



ADMISSIONS POLICIES

AND

ACADEMIC REGULATIONS

FOR

UNDERGRADUATE STUDIES

FEBRUARY 2014

Table of Contents

I. Undergraduate Admissions Policy	1
1. Admission Procedures	1
2. Eligibility Criteria	1
3. Admission Documents	2
4. Transfer Admission	3
5. Credit Transfer from Secondary Education	3
6. Readmission	3
7. Non Degree Admission	4
8. Course Auditing	4
II. Undergraduate Academic Regulations	5
1. Credit Hour System	5
2. Declaration of Major	5
3. Declaration of Double Majors	5
4. Declaration of Minor	5
5. Change of Major	5
6. Registration, Academic Load & Class Standing	6
7. Drop and Add	7
8. Residency Requirements & Transfer of Credits	7
9. Class Attendance	7
10. Evaluation of Student Academic Performance in Courses	8
11. Grading	8
12. Change of Grade	10
13. Incomplete Policy	10
14. Course Retake Policy	10
15. Dual Degrees	11
16. Voluntary Withdrawal From the Semester	11
17. Voluntary Withdrawal From the University	11
18. Holds	12
19. Probation, Suspension & Dismissal Policies	12
20. Graduation Requirements	13
21. President's Honor Roll, Dean's List and Graduation with Honors	13
22. Transcripts	13
23. Academic Integrity Policy	14

I. UNDERGRADUATE ADMISSIONS POLICY

1. Admission Procedures

Nile University admits undergraduate degree-seeking applicants for the fall and spring semesters. Abiding by the rules and regulations set by the Ministry of Higher Education, Nile University ensures that all applicants submit completed applications including official primary and secondary school academic transcripts and certificates proving that they have completed at least twelve years of school education.

Nile University accepts early admission of up to one year in advance of their anticipated enrollment. However, only completed applications will be subject to review. All academic records must be translated and certified into either English or Arabic.

Decision on acceptance is based on the submission of a complete application form and meeting the admission requirements shown below including the results of the English proficiency test. Upon acceptance students should receive acceptance letters from the Admissions Office. Scores of the English Placement Test will determine the English entry level for students.

2. Eligibility Criteria

In its admission, Nile University follows the general rules and guidelines set by the Office of Admission - Ministry of Higher Education.

Criteria for the main certificates accepted are listed below:

Thanaweya Amma

Nile University accepts a score of at least 75 percent for Egyptian Thanaweya Amma. For any engineering major two math courses, physics and chemistry are required.

For Thanaweya Amma from Arab countries, a score of at least 75 percent is required. For engineering majors math, physics and chemistry are required.

American High School Diploma

Nile University considers admission of a minimum cumulative Grade Point Average (GPA) of 2.0 (on a scale of 4.0). Students must have passed a minimum of 8 courses of one credit each, including the qualifying subjects for the chosen major, all of which should have been passed in the 12th grade. Students may have completed some of the subjects from the 11th or 10th grade with a maximum of 2 subjects. Students must submit SAT I scores with minimum of 1320 out of 2400 and SAT II for engineering majors with a minimum of 1000. Students who have scored high on Advanced Placement (AP) courses may be granted transfer credits.

For engineering majors, Math (pre-calculus, calculus is recommended), physics and chemistry, which are covered in grades 10, 11 or 12 are required.

IGCSE/GCSE/GCE

For admission at Nile University the following eligibility criteria applies:

Applicants have to submit certificates of 8 subjects at the O-Level with a minimum grade of "C" (these may only be in the extended and not in the core system) or 8 subjects at O-Level + one subject at A-Level or AS-Level, with a minimum grade of "C" at O-Level and "D" at

A-Level or AS-Level subjects. Subjects must be completed in the three and a half years prior to university enrollment. Applicants who have completed Advanced Level subjects may be granted transfer credits.

For engineering majors, four O-Level science courses (math, physics, chemistry and information technology), two AS-Level science courses (math, physics or chemistry) or one A-Level math course are required.

International Baccalaureate

Applicant should have completed the Baccalaureate diploma degree and satisfied its general requirements. Transfer credit may be granted.

