



INTERCOLLEGE

Academic Affairs Office

1. ACADEMIC AFFAIRS OFFICE

The Academic Affairs Office is committed to maintaining a comprehensive and effective student guidance and advising system, in order to provide the best possible support to students. The purpose of such a system is to help students to:

- acquaint themselves with their programs of study and courses
- become aware of their rights and responsibilities and acquaint themselves with the various rules, regulations and policies of the College
- adapt quickly to the educational environment of the institution
- achieve their educational goals and objectives
- support their academic and professional development

In order to achieve its aims, the Academic Affairs Office is committed to providing and maintaining:

- clear, user-friendly and accurate information regarding all academic issues which concern students
- qualified and well-trained staff for student guidance and advising
- student orientation, help sessions and “surgery hours”
- a student-oriented environment and culture, where students are respected and treated as mature and responsible individuals.

2. ACADEMIC POLICIES

All students are advised to read carefully the Academic Policies and familiarise themselves with the rules, procedures and policies of Intercollege. Clarifications and further information can be obtained from the Academic Affairs Office.

3. ACADEMIC AWARDS

Intercollege offers academic awards at the certificate, diploma and degree level as follows:

3.1. Certificate

The Certificate is awarded only in very few programs and represents one year’s work or 30 credits. No minimum cumulative grade point average (CPA) is required. However, the student must complete all program requirements.

3.2. Diploma

The Diploma is awarded in some areas after completion of at least 60 credits. For some programs, practical training is required. Students successfully completing a two-year program of study will be awarded the following:

CPA 1.70 – 2.99	Diploma
CPA 3.00 – 3.49	Diploma (with Merit)
CPA 3.50 – 4.00	Diploma (with Distinction)

There is no minimum CPA requirement for Diplomas in vocational programs, such as Culinary Arts, Aesthetics and Beauty Therapy, and Office Administration.

The student must complete all program requirements.

3.3. Associate Degree (awarded to students registered prior to September 1997 or in cases when such a degree may be legitimately awarded)



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This is a regular two-year college degree comparable to the Associate level in the USA or HND level in the UK. It is awarded in all areas and represents course work representing at least 63 credits (usual range 63-75 credits, depending on particular program requirements). A minimum cumulative grade point average (CPA) of 2.0 is required. The student must complete all program requirements.

3.4. Higher Diploma

A Higher Diploma is awarded in some areas after completion of at least 90 credits. A minimum cumulative grade point average (CPA) of 2.0 is required. The student must complete all program requirements.

3.5. Bachelor Degree of (Arts or Science)

This is the same as a Baccalaureate degree at the BA or BS level awarded in both the UK and USA. It is awarded in several areas after completion of at least 120 credits. A minimum cumulative grade point average (CPA) of 2.0 is required. The student must complete all program requirements.

A student who has completed the Bachelor Degree requirements of a program (P1) and has completed 15 credits from the Major Requirements of another Bachelor Degree program (P2), where P2 is not a joint Major Degree (e.g. Hotel & Tourism Management, Computer Engineering) is deemed to have completed the Minor Requirements of program P2. This is recorded on the transcript of the student as **Bachelor Degree in P1 with minor in P2.**

Notes:

1. A student can choose only one minor combination.
2. Depending on the student's entry level of English and the program P1 requirements, a student may be required to complete some few extra credits over and above the P1 requirements (126/136) in order to be able to satisfy the Minor requirements.

3.6. Graduate (Post-Graduate) Degrees and Diplomas

The graduate degrees are academic qualifications past the Bachelor degree and require substantial course work including projects in specialised areas. Course work in the range of 30-48 credits would be required, according to particular program requirements.

All requirements for the specific degree program and major must be completed.

3.7. Second Degree Requirements

Students seeking a second diploma/degree must complete the requirements of the second diploma/degree with a minimum of 15 additional credits for the Diploma and a minimum of 30 additional credits for the Bachelor degree subsequent to completion of the first diploma/degree.

