

## **AIT OPEN UNIVERSITY PROGRAM** **EXTRACTS FROM STUDENTS HANDBOOK**

### **ASSESSMENT AND GRADING SCHEME**

#### **Assessment Criteria for Assignment**

<b>Component</b>	<b>Details</b>
<b>End-of-Trimester Final Examination</b>	<p><b><u>Mark:</u></b> 40%</p> <p><b><u>Duration:</u></b> 3 hours</p> <p><b><u>Focus Areas:</u></b> Application, analysis and synthesis type questions</p> <p><b><u>Note:</u></b> NO objective/<i>Multiple Choice Questions</i> or <i>True-False Questions</i></p>
<b>Continuous Assessment</b>	<p><b><u>Mark:</u></b> 60%</p> <p><b><u>Assignments:</u></b> (55%) [At least 2 Major Coursework Assignments (MCAs)]</p> <p><b><u>Online Participation:</u></b> (5%) [2 – 4 Scheduled Forum Discussion Sessions (FDS)]</p> <p><b><u>Note:</u></b> Each student's participation during a given FDS will be graded in two parts (i) the student's own initial posting in response to the forum question under discussion and (ii) his/her response/comments in respect to another forum participant's posting.</p>
<b>Assessment Criteria for Assignments</b>	<p>Generally, good assignment must have the following criteria:</p> <ul style="list-style-type: none"> <li>▪ Meets the requirements</li> <li>▪ Follows the specified format</li> <li>▪ Clear and logical flow</li> <li>▪ Written in good English</li> <li>▪ Uses recent and appropriate sources</li> <li>▪ Uses proper citation &amp; referencing technique</li> </ul>

<b>FDS Participation Grading Criteria and Grades to be Awarded</b>		
<b>Criteria</b>	<b>Mark</b>	<b>Grade</b>
High quality contribution on task with very strong evidence of learner having generated discussion, analyzed information, drawn conclusions and help create a very lively debate.	5	A
Quality contributions focused on task with strong evidence of learner having generated discussion, analyzed information, drawn conclusions and help\create a lively debate.	4	A
Contributions focused on the task with some evidence of analysis, sharing teamwork.	3	B
Contributions focused on the task with little evidence of analysis, sharing and teamwork.	2	D
Contributions have been minimal with hardly any evidence of analysis, sharing and teamwork.	1	F
No contribution made toward the discussion or task.	0	F

<b>Assessment Criteria for Assignment</b>
<p>Generally, good assignment must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Meets the stated requirements of the assignments</li> <li>• Follows the specified format of the assignment</li> <li>• Clear and logical flow of the presentation of the required solutions/report</li> <li>• Assignment written in good English</li> <li>• Uses recent and appropriate sources</li> <li>• Uses proper citation &amp; referencing technique</li> </ul>

### Marking Scheme for Final Grade

<b>Grade</b>	<b>Marks</b>	<b>Grade Points</b>	<b>Description</b>
<b>A</b>	80-100	<b>4.00</b>	Outstanding
<b>A-</b>	75-79	<b>3.67</b>	Very Good
<b>B+</b>	70-74	<b>3.33</b>	Good
<b>B</b>	65-69	<b>3.00</b>	Pass
<b>B-</b>	60-64	<b>2.67</b>	Conditional Pass (Subject to CGPA>=3.00
<b>C+</b>	55-59	<b>2.33</b>	(Conditional Pass (Subject to CGPA>=3.00
<b>C</b>	50-54	<b>2.00</b>	Conditional Pass (Subject to CGPA>=3.00
<b>C-</b>	45-49	<b>1.67</b>	Fail
<b>D+</b>	40-44	<b>1.33</b>	Fail
<b>D</b>	35-39	<b>1.00</b>	Fail
<b>F</b>	0-34	<b>0.00</b>	Fail

## AIT'S ACADEMIC PROGRESSION POLICY

Students are expected to work continuously toward their academic degrees. Satisfactory Academic Progress will consist of two components:

- 1) a minimum cumulative GPA of 2.0
- 2) successful completion of a minimum of twelve credits with GPA of at least 2.0 in each regularly scheduled semester. (A regularly scheduled semester in any program is defined as a semester when classes as shown in the appropriate AIT catalogue).

