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UNIVERSITY  
OF CENTRAL ASIA

# ACADEMIC POLICIES, SCHOOL OF ARTS AND SCIENCES

ACADEMIC YEAR 2018 - 19

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## Acronyms

<b>CGPA</b>	<b>Cumulative Grade Point Average</b>
<b>FLEX</b>	<b>Future Leaders Exchange Programme</b>
<b>GPA</b>	<b>Grade Point Average</b>
<b>MEC</b>	<b>Management Executive Committee</b>
<b>SAS</b>	<b>School of Arts and Sciences</b>
<b>SGPA</b>	<b>Semester Grade Point Average</b>
<b>UCA</b>	<b>University of Central Asia</b>
<b>UG</b>	<b>Undergraduate</b>

## Admission to the University of Central Asia

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Admission to the School of Arts and Sciences, University of Central Asia
<b>Policy Number</b>	LP 001
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Rationale</b>	To ensure equitable treatment of applicants by establishing common standards for application and admission into the programmes at the University of Central Asia
<b>Contact Office</b>	Office of the Registrar

#### 1.0. Terminology

*Applicant from a Founding State.* An applicant who is a citizen of and/or permanent resident of Kazakhstan, Kyrgyzstan, and Tajikistan.

*Applicant from outside the Founding States.* An applicant who is a citizen of and/or permanent resident of any country other than those listed above under “Applicant from a Founding State.”

#### 2.0. Policy

- 2.1. This policy pertains to University of Central Asia (UCA)’s Undergraduate Programme of the School of Arts and Science (SAS). Admission to SAS is competitive, based solely on merit, and considers an applicant holistically, including academic performance, leadership potential, extra-curricular success.
- 2.2. The minimum age is 16 years old to be admitted to the Preparatory Programme and 17 years old for directly into the Undergraduate year, based on the University’s admissions requirements and any other criteria UCA may establish from time to time set at the minimum entry level to the Undergraduate Programme.
- 2.3. The proportion of students from outside the Founding States admitted to SAS shall comprise no more than 20% of the total number of students admitted each year. The top 50 applicants (as measured by high school transcript average) from outside the Founding States will be invited to write the admission test.
- 2.4. Applicant pools from the Founding and non-Founding States shall be separate.
- 2.5. Basic UCA admission requirements:

- 2.5.1. Graduation from high school.
- 2.5.2. Writing the SAS admission test, the passing threshold of which shall be determined annually by the University. The test will have a writing component where the candidates will describe their motivation to study at UCA.
- 2.5.3. Submitting satisfactory recommendations from final year high school Math and English language teachers.
- 2.6. Admission to UCA is determined by a Selection Committee that makes its final recommendations based on the overall assessment of all applicants, including their academic performance in high school, results on the SAS admission test, extra-curricular activities including volunteer work, recommendations from Math and English high school teachers, and the motivation to study at UCA . The Selection Committee consists of qualified external academics and professionals from the Founding States, those representing international partner institutions, and UCA faculty and staff.
- 2.7. The University expects all applicants to provide truthful and complete information during the admissions process. If, at any point during this period, the University suspects fraudulent actions or documents, the University shall investigate the matter. If confirmed, the applicants' candidacy shall be withdrawn. If such information and/or actions are discovered after an applicant becomes a UCA student, the student shall be requested to permanently withdraw from the University.
- 2.8. Conditions that are not outlined in this policy shall be referred to the Academic Council.
- 2.9. Appeals regarding student admission will be considered by the Admissions Committee within 15 days of announcement of the results.

## Deferred Admissions Policy

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Deferred Admissions Policy, SAS
<b>Policy Number</b>	LP 002
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Rationale</b>	To ensure equitable treatment of applicants who seek deferred admission
<b>Contact</b>	Office of the Registrar

#### 1.0. Terminology

*Deferred admission.* Permission to commence studies at a date later than the one, when the student was first offered admission to UCA.

#### 2.0. Policy

- 2.1. An offer of admission is made for the upcoming academic year.
- 2.2. It is understood that from time-to-time circumstances beyond the control of a candidate may warrant a deferral of admission.
- 2.3. Subsequent to admission to a programme of study, a student may request deferred admission for the following reasons:
  - 2.3.1. Family / health / personal reasons.
  - 2.3.2. Financial issues in the family.
  - 2.3.3. Study visa issues.
  - 2.3.4. At the discretion of the Admissions Committee, attendance at certain overseas study programmes such as Future Leaders Exchange (FLEX)<sup>1</sup> may also be considered for deferral.
- 2.4. A request for deferred admissions should be made in writing, including submission of all supporting documentation, prior to the start of the academic year. The conditions of deferral shall be made clear when a student approaches the University

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<sup>1</sup> U.S. Government-sponsored programme that provides scholarships for high school students from Europe and Eurasia to spend an academic year in the United States, living with a family and attending an American high school.

Registrar or an authorized UCA staff member in the Office of the Registrar during the application process. Deferral shall be granted at the discretion of the University and will be dependent on its interpretation of the explanation by the applicant. Where the student requesting deferral fails to satisfy the reasons for or conditions of deferral, the deferral may not be granted.

- 2.5. Deferments are granted for one year and the student should confirm, in writing, to the University of their intention to study by 30 April of the year in which the student will start attending.
- 2.6. All requests for deferred admissions will be granted by the Admissions Committee on a case-by-case basis.
- 2.7. Students granted deferred admission to a programme of study will be admitted to the programme of study in the next academic year and will not be required to rewrite the admissions test, re-sit for an interview or pay a new application fee. Subsequent requests for deferred admission shall not be considered.
- 2.8. Where a request for deferred admission is denied, the student shall have the option to either withdraw and reapply for admission next year or commence studies in the year to which he/she has been admitted.
- 2.9. The decision of the Admissions Committee is final and may not be appealed.

## Attendance and Absences

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Attendance and Absences, SAS
<b>Policy Number</b>	LP 003
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Rationale</b>	To regulate attendance and absences
<b>Contact Office</b>	Dean of Arts and Sciences

#### 1.0. Terminology

*Class* – a one to three-hour lecture session

*Lab session* – a one to three-hour practical session in the laboratory

*Problem-solving session* – a one to three-hour practice session

*Class time* – a class, lab work or problem-solving session

*Term* – the duration of the Semester for the Preparatory Programme and the duration of a course in the Undergraduate Programme

#### 2.0. Policy

- 2.1. The University views attendance as an individual student responsibility. Students are expected to attend class, lab and problem-solving sessions, complete all assignments, and take all exams as scheduled. Faculty are expected to provide notice of the dates on which exams will be given and when assignments will be due in the course syllabus, which shall be made available no later than the second-class at the beginning of the term.
- 2.2. Faculty and/or course instructors shall take attendance at every class as well as lab and problem-solving sessions. In courses where a portion of the overall grade is assigned to participation, attendance and absences shall be reflected in the grade. In other courses, students shall not be absent for more than 10% of class time unless for reasons specified in Section 2.5 below. Students absent for more than 10% without valid reasons will be required to repeat the course.



