STUDENT
HANDBOOK

Student Handbook

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University Policy Handbook Version Record

The following is a record of the major changes made to this student Handbook. This is not a comprehensive itemization of all the changes made in this revision cycle, but rather an overview of the more significant updates incorporated into the current version of the handbook.

Version	Updated	Changes Made
2023	December 2022	Changed format
2023	December 2022	Updated Study Groups (Removed DEL and CPS)
2023	December 2022	Updated Academic Policies

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1. FOUNDER'S STATEMENT

Dr. Moffat Zimba and Mrs. Doreen Zimba, the founders of Northrise University, were both born in Zambia and were challenged by the lack of higher education opportunities after high school. But they heard and answered God's call to attend Bible College in Australia, they then went on to graduate school in the United States, where Dr. Zimba obtained a doctorate at Fuller Theological Seminary, and Mrs. Zimba received her MBA in Technology from the University of Phoenix. In 1988, amid their academic pursuits, the Zimbas began to receive a vision of how they could be instrumental in God's work of bringing transformation into the lives of Zambian students, who would then help improve the lives of others, bringing change to their nation. After 16 years of tireless work and collaboration with partners in Zambia, Australia, and the United States, the vision became a reality in January 2004 when Northrise University became the first private university in Zambia.

2. OUR MISSION

The mission of Northrise University is to develop Christ-centered dedicated professionals and engaged global citizens devoted to the spiritual and economic transformation of Zambia and Africa.

As devoted Christians, we believe a person's life cannot be complete without a personal relationship with God. At the same time, we are aware that men and women must be equipped to thrive in their personal lives and careers. We share in God's vision to empower the people of Zambia, bring economic revitalization, and foster an environment of spiritual and economic hope for future generations.

3. OUR PRIMARY FUNCTIONS

The primary functions of Northrise University include:

3.1. Develop and implement relevant, high-quality academic programs and develop dedicated professionals and engaged global citizens

3.2. Provide an environment and supporting infrastructure for the transfer and creation of knowledge by means of effective teaching and research of the highest quality

3.3. Provide quality higher education opportunities for Zambians and international students to improve overall education levels and professional opportunities.

3.4. Award undergraduate and postgraduate degrees, diplomas, and certificates in their own right, or as otherwise determined by the University Council.

3.5. Partner with high-quality organizations with the potential to make significant contributions to their communities.

3.6. Foster lifelong learning in graduates and others in the community.

3.7. Encourage and support students and graduates to maintain the highest ethical values.

3.8. Pursue community activities, which benefit society at large.

In the exercise of its functions, the University pays special attention to the laws of the Government of the Republic of Zambia and related accrediting and regulatory agencies.

4. OUR CORE VALUES

4.1. **Biblical Truth:** We desire to be guided by the Holy Spirit, living out a biblical worldview through academic study, meditation on Scripture, prayer, and community action.

4.2. **Commitment & Dependency:** We desire each day to follow and honor the Lord Jesus Christ in all we do by being His committed disciples and acknowledging our dependence on Him through prayer, worship, and obedience.

4.3. **Love and Service**: We seek to be a place where Christian love and service is evident, and we are committed to respecting and treating all people as equal.

4.4. **Leadership**: Following Jesus, our goal is to be authentic servant leaders. We lead by developing Christ-centered dedicated professionals equipped to transform the world.

4.5. **Stewardship**: We desire to honor our God by being thankful, faithful, and respectful of all resources that He provides for us as we use them to His honor and glory.

4.6. Excellence: Being excellent at what is good has been the Northrise motto from the beginning. We honor God by using our gifts, talents, and abilities for His glory.

5. OUR CODE OF HONOR

The Code of Honor of Northrise University is based on the institution's core values.

The basic principles, which guide the development of Christian character and govern Christian behavior, are to be found in the Scriptures. The moral law is the gift of God and is fully revealed in the teachings of Jesus Christ.

The student by of his or her enrollment agrees to abide by the rules and moral precepts, which govern the University community. Because of the University's commitment to the lordship of Christ over every area of life, wholehearted obedience to the moral law as outlined in the Old and New Testaments and exemplified in the life of Christ applies to every member of the University community, regardless of position.

While the Bible does not provide specific teaching regarding all social practices, its emphasis on general principles is unmistakable, particularly in circumstances where lack of self-restraint would be harmful or offensive to others or bring disrepute to the University. Out of these general principles come certain concrete expectations, which should be viewed not negatively but as practical guidelines for conduct and for a productive way of life;

a. To uphold at all times and in all places, both on and off campus, the University's Mission Statement.

b. To protect the personal rights of others, refrain from any physical or verbal abuse, and exemplify courtesy, consideration, and respect.

c. To protect the property rights of others from theft, damage, or misuse.

d. To adhere to all university policies and regulations, including the rules governing the use of facilities, housing on and off the campus, and campus organizations.

e. To obey, respect, and uphold the law of the land, unless that law is contrary to the scriptures.

f. To refrain from the possession, use, or distribution of alcoholic beverages and illegal drugs or controlled substances.

g. At all times, to exhibit good taste, decency, and restraint, refraining from disorderly conduct or indecent, profane, or obscene expression.

h. To be honest in all behavior, never cheating, plagiarizing, or knowingly giving false information.

i. To abstain from any sexual relations outside the bonds of marriage. For those who are single to abstain from fornication.

j. To exemplify high principles of honor, integrity, and morality and to help others fulfill their obligations under this code.

6. OUR PHILOSOPHY OF EDUCATION

The mission of Northrise University is to develop Christ-centered dedicated professionals and engaged global citizens devoted to the spiritual and economic transformation of Zambia and Africa.

At Northrise University, we believe that the integration of faith and learning is the essence of authentic Christian higher education. We begin building our thinking on this vital subject by affirming the love for God and the love for study, the importance of devotion and the importance of instruction, the place of spirituality and the place of scholarship, the priority of affirming and passing on tradition and the significance of honest intellectual inquiry. These matters are in tension, but not in contradiction – and if rightly understood they can be seen as connectives, bound together, not matters of exclusivity.

We begin with a faith commitment that informs all learning, which also shapes expectations for living. The moral and spiritual virtues have vital cognitive significance and hence strengthen both teaching and learning. Thus, we believe that humility strengthens, and arrogance hampers the learning process. Not only humility, but faith, love, gratitude, integrity, and other like virtues are essential for a balanced approach to Christian higher education.

Therefore, at Northrise we believe that loving God with our minds, thinking Christianly points us to a unity of knowledge, a seamless whole because all true knowledge flows from the One Creator to His one creation. At Northrise we are intentional about integrating faith and learning in every discipline not as mere words or form, but as a

foundational reality. We are intentional about a commitment to truth, for by Him and for Him are all things held together.

7.   OUR PARTNERS

In our efforts to expose students to a global perspective of learning and application of knowledge, we have over the years, entered into partnership agreements with several universities, colleges, and other stakeholders around the world. We believe that through these partnerships the learning experience of our students and that of our partners is enhanced as together we apply knowledge in different contexts.   Northrise is in partnership with many higher learning and other academic institutions including Dordt University, Fontys University, Baylor University, Sterling Theological College, LeTourneau University, Grand Canyon University, Mary Begg Clinic, First Quantum Minerals, ZICA, ACCA, and others.   For more details on our partners, please visit our website at www.northrise.edu.zm.

8.   DEFINITION OF TERMS AND ACRONYMS

The following definitions shall apply in the regulations pertaining to the Academic registration of a student:

*8.1.Academic Advisor***.** A member or team of faculty assigned to assist students in planning their studies. The academic advisor assists students to attain on their academic progress, course selection, career, and major options.

*8.2.Academic Calendar***.** NU offers courses in two 16 weeks semesters in a calendar year. For nursing courses, 20-week courses and some courses of other duration are required during semesters. Winter School Classes are optional.

8.3.Academic Program. a combination of courses and related activities organized for the achievement of specific learning objectives as defined by the university.

*8.4.Academic Year***.** An academic year is a period of study consisting of two (2) consecutive Semesters or six (6) consecutive periods. An Academic Year typically begins in January and ends in December of the same year.

8.5. Academic Progression Policy. The policy is a guide to guide the progression of the student through their study.

8.6. APA. American Psychological Association writing style which NU has adopted for all academic writing.

8.7. Assignment Cover Sheet. A standard template that students are required to use for their assignments. Note that students will be guided on the specific cover sheet to use for research projects.

8.8. Assessment. Assessment standards will be prescribed in each course's outline, which will be provided to the student at the commencement of the course.

8.9. Audit Students. Students may take university courses without credit by a process called "audit" in which they are expected to meet all the requirements of the course except for the assessments. Admission requirements and fees are the same for audit courses as for those carrying University credits. To audit a course, the audit must be declared by the end of the registration period and may not be changed thereafter. Auditors will not receive credit applicable to satisfaction of program requirements. Students who meet all class requirements (except assessments) will have a grade of "Au" recorded on their transcript. Audit Students will only be enrolled into a Class at the discretion of NU.

8.10. Bachelor's Degree. An award earned after completing a program of study, usually designed to be completed in four academic years, sometimes referred to as a baccalaureate degree.

8.11. Bridging Courses. Courses that students must take to help students transition from high school to university education.

8.12. Certificate. Award given after completing a program of study usually designed to be completed in two academic years. There are certain programs designated as certificate programs.

8.13. Class. A specific offering of a Course, during a particular study period, at a particular time of day, on specified days, in a particular room. A Class is also a series or grouping of Class Sessions. Example: IS150 – Microsoft Office I – Word and Outlook.

8.14. ***Class Session or Session****.* A single specific contiguous meeting of a class. Example: IS150 – Microsoft Office I – Word and Outlook, Session 1, Monday, January 22nd, 2020, 7:00 – 10:00 hours, Kuhula Hall Room 4.

8.15. ***Class Timetable****.* A schedule of class sessions including class times and venues.

8.16. ***Course****.* A subject of study in a specified program, which is self-contained and attracts a prescribed number of learning credits (e.g., 3 credits). Courses are classified according to levels corresponding to the year of study and will ultimately be scheduled as a class offered to students. Example: IS150 – Microsoft Office I – Word and Outlook.

8.17. ***CTP Courses****.* Christian Thought and Practice courses. Each student is required to take four CTP courses, unless otherwise specified in their program.

8.18. ***Credit****.* A single Credit is intended to represent a prescribed nominal period of active student input and instructor interaction with the student during the learning process. Credits indicate a quantity of assessed learning and contribute to a cumulative indication of the courses which a student has completed as specified by relevant course regulations. Credits are gained by satisfying the Faculty Board of Examiners as specified in relevant academic regulations.

8.19. ***Completion****.* The process of successfully completing the courses and requirements of a Program and the subsequent award of a Certificate, Diploma, or Degree by NU.

8.20. ***Course ID/Course Code****:* A combination of letters and numbers assigned to a course to distinguish it from another course.

8.21. ***Course Material****.* A collection of information related to a specific course. This includes course syllabus and course modules, among other essential information.

8.22. ***Course Module****.* A combination of session objectives and summary notes.

8.23. ***Course Path****.* A document indicating all the courses and seminars required for a specific program of study and the order in which the courses are taken.

8.24. ***Course Pre-requisite****.* A course that must be completed before registering in other dependent courses e.g., Financial Accounting I is a pre-requisite for Financial Accounting II.

8.25. ***Course Registration***. The dates and times that a student can register for courses. Students will receive e-mail communication regarding course registration.

8.26. ***Course Syllabus.*** This includes the course code, course name and description, required text, course requirements, pre-requisites, assignments, instructor details, lesson plan, and grading scale.

8.27. ***Elective Courses***. Courses that students may take by choice to help them specialize within their major or work towards a minor. Some programs do not have electives. Where available, a list of courses to select from will be provided.

8.28. ***Examination (Exam).*** An Examination comprises the totality of assessment applicable to Courses taken at a particular stage of a course of study, as determined by the appropriate regulations, upon which progression and/or award classification are based. Examination assessment may be by means of written papers, coursework, or orally. The word Examination can be used to refer to a test, quiz, mid-semester exam, and final exam.

8.29. ***Faculty***. Academic division for a particular field of study e.g., Faculty of Business and Law. Each Faculty has a school which have specific programs, e.g., Northrise Business School.

8.30. ***Final Examination***. An examination conducted at the end of the class, which covers all the material taught in the class or all the material taught in the class since the mid-term examination. A final exam may or may not be conducted depending on the requirements for each course. The Course syllabus will specify whether a final exam is required for a given class.

8.31. ***Foundation Courses***. Preparatory courses for students to take up program majors.

8.32. ***GPA***. Stands for Grade Point Average. It is a numeric measure of a student's academic achievement.

8.33. ***Google Classroom***. A virtual, online learning platform for schools that aims to simplify creating, distributing, and grading assignments in a paperless way.

8.34. ***Grading Sheet or Rubric****.* A template used to grade student assessments. The grading sheet provides details of how marks are allocated for each assessment piece.

8.35. ***Graduation****.* A ceremony in which recent graduates are recognized for their academic achievements and the awarding of Certificates, Diplomas, or Degrees. Students may not participate in a graduation until they have completed the requirements from their enrolled Program. A student does not have to participate in a graduation to graduate from his/her enrolled Program.

8.36. ***Learning Team****.* A team of students constituted for the purpose of meeting specific course related objectives. Each student is required to be part of a learning team for each course registered for.

8.37. ***Learning Team Toolkit****.* A set of documents pertaining to learning teams, including the team charter, team project and task planning, weekly log, and the guide to completing the team charter. The learning team toolkit is accessible via the VLS.

8.38. ***Major Studies****.* A Major is a concentration of courses that give a student an in-depth knowledge of a field of study. It is the area of one's main studies. Some programs are designated as double majors (e.g., BFA, where the major is finance and accounting).

8.39. ***Mark****.* A Mark is a numerical indication of the quality of the assessed work completed by a student in each Class as approved by the relevant Faculty Board of examiners.

8.40. ***Minor Studies****.* A minor study is a group of courses in certain programs designed to provide students with an area of knowledge and skills that either:

a. Draw from a recognized discipline and are designed to contribute to the major study, or

b. May transcend traditional disciplinary boundaries but complement the objectives of the program.

8.41. ***NU****.* Northrise University

8.42. ***ONL****.* Online Studies.

8.43. ***Plagiarism*.** Plagiarism is a form of dishonesty or cheating that occurs when a person passes off someone else's work as their own.

8.44. ***Program*.** A set of Courses satisfying the requirements for a particular Degree, Diploma, or Certificate and requiring a specified total or aggregated number of learning credits. Example: Diploma in Human Resource Management.

8.45. ***Research Project*.** A supervised systematic enquiry based on the area of study.

8.46. ***Seminar*:** A collection of discussion sessions conducted to meet specific academic and professional objectives. Each student in a bachelor's degree program must attend four mandatory seminars, unless otherwise specified in their program. Other qualifications (e.g., Diploma, master's degree) may specify a required seminar(s).

8.47. ***Semester*.** A division of the Academic year consisting of approximately sixteen (16) to twenty (20) weeks (depending on the program and study mode) of teaching, coursework, revision, assessment, and consultation.

8.48. ***Service Learning (SL).*** A system where students learn through community participation. All DAY students are required to participate in SL. ONL students take Service-Learning Test out Exams instead. Postgraduate students are not required to participate in any of these programs.

8.49. ***Study Period*.** A duration of a study e.g., Semester.

8.50. ***Student*.** A person who is enrolled part time, full time, or auditing a class at NU.

8.51. ***Transcript*.** An official record of all courses a student has taken, and marks earned for the duration of one's stay at the university.

8.52. ***VLS*.** The Virtual Learning System is an online teaching platform where resources can be found, and quizzes are taken.

8.53. ***Winter School.*** This is where specified courses are taught during the semester winter break (i.e., June). Each course runs for a duration of 10 days.

9. STUDY MODES

9.1. DAY Study Mode (DAY)

This is the traditional mode of study where students take classes on campus during the day. DAY students take their courses for a minimum of sixteen (16) weeks, except for BScN semesters which vary in duration. There are two semesters per academic year.

9.2. Online Study Mode (ONL)

The ONL study mode provides educational opportunities to students who are unable to physically attend class sessions and those who opt to study remotely. Students enrolled in this study mode will take courses as prescribed by the related program course path.

10. NORTHRISE UNIVERSITY FACULTIES

To properly administer academic accredited programs, Northrise University maintains three faculties of learning including the Faculty of Business and Law (FBL), Faculty of Health Sciences and Human Development (FHSHD), and the Faculty of Engineering and Information Technology (FEIT). The faculties offer courses as outlined below and as described in detail under the various related sections in this handbook.

Faculty, School, and Program Structure

Faculty of Business and Law	Faculty of Health Sciences and Human Development	Faculty of Engineering and Technology
School of Business	**School of Nursing**	**School of Information Technology**
Bachelor of Finance and Accounting (BFA)	Bachelor of Science in Nursing (BScN)	Bachelor of Science in Computer Science (BSc (CS))
Bachelor of Business Administration (BBA)	Diploma in Nursing – Under Development – 2024 Start	Bachelor of Information Technology (BIT) (WSD)
Bachelor of Human Resource Management (BHRM)	**Other Programs - Human Development**	**School of Engineering**
Diploma in Human Resource Management (DipHRM)	Bachelor of Theology (BTH)	BSE – Civil – Under Development 2024 Start
Executive Master of Business Administration (EMBA)	Post-Graduate Diploma in Teaching Methodology (PGDTM)	BSE – Mechanical – Under Development - 2026 Start
School of Law		
Bachelor of Laws (LLB)		

11. Northrise University Schools

11.1.   Northrise Business School (NBS)

Overview:

The Northrise Business School is dedicated to training business and other organizational leaders. The school is composed of qualified academicians as well as full-time working business professionals who bring their expertise and practical experience to the classroom. Through personalized interaction, the school's programs give students a relevant education that integrates business theory with realistic goals and practices.

The curriculum seeks to provide every business student with excellent knowledge and skills along with moral, ethical, and values within the context of a biblical worldview. This is accomplished through the exploration of modern theories, concepts, and principles designed to develop our business students into critical thinkers, who can identify problems, collect data, weigh alternatives, and identify solutions. Through a biblically integrated curriculum, students will be equipped to assume positions of leadership, influence, and responsibility in business, community, church, and other organizations, both locally and globally.

The following programs are offered under NBS

11.1.1. Diploma in Human Resource Management (DipHRM)

Program Overview:

This is a three-year program for those seeking to gain skill and competence in Human Resource Management and specifically aims at developing the middle level of human resources. Human resources are among the most important of all resources for all organizations and are thus crucial for their success. Therefore, this degree introduces students to strategies for managing people in the workplace and outlines key issues in managing people as resources.

Program Objectives:

After completing this program, students will be able to:

i.   Demonstrate understanding of Zambian labor laws and any other laws applicable to human resource management practice

ii. Apply theories and models applicable to human resource management

iii. Develop human resource management and research skills for intermediate human resource management practice

DipHRM Award Eligibility:

To be eligible for the award of the DipHRM students must satisfy the following requirements:

1. Completion of the following courses:

   ● Introduction to APA   1 credit

   ● Communication and Study Skills I   3 credits

   ● Communication and Study skills 2   3 credits

   ● Computer Literacy Basics   3 credits

   ● Zambian Studies and Social Issues   3 credits

   ● Biblical Worldview & Major World Religions 1   3 credits

   ● Biblical Worldview & Major World Religions 2   3 credits

   ● Business Mathematics I   3 credits

   ● Business Mathematics 2   3 credits

   ● Introduction to Accounting   3 credits

   ● Microeconomics   3 credits

   ● Human Resource Management   3 credits

   ● Organizational Behavior   3 credits

   ● Management Principles and Practice   3 credits

   ● Introduction to Marketing   3 credits

   ● Managing Recruitment and Selection   3 credits

   ● Employee Health and Safety   3 credits

- Zambian Labor Laws   3 credits
- Compensation and Benefits   3 credits
- Industrial Psychology   3 credits
- Industrial Relations and Collective Bargaining   3 credits
- Performance Management Systems   3 credits
- Ethics for Human Resource Practitioners   3 credits
- Employee Development   3 credits
- Conflict and Reconciliation   3 credits
- Research Methods   3 credits
- HR Individual Research Project   6 credits

Total = 82 Credits

2. Completion of Introduction to University Studies Seminar   1 Credit
3. Completion of Career Development Seminar   1 Credit

Total = 2 Credits

Overall Total = 84 Credits

4. Attain a minimum GPA of 2.00.

DipHRM Program Major: The Major for the DipHRM degree in Human Resource Management.

DipHRM Program Minors: The DipHRM program has no minors.

DipHRM Summary Graduation Requirements

In addition to general university requirements for graduation (see the Graduation Requirements section), the student must accomplish the following to graduate from this program:

i. Successfully complete 84 credits of instruction, including all of the required courses in the program Major.

ii. Successfully participate in and contribute to a research project as defined in the Research Project course

iii. Attain a minimum GPA of 2.00.

11.1.2. Bachelor of Business Administration (BBA)

Program Overview:

This is a four-year program concerned with the question of how an enterprise's resources (personnel, equipment, finance, and so on) can be deployed as effectively and efficiently as possible. The Bachelor of Business Administration (BBA) is a degree that provides broad-based knowledge that prepares students for a wide range of careers in a global economy. This BBA Major enables the student to pursue a general degree that provides a broad-based foundation in such business disciplines as management, marketing, and accounting. It provides maximum flexibility for the student with unique career objectives to tailor studies to meet individual needs. Grounded in the functional areas of business—finance, marketing, and operations—this major prepares the graduate to pursue a career in a dynamic and diverse work environment. Students apply essential competencies such as business law, management theories, problem-solving, decision-making, organizational behavior, entrepreneurship, global business issues, and leadership.