Students who do not meet either of the two criteria for *Satisfactory Academic Progress* will be put on Probation. A student who does not meet either of the two criteria for Satisfactory Academic Progress for a second successive semester will be academically dismissed from the University.

In addition, a student who is put on probation for a second nonconsecutive semester in their academic career at AIT may be subject to academic dismissal. Students will be notified of such actions in writing.

### • Probation Rules

1. A student not currently on academic probation will be placed on academic probation at the end of any semester in which the student earns a GPA of less than 2.0. This rule applies even for the student with a cumulative GPA of 2.00 or higher. For such a student the probation serves as a warning.
2. An entering transfer student, admitted by petition with a cumulative GPA lower than 2.0, will be immediately placed on probation.
3. A student readmitted by petition with a GPA lower than 2.0 will be immediately placed on probation.
4. A student readmitted by petition whose combined cumulative GPA from AIT and other institutions is lower than 2.0 will be immediately placed on probation.

The Dean of the student's School determines the conditions of probation. In addition to specifying the GPA, the Dean may require the completion of specific courses, may limit the number of hours for which the student registers, and may exclude the student from taking certain courses while on probation

A student on academic probation who earns a GPA of at least 2.0 in a given semester will be removed from probation, provided the student's cumulative GPA in all work taken at AIT is at least 2.0. Further, for the student with transfer credit, the combined average of the student's transfer credit and AIT course work must also be at least a 2.0

A student currently on academic probation will be continued on academic probation when the one of the following occurs:

1. The student meets the GPA required by the conditions of his or her probation but does not raise the cumulative AIT GPA to at least 2.0 or
2. The student meets the GPA required by the conditions of his or her probation but does not raise the combined average of the student's transfer credit and AIT course work to at least 2.0

### • Dismissal Rules

1. A student on academic probation will be dismissed from the University in any semester in which the student fails to meet the GPA required by the probation and in which the cumulative GPA in courses taken at AIT is less than 2.0.
2. A student on academic probation will be dismissed from the University in any semester in which the student fails to meet the GPA required by the probation and in which the combined transfer and AIT grade point average is less than 2.0.
3. A student who fails to make progress toward a degree may be dismissed. Examples include failure to complete required courses, accumulation of an excessive number of **Incomplete** (IC) grades, failure to earn credit in any semester, failure to maintain a C average in the major discipline.
4. In addition to the probation and dismissal rules above, a School may impose criteria for dismissing a student from a program or a School without prior probation, may impose other terms of probation, and may specify a minimum lapse of time between a dismissal action and consideration of a petition for readmission. The dismissal rules may be waived when, in the judgment of the student's School, the student's overall record warrants such action.

- **Rules for Repeating Courses**

Any student who is regularly registered for courses and who satisfies the requirements shall receive credit except that no student shall receive credit for the same course twice. A student is regularly registered for a course only if he or she has conformed to all university regulations or requirements applying to registration for the course.

A student may repeat a course previously taken one time without seeking permission in order to earn a higher grade. In exceptional cases the student may take the course the second time with the permission of the Dean of the School in which the student is enrolled and the instructor of the course. Under no circumstances may a student take a course more than 2 times in addition to the initial attempt.

When a student repeats a course, credit shall be allowed only once. Furthermore, in the computation of the GPA, the registered credit and grade points for the most recent taking of the course shall be included in the GPA calculation and the registered credit and grade for the prior taking of the course shall remain on the transcript, but shall be removed from the GPA calculation.

The student should note that repeating a course that was previously passed can have negative consequences. For example, if a student fails a class previously passed, the student would lose credit for the first passed attempt and not earn credit for the second, failed attempt. Students considering repeating previously passed courses should consult their advisors.

When a student repeats a course after receiving a degree, the student's transcript will indicate a grade, but no registered credit, for the repeated course. The grade and registered credit recorded for the course prior to receipt of the degree shall continue to be included in the GPA and credit calculations.

A student must have the permission of the Head of Department to repeat a course that is listed as a prerequisite for any course that the student has passed.

For courses in which a grade of C-, D+, D or F is received, students may repeat that course only once. After the course has been retaken, the first grade is omitted from the GPA and replaced by the second grade. For example, if a student retakes a course to improve a C-, D+, or D grade and receives an F, the F grade will replace the C-, D+, or D grade.

