall responsibility for ensuring the smooth day-to-day functioning of the University College.

2.2 Executive Organs

2.2.1 **The President:** is the most senior officer of UUC with the authority of governing and administering the University College. The President is accountable to the Senate.

2.2.2 **Vice Presidents:** There are 3 Vice Presidents (for Academic; Administration, Finance and Development; and Research and Publications) each of them accountable to the President having their own specific powers and duties.

2.2.3 **The Academic Dean of a Faculty or School or College:**

Dean of a faculty/school is responsible for the overall administration and management of his/her faculty or school.

2.2.4 **The Department Head:** is head of an academic body offering programs of study. Department heads are responsible for recruiting, appointing, supervising, evaluating, and recommending the renewal and/or termination of staff contracts. In addition, the responsibilities of department heads include reviewing existing curricula, launching new programs, or removing old ones, developing and adapting new textbooks, holding seminars and workshops on relevant subjects and providing short courses on teaching methods, etc.

The executive organs also include the Dean of Distance and Continuing Education, Dean of Students, the Registrar, the Academic Program Officer, and the Librarian.

3. ACADEMIC POLICES AND PROCEDURES

3.1 Academic Calendar

- 3.1.1 The academic calendar of UUC shall consist of two semesters each lasting 16 weeks, including time for final exams, and one kiremt session of two months' duration (8 weeks), also including time for final exam.
- 3.1.2 The academic calendar shall include all major events and holidays in any one academic year.

3.2 Duration of Study Programs

Degree programs take a minimum of three academic years for regular students and a maximum of five academic years for extension students while diploma programs take a minimum of one academic year and a maximum of three academic years for extension students, in accordance with the policy of the MOE.

3.3 Faculties and Schools of the UUC

- 3.3.1 School of Architecture and Urban Planning (SAUP)
- 3.3.2 Faculty of Business and Economics (FBE)
- 3.3.3 School of Distance and Continuing Education (SDCE)
- 3.3.4 School of Graduate Studies (SGS)
- 3.3.5 Faculty of Humanities and Social Sciences (FHSS)
- 3.3.6 Faculty of Information Technology and Computation Sciences (FIT&CS)
- 3.3.7 School of Journalism and Communications (SJC)
- 3.3.8 School of Law and International Studies (SLIS)

3.4 Academic Departments of the University College

- 3.4.1 Department of Accounting
- 3.4.2 Department of Computer Technology
- 3.4.3 Department of Economics
- 3.4.4 Department of Foreign Languages
- 3.4.5 Department of Geography and History
- 3.4.6 Department of Hotel and Tourism Management
- 3.4.7 Department of International Relations and Diplomacy
- 3.4.8 Department of Law
- 3.4.9 Department of Management and Marketing

- 3.4.10 Department of Management Information System
- 3.4.11 Department of Philosophy and Psychology
- 3.4.12 Department of Secretarial Science and Office Management
- 3.4.13 Department of Statistics and Mathematics

3.5 Admission

- 3.5.1 All enquiries concerning admission to any of the study programs shall be directed to the Office of the Registrar.
- 3.5.2 The Office of the Registrar shall send all applicants that meet the minimum requirement set by the University College to the concerned departments for approval.
- 3.5.3 Applicants who seek advanced standing status should meet all the requirements set by the Office of the Registrar.
- 3.5.4 All applicants must have earned a grade point average of 2:00 in the ESLCE, or its equivalent, to qualify for admission as first year students. Applicants are required to produce all necessary documents to the Office of the Registrar.
- 3.5.5 An advanced standing applicant must have a CGPA of 2:00 upon completion of the diploma programs, from an accredited college he/she has attended and must also produce all other documents required by the Office of the Registrar, such as an official transcript.

3.6 Orientation

Orientations on the following major topics will be given to all new students. The Office of the Registrar will organize an orientation program for each batch of incoming students on the following topics by officers of the UUC.

- 3.6.1 The University College (its history, mission, vision, organizational structure) by the President or the Academic Vice President
- 3.6.2 The various fields of study by the heads of the relevant/responsible departments
- 3.6.3 Registration, admission, and graduation requirements by the Office of the Registrar

- 3.6.4 Library services, rules and regulations and facilities by the Librarian
- 3.6.5 Rules and regulations of UUC by the Academic Vice President and Deans
- 3.6.6 Student services, facilities, rights and responsibilities by the Dean of Students

3.7 Registration

3.7.1 General

- 3.7.1 Applicants who secure admission to Unity University College shall register on the date specified by the Office of the Registrar.
- 3.7.2 Students must register in person. In an event a student cannot be present in person during registration, permission to register by proxy must be obtained from the AVP or the Dean of the Faculty/School.
- 3.7.3 A student cannot attend classes without completing registration formalities.

3.7.2 Registration of Freshman Students

- 3.7.2.1 Students must produce the cash receipt indicating the amount of money they have paid for the courses they will take in the first year first semester.
- 3.7.2.1 Students shall complete the appropriate course registration forms specifying the course titles, course numbers, periods, classrooms, sections, etc.
- 3.7.2.2 Students shall present the completed forms in triplicate to their academic advisor and get his/her signature.
- 3.7.2.3 Students shall then take the forms to the registration desk and get the registrar's seal on the forms filled in triplicate, and submit one of the forms to the Office of the Registrar, one to his/her department and should keep one with her/him.
- 3.7.2.4 The registration would be incomplete if a student misses any one of the above stages in the registration process.
- 3.7.2.5 The registration process is only considered complete when the seal of the Registrar is stamped on the registration slip.

