

# WILLIAM V. S. TUBMAN UNIVERSITY



## STUDENT HANDBOOK Second Edition

*This Second Edition of the Tubman University Student Handbook is published by the Division of Institutional Advancement of the William V. S. Tubman University, P. O. Box 3570, Monrovia, Liberia. All rights reserved. No part of this publication may be reproduced, reprinted, stored in any retrieval system, without the express written consent of the Division of Institutional Advancement.*

*Printed in Liberia  
August 2016*

**W.V.S. TUBMAN UNIVERSITY**  
**STUDENT HANDBOOK 2<sup>ND</sup> EDITION**  
**ACADEMIC YEAR – 2015-2016**

**Table of Contents**

Academic Calendar- AY 2015-16

**1.0 About TU**

- 1.1 Brief History
- 1.2 Message from the President
- 1.3 Welcome –from the Vice President for Student Affairs

**2.0 Office of the VPSA**

- 2.1 Core Values
- 2.2 Vision Statement
- 2.3 Mission Statement
- 2.4 Guiding Principles
- 2.5 University Strategic Goals (2015-2016)

**3.0 Academic Support Services**

- 3.1 Admissions Requirements: First Time Applicants
- 3.2 The Placement Examination
- 3.3 Admission of Transfer Students
- 3.4 Second Baccalaureate Degree
- 3.5 Associate Degree Holders Seeking Admission

**3.6 Office of the Registrar**

- 3.6.1 Registration
- 3.6.2 Online Registration System
- 3.6.3 Changes in Registration
- 3.6.4 Auditing of Courses
- 3.6.5 Student’s Status
- 3.6.6 Class Standing
- 3.6.7 Tubman University Grading System
- 3.6.8 Official Withdrawal (W)
- 3.6.9 Grade Point Average (GPA)
- 3.6.10 Course Load
- 3.6.11 Honors and Dean’s List
- 3.6.12 Graduation Requirements
- 3.6.13 Graduation with Honors
- 3.6.14 Undergraduate Degree Requirements

**3.7 Office of Student Development and Learning Support Services**

- 3.7.1 Access to College
- 3.7.2 Spiritual Life Support
- 3.7.3 Judicial Affairs and Mediation Services
- 3.7.4 Remedial/Tutorial Services
- 3.7.5 New Student Orientation

- 3.7.6 Academic Advising
- 3.7.7 Freshman Seminar
- 3.7.8 Counseling Program for Probation and Freshman Students
- 3.7.9 Skills Learning Center
- 3.7.10 Induction Program for New Students
- 4.0 Financial Aid and Scholarships**
- 4.1 Need-based and TU Financial Aid
- 4.2 Land Grants Scholarships
- 4.3 Merit-based Scholarships
- 4.4 Designated Financial Aid
- 4.5 Applying for Financial Aid
- 5.0 Residence Life**
- 5.1 Student Housing Services
- 5.2 Facilities
- 5.3 Auxiliary Enterprise System (AES)
- 5.4 Dormitory Policy
- 6.0 Career Planning and Placement Services**
- 7.0 Student Clubs and Activities**
- 7.1 International Students
- 7.2 Student Governance
- 7.2.1 The Executive Branch
- 7.2.2 Student Senate
- 7.2.3 Statement on Political Parties
- 7.3 Guidelines for Registration of Campus-Based Organizations
- 8.0 Athletics and Recreation**
- 8.1 Inter-Varsity Sports
- 8.2 Intramural Sports
- 8.3 Recreational Facilities
- 8.4 Physical Education (PE)
- 9.0 Student Health and Counseling Center**
- 9.1 TU Clinic
- 9.2 Health Education
- 9.3 Student Health Insurance
- 9.4 The Counseling Center
- 10.0 Student Transportation and Parking**
- 10.1 TU Bus Service
- 10.2 Parking Privileges
- 11.0 Student Code of Conduct**
- 11.1 Reason for the Policy
- 11.2 Prohibited Conduct
- 11.3 Academic Misconduct
- 11.4 Endangering Health or Safety
- 11.5 Sexual Misconduct
- 11.6 Unauthorized Publication or Solicitation

- 11.7 Destruction of Property
- 11.8 Dangerous Weapons or Device
- 11.9 Dishonest Conduct
- 11.10 Theft or Unauthorized use of Property
- 11.11 Failure to comply with University or Civil Authority
- 11.12 Alcohol and Drug
- 11.13 Unauthorized Presence
- 11.14 Disorderly or Disruptive Behavior
- 11.15 Hazing
- 11.16 Student Conduct System Abuse
- 11.17 Violation of University Rules or National Laws and City Ordinance
- 11.18 Riotous Behavior
- 11.19 Recording of Images or Audios without Knowledge
- 11.20 Sanctions
- 12.0 Student Bill of Rights**
- 13.0 Student Responsibility**
- 14.0 University Liability**
- 15.0 Student Judicial Administration**
- 16.0 University Mediation Committee**
- 17.0 Academic Integrity**
- 17.1 Plagiarism and Cheating
- 17.2 Unauthorized Access to Official Materials
- 17.3 Misrepresentation, Falsification of Institution Records, or Academic Work
- 17.4 Malicious Removal, Retention, or Destruction of Library Materials
- 17.5 Malicious/Intentional Misuse of Computer Facilities, Laboratory Equipment and/or Services
- 17.6 Student Identification Cards
- 17.7 Circulation of Scandalous Leaflets or Other Publications
- 17.8 Academic Grievance Procedures
- 17.9 Student Academic Grievance Procedures
- 17.10 Academic Grade Appeal
- 18. Visitors**
- 19. Children on Campus**
- 20. Smoking and Tobacco Use on Campus**
- 21. Gambling on Campus
- 22. Safety Equipment
- 23. Dormitory Policies**
- 23.1 Fire
- 23.2 Personal Safety
- 23.3 House Keeping
- 23.4 Recycling
- 23.5 Littering
- 23.6 Cooked Food
- 23.7 Meal Plans

- 23.8 Residence Hall Staff
  - 23.8.1 Dormitory Manager
  - 23.8.2 Off-campus Student Housing Supervisor
  - 23.8.3 Residence Assistant (RA)
  - 23.8.4 Night Receptionists/Officer
- 23.8. Desk Receptionist/Officer

**24. Public Information**

- 24.1 Definition of Student
- 24.2 Student's Right to Records
- 24.3 Release of Student Records
- 24.4 Accessible Records

**25. How to Obtain Records**

- 25.1 Permanent Records
- 25.2 Transcripts
- 25.3 Disciplinary and Counseling Files
- 25.4 Waiver of Right to inspect Confidential Recommendations
- 25.5 Notification of Parents of Disciplinary Action

**26. The University Library: Rules and Regulations**

- 26.1 Library Hours
- 26.2 TU Library Rules
- 26.3 Rules for Using Computer in the Library

**27. Information Technology Policy**

- 28. Acknowledgments
- 29. Appendices

## Academic Calendar- AY 2015-16

### Semester I

August 3-15, 2015	Registration-Access to College
August 6, 2015	Curriculum Committee meeting 12:00-2:00 pm
August 15, 2015	Student Recruitment Fair – Monrovia
August 12-14, 2015	Student Orientation
August 10-14, 2015	Processing of Request for Change of Grades
August 17-28, 2015	Registration – Regular Students
August 24, 2015	NATIONAL HOLIDAY – Flag Day
August 26 – 28, 2015	Faculty Orientation
August 31, 2015	Opening Convocation
September 1, 2015	First Day of Classes
September 1-5, 2015	Late Registration
September 7-11, 2015	Add/Drop
September 10, 2015	Curriculum Committee Meeting 12:00-2:00 pm
September 11, 2015	CHS: Nursing – Capping & Candlelight Ceremony
September 14, 2015	Charter Day
September 18, 2015	Student Government Assoc. Induction & Fundraising Activities
September 19, 2015	Open House – Harper & Monrovia
September 24, 2015	Last Day for Submitting Admissions Applications
September 26, 2015	Games: Old vs. New Students
September 28, 2015	Posting of the List of Qualified Candidates for Placement Exams
October 3, 2015	Placement Examination – Harper & Monrovia
October 8, 2015	Curriculum Committee meeting 12:00-2:00 pm
October 10, 2015	Qualifying Examinations
October 12, 2015	Last Day for Submitting Transfer Applications
October 16, 2015	Announcement of Placement Examination Results
October 16, 2015	Posting of List of Accepted Transfer Students
October 19-24, 2015	Midterm Examinations
October 30, 2015	Last Day for Submission of Mid-term Examination Grades
November 5, 2015	NATIONAL HOLIDAY – Thanksgiving Day
November 9-13, 2015	Pre-Registration
November 9 – Dec. 18, 2015	Application for Graduation
November 23-26, 2015	Processing of Requests for Incomplete Grades
November 28, 2015	Student Unisex Beauty Pageant
November 29, 2015	NATIONAL HOLIDAY – William V.S. Tubman Birthday
December 1-18, 2015	Registration for New Students - Access to College
December 5, 2015	Last Day of Classes
December 7-12, 2015	Final Examinations
December 10, 2015	Curriculum Committee Meeting 12:00-2:00 pm

December 14, 2015	Issuance of Clearance- Access to College
December 17, 2015	Last Day for Submission of Grades
December 18, 2015	University Closes
December 21, 2015 – Jan 3, 2016	CHRISTMAS BREAK

**Semester II**

January 4, 2016	University Re-opens
January 4-9, 2016 students-late registration	Registration- Access to College: returning & new
January 6, 2016	General Faculty Meeting
January 7, 2016	Curriculum Committee Meeting 12:00-2:00pm
January 7-8, 2016	Student Orientation
January 8-14, 2016	Issuance of Grade Slips
January 11, 2016	Publication of Academic Standing List
January 11, 2016	Distribution of Probation and Suspension Letters
January 11-23, 2016	Registration – Regular Students
January 14-20, 2016	Processing of Requests for Change of Grades
January 25, 2016	First day of Classes
January 25-27, 2016	Late Registration
January 29 – 30, 2016	Student Career Fair
February 1, 2016	Publication – Potential Graduates list
February 2-5, 2016	Processing of Change of Incomplete Grades (INC)
February 8-15, 2016	Add/Drop
February 11, 2016	NATIONAL HOLIDAY – Armed Forces Day
February 12, 2016	Curriculum Committee Meeting 12:00-2:00pm
February 13, 2016	Student Recruitment Fair – Monrovia
February 13, 2016	Student Games
February 27, 2016	Open House-Harper
March 3, 2015	Last Day for Submitting Admissions Applications
March 9, 2016	NATIONAL HOLIDAY – Decoration Day
March 10, 2016	Curriculum Committee Meeting 12:00-2:00pm
March 15, 2016	NATIONAL HOLIDAY – Joseph Jenkins Roberts Birthday
March 16-21, 2016	Mid-term Examinations
March 25, 2016	Last day for Submission of Mid-term Examination Grades
March 28, 2016	Post List of Qualified Candidates for Placement Exams
April 2, 2016	Placement Examination, Harper & Monrovia
April 7, 2016	Curriculum Committee Meeting 12:00-2:00pm
April 8, 2016	NATIONAL HOLIDAY – Fast and Prayer Day
April 11, 2016	Last Day for Transfer Applications
April 11-15, 2016	Pre-Registration
April 15, 2016	Posting of Placement Examination Results
April 15, 2016	Posting of List of Accepted Transfer Students
April 18, 2016	Comprehensive Examinations Begin
April 29, 2016	Last day for Submission of Results- Comprehensive Exams



April 30, 2016	Last day of Classes
May 2-3, 2016	Final Examinations (Graduating Seniors)
May 2-7, 2016	Final Examinations (General Student Body)
May 5, 2016	Curriculum Committee Meeting 12:00-2:00pm
May 6, 2016	Last Day for Submission of Grades (Graduating Seniors)
May 10, 2016	Issuance of Grade Slips (Graduating Seniors)
May 10, 2016	Posting of Preliminary List of Graduating Students
May 11, 2016	Last Day for Submission of Grades (General Student Body)
May 12, 2016	Posting of the Final List of Graduating Students
May 14, 2016	NATIONAL HOLIDAY – Unification Day
May 18, 2016	End of Year Faculty Meeting
May 20, 2016	Issuance of Grade Slips (General Student Body)
May 25, 2016	Distribution of Probation and Suspension Letters
May 27 – May 31, 2016	Graduation Activities
May 28, 2016	Awards Ceremony – President’s, Deans, and Honor recipients
May 31, 2016	Graduation Day

**June 1, 2016 Semester Break Begins**

**Vacation School 2015/16**

May 23 – 28, 2016	Registration
June 7, 2016	First Day of Classes
June 29 – July 2, 2016	Mid-term Examinations
July 20-23, 2016	Final Examinations
July 26, 2016	NATIONAL HOLIDAY – Independence Day
July 29, 2016	Last Day for Submission of Grades
August 5, 2016	Issuance of Grade Slips

## **1.0 About Tubman University**

### **1.1 A Brief History of Tubman University**

William V.S. Tubman University (TU) then known as TC opened its doors to students in August of 1978 and provided technical education for the middle level manpower needs of Liberia until June 1990 when the college was forced to close its doors as a result of the Liberian civil war. Prior to the Liberian civil conflict, the college produced over 50% of Liberia's technical manpower needs in architectural, civil, electrical, electronic, and mechanical engineering technology; many of the graduates are currently serving in Liberia, Africa and other parts of the World.

