SAINT MONICA HIGHER INSTITUTE (SMHI)

STUDENT HANDBOOK

The Guide to a successful stay at SMHI

2020/2021 ACADEMIC YEAR

MENTORED BY THE UNIVERSITY OF DOUALA

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PART ONE

INTRODUCTION

Welcome to Saint Monica Higher Institute

Saint Monica Higher Institute (SMHI) was founded with the goal of advancing the professional and personal ambitions of its students by providing a demanding, yet supportive educational experience. SMHI challenges its students to exceed their highest ambitions, fosters the mature development of values and deepens a desire to help shape the world. We intend to nurture graduates who are highly motivated individuals, with the ambition and ability to create their own jobs or to achieve, succeed, and make a lasting impact in their careers and communities.

SMHI brings to our students, programs that are at the intersection of the liberal arts, science, and technology. Our education is defined as liberal in the sense of an education that is "liberating" — liberating the mind to think freely. One of the great challenges facing higher education in the next century will be related to the type of education that our young people will receive. The increasing demands on our educational system to educate for the skills required by the information age has often resulted in an emphasis on higher education towards technical skills at the expense of the liberal arts and sciences. At SMHI, we provide our students with the right balance.

SMHI has ties to people from virtually all continents of the globe and seeks to nurture truly global citizens. Our students are provided with a rigorous, intense education that both disciplines and expands the mind. Students develop a lifelong desire to learn and grow while also acquiring skills and knowledge necessary for success in their professional lives. At the heart of this education is the General Requirement, .which exposes all our students to primary fields of inquiry and the cultural values that shape our world. We expect our students to perform at the highest level and set demanding standards in the classroom and virtual environments.

With the use of cutting-edge technologies, SMHI delivers some of the best career-focused programs to students across the globe. SMHI has affiliations with local and international universities that enriches programs and activities of the University's intellectual life, open up opportunities for specialized study, and engage students with important issues in the wider world.

Our students are expected to improve the common good by utilizing their skills and knowledge to promote tolerance, compassion, and social justice. The curriculum is designed to engage students with important social concerns, both domestic and international, and prepare them to lead as informed citizens, socially responsive professionals, and active members of the community. It is because of this that our motto is **Servire Sine Fine**, the Latin for **"Service Without Limit,"** and our slogan is" Changing **Lives, Changing Society."**

SMHI, with its emphasis on small classes and a professionally oriented teaching faculty, is an ideal university in which students can capitalize on the values and benefits of a liberal arts and science education. This relatively small private university provides a sound liberal arts and science education, where teaching for the faculty holds the primary rewards.

Welcome, once more, to Saint Monica Higher Institute: The Pinnacle of University Education!

Mission, Vision and Values

MISSION

It is the mission of Saint Monica Higher Institute (SMHI) to provide opportunities for students to achieve their educational goals and become contributing citizens to the global community.

This is accomplished by offering high-quality degree programs to both traditional-aged and adult learners; and providing liberal arts and sciences as well as professional programs from undergraduate to doctoral levels.

The university provides a student-centered, values-based, and diverse learning environment. It takes pride in offering small class sizes in a highly personalized setting.

The university encourages effective teaching, research, scholarly contributions, and service to the greater community by sharing its academic, professional and individual resources.

VISION

We seek to be a recognized leader among Christian universities that excels in effective teaching, active learning, scholarly research, and responsible engagement with the local community as well as with the national and global communities in which we live.

VALUES

SMHI shares five core values that promote a positive and rewarding life for its students through fostering a genuine appreciation and respect for:

A Values Orientation

SMHI affirms a philosophy of life that actively supports peace with justice, the health of the planet and its people. Therefore, in light of this affirmation, it encourages students to become reflective about personal, professional, and societal values. It also encourages values-based ethical behavior.

Community and Diversity

SMHI promotes the goal of community within a context of diversity. Therefore, it encourages students to understand and appreciate the diversity of cultures that exists locally, nationally, and internationally. It also seeks to promote appreciation and preservation of biodiversity by helping students understand the impact/dependence of human beings on their environment.

Lifelong Learning

SMHI commits itself to promoting education that facilitates lifelong learning. Therefore, it teaches students how to learn, to think critically, to do constructive research, and to access and integrate information in order to prepare them for continued personal and career growth.

Community Service

SMHI believes that personal service is a primary goal of the educated person. Therefore, it encourages students to experience the responsibilities and rewards of serving the human and ecological community.

Personal Attention and Gratitude

We foster a caring culture that supports the well-being of each member, and we celebrate the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to God.

THE BLOCK PLAN

Saint Monica Higher Institute (SMHI) teaches its courses on the innovative "block plan," a system of scheduling where a student takes only one class at a time. In a typically university, full-time students take four or five courses simultaneously, over two or three semesters per year. SMHI is one of just a handful of universities where students take one course at a time, giving it their full attention for 3 1/2 weeks. They'll spend most of the day in class or on extended field trips. Then, after a long weekend, they move on to the next course. The Block Plan allows for the following:

Intensity

Students take, and professors teach, only one course at a time in intensive, short "blocks." Each class takes 3½ hours per day. Each block lasts 3½ weeks; that comes out to 18 weekdays of class, for a total of 64 classroom hours per four-credit course. At other institutions, a typical four-credit course runs for four hours per week over 16 weeks, or 64 class hours. The number of weeks in a semester stays the same at SMHI as at other universities.

Engagement

The one-course-at-a-time schedule gives rise to an intense engagement with the subject matter, with the professor, and with classmates. There is no other homework - no conflicts with other classes, no hesitation over what priority to assign which assignment. The steady focus on the material means that ideas can develop day after day, without the distraction of unrelated subjects. By devoting a regular block of time every day to their one and only class, students can efficiently organize their study groups and their extracurricular activities.

Concentration

Students say they appreciate being able to concentrate on just one topic, especially when the subject matter is new to them, or if they expect it to be difficult. At other universities, many students will not risk taking a class outside their major field of interest, even one that looks interesting, for fear that it will handicap their other courses. At SMHI, by contrast, the block plan allows students to explore one course at a time, and to immerse themselves in a new field without feeling penalized in the rest of their classes.

Flexibility

Professors can vary the materials and the approach every day of the course. It means there is time for a film or a demonstration. Almost every SMHI class involves small-group work. Typically, classes break up for a short period of small-group focus on particular exercises, and then reconvene to discuss results. This style of learning gets everyone talking and everyone involved, building teamwork and cooperation.

Field Work

The block plan makes field trips and field work much easier to schedule. The instructor and the students can plan on taking the day without worrying about interference from other classes. Even longer stretches of

outdoor field work -overnight excursions, for example - become possible, where they are almost unthinkable on a normal university schedule.

Off-Campus Opportunities

Since each block is complete in itself, the block plan means that students can take internships or volunteer work whenever the opportunity arises, and not solely in the summer. Student athletes can attend their sports training in season, and then come to campus to continue their studies off-season.

Year-Round Freedom

Ordinarily, SMHI students don't have strict semester schedules. We offer courses in the fall, spring, and summer; and students can choose the semester they would like to attend, or even accelerate their studies by adding a third semester as well. Using this system, one can complete one's Bachelor's degree in three years.

STATEMENT OF FAITH
Doctrinal Position

Saint Monica Higher Institute (SMHI) is a private, non-denominational Christian institution. SMHI is not affiliated with any one Christian church, but has adopted the following statement of faith:

Section 1. *The Bible.* The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free form error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.

Section 2. *Historicity.* The full historicity and perspicuity of the Biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

Section 3. *The Trinity.* The triune Godhead — one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.

Section 4. *The Father.* God the Father, the first person of the Divine Trinity, is infinite Spirit — sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

Section 5. *The Son.* The perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

Section 6. *Holy Spirit.* The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required for salvation.

Section 7. *Redemption.* The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial and resurrection, followed by His bodily ascension into heaven.

Section 8. *Salvation*. Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

Section 9. *Special Creation*. Special creation of the existing space- time universe and all its basic systems and kinds of organisms occurred in the six literal days of the creation week.

Section 10. *Satan.* The existence of a personal, malignant being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

Section 11. *Last Things*. The future, personal bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal kingdom and to consummate and fulfill all his purposes in the works of creation and redemption with eternal rewards and punishments.

Introducing Professor Januarius Jingwa (JJ) Asongu

Chancellor of Saint Monica Higher Institute

Professor Januarius Jingwa (JJ) Asongu is the Chancellor and Chief Executive Officer (CEO) of Saint Monica Higher Institute (SMHI). As chancellor, he reports to the Board of Regents and is responsible for the overall operations of the university. President Asongu understands the university's needs and works with the Board to develop solutions for meeting these needs. He also provides leadership to foster cooperation between faculty, staff, administrators, students, and the community in fulfilling the institution's mission. As president, he governs within the policies and regulations of the Board. He also works within the framework of the Ministry of Higher Education in Cameroon.