For engineering majors math, physics and chemistry at the advanced level are required.

French Baccalaureate

Nile University accepts applicants with a minimum average of "passable" grades. Transfer credits may be granted.

For engineering majors math, physics and chemistry are required.

German Abitur

Nile University accepts applicants with a minimum average of 4.0. Transfer credits may be granted.

For engineering majors math, physics and chemistry are required.

For other certificates of other countries, Nile University follows the general rules set by the Ministry of Higher Education.

English Proficiency Test

All students applying to NU are required to show proof of English proficiency by submitting an acceptable TOEFL score or equivalent. Scores of the English Placement Test will determine the English entry level for students.

3. Admission Documents

A Complete application package includes:

- Undergraduate Application Form
 - Computerized Birth Certificate
 - Copy of ID or passport (for non-Egyptians)
 - Official Secondary School Certificate and Transcript or Grade Sheet and Proof of completing 12 years of schooling
 - ONE of the following:
 - o A score of 61 or above in the IBT (Internet-based TOEFL).
 - o A score of 500 or above in the ITP (Institutional testing program TOEFL)
 - o A score of 6 or above in the IELTS.
- (Scores are valid for one year prior to admission deadline)
- Six recent passport size photos
 - Military Service Status "Namouzag 2 gond" (for Egyptian male students only)
 - Non-refundable application fee
 - Financial Aid Application Form (if needed)

Transfer students must check the section on "Transfer Admission" for additional required documentation.

4. Transfer Admission

Applicants who have started post-secondary studies at another institution(s) must submit official academic transcripts, mark sheets, description of courses and certificates proving attendance at each post-secondary school even if credit has not been earned.

- a) Applicants who have less than 60 credit hours have to go through the normal admission procedures and are required to submit the same admission documents.
- b) GPA of the secondary school certificate may not be relevant if the student has completed more than 60 credit hours of course work in which his/her academic standing has an average GPA of 2.0 or above.
- c) Applicants seeking credit transfer must have good academic records at previously attended post-secondary schools and have an overall GPA not less than 2.0 out of 4.0. The number of credits to be transferred (if any) will be decided on by the academic department. A transfer student may not be accepted into his/her current major. This is ultimately decided on by the Dean of School.

5. Credit Transfer From Secondary Education

Nile University grants transfer credit for advanced level subjects completed at the secondary school education granting the certificates mentioned above. Transfer credit is granted for coursework that is comparable in content and scope as well as to the applicability of credits to the courses at Nile University.

Nile University grants transfer credits for main subjects according to the following classification:

- **German Secondary School Certificate-Abitur**
Transfers are up to 30 credits for academic subjects with scores of ten or more (out of 15).
- **French Baccalaureate II**
Transfers are up to 30 credits for academic subjects with advanced level scores of minimum 14 (out of 20).
- **British Certificates (GCE Advanced Level)**
Credit transfers are only for A-level subjects with grades of "B" or higher.
- **International Baccalaureate Diploma/Certificate**
Nile University grants up to 30 transfer credit for higher level academic subjects with grades of five or higher (out of seven). Also, up to 15 credits of lower-division general elective transfer credit for the completion of the IB Diploma with a minimum total point of 30. No transfer credits are granted for subsidiary level subjects.

6. Readmission

Readmission may be granted to former students in good academic standing who have not been enrolled at Nile University for a maximum of two years. Students must contact the appropriate departmental office before the beginning of the semester. If additional college work has been completed elsewhere since the last enrollment at Nile University, an official

transcript will be required and transfer of credits will be determined as indicated in item 8 section 2 below.

7. | Non-Degree Admission

This category provides an opportunity for students to take courses for credit that are not part of a degree. In this case, students may select courses from various disciplines and are not bound to a particular set of courses. A non-degree student may become a degree-student upon his/her request with the approval of the department of major and the Dean to consider credits taken for courses under non-degree status. Hence, all academic regulations will retroactively apply on the students wishing to change his/her status including admission requirements and eligibility of enrollment.

