

RIFT VALLEY UNIVERSITY



Hub of Excellence

Student Handbook

October 2020

Addis Ababa, Ethiopia

Table of Contents

List of Tables	v
Acronyms	vi
CHAPTER ONE	1
2. PREFACE TO RIFT VALLEY UNIVERSITY	1
2.1. Background of Rift Valley University.....	1
2.2. Mission, Vision and Values of Rift Valley University.....	2
2.2.1. Mission of the University	2
2.2.2. Vision of the University	2
2.2.3. Values of RVU	2
CHAPTER TWO	3
3. INTRODUCTION TO STUDENT HANDBOOK	3
3.1. Needs for the Handbook	3
3.2. Objectives	3
3.2.1. General Objectives.....	3
3.2.2. Specific Objectives	3
CHAPTER THREE	5
4. ACCREDITED ACADEMIC PROGRAMS AND THEIR MODALITY.....	5
4.1. Academic Programs	5
4.1.1. TVET Programs.....	5
4.1.2. Undergraduate Programs Modality	6
4.1.3. Graduate Programs	7
CHAPTER FOUR	8
5. ADMISSION, ENROLLMENT AND GRADUATION	8
5.1. Office of Registrar and Alumni Affairs	8
5.2. Welcome and Orientation Session	8
5.3. Academic Calendar	9
5.4. Admission	9
5.4.1. New Admission	9
5.4.1.1. New Admission of Undergraduate Students.....	9

5.4.1.2.	New Admission of Graduate Students	10
5.5.	Registration Process	11
5.5.1.	Registration	11
5.5.2.	Late Registration	11
5.6.	Identification Card/ID Card	11
5.7.	Class Attendance.....	12
5.8.	Readmission.....	12
5.8.1.	Readmission of Undergraduate Students	12
5.8.2.	Withdrawal and Readmission of Graduate Students	14
5.9.	Add and Drop.....	15
5.10.	Dropping Out, Withdrawing and Clearing	16
5.10.1.	Dropping Out.....	16
5.10.2.	Withdrawing	16
5.10.3.	Clearing	17
5.11.	Assessment and Evaluation	17
5.12.	Grading System and Academic Status	17
5.12.1.	Grading System	17
5.12.2.	Academic Status	20
6.	Notice: Any consecutive warning leads to Academic Dismissal.....	21
6.1.1.	Academic Status of Graduate Students	21
6.2.	Repeating Courses/Modules	22
6.3.	Make-Up And Re-Examinations.....	23
6.3.1.	Make-up examinations	23
6.3.2.	Re-examination.....	23
6.4.	Returning & Remarking of Exam Papers	23
6.5.	Transfer of Students.....	24
6.6.	Course Exemption	24
6.7.	Graduation Requirements.....	24
6.7.1.	Graduation Requirements for Undergraduate Programs.....	24
6.7.2.	Graduation Requirements for Graduate Students	25

6.8. Transcripts, Degrees and Diplomas	25
6.8.1. Transcripts	25
6.8.2. Degrees and Diplomas	26
6.9. Tuition and Other Fees.....	26

List of Tables

Table 1: Grading System for Undergraduate Students

Table 2: Grading System for Graduate Students

Table 3: Thesis Evaluation

Acronyms

CAC:	Campus Academic Council
CGPA:	Cumulative Grade Point Average
COC:	Certificate of Competency
DC:	Departmental Council
HEP:	Higher Education Proclamation
ETA:	Education and Training Authority
IA:	Incomplete Attendance
ID:	Identification Card
MoE:	Ministry of Education
RVU:	Rift Valley University
SGPA:	Semester Grade Point Average
TVET:	Technical and Vocational Education and Training

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 of the University

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 of the University

RVU aspires to be one of the leading universities in teaching, research and community engagement in Africa and beyond 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 TO STUDENT HANDBOOK

2.1. Needs for the Handbook

Rift Valley University has functional students' handbook to provide information on University's academic affairs and services that serve all students perusing their education in different programs and field of studies. However, making all students of different programs to go through all pages of the handbook that may not be their concern is unfair. Therefore preparation of concise students' handbook that is easy to go through and provides pertinent and relevant information to students in areas of their academic programs is essential. To this end this handbook is prepared to enhance the accessibility of pertinent and relevant information to postgraduate students and actors involved in the activities of postgraduate programs. We strongly recommend that students study this Handbook and use it as the need arises. If they do so, we are confident that they will academically perform better and have a fruitful academic experience.

