

Academic Policies

Grading Guidelines

Ashesi's grading system is modeled after University of Cape Coast as required by the National Accreditation Board. Student work is evaluated throughout the semester through examinations, quizzes, research and writing assignments, projects and participation in class discussions. Final exams and/or final projects typically comprise less than 50 percent of the final grade for a course.

Grade	Grade Point	Numerical Range	Description
A	4	80-100	Excellent
B+	3.5	75-79	Very Good
B	3	70 - 74	Good
C+	2.5	65 - 69	Average
C	2	60 - 69	Fair
D+	1.5	55 - 59	Barely Satisfactory
D	1	50 - 54	Weak Pass*
E	0	Below 50	Fail
I		-	Incomplete

**A 'D' grade does not count towards credits in a major area of study, nor does it count towards prerequisites for other courses.*

School Calendar and Semester Schedule

The school calendar is published on the university website, as well as on the student online system. It is important for every student to keep up to date with school events. Soft copies of the school calendar are also e-mailed to students. A list of courses being offered each semester can be viewed

on the website. Students will be notified via e-mail if there are any changes to the courses offered in any given semester.

Registration

A student is deemed registered for the semester when all of the following requirements have been met:

- Fees are paid based on individual payment plans approved by Office of the Registrar
- Courses are registered for on the Student Online Registration System (FOCUS)
- Attendance in class in the first two weeks of school

Students who do not satisfy the above requirements shall be removed from the school list and denied access to all university facilities such as e-mail, library, campus housing, etc.

Students who do not wish to continue in a course they registered for are expected to drop out and officially delete the course from their schedule in FOCUS within the first two weeks of the semester.

Class Attendance and decorum

Attending and participating in class, practical sessions and discussion sessions are essential to the process of learning at Ashesi. Students benefit from lectures and discussions with their teachers and classmates. By missing classes, students are failing to take advantage of and contribute to the full potential of Ashesi's educational experience. As such, faculty members will take attendance and participation into account in assigning students' grades. While each teacher will determine how class attendance affects students' grades, general guidelines at Ashesi are as follows.

- Any absence may affect the student's grade.
- Faculty members are not required to administer substitute assignments or examinations for students who have missed class without prior notification and approval.
- If a student misses the equivalent of more than three weeks of classes over the course of a semester, an instructor may fail the student in the course, or, in the event that the absence was due to a proven illness or other emergency, may give the student an Incomplete grade and allow the course work to be completed no later than 10 days prior to the start of the next semester. The teacher must assign the student a grade by the end of the first week of that semester.
- Note that the university imposes a fine of GHC40 on students whose mobile phones ring during class; the offender's phone will be seized and released upon payment of the fine. This rule will be enforced strictly.

Late Return from Vacation

If a student comes late from vacation by two weeks or more after the semester has started without any adequate medical reason, then the student will be required to withdraw from the semester and resume in the following semester.

If a student comes late from vacation by two weeks or more after the semester has started because of medical reason, then the student will be advised to withdraw from the semester or the student will be assigned an Incomplete (Inc) grade for any academic work he/she has missed. If the student is given an incomplete grade, all remaining work must be completed no later than 10 days before the start of next semester. An Incomplete grade must be replaced by a final grade by the end of the first week of the following semester.

Audit Policy

Students who audit courses shall be allowed to attend class, but shall not have any course work graded or grades recorded. If an auditor exceeds the number of absences permitted by the faculty member, a grade of "W" will be recorded.

If a student wishes to change status from credit to audit, the student must obtain the Registrar's signature on an add/drop slip and submit the request for changes during the add/drop period. Changes to audit are not allowed beyond the add/drop period. After the add/drop period, it is not possible, under any circumstances, to record a letter grade for that course.

Audited courses are not reflected on the transcript and do not count towards graduation credit. Students are strongly encouraged to meet with faculty to discuss the student's learning goals and faculty expectations for auditing a course. Audited courses do not attract a fee.