A student who obtains a grade of C-, D+, D or F at the first attempt of a given course but did not wish to retake the entire course to improve his/her grade can take a supplemental examination (set at a level of the end of semester or end of course examination). This supplemental examination is graded as a Pass/Not Pass (P/NP). A pass grade is therefore awarded irrespective of the grade the candidate obtained above C- in the supplemental exam. Students are only allowed two attempts at taking the supplemental examination for a given course.

Students can also take the supplemental examination for a given course with the aim to meet a pre-requisite requirement for a course they wish to take in a given semester. Therefore a grade of "Pass" obtained from supplemental exam of a given prerequisite course is regarded as meeting pre-requisite requirements.

A student who passes the supplemental exam can graduate with a grade of Pass on his/her transcript; however, a student with grades C-, D+, D or F for any course cannot graduate with these grades on his/her transcript.

### • **General Requirements for Graduation**

Students are eligible for graduation when they have completed satisfactorily all the academic requirements of their degree program as specified by their department/school, and the university. AIT requires that, in addition to other university, school, and departmental requirements, all students must have a cumulative GPA of at least 2.0, based on all courses attempted at AIT, in order to be eligible to receive a Bachelor's degree.

Students who are candidates for graduation must meet all requirements of every course in their program and must successfully complete every course listed in the prescribed program in which they are enrolled. Such students must also satisfy the faculty with regard to their attendance and character.

The student must pass (obtain grade above C- or a Pass through a re-make (supplemental) examination) all the courses (including non-credit courses) in his or her published curriculum unless otherwise approved by the Dean of School within which the program is being offered. The exception to this is the capstone courses, which cannot be waived. The cumulative GPA for the total of courses taken must not be below 2.0. Students with grades C-, D+, D or F for any course cannot graduate with these grades on their transcript.

## **AIT COURSE ASSESSMENT AND PENALTY SCHEME**

The assessment of students on all courses will be made up of the following components:

- coursework/continuous assessment
- class participation
- class attendance
- mid-semester/trimester exams and
- end-of-semester/trimester exams

**Coursework/Continuous Assessment:** Students registered on each course will be required to do a number of coursework/continuous assessments made up of: home-works, short/long essays, class tests and quizzes, laboratory work, and practical/field work among others. The coursework/continuous assessment cumulative scores obtained by students on the course will constitute a percentage of the final course grade.

**Class Participation:** At AIT, Lecturers/Instructors are encouraged to take note of active participation of students during classes. Students are not under obligation to actively participate in class, but if they do participate, they will receive extra credit. This credit is applied after initial grades are assigned. This credit can (and occasionally does) make the difference between a B/B+ and A-, or between a C/C+ and a B-. Participation does not mean a student must always have his/her hand up or must always get the right answer. It does however mean that a student contributes towards the topic or subject under discussion. For students who do not participate voluntarily, the Lecturer/Instructor has the discretion to occasionally call on them in class to participate.

### **The Academic Dishonesty Penalty Scheme**

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AIT adheres to the strictest standards of academic honesty. An important aspect of achieving these standards is to be sure that students are aware of faculty expectations regarding academic honesty. This statement is an attempt to clarify these expectations as they apply to all courses.

Coursework assignments, assessments and tests given to students during the semester/trimester serve the following two purposes:

- Coursework assignments, assessments and tests are seen as educational devices to help students master the course material. This includes the concepts, theories, methodologies, and tools presented in class and recitation as well as such skills as working in teams.
- Coursework assignments, assessments and tests help the faculty evaluate how well each student has mastered the course material.

Thus, AIT's policies regarding academic honesty are intended to balance these two purposes and, unless otherwise stated, apply to all assignments.

Students may work together to conceptualize general approaches to assignments. However, unless otherwise specified for a particular assignment, the work a student submits must be done completely on his/her own. Students are also expected to properly reference the source of any information used in a submission that is not their own. This includes any book, article, Web page, presentation or personal correspondence that you used for your work. It is also inappropriate to use coursework assignments, assessments and tests submitted in previous years as a source, unless otherwise indicated.