Facilities of TU were constructed by the Government of Liberia upon request by the citizens of Maryland County in commemoration of the 75th Birth Anniversary of President William V. S. Tubman, 18th President of Liberia. During the civil conflict, facilities including academic, administrative and residential buildings of the college were either looted or completely destroyed. For nearly 20 years, the facilities were in ruins until 2007 when Government through the Ministry of Education began rehabilitation work on the facilities. In the same year, President Ellen Johnson-Sirleaf appointed Dr. Elizabeth Davis-Russell as President of the college.

On September 20, 1978, an act to incorporate the college was approved by the National Legislature of Liberia. In August, 2009, an act repealing the Act of 1978 and creating the Tubman University was enacted by the National Legislature and signed into law by President Ellen Johnson Sirleaf on September 14, 2009. Subsequently, Tubman University opened its doors to students in September 2009 with five colleges; including The College of Agriculture and Food Sciences, College of Education, College of Health Sciences, College of Management and the College of Engineering and Technology. Later the College of Arts and Sciences was added. Enrollment for the first semester totaled 287 students. Enrollment for current academic year is expected to exceed 1000.

Under the leadership of Dr. Elizabeth Davis-Russell, the administration is committed to creating a 21st century regional university characterized by quality and excellence.

### **1.2 Message from Office of the President**

Dear Student:

Congratulations on being accepted to Tubman University. We welcome students who want to join a caring community of learners, and who uphold TU's core values. These are as follows:

We are a caring, accessible community characterized by excellence, integrity, civility and ethics.

We are learner centered and are intellectually engaged;

Our focus is threefold: local, national and international with an emphasis on the celebration of diversity and the promotion of equal opportunity;

We maintain the highest academic standards and comport ourselves with professionalism;

We value civic virtue, dependability and trustworthiness;

We value innovation, adaptability and creativity.

As you read the first set of values, you see our emphasis on **excellence, integrity, civility and ethics**. You represent TU, and as such we expect that your performance and behaviors will at all times reflect excellence, integrity, civility and ethics. While the prevailing ethos may be corrupt behaviors, we expect that TU students will go against that corrupt ethos and demonstrate that Liberian students and future leaders of Liberia, Africa, and the world can set a new direction. In fact we are counting upon you to set the positive examples that will be emulated by the younger generations that follow you.

Within the pages of this handbook are rules and regulations that govern your behaviors as students. While there are penalties and sanctions for violation of these rules and regulations, it is our expectation that your behaviors will not warrant such penalties and sanctions.

We are an accessible community. As such if there are concerns, innovative ideas, issues, please use the channels of communication that have been established to alert us to them. We pledge our commitment to work with you to make TU the 21<sup>st</sup> century institution of excellence we envision. In order to do so you must become positively engaged as a student and enjoy the benefits of being a student without negative consequences.

### **1.3 Welcome: From the Vice President for Student Affairs**

Welcome to the Office of the Vice President for Student Affairs of Tubman University (TU). The Office of the Vice President for Student Affairs provides executive oversight and supervision for the Division of Student Affairs by maintaining student life standards at the University; developing and applying University policies within the Student Affairs areas of the University; coordinating budget requests from the Student Affairs areas of the University; reviewing and approving student life policies changes; determining and applying penalties for cases involving student judicial infractions; and representing the University at various regional and national student affairs meetings, among others.

The mission of the division is achieved through several program departments; these include academic support services (academic computing, admissions, registration, student development and learning support), athletics and recreation, career planning and placement services, financial aid, residence life, student clubs and activities, student health and counseling services. The office also assumes leadership in providing advocacy for students; it provides information, referrals, and assists students to develop skills that are necessary for successful completion of their education at Tubman University.

The programs, services and facilities provided by the many departments within this division are designed to create a stimulating and supportive environment that enhances the personal development, learning, educational success and career preparation of all students.

We work in partnership with colleges and faculty to enhance student development and success; we value engaging students actively in the process through involvement both inside and outside the classroom. Our goal is to be part of Tubman University's overall vision of preparing graduates for participation and leadership in an increasingly diverse and complex global society.

This *Student Handbook* (2<sup>nd</sup> Edition) is a publication of the Division of Student Affairs which serves as a road map for your success at TU. In the opening section “About Tubman University,” you will find the Academic Calendar for 2015-2016 AY, followed by a Brief History the University. The President’s Message, emphasizing TU’s Core Values, Principles of Operation and her expectations as the Chief Executive Officer of this University is followed by a Welcome Statement from the Office of the Vice President for Student Affairs.

This *handbook* also provides information about Student Governance, Guidelines for the Registration of Campus-Based Organizations, Student Code of Conduct; including your Rights and Responsibilities, Living on Campus, University Library and Information Technology, among others. The Financial Information Section gives you all you need to know about financial requirements, including fees and payment schedule.

The Office of Student Affairs joins Dr. Elizabeth Davis-Russell, President of the University, the faculty, staff and the entire University family, in welcoming and inviting you to drink deep from the fountains of this great University. In the words of our first Vice President for Academic Affairs, “We promise that we give you our very best.”

By choosing TU, you have made one of the most critical decisions of your life.  
Congratulations and welcome to the Phoenix Kingdom!

Rev. Anthony G. Dioh, D.D, PhD  
Vice President for Student Affairs & Professor

## **2. Division of Student Affairs**

The Division of Student Affairs promotes students' integration into an inclusive university community and advocates for excellent and quality education that prepares individuals for lifelong learning and global citizenship. The Office of the Vice President provides executive oversight for the Division while collaborating with the President and other Divisional Vice Presidents in achieving the overall mission, vision and objectives of the University. This Handbook provides an overview of our programs, resources, services and relevant information needed for your overall success at TU.

### **2.1 Core Values include:**

- Clear and Effective Communication
- Continuous Improvement
- Ethics and Integrity
- Excellence in Learning and Service
- Mutual Respect
- Professionalism
- Resourcefulness
- Team Work

### **2.2 Vision Statement**

The Division of Student Affairs aspires to be a vibrant intellectual community in which students are free, healthy, safe and respected.

### **2.3 Purpose/Mission Statement**

The mission/purpose of the Division of Student Affairs is to support student success through quality activities and services designed to enhance academic, personal, and career development. These activities and services support student academic efforts and

cultivate an environment that enriches and supports holistic student growth and development: body, mind and spirit.

#### **2.4 Guiding Principles**

Student Affairs staff members have some guiding principles about their work with students, whether they are Residence Assistants on a residence hall floor, the manager of a dormitory, director of a program department or staff member of the Central Student Affairs Office; we are committed to:

- Helping students understand what it means to be a positive community member and global citizen;
- Impacting student learning in the areas of character development, community responsibility, learning, multicultural development, and personal well-being;
- Providing opportunities for residents to explore their world view;
- Providing mentorship to students so that they can integrate their acquired knowledge with their experiences and develop a clearer understanding of who they are and want to be;
- Offering resources and programs that will aid students in their growth and success;
- Demonstrating genuine interest in the welfare of all students;
- Providing support to students as they confront challenges and difficulties;
- Working with students to create civil living environments that promote dialogue, the understanding of differences, and encourage involvement;
- Assisting and challenging students in their decision-making and helping them explore the possible consequences of their decisions;
- Helping students become intellectually engaged with the campus community;
- Following safety and emergency protocols, and responding as necessary to maintain a safe academic and residence hall environment;

- Working with residents to ensure their hall environment is conducive to studying and sleeping;
- Planning activities and programs that help to create an enjoyable campus experience for all residents.

### **2.5 Strategic Goals -2015-2016**

TU has developed six (6) strategic goals for the University to be implemented by all divisions for the next two academic years. They are as follows.

#### **Strategic Goal 1: Develop and maintain academic excellence that stimulates intellectual growth**

- Obtain national re-accreditation & international accreditation for the institution and relevant programs in the University
- Develop and increase relevant research and technical capacity of faculty and students
- Establish three learning resource centers

#### **Strategic Goal 2: Maintain a student-centered university**

- Establish a holistic approach to student development life and activities both curricular and co-curricular
- Expand the national and international experiential learning of the students
- Identify and embark on professional/ intellectual activities that will enhance the capacity & experience of the students

#### **Strategic Goal 3: Expand community outreach that is locally and nationally relevant and globally competent**

- Provide experiential learning opportunities for the students through community outreach programs
- Use community outreach as an alternative source of income generation for the university
- Partner with communities and engage in activity that will transform lives and empower people to be self-reliant



#### **Strategic Goal 4: Recruit and retain high level administrators, faculty and staff**

- Recruit and maintain adequate faculty-to-student ratio in line with international best practice
- Create and encourage TU community partnerships in, for example, retirement plan, financial plan, investments, small loans systems, etc.
- Provide an increased and improved power/energy for sustainability and operational efficiency
- Provide adequate housing, health and recreational facilities for administrators, faculty and staff
- Improve transparency, accountability, as well as communication flow amongst employees

#### **Strategic Goal 5: Increase revenue**

- Identify, establish and maintain additional sources of funding for the university
- Develop & market project proposals for grants/sponsorship
- Establish business ventures as sources of revenues to the university

#### **Strategic Goal 6: Develop the rich cultural fabric of diversity**

- Strengthen the spirit of diversity and internationalism in the University
- Enhance the intellectual and cultural climate of the University.

### **3. Academic Support Services**

The Office of Academic Support Services is responsible for overall recruitment and enrollment of students as well the management of student records, including the analyses of student grades. This office is headed by an Associate Vice President and assisted by the Registrar, Directors of Admissions and Student Development and Learning Support Services.

### **3.1 Admissions Requirements: First Time Applicants**

Admission to TU is a privilege rendered to high school graduates who show a record of superior performance. Because no admission exams are given, the admission process relies partly on records of the results of the West African Examination Council (WAEC). Students who graduate with Division I and II scores in WAEC are automatically eligible for admission at TU. Candidates in Division III are required to sit for a TU Placement Exam prior to registration.

Application forms for enrollment may be obtained from the Office of Admissions, Registration and Records on the main campus of Tubman University located in Harper City, Maryland County or its Monrovia Office located on 25<sup>th</sup> Street, Sinkor, Monrovia and submitted with the following requirements:

- A completed application form
- WAEC certificate
- Two letters of recommendations (one from last school attended)
- High school diploma or transcripts sent directly from the last school attended
- Three passport size photos
- Personal essay
- Birth certificate or notification of birth for Liberian citizens
- Resident permit for international citizens/students
- A recent medical certificate from a recognized health institution.

Upon receipt of the required documents, the Admissions Committee will scrutinize all documents to determine eligibility for a placement test. When all requirements for admissions are met, including a successful pass in the TU Placement Test, the Director of Admissions will issue a formal letter of acceptance inviting you to enroll at TU.

The completed application is to be submitted directly to the Office of Admissions by:

- March 15 for Semester I
- September 15 for Semester II

### **3.2 The Placement Examination**

TU's Placement Examination is offered twice each year: the first Saturday in April and the first Saturday in October. It is a diagnostic tool for determining an applicant's preparedness for college. High school graduates with a Division III pass on the WAEC are required to sit the Placement Examination in English and Mathematics. Admission requires a passing score of 70 or better in both English and Mathematics. Prospective students scoring 69 or below may decide to participate in the Access to College.

### **3.3 Admission of Transfer Students**

Students who wish to matriculate to Tubman University from other colleges or universities are welcome beginning Semester I, 2010. Requirements are: a completed Application Form, a letter stating reason for the request and how the applicant will contribute to the life of the University; two letters of recommendations (one from the Dean/Department of current university), Official Transcripts of Records- showing a minimum cumulative grade point average (GPA) of C grade sent directly from the college/university; three (3) passport size photos, and a recent medical certificate from a recognized health institution; personal interviews with the Director of Admissions and with the Chair of the Department and or Dean of the College to which the transfer is requested may be required. The completed application is to be submitted directly to the Office of Admissions by June 15 for the Semester I and October 15 for Semester II.

Students seeking to transfer to the University must be aware that the transcripts will be reviewed to determine which courses will be accepted as well as the number of credits that will be applied toward the desired program. Students seeking transfer are required to enroll in courses for at least two academic years before being eligible for graduation.

### **3.4 Second Baccalaureate Degree**

Baccalaureate degree holders seeking admission to TU are required to submit the following documents: completed application form, personal statement detailing reasons

for selecting TU and how they will contribute to University and community life; official transcripts from the institution where the degree was earned, and sent directly to the Office of Admissions; an interview with the Chair of Department and or Dean of the College to which admission is being requested.

Other academic requirements include the following:

- Complete at least 30 units in residence at TU since completion of the first bachelor's degree;
- Complete any unmet TU General Education requirements as determined by a transcript review;
- Complete the Qualifying Examination requirement;
- Complete any prerequisites for courses in the major area of study before enrolling in major courses;
- Complete all units required in the major;
- Maintain the minimum grade point average in the major required by the college and 2.00 in all courses attempted at TU;
- Application deadline: June 15 for Semester I; October 15 for Semester II.