- 2.3. Students who are late by more than 15 minutes for a class, lab work or a problem-solving session shall be marked as absent.
- 2.4. Each absence from a class, lab, or problem-solving session or part of a class session should be explained in writing to the relevant faculty member.
- 2.5. Students will be required to submit relevant documentation to their faculty accompanied by a written statement for absenteeism due to illness, accident, family affliction, participation in legal proceedings, religious holidays, required participation in military duties, and mandatory admission interviews for professional or graduate school.
- 2.6. If illness, accident, or family affliction causes a student to miss a unit test, mid-term exam, the final exam or fail to complete any graded assignment a request to reschedule should be made, in writing, to the concerned course instructor with a copy to the Dean of Arts and Sciences. If by the end of the term, the student is unable to complete all tests/exams/graded assignment he/she shall submit a written request to the University Registrar for deferring the test/exam/grade assignment. If deferral is granted, all course work shall be completed by the end of the following term. Requests for extended deferral, beyond the end of the following term, are granted only in exceptional cases and require approval by the Dean of Arts and Sciences.
- 2.7. Students are expected to be available for exams and other course assignments throughout the term, including to the end of the exam period for the term in the Preparatory Programme. Students should avoid making travel plans for the end of term until the date of the final exam for the course (if any) is known.
- 2.8. Rescheduling and deferral of exams is not allowed except under the circumstances outlined in section 2.6.
- 2.1. Students who arrive late for tests/examinations are allowed to sit their exams, however will not be given extra time for completion.

## Academic Integrity

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Academic Integrity Policy, SAS
<b>Policy Number</b>	LP004
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Rationale</b>	To establish academic integrity principles and procedures
<b>Related policies</b>	Student Code of Conduct; ICT Policy
<b>Contact Office</b>	Dean of Arts and Sciences

#### 1.0. Terminology

*Academic integrity* – intellectual honesty in the process of acquiring and extending knowledge.

*Academic work* – an oral or written assignment, laboratory work report, presentation, academic paper, essay, project work, group work, test, examination, research report, thesis.

*Academic misconduct*- action that results in unearned academic credit or advantage. The action can be conducted knowingly or unknowingly.

#### 2.0. Overview

- 2.1. The main purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship, which requires the individual integrity of all members of the UCA community, including all non-degree, visiting, undergraduate, graduate and postgraduate students.
- 2.2. The mission, vision, values, policies and practices of UCA declare unequivocally that academic integrity is an integral component of ethical, professional and personal behaviour.
- 2.3. It is the responsibility of all students within the School of Arts and Sciences to ensure that all academic work submitted as part of their course work and/or programme of study, in whole or in part, adheres to academic integrity and ethical practice.

### 3.0. Responsibilities

- 3.1. **All members of the School of Arts and Sciences** (students, faculty and academic staff) are responsible for maintaining academic integrity in teaching, learning and research activities.
- 3.2. The **Dean of Arts and Sciences and University Registrar** are responsible for developing and updating policies and procedures relating to academic integrity based on the recommendations made by the Academic Council.
- 3.3. **Faculty** are responsible for using educational strategies that encourage students to understand and practice academic integrity. These shall include:
  - 3.3.1. Clearly stating the expectations of academic integrity at the beginning of the course, including referencing sources of information.
  - 3.3.2. Periodically reminding all students about the importance of maintaining academic integrity.
  - 3.3.3. Developing new assignments, tests and examinations, especially for deferred tasks.
- 3.4. **Committee on Academic Integrity** is responsible to address and process cases of academic misconduct and recommends to the Academic Council revisions to the policies and procedures related to academic integrity. The Terms of Reference for the Committee on Academic Integrity are outlined in Appendix A.
- 3.5. **Students** are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work, including but not limited to:
  - 3.5.1. Referencing sources of information and following proper methods for collaborating on academic work.
  - 3.5.2. Asking for clarification of instructions and expectations where necessary.
  - 3.5.3. Adhering to the principles of academic integrity when engaging in academic work.
  - 3.5.4. Familiarizing themselves with the definitions of breaches of academic integrity in the University's related policies.
  - 3.5.5. Understanding the consequences of not demonstrating academic integrity.

### 4.0. Academic Misconduct

The following list of examples characterizes the most common instances of academic misconduct:

- 4.1. Unauthorized collaboration on academic work with other students on completing assignments. For example, when the faculty:

- 4.1.1. States that students must complete an assignment independently;
- 4.1.2. Asks students to complete an experiment (lab work) with a partner but to write individual reports on the results.
- 4.2. Submitting the same, or substantially the same, academic work for more than one course without prior written approval of the of faculty.
- 4.3. Plagiarising, i.e. using another person's ideas or words without acknowledgement.
- 4.4. Using aids such as notes, books, pencil cases, cell phones, calculators and other such items during examinations or in-class assessments, unless permitted.
- 4.5. Submitting false or altered documents.
- 4.6. Submitting false information or medical documentation to gain a postponement, advantage or leave from mandatory session(s) and/or deferral for academic work.
- 4.7. Providing a false signature on any document related to attendance or the submission of academic work, where the signature is used as proof of authenticity or participation in the academic assessment.
- 4.8. Misrepresenting academic credentials from other institutions or submitting false information to gain admission or credits.
- 4.9. Misrepresenting registration/participation in a conference, seminar, symposium, etc.
- 4.10. Procuring and/or distributing without authorization an examination, a test or course materials that are in the process of being prepared or have been stored.
- 4.11. Achieving advantage by altering a grade or using altered course materials to have a course grades changed.
- 4.12. Stealing, destroying or tampering with another student's work.
- 4.13. Forging, altering or fabricating UCA documents, including but not limited to transcripts, letters of reference or other official documents.
- 4.14. Impersonating another student either in person or electronically for academic assessment.
- 4.15. Assisting another student in the commission of academic misconduct.
- 4.16. Committing research misconduct, including but not limited to misinterpreting or falsifying research data and abusing confidentiality.

## 5.0. Disciplinary Procedures

- 5.1. Any breach of the School of Arts and Sciences Academic Integrity Policy shall be reported to the Dean of Arts and Sciences.
- 5.2. If the faculty of the course are given the authority to process a case of academic misconduct and give failing scores on tests or assignments where a student has determined that academic misconduct has taken place, the faculty of the course shall have a responsibility to document all the actions taken and submit the documentation to the University Registrar.
- 5.3. Cases of academic misconduct during Semester 1 of the Preparatory Programme shall be processed and dealt with using educative measures. Subsequent breaches of this policy in Semester 2 of the Preparatory Programme and throughout the Undergraduate Programme shall be guided by the policy described in this document.
- 5.4. When a student is found to have breached items 4.1 – 4.16 of the University's Academic Integrity Policy, the following penalties may be applied independently or in combination with any single violation.
  - 5.4.1. A reduction of the marks or rating on the piece(s) of academic work.
  - 5.4.2. A mark of zero for the piece(s) of academic work.
  - 5.4.3. A reduction of the overall course grade.
  - 5.4.4. A failing mark for the course.
  - 5.4.5. Disciplinary probation for one or two semesters.
  - 5.4.6. Community service for one or two semesters.
  - 5.4.7. Cancellation of admission and /or enrolment at the University.
  - 5.4.8. Suspension from the University, with a transcript notation.
  - 5.4.9. Expulsion from the University, with a transcript notation.
  - 5.4.10. A recommendation of the Committee on Academic Integrity to the Academic Council, the Board of Trustees and the Chancellor to rescind the student's degree.
  - 5.4.11. Any other penalties as may be deemed appropriate for the circumstances, with a transcript notation.
- 5.5. Decisions 5.4.1 – 5.4.4 shall be made by the concerned Course Instructor.
- 5.6. Decisions 5.4.5 – 5.4.9 shall be made by the Dean of Arts and Sciences based on a recommendation of the Committee on Academic Integrity.