4. ACADEMIC HONORS

In recognition of academic excellence, Intercollege prepares a Graduation Honor List.

4.1. Graduation Honors

Academic honors are awarded at Graduation as follows:

Summa Cum Laude	is awarded to any student who has a cumulative grade point average (CPA) of 3.7 or higher
Cum Laude	is awarded to any student who has a cumulative grade point average (CPA) of 3.5 or higher but less than 3.7
Best Student	the student with the highest CPA of the graduating class in each program each year



5. PROFESSIONAL AWARDS

All professional qualifications obtained at Intercollege are awarded through various professional institutes and associations in the UK or the USA.

All professional bodies have either various levels or parts or give awards at various levels. Normally, completion of one part, level or award is a prerequisite for proceeding to the next part, level or award. Where awards are given, the Certificate is lower than the Diploma. However, not all certificates or diplomas have the same standing.

Students normally start as "Student Members" if they possess the minimum entry standards. It is possible for students with previous academic or professional work to get "Exemptions" from certain examinations or a particular level.

At the final stage, a student normally becomes a full or regular member of the professional institute or association. Membership in an institute or association may give a student such rights that may be at a lower, same or higher level than that of an academic degree, depending on the standing of the institute or the association. In addition, being a member or having passed some examinations of one institute or association may exempt the student from some of the requirements of another institute or association.

In recognition of the work done in professional fields, Intercollege awards its own:

1. Professional Certificate
2. Professional Diploma
3. Professional Advanced Diploma

These are awarded in specific fields where the student has completed a certain amount of work and has achieved a required level of competence based on the syllabus of the respective professional association and Intercollege examinations. To distinguish these awards from the academic Certificates and Diplomas mentioned earlier, the designation "Professional" is used as a prefix to such awards. All requirements for these specific professional awards are shown in the official curriculum pattern.

6. NON-CREDIT AWARDS

In addition to the academic and professional awards shown above, Intercollege gives two types of non-credit awards:

6.1. Certificate of Attendance

This certificate is awarded to any individual who has participated in any short program organised and run by Intercollege on a non-credit basis. The Certificate of Attendance implies no evaluation of the person's performance.

6.2. Certificate of Completion

This certificate is awarded to any student who has completed a number of selected subjects on credit or non-credit basis. The individual subjects and the grades are listed on the certificate.

7. CURRICULUM AND ACADEMIC PATH

The curriculum of professional programs refers to the subjects, which a student will be examined in.

For the academic programs, the Academic Path shows the courses that a student must complete. These are grouped in categories which are referred to as "Requirements" or "Electives". In all categories, there is usually a minimum and a maximum number of credit hours that must be satisfied.

Academic paths under the revised vocational framework will reflect a fixed path, demonstrating partial integration of the below options.



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Main categories in the **Curriculum Pattern Sheets** are:

1. **Major Requirements** are the specialised courses of the area in which the student plans to "major" or concentrate and get his degree. They are grouped into "core" and "general" requirements.
2. **Language Expression** are English and communication courses at various levels. Requirements vary, depending on the degree pursued.
3. **Computer Electives** are computer courses.
4. **Business Electives** are business courses.
5. **Math Electives** are mathematics and statistics courses.
6. **Hotel Electives** are hotel management courses.
7. **Travel & Tourism Electives** are travel and tourism courses.
8. **Liberal Arts Electives** include humanities, sciences (natural and physical) and social science courses.
9. **Humanities Electives** include art, English, foreign languages, philosophy, theatre, music and religion courses.
10. **Science Electives** include biology, chemistry, mathematics and physics.
11. **Social Science Electives** include economics, political science, psychology, sociology, public relations and organisational behavior.
12. **Foreign Language Electives** include French, German, Greek, Italian and other, provided they are not the student's mother tongue.
13. **General Electives** can be any course without any restrictions.

