

RIFT VALLEY UNIVERSITY



Hub of Excellence

Registrar Manual

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Acryonms

CAC:	Campus Academic Council
CGPA:	Comulative Grade Point Average
COC:	Certifecate of Competency
CODE:	College Of Open and Distance Education
DC:	Department Council
GPA:	Grade Point Average
HEP:	Higher Education Proclamation
ETA:	Education and Training Authority
IA:	Incomplete Attandance
MoE:	Minister of Education
RVU:	Rift Valley University
SGPA:	Semister Grade Point Average
TVET:	Technical and Vocational Education and Training
VPAA:	Vice President for Academic Affairs

CHAPTER ONE

1. PREFACE TO RIFT VALLEY UNIVERSITY

1.1. Background of Rift Valley University

Rift Valley University initially conceived as College, was established in Adama City of East Shawa Zone, Oromia National Regional State in October 2000 G.C, foreseeing the core values of *good governance, commitment to quality services and community development, gender sensitivity, secularism and non-partisan, creativity, responsiveness, team work spirit, and work culture* parallel to the nation's development goals along with the purpose of producing competent, ethical and skilled manpower without making any distinction between people of different ethnic, religious, social, economic and political backgrounds.

After securing its legal personality, the then Rift Valley College strongly worked on the accreditation processes of its training and education programs from all regulatory bodies, and managed to get full accreditation from Higher Education Relevance and Quality Agency and Regional States TVET Agencies. Taking its flourishing capacity and quality service into account, the Ministry of Education, in collaboration with ETA, granted the rank of University College in August 2007 G.C. This was not an easy task and a simple success story for the institution. The two regulatory bodies had conducted rigorous evaluation of the systems of the institution, physical facilities and learning resources of its campuses and faculties to come to decision of such status change. Afterwards, Rift Valley University College rigorously worked towards becoming a full-fledged university and realized itself as Rift Valley University in August 2014 G.C.

Currently, Rift Valley University being a pioneer and the largest Private Higher Learning Institution in Ethiopia has been delivering quality education to the citizens and foreigners who have lived in the country for different purposes. Furthermore, the University has 50 Campuses, 3 TVET Colleges and College of Open and Distance Education (32 accredited branches) with diversified fields of study across the country. Over the last two decades, thousands have joined and graduated with Technical and Vocational Education and Training (TVET), Bachelor's degree, and Master's degree that enabled them to support themselves and their families. Others

have also managed to create their own jobs whereby they exhibited the merits of their training and education at Rift Valley University in fostering the already established development goals of the country.

1.2. Mission, Vision and Values of Rift Valley University

1.2.1. Mission

Rift Valley University exists to produce graduates who are competent, committed and ethical citizens; to engage in innovative and problem solving research; and to deliver sustainable community services.

1.2.2. Vision

RVU aspires to be one of the leading universities in teaching, research and community engagement in Africa by 2030.

Motto of RVU

“Hub of Excellence”

1.2.3. Values of RVU

The following are the values cherished by RVU:

1. Quality and Excellence
2. Responsiveness to customer needs
3. Good Governance
4. Professionalism and Academic Freedom
5. Team Spirit
6. Professional Integrity and Ethical Practices
7. Creativity and Innovativeness
8. Commitment to Community Services
9. Recognition of Diversity and Gender Sensitivity
10. Social Responsibility

CHAPTER TWO

2. INTRODUCTION OF THE GUIDELINE

We intend to provide quality services to maintain a high level of customer satisfaction and students success by assisting our students with their academic and social needs!

The only office (Registrar and Alumni Affairs) authorized to issue official transcripts, to confirm the enrollment, follow up the academic status of students, to award certificates, degrees, and other matter of records. To this end, both at University and Campus levels Registrar and Alumni Affairs Office has the responsibility to maintain timely and accurate records of the academic progress and achievement of the students while maintaining the privacy and security of those records.

Hence, centrally the Office of the University Registrar and Alumni Affairs is responsible for assisting the Campus Registrar and Alumni Affairs of the institution by providing reports, analyses, and recommendations required for policy formulation. The University Registrar and Alumni Affairs also serve as a policy maker and acts to facilitate and implement institutional policy, providing interpretation and enforcement of policy.

Based up on the premises mentioned above, The Office of the Registrar and Alumni Affairs is a unit of the University responsible for all operational matters pertaining to student admissions, registration, scheduling of classes and examinations, safe keeping of student academic records and graduation of students. The Office carries out these duties and responsibilities in close collaboration with other relevant units of the University. The University Registrar and Alumni Affairs enforce the implementation of tasks assigned to the Campus Registrar and Alumni Affairs.

2.1. Objectives of the Guideline

2.1.1. General Objective

The main objective of this guideline is to maintain common understanding about admission, enrollment, grading and graduation and other related issues among staff of registrar and alumni affairs office and other academic units.

2.1.2. Specific Objectives

The specific objectives of this guideline are to:-

- Create clarity to the Registrar and Alumni Affairs Office on service provisions;
- Help the Registrar and Alumni Affairs Office to know some pertinent procedures, rules and regulations of the university;
- Assist the Registrar and Alumni Affairs Office to accomplish their duties regarding admission, registration, duration of study, credit hours required, examination, thesis grading, graduation requirements;
- Make the Staff of Registrar and Alumni Affairs Office to be clear on their roles and responsibilities for service provided to the customers.

2.2. Duties and Responsibilities of Registrar and Alumni Affairs Office

The Office of Registrar and Alumni Affairs is responsible for all operational matters pertaining to student admission, placement, readmission, enrollment, class and exam schedules, academic records and graduation. The Office of Registrar and Alumni Affairs carries on the roles and responsibilities in close cooperation with related academic units and other offices. The Office of Registrar and Alumni Affairs is organized at Head Office and campus levels, and the roles and responsibilities of these two offices are given as follows.

2.2.1. The Office of Registrar and Alumni Affairs at the Head Office

The Office shall have the responsibilities to:

- Prepare the Academic Calendar of the University in consultation with the VPAA and submit to the Senate for approval and ensure the timely distribution of the calendar to the pertinent units of the University.

- Follow up the proper implementation of Academic Calendar.
- Issuance of certificate, degree and diploma credential documents.
- Oversee activities performed by campus Registrar and Alumni Affairs Office
- Organize training for the campus Registrar and Alumni Affairs Office with collaboration with relevant offices.
- Prepare identification card of students based on the requests of the campus Registrar and Alumni Affairs Office.
- Oversee admission of student at all levels and campuses as per the rules and regulation of the university.
- Monitor and follow up the implementation of Guideline for Student Admission, Enrollment, Progression and Graduation.
- Collect up-to-date the students data on regular basis from campuses
- Check clearance and tuition fee upon the issuance of credentials
- Announce university's academic programs for registration
- Facilitate Senate approval of graduating students recommended by the academic council, and eligible for the award of degrees, diplomas and certificates.
- Design systems for the early and timely certification of graduates: certificates, degrees, and transcripts,
- Coordinate, support and oversee activities of office of the campus registrar and Alumni affairs.
- Submit regular reports on the activities of both Head Office and campus Registrar and Alumni affairs.
- Issue university-wide general criteria for all matters pertaining to admission, placement, enrollment, progression and graduation
- Prepare and submit the annual budget of the Office of the Registrar and Alumni Affairs to the VPAA for approval;
- Perform such other tasks assigned by VPAA.