- 5.7. While under investigation, a student shall be allowed to continue the course unless the Committee on Academic Integrity recommends otherwise.
- 5.8. A letter (or email) reporting the decision of the Committee on Academic Integrity regarding academic misconduct shall be sent to the student by the Dean of Arts and Sciences, and, where applicable/appropriate, the parents of the student.

## **6.0. Appeals**

- 6.1 Any appeal against the decision of the Committee on Academic Integrity Committee should be made within ten (10) working days of the date of the letter notifying the student of the decision. If the tenth (10th) calendar day falls on a weekend or University holiday, the deadline for filing the appeal will be extended to the next University business day. Failure to submit the appeal within this time limit will render the original decision final and conclusive.
  - 6.1.1. Disagreement with the Committee's decision is not a reason for appeal.
  - 6.1.2. Students should clearly state the reason for the appeal in writing.
  - 6.1.3. An appeal may only be made by the student. Appeals received from parties other than the student shall not be considered.
- 6.2. Any appeal against decisions made by the faculty of the course should be made to the Academic Integrity Committee whereas appeals against decisions by the Academic Integrity would be considered by the Appeals Committee, addressed to the University Registrar who shall forward the matter to the Dean of Arts and Sciences.
- 6.3. Upon receipt of an appeal, the Dean of Arts and Sciences or their delegate will convene and refer the matter to an Appeals Committee for investigation and review. The Terms of Reference for the Appeals Committee are outlined in Appendix B.

## **7.0. Use of Plagiarism-Detection Software**

- 7.1. Preamble
  - 7.1.1. In an effort to ensure the highest academic standards, the University supports academic integrity through academic policies that define academic dishonesty.
  - 7.1.2. The University and its faculty expect that all students will be evaluated and graded on their own individual work.
  - 7.1.3. The University recognises that students often have to use the ideas of others as expressed in written, published or unpublished works in the preparation of essays, papers, reports, theses, dissertations and publications. Students are

encouraged to use anti-plagiarism software as a ‘plagiarism protection’ and learning tool.

- 7.1.4. The University expects that both data and ideas obtained from any and all published or unpublished material will be properly acknowledged, and sources disclosed including proper citations when work is copied or paraphrased. Failure to follow this practice shall constitute plagiarism.
- 7.1.5. The University, through the availability of plagiarism detection software desires to encourage responsible student behaviour, deter plagiarism, improve student learning and ensure greater accountability amongst students.
- 7.1.6. Plagiarism detection software uses proprietary search technology to check assignments against Internet resources, proprietary databases and previously submitted student assignments.

## 7.2. Terms of Use

- 7.2.1. The University’s Policy on the Use of Plagiarism-Detection Software shall be published in all undergraduate and graduate programme Student Handbooks (or equivalent).
- 7.2.2. Faculty who wish to use plagiarism detection software in their course(s) must comply with the requirements set out in this Policy.
- 7.2.3. “Use” is defined as member of faculty submitting students’ assignments to plagiarism-detection software themselves and/or faculty members requiring students to submit their papers to plagiarism-detection software before papers are graded.
- 7.2.4. In the courses in which members of faculty intend to use plagiarism detection software they shall communicate this to students in the course syllabus. The course syllabus shall include: A notice that plagiarism software will or may be used for all student papers in the course:

### Sample Statement

*In this course you will be required to submit some assignments in electronic form, which will be submitted to Turnitin, a plagiarism detection service to which UCA subscribes. This online service checks textual material for originality. A page describing the plagiarism detection software and the University’s reasons for using it is included with this package.*

- 7.2.5. A notice to students that the work they submit to *plagiarism detection* software will become part of the *plagiarism detection* software database.
- 7.2.6. A statement that if the student objects to having their paper(s) submitted to the student papers database of *plagiarism detection* software, that objection shall be communicated in writing to the faculty at the beginning of the course. The paper(s) will then be run through *plagiarism detection* software excluding the student papers database, thus omitting the depositing of the paper(s) into that database.

- 7.2.7. Students who are advised of the use of *plagiarism detection* software in a particular course, as set out above, are deemed to agree, by taking the course, to submit their papers to *plagiarism detection* software for “textual similarity review.”
- 7.2.8. Students at all times retain the copyright in their work. Moreover, *plagiarism detection* software protects students’ privacy because it does not make students’ papers available to third parties. Students shall be advised of this.
- 7.2.9. In the courses in which *plagiarism detection* software will or may be used, students shall be provided with instruction and/or resources about what plagiarism is and how to avoid it.
- 7.2.10. Where the results of a *plagiarism detection* software originality report may be used to charge a student with academic misconduct, the student shall be notified of the result of the report, and the student shall be given an opportunity to respond before any disciplinary penalty is imposed. The date, time, and results of such a meeting shall be documented. A hard copy of the original *plagiarism detection* software originality report shall be retained.



**SAS Committee on Academic Integrity, Terms of Reference****1.0. General Terms**

- 1.1. The School of Arts and Sciences Committee on Academic Integrity shall be a standing committee, chaired by a Faculty Lead, and shall consist of two faculty members, the Head of the University Registrar on Campus and a representative from the Student Life Team. The SAS Committee on Academic Integrity shall be approved by the UCA Academic Council.
- 1.2. A representative from the Office of the Registrar shall serve as secretary to the Committee on Academic Integrity.
- 1.3. Members of the Committee on Academic Integrity shall be appointed for a one-year term, which may be extended for a further period of one year. In case a faculty member of the Committee is affected by a particular case of academic misconduct, s/he shall be substituted by another faculty member for this particular case.
- 1.4. The Dean of Arts and Sciences will ensure there is continuity of membership on the Committee and will have the discretion to extend the tenure or co-opt members on the Committee whose tenure has expired and who are involved in on-going cases.
- 1.5. There must be a quorum of at least three members of the Committee present for a hearing to proceed.
- 1.6. The Committee on Academic Integrity shall be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting its hearings.

**2.0. The Committee's proceedings**

- 2.1. Committee hearings shall be conducted in a fair and transparent manner.
- 2.2. The Committee shall invite the concerned student(s) to present their point(s) of view by giving fair notice to them.
- 2.3. The Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence about the misconduct.
- 2.4. Unless otherwise authorized by the Dean of Arts and Sciences, the Committee shall normally complete its proceedings within 15 working days.
- 2.5. The outcome of the Committee's investigation shall be communicated in writing to the Dean of Arts and Sciences. The University Registrar shall inform the student(s) of the hearings outcome.