2.2. Objectives

2.2.1. General Objectives

The main objective of this handbook is to provide complete and relevant information to students which enable them successful and fruitful in their studies.

The handbook must be used as a guide to the academic policies, procedures, Regulations and services of the University.

2.2.2. Specific Objectives

The specific objectives of this handbook are to:-

- Create clarity in handling students' academic affairs and service provisions;
- Help students to have all the necessary information regarding admission, registration, duration of study, credit hours, examination, assessment, research papers, grading system, graduation requirements, etc.
- Aware students what is expected of them in learning-teaching process to be successful and competent;

- Make students know their rights and responsibilities to get services of the University;
- Promotes formal relationship between students and the University;
- Make clear what actions should students take and whom to contact in case of problems;

CHAPTER THREE

3. ACCREDITED ACADEMIC PROGRAMS AND THEIR MODALITY

3.1. Academic Programs

Academic programs offered at RVU are three categories: TVET, first degree and second degree.

Currently, the following programs are available in the different campuses of the Rift Valley University.

3.1.1. TVET Programs

- Advanced Animal Health Service
- Hardware and Network Servicing
- Database Administration
- Mechatronics and Instrumentation Servicing Management
- On-Site Building Construction Management
- Cadastral Surveying Administration
- Mapping Service Administration
- Automotive Electromechanical Diagnosis
- Human Resource Supervision
- Purchasing Operations Coordination
- Marketing Operations Coordination
- Customer Contact & Secretarial Operations Coordination
- Accounts and Budget Service
- Documents Authentication and Registration Services
- Medical Laboratory Services
- Comprehensive Nursing
- Midwifery
- Pharmacy

3.1.2. Undergraduate Programs Modality

The followings are undergraduateare delivered through face-to-face and distance modality.

3.1.2.1. Face-To-Face Modality/Program.

This modality is organized into three faculties: Technology/Engineering, Medicine and Health Sciences, and Business and Social Sciences.

3.1.2.1.1. Faculty of Technology /Engineering

- BSc in Computer Science
- BSc in Civil Engineering
- BSc in Construction Technology and Management
- BSc in Mechanical Engineering
- BSc in Surveying Technology/Engineering

3.1.2.1.2. Faculty of Medicine and Health Sciences

- BSc in Nursing
- BSc in Pharmacy
- BSc in Midwifery
- BSc in Public Health
- BSc in Medical Laboratory Technology
- BSc in Human Nutrition
- Doctor of Medicine(MD)

3.1.2.1.3. Faculty of Business and Social Sciences

- BA in Accounting and Finance
- BA in Economics
- BA in Business Management
- BA in Marketing Management
- BA in Global Studies
- BA in Hotel Management
- BA in Sociology & Social Anthropology

- BA in MIS

3.1.2.2. Distance Education Programs

- BA in Accounting and Finance
- BA in Economics
- BA in Management
- BA in Marketing Management
- Sociology and social anthropology

3.1.3. Graduate Programs

3.1.3.1. Business and Social Sciences Faculty

- Business Administration (MBA)
- Accounting and Finance
- Development Economics
- Marketing Management
- Sociology
- Project Management