2.2.2. Office of Campus Registrar and Alumni Affairs

The Office shall have the responsibilities to:

- Conduct and process the registration and enrollment;

- Prepare lists of registered students in both soft and hard copy and report to CODE registrar.
- Prepare tutorial schedules as per academic calendar.
- Implement the centrally prepared exam schedule
- Keep the academic records of all students registered in the campus and issue official transcripts and reports of such records;
- Prepare and post the class and examination schedules;
- Administer regulations relating to the removal of academic deficiencies incurred in the Campus and to compliance with probation and re-admission requirements;
- Be responsible for all operational matters pertaining to students admission, readmission, enrollment, class and exam schedules, academic records and graduation;
- Carry out the duties and responsibilities given to it in close cooperation with the relevant academic units and other offices;
- Coordinate and process the student admission, placement, and graduation of students;
- Oversee proper course tuition fee installment;
- Design and implement proper mechanisms of admission, orientation for students of all levels;
- Develop and implement efficient and effective student information system including student record management that enables the campus to collect, process, deploy and disseminate information and data of students at all levels.
- Create and maintain up-to-date, confidential and permanent records of all students, including drop-outs, dismissals, withdrawals, transfer and alumni of all levels in particular by collecting student personal information necessary for academic management purpose, keeping and controlling physical and/or electronic official academic records of students, processing and communicating student records, controlling access and disclosure of student records, and retaining, correcting and disposing of student academic records.
- Organize, maintain and disseminate up-to-date data on student enrolment, admissions, withdrawals, attrition/completion, dropouts and graduates;
- Maintain up-to-date, secure and accurate records of students based on types of programs and modes of delivery;

- Schedule and process the readmission of eligible readmitted students;
- Issue identification cards, attesting to the admitted students;
- Announce campus's academic programs for registration in collaboration with the relevant offices;
- Implement the uniform academic calendar of the university each semester;
- Ensures the timely distribution of such Calendar to the pertinent units of the campus and sees to it that academic units strictly adhere to the Calendar;
- Prepare the list of candidates and present to the academic Council of the campus.
- Facilitate early and timely certification of graduates; issue transcripts, degrees, diplomas and certificates;
- Manage the collection, storage, correction, disclosure, retention and disposal of student academic records with integrity and accuracy;
- Permit students to view their academic records; allow only academic staff who have signed the campus confidentiality agreement to have access to student records, disclose student records to law enforcement authorities and disclose student records to other persons only with the express consent of the student concerned;
- Organize and administer graduation functions, transcript evaluation, certification process of transcripts and other academic credentials for students
- Ensure that pertinent laws and policies, directives of the main registrar and alumni affairs office and its guidelines on admission, placement, enrollment and graduation matters such as courses and credit requirements are strictly observed;
- Provide proper guidance, leadership and supervision for staff of the registrar and alumni affairs on their activities;
- Develop efficient systems for handling add and drop, withdrawal/clearance and readmissions;
- Present list of graduates to CAC for graduation recommendation by ensuring fulfillment of graduation requirements;
- Perform such other duties assigned to him/her by the campus dean

CHAPTER THREE

3. ADMISSION AND READMISSION

3.1. New Admission

3.1.1. New Admission of Undergraduate Students

The university conducts admission of new Regular, Extension and Open and Distance Education students based on following the criteria set by Ministry of Education /MoE/ and/or Education and Training Authority/ ETA/ each year.

1. Students who have completed Preparatory Education should meet the cutoff points set by Ministry of Education /MoE/ for the academic year
2. Graduated from the institute of technical and vocational education and Training must complete level 4 or (formerly 10+3 or 12+2) training related to their respective field of study.
 - They shall pass COC Level 4 Exam
 - They shall have at least two years work experience in the field of study
3. If they have completed their high school education abroad, they will need to do equivalence of their credentials from the ETA
4. They shall pass entrance exam prepared by the institutions during registration time they shall come up with complete evidence

Applications for admission to undergraduate program must include:

- a. Present all the required documents
- b. Assessment result of the entrance exam
- c. Application forms, and submitted to Campus Registrar and Alumni Affairs Office.

3.1.2. New Admission of Graduate Students

Admission to graduate programs shall be based on the following criteria:-

- Candidates who have a Bachelor's Degree from an accredited higher learning education institution;
- Graduates who have their bachelor degree from abroad, they will need to bring equivalence letter of their credentials from the ETA;
- Candidates who have completed their undergraduate studies with the academic results required by the institution; and only those who passed entrance exams given by the institution (HEP 1152/2019);
- The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the Academic Units concerned.
- Eligibility to admission shall consider the academic potential, interest and financial capacity of the applicant.
- A candidate should have a strong academic record from his or her previous studies and should get a recommendation referees and should gain an approval of admittance by the Academic Council.
- Eligibility of students for admission to a program depends on the number of space and resources available for the program to be determined by ETA.
- A student cannot be admitted to more than one program at a time.
- A minimum enrollment of 45 graduate students per class is required to run a given master's program
- All other relevant rules and regulations related to admission and related matters of the undergraduate programs shall also apply to the postgraduate programs where appropriate.

Applications for admission to graduate program must include:

- d. Present all the required documents
- e. Assessment result of the entrance exam
- f. Application forms, and submitted to Campus Registrar and Alumni Affairs Office.

3.2. Readmission

Students who dropout or withdraw officially after completion of at least one semester, can request for readmission into the program/field of study, they withdrew from. The university sets minimum cut-off SGPA/CGPA for readmission applications. Applications that meet the minimum cut-off points shall be accepted for consideration.

3.2.1. Readmission of Undergraduate Students

3.2.1.1. Readmission for Students in Good Academic Standing

- A student who, for reasons beyond his/her control, discontinues his/her studies while in good academic standing shall be allowed to apply for readmission.
- The applicant is required to provide documented and acceptable justifications for his/her withdrawal.
- When there are changes in the curriculum, the status of the student will be determined accordingly at the time of his/her application for readmission.

3.2.1.2. Readmission for Academically Dismissed Students

- Students dismissed for academic reasons may be readmitted after at least a semester to repeat courses in which they failed (scored “D” and “F”) during the semester of readmission. Such student shall be readmitted in a semester when there are more modules/courses the student is eligible to register for.
- A dismissed student is given a readmission chance only once in his stay in the University.
- A student may be allowed to raise his grade point to the required level provided he can remove such academic deficiencies in not more than one year and the maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining modules/courses of study.
- A first year student dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.
- A first year student dismissed at the end of the second semester with a CGPA of not less than 1.75 shall be readmitted.
- A second year and above student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.