Prior to being his current position as Chancellor, he served as President of SMHI. In 2013, he served as the pioneer Chancellor and Provost of Online and International Programs at SMU (at the time). As Chancellor, he was responsible for incorporating the university in the State of Hawaii (USA) as well as securing the university's approval by the National Commission on Private Higher Education at the Ministry of Higher Education in Cameroon. Under this capacity he also chaired the Board of Regents of the university. Meanwhile, as Provost of Online and International Programs at SMU, he established the university's Virtual Learning Platform (VLP) and started online programs. He also initiated the accreditation process with a national accreditation agency in the United States recognized by the US Department of Education. Prof. Asongu has also been responsible for establishing various international links, which has resulted in the recruitment of an increasing number of international students and partnerships with foreign universities.

Chancellor Asongu comes to SMHI with a strong academic and corporate experience. Before becoming part of the founding team of SMHI, he served as an Associate Professor of Business at Herzing University, Milwaukee, WI, where he taught in the MBA program and also served as a faculty mentor. He was also an Assistant Professor of Economics, Business, and Accounting at Rockford University, Rockford, IL, where he also served as Chair of the Institutional Review Board (IRB) and was a member of the Graduate Studies Committee, the Forum Committee, Student Adviser, and founder of the Microfinance Club. Before Rockford University, he was a Visiting Professor of

International Business at Fort Hays State University, Hays, KS. In all, President Asongu has taught at about a dozen US colleges and universities including Chattahoochee Technical College, Marietta, GA; Rockford Career College, Rockford, IL; Axia College of the University of Phoenix, Phoenix, AZ; National Graduate School, Rockford Campus; DeVry University, Chicago, IL; Ashford University, Clinton, IA; Franklin University, Columbus, OH; and Embry-Riddle Aeronautical University, Rockford Campus and Online. In addition, he has taught at the pre-university level at Bishop Rogan College, Buea, Cameroon; Great Pines Academy, Houston, TX; and the District of Columbia Public Schools, Washington, DC.

As a scholar, Chancellor Asongu has published four books, over 20 journal articles, and more than 50 presentations at academic conferences around the world. His books include *Strategic Corporate Social Responsibility in Practice; War, Politics and Business: A Critique of the Global War on Terror; Doing Business Abroad: A Handbook for Expatriates*; and *The Iraq Quagmire: The Price of Imperial Arrogance*. His articles, especially those on corporate social responsibility, have been widely cited by authors all over the world and in various languages.

Chancellor Asongu has designed and taught close to 40 different courses at both the undergraduate and graduate levels including Business Research Methods, International Business, Global Marketing, International

Trade & Financial Management, Logistics & Supply Chain Management, Information Systems & Technology, Finance, Social Entrepreneurship, Fundamentals of Business, Ethics in Healthcare, Healthcare Information Systems, Strategic Management of Health Organizations, Comparative Healthcare Systems, Financial Systems Management, Human Resource Management, Leadership, Organizational Behavior, Entrepreneurship, Management & Organization Theory, Innovation &

New Product Development, Operations & Supply Change Management, Operations Management, Principles of Marketing, Principles of Management, Visual Literacy in Business, Global Issues, Business/Aviation Law, Financial Accounting, Managerial Accounting, Personal Finance Planning, Logic, Proofs, & Critical Thinking, Earnings Management, Research Writing, Contemporary Business Communication, Effective Essay Writing, Computer Information Systems, Presentation Graphics, Computer Applications etc.

His academic credentials include a Doctor of Philosophy (PhD) in Clinical Psychology and another PhD in Communication Studies from Central University of Nicaragua, Managua, Nicaragua; a Doctor of Business Administration (ABD) with a triple concentration in Marketing, International Business and Accounting from Argosy University, Atlanta, GA (USA), which he later completed at Charisma University in the West Indies; a Master of Science (MS) in Management of Information Technology from the University of Maryland University College (UMUC), Adelphi, MD (USA); and the Bachelor of Philosophy (BPhil) from the Pontifical Urban University, Rome, Italy/ Saint Thomas Aquinas Major Seminary (STAMS), Bambui, Cameroon. In addition, he also holds a graduate Chief Information Officer (CIO) certificate from the Federal CIO University, Washington, DC/UMUC, Adelphi, MD; certificates in Greek and Latin from STAMS Bambui; Certificate in Mass Communication from the University of Lagos, Lagos, Nigeria; and the Press Fellowship certificate from Wolfson College, University of Cambridge, UK. He is also the holder of the Master Project Manager (MPM) Certification from the American Academy of Project Management, Metairie, LA. He has also received the AACSB Bridge Program Certificate for Business Professors from AACSB International, Tampa, FL, in collaboration with

University of California Irvine's Paul Merage School of Business, Irvine, CA; the University of Southern California, Marshall School of Business, Los Angeles, CA; and Babson College, Wellesley, MA.

Chancellor Asongu also has substantial corporate experience. He is the founder, President and CEO of Chartered Diversified Holdings and he has also worked for various marketing and communications companies, where he handled major accounts for such high profile companies like Microsoft, Cisco Systems, Cognos (now part of IBM), Compaq (now part of HP) etc. Before moving into business, his previous career was as a reporter where he worked as the Associate Editor of Telecom Business magazine and as a reporter and editorial writer for The Houston Chronicle.

Prior to relocating to the US, he worked for various newspapers in Cameroon and was a co-host of a Christian news program on radio (CRTV). He is very active in the non-profit sector, where he currently serves in the boards of a number of non-profits. He is also very passionate about human rights, justice, peace, and sustainable development.

UNIVERSITY GOVERNANCE

Board of Regents

Responsibility for the organization and governance of Saint Monica Higher Institute (SMHI) rests with the Board of Regents. Regents exercise responsibility for the establishment of the basic policies that govern all SMHI campuses, and meet on a regular basis to review the implementation of these policies. Board members are primarily concerned with the academic quality of the institution, and regularly review data that allow them to ensure that the institution meets the needs of the students and serves the public interest of the communities in which it is located. Regents are unsalaried and are reimbursed only for travel and related expenses in connection with their official duties.

New regents are nominated by the Chancellor of the university and approved by a simple majority of the existing members of the Board of Regents. They serve for a period of two years and can be replaced prior to the expiration of their term if they are judged by their peers to be ineffective.

SMHI Administration

The authority to administer SMHI has been delegated by the Board of Regents to the professional staff of academic administrators that SMHI has retained for that purpose. The President (also called Vice-Chancellor) of SMHI has the responsibility for ensuring that the institution achieves its mission through the effective and efficient management of its financial, human, and academic resources. The President is charged with overall responsibility for the administration of SMHI, including the implementation of board policy at all campuses. Assisting the President in these activities is the staff of SMHI, which has shared responsibility for the administration of a number of key functions, including fiscal and property management, financial aid, student recruitment and services, information systems, institutional research, marketing, and development.

Chancellor and Chief Executive Officer	Prof. Januarius Jingwa (JJ) Asongu	(PhD)
President (Vice-Chancellor)	Dr. Nicholas A. Jingwa	(PhD)
Provost and Chief Operations Officer	Prof. Ndeh N. Ningo	(PhD)
Associate Provost for Academic Affairs	Dr. Joel W. Ndaleh	(PhD)
Associate Provost for Administration & Finance	Ms. Magdaline K. Tah	(MBA)
Assistant Provost & Registrar	Ms. Delphine B. Bih	(MBA)
Assistant Provost & Chief Information Officer	Mr. Olouge Okolle	(MSc)
Assistant Provost for Human Resources	Mrs. Magdelen Neh Ngwa	(MBA)
Dean of the School of Arts, Education & Humanities	Dr. Mbella Ngomba	(PhD)
Dean of the School of Business & Public Policy	Dr. Fabien Sundjo	(PhD)
Dean of the School of Health & Human Services	Prof. Sylvester Atanga	(PhD)
Dean of the School of Science, Engineering, & Tech.	Prof. Julius Agbor Takow	(PhD)
HoD of Economics & Finance/Internal Auditor	Mrs. Clerita Ngenyi	(MSc)
HoD of the School of Arts, Education & Humanities	Ms. Nadine Flore Kasse	(MEd)
HoD of Management & HND Programs	Mr. Lanre Adetola	(MBA)
HoD of Medical Sciences & Lecturer of MLS	Dr. Divine Nsobinyui	(PhD)
HoD of Nursing & Lecturer of Nursing	Mrs. Catherine Agbor	(MSc)
HoD of the Agriculture & Lecturer of Agriculture	Mr. Emmanuel Njock	(MSc)
HoD of Engineering, Lecturer /Examination Officer	Mr. Wilson Tala Taza	(MSc)
Director of Admissions	Mr. Aloysius Amindeh	(BA)
Director of Examinations	Mr. Henry Fonge	(BA)
Director of Student Affairs & Marketing/Lecturer	Mr. Bua Nyoh Bertrand	(MBA)
Director of Logistics and Facilities	Mr. Stanly Asongacha	(MSc)
Director of Library Services/Assistant HOD for Nursing	Mr. George Njuzi Tasong	(MSc)

Assistant to the Registrar	Ms. Maxim Nkengasong	(BSc)
Director of Logistics and Facilities	Mr. Edward Ngala	(FSLC)
Sanitation Officer	Ms. Bernadette Biasso	(FSLC)
Security Officer	Mr. Ivo Mesumbe	(GCE A/L)

Campus Administration

The responsibility for the day-to-day operation of each campus has been delegated by the SMHI President to each Provost. The Provost functions as both the academic leader and the chief administrative officer of each campus. Assisting the Provost with these administrative responsibilities is a campus staff committed to providing those support services essential to a responsive undergraduate and graduate school. The entire administrative staff of each campus takes pride in the service it provides its students and believes that this is one of the distinguishing marks of SMHI.