3.7.3 Registration of All Other (Non-Freshman) Students

- 3.7.3.1 The Office of the Registrar shall issue grade reports for the semester and submit them to the respective departments at least a day before the registration.
- 3.7.3.2 A student shall collect his/her grade report from his/her respective department by presenting a valid ID card.
- 3.7.3.3 A student shall complete the registration slip in triplicate consisting of the courses that he/she will take in that particular semester.
- 3.7.3.4 Then, he/she shall pay for the courses listed in the registration slip and present the cash receipt along with the forms to his/her academic advisor and get his/her signature.
- 3.7.3.5 Finally, he/she shall take the forms to the Office of the Registrar to get the seal. The registration process shall be considered incomplete without the seal of the Registrar.

3.7.4 Adding and Dropping Courses

With the approval of the department or academic advisor and the registrar, students can add or drop courses within the "add and drop period" as indicated on the Academic Calendar of the College.

- 3.7.4.1 Academic advisors will properly guide and monitor students to add or drop courses.
- 3.7.4.2 Readmitted students will add or drop courses with the advice or approval of the department.
- 3.7.4.3 Advanced standing students may be allowed to add courses which have no prerequisite.
- 3.7.4.4 Prospective graduates may add a course or courses in which they are deficient in the last two semesters in consultation with their academic advisor.
- 3.7.4.5 A student can drop a course for which he/she has registered sixty days before the final examination.

3.7.4.6 An academically deficient student needs special advice to add or drop courses with regard to the intensity, abstraction and complexity of the course and its compatibility with the student's level.

3.7.4.7 Instructors must be informed about a student's dropping or adding a course or courses through a copy of the slips filled by the student.

3.8 Course Exemption for Advanced Students

Course exemption concerns the transfer of courses and credit hours previously taken at Unity University College or at another accredited institution.

3.8.1 Course exemption is granted at the discretion of departments; and can only be permitted by the relevant departments as long as the credit hours are the same.

3.8.2 Requests for course exemption shall be directed to the concerned departments.

3.8.3 A student can only request a course exemption for a course in which he/she has scored at least a 'C' grade for common and related courses.

3.8.4 A student must have a CGPA of 2.00 to request course exemption.

3.8.5 A student dismissed for academic reasons and who has been readmitted shall not request exemption when he/she applies for transfer to another department or field of study.

3.8.6 The maximum number of credit hours for which a student can be exempted is thirty credit hours; 8 credit hours from minor courses, 10 credit hours from related courses and 12 credit hours from common courses.

3.8.7 In addition to common and related courses, only two major courses of three or four credit hours each, with a grade of "B" may be granted exemption.

3.8.8 Exemption may be granted for more than two major courses with a grade "B" if the transfer is made from a diploma to a diploma program or from a degree to a degree program taken at UUC.

3.9 Tuition, and Other Fees

Students are required to pay different fees for different services. The following fees specified below are liable to change depending on the objective condition of the time.

3.9.1 Application Fee	Birr 50
3.9.2 Registration Fee	Birr 30
3.9.3 Apprenticeship Registration Fee (TVET).....	Birr 30
3.9.4 Tuition Fee (per contact hour) for Regular Students	Birr 90
3.9.5 Tuition Fee (per contact hour) for Extension Students	Birr 90
3.9.6 Tuition Fee for TVET programs (per credit hour).....	Birr 31
3.9.7 Computer Lab. Fee	Birr 40
3.9.8 Make-up Examination Fee	Birr 75
3.9.9 Special Examination Fee	Birr 75
3.9.10 Recopying of Documents Fee	Birr 10 (per page)
3.9.11 Transcript Fee	
3.9.11.1 Student copy (local)	Birr 15
3.9.11.2 Urgent Student Copy (local)	Birr 20
3.9.11.3 Urgent Official (local)	Birr 30
3.9.11.4 Official Copy (local)	Birr 20
3.9.11.5 Official Copy (foreign)	Birr 30
3.9.11.6 Urgent Official Copy (Foreign)	Birr 35
3.9.11.7 Student Copy (Foreign)	Birr 25
3.9.12 Examination (Rescrutinization) Grade Remarking Fee.....	Birr 20
3.9.13 I.D Card Fee.....	Birr 15
3.9.14 Lost I.D Card Fee	Birr 50
3.9.15 Late Registration Fee.....	Birr 50
3.9.16 Readmission Application Fee.....	Birr 20
3.9.17 Letter of Attendance Fee.....	Birr 15
3.9.18 Diploma Fee.....	Birr 50
3.9.19 Certificate Fee.....	Birr 20
3.9.20 Accommodation Fee for Boarding Student	

- 3.9.21 Library Fee..... Birr 50
- 3.9.22 Overdue Fee.....(Birr3/Hour05/Min)
- 3.9.23 Evidence for a Lost Diploma Fee..... Birr 200
- 3.9.24 Rent for Gown and Diploma Tubes/Folders for eight days only..... Birr 25
For Late Returning of the above Birr 25 per day
- 3.9.25 Scholarship students shall be exempted from paying all or some of the
these fees.
- 3.9.26 Non-Ethiopian students will be charged double the rate paid by Ethiopians.
- 3.9.27 Evidence of lost diploma is provided only after producing a valid evidence
from a law court.

4. Academic Rules and Regulations

4.1 Transfer

4.1.1 Request for Transfer

Transfer concerns the following changes in a student's academic affairs. Thus, a student may request a transfer from:

- 4.1.1.1 Degree program to Degree program;
- 4.1.1.2 Diploma program to Diploma program;
- 4.1.1.3 Department to Department;
- 4.1.1.4 Campus to campus;
- 4.1.1.5 From other Universities and Colleges to Unity University College;
- 4.1.1.6 Section to Section;

4.1.2 Rules

- 4.1.2.1 A student who is admitted or readmitted may request any of the above-mentioned transfers.
- 4.1.2.2 A request for transfer from other Universities and Colleges to Unity University College must obtain final approved by the Academic Vice President.
- 4.1.2.3 Transferred students can request exemption for relevant courses that are also offered by the new department.
- 4.1.2.4 Exemption will be allowed only for courses with a grade of 'C' and above.