Program Objectives:

On successful completion of the Bachelor of Business Administration graduates will be able to:

  i. Demonstrate an understanding of the concepts, processes, and procedures relevant to public and private organizations.

  ii. Identify and evaluate the environments within which business is conducted.

iii. Demonstrate a working knowledge of the principles of accounting, economics, quantitative methods, and information systems.

iv. Relate organizational theory and behavior to a business enterprise.

v. Identify, analyze, and solve business problems.

vi. Demonstrate effective communication skills.

vii. Demonstrate an understanding of the importance of high ethical standards in business decision-making.

viii. Gain the knowledge that will prepare them for further studies in various disciplines related to business administration.

BBA Award Eligibility

To be eligible for the award of the degree in Business Administration (BBA), students must satisfy the following requirements:

1. Completion of the eight (8) Foundation courses as stipulated annually in this handbook or other University documentation: (3   Credits   each)

   ▪ Microeconomics
   ▪ Management Principles and Practices
   ▪ Business Statistics I
   ▪ Business Statistics II
   ▪ Business Law
   ▪ Business Mathematics I
   ▪ Business Mathematics II
   ▪ Organizational Behavior   **Total = 24 Credits**

2. Completion of the following sixteen (16) Major courses: (3 Credits each)

   ▪ Money and Capital Markets
   ▪ Human Resource Management or Employee Relations

- ▪ Managerial Decision-Making

- ▪ Financial Accounting I

- ▪ Financial Accounting II

- ▪ Entrepreneurship in Small Business Enterprises

- ▪ Business Finance I

- ▪ Business Finance II

- ▪ Macroeconomics

- ▪ Quality Management

- ▪ E-Commerce

- ▪ Public Finance

- ▪ Marketing

- ▪ Business Information Systems

- ▪ Business Strategy

- ▪ Leadership   **Total = 48 Credits**

3. Completion of Ethics   **Total = 3 Credits**

4. Completion of Research Concepts   **Total = 3 Credits**

5. Completion of Auditing I or Financial Reporting   **Total = 3 credits**

6. Completion of one (1) Business Project   **Total = 6 Credits**

7. Completion of four (4) Bridging courses (3 credits each):   **Total = 12 Credits**

8. Completion of four (4) Christian Thought and Practice (3 Credits each)

   Total = 12 Credits

9. Not less than seventy (70) percent Chapel Attendance (2 Credits each/yr.)

   Total = 8 Credits

10.   Complete Introduction to APA   1 Credit

11.   Attend an Introduction to University Studies Seminar   1 Credit

12.   Attend an HIV/AIDS Seminar   1 Credit

13.   Complete a Community Development Seminar   1 Credit

14.   Complete a Career Development Seminar   1 Credit

Total = 5 Credits

15.   Complete four (4) Service-Learning participations (2 Credits each/yr.)

Total = 8 Credits

Overall Total= 132 Credits

BBA Program Major: The Major is Business Administration

BBA Program Minors: The BBA program has no minor.

BBA Summary Program Graduation Requirements:

In addition to general university requirements for graduation (see the Graduation Requirements section) the student must achieve the following to graduate from this program:

i.   Successfully complete 116 credits of instruction, including all the required courses in the program (exclusive of the chapel and service-learning credits)

ii. Successfully participate in and contribute to a research project as defined in the Research Project course

iii. Successfully participate in Service Learning (ONL students are required to fulfill the service learning credits by taking the required service-learning test-out exams)

iv. Successfully participate in chapel (DAY students only)

v.   Attain a minimum GPA of 2.00

11.1.3. Bachelor of Finance and Accounting (BFA)

Program Overview:

This is a four-year program that has been developed in partnership with the Zambia Institute of Certified Accountants. This Bachelor of Finance and Accounting (BFA) is a program that equips students with knowledge of financial environments and modern analytical techniques. Students learn to understand a broad range of finance

areas including business finance, accounting, investment management, international financial management, and economics. Graduates will be equipped for a career in stock brokering, financial services, and business. Upon successful completion, students will have a variety of career options to select from including financial services, banker, insurance, financial planning, financial adviser, funds manager, financial analyst, industrial analyst, investment analyst, investment banker, security analyst, underwriter, options/futures trader, treasury, foreign exchange trader/officer, share trader, lending officer, finance officer, corporate or policy adviser, business consultant, research officer, business economist and so on.

Program Objectives:

After completing this program, graduates will be able to:

i. Identify, analyze, and solve finance and accounting problems in different decision contexts

ii. Demonstrate an understanding of the principles of accounting, finance, economics, taxation, and business law

iii. Apply specific theoretical knowledge, practical skills, and analytical techniques relevant to the areas of finance and accounting

iv. Perform a broad range of accounting tasks, from keeping financial records to producing financial statements, to analyzing and interpreting financial statements, among others

v. Demonstrate a broad range of financial management skills such as investment appraisal, portfolio management, identifying and undertaking projects, and sourcing for financing, among others

vi. Utilize an understanding of the local tax system in order to provide advice to managers and ensure the adherence of organizations to applicable tax policies

vii. Satisfy educational entrance requirements of relevant professional bodies such as the Zambia Institute of Certified Accountants (ZICA)

viii. Be prepared for further studies in computer finance and accounting

BFA Award Eligibility

To be eligible for the award of the BFA, students must satisfy the following requirements:

1. Completion of the eight (8) Foundation courses as stipulated annually in the Student Handbook or other University documentation (3 Credits each)

  ▪ Business Law

  ▪ Management Principles and Practice

  ▪ Microeconomics

  ▪ Macroeconomics for Business & Finance

  ▪ Business Mathematics I

  ▪ Business Mathematics II

  ▪ Business Statistics I

  ▪ Business Statistics II   **Total = 24 Credits**

2. Completion of the following nine (9) Accounting Majors: (3 Credits each)

  • Cost Accounting

  • Management Accounting

  • Financial Accounting I

  • Financial Accounting II

  • Auditing I

  • Auditing II

  • Financial Reporting

  • Taxation I

  • Taxation II   **Total = 27 Credits**

3. Completion of the following seven (7) Finance Majors: (3 Credits each)

  ▪ Public Markets

- Business Finance I

- Business Finance II

- Business Credit Management

- Money & Capital Markets

- Financial Risk Management

- Investment Analysis & Portfolio Management   **Total = 21 Credits**

4. Completion of Leadership   **Total = 3 Credits**

5. Business Strategies   **Total = 3 Credits**

6. Completion of Research Concepts   **Total = 3 Credits**

7. Completion of Ethics   **Total = 3 Credits**

8. Completion of two (2) Internships (2 credits each)   **Total = 4 Credits**

9. Completion of one (1) Research Project   **Total = 6 Credits**

10. Completion of three (3) Bridging courses (3 credits each)

    Total = 9 Credits

11. Completion of three (3) Christian Thought and Practice (3 credits each)   **Total = 9 Credits**

12. Not less than seventy (70) percent Chapel attendance (2 Credits each/yr.)   **Total = 8 Credits**

13. Complete Introduction to APA   1 Credit

14. Attend an Introduction to University Studies Seminar   1 Credit

15. Attend an HIV/AIDS Seminar   1 Credit

16. Complete a Community Development Seminar   1 Credit

17. Complete a Career Development Seminar   1 Credit

                                                     Total = 5 Credits

18. Complete four (4) Service-Learning participations (2 Credits each/yr.)   **Total = 8 Credits**

                                             Overall Total= 133 Credits

BFA Program Major: The Majors are Accounting and Finance.

BFA Program Minors: The BFA program has no minors.

BFA Summary Graduation Requirements

In addition to general university requirements for graduation (see the Graduation Requirements section), the student must accomplish the following to graduate from this program:

i. Successfully complete 117 credits of instruction, including all of the required courses in the program (exclusive of chapel and service-learning credits)

ii. Successfully participate in and contribute to a research project as defined in the Research Project course

iii. Successfully complete an internship

iv. Successfully participate in Service Learning (ONL students are required to fulfill the service learning credits by taking the required service-learning test-out exams)

v. Successfully participate in chapel (DAY students only)

vi. Attain a minimum GPA of 2.00

11.1.4. Bachelor of Human Resource Management (BHRM)

Program Overview:

This four-year program empowers students to understand Human Resource issues and develop into useful and effective HR practitioners capable of participating in the management of human resources and the enhancement of HR practice in Zambia. The Bachelor of Human Resources Management is a degree that covers the strategies for managing people in the workplace via the theory and practice of human resource management. It outlines key issues in the management of people as key resources in the organization and the development of organizational strategies, policies, and processes relating to their use. The programme prepares students to function as

human resource practitioners in recruitment and selection, training and development, interpretation of labour laws and industrial relations, and occupational health and safety. The program is targeted at anyone who seeks to gain skill and competence in Human Resource Management or for anyone likely to be involved in managing people within an organization.

Program Objectives:

After completing this program, students will be able to:

i.   Demonstrate understanding of organizational behavior and the fundamentals of human resource management

ii. Demonstrate understanding of Zambian labor laws and any other laws applicable to human resource management practice

iii. Explain theories and models applicable to human resource management

iv. Consider strategies for employee recruitment, development, assessment, and performance management

v.   Consider change management strategies

vi. Develop human resource management and research skills and equip learners for intermediate human resource management practice

BHRM Award Eligibility

To be eligible for the award of the BHRM degree, students must satisfy the following requirements:

1.   Complete the following seven (7) Foundation courses as stipulated annually in this handbook or other University documentation: (3 credits each)

- Microeconomics
- Management Principles and Practice
- Introduction to Law
- Business Law

- Introduction to Accounting

- Marketing

- Intermediate Algebra   **Total = 21 Credits**

2. Complete the following thirteen (13) Major courses: (3 courses each)

- Fundamentals of Human Resource Management

- Organizational Behavior

- Employee Health and Safety

- Managerial Decision-Making

- Employee Relations

- Employee Development

- Performance Management

- Employee Recruitment and Selection

- Zambian Labour Laws

- Compensation and Benefits

- Change Management

- Quality Management

- Leadership   **Total = 39 Credits**

3. Completion of Research Concepts   **Total = 3 Credits**

4. Completion of Ethics   **Total = 3 Credits**

5. Completion of Personal Financial Planning   **Total = 3 Credits**

6. Completion of one (1) BHRM Final Research Project   **Total = 6 Credits**

7. Completion of four (4) Minor courses   **Total = 12 Credits**

8. Completion of four (4) Bridging courses: **Total = 12 Credits**

9. Completion of four (4) Christian Thought and Practice (3 Credits each)

                                          Total = 12 Credits

10.   Complete Introduction to APA   1 Credit

11.   Attend an Introduction to University Studies Seminar   1 Credit

12.   Attend an HIV/AIDS Seminar   1 Credit

| 13. | Complete a Community Development Seminar | 1 Credit |
| 14. | Complete a Career Development Seminar | 1 Credit |

Total = 5 Credits

| 15. | Complete four (4) Service-Learning participations (2 Credits each/yr.) |

Total = 8 Credits

Overall Total= 124 Credits

BHRM Program Major: The Major is Human Resource Management

BHRM Program Minors: Students who study the BHRM have the following options for Minors:

i. **Business:** Business minor focuses on general business principles such as supply chain management and business strategy. With this minor, students are equipped to undertake various aspects of the business.

ii. **Finance:** The Finance Minor provides foundational training in finance theory and practice. With sufficient coverage of topics such as finance theory, money, and risk management, students will be equipped to understand various aspects of business finances.

BHRM Program Summary Graduation Requirements:

In addition to general university requirements for graduation (see the Graduation Requirements section) the student must achieve the following to graduate from this program:

i. Successfully complete 116 credits of instruction, including all of the required courses in the program (exclusive of service-learning credits)

ii. Successfully participate in and contribute to a research project as defined in the Research Project course

iii. Successfully complete the BHRM Minor courses

iv. Successfully participate in Service Learning (ONL students are required to fulfill the service learning credits by taking the required service-learning test-out exams

v. Attain a minimum GPA of 2.00

11.1.5. Executive Master of Business Administration (EMBA)

Program Overview:

This is an eighteen-month program in the study of business. The EMBA program is designed for individuals who seek to advance their careers and enter leadership positions in their organization and community. Reaching the top levels of global business today demands excellence, critical thinking, exceptional knowledge, communication skills and cultural awareness, all of which the Northrise EMBA program is designed to nurture. The program has been designed through a partnership involving NU in Zambia, California Polytechnic State University and Dordt College in the United States of America. This program brings internationally renowned managerial concepts and techniques in a Christian learning context to Zambia. This is one of the aspects that makes our MBA degree unique and different from the others. Not only will students be provided with the requisite knowledge in the key management disciplines, but this will be done based on Christian principles.

Students will be required to use a variety of qualitative and quantitative skills in analyzing common management problems. They will also be expected to evaluate the consequences of their decisions and appraise these against stakeholder and shareholder expectations, legal and regulatory requirements and current ethics. Students will

also be equipped to create awareness of regional and international business environments.

Understanding the impact of the growing economic and political integration with the Common Market for Eastern and Southern Africa (COMESA) and Southern African Development Community (SADC) is a requirement for students. Students will be given the conceptual tools to effectively analyze the socio-political, legal and regulatory environment governing regional and international trade.

Leadership development is a core component of the MBA program. Students will learn how to develop and maintain their leadership abilities at work and in the community. Students will also learn business ethics and social responsibility based upon Christian centered values. Furthermore, students will be equipped with the knowledge and understanding necessary to develop organizational policies and programs that provide an organization with values that support and sustain its dealings in a responsible and Christ centered manner.

Program Objectives:

Course participants who successfully complete the MBA program will be able to:

i. Demonstrate the knowledge and skills needed to identify and solve organizational problems using a systematic decision-making approach.

ii. Demonstrate the knowledge and skills needed to manage, develop, and motivate personnel to meet changing organizational needs in a global business environment.

iii. Apply critical analysis of alternatives under conditions of uncertainty.

iv. Develop awareness of their own values and the effect of those values on organizational decision-making.

v. Assess whether an organization's plans and actions align with its values.

vi. Comprehend the application of a significant amount of business administration knowledge within the domains of the set courses

vii. Develop problem analysis and solving skills

Target Attendees:

i. People who are interested in seeking employment, or are currently seeking employment, or are currently employed in business.

ii. Individuals who are business leaders or aspire to be leaders in business.

iii. People who wish to create positive organizational culture and

iv. People who would like to understand the role of ethical values and practices within business organizations

v. Individuals who would like to understand how changes in the external and internal business environments impact the functional areas of business.

EMBA Award Eligibility:

To be eligible for the award of the EMBA degree, students must satisfy the following requirements:

1. Completion of the following eleven (11) Major courses: (3 Credits each)

- Communication Strategies
- Management Theory & Practice
- Human Capital Management
- Managerial Economics
- Marketing
- Business Law
- Corporate Finance
- Organizational Leadership

- ▪ Strategic Planning & Implementation

- ▪ Quantitative Methods

- ▪ Entrepreneurship   **Total = 33 Credits**

2. Completion of Ethics   **Total = 3 Credits**

3. Completion of Research Concepts   **Total = 3 Credits**

4. Completion of one (1) MBA Project   **Total = 6 Credits**

5. Attend an Introduction to the MBA program Seminar   1 Credit

6. Complete Introduction to APA   1 Credit

Overall Total= 47 Credits

EMBA Program Major: The EMBA major is Business Administration.

EMBA Program Minors: The Executive MBA program has no minor.

EMBA Summary Graduation Requirements: In addition to general University requirements for graduation (see the Graduation Requirements section), the student must perform the following to graduate from the EMBA program:

i. Successfully complete at least 47 credits of instruction, including all of the required courses in the program

ii. Successfully complete a research project or dissertation

iii. Attain a minimum GPA of 2.50 at the completion of their required program of study

11.2. Center for Information and Communications Technologies (CICT) Faculty Overview:

The Center for Information and Communication Technologies (CICT) is committed to offering students the highest quality of computer technology skills to enable them to serve businesses and other organizations efficiently. In addition to this goal, the Center aims to contribute to scientific and

technological innovation in education with a primary thrust on two areas: Curriculum Development and Program Improvement and Innovation. Curriculum Development encompasses the design and implementation of new curricula, courses, laboratories, and instructional materials. Program Improvement encompasses faculty and teacher development, student academic support, and formal partnerships with industry, government, educational institutions, and other stakeholders.

The Center envisions the promotion of innovative, relevant, and viable research and development initiatives. Believing in the complexity and diversity of human development, the Center promotes a multi-disciplinary and multi-stakeholder approach in its research and development program. The objectives of the Center for Information and Communication Technology support the aims and objectives of NU and relate directly to those of the Center for ICT. The faculty endeavors to:

  i. Equip students with the latest theoretical and practical knowledge in the IT industry

  ii. Provide curriculum, content, resource and other support materials to equip students with the skills and knowledge required in today's ICT workforce

  iii. Enhance education through the utilization of Information and Communication Technologies

  iv. Develop courses and academic tracks relevant to the advancement of the center's research and development thrust

  v. Design and deploy relevant and viable technology solutions to address developmental issues and concerns

  vi. Be a significant contributor to the body of knowledge in the area of ICT

11.2.1. Bachelor of Information Technology (BIT)

Program Overview:

This is a four-year program in the study of information technology with an emphasis on web-based and traditional client-server computer software development. The BIT Web and Software Development program emphasizes the acquisition of software design and development skills. Students pursuing this program will learn how to develop innovative and usable software, describe key processes for software acquisition, development, and maintenance, select the most appropriate life cycle for a given development as well as estimate the effort, resources, and time required to execute a project. The course will explore software development from a managerial perspective emphasizing the selection of appropriate development life cycle for the problem at hand, estimating effort and development times, in understanding the unintended consequences of common project management actions within and across projects and challenges of outsourcing and working with distributed teams.

BIT Program Objectives:

After completing the program, students should be able to:

i. Perform background research and a feasibility study prior to embarking on a development project.

ii. Develop and customize quality software solutions applicable to Zambia and the international market.

iii. Understand software development methods and practices, and their appropriate application in Zambia.

iv. Demonstrate basic competency in Web development, programming and deployment.

v. Collect and analyze user requirements using a formalism such as UML, including business process modeling

vi. Explain and apply Web design and usability principles applicable to a Zambian context.

BIT Award Eligibility:

To be eligible for the award of the degree BIT in Software and Web Development, students must satisfy the following requirements:

1. Completion of the seven (7) Foundation courses as stipulated annually in this handbook or other University documentation: (3 Credits each)

   ▪ Introduction to Accounting

   ▪ Intermediate Algebra

   ▪ Organizational Behavior OR Management Principles and Practice

   ▪ Introduction to Computing

   ▪ Introduction to Programming

   ▪ Information Systems Concepts

   ▪ Programming with C   **Total = 21 Credits**

2. Completion of the following nineteen (19) Major courses: (3 Credits each)

   ▪ Database Design

   ▪ Introduction to SQL

   ▪ Introduction to Networking

   ▪ Introduction to Web Development

   ▪ Algorithms and Data Structures

   ▪ Object Oriented Programming with C++

   ▪ Multimedia Publishing

   ▪ Programming with C#

   ▪ Systems Analysis and Design

   ▪ Software Quality Management

   ▪ Advanced Web Development

- Software Engineering

- XML

- Programming with PHP

- MySQL Database Administration

- Active Server Pages

- Mobile Application Development

- Advanced Java Programming

- Programming with Joomla   **Total = 57 Credits**

3. Completion of Computer Professional and Personal Ethics   **Total = 3 Credits**

4. Completion of one (1) Final Year Project   **Total = 6 Credits**

5. Completion of Research Concepts   **Total = 3 Credits**

6. Completion of three (3) Bridging courses: **Total = 9 Credits**

7. Completion of four (4) Christian Thought and Practice (3 Credits each)

Total = 12 Credits

8. Not less than seventy (70) percent Chapel Attendance (2 Credits each/yr.)

Total = 8 Credits

9. Complete Introduction to APA   1 Credit

10. Attend an Introduction to University Studies Seminar   1 Credit

11. Attend an HIV/AIDS Seminar   1 Credit

12. Complete a Community Development Seminar   1 Credit

13. Complete a Career Development Seminar   1 Credit

Total = 5 Credits

14. Complete four (4) Service-Learning participations (2 Credits each/yr.)

Total = 8 Credits

Overall Total= 132 Credits

BIT Program Major: The Major for the BIT program is Web and Software Development

BIT Program Minor: The BIT in Web and Software Development program has no program minor.

BIT Summary Graduation Requirements:

In addition to general University requirements for graduation (see the Graduation Requirements section), the student must perform the following to graduate from the BIT program:

i. Successfully complete at least 116 credits of instruction, including all of the required courses in the program (exclusive of chapel and service-learning credits)

ii. Successfully complete a research project

iii. Successfully participate in Service Learning (ONL students are required to fulfill the service learning credits by taking the required service-learning test-out exams)

iv. Successfully participate in chapel (DAY students only)

v. Attain a minimum GPA of 2.00 at completion of their required program of study

11.2.2. Bachelor of Science in Computer Science BSc (CS)

Program Overview:

This is a four-year program focusing on the practical and theoretical dimensions of computer science. Students are trained in the fundamentals of computer science and mathematics in order to understand real-world computing needs and to analyze and solve computing problems. The Bachelor of Science in Computer Science BSc (CS) degree is specifically designed to provide:

- Technical knowledge, skills and background in the design and organization of computer systems.