Advisory Boards

Schools and programs within SMHI have advisory boards, consisting of professionals from the associated fields and alumni. The advisory boards meet at least annually to discuss issues such as curriculum and community involvement. They also provide valuable feedback to the program faculty and staff regarding current trends and expectations within their respective professional communities.

Office of Institutional Research & Assessment

The Office of institutional Research and Assessment (OIRA) at SMHI provides institutional information to support strategic planning, policy formulation, resource allocation, and external reporting at the University. The OIRA acts as a depository of comprehensive information on the University. it collects, analyzes and synthesizes institutional data to present valid, accurate and timely reports that the institution uses to make strategic decisions and to comply with government agency reporting requirements. The OIRA serves University mission in three main areas of activities:

Institutional Research

OIRA creates, reviews and updates of statistical summaries and information sheets on academic program effectiveness, student characteristics, enrolment information, admissions patterns, degrees issued, international collaborations, research records, etc.

University Assessment

OIRA conducts, supports and coordinates research for the development of realistic assessment plans, student learning outcomes, and data collection techniques and disseminations strategies.

Institutional Review Board

OIRA houses the Institutional Review Board (IRB) at SMHI. The IRB is a committee that has been formally designated to approve, monitor, and review research involving humans. The IRB has power to approve, require modifications in planned research prior to approval, or disapprove research. It is responsible for critical oversight functions for research conducted on human subjects that are scientific, ethical, and regulatory.

PART TWO

ADMISSION POLICIES

SMHI Admission Philosophy

SMHI admission policy is based on the philosophy of "Open Admissions." in its purest form, it allows any student with a high school diploma or GCE Advanced Level in any two subjects to attend, thereby, allowing any student who has successfully completed high school the opportunity to pursue an SMHI undergraduate degree.

The reality isn't quite so simple. Some students may not be guaranteed admission to SMHI if there are more applicants than available space for new students. In such cases, admission will be based on their GCE grades and on a first-come-first-serve basis in the US, the open admissions movement began in the second half of the 20"" century and had many ties to the civil rights movement. A significant number of universities operate on this philosophy.

To counter the critics who argue that this might lower educational standards, SMHI provides tutoring services to its students. In addition, we have General Education requirements, which provide a solid general background in the arts, sciences, and technology fields before the student can begin taking core courses. In order to take certain programs, students are required to score at a certain level in specific courses. For instance, students interested in taking engineering courses must have a grade of C or above in every science course. Likewise, students taking business courses are expected to have grade C or above in the social science courses like Economics, Psychology, introduction to Business & Entrepreneurship etc. Students must also earn a C or above in all their Major courses.

Admission Procedures and conditions

The Admissions Office is available to assist prospective students with the process of submitting an application for admission. Individuals interested in information about SMHI, its programs, and the application process are invited to contact the Admissions Office. SMHI reserves the right to limit enrollment in any of its programs, and requirements may vary from program to program.

Admissions Requirements

1. Transcripts for all post -secondary institutions (for top up and master)
2. GCE Advanced level and Ordinary Level
3. Receipt of payment of 30,000FrsCFA application fee (account number below).
4. Curriculum vitae
5. National ID Card or passport
6. Birth Certificate.
7. Passport size photograph.

Online Admission Procedure

Applications can be submitted online through https://smuedu.org/apply. To apply:
1. Go to the above link and click on "register" at the top right corner and create an account.
2. Login and click on "admissions" at the top, click "New Application Profile".
3. Click each of the tabs under "admissions" and fill from "Personal Details" through "qualification", "Documents", "Create Application", "Pay Application Fee" to "Done and Submit".
4. Make sure to fill ALL compulsory fields labeled with (*).
5. When done make sure you submit by clicking on "Done and submit". Then confirm that you want to submit by clicking "OK" on the Popup message.

All documents must be in PDF format not more than 2MB.You are advised to check our available programs on this link https://smuedu.org/smu-degrees/ before applying. For payments visit https://smuedu.org/payment-methods/

Admission Decisions

SMHI does not discuss decisions regarding an applicant's file. Admissions decisions are final and are not subject to appeal

Rolling Admission

We operate on the Block Plan at SMHI, which allows prospective students to apply at any time during the year. However, SMHI recommends that applicants apply about one month before their expected program start date to allow sufficient time to complete all necessary requirements for admission. Because our classes are intensive, SMHI will not allow any student to enroll in a course after the start date. All new students must undergo orientation before starting classes at SMHI.

Conditional Admission

Conditional admission may be granted to an applicant pending receipt of official transcripts or other equivalent official documentation. Some graduate students may also be placed on conditional admission if they do not meet the direct admission requirements, for instance, those with an undergraduate degree in an unrelated field of studies. To be eligible for conditional admission to matriculate into the program, unofficial transcripts must show receipt of the degree required for admission to the program. Students who have been conditionally admitted are not eligible to receive Student Loans and other financial aid until documentation has been provided and the conditional status removed. International students requiring a visa are not eligible for conditional admission status. Students who fail to submit all official transcripts by the last day of their first semester will be withdrawn from the program.

Exceptions to Admission Requirements

Applicants with grade point averages lower than the stated admission requirements may be considered for admission in accordance with the policy stated within the admission requirements section of the Academic Catalog for each program. An admission by exception must be approved by the program chair. Exceptions must be justified, documented, signed, placed, and retained in the student's academic file. Students admitted on an exception basis will be assigned "Academic/Financial Aid Warning" in accordance with SMHI's Standards for Satisfactory Academic Progress. Students must meet the Standards Satisfactory Academic Progress by the next evaluation period.
Academic/Financial Aid Warning status does not impact a student's eligibility for financial aid.

Reapplication for Admission

Applicants who have been denied admission to a given program may reapply to that program after the passage of one year from the date of denial by submitting all documents required of a new applicant. Individuals who intend to reapply for admission are strongly encouraged to contact the Admissions Office prior to reapplying.

Readmission Process after Withdrawal/Dismissal

Students who have been withdrawn from SMHI for a period of greater than one year must reapply for admission. These applicants must submit the materials required by the program to which they are reapplying.

Students who have been dismissed from SMHI or denied an appeal may apply for readmission one year after the semester in which dismissal occurred or the appeal denied, but must provide demonstrable evidence of likely academic success to be considered. Students who have been dismissed from SMHI and not readmitted to a program of study are prohibited from taking coursework at any SMHI campus or online.

Students who are readmitted after an absence of one year or more must complete all requirements of the program in the year of readmission. This may require additional course work, replacement of courses that have been substantially modified, and/or other academic requirements.

Readmission After Extended Absence

Students who have been withdrawn from the school for three years or more will be required to have all prior coursework re-evaluated for determination of relevancy to current practice. Faculty members appointed by the program chair will conduct the evaluation of coursework.

Reinstatement

Students who are administratively withdrawn from SMHI for failing to remain continuously registered may petition for reinstatement if the period of absence is less than one year. If the petition for reinstatement is granted, students will continue in their existing program of study unless changes required by accrediting or regulatory bodies have been enacted during the period of absence. In such cases, the student will be required to complete the program with any such modifications.

Reinstatement After Administrative Withdrawal for Non-Continuous Enrolment

Students who are administratively withdrawn from SMHI for failing to remain continuously registered may petition for reinstatement if the period of absence is less than one year. If the petition for reinstatement is granted, students will continue in their existing program of study unless changes required by accrediting or regulatory bodies have been enacted during the period of absence. In such cases, the student will be required to complete the program with any such modifications.

Early Acceptance

Early Acceptance may be granted to an applicant who is otherwise qualified for admission, but who has not yet earned the degree required for admission. To qualify for early acceptance, the applicant must provide a transcript or other documentation that he/she is in the final year of the required degree program. Prior to starting classes, the applicant must demonstrate that all admission requirements have been satisfied and provide a transcript documenting receipt of the degree.

Deferral Policy

An applicant admitted to SMHI who finds that pressing and unforeseen circumstances prevent him or her from matriculating during the semester for which he or she was admitted, may request one deferral of admission for up to one year from the semester for which he or she was admitted. Deferrals are not automatic. A student who wishes to request a deferral should send a letter to the Admissions Office indicating his or her special circumstances. If deferral is granted, an additional non-refundable deposit may be required. Applicants should consult with the Admissions Office.

English Language Proficiency Policy

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to SMHI whose "first" language is not English must demonstrate proficiency in the English language. Demonstration that English is an applicant's "first" language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant's "first" language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score from a reputable English testing service to demonstrate proficiency; undertake an SMHI English Language test; or successfully graduate from the SMHI English Language Institute - an intensive English language program.