### **3.5 Associate Degree Holders Seeking Admission**

Associate degree holders seeking admission to TU are required to submit the following documents: completed application form, personal statement detailing reasons for selecting TU and how they will contribute to University and community life; official transcript from the institution where the degree was earned, and sent directly to the University; an interview with the Chair of the Department and or Dean of the College to which admission is being requested.

Students seeking admission to complete a baccalaureate degree program must be aware the transcripts will be reviewed to determine which courses will be accepted as well as the number of credits that will be applied toward the desired program.

The completed application is to be submitted directly to the Office of Admissions by:

- June 15 for Semester I
- October 15 for Semester II

### **3.6 Office of the Registrar**

The Registrar Office is responsible for registration and the accurate and confidential maintenance of student records; including the analyses and distribution of student grades; ensures that transcripts are released only upon written request that is signed by the student; ensures that transcripts are issued only to a student whose record indicates that there is no financial obligation to the University.

#### **3.6.1 Registration**

All students are required to register in person on the dates specified in the academic calendar. Registration materials may be picked up at a location designated by the Registrar and should be returned to the Office of the Registrar when completed.

Once accepted, the Office of the Registrar will assist students with the registration process. To register at TU, a student must observe the following simple steps:

1. Submit a signed Note of Intent confirming that you will enroll at TU, indicating the semester in which you desire to enroll;
2. Complete new student orientation program;
3. Pick up registration packet containing a Registration Form, Billing Form, Bank Payment Slip, Master Schedule, Student Code of Conduct Form, Insurance Form and Student Profile Form from the Office of the Registrar;
4. Proceed to your academic advisor who will assist you to fill out your courses and obtain his/her signature;
5. Proceed to the Finance Department for billing; if you are a scholarship or financial aid recipient, be prepared to present a copy of your award letter from the donor or the Office of Financial Aid;
6. Proceed to the designated bank to make required payment;
7. Take payment slip to the University Cashier to obtain an official TU receipt;

8. Proceed to the Registrar's Office to have your name placed on appropriate class rosters and your Registration Form stamped "REGISTRATION COMPLETED."
9. NOTE: Students are not registered until they have settled all accounts with the Finance Office and turned in the Registration Form with all necessary signatures.

### **3.6.2 Online Registration System**

Beginning the first Semester of the 2015-2016 AY, students will be able to use the Online Registration System. This project aims to develop students' Applications, Registration, Advisement, Financial Aid, Finance, Transcript and Faculty Grade Book System using automated programmed integration software. The number of students joining Tubman University is increasing fast through our student recruitment programs and Access to College. Manual registration results in crowding a huge number of students at registration centers. Moreover a non-programmed integrated system results in slow tracking and loss of students' data. Whereas, an automated online registration system will help fast track, reduce the huge number of students in the registration halls, store students' data for future references and solve number of problems faced during registration.

### **3.6.3 Changes in Registration**

Changes in registration after the registration period require documentation to be kept in the Office of the Registrar. All changes in registration require the signature of the student; a signed approval of the student's academic advisor and must be reported to the Office of the Registrar. A student will be given a grade of "F" in any course for which he/she registers but fails to complete satisfactorily or drop in accordance with the "Add and Drop" procedures. A course is considered "dropped" when a "Drop" form is completed and signed by approving signatures and returned to the Office of the Registrar.

### 3.6.4 Auditing of Courses

Regularly enrolled students may audit courses for which they have not registered, provided they obtain the instructor's permission. No grades for auditors are reported to the Registrar's Office and no official record is kept for work done.

### 3.6.5 Student's Status

A student's status shall be determined by the number of credits per semester. A full time student is one who registers for 15 or more credit hours and a part time student is one who registers for less than 15 credit hours per semester. The exception to this rule is for a graduating senior who needs less than 15 credit hours to graduate.

### 3.6.6 Class Standing

Undergraduate students are designated as freshman, sophomore, junior or senior. The designation of a student's class standing is determined by the number of credit hours completed at TU. The divisions are as follows:

1. 0-36 Credits Freshman
2. 37- 72 Credits Sophomore
3. 73-108 Credits Junior
4. 109-and beyond Senior

### 3.6.7 Tubman University Grading System

Each course taken at TU is assigned a credit value in semester hours. A semester hour is defined as fifty (50) minutes of lecture, recitation and approximately two hours per week of practical or laboratory work throughout the semester. The TU Grading System uses the letter grade with equivalent credit points for the evaluation of academic performance. The numerical value of each letter grade with credit points is as follows:

<u>1. NUMERICAL VALUE</u>	<u>LETTER GRADE</u>	<u>INDEX NUMBER</u>
90-100	A (Excellent)	4.0
80-89	B (Good)	3.0
70-79	C (Average)	2.0

60-69	D (Poor)	1.0
Below 60	F (Failure)	0.0

## 2. Definitions of Grades and Academic Implications

Grades of F, I, AB, NG, and some cases D are considered deficiencies that affect your academic status at TU. Your failure to remove these deficiencies in a timely fashion, which is within two semesters from the semester any of them was obtained, could lead to the following: academic probation, suspension or expulsion.

- An “F” grade represents failure. There is no re-examination privilege. A student who makes an “F” must repeat the course to remove the “F” grade.
- A “D” grade indicates an unsatisfactory pass and can only be removed by repeating the course. As a general rule, TU has adopted the following policies regarding “D” grades:
  - a) No “D” will be allowed in English 101 through 202 for any candidate for graduation;
  - b) No “D” will be allowed in Major/Minor areas of concentration;
  - c) To be eligible for graduation, a senior will be allowed only 2 “Ds” in any area other than his/her major/minor and English 101 through 202.
- An “I” grade means incomplete and indicates that a student has completed a substantial part of the course with passing grade but has not been able to complete the course for legitimate reasons. An “I” grade can be removed by an extra course assignment, followed by a supplementary examination. However, if not removed within one academic year, the “I” grade turns into an “F”.
- An “AB” grade indicates that a student was absent for the final test or exams. An “Ab” grade shall be regarded as an “F” grade, if not removed by passing a supplementary exam before proceeding further with the course.
- A “DR” grade indicates that a student has accumulated an excess number of absences allowed. To remove a “DR” grade, a student must repeat the course.



- Ng- No grade – A student might have registered but fails to drop or show up for the course. To remove an NG, a student must repeat the course.

### **3.6.8 Official Withdrawal (W)**

A student in good academic standing who withdraws from the University at least two weeks before final exams shall receive no credits or charged with failure for courses taken during the semester. Official Withdrawal forms may be obtained from the Office of the Registrar and shall be approved in writing by the Dean of the College concerned and other appropriate University authorities.

The day the form is filed in the Registrar's Office is the official date for the withdrawal. Any withdrawal from the University without processing the required withdrawal form counts as failure.

No student is permitted to withdraw from the University during the final four (4) weeks of the semester except for death or serious illness or injury in the student's immediate family or serious illness or injury of the student.

### **3.6.9 Grade Point Average (GPA)**

Quality of work is determined by a credit system and is measured by the ratio of the number of credits earned to the number of semester hours carried at TU. Credit hours are calculated from the number of hours a course carries in a week. Example: a class that meets three (3) hours per week will carry three (3) credit hours; a class that meets four times a week carries four (4) credit hours; a class that meets one time a week carries one (1) credit hour, and so forth.

To calculate your grade point average (GPA), you divide the total points earned during the semester by the total credit hours and go two (2) decimal places to the right.

Example:

<b>COURSE</b>	<b>SEMSTER HOURS</b>	<b>GRADE</b>	<b>POINTS</b>
Eng 101	3	A	12
Math 101	3	B	9
Bio 101	4	C	8
PE	<u>1</u>	<u>D</u>	<u>1</u>
Total Points:	11		30

**Grade Point Average (GPA)** = 30 divided by 11 = 2.72

**Some exceptions to the rules are:**

1. **Supplementary Examinations**

- Grade "A B": A student who is absent from an exam due to illness will be eligible to take the supplementary examination (s). The student must submit a medical report which may require endorsement by a medical officer designated by the University.
- Grade "I": A student, who has not completed the full course of study for genuine reasons, may take the supplementary exam at the discretion of the head of the student's department. Consideration will be given to a student who has shown, through extra work, real effort to catch up in his/her studies.

2. **Academic Probation**

A student is placed on academic probation if his/her semester grade point average (GPA) drops below 2.00 at any time. A student placed on academic probation may remain at the University provided his/her cumulative grade point average (CGPA) is 2.00 or above. However, a probation student is limited to the number of credits or course load he/she can take along with loss of many other privileges such as the following:

- He/she is not eligible to hold student leadership office;
- He/she cannot participate in official University athletic events;

- He/she is ineligible for University sponsored scholarship or financial aid, among others.

### 3. **Academic Suspension**

A student who remains on probation for more than one semester is automatically suspended for one full semester.

### 4. **Requirements for Students Seeking Readmission**

Students who have missed two or more consecutive semesters are required to seek readmission. Readmission requirements are as follows:

- Completed readmission form
- A letter expressing interest in returning to continue studies at TU;
- A personal statement or resume detailing activities while student was away from the University, i.e. employment, taking classes at other institutions, etc.;
- Two letters of recommendation, one from a university faculty, one from an employer, community member or character reference;
- Official transcript from any school attended while away from the University, and sent directly from the institution;
- Clearance from Office of Finance;
- Payment of US\$20 readmission application fee.

The completed application and requirements are to be submitted directly to the Office of Admissions by June 15 for Semester I and October 15 for Semester II.

### 5. **Academic Expulsion**

A student suspended twice for poor academic performance is automatically dropped from the TU; he/she is not eligible for readmission to the University.

### **3.6.10 Course Load:**

- Readmitted and probation students, NOT MORE THAN 12 CREDITS HOURS
- Incoming and returning students with GPA between 2.00 to 2.99, NOT MORE THAN 15 CREDITS HOURS
- Students with GPA between 3.00 to 3.74, 18 credit hours;
- Students with GPA above 3.75, 19 to 20 credits hours.
- Overload: A written permission of the student's Dean is required to carry more than 20 credits hours at any time.

### **3.6.11 Honors and Dean's List**

The Honors or Dean List containing the names of students who have achieved high academic performance is issued each semester by the Office of the Registrar. To be eligible, a student must complete a minimum of 15 credit hours with grades not less than "C", and with no "NG"," DR", or "I" grades and obtain the following CGPA:

Honor's Roll (Honors) – 3.00 -3.49

- Dean's List (High Honors) -- 3.50 -3.99.
- President's List (Highest Honors) – 4.00

An Honor Roll student must have received his semester reports. Any change of grade forms processed after this period or after the list is placed up, bars the student from being placed on the Honor Roll for that semester, even though he/she might have earned the required grade point average.

### **3.6.12 Graduation – Special Honors**

Special Honors upon graduation shall be awarded as follows:

- A student who obtains a cumulative grade point average between 3.250 and 3.499 shall graduate CUM LAUDE;
- A student who obtains a cumulative grade point average between 3.500 and 3.749 shall graduate MAGNA CUM LAUDE;

- A student who obtains a cumulative grade point average between 3.750 and 4.000 shall graduate SUMMA CUM LAUDE.

### 3.6.12 Undergraduate Degree Requirements

- **General Education Requirements (GE)**

Tubman University, as a member of the Association of Liberia Universities, is committed to the principles that university students regardless of their field of study or professional goals must be grounded in the liberal arts. Therefore, the academic programs prescribed for the freshman and sophomore years aim to provide broad foundations that complement and support specialized training. The General Education Requirements for Undergraduate Degree Programs at TU are as follows:

<b>SUBJECTS</b>	<b>SEMESTER CREDITS</b>
English Language (Credits may be taken from English 101 & 102 (Composition I & II), English Literature I & II).	9
Natural Sciences (Include General Bio 101, 102, Chem. 101, 102 or Physics 101, 102)	6
Mathematics (Credits may be taken from College Algebra I & II, or Principles of Math I & II)	6
Social Sciences (Credits taken from Geo, Sociology, Psychology or Social Science Research)	9
History and Culture (Credits may be taken from World History, African History or Liberian History, to include service learning)	6
ICT (Introduction to Information Technology)	3
Environmental Education	3
Physical Education	2

Liberian or Foreign Language	6
(Include French Conversation, Intermediate French or Grebo Literacy)	
Humanities and the arts	2
(Credits may be taken from Philosophy, religion, drama/theatre, music/choir).	
Total GE Required:	52

Students completing these credits are required to sit and pass Qualifying Examinations. These exams are typically administered by the College of Arts and Sciences at the end of your second year. Check the Academic Calendar for examination dates.

- **Graduation Requirements**

For undergraduate degree, students must complete all course requirements and obtain an overall Grade Point Average of 2.00 or better and receive a grade of “C” or better in their final paper or project. In addition, the following requirements must be satisfied prior to graduation:

- All course requirements must be completed, including final paper, comprehensive examination, field work, portfolio and or projects;
- Pay all graduation and related fees, including but not limited to the following; academic regalia, diploma, transcript issued to student, class project, etc.;
- For additional graduation requirements, refer to the Graduation Policy and check with your college dean or department chair for College and or Major Requirements for graduation.