- The ability to critically evaluate design paradigms, languages, algorithms, and techniques used to develop complex network systems.

- The ability to evaluate and respond to opportunities for developing and exploiting new technologies.

The program focuses on the practical and theoretical dimensions of computer science and prepares students for careers in the fields of software development, computer networking and security. The concentration in networking focuses on network infrastructure and network security aspects and prepares students to handle information technology (IT) security infrastructure challenges that arise in the design, analysis, and implementation of computer networks. This concentration emphasizes the theory and technology behind network design, operation, performance, and defense against security threats.

Program Objectives:

After completing this program, students will acquire and develop in-demand knowledge, skills and experiences that enable graduates to:

i.   Be valued employees in a wide variety of occupations in industry, government and academia, in particular as computer scientists and software engineers.

ii.   Model, simulate, and solve computational problems using appropriate theoretical and experimental methods, producing reliable and secure network systems.

iii. Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.

iv.   Apply mathematical foundations, algorithm principles, and computer science theory in the modeling and design of computer-based systems

in a way that demonstrates comprehension of the trade-offs involved in design choices.

v. Analyze a problem, and identify and define the computing requirements appropriate to its solution

BSc (CS) Award Eligibility:

To be eligible for the award of the degree BSc in Computer Science, students must satisfy the following requirements:

1. Completion of the four (4) Foundation courses as stipulated annually in this handbook or other University documentation: (3 Credits each)

    ▪   Intermediate Algebra

    ▪   Introduction to Computing

    ▪   Introduction to Programming

    ▪   Computer Science Fundamentals and Principles **Total = 12 Credits**

2. Completion of the following twenty-four (24) Major courses: (3 Credits each)

    ▪   Introduction to Networking

    ▪   Digital Electronics

    ▪   Programming with C

    ▪   Introduction to Operating Systems

    ▪   Database Design

    ▪   Computational Mathematics

    ▪   Numerical Analysis

    ▪   Cryptography

    ▪   Algorithms and Data Structure

    ▪   Computer Architecture

    ▪   Systems Analysis and Design

    ▪   Network Security & Firewalls

    ▪   Networking

- Compiler Theory and Construction

- Microprocessor Systems

- Software Engineering

- Mobile Computing

- Real Time Systems

- Computer Graphics

- Human Computer Interaction

- Object Oriented Programming with C++

- Advanced Database Management Systems

- Computer Professional and Personal Ethics

- Networks and Distributed Systems

- Artificial Intelligence   **Total = 72 Credits**

3. Completion of one (1) Final Year Project   **Total = 6 Credits**

4. Completion of Research Concepts   **Total = 3 Credits**

5. Completion of two (2) Bridging courses: **Total = 6 Credits**

6. Completion of four (4) Christian Thought and Practice (3 Credits each)

                                                    Total = 12 Credits

7. Not less than seventy (70) percent Chapel Attendance (2 Credits each/yr.)

                                                    Total = 8 Credits

8. Complete Introduction to APA   1 Credit

9. Attend an Introduction to University Studies Seminar   1 Credit

10.   Attend an HIV/AIDS Seminar   1 Credit

11.   Complete a Community Development Seminar   1 Credit

12.   Complete a Career Development Seminar   1 Credit

                                                    Total = 5 Credits

13.   Complete (4) Service-Learning participation (2 Credits each/yr.)

                                                    Total = 8 Credits

                                                    Overall Total= 132 Credits

BSc Computer Science Program Major: The Major for the BSc Computer Science Program is Computer Science.

BSc Computer Science Program Minor: The BSc Computer Science Program has no program minor.

BSc Computer Science Summary Graduation Requirements: In addition to general University requirements for graduation (see the Graduation Requirements section), the student must perform the following to graduate from the BSc Computer Science program:

    i. Successfully complete at least 116 credits of instruction, including all of the required courses in the program (exclusive of chapel and service-learning credits)

    ii. Successfully complete a research project

    iii. Successfully participate in Service Learning

    iv. Successfully participate in chapel

    v. Attain a minimum GPA of 2.00 at completion of their required program of study

11.3. School of Theology (SOT)

Faculty Overview:

The school seeks to provide an in-depth knowledge of the tools to exegete the Holy Scriptures with integrity, thereby establishing and strengthening skills in the beliefs and practices of theology, ministry and service with a biblical understanding of God and the church. Students equipped for ministry are responsible, mature, proficient, and devoted to serving the Lord Jesus Christ both in the Church and business associations.

11.3.1. Bachelor of Theology BTh (PST)

Program Overview:

This is a four-year program aimed at preparing men and women to acquire coherent knowledge of the Holy Scriptures for the responsibility of effectively caring for God's people and communicating the substance of Christian knowledge as leaders in the church and other organizations. The Bachelor of Theology (BTH) is designed to provide in-depth knowledge of the tools to exegete the Holy Scriptures with integrity. Through a biblically integrated curriculum, students will be equipped to assume positions of leadership, influence, and responsibility in church, community, schools, and other organizations, both locally and globally.

Program Objectives:

After completion of this program, students will be able to:

i. Apply understanding of the major types of writings in the Christian Bible (Old Testament and New Testament), their contents, their basic literary characteristics, their major figures and religious themes, and current scholarly approaches to them along with major accepted results of scholarly investigations

ii. Impart knowledge of the history of Christianity from its beginning to the current period along with the spread and diversification of Christianity in various cultures worldwide (Europe, North America, Latin America, Asia, and Africa)

iii. Explore the major traditional doctrines and issues in Christian theology, including key historic figures and the ideas with which they are associated, and acquaintance with critical reflection on Christian theology, including its issues, figures, and developments

iv.   Examine issues and approaches involved in critical discussion of Christian ethics

v.   Analyze and appropriately apply the practice of Christian faith in various settings, including the church, society, politics, and personal devotion

vi.   Critically analyze the encounter between Christianity and other major religions (Islam, Hinduism, etc.), with special reference to the current time, including key examples of Christian theological approaches to non-Christian religions

vii. Depending on the 'Major' and 'Minor' subjects chosen, advance knowledge and understanding of selected subject areas or disciplines in theological studies, such as Pastoral Studies, Biblical Studies, Christian Education

viii. Develop and promote confidence in the Bible as God's inspired Word and authority for faith and practice

ix.   Critically analyze current trends and theological issues in Christianity today, with biblical answers to these trends and issues

x.   Inculcate values for the work of the ministry through developing an understanding and appreciation of various opportunities and challenges common to the Lord's work with an emphasis on ministry in the local church

xi.   Present Biblical truth, a methodology for studying theology, and instruction in the use of appropriate tools for theological and ministry-related research

xii. Facilitate the development within students of the skills necessary for public and private communication of scriptural truth

BTH in Pastoral Studies Award Eligibility:

To be eligible for the award of the degree BTH in Pastoral Studies, students must satisfy the following requirements:

1. Completion of the eight (8) Foundation courses as stipulated annually in this handbook or other University documentation: (3 Credits each)

    ▪   Introduction to Biblical Interpretation

    ▪   Hebrew Bible Survey

    ▪   Foundations in Ministry

    ▪   New Testament Survey

    ▪   Church History I

    ▪   Introduction to Pastoral Care

    ▪   Introduction to Evangelism

    ▪   Greek I   **Total = 24 Credits**

2. Completion of the following thirteen (13) Major courses: (3 Credits each)

    ▪   Church History II

    ▪   Preaching

    ▪   Spiritual Formation

    ▪   African Church History

    ▪   Marriage and Family Counseling

    ▪   The Minister's Spirituality

    ▪   The Book of Acts

    ▪   The Pentateuch

    ▪   Small Group Ministries

    ▪   Church Administration

    ▪   Pastoral Care in Loss

    ▪   The Theology of Missions

    ▪   The Theology of Leadership   **Total = 39 Credits**

3. Completion of Christian Ethics   **Total = 3 Credits**

4. Completion of Research Concepts   **Total = 3 Credits**

5. Completion of four (4) Minor courses   **Total = 12 Credits**

6. Completion of five (5) Bridging courses: **Total = 15 Credits**

7. Completion of a Final Research Project   **Total = 6 Credits**

8. Completion of three (3) Christian Thought and Practice (3 Credits each)

                                               Total = 9 Credits

9. Complete Introduction to APA   1 Credit

10. Attend an Introduction to University Studies Seminar   1 Credit

11. Attend an HIV/AIDS Seminar   1 Credit

12. Complete a Community Development Seminar   1 Credit

13. Complete a Career Development Seminar   1 Credit

                                               Total = 5 Credits

14. Complete four (4) Service-Learning Test out Exams (2 Credits each/yr.)

                                               Total = 8 Credits

                                        Overall Total = 124 Credits

BTH in Pastoral Studies Program Major: The Major for the BTH is Pastoral Care

BTH in Pastoral Studies Program Minors: The Minors for the BTH are:

    a. Education
    b. Biblical Studies

Please check courses associated with the above Minors under the section "BTH Undergraduate Minor Course List" or other University documentation. Please note that program Minors are subject to change for each academic year.

 BTH Summary Graduation Requirements:

In addition to general University requirements for graduation (see the Graduation Requirements section), the student must perform the following to graduate from the BTH program:

i. Successfully complete at least 116 credits of instruction including all of the required courses in the program (exclusive of service-learning credits)

ii. Successfully complete a research project

iii. Successful attendance of learning team sessions

iv. Successfully participate in Service Learning (ONL students are required to fulfill the service learning credits by taking the required service-learning test-out exams)

v. Attain a minimum GPA of 2.00 at completion of their required program of study

11.4. School of Law

School Overview:

Law is sometimes wrongly judged as a dull discipline pursued by ethically dubious persons, whereas the truth is it's a vivid and varied subject that every part of our lives. In fact, knowing the law is one of the most empowering steps a person can take. Physics, history, languages, business, medicine, and other subjects are all vital academic disciplines, but law permeates into every cell of social, personal, and professional life. Law governs everything from birth to death. Law regulates the air we breathe, the food and drink that we consume, our travel, relationships, family relationships, our property, sport, science, employment, education, and health, everything in fact from neighbor disputes to war.

A university law degree is the most adaptable of academic qualifications. While many law graduates in Zambia proceed on to ZIALE (Zambia Institute of Advanced Legal Education) and receive a bar exam, equally many use the qualification to become successful in companies, academic research, the media, the civil service, local government, teaching, NGOs and politics. Many

world leaders have a background in law – Nelson Mandela and Gandhi to name a few. Also, a staggering twenty-five out of forty-four US presidents are/were lawyers. At NU School of Law, you will get a unique opportunity to achieve invaluable skills such as:

i. logical and clear thinking

ii. the art of articulating and expressing complex ideas

iii. understanding of the composition and art of argument and negotiation

iv. the fair use of evidence and rules, and a sound understanding of the rules and legal disciplines that govern society such as constitutional law, administrative law, public international law, human rights law, criminal law, media law, and more, as well as the rules that govern our interactions as human beings such as contract law, the law of torts, property law, company and corporate law, intellectual property law

v. applying ethical and biblical principles in the practice of the various disciplines in law

11.4.1. Bachelor of Laws (LLB)

Program Overview:

This is a four-year program which prepares students to serve in the legal profession once they have been trained in logical and clear thinking, expression of complex ideas, understanding of composition, fair use of evidence and rules, the art of argument and negotiation as well as a sound grasp of legal disciplines that govern

This programme empowers students to understand legal issues and develop into useful legal practitioners who will participate in offering legal representation to the Zambian population as well as contribute to the development of the Zambian legal framework. Additionally, the

programme equips students with logical and clear coupled with the art of articulating and expressing complex legal ideas. Thus, the programme produces graduates capable of operating in the legal fraternity or other jobs at a high level.

Program Objectives:

After completion of this program, students will be able to:

i. Be knowledgeable about legal science and the operation of the Zambian legal system

ii. Develop into knowledgeable, skilled legal practitioners capable of applying the relevant law in respect of resolving disputes both out of court and through a court process

iii. Develop learner research knowledge and skills useful in dealing with legal issues

iv. Deal with legal issues

v. Function as ethical legal practitioners

LLB Award Eligibility:

To be eligible for the award of the LLB degree, students must satisfy the following requirements:

1. Completion of the five (5) Foundation course as stipulated annually in this handbook or other University documentation: (3 Credits each)

   ▪ Introduction to African Philosophy

   ▪ Introduction to Sociology

   ▪ Legal Process

   ▪ Introduction to Accounting

   ▪ Legal Writing   **Total = 15 Credits**

2. Completion of the following nineteen (19) Major Courses: (3 Credits each)

   ▪ Contract Law

   ▪ Law of Tort

- ▪ Family & Succession Law

- ▪ Constitution Law

- ▪ Criminal Law

- ▪ Land Law

- ▪ Property Law OR Immigration, Citizenship, & Refugee Law

- ▪ Human Rights Law

- ▪ Criminal & Civil Procedure

- ▪ Law of Evidence

- ▪ Administrative Law

- ▪ Commercial Law

- ▪ Alternative Dispute Resolution (ADR)

- ▪ Public International Law OR Banking Law

- ▪ Jurisprudence

- ▪ Information & Communications Technology Law

- ▪ Company & Insolvency Law

- ▪ Intellectual Property Rights Law

- ▪ Employment Law/Labour Law   **Total = 57 Credits**

3. Completion of Research Concepts   **Total = 3 Credits**

4. Completion of Ethics   **Total = 3 Credits**

5. Completion of three (3) Bridging courses   **Total = 9 Credits**

6. Completion of a Final Research Project   **Total = 6 Credits**

7. Completion of three (3) Christian Thought and Practice (3 Credits each)

Total = 9 Credits

8. Not less than seventy (70) percent Chapel Attendance (2 Credits each/yr.)

Total = 8 Credits

9. Complete Introduction to APA   1 Credit

10. Attend an Introduction to University Studies Seminar   1 Credit

11. Attend an HIV/AIDS Seminar   1 Credit

12. Complete a Community Development Seminar   1 Credit

13. Complete a Career Development Seminar   1 Credit

Total = 5 Credits

14. Complete four (4) Service-Learning participations (2 Credits each/yr)

Total = 8 Credits

15. Complete five (5) Moot Court sessions (0.5 credits each) Total **= 2.5 Credits**

Overall Total = 125.5 Credits

LLB Program Major: The Major for the LLB is Law.

LLB Program Minors: The LLB program has no minor.

LLB Summary Graduation Requirements:

In addition to general University requirements for graduation (see the Graduation Requirements section), the student must perform the following to graduate from the LLB program:

i.   Successfully complete at least 109.5 credits of instruction, including all of the required courses in the program (exclusive of chapel and service-learning credits)

ii.   Successfully complete a research project

iii.   Successfully participate in Service Learning (ONL students are required to fulfill the service learning credits by taking the required service-learning test-out exams)

iv.   Successfully participate in chapel (DAY students only)

v.   Attain a minimum GPA of 2.00 at completion of their required program of study

11.5. School of Nursing (SON)

School Overview:

The School of Nursing is committed to developing graduates who can make a difference in the lives of people and communities. Through competency-based

and value-based curriculums, students learn the skills and approaches needed to facilitate positive change in health and society.

11.5.1. Bachelor of Science in Nursing (BScN)

Program Overview:

This is a four-and-a-half-year competency-based program. The competency-based BScN at NU has been developed to produce a graduate general registered nurse whose competencies will enable her/him to provide comprehensive quality nursing care to individuals, groups, families and communities taking into account the social, cultural and spiritual diversity of the population being served. The programme focuses not only on acquisition of knowledge, skill and appropriate attitudes but also to enable graduates to apply and promote evidence-based practice from nursing research and related health fields. In order to do this, the programme has been designed to prepare a lifelong learner with critical thinking and analytical skills so as to be responsive to the changing health care needs. The graduate registered nurse should be an independent thinker with the ability to function with minimal supervision and take a transformative leadership role in nursing practice to foster quality care.

Program Objectives:

Graduates of this program will be able to do the following, in each of the following competency areas:

Clinical Practice:

i.   Provide comprehensive, culturally acceptable, evidence-based nursing care to individuals, groups, families, and communities in health facilities and in the community.

ii. Apply critical thinking skills in provision of comprehensive quality nursing care.

iii. Perform correctly and appropriately nursing procedures.

iv. Use the nursing process to assess the healthcare needs of the individual, families and communities and use research evidence and planning and management tools provide care.

v. Document and maintain appropriate clinical records.

vi. Communicate effectively with patients, family and members of the multidisciplinary team for the benefit of patients.

vii. Conduct health promotion activities.

Leadership and Management:

i. Take a leadership role in planning, managing, monitoring implementing and evaluation of individual and community health and nursing care.

ii. Plan, organise, coordinate, and control nursing care services in a variety of settings

iii. Participate actively in the promotion of nursing education and practice nationally and internationally.

iv. Participate actively in professional organisations for the improvement of the nursing profession.

Patient, Family and Community Education:

i. Facilitate learning activities in nursing and in the community through community education.

ii. Able to transfer knowledge, skills and attitudes appropriately to patients and families

iii. Develop and manage nursing and community education programmes.

iv. Carry out actions, which promote health and prevent the occurrence of health problems in individuals, families and communities.

v. Utilise information communication technologies in education, practice, administration and research.

BScN Award Eligibility:

To be eligible for the award of the degree BScN, students must satisfy the following requirements:

1. Completion of the following courses:

   ▪ Communications and Study Skills I and II   **Total = 6 Credits**

   ▪ Computer Literacy Basics   **3 Credits**

   ▪ A Level Mathematics I and II   **Total = 4 Credits**

   ▪ A Level Chemistry I and II   **Total = 8 Credits**

   ▪ A Level Biology I and II   **Total = 8 Credits**

   ▪ Biochemistry I and II   **Total = 3 Credits**

   ▪ Introduction to Psychology for Nursing   **5 Credits**

   ▪ Introduction to Sociology for Nursing & Sociology of Education **5 Credits**

   ▪ Christian Values in Nursing I and II   **Total = 4 Credits**

   ▪ Professional Nursing & Ethics   **3 Credits**

   ▪ Fundamental of Nursing I and II   **Total = 8 Credits**

   ▪ Human Physiology I and II   **Total = 5 Credits**

   ▪ Nutrition and Health   **2 Credits**

   ▪ Human Anatomy I and II   **Total = 5 Credits**

   ▪ Human Resource Management for Health   **5 Credits**

- General and Systemic Pathology I and II   **Total = 4 Credits**

- Pharmacology I and II   **Total = 12 Credits**

- Public Health Nursing   **10 Credits**

- Medical Surgical Nursing I and II   **Total = 12 Credits**

- Pediatric and Neonatology Nursing   **10 Credits**

- Nursing Education   **6 Credits**

- Educational Psychology   **5 Credits**

- Obstetrics and Gynecology Nursing   **7 Credits**

- Nursing Leadership and Management   **8 Credits**

- Critical Care and Operating Theatre Nursing   **6 Credits**

- Mental Health and Psychiatry Nursing   **7 Credits**

- Maternal, Neonatal, and Child Health   **7 Credits**

- Nursing Research and Statistics   **7 Credits**

2. Completion of one (1) Nursing Research Project   **Total = 6 Credits**

3. Completion of the Introduction to APA course   **1 Credit**

4. Attend the Introduction to University Studies Seminar   **1 Credit**

5. Attend the Career Development Seminar   **1 Credit**

6. Not less than seventy (70) percent chapel attendance (2 credits each/per year)   **Total = 8 Credits**

7. Complete four (4) service-learning participations (2 credits each/per year)   **Total = 8 Credits**

Overall Total = 200 Credits

BScN Program Major: The Major for the BScN is Nursing

BScN Program Minors: There is no minor for the BScN program

BScN Summary Graduation Requirements:

In addition to general University requirements for graduation (see the Graduation Requirements section), the student must perform the following to graduate from the BScN program:

i. Successfully complete at least 184 credits of instruction, including all of the required courses in the program (exclusive of chapel and service-learning credits)

ii. Successfully complete clinical practice

iii. Successfully complete a research project

iv. Successfully participate in Service Learning

v. Successfully participate in chapel

vi. Attain a minimum GPA of 2.00 at completion of their required program of study

11.6. Education

11.6.1. Post-Graduate Diploma in Teaching Methodology (PGDTM)

Program Overview:

This one-year program aims to equip current and prospective teachers with the knowledge and skills relevant for course design, implementation, delivery, and evaluation. This programme is relevant in that it empowers current and aspiring teachers in curriculum design, implementation, delivery, and evaluation. Students will be able to understand divergent behavior of learners and derive the most effective teaching-learning strategies. Additionally, the programme equips learners with technological skills relevant for teaching in the contemporary global community. Those who have not yet received training in teaching methodology but are already involved in training

others will benefit from learning ways to improve their training skills and techniques.