Student Course Load

The student course load at Ashesi is typically 4 to 4.5 credits. If a student has a cumulative grade point average (GPA) or previous semester GPA of 3.3 or above, then the student may register for up to one additional credit. Under no circumstances will a student be allowed to register for more than 5.5 credits.

Under certain circumstances, a student may ask to take fewer than 4 credits, or may be advised to take fewer than 4 credits. For a course load of 2 credits or under, the student will pay prorated tuition; for 2.5 credits and above, the student will pay full tuition.

Guidelines for Student Tardiness

Students are expected to arrive to classes on time as faculty may keep a record of class attendance. Students who arrive late disrupt the class, miss important announcements, and set a bad example for others to follow. Therefore, faculty should monitor class promptness, and if necessary, penalize students who are persistently late. Various measures may be adopted, such as barring students from entry, taking punctuality into account when awarding a student's final grade, or recording a student as being absent after being late for three different classes. Alternatively, a faculty member may require a student who is persistently late to complete additional work which will count towards the student's final grade. Whatever policy measure(s) are adopted, they should be stated in the course syllabus.

Late Submission of Assignments

Students are expected to meet strict deadlines for all course assignments and should be discouraged from handing in assignments late. Faculty should stress the importance of effective time management and the need for professional accountability. With the exception of physical illness (supported by medical proof) no excuses would be accepted for the submission of late work. Therefore, students are expected to meet all assignment deadlines. Penalties for the late submission of work may include not accepting the assignment at all, or imposing a fixed or percentage reduction which could increase over time, up to a set limit, after which the assignment would not be accepted.

Revision Days

The university normally designates 2–3 days between the end of classes and the beginning of the final examination period each semester as revision days (see the Academic Calendar for the actual dates). This provides time during which students can complete work for the semester and prepare for final examinations. All final examinations are to be administered during the final examination period scheduled by the Office of the Registrar for the course in which the final is being given. No member of the faculty should alter the examination schedule or schedule a final examination either during the revision days or during the final week of classes. Assignments that are not cumulative, such as interim exams can be given during the final week of classes provided a final exam is given during the final exam period. Faculty may not assign additional work to students after the final week of classes.

Final Examinations

Final written examinations are held during the assigned examination period. The Office of the Registrar publishes the schedule for final examinations. Faculty members must adhere to the final published schedule, and changes must be approved by the Registrar and the Dean of Academic Affairs. Unauthorized changes in the examination schedule should be reported to the Assistant Registrar.

The Office of the Registrar will, at mid-semester, verify the financial status of all students. Any student found delinquent in payment will be notified. This notification will serve as a warning that the student may not be permitted to take part in final exams.

Students without financial clearance will not be permitted to take final exams or submit final papers. A list of students not cleared to take exams will be published by the Accounts office one week prior to the start of examinations. Any student who enters an exam without receiving

clearance from the Office of the Registrar will have his/her answer booklet confiscated and any work done discarded.

Students who are unable to complete any course shall not have any grades recorded at the end of the semester. It is expected that affected students settle their bills and, in consultation with the instructor, find a convenient time to write their final exams. Arrangements must be made to take final examinations no later than 10 days before the start of the next semester. The instructor must submit grades by the end of the first week of the following semester. Otherwise all academic records for that semester will be nullified, and the student will have to repeat courses taken that semester.

Request for Re-marking

A student may request from the Dean of Academic Affairs, the re-marking of a major assignment (at least 30 percent of the course grade) within two weeks of the assignment being returned to the class, or in the case of a final examination, paper, or project, up to two weeks after the start of the following semester. The request must go through the head of department of the course, or to the dean of academic affairs, and must indicate the reasonable cause to request the remarking. If the request is approved, a fee must be paid to the accounts office and a receipt presented before the remarking will occur. If the re-marked grade is more than one grade higher than the original grade, the remarking fee will be refunded to the student.

Minimum Grade Requirements and Repeat Courses

A grade of at least a D+ is required in all courses that are prerequisites to other courses, and in every course in the student's major. A grade of at least a D is required in all other courses. A student who does not meet the minimum grade requirement for a required course must repeat the entire course. Under no circumstance will a student be allowed to do partial work (e.g. a paper, exam, or project) to fulfill the requirements for a course s/he must repeat.