### **3.7 Office of Student Development and Learning Support Services**

The primary purpose of Student Development and Learning Support Services is to assist students in developing competencies that are critical for success in the academic setting and beyond. Collaboration with faculty is at the core of its programming and serves to strengthen its benefits for students. Through the programs and services provided, students may acquire specific skills that are directly applicable to their course work.

Students are therefore encouraged to avail themselves of these services in order to achieve academic success.

### **3.7.1 Access to College Program**

The Office of Admissions in collaboration with the Office of Student Development & Learning Support Services offers the Access To College program as a bridge from high school to college for some students seeking admission to William V. S. Tubman University but not earning the required minimum score of 70 in BOTH English and Mathematics on the Placement Examination.

William V. S. Tubman University (TU), as the second state university, and currently the only institution of higher education in the southeastern region of Liberia intends to open up options to prospective university students. High school graduates with Division I, II, and III passes on the WAEC are encouraged to apply for admissions. Upon receipt of all required documentation by the specified due date, graduates with Division I and Division II passes are admitted. Graduates with a Division 3 pass on the WAEC are required to sit a placement examination in English and Mathematics. All applicants sitting the placement examination must earn a minimum score of 70 on BOTH subjects to be admitted.

An Access to College program at TU keeps the doors open for prospective students to strengthen the foundational skills, attitudes and knowledge critical for success as a college student.

### **3.7.2 Spiritual Life Center**

The Spiritual Life Center is proposed to be an interfaith house of worship and home to a rich array of faith communities, cultural and educational programs, student organizations, festival and circles of prayers. In keeping with university's commitment to inquiry and diversity, the Spiritual Life Center seeks to be not only a center for religious life, but also a place where people of conscience, intellect, and people of spiritual

curiosity come with their questions, their dreams, and their struggles. The Center fosters a climate of interfaith understanding and openness, in which matters of faith and value are recognized as an integral part of human growth and university life.

### **3.7.3 Judicial Affairs and Mediation Services**

Judicial Affairs and Mediation Services provide an organized judicial system based on the principles of equity, fairness, and due process for the just resolution of disputes and grievances in the university community. In addition, this office promotes the learning and use of alternative dispute resolution methods, such as conflict conciliation and mediation.

### **3.7.4 Remedial/Tutorial Services**

Remedial services offers individual programs and workshops for all university students aimed at improving learning skills essential to academic success in college. New students assessment, writing skills, time management, speed reading, note-taking, study skills, exam-taking, tutorials and reading comprehension are just some of the areas targeted by this office.

### **3.7.5 New Student Orientation Programs**

The New Student Programs Office designs and coordinates orientation programs for first year, transfer and international students. Staff of this office assists students in their transition to college and university life. The office also coordinates Open House and Family Weekend and other programs to enhance the quality of life at the university.

### **3.7.6 Academic Advising**

In addition to administrative services (e.g. processing a change in major) and other academic support services, this office also provides academic advising for students, regardless of major. The staff of this unit works closely with academic advisors across campus to assist academically successful students and leaders, increasing the retention



rate of freshmen and sophomores, and assisting students to choose an appropriate major in a timely fashion.

Our staff assists new and readmitted students in adjusting to University life; developing academic, major, and career planning goals; encouraging students to develop an appreciation for diversity in the community. They also assist students with course planning and enrollment and providing assistance in developing study skills, time management skills, training in the use of TU technologies, among others.

### **3.3.7 Freshman Seminar Program**

Freshman seminar is designed to provide each student with research-based best practices in the skills and tools necessary for success in college. It brings together inputs from the various colleges, departments, and segments of the University and forms part of Freshman Orientation. SDSS' will coordinate the activities and presentations generated from those various sections of the institution. What we anticipate to happen during Freshman Seminar is to offer opportunities for each college, department, and segment to showcase the important features that drive their programs (e.g. core curriculum, courses, academic support services, etc. or the functions of their departments. These showcases could markedly assist students to make early and informed declaration of their majors. SDSS will develop an evaluation instrument to assess every presentation or activity of Freshman Seminar.

In addition, SDSS will specifically do a presentation under the general topic of Doing What Works – in college – to include seven activities as listed below:

- Getting Started
- Knowing Yourself
- Setting Effective Goals and Making the Most of Your Time
- Making Good Decisions
- Key to Academic Resilience

- Skills You Need to Succeed in College
- It's Show Time

### **3.7.8 Counseling Program as it Relates to Probation and Freshman Students**

The Counseling Department operates in close partnership with SDSS to provide support and services to students returning from probation and freshmen entering the University environment for the first time. There are obvious reasons for this partnership including the following:

- It provides reliable assessment for each student returning from probation and selects the appropriate support and services. Students will use assessment results and the relevant support services to refine their options and make better decisions;
- The counseling department and SDSS form a unified front in making the case for the types of support services available to students;
- The partnership offers variety in the key support services to students and choices that are relevant to individual students;
- The Partnership provides checks and balances in monitoring the progress students make relative to the support services they receive.

### **3.7.9 Skills Learning Center Programs**

The capacity for the adjacent high schools and those in the rest of the country to prepare students in the basics of academics (e.g. reading and numeracy), is at a cross-roads. Student performance nationwide on both the WAEC the local TU Placement Exam in English and Mathematics continues to be sadly miserable.

As a consequence, the Office of Student Development and Learning Support Services will engage in the following initiatives aimed at improving students' performance at TU:

#### **1. Reading and Writing Laboratory**

One scholar said that reading makes a man or a woman (the writer's emphasis). No other time in the history of Liberia has this statement been truer than now, when the

nations' educational system is headed for a collapse according to the person heading it. The goal, therefore, for a TU Reading Laboratory, under the prevailing circumstances, is three-fold. A reading laboratory will be able to:

- Provide critical reading and writing skills and strategies through tutorials for success in college;
- Provide individualized reading and writing materials tailored to the reading needs across various reading and writing genres (e.g. descriptive, persuasive, argumentative, narrative, poetic, etc.);
- Serve as resource room for reading and writing enrichment.

## **2. Mathematics, Science, and Technology Center(s)**

The centers for these three disciplines will meet the following goals:

- Build student confidence for mastery in mathematics, science and technology
- Expose students to best practices and research-based programs and techniques in mathematics, science, and technology.
- Increase the knowledge base of students in mathematics, science and technology
- Increase the number of students choosing a career path in mathematics, science, and technology
- Provide basic training and experience to all TU students in mathematics, science, and technology to meet the minimum required course credit
- Produce hands-on materials for outreach and tutorial initiatives
- Serve as a laboratory for experiments in math, science, technology
- Build a cohort of proficient technicians and lab demonstrators for TU and outreach activities.

### **3.7.10 Induction for New Students**

The celebration of our successes in the academic environment is one of the few incentives students count on as motivation in their pursuit of excellence. An induction

ceremony for new and continuing students is one way of formally welcoming new students to TU on the one hand and recognizing the achievement of continuing students on the other, in the presence of the University community.

#### **4.0 Financial Aid and Scholarships**

The funding for college education has been a major challenge for many college students. But for the serious college student, funding for education can come from many sources and take a variety of forms: personal savings, family resources, scholarships, tuition assistance or work study grants, among others. Work study recipients are typically assigned as library assistants, residence assistants, and lab assistants or in other non-sensitive areas of the University. It is the philosophy of TU that no student should be denied the privilege of college education due to lack of funding.

#### **5.1 TU Financial Aid**

The primary purpose of financial aid is to provide assistance through a variety of scholarships, student employment or grants to degree candidates who demonstrate genuine financial need. Need is the difference between the cost of attending TU and the amount of resources available to the student. In order to attract outstanding students to the University, a portion of institutional resources is designated for those who present a record of academic excellence and profile of outstanding leadership qualities.

To be considered for financial aid, a student must submit a financial aid application along with application for admissions, complete the test for financial need; be accepted into a degree program and registered for at least 12 credit hours and not be on academic or disciplinary probation. (See deadlines for submitting applications and related documents).

Criteria for eligibility:

- Student must be enrolled as a “regular student,” seeking a degree.
- TU aid is based on academic year eligibility and will be adjusted each semester according to the number of units in which a student is enrolled.
- Student eligibility will be based on enrollment status during the award period.
- Student eligibility for financial aid programs is contingent upon a student meeting the grade point average.
- A student is responsible for all fees not covered by financial aid package.

## **5.2 Designated and Merit-Based scholarships**

A limited number of funds have been established through contributions made by individuals, families and groups to enable qualified students to pursue their college education. Many of these scholarships have eligibility requirements that should be observed when making an application.

### **4.2.1 LAND GRANTS SCHOLARSHIPS**

- **GBENELU (BIG TOWN) SCHOLARSHIP**

TU awards ten (10) scholarships to individuals selected and recommended by the local authority of Big Town. These scholarships cover tuition and fees except ID cards and P.E. T– shirt. To be eligible, a student must be a genuine citizen of Big Town verified by the local authority; meet all TU entrance requirements; have no criminal records and maintain a GPA of at least 2.50 each semester.

- **BARROBO SCHOLARSHIP**

TU awards ten (10) scholarships to individuals selected and recommended by the local authority of Barrobo. These scholarships cover tuition and fees except ID Cards and P.E. T– shirt. To be eligible, a student must be a genuine citizen of Barrobo verified by the local authority; meet all TU entrance requirements; have no criminal records and maintain a GPA of at least 2.50 each semester.

- **GRAND CAVALLA SCHOLARSHIP**

TU awards ten (10) scholarships to individuals selected and recommended by the local authority of Cavalla. These scholarships cover tuition and fees except ID and PE. T– Shirt. To be eligible, a student must be a genuine citizen of Cavalla Town verified by the local authority; meet all TU entrance requirements; have no criminal records and maintain a GPA of at least 2.50 each semester.

#### **4.2.2 MERIT-BASED SCHOLARSHIPS**

These scholarships are typically awarded to students who demonstrate outstanding academic performance, leadership and or have been admitted to a particular academic discipline such as Agriculture, Education, Health Sciences, Technology, etc. These scholarships typically cover the cost of tuition, room and board and related fees.

1. C. PRYDE DAVIS SCHOLARSHIP: to be awarded to a student majoring in Civil Engineering, in the College of Engineering and Technology. The scholarship covers tuition and fees and US \$ 100.00 for books and supplies. Recipient must carry at least twelve (12) credits and maintain a GPA of at least 3.00 each semester.

NETTIE L. DAVIS SCHOLARSHIP: to be awarded to a student of the College of Engineering and Technology. Recipient must carry at least twelve (12) credits and must maintain a GPA of at least 3.00 each semester. The scholarship covers tuition and fees and US \$ 100.00 for books and supplies.

3. O. NATTY B. DAVIS, I. MEMORIAL SCHOLARSHIP: to be awarded to two students who are members of the Mount Scott United Methodist Church in Harper. The Scholarship covers tuition and fees. Recipients must carry at least twelve (12) credits and must maintain a GPA of at least 3.00.

4. M. CALDONIA DAVIS SCHOLARSHIP: to be awarded to a female student majoring in Nursing, in the College of Health Sciences. The Scholarship covers tuition and fees and US \$ 100.00 for books and supplies. The recipient must carry at least twelve (12) credits and maintain a GPA of at least 3.00 and above each semester.

5. DIANA E. DUEH SCHOLARSHIP: to be awarded to a female student that is a member of the Mount Scott United Methodist Church in Harper. The scholarship covers tuition and fees. Recipients must carry at least twelve (12) credits and must maintain a GPA of at least 3.00.

6. IMPRESSIVE EVENTS: provides a scholarship for one needy female student from any college. Eligibility requirements: the recipient must maintain a GPA of 3.00; submit name, photo, college chosen and thank you letter from student.

7. THRUST 80 SCHOLARSHIP: provides scholarships for needy students. The scholarship covers tuition and fees. Recipient must maintain a GPA of at least 3.00. For further information contact the Office of Financial Aid.

8. CHINESE AMBASSADOR SCHOLARSHIP: provides scholarships for 37 students. The scholarship covers tuition, fees and dormitory. Recipient must maintain a GPA of at least 3.00 and above. For further information contact the Office of Financial Aid.

9. CHINESE ENTERPRISE SCHOLARSHIP: to be awarded to students at TU majoring in Management, Health Sciences, and Engineering and Technology. The Scholarship covers tuition and fees. Recipients must carry at least twelve (12) credits and must maintain a GPA of at least 3.00 each semester.

10. FAWE Scholarships: The Forum for Africa Women Educationist (FAWE) awards a number of scholarships each year to deserving female students enrolled in the College of Technology.

11. CRC/MOPP Scholarships: The Cavalla Rubber Corporation, Maryland County in collaboration with Maryland Oil Palm Company awards a number of scholarships each year. Students interested in these scholarships should apply directly to the Nyanbo Scholarship Committee and or the Maryland Scholarship for consideration.