Program Objectives:

Students who successfully complete this program will be able to:

   i.   Enhance their teaching ability

  ii.   Demonstrate a working knowledge of teaching methodology and perspectives

 iii.   Develop their own philosophy of education

  iv.   Analyze learner characteristics and needs

   v.   Develop curricula and course content to meet the needs of learners

  vi.   Discern how to effectively deliver course content

 vii.   Apply the most appropriate techniques for evaluating learning

viii.   Display skills in relevant technologies and techniques for teaching

PGDTM Award Eligibility:

To be eligible for the award of the Post-Graduate Diploma in Teaching Methodology, students must satisfy the following requirements:

1. Complete the following courses:

  ▪ Introduction to APA   1 Credit

  ▪ Introduction to Teaching   3 Credits

  ▪ Sociology of Education   3 Credits

  ▪ Educational Psychology   3 Credits

  ▪ Curriculum Development   3 Credits

  ▪ Information Technology for Education   3 Credits

  ▪ Education Policies and Standards   3 Credits

  ▪ Biblical Perspectives in Teaching   3 Credits

  ▪ Teaching Methodology Practicum   2 Credits

▪ NU Education Policies and Standards   3 Credits (only required for NU instructors)

Overall Total = 24 Credits

(27 Credits for NU instructors)

3. Attain a minimum GPA of 2.0

PGDTM Program Major: The Major for the PGDTM degree is Teaching Methodology.

PGDTM Program Minors: The PGDTM program has no minors.

PGDTM Summary Graduation Requirements

In addition to general university requirements for graduation (see the Graduation Requirements section), the student must accomplish the following to graduate from this program:

iv. Successfully complete 24 (or 27) credits of instruction, including all of the required courses in the program

v. Successfully complete teaching methodology practicum

vi. Attain a minimum GPA of 2.00

12. AWARD ELIGIBILITY AND GRADUATION POLICY

A student shall be deemed to be a graduate of the University if:

1. the student is eligible for an award; and
2. the Board of Regents has conferred that award on the student.

12.1. Eligibility for an Award of the University

Student must attain the program credits as assigned through exemption or studying the courses at Northrise University.

12.1.1. student must have a status of satisfactory academic standing in a program.

12.1.2. students who have been admitted to and partially completed a program and who have completed all the requirements of a second program, may, subject to any specific Faculty or program restrictions, transfer to and graduate from the second program without undertaking any further study.

12.1.3. Student must have a accumulative Grade Point Average of 2.00 (undergraduate programs) and 2.50 for the postgraduate program at the completion of the program credits.

12.2. Length of Time to Complete a Program

12.2.1. Students completing an academic program must satisfy all the requirements for the award within the maximum time allowable, if any, as specified in program accreditation documentation and/or the current Handbook.   The time taken to complete these requirements will be counted from the date of the commencement of study in the program.

12.2.2. Students who have a break in their study such that they must apply for readmission must, if they are readmitted, resume study under such program rules and regulations as are in place at the time they are readmitted.

12.2.3. In exceptional circumstances, the Registrar may extend the time to complete the program beyond that specified in the program accreditation documents.

12.3. Awarding of Certificates, Diplomas or Degrees

Completion is the process of successfully completing the courses and requirements of a Program, and the subsequent award of a Certificate, Diploma or Degree by Northrise University. Completion typically occurs from eight to ten weeks after the Academic Semester in which the student has completed the courses and requirements of the Program. Final results will typically be available after this period of time.

Graduation is a ceremony in which recent graduates are recognized for their academic achievements and the awarding of Certificates, Diplomas or Degrees. Students may not participate in a Graduation until they have gone through a Completion in their enrolled Program. A student does not have to participate in a graduation ceremony to graduate in their enrolled program. Graduation for Northrise University is held once a year (typically in June).

12.4. Eligibility Process

12.4.1. By the end of February, in each calendar year, the Board of Regents shall certify the graduation of students whom the Registrar has certified as having completed the requirements to graduate, and who elect to graduate.

12.4.2. Students who have completed the requirements of a program shall apply to the Registrar by the prescribed date to attend the relevant graduation ceremony or commencement. No student shall be permitted to graduate who has a debt to the University.

12.4.3. Graduands unable to attend a graduation ceremony shall have the appropriate award conferred "in absentia".

12.4.4. Academic dress shall be worn by graduands at graduation ceremonies.

12.4.5. Graduates of the University are entitled to become members of the Northrise University Alumni Association, display the University award conferred, and wear the academic dress of the University to signify the award conferred upon them by the University Council.

Note: *Northrise University reserves the right to update graduation requirements based on the academic conditions at the time of students' graduation.*

12.5. Graduation Requirements

Students pursuing any program at NU are required to satisfy the following graduation requirements:

12.5.1. Successful completion of the minimum number of required credits, 50% of which must have been completed at NU.

12.5.2. A minimum residence of four (4) academic Semesters for undergraduate programs, except for Online students

12.5.3. Successful completion of a minimum stipulated student contact hours at approved practicum placements

12.5.4. The filling in of all necessary forms in accordance with the timetable provided by the University

12.5.5. Successful completion within the maximum allowed time limit of four (4) years of graduate program requirements that were in effect at the time of

student's entrance into the program and a maximum of eight (8) years for undergraduate programs. For a 4.5 or 5 year program the minimum time for completion is 4.5 or 5 years and the maximum time of completion is 9 to 10 years respectively.

12.5.6. Settlement of all financial obligations to NU

12.5.7. Successful completion of a Chapel, Service Learning, Seminars, Test Out Exams, course assessments, and/or Project requirements.

Note:

i. Students are individually and ultimately responsible for knowing and completing the graduation requirements that apply to them, including completing the requirements for their Major and Minor, calculation of their GPA, and fulfilling other program distribution requirements. In most cases, the rules that must be satisfied to graduate are based on the General Academic Announcements that are in effect at the time of matriculation. It is also possible to graduate under the requirements of the General Academic Announcements that are in effect at the time a student graduates.

ii. GPA - All Northrise University courses satisfying the diploma and degree requirements must be completed with a grade point average of at least 2.50. The minimum GPA value required for students to graduate at NU is 2.0 for undergraduate students and 2.5 for graduate students. Any cumulative GPA less than this entails that a student is not eligible for graduation. NU would like to encourage students to focus on and work toward successful completion of their program of study and graduation and not be burdened by the funding of their studies and fail to graduate.

iii. NU reserves the right to update graduation requirements based on the academic conditions at the time of students' graduation.

13. GENERAL PROGRAM AND COURSE INFORMATION

13.1. Course Abbreviations

Abbreviation	Subject Area	Abbreviation	Subject Area
ACC	Accounting	GEN	General Studies
BST	Biblical Studies	HUM	Humanities
CHT	Church History	LAW	Law
CIT	Computer Studies	MAT	Mathematics
COM	Communication	MGT	Management
ECO	Economics	MKT	Marketing
FIN	Finance	WEB	Web Development
BUS	Business	PTP	Pastoral Studies
STR	Strategy	STA	Statistics
HRM	Human Resource Management	THE	Theology
BCH	Biochemistry	CTP	Christian Thoughts & Practice
BIO	Biology	DBT	Database
CHE	Chemistry	SOD	Software Development
CSC	Computer Science	LDR	Leadership
EDU	Education	NET	Networking
ENT	Entrepreneurship	RSH	Researh
ETH	Ethics	SEM	Seminar

13.2. Duration to Complete a Program

13.2.1. Undergraduate Degree Programs

The minimum time it takes for a student who has passed all courses, as outlined in the respective program course path is four (4) years. The maximum time allowed is 8 years. In special circumstances students may complete undergraduate programs in less time. For a 4.5- or 5-year program the minimum time for completion is 4.5 or 5 years and the maximum time of completion is 9 to 10 years respectively.

13.2.2. Postgraduate Degree Programs

The minimum time it takes for a student who has passed all courses as outlined in the respective program course path is 18 months. The maximum allowed time is 4 years.

After the maximum time limit expires for completion of the program the student will be required to reapply for admission and complete new courses added to their Course Path.

13.3. Course Credit Structure

A single credit is intended to represent a prescribed nominal period of active student input in the learning process. Credits indicate a quantity of assessed learning and contribute to a cumulative indication of the objective, modules or topics, which a student has completed as specified by relevant course requirements. Credits are gained by satisfying the university board of examiners as specified in relevant academic regulations. Generally, course credits at Northrise are structured as shown below. Exceptions may be made to the structure by the Head of Academic Standards and Quality in consultation with the Deputy Vice Chancellor.

Note:

*Seminars, Service Learning and Chapel Attendance are not considered to be courses and are denoted by an * in the table below.*

General Credit Structure for Undergraduate Programs			
	Courses	**Individual Credits**	**Total Credits**
Seminars*	4	1	4
Introduction to APA*	1	1	1
Bridging Courses	4	3	12
Foundation Courses	8	3	24
Majors	15	3	45
Minors	4	3	12
Christian Thought and Practice	4	3	12
Projects	1	6	6
Service Learning*	4	2	8
Chapel Attendance*	4	2	8
TOTAL	**36**		**132**
General Credit Structure for EMBA Program			

	Courses	Individual Credits	Total Credits
Seminar*	1	1	1
Introduction to APA*	1	1	1
Core Courses	13	3	39
Research Project	1	6	6
TOTAL	**14**		**47**

Credit Structure for Postgraduate Diploma in Teaching Methodology			
	Courses	**Individual Credits**	**Total Credits**
Introduction to APA*	1	1	1
Core Courses	7	3	21
Practicum	1	2	2
TOTAL	**8**		**24**
Credit Structure for Diploma in HRM			
Seminar*	2	1	2
Introduction to APA*	1	1	1
Core Courses	25	3	75
Individual Project	1	6	6
TOTAL	**26**		**84**

13.4. Grade Point Average (GPA)

GPA stands for Grade Point Average. It is a numeric measure of a student's academic achievement. The GPA system is used by many higher learning academic institutions for evaluating the overall scholastic performance of

students. There are many "scales" used to calculate GPA. Currently, Northrise uses the 4.33 scale. It is the responsibility of the student to know how to calculate the GPA in the first semester when they matriculate at NU.

All NU courses satisfying the diploma and degree requirements must be completed with a minimum grade point average of 2.00 for undergraduate programs.

The minimum GPA for graduation in postgraduate programs is 2.50.

13.4.1. Grading System

Courses are graded accordingly based on performance. The following chart shows the grading system used to determine a student's Grade Point Average.

Letter Grade	Numerical Grade	Grade Points
A+	90 - 100	4.33
A	80 - 89	4.00
B+	75 - 79	3.33
B	70 – 74	3.00
C+	65 - 69	2.67
C	60 – 64	2.00
D+	55 – 59	1.67
D	50 - 54	1.00
F	0 - 49	0.00

Grade Descriptions

Letter Grade	Numerical Grade	Grade Points	Letter Grade Description
A+ A	90 - 100 80 - 89	4.33 4.00	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
B+ B	75 - 79 70 - 74	3.33 3.00	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.

C+ C	65 - 69 60 - 64	2.67 2.00	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline. Pass. Some understanding of principles and facts but with definite deficiencies.
D+ D	55 - 59 50 - 54	1.67 1.00	Minimal Pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.
F	0 - 49	0.00	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.

GPA Passing Scale

GPA Range	Standard
3.50 – 4.33	Pass with High Distinction (Honors)
3.00 – 3.49	Pass with Distinction
2.50 – 2.99	Pass with Merit
2.25 – 2.49	Pass with Credit
2.00 – 2.24	Pass

13.4.2. GPA Computation

It is the responsibility of every student to know how to calculate their GPA and ensure that they are meeting GPA requirements towards the completion of their program.

To calculate the GPA, the student should first use the above chart to see the grade points earned per credit, given the final course grades. Then, multiply the grade points by the number of credits for that course. For example, a B+ earned in a 3-credit hour course will give a total of 9.99 (3 x 3.33), and a C+ earned in a 4-credit hour course will give a total of 10.68 (4 x 2.67). To find the

Grade Point Average of these two courses, add the totals together (9.99 + 10.68 = 20.67) and divide by the total credits taken for the courses (20.67 ÷ 7 = 2.95). The GPA for these two courses is 2.95. The same process can be done for all courses the student has taken to date to find the current GPA.

14. COURSE TYPES

14.1. Major Studies

A Major is a concentration of courses with an in-depth knowledge of a field of study. A Major prepares a graduate for a career in a related profession and/or for graduate work in the same field. A business Major, for example, typically prepares a student for a career in the business-related fields where they would use their business skills and or pursue master's degree in business. The number of Major courses at Northrise varies for each program.

14.2. Minor Studies

Students in some programs are required to take a Minor study. A Minor study is a group of courses designed to provide students with an area of knowledge and skills that either:

a. Draw from a recognized discipline and are designed to contribute to the Major, or

b. May transcend traditional disciplinary boundaries but complement the objectives of the program.

Depending on the selected program of study, students may have the opportunity to select certain courses offered at undergraduate level. It is advisable to consider the whole range of Minor studies offered. However, the availability of these studies may be limited by a number of factors, including:

a. The authorization of the student's choice by the Academic Adviser and Faculty

b. The satisfactory completion of prerequisite courses by the student

c. Scheduling constraints

Note:

Minor studies should be taken in a structured sequence.

14.3. Christian Thought and Practice Courses

At Northrise University, we believe that the integration of faith and learning is at the essence of authentic Christian higher education and should wholeheartedly be implemented across both academic and social contexts.

We begin with a faith commitment that informs all learning, which also shapes expectations for living. One way this is expressed is through Christian Thought and Practice (CTP) courses. All students unless otherwise stated are required to take, as a graduation requirement, four 3-credit hour courses: Biblical Worldview and Major World Religions I and II; Conflict and Reconciliation; and Relationships, Marriage, and Family. Each of these courses addresses a vital area of life and society and examines it academically and from a Christian perspective.

14.4. Bridging Courses

In its commitment to prepare students at university level studies, Northrise University endorses the role of general education in ensuring students success in the classroom, the workplace, and the general community. The undergraduate curriculum provides instruction that focuses on skills in communication, critical thinking, computation, and fosters a philosophical orientation that enables students to function as productive members of society. The University's general education program embraces four goals:

A. To refine students' abilities to apply problem solving skills in many settings and contexts.

B. To promote students' active awareness of their relationships to the natural, social, and cultural environments.

C. To develop students' appreciation for and commitment to lifelong learning.

D. To prepare students with competencies needed to fully benefit from their studies.

14.5. Foundation Courses

A foundation course is a course that will prepare students for the major courses in a particular program. Foundation courses will help students attain the correct level of qualifications and skills to for the major courses.

14.6. Research Projects

All students pursuing a degree and higher qualifications are required to undertake a final project. Projects are usually research based, unless otherwise stated. The following will apply for all DAY and Online final year projects:

a. Projects will only be undertaken by students in the same Study Group e.g. DAY students will NOT be allowed to undertake final year projects online and vice versa.

b. Postgraduate students will be expected to defend their final project thesis submissions.

c. Students must undertake their projects within the stipulated time i.e. 16 weeks for undergraduate projects and 24 weeks for postgraduate students.

d. Students are required to know and adhere to the project timeline as shall be provided by the research coordinator.

e. The late submission policy shall apply to all projects.

f. Students who fail the research projects may opt for a second attempt.

    a. Subsequent project attempts will attract the total project fees.

g. It is the responsibility of each student to make the necessary arrangements to withdraw from the project should they wish to do so.

    a. *Please refer to the section on Withdrawal from Courses/Programs* in this Student Handbook.

h. Failure to make submissions according to any given timeline shall attract a penalty. This shall be stipulated on the research project timeline.

i. Students are required to obtain at least 75% on their project proposals. Students who fail the project proposal shall be automatically withdrawn from the research project. Students who are withdrawn from the project shall be refunded no more than 75% of the total project fee. Such students will be required to reapply for the research project when it is offered next.

j. A failed project attempt must be re-taken in its entirety according to the NU Academic calendar. All necessary registration must be done in a stipulated Registration Period.

k. Students must pay at least 50% of the total course fees at the start of the research project.

Attendance Policy for Research Projects

All students doing research must attend a class session in the first week of the research project as maybe be guided before the start of the semester. This session covers the requirements and standards for student research. The following shall apply:

    i. The student must pay the applicable fee for the research

    ii. All students must meet their research supervisors as stipulated in the research project timeline. The class attendance policy shall apply to the research project meetings.

        iii.   Students who do not meet their research supervisor shall be considered absent and class attendance policy shall apply.

Dropping of Research Project

Students can only drop research project courses the week BEFORE the project commencement date, that is, the week before the first day of class of the Registration Period. Therefore, by the first day of class of the Registration Period, it is assumed that a student is enrolled in the research project class. This is contrary to how dropping of courses is handled in regular courses in which students can drop courses without consequence in the first week. Therefore, a student who has not dropped their project before the week of project commencement is bound to the policy for refunds for projects, even when they did not attend the first mandatory session. Please refer to "Refund Policy for Projects" section in this handbook for more details.

Refund Policy for Research Projects

Research projects are treated differently when it comes to refunds because of two issues:

Firstly, students do not normally attend classes as they would for regular courses. Additionally, the duration of the projects may exceed the duration of other courses i.e., undergraduate research projects run for 16 weeks while postgraduate research projects run for 24 weeks. Therefore, the following refund policy applies to both undergraduate and postgraduate students for research projects:

Undergraduate and Postgraduate Research Withdrawal and Refund Policy

Withdrawal Period	*Applicable Refund*
Withdrawal in Week 1 of the project	90% of total project Tuition Fee
Withdrawal in Week 2 of the project	85% of total project Tuition Fee
Withdrawal in Week 3 of the project	80% of total project Tuition Fee

Withdrawal in Week 4 of the project	75% of total project Tuition Fee
Withdrawal in Week 5 of the project and beyond	0%

Notes:

a. There shall be no refund for withdrawals after the first four weeks of each project timeline.

b. Students who withdraw after Week 4 shall receive a grade of **"F"** meaning the student would have failed the project. The **only possible** exception (consideration for a grade of "W") is the case of **Hardship Withdrawal.** *(Please refer to "Hardship Withdrawal" in this handbook for details).*

c. After week 5, the student's supervisor can recommend a student to withdraw from the project if the student is not meeting the project deliverables. In this case, the refund policy would still apply.

15. GENERAL ACADEMIC POLICIES

15.1. Class Attendance Policy

Students are expected to attend classes regularly, take tests, and submit papers and other work at the times specified by the professor on the course syllabus. Each student is expected to attend at least 70% of all course sessions. Course sessions include class sessions and learning team sessions. A student who is absent from class is responsible for obtaining knowledge of what happened in class, especially information about announced tests, papers, or other assignments.

Students are expected to be punctual for sessions as well as to be present for the entire duration of each session. ***Students who violate the class attendance policy***

will be deregistered from the respective course. Such students will be required to take the course later.

Travel problems will not be acceptable as a valid reason for poor or unsatisfactory attendance or performance. Students arriving late for classes will not be allowed to join the class and will be marked absent. If students are aware of a situation that may result in them showing up late for class, they should call the instructor in advance.

Students pursuing undergraduate courses (i.e., First Degree, Diploma, and Certificate level) will normally be required to attend prescribed courses in the University extending over periods specified in the relevant academic regulations. These periods may include weekends and occasionally public holidays. Students will be expected to be regular and punctual in their attendance at all programs' teaching/learning sessions prescribed by the Head of Faculty or Department.

Note:

i. Students have their first assignments due in week 3.

ii. In view of the above, students are required to report by week two of each semester.

iii. Reporting late is not an excuse for violating the late submission policy.

Working Full Time

In general, full-time students who attend classes during the day are encouraged not to undertake full-time employment while an academic Semester is in session. Exceptions to this rule are only allowed after administrative review and approval. Please contact the Office of the Registrar to obtain this approval.

15.2. Course Delivery

Courses will be delivered according to the guidelines of the course material. Course material refers to course specific guidelines that are provided for each NU

course. The course material includes the syllabus, course module, and relevant course articles. The syllabus provides such information as the course description, overview, objectives, required texts, instructor details, policies, lesson plan, course pre-requisites, assignments, and the grading scale. The lesson plan includes details of the meeting times, topics to be covered, assignment due dates and weightings, exam weeks and weightings, and any other relevant information specific to covered topics e.g., learning team sessions will be indicated as such. The course module provides details of the topics to be covered as well as session objectives. Summary notes may also be provided in the course module.

Note:

It is the responsibility of each student to download course material from the Google Classroom.

For each course, course evaluation will be conducted at the end of the course to assess the performance of an instructor, the learning environment, the course content, and the understanding level of students. These evaluations serve to identify training needs for the instructors as well as assessment for student materials used in each course.

15.3. Academic Ethical Standards

15.3.1.   All work submitted by a student must represent the student's original attempts. When outside sources are used, the student should identify the source and state the extent to which the source has been used.

15.3.2.   **Cheating.**   Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving a grade or obtaining course credit. Typically, such acts occur in relation to examinations. Any student found cheating in an exam will be immediately asked to leave the exam room and his/her results annulled. It is the intent of this definition that the term cheating is

not limited to examinations situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.

15.3.3. **Plagiarism.** An offence of plagiarism is committed when a person uses other people's work and submits it as if it were his/her own. Work which is not undertaken in an Examination room under supervision of an Invigilator but forms part of the assessment for award of a Degree, Diploma, or Certificate must be the candidate's own. It must not contain any plagiarized material. Such work shall include Research projects, essays, project work, experiments, observations, and specimen collection.

15.3.4. **Fabrication of results**. It is an academic offence for a student to claim either to have carried out experiments, observations, interviews or any form of research which he/she has not in fact carried out or claim to have obtained results which have not in fact been obtained.

15.4. Late Assignment Policy

Students are expected to perform professionally in preparing work required for each class. All papers must be submitted by their due date; late papers will be treated according to the following late submission policy:

Late submission policy:

The following penalties shall apply to late submissions:

15.4.1. The first 24 hours (day 1, 1 minute to 24 hours) that an assignment is late, 5 % shall be deducted

15.4.2. The second 24 hours (day 2, 24 - 48 hours) that an assignment is late, an additional 5% shall be deducted

15.4.3. The third 24 hours (day 3, 48 - 72 hours) that an assignment is late, a further 5% shall be deducted

15.4.4.   0% shall be awarded where assignments are late for more than 3 days (72 hours)

15.4.5.   Failure to submit any assignment before the close of a semester shall attract an F (Fail) Grade. In this case, the student will be required to retake the course at full cost.