8. | Course Auditing

Applicants who would like to attend certain classes without earning any credit may apply as auditors. This category of admission is dependent on space availability. Students are not eligible to sit for examinations, submit papers and assignments, earn academic credit and grade, or receive any enrollment certification from Nile University.

II. UNDERGRADUATE ACADEMIC REGULATIONS

1. Credit Hour System

Coursework, grading and graduation requirements are all functions of the credit hour. In general, **a credit hour represents a one-hour class period and a minimum of two additional hours of individual study each week for one semester.**

2. Declaration of Major

When admitted to Nile University, students are admitted to a specific school. During their sophomore year, students are required to declare a major within that school.

3. Declaration of Double Majors

Students have the advantage of declaring two majors within the same school under the following conditions:

- Meeting the admission requirements of both majors taking into account that some majors may not accept double majoring with certain related or unrelated fields.
- Declaring the second major any time before reaching the graduating senior year.
- Having a minimum GPA of 2.7 at the time of declaration of the second major.
- Getting approval from advisors and Deans of both majors.

Students with double majors must have a clear understanding that they must fulfill the graduation requirements of both majors and that only one degree will be awarded as per the student's decision. However, students are eligible to receive transcripts for all coursework in both majors. In respect to the second major, students follow the degree requirements of the Catalog of the year of the declaration of the second major.

Courses that are listed among the requirements for both majors will be counted towards the requirements for each major. It is highly recommended that double major students be in close contact with faculty advisors of both majors.

4. Declaration of Minor

Students may declare a minor if they satisfy the requirements set by the department.

Students must complete a minimum of 15 credit hours to be awarded the minor. Courses that are listed among the requirements for both the major and the minor will be counted towards the requirements for both the major and the minor.

5. Change of Major

Students have the advantage of changing their majors under the following conditions:

- Applying for the change of major before the beginning of their senior year unless being forced to do so by a university action.
- Meeting the admission requirements of the new major and getting necessary approvals.

Only courses that are listed among the requirements for both majors will be counted towards the degree of the new major. With respect to the new major, students follow the degree requirements of the Catalog of the year when the new major was declared.

Students changing their majors beyond their sophomore year may petition for academic overload if they are in good academic standing as decided by their new department of major.

6. Registration, Academic Load and Class Standing

Students must fill in their registration cards, get approvals from their academic advisors and register for courses before the registration deadline. Otherwise, their names will not appear on the class lists and they will not receive any credits for attended courses.

In exceptional cases, students who register after the deadline with the approval of the faculty advisor, the instructor teaching the course and the registrar will be assigned a late registration fee.

Students may not register for courses for credit for which they received either advanced placement or transfer credit.

- During Fall and Spring semesters, the minimum academic load for full-time non-science majors is twelve credit hours while the maximum is sixteen. For engineering majors, students can take a maximum of nineteen credit hours.
- For Summer and Winter sessions, the maximum academic load for full-time students is seven and four credit hours, respectively.
- Students taking fewer than twelve credit hours per semester including those required by the University to reduce their academic load as a result of any disciplinary/academic decision are considered part-time students and are not eligible for the same benefits assigned to full-time students such as scholarships and military deferment certification.
- Graduating seniors taking fewer than twelve credit hours in their last semester to fulfill the remaining graduation requirements are excluded from the above rule and are considered full-time students.
- Students willing to take an overload must fill in an overload request and get necessary approvals from their departments of major and the registrar. Students are not allowed to exceed twenty-one credit hours per semester in a regular semester. In the summer session, students cannot exceed nine credit hours.
- Students with a GPA of 3.0 or lower or with a freshman standing are not allowed to request an overload. Non-credit courses are included in the academic load calculation.

Students' academic class is a function of credit hours completed as per the tables below:

Four-year Programs

Credit Hours Completed	Student Class
Below 30 credit hours	Freshman
30 credit hours	Sophomore
60 credit hours	Junior
90 credit hours	Senior

Five-year Programs

Credit Hours Completed	Student Class
Below 34 credit hours	Freshman
34 credit hours	Sophomore
69 credit hours	Junior
103 credit hours	Senior 1 st
138 credit hours	Senior 2 nd

7. Drop and Add

Students are allowed to drop and add courses within the academic load and pre-requisites' limits as approved by their advisors as well as space availability. Students are urged to adhere to the "Drop and Add" deadlines as they appear in the University Calendar.