- 2.6. A copy of the decision of the Committee shall be deposited in the student records maintained by the University Registrar.

## Appeals Committee, Terms of Reference

### 1.0. General terms:

- 1.1. The Appeals Committee will be an ad hoc committee and shall consist of a representative from the Management Executive Committee (MEC) of the University of Central Asia and two members of the SAS faculty of whom one is a member of the Academic Council. One of the members shall be designated as the Chairperson of the Appeals Committee.
- 1.2. The Appeals Committee shall be entitled to use the services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.
- 1.3. The University Registrar shall serve as the secretary to the Appeals Committee.

### 2.0 The Committee's proceedings:

- 2.1. The Appeals Committee hearings shall be conducted in a fair and transparent manner.
- 2.2. The Appeals Committee shall review all the related documentation and in case of new evidence, they may invite the concerned student(s) to present their point(s) of view.
- 2.3. The Appeals Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence in case of new evidence.
- 2.4. Unless otherwise authorized by the Dean of Arts and Sciences, the Appeals Committee shall complete its proceedings within 10 working days.
- 2.5. The outcome of the Appeals Committee's investigation shall be communicated to the Dean of Arts and Sciences in writing.
- 2.6. The Dean of Arts and Sciences may act upon the recommendation(s) of the Appeals Committee or in accordance with their judgment.
- 2.7. In exercising their right of making a decision, the Dean of Arts and Sciences shall not be required to provide a hearing to the student.
- 2.8. The decision of the Dean of Arts and Sciences shall be final and binding on all parties.
- 2.9. A copy of the decision shall be sent to the University Registrar who will convey the results of the appeal to the student(s) and the Committee on Academic Integrity.

## Credit Framework

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Credit Framework for SAS
<b>Policy Number</b>	LP 005
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Rationale</b>	To define credit values
<b>Contact Office</b>	Office of the Registrar

- 1.0. The Dean of Arts and Sciences will identify the programmes and courses in which the Credit Hour system will apply, and approval will be conferred by the Academic Council.
- 2.0. The principles and purpose of provisions for credit-based learning will be shared with all stakeholders for transparency of curricula and learning outcomes for different academic programmes offered at SAS. For the principles and purposes refer to the Teaching and Learning Policies.
- 3.0. Credit will be derived from a careful and appropriately proportioned consideration of the required level of intellectual attainment, and the intensity of student workload from learning and assessment, taking into account time for faculty-student interaction as well as time spent in the laboratory, field work and/or assignments.
  - 3.1. The number of credit points assigned to each course is based on the amount of time that students are expected to spend under supervised delivery as well as independent study of the content to achieve learning outcomes.
  - 3.2. One credit point in the Preparatory Programme shall normally correspond to a total of 90 contact hours in class per semester; in the Undergraduate Programme one credit point shall normally correspond to 6.5 formal student contact hours in-class per course.
  - 3.3. A standard undergraduate-level course is assigned 6 credit points, but this may vary based on specific learning outcomes of the course, the associated requirements from students, or other factors. The set number of credits for each course is specified in the course outline.
  - 3.4. Most courses are delivered within one semester, which if completed with a passing grade, carry the number of course credit units as specified. Most UCA courses are delivered in a block format, i.e. where students complete a course within 3 to 6

weeks of its commencement and where they do not take more than 1 or 2 courses during that same timeframe.

- 4.0. The Dean of Arts and Sciences will be responsible for assuring that the credits awarded to a course or programme of study credibly reflect the quality and standards of the University, are in conformity with this policy and fall within the requirements of the University's qualification frameworks for that level.
- 5.0. The Dean of Arts and Sciences shall be responsible for ensuring that:
  - 5.1. Credits assigned to a course are indicated in the course description.
  - 5.2. Credits are earned only when the course and assessment have been completed successfully.
- 6.0. Courses taken in the Preparatory Programme are assigned credit points. These credit points do not transfer to the Undergraduate Programme and therefore, are not included into the Undergraduate credential a student will earn at UCA.
- 7.0. Transfer from other universities to Year 2 of the Undergraduate Programme and onward is not permitted.
- 8.0. Individual course transfer credits shall be reviewed on a case-by-case basis targeted at 80% alignment of the learning outcomes and the institution being accredited.
  - 8.1. Only credits with grade "B" or above are transferable.
  - 8.2. Grades obtained at other institutions will be mentioned in the transcript, but not included in the calculation of the GPA.
  - 8.3. Credit transfer must occur within the maximum time allowed for the completion of the program from which credits are being transferred. In no case will this be more than six years, with suspensions being included as part of this allotted time.
  - 8.4. Courses for which exemption has been granted shall not be included in the calculation of the GPA.
  - 8.5. Total transfer credit allowed is 25% of UCA's total programme credits.

## Grading System

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Grading System, SAS
<b>Policy Number</b>	LP 006
<b>Rationale</b>	The grading system is designed to achieve consistency with broad international practice. The numerical consistency across all grades will also ensure validity in statistical analysis.
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Date of Latest Amendment</b>	
<b>Rationale</b>	To establish and define UCA's official academic grading system
<b>Contact</b>	Office of the Registrar

#### 1.0. Terminology

**Cumulative Grade Point Average (CGPA):** A numerical value calculated at the end of each semester derived from final grades on all courses attempted within a credential at a UCA campus in Central Asia. It is calculated based on all courses completed in the programme which count towards programme compliance requirements and are not excluded from GPA calculation.

**Semester GPA (SGPA):** A numerical value derived from final grades on all courses attempted within a semester, excluding courses with no grade points attached.

**Grade Report:** An unofficial transcript that shows the student's grades in all courses taken to date at UCA.

**Transcript:** An official report issued to students, other educational institutions, and/or employers, that shows the student's grades in all courses taken to date.

2.0. Students enrolled in UCA's courses will receive grades in accordance with the table below. The grade point average (GPA) will be tabulated at the end of every semester based on the following grading system.

3.0. The Preparatory Programme and Undergraduate Programme are two separate programmes offered at UCA.

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Percentage Range</b>	<b>Grade Level Description</b>
A	4.0	90 – 100	<b>Excellent.</b> The student has demonstrated a quality of work and accomplishment far beyond the formal requirements and shows originality of thought and mastery of material.
A-	3.7	85 -89	<b>Close to excellent,</b> but not yet there. Mastery of course content at the highest level of attainment that can be expected of students at a given stage in the programme.
B+	3.3	80 – 84	<b>Very good.</b> Strong performance demonstrating a high level of attainment for a student at a given stage in the programme.
B	3.0	75 – 79	<b>Good.</b> The student’s achievement exceeds the usual accomplishment, showing a clear indication of initiative and grasp of the subject.
B-	2.7	70 – 74	<b>Close to good,</b> but not yet there. The student has shown promise in the aspect of the discipline under study.
C+	2.3	65 – 69	<b>Above satisfactory.</b> The student has met the formal requirements and has demonstrated good comprehension of the subject and reasonable ability to handle ideas.
C	2.0	60 – 64	<b>Satisfactory.</b> While not yet showing unusual promise, the student may continue to study in the discipline.
C-	1.7	55-59	<b>Below satisfactory.</b> Performance falls below expectations in important areas of study while generally it is acceptable

			demonstrating an adequate level of attainment for a student at a given stage in the programme.
D	1.0	50-54	<b>Minimal pass.</b> The student's accomplishment (while still passing) leaves much to be desired. Minimum requirements have been met .
F	0.0	less than 50	<b>Fail.</b> The student has not met the minimum requirements.