15.4.6.   All assignments must be completed according to the NU Course Standards.

15.4.7.   All assignments must be presented in APA. **It is the responsibility of each student to learn and apply APA in all their academic writing.**

   Note:

   Unavoidable circumstances are circumstances related to:

   i.   The death of a nuclear member of the student's family a day before the assignment falls due, and

   ii.   The student being hospitalized a day before the assignment is due up to three days after the due date (as this results in a failing grade for the assignment)

15.5. Student Indebtedness

A student may become indebted to the University as a consequence of failure to:

15.5.1.   Pay certain fees prescribed as a condition of enrolment

15.5.2.   Pay penalties associated with breaches of university policies and regulations, or the use of the library

15.5.3.   Meet repayments on loans granted to the student

15.5.4.   No candidate for a degree or diploma of the University who is indebted shall:

15.5.4.1.   Be admitted to a program

15.5.4.2.   Be given documentary evidence of their academic record or standing in the University

15.5.4.3.   Be permitted to re-enroll in the University

15.6.   Course Exemption Policy

This exemption policy outlines the principles that apply to students seeking exemption in one or more courses. Northrise University determines eligibility for exemption only after selection into a course. Students are required to apply formally in writing and provide detailed information (such as course descriptions, course content, course outlines, course books and so on). All applicants are required to meet the formal entry requirements of courses before they will be allowed to enroll, and before any credit can be awarded.

Exemption may be awarded for courses within a program on the basis of the prior completion of courses within the parameters of this policy. It refers to the approved accreditation of subjects (specified or unspecified), with associated credit points, toward a program of study, on the basis of approved recognized prior studies (at an equivalent level) that reduces the amount of credit points required for the completion of the current program to which the student has been admitted and for which the credit applies (that is, usually it reduces the length of a program by the amount of credit points accredited).

A student will not normally be granted more than 50% exemption towards the coursework component of the program in which they are enrolled. Students will not be granted exemption for research reports, or research project subjects.

For the partial fulfillment of program requirements, NU may grant course exemption for student's relevant prior tertiary studies and vocational and/or professional experience and training under the following conditions:

15.6.1.   The exemption must be for an equivalent academic or professional qualification, i.e., a degree obtained from a recognized institution

may have certain courses exempted for another degree offered by NU

15.6.2. You must have completed a course that is **equivalent** or superior to the course for which they desire to be exempted i.e., the content course objectives must be *90%* materially similar in detail and content.

15.6.3. You cannot expect to be exempted when you have a lower qualification except if that lower qualification is a major in one of the courses applied for exemption.

15.6.4. The level of **examination** must be appropriate as determined by the University.

15.6.5. The candidate must have *passed (with at least a C+)* the equivalent course with a satisfactory grade. Note that the candidate may be asked to do a test in situations where he/she barely passed the course. NU may require the student to write and pass a course exemption test-out exam if the student did not obtain the required grade for the award of an exemption. Where an exam is required, an exam fee, to be advised by the Accounts office, shall apply.

15.6.6. The candidate **must pay** an **exemption fee of 50%** of the prevailing course fees.

15.6.7. The **maximum number of courses for which a student can get exemptions is 50%** of the total number of courses covered under the applicable program of study.

15.6.8. Exemptions will only be considered for individuals who obtained their qualification in the last five years.

15.6.9. A personal interview may also be requested by the appropriate faculty for the course exemption applied for.

Course Exemption Process

a. Seek academic advising

b. Submit a Course Exemption Form, upon admission to your academic program, at least one month prior to the semester or period's start date

Note:

Ensure that the Academic Advisor signs on the course exemption form

c. Submit the following documents with the exemption form:

    i. Course syllabus

    ii. Course description and objectives

    iii. Reading list (books that were used for the course)

    iv. Course Assignments

    v. At least one example of the work done for the course such as a paper or exam

    vi. A verified transcript of your past academic records indicating the course/subject(s) completed, year completed, and grade obtained (including details of the grading system), and weighting of the course/subject as a portion of the total program

    vii. Narrative statement that explains how the proposed course meets the equivalency for the NU course

d. Obtain feedback from the Academic Committee of academics as shall be advised

e. Where the exemption is approved, pay the relevant course exemption fees for the exemption to be effected.

f. Where approval depends on the results of the course exception exam, arrange to take the exam with the Examinations Office and the Faculty.

Note:

i.   Exemption may be awarded for courses within a program based on the prior completion of courses within the parameters of this policy. It refers to the approved accreditation of subjects (specified or unspecified) with associated credit points toward a program of study on the basis of approved recognized prior studies (at an equivalent level) that reduces the amount of credit points required for the completion of the current program to which the student has been admitted and for which the credit applies (i.e., it usually reduces the length of a program by the amount of credit points accredited).

ii. Exempted courses are not factored into the calculation of the GPA

iii. A student will not normally be granted more than 50% exemption towards the coursework component of the program in which he/she is enrolled. Students will not be granted exemption for research reports, minor thesis subjects, or research project subjects.

15.7. Course-Test-Out Policy

In order to standardize the handling of students who wish to test out of a class, the following guidelines will apply:

15.7.1.   Students wishing to test out of a class must have satisfied all of the pre-requisites to be qualified to register for the class.

15.7.2.   Appropriate fees must be paid for the course.

15.7.3.   Testing out is offered only at the convenience of the course coordinator. Some courses may not offer test out, some may offer

the chance only once per year, some may offer test out opportunities on an ad hoc basis.

15.7.4.   As a minimum, the test out must consist of a comprehensive written exam and, if the course has a laboratory component, a comprehensive practical exam.

15.7.5.   It is strongly recommended that the written exam be given first to see if the student has sufficient knowledge to attempt the practical exam.

15.7.6.   Both exams should be passed with a 70% minimum to establish credit.

15.7.7.   Failing to pass either exam means that the student must take the entire course.

15.7.8.   If the student is successful in the test out, the instructor must complete a form, 'Report of Directed Credit', and present the form to the Academic Dean for processing.

15.7.9.   Only one test out attempt per student is permitted in any course. A student is only allowed to test out three courses for a given program.

15.7.10.   It is strongly recommended that any student inquiring about test out be given a copy of this policy and a copy of the course syllabus

15.8.   Service-Learning Test-Out Exams

Education at NU includes the opportunity to serve the people of Zambia the City of Ndola. This is partially accomplished by the link of academic study to community service. Service-learning is a method by which students learn and develop through active participation in organized service, which meets the needs of the community. Students earn a total of eight credits through service learning. However, many Online students are engaged in full time employment and as such are unable to meet the Service-Learning requirements. As such, all ONL

undergraduate students are required to take the Service-Learning Test-Out option to earn the eight credits. **Refer to the policy on service-learning test-out exams under the exams section of this handbook.**

15.9. Change in Program of Study

Students wishing to change their main course of study should first discuss the matter with an Academic Advisor before applying for the change. Secondly, agreements must be obtained from the Head of Faculty which the student wishes to leave, as well as with the Head of Faculty which the student wishes to enter. The change must be completed before the start of each semester or study period.

15.10. Withdrawal from the University on Grounds of Academic Failure

Where a student fails to satisfy the examiners, the relevant Academic Committee will discuss the case and make recommendations to the Senate, or an appropriate Studies Committee appointed to act on behalf of the latter.

The candidate may be advised to transfer to another course, retake the course and the examination, retake the examination without further residence, or to withdraw from the University. However, a student's course will not be terminated before he/she has been given at least one opportunity to retake the examination he/she failed.

If the Faculty recommends that a student's course should be terminated and that they should be required to withdraw, they will be given an opportunity for an appeal before the final decision is taken. That appeal will be before a Senate appointed committee, which has powers to confirm or alter the recommendation of the faculty. However, the Senate appointed committee cannot change the decision of the examiners to fail the candidate but only the recommendation consequent upon that failure.

15.11. Withdrawal from Courses/Programs

Withdrawal refers to a situation where a student has attended at least one class session and then decides not to continue with the course. Students may withdraw from a course by written petition to the Registrar at any time prior to the date by which all course requirements are to be completed (date of final exam or due date of final paper). This must be done by filling in the Request for Withdrawal form and must include the course name and number and the reason the student wishes to withdraw. Only following approval of the petition by the Registrar can the student withdraw from the course(s) or program. A student will receive a grade of withdrawn (W) for a course or will be requested to attend an exit interview for a withdrawal from a program. A grade of (W) will appear on the student's transcript. A grade of W does not affect the computation of a student's GPA. If the student wishes to continue with their studies, the course(s) must be repeated and do not qualify for Financial Aid (FA).

15.11.1. Withdrawal Periods and Grades of W and WF

Students will receive a grade of W or WF for any class they withdraw from depending on whether they have exceeded their limit of withdrawals with a grade of W (see the section on Limits on Withdrawals with a Grade of W in this handbook). Specifically, students will automatically be awarded a 'W' grade if they have not exceeded their limit and a WF if they have. Grades of W and WF appear on the student's transcript. (Note: A grade of WF is treated as an F for GPA calculation purposes).

Note:

Students are not allowed to make a voluntary withdrawal by and after the fifth week (for 16-week courses). Online students are not allowed to make a voluntary withdrawal by and after the 4th week. A voluntary withdrawal is any withdrawal other than the ones addressed under "Hardship Withdrawal"

in this Student Handbook or other University documentation. For more information, consult your Academic Advisor.

15.11.2. **Limits on Withdrawals with a Grade of W**

Undergraduate students are allowed to withdraw with a grade of W a maximum of four times in their undergraduate study at NU. There is no withdrawal limit for graduate students.

The limit on withdrawals does not apply if a student withdraws from all classes during a Semester before the fifth week. However, students are only allowed to withdraw from all classes prior to the fifth week for DAY and Online students respectively, twice during their study at NU without having their withdrawals count against the limit. Students who withdraw from all courses a third or subsequent time will automatically receive a grade of WF in their courses if they have reached their limit of Ws.

It is possible that a student will withdraw from more than one course in a particular Registration Period and not have enough Ws left to use a W in all those courses. In that case, courses will be awarded a W based on the date and time the student initiated the withdrawal from that course. For example, if a student had taken three Ws in their study at NU and then withdrew from two of the three courses in which the student was enrolled, the student's fourth W allowed would be assigned to the course from which the student withdrew first. The student would receive a WF in the other courses withdrawn from. In these cases, students may make an appeal to their Academic Advisor to shift the W from one course to another. Such requests must be made no later than the end of the Registration Period after the one in which the student withdrew from the courses. (Whether a student is enrolled in the Registration Period after the term in which the student withdrew from the courses does not change this time limit.) Students may not shift Ws between Registration Periods.

15.11.3. **Hardship Withdrawal**

Students may be granted hardship withdrawals when non-academic emergency situations occur which prevent them from completing their coursework (for example, severe medical problems, traumatic events/circumstances that cause them to miss numerous classes). Hardship withdrawals are subject to the following restrictions:

15.11.3.1. Students are not eligible for hardship withdrawals in any course in which they have completed the course requirements (e.g., taking the midterm and final exams or submitting the final project).

15.11.3.2. Students must initiate an application for a hardship withdrawal no later than one Registration Period after the Registration Period in which the course(s) were taken.

15.11.3.3. Hardship status normally applies to all the courses a student took in a Registration Period but in some cases may be granted for some of a student's courses. Students requesting a hardship withdrawal in some but not all their courses must provide documentation to justify such a partial withdrawal. If a student is granted a hardship withdrawal (full or partial), the instructor(s) of the courses from which the student is withdrawing must award a grade of "W" or "WF," depending on whether the student was doing passing work as of the effective date of the hardship.

15.12. Dropping and Adding of Regular Courses

Dropping a course refers to a situation where a student has registered for a course(s) for which they have not yet attended any class session and decide not to take the course; adding a course refers to when a student may decide or to add an additional course(s) to the ones she/he registered for. The Drop/Add period

for courses that a student had initially registered for or courses he/she wishes to take is the first one week (5 class days) in each Registration Period. There is no penalty for dropping and adding courses during this period, and no record of enrollment will appear on the student's transcript if a course is dropped. Students are encouraged to discuss all changes with their Academic Advisor. The Drop/Add Form requires the signature of the course Academic Advisor. A completed form for each change must be submitted to the Office of the Registrar. Please refer to the Academic Calendar for due dates.

15.13. Taking a Break from Studying

NU has a scheme for facilitating students who need to take a break from their studies. The break may either be planned or may be caused by unforeseen circumstances. Planned breaks will include periods when students take a Semester off to earn some money to finance the remainder of their courses, and when students opt for workplace exposure to complement University training as may be provided for in relevant course regulations. Students who have been on break for over a year must reapply for admission. A re-admission fee applies. Individual faculties will administer these schemes, inclusive of course exit and re-entry conditions.

15.14. Grade Correction Policy

A grade correction is possible only in the case of a declared clerical error. A correction in the letter grade must be approved by the instructor and the department chairperson. The definition of clerical error is an error made by the instructor or assistant in grade determination or posting. Under no circumstances, except for completion of work when an "I" was issued, may a grade change be made as the result of work completed or presented following the close of a grade

period. Grades cannot be changed to "W" nor can they be changed from a letter grade to Credit/No credit.

A grade correction after the semester following grade award will be allowed only if the course instructor and Chair of the department where the course was offered submit the grade change and an explanation for the late grade correction to the Registrar. In the case where the course instructor and/or department chair is unavailable, the department faculty or a committee of department faculty must approve the grade correction. In such a case, a statement of the nature of the exception, the department's method of approval, and the date of approval must be forwarded with the grade correction.

15.15. Incomplete Grade Policy

A grade of "I" may be awarded only at the end of a semester when all, but a minor portion of the course work has been satisfactorily completed and all the assessment of the course graded. The grade of "I" is not to be awarded in place of a failing grade or when the student is expected to repeat the course. In such a case, a grade other than "I" must be assigned.

After the course work is completed (a year will be allowed; otherwise, the "I" grade turns to a Fail (F) grade), the instructor should assign the appropriate grade on a Change of Grade form and submit it to the Office of the Registrar for processing. After processing, the new grade will be included in the calculation of the GPA. The student must "enroll" and retake this course. *(Refer to the Missed Exam Policy in this handbook for when "I" grade is applicable)*

15.16. Examination Policies

The word exam shall refer to tests, quizzes, mid-semester, and final exams, whether online or paper based.

All Northrise University courses attract exams unless otherwise stated. The course lesson plan shall indicate the applicable exams for the course registered. Students

are required to sit for and pass an exam for every course that they take unless otherwise stated. The Examinations Officer shall handle matters related to exams. The following policies shall apply to exams:

15.16.1. Examination Reschedule Policy

Students are expected to attend examinations unless serious circumstances beyond their control prevent them from doing so. Students can opt to take the exam before the scheduled date or after the scheduled date. In the case of missing the exam, a student will wait for the exam to be scheduled by the Exams Office. This is called a Missed Exam. If a student decides to take the exam before the scheduled time, the student has to negotiate with the Examinations Office for a suitable date and time.

If a student believes that they have adverse circumstances that mean they will be unable to sit for a scheduled examination, they should lodge an application for consideration of adverse circumstances requiring Rescheduling an examination with the Examinations Office no later than five (5) days prior to the day of the scheduled examination.

15.16.2. Missed Exam Policy

Failure to attend a formal examination without written approval is a very serious matter. If a student misses more than one exam in the same course, a 'Fail' grade will be awarded for the entire course, meaning they will have to re-take that course at full cost. However, if a student only misses one exam in the course, they are eligible to apply for a missed exam. Students are expected to attend examinations unless serious circumstances beyond their control prevent them from doing so.

Students who miss a scheduled exam must apply to sit for a missed exam using the Student Management System (SMS). In this case, the word exam can refer to tests, quizzes, mid-semester, and final exams (Note that assignments are

specifically excluded from this policy). Only students who miss exams other than for exam malpractice may apply to sit for the missed exam.

Note:

15.16.2.1. Students who missed exam will be awarded an incomplete grade, i.e., "I" until the exam is re-written, and a new grade awarded.

15.16.2.2. Students who miss the missed exam on the scheduled date will automatically receive a grade of F (Fail) for that course. This is because there is no other way for the student to fulfill all the course requirements for that particular course.

15.16.2.3. The missed examination must be taken no later than one Academic Year from the issuance of the incomplete grade and in the same Study Group (DAY/ ONL). Failure to do so will result in the "I" grade updated to an "F" grade.

15.16.2.4. The Examinations Office will schedule a date for the Missed Exam

15.16.2.5. The University will prescribe a fee to prepare, administer and grade missed exams. ***Please refer to the latest "Fee Schedule and Refund Policy" document for details***

15.16.3. **Exam Re-sit Policy**

Students who fail a course are offered an opportunity to re-sit that exam before Registration Period. The purpose of this exam re-sit policy is to enable students to proceed with their normal course of study assuming that they manage to pass the re-sit exam instead of having to wait for the next Academic Year the course is offered. Students will only be eligible to re-sit the exam under the following conditions:

15.16.3.1. If the student obtained between 45 – 49% in their overall course.

15.16.3.2. The student must have earned at least 50% in the course continuous assessment (CA)

15.16.3.3. A maximum grade of "D" is awarded on successful passing of an exam re-sit

15.16.3.4. Failing to meet points 1 or 2. above will require the student to take the entire course over when next available.

15.16.3.5. The University will prescribe a fee to prepare, administer and grade exam re-sits

Note:

Please check the current "Fees Schedule and Refund Policy" document for more details.

15.16.4.   **Exam Re-sit Application**

After results have been published, students who meet the above criteria for an exam re-sit should fill in the exam re-sit application form and submit it to the Exams office. After the form has been processed, students will be informed of the exam re-sit timetable.

15.17. Examination Appeal

An examination may only be appealed once, and the appeal process is only available to students who have received a failing grade. The following shall apply:

15.17.1.   This appeal process is only available for students who have failed an assessment or who believe that they have not been fairly assessed.

15.17.2.   An applicant who has received a failing score on a written assessment shall be eligible to appeal to the Registrar's Office for a

review of the assessment results. The department shall only consider appeals regarding significant procedural errors or adverse environmental conditions during the assessment administration.

15.17.3. The appeal shall be filed with the department within fourteen (14) days after the date of publication of assessment results. The appeal shall be made in writing, by filling in the Assessment Appeal Form and shall state the reason for appeal.

15.17.4. The review of the appeal shall be conducted by one or more department staff, or the department's designee, to determine if there is clear and convincing evidence to sustain the applicant's appeal. The Registrar shall make the final determination on the appeal.

15.17.5. Within thirty days after the department has made a determination on the appeal, the applicant shall be notified in writing of the results.

15.17.6. In acting on appeals, the department may take such action as it deems appropriate.

Assessment Appeal Process:

An assessment may only be appealed once. Appeals must be submitted in writing to the Registrar's within 14 days of the exam results release date for the examination in question. The Registrar is authorized to permit an extension to this deadline in documented situations involving extenuating personal circumstances. Waiting for results in other examinations and ignorance of the 14-day time line are not acceptable reasons for failure to meet this deadline and do not constitute extenuating personal circumstances.

Appeals will be received and reviewed through written submissions only recorded on the Application for Re-grading of an Exam Form. All written

appeals will be reviewed in an anonymous manner, and the only identifier for appeal materials forwarded to the appeal panel will be the Student ID. Applicable fees for appealing an assessment must be paid at the time of submission of the appeal.

Grounds for an Appeal:

The appeal must be based upon an error made in the marking of one or more specific questions within an assessment, i.e., noncompliance with the marking guide by the marker.

The following do not constitute grounds for appeal:

a. A claim that the examination does not adequately assess the student's knowledge of the areas assessed in the exam.

b. An appeal that does not outline specific grounds and which is, in essence, a request for another grade.

c. Appeals for compassionate reasons will not be reviewed. Under no circumstances may any other supporting documentation not directly related to the examination question(s) be submitted with an appeal.

Appeal Resolution:

The appeal process is not the same as a re-grade of the entire examination paper; only those items in question will be reviewed. For each of these items, the appeal may be allowed, and additional marks may be awarded (the marks may, or may not, match those requested), or the appeal may be denied, in which case the mark remains as it was or be lowered as determined by the mark assigned to the appeal item by the appeal panel. As a result, the total score on the examination may be lowered because of the appeal. However, only examination scores that increase the total score will result in a change of the student's record.

A confirmation of results will be made available within 30 days of the filing of the appeal. This decision is final.

15.18. Failing a Course

Students who receive an "F" or no grade in a course do not receive credit in the course. Thus, if the course is a required course for the certificate, diploma, or degree, the student must retake the course and receive a passing grade to qualify for the certificate, diploma, or degree. This includes re-registering for the course, paying tuition for the course, attending the class sessions and labs for the course, and completing all the class assignments, labs, and exams. The "F" grade is included in the calculation of the student's GPA. Only after the student passes the course will the new grade factor in the GPA. The original F grade will still display on the transcript.

Note:

The "F" does not affect the GPA calculation if the student repeats and passes the course.

15.19. Independent Study Policy

Purpose:

When available, Independent Study is carried out under the guidance of a member of faculty. Students are limited to twelve credits of independent study in the baccalaureate degree and may not take more than one course independent study in a single semester.