3.1.3.2. Health Sciences Faculty

- Adult Nursing
- Public Health (MPH)
- MPH in Nutrition

3.2.3.3. Technology and Engineering Faculty

- Computer Science

CHAPTER FOUR

4. ADMISSION, ENROLLMENT AND GRADUATION

4.1. Office of Registrar and Alumni Affairs

Office of Registrar and Alumni Affairs and Alumni Affairs and Alumni Affairs and Alumni Affairs is dedicated to the principles of service, applying academic policies and procedures of the University. The office performs the essential roles of supporting, facilitating and promoting the academic mission of the university by connecting students to the faculty, and curriculum from enrollment to graduation and beyond. The office provides the organizational structure and technology to ensure a sound and efficient management of students' record. Office of Registrar and Alumni Affairs and Alumni Affairs and Alumni Affairs and Alumni Affairs ensures the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrollment; builds secure student data files and sets policy and procedure for their responsible use.

Office of Registrar and Alumni Affairs and Alumni Affairs and Alumni Affairs and Alumni Affairs supervises the processes for the transfer of students, graduation and certification of degrees, issuance of grade reports, official transcripts, diplomas, and related credentials. Office of Registrar and Alumni Affairs and Alumni Affairs and Alumni Affairs and Alumni Affairs guides and advises students, faculty, and staff on academic matters; and interprets and enforces academic policies and regulations of the University. We are deeply committed to provide efficient and effective service to our students.

4.2. Welcome and Orientation Session

The University delivers welcome and orientation session for freshmen (new coming) students at the beginning of every academic year. The Orientation focuses on university life, academic programs, academic rules, rights and duties of students, disciplinary issues, gender, etc. Hence, students need to attend this orientation session as firsthand information about RVU.

4.3. Academic Calendar

In its regular program, the University shall have two-semesters with sixteen weeks each. Extension program shall have two semesters and a one 'summer' term. The distance program shall have three terms with four months.

4.4. Admission

4.4.1. New Admission

4.4.1.1. 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 Science and Higher Education /MoSHE/ 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.

4.4.1.2. 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:

- 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.

4.5. Registration Process

4.5.1. Registration

Applicants who have secured admission to RVU shall register within the dates specified in the academic calendar of the University. Normally, students register for courses using formal procedures, electronic or manual, of the Registrar and Alumni Affairs during registration days specified in the Academic Calendar of the year in person for every course to be taken.

Students are also required to register in each semester. A student who fails to register in a given semester is considered as a “dropout”.

Students can only claim course grade records for courses they register officially through registrar and alumni affairs office

4.5.2. Late Registration

There is usually a one-day registration period after the regular registration closes during the regular, evening or Kiremt semester. Late registration is subject to penalty

4.6. 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 identification card is required every time the student requests for any University services.

Identification cards are issued to all new students free of charge. Lost ID card shall be replaced subject to report produced from the Zonal Police office and ID replacement fee. The ID cards must be renewed each semester, and immediately returned to the Registrar and Alumni Affairs when student discontinues or completes his/her studies (Dismissal, Withdrawal or Graduation).

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.

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, campuses where health sciences, may demand 100% attendance where such full attendance is academically indispensable. 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 IA grade will be changed to an "F" at the end of the four week of his/her next enrolment in the program.

4.8. 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.

4.8.1. Readmission of Undergraduate Students

4.8.1.1. 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.

4.8.1.2. 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.

4.8.2. Withdrawal and Readmission of Graduate Students

4.8.2.1. 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

4.8.2.2. 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.

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
- a. No student who has been dismissed on academic grounds shall be readmitted more than once.
 - b. A candidate who withdraws from the program studies without the approval of the concerned DC/AC not be eligible for readmission.
 - c. 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.
 - d. 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.

4.8.2.3. 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 and Alumni Affairs and Alumni Affairs 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

4.9. Add and 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 and Alumni Affairs. Dates for add and drop are indicated in the academic calendar of the university.

4.10. 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.

4.10.1. 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.

4.10.2. 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 can relax this period for those who discontinued their studies due to force majeure.

4.10.3. 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 and Alumni Affairs. After properly completing such forms and getting them signed by the appropriate offices, the student must submit one copy to the campus Registrar and Alumni Affairs, 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.