**12. Rev. Dr. Anthony Diah Family Scholarship**

Established in memory of their grandmother, Mary T. Nyema, this scholarship is awarded to a female student majoring in early childhood, primary or secondary education. This scholarship covers tuition and room fees only. To maintain this scholarship the recipient must carry a minimum of 12 credits and maintain a GPA of at least 3.00 each semester.

13. JOETEL FOUNDATION FINANCIAL AID: is a non-profit entity, dedicated to assisting students in Liberia in advancing their educational goals. The Foundation offers several scholarships, including the “First Generation Scholars Program” for students that are the first in the family to attend college. Eligibility requirements: students must apply online, logon to joetele.com for Application Documents. Application deadline is July 1 for the Semester commencing in September, and November 1, for the Semester commencing in January.

14. MINISTRY OF EDUCATION (MOE) SCHOLARSHIP: the Government of Liberia through the Ministry of Education awards a number of scholarships to deserving students enrolled in the College of Education each year. Recipients must carry at least Twelve (12) credits and maintain a GPA of 2.5 and agree to serve a two-year period in schools identified by the Ministry in Maryland County upon graduation. This scholarship covers



tuition and fees including room and board for students who are not from Maryland County.

15. J.J. ROBERTS FOUNDATION SCHOLARSHIP: to be awarded to students at TU majoring in Agriculture, Education, Health Sciences, and Engineering and Technology. The Scholarship covers tuition and fees. Recipients must carry at least twelve (12) credits and must maintain a GPA of at least 3.00 each semester.

16. GBOWEE PEACE FOUNDATION, AFRICA SCHOLARSHIP: to be awarded to WAEC Division II students. The Scholarship covers tuition, fees and dormitory. Recipients must carry at least twelve (12) credits and must maintain a GPA of at least 3.00 each semester.

17. REV. RITA TOWNSEND LIBERIA UNITY, INC. SCHOLARSHIP: provides financial assistance to needy and deserving students of Maryland County at TU. For eligibility requirements, contact the office of Rev. Rita Townsend at Tubman University.

18. LIBERIA TEACHERS TRAINING PROGRAM: to be awarded to students at TU majoring in Early Child Education. The Scholarship covers tuition, fees, books and stipend. Recipients must carry at least twelve (12) credits and must maintain a GPA of at least 2.50 each semester.

19. MARITIME SCHOLARSHIP: to be awarded to Twelve (12) students at TU majoring in Technology and Engineering. The scholarship covers tuition, fees and dormitory. Recipients must carry at least twelve (12) credits and must maintain a GPA of at least 3.00 each semester.

20. GOLDEN VEROLEUM SCHOLARSHIPS: Golden Veroleum through the Ministry of Agriculture awards a number of scholarships to students enrolled in the College of

Agriculture and Food Sciences. Eligibility requirements: recipients must carry at least twelve (12) credits or above and must maintain a GPA of at least 2.50 each semester.

21. PUBLIC WORKS SCHOLARSHIP: the Ministry of Public Works awards a number of scholarships to students enrolled in the College of Engineering and Technology. Recipients must carry at least twelve (12) credits and must maintain a GPA of at least 3.00 each semester.

22. LPRC SCHOLARSHIP: to be awarded to three (3) students at TU majoring in Technology and Engineering. The scholarship covers tuition, fees and dormitory. Recipients must carry at least twelve (12) credits and must maintain a GPA of at least 3.00 each semester.

23. NOCAL SCHOLARSHIP: to be awarded to fifteen (15) students at TU majoring in Technology and Engineering. The Scholarship covers tuition, fees and dormitory. Recipients must carry at least twelve (12) credits and must maintain a GPA of at least 3.00 each semester.

For information regarding other scholarships, contact the Office of Financial Aid, the chairperson of the Scholarship Committee, dean of your college and or the Office of Student Affairs, TU.

NEED-BASED financial aid program is designed to provide limited funding to students who demonstrate genuine financial need. Need is defined as the difference between the amount of money available to a student and the actual cost of attending TU. Some need based financial aid include the following:

#### 1. TU Financial Aid

Provide financial assistance to degree candidates who demonstrate genuine financial need. A recipient must submit a financial aid application along with application for

admissions, complete the test for financial need; be accepted into a degree program and must not be on academic or disciplinary probation.

## 2. Applying for Financial Aid

To be considered for financial aid, applicants must submit a financial aid application along with application for admission (new students). Returning students must apply each semester through the Office of Financial Aid and forms can be picked up from deans during pre-registration.

## 3. GRAND KRU SCHOLARSHIPS

To be awarded to students of Grand Kru County at TU. For eligibility requirements, contact the office of Superintendent, Grand Kru County.

## 4. SEPHLYN DAVIS SCHOLARSHIP

This scholarship is intended for a single mother who wants to return to school. For eligibility requirements, contact the Financial Aid office.

## 5. NIMBA COUNTY SOCIAL DEVELOPMENT SCHOLARSHIP AND FINANCIAL AID

Nimba County provides scholarships and financial assistance to a number of needy and deserving students of Nimba County at Tubman University. For eligibility requirements, contact the Office of the Nimba Students Association of Tubman University.

## 6. MARYLANDERS FOR PROGRESS IN MINNESOTA:

Provide scholarships to four (4) students from Maryland that demonstrates genuine financial need. A recipient must maintain a GPA of 2.5 and above.

#### 7. EDUCATE GIRLS SCHOLARSHIP

To be awarded to a female student majoring in Education from Grand Kru or Maryland County. For eligibility requirements, contact the office of Financial Aid.

#### 8. AFRICAN AMERICAN INSTITUTE (AAI) SCHOLARSHIPS

Provide scholarships to two (2) students from the College of Health Sciences who demonstrate genuine financial need. A recipient must maintain a GPA of 2.5 and above.

#### 9. TU STUDENT GOVERNMENT ASSOCIATION FINANCIAL AID:

The SGA provides financial assistance up to twenty-one (21) students within TU who demonstrate genuine financial need. A recipient must maintain a GPA of 2.5 and above.

### **5. Residence Life- Student Housing and Food Services**

Housing and food services is responsible for daily operations in the residence halls, food services as well as management of professional and student staff when dormitories and the cafeteria are in operation. This department of student affairs seeks to create and maintain an environment that fosters intellectual, social and emotional growth. The staff works to provide safe and comfortable living environment that encourages respect for individual rights and social responsibility.

**5.1 Student Housing Services** is responsible for applications of student housing, student room assignments, supervision, and vacation housing.

**5.2 Facilities** Department is responsible for maintenance of equipment as well as housekeeping in the residence halls.

**5.3 Auxiliary Enterprise System (AES) Cafeteria**, headed and supervised by a professional dietician, is responsible for daily planning of menu and ensures the

availability of students' balanced diet. Individuals desiring this service will be responsible to make their own financial arrangements with the AES and caterers concerned.

## **6. Career Planning and Placement Services**

Career education is a life long process and the career center is the place to begin. The Career Center offers a sequence of programs designed to accompany and enhance the student's academic work.

The primary purpose of the Career Planning and Placement Services Office is to make available:

1. Current Job Listings for full-time and part-time employment;
2. Career Guidance and Counseling
3. Individual assistance with writing cover letters and resumes;
4. Preparation for job interviews;
5. Resumes, Interview, and Job Search Workshops;
6. Career Development Resources and Handouts through the Career Resource Library;
7. Employer information and Employment Applications;
8. Internships coordinated through the Office of Experiential Learning and various colleges of the University; and
9. Special Events, including Career Day.

## **7. Student Clubs and Activities**

The Student Activities Center is at the heart of campus life, serving as central gathering place for students and the University community. Its programs and activities help to draw together students' academic lives and their lives outside the classroom. The

activities include many focused areas such as Student Clubs and Organizations, Student Media, International Student Center and Student Government and Leadership Development. Accreditation procedures for Student Organizations and the Student Government Association (SGA) are found in this *Student Handbook*.

### **7.1 International Students**

The International Student Center provides cross cultural advising and programming to all members of the University community as well specialized immigration support services to foreign students and others. To assist international students, specific services are provided in pre-arrival, arrival, on-going, and re-entry orientation and guidance; assistance regarding academic, social, cultural or personal matters of cross-cultural nature is also available.

### **7.2 Student Governance**

The student governance process of William V. S. Tubman University operates on a unique model that provides a platform for leadership development for our students whereby they are adequately prepared to deal with challenges and opportunities in the larger society during and after their studies at the institution. The Student Government Association has two primary branches- the Executive Branch and the Student Senate.

#### **7.2.1 The Executive Branch**

The Executive Branch comprising of the President, Vice President, and Secretary, Assistant Secretary, Financial Secretary and Treasurer runs the daily activities of the Student Government Association. All students are encouraged to participate in the Student Governance process without any bias, prejudice or political party as long as specific requirements for a particular office are met by a person contesting said office. The leadership of the Student Government Association shall come into place through an open, free and transparent democratic process.

### **7.2.2 Student Senate**

The Student Senate is the Representative arm of the Student Government Association through which all student voices will be heard and issues affecting individual stake holders within the student arena will be addressed. The Student Senate shall comprise of one representative each from the below areas at Tubman University:

- A. College; B. Class; and C. International Students, etc.

The Student Senate will monitor the functions of the Executive Branch; approve programs and budget, review, propose, and amend portions of the Constitution of the Student Government Association in consultation with the Office of Student Affairs.

### **7.2.3 Statement on Political Parties:**

Tubman University is an inclusive and non-partism institution. TU supports political discourse to inform, instruct and empower the student body in its desire for democratic, efficient and unified student governance. Therefore, TU finds it prudent to temporally put political organizations on hold.

### **7.3 Guidelines for Registering Campus-Based Organizations**

All students interested in starting any group or organization on the campus of the William V. S. Tubman University must abide by the below registration guidelines in order to be fully accredited by the Office of the Vice President for Student Affairs through the Department of Student Clubs and Activities.

- a. The group or organization must have a name
- b. The group or organization must have By-Laws or Constitution with names of drafter and date amended
- c. The organization must have a faculty advisor
- d. The group or organization must have a location or point of contact
- e. The group or organization must have at least 10 registered members with names of officials and contact details

- f. Must obtain and fill in an application form
- g. Must state the category of group or organization such as:
  - ✓ Academic/Educational
  - ✓ Cultural
  - ✓ Musical
  - ✓ Clubs/Recreational
  - ✓ Religious
  - ✓ Service Oriented
  - ✓ County Association
  - ✓ Departmental
  - ✓ Others
- h. The organization or club must have a program objective which should address the following:
  - Principal Activities
  - How such activities, programs, and events will benefit the students and Tubman University
  - Method of recruitment of new members

## **8. Athletics and Recreation**

Athletics and Recreation programs are a normal part of student growth and development. The programs which include inter-varsity sports, intra-mural sports, recreational facilities and physical education, assume that a viable athletic program attracts the brightest students to the university, promotes a culture of peace as well as keeps the university financially viable.

### **8.1 Inter-Varsity Sports**

The Inter-Varsity Sports Center envisions full-size soccer field, multi-purpose courts for men's and women's basketball, tennis, and volleyball. While efforts are being exerted to



construct these facilities, students are encouraged to make use of facilities located at the Martha Tubman Sports Stadium, which include an outdoor soccer field, running track, intramural sports and fitness programs. Students, faculty and staff are welcome to use these facilities for organized games and recreation.

### **8.2 Intramural Club Sports**

Intramural and Club Sports program is an exciting and fun complement to student's academic, cultural and social education. The program offers a wide range of sports including basketball, volleyball, tennis, and kickball. Different leagues are conducted in these sports for men and women during the year.

### **8.3 Recreational Facilities**

Recreational facilities on campus are limited; therefore, students, faculty and staff are encouraged to make use of the Martha Tubman Sports Stadium across from the Harper City Hall and the Harper City Recreational Park located on Maryland Avenue, downtown Harper. All students with valid TU ID cards have privileges in these facilities during normal operating hours. Reservation may be required for special and organized events in these facilities.

### **8.4 Physical Education (PE)**

Physical Education is required of all students who are deemed physically fit for participation. The PE officer in charge will organize schedule training events based on student's area of interest and physical fitness.

## **9. Student Health and Counseling Center**

The Student Health Center provides primary medical care, minor emergency care, health education, student health insurance, counseling and referrals. Health and insurance fees are billed separately to all students regardless of their status. Insurance is

mandatory for all students when classes are in session. All others will be assessed a minimum health fee for the use of these services.

### **9.1 The Primary Medical Clinic**

The clinical staff of the clinic consists of a registered nurse, a physician assistant, supported and supervised by an internal medicine physician on an On-Call basis. The hours of operation are 9:00 am to 5:00 pm. These primary care practitioners initiate treatment and coordinate all aspects of care and referrals when necessary. Appointments are required for all non-emergency visits.

### **9.2 Health Education Programs**

The Health Education Program supported by students, faculty and staff of the College of Health Sciences, promotes student health and wellness activities on campus throughout the year. Outreached activities include residence halls programs, campus- wide health fair, alcohol and other drugs awareness programs, Ebola Awareness and Prevention program as well as HIV/AIDS Awareness programs.