- A student who has been dismissed for good due to academic deficiencies will not be readmitted into the program from which he has been dismissed.
- A dismissed student may apply for admission to any program in the next academic Year.
- An academically dismissed student, if and when readmitted, is not allowed to take new courses for the semester being repeated.
- Readmission for academically dismissed students is possible only once

Note: *Securing readmission by any means other than those stated in this guideline illegal; the discovery of such an illegal re-admission shall cause automatic and final dismissal of the student from the University.*

3.2.2. Withdrawal and Readmission of Graduate Students

3.2.2.1. Withdrawal

- a. A student who wishes to withdraw must consult and explain any reasons to their academic advisor. Any student who withdraws must be informed that the student must have reasonable grounds for withdrawal to be granted readmission.
- b. Unless there are compelling reasons, official withdrawal forms shall be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.
- c. A candidate who fails to comply with this requirement shall not be eligible for readmission unless there are acceptable causes such as:-
 - Medical reasons ascertained by valid certificate;
 - Other valid unforeseeable reasons

3.2.2.2. Readmission

- a. A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the Registrar into the discontinued semester.
- b. A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
- c. A candidate may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder:

- I. If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.
- II. If the University is unable to carry out the relevant program and advises the candidate accordingly.
- III. If the candidate is unable to continue due to force majeure other than those outlined.
- d. A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:
 - I. If the student, at the end of the first semester, had obtained a SGPA of not less than 2.50.
 - II. If the student, at the end of second or above semester, had obtained a CGPA of not less 2.75
- e. No student who has been dismissed on academic grounds shall be readmitted more than once.
- f. A candidate who withdraws from the program studies without the approval of the concerned DC/CAC not be eligible for readmission.
- g. The Academic Council may recommend that a student who is dismissed for academic reasons or dropped out or withdrew, be readmitted within a maximum of two years of grace period. The Academic Council s can relax this period for those who discontinued their studies due to force majeure.
- h. Postgraduate student must register at the beginning of each semester. A student who fails to maintain continuous registration without officially withdrawing from a program shall be considered to have dropped out of the program. If such student seeks to resume his studies, he must submit a readmission application to the Office of the Registrar.

3.3. Readmission Procedure

- Students collect Readmission Application Form from the campus Registrar and Alumni Affairs at specified times indicated in the Academic Calendar.
- The completed forms are then returned to the campus Registrar and Alumni Affairs office.
- The Office of Registrar and Alumni Affairs forwards the applications to the respective department.

- The Campus academic council acts on the application; decisions are communicated to the Office of the Registrar and Alumni Affairs.
- The Office of the Registrar and Alumni Affairs informs all concerned applicants whether they have been accepted or rejected.

CHAPTER FOUR

4. REGISTRATION AND ENROLLMENT

4.1. Registration

- Applicants who have secured admission to RVU shall register within the dates specified in the academic calendar of the University. However, new applicants who have secured admission requirements for distance modality shall register any time without the dates specified for registration in the academic calendar of the university; college of open and distance education.
- Students must register in person, no proxy registration except for special cases. A student cannot attend classes without completing all registration formalities.
- Every student must register at the beginning of each semester in order to keep her/his file active.
- No students are allowed to get registered without presenting their academic status (grade report) of immediate previous semester.
- A student who fails to maintain continuous registration without officially withdrawing from the program will be considered to have dropped from the program.
- If such a student wishes to resume his/her studies, he/she must submit an application to the Registrar for re-admission, within the time limit specified in the academic calendar.
- The program for a readmitted student shall be reassessed in accordance with the current rules and regulations at the time of the re-admission.

4.1.1. Registration Procedures

The admitted Students will undergo the following procedures while undertaking the registration process:

- Collecting the registration slips from the Campus Registrar office
- fill the required information on the registration slip
- the student will pay the necessary educational fee and bring the receipt
- get it signed by the advisor/ freshman program coordinator and go to the Campus registrar office with the duly signed slips

- The campus registrar then registers the student, renew the ID card and give back a copy of the registration slip to the student.

Note: *A student may be asked to present his/her registration slip by the professor teaching the module/course or by any of the offices providing student services. For that purpose, the student should keep one copy of the registration slip with him/her.*

4.2. Orientation of Students

The campus dean is responsible for the organizing of an orientation or induction program for new incoming students in collaboration with other relevant units of the University. Holistic orientation is given to new students during the 1st round tutorial program.

Orientation will be given to all new students on the following major topics:

- History, vision, mission and the educational goals of the University;
- The various teaching departments and programs of study available to students;
- Registration, admissions and graduation requirements and processes;
- Library services, rules, regulations and facilities; and
- Student services, facilities, rights and responsibilities, by the Dean of Student Affairs and Respective offices

4.3. Identification Card/ID Card

A student registering at the University is issued a non-transferable identification card with a unique and permanent registration number. The card, which is a very valuable document and which requires careful handling, is a means to access services and facilities in the University. The registration number, often called identification number, which should appear on all student documents, is required every time the student requests for any University services. Identification cards are issued to all new students free of charge. It should be renewed each semester, and returned to the Registrar Office when the student discontinues his/her studies or graduates. Issuance of ID cards needs one recently taken passport size photograph of the student with his/her name, father's and grandfather's names clearly written on the back of the photograph in English.

When the student lost or damaged his/her identification card, he or she has to follow the following procedures:

- The students are required to apply to the registrar office for replacement;
- The student must bring evidence from police station; and
- Finally, the registrar office will replace the identification card upon charge

4.4. Add / Drop

Add and drop is an action of registering for modules/courses or dropping those modules/courses the student registered for during the normal registration time. It is therefore an opportunity given to the student to correct any oversight during the normal registration period.

However such possibilities have to be explored in consultation with and permission by the academic advisor of the student. Add and drops are done on a form prepared for the purpose and the form should be collected from the registrar office. Dates for add and drop are indicated in the academic calendar of the university.

4.5. Dropping Out, Withdrawing and Clearing

A student may be forced to discontinue his/her study because of academic reasons for at least one semester. In consultation with their academic advisors students can drop out or withdraw from the University. Such type of discontinuity allows a readmission in which a student will be readmitted to repeat the modules/courses he/she failed. A student with a dismiss status should formally withdraw from the university. Any student who wants to withdraw should complete withdrawal form. If a student withdraws after he/she has attended 85% or more he/she shall be allowed to sit make up exam for both block-based and semester based courses if the student gets readmitted in the next academic year. Otherwise, the student shall take the course afresh.

4.5.1. Dropping Out

Students dropping out from the University must consult their academic advisors and explain why they wish to drop out. Upon the verification of the academic Council of the campus, students dropping out from the University for inadequate Reasons will be denied readmission but if the reason/s is/are adequate, he /she will be readmitted.

4.5.2. Withdrawing

Any student who wants to discontinue his study should formally withdraw and complete Withdrawal Form (or clearance) eight weeks after the beginning of the semester. The University does not accept readmission requests if an applicant has not withdrawn properly. Such a student cannot claim the fee s/he has paid for the semester.

The Academic Council may recommend that a student who is dismissed for academic reasons or dropped out or withdrew, be readmitted within a maximum of three years of grace period. The Academic Council s can relax this period for those who discontinued their studies due to force majeure.

4.5.3. Clearing

Students should fulfill the proper clearance procedure and return ID card upon graduation or when they withdraw or dropout their study.

Every student must collect three copies of Clearance Form from the campus Registrar Office. After properly completing such forms and getting them signed by the appropriate offices, the student must submit one copy to the campus registrar office, keep a copy with him/her and the third copy to department. No transcripts, degrees, diplomas and letters of recommendation will be issued to a person who cannot submit his/her copy of the clearance form.

4.6. Semester Load

A student is required to register for a normal load which is measured in terms of the total sum of Credits of the courses he/she registers. The load varies according to the type (regular, extension and Distance) of the program. The detail is found in the following table. More details can be found inside the curriculum of the program to which the student is enrolled.

Table 1: Semester load

Mode of Delivery	Semester Load (Undergraduate)	Semester Load (Graduate)
Regular	17-21	10-13
Extension	9-13 (Semester) or 6-8(Summer)	6-9(Semester) or 5-7(summer)
Distance	9-13	

4.7. Class Attendance

A student is required to attend all lecture, laboratory and practical sessions as well as field work. In situations where a student, because of reasons beyond his control, fails to attend all sessions, a minimum of 80% attendance shall be required if he is to earn credit in a given course. However, in case of health sciences, 100% class attendance is academically indispensable. Attending at least one tutorial session is mandatory for distance program students. A student who has missed more than 20% attendance will be given a grade of IA (Incomplete Attendance) and will be required to provide acceptable reasons for his/her failure to attend classes. If a student's incomplete attendance is proven to have been for valid reasons, his/her registration for the module/course will be cancelled and he/she shall be permitted to do the module/course afresh. If a student's incomplete attendance was due to reasons that were not valid, the "I" grade will be changed to an "F" at the end of the four week of his/her next enrolment in the program.