4.1.2.5 Both interdepartmental and intradepartmental transfers will be allowed if the student's CGPA is 2:00 and above at the time of request.

4.1.2.6 Course exemption, especially of major courses is at the discretion of the department.

4.1.3 Procedures for Transfer

4.1.3.1 Campus to campus transfer within a department shall be processed by the Office of the Registrar and the concerned department.

4.1.3.2 Interdepartmental campus-to-campus transfer shall be processed by the Office of the Registrar and the two concerned departments.

4.1.3.3 Intradepartmental transfer shall be processed by the concerned department and the Office of the Registrar.

4.1.3.4 Transfer from other institutions of higher learning to Unity University College shall be processed by the Office of the Registrar and the concerned department

4.1.3.5 Transfer from diploma program to degree program or (vice versa) shall be processed by the Office of the Registrar and the concerned department.

4.1.3.6 Transfer from section to section shall be processed by the Office of the Registrar and the concerned department(s).

4.1.3.7 All requests for transfer shall be initiated by the student. However, transfer cases may also be initiated by any appropriate body or official of the University College including instructors.

4.1.3.8 Students applying for transfer from other institutions of higher learning must be active students (those attending classes) at the time of request. They must also be from colleges and universities recognized by the Ministry of Education.

4.1.3.9 Any transfer request and approval for the same shall be completed during registration week

4.2 Advanced Standing Status

Advanced Standing is a status given to students who have completed their diploma programs at a recognized institution of higher learning.

- 4.2.1 At the time of admission, an advanced standing applicant shall have a minimum CGPA of 2.00 and must also be a diploma holder from a recognized institution of higher learning.
- 4.2.2 An advanced standing student can be exempted from all common courses, and two related major courses with a grade of 'B' or above with the approval of the department.
- 4.2.3 An advanced standing applicant from other institutions of higher learning shall not be exempted for more than 30 credit hours.
- 4.2.4 Concerned departments shall facilitate the semester course-load for advanced standing students.
- 4.2.5 The concerned department shall notify the Office of the Registrar and the Registrar will schedule a separate class for advanced standing students if their number exceeds 35.
- 4.2.6 Applications for admission will be accepted in accordance with the academic calendar.
- 4.2.7 The student should file an application with the Office of the Registrar.
- 4.2.8 The application for advanced standing status shall be processed by the Office of the Registrar and the concerned department.
- 4.2.9 The applicant should produce an official transcript from his/her former college or University.
- 4.2.10 The Office of the Registrar shall send each student's application to the relevant department.
- 4.2.11 The relevant department shall then decide the courses for which the student can request exemption and the number of courses that the student will be required to take to complete the requirements for the degree program.
- 4.2.12 The Office of the Registrar shall finally approve or reject advanced standing cases.

4.3 Semester Course Load for Students

- 4.3.1 The maximum semester course load for regular student shall be 18 credit hours (minimum 15).

- 4.3.2 The maximum semester course load for extension students shall be 12 credit hours (minimum 9).
- 4.3.3 The head of the department shall decide the lower limit in consideration of the student's academic caliber and personal problems.
- 4.3.4 The head of the department may allow students in good standing with a minimum CGPA of 3.00 to register for up to 22 credit hours.
- 4.3.5 The heads of departments shall also handle all special cases as regards semester course-load.

4.4 Course Substitution

- 4.4.1 If a student scores an 'F' twice in a common or a related course, the department offering the course shall arrange for a substitute course.
- 4.4.2 If a student scores an 'F' twice in a major course he/she may be allowed to take the course for a third time provided that his/her CGPA is 2:00 or above.
 - 4.4.2.1 The student should be provided with additional tutorials and continuous advice and support by the instructor of the course, and department heads should monitor its implementation.
 - 4.4.2.2 In the event that where there is no substitute course, the student may be allowed to take the course for a third time.
- 4.4.3 The maximum grade to be awarded to students who take a course for a third time is a 'D'.
- 4.4.4 A substitute course shall be arranged for a course that has phased out. The substitute course will be determined by the relevant department.
- 4.4.5 The Faculty Academic Commission can waive an 'F' for a graduating student who scored 'F' when taking the course for a second time in order to improve the 'D' he/she has earned for the same course previously.

4.5 Academic Warning, Probation and Dismissal

4.5.1 Academic Warning

Academic warning is a provision given to help a first year student obtain the minimum pass grade to progress to the next semester. It may also avert any premature dismissal because of two consecutive probations.

4.5.1.1 A first year first semester student will be given a warning if his/her semester G.P.A. is 1.75 to 1.99, inclusive.

4.5.1.2 A first year second semester student who has been put on warning in the first semester will be put on probation if his/her C.G.P.A. is between 1.75 to 1.99, inclusive.

4.5.2 Academic Probation

Academic Probation is a discretionary decision to allow students failing to meet the required academic standards to continue their studies. Since the purpose of probation is to permit the academic rehabilitation of the student, probation can only be granted by considering the circumstances of each student individually. To benefit from probation there should be reason to believe that the student can raise his/her grade to the required level of achievement.

4.5.2.1 Academic probation is not a right but a privilege given by the Senate of UUC.

4.5.2.2 A first year first semester student whose semester GPA falls between and including 1.50 and 1.74 will be put on probation.

4.5.2.3 A student in the first year second semester and above shall be put on probation if he/she fails to achieve a semester GPA of 1.50.

4.5.2.4 In anticipation of possible improvement in his/her CGPA in the following semester, a student in the second year and above may be put on probation if his/her CGPA falls between 1.75 and 1.99.

4.5.2.5 A student cannot be put on probation twice. Instead of a second probation, he/she will be dismissed.

4.5.3 Academic Dismissal

Academic dismissal is a decision to disallow academic pursuit in an institution of higher education.