AIT maintains a zero tolerance on copying of work among students. In case a lecturer/instructor suspects that an infringement of this nature has occurred, both the student who did the copying and the one who allowed his/her work to be copied will be given an F grade in the assignment or work in question. In addition each of the offenders will be attract 5 Academic Dishonesty Offenders (**ADO**) Penalty Points. A student who accumulates a total of 60 **ADO** Penalty Points at any stage of his/her program of study at AIT will be academically dismissed from the University. In addition, to serve as a further deterrence, 7% of the final score of the course in question will be deducted per incidence. In summary, copying of work will attract the following penalties per incidence which will be applicable to both the person(s) who did the copying and the person(s) who allowed their work to be copied accidentally or willing:

1. A grade of F will be applied to the assignment/work in question
2. Each offence will attract a 5 **ADO** Penalty Point per incidence (with an accumulative total of 60 ADOs resulting in dismissal from the university)
3. 7% of the total final score (per incidence) will be deducted from the final score obtained by the student in respect to the affected the course(s)

Students who have any questions about how these policies and penalties relate to any of their course could please speak with the teaching staff of the course for clarification.

### **POLICY ON DISMISSAL OF STUDENTS**

AIT takes a serious view on all types of academic, social and other misconducts or acts of students that adversely impact on the University's academic life, work and activities, its image and reputation and/or endangers life and/or property of its students, staff and faculty.

The following acts by any student will attract an instant dismissal from AIT:

- Examination malpractice of any kind
- Threatening of fellow students, staff or members of the faculty on campus or off campus
- Threatening and/or abusive behavior and /or actions that in any way endangers life and property on AIT campuses and facilities
- Stealing, Drug Abuse
- Sexual Harassment
- Vandalism
- Membership of any gang, cult, unlawful association/society or groupings whose actions or activities in any way endangers life and/or property or disrupt academic life or other activities of AIT on campus or off campus

A School/Department may also recommend the dismissal of a student for situations other than those specified above. When doing so, the University will notify the student in writing of the possibility of dismissal. If it is possible for a student to rectify the situation, he/she will be given a clear statement about what must be done within a specified time to address the problem. If the student does not meet the stated requirements within the time frame specified, he/she may be dismissed from the University.

Students should also take note that the Admission Offer given to them to Study at AIT is probational throughout their studies/program at AIT. AIT therefore reserves the right to suspend or revoke the admission offer and/or dismiss any student guilty of violating any of its rules and/or regulations.

### **ACADEMIC FEES REFUND POLICY**

*(Tuition, University Fee, and Medical Fee) for Students Withdrawing, Dropping to Part Time, or Part-Time Student Dropping Credit Hours*

No refunds will be made on a semester's tuition fees and other university fees after four weeks from the last day to register. In the case of withdrawal from the University, refunds will be based on the effective date of the withdrawal. In the case of a withdrawal from a course, refunds will be based on the date the student drops the course or program.

To be eligible for a refund, the student must complete the appropriate fees refund form and this must be received by the University prior to the beginning of the next semester/trimester or subsequent summer session. The date the form is received will be used to establish the refund/withdrawal date. Beginning

with the day following the last day to register, refunds for periods of four weeks or less during the regular semesters/trimesters shall be made on the following basis.

<b>Period of Enrollment</b>	<b>Percent Refund</b>
Registration Dates as Per Published Calendar	100%
After last day to register: One week or less	50%
More than 1 but not more than 2 weeks	30%
More than 2 but not more than 3 weeks	20%
More than 3 but not more than 4 weeks	10%
More than 4 weeks	0%

**Summer Sessions/Semesters/Trimesters**

<b>Period of Enrollment</b>	<b>Less than 3 weeks</b>	<b>3 Weeks</b>	<b>4 to 5 weeks</b>	<b>More than 5 weeks</b>
Registration Dates as Per Published Calendar	100%	100%	100%	100%
After last day to register: One week or less	0%	30%	40%	40%
More than 1 but not more than 2 weeks	0%	0%	10%	20%
More than 2 but not more than 3 weeks	0%	0%	0%	10%
More than 3 weeks	0%	0%	0%	0%

In the event the University must suspend or close due to force majeure, no refunds of tuition or fees and/or financial aid shall be made. "Force majeure" shall mean any cause or event which is outside the control of the University and may include war, flood, storm, epidemic or financial exigency.