CHAPTER FIVE

5. ASSESSMENT, EXAMINATION AND ACADEMIC STATUS

RVU decides continuous assessment and summative assessment accounts for 50% each for course. The continuous assessment takes in the form of quiz, tests, reports, assignments, presentations, article/book review etc. based on the nature of lesson/chapter/course. The summative assessment can be final exam or final project based on course nature. However, some discipline such as Medicine can set out their general guidelines.

Examinations may be oral, written or practical, depending on the nature of the course. The number, type and schedule of examinations or tests in a course shall be determined by the instructor and stated on the course outline to be issued to students at the beginning of the course.

5.1. Administration of Examinations

A list of candidates sitting in an examination shall be prepared in advance of the examination by departments to which the students belong and such a list shall be handed over to the invigilators for purposes of checking attendance during the examination. No student may be admitted into an examination hall 30 minutes after the beginning of the examination and may not be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.

5.2. Violations of Examination Regulations

Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students.

- Found in possession and copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted
- Working on being found in possession of exam papers other than one's own
- Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted

- Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own.
- Sitting on an examination in a course for which one has not been registered.
- Taking an examination by proxy, i.e. through a secondary party.
- Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production.
- Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
- Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
- Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.

5.3. Measures To Be Taken Against Violations of Examinations:

- A. An invigilator who apprehends a student in the act of cheating in an examination or exercise shall forthwith inform the student concerned of the fact that his behavior will be reported. The invigilator shall also make as detailed and complete a note of the incident(s) as possible in a form designed for the purpose. S/he shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors).
- B. Where the act of cheating has been committed in an examination hall, the decision of allowing or not allowing the perpetrator to continue working on the examination shall be made by the instructor of the course, if the instructor is also on supervision duty, or by the chief invigilator. However, the decision to dismiss the student from the exam shall be made if the invigilator believes that the misbehavior of the student disturbs the exam session. The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decision.

- C. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the examination, but shall be told that his behavior will be reported.
- D. All evidence on cheating or attempted cheating and reports in justification of decisions made by the chief invigilator on the spot shall forthwith be submitted to the respective course chair and vice dean.
- E. The course chair shall make decision on the case (that the student be given 'F' grade in the course) and report the measure to the vice dean. In doing so, the course chair shall look in to previous disciplinary records of the student and if the student is found to have committed similar violations in the past, the case shall be referred to the vice dean.
- F. Vice dean shall pass the case to the dean of the Campus immediately upon receipt from the course chair.
- G. The dean shall present the case to the student discipline committee/academic council which shall make decision on the matter. The committee/council has the authority to seek additional evidence to reach a decision, including one of requiring the accused in the act of violation to testify.
- H. In the event that the committee/academic council finds a clear case of cheating, disciplinary measures shall be taken as provided by the University code of conduct.
 - If the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the dean of the Campus shall warn the student in writing and publicize the case within the campus.
 - A student who has been reported for cheating for the second time shall be suspended for one academic year and he who commits such an offence for the third time while enrolled in a program shall be dismissed from the program. Dismissal shall be decided by the academic Council of the campus on the recommendation of the dean.
- I. Where an incident of cheating in examination involves more than one student the following procedure shall be followed.
 - If all the students happen to have been enrolled in the course in which the incident has occurred, the penalty to be applied on them shall be equal and the same.

- J. If any one of the students of the University happens not to have been enrolled for the course, the case shall be referred directly to the dean of the Campus in which he is a student and the rules of the University code of conduct shall apply.
- K. The decisions of the academic council/committee on cheating cases, accompanied by the minutes of its deliberations, shall be submitted to the dean of the Campus.

5.4. Remarking of Examinations

5.4.1. Rules for Remarking:

The instructor has a duty to show/communicate the result of each assessment. Consequently, if a student has any valid reason to challenge the result given, he/she has the right to application within three working days after the result is communicated.

A student who is aggrieved by the marks he/she had obtained in a course may application for remarking of his/her exam paper on the basis of the conditions set forth hereunder:

- The student has the right to see the results of their examination papers.
- The Application shall be formally submitted to the department head within the time frame set in the Academic Calendar.
- The maximum number of courses that the student can apply for remarking shall be only two at any one time. However, if the remarking result proved that the complaint of the student was correct, the remarking shall not be counted against the student in which case the student may apply for additional remarking as the case may be even after the time frame set in the Academic Calendar.
- A grade obtained in remarking shall be final even if it is lower than the one previously obtained.
- Application for re-marking of first semester grades shall be submitted within three to five working days after the registration date of the second semester.
- Application for re-marking of Second Semester grades shall be submitted three to five working days after the registration date of the next academic year.

5.4.2. Re-marking Procedure

- Each department head shall be in possession of the standard application form to be filled out by students who apply for re-marking. Such forms shall require the student to specify the reasons for disputing the earned grade.
- Upon receipt of the application for remarking, the department head will, after consulting with the instructor of the course, decide on whether or not there exists a basis for granting the request and where the request is denied the student shall be informed in writing the reasons for the denial.
- If it is decided that a student's examination shall be re-marked, the department council shall:
 - Obtain all relevant exam papers and grade distribution scale employed by the instructor;
 - Obtain the answer sheets or papers written by the applicants.
- The department council shall then assign at least two Academic Staff members having subject area knowledge who shall do the remarking separately and who, if necessary, may consult with the instructor who originally did the marking and report separately to the head with a recommended grade.
- The department council shall decide on the case based on reports from the two assigned academic Staff members.

The department head submits the final result/grade with department council minute to the registrar and alumni affairs in three copies. The head then:

- Signs and sends the hard and soft copy to the office of the Registrar and alumni affairs;
- Signs and sends one copy to the department head concerned; and
- Signs and sends one copy to the course instructor.

Note: If student requests for remarking, then s/he shall be charged for the service.

5.5. Make-up Examinations

1. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for extenuating

circumstances, such as hospitalization or accidents, and therefore has an "I" (Incomplete) grade against a course may be allowed to sit for a make-up examination in the course.

2. . Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the examination to the department head according to the academic calendar of makeup exam schedule.
3. Where the department head find that the student did not have valid reasons for not sitting for final examination, the "I" grade on the student's record shall be changed automatically to "F", SGPA/CGPA shall be calculated and the status of the student shall be determined accordingly.
4. Any student who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for make-up examination according to the academic calendar of makeup exam schedule.
5. A graduating student with an "I" grade (s)(if it is because of final exam day absence in the final year last semester) shall take an immediate make-up examination.
6. A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue studies in subsequent semesters if the student is in good academic standing. For such a student, average point shall be calculated and academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered.
7. If an "I" grade is not removed within fourteen days of grade submitted as per the rules of grading system of the university, it shall be converted to an "F" grade and included to next semester for status determination.

5.6. Re-examination

- A graduating class student may be allowed for re-examination of a maximum of two modules/courses.
- A student may sit for a re-examination of four modules/courses for which the possibility of repeating is non-existent due to program discontinuity.
- Re-examination may be allowed for a student whose CGPA must be such that when an input of a minimum of 2.00 or "C" grade on the module/course is made enables him to qualify for graduation or promotion.

