

ADMISSIONS

Entrance Examination is conducted for admission at the A.M.E. Zion University. In addition to attaining the required standard in entrance examination, candidates must satisfy the general university requirements as well as the specific college requirement. Candidates must obtain at least a credit pass in 2 subjects (MATHEMATICS and ENGLISH) at WAEC or approved equivalent at not more than two sittings.

ADMISSION BY DIRECT ENTRY

3. Candidates must possess one of the following qualifications:
 - a. Must possess an Associate Degree or above from accredited institutions recognized by the Ministry of Education.
 - b. Must pass with division 1 in WAEC.

ENTRY BY ENTRANCE

2. An applicant must satisfy one of the followings:
Must Pass the West African Examinations and the Entrance and Placement Examinations of the university.
3. An applicant must submit three letters of recommendation, one of which should come from the school attended community and prominent citizen. Also the followings:
 - A FILLED APPLICATION FORM
 - 2 PASSPORT SIZE PHOTOS
 - HIGH SCHOOL TRANSCRIPT
 - HIGH SCHOOL DIPLOMA
 - WAEC CERTIFICATE
 - HEALTH CERTIFICATE

An applicant who has failed one of the subjects in the Entrance and Placement Examination is required to do 003 in the subjects he/she has failed. Such applicant is eligible for conditional admission. He/she has to pass a none credit course of (003) before he/she can proceed to do the 113 of the subsequent course.

RE-ADMISSION

A student who was suspended for making less than the cumulative grade average specified in the academic regulation, is eligible for readmission after one semester, and must apply for same through the office of Admissions, Records and Registration with all other requirements completed. A student, who leaves the university at the end of a semester and is out of residence for one or more semesters, may be re-admitted at the beginning of any later semester, upon application to the office of Admissions, Records and Registration with all other requirements completed. At the time of re-admission, students records will be assessed in accordance with the existing regulations of the college of his/her choice.

ADMISSION PROCEDURES

A. REGISTRATION

A student, who is qualified to enroll as a regular freshman, on the basis of his/her performance on the A.M.E. Zion University Entrance and Placement Examination, has a maximum of TWO SEMESTERS within which he/she is to enroll. Thereafter, this privilege will be forfeited and such student must re-sit and pass the A.M.E. Zion University 's Entrance and Placement Examination to qualify for enrollment. Conditional student has a maximum of one year within which to enroll.

B. ADD AND DROP

Changes in a student's program of studies, adding or dropping a course, shall be made with the approval of either the student's Advisor or Departmental Chairman, and his/her Dean.

Permission to add or drop a course (s) will be granted only up to two weeks following the close of registration.

**ACADEMIC REGULATIONS:
COURSE NUMBERING
CREDIT COURSES**

Courses offered in the colleges granting first degrees are identified by three digit numbers in such a manner as to indicate the semester in which they are customarily offered and the level of instruction. Course numbers 113 to 199 are for freshman courses; 213 to 299, sophomore; 301 to 399, junior; and 401 to 599, senior courses. In most cases, odd numbers indicate first semester courses and even numbers indicate second semester courses. Thus, English 113 and 114 are respectively first and second credit courses in Freshman English; and English 213 and 214 are respectively first semester and second semester credit courses in Sophomore English. Each course number is prefixed for four letters, representing the course of a department. E.g. ACCT is Accounting, or SOCI is Sociology.

NON-CREDIT COURSES

Courses, with numbers 001 to 009, are non-credit courses. This is because of the candidate failure to pass both subjects during the Entrance & Placement Examination. Such student will be considered to do 001 or 009 in the subject that he/she had failed during the process.

-12-

**A. GRADING SYSTEM
THE SEMESTER HOUR**

Each course is assigned a credit value in semester hours. The credit assigned follows the course title in the catalog. A semester hour, the unit in which course credits are measured, is defined as fifty minutes of lecture-recitation and/or three or four hours per week of laboratory.

LETTER GRADES MEANING AND GRADE POINTS.

Course work is valued in letter grades assigned as follows:

A	=	90-100	Excellent work
B	=	80-89	Good
C	=	70-79	Average
D	=	60-69	Unsatisfactory pass
F	=	Below 60	Failure
I	=	Incomplete	
AB	=	Absent from Examination (s)	
DR	=	Dropped (for excessive absences)	
W	=	Official Withdrawal	
AUD	=	Audit	

Quality of work is indicated by grade points assigned to letter grades as follows:

Each credit with a grade of	A = 4	grade points
Each credit with a grade of	B = 3	grade points

Each credit with a grade of	C = 2	grade points
Each credit with a grade of	D = 1	grade point
Each credit with a grade of	F = 0	grade point

THE GRADE POINT AVERAGE

Quality of work is determined by a system of credit, which is the ratio of the number of credits earned to the number of semester hours carried. To compute the grade point average for a semester, divide the total number of semester hours carried. Semester hours carried include those passed, failed and all deficiencies except 'I' grades. To figure the cumulative grade point average, divide the total credits earned by the total hours carried in all semesters.