In addition to the grades described above, the transcript will, where applicable, include the student status in earning credits for a particular course that is not included in the calculation of averages and presented as follows:

Grade Status	Description
P	Pass
I	Incomplete
IP	In Progress
W	Withdrawn. A grade that indicates that a student has withdrawn from the course without completing it.
AU	Audit. A notation that indicates that a course is taken without credit.
EX	Exemption. A notation that indicates the student has been exempted from a course requirement on the basis of equivalent attainment other than transfer credit.
TR	Transfer Credit. A notation that indicates the student has been granted credit for equivalent courses at another accredited institution.

Notes:

- 1 Pass/Fail, Transfer Credit and Exemption.** Provides credit towards the student's degree; number of credit hours associated with the course are not used in the calculation of the CGPA or the SGPA.



- 2 **Incomplete.** An “I” grade may be assigned if the performance in a course is satisfactory and has been of passing quality but is incomplete for reasons beyond the student’s control, e.g. medical or personal extenuating circumstances. A grade of “I” must be cleared within 30 days of the date that grades are released by the Office of the Registrar. Students must sign a contract indicating the date when the outstanding work is to be completed. If the work is not completed by that date, a grade of “I” will be converted into a grade of “F”.
- 3 **Withdrawn.** A grade of “W” is not considered when calculating a student’s CGPA or SGPA.
- 4 **Audit.** Auditors do not submit papers or assignments, nor do they write tests or examinations. Enrolment as an auditor requires the written permission of faculty of the course and the Faculty Lead, and the Dean of Arts and Sciences. Upon completion of the course, and subject to confirmation from the faculty of the course that the student attended at least 80% of the instruction, the transcript notation “AU” shall be recorded. No other grade shall be assigned. Application to audit a course requires a minimum CGPA of 3.3.

#### 4.0. **Change of Grades**

In exceptional circumstances, a grade may be changed as a result of computational/input errors or re-evaluation of the student's work if an appeal is made within one month and approved within two months of the original grade submission.

Under no circumstances shall a grade be changed after two months of the original grade submission, unless to correct an institutional error.

## Academic Standing

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Academic Standing, SAS
<b>Policy Number</b>	LP 007
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Rationale</b>	To enhance and maintain the integrity of the UCA credentials and to be consistent with academic probation and academic dismissal policies common in higher education.
<b>Contact</b>	Office of the Registrar

#### 1.0. Terminology

**Academic Standing:** An indicator of a student's progress in a programme, normally based on a Cumulative Grade Point Average (CGPA).

**Academic Warning and Probation:** Academic standing status for students who do not meet minimum academic performance requirements.

**Academic Dismissal:** Termination from UCA for academic reasons.

#### 2.0. Academic Standing

The university's academic standing policies exist to ensure quality and to ensure students can successfully participate in each year of their degree programme. Students who are struggling academically have many options for support at UCA and are encouraged to take advantage of these support mechanisms.

#### 3.0. Preparatory Programme

Upon completion of Semester 2 of the Preparatory Programme, students shall achieve a Cumulative grade point average (CGPA) of 2.7 and achieve a 70% on the Math, Science and English. Students whose academic standing does not comply with the above stated requirements are not eligible for undergraduate studies and shall resign from the programme.

#### **4.0. Undergraduate Programmes**

- 4.1. A minimum CGPA of 2.0 is required to maintain good academic standing.
- 4.2. A student is placed on *academic warning* if their semester grade point average (SGPA) is below 2.0 but their Cumulative Grade Point Average (CGPA) is above 2.0.
- 4.3. A student is placed on *academic probation* if their CGPA falls below 2.0. The student then has the next two semesters to attain a Cumulative grade point average of 2.0 and return to good academic standing.
- 4.4. If a student does not attain a Cumulative Grade Point Average of 2.0 after two semesters on academic probation, they are subject to *academic dismissal*.
- 4.5. When a student fails a required course, and has a GPA above 2.0, they may repeat the course at the next time it is offered or as agreed with the faculty and the Dean of Arts and Sciences. A student may repeat a course once. If they fail again, regardless of the GPA, they are dismissed from the programme of study.

Only students who have failed a course or missed more than 10% of classes in the Preparatory Programme or more than three 3-hour class sessions per course in the Undergraduate Programme for valid reasons (health issues or extenuating family circumstances) may repeat the course; students are not allowed to repeat courses with the intent of improving grades.

## Academic Honours

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Academic Honours, SAS
<b>Policy Number</b>	LP 008
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Rationale</b>	To define graduation honours
<b>Contact Office</b>	Office of the Registrar

- 1.0. University of Central Asia recognizes outstanding students with the following honours in the Preparatory Programme and the Undergraduate Programme:
  - 1.1. Dean's Honour List
  - 1.2. Graduation Honours (undergraduate programmes only)
- 2.0. A notation of "Dean's Honour List" will be placed on a transcript of the students across all majors based on students' above the CGPA of 3.5.
- 3.0. To qualify for the Dean's Honour List, a student shall demonstrate unblemished behaviour and cannot have a grade of "F" in any of the courses on the transcript.
- 4.0. The Dean's Honour List is identified annually after the Winter Semester.
- 5.0. Graduation Honours are determined at the end of the Undergraduate Programme based on the following criteria:
  - 5.1. A notation "Cum Laude" is placed on a transcript if cumulative GPA is 3.5 to 3.74.
  - 5.2. A notation "Magna Cum Laude" is placed on a transcript if cumulative GPA is 3.75 to 3.89.
  - 5.3. A notation "Summa Cum Laude" is placed on a transcript if cumulative GPA is 3.9 or higher.

## Withdrawal

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Withdrawal, SAS
<b>Policy Number</b>	LP 009
<b>Approved by</b>	Academic Council
<b>Rationale</b>	To provide students with the timeframe and process guidelines for withdrawal
<b>Date of Original Approval</b>	
<b>Contact Office</b>	Office of the Registrar

#### 1.0. Terminology

*Withdrawal* – when a student in the degree programme ceases university enrolment for a semester, an academic year or drops a course.

*Withdrawal process* – completing all formal requirements to obtain the ‘W’ status in the personal file with the Registrar.

#### 2.0. Policy

2.1 Students may withdraw from UCA for a semester, an academic year, or take an extended leave of absence. Withdrawals may take place after an academic semester has begun.

