

Undergraduate Students Taking Graduate Courses

An undergraduate student may be allowed to register for a maximum of 6 graduate credits under the following conditions:

- The student is in his last year of studies to complete the requirements for an undergraduate degree, has less than full load of registered courses in a semester and has a CGPA of at least 80.
- Substituting for a required undergraduate course which is not offered in the semester to graduate, provided that the student's CGPA is not less than 75.

In all cases student must obtain the approval of the college dean.

Course Syllabus

The student is entitled to receive a detailed course syllabus at the beginning of the first class meeting. The syllabus is a way to inform the students of the course's salient features and rules and help them plan accordingly. The syllabus should in the least include the following components: Information about the instructor – Name, contact information, office location and hours, and the manner and medium of communicating with the students; information about the course - title, brief description, prerequisites, topics covered, learning outcomes; course resources - textbook, web links, references, technology tools and instructional materials; course activities and related deadlines - homework, quizzes, projects, research papers, presentations, group work; etc.; assessment tools and grade distribution; mapping of assessment tools with learning outcomes ensuring assessment triangulation; statement to inspire students' engagement, communication, motivation, and self-expression; and class policy on attendance, exam make-up, etc. It is expected that course instructors make full utilization of Moodle resources in managing the learning process.

Attendance

The Instructor must state the attendance policy in the course syllabus. The student is required to attend all class meetings and course-related activities and is ultimately responsible for truancy consequences. Instructors must take attendance regularly and advise truant of the ramifications of missing classes. If the number of absences reaches the 15 percent mark, the student must voluntarily withdraw from the course by following proper withdrawal procedure and receive a W grade (see the Withdrawal section). If after