Eligibility:

Independent Study is available only to registered students who have a GPA of at least 3.00. Students must apply by filling in the Application for Independent Study Form.

Contracts:

For all Independent Study programs, a contract must be completed in detail and approved by the supervising instructor. The contract is submitted to the Office of the Registrar at the time of registration. The student's contract must:

a. Show competence and background to deal with the subject proposed.

b. Present an outline of proposed study which indicates an amount of work equivalent to the lecture and study time devoted to a regular class. This equates to a minimum of 90 hours for one course. The proposed study must include a resume of the unique character of the course activities, the educational value of the proposed study in the student's total program of study, the specific objectives, and the justification for taking an individual study program.

c. Provide the bibliographic references and resources which will be part of the Independent Study. Interviews planned or other resources should be specified. While substitutions and additions may be made as the study progresses, resource planning is an integral part of the contract.

d. Provide a regular schedule for reporting progress on the study, for reporting to the supervising instructor, and for final completion of the project. Regular conferences with the supervising instructor are expected. Therefore, the student and instructor are expected to be on campus. It is possible to arrange to do the work off-campus provided adequate reasons are given. Satisfactory arrangements must be made for faculty supervision of the work.

15.20. Auditing Courses

Students may audit any course with the consent of the Registrar. Audited courses appear on the student's transcript with no credit assigned and no grade given. Students registered as auditors must meet class attendance requirements and prepare for and participate in class discussion. The course instructor must submit to the office of the Registrar a note confirming that the student complied with

these requirements for the course to appear as an audit on the student's transcript. No certificates are issued for audited courses.

Note:

a. Students must register to audit courses. If the candidate is not a student, they must first apply to NU and be accepted before registering to audit a course

b. Audit students are not required to do assignments

15.21. Student Results Declaration

NU will keep all student's records confidentially and only authorized persons/staff will have access to the records. Students are required to declare a person(s) who can be allowed to collect results on their behalf. Students may declare such persons as parents, guardians, or sponsors. Students who do NOT declare any person will be the only ones who can access their results.

15.22. Plagiarism Policy

Plagiarism is a serious academic offense. The World Wide Web has become a popular source of information for student papers, and many questions have arisen about how to avoid plagiarizing these sources. You are responsible as a student to educate yourself about plagiarism as much as possible. Students fail courses and are expelled from NU because of committing plagiarism. This information is intended to inform you of what plagiarism is, why it brings severe penalties at NU, and how to avoid it.

Plagiarism is a form of dishonesty or cheating that occurs when a person passes off someone else's work as their own. It comes in many shapes and forms including failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the Internet or handing in a paper written by another student.

Please take note of the following:

a. **Plagiarism is a serious offense at NU.** Instructors utilize tools that enable them to detect plagiarized work and report all instances of plagiarism to the Dean of their faculty. At NU all instructors use a plagiarism checker in Google Classroom which helps them detect students who have plagiarized from the world wide web and from their peers. In addition to dealing with the course instructor, students who plagiarize must also deal with the University. Students found guilty of plagiarism will have the incident recorded on their file and may be expelled from the university if found guilty on multiple occasions.

b. **All parties to plagiarism are considered equally guilty.** If you share your coursework with another student and they plagiarize it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. Under no circumstances should you make your coursework available to another student unless the instructor gives explicit permission for this to happen.

c. **Students found guilty of plagiarism fail the course.** Any students found guilty of plagiarism fail that course. The reason is that they would be missing part of their assessment to fulfill course requirements. A student with a prior record of plagiarism who is found guilty of the same offense will be expelled from NU.

d. **Avoid plagiarism at all costs!**

15.22.1. **How to Avoid Plagiarism**

a. **Cite All Sources Properly** - Copying someone's work is the most extreme act of plagiarism. Ensure that you appropriately cite all sources used in your work by using the APA standard of writing. In any specific case, if you are unsure about what is acceptable and what is not, the best thing is to ask your instructor. In general, it is better to

err on the side of over-citation than under-citation. Besides, this shows that you are taking your research work seriously.

b. **Develop Your Research and Comprehension Skills -** The temptation to commit plagiarism often reflects lack of confidence in one's own skills and knowledge. Once you research a given topic and understand it thoroughly, it becomes easier for you to bring in your own analysis and support it by your research.

c. **For First Year Students Only** - Considering that the courses COM101 – Communications and Study Skills I and APA101 are taught in the first semester and period of study, the following Plagiarism Policy will apply:

   i. Students found guilty of plagiarism fail that assignment, in other words, zero marks are awarded for the assignment.

   ii. The highest grade that a student can attain in that course is a "D" or a 50% regardless of how well the student performs in the course.

   Note:

   This only applies to courses taken in the first semester or period of one's studies at NU.

15.22.2. **Anti-Plagiarism Software**

As was previously mentioned, instructors utilize tools that enable them to detect plagiarism. Northrise University requires the use of Originality Reports in Google Classroom for all submitted assignments. As such, students are required to submit all assignments in Google Classroom using Google Docs unless the nature of an assignment specifically requires another format. However, it should be noted that such tools are not the only factor to be considered regarding plagiarism, but they are merely a tool to help students to minimize and instructors to identify plagiarized content. Students can also be found guilty of plagiarizing in ways that are

not tracked by the Originality Report (e.g., not citing paraphrased material).

The Plagiarism Threshold on Flagged and Cited Content Policy states that:

- Any turned-in Google Docs assignment with greater than 20% plagiarized content according to the Originality Report is to be considered plagiarized.

- Assignments containing plagiarized content that does not pass the threshold of 20% according to the Originality Report will not fail the assignment but can still lose marks for the content that was plagiarized.

- Assignments that require formats other than Google Docs will be assessed for plagiarism manually.

- For courses that require a greater number of assignments than the maximum number of assignments for which Google Classroom allows the enabling of Originality Reports, instructors will choose which assignments will use Originality Reports. The remaining assignments will be assessed for plagiarism manually.

Examples

- *Scenario 1:* When the assignment is submitted, the Originality Report shows the instructor that the flagged content (Student Matches and Web Matches combined) of the assignment is greater than 20%.

- *Action:* The instructor will review and verify if the flagged text is plagiarized. If verified, the assignment will be considered plagiarized, and the penalties will be applied according to the NU plagiarism policy.

- *Scenario 2:* When the assignment is submitted, the Originality Report shows the total flagged and cited content as greater than 20%.

- *Action:* The instructor will review and verify if the flagged text is plagiarized. The instructor will also review the cited content to see if it

is plagiarized (i.e., copied and pasted without any indication that it is a direct quote). If the combined flagged and cited content are verified to be plagiarized and are greater than 20%, the assignment will be considered plagiarized, and the penalties will be applied according to the NU plagiarism policy.

15.23. Academic Progression Policy

NU has put in place an Academic Progression policy to guide the development of a student through their study. **Progression Rules:**

15.23.1.1. All students must complete and pass all year 1 and 2 courses before they can be allowed to progress to year 3. The BScN program has additional progression rules. Students should always consult the registrar's office for the latest progression rules.

15.23.1.2. At least 50% overall score is required for each course.

15.23.1.3. Students must attain a minimum Grade Point Average (GPA) of 2.00 to proceed to year 3.

15.23.1.4. Students who fail to attain a GPA of 2.00 will be provided with an option of repeating selected courses to improve their performance or the student may be expelled on academic grounds.

15.23.1.5. All students must meet all course pre-requisites before they can be allowed to take a course.

15.24. Course Pre-requisites

Some courses have course prerequisites. A course prerequisite is a course, as an example a foundation course, which a student is required to fulfill before doing a stated course. For example, Financial Accounting I is a prerequisite to Financial

Accounting II. This means that students doing Financial Accounting II must have taken and passed Financial Accounting I.

> *Note:*
>
> It is the student's responsibility to ensure that you fulfill all course prerequisites before registering for a course. Students will not be allowed to take courses for which they have not fulfilled the course prerequisites.

Refer to the attendance policy under Academic Policies in this document.

16.   COURSE REGISTRATION

Course registration (or Registration in short) is the process by which NU collects information about courses that are on offer which a student wishes to take in an upcoming Registration Period. A Registration Period refers to a timeframe in which a particular course or group of courses is offered. For example, DAY students' study under Semesters which are sixteen weeks long.

16.1.   Registration Tips

a. To avoid inconvenience, please ensure that you register within the Registration Period. A Late Registration Fee is charged for students who register after the registration deadline.

b. Follow your Course Path regarding which courses to register for. If in doubt consult the Registrar's office for an Academic Adviser to assist you. Registering for wrong courses will result in delays when you report for classes.

c. Ensure that you select the correct Payment Plan in the Student Management System (SMS).

d. Ensure that you confirm your registration in the SMS. Unconfirmed registrations will not be processed.

> *Note:*

For additional help on how to register using the SMS please consult the Student Management System Self Registration Manual located on the VLS.

17. COURSE STANDARDS

17.1. Course Format and Teaching Style

The courses focus on the teaching of theory and the development of skills in the participating students. To fully develop these skills in students, computer-related programs are combined with theoretical lectures, practical laboratory sessions, and student projects.

Theoretical Lectures for DAY courses are taught in lecture and discussion or "dialogue" format without computers in front of each student. This means the instructor or/and class member frame(s) an issue, provide(s) structure for dialogue, and ask(s) provocative questions; the class then addresses the topic as a group. Dialogue includes full participation and attentive listening; it is collaborative and not competitive. Based on assigned course texts, each lecture session lasts for 2 to 3 hours (or more for some programs), depending on the course, and may include a laboratory session or focused teaching session. For ONL courses, theoretical lectures are recorded each week and posted online for students to access. Weekly activities for students to complete on their own may also be given for ONL courses. ONL class sessions take place asynchronously. Text reading is assigned in the course materials, for both DAY and ONL courses. Each lecture starts with a devotional focused on the teachings of Jesus Christ and how it applies to our everyday lives. This gives us the opportunity to integrate a Biblical worldview and share our faith with the students while at the same time encouraging moral and ethical behavior.

Some courses include practical laboratory sessions which enable students to experience first-hand lessons taught in the lecture. In these 1-to-3-hour sessions each student is assigned exercises to complete. Depending on the class, instructors are on-hand during the laboratory sessions to monitor student activity and answer questions.

17.2. Course Objectives

At Northrise University, we teach by objectives. Each course has a minimum of three and a maximum of five course objectives. Additionally, each session has a minimum of three and a maximum of five session objectives. Course and session objectives are stipulated in the course material.

17.3. Course Material

Each course taught at Northrise University is guided by a set of guidelines found in the course material document. Course materials include the course syllabus, course module, and course articles.

Note:

It is the responsibility of every student to ensure that they access the relevant course material for each course registered for.

17.4. Course Assignments

Course assignments are outlined in the Course Materials for each class in accordance with the Universities academic policies.

Note:

It is the responsibility of each student to learn the applicable writing style (APA) and implement it in all academic writing.

17.5.   Learning Teams

A learning team is a group of students who work together in a particular course in order to accomplish assigned course requirements. Learning Teams are an integral part of student development at NU. We realize that when our students graduate, they will be part of a wider professional community in which they will be expected to positively contribute to shared objectives. Therefore, learning teams provide an environment where students can develop the skills needed to succeed when our students are in "the real world".

17.5.1.   **Learning Team Requirements**

17.5.1.1. Each DAY student must participate in a learning team for each of the courses being taken as applicable in the course materials.

17.5.1.2. Each student must fully participate in the activities of the assigned learning teams such as discussions and presentations. Failure to participate in a learning team will lead to an incomplete assessment and effectively a failing grade.

17.5.1.3. Each learning team must submit the required learning team documents to their respective instructors.

17.5.2. **Benefits of a Learning Team**

A learning team can be beneficial in many ways. Here are the most important benefits:

17.5.2.1. A support team can "pick you up" when you find that your motivation to study is slipping. The other team members can be a source of encouragement.

17.5.2.2. You may be reluctant to ask a question in class. You will find it easier to do so in a small learning team.

17.5.2.3. You may become more committed to study because the team members are depending on your presentation and participation. You will not want to let them down.

17.5.2.4. Team members will listen and discuss information and concepts during the study sessions. These activities add a strong auditory dimension to your learning experience.

17.5.2.5. One or more team members are likely to understand something you do not. They may bring up ideas you never considered.

17.5.2.6. You can learn valuable new study habits from the other team members.

17.5.2.7. You can compare your class notes with those of the other team members to clarify your notes and fill in any gaps.

17.5.2.8. Teaching/explaining information and concepts to the other team members will help you reinforce your mastery of the information and concepts.

17.5.2.9. Let's face it – studying can sometimes be a lonely experience. Interacting with the team group members can make studying enjoyable.

18. GENERAL POLICIES AND PROCEDURES

18.1. Student Responsibilities

NU is committed to meeting the needs of all students. The following code of student responsibility serves as a practical guide and embodies a common respect and understanding for varying points of views necessary to successfully experience the learning process at NU.

18.1.1. Acknowledge and demonstrate respect for the personal and professional growth of oneself and others in interactions with faculty, fellow students, and University staff.

18.1.2. Demonstrate respect for faculty, fellow students, and staff regardless of gender, ethnicity, religious and political background.

18.1.3. Accept responsibility and accountability for one's own actions, verbal and written communications, and interactions with faculty, students, and staff.

18.1.4. Acknowledge that conflicts and resolution of conflicts between individuals and among groups are integral to the learning process while demonstrating responsibility for resolving these conflicts while maintaining respect for all individuals involved regardless of the outcome.

18.1.5.   Maintain confidentiality and acknowledge personal privacy in the communication of personal or professional information about one's employer, other students, or their employers.

18.1.6.   Accept responsibility for working together in the learning process and for the achievement of the learning outcomes associated with group performance.

18.1.7.   Maintain the highest ethical standards in interactions with faculty, students, and staff, in the preparation and submission of required course work, and in the completion of examinations.

18.2.   Standards of Student Conduct

All students are expected to conduct themselves as responsible members of the University community. Inappropriate conduct by students or by applicants for admission is subject to discipline as follows:

Expulsion, Suspension, and Probation of Students

Any student may be expelled, suspended, placed on probation, or given a lesser sanction for one or more of the following causes:

a. Presenting another person's academic, professional, or personal credentials as one's own.

b. Cheating or plagiarism in connection with an academic program at a campus.

c. Forgery, alteration, or misuse of university documents, records, or identification or knowingly furnishing false information.

d. Obstruction or disruption, on or off campus property, of the university educational process, administrative process, or other campus function.

e. Physical abuse on or off campus property of the person or property of any member of the university community, of members of his or her family, members of the public, or the threat of such physical abuse.

f. Theft of, or non-accidental damage to, campus property or property in the possession of, or owned by, a member of the campus community.

g. Unauthorized entry into, unauthorized use of, or misuse of campus property.

h. On campus property, the sale or knowing possession of drugs, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.

i. Knowingly possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or at a campus function without prior authorization of the campus principal.

j. Engaging in lewd, indecent, disorderly, or obscene behavior on campus property or at a campus function.

k. Abusive behavior or language directed toward a member of the campus community or others.

l. Violation of any order at a campus, notice of which had been given prior to such violation and during the academic year in which the violation occurs.

m. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this Section.

n. Engaging in any actions that may bring or have brought the University in disrepute.

o. Providing false information to the University, members of the university community, the press, or outsiders with intent to defraud, mislead, or misinform the University, its community, or outsiders.

18.3. Student Complaints and Grievance Policy

Student grievances involves concerns, problems, or complaints that students raise with classmates, faculty, staff, and/or administration. This policy shall be followed

when dealing with a grievance or dispute in relation to an individual student. The following steps shall be followed. *(Note, that depending on the gravity and nature of some complaints and grievances, some cases may not require strict adherence to the following steps).*

- Informal Resolution (optional) - (*Student resolves complaint or grievance with the concerned person or department).*
- Stage 1 – Submission of Formal Written Grievance/Complaint – Formal written grievance or complaint to the concerned person or department/administration. Feedback to be given by the concerned department/person.
- Stage 2 – If not satisfied with stage one outcome, formal written submission to Disciplinary Committee or Academic Committee. Feedback to be given by the committee.
- Stage 3 – If not satisfied with stage 2 outcome, formal *written appeal to the DVC.*

18.3.1. Grounds for complaints

Grounds for complaint or grievance include, but are not limited to:

18.3.1.1. a student being affected by a failure to adhere to appropriate or relevant published University policies and procedures

18.3.1.2. a penalty applied to the student not in line with the student disciplinary guidelines

18.3.1.3. a student being affected by improper or negligent conduct by another student or staff member; or

18.3.1.4. a student being affected by unfair treatment, prejudice, or bias.

18.3.2. Confidentiality

To preserve the rules of natural justice for all parties, Northrise University staff will ensure that matters relating to any disputes are not discussed outside the meeting.

18.4. Student Disciplinary Procedures

a. **Disposition of Fees.** The Disciplinary Committee of NU may place on probation, suspend, or expel a student for one or more of the reasons outlined under "Student Responsibilities" in this handbook. No fees or tuition paid by or for such student for the semester in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

b. **Interim Suspension.** The Disciplinary Committee may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the Disciplinary Committee or designated representative, enter the NU campus other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

c. **Conduct by Applicants for Admission.** Admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he or she enrolled as a student, would be the basis for disciplinary action. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action as recorded under "Student Responsibilities" and "Non-discrimination Policy" in this handbook.

Note:

The Disciplinary Committee may from time to time revise the code of student disciplinary procedures. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline and for qualified admission or denial of admission under Standards of Student Conduct.

Schedule of Offenses and Corresponding Disciplinary Action Guide

Offence/Subject	Offence Description	1st Breach	2nd Breach	3rd Breach	4th Breach
Absenteeism	Failure to appear before Disciplinary Committee				Final written warning
Forging and altering result grade and signature of university officials.					Suspension
Plagiarism	This involves using the thoughts, ideas, or writings of another person and passing them off as your own. It can involve taking credit for ideas that were not your own or using the words of others without properly citing them.			Final written warning	Suspension
Self-Plagiarism	Self-plagiarism is submitting the same piece of work for more than one course without the instructor's permission		Written warning	Final written warning	Suspension
Falsifying, Misrepresenting or Forging an Academic Record or Supporting Document	This includes the materials that you submitted to the university when you applied for your program. This also involves presenting,				Suspension

	altering university documents, artifacts or information. Forging doctor's notes is also considered to be misconduct.				
	Submission of fraudulent or forged documents to the University: for academic advantage or advancement to which the person is not entitled (academic misconduct) in circumstances for which academic advantage is not the primary outcome (general misconduct)				Suspension
Unauthorized Collaboration	Working on an assignment with others when you are supposed to work individually			Final written warning/Fail the course	Suspension
Improper Access/Obstruction of Materials/Systems	This involves hiding or destroying materials available to all (e.g. library or course materials), overloading an online or digital system to prevent the completion of an assignment or test, stealing a term paper or test, or improperly obtaining and then selling/distributing a term paper or test.				Suspension
Distribution of Faculty/university Intellectual Property	Distribution of faculty/Northrise University intellectual property, either independently or through a third party, without the consent of the instructor/author			Final written warning	

	is considered academic misconduct.				
Inappropriate Dress Code	Dressing that is not modesty and does not promote Northrise University values.	Verbal Warning	Written warning	Final written warning	
Prohibited substances	Consumption of drugs/ alcohol on the university premises				Suspension
Distractive & anti-social behavior	Behaviors that disrupt the normal University operations.				Suspension
	Riot, inciting other members of the university to demonstrate against the university staff or students, publication of malicious message with intent to bring the name of the university into disrepute.				Expulsion
Maliciously or unduly causing reputational damage to the university	Behaviour that has damaged or could have damaged the reputation of Northrise University, property, staff, faculty, student or visitor.				Suspension
	Behaviour that has caused serious damage or could have caused serious damage to the reputation of the University				Suspension
Physical Aggression	Pushing			Final written warning	
	Shoving			Final written warning	

	Punching			Final written warning	
	Kicking			Final written warning	
	Slapping			Final written warning	
	Pulling hair			Final written warning	
	Biting			Final written warning	
Sexual Misconduct	Engaging in a sexual act without consent				Suspension
	Attempting to engage in a sexual act without consent				Suspension
	Sexual harassment				Suspension
	Sharing private sexual materials of another person with or without the consent of the other person				Suspension
	Touching inappropriately through clothes without consent				Suspension
	Inappropriately showing sexual organs to another person				Suspension
	Making unwanted remarks of a sexual nature				Suspension

	Use of inappropriate language				Suspension
Disrespectful, abusive, or threatening language or behavior	Use of inappropriate language			Final written warning	
	Disrespectful, abusive and/or discriminatory comments relating to a person's sex, sexual orientation, gender, gender-related identity (including appearance, mannerisms or other gender-related characteristics), religion or belief, race, pregnancy/maternity, marriage/civil partnership, disability or age			Final written warning	
Damage to property	Causing minor damage to university property or the property of students or employees of the University or visitors to the University			Final written warning	
	Intentionally causing significant damage to university property or the property of members of the university community or visitors of the university				Suspension
Unauthorized possession or use of university property or unauthorized publication or use of university communications	Misuse of university property (e.g., misuse of computers, laboratory equipment, sports equipment)				Suspension
	Misuse of university communications (e.g., misuse of emails sent by university)				Suspension