DEFICIENCIES: REMOVAL OF DEFICIENCIES.

The grade of 'Ab' (Absent) indicates that a student attended classes during the semester, but was failing, and did not take the final examination. In computation of grade point averages, a grade of 'Ab' shall be regarded as an 'F' grade, until and unless it is removed. An 'Ab' grade must be removed. A student, not enrolled in the university during the semester in question for removal of the 'Ab' grade, must remove the grade within the semester of re-admission.

THE D GRADE

A grade of 'D' indicates an unsatisfactory pass. No 'D' grade will be allowed in Major and Minor areas; and in the required communication skills courses. To remove a 'D' grade a student is required to repeat the course. A grade of "F" represents failure. There shall be no re-examination privilege. A student may without special permission, repeat a course which he has failed and the old and the new grade will then stand on the record. A student needs not, however, to repeat a failed course, unless it is a prerequisite to other course he/she wishes to take, required for graduation or in his/her major / minor area. No student will graduate with an "F" grade in his or her major and minor area of concentration whether the course is required or not.

-13-

THE I GRADE

A grade of "I" (Incomplete) indicates that a student has completed a substantial portion of the work in a course with passing quality, but was unable to complete all works required, for legitimate reason(s).

In recording the "I" grade on the grade sheets, all instructors / professors are required to indicate under the section provided for comments / remarks:

The reason for the "I" grade; Adequate specification of work required for its removal; A letter grade which assesses the quality of work so far completed by the student.

An "I" grade shall be removed by examination, completion of assignment due or by special work within one semester. All deficiencies except the "D" grade, in courses which are prerequisite to other course to be taken by the student must be cleared prior to registration for such courses.

ACADEMIC LOADS

REGULAR

The normal academic course load for students in all colleges shall range from 15-18 credit hours. The maximum load a student may carry per semester is 21 credit hours, with the approval of his / her Advisor and Dean; and the student must have a commutative grade point average of 3.000 above. The maximum course load per semester for students on probation shall range from 12-13 semester hours.

Continuing Education students, who maintain an average of "B" or above will be allowed to carry 15 credit hours; other students in the program will be allowed to carry only four courses.

CONDITIONAL

A candidate admitted on condition may take no more than 9 semester hours of the general university requirements. Violation of these regulations will result in dropping of any course(s) so that required load is met by the office of Admissions, Records and Registration.

ATTENDANCE

It is a student's duty to attend regularly and punctually all lecture sessions. For credit toward a degree, regular attendance is required, in addition to proficiency, which is attested by class work and examinations. Absences are counted from the first meeting of the class. A student may be absent with penalty in a semester as follows:

From a course meeting once weekly	-	twice
From a course meeting twice weekly	-	three times
From a course meeting three times weekly	-	five times
From a course meeting four times weekly	-	six times
From a course meeting five times weekly	-	seven times

A student who exceeds the limit of permissible absences from a course shall be dropped from the course and shall not receive credit for the course. The instructor/professor must advise the Dean of the College of each drop-out immediately.

COURSE AUDITING

All students of the A.M.E. Zion University College and persons, who possess official credentials from other higher institutions of learning, may audit a course. A student who wishes to audit must obtain the approval of his / her Dean or chairperson and must officially register for the course. All other applicants / students must apply to the Admissions office for special students status. Persons auditing a course do not have to do assignments and examinations, but a regular attendance is expected. And (for Audit) will be shown after the student's name on the grade report sheet.

-14-

COURSE REPETITION

A student may repeat a course more than one provided his/her two years residency requirement is not violated. All grades, except deficiencies, will be added in computing his / her grade point average. This rule shall not operate retroactively.

ACADEMIC STANDING

EVALUATION

Continuous assessment is an integral part of the teaching or learning process at the university. Various modes of assessment will be specified in each course syllabus.

Two examinations are required: A mid semester examination and a final examination. Mid semester examinations are scheduled for one hour and should be given at the regular class time. Final examinations are scheduled for at least two hours. All examinations must be held as scheduled. Any deviation must be cleared through the Dean or chairperson of a department.

GOOD STANDING

A grade point average of 2.000 shall be maintained as the minimum requirement for good standing for each semester in all undergraduate Colleges of the university.