### **9.3 Student Health Insurance**

Medical insurance is mandatory for all full-time degree students, resident students, and international students. Medical insurance coverage is also available at an additional cost, to part-time students carrying at least six credits hours, spouses and children of students enrolled in the student health insurance plan. Premiums are automatically billed to students through the Student Account Office.

### **9.4 The Counseling Center**

The mission of the Counseling Center is to provide self-help strategies that assist students succeed in college education. The Counseling Center offers an array of services and programs to help students with their personal and developmental concerns. Confidential group and individual counseling is available to help students make the most

of their university experience and gain the tools and insights they need to thrive emotionally, socially and intellectually. In addition to counseling, the center offers periodic workshops on topics of student concern, such as conflict management, mediation skills, stress management, trauma and recovery, and consultation/training for interested staff and faculty members.

## **10. Student Transportation and Parking**

Tubman University provides bus and parking services for its students as a means of easing the transportation problem in Harper City. These services are provided for minimum fees and can be assessed by all registered students.

### **10.1 Bus Service**

The University runs a scheduled Bus Service from the main campus to downtown, Harper City, and between university campuses and downtown, for registered students living on and off campus, from 6:30am to 9:00pm Monday thru Friday. Weekend schedules are posted on the Bulletin Boards. A Daily, Weekly or Monthly or Semester Bus Pass with Valid TU ID is required of all students who wish to utilize this service. Passes are available at the Student Transport Office or Fleet Department for a fee of US\$20 per semester.

Beginning September, 2015, two new bus routes will be added to the current schedule; they are the Harper-Pleebo route, which runs two times daily for registered students residing in Pleebo and its environs for a fee of US\$30 per semester and the “Campus ONLY” route running between the main campus, RSTI and the Access to College campus located on the Catholic Mission Compound near Big Town.

### **10.2 Parking Privileges**

Parking on University property is by permit only. All vehicles must be registered with the Transportation Department and must display a VALID PARKING PERMIT at all times. All

faculty, staff and students must register their vehicles, including motorcycles and obtain a parking permit at the beginning of each semester. Reserved Parking for University officials and guests are properly identified and may be used only for the designated vehicles. Unauthorized vehicles parking in these spaces are subject to fines and or other measures for parking violation.

## **11. Student Code of Conduct**

Students at William V. S. Tubman University are expected to conduct themselves in a manner supportive of the core values and principles of operation of the institution, integrity, respect for the person and property of others and the University, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University Community.

At Tubman University, students, faculty and staff are committed to the standards set forth in the Code of Student Conduct, hereinafter referred to as the Code. When it has been alleged that a student has violated this Code, students, faculty and staff must also share a commitment to the system used to adjudicate the alleged violation. Such allegations are extremely serious matters and must be dealt with in the most fair and even-handed manner possible.

### **11.1 Reason for the Policy**

The Code of Student Conduct is established to foster the core mission of the University, to foster the scholarly and civic development of the university's students in a safe and secure learning and living environment, and to protect the people, properties and processes that support the university and its mission.

### **11.2 Prohibited Conduct**

Any student found to have engaged, attempted to engage, or have assisted, in any of the following conduct while within the University's jurisdiction, as set for in 3.1, will be

subject to disciplinary action by the university. For the purpose of this section, attempt shall be defined as conduct that, if successful, would constitute or result in the prohibited conduct. Any student who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate a complete and voluntary renunciation of the prohibited conduct will not be subject to disciplinary action by the university.

### **11.3 Academic Misconduct**

Any activity that tends to compromise the academic integrity of the University or that subverts the educational process. Examples of academic misconduct include, but are not limited to:

- Violation of course rules as contained in the course syllabus or other information provided to the student;
- Knowingly providing or receiving information during examinations such as course examinations and candidacy examination; or the possession and/or use of unauthorized materials during those examinations;
- Knowingly providing or using unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment;
- Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
- Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements

- for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement;
- Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments;
  - Serving as, or enlisting the assistance of, a substitute for a student in any graded assignment;
  - Alteration of grades or marks by the student in an effort to change the earned grade or credit;
  - Alteration of academically related university forms or records, or unauthorized use of those forms or records;
  - Engaging in activities that unfairly place other student at a disadvantage, such as taking, hiding or altering resource materials, or manipulating a grading system; and
  - Violation of program regulations as established by departmental committees and made available to students.

#### **11.4 Endangering Health or Safety**

- Endangering behavior: Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creating a reasonable fear of such action. Relationship violence or intimate partner abuse may constitute endangering behavior.

- Stalking: Engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.

### **11.5 Sexual misconduct**

Physical contact or other non-physical conduct of a sexual nature in the absence of a clear, knowing and voluntary consent, including but not limited to the following are prohibited:

- Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with anybody part or object by any person upon any person without consent.
- Non-consensual sexual contact, defined as any intentional sexual touching, with anybody part or object by any person upon any person without consent.
- Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-recording of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
- Sexual harassment, as defined in applicable University policy.
- Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

For the purpose of this rule, consent shall be defined as the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

#### **11.6 Unauthorized Publication and Solicitation**

The publication of any printed or electronic materials, whether announcements, memos, flyers, posters, leaflets, newsletters, web publication, etc., without the prior permission, review and or approval by the Division of Student Affairs or other duly authorized University personnel is prohibited under this code. Similarly, solicitation of any form, whether in cash, or in-kind of any person or entity without the prior permission and approval of the Division of Student Affairs or other duly authorized University personnel is prohibited.

#### **11.7 Destruction of Property**

Actual or threatened damage to or destruction of university property or property of others whether done intentionally or with reckless disregard is prohibited.

#### **11.8 Dangerous Weapons or Device**

Storage or possession of dangerous weapons, devices, or substances, including, but not limited to, firearms, ammunition, or fireworks, unless authorized by an appropriate University official or permitted by a University policy, even if otherwise permitted by law. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others is prohibited.



### **11.9 Dishonest Conduct**

Dishonest conduct, including, but not limited to: knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of University related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a University official is prohibited.

### **11.10 Theft or Unauthorized use of Property**

Theft, or the unauthorized use or possession of University property, services, resources, or the property of others is prohibited.

### **11.11 Failure to comply with University or Civil Authority:**

Failure to comply with legitimate directives of authorized university official, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction is prohibited.

### **11.12 Alcohol and Drug**

It is prohibited to illegally possess, use, distribute, manufacture, sell or be under the influence of alcohol or other drug, including the misuse of prescription and over the counter drugs. Use, possession or distribution of beverages containing alcohol on University property shall comply with the laws of Liberia and city ordinances. Note: Anyone, including those under the age of 18, serving alcohol to persons under the age of 18 is in violation of both University regulations and the laws. Excessive consumption occurs when a person is intoxicated to the degree that the person may endanger self, other persons, or property, or annoy person in the vicinity. It is also a violation of the residence hall contract for a student to be in the presence of alcohol and/or illegal drug and substances in any residential area.

### **11.13 Unauthorized Presence**

Unauthorized entrance to or presence in or on University premises is prohibited.

### **11.14 Disorderly or Disruptive Conduct**

Tubman University has ZERO tolerance for violence. It is the purpose of the University to maintain a campus environment, which encourages students' academic accomplishments, personal growth, and a spirit of dialogue, understanding and cooperation.

An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the University community. ABUSIVE, BELLIGERENT, HOOLIGANED, PROFANE, THREATENING (PHYSICAL AND OR PSYCHOLOGICAL) and or inappropriate behavior on the part of students is a violation of Tubman University Student Regulations.

Students who choose to engage in any of the acts above and are found guilty of such misconduct may be subject to immediate dismissal from the University. In addition, those violations, which may constitute misdemeanor or felony violations of Liberian law, may also be subject to criminal action beyond the University's disciplinary process. Disorderly or disruptive conduct that unreasonably interferes with University activities or with the legitimate activities of any member of the University community is prohibited.

### **11.15 Hazing**

Doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form is prohibited.

### **11.16 Student Conduct System Abuse**

Abuse of any University student conducts system, including but not limited to:

- Failure to obey the summons or directives of Student Judicial Affairs or other University personnel;
- Falsification, distortion, or misrepresentation of information before the Judicial Affairs committee;
- Disruption or interference with the orderly conduct of the Judicial Affairs proceeding;
- Knowingly instituting a judicial affairs proceeding without cause;
- Discouraging an individual's proper participation in, or use of, the university judicial affairs system;
- Influencing the impartiality of a member of judicial affairs prior to, and/or during the course of a judicial affairs proceeding;
- Harassment and/or intimidation of a member of judicial affairs prior to, during, and/or after a judicial affairs proceeding;
  
- Failure to comply with one or more sanctions imposed under the Code of Student Conduct; and
- Influencing another person to commit an abuse of the University judicial administration system.

### **11.17 Violation of University rules or National laws and City Ordinance**

Violation of all published University regulations, guidelines, policies, or rules, or violation of national laws, legislations or city ordinances is also prohibited under this code. These University regulations, guidelines, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, sexual harassment, student governance policy, and dormitory or residence hall rules and regulations.

### **11.18 Riotous Behavior**

- It is prohibited to participate in a disturbance with the purpose to commit or incite any action that presents a clear danger to others, causes physical harm to others, or damages property.
- Proscribed behavior in the context of a riot includes, but is not limited to:
  - ✓ Knowingly engaging in a conduct designed to incite another to engage in riotous behavior; and
  - ✓ Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard; and
  - ✓ Failing to comply with a directive to disperse by university official, law enforcement, or emergency personnel; and
  - ✓ Intimidating, impeding, hindering or obstructing a university official, law enforcement, or emergency personnel in the performance of their duties.
- This rule shall not be interpreted as proscribing peaceful demonstration, peaceful picketing, a call for peaceful boycott, or other forms of peaceful dissent.

### **11.19 Recording of Images or Audios without Knowledge**

Using electronic or other means to make a video, audio or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking audio, video or photographic images in shower/locker rooms, residence hall/dormitory rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

### **11.20 Sanctions**

One or more of the following sanctions may be imposed upon any student found to have violated the Code of Conduct:

### **11.20.1 Disciplinary Warning**

A disciplinary warning is a warning to a student that his/her conduct was inappropriate and that further misconduct will result in more severe disciplinary action. The warning is maintained as part of a student's disciplinary record.

### **11.20.2 Disciplinary Probation**

Disciplinary probation is assigned for a specific period of time and is intended to foster reflection, responsibility, and improved decision-making. Additional conditions and/or educational programs, including counseling may be assigned as a component of the probation. Future established misconduct, failure to comply with any conditions or to complete any assignments may lead to a more severe disciplinary action, including suspension or expulsion.

Disciplinary probation may be recorded on the official University transcript, when either due to the serious nature of the offense or when a student's disciplinary history is significant. The Vice President for Student Affairs determines a notation is merited based on recommendation from the Student Judicial Affairs Committee.

### **11.20.3 Restitution**

Restitution requires a student to pay for damages or misappropriation of property. Restitution may be imposed separately or in addition to other sanctions.

### **11.20.4 Loss of Privilege**

Loss of privilege involves the withdrawal of the use of service, participation in an activity, or withdrawal of privileges consistent with offense(s). Loss of privilege may be imposed separately or in addition to other sanctions.

### **11.20.5 Disciplinary Suspension**

Disciplinary suspension from the University is assigned for a specified period not more than one academic semester. A suspended student is precluded from registration, class attendance or participation in activities, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Vice President for Student Affairs. During the period of the suspension, a notation will appear on the student's official University transcript.

### **11.20.6 Indefinite Expulsion**

Indefinite expulsion from the University is for a period or not less than one calendar year, and re-admission must be approved by the Vice President for Student Affairs. During a period of indefinite expulsion, a student is precluded from registration, class attendance or participation in activities, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Vice President for Student Affairs or designee. If a student wishes to return to the University after the period of his/her indefinite expulsion, he/she must request re-admission (in writing) from the Vice President for Student Affairs or designee. During the period of the expulsion, a notation will appear on the student's official University transcript.

### **11.20.7 Expulsion**

Expulsion of a student from the University is permanent. A student is precluded from registration, class attendance or participation in activities, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Vice President for Student Affairs or designee. Expulsion requires administrative review and approval by the President. The sanction of expulsion is permanently noted on a student's official University transcript.

### **11.20.8 Other Sanctions**

The University reserves the right to impose alternative sanctions instead of or in addition to those listed above. For example, a student may be removed from University housing for violations of the Code or the housing contract conditions that they agreed upon when choosing to live in the residence halls.

### **11.20.9 Educational Sanctions**

Educational sanctions are sanctions that the University reserves the right to assign to students in lieu of, or in addition to, administrative sanctions. Example of educational sanction may include an “F” grade and/or a repetition of a course.

### **11.20.10 Mandatory Counseling**

All students who engage in behavior that violates this Code may be required to complete a compulsory counseling program. This may include a mandatory participation in an Alcohol and Drug Education/Intervention Program. Students assigned to the mandatory counseling program will be responsible for paying all fees and costs associated with the program.

## **12. Student Bill of Rights**

It is the mission of Tubman University to foster human dignity and preserve the rights of each student. Students have the following rights and responsibilities when enrolled in any of the University programs.

- Students will be treated with respect in accordance with the policies and procedures of the University and the Division of Student Affairs.
  