8. CREDIT

Credit is a measure of the amount of academic work. It has nothing to do with grades. A credit hour usually represents one hour of lecture per week for the whole semester (usually 14 weeks for a normal semester). For lab or practical courses one credit may represent more than one hour of monitored student work.

- **Attempted credits** - are credits for which the student registers.
- **Earned credits** - are completed credits, which apply towards a degree.

8.1. Transfer Credit

Transfer credit is credit earned at other accredited colleges and universities, which are transferable to Intercollege. All courses are evaluated individually, based on the University/College standard and the student's grades.

The general philosophy governing transfer credits is that a student's knowledge, no matter how it was gained, can be considered as long as it is relevant and can be documented. Thus, credits may be transferred to the student's record from a variety of sources. Where the credits duplicate, credits will transfer from only one source.

Transfer credits may correspond to specific Intercollege courses or may apply as credits in specific categories (computer, math, humanities or social science electives). In all cases, they appear on the student's transcript with the suffix "TR" but no grades are counted in the student's CPA.



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Regardless of the credits transferred, students must complete a minimum of 15 Intercollege credits for the Diploma and 30 credits for the Bachelor degree.

8.2. Credit Earned at Other Colleges and Universities

Credits earned at other accredited colleges and universities or in accredited programs are transferable to Intercollege. A transcript is required. Course descriptions, syllabi and textbooks used may be required to determine the subject covered. Courses are normally evaluated individually. In some cases, validation may be required in the form of oral or written examination, transfer credits may be provisional, and students may be placed on probation. The Registrar carries out this evaluation in consultation with the Program Coordinators and the Director of Academic Affairs.

A currently enrolled Intercollege student may petition to enrol in a course or courses at another College or University and have the credits transferred to Intercollege. The petition must be submitted prior to enrolment.

Intercollege will also accept formal evaluations by the World Education Service or other authorized evaluation services for work completed at colleges and universities around the world. Also, Intercollege may sign articulation agreements for the mutual transfer of credits with other colleges and universities.

8.3. Credit from National Testing and Professional Examining Bodies

Intercollege accepts an unlimited number of credits from the following national testing programs.

- American College Testing – Proficiency Examination Program (PEP)
- College Board – Advanced Placement (AP) Program
- Educational Testing Service – College Level Examination Program (CLEP)
- General Certificate of Education (GCE) – Advanced (“A”) Level and selected (“O”) level and IGCE.

Credit may also be earned from the examinations of the London Chamber of Commerce & Industry (LCCI), the Alliance Francaise, the Goethe Institute, the Royal Society of Music, the Cyprus Chamber of Commerce and Industry and other professional bodies such as the ACCA, CAT, AAT, CIB, CIM, CAM, ABE. This list is not exhaustive and other similar examinations may be accepted for transfer.

A currently enrolled Intercollege student with a CPA of 2.0 or higher may petition to enrol in a course at another accredited college or university and have the credits transferred to Intercollege. The petition must be submitted prior to enrolment at the other college or university.

8.4. Credit from Correspondence and Distance Learning

Students are permitted to transfer credits from correspondence, distance learning or Web-based learning at accredited colleges and universities. Program Coordinators decide on the credits awarded for specific courses.

8.5. Credit by Examination

Credit by examination grades are given based on the numerical mark of the exam paper, according to the college marking scheme. The grade appears on the student’s transcript and the hours are included in the earned hours.

8.6. Credit for Prior Learning

It is possible to earn credit from life or work experience, business or industrial training programs and other achievements. A portfolio must be submitted documenting the learning done outside of formal college courses. Credit is given for the learning or achievements that have come from experience, not the experience itself. Students must demonstrate a balance between theory and practice. Credits from self-acquired competencies through portfolio assessment are limited to one third of the requirements of the qualification sought.



8.7. Placement/Proficiency Examinations

Examinations are administered to determine proficiency or establish placement in English, Typewriting, Mathematics, Foreign Language and other subjects when appropriate.