2.2. To complete the withdrawal process, students must obtain a Withdrawal Form from the Office of the Registrar, obtain the signature of the Program Lead of the student’s major and approval from the Dean.

2.3. In order to be officially withdrawn for a semester, completed and approved Withdrawal Forms must be submitted to the Office of the Registrar before 6 p.m. of the final day of the semester in which the withdrawal is taking place. If a student withdraws after the 10<sup>th</sup> week of a semester, the student must obtain written approval from the Dean in order to return the following semester with full academic standing.

2.4 Students who withdraw from UCA during a semester will receive the grade of ‘W’ for all courses during that semester and will receive no academic credit for those courses.

2.5 Students may withdraw from one or more individual courses within the first two weeks of the course. Students must obtain a Withdrawal Form from the Office of the Registrar, obtain

the signature of the Program Lead of the student's major and the Academic Lead, and approval from the Dean. The faculty member of a course (or courses) shall be informed immediately by the Campus Registrar if a withdrawal request is submitted. In order to be officially withdrawn from an individual course (or courses) Withdrawal forms must be submitted to the Office of the Registrar before the end of the 3rd Week of the course. If a student withdraws within the first two weeks of the course, it should not appear on the transcript. Withdrawal after the 3<sup>rd</sup> Week of the course, the student shall receive an 'F' on the transcript.

2.6 Students who withdraw from an individual course (or courses) will receive the grade of 'W' for that particular course and will receive no academic credit for that course (or courses). Students must re-take any courses from which they have withdrawn at a later date in order to fulfill academic requirements and may not be able to graduate during their estimated year of graduation. It does not refer to national required courses that should all be passed before progressing to the next semester.

2.7 Students who have withdrawn from the University must send a letter or Email to the Office of the Registrar indicating their intent to re-enroll the following semester. These letters must be submitted by December 1 if a student wishes to return for the next Winter Semester or by July 1 if a student wishes to return for the next Fall Semester.

2.8 Students who have withdrawn from the University may maintain their leave of absence for a maximum of four semesters and must re-enroll within this time period. Students will be dismissed from the University if they do not re-enroll in the University by the fifth semester after their withdrawal was approved.

2.9 Exceptions to the withdrawal policy may only be made with the written approval of the Dean and the Rector.

## Approved Class Absences

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Approved Class Absences, SAS
<b>Policy Number</b>	LP 010
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Rationale</b>	To specify the cases for approved class absences
<b>Contact Office</b>	Office of the Registrar

#### 1.0. Terminology

*Approved class absence* – when a student provides documentation for not being able to attend a class/es.

#### 2.0. Policy

2.1 Students who miss class for medical reasons must submit documentation from the campus doctor or other licensed physician/dentist excusing their absence to their Instructor, Academic Lead and the Manager of Student Affairs (MSA) in order to receive an approved absence. Students must also contact their instructor within 24 hours of their absence to arrange make-up for all missed lessons/assignments. If an absence extends beyond one class period, students must also submit supplemental documentation explaining their additional absences.

2.2 If approved medical absences extend beyond five calendar days, the course instructor must notify the MSA, who will contact the student in order to assess their condition. The MSA will then consult with the Instructor and Academic Lead to jointly determine the proper course of action which could include the cessation of approved medical absence, an extension of the medical absence, recommendation for course or semester withdrawal, or recommendation that the student be granted the grade of Incomplete for the class. For national required courses (Block 1), an individual study plan should be made in consultation with Faculty Member teach the course/s and approved by the Programme Lead to work during the winter/summer break and pass the course/s to progress to the next semester.

2.3 Students will receive approved bereavement leave for the loss of a parent, grandparent, child, or sibling. Students should notify the Academic Lead and the Manager of Student Affairs who will contact the Dean and all instructors. Students will be granted bereavement leave for

up to 14 calendar days, unless granted written approval by the Dean for a longer bereavement period. Students will contact instructors to arrange make-up for all missed lessons/assignments at the end of the bereavement period.

2.4 Students may be granted excused absences for any University activity approved by the Dean. Examples of some, but not all, activities that would qualify include debate competitions, educational conferences and events, academic tournaments, and University-sanctioned athletic competitions.

2.5 The Dean reserves the right to withhold excused absences for University activities to students who have received academic or disciplinary sanctions, who have already missed substantial class time during the semester, whose academic performance does not allow them to miss classes, or for any other valid reason except for cases specified in Clause 2.3.

2.6. Students should contact all instructors and arrange make-up for all missed lessons/assignments for University-approved activities at least 24 hours before event departure. Students must complete all required assignments, quizzes, papers, and examinations missed during approved absences as agreed with the instructor.

2.7 Students will be granted excused absences to travel to Bishkek or Dushanbe to conduct any business required to obtain visas or immigration documentation required to maintain enrollment at UCA. Students must follow the conditions for contacting instructors and completing academic work as described in Policy Clause 2.6.

2.8 Exceptions to all policies related to excused absences may only be made with the written approval of the Dean and the Rector.

2.9 If it is determined that students have misrepresented the fact of their absence, then they shall be referred to the Disciplinary Committee.



## **Board of Student Academic Appeals**

### **UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES**

<b>Policy Name</b>	Board of Student Academic Appeals, SAS
<b>Policy Number</b>	LP 011
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Rationale</b>	To establish the process for student grade appeals
<b>Contact</b>	Office of the Registrar

#### **1.0. Mandate and Scope**

- 1.1. The Board of SAS Student Academic Appeals shall be the University's final authority for hearing student grievances arising out of the University of Central Asia's regulations, policies and procedures that academically affect students.
- 1.2. Appeals relating to charges of non-academic misconduct will be heard in accordance with the appeal procedures outlined in the Student Code of Conduct and Disciplinary Procedures.

#### **2.0. Introduction**

- 2.1. The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising out of the University of Central Asia's academic regulations, policies and actions.
- 2.2. This policy is applicable to all SAS students.
- 2.3. For this policy, the University Registrar will be the administrative officer responsible for the receipt and processing of appeals, for the scheduling and holding of hearings before the Board of SAS Student Academic Appeals.
- 2.4. Students are requested to speak with the University Registrar or their representative regarding a complaint before submitting an application for appeal.
- 2.5. The procedures described in this document are intended to provide a mechanism to remedy injustices.
- 2.6. Students who wish to raise questions or who have a concern are strongly encouraged to communicate informally with their instructors, Chair/Lead of the department/programme before seeking a review under formal procedures.

- 2.7. Students who submit an appeal to the Board of SAS Student Academic Appeals without following the prescribed procedure will have the appeal returned without decision.
- 2.8. Students should note that an appeal to the Board of SAS Student Academic Appeals is the final recourse in dealing with academic appeals.

### **3.0. Appeals**

- 3.1. Academic appeals may fall into one of the following categories:
  - 3.1.1. *Final grade*: A student questions their final grade or the assessment of their performance.
  - 3.1.2. *Application of University regulations*: The student questions the application of University regulations governing programmes of study.