A course may be repeated if the grade on record is D+, D or E. Students may take a course for the third time only after meeting with an academic advisor and obtaining written approval from the Dean of Academic affairs. Only the most recently earned grade points will be used in computing grade-point averages; the course will not be counted a second time toward graduation requirements. Repeated courses will be identified as such on the student's permanent record. Repeated courses must be registered in FOCUS. Course load requirements per semester must be fulfilled. See section (Student Course Load).

In addition, for Business majors a grade of at least a C is required in Quantitative Methods, for Computer Science majors a grade of at least a C is required in Programming II, and for Management of Information Systems majors a grade of at least a C in either Quantitative Methods or Programming II is required.

Incomplete Grade

An Incomplete (Inc) grade may be assigned only if the work in a course has been of passing quality but is incomplete because of circumstances beyond the student's control (such as illness). Requests must be approved in writing by the instructor prior to the submission deadline for semester grades. All remaining work must be completed no later than 10 days before the start of the next semester. An Incomplete grade must be replaced by a final grade by the end of the first week of the following semester. Any Incomplete grade not replaced within the above deadlines will continue to be recorded as "Incomplete" until the course is repeated.

Repetition of a course in which an Incomplete was received will cause that Incomplete to lapse immediately into a Failure (F). The grade-point average will reflect grade points earned on the second attempt of the course; as with other repeated courses, the course units are counted only once toward graduation requirements.

Warning

Students will be given a warning if, at the end of any semester, their cumulative GPA or semester GPA falls between 2.0 and 2.3. A warning is intended to alert students that they are in danger of being placed on academic probation or dismissal if their grades do not improve.

Probation

Students will be placed on academic probation if, at the end of any semester, their cumulative GPA or semester GPA is less than 2.0 (C average) but not less than a 1.5.

Dismissal – Continuing Students

Students will be subject to academic dismissal from Ashesi University if (1) they fail to make normal degree progress, (2) their grade-point averages fall below 1.5 for any one semester and the cumulative GPA is less than 3.0, or (3) after one semester on probation they have not achieved a cumulative GPA of 2.0 (C average).

Dismissal – Freshmen Students

Although the first semester grades for freshmen will be counted towards their GPA, first semester grades will not be used to dismiss a student. A student in the freshmen class will only be subject to academic dismissal from Ashesi University if after the second semester, the semester GPA is below

1.5. The cumulative GPA will not be factored into academic dismissal for freshmen. After the freshmen year, all continuing students will be subject to the Dismissal policy for continuing students.

Withdrawal

Any student who is unable to complete a semester because of illness or other emergency, and can provide appropriate documentation, may be given permission by the Office of the Registrar to withdraw from the university. An Incomplete Grade will be recorded for each course. Students who withdraw must re-apply for admission to resume their studies at Ashesi. If the level of coursework remaining after the student has withdrawn is not substantial, as determined by the lecturer and Dean of Academic Affairs and performance in a course is of passing quality prior to the student's withdrawal, the student may complete the coursework no later than 10 days before the start of the next semester. The instructor must assign a grade by the end of the first week of the semester. Any coursework from a previous semester that cannot be completed before the start of the next semester will continue to be recorded as "Incomplete" until the course has been repeated.

Re-Admission

Students who are suspended must make a formal written request to be re-admitted at the end of the suspension period. These requests must be submitted to the Office of the Registrar six weeks before the start of the next semester.

A student who has been dismissed must not expect to be readmitted. In very rare cases, the Admissions Committee may agree to consider an application for re-admission after one semester has elapsed from the date of the dismissal. Requests for re-admission must be made in writing to the Admissions office. A new admission application must be completed in addition to a letter of recommendation from a full-time member of Ashesi faculty. Other information may be required.