- 4.5.3.1 A first year student who fails to achieve a minimum semester GPA of 1.50 in the first semester/term shall be dismissed.
- 4.5.3.2 A first year, second semester student who is on warning but who fails to achieve a minimum CGPA of 1.75 shall be dismissed.
- 4.5.3.3 A student in the second year and above who has been on warning or probation shall be dismissed if he/she fails to achieve a minimum CGPA of 2.00 and a minimum semester GPA of 1.50.
- 4.5.3.4 A student who fails to achieve a minimum semester GPA of 1.50 for three consecutive semesters shall be dismissed, irrespective of his CGPA.
- 4.5.3.5 An advanced standing student will be dismissed if he/she fails to achieve a GPA of 1.75 in the semester in which he/she is enrolled.
- 4.5.3.6 A readmitted student who fails to achieve a CGPA of 2.00 at the end of the second semester after readmission will be dismissed.
- 4.5.3.7 Violation of other regulations of the University College may also result in dismissal.

4.6 Withdrawal

- 4.6.1 Any student can withdraw for academic or non-academic reasons. However, she/he must do so officially to maintain good standing and eligibility for possible readmission. He/she can apply for withdrawal up to thirty days before final examinations.
- 4.6.2 The Department Head, in consultation with the academic advisor of the student, decides whether the student is eligible to withdraw. When convinced, the Department Head issues a permission slip to the student. The student then files the permission slip with the Registrar and completes the withdrawal procedures as outlined by that office. Where it is impossible to do this in person, it must be done by a letter duly signed by the student or by the person designated by the student.

- 4.6.3 A student who withdraws for non-academic reasons can apply for readmission.
- 4.6.4 Withdrawals based on valid reasons shall be approved by:
 - 4.6.4.1 the concerned Department Head, if the withdrawal is requested within 30 days after registration;
 - 4.6.4.2 the Dean, if the withdrawal is requested 30 days after registration but not more than 60 days. In both cases, there will be no reimbursement of fees paid.

4.7 Readmission

- 4.7.1 Readmission concerns a student who has discontinued his/her education and has officially withdrawn from the University College and wishes to continue his/her studies.
- 4.7.2 A student shall have completed at least one semester prior to his/her withdrawal to apply for readmission.
- 4.7.3 A first year, first semester student who has discontinued his/her education without taking the final exam cannot apply for readmission.
- 4.7.4 Students can apply for readmission to the same department or to another department by transfer.
- 4.7.5 A student dismissed for academic reasons but readmitted at a later time cannot apply for course transfer if he/she requests to be transferred to another department.
- 4.7.6 A student who withdrew due to non-academic reasons, and has been readmitted and has a CGPA of 2.00 and above can apply for a course transfer if he/she wishes to be transferred to another department. The department council can also waive an 'F' grade a student has earned if the courses(s) are not relevant and not required by the new department.
- 4.7.7 Readmission is possible any time after the date of withdrawal.
- 4.7.8 A student dismissed twice for academic reasons cannot apply for readmission.

- 4.7.9 To apply for readmission a student must have a minimum GPA of 1.0 if withdrawal takes place during the first semester of the first year; and a minimum CGPA of 1.50 if withdrawal takes place thereafter.
- 4.7.10 A readmitted student can repeat up to a maximum of 5 courses in which he/she has scored 'D' or 'F'. His/her CGPA can be computed to determine his/her academic status after he/she has taken some of the five courses.
- 4.7.11 The maximum grade a readmitted student can receive for the courses he/she has repeated is a 'C'.
- 4.7.12 Readmission must be approved by the Dean.
- 4.7.13 A readmitted student shall be exempted from a course(s) that has phased out if it is not possible for the student to get a related substitute course. The 'D' or 'F' grades that the student has scored in such phased out courses shall not be included in the computation of the student's CGPA. A remark shall be put in the transcript of the student stating the condition.
- 4.7.14 A student readmitted with a CGPA of 1.50 – 1.74 will be put on probation if his/her CGPA at the end of the semester in which he/she is readmitted falls between 1.75 and 1.99.
- 4.7.15 A student readmitted with a CGPA of 1.75 –1.99 will be put on probation if he/she improves his/her CGPA but fails to achieve a CGPA of 2.00 in the semester in which he/she is readmitted.
- 4.7.16 A student readmitted to the final semester of his/her study program shall be dismissed if he/she fails to achieve a CGPA of 2.00.
- 4.7.17 A student who wishes to be readmitted shall file an application to his/her department and complete the form designed for requesting readmission.
- 4.7.18 The concerned department's admission or student affairs committee shall examine the case and the head of the department shall approve the request and send it to the dean.
- 4.7.19 The dean shall approve the readmission and send it to the Registrar's Office.

4.7.20 The Office of the Registrar shall declare the names of students who are readmitted.

4.7.21 The readmitted student shall register according to the schedule set by the Registrar.

4.8 Grade Remarking

A student who feels that he/she does not deserve the grade(s) he/she has earned shall have the right to appeal for a remarking of his/her examination papers within one week after the official issuance of grade report.

4.8.1 A request for re-marking of examination papers should be made in writing to the head of the concerned department after the official issuance of grades. The student shall pay a remarking fee of Birr 20.

4.8.2 The department head shall present the request for remarking to an ad-hoc committee, which shall have three members including the department head, who shall always chair the committee meeting. The instructor/instructors who have taught the course shall not be part of the committee.

4.8.3 The concerned instructor shall produce the student's final exam-paper, the raw scores the student has achieved in the continuous assessment and the answer key as well.

4.8.4 When marking the paper(s) the committee should compare and contrast the way the paper is marked with other papers marked by the same instructor for the same course(s) in the same semester. Students can request for remarking of test papers too.