	Unauthorized entry or unauthorized use of university premises			Final written warning	
	Unauthorized possession of property belonging to the University or belonging to a member of the University community without permission				Suspension
Causing a risk to health and safety	An act or failure to act that caused or could have caused a health and safety concern on university premises (for example, smoking cigarettes on campus)				Suspension
	An act or failure to act that caused or could have caused serious harm on university premises or during University activities (for example, disabling electronic locks on doors or possessing and/or supplying illicit substances)				Suspension
Making vexatious or unjustified demands on university resources	Improper interference with the activities of the university (including academic, administrative, sporting and social) on university premises or elsewhere			Final written warning	
	Improper interference with the functions, duties or activities of any student or employee of the university or any authorized visitor to the university			Final written warning	
	Disingenuous engagement with a university process, e.g., where a process			Final written warning	

	is initiated by a student for reasons other than those for which the process exists.				
	Engaging in acts (or failing to act), submitting or producing documents and/or statements intended to deceive the university			Final written warning	
	Disrupting the activities of the university (including teaching, administration, sporting and social events) on university premises or elsewhere			Final written warning	
	Disrupting the functions, duties, or activities of any member of the university community or any authorized visitor to the university			Final written warning	
Cheating	Looking at someone else's work during an exam or test, writing cheat notes on your arms, legs or another part of your body, taking prohibited materials into an exam, such as cheat notes, textbooks or unapproved calculators, attempting to communicate with or copy from another student during an exam, using electronic devices, such as a smartphone or smartwatch, to access information related to the exam while it is in				Suspension

	progress, discussing an exam with someone else outside the exam venue while it is in progress, removing confidential examination papers from an exam venue.				
Impersonating Another Person in a Test or Exam	This includes having another person show up to write a test or exam in your place (or being the person who writes the test in someone else's place), but it also includes having someone else write an online test/Exam for you (or taking an online test for someone else).				Suspension
Use of Unauthorized Aids During a Test or Exam	Unauthorized aids include anything that has not been cleared with the instructors as being allowed during the exam.				Suspension
Substitution of answer scripts.	This involves submitting an answer script without student details, submitting a wrong answer script, not submitting an answer script after an exam.				Suspension
Involvement in examination leakage.	Viewing, failing to report, possession of leaked exam				Suspension
Refusal to sign examination misconduct/write statement in respect of alleged misconduct after being advised by the Invigilator.				Final written Warning	

Leaving the Exam venue with answer scripts during and after the examinations.					Suspension
Self-destruction of answer scripts or any evidence that may jeopardize the disciplinary Committee from successfully investigating reported case of malpractice.					Suspension
Anyone who refused to be searched at the entrance of the examination venue.				Deny Entry into the Exam Venue	
Refusal to give evidence before the Disciplinary Committee as a confirmed witness				Final written Warning	
Candidate refusing to stop writing at the end of the stipulated exam period or failing to obey instructions of the invigilator such as refusing to sign the attendance register				Final written Warning	
Candidate concealing noticed malpractice				Final written Warning	
General Misconduct	Conspiracy means working together with one or more persons to commit or attempt to commit academic dishonesty.			Final written Warning	
	Repeatedly contacting another person (by phone, email, text or on social networking sites) against the			Final written Warning	

			Written warning	Final written warning	
	wishes of the other person				
	Threats to hurt another person			Final written Warning	
	Acting in an intimidating and hostile manner			Final written warning	
	Repeatedly following another person without good reason			Final written warning	
	Refusal to leave classroom due to late coming or rowdy behavior		Written warning	Final written warning	

18.5. Sexual Standards and Conduct Policy

NU is committed to a policy that maintains an environment where employees and students abide by biblical injunctions regarding sexual activity and refrain from sexual immorality.

A person's desire for sexual intimacy is a creational and often very strong characteristic in human nature.

NU believes, based on its understanding and interpretation of the Bible that the only appropriate and permissible context in which sexual intimacy may be expressed as overt sexual interaction is in the marriage partnership of a man and a woman. The university expects all students, faculty, and staff to live in accord with this understanding of sexual interaction if they are members of the university community.

NU believes that the Bible encourages us to maintain a loving and supportive attitude towards each other and that there should be mutual respect for members of the opposite gender, as well as a loving and supportive attitude toward those

who struggle with restricting their sexual interaction to marriage. The university will make efforts to work in a counseling context with individuals who find it difficult to restrict their sexual activity within the institution of marriage.

Unacceptable Sexual Conduct

NU specifically holds as unbiblical and therefore prohibits:

a. **Homosexual relations.**

It is unacceptable to have sexual relations with someone of the same gender as long as one is a member of the university community, whether on or off campus. NU also prohibits promoting or advocating such activity.

b. **Extramarital sexual relations.**

Sexual activity with anyone other than with one's spouse is prohibited. If such relations result in pregnancy, affected students will be required to withdraw from the university for a period of one year. This also applies to students who conceal their pregnancy, have a baby and continue their studies. They will need to reapply after one year and go through counselling before being reinstated in the university community.

c. **Promoting or advocating sexually immoral activity.**

This does not prohibit members of various academic disciplines, including students and faculty, from studying, discussing, or examining such issues as they affect individuals, society, or others.

d. Sexual activity with some one of the same gender or with someone other than one's spouse is prohibited. An employee or student involved in such activity shall be dismissed from the university.

e. NU is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study, and communicate with each other in an atmosphere free from unsolicited and unwelcomed communication of a sexual nature.

f. All students and employees are responsible to determine if they can abide by this sexual standard and conduct policy. If any individual doubts or questions his or her ability to do so, that person should speak to the Head of Student Life to receive guidance and/or instruction.

18.6. HIV/AIDS Policy

AIDS is a serious progressive illness caused by the Human Immunodeficiency Virus (HIV) in which the immune system is disabled. Infection with HIV (the virus that causes AIDS) may make a person highly vulnerable to serious and life-threatening conditions. Presently, there is no known cure for AIDS.

Transmission of the virus is highly associated with sexual intercourse with an infected person, injection using an infected needle, transfusions of infected blood, and transference to children through pregnancy or breast-feeding. Casual contact has not been shown to result in the spread of the virus.

At NU we are committed to providing a safe environment, in which all students and employees can live, learn, and work without fear of harassment or other forms of discrimination based upon HIV (Human Immunodeficiency Virus) infection or AIDS (Acquired Immune Deficiency Syndrome). Although we hold to a Christian worldview and in this way differ from secular institutions, we are aware that we do not operate in a vacuum and have an obligation to address such contemporary socio-cultural issues by means of Christian principles.

This HIV/AIDS policy is designed to address the concerns and needs of students and employees and to preserve the rights of the members of the university community. This policy is based on the most recent information concerning HIV infection and AIDS, which indicates there is no known risk of transmission of HIV through ordinary work or study relationships and activities. This policy may be revised as more facts about the disease are discovered.

NU's policy is to be consistent with and act in conjunction with applicable Zambian laws and standards. NU will exercise reasonable care to protect the safety and

health of its students, employees and community together with an ongoing commitment to education and counseling.

The University accepts its responsibility to educate its students regarding HIV and AIDS.

18.6.1.   **Statement of Equal Opportunity**

NU supports equality of educational and employment opportunity in accordance with government laws. No person will be denied admission to any educational program or activity or be denied employment based on HIV infection. We will comply with the following:

a. Employees or applicants for employment who have HIV infection or AIDS will not be discriminated against in recruitment, hiring, training, promotion, transfer, or any other terms and conditions of employment based on their condition.

b. Instructors or teaching personnel with HIV infection or AIDS will not be discriminated against in terms and conditions affecting their employment with the university based on their condition.

c. Employees with HIV infection or AIDS will be allowed to continue working as long as they are able to perform the essential functions of the job, with or without a reasonable accommodation.

d. Students or applicants for study with HIV infection or AIDS will not be discriminated against in admissions or financial aid decisions based on their condition.

e. Students with HIV infection or AIDS will not be discriminated against based on their disabilities in education, residential, extracurricular, or other opportunities made available by the university.

f. Students with HIV infection or AIDS will be allowed to continue studying as long as they are in compliance with all university rules and regulations.

18.6.2.   **Confidentiality**

a. NU will adhere to the legal requirements and obligations concerning confidentiality of medical records and will maintain the personal privacy of any student or employee who is antibody positive or is diagnosed as having AIDS.   No student or employee of NU will keep any list or record specifically identifying anyone who has been diagnosed as having HIV infection or AIDS.   An employee or student's medical diagnosis and counseling records are personal information and such information, if known, shall not be released without the individual's written consent to release any of that information. If an individual chooses to self-identify his or her condition, the University will respond to that individual as it would for any other serious illness.

b. Students/employees testing positive for HIV antibody or having been diagnosed as having AIDS, shall be permitted to attend classes and utilize university services in an unbiased manner.

c. Counseling and/or referrals to appropriate community services will be offered if sought.

d. The University reserves the right to take whatever actions are, in its judgment, necessary or appropriate to protect persons from exposure to infection if the university becomes aware of any activity that poses a significant risk of exposure.

18.6.3.   **Special Situations**

Unusual situations may arise when a person's medical condition may affect public health and safety, making modified or limited access to certain facilities, activities, or services necessary. Such determinations will be made on a case-by-case basis, after careful consideration of the particular facts. As an example, if someone is bleeding, they will be provided with medical attention.

18.6.4. **Violation of Policy**

Any employee or student found to have violated NU's policy on AIDS or found guilty of discriminating or harassing an individual afflicted with AIDS, as determined by the appropriate decision-making body, will be subject to existing disciplinary mechanisms and procedures, including possible suspension, terminations, or expulsion. Any employee or student with HIV infection or AIDS who believes that he or she is being discriminated against or harassed, knows, or suspects the occurrence of AIDS discrimination or harassment, or desires counseling for coping with potential harassment is strongly urged and encouraged to immediately contact the office of Student Life.

18.6.5. **Changes in this Policy**

This policy will be changed as necessary to reflect additional information when it becomes available.

18.7. Service Learning & Chapel

18.7.1. **Service Learning**

Education at NU includes the opportunity to serve the people of Zambia the City of Ndola and the Copperbelt Province. This is partially accomplished by the link of academic study to community service. Service-learning is a method by which students learn and develop through active participation in organized service, which is conducted in and meets the needs of the community. This service is integrated into and enhances the academic curriculum and provides students with structured opportunities for critical reflection on their service experience. It also enhances students' appreciation of themselves, societal and civic issues, as well as encourages students' commitment to be active citizens throughout their lives.

In summary, Service Learning is an educational method and experience:

a. Through which students learn and develop by means of active participation in thoughtfully organized service experiences that meet actual community needs.

b. That is integrated into the students' academic curriculum and provides structured time for students to think, talk or write about what they did and saw during the service activity.

c. That provides students with opportunities to use newly acquired skills and knowledge in real-life problem-solving situations in the community.

d. That enhances student learning beyond the classroom and fosters a clearer sense of servant hood and living as Kingdom citizens.

In the first two years at NU, Service Learning is implemented in partnership with social sector organizations that work for the benefit of the community. Thereafter students will be permitted to undertake Service Learning with other organizations, including profit driven entities to prepare them for placement upon successful completion of their academic studies. Service Learning has two credits awarded to students each Academic Year. Each student works a minimum of twenty (20) hours each semester.

For ONL students, service-learning test-out exams are taken instead of service learning. Service-learning test-out exams test students on all the coursework offered during each Academic Year for purposes of awarding service-learning credits. **Refer to the section on Test-Out Exams for details of the Service-Learning test-out exams**.

18.7.2.   **Chapel**

As an academic institution whose values are rooted in the teachings of the Lord Jesus Christ, NU has a mandate to pass on these values to members of its community. One way this is accomplished is through providing chapel sessions throughout the semester.

18.7.2.1. Chapel Attendance

At NU, we view chapel attendance as an integral part of the educational process. Nothing in the routine of a Christian's life can take the place of personal quiet time with the Lord. The core values of the University, the morality and spirituality of biblical Christianity, and the student's development of a vibrant spiritual life, are all topics of concern in chapel.

Chapel attendance is more critical to the spiritual formation of a student than class attendance.

DAY students are required to attend Chapel on a regular basis. However, students are allowed to miss 30% of chapel attendance during a semester. If they miss chapel for more than that threshold, they will not earn the one credit in that semester towards graduation. Students who miss more than 30% of chapel will also not be considered for Financial Aid in the upcoming Award Period.

 For this reason, chapel attendance is mandatory for DAY students unless they have extenuating circumstances. If so, students must seek permission from the Director of Student Life. Unless otherwise announced, chapel is held every Monday from 08:00 to 09:00 hours for morning classes. The required chapel attendance is 70%. Student who violates this attendance will not be awarded full chapel credits and as such, will not fulfill graduation requirements. **Please note that chapel attendance is a graduation requirement.**

18.7.3.   Online Chapel

Northrise University provides an opportunity for DAY students to fulfill Chapel requirements without physically attending chapel. Students taking online chapel access online chapel activities and meet all requirements as directed by the student Life department. Students earn the applicable chapel credits

upon fulfillment of the stipulated chapel requirements. The following conditions apply to online chapel.

Eligibility Criteria:

a. Only fourth (4th) year students in their final semester of study, who have secured employment or internship, can participate in online chapel.

b. Participants must have a GPA of at least 2.00 to be eligible for online chapel. Online chapel applicants must submit proof of having secured a job or internship in week twelve (12) of the semester. Failure to do so will attract late registration fee.

c. Participants must have completed their service-learning hours at the time of applying.

d. Participants must be poised for graduation based on their individual GPA as advised by the registrar's office.

e. Participants must have been approved to take their final year project at the time of applying.

Responsibilities of Online Chapel Participants:

a. Register for online chapel in week twelve (12) of the previous semester

b. Submit proof of having secured a job or internship in week twelve (12) of the previous semester

c. Please note that the late submission policy applies to online chapel assignments. Access online chapel activities and meet all requirements as directed by the student Life department

1. **Attendance:**

Participants must fulfill the attendance policy. Attendance is based on submitted work. **Please note that the late submission policy applies to online chapel assignments.**

18.8. Non-discrimination Policy

NU is committed to equal opportunity for all, regardless of national origin, gender, age, marital status, religion, or disability. NU provides equal opportunity in employment, admissions, recruitment, financial aid, counseling, and curricula for students. These are recognized by the University as foundational to our equal opportunity goals.

Since NU is a non-denominational Christian institution, we ask all teachers and managers employed by NU to sign and adhere to a Statement of Christian Faith. The purpose of doing this is to ensure a uniform understanding of faith amongst our leadership and to help the University perpetuate the core values in which we so strongly believe. Non-management employees and students are not required to sign or adhere to our Statement of Christian Faith.

18.9. National Origin and Disability

No person shall, on the basis of national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in admission to any program at NU.

18.10. Age, Marital Status, Gender and Religion

NU does not discriminate on the basis of age, marital status, gender, or religion in the educational programs or activities it conducts. Such programs and activities include admission of students and employment. Although we are a Christ-centered university, we accept students from all religious persuasions and backgrounds.

18.11. Sexual Harassment

Discrimination based on sex is prohibited. Sexual harassment refers to the unwanted imposition of sexual attention usually in the context of a relationship of unequal power, rank, or status, as well as the use of one's position of authority in the University to bestow benefits or impose deprivations on another. This applies

equally to all students, staff, faculty, and administrators at NU. Harassment includes verbal, nonverbal, and/or physical conduct that has the intent or effect of unreasonable interference with individuals' or groups' education or work performance. This may also include actions that create an intimidating, hostile, or offensive working or learning environment. Both men and women can be the victims of sexual harassment. Students who believe they are victims of sexual harassment should contact the office of Student Life. The staff can explain the informal and/or formal complaint procedures available to students.

18.12. Computer Usage Policy

For the benefit of students, staff and faculty, NU has made a significant investment in computer equipment and software. To keep this investment available for use and in good working order, the University community is required to adhere to the following policies and procedures. Violation of these policies or procedures may result in loss of use of the equipment, disciplinary action, termination or expulsion.

i. *Installation or removal of software from computers*. Students and staff may not install or remove software on any computer workstation or server without the prior written authorization from the NU Systems Administrator and without technical supervision from the Information Systems Department staff.

ii. *Software licenses*. Any software installed on an NU computer workstation or server must be properly licensed, and the license must be owned by NU

iii. *Moving of equipment or removal of equipment.* Students and staff are prohibited from moving equipment within the NU facility, or removing equipment from the facility, without prior written authorization from the NU Systems Administrator. Laptop computers that are assigned to specific employees are exempt from this restriction.

iv. *Disabling or removal of anti-virus or firewall software*. In the background of all computer workstations is anti-virus software and possibly firewall software to protect the computer workstation from viruses, worms, hackers, and other destructive mechanisms. Students and staff are prohibited from disabling, removing, or rendering this software useless.

v. *Access or display of pornographic, obscene or morally reprehensible material*. Students and staff are not allowed to use NU computer equipment for the creation of, access to, or transmission of pornographic, obscene, violent, demonic, abusive, or morally reprehensible material. This includes, but is not limited to, web sites they access and e-mail they send. NU has installed an Internet firewall that will filter content from web sites accessed by students and staff. Upon access to an inappropriate web site, the firewall will display a message on the user's computer that access to the web site has been blocked, and the NU Administrator will be notified of the violation. Continued attempted access to web sites with this type of material will result in revocation of computer usage privileges and possibly termination or expulsion.

vi. *Access to restricted areas*. Each student or staff member has been given a User ID and Password to use the NU Information Systems. Students and staff are prohibited from logging into the system as another user or attempting to access or accessing areas of the computer system that they are not authorized to access. Student and staff are also not allowed to give their User ID and Password to another person. Violators of this policy will be severely punished.

vii. *Hacking*. The term "hacking" refers to the intentional disregard for prior authorization to access data or services and to proactive attempts to bypass security systems. "Hackers," when detected and caught, will be immediately expelled. Students and staff are also required to report

immediately "hacking" activity to NU administration, whether it originated inside or outside of the University.

viii.   *Spam.* "Spamming" is the sending of e-mails to many recipients for the purpose of advertising, soliciting, or selling products or services, or for the purpose or result of clogging e-mail traffic, disrupting e-mail services, or perpetuating a hoax.   Students and staff of NU are not allowed to participate in this type of activity and are required to report this type of activity to Northrise Administration if it is known to originate from NU. To make sure students do not participate in this type of activity, they should send e-mail only to a known recipient or known recipients for the purpose of conducting University activities.

ix.   *Streaming of Audio or Video*. Contemporary web sites now can "broadcast" video and audio signals. Unfortunately, these types of "broadcasts" take an immense amount of resources to operate. Due to the limited bandwidth connection that NU has to the Internet, students and staff are currently forbidden to "stream" audio or video from the Internet.

x.   *Playing music or audio tracks in the laboratory.* Students are not allowed to play music or audio tracks while using their computer workstation in the laboratory. In addition, students may not play music in any other public places around campus.

xi.   *Computer lab time.* Please be courteous to other students scheduled for lab time and vacate your computer workstation by or before the end of your lab time. Students will be disciplined for violating this policy.

xii.   *Use of teacher's computers at the front of the classroom*. Computer workstations at the front of the classroom are reserved for teachers and for use in the classroom or lab. Students are not allowed to use these computers, even if the classroom is not being used for instruction, and the

workstation is not being used by the teacher. Students are only to use computers during their class or during their assigned lab times.

xiii. *Taking care of computers.* Students and staff are required to wash their hands before using the computer. This simple procedure helps keep the keyboards and monitors clean and helps stop the spread of germs and illness to other people.

18.13. Security Policy

No student, guest or employee of NU shall be allowed access to the premises without the issuance and obvious display of a NU Identification Badge (ID) issued by the NU ICT office. This may be a personal badge issued to the student, guest or employee, or a generic Visitor Badge. Visitors and contractors can be given a temporary badge at the University reception.

A replacement fee associated with a personal NU Identification Badge and new lanyard shall be charged if any member of the University community loses these items.

A personal NU Identification Badge may not be used by anyone other than the person to whom the badge was issued.

A lost or stolen personal NU Identification Badge must be reported immediately to the NU administrative office.

18.14. Alcohol and Other Drugs Policy

NU is committed to maintaining an alcohol and drug-free campus. The University cares deeply about the health and safety of our students and is committed to educating students about the physical, emotional, social and spiritual dangers of alcohol abuse.

NU recognizes the heightened dangers in some social settings off-campus and thus discourages students from attending establishments where the principal purpose is known to be the sale and/or consumption of alcoholic beverages or

illegal drugs. The history of activities associated with these establishments such as alcohol abuse, underage drinking and drunkenness is counter to our Christian values and lifestyle. NU is committed to challenging students to make decisions and choices that ultimately glorify God as these extend far beyond the university experience.

Because of its commitment to the health and safety of the students and the university community, Northrise University will seek full compliance with the University policy by discouraging by every means possible the use of alcohol and other drug abuse, promoting sobriety, providing social and recreational alternatives to the use of alcohol and drug abuse and offering confidential and redemptive assistance to students who seek help for substance misuse problems.