Students may add courses no later than the second week of classes with the approval of the course instructor.

- Courses dropped during the first week of the semester will not be recorded on the student's academic record.
- Courses dropped after the first week of the semester and before completing about 30% of the semester, i.e. end of the fourth week of classes, will be recorded on the student's academic record and will receive a grade of "W".
- Courses dropped after completing about 30% of the semester and up to 80% of it, i.e. after the fourth week of the classes and until the end of the twelfth week, will appear on the student's record with a grade of "WP" or "WF" depending on the instructor's evaluation of the student's performance in the course.
- Courses cannot be dropped after the completing of 80% of the semester, i.e. after the twelfth week of classes and students will get grades for each course according to their performance for coursework completed.
- Students will not earn academic credit for dropped courses. Courses that are part of the student's graduation requirements must be retaken or substituted by other courses to satisfy the degree requirements.
- Students are not allowed to drop General Education Requirements (GER) courses without the approval of the GER department. Dropping a GER course may delay graduation.

8. Residency Requirements and Transfer of Credits

At least 50% of the credit hours applied towards a Bachelor degree must be earned in residence at NU. With the approval of the program director/department chair and the school Dean, a maximum of 30% of the transferred courses may be at the 300 and 400 levels. Credits that have been counted towards another degree cannot be transferred. A grade of "C" or better must have been earned in courses considered for transfer.

9. Class Attendance

Students are expected to attend classes regularly and punctually to ensure active and continued engagement in class work and enrich the learning experience.

If a class must be missed, for whatever reason, the student should notify the instructor giving as much advance notice as possible. In all cases, it will be the student's responsibility to make up for work missed. In general, excused absences include but are not limited to proven illness, serious personal or family emergencies, official university activities or severe weather conditions. If absences are caused by proven illness, a physician's certification must be presented to the University's clinic for endorsement. **The instructor may or may not accept the excused absence at his/her own discretion.**

Absences and late arrivals, even when justified, may be taken into account in the grading process at the discretion of the instructor. Absences count from the first class meeting. At the discretion of the instructor, if class attendance in any course is less than 80%, the student will get a grade of F on that course. Exceptions may be given with permission from the instructor teaching that course and approval of the program director/department chair and the registrar. Failure to comply with these policies is considered serious misconduct leading to potential dismissal or other action, as deemed appropriate by the instructor and the program director/department chair.

10. Evaluation of Student Academic Performance in Courses

Student evaluation in courses will be based on at least five components from the following, provided **no single component account for more than 33% of the final grade:**

- Exams, Quizzes, Assignments
- Classroom Performance
- Attendance and Participation
- Projects, Papers, Presentations, Cases
- Other component criteria that the instructor deems important for the course

Student evaluation tools are specified in each course syllabus. Students have the right to receive the breakdown of their final grades into different components.

Examinations and assignments are an integral part of any course and are conducted according to the following standards:

- Students may not communicate or collaborate with each other in any way during closed-book written examinations and when working on assignments, unless these are explicitly stated as group assignments.
- Books or notes may be used when taking an open-book examination with the specific authorization of the professor, and then only, within the limits set by the professor.
- Mid-term examinations are conducted during class times.
- Final examinations are conducted during the official examination period stated in NU calendar.
- No student is required to take more than three final examinations in one single day.

11. Grading

Nile University uses the credit hour system for its curriculum and is using the following grading system for its undergraduate studies. In order to graduate, students who score at the “conditional pass” level must improve their GPA by scoring at higher levels in other courses so that their GPA reaches 2.00 or higher.