4.8.5 The student shall be notified of the result of the remarking within a week after the student's application has been received by the departments.

4.8.6 The remarking fee shall be refunded if the remarking proves that the student was unfairly graded and the committee decides that he/she deserves a better grade than the one previously awarded to him/her.

4.8.7 The decision of the committee shall be final.

4.8.8 Records of remarking cases must be kept by the department and the dean's office.

4.8.9 The department head should record the occurrence of repeated cases of remarking and grade changes that concern the same instructor.

4.9 Class Attendance/Absenteeism

4.9.1 A student is required to attend at least 80% of her/his classes to sit for final exams to receive a grade for them.

4.9.2 A student who misses more than 12 contact hours out of a four (4) contact hour course will receive an NG for the course.

4.9.3 A student who misses more than 9 contact hours out of a 3 contact hour course will receive an 'NG' for the course.

4.9.4 A student who misses more than 6 contact hours out of a two (2) contact hour course will receive an NG for that particular course

Contact hours per week	Total semester contact hours	Twenty percent (20% of the total contact hour)
4	60	12
3	45	9
2	30	6

4.9.5 The instructor shall regularly notify the student the number of classes he/she has missed before declaring that missed classes have gone beyond twenty percent of the total contact hour.

4.9.6 The instructor shall give the student an NG as soon as he/she misses twenty percent of the total contact hour required for the semester.

4.9.7 A student who was absent and has missed a test shall produce a valid evidence (reason) to the instructor if he/she wishes to take a make-up test.

4.9.8 If the instructor doubts the validity of the evidence produced by the student he/she will forward the case to the head of his/her department.

4.9.9 The department head shall investigate the case and will notify the instructor of his/her decision.

4.9.10 The decision of the department shall be final and binding.

- 4.9.11 A student shall not be forced to present evidence for classes missed within the twenty percent limit unless he/she wishes to take a make-up test.
- 4.9.12 The attendance policy should be made clear to students during orientation.
- 4.9.13 Attendance is mandatory, and absenteeism will result in a loss of one to five points.

4.10 Make-up Examinations

Make-up examination refers to tests, exams and term papers administered to a student who has missed tests, exams and has not submitted her/his term papers for various reasons but has a minimum of 80% attendance.

- 4.10.1 A Student who has at least 80% attendance but has missed a test, or final exam shall apply for a make-up examination. He/she must attach a valid evidence and/or justifiable cause which explains why he/she has missed the test or exam.
- 4.10.2 A student who applies for a make-up examination must have earned an “I” (Incomplete) grade for the course(s).
- 4.10.3 A student whose request for make-up final exam has been accepted shall pay the following fees:
- | | | |
|---------------|---|----------|
| One course | = | Birr 75 |
| Two courses | = | Birr 100 |
| Three courses | = | Birr 125 |
- The student shall pay an additional fee of Birr 25 for each and every course above one course.
- 4.10.4 A female student who misses a final exam for maternity reason shall not pay any fee.
- 4.10.5 A student unable to register because of delay in the administration of a make-up exam shall be allowed to attend class with the permission of the department head.
- 4.10.6 Departments shall prepare final make-up exams simultaneously with the regular scheduled final exams.

- 4.10.7 Make-up exams shall be administered between the time for the regular final exam and the registration for the next semester.
- 4.10.8 A request for a make-up examination shall be submitted to the relevant head of department by filling in the make-up exam request form.
- 4.10.9 A student applying for a make-up exam shall produce valid written evidence unless this is absolutely difficult for practical reasons.
- 4.10.10 An application for a make-up exam can be submitted up to one week after the administration of the final exam the student has missed.
- 4.10.11 The student will be informed of the exact date of the make-up exam to be administered by the concerned head of department when his/her request is accepted.
- 4.10.12 A student must take the make-up exam on the date specified by the department.
- 4.10.13 If a student fails to take a make-up exam within the specified period, the Office of the Registrar shall change the 'I' grade entered previously into an 'F' three weeks after the commencement of the next semester class.

4.11 'NG' (No Grade) and 'I' (Incomplete) Grades

- 4.11.1 'NG' (No Grade) shall be given to a student who has registered for a course but has less than 80% attendance.
- 4.11.2 'I' (Incomplete) is a grade given to a student who has 80% attendance but has failed to fulfill the requirements of a course.

4.12. Student Scholarship

- 4.12.1 Scholarships shall be awarded to the most outstanding students at the end of every semester.
- 4.12.2 A student in the regular Degree program must score a CGPA of 4.00 in two consecutive semesters, while a student in the extension program must score a CGPA of 4.00 in four consecutive semesters to get the scholarship. However, their CGPA must always be 3.75 and above at any one time so that a student can maintain his/her scholarship.

- 4.12.3 A student's scholarship shall be immediately revoked if his/her CGPA is lower than 3.75 at any one time.
- 4.12.4 A request for scholarship must be initiated by the student.
- 4.12.5 The request shall be submitted to the department head who will forward the request to the dean with his/her recommendation.
- 4.12.6 The dean shall again send the case to the office of the Academic Vice President with his/her recommendation for approval.

4.13. Academic Dishonesty

The following behaviors are considered as academic dishonesty.

- 4.13.1 Cheating in exams, tests and quizzes.
- 4.13.2 Plagiarizing
- 4.13.3 Falsifying bibliographies
- 4.13.4 Handing in work done by someone else
- 4.13.5 Receiving improper assistance on assignments
- 4.13.6 Intentionally facilitating cheating
- 4.13.7 A student who commits any one of the above offenses
 - 4.13.7.1 Shall be given a written reprimand and an "F" grade for a particular course if the offense is committed for the first time.
 - 4.13.7.2 Shall be suspended from the College for a period of 6 to 12 months if he/she commits any one of the offenses for the second time.
- 4.13.8 Incidents of academic dishonesty will be reported in writing to the Dean with copies to the head of the department offering the course.
- 4.13.9 The Dean will forward the case to the Office of Student Affairs at the Faculty level.
- 4.13.10 The Student Affairs Committee of the Faculty will examine the case and report their decisions to the Faculty's Academic Commission within a maximum of 7 academic calendar days.
- 4.13.11 The decision of the Academic Commission is final and binding.
- 4.13.12 An instructor shall give zero marks to any students found cheating during tests, quizzes and other assignments.