In accordance with our educational mission, and for the well-being of our students and the NU community, the University has established the following policies related to alcohol and drugs:

a. The possession, consumption or distribution of alcoholic beverages and illicit drugs on campus is strictly prohibited. Further, any student present where alcohol or drugs are found on campus may be subject to disciplinary action. It is the responsibility of all persons to report any occurrence of policy breach.

b. Alcohol is prohibited at all University-sponsored events (including off campus events). Any NU provided channels of communication may not be used to promote or advertise any event (on or off campus) that involves alcohol.

c. Any officially recognized student clubs (regardless of legal drinking age of its members) is prohibited from hosting or participating in any formal group event (on or off-campus) that involves alcohol.

d. Intoxicated persons coming on campus or at a University-sponsored event will be sanctioned. Intoxication will be defined as any impaired, disruptive, destructive, hazardous, vulgar, or uncontrolled behaviour during or following the consumption of alcoholic beverages.

e. Alcohol paraphernalia (such as glassware commonly used to serve alcoholic beverages; empty beer bottles or cans; posters, clothing, or signs promoting alcohol, etc.) is not permitted on campus.

f. Local neighbourhood disturbances of the peace caused by NU students may result in disciplinary action. Where alcohol is involved, additional or further sanctions may apply. A disturbance involving alcohol will be defined as an event in which alcohol is present and one or more of the following occur: the student(s) fail(s) to maintain control of the event, complaints are reported, and/or police respond to the scene.

University Sanctions

Students who are found guilty of violating the University policy concerning the possession, consumption, or distribution of alcohol or related disturbances will be subject to one and/or a combination of the following sanctions:

a. **Warning:** Oral warning to the student that he or she is engaging in misconduct by violating university rules, regulations, or policies.

b. **Reprimand:** Written warning that continuation or repetition of misconduct may result in a more severe sanction.

c. **Probation:** Written notice explaining the serious nature of misconduct and outlining the terms of probation. It is possible for the terms of probations to prohibit a student from participation in specific university activities. Probation may also mean a referral to a service in the community.

d.   **Restitution:** Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct. Common assessment or group billing may be made to students in the hostel for damages occurring in common areas shared by groups of residents.

e.   **Eviction:** Probation or removal from the hostel or other campus facilities as designated in the written notification. No fees will be refunded to the student when evicted.

f.   **Suspension**: Termination of student status at the university for a specified period of time with no refund of any fees paid.

g.   **Expulsion**: Termination of student status at the university permanently or for an indefinite period of time. A student who has been suspended or expelled will be given notification of the time within which the student is expected to leave the campus after his or her relationship to the university has been terminated.

18.15. Dress Policy

To a large extent, any organization is judged by the people who make up that organization. As a university that endeavors to present Christian values, students of NU are requested to dress modestly. In circumstances where it is deemed that a student is not modestly dressed, they will be requested to leave University premises or asked to change their attire.

Dress Code

(Adapted, with limited amendments, from the Baylor University standard)

The purpose of the NU is to conduct an education program, and the University considers this program an activity second to none in its importance and believes it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of students while attending classes or engaging in the other academic pursuits about the

campus. Students are expected to maintain the same standards of dress and personal grooming about the campus which would ordinarily be maintained by those engaged in other serious pursuits. It is recognized that specific policies or rules of dress and grooming to maintain such standards are difficult to draft and to enforce. For this reason, considerable discretion must be vested in the Head of Student Life and his or her associates to maintain these standards.

Obvious violation of these standards, such as failure to cover the torso adequately, cover sensitive body parts (e.g., bare back, transparent garments or muscle T-Shirt/vests) or to not wear shoes to class, in cafeterias, in university offices, and at other appropriate places and times, may subject a student to disciplinary action. It is hoped that the reasonable suggestions (based on Biblical, culturally and contextually appropriate perspectives) of the Head of Student Life (in association with the office of DVC) and his or her associates as to dress and other aspects of personal appearance and grooming will be accepted by students, but refusal to comply with such specific reasonable requests will be grounds for university disciplinary action under the Student Conduct Code.

Students are expected to wear proper dress, both on and off campus. It is inappropriate for students to go to breakfast, or any other meal, in sleepwear, whether as prank or by demand of a student. No student may modify his or her manner of behavior or appearance to prevent recognition unless the student has received the express permission of the University to do so. Any student found guilty of violating this policy may be subject to university disciplinary action.

18.16. Academic Advising

Students who are not sure of which courses they should be registering for in any given Registration Period must contact the Office of the Registrar. The office of

the Registrar, in conjunction with Student Life and the Academics and Standards Office, will arrange for a meeting with an Academic Advisor who will advise what courses the student should register for. When students are not performing well or on academic probation in their studies, they may be advised to seek academic advising through the office of student life. Students can request for advising through the 'advisor' platform.

18.16.1.   **Academic Probation**

Academic probation is a trial period in which a student is given time to improve failing grades or bad conduct. Broadly speaking, all NU students must maintain a grade point average (GPA) of 2.00 or else face the reality of academic probation. This means that all students must earn an average of at least a C grade in every class taken.

Academic probation is a very serious step because it means the University's administrators have officially acknowledged a student's lack of progress. Academic probation, as the name implies, is a probationary condition. A student will be placed on probation during the period of low performance or bad conduct, and after the trial period, if the student's performance does not improve, measures will be taken to counsel the student and help them to improve. If after being counseled the student does not improve, disciplinary measures which may eventually lead to expulsion will be taken.

Students on academic probation are still eligible for enrollment in classes but must take direct steps towards improvement. Students placed on academic probation may receive intensive counseling from an Academic Advisor and will be required to take part in an Academic Intervention Self-Assessment. This process allows a student to review obstacles that may be factors in their low performance, including study habits, time management skills, personal, or career factors.

Students will be monitored closely for changes in grades. If a student continues to have a GPA of less than 2.00 for three consecutive semesters after they were placed on academic probation, they will be expelled from NU.

19. STUDENT FEES AND PAYMENT INFORMATION

19.1. Course Fees

Regulations concerning fees will be prescribed and advised to students and any other interested parties prior to the start of an Academic Year (AY). The level of tuition fees for individual courses may vary according to the nature of the course and the circumstances of the students.

19.2. Tuition Fees

This is the sum of money charged for course delivery. Full-time students will also pay membership for the Student Council. This is a compulsory fee for all students to help the Student Council function. (NB. There will be a provision for students to opt out of membership, but the fee is still payable by all students).

Students must, at the time of registration, give the full name and address of the sponsor to which the Tuition fee invoice must be addressed. Tuition fees payable by award granting or sponsoring bodies must be paid in full within prior agreed periods with the University. All students must pay Tuition in full when they register or by commencement of classes. Failure to do so will result in students not being allowed to attend classes. Tuition fees per program will be payable for each Academic Semester (for DAY and ONL students) in the amounts specified by the relevant University Regulations.

Payment of fees will be made by cash deposit, certified cheque drawn on a Zambian bank, or by bank transfer into a prescribed University account. In all bank transfers undertaken by the student or his/her sponsor, the student must accept full liability for bank charges and any differences arising from foreign currency exchange losses. A deposit slip must be sent to the University prior to commencement of classes as proof of payment.

19.3. Mandatory Fees

Mandatory fees are fees charged by NU in each registration period for ongoing services to students. These exclude tuition fees. Mandatory Fees are listed in the Fee Schedule and Refund Policy issued at least 60 days prior to the start of each academic year. Currently the following fees are mandatory and are included on a student's invoice in addition to tuition fees:

a. Registration Fee (or Late Registration Fee)

b. Student Council Fee

c. Library Fee

d. ICT Services Fee

e. Examination Fees

f. Grade 12 Results Verification Fee (for new students only)

g. Transport Fee (If applicable)

 Note: Nursing students have additional required Mandatory Fees due to the content of the program including fees required by regulatory bodies.

19.4. Accommodation Fees

Accommodation fees will only be payable to NU if a student takes up residence in accommodations provided by the University. When an applicant or student is notified that a place in university accommodation has been allocated to them, they will be furnished with details of the appropriate fees and relevant regulations governing tenancy. Accommodation is only available to DAY students taking a full load as per program course path.

19.5. Other Fees

In the spirit of cost recovery for any service provided, the University will determine and charge other fees as will be deemed appropriate. Relevant details will be provided to concerned parties as need be. These fees are in addition to applicable Tuition, Mandatory Fees, and Accommodation fees. They may however include the following:

a. Application Fee

b. Intent to Register Fee

c. Field Work Fee

d. Medical Fee

e. Reset Examination Surcharge

f. Graduation Fee

g. Transcript Fee

h. Meal Fees

i. Excursions, Visits and Field Trip Fees

j. Refundable Caution Fee

k. Assessment Appeal Fee

l. Test Out Fee

m. Instructional Material Fees

n. Exam Re-sit Fee

o. Other fees as deemed appropriate

Any student who fails to pay the required fees will not be allowed to participate in the activity for which that fee is applicable.

19.6. Payment of Fees

Fees will be payable to the University as prescribed by the Accounting Office.

19.7. Accepted Currencies

The accepted currency for payment of University fees is the Zambian Kwacha. Please note that only bank certified cheques are acceptable.

19.8. Examination Fees for Externally Validated Courses

Examination fees for externally validated or certified courses for which the University provides tuition services will be determined by the relevant institutions. NU will however be at liberty to include an appropriate administration fee to cover operational costs. Details of such fees will be made available to a student at the commencement of the course. Any changes pertaining thereto will however be communicated as information becomes available.

19.9. Nonpayment of Fees

Students will not be allowed to attend class without prior payment of fees. Additionally, no person shall be conferred an award upon successful completion of a program of study unless he/she has paid in full all prescribed fees and any other sums of money due to the university.

19.10. Scholarships, Bursaries, Studentships, and Prizes

It is the intention of the university to avail access to university education to as many individuals as possible. In pursuance of this, the Accounts office, office of the DVC, the Library, Student Life, and individual faculties will be encouraged to provide information with regard to available local and international scholarships, bursaries, studentships, and

prizes for NU students. Please refer to the "Financial Aid Policy" section in this student handbook for more information.

>   ***Note:***
>
>>   For the latest tuition and other fees, please check the current Academic Year documentation of the "Fee Schedule and Refund Policy" on the student portal.

19.11. Payment Plans

NU offers three (3) payment plans to give students alternatives in the way they pay for tuition and accommodation fees, thereby helping ease the financial pressure. The payment plans can only be selected at the point of course registration. To avoid inconvenience, students should plan ahead based on the payment plan chosen (see below), to make sure tuition and other fees are paid before the deadline. Also note that, should payment deadlines fall on holidays, fees will be due the business day prior to the holiday. Contact the accounts office at accounts@northrise.net for details of the following payment options offered:

19.11.1. Full Tuition (FT) Payment Plan

Students pay for their course(s) in full at the beginning of each Semester based on the Academic Calendar. Under this plan the full payment is due two weeks before the start of classes. Students who fail to pay the amount in full will not be allowed to attend class or receive any class information.

19.11.2. Half Course (HC) Payment Plan

Student pays half of the tuition fees for the course(s) at the beginning of Semester or Block based on the Academic Calendar. Under this plan the initial HC payment is due a week before the start of classes.

- 16 Week Semester Format - Second payment is due in Week 7 (Mon) of the Semester
- 8 Week Block Format (Post-Graduate Programs) - Second Payment is due in Week 4 (Mon) of the Block

Note: If a student fails to make the initial payment by the end of 2nd week, they would not be allowed to pay for the course. In this case students will have to register for the next study period. Failure to pay the second installment by the stipulated deadline would result in the student being discontinued from the class. This means that the student will have to redo the course and pay for it. The first installment is not refundable or transferred to the next semester because it would have been used to cover the classes attended up to the point of discontinuation. A student is not allowed to drop a course after week one to get a refund or transfer funds to another course. Consequently, such a student is mandated to follow the Full Tuition (FT) Payment Plan for the Semester or Block in question.

19.11.3. **Prorated Payment Plan**

Student pays 34% of the tuition fees for the course(s) at the beginning of Semester based on the Academic Calendar. Under this plan the initial Prorated payment is due two weeks before the start of classes.

- First Payment of 34% of total invoice is due two weeks before the start of classes.

- Second payment of 33% of total invoice is due in Week 5 (Mon) of the Semester.

- Third Payment of 33% of total invoice is due Week 10 (Mon) of the Semester.

Note: If a student fails to make the initial payment by the end of 2nd week, they would not be allowed to pay for the course. In this case students will have to register for the next study period. Failure to pay the second installment by the stipulated deadline would result in the student being discontinued from the class. This means that the student will have to redo the course and pay for it. The first installment is not refundable or transferred to the next semester because it would have been used to cover the classes attended up to the point of discontinuation. A student is not allowed to drop a course after week one to get a refund or transfer funds to another course.

Consequently, such a student is mandated to follow the Full Tuition (FT) Payment Plan for the Semester or Block in question.

Missing Payment Deadlines

Note: Missing a payment deadline will result in class discontinuation process. After the due date the student will have a 3-day grace period (with 5% penalty) to make full payment and not be removed from classes. If full payment due is not made within the 3 day grace period, with penalty, the student will be discontinued from classes.

19.12.   Payment Process

Without exception, all tuition, accommodation, course exemption, examination appeal and alternative exam fees (where applicable) must be paid by bank deposit. Please fill in the bank deposit slip exactly as shown on the sample from the Accounts Office.

> ***Note:***
>
> For Account Number; Account Name; Bank Name; Branch Name and Currency, please use the details shown on the sample deposit slip. In the section labeled "For Bank Use Only", your student details must be indicated exactly as shown - First Initial, followed by Last Name, Student ID (in brackets) and the purpose of the payment, in this case – Tuition. For students and applicants residing outside Ndola, you can also pay Application, Registration, Transcript, and Graduation fees using bank deposit.

Once payments are processed at the Accounts Office, you will be issued with a receipt which you must retain for your records

Payment Tips

a. Ensure that you selected the correct Payment Plan during Registration.

b. The deadline for paying your tuition and exam fees is the Monday before the week of class commencement.

   c. Should you pay your tuition fees within less than 24 hours before the commencement of class you will not be allowed in class for that week.

   d. Should you pay your exam fees within less than 24 hours before the commencement of exams, you will not be allowed to sit for your exam.

   e. The reason for the last two points above is that NU needs at least 24 hours for processing of both class and exam registers.

19.13. General Refund Policy

For valid reasons acceptable to the University, a refund on tuition fee charges is allowed when a student withdraws from a course. Tuition refund is based on a student's study format (Day or Online) and length of classes. The following table indicates refund rates for each group:

19.14. DAY & ONLINE Course and Accommodation Refund Policy

	Course Duration						
Week	**20 Weeks**	**18 Weeks**	**16 Weeks**	**12 Weeks**	**10 Weeks**	**8 Weeks**	**4 Weeks**
Week 1	80%	80%	80%	80%	80%	80%	80%
Week 2	50%	50%	50%	50%	50%	50%	50%
Week 3	25%	25%	25%	25%	25%	0%	0%
Week 4	0%	0%	0%	0%	0%	-	-

Note:

The latest refund rates are documented in the Fees Schedule Refund Policy document for the current Academic Year.

19.14.1. Refund Assumptions

If a student is eligible for a refund, money is not given back to them unless they decide not to complete their studies at NU. Refund fees for tuition go toward the student's next course(s). If the project is the only course needed for a student to complete their studies, then the funds will go to the project whenever they wish to resume.

19.14.2. **Refund Policy for NU Accommodation**

Refunds for students residing in accommodation managed by Northrise University will be based on the Course and Accommodation Refund policy above. Students requesting accommodation at any point after the semester has commenced will pay the equivalent to the monthly payment of the accommodation fee for the semester.

19.15. **Overdue Accounts**

Students whose tuition, fees, accommodation, or library accounts are not current will not be able to register for the next Registration Period, receive diplomas, or have transcripts issued. Persons whose accounts are not current may be subject to legal collection procedures.

19.16. **Financial Aid Policy**

Financial Aid (FA) refers to funds donated by sponsors to a fund which is administered by NU. Please note that financial aid awarded to students is a privilege and not a right.

19.16.1. **FA Application Process**

i.   Fill out and submit the FA Application form

ii.   Meet with a FA Counselor (if necessary)

iii. FA Committee determines awards and amounts

iv.   Applicants are notified of awards and amounts

v.   Applicant Selection Criteria and Award Determination

19.16.2. **Applicant Selection Criteria and Award Determination**

FA awarded to students at NU is a privilege and not a right.

Processing of FA awards is a challenging task for a place like Zambia where most students are coming from financially challenged backgrounds. If we were to base awards on need alone, almost all the students would express it. In coming up with the award criteria, considerations have been given to allow the process to be considerate, fair to all applicants, and not laborious for the FA Committee. All students who fill in the Financial Aid Application Form and apply for aid will be considered for eligibility to be awarded financial aid.

The major determining factor of how many students receive FA in any given Academic Year will be the availability of funds for both full and partial scholarships. The selection process is different for incoming (first year) students from those in subsequent years. Following is how each of these groups are processed.

Award Criteria for First Year Students

The following requirements apply to first time students who are matriculating into their first semester at NU:

   i.   Students have been accepted to enroll in a program at NU.

   ii.   Students have filled in the Intent to Register form and have paid the initial deposit determined by the University.

   iii.   Students have submitted their Financial Aid Application Form by the Financial Aid Application deadline

   Note:

Commencing in Academic Year, 2016 (for enrollment in 2017), students accepted into a program that qualify for FA at NU will be informed of the availability of FA during the application process, requested to download the application form from the NU website, and submit it to the Admissions office by the FA Application deadline.

The FA Committee will administer FA for first time students to NU based on the following process:

   a. High school grades for all FA applicants will be made available to the committee by the Recruitment Office.

   b. Applicants will be arranged in the following categories:

Partial Scholarships:

   i.   **6 to 12 Points of Grade Twelve High School Points** - Applicants with a low number of grade twelve high school points. This group will consist of students who have scored a minimum of 6 to a maximum of 12 points. The potential FA award for this group will be 75% of their tuition fees

   ii.   **13 to 19 Points of Grade Twelve High School Points** - Applicants with a moderate number of grade twelve high school points. This

group will consist of students who have scored a minimum of 13 to a maximum of 19 points. The potential FA award for this group will be 50% of their tuition fees

iii. **20 to 30 Points of Grade Twelve High School Points** – Applicants with a high number of grade twelve high school points. The third group will consist of students who have scored a minimum of 20 to a maximum of 30 points. This group will be potentially awarded 25% of their tuition fees.

Full Scholarships:

Full tuition FA (that which pays 100% of tuition fees) is not available to first year students. The reason for this is that NU would like a student to be enrolled for at least one year to evaluate academic performance at the university level before madding an additional commitment. A duration of one year would give NU an opportunity to observe the student's commitment to their education and engagement in university activities.

The above award criteria (use of high school grades) will apply in S2 as well for first year students at NU. This is because S1 results are not available by the time students are applying for FA for the second semester. In summary, FA award criteria for first year students will be as follows:

Summary of FA Award Criteria – First Year Students

Award Category	*Award Description*	*FA Tuition Award Percentage*	*Number of Students*	*Notes*
Full Scholarship	Biological child of an NU employee	100%	Max of 10	Employee must have worked at NU for at least 5 years.
6 to 12 Grade Twelve Points	Applicant scored 6 to 12 points at G12	75%	Based on scholarship funds	

			available in Award Period	
13 to 19 Grade Twelve Points	Applicant scored 13 to 19 points at G12	50%	Based on scholarship funds available in Award Period	
20 to 30 Grade Twelve Points	Applicant scored 20 to 30 points at G12	25%	Based on scholarship funds available in Award Period	

Award Criteria for Returning Students

Students who have matriculated or are already studying at Northrise University will be informed of FA application deadlines through NU email. The following requirements for FA apply to all students who have matriculated into NU:

i.   Student has attained a cumulative GPA of at least 2.00 in the last year at NU

ii.   Student has been satisfactorily participating in the Work Study Program

iii. Student has not missed chapel and class attendance for more than 30%

iv.   Student is in Good Standing with NU

In other words, before FA is considered for any student, the above requirements must be fulfilled. The FA Committee will administer FA for returning NU students based on the following process.

a. Student grades and GPA for the Award Period for all FA applicants will be made available to the Committee by the Registrar's office.

b. Work Study records for the previous Award Period will be made available to the FA Committee by the office of Business Operations through the Maintenance department.

c. Chapel attendance records will be made available to the committee by the Student Life department.

d. Class attendance records should be made available to the committee through the Registrar's office

e. Applicants will be arranged in the following categories:

i.   **GPA of 3.50 to 4.33** – Students with a GPA of 3.50 to 4.33 will potentially be awarded 100% of their tuition fees.

ii. **GPA of 3.00 to 3.49** – Students with a GPA of 3.00 to 3.49 will be potentially awarded 75% of their tuition fees.

iii. **GPA of 2.50 to 2.99** – Students with a GPA of 2.50 to 2.99 will be potentially awarded 50% of their tuition fees.

iv. **GPA 2.00 to 2.49** – Students with a GPA of 2.00 to 2.49 will be potentially awarded 25% of their tuition fees.

Priority of Awarding Scholarships:

The number of scholarships will be determined by the sponsoring organization. If more students meet the criterion than funding available, a first-come, first-served basis will be employed. This entails checking and verifying dates and times of when the applications for FA were received by the Admissions Office and the FA Committee.

Summary of FA Award Criteria – Returning Students

Award Category	*Award Description*	*FA Tuition Award Percentage*	*Number of Students*
GPA of 3.50 to 4.33 (Full Scholarship)	Student has Cum. GPA of 3.50 to 4.33	100%	Based on scholarship funds available in Award Period
GPA 3.00 to 3.49	Student has Cum. GPA of 3.00 to 3.49	75%	Based on scholarship funds available in Award Period
GPA of 2.50 to 2.99	Student has Cum. GPA of 2.50 to 2.99	50%	Based on scholarship funds available in Award Period
GPA of 2.00 to 2.49	Student has Cum. GPA of 2.00 to 2.50	25%	Based on scholarship funds available in Award Period