- Students have the right to choose their own educational goals and objectives consistent with objectives of the University. These goals are established in the context of student/faculty advisory relationship.

- Students have the right to regular and orderly classes of instruction and faculty advisement consistent with the college program and to all college program elements required by the University and the academic department in which the student is enrolled.
- Students have the right to evaluate programs of instruction, including evaluation of the teaching faculty and offer constructive feedback for the purpose of improving such programs.
- Students have the right to seek redress via the complaint and grievance procedures of the university, the college in which they enroll and the Office of Student Affairs. Students' grievances will be timely addressed by appropriate university authority when properly channeled and or submitted in writing with the name (s) of the petitioner (s) concerned.
- Students have the right to written and final evaluation in a timely fashion in accordance with standards of the university at the completion of each course of instruction and or term.
- Students have the right to individual expression of their opinions, needs, views and beliefs at appropriate times in their educational program; each student will be held accountable for any expressions that are adjudged as infraction on the rights of others.
- Students have the right to be excused from any activity that violates their religious beliefs or moral values.



- Students have the right to a thorough orientation to the main campuses that make up the University facilities; this includes orientation to the academic setting and the greater University community.
- Students have the right to access their academic records in accordance with guidelines and procedures established by the Office of the Registrar, Office of Student Affairs and the University; including waiver of right to inspect Confidential Recommendations.

### **13. Student Responsibility**

Education at Tubman University is a cooperative effort between the student and their academic staff on the one hand, and administrative staff, on the other. In addition to their rights, it is expected that students will assume the following responsibilities to the best of their ability. Students are responsible for:

- Being familiar with, and following the University's rules and regulations as explained to them; or as described in other University's printed materials, such as the Student Handbook, the catalog, official announcements, and posted notices, and otherwise being informed completely in regard to the program of studies, credits, degree requirements and other facts related to life at this University;
- Providing a complete and accurate academic history and record when requested to do so;
- Their own behavior, academic and otherwise, at Tubman University; Tubman University expects that students, as mature members of the academic community, will adhere to the highest standards of personal and academic integrity, good taste and code of conduct;

- Being considerate of other students, employees and property;
- Reporting unexpected changes in their condition to their academic advisor or student services representative;
- Not accepting and or paying any fees to visitors, University faculty, staff and other personnel for professional services rendered without approval from appropriate University authority;
- Conducting their behavior in an appropriate manner in dealing with other students, colleagues, University faculty, staff members, employees, visitors, and supervisors, whether on duty or off duty;
- Selecting courses, meeting course prerequisites, and adhering to all University policies and procedures; including attending all scheduled classes and meetings unless excused ahead of time or involved in an emergency of a more serious nature;
- Presenting all assignments, book reports and written and verbal reports scheduled in a timely manner, and ensuring that such presentations are their own. It is advisable that you keep copies of all tests and papers submitted in fulfillment of course work;
- Seeking the appropriate approval of their academic advisor to protect their academic status; it is highly recommended that students keep their own records of all transactions with the University (grade reports, registration schedules and changes, incomplete forms, etc.).

#### **14. University Liability**

Faculty, students, staff, and guests are responsible for their personal property, clothing and possessions. The University does not carry any insurance to cover loss of such articles nor does it assume any responsibility for such loss.

## **15. Student Judicial Administration**

Judicial Affairs and Mediation Service provide an organized judicial system founded on the principles of equity, fairness and due process for the resolution of grievances in the university community.

The Office of Judicial Affairs Administration addresses alleged violations of Student Regulations, Regulations for Student Conduct in the Dormitories and other university policies.

The Student Judicial Affairs Committee is a community review body composed of students, faculty and staff members that provides an excellent experiential learning opportunity for disputes resolution. All students, regardless of their majors, are encouraged to take active roles in the judicial system on campus.

## **16. University Mediation Committee**

Tubman University Mediation Committee teaches alternative conflict resolution and management skills designed to promote conflict transformation and peaceful environment. Teams of trained faculty, staff and student mediators facilitate sessions for conflict resolution for all members of the university community.

This committee helps parties understand the root causes of a particular conflict and their respective roles within it.

Students are encouraged to first approach the Mediation Committee for prompt settlement of a conflict before taking complaints to the Student Affairs Committee.

## **17. Academic Integrity**

The quality of education at Tubman University is reflected in the credits and degrees its students earn. The protection of these high standards is crucial since the validity and equity of the institution's grades and degrees depend upon it. The Penalty for any

student found guilty of infraction of a regulation for academic integrity shall range from warning, course failure, possible suspension, or both; and or expulsion, unless evidence is provided to convince an appeal committee that substantial mitigating circumstances existed in that student's offense.

The following regulations are designed to assist students in developing appropriate standards and attitudes with respect to academic integrity.

### **17.1 Plagiarism and Cheating**

No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course (including examinations, laboratory reports, essays, themes, term papers, etc.). When direct quotations are used, they should be indicated; when the language, ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the students are incorporated into a paper or used in projects, they should be duly acknowledged.

### **17.2 Unauthorized Access to Official Materials**

No student shall take or attempt to take, steal, or in an unauthorized manner otherwise procure, gain access to, alter or destroy any materials pertaining to the conduct of a class (including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, grade records in written or computerized form, etc.).

### **17.3 Misrepresentation, Falsification of Institution Records or Academic Work**

No student shall knowingly provide false information in completing school forms or applications (including admissions forms, scholarship applications, grade sheets, financial forms, time sheets, use false or counterfeit transcripts, etc.) or in any work submitted for credit as part of a course.

#### **17.4 Malicious Removal, Retention, or Destruction of Library Materials**

No student shall misplace, take, or destroy or attempt to misplace, take, or destroy any item or part of an item belonging to or in protection of the university library with the intention of bringing about undue disadvantage in the classroom work of other Tubman University students.

#### **17.5 Malicious/Intentional Misuse of Computer Facilities, Laboratory Equipment and/or Services**

The malicious or intentional misuse of computer facilities, laboratory equipment and services is prohibited. Violations of Liberian and local laws (including copyright violations, unauthorized access to systems, alteration/damage/destruction or attempted alteration/damage/destruction, or use for profit, etc.) or department's rule for computer usage (including damage or destruction of system and or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) are prohibited.

#### **17.6 Student Identification Cards**

The Student Identification Card is the property of Tubman University. Each student is required to carry and or display his or her current identification card issued by the University while on university campus. Lending, selling, refusing to display upon request by an authorized university personnel, or otherwise transferring a student identification card is prohibited, as is the use of an identification card by anyone other than its original holder. A teaching faculty member may ask students to present their ID Cards during test or examinations.

#### **17.7 Circulation of Scandalous Leaflets or Other Publications**

Circulation of leaflets or other publications on the University Campus in which scandalous and defamatory attacks are made against University Administration, other University Employees, other Students and Government Officials is strictly prohibited.

### **17.8 Academic Grievance Procedures**

A faculty or staff member who has substantial evidence to show that a student has engaged in academic misconduct should first talk with the student about the conduct in question in the presence of a neutral third party.

If the student freely, without coercion, admits to the misconduct, the faculty member has the prerogative of determining appropriate sanctions within the academic framework of the class (i.e., lowering the student's grade, assigning additional academic work, etc.).

The faculty member and the student must both complete and sign a statement of academic misconduct and send to the Vice President for Academic Affairs.

If the student denies the misconduct, or requests a hearing to determine the appropriate sanctions, or if the faculty member wishes to seek suspension or expulsion as a sanction for alleged misconduct, the faculty member should forward an incident report with documented evidence within one week to the Vice President for Academic Affairs. In this case, no punitive action, including grade assignments, may be made against the student until the committee hearing is complete.

Upon receipt of an incident report, the Vice President for Academic Affairs shall, within seven (7) days, appoint a hearing committee in an attempt to resolve the matter. If necessary, the student should be assigned a grade of "Incomplete" until the process is completed. The committee will determine suspension or expulsion for academic misconduct.

### **17.9 Student Academic Grievance Procedures**

Student complaints related to final grades in any course of instruction where the student believes that the instructor violated the stated grading policy will be heard according to the grade appeal procedures as printed in this handbook. Every attempt will be made to resolve other complaints/grievances at the lowest possible level in the chain of command. However, in instances where this is not possible, and the complaint

cannot be satisfactorily resolved, the student may appeal, in writing to the Vice President for Student Affairs; the appeal should be communicated within 10 days after the action of which the student complains or the unsatisfactory resolution was reached at the lower level. The Vice President's decision is final as far as university's grievance procedures are concerned.

### **17.10 Academic Grade Appeal**

Any student has the right in any course of instruction to appeal a final grade when he/she believes the instructor has violated his/her stated grading policy. In such cases, the following procedures will be applied:

Each faculty member must specify his/her grading policy on the course syllabus at the beginning of the course. The faculty member may change his/her grading policy for cause after this time, but he/she must do so uniformly, with ample notification to students.

If a student believes that his/her grade is unfair in terms of the instructor's stated grading policy, he/she should first discuss the matter with the instructor. If the student remains dissatisfied, he/she may appeal to the appropriate chair of the department, for discussion and possible resolution, within fifteen days after the final grade is received.

If, based on the above criteria, the chair finds that the grade is unfair in terms of the instructor's stated grading policy and that the student has reasonable cause for appeal, the chair of the department will notify the Vice President for Academic Affairs to appoint a Grade Appeal Committee. The committee will consist of one faculty member, one member of the Office of Student Affairs, and one student. The representative of the Office of Student Affairs will be responsible for conducting the meeting session.

The Grade Appeal Committee may draw up its own rules of procedure, but minimum due process protections shall include the right of both parties to be notified, in writing, at least 72 hours in advance of the date, time and place of the hearing; the right of the faculty member to be informed of the specific nature of complaint against him/her and the evidence on which it is based; and the right of both parties to present evidence.

All decisions will be rendered according to the principle of the preponderance of evidence, and the decision of the committee will be final. Both parties will be notified, in writing, of the decision of the committee.

### **18. Visitors**

Tubman University welcomes visitors. Individuals or groups (high school classes, clubs and organizations) wishing to visit a campus may call the office of student activities to schedule an appointment. Times and dates will be arranged to accommodate visitors' needs. All visitors should report to the reception area upon arrival to the campus. For the safety of the University, faculty, staff and students, security personnel may remove unauthorized visitors who disrupt the operation of the University. These violators may have appropriate charges filed against them as deemed necessary by the President of Tubman University or an official designee of the University.

### **19. Children on Campus**

Children will not be allowed on any of the university's campuses for any extended period of time unless they are involved in an organized special program for children.

In the event that children are found in class or wandering on any campus, faculty and or staff should ask the accompanying student to immediately leave the campus with the child. Security personnel will also be asked to assist in these matters.

The official liability carrier of Tubman University prohibits children of students in any work or instructional areas under any circumstances.



## **20. Smoking and Tobacco Use on Campus**

All TU facilities are SMOKE FREE. It is a violation of University policy to smoke anywhere on TU campuses and its residential facilities. Violators of the Smoking Policy may create health hazard for nonsmokers and could be subject to suspension, expulsion and or criminal liability. Security personnel have been asked to assist with compliance of this policy.

## **21. Gambling on Campus**

No student shall participate in or instigate any form of gambling on the campuses of Tubman University. The penalty for students found guilty of violation of this regulation shall range from warning, suspension to expulsion.

## **22. Safety Equipment**

No student shall tamper with, or misuse, any fire alarm, firefighting equipment, or safety equipment located on the Tubman University campuses.

## **23. University Dormitory Policies**

Residence halls are open to all interested students who meet the dormitory guidelines, and agree to abide by the policies governing the dormitories. All residence halls require an application form and or supporting materials. University Housing Office will do its best to accommodate students who request roommates, but due to limited space and hall rules, some roommate requests will not be honored.

All students are encouraged to take advantage of our co-educational residence halls, which include the Methodist Parsonage downtown and the dormitory located on the main campus. The dormitory on campus was recently renovated with funding from the Government of Liberia through the office of project management. Both facilities provide a safe and conducive learning environment with regular electricity, Internet Access, and

pipe borne water, among others. Students interested in resident life should contact the dormitory managers for more information.

The following policies and guidelines are for the safety and protection of all residents and the entire University community. All residents are expected to abide by these guidelines.

### **23.1 Fire**

Lighted candles, cigarettes and or fire are not permitted in any residence hall. Candles are one of the major causes of fires in Liberia.

### **23.2 Personal Safety**

Tubman University and the University Housing staff are dedicated to providing safety and security to our students and their belongings. In conjunction with the University Security, we are continually reviewing and evaluating safety measures and students' cooperation is essential in making these measures effective.

- Students should keep their room door locked at all times.
- Visitors are not allowed in a student's bedroom; individual student's guests are entertained only in the parlors or general areas provided by the University.
- Students are not permitted to cook in their bedrooms or any part of the dormitory.
- Damaged and or lost keys are chargeable to individual student's account.
- Cooking food in the residence halls is prohibited as cooking could be a fire hazard that could endanger your life and the lives and safety of other residents.
- Students are not permitted to smoke cigarettes and other harmful substances in the residence halls.
- Residence halls are locked from 11:30 pm to 6:30 am. Only residents with valid TU ID may be permitted into the halls after 11:30 pm.

