Student Academic Information

A. Attendance
   a. Attendance is obligatory and as such you are expected to attend all your classes and in case of an absence you are required to justify your absence with an eligible excuse that is submitted to the course coordinator within one week.
   b. When you reach your fourth unjustified absence you will be sent an official warning after which any additional absence will result in dropping you from the respective course (you are requested to check your email regularly).
   c. If your course has been dropped then you need to submit a course activation request at the Registrar’s Office to be able to re-activate the dropped course. Approval of the course activation form is conditional upon the assessment of the course coordinator based on your performance on TMAs & quizzes and the submitted excuse and justification.
   d. Students must attend their registered sections only and must obtain written approval form he course coordinator if they want to attend another section.

B. Submittal of TMAs and Quizzes and Make Up exams
   a. Always consult with your tutor, course calendar and university channels of communication (e.g. Moodle, email, website, bulletin boards, etc…) for assignment and exam dates.
   b. TMA deadline has to be observed and missing a deadline will result in having a grade deduction penalty that may reach zero depending on how late you are.
   c. A missed Quiz (MTA) and without providing valid excuse will result in a zero grade on that quiz.
   d. Missing a Final Exam WILL NOT result in dropping the course, but will result in a ZERO GRADE allocation on the exam and consequently FAILURE in the course.
   e. You can submit a valid excuse to justify why you have missed an assessment WITHIN THREE DAYS OF THE DEADLINE.
      i. The excuse for a missed quiz or TMA is submitted to the staff tutor/coordinator of the course (You can download the Late Submission Excuse form using the online services tool under “Access university forms”)
      ii. The excuse for a missed final exam is submitted to the Registrar’s Office, by using the “Make Up Excuse form” with the supporting documents. (You can download the Make Up Excuse form using our online services tool under “Access university forms”)
      PS: Someone else can submit the excuse on your behalf if your case prevents you from passing by the coordinator ’s office or the Registrar’s office)
      iii. Students are responsible to check the result of the Make up Excuse submitted and the Make Up Exam date (the make up exam is held during the normal examination session when the course is offered again)
A zero grade will be allocated for a missed make up exam and for rejected make up requests.

C. Drop/Add courses:
When dropping a course after the expiration of the drop & add period, & depending on the drop date, the student will face a financial penalty which can reach 100% of the course fees, therefore student is responsible to check the website and follow the drop and add announcements to be aware of the refund percentage.
Dropping a course must be done at most ONE WEEK before the final exam date; otherwise a zero grade will be allocated on the course.

D. Course Assessment
a. For every course, there are two types of assessments:
   • Continuous Assessment consisting of (Tutor Marked Assignments, TMAs) + (short quizzes, MTAs): all count up to 50% of the whole course grade.
   • Final Exam(s): count to the other 50% of the whole course grade.

b. To pass a course you need to maintain the following three necessary conditions:
   1. An average \( \geq 40/100 \) on finals
   2. An average \( \geq 40/100 \) on Continuous Assessment
   3. An average \( \geq 50/100 \) on the cumulative whole course grade (TMAs + Quizzes + Finals)
   • If you miss any condition of the above you will fail the course and your resulting letter grade will be F.

c. All courses are now split (which means courses are completed within one semester) and their final letter grade is issued within the same semester. This means that students should exert great efforts to succeed in the Continuous Assessments (TMAs and Quizzes) and Final exams as they will not have the chance to raise their grades in the second part of the course.

d. Grading System:
   i. Grades are assigned according to a letter system with each letter representing a grade-point value. These letter grades and their grade-point values are as follows:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.5</td>
</tr>
</tbody>
</table>

   ii. A
er “P” indicates a course being in progress, “I” indicates a course component is incomplete but approved for make up exam, and “W” is a dropped course.