1. English Placement Examination

All students registered under programs that are taught in English are required to take the English Placement Examination. This examination is composed of multiple-choice sections on English structure, vocabulary and reading comprehension. An essay may also be administered.

2. Typewriting Proficiency Examination

The typewriting test is administered to students who claim proficiency in this skill.

3. Mathematics Placement Examination

Any student who has not demonstrated minimum proficiency through prior high school or college work or external exam scores may be required to take the mathematics proficiency examination prior to enrolling in college-level mathematics or statistics courses. Students who have either not taken or failed this test will be assigned to most basic math courses such as College Algebra (MATH-160).

4. Foreign Language Proficiency Examination

Proficiency examinations are available in foreign languages and are administered as needed. These examinations are used to earn credits in a foreign language or to determine placement at the appropriate level.

9. STUDENT CLASSIFICATION

Regularly admitted students are classified in one of five categories:

Freshman	a student who has earned fewer than 25 credits
Sophomore	a student who has earned at least 25 credits but fewer than 55 credits
Junior	a student who has earned at least 55 credits but fewer than 85 credits
Senior	a student who has earned 85 credits or more
Graduate	a student holding a baccalaureate degree and admitted into one of the graduate programs

There are additional admission categories in the college's academic programs for students who have not been admitted as regular degree students, such as "**audit students**", i.e. students registering for a course or courses but not expecting to receive grades or credits; "**selected courses** students", who do not register for a specific program but choose courses from various programs etc.

With the exception of "audit students", for all other categories the usual admission criteria apply.

10. STUDENT STATUS

Students are classified further according to the number of semester hours in which they are enrolled per semester. An undergraduate student is considered a **full-time** student if enrolled for at least 12 hours during a regular semester or 6 hours during the summer session. Enrolment for fewer hours is considered **part-time**. Immigration rules require all international students to be full-time students.

A graduate student is considered full-time if he or she is enrolled in 9 credits during a regular semester or 4 credits during the summer session.



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11. SEMESTER LOAD

11.1. Normal Semester Load

A normal semester load for full-time day students registered for the first time is 14-16 credits.

For returning full-time students and selected new students (depending on their secondary school performance and result in the English Placement test), the semester load may be up to and including 18 credits. Also, students who are repeating at least one course, which they had previously passed but they retake to raise their grade, will be allowed to take up to and including 6 courses even if they exceed 18 credits.

Academic Language Skills (BENG-080 and BENG-090) may take up to 7 and 10 credits respectively. Students who are on Special Academic Admission may not register for more than 12 credits, with the exception of students on vocational programs. During the summer session students are allowed to register for 6-9 credits.

11.2. Overload

Any student who would like to take over 18 credit hours must petition for permission to do so. Such permission may be granted if:

- the student's cumulative GPA (CPA) is 3.3 and above
- the student needs a few extra credits during his last semester in order to graduate.

When permission is given to take over 18 hours, an Overload Charge is levied for all hours above 18. Also, if a student is enrolled in a non-credit English program, the class hours will be considered as credit hours for Overload Charge purposes.

12. ACADEMIC RECORD

12.1. Grading System

Academic progress is evaluated on the 4.0 scale from A to F as follows:

Number Grade	Letter Grade	Quality Points
93 - 100	A	4.0
90 - 92	A-	3.7
87 - 89	B+	3.3
83 - 86	B	3.0
80 - 82	B-	2.7
77 - 79	C+	2.3
73 - 76	C	2.0
70 - 72	C-	1.7
67 - 69	D+	1.3
63 - 66	D	1.0
60 - 62	D-	0.7
0 - 59	F	0.0
P (Pass)		0.0
AU (Audit)		0.0
DE (Deferred)		0.0
I (Incomplete)		0.0

- The grade of "P" (Pass) (awarded for credit by examination, for practical courses that are not examined by a written final exam and for practicum work) is not used in computing a student's grade point average (GPA or CPA), but the credits earned are included in the earned hours.