5.7. Repeating Courses for Undergraduate Students

- A student who obtains an “F” grade in a module/course may repeat the course. However, no such course may be repeated more than twice. If the student fails to remove his academic deficiency by repeating the course for the second time, the CAC may allow him/ her to take a substitute course if such a course is available in the program. If not, the AC shall decide on the matter. In case of an “F” grade in the substitute course, the student may repeat the course one more time. However, failure to remove one’s academic deficiency through repeated substitute course results in academic dismissal.
- A student with academic performance of CGPA of less than 2.00 may be allowed to repeat a maximum of three courses in which he/she scored a “D” grade before completing the course requirements for a given credential graduation in which case the student may be given a second chance to repeat. A previous grade or grades of “F” or “D” shall be removed and replaced by the new grade.
- A grade on a repeated course shall be recorded as it is. The initial grades, that is, the grades that the students want to change, will be cancelled on transcripts and will not be considered in the calculation of SGPA and CGPA. If a student repeating “D” scores an “F”, the “F” shall be final unless a second repeat is authorized.
- Grades of repeated courses shall be identified by asterisk (*) in front of the grade.
- A student shall make full payment for all repeated courses.

5.8. Repeating Courses for Graduate Students

- Only courses with grades lower than ‘B’ may be repeated when the CGPA of the student is less than 3.00.
- A student with a grade of “C” or lower may be allowed to take a re-exam, instead of repeating the course, with the recommendation of the course instructor and the DC by assessing the overall performance or special conditions of the student on individual basis.
- No course may be repeated or re-examined more than once. Grades obtained on a repeated course shall stand as they are.
- A students with two “C” grades and CGPA is 3:00 point, needs to be remove only one “C“ grade

5.9. Academic Status

Students are required to achieve a certain level of score to be promoted to the next semester. This achievement is measured by

1. Semester Grade Point Average (SGPA), and
2. Cumulative Grade Point Average (CGPA).

SGPA is calculated by considering only the modules/courses for which the student is registered for the semester. CGPA is calculated by considering all the modules/courses the student accumulated so far. The GPAs are obtained by dividing the sum of all grade points for the modules/courses divided by the total sum of credits.

For example, Course X has 3 Cr. hrs. And a student scored B+. The same student is also registered for Course Y which has 3 Cr. hrs. And the student scored A-. Therefore,

$$\text{GPA} = [(3*3.5) + (3*3.75)] \div (3+3) = 3.625$$

After calculating the GPA, the student will be given the following status:

5.9.1. First Year Students

- a) A student who, at the end of the first semester, receives semester GPA of less than 1.50 shall be dismissed for academic reasons.
- b) A student, who, at the end of the first semester, scores semester GPA of 1.50 up to 1.74 both inclusive, shall be warned.
- c) If a student, who has been put on warning during the first semester, fails to maintain semester GPA of 1.75 or a CGPA of 2.00 during the second semester of the first academic year, he is subjected to dismissal unless otherwise put on probation at the discretion of the Academic Council .
- d) A student, who at the end of the second semester, receives either semester GPA of less than 1.75 or a CGPA of less than 2.00 shall be warned.
- e) If a student fails to achieve a semester GPA of 1.00 at any semester is subject to dismissal.

5.9.2. Second year and above students

a) A student, who fails to achieve either semester GPA of at least 1.75 and/or a CGPA of at least 2.00 at any semester, shall be warned. However, a student who fails to achieve a semester GPA of 1.00 at any semester is subject to dismissal.

b) A student, who for a second consecutive semester scores either semester GPA of less than 1.75 or fails to maintain a CGPA of 2.00, is subjected to dismissal unless put on probation. A student who is subjected to dismissal cannot claim probation as a matter of right.

Notice: Any consecutive warning leads to Academic Dismissal.

5.10. Academic Status of Graduate Students

5.10.1. Academic Probation and Dismissal

- A first year postgraduate student is subject to dismissal without first being put on probation if his performance falls below 2.50 in his first semester results.
- Any first year postgraduate student with a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation and will be subjected to dismissal if he/she fails to achieve a semester GPA of 3.00 in the next semester. If, however, a student on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but his CGPA still falls below 3.00, the relevant post graduate committee may place the student on final probation if it finds that there is reason to believe that the student will attain a CGPA of 3.00 or above in the third semester.
- A postgraduate student may be put on probation for a second time provided it is ascertained that he/she has successfully come out of the previous probation. However, where a student who has been placed on a second probation fails to achieve a CGPA of 3.00 in the next semester, he/she shall be dismissed.
- No candidate subject to dismissal may expect discretionary probation as a matter of right.

CHAPTER SIX

6. TRANSFER OF STUDENTS AND COURSE EXEMPTION

6.1. Transfer of Students

Students may seek transfer from one program to another, from campus to another campus and even from university to university. The transfer requests are entertained as follow:

6.1.1. Intra-University

A student may transfer from one campus to another campus (inter- campus) or from one department to another department within the same campus (intra- campus) upon satisfying the following conditions and procedures.

- Both inter- campus and intra- campus transfers shall depend on availability of space and facilities in the receiving campus or department and a transfer applicant shall have grade levels that would normally be required of students for enrolment into the department concerned.
- Inter- campus transfer is only applicable in areas of related disciplines;
- A student dismissed from his previous department shall not be eligible for transfer into another campus or department of the University;
- Inter- campus and intra- campus transfer application forms shall be available at each campus and department of the university to be collected by applicants for transfer upon payment of appropriate fees;
- A transfer application form must be completed and returned to the concerned department within a week after registration;
- Granting or denying transfer shall be made by a dean of the receiving campus upon the recommendation of the receiving department in case of inter- campus transfer and by the head of the receiving department in case of intra-campus transfer which shall then be approved by the dean of the receiving campus.
- Accepted transfer requests are subjected to final approval by the Registrar; while approving the admission of transfer of students, the receiving campus will check the following:

- a transfer applicant shall complete clearance from previous campus
 - a transfer applicant shall have grade levels/official transcript that would normally be required of students for enrolment
 - Transferring students should have spent at least one semester in their university of origin and be in a good academic standing.
- A student whose application for transfer has been rejected shall have a right of appeal to the AVP whose decision shall be final;
 - The process of transfer shall be completed within two weeks following the commencement of classes;
 - The receiving department shall work out the details of transfer of credits and other technical matters.

6.1.2. Inter-University

- The transfer of students in regular, extension and distance programs from other recognized universities or colleges to the University within the same program may be accepted on justifiable grounds such as change of work place by the applicant or his spouse and health.
- Students applying for inter-university transfer should have spent at least one semester in their university of origin and be in a good academic standing.

6.2. Course Exemptions and Credit Transfer

Students who had already done certain courses in tertiary level Institutions or their equivalents with the same credit hours and content can request for an exemption from the course. However, this is subject for scrutiny by the department counsel (DC) and the Office of the Registrar of the campus.

6.2.1. Criteria for Exemption

- A. The course title of both courses (course to be exempted and course already taken) should be the same, or similar or closely related.
- B. The course description and/or outline of both courses should be the same or similar
- C. The credit hours of the course taken should be equal or greater than the course requested for exemption.