PART THREE

FINANCIAL POLICIES AND ASSISTANCE

Tuition and Fees

Tuition and fees at SMHI are paid in 3 instalments spanning throughout the academic year (November, February & April). The student's tuition will not change for the normal duration of his/her program. However, other fees may change with or without prior notice. All tuition and fees must be paid directly to a bank designated by SMHI with bank out details as below. No fees should be paid at any of our campuses except in very extreme situations.

Bank: BUEA P & T CREDIT UNION LTD
> **Account Name: SAINT MONICA UNIVERSITY**
> **Account Number: 7082**

Bank: ECOBANK
> **Account Name: SAINT MONICA UNIVERSITY**
> **Account Number: 0220132627162301**

Payment before Examinations/Graduation

Tuition and fees are expected to be paid in before students seat for examinations/graduation (following the due dates as mentioned above and on the official academic calendar of activities each year). No student who has not regularize their tuition status as per the annual instalment shall be permitted to sit for the examinations or graduate.

Financial Aid

SMHI awards financial assistance (or aid) in the form of scholarships, loans, and/or part-time work-study opportunities for those who qualify. Different forms of financial aid are explained later in this section. if the financial aid awarded is not sufficient to cover a student's educational expenses, the student must make alternative arrangements to pay the difference in full by the end-of the payment period. Students who have applied for financial aid and have been awarded aid are not required to make a payment by the payment deadline provided their aid is sufficient to cover their tuition charges, and all required paper work has been completed and received.

Estimated Cost of Attendance Budget

The cost of attendance budget, also referred to as the cost of education, is an estimate of the total amount of money it will cost a student to attend school per academic year. The cost of attendance budget may include tuition and fees, books and supplies, loan fees, an allowance for food, housing and transportation, as well as miscellaneous or personal expenses. It may also include extraneous costs not directly related to the completion of a student's course of study, such as car payments and cell phone bills. The cost of attendance budget varies, depending on the program of study and the length of enrollment. The table below shows a listing of estimated tuition per academic year for full-time SMHI students who attend fall, spring, and summer semesters.

Degree Program	Tuition per year	Length of Studies
Masters	600,000 FCFA /Year	Level 500
	600,000 FCFA /Year	Level 600
Bachelors	300,000 FCFA /Year	Level 100
	300,000 FCFA /Year	Level 200
	400,000 FCFA /Year	Level 300
	500,000 FCFA /Year	Level 400

Other Fees

Fee Type	Amount	When Due	Comments
Application Fee (One time)	30,000Frs	Applying for Admission	All Students
Registration Fee	10,000Frs	Annually	All Students
Student Service Fee	10,000Frs	Annually	All Students
Book Fee	20,000Frs	One-time Payment	All Students
International Student Fee	100,000Frs	Annually	All Foreign Students
Exam Re-sit Fee	20,000Frs	Per Course	All International Students
Transcript Fee	10,000Frs	Whenever requested	Free Copy at graduation
Graduation Fee	100,000Frs	End of program	Invitation,Transcript etc.
Practical Fee	100,000Frs	End of program	Industrial / Farm Practice for Engineering Students
Bachelor's/Master's Project	50,000/100,000Frs	Before Defense	All Students

Financial Assistance

The primary responsibility for financing a student's education rests upon the student and his/her family. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest. If the student has any questions regarding the repayment of their loan, s/he should contact the financial institution directly or the Financial Assistance Office.

Types of Financial Assistance

Scholarships

These are financial awards which do not have to be repaid. SMHI awards the following scholarships:
- ✓ **Presidential Scholarship:** SMHI provides a number of academic performance-based scholarships to the best undergraduate students covering 25% of their tuition.
- ✓ **Chancellor's Scholarship:** SMHI provides a limited number of need-based scholarships to underprivileged students.
- ✓ **Corporate Scholarships:** Companies are encouraged to provide scholarships to their employees or other deserving students.

Student Loans

We offer Student Loans to students who can't afford to pay their fees upfront. For more information contact SMHI Financial Assistance Office.

Work-Study Program

SMHI can hire students to provide services for the university. In return for these services, the student will have 75% of the salaries applied to their tuition and fees, while 25% will be paid to them.

PART FOUR

ACADEMIC POLICIES AND PROCEDURES

Enrollment Policies

Matriculated students must be continuously enrolled in the program from the time of matriculation through graduation. Continuous enrollment is considered as being enrolled for at least 8 blocks in an academic year- that is taking at least eight courses, given that we do one-course-at-a-time. Students who must take time off beyond four months in a year should request temporary withdrawal from SMHI. Students seeking temporary withdrawal status must provide an expected date of return and receive approval from student services. Students approved for temporary withdrawal may re-enter their program at any time prior to the anticipated return date without approval. Failure to re-enter SMHI by the expected date of return will result in withdrawal from SMHI.

Registration

Students intending to enroll for a given course must do so during the registration period and complete plans for payment of tuition and fees according to the tuition payment policy. For a variety of reasons, to better serve students and manage the operations of SMHI, registration priorities have been set up to determine the order of processing in registration. Care will be taken to ensure that the priority system is fair to all students and allows registration to proceed efficiently in order of priority.

Course Types and Delivery Methods

On-campus or Face-to-Face Instruction

On-Campus or Face-to-Face instruction in SMHI courses is offered in both traditional and non-traditional formats. Traditional face-to-face instruction occurs in a physical classroom facility. Non-traditional face-to-face instruction is delivered at a distance using technology to fuse the benefits of online and real-time learning.

Online Services

Online courses are those in which 100% instruction is delivered via the internet. Students enrolled in master's level degree programs may take 100 percent of their coursework in a fully online format. Students who wish to take 100 percent of their coursework in a fully online format do so through SMHI Online Programs.

Blended Courses

Blended courses are courses that make use of both the Face-to-Face and Online components. At least 50% or more of the courses must be face-to-face. These courses meet the University's residency requirement.

Directed Independent study

These courses are completed on a one-to-one basis with a faculty mentor. A directed independent study course provides an opportunity for students to carry out a creative research project in an area of their choice where no course currently exists. The course may arise from an in-depth study of some aspect of a recently completed course; an analysis of new ideas, theories or concepts in education; or evaluation of new strategies used in education. Depending how instruction is provided, Directed independent Studies may or may not fulfill residency requirements. Directed Independent Study courses are available only on a limited basis and with approval of the program chair to meet a compelling need of a student.

Tutorial

These courses are completed on a one-to-one basis with a faculty mentor. Tutorial courses follow an existing and approved course syllabus, which is provided to students prior to the course start date. Students are required to maintain weekly contact with the instructor. The course syllabus contains specific

instructions regarding weekly contact format and requirements. Depending how instruction is provided, Tutorial courses may or may not fulfill residency requirements. Tutorial courses are available only on a limited basis and with the approval of the program chair to meet a compelling need of a student.

Off Campus

Some programs provide courses at an off-campus location in a community setting. Courses taken at off-campus locations cannot exceed 49% of a total program. Students taking courses off-campus should speak to their advisors regarding how many off-campus courses they are permitted to take.

Lecture

Instruction in lecture courses is traditional and fully face-to-face. Lecture courses meet the definition of an in-residence course, though course length and number of meetings per week may vary by campus and program.

Lab

Instruction in SMHI laboratory courses is conducted in a traditional and fully face-to-face format, and therefore meets the criteria of an in-residence course.

Field Experience, Practicum, Internship, and Clinical Training Course

Field Experience, Practicum, internship, and Clinical Training courses provide students with supervised out-of-class professional experiences and take place within a health care delivery system, or other professional work environments. These are generally held in a traditional face-to-face format at a facility with which SMHI has a relationship, and therefore are considered in-residence courses.

Waiver/Course Substitution

In specified programs within SMHI, course waivers are granted. The general waiver policies applying to all waived courses are as follows:

- ✓ Waivers are defined as a substitution of a required course with a comparable transcripted course, subject to the requirements of the program in which the student is enrolled approved by the program chair and consistent with all relevant accrediting and regulatory requirements.
- ✓ The term "waiver" is used to indicate the process of accepting courses from other institutions which satisfy specific course requirements but do not reduce total credit requirements of a program.
- ✓ Waiver requests may be submitted at any time during the admission process, until the end of the first year of matriculation.
- ✓ Waivers are not granted until a student is officially accepted.
- ✓ Waived courses will appear on the transcript as "Waived Courses" under the SMHI course name and number.

Transfer of SMHI Credits to other Institutions

Students should be aware that the transfer of credit is controlled by the receiving institution, and therefore cannot be guaranteed by SMHI. The transferability of credits you earn at SMHI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SMHI to determine if your credits or degree, diploma or

certificate will transfer. Students considering transferring to an unaffiliated school have the responsibility to determine whether that school will accept SMHI credits. SMHI encourages students to initiate discussions with the potential transfer school as early as possible. SMHI does not imply, promise, or guarantee transferability of its credits to any other institution.