Course Codes and Prerequisites

Up-to-date Ashesi course codes and the prerequisite structure are available on the Ashesi website. The prerequisite structure has been developed over time after recognizing that certain key areas and skills are necessary in previous courses for a student to be successful in subsequent courses. Therefore, all students must have successfully completed all prerequisites before they will be allowed to register for a course. Requests to take a course without the prerequisite should be made to the Head of Department, who will evaluate the request, and seek approval from the Dean of Academic Affairs. Note that only under unusual circumstances will such a request be granted.

Add/Drop Period, Registered Students and Auditing

During the first two weeks of classes, students may transfer in and out of courses. At the end of the second week of classes, student course registration is set for the semester and may not be changed. A student will be expected to attend any course he/she has registered for. Failure to drop out of

course within the add/drop period will result in an “F” being awarded to the student at the end of the semester.

Faculty members and the Office of the Registrar shall coordinate official registration roles with actual class attendance, and reconcile any discrepancies by the third week of classes. After that time students who are not registered for the course in FOCUS shall not be allowed to attend class.

Academic Support

A program of academic support is available to help all students with difficulties they might encounter in their courses. There are no extra fees required for these supportive services. Students should refer any academic challenges to either the Dean of Academic Affairs or the Dean of Student and Community Affairs.

Academic Advising

Each student is assigned a faculty advisor upon matriculation to Ashesi. Every student is expected to consult his/her faculty advisor at least once a semester. Students are required to make appointments with their advisors and honor their appointments at the scheduled time. Faculty advising gives students the opportunity to discuss academic related needs and seek additional help from appropriate sources the advisor suggests. Appropriate materials, such as academic reports, should be taken along by students for consultations.

It is important for every student to be aware of academic programs being offered by the university, prerequisites for courses and general requirements for graduation. Students can request re-assignment to another advisor if necessary.

The Dean of Academic Affairs and the Dean of Student and Community Affairs hold overall responsibility for the advising system. They are available to all students for advice on any academic or personal matter and for assistance with special needs.

The Writing Centre

This centre helps students improve the quality of their writing and promotes writing as a way of learning and thinking clearly. While the centre does help students to identify and correct their writing problems, it is not just for students who need extra help; if your writing skills are already good, the Writing Centre will help you make them even better.

The writing centre is staffed by faculty, students and volunteers who are passionate about writing and language. The centre is willing to help with almost any kind of writing, from a scientific lab report to an economics or sociology essay, from constructing an outline to polishing a final draft.

Programming Resource Centre

This centre is an initiative of the Computer Science department and the Academic Council. It is staffed by experienced students who help other students by explaining various programming concepts. The programming resource center helps students develop their programming ability away from the pressure of a classroom situation.

The Math Resource Centre

This centre was established to support students who need additional help in math and quantitative-related courses. Most of the current staff are students. The math resource centre operates for at least two hour every weekday and for three hours on Saturdays. The centre's schedule is designed for the convenience of a wide range of students so that every student has the opportunity to use this beneficial service.

Academic Honours

Dean's List

Students with a semester GPA of 3.5 or above at the end of a semester are placed on the Dean's List. This status is noted on each student's academic record.

Graduation Honors

Students who earn a cumulative GPA of 3.5 for all undergraduate work earn *Cum Laude* (honors). Those with a cumulative GPA of 3.7 for all undergraduate work earn *Magna Cum Laude* (high honors). Students with a cumulative GPA of 3.85 for all undergraduate work earn *Summa Cum Laude* (highest honors).

For the sake of clarification, the following table compares Ashesi's classification of degrees with the classification system at the University of Cape Coast (to which Ashesi is affiliated and from which Ashesi students receive diplomas).

Ashesi University College Honours	GPA	University of Cape Coast Honours	GPA
Summa Cum Laude (Highest honours)	3.85-4.00	First Class	3.6-4.0
Magna Cum Laude (High honours)	3.70-3.84		
Cum Laude (Honours)	3.50-3.69	Second Class (Upper)	3.0 – 3.5
Bachelor's Degree	2.00-3.45	Second Class (Lower)	2.5 – 2.9
		Third Class	2.0 – 2.4
Fail	<2.0	Pass	1.0 – 1.9
		Fail	<1