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- Incomplete work (grade "I") must be made up in one month after the end of the semester or else the faculty member will record zero marks in that particular exam or area of work.
- A "W" is given for a course from which the student withdrew (WS) or was administratively withdrawn (WA).
- "Ws" & "Fs" will be shown on final reports but only "Fs" will appear on official transcripts.
- A grade may be deferred (DE) when the lecturer concerned has certain doubts regarding the student's work or if the work to be completed will be submitted after a period of one month.

12.2. Grade Point Average (GPA) and Cumulative Grade Point Average (CPA)

A student's Grade Point Average (GPA) shows the average performance for the semester; it is determined by multiplying the number of credits of each course by the quality points earned for it, and dividing by the total number of semester credits.

Example of student enrolled in 16 hours:

Course (credits)	Letter Grade	Credits	x	Quality Points	=	Total Quality Points
DES-110 (3 credits)	B	3	x	3.0	=	9.0
ENGL-101 (3 credits)	C+	3	x	2.3	=	6.9
BADM-140 (3 credits)	A-	3	x	3.7	=	11.1
MATH-191 (4 credits)	B+	4	x	3.3	=	13.2
SOC-101 (3 credits)	C	3	x	2.0	=	6.0

Total Credits = 16						46.2

Equation: Total number of quality points (46.2) divided by total number of credits (16) equals grade point average (GPA). (Example: $46.2/16 = 2.888$).

The student's Cumulative Grade Point Average (CPA) is computed in the same way and includes all courses taken in all the semesters.

The complete record of a student's progress is issued at the Registrar's Office in the form of a transcript.

12.3. Academic Record

The entire record of a student's academic progress showing all courses taken, all grades received, all transfer work accepted and in general all credits awarded is available at the Registrar's Office. A transcript of this record can be obtained by the student (unofficial copy) or sent to other colleges or universities (official copy) at a charge.

13. PASS or FAIL COURSES

Students may select to have some of the General Education courses taken on a Pass (P) or Fail (F) basis. In this case, the only grades shown are "P" or "F". The grade of "P" is not computed in the student's GPA or CPA but the grade of "F" is.

No major or required courses can be taken on a Pass or Fail basis. Students may indicate their choice of Pass or Fail before the end of the current semester by completing a special form and getting the required approval. Once made the election for pass or fail is irrevocable.



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14. AUDIT COURSES

If a student wishes to attend a class regularly but does not wish to receive a grade or credit, the student may choose to audit the course. For this to occur, the student must do the following:

Once an audit student registers for a course, the audited course can be converted to a normal course during the Add/Drop period provided the student is qualified for normal registration; thereafter, no other change may be made.

Audit students will be charged the same tuition and other fees as those charged for a normal course.

Audit courses will be recorded on the student academic record with an "AU". An "AU" is not used in computing a student's grade point average, and the credit hours are not included in the earned hours.

15. INTELLECTUAL INTEGRITY

Intellectual integrity is one of the ideals for which Intercollege stands. Students are expected to adhere to high standards of intellectual integrity and honesty.

Cheating and plagiarism are contrary to the ideals of Intercollege. **Cheating** is defined as dishonesty of any kind in connection with assignments and examinations. It applies to both giving and receiving unauthorised help. **Plagiarism** is defined as presenting the work of someone else as one's own. Cheating and plagiarism will be treated as a disciplinary offence in addition to failure in that particular assignment or examination.

16. STUDENT STANDING

The level for good academic standing, probation and ineligibility depends on the student's progression in his studies as follows:

Number of Quality Hours (1)	Good Academic Standing (2)	Probation (3)	Ineligibility (4)
24-44	1.3 and over	1.00-1.299	less than 1.0
45-74	1.7 and over	1.30-1.699	less than 1.3
75-104	1.85 and over	1.70-1.849	less than 1.7
105-134	2.0 and over	1.85-1.999	less than 1.85

16.1. Good Standing

A student is considered to be in good academic standing if s/he satisfies the criteria of columns (1) and (2) above.