Transfer Credit Criteria

College credits completed are acceptable for transfer under the following conditions:
- ✓ Transfer of credits requests are not granted until students have been accepted into a program of study.
- ✓ The course must have been taken for equivalent or greater level credit at an accredited university. "Equivalent level credit" refers to both content and degree level of the course. Students must have earned a grade of "B" or better for any course submitted.

Transfer credit maximums are listed here by program:

Program	Amount of acceptable credits
Master	21
Bachelor	
SBPP	90
SAEH	90
SHHS	110
SSET	110

Programs may determine that certain courses are not eligible for transfer of credit. SMHI does not accept for graduate credit any credits earned as military credit, credit by examination, credit by correspondence, credit for lite experience, or graduate credit from non-accredited schools unless offered in an approved program or under an arrangement approved by the dean of the appropriate college of SMHI or otherwise provided for in this catalog. Official transcripts are required for transfer credit to be considered. Students may be required to provide a copy of the catalog description and/or the course syllabus from the institution where the credit was awarded to validate that the course satisfies the transfer credit criteria. Final decisions on accepting graduate-level continuing education coursework as transfer credit are made by the program in which the student is enrolled; therefore, students are not guaranteed that coursework will be accepted for transfer until they have applied for and received approval from the program chair of their program.

Second Graduate Degree

Once students have matriculated into a degree program, graduate credits earned via coursework taken at other approved institutions, but not resulting in a completed graduate level degree program, can be applied to their SMHI degree programs up to specified transfer maximums.

Credits earned in any completed graduate level degree program may not apply as transfer credits into an SMHI graduate level degree program. Such credits may provide opportunities for course waivers in an SMHI graduate level degree program. This limitation on transfer credit applies to degrees earned at

SMU or other higher education institutions with exceptions granted for specific SMHI degree programs in which the coursework for one graduate degree is approved as credited for another graduate degree. See program descriptions for such exceptions.

Writing Requirement

Writing competency is essential for successful completion of coursework at SMHI. Students are expected to be proficient in written and oral communication and produce written work consistent with the accepted standards of their respective fields.

All new students must complete a writing course within the first three months/blocks of study. All students will complete a writing assessment in the first weeks of their course in order to evaluate their writing skills and needs in such areas as organization, comprehension of subject matter, analysis, and professional writing style. Based on the results of the writing assessment, those students unsuccessful in meeting the standard will be required to enroll in and successfully complete a professional writing course within the next two blocks of study. This writing course is non-credit bearing for the purposes of all doctoral degrees.

Students taking the writing assessment may continue to take coursework in their program of study concurrent with the assessment. If a student is unsuccessful in completing the required course, the student may re-take the course once. Any student who fails to successfully complete the writing course twice will be referred to the Student Professional Development Committee (SPDC) to address barriers to academic readiness.

Transcripts and Students Records

The registrar's office maintains academic records for each student. The department issues transcripts only upon receipt of a written request. The department will release official transcripts only when students have met all their financial obligations to SMHI. Grade reports are mailed to students and/or made available via the Student Portal on the Internet or provided to students On cmapus. Students that meet the degree requirements of the program in which they are enrolled will receive an official diploma. However, transcripts and diplomas can only be issued to students who have completed their tuition and fees.

Relocation to Another SMHI Campus

A student who wants to attend a different SMHI campus may change their campus of record if he or she is currently enrolled and in good academic and financial standing at the time the transfer is requested unless a program is limited by accreditation or state regulatory requirements. Students should consult with their program chair and student service staff prior to relocation. Students who are relocating but also applying for a new degree program may be required to submit additional materials required for admission to the new degree program. The Admissions Office at the new location will notify the transferring student if additional documents are required. Internal transfers across programs are not guaranteed; however, relocations from one campus to another within a specific degree program for students in good standing are automatic. Similarly, all credits and grades earned at the initial campus are applicable at the new campus. Students must fulfill all financial obligations at their current campus before a relocation or transfer is complete. Courses taken at another SMHI campus will be applied to the student's overall GPA.

Attendance

Students are expected to be punctual to all classes and practicum. Absences should occur only for such urgent reasons as ill health or critical emergency. Whenever possible, students should notify the faculty of these absences in advance. Excessive late arrivals or absences, regardless of the reason, may

jeopardize a student's academic standing. Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom and posting of required evaluative assignments in a timely manner.

Courses start on the first day of the block (every Month). A student who does not participate in the course prior to the Add/Drop date for the block, and has not submitted an official Add/Drop Form, will be dropped from the course automatically. Also, students who fail to attend both on-ground and online course activities for 5 consecutive days will be administratively withdrawn from the course and will receive a grade of "W" or "WF" depending on the date the student is withdrawn.

Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

Students who are enrolled in dissertation courses are attached to SMHI Virtual Learning Platform (Google Classroom). Each week they are required to confirm their attendance by posting a message to the classroom. In addition, to confirm their enrollment each session, students must post their initial attendance confirmation message during the first seven days. Students who fail to post within the first seven days of the session, or who miss two consecutive weeks of attendance confirmation, will be dropped from their program and the university.

Students enrolled in SMHI Online Courses must complete an academic related activity in their course at least two days each week. Academic activity is defined by (a) posting a substantive response in a discussion section of the online classroom, (b) engaging in online tutorials, (c) submitting an assignment via the online classroom, or (d) taking an exam.

Students who fail to meet the attendance requirements for three days will be given an absence. Students who fail to meet the attendance requirements for one week during a course will be administratively withdrawn from the course. Students who are dropped for not meeting attendance requirements and do not attend class within 29 consecutive calendar days of their last date of attendance will be administratively withdrawn from school.

Student Advisement

Upon admission to a program, each new student is assigned an academic advisor who will work with the student in the selection of courses and general academic matters. Student advising is an important part of the SMHI program.

Withdrawal Policy

SMHI considers a student as withdrawn when s/he drops a course and does not enroll in another one for the next three blocks or months. Students who drop out of their first class/block at SMHI and stay away for the next consecutive three blocks must have a Voluntary intent to Continue form on file or will be considered withdrawn from the University. Students will have one month from their date of determination to file the Voluntary intent to Continue. Students who do not have a Voluntary Intent to Continue form on file after one month will be administratively withdrawn from the University. A student who intends to withdraw from SMHI should submit a letter to the Student Services Department requesting withdrawal. Any student in good standing who wishes to discontinue study will be withdrawn. The student must resolve any financial obligations to SMHI before receiving an official transcript from the Student Services Department.

A student enrolled in SMHI Online Programs is withdrawn when he or she fails to meet attendance requirement for the current course, or reaches seven days out of attendance. Students enrolled in SMHI Online Programs should contact their Academic Counselor requesting to withdrawal. The student must resolve any financial obligations to SMHI before receiving an official transcript.

For official withdrawals, a student's notification date is the date the student officially notifies the institution in writing of his or her intent to withdraw.

Unit of Credit

Academic credit at SMHI is granted using the semester credit hour system. To earn one semester credit hour, a student must complete the equivalent of 16 hours of lecture or, 32 hours of lab work. The hours required for credit in clinical training/internship vary. Please consult your program chair for specific information.

Grade Point System

Student performance is based on and recorded in a letter grading system with corresponding point equivalents:

Letter Grade	Number Grade	Grade Point Equivalent
A	85 - 100	4.00 grade points
A-	80 - 84	3.67 grade points
B+	75 - 79	3.33 grade points
B	70 - 74	3.00 grade points
B-	65 - 69	2.67 grade points
C+	60 - 64	2.33 grade points
C	55 - 59	2.00 grade points
C-	50 - 54	1.67 grade points
F	0-49	0 grade point

Cumulative Gross Point Average (CGPA) Calculation

Each course at SMHI has a 4 credit value (Grade Points). To calculate your CGPA,

1. Multiply your **Grade Point Equivalent** per course by the standard SMHI Grade Point Equivalent (4.00). The result you get is your **Quality Points** per course.
2. Do a summation of your quality points for all your courses. This is your **Total Quality Points**
3. Divide your **Total Quality Points** by your number of **Attempted Credits**. This is your Cumulative GPA. ***Worthy of note is the fact that your division at this stage is by attempted credit and not earned credit***

Additional Grades

Audit ("AU")

An audit is not used in computing the grade point average. Admission into a course for audit is at the program chair's discretion. Students are not allowed to audit experiential courses.

Credit ("CR")

This represents a passing grade for certain designated courses or earned transfer credit. This grade is not included in computing a grade point average. It is included in computing both the incremental completion rate (ICR) and maximum allowable timeframe (MTF).

Incomplete ("I") and Incomplete in Progress ("IP")

A grade of "I" is given at the faculty member's discretion to a student who has completed at least 67% of the course requirements, including attendance, and has a reasonable likelihood of successfully completing the course requirements in the extended time allowed. Students must be passing the portion of the course completed to be eligible for either the "I" or "IP" grade. Any course for which a student receives an "I" must be completed within ten days after the end of the course. A student who, because of medical or other serious factors, cannot reasonably complete the coursework within the ten day timeframe may receive an "IP" (Incomplete in Progress) with approval of the program chair and faculty member.