### **4.0. Time Limitations**

- 4.1. An appeal of an academic decisions must be made within 30 days of the date of the letter informing the student of the academic decision.
- 4.2. Appeals of final grades must be made within 30 days of the posting of the final grades.
- 4.3. A student must commence the appeal process noted in items 5.0 and 6.0, below, within the 30 days of the notification of the academic decision or the posting of the final grades.

### **5.0. Process for the Appeal of Grades**

- 5.1. Students who have a question regarding the final grade in a course must first discuss the matter with the course instructor.
- 5.2. In the event of an unresolved disagreement, the student should refer the matter to the Programme Lead of Arts and Sciences.
- 5.3. If the student is not satisfied with the decision of the Programme Lead, the student may then appeal to the Board of Student Academic Appeals.

### **6.0. Appeals Related to Academic Decisions**

- 6.1. A request for the reconsideration of an academic decision must, where applicable, be directed to the Board of Academic Appeals.

## **7.0. Medical Appeals**

- 7.1. The University endeavors to accommodate students whose studies become interrupted, or who may be unable to complete academic work, due to a serious medical condition.
- 7.2. In these situations, the student must provide relevant medical documentation to support their request for academic accommodation based on medical grounds.
- 7.3. The University may, at its discretion, request more detailed documentation in certain cases.

## **8.0. Appeals Procedure**

- 8.1. All appeals submitted to the Board of Student Academic Appeal shall be made using the Student Appeal Form. The Academic Appeal Form is available from the Office of the Registrar.
- 8.2. Submissions not received on the Academic Appeal Form will be returned to the student without decision.
- 8.3. Appeals must clearly state the arguments and expectations of the student. The responsibility to demonstrate the validity of the appeal and to provide full and appropriate supporting documentation rests with the student.
- 8.4. Dissatisfaction with, or ignorance or neglect of University policy or published deadlines shall not constitute sufficient grounds for appeal.
- 8.5. All appeals shall be submitted, in person, by the person requesting the appeal, to the student's campus Office of the Registrar. An appeal may be disqualified if received outside the 30-day period.
- 8.6. A student may abandon an appeal at any time during the appeal process.

## **9.0. Composition of the Board of Student Academic Appeals**

- 9.1. The Dean of Arts and Sciences shall appoint a chair of the Board of SAS Student Academic Appeals and 2 other members from the faculty.
- 9.2. The University Registrar shall be an ex-officio, non-voting member of the Board of SAS Student Academic Appeals and shall serve as Secretary to the Board.
- 9.3. In establishing the Board of SAS Student Academic Appeals, the tenure of two faculty members shall be for one year. Retiring members may be reappointed for another consecutive term.
- 9.4. Terms of office shall commence on October 1 upon approval of the Dean of Arts and Sciences.

## **10.0. Hearings at the Board of Student Academic Appeals**

- 10.1. Hearings of the Board of Student Academic Appeals will be held at the call of the Chair.
- 10.2. Meetings of the Board of Student Academic Appeals are held *in camera*, and thus not open to the public.
- 10.3. Students appealing to the Board of Student Academic Appeals have a right to a fair hearing. This includes the right to be notified of date on which the student's appeal will be considered, the right to attend and present verbal arguments and the right to ask questions during the appeal hearing.
- 10.4. Students must inform the University Registrar of their intention to attend the meeting.
- 10.5. The Board of Student Academic Appeals may request the attendance of appropriate individuals to appear before the Board to provide information pertinent to the appeal.
- 10.6. Where the appeal is against an assigned final grade, the faculty member named in the appeal will be invited for an interview during the meeting of the Board of SAS Student Academic Appeals.
- 10.7. In instances where a faculty member, academic staff, Dean of Arts and Sciences is named in an appeal, the student's submission will be available to the individual named.
- 10.8. The student and any individual whose decision has been appealed will be informed in writing of the decision of the Board of Student Academic Appeals.
- 10.9. The decision of the Board of Student Academic Appeals is final.

## Student Unsatisfactory Academic Progression Review

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Student Unsatisfactory Academic Progression Review, University of Central Asia
<b>Policy Number</b>	LP 012
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	
<b>Rationale</b>	To provide a framework to guide decisions regarding students' academic progression, whose academic performance is unsatisfactory
<b>Contact Office</b>	Office of the Registrar

#### 1.0. Terminology

*Academic progress requirements* – Academic progress is the process by which students are able to advance in their course of study having fulfilled all academic requirements, and it is the responsibility of a student to maintain satisfactory academic progress in their course.

*Students “at risk”* – A student is “at risk” if s/he is making unsatisfactory academic progress

*Unsatisfactory academic progress*- A student’s academic progress is unsatisfactory if the student reaches the specified time to complete a course without completing the requirements of the course or fails to meet a condition/s which has been imposed of an earlier academic progress review process.

#### 2.0. Policy

- 2.1. The objectives of this policy are to provide a framework to guide decisions regarding students whose academic performance is unsatisfactory, set clear responsibilities and accountabilities for academic progression decisions and processes, and ensure that academic progress processes are consistent and fair. This policy shall be applied in line with the policy on Academic Standing (LP007).
- 2.2. The Policy presents the procedural principles, including the review of academic progress, addressing students “at risk”, the Academic Progress Committee (APC), the APC meetings and outcomes.

### **3.0. Review of Academic Progress**

- 3.1. The Registrar will review students' academic progress following finalization of results at the end of each semester.
- 3.2. The Registrar, Dean, Academic Lead or Manager of Student Affairs may review a student's academic progress at any time throughout the academic year and be given access to grades for the purposes of monitoring or implementing intervention strategies.
- 3.3. Proactive intervention strategies during the teaching period and before the final summative assessment date shall be put in place for students whose academic performance puts them at risk of failing a course or not achieving good academic standing.

### **4.0. Addressing Students "At Risk"**

- 4.1. The Dean shall issue a Memo to a student whose academic progress status has been identified as "at risk" by the Dean, Academic Lead, Programme Lead, Campus Counsellor, and Manager of Student Affairs of unsatisfactory progress explaining their status and including information about:
  - 4.1.1. the possible consequences of further poor performance;
  - 4.1.2. relevant services available to students for advice and assistance;
  - 4.1.3. the requirements to attend a meeting with the Manager of Student Affairs;
  - 4.1.4. an intervention strategy for those students.
- 4.2. Students who receive formal notification of their "at risk" status shall respond according to the instructions and within the timeline specified in the Memo. Students shall seek clarification from the Chair of APC and Academic Lead of any instruction or information that is unclear; they may seek advice and support from the Chair of APC and Academic Lead or other support service.
- 4.3. It is a student's responsibility to read and act upon an "at risk" notification. A student's failure to respond to any notification as directed may be taken into account should any further unsatisfactory progress occur.
- 4.4. Where a student meets with the Academic Lead and Chair of APC, they shall provide advice and make recommendations to students on matters including a student's extracurricular activity, assistance available from support services, including the Student Learning Support Centre, faculty tutorials and office hours.
- 4.5. The Chair of APC and Academic Lead shall keep a record of advice provided to students.