16.2. Academic Probation

At the end of each academic semester, students with a Cumulative Point Average (CPA) below what is required for good academic standing will be placed on academic probation as shown in column (3) above.

Students may also be placed on academic probation because of excessive course withdrawals (Ws).

All students placed on academic probation will receive a letter informing them of their status and will be encouraged to increase their CPA. There will also be a warning that should the student's CPA drop below the low end of each scale, he or she may be ineligible to reregister.



16.3. Academic Ineligibility

Students with a CPA below the lower cut-off points, shown in column (4) become ineligible to continue their studies. In cases of extenuating circumstances, students may be allowed a one-semester extension but only after consultation with the Dean and a definite study plan and performance objectives have been agreed upon. If students fail to meet these objectives, they will be dismissed from the College without further notice. Students may also be dismissed because of continued course withdrawals.

16.4. Academic Readmission and Forgiveness

Dismissed students who wish to return to the College, after an absence of at least one semester, may petition the School Dean/Academic Dean/Rector/Vice-Rector for readmission based upon evidence that the student is willing and able to do improved quality work. Readmission is granted only once. Also, students, who change major and perform satisfactorily during the next one or two semesters, may have some previous unsatisfactory work disregarded.

17. REGISTRATION PROCEDURE

17.1. Academic Advising

Academic advising plays an important part in a student's registration and academic performance at Intercollege.

Each student receives planning and academic advice from the Academic Advisor and Program Coordinator. The Academic Officer/Advisor assists students in pre-registration and registration and counsels them with regard to the student's schedule and degree requirements. The Program Coordinator is the senior faculty member in each program and can counsel students in their major area of specialisation.

There are two other types of officers. First, the officer in charge of transfer credits from or to other universities and, second, the officer in charge of job employment services.

17.2. Pre-Registration

New as well as returning students go through pre-registration with an officer/advisor who, together with the student, consults the catalogue, the schedule of classes and a particular curriculum pattern sheet and pre-registers the students for the following semester. Placement and proficiency examinations are usually administered prior to freshman pre-registration. A student may declare a major at this time or defer this decision until some time later.

17.3. Registration

Registration is a standard procedure every semester. During registration, the pre-registration of a student is finalised in view of the grades obtained and financial obligations are settled.

All students must be properly registered for their courses at the designated registration period. Late registration is permitted under exceptional conditions but students registering late cannot be assured of space in the courses they are interested in taking. It is also possible that some courses may be cancelled as a result of low enrolment even prior to the end of late registration.

When each student registers, a personal timetable is issued with information on the times of classes and the rooms in which they are to be held. Students are not permitted to register for courses, which are taught at the same time. Timetable changes are likely to occur during the first two weeks of classes. Such changes are publicised on the notice boards.



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Students may not be able to register if they have been expelled, dismissed or suspended from the college or if their names are on the **Registration Stoplist**. Students will be stoplisted if they owe money to the College or books to the library or for any other reason. Stoplisted students will have to obtain a **Stoplist Clearance** to be allowed to register.

Students should attend classes for the courses and sections they are registered for. If these need to be changed, this should take place with the approval of the Director of Academic Affairs during the Drop and Add period only. Attending a course on a different section is not permitted and does not give the student any right to register. The College reserves the right to demand payment by legal means from any student who has been attending classes without being registered.

In no case will a student be registered or have grades recorded for a course he has been attending without having duly registered in the proper way and at the proper time. The only exception is courses for which credit by examination is permitted.

17.4. Drop and Add

The drop-and-add period is a period of two weeks during a regular semester or one week during the summer session, in which a student may, in consultation with the academic officer/advisor, drop or add certain courses. Dropping a required course may delay a student's graduation. Both the status and the tuition fees may change as a result of the drop-and-add changes.