### **23.3 House Keeping**

Resident students are expected to be socially responsible by keeping their surroundings clean at all times as well as observing the garbage disposable procedures. Garbage disposal containers are placed at various locations in the residence halls and other locations on campus. All members of the University community are expected to use these containers in a manner that promotes a GREEN FRIENDLY ENVIRONMENT.

### **23.4 Recycling**

As a new and returning resident, we encourage you to be "TU" Green by recycling and being socially responsible on campus and beyond.

### **23.5 Littering**

Littering is prohibited in the residence halls and around the university campus. All members of the university community are encouraged to monitor and report all violators to the University Security and or Buildings and Grounds.

### **23.6 Cooked food**

Cooked food is not allowed in the residence halls as food could be a major source of rats and insects that may pose danger to your personal health and safety.

### **23.7 Meal Plans - See Auxiliary Enterprise System (AES) for meal plans**

### **23.8 Residence Hall Staff**

TU dormitories are managed by student friendly staff, including but not limited to the following.

#### **23.8.1 Dormitory Manager**

Dormitory manger is a live-in position with more extensive training in student affairs and services division; she/he supervises resident assistants and night receptionists.

Resident halls managers provide leadership in departmental initiatives with student focus on personal well-being, learning, multicultural development and community responsibility.

### **23.8.2 Off-campus Student Housing Manager**

This staff person assists students to locate alternative student housing off-campus and maintains a list of vacant houses and apartments in the Harper community and its environs available for lease and or rent. Students choosing this option are responsible to negotiate their own terms and prices with property owners. Until sufficient dormitories are ready for occupancy, all students will have to arrange their own housing off campus.

### **23.8.3 Resident Assistants/ Night Receptionists**

Resident Assistants or Night Receptionists are student employees who provide assistance, safety and security in each building by monitoring the activity and entryways into buildings. Resident assistants live on the floor of each residence hall; they are trained to assist in students' adjustment to a university world that includes academics, time management, and living in a diverse environment. Resident Assistants are available to answer any questions students might have, keep them informed and help them get involved on campus.

### **23.8.4 Night receptionists**

Night Receptionists are on duty when buildings are closed from 11:30 pm to 6:30 am.

### **23.8. Desk Receptionist/Officer**

The reception desk is located near the main entrance of each hall and desk receptionists are available to assist residents. Residence hall desk receptionists can answer questions, sort mail, handle packages, check out keys, brooms, pressing iron, etc.

## **24. Public Information**

### **24.1 The Definition of Student for the Purpose of Access to Record:**

Means a fully registered student at Tubman University who has met the following criteria:

1. Be admitted to the university or be approved for enrollment for non degree study;
2. Clear all balances on his/her financial account;
3. Complete the Advisement/Registration Authorization Form;
4. Secure approval from an academic advisor;
5. Submit registration forms to the Registrar's Office, stamped **REISTRATION COMPLETED.**
6. Pay tuition and required fees.

### **24.2 Student Rights to Records**

Students have the following rights regarding their official education records: to have access to their educational records, to consent to release of a record to a third- party, to challenge information contained in the educational record, and to be notified of their privacy rights.

All official student education records maintained by the academic and administrative offices of Tubman University are considered confidential and only information as is necessary to the normal operations of the university is maintained in official education records.

Generally, University academic and administrative personnel having legitimate educational interest and who need access to official student education records to perform their normally assigned functions may review the records.

Each student shall have the right to inspect his/her own official student education records personally; subject only to reasonable restrictions as to time, place and supervision, by submitting a request in writing.

### **24.3 Release of Student Records**

Students may authorize by written consent access to third-parties to review official education records. Educational record information shall only be transferred to third-parties on the condition that they are not permitted to disclose the information to others without the written consent of the concerned student.

The University must release records in compliance with a court order or any other lawfully issued subpoena, after making reasonable effort to notify the concerned student in writing.

### **24.4 Accessible Records**

Accessible records that may be released by the University include the following. The university may verify or release directory information, including name, address, telephone numbers, date and place of birth, dates of attendance, major field of study and class, date of graduation, degrees and honors received; other accessible information include participation in officially recognized University activities, height and weight (members of athletic teams) and photographs. Students who object to the release of directory information should notify the Office of the Registrar in writing.

## **25. How to Obtain Records**

### **25.1 Permanent Record**

A permanent record, reflecting academic achievement, is maintained in the Office of the Registrar for each student who registers at the university. Information needed for

continuing evaluation of the progress of a student, including grades earned, is sent by the University Registrar to the dean of the student's college and academic advisor as it becomes available.

## **25.2 Diploma and Transcripts**

Students may obtain transcripts of their academic records and diploma from the Office the Registrar. Students are issued one transcript stamped "issued to student" and a diploma upon completion of their degree program. Students and alumni may request additional transcripts for a fee of US\$10 per transcript. Official transcripts will not be issued if the student has outstanding financial obligations to TU.

The University will not make or issue a transcript that reflects only a part of the student's record, nor will it make copies of transcripts on file from other schools, colleges and universities.

## **25.3 Disciplinary and Counseling Files**

Disciplinary action, counseling and medical files are maintained separately in the Office of Student Affairs; these files may be recorded in students' permanent records in cases where they affect the student's eligibility to register and will not be available to unauthorized persons.

## **25.4 Waiver of Right to Inspect Confidential Recommendations**

A registered student may waive his or her right to inspect confidential recommendations submitted to the University on his/her behalf. In all cases involving the waiver of rights, the University will provide the appropriate form (s) to be signed by the student concerned.

### **25.5 Notification of Parents of Disciplinary Action**

In cases of serious disciplinary action such as suspension and or expulsion, parents and or guidance of students concerned will be duly notified in writing and or other appropriate channel of communication. However, the student's written consent is required for any such notification.

## **26. The University Library: Rules & Regulations**

TU main Library is currently located at the Academic Complex, West Wind. Other libraries may be designated as soon as they are available, stocked and staffed.

The Library is primarily meant for bonafide students, faculty & members of the staff of Tubman University. Outsiders from other university/ institution or high school may be allowed only with the written prior permission of the Librarian for a limited period. They shall, however, have to consult the documents within the premises of the library.

### **26.1 LIBRARY HOURS:**

Monday - Friday 8.00 am to 6.00 pm

Saturdays & Holidays

9.30 am to 6.00 pm

### **26.2 TU Library Rules**

ALL library users are asked to observe the following rules and regulations when using the library:

1. Please enter the library in a quiet and respectful manner.
2. Remember-food and drinks, including water, are not permitted in the library.
3. Every student must possess his/ her ID card while making use of the Library facility and produce the same to the Library Staff on entering the Library.



4. Strict discipline must be maintained in the Library. Indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
5. One book will be issued against one Reader's Ticket for specific number of days only.
6. Reference materials should not be taken outside the Library.
7. Books for overnight reading will be issued at specific time as decided by the Librarian and the same must be returned before 9.30 AM next day.
8. Newspapers and Periodicals are issued against Library cards for Reading in the library. Journals will be issued for current reading in the library only.
9. When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
10. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or damaging the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.
11. It is observed that some of the students do not return the Library books on or before the due date stamped on the date slip attached in the book depriving other students.

12. In order to prevent such students from keeping Library books with them beyond due date, the fine charged will be as follows:

First week after the due date: LD\$10 per day.

Or second week after the due date: LD\$ 20 per day.

13. All due Library books and or appropriate fines must be paid before any Library Clearance is issued.

### **26.3 Rules for Using Computer in the Library**

1. You need your current student ID card. Without it, you cannot use a computer, even if it is only for word processing.
2. If you are going to be on the Internet, you need to be Internet Certified.
3. If you are a freshmen or a new student to TU, you have to go through a presentation and turn in your student registration form in order to be Internet Certified.
4. Student use of the computers and the Internet has to be school-related and appropriate. Remember, you signed an agreement regarding appropriate use. We have it on file!
5. Also remember that we have software that allows us to track your use and view your computer screen at any time. Don't lose your Internet privileges by accessing inappropriate sites.

## **27. Information Technology**

Students, faculty and staff who choose to use the Information Technology resources of the University, are expected abide by its policy. Information technology resource users

must abide by all applicable restrictions, whether or not those restrictions are built into the operating system or network, and whether or not they can be circumvented by technical means. The IT Department shall employ various measures to protect the security of University computing resources and of its user accounts. The University respects encryption rights on its networks and may itself encrypt information and transactions when secure confidentiality is an obligation.

Users should be aware that the use of University computing resources is not completely private. Where it is determined that a user may pose serious harm to the University, infringe on data integrity or jeopardize the interest of the University or third parties, or when there is probable cause to believe that a user has violated this policy, the University may inspect files or monitor usage of affected employees, consultants, guests or students for a limited time. Inspections or monitoring related to violations of this policy shall be authorized in advance by the President of the University, Vice President for Administration, or a designated senior administrator.

Users should understand that their right to privacy in electronic records may be subject to the University's obligation to respond to subpoenas or court orders, reasonable discovery request, and requests for documents pursuant to the laws of Liberia. Where sanctions are appropriate due to violations of this policy, they may include a formal reprimand, loss of user privileges for a definite or indefinite period, termination of employment; or, in the case of student, probation, suspension or expulsion from the University.

### **Tuition and Fees for academic year 2015/2016**

Beginning 2015/2016 academic year, tuition and fees can be paid in USD or its LD equivalent

Registration period: August 17- 28, 2015

	<b>Liberian Student</b>	<b>International Student</b>
<b><u>Tuition</u></b>		
Tuition per Credit Hour	US\$ 5.00	US\$25.00
<b><u>Fees</u></b>		
Registration Fee (Per semester)	15.00	15.00
Activities (Per semester)	10.00	10.00
Athletics Fee (Per semester)	10.00	10.00
Library Fee (Per semester)	10.00	10.00
Breakage Fee (per annual)	20.00	20.00
ID card Fee (per annual)	10.00	10.00
Technology Fee (Per semester)	10.00	10.00
Transport Fee (Per semester)	20.00	20.00
Transport Fee (Pleebo per SEM.)	30.00	30.00
<b><u>Other Important Information</u></b>		
Lab (Chemistry, Physics, & Biology)	20.00	20.00
Nursing Lab/Clinical Course.....	25.00	25.00
Business, Service Learning, Agri.	20.00	20.00
P. E. T-shirt .....	10.00	10.00

### **Tuition Payment Plan**

50% of tuition plus all fees must be paid during Registration.

25% of fee and tuition must be paid before the student is allowed to sit for Mid-Term Exams. The final 25% fee and tuition must be paid before the student can sit for the Final Exams.

Student who comes to register after the registration period will be charged a late fee of USD20.00. A fee of US\$10.00 per course will be charged for late add & drop. Students are required to meet up with the 100% payment of tuition and fees prior to the Final Exams.

Any student, who damages the University's property in excess of breakage fees, will be made to pay. Failure to pay, all academic report will be withheld.

**This document is subject to change without prior notice.**

**Sample Student Code of Conduct Form**

**Office of Student Affairs  
Tubman University  
Harper City, Maryland County**

I \_\_\_\_\_, the undersigned do hereby agree to obey and abide by all rules and regulations of the Tubman University.

The condition of this undertaking is such that should I fail to conduct myself in consonance with these rules, the University reserves the right through the appropriate body to institute appropriate disciplinary measures against me.

I further agree that my failure to sign this code of conduct form constitutes sufficient grounds for which I could be denied possible admission to Tubman University.

In case of serious disciplinary action against me, I hereby authorize Tubman University to notify my parents, guardians and or sponsors: YES\_\_\_\_NO\_\_\_\_\_

Full Name of Student: \_\_\_\_\_ ID #: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

Approved: \_\_\_\_\_  
University Administration

Witnesses (May include parents/guardians/sponsors)

SAMPLE STUDENT PROFILE FORM (2)

Full Name: \_\_\_\_\_

LAST

FIRST

MIDDLE

OTHER NAMES KNOWN BY \_\_\_\_\_

NATIONALITY \_\_\_\_\_

IF LIBERIAN, LIST COUNTY OF ORIGIN \_\_\_\_\_

CLASSIFICATION/STATUS \_\_\_\_\_

FRESH ( ) SOPH ( ) JUNIOR ( ) SENIOR ( ) OTHER ( )

MAILING ADDRESS OTHER THAN TU \_\_\_\_\_

---

TELEPHONE/CELL #: \_\_\_\_\_

NAMES AND ADDRESS OF NEAREST RELATIVE(S) TO CONTACT IN CASE OF  
EMERGENCY \_\_\_\_\_

NAMES AND ADDRESS OF PARENTS OR  
GUARDIANS \_\_\_\_\_

TELEPHONE/CELL NO. \_\_\_\_\_

MAJOR FIELD OF STUDY: \_\_\_\_\_

LIST ANY SPECIAL NEEDS/CONCERNS: HEALTH, PHYSICAL, ETC.

1. \_\_\_\_\_

2. \_\_\_\_\_

---

3.

4.

---

5. \_\_\_\_\_

## References

TU Student Handbook – First Edition

TU Handbook- Revision I