Letter Grade	Grade Points	Description
A+	4.0	Excellent
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Very Good
B	3.0	Very Good
B-	2.7	Good
C+	2.3	Good
C	2.0	Pass
C-	1.7	Conditionally Pass
D+	1.3	Conditionally Pass
D	1.0	Conditionally Pass
F	0.0	Fail

Grades that show on the student's transcript but are not included in calculating the GPA are:

I	Incomplete	The student has not completed the course requirements and was allowed a grace period to complete it beyond the end of the semester.
W	Withdraw	Student withdraws early enough before the instructor can evaluate his/her performance.
WP	Withdraw Pass	Based on the instructor's evaluation, the student's work deserves a grade of C or higher up till the time of withdrawal.
WF	Withdraw Fail	Based on the instructor's evaluation, the student's work deserves a grade lower than C up till the time of withdrawal.
P	Pass	This grade is granted for a satisfactory performance in a Pass/Fail course.
F	Fail	This grade is granted for an unsatisfactory performance in a Pass/Fail course.
AU	Auditor	This grade is granted for auditors as a proof of course attendance.

Assignment of grades is the responsibility of the instructor. Based on the above grading system, a grade point average (GPA) is calculated for each student as follows:

- The Quality Points per course are calculated by multiplying the Grade Point Value obtained in the course by the course's credit hours.
- The Grade Point Average during a specific period is determined by dividing the summation of Quality Points earned during this period by the number of credit hours completed in the same period.
- Cumulative GPA is the summation of Quality Points of all courses completed divided by the total number of their course credit hours.

12. Change of Grade

Students are allowed to petition to the Instructor for a change of grade any time after the grade is officially posted and before the registration period of the next semester. **The instructor must justify his approval/rejection of the student's petition and then send it to the program director/department chair and the School Dean for ratification.** The registrar will only process petitions that have been approved by the three parties mentioned earlier.

13. Incomplete Policy

Students who prove they have strong reasons for not completing a certain course may be allowed to petition for an incomplete grade using appropriate forms which must be approved by the course instructor and program director/department chair. In this case, the student is granted a grade of "I".

Students must arrange with the instructor to complete the pending work no later than one month after the beginning of the following regular semester. In case the student fails to complete the required work, s/he will be automatically granted a grade of "F".

The "Incomplete Form" is available at the registrar's office, and should incorporate the following information:

- **Reason for requesting the incomplete grade.**
- **Pending work and assignments required for course completion.**
- **Tentative grade on the work already submitted.**

Deadline for submission of incomplete work must not be later than the end of the following semester.

If students have more than one incomplete grade, the credit hours of the incomplete courses will be counted towards the academic load of their next semester. If they have only one incomplete grade, it will not be counted towards the academic load of their next semester. Students must note that registration in some courses may be denied until the incomplete grade is changed to a passing grade.

By definition, students are not allowed to petition for incomplete after a final grade has already been recorded on the student's record.

14. Course Retake Policy

Except in cases of academic dishonesty, a student who scores a grade of C+ or less is allowed to retake the same course or a substitute course one time for the purpose of improving the course grade provided the department offering the first course approves the retake. In this case, only the grade received when retaking the course will be counted towards the student's GPA. The grade received the first time the student took the course will show on his/her transcript, but will not count towards the

student's GPA. The credit hours earned from the first course will not be counted towards the student's graduation requirements. All repeated courses must be taken at NU.

Under this policy, students may repeat up to a maximum of twelve credit hours of coursework. Students who have exhausted this limit and have got a grade less than C+ can still repeat the course; however, both grades will appear on the student's transcript and will be counted in the student's GPA.

If a student repeats a course whose low grade was a result of a disciplinary action in an academic dishonesty case, both grades for the first course and the retake will appear on the student's transcript and will be counted in the student's GPA, irrespective of the number of credit hours repeated.

15. Dual Degrees

Undergraduate students may pursue two degrees from two different schools, either simultaneously or consecutively. In either case, the student must apply to and be accepted by each program involved. Regardless of whether the degrees are pursued simultaneously or sequentially, only the general education requirements and no more than 15 credit hours of course work could be double counted towards both degree programs, contingent upon the approval of each program department chair and school dean. Application for dual undergraduate degrees is available at the admissions office.

If the degrees are pursued simultaneously, the student may request prior approval of the courses to be counted towards both degrees from the departments involved. In this case, the time allowed to complete both degrees is extended to eight (8) years if one of the degrees is in Business and to ten (10) years if both degrees are in Engineering

In case of sequential degrees, a period of up to five years is allowed between the dates of finishing the first degree and completing the second.