17.5. Change of Major

Students wishing to change their major must inform the Academic Affairs Office of their request, in writing, not later than the end of the Drop and Add period. The credits that will be transferred from one major to another will be decided by the Registrar and/or the Director of Academic Affairs.

18. SPECIAL COURSE ENROLMENTS

18.1. Repeat Enrolment

Students may repeat a course if they wish to improve their grade. Repeat courses are recorded on the student's transcript with the suffix R. When a course is repeated, only the highest grade is recorded on the student's transcript.

18.2. Independent Study

In very unusual cases, a student may be allowed to complete a regular course on an independent study basis. To be taken on an Independent Study basis, a course must not be normally taught during the semester.

Independent study must cover the normal syllabus of the course and must include at least eight one-hour sessions with the lecturer, a mid-term and or final examination.

Permission to undertake an independent study may be granted by the Campus Director after the student submits an application, with the recommendation of the faculty supervisor and the Program Director/Coordinator. Independent study is chargeable in the same way as all other courses.

The Independent study must be completed within four months from the time the student registers for it.

18.3. Practicum

Enrolment for practicum work is done either during the semester, in periods specially specified, without affecting the regular course work, during the summer vacation, or after their studies are completed. In this case, a letter is required from the employer specifying the period and hours employed the type of work performed and an evaluation of the quality of work. Practicum is also supervised and assessed by program faculty members. Depending on the major, practicum work is designated with a P/F or a letter grade.



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19. ATTENDANCE AND WITHDRAWAL POLICIES

19.1. Attendance Policy

Intercollege believes that faculty members make a significant contribution to the development of students and, as a result, a student who is not consistent in class attendance is missing a major part of the educational experience.

Students are therefore expected to maintain regular class attendance. Being late to class may be recorded as absence. Absence is also recorded for laboratory or practical sessions as well as for other required work such as trips.

Absences in excess of those stated (usually 20%) or failing to take the final examination without a valid and timely excuse will result in either failure or administrative withdrawal and a grade of "F" or "W" respectively will be given. Unusual absences, e.g. for medical reasons, may be excused if the student contacts the lecturer before or during the period of absence. International students are further required by law to attend classes regularly.

19.2. Withdrawal from a Course

A student may elect on his own to withdraw from a course by properly completing a special form available from the Academic Affairs Office by the last day of classes. Telling your lecturer that you are withdrawing or simply not showing up to class is not proper withdrawal.

A student may also be administratively withdrawn from a course because of excessive absences. In case of individual merit or extenuating circumstances, students who have been administratively withdrawn because of excessive absences may appeal for permission to be reinstated.

Withdrawal from a course, whether done by the student or the administration, does not reduce the tuition fees payable.

19.3. Withdrawal from the College

Withdrawal from the College requires a written notification (filling in a "withdrawal form" obtainable from the Academic Affairs Office) by the student to the Academic Affairs Office, conference with the Academic or Personal Advisor and clearance from the Office of Finance. Students cannot withdraw from the College by merely not showing up to class. If the withdrawal from the College is for a justifiable reason, a partial refund may be possible during the first four weeks of classes (see Financial Policy). Justifiable reason is deemed to be death, serious illness or military induction.

20. EXAMINATIONS POLICY

The primary purpose of examinations is to check the student's progress. Students may be given unannounced quizzes to enforce good study habits. However, all major examinations are announced in advance.

All final examination scripts are retained by the College for two years. Mid-term papers quizzes and term papers are kept by the lecturer for two years.

Final grades for all courses are not official until approved and posted on the student notice board. Such grades can be changed only in case of error. However, students have the right to see their examination scripts within one month of the date the examination results were officially announced.

20.1. Grade Petitions

Students wishing to dispute their semester grades have up to one month after the announcement of results to demand a second marking of their paper by completing a Grade Petition Form available at the Academic Affairs Office.