- 4.13.13 UUC shall emphasize the importance of academic integrity through a variety of media (handbook, orientations, course materials), to ensure that students are aware that it is a high priority for UUC.
- 4.13.14 UUC encourages each faculty to discuss dishonesty with students to reinforce and remind students of unacceptable behavior.
- 4.13.15 UUC shall establish non-permissive examination environments, with watchful instructors, spaced seating, and varied exam formats which are effective deterrents.
- 4.13.16 UUC shall apply penalties in a consistent, fair and timely manner. Inconsistent and unpredictable responses to dishonesty erode students' support for existing policies.
- 4.13.17 UUC shall maintain an environment of trust and honor, and emphasize the importance of mature behavior, responsibility and proper conduct, which enhance academic integrity.

4.14. Continuous Evaluation of Student Performance

4.14.1 Mark Allocation

- 4.14.1.1 Student test results, quizzes, assignments, project work, term papers, etc., shall constitute 40 (forty) percent of the total marks while final examination shall constitute 60 (sixty) percent of the total marks out of one hundred.
- 4.14.1.2 Marks deducted for absenteeism shall not exceed 5 points.
- 4.14.1.3 Attendance records shall only be used to determine whether a student should sit for the exam or not.

4.14.2 The Responsibility of the Student

The student must take tests, quizzes, etc. as scheduled in the course work plan and must understand that he/she is responsible if he/she misses scheduled tests, quizzes, presentations, etc.

4.14.3 The Fixed Scale Grading System (Degree)

4.14.3.1 Grades shall be awarded according to the following scale:

85 and above	=	A
75 – 84	=	B
55 – 74	=	C
40 – 54	=	D
39 and below	=	F

Additional Specifications

91 and above	=	A ⁺	
85 - 90	=	A	----- 4.00
80 – 84	=	B ⁺	----- 3.50
75 - 79	=	B	----- 3.00
62 - 74	=	C ⁺	----- 2.50
50 – 61	=	C	----- 2.00
40 – 49	=	D	----- 1.00
39 and below	=	F	----- 0.00

4.14.3.2 The Grading Point Average (GPA) is obtained by dividing the total number of grade points earned in a semester/term by the total number of semester/term credit hours attempted in a semester/term. The Cumulative Grade Point Average (CGPA) is obtained by dividing the total number of grade points earned by the total number of credit load taken in consecutive semesters/terms; when a course is repeated, only the new grade and hour included in computing the semester/term average and the cumulative average.

To complete the course program and graduate the candidate needs to obtain a minimum CGPA of 2.00

4.14.3.3 University College Honor List

4.14.3.3.1 University College honor list is a list of students receiving special recognition from the University College because of superior academic work at the end

of every semester/term. Completion of the degree or diploma program upon graduation with a cumulative grade point average (CGPA) of 3.25 to 3.74 entitles a student to be registered in the honor list of the University College.

4.14.3.3.2 President's Honor List is a list of students receiving special recognition from the President of the University College because of extremely superior academic work upon completion of the degree or diploma program with a CGPA of 3.75 or above.

4.14.3.3.3 The following CAPA and the corresponding remarks of distinction are followed by Unity University College.

CGPA of 3.25 - 3.49 Distinction

CGPA of 3.50 - 3.75 Great Distinction

CGPA of 3.75 - 4.00 Very Great Distinction

4.15 Repeating Courses

4.15.1 A student must repeat all courses in which he/she had scored "F" he/she is allowed to repeat a course only once. If a student scores an "F" for a second time in a general course, the department to which the student belongs shall arrange another substitute course. If he/she scores "F" twice in the substitute course, he/she will be dismissed for good.

4.15.2 A substitute course shall be arranged only for students who are not dismissed for academic reasons.

4.15.3 A student may be allowed to repeat a course or courses in which he/she has scored a "D" once.

4.15.4 A student who is permitted to repeat a course must attend all activities pertaining to the course, unless the Academic Commission agrees to waive these requirements.

4.15.5 The grade to be assigned to repeated or substitute course shall not exceed "C".

- 4.15.6 If a student repeats a course in which he/she obtained an "F" or a "D" the grade and the hours taken the first time are ignored in computing the GPA and CGPA.
- 4.15.7 The "F" grade obtained in the substituted course will not be considered in the computation of the CGPA of the student.
- 4.15.8 A prospective graduate who fails to meet the required CGPA for graduation, but has no 'F' grades, may repeat up to only 5 courses in which he/she has scored 'D' within a period of two semesters.

4.16 Graduation

4.16.1 Requirements

In order to graduate with a Diploma or Bachelor Degree, a student must:

- 4.16.1.1 achieve a minimum CGPA of 2.00 in the diploma or degree programs. Where there is an area of concentration or major in the degree program, the student is also required to achieve in his/her major a minimum GPA of 2.00. Last semester/term's GPA is not required of the student as long as he/she was not on probation in the previous semester/term;
- 4.16.1.2 remove all "F" grades or substitute them in accordance with Article 4.15.1
- 4.16.1.3 obtain a minimum grade of "C" in his/her fourth year senior essay or research project;
- 4.16.1.4 take all required courses offered by the college;
- 4.16.1.5 accumulate for the degree a minimum total of 108 and 144 credit hours for 3 and 4 year programs respectively and a minimum total of 72 credit hours for the diploma programmes;
- 4.16.1.6 have all major courses included in his/her major CGPA calculation.