D. The credit hours exempted will be 30% of the total credit hours the program.

6.2.2. Credit Transfer

Credit transfer refers to credits transferred to departments of the University from other Universities or other University departments for student admitted on transfer basis. All grades for same/identical course/s Cs and above shall be accepted for credit transfer

Course exemption refers to courses exempted by the department at the University for students who had taken equivalent courses (greater than or equal to 75% content similarity/sameness, equal Cr. Hr.) previously and get admission in the University other than a transfer

Students wishing to get their credits, which they have earned from other accredited institutions of equivalent standard, transferred to the University must apply to the department head and the Office of the Registrar of the campus and get approval. Requests for course exemptions must be processed by the department head and the Office of the Registrar of the campus. However, the minimum grade should be "B" for any course exemption.

6.2.3. Transfer of Graduate Students

A graduate student registered in one graduate program may be allowed to transfer to another program provided the candidate:

- ✓ Presents an application stating convincing reason(s) for requesting the transfer.
- ✓ Satisfies the academic requirements for admission into the program to which transfer is sought and the approval of the concerned post graduate committee and ACs has been obtained; and is not a dismissed student; and
- ✓ Must have completed not more than one fourth of the originally joined program (50% of the course work).
- ✓ Transfer of credits shall be 30 % of the total credit hours the program.

CHAPTER SEVEN

7. GRADING, GRADUATION REQUIREMENTS AND ISSUANCE OF CREDENTIALS

Letter grades are assigned to the marks earned out of 100% on a fixed scale (criteria referenced grading system). The raw marks out of 100% and their equivalent letter grades are indicated in the following table. Instructors are required to report raw marks and letter grades to the department and it should clearly show that continuous assessment has been conducted.

Table 2: Grading system of Undergraduate Students

Raw Mark Interval	Corresponding fixed Number Grade	Corresponding Letter Grade	Status Description
[90-100]	4.0	A+	Excellent
[85-90)	4.0	A	
[80-85)	3.75	A-	
[75-80)	3.50	B+	Very Good
[70-75)	3.0	B	
[65-70)	2.75	B-	Good
[60-65)	2.5	C+	
[50-60)	2.0	C	Satisfactory
[45-50)	1.75	C-	Unsatisfactory
[40-45)	1.0	D	Very Poor
[0-40)	0	F	Fail (0)

Student assessment and grading system examinations are graded on the following letter grading system, with corresponding points.

Table 3: Grading System for Graduate Students

Raw Mark	Letter Grade	Grade Points
[90- 100)	A+	4.00
[85-90)	A	4.00
[80-85)	A-	3.75
[75-80)	B+	3.50
[70-75)	B	3.00
[65-70)	B-	2.75
[60-65)	C+	2.50
[50-60)	C	2.00
[45-50)	C-	1.75
[40-45)	D	1.00
[0-40)	F	0.00

Thesis evaluation shall be graded on the following ranking system, with corresponding grading scales and letter grades;

Table 4: Thesis evaluation

Rank	Grading scale in percent	Letter Grade
Excellent	≥ 85	A
Very Good	$75 \leq X < 85$	B+
Good	$60 \leq X < 75$	B
Satisfactory	$50 \leq X < 60$	C+
Fail	< 50	F

Getting a grade less than 'B' in individual subjects and/or courses by a graduate student may be tolerated. However, to complete the program, and be eligible for graduation, a graduate student shall have to obtain a minimum CGPA of 3:00 ('B').

7.1. Other form of Letter Grades (I/NG/W/DO)

- "I" (incomplete) grade will be given to students who did not take final examination. If the students did not fulfill the assessment other than the final exam it will be managed by course instructor and the students who have convincing reason.
- The student should take make up exam and covert the "I" to a grade according to academic calendar of the makeup exam. Failure to do so will result in an "F" grade to the course.
- "NG" (No Grade) will be given for the students who did not attend the class according to the legislation of the university pertinent to class attendance rules (attending less than 80% the class).
- "W" (withdrawn) will be given by the Registrar or department head in communication with the course instructor for a student who has formally withdrawn from the program, within eight weeks (50% of the semester duration) after the beginning of the semester. In this case the registration will be cancelled and the student will register for the module /course on readmission.
- "DO" (dropout) will be given by the Registrar or department head in communication with the course instructor for a student who has not withdrawn from a department in accordance with the withdrawal procedures set forth by the University and the time limit specified in this guideline.
- Neither "W" nor "DO" shall play any part in the computation of the semester grade point average.
- All required non-credit work shall be recorded with a grade of "P" (Pass) and "F" (Failure), but neither shall be included in the computation of the SGPA.

7.2. Graduation Requirements

Students are required to fulfill a minimum set of achievements to graduate (get a degree) from a program. Such requirements can vary from program to program. For specific information, students are advised to consult the specific curriculum in which they are enrolled.

7.2.1. Graduation Requirements for Undergraduate Programs

- A CGPA of 2.0 must be obtained.
- A student shall not graduate with an “F” grade in any course.
- A student of health sciences shall not graduate with a “D” grade in major courses.
- All the required courses and the minimum credit hours set by the respective Departments should be covered.
- A student left more than one semester shall not participate in the graduation ceremony.

7.2.2. Graduation Requirements for Graduate Students

Graduate program offers a full time and a part time plan for master degree completion. The full time plan ensures student completion of the program in two years of four semesters and the part time plan ensures student completion of the program in three years of six semesters. The Graduate program in these plans requires that students:

- ✓ Complete 4 (Four) or 6 (Six) semesters and take total credit hour approved in the curriculum;
- ✓ Score minimum CGPA of 3.00 on a 4.00 scale, with no more than one “C” grade;
- ✓ No grade of a D, F, NG, I, in any course;
- ✓ Maintain a “Satisfactory (B-) ” or better grade in the final Thesis Work; and
- ✓ Maximum possible extension time limit will be three years for regular students to complete the program while four years extension/summer programs
- ✓ Compliance with the regulation of the University.

7.3. Issuance of Credentials

7.3.1. Transcripts

Transcripts are records of students' academic performance. They are the most valuable private and sensitive documents. Utmost care is taken in their recording, storing and issuance. The following is a set of regulation governing issuance of transcripts.

- No student records are shown or given to a third party without the written consent of the student. The University may make discretionary exceptions to this.
- No transcripts will be issued for requests made through third parties, that is, representatives, friends or relatives, agencies, etc. In exceptional cases transcripts are given to third parties if the third party meets the following conditions:
 - The third party must carry a power of attorney.
 - The third party does not demand that the transcripts be given to him/her
 - The third party must sign an affidavit to the effect that it assumes full responsibilities for any disputes arising from the possibility that the registrar's office is misled into sending transcripts to persons who have no legal claims over the document.
 - The third party will be required to put his/her thumb impression on the said affidavit.
- All students who have dropped out, withdrawn or graduated from the University must present an official clearance sheet to get transcripts and other services. Third parties of such students must present clearance sheets of students they represent. The official clearance form or its equivalent clears the students from all their financial and other obligations to the University.
- Transcripts given by the Registrar Office are of two kinds: student copy and official copy. Official copies carry the Registrar's seal and signature and are directly sent to institutions or organizations upon the request and/or the consent of the individual.
- There is a charge/ service fee on each of the credentials.
- Transcripts are processed and issued or sent based on the requests of students and will be given or mailed.