## **5.0. Academic Progression Committee**

- 5.1. The Dean shall nominate members to the Academic Progression Committee (APC) consisting of the Academic Lead/s and Manager of Student Affairs from each campus and Programme Leads.
- 5.2. The APC shall elect the chair for the academic year.
- 5.3. The Registrar shall appoint a secretary to the APC. The secretary shall:
  - 5.3.1. organize the APC meeting;
  - 5.3.2. provide the Committee members with the required information from the Registrar and ask the relevant faculty members to provide a report on students “at risk”;
  - 5.3.3. ensure all meeting papers are distributed to APC members;
  - 5.3.4. keep a written record of the APC deliberations and the outcome;
  - 5.3.5. ensure a copy of the Memo to student is placed on the student’s file.
- 5.4. In reaching a decision, the APC shall follow the procedure:
  - 5.4.1. Convene for a pre-meeting to review all the materials provided and identify and inform the faculty to be invited for further clarifications.
  - 5.4.2. Hold a series of meetings with the invited faculty to review the Preparatory Programme students, freshmen, sophomores, juniors and seniors.
  - 5.4.3. Convene a meeting to make a final decision that shall be agreed by a majority of members. For the avoidance of doubt, the chair has both a deliberative and a casting vote.
  - 5.4.4. There must be at least 5 members present at the meeting to have a quorum, and the APC shall not meet without the Chairperson. All decisions shall be reached by consensus to the maximum degree possible.

## **6.0. Decisions**

- 6.1 For Preparatory Programme students at “risk” according to the Academic Standing Policy Clause 3, a Dean’s Memo shall be issued, and for students “at risk” in Semester 2 a conditional pass may be awarded if:
  - 6.1.1 CGPA is 2.7 or below but not lower than 2.2;
  - 6.1.2 A student has failed one of three courses.

- 6.2 Conditional pass shall include the conditions on developing an education plan and a regular review with a final review at the end of the following semester as a freshman.
- 6.3 For freshmen, sophomores, juniors and seniors in line with the Academic Standing Policy Clause 4, the following actions may be recommended:
  - 6.3.1 Impose conditions on the student's enrolment or academic performance in the following review period.
  - 6.3.2 Impose a probationary status on the student's enrolment, which may include a requirement to undertake specified actions, such as attending the Student Learning Support Centre, tutorials and office hours or meetings with designated academic staff to increase the student's chance of academic success.
  - 6.3.3 Approve a period of leave of absence for the student.
  - 6.3.4 Suspend the student's enrolment for a specified period.
  - 6.3.5 Terminate the student's enrolment in the programme.
- 6.4 The Committee may only terminate a student's enrolment where it can be demonstrated that a student has made unsatisfactory progress and:
  - 6.4.1 The Academic Lead has warned the student in writing that continued unsatisfactory progress may lead to termination of their enrolment in the programme.
  - 6.4.2 The Academic Lead in cooperation with Manager of Student Affairs has offered the student support and given the student an opportunity to meet the expected standard.
- 6.5 The Committee shall terminate a student's enrolment if they form the view that a student:
  - 6.5.1 is unlikely to be able to make satisfactory progress in the programme.
  - 6.5.2 has reached the status of academic dismissal (Clause 4.4) or failed an undergraduate, pre-requisite course twice (Clause 4.5) as per the Academic Standing Policy unless substantial extenuating circumstances exist.

## **7.0. Actions Following the Meeting and Decision**

- 7.1 The Secretary shall inform the Dean of the Committee's decisions within one business day after the meeting.
- 7.2 The Dean shall prepare a Memo based on the Committee's recommendation that shall be presented to a student with the Academic Lead, Manager of Student Affairs and perhaps the Counsellor, within three business days of the meeting. The



Memo shall include:

- 7.2.1 The details of the decision and outcomes as agreed by the Committee;
- 7.2.2 Information about the implications for the student.
- 7.2.3 The process of appeal of the decision as per Board of Student Academic Appeals Policy.

## Change of Major

### UNIVERSITY OF CENTRAL ASIA SCHOOL OF ARTS AND SCIENCES

<b>Policy Name</b>	Change of Major, SAS
<b>Policy Number</b>	LP 013
<b>Approved by</b>	Academic Council
<b>Rationale</b>	To provide guidelines for students wishing to change a major
<b>Date of Original Approval</b>	
<b>Contact Office</b>	Office of the Registrar

#### 1.0. Terminology

*Major* – an academic major is the academic discipline/programme to which an undergraduate student formally commits. A student who successfully completes all courses for the major qualifies for an undergraduate degree.

*Official major change* – a change of major approved by the Dean

*Official conditional major change* – a change of major conditional upon a study plan to be fulfilled within a fixed period of time and approved by the Dean

#### 2.0. Policy

1. Students are required to declare a major at the time of application to UCA. During the Preparatory Year some students find that their interests and abilities lead them in a different direction. The Registrar's Office in cooperation with the Dean's Office must offer a transparent and timely process for all students who seek to change majors.
2. Preparatory Students must stay at their base campus until they declare their major at the end of the Preparatory year. The declaration period of their major will take place between May 1 – May 15. The Office of Student Life and Registrar's Office will work together to announce the Major Change process and procedures.
3. Official change of major must be approved and signed by the Dean of the School of Arts and Sciences by May 20 for Preparatory students.
4. Freshman students may request a change of major in their first semester and may obtain a form from the Registrar.

5. Approval of a change of major is at the discretion of the Dean and may be subject to denial based on a student's academic performance, scheduling or course requirements. This may include but is not limited to, country requirements, degree-specific requirements, pre-requisites, etc.
6. An official major change or a conditional major change may be granted by the Dean.
7. An official conditional major change is given to students who have not achieved the required grades to continue in the major of their choice but have demonstrated perseverance and determination during the academic year.
8. All decisions made by the Dean are final and may not be appealed.
9. If a student has been granted an official conditional major change, they must develop an individualized educational plan with the Programme Lead and the Manager of Student Affairs; meet with the Manager of Student Affairs weekly and have all extra-curricular activities monitored and be assessed during mid-semester and at the end of semester. At the end of the first semester, the student's performance will be reviewed, and if the conditions are not met in the individualised educational plan, the student must enroll in a major more suited towards their academic abilities and also understand the provisions as stated in Policy Clause 10, below.
10. If a student has been allowed to enrol in a new major, the student may be asked to work with the Programme Lead, the Registrar and the Office of Student Life to create an individualized education plan to work on ensuring the appropriate courses are to be taken to achieve enough course credits in time for their scheduled graduation.
11. If a student has been allowed to enrol in a new major, that student may be required to enrol for an extra year at UCA, in order to take the required pre-requisites for the new major.
12. Once a student has reached their second-semester Freshman year, they are no longer permitted to request a major change unless they are willing to understand that they may not graduate with their class.
13. All students who are switching campuses due to the change of their majors, will be responsible for moving all their personal belongings between campuses.
14. The Dean makes the decisions on major change in consultation with the Programme Lead, Academic Lead and Manager of Student Affairs.