16. Voluntary Withdrawal from the Semester

Students who withdraw from all registered courses in a semester must fill in a semester withdrawal form, get all necessary approvals and submit it to the registrar before the deadline for withdrawal. Students will be assigned a grade of W, WP or WF in each course based on the time of the withdrawal and their performance in the course as decided by the course instructor. Students will earn no credit for courses from which they withdrew and they must fill in a registration activation form before the registration period of the next semester.

Students who withdraw for over one semester must fill in the withdrawal form and apply for re-admission as highlighted in the undergraduate admissions policy.

Students who stop attending classes without formally withdrawing by the deadline for withdrawal will be granted grades of "F" in all unattended courses.

17. Voluntary Withdrawal from the University

Students who wish to voluntarily withdraw from the University must officially apply for withdrawal to the Registrar's Office.

- If a student withdrew during the add/drop period, first week of the semester, no courses will be recorded on the student's academic record.
- If a student withdrew after the first week of the semester and before completing about 30% of it, i.e. end of the fourth week of classes, a grade of W will be recorded on the student's academic record.

- Students withdrawing after completing about 30% of the semester and up to 80% of it, i.e. after the fourth week of the classes and until the end of the twelfth week, will get grades of “WP” or “WF” depending on the students’ performance in each course.
- After completing about 80% of semester, i.e. the twelfth week of classes, no withdrawals will be allowed and students will get grades for each course according to their performance for coursework completed.

Students who have withdrawn from the University and wish to apply for re-admission must comply with the re-admission procedures as highlighted in the undergraduate admissions policy. Readmission may be granted to former students in good academic standing who have not been enrolled at Nile University for a maximum of two years.

18. Holds

Students' registration may be put on hold for financial, library or academic reasons. Financial holds imply that students have pending payments to the University which might be related to tuition fees or any other financial obligations such as library charges. Library holds imply that students have pending library obligations such as overdue books. Academic holds imply that students have not met the academic standards set by the university.

19. Probation, Suspension and Dismissal Policies

Students with academic holds are placed on probation for a maximum duration of two consecutive regular semesters or until the reasons for the holds are eliminated.

Reasons for being placed on University Probation are:

1. Failure to maintain a cumulative GPA of 2.0 or higher at the end of each semester.
2. Failure to pass ENGL 001.
3. Being subject to a university disciplinary action.

Students on probation must achieve a minimum semester GPA of 2.0 in their first semester of the probation period to be able to register for the second semester by the end of which they must clear the probation; i.e. their cumulative GPA is 2.0 or higher. Otherwise, students will be suspended from the university and their readmission will be held for one semester conditional upon attending other institutions during this semester and receiving passing grades. Otherwise, students will be dismissed from the university.

Students who failed ENGL 001 twice in two consecutive regular semesters will automatically be suspended and their readmission will be held for one semester conditional upon getting an acceptable Internet Based TOEFL score or equivalent.

The Reason for being placed on Major Probation is the student failure to maintain a major cumulative GPA of 2.0 or higher at the end of each semester. In this case, students have a probation period of two consecutive regular semesters to clear the probation. Otherwise, they will be asked to either change their major or be dismissed from the University.

Students on University or Major Probation are sent official letters to their permanent addresses explaining their academic status and what needs to be done to recover the situation and avoid suspension or dismissal from NU.

Students on University or Major Probation are not allowed to register for more than thirteen credit hours per semester until they clear the reason for probation. They are also not allowed to register in any of the University's activities/clubs until they clear the reason for probation.

20. Graduation Requirements

To be eligible for graduation, students must complete the total number of credit hours required by each major as specified by each school at Nile University within a maximum period of six (6) years for Business majors and seven (7) years for Engineering majors, excluding any periods of full withdrawal from the university, provided withdrawal periods don't exceed one academic year. Upon graduation, the student's university and major cumulative GPAs must be of 2.0 or higher.

Students who have double majors within the same school may extend their period of study for one additional year. Upon completing the degree requirements, students must apply for graduation at the Registrar's Office and pay graduation fees.