DISTINGUISHED PERFORMANCE

A student is eligible for distinction when he carries 15 semester hours or above, and earns a minimum grade point average of 3.000 with a grade of "C" or better in each course, with no repetition and no Ab, D, F, or I grade for that semester. There are three categories of distinctions 3.000 – 3.499. High Honor 3.500 – 3.747; Highest Honors 3.750 – 4.000. Certificates of recognition will be awarded only to students who qualify for distinction for both first and second semesters of each academic year. An honor roll is prepared one month after the students have received the semester grade reports. Change of grade form is processed after this period and after the list is published. A student is ban from being placed on the honor roll list for that semester even though he might have earned the required grade point average.

PROBATION

A student is considered not in good academic standing if his/her grade point average of that semester falls below 2.000

SUSPENSION

A student shall be suspended from the university for a period of one semester if his/her cumulative grade point average is less than 1.800 at the end of the second semester at the university; 1.900 at the end of the third semester, and 2.000 at the end of the fourth and any subsequent semester.

PERMANENT DROP

Student is permanently dropped from the university when at any time after re-admission, following suspension, his cumulative grade point average is less than 1.900 at the end of the third semester, and less than 2.000 at the end of the third semester, and less than 2.000 at the end of the fourth and any subsequent semester. Students dropped permanently are not eligible for re-admission into the university's degree program.

A candidate admitted on conditional admission, who does not successfully complete the non-credit course in the subject failed in the university's Entrance and Placement Examinations, after two semesters, will be dropped from the university.

WITHDRAWALS

WITHDRAWAL FROM A COURSE

A student may withdraw from a course at any time, up to two weeks following the mid-term examination period. 'W' (Withdrawal) will be indicated on the student's record for the course. A student may petition his/her Dean for withdrawal from after official period set forth above, for reasons arising from extenuating circumstances (e.g. protracted illness). Avoidance of low grades will not be considered as a reason for withdrawal from a course after the period allowed.

A student who withdraws from the university up to two weeks prior to final examinations, in a semester, shall receive no credit for neither courses taken nor be charged with failure during the semester. A 'W' will be noted for each course

on the student's record. An application to officially withdraw must be obtained from the office of Admissions, Records and Registration, and must be approved, in writing, by the Dean of the College the Student is registered with a statement of reasons for withdrawal.

CREDITS THROUGH COURSE APPRAISAL:

This non-traditional mode of earning credits for a course provides for cases where the individual may have acquired mastery of the content of the course through professional experiences. Such an individual may petition through his/her Dean to appraise the course by taking and successfully passing a comprehensive examination/test for that course. The final examination for the course may be used if and only if it is comprehensive in scope. All petitions for course appraisal must be received before the Mid-Term for each Semester.

For course appraisal, only the credits are recorded on the student's permanent ledger with appropriate comments. The total number of credits earned through course appraisal may not exceed 30 semester hours. No student may appraise a course more than once.

A fee of 50% of the average tuition cost per semester hour (15) semester hours used as the base or the cost per course shall be charged for each course appraised. The faculty of each discipline shall determine the courses that are agreed for appraisal.

TRANSFER CREDITS

Transfer students from other colleges or universities will be expected to conform to the same General Education Requirements as do students who take all their work at the A.M.E. Zion University College. Credits acceptable for transfer should not exceed 60 semester hours.

TRANSFER CREDITS FROM CONDITIONAL ADMISSION:

Credits for courses taken concurrently with non-credit course during conditional admission period will be awarded only upon satisfactory completion of the non-credit course taken in the subject failed on the university's Entrance and Placement Examinations.

NON – CREDIT COURSES

These courses, 003 English and 003 Mathematics, designed to help individuals remove deficiencies in their preparation for college studies. Students are assigned to these courses on the basis of their performance on the university's entrance and placement examinations.

GRADUATION REQUIREMENTS

SEMESTER HOURS REQUIREMENT

Minimum total semester hours required for graduation range from 124 to 167, depending on the college, and must include specific number of hours and courses in general education requirements, major and minor requirements.

GRADE REQUIREMENTS

As of 1996, no "D" grade was allowed in major and minor area; and in the required communication skills courses. No student will graduate with an "F" grade in his / her major and minor area of concentration whether the course is required or not.

GRADE POINT AVERAGE

At the African Methodist Episcopal Zion University, a cumulative grade point average (G.P.A) of 2.000 or above is required for graduation.