4.11. Assessment and Evaluation

Student learning shall be assessed on a variety of ways /continuous assessment in the form of tests, assignments, presentations, etc. to determine the final grade earned. The final grade is obtained based on the sum of continuous assessment and summative assessment (final exam). The weight of the continuous assessment should be out of 50% comprising at least three assessments. While the final exam/final project shall be evaluated out of 50%.

4.12. Grading System and Academic Status

4.12.1. Grading System

4.12.1.1. Grading System for Undergraduate

- Final grades of students in the undergraduate study is on letter grade system. There are some courses that use P (pass) and F (fail) grades.
- The letter grade for undergraduate program is defined as shown in the table.
- Grade point on specific course is a product of credit hours and points of a given letter grade.
- The total grade points are divided by the number of credit hours attempted in order to determine the grade point average (GPA).

Table 1: Grading system for Undergraduate Program

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)

4.12.1.2. Grading System for Graduate Students

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

Table 2: Grading System for Graduate Program

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 3: 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’).

4.12.1.3. 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.

4.12.2. 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,

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

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

4.12.2.1. Undergraduate Students

4.12.2.1.1. First Year Students of Undergraduate 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.

4.12.2.1.2. Second year and above students of Undergraduate Program

- 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.

5. Notice: Any consecutive warning leads to Academic Dismissal.

5.1.1. Academic Status of Graduate Students

5.1.1.1. 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.

5.2. Repeating Courses/Modules

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 AC 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.

5.3. Make-Up And Re-Examinations

5.3.1. Make-up examinations

A student unable to take a final examination for reasons beyond his/her control, such as hospitalization or accidents, and therefore given an “I” grade for a course by the AC may be allowed to take make-up examination in the course.

5.3.2. 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.

5.4. Returning & Remarking of Exam Papers

- A student who is aggrieved by the grade obtained in a course shall have the right to petition for remarking their exam paper.
- The student has the right to see the results of their examination papers.
- At the end of each semester, a period for remarking examination papers is specified in the academic calendar.
- When a student need for remarking, he/she will take a copy of an application form from the office of their respective Departments.
- A completed copy of the application form and exam paper will be submitted to the head of the Department responsible for offering the course.
- The Department head, in consultation with the Dean, shall take actions for investigation when a student requests for remarking. For details of implementation procedures see the Senate Legislation. The petition shall be formally submitted to the head of academic unit 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

5.5. Transfer of Students

Students may seek transfer from one program to another, from campus to another campus and even from university to university. Transfer between programs may be allowed under special circumstances up on request made by respective campus AC.

5.6. Course Exemption

- Students who have attended equivalent level accredited higher institution and earned Degree/Diploma may request for course(s) exemption upon submission of official records to the Registrar and a copy to concerned Department.
- The concerned Department carefully examines each previously attended course in terms of its depth, coverage and credit hours before suggesting its corresponding course for exemption.
- Courses may only be exempted if the student has taken the course in the last five years.
- A student is expected to attend courses of at least 80% of the total credit requirement of the Department in order to earn a Degree from the University.

5.7. 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.

5.7.1. 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.

5.7.2. 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.

5.8. Transcripts, Degrees and Diplomas

5.8.1. 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.
- 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 and Alumni Affairs 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 on each of them.
- Transcripts are processed and issued or sent based on the requests of students and will be given or mailed.

5.8.2. Degrees and Diplomas

Degrees and Diplomas are issued by the Registrar's Office. Each Campus Academic Council present the prospective graduate for Senate approval. Following graduation, students are required to present clearance papers, and then the Office of Registrar and Alumni Affairs 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 individual and not to a third party. Degrees and diplomas not collected in time will be destroyed. No new degrees or diplomas will be issued. Degrees and diplomas are issued when candidates produce clearance of their responsibilities to Rift Valley University.

5.9. 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 Registrar and Alumni Affairs or the Office of the Director for Continuing and Distance Education.