4.17 Invigilation

4.17.1 THE RESPONSIBILITY OF EXAMINEES

Examinees:

- 4.17.1.1 should arrive on time since no additional time will be given to compensate for time lost due to late arrivals;
- 4.17.1.2 must show their I.D. cards and any other relevant materials upon the request of an invigilator or a concerned UUC official. The ID card must be clearly readable, and the photograph clearly identifiable;
- 4.17.1.3 cannot sit for any exam if they arrive at the exam hall more than 30 minutes after exams have started.
- 4.17.1.4 put aside materials (such as books, exercise-books, mini computers, calculators, etc.) or even blank sheets of papers unless they are given permission to use such materials by the course instructors prior to the exam;
- 4.17.1.5 should not talk to another person, move a chair or move from place to place without the consent of the invigilator;
- 4.17.1.6 should not use abusive language such as insults, ridiculing other people, shouting, etc.;
- 4.17.1.7 should not attempt to cheat or facilitate cheating;
- 4.17.1.8 should not be violent or show any other form of aggressive behavior or else they will be disqualified or seriously sanctioned.

4.17.2 Sanctions

- 4.17.2.1 Warning
- 4.17.2.2 Change of Place
- 4.17.2.3 Award of an 'F' grade
- 4.17.2.4 Suspension

Instructors can apply sanctions 4.17.2.1 and 4.17.2.2. However, sanctions 4.17.2.3 and 4.17.2.4 can only be applied by the Faculty Academic Commission.

5. Student Affairs

5.1 Statement of Student Rights and Responsibilities

5.1.1 Student Rights: General

5.1.1.1 Students at UUC have the same rights and protections as that provided under the constitution of Ethiopia. These rights include freedom of expression, religion, and assembly. As members of UUC community, students have the right to express their own views, but must also accord the same rights to others.

5.1.1.2 Students have the right to be treated fairly and with dignity regardless of age, color, disability, marital status, national origin or ancestry, race, religion, sex.

5.1.1.3 Students have the right to be protected from capricious decision-making by the institution and to have access to policies which affect them. Students also have the right to have a balanced and fair system of dispute resolution.

5.1.2 Students Rights: Specific

5.1.2.1 No discrimination shall be made among students on the basis of nationality, sex, religion, color and physical disabilities.

5.1.2.2 Students have the right to:

5.1.2.2.1 put forward opinions, ask questions, debate and participate in discussion in any educational process and other related activities;

5.1.2.2.2 use libraries and other facilities according to the regulations set by UUC;

5.1.2.2.3 meals, lodging and medication on the basis of the agreements made with UUC;

5.1.2.2.4 participate in clubs organized on the basis of age, sex, educational and research related fields, etc. under the umbrella of their organization;

- 5.1.2.2.5 assemble, to exercise freedom of speech, press and publication and distribution of materials; but political partisanship and religious activities are not allowed to operate within the UUC;
- 5.1.2.2.6 participate in committees such as food, housing, discipline, recreation, health services, part-time jobs, etc. through the coordination of the Dean of Students;
- 5.1.2.2.7 be treated equally in part-time job opportunities at UUC;
- 5.1.2.2.8 bring evidence and complaints against cases they are accused of or penalized for;
- 5.1.2.2.9 be readmitted to UUC in accordance with its regulations after withdrawing for reasons such as giving birth to a child, sickness, serious accident, etc;
- 5.1.2.2.10 be evaluated on the basis of their academic performance and ability without any discrimination and to obtain a copy of their grades at the end of the academic semester;
- 5.1.2.2.11 apply for a re-evaluation of an examination paper in accordance with the regulations of UUC;
- 5.1.2.2.12 receive administrative support, guidance and counseling service in cases of academic or personal problems;
- 5.1.2.2.13 receive guests in accordance with the rules of UUC;
- 5.1.2.2.14 participate in co-curricular activities.

5.1.3 Student Responsibilities

Along with the rights come certain responsibilities. Students behavior at the University College is expected to be consistent with the values of the UUC community (civility, dignity, diversity, education,

equality, freedom, honesty, and safety) and to obey UUC's rules and regulations and the laws of the country.

5.1.4 Violations

The following behaviors contradict the values of the UUC community and are subject to action:

- 5.1.4.1 Physically harming another person including acts such as assaulting, battering or killing;
- 5.1.4.2 Sexually assaulting or sexually harassing another person;
- 5.1.4.3 Bullying, stalking, or harassing another person, or defaming any member of UUC community;
- 5.1.4.4 Possessing, using, or storing firearms, explosives, or weapons on UUC-controlled property or at UUC events or programs (unless approved by the security office);
- 5.1.4.5 Tampering with fire or other safety equipment or setting unauthorized fires;
- 5.1.4.6 Illegally possessing, using, distributing, manufacturing, or selling alcohol; beverages and drugs;
- 5.1.4.7 Intentionally reporting false emergencies such as fires or bombs to a UUC official;
- 5.1.4.8 Stealing, vandalizing, damaging, destroying, or defacing the UUC property or the property of others;
- 5.1.4.9 Obstructing or disrupting classes, research projects, or other activities or programs of UUC; or obstructing access to UUC facilities, property, or programs;
- 5.1.4.10 Making, possessing, or using any falsified UUC document or record; altering any UUC document or record, including identification cards and meal cards;
- 5.1.4.11 Failing to leave UUC -controlled premises when told to do so by a security guard with reasonable cause;

- 5.1.4.12 Violating regional or federal law if such action has a serious impact on the UUC community;
- 5.1.4.13 Misusing, failing to comply with, or jeopardizing statements, procedures, sanctions, or mediated agreements, or interfering with participants involved in the resolution process;
- 5.1.4.14 Violating policies concerning the Library, Computers or other properties on UUC premises.