E. GPA and Degree Classification

a. Your GPA reflects your academic standing and performance. You must always maintain a GPA of minimum 2. If you have a cumulative GPA of less than 2 then you will not be able to graduate even if you have completed all the program requirements.
b. Also if you have a cumulative GPA of less than 2 at any time, you will be placed under academic probation and will NOT be able to register more than 16 credits.
c. The classification is the rank that is issued on your Degree Certificate. There are two classifications one for your AOU degree and another one for the OU (United Kingdom) degree. The AOU classification is based on the Cumulative GPA while as the OU classification is based on the Award GPA.
d. The Cumulative GPA averages reflect ALL the courses required by the program. On the other hand the Award GPA is based on the level 2 and level 3 core courses:
   i. For the English Language and Literature program, Award GPA is calculated for the following courses:
      1. Level II: A210,U210
      2. Level III: best grades of the 32 credit hours from the following courses (A319, E300, and E303).
   ii. For the Business Administration – Economics program, Award GPA is calculated for the following courses:
      1. Level II: best grades of the 32 credit hours from the following courses (B200, B202, and DD202).
      2. Level III: B300, D319.
   iii. For the Business Administration – Systems program, Award GPA is calculated for the following courses:
      1. Level II: best grades of the 32 credit hours from the following courses (B200, B202, T205)
      2. Level III: B300, T306.
   iv. For the Business Administration – Accounting program, Award GPA is calculated for the following courses:
      1. Level II: best grades of the 32 credit hours from the following courses (B200, B202, M248)
      2. Level III: best grades of the 32 credit hours from the following courses (B300, B680, B321)
   v. For the Business Administration – Marketing program, Award GPA is calculated for the following courses:
      1. Level II: best grades of the 32 credit hours from the following courses (B200, B202, M248)
      2. Level III: B300, B322, B324
   vi. For the Business Administration – Business Studies program, Award GPA is calculated for the following courses:
1. Level II: best grades of the 32 credit hours from the following courses (B200, B202, M248)
2. Level III: B300, B321, B322.

vii. For the Information Technology and Computing program, Award GPA is calculated for the following courses:
   1. Level II: best grades of the 32 credit hours from the following courses: (M253,M255, M256, M257,MT262,T209)
   2. Level III: M359, M363,T324,T471

viii. For the Information Technology and Computing – Communication program, Award GPA is calculated for the following courses:
   1. Level II:MT262, T209, T224
   2. Level III: best grades of the 32 credit hours from the following courses : ( M359, T320, T324, T325, T471).

ix. For the Information Technology and Computing – Computing program, Award GPA is calculated for the following courses:
   1. Level II: M253, M255, M256, M257,M263
   2. Level III: best grades of the 32 credit hours from the following courses (M359, M362, M363, M366, and T471).

x. For the Information Technology and Computing – Computing with Business program, Award GPA is calculated for the following courses:
   1. Level II: best grades of the 32 credit hours from the following courses (B202,M253, M255, M256, M257)
   2. Level III: best grades of the 32 credit hours from the following courses (B300, M359, M363, and T471).

Both the AOU degree classification and the OU (United Kingdom) degree classification are based on the following table:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.67 – 4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.00 – 3.66</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.33 – 2.99</td>
<td>Good</td>
</tr>
<tr>
<td>&lt; 2.33</td>
<td>Pass</td>
</tr>
</tbody>
</table>
F. Repeating Courses
For the purposes of raising the GPA before graduating, a student can repeat any course from the General Requirements and Elective course and the new grade will be counted in the GPA whether it is higher or lower. Also for the purpose of raising the GPA before graduating, a student can repeat an OU based course (major course) on which he/she has a letter grade “D” on. The student’s new grade will be ceiled at a letter grade of “C” as a maximum even if the student actual course grade is higher than “C”. If a student repeats an OU course and earns a grade which is below the old grade, the new grade will be counted towards his GPA.

G. Plagiarism and Cheating
a. Plagiarism and cheating are not allowed and all such cases will be penalized.
   b. Penalty will range from NOT crediting the student for the work submitted (getting a zero) to more severe actions such as disciplinary measures.
   c. To avoid being accused of plagiarism always keep in mind the following:
      1. If you use someone else's ideas, you should cite the source.
      2. If the way in which you are using the source is unclear, make it clear.
      3. If you received specific help from someone in writing the paper, acknowledge it.
      4. Consult online tutorial on what constitutes plagiarism and how to avoid it and attempt interactive exercises.