As per the requirements of Ministry of Higher Education, Egyptian nationals who have not passed Thanaweya Amma Arabic Language and religion exams or their equivalence will not be awarded the graduation degree unless they pass equivalency exams in both subjects.

21. President's Honor Roll, Dean's List and Graduation with Honors

Full-time junior/senior students appear on the President's Honor Roll if they achieve a GPA of 4.0 for at least 15 credit hours of graded courses in a regular semester. They also appear on their school Dean's Honor Roll, if they achieve a GPA between 3.50 and 3.99 for the same number of credits.

Honored students receive certificates of distinction and their honorary status is also noted on their academic records. Graduation Honors are awarded at graduation according to the following guidelines:

Student Categories	Cumulative GPA at Graduation	Honor Level
Students who joined NU as Freshmen or Sophomore	≥ 3.4 and < 3.6	Honors/Cum Laude
	≥ 3.6 and < 3.8	High Honors/Magna Cum Laude
	3.8 and above	Highest Honors/ Summa Cum Laude
Students with transfer credits of 30% of the credit hours applied towards a Bachelor degree or more	≥ 3.5 and < 3.7	Honors/Cum Laude
	≥ 3.7 and < 3.9	High Honors/Magna Cum Laude
	3.9 and above	Highest Honors/ Summa Cum Laude

Honor recognition is pronounced at the graduation ceremony and is printed on the student's graduation Diploma.

22. Transcripts

A transcript is a comprehensive academic record of a student's progress towards a degree. Graduating or withdrawing students in good standing (with no academic/financial holds) are granted one free

transcript of their academic records. Transcript requests will not be processed during registration, examination or graduation periods stated in NU calendar.

23. Academic Integrity Policy

Nile University, its **faculty, staff and students** value and adhere to the concepts of academic integrity and the highest level of academic and professional conduct. In their quest for knowledge, the university community must uphold **high levels of integrity and ethical conduct** in all its pursuits including teaching, learning, research and service.

Dishonesty in the pursuit of knowledge is not acceptable and includes, but is not limited to:

- a. Dishonest submission of documents for grade, examples: **Plagiarizing reports/cases; cheating on exams or assignments; multiple submissions of the same work for grades; fabrication of data or documents.**
- b. Obtaining or attempting to obtain an unfair advantage, examples: **Gaining access to exams; stealing or destroying library or research materials; unauthorized collaboration on assignments; unauthorized retention or circulation of previous exams; interfering with other students' work.**
- c. Unauthorized access to records, examples: **Viewing or interfering with confidential computer records or programs or systems, releasing unauthorized information gathered.**
- d. Aiding and abetting: **Providing material, information, or other assistance which violates standards for academic integrity.**
- e. **Threatening, effecting or encouraging bodily, professional, or financial harm to faculty, staff, administrator or student.**

The university reserves the right to take disciplinary action against the violating party(s) according to the principles/procedures shown below. **An instructor has full authority to deal with an academic dishonesty incident within the context of his/her course. Disciplinary action, in this case, may cover the range from reprimand to "F" for the course grade. The instructor may also recommend suspension or dismissal from the university.**

The instructor's action on incidents of academic dishonesty must be communicated to the student(s) involved; and to the Vice President for Student Affairs and the Dean/Program Director within two weeks of the time the instructor became aware of the incident. All students involved in academic dishonesty will receive an official letter of warning from the Vice President for Student Affairs, a copy of which will remain in the students' file in the department as well as in the Student Affairs Office and/or the Provost's office.

When a case of academic dishonesty is reported with a recommendation for suspension or dismissal from the Instructor, the Vice President of Student Affairs will form an ad-hoc Academic Integrity Committee to investigate the case. The Committee will meet promptly to investigate the case and submit a recommendation to the Vice President for Student Affairs who makes the final decision on the case.

Once the Academic Integrity Committee has given a hearing to the student and submitted its recommendations, no further appeal may be made unless substantial new evidence is presented to the

Vice President for student affairs, who will evaluate the evidence and reopen the case, if deemed necessary.