Students seeking a grade of "IP" must meet with the faculty member to develop a contract that stipulates the requirements for completing the course. The contract will include the length of time for completion and the consequences for failure to complete the requirements. For students enrolled in campus-based programs, requirements for an "IP" grade must be fulfilled by the end of the next semester or by the contract completion date, whichever is earlier. For students enrolled in SMHI Online Programs, requirements for an "IP" grade must be fulfilled within 15 weeks or by the contract completion date, whichever is earlier. The grade of "I" or "IP" will automatically be changed to an "F" if the "I" or "IP" contract is not completed in the time frame required. A grade of "I" or "IP" completed in a timely manner is changed to permanent grade once it is submitted by the faculty member.

The grade incomplete "I" or "IP" will be calculated as a grade of "F" until the permanent grade is assigned. The course will be included as credit hours attempted but not credit hours earned.

Limited Progress ("LP")

Faculty will assign a grade of LP when the dissertation chair and student are confident that only seven weeks of work remains in the current dissertation course, the student enrolls in the extension dissertation course to complete the work. Upon receiving the grade of LP, the student will enroll in the extension block. The student must complete 100% of the course objectives during the extension to continue to the next course. If the student does not complete all objectives, the LP grade assigned to the previous course will be changed to NC and the student must re-take the block. If the student completes the extension successfully, the LP changes to PR. Grade of LP is included in calculating Maximum Timeframe and Incremental Completion Rate.

No Credit ("NC")

This represents a failing grade for certain designated courses. This grade is not included in computing a grade point average. The grade of NC is included in computing the incremental completion rate.

Progressing ("PR")
Progress is being made toward completion of a clinical research project, dissertation, thesis or similar project. Grade becomes credit when all requirements are complete.

Withdrawn ("W")
Students withdrawing from a course by the end of the add/drop period will have the course removed from their transcript. A record of the course attempted remains on the student's ledger as a withdrawn course. Students who officially drop after the end of the add/drop period and before 67 percent of the academic session has elapsed will receive a "W" on their transcripts. Students who have completed more than 67 percent of the academic session will not be eligible to receive a "W" grade. The grade of "W" is included in computing the incremental completion rate and maximum time frame, but does not impact the CGPA.

Failure due to Late Withdrawal ("WF")

Students who complete more than 67% of a course but do not complete the remaining portion and either are not approved for or do not request an "I" or "IP" will be assigned the grade "WF". This grade is a special application of an "F" grade to designate that the student did not complete all course requirements. The "WF" is included in both the total credit hours attempted and the GPA for purposes of evaluating academic progress, as well as computing the incremental completion rate.

Passed/Failed Grade ("P/F")

All students taking courses with P/F are expected to meet normal course requirements (e.g., reports, papers, examinations, laboratory attendance) and are graded in the normal way. At the end of the block, students enrolled on a P/F basis are awarded a regular grade. Any grade of C- or above is converted in the Student Records System to a P and Likewise. A student taking a course on a P/F basis and scores and F must retake the course until S/He scores a P.

The grade P is not counted in the grade point average nor used in the determination of honors. *The grade of F earned under the P/F option is included in the calculation of grade point average just as it would be when earned on a regularly graded basis.*

Audit Policy
To audit a course, students must obtain the permission of the program chair, submit a request at the time of registration, and pay the regular tuition.

Grade Appeal Procedures
Students who have a concern about a course grade are initially encouraged to consult with the faculty member who issued the grade to resolve the matter. Students wanting to pursue the matter further may appeal the grade in the following manner.

The student must file a written grade appeal to the program chair. Students may appeal a grade or evaluative comment only during the session following the issuance of the grade or evaluative comment. Those grounds include the following: the application of nonacademic criteria in the grading process, the assignment of a grade to the student for reasons other than the student's academic performance in the course, or miscalculation of the grade according to grading criteria contained in the course syllabus or other posted or distributed course information. The student should include any relevant written evidence, which may include the syllabus, exams, papers, and anything else that supports the student's claim. The program chair shall review the appeal and issue a written response.

If, after receiving a written response to the grade appeal from the program chair, the student wishes to pursue the issue, he/she must, within 14 days, request in writing further investigation from the campus chief academic officer. The campus chief academic officer will review the findings and issue a written response. The final authority rests with the chief academic officer of the campus and is not subject to the grievance procedure policies in Section Two, Institutional Policies, "Student Grievance Procedure for Internal Complaints and Harassment." After following the policies and procedures above, students who believe further recourse is needed should consult the appeals policies and procedures outlined in Section Four, Student Rights and Responsibilities.

If the faculty member involved is the program chair or associate dean, the written grade appeal is submitted to the campus chief academic officer. If the faculty member involved is the campus chief academic officer, the written grade appeal is submitted to the campus president. The result of the review will be summarized in writing by the campus official responsible for the final decision and placed in the student's academic file. A copy of the report will be given to the student.

Grade Changes

If a grade appeal results in a recommended change of grade, the course instructor will forward a completed Grade Change Form to the Student Services Department. Grade changes may only occur during the session following the issuance of the grade or evaluative comment and with the appropriate approvals. Exceptions may be granted under extenuating circumstances by the campus chief academic officer.

Standards for Satisfactory Academic Progress

The Standards for Satisfactory Academic Progress Policy determine financial aid eligibility and ensure that all students maintain satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Students who fall below the Cumulative Grade Point Average (CGPA) or the Incremental Completion Rate (ICR) cutoffs are deemed to be on Academic/Financial Aid Warning. Students who fail to raise their CGPA or ICR above the cutoffs within the following evaluation period of Academic/Financial Aid Warning are deemed to not be making Satisfactory Academic Progress and are academically dismissed from the University.

Students will be notified in writing in the event they fail to meet the standards for satisfactory academic progress and/or when the student is placed on Academic/Financial Aid Warning or Academic/Financial Aid Probation.

To maintain satisfactory academic progress, each student must meet the required standards of the following three criteria:

- ✓ Maintain a minimum acceptable Cumulative Grade Point Average (CGPA);
- ✓ Achieve the minimum incremental Completion Rate (ICR); and
- ✓ Complete the program within a Maximum Allowable Time Frame (MTF)

Maximum Allowable Time Frame

Students must successfully complete all program requirements within 150 percent of the program length based in credit hours. The maximum allowable time frame is calculated as of the point in time at which a student has attempted 1.5 times the number of credit hours required to complete the program.

All courses attempted are included in the maximum allowable time frame and incremental completion rate calculations. Transfer credits are considered credit hours attempted and credit hours earned although transfer credits reduce total credit hours the student must complete at SMHI. Students may also be required to meet calendar maximum time frame requirements in certain programs and should review the graduation requirements listed in the program description.

Students may not attempt more than 150% of the credits required to complete their degree program. Students who attempt credits beyond 150% of the credits required to complete their degree program will be dismissed from SMHI. Standards for Satisfactory Academic Progress Calculation Process.

Cumulative Grade Point Average (CGPA)

CGPA is the cumulative average of all grade points a student has earned over all semesters completed.

Incremental Completion Rate (ICR)

Incremental completion rate is computed by dividing the sum of earned credits and foundational courses by the sum of attempted credits and foundational courses.

Foundation Courses

Students may be required to take Foundation (Prerequisite) Courses based on their prior degree and/or coursework completed. Foundation Course credits are included when calculating a student's maximum time frame and incremental completion rate. Foundation Course credits do not count towards the total number of credits required for graduation, but they do count for the CGPA. As such, Foundation/Prerequisite Courses do have credit hours and grades assigned to them.

Transfer Credits

Transfer credits from other institutions are calculated in the incremental completion rate (ICR) and maximum allowable time frame (MTF) and are included in the total hours attempted. Grades for credits transferred in from any post-secondary institution (including an SMHI) will be recorded as "CR" in the Student information System and will not affect the student's cumulative grade point average (CGPA). Change of Program

Students are allowed to change programs if they meet satisfactory academic progress at the time a request is made to the change of programs. Courses taken in one program that are applicable to the second program will be transferred with the applicable grades. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and MTF purposes only, those courses transferred to the second program will be considered credit hours attempted and credit hours earned.

General Probation

The administration and/or faculty may request that the Student Professional Development Committee (SPDC) or Student Conduct Committee (SCC) review any student whose professional performance indicates deficiencies in performing the work required of students within their respective programs. The SPDC may refer students to the SCC with a recommendation of general probation and require remediation steps deemed appropriate. The student must agree to all reasonable conditions in order to remain enrolled.
Criteria for Removal from General Probation

The body that placed the student on general probation (the SPDC or SCC) determines the conditions under which students placed on general probation shall be removed. The conditions must be clearly stated in writing and sent to the student.

Schedule for Removal from General Probation

The body that placed the student on general probation (the SPDC or SCC) will determine the schedule under which the student placed on general probation shall be removed, as well as make the determination as to the satisfaction of the terms of the probation.

A student may be dismissed from SMHI for other reasons than those stated above if the institution determines that the student cannot satisfactorily meet the academic, professional, or ethical expectations, the expectations detailed in the student responsibility policy, or other expectations of the program. Dismissal normally occurs when the Student Conduct Committee or campus president makes a decision for dismissal and communicates that decision to the student. It is the responsibility of all students to be familiar with the SMHI Ethical Code of Conduct.