POLICY FOR SECOND UNDERGRADUATE DEGREE

Students are allowed to take a second undergraduate degree in any college of the A.M.E. Zion University in keeping with the following guidelines. A student should not be permitted to use as a Major for his/her second undergraduate degree the Minor of his/her degree if it is to be obtained in the same college.

CREDIT ACCEPTABLE FOR TRANSFER SHOULD NOT EXCEED 60 HOURS.

The minimum requirement for a four years degree program should be two years and for a five years degree program, three years. This should apply also to students who already enrolled in the second degree program. The maximum for a four year degree program is four years and for a five year degree program is five years. Honor may be conferred on a transferred student only if the number of credits transferred do not exceed 31 semester hours.

GRADUATION:

TIME FOR AWARDED DEGREE

Degree shall be conferred only on Commencement Day. Students who do not complete the requirements for their degree by Commencement Day shall not receive the degrees until the following Commencement.

DISTINCTIONS

Three grades of distinction are awarded:

CUM LAUDE	With Distinction
MAGNA CUM LAUDE	With higher Distinction
SUMMA CUM LAUDE	With highest Distinction

Students who obtain a cumulative grade point average of 3.250 to 3.499 are graduated CUM LAUDE. Students who obtain a cumulative grade point of 3.500 to 3.799 are graduated MAGNA CUM LAUDE. Students who obtain a cumulative grade point average of 3.800 to 4.000 are graduated SUMMA CUM LAUDE.

Student admitted to the university with transfer credits beyond the freshman level (31 credits) will not be graduated with distinction regardless of the cumulative grade point average earned during the academic sojourn at the university. Students repeating courses will be barred from distinction even though the cumulative grade point average may meet the required average for distinction.

VIOLATIONS OF ACADEMIC RULES AND REGULATIONS

Violators of academic rules and regulations will be subjected to investigation by the appropriate authorities having jurisdiction over such violations and penalties imposed. Penalties for violations of rules and regulations governing academic loads and residence requirements have been specified under the appropriate sections and will be automatically applied to all violators by the office of Admission, Records and Registrations (see Students Handbook).

PETITIONS ON ACADEMIC MATTERS

All petitions of students relating to academic matters shall be channeled through their Department chairman who shall conduct initial investigations and make decision in respect thereof. Student affected by such decisions shall

have the right to appeal to the dean of their respective colleges and thereafter, if still aggrieved, to the Vice President for Academic Affairs. Where the involved relates to the implementations of existing policies, the decision of the Vice President for Academic Affairs shall be final; where, however, the decisions have the effect of creating new policies, the matter shall be referred to the Faculty Senate through the Committee on Academic Coordination for resolution.

PLANNING PROGRAM OF STUDY

A student indicates his / her desired field of specialization at the time he/she applies for admission. If accepted, this stated field becomes the focus around which the student's program is planned. There are, of course, general education requirements which are to be met during the two years of College. This follows the choice of courses in the major area and minor field requirements. Except for these, the student has a free choice of electives. Each student is expected to assume a major responsibility in planning his/her program at the university. He/she should be thoroughly familiar with the general requirements of the university as well as the specific requirements for the degree sought.

A change in the field of specialization can be made after obtaining the necessary approval. It should be noted, however, that a change of specialization may mean meeting additional requirements and subsequently a loss of time for the students.

REGISTRATION PROCEDURES

A. NEW STUDENTS

The Dean of Admissions, Records and Registration of the university is in full charge of all activities and questions relating to the registration of students.

TO REGISTER FOR COURSES, NEW STUDENTS ARE REQUIRED TO:

Plan their programs thoughtfully and carefully before completing the registration forms. Approval with signature of a Dean of college / advisor must be obtained at the time of registration for all courses that appear on the student's course schedule sheets.

STEPS TO BE FOLLOWED.

Each student must:

1. Present his/her "permit to register" and pick up a "control card" from the Registrar or representative along with a set of registration materials;
2. Confer with his/her Dean/Director or representative at designated time;
3. Fill out Registration Forms;
4. Obtain Dean's signature;
5. Pay the fees and obtain the signature of controller;
6. Obtain Registrar's signature and file forms in the office;
7. Obtain I.D. Card

B. RETURNING STUDENTS

- 1) Obtain Course Registration Form from the office of ADMISSION & RECORDS having duly paid and receipt been displayed.
- 2) Consult with the appropriate Heads of Departments for guidance in selecting courses.

3) After the selection of courses, complete the form appropriately and obtain the signature of your Departmental Chairperson.

4) Finally, submit your registration form to the Comptroller's office for his /her signature, Dean of your College and the Dean of Admission & Records.

Ask your departmental chairperson for your copy of the registration form