7.3.2. Diplomas and Degrees

Diplomas and Degrees are issued by the Registrar's Office. Each campus academic Council presents the prospective graduate for Senate approval. Following graduation, students are required to present clearance papers, then the office of registrar of University will issue temporary certificates of completion. These are later on replaced by the original degrees and diplomas. The concerned individual has to pay the required charges for the original degrees or diplomas. Degrees are given to the students and not to a third party. No new degrees or diplomas will be issued. Degrees and diplomas are issued when candidates produce clearance of their responsibilities to Rift Valley University. When the student loss or damage his/her credential documents, he or she has to meet the following requirements for replacement:

- ✓ The students are required to apply to the registrar office for replacement;
- ✓ The student must bring letter of evidence from police station; and
- ✓ The registrar office will replace the credentials upon charge

Note:

- Following graduation, students are required to collect temporary certificates of completion within two years, if not he/she will be penalized 1000 Ethiopian Birr.
- The students will collect the original degrees and diplomas one year after the issuance of temporary certificates of completion.

7.4. Tuition and Other Fees

All students in the regular, extension and distance undergraduate University program are required to pay for admission application, regular registration; and they are also charged for tuition fees.

Tuition and other fees shall be decided by the University, and the details will be made available at the Office of the Registrar and Alumni Affairs or the College of Open and Distance education.

Table 5: Service Fees

No	Fees For	Birr
1	Registration	
1.1	Registration Fee (Degree) ,depend on the Location of Campus	
1.2	Registration Fee(TVET) depend on the Location of Campus	
2	Official transcript	
2.1	Official transcript for foreign	
2.2	Official transcript for domestic	
3	Diploma/Degree	
3.1	Replacement of Lost Degree	
3.2	Replacement of lost Student copy	
3.3	Replacement of lost TVET Certificate	
3.4	Replacement of lost Student Copy for TVET	
4	Replacement of Lost I.D Card	
5	Late Registration/per day (in addition to the normal fee)	
6	Re-admission Application	
7	(Recommendation) To who it may Concern	
8	Overdue Fee (Library Book)per day	
9	Payment for Gown and diploma / Degree	
10	Replacement of Lost original Document	

Appendices



Appendix: A: Clearance/ Withdrawal Form



Rift Valley University

Office of the Director for the Registrar and Alumni Affairs

Clearance / Withdrawal Form

P.O Box 121959 Finfinne / Addis Ababa, Ethiopia Tel: 0221123393

(To be filled in three copy)

Objective:

The objective of this withdrawal is to ensure that a student leaving RVU has returned off RVU properties including his/her ID card, before leaving the institution. Issuance of any document to a leaving student is totally dependent on the completion of this clearance. The completed form shall remain a permanent part of a student's file.

Procedures:

1. Complete Part I of this form
2. Obtain the signature in part II
3. Return the completed form and ID card to office of the Registrar

PART I (to be filled by the Students)

Full Name: _____			
Faculty: _____			
Department: _____ <input type="checkbox"/> <input type="checkbox"/>			
Program type:-1 st Degree <input type="checkbox"/> 2 nd Degree TVET			
Division:- Regular <input type="checkbox"/> Extension <input type="checkbox"/> Weekend <input type="checkbox"/> Distance <input type="checkbox"/>			
ID.No. _____	Academic Year _____	Year(Circle one) I II III IV V ^{1/2} VI	Semester /Term

Last date class attended: _____ Application date: _____

Reason for withdrawal:

Graduation/ Training Completion Academic dismissal Disciplinary dismissal
 Transfer to another institution other personal reason

PART II (Authorized at Campus Level)

Description	Name	Signature	Date
Dept. Head			
Library			
Financial collection unit head			
Property and Store			
Administration and Finance Head			
Campus / Faculty Dean			
Registrar Office Personnel			

PART III (Authorized at head office Level)

Description	Name	Signature	Date
Clearance Audit			
Senate Overseers			

Registrar Seal



Appendix B: ID card Replication Form



RIFT VALLEY UNIVERSITY

Office of the Director for the Registrar and Alumni Affairs

ID CARD REPLACEMENT FORM

(To be filled in one copy)

Date _____

Application form to be filled by students who have lost their identification card.

PROCEDURES

A. Complete the first part of this form.

B. Obtain the signatures listed below to show that you have returned every property borrowed from the college and for not with holding his/her IDcard

1. PERSONAL DATA

1.1. Full name _____

ID.No. _____

Year _____ Sex: Male Female

1.2 Department _____

1.3 Program: Level I Level II Level III Level IV Degree

1.4 A/Classification: Regular Extension

1.5 Date: _____ Signature: _____

2. SIGNATURES

2.1. Library (Circulation Personnel) _____

2.2. Health Faculty Library _____

2.3. Head of continuing Education _____

2.4. Property & Store _____

2.5. Financial information:

2.5.1. Collection account head _____

2.5.2. Financial Manager _____

2.6 Head Guard of the Campus/College _____

2.7 Department Head _____

2.8 Student Dean _____

2.9 Registrar _____

Seal



Appendix C: Make-Up Examination Request Form

RIFT VALLEY UNIVERSITY

Office of the Director for the Registrar and Alumni Affairs

MAKE-UP EXAMINATION REQUEST FORM

1. Name of the Student _____
2. ID. No. _____ Department _____ Faculty _____
3. Program: TVET Degree
4. Admission Classification: Regular Extension
5. Make-up exam request for:
 - Course Title _____ Course No. _____
 - Exam Date _____ Exam Time _____
 - Name of Instructor: _____
3. Reason for Request
 - _____
 - _____
4. Document(s) attach _____
5. Document(s) attached for the reason should include: Date _____ Time _____
- Applicant's Signature _____ Application Date _____
6. To be completed by the Instructor(s)
 - Instructor's Comment _____
 - Department Head's Recommendation _____
 - Name of Instructor _____ Signature of Instructor _____



FOR OFFICE USE

This application was considered at the _____ meeting of the Academic Council, held on _____.

Decision of the Academic Council on the Request: anted Rejected

Reason(s): _____

Date

Name and Signature of the Faculty Dean



Appendix D: Official And Final Grade Report Form



Rift Valley University

Office of the Director for the Registrar and Alumni Affairs

Official And Final Grade Report Form

Department _____

For Make -Up Exam & NG Course No: _____

Instructor's Name: _____ Semester-----Academic Year -----

Course Title course No Credit hr. Semester A/Y

Grade Summary

No of

A's ___

B's ___

C's ___

D's ___

F's ___

NG's ___

Note

In the comment column

Write "NG" for No grade

And "MK" for make-up exams

Table with 8 columns: No., Name of Student, IdNo., Dept, Grade, Comments, Id.No., Grade. Rows 1-11.

The Above class roll and grades are complete and correct.

Date

Instructor's name and signature

Date

Department Head's name and signature



Appendix E: Grade Complaint Form



Rift Valley University

Office of the Director for the Registrar and Alumni Affairs

Grade Complaint Form

Fill the first part of this form and submit it to the Dean office with a receipt of 10 birr and grade report within the Academic calendar time set.

I. Name of the student _____ ID. No. _____
Department/Major _____ Class Year _____
Program: Degree _____ Academic Year _____
A/Classification: Regular _____ Extension _____ Semester _____

Grade Complaint for the course (s)

No.	Course Title	Course No.	Mark/Grade Obtained

I. The applicant am not satisfied with the above course(s) grade (s)/mark(s) and I request for remarking of the exam papers.

Applicant’s signature _____ Date of application _____

II. Office of Dean

The complaint is forwarded to _____ Department on _____ for investigation.