Petition to Graduate

Students are eligible for degree conferral when they have completed all degree program requirements. The graduation and degree conferral dates are based upon the last day of the course in which all academic requirements were completed. All students who wish to graduate, independent of participation in commencement ceremonies, must submit the Petition to Graduate form and appropriate fees to the Student Services Department by the campus deadline date. All forms are available from the Student Services Department or the student portal. Students may not receive their diploma or transcript until all financial obligations to the University have been satisfied.

Commencement

In order to participate in commencement ceremonies, students must have completed all degree requirements or be scheduled to complete them in the semester during which the commencement ceremony is scheduled.

All students must submit the Thesis Research Approval Form at least one month prior to the campus' commencement ceremony. In addition to satisfying the above degree requirements, students who wish participate in commencement ceremonies must submit a petition to graduate by March 31st of each year or any other date established by the university.

The Commencement Ceremony will take place at the university's main campus or any other designated location twice per academic year (December & May), with the May commencement holding on the Feast Day of St. Monica, which is May 4th each academic year.

The Honor Role System

What does it mean to graduate with honors? Latin honors are Latin phrases used to indicate the level of distinction with which an academic degree was earned. This system is primarily used in the United States, Canada, Indonesia, and in many countries of continental Europe, although some institutions use the English translation of these phrases rather than the Latin originals. It is similar to the British undergraduate degree classification. At SMHI, these honors are awarded to both undergraduate and graduate students. Our academic honors involve these Latin terms:

Summa Cum Laude

It means "With Highest Praise," and the summa cum laude definition is With Highest Honor. It usually means highest grades. To earn the Summa Cum Laude at SMHI, one needs to have a GPA of 3.75 – 4.00 out of a total of 4. In other universities, especially in the British tradition, this might be referred to as a "First Class Honors."

Magna Cum Laude

It means "With Great Honor." Scholars define magna cum laude meaning With Great Praise. Usually it means you had the second best grades or "Upper Second Class Honors." At SMHI, one needs a GPA of 3.5 to earn this distinction.

Cum Laude

This means "Graduating With Honor." Scholars define magna cum laude meaning With Praise. At SMHI, one needs a GPA of 3.25 to earn this distinction. In the British system, this will be the equivalence of "Lower Second Class Honors."

Distinction

In calculating a student's GPA, we take into consideration only courses that s/he studied at SMHI. Students must earn at least 60 undergraduate credit hours from SMHI to qualify for the Latin honors. At the Master's level, they must earn at least 20 credits from SMHI. Those who do not meet these minimum requirements will still have their achievements recognized. However, the university will not offer them Latin honors. Such a student will be awarded a degree with "Distinction." To earn the Distinction, the student must have a GPA of 3.25 or above.

Honors Convocation

At SMHI, students graduating with honors are inducted in the "Honors Society." As part of the induction, the students receive honor stoles, which they wear on top of their graduation gowns.

PART FIVE

STUDENT LIFE

Enrollment Verification

Students may obtain a form from the Student Services Department and thereafter apply through the registrar's office for their student enrollment verification. The request must be made in writing and must indicate the student's name, address, phone number, and student identification number, as well as the information, to be released, the reason for the release, and the location to which the letter should be sent.

Transcript Requests

Requests for transcripts are made to the Student Services Department. SMHI provides a Transcript Request Form. All transcript requests should be submitted in writing and must be signed by the former or current student. Telephone requests for transcripts cannot be processed.

Housing

SMHI does not offer or operate student housing. But the Student Services Department maintains a list of housing options as well as a list of SMHI students who wish to acquire personal or share housing. Please contact the Student Service Department for more information.

Support Services

SMHI offers students a wide range of personal and professional opportunities designed to support students' educational programs and learning needs that are not available through courses or practicum. Services vary by campus according to the needs of each student population. These support services range from a Student Union Government (SUG), Nigerian Student Government, Saint Monica Health Union, to club/workshop series, special-interest groups, and common hours. Students are encouraged to contact the campus Student Services Department for a full description of co-curricular activities and its functionalities.

Counselling Services

Counselling services are available to SMHI students. We're committed to assisting students in integrating the many aspects of their lives while supporting personal growth and development. Services include short-term counselling, consultation, and referral to community agencies. Local referral lists can be gotten from the student service department.

Tutoring Services

SMHI is committed to supporting students' academic needs. To this end, tutoring services are available for many courses at SMHI. Interested students should contact the Student Services Department for assistance in obtaining tutoring services.

Student Government

The primary purpose of the Student Union Government or student senates is to represent student concerns, facilitate communication, and assist the faculty and administration in promoting the welfare of the campus. Through participation on campus committees, student government often influence policymaking on the campus. The student government is also responsible for organizing social gatherings and events promoting honour societies, providing confidential advice relating to SMHI matters to students requesting such assistance, assisting with orientation, and selecting student representation for committees. Elections of the SUG and Nigerian Student Union executives shall be done after every 2 years.

Lecture, Symposia, Conferences, and Workshops Series

Periodically SMHI shall invite distinguished professionals from a variety of academic fields to present lectures and conduct workshops or symposia. Open to the community, these presentations provide an opportunity for students, alumni, and faculty to discuss issues of interest. In addition, SMHI shall organize conferences on various themes and students are encouraged or even required to participate at such conferences.

Career Services

SMHI offers a variety of resources and serves to assist currently enrolled students in developing career plans and reaching their employment goals. While the primary focus of the Career Services Office is to assist students upon graduation, any enrolled student may seek employment information through Career Services. Although SMHI does not guarantee employment it is vitally important to both the graduate and the University that each student obtains appropriate employment. Therefore, job search advice, support and assistance are provided to students prior to graduation by career services professionals located in either a centralized remote location or by on-ground staff at their campus. Students should contact their campus directly to determine the type of services available at their location. Career services professionals can provide a variety of tailored assistance including resume and cover letter coaching and critique, mock interviews, assistance developing and implementing job search strategies and help identifying and generating job leads.

In addition to career service professionals, enrolled students have access to a variety of "self-directed" web-based career resources and services through the Student Portal/Website. These resources will assist students in building their career and job search-related knowledge, credentials and skills. Furthermore, they provide a forum for networking and becoming connected with classmates and other professionals.

Alumni Community

Upon graduation, alumni are added to SMHI's national online alumni community. As a registered member of the online alumni community graduates can search a national directory of SMHI alumni, create a profile, post personal and professional updates, get a permanent email forwarding address and receive periodic e-newsletters. Alumni should contact the student service department for additional alumni services and events.

Professional Associations

SMHI encourages students to join professional organizations that reflect each student's career path. Examples of organizations of interest to students are listed below.

School of Business & Public Policy

Graduate students from this department are encouraged to become student members of the US-based Academy of Management http://www.aomonline.org/. There is also the Academy of Business & Public Policy, which is part of the US-based institute for Research on Global Business http://www.irgbusiness.com/.

School of Science, Engineering & Technology

There is the International Academy of Engineering & Technology, which is hosted by the US-based Institute for Research on Global Business http://www.irgbusiness.com/. We also encourage Engineering students to form a local chapter of Engineers Without Borders http://www.ewb-international.org.

Honour Societies

Honour societies are an important component of student activities programs. Students should consult with the Student Services Department for further information.

Electronic Books

SMHI is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. All programs have a digital resource fee associated with them (E-book SMHI flash disk). This mandatory fee is a flat rate for all students and allows students access to an Electronic Library and HTML versions of textbook(s), and in some cases, other electronic media, which is integrated into the program.

Computer Requirements

Every SMHI student is required to have a computer, preferably a laptop, with high-speed internet access. SMHI uses many digital resources including Google Classroom/Services. As with any software, the faster the processor, the more RAM, and the larger hard drive space you provide, the better the performance. Users wanting to move their material to their hard drive may need additional space. it is also important that users understand the process and benefits of maintaining their machines in top operating condition by keeping them current with the latest operating system updates, correctly configuring virus control, and other beneficial habits**.**

The course instructor may employee technology in Google classroom that requires plug-ins or downloads in order to function properly. If your instructor provides PDF files, Adobe Reader may be required to open and view those files. You can download these items at the time that they are deemed necessary.

Purchasing a low-price laptop computer is a much better solution for classwork. While newer Netbooks may meet resolution and screen size requirements for reading your eBooks, much like some older laptops, some older Netbooks may not be able to graphically handle these sites. This means that reading e-texts and participating in the classroom could become difficult. It may be challenging to scroll through your readings and effectively and efficiently work through the material.

Publications

SMHI has several publications, academic and otherwise, to enhance the academic and social life of the university community. We also publish a newsletter to promote campus events and student activities and enhance communication. These publications also enable students to practice their journalistic and leadership skills. Interested students should contact the Student Services Department to volunteer to serve on the publication staff at the campus.

Campus Facilities

SMHI offer classrooms, library resources, Bus Services and computer access. For a complete description of campus facilities, refer to the Student Portal.