5.1.5 Sanctions

Sanctions are designed to promote UUC's missions. Sanctions may also serve to promote safety or to deter behavior which harms, harasses, or threatens people or property. Some behavior is so harmful to the UUC community or so deleterious to the educational process that it may require more serious sanctions: removal from housing, removal from specific courses or activities, suspension from UUC or expulsion. One or more of the following sanctions may be recommended:

5.1.5.1 Formal Reprimand

A formal notice that the statement has been violated and that future violations will be dealt with more severely.

5.1.5.2 Disciplinary Probation

A designated period of time during which the student is not in good standing with the UUC. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.

5.1.5.3 Restitution

Compensation for loss, damage, or injury to the appropriate party in the form of service, money or material replacement.

5.1.5.4 Restriction from Employment at UUC

Prohibition or limitation on University College employment.

- 5.1.5.5 Class/Workshop Attendance
Enrollment and Completion of a class or workshop that could help the student understand why her or his behavior was inappropriate.
- 5.1.5.6 Educational Project
Completion of a project specifically designed to help the student understand why her or his behavior was inappropriate.
- 5.1.5.7 Service
Performance of one or more tasks designed to benefit the community and help the student understand why his or her behavior was inappropriate.
- 5.1.5.8 University College Housing Transfer or Removal
Placement in another room or housing unit or removal from UUC housing.
- 5.1.5.9 Removal from Specific Courses or Activities
Suspension or transfer from courses or activities at UUC for a specified period of time.
- 5.1.5.10 No Contact
Restriction from entering specific UUC areas such as libraries, computer centers, etc.
- 5.1.5.11 Suspension
Separation from UUC for a specified period of time or until certain conditions are met.
- 5.1.5.12 Expulsion
Permanent separation from UUC
- 5.1.5.13 Emergency Suspension
If a student's actions pose an immediate danger to any member of the UUC community, the Dean, the Assistant Dean, the Department Head, the Administrator or a designee may immediately suspend the student pending a meeting. Except in exceptional circumstances that meeting shall be scheduled within

two academic calendar days. At this meeting the student will be informed of the alleged violation, presented with the available evidence, and given the opportunity to make a statement and present his/her evidence. The instructor can also suspend a student for one day. If he/she decides that a student should be suspended for more than one day she/he should report to the Department Head.

5.2 Faculty/School Student-Affairs Committee

The Student-Affairs Committee at the Faculty or School level shall handle violations of the statement of student rights and responsibilities.

The Faculty/School Student-Affairs Committee shall consist of the following members of staff:

- 5.2.1 Two instructors appointed by the Faculty Academic Commission
- 5.2.2 The Department Head(s) of the student(s) who violated the statement.
- 5.2.3 The Dean of the faculty shall designate one of the appointed instructors as the chairperson of the committee.

5.3 Procedure to Handle Violations

- 5.3.1 Any member of UUC community or society may initiate a case of violation or other disciplinary offense.
- 5.3.2 The case shall be presented to the relevant Dean in writing within one week of the occurrence of the incident.
- 5.3.3 The Dean shall forward the case to the Faculty/School Student-Affairs Committee
- 5.3.4 The Committee shall reach its final decision within two weeks and submit that decision to the Dean.
- 5.3.5 The Dean will disclose the decision to the relevant student(s) in writing with copies to the Dean of Students, the Registrar and the Academic Vice President.

- 5.3.6 A student(s) and other parties concerned who may be dissatisfied with the decision of the Faculty Student-Affairs Committee shall have the right to appeal to the AVP.
- 5.3.7 The AVP shall forward the appeal to the University-wide Student-Affairs Committee of which the Dean of Student is the secretary.
- 5.3.8 If the decision of the Faculty/School Student-Affairs Committee is endorsed by the University College -wide Student-Affairs Committee, the decision shall be final and binding.
- 5.3.9 However, if the decision of the Faculty Student-Affairs Committee is not endorsed by University College wide Student-Affairs Committee the case shall be presented to the University College Senate through the office of the Academic Vice President.
- 5.3.10 If two students from different faculties/schools simultaneously file an application, the case shall be forwarded to the University College -wide Student-Affairs Committee through the office of the Academic Vice President.
- 5.3.11 The Dean may also suspend the student(s) for a week or so during the process if the severity and gravity of the offence warrant it).
- 5.3.12 Records shall be kept in the Office of the Dean for future reference.

6. Miscellaneous

6.1 Sexual Harassment

6.1.1 Definition

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

- 6.1.1.1 submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment, or participation in a university college activity;
- 6.1.1.2 submission to or rejection of such conduct by an individual will affect that individual's employment, education, living environment, or participation in a university college activity; or
- 6.1.1.3 such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, living environment, or participation in a university college activity.

6.2 Procedures for Addressing Sexual Harassment Claims

- 6.2.1 The University College can take corrective action only when it becomes aware of such problems.
- 6.2.2 Therefore, persons who believe they have experienced or witnessed sexual harassment are encouraged to come forward promptly with their reports or complaints to seek assistance within the University College.
- 6.2.3 Individuals also have the right to pursue a legal remedy for sexual harassment in addition to or instead of proceeding under the University College Sexual Harassment Policy.

- 6.2.4 A report can be made to the office of the Academic Dean, Dean of Students, Department Head or their designees.
- 6.2.5 Inquiries and complaints of sexual harassment will be treated with the maximum degree of confidentiality.
- 6.2.6 Discussions with officials are not considered official reports to the University College and will not, without additional action by the complainant, result in intervention. Therefore, reports should be made in writing.
- 6.2.7 Conduct alleged to be sexual harassment is evaluated by considering the totality of the circumstances.