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20.2. Improving a Course Grade

A student may improve his grade in a course only by taking the course again. In exceptional cases, such as when a student is graduating, and the course needed is not offered, the student may appeal to the Academic Dean for permission to retake a test or do additional work in order to improve his grade.

20.3. Make-up Examinations/Tests

For all announced examinations missed, the faculty teaching the course may or may not give a make-up test. If a make-up test is given, the student must pay a make-up examination fee. When no make-up test is given, the student's grade will be based on the remaining tests.

No student may miss a final examination. Failure to take the final examination without permission or official withdrawal will receive zero in that exam. In case of unavoidable absence, the student must call prior to the test, report the reason for the absence, and give a telephone number where he can be reached. The faculty member and the Administration may ask for verifiable evidence and reserve the right to accept or reject any reason as a valid excuse. A doctor's certificate is not necessarily a valid excuse. In the case of a valid excuse a grade of "I" is given and the student has one-month to remove it, by taking a make-up examination, otherwise zero marks will be recorded in that exam.

20.4. Examinations Regulations

During examinations, students are **NOT** allowed to:

- talk to other students or allow others to talk to them.
- look at the papers of other students or allow other students to look at their paper.
- bring with them anything other than pens, pencils and eraser (or a calculator if it is required).
- enter the room after half-an-hour or leave the room before half an hour elapses.
- leave the room for any reason and return without permission.
- remove from the room any questions, answer sheets or papers unless permission is given.
- exchange calculators, dictionaries, watches, cigarette packs, etc. with other students.
- copy or keep multiple-choice questions and answer sheets
- smoke, drink, eat or make noise
- use mobile phones.

For term papers and other individual or group work, students should avoid plagiarism by using footnotes and quotations to give credit to all sources of information. They should also keep all working notes as proof of their work.

21. STUDENT PETITIONS

Intercollege students have the privilege of submitting petitions requesting special permission for exemptions from regulations and policies. These petitions will be considered by the Executive Director , Director of Academic Affairs in consultation with the appropriate Program Coordinators. All student petitions are considered on an individual basis with attention being given to the student's academic record and the reason for the request. Student petition forms are available at the Office of Academic Affairs.

22. STUDENT RECORDS

According to College policy non-registered inactive students' files are kept for five years, after which, only Intercollege transcripts/degrees are available.

22.1. Confidentiality of Student Records

Students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution, unless the student waives this right. It also insures that records cannot be released

in other than emergency situations, without the written consent of the student, except in the following situations:

1. To appropriate school officials and faculty, under the supervision of the Registrar or Senior Registration Officer;
2. To potential employers or colleges and universities, which the student intends to transfer, upon condition that the student is notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
3. Student Records: To authorised representatives of the legitimate government agencies in Cyprus;
4. To a student's financial sponsor;
5. Where the information is classified as directory information. The following categories of information have been designated by the College as directory information: student's name, address, telephone listing, major program of study, dates of attendance, degrees and awards received, the most recent educational institution attended by the student, enrolment status (full or part-time), place and date of birth, date of admission, date of graduation, whether or not currently enrolled, classification (freshman, etc.) and whether the student has participated in officially recognized activities and sports sponsored by the College.

23. POLICY ON STUDENTS WITH SPECIAL NEEDS

A student with special needs is a student having one of the following conditions:

1. physical impairment (visual impairment, hearing impairments, physical movement impairment)
2. learning disability (e.g. dyslexia and similar conditions)
3. psychological condition (extreme stress, serious anxiety, depression and similar problems of a personal or family nature)

Intercollege acknowledges its proactive duty to serve the educational needs of such students by doing its utmost to secure the necessary means, facilities and personnel.

Such measures may include:

1. physical access to buildings and facilities
2. psychological/personal counselling services
3. alternative assessment methods (e.g. more time allowed, oral examinations, etc)
4. other measures as and when they are professionally prescribed.