Name & signature of the Dean _____ Date

III. To be completed by the Department

The Curriculum Committee of the Department of _____ has considered the case on _____ and decided to Change in grade/mark No change in the grade/Mark

The grade/Mark is changed from _____ to _____

Reasons: _____

Other Decisions made in relation to the case: _____

Name & Signature of the Curriculum Committee members

1. _____

2. _____

3. _____

Name & Signature of Instructor



Name & Signature of Department Head

Appendix F: Course Exemption Request/Approval Form



Rift Valley University

Office of the Director for the Registrar and Alumni Affairs

Course Exemption Request/Approval Form

Name of the Previous Institute _____ Date: _____

Name of the Applicant: _____ ID.No: _____

Department _____

Course(s)for which exemption is requested					Exemption Request		Signature of the Department Head	Signature of the dean
No	Course No.	Course Title	Credit hours/Contact hrs	Grade/ Mark	Granted	Reject ed		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Registrar’s Name and Signature _____



Appendix G: Readmission Request From



RIFT VALLEY UNIVERSITY Office of the Director for the Registrar and Alumni Affairs



READMISSION REQUEST FROM

Re-ADMISSION

- A student who, for reasons beyond his/her control, discontinues his/her studies while in good academic standing shall be allowed to apply for readmission.
- The applicant is required to provide documented and acceptable justifications for his/her withdrawal.
- When there are changes in the curriculum, the status of the student will be determined accordingly at the time of his/her application for readmission.

Readmission for academically dismissed students

- Students dismissed for academic reasons may be readmitted after at least a semester to repeat courses in which they failed (scored “D” and “F”) during the semester of readmission. Such student shall be readmitted in a semester when there are more modules/courses the student is eligible to register for.
- A dismissed student is given a readmission chance only once in his stay in the University.
- A student may be allowed to raise his grade point to the required level provided he can remove such academic deficiencies in not more than one year and the maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining modules/courses of study.
- A first year student dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.
- A first year student dismissed at the end of the second semester with a CGPA of not less than 1.75 shall be readmitted.
- A second year and above student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.
- A student who has been dismissed for good due to academic deficiencies will not be readmitted into the program from which he has been dismissed.
- A dismissed student may apply for admission to any program in the next academic Year.

- An academically dismissed student, if and when readmitted, is not allowed to take new courses for the semester being repeated.
- Readmission for academically dismissed students is possible only once

Personal Information

 NAME FATHER'S NAME GRAND FATHER'S NAME

Sex: _____ ID.No: _____

Applicants present Occupation _____

Employer's name & address _____

Home Tel: _____ Office Tel. _____

Education Information

To which semester of the academic year do you want to readmitted?

1. Regular: Semester _____ Class Year _____

2. Evening: Semester _____ Academic year _____

Department _____

Date of withdrawal _____

Reason for leaving _____

Attach supporting document & withdrawal paper!

Statement By Applicant.

I hereby certify all information given on this form is correct. Should be readmitted to Rift Valley University, I will observe all the rules & regulation governing the college & the particular department which I Join.

Applicants Sign _____

Dater of Application _____

FOR OFFICE USE ONLY

ACCEPTED

REJECTED

Office Personnel Approving _____

Initial _____ Date _____

Appendix H: Admission Application Form



RIFT VALLEY UNIVERSITY



Office of the Director for the Registrar and Alumni Affairs

ADMISSION APPLICATION FORM

This form must be completed & accomplished by all necessary educational documents & turned to the registrar office or before the specified date.

1. Classification of Admission

I am applying for admission for

Evening Regular Distance

1. PERSONAL INFORMATION

1.1 Full Name _____

English

Amharic (for Ethiopians)

1.2 Sex Male

Female

1.3 Place of birth (G.C) _____

Town

Woreda

Kill.

Country (for non –Ethiopian)

1.4 Date of Birth (G.C) _____

Date

Month

Year

(E.C) _____

Date

Month

Year

1.5 Current Residential Address

House No _____ Kebele _____ Town _____ Woreda _____

Kill.

Residence tele

1.6 Marital Status Single Married Other

1.7 Person to be contacted in case of emergency

Name _____

Relation ship _____

Telephone Home _____ office _____

Address _____

House no Kebele Town Wereda Zone Killil

Accredited Degree Programs

- | | | |
|---|--------------------------|-------------------------------|
| <input type="checkbox"/> 1. Construction Technology & Mgt | <input type="checkbox"/> | 11. Business Management |
| <input type="checkbox"/> 2. Agricultural Resource Economics & Mgt | <input type="checkbox"/> | 12. Rural Development & Agri. |

Extension

- | | | |
|--|--------------------------|-----------------------------|
| <input type="checkbox"/> 3. Surveying Technology | <input type="checkbox"/> | 13. Electrical Engineering |
| <input type="checkbox"/> 4. Midwifery | <input type="checkbox"/> | 15. Economics |
| <input type="checkbox"/> 5. Computer Science | <input type="checkbox"/> | 16. Marketing Management |
| <input type="checkbox"/> 6. Public Health | <input type="checkbox"/> | 17. Community Development & |

Leadership

- | | | |
|--|--------------------------|------------------------|
| <input type="checkbox"/> 7. Agricultural Economics | <input type="checkbox"/> | 18. Health Service Mgt |
| <input type="checkbox"/> 8. Nursing | <input type="checkbox"/> | 19. Sugars and Alcohol |

Technology

- | | | |
|--|--------------------------|------------------------|
| <input type="checkbox"/> 9. Accounting | <input type="checkbox"/> | 20. Information System |
| <input type="checkbox"/> 10. Sociology & Social Anthropology | <input type="checkbox"/> | 21. Clinical Pharmacy |

EDUCATIONAL BACK GROUND

One of last two institutions enrolled	Country	Attendance Year	Credit Earned	CGPA	Certificate Earned

Work Experience

STATEMENT BY THE APPLICANT

I hereby certify that all the information given in the form is complete. I fully realize that the university is entitled to taken any action on me. Including dismissal if the information given by men here is found incorrect or misleading at any time. I also realize that I will not be entitled to any reimbursement of whatever fee I might have paid in cases where the university takes any action on me as a result of any incorrect or misleading information given by me.

I further undertake to observe all rules and regulations of the university in general & that of the department to which I will be assigned may be correct to the interest of the University& community.

I shall also take full responsibility for reading abiding, by the rules and regulations of the college. Students hand book deposited in the University library.

Name _____

Signature _____

Date of application _____

DO NOT WRITE BELOW THE LINE

OFFICE OF THE REGIOSTRAR PERSONEL ACCEPTING THIS FORM

Name _____

Signature _____

Date of Application _____



Appendix I: Add/Drop Form



Rift Valley University

Office of the Director for the Registrar and Alumni Affairs

Add/Drop To Be Filled(Copy For Registrar)

Full name _____ ID.No _____ Sex _____

Regular Extension Degree Diploma

Department _____ Mother Section _____

Course Title	Course No	Add Section	Cr.Hrs Cont Hrs	Course Title	Course No	Drop Section	Cr.Hrs Cont Hrs

Date

Advisor Signature

Registrar

Appendix J: Student Registration Slip



RIFT VALLEY UNIVERSITY
Office of the Director for the Registrar and Alumni
Affairs
STUDENT REGISTRATION SLIP

Regular

NAME IN BLOCK LETTERS	ID	SEX	To be filled in three copies 1 st copy to the Student 2 nd copy to the Department 3 rd copy to Registrar Office
Accounting DEPARTMENT	Degree PROGRAM	1st YEAR	I SEMESTER
		2020 A.YEAR	

S.N	Course Code	Course Title	Cr. Hr.	Prerequisite
1				
2				
3				

Date
Advisor Sig.
Registrar