Library Resources

SMHI's library collections contain a wealth of subject-specific research materials to support the University's programs of study. Accessible both on and off-campus, SMHI's online resources feature nearly 25,000 full-text journals and over 34,000 electronic books and other content covering all academic subject areas including Business & Economics, Career & General Education, Computers, Engineering & Applied Science, Humanities, Science, Medicine & Allied Health, and Social & Behavior Sciences. Many titles are directly accessible through the Online Public Access Catalog. Librarians are available to provide research and reference assistance in scholarly pursuits and in support of lifelong learning.

Dress Code Policy

SMHI being "The City of God" (Civitas Dei), attaches utmost and unwavering importance to its students and in preparing them to be potential professionals. As such, students" dressing should reflect a deep sense of professionalism. The following guidelines help students dress appropriately and model biblical modesty in ways that are distinct from the world and that reflect the God-ordained differences between men and women. SMHI aims for purity, self-control, neatness and the ability to discern the appropriate clothing for any event. We also intend that dress guidelines teach students to consider the impact of their choices on others, thus living out Jesus" instruction about loving others as ourselves.

The personal dress and appearance of students have an impact on how a university is perceived and as a result the university is committed to ensuring that its personal appearance and dress policy is not discriminatory and is applied rigorously, equally, and will accommodate where possible, exceptions based upon disability, religious, ethnic or health reasons.

Therefore, ALL SMHI students must dress appropriately on and off-campus in order to radiate the core values of a truly Christian institution and imbibe a personal lasting philosophy of dressing and grooming in conformity with the University values.

Dress Code for Male Students

All male students should be appropriately dressed for University activities and occasions. They must be corporately dressed during special occasions which include lectures, matriculation, special ceremonies, convocation, public lectures, church services and examinations. To be corporately dressed for example, connotes a shirt and necktie, a pair of trousers, with or without a jacket, and a pair of covered shoes. Every student dressing in western attire must wear a neck tie to match. The tie knot must be pulled up to the top button of the shirt. ***The official SMHI wear for males is a black suit on black trousers, white long sleeve shirts and a red tie.***

1. Wearing of the following items (clothing and shoes, etc) is strictly prohibited:

   ➢ Scarves, braided hair or earrings in the University.
   ➢ The pulling down of one"s trousers to the hip line.
   ➢ Piercing of any part of the body.
   ➢ Tattooing on any part of the body.
   ➢ Bangles, rings and chains of any kind worn around the legs.
   ➢ Face-caps except for sports and other related events.

2. Male students may wear African traditional attires if they so please but with proper consideration of the nature, exposure and design of the "Afritude".
3. Students are to have well cut hair that is combed regularly. When they wear beard or have long hair it must be neat and well-kept.
4. Male students may wear jeans but the jeans must be of one colour, not frail at the edges, not torn at any part or patched.
5. Jeans, if worn, must be with proper shoes
6. Male students may wear French suits.
7. Wearing of slippers (flip flops) and half shoes is not allowed during lectures and official University occasions except on Wednesdays.

8. Wearing of T-shirt (Jerseys/Sports T-shirts & wears) is only allowed for sporting activities and on weekends when there are no official University activities.
9. T-Shirts with pictures or writings that are conflicting with Christian and the constitutional beliefs and culture of Cameroon are prohibited.
10. Dressing is not complete without the possession of the National or SMHI Student identity card.

Dress Code for Female Students

All female students must be corporately dressed during special occasions, which include lectures, public lectures, special ceremonies, matriculation, convocation and examination. To be corporately dressed means a smart skirt suit, a dress shirt on a smart skirt or a smart dress with a pair of covered shoes. ***The official SMHI wear for females is a black suit on a black skirt, white shirts and a red ribbon around the shirt neck.***

1. All dresses and skirts must be ON or BELOW THE KNEES.
2. Wearing of the following items (clothing and shoes) is strictly prohibited:
   ➢ Sleeveless dresses or dresses with very tiny singlet – like straps (spaghetti) without a jacket.
   ➢ Strapless blouses.
   ➢ Tattooing on any part of the body.
   ➢ Dropping shawls or scarves over sleeveless dresses or dresses with very tiny singlet- like strap (spaghetti strap) in the lecture and examination halls and the University environment.
   ➢ Over-clinging clothing, including body hugs, hip stand and any clothing made from stretchy and elastic material.
   ➢ Revealing blouses, especially low-cut blouses, ordinary transparent dresses and blouses that do not cover the navel.
   ➢ Shoes that make noise such as stiletto shoes in the lecture and examination halls and the University environment.
   ➢ Trousers that are destroyed in any form and that reveal parts of the body.
   ➢ Blouses that reveal parts of the underwear and the back while seated.
   ➢ Bangles, rings and chains of any kind worn around the legs.
   ➢ The use of face-caps except for sports.
3. Pyjamas, night dress or gown are prohibited in and around the University.
4. Female students may wear African traditional attires if they so please but with proper consideration of the nature, exposure and design of the "Afritude".
5. T-Shirts with pictures or writings that are conflicting with Christian and the constitutional beliefs and culture of Cameroon are prohibited.
6. Wearing of T-shirt (Jerseys/Sports T-shirts & wears) is only allowed for sporting activities and on weekends when there are no official University activities.
7. Female students are advised to wear hairstyles that are neat and becoming of a decent and professional SMHI student. Colored hair and colored attachments are strictly prohibited. Attachments when used should be moderate in length not exceeding the level of the shoulders.
8. Skirts must be worn with slips underneath.
9. Female students may wear jeans skirt or gown the jeans must be of one color, clean, not frail at the edges, not torn at any part and patched.
10. Dressing is not complete without the possession of the National or SMHI Student identity card.

No student shall be allowed in or around the university without being properly dressed as above stated. Hence it is the duty of the directorate of student affairs in collaboration with all faculty and staff of SMHI to ensure that the afore-stated student dress code is maximally respected and proper sanctions meted out on defaulters. Sanctions range from, but not limited to;

- ➤ The student being sent back home to dress well.
- ➤ An admonition (public/private)
- ➤ A reprimand (public/private)
- ➤ The student being denied access to any university facility.
- ➤ The student exempted from examinations.
- ➤ Suspension from attendance at the University for a stipulated period; and
- ➤ Expulsion from the University

Noteworthy is the fact that, where it becomes necessary for any student or group of students to correspond with the University administration on general university orientation, academic and most especially non-academic matters it shall always be routed through the Director of Student Affairs. Students who are at any time in doubt of what to do or wishing to be properly informed about their own welfare or the state of the University should first seek audience with the Director of Student Affairs

The Honor Code
From the very start of SMHI, students have pledged not to lie, cheat, or steal. Students enjoy a great deal of freedom at SMHI and have been entrusted to hold each other accountable for maintaining a just and safe community. As such, students hear and decide all alleged cases of conduct and academic integrity violations.
The Honor Code is the heart of integrity at SMHI. It is the guiding force behind the students' responsible exercise of freedom, the foundation of student self-governance here at SMHI. The University maintains an Honor Code because we believe that all members of the University community should be responsible for upholding the values that have been agreed upon by the community. A written Honor Code is an affirmation of our commitment to high standards of conduct inside and outside of the classroom.

Violations of the Honor Code
Examples of conduct that have been regarded as being in violation of the Honor Code include;
- ✓ Copying from another's examination paper or allowing another to copy from one's own paper
- ✓ Unpermitted collaboration
- ✓ Plagiarism
- ✓ Revising and resubmitting a quiz or exam for re-grading, without the instructor's knowledge and consent.
- ✓ Giving or receiving unpermitted aid on a take-home examination
- ✓ Representing as o'ne's own work the work of another
- ✓ Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

Penalties for Violating the Honor Code
Faculty members have the right to penalize students who lie, cheat, or steal in any aspect of their course work. The faculty member has the right to impose the following penalties:
- ✓ Reduced grade on the assignment if it is a minor and first time infringements

✓ Failed grade for more serious or multiple infringements in the same course - If an instructor is to give the student an "F" for violation of the Honor Code, s/he must refer the case to the Honor Committee.

The Honor Committee can levy the following penalties for Honor Code violations:
✓ Confirm the "F" grade recommended by the instructor
✓ Recommend that the student re-takes the test as well as undertake Community Service
✓ Second time violators during the same academic year will be given an "F" for course and in addition will be suspended for one month.
✓ Third time violators during a given academic year will be given an "F" for the course and suspended for one semester. The student will be allowed to complete the semester and then begin the suspension during the next semester.

Here is the full text of the Honor Pledge, which students take during the Opening Convocation or Matriculation Ceremony held each year at SMHI

"I affirm that I will uphold the highest principles of honesty and integrity in all my endeavors at Saint Monica University. That I will not give or receive any aid in assessments or examinations; that I will not give or receive unpermitted aid in class work, in the preparation of Assignments or Project Reports, or in any other work that is to be used by the instructor as the basis of grading; nor I will conceal any violation of the University Honor Code. I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a student of the Saint Monica University community.

That I will do my share and take an active part in seeing to it that others uphold the spirit and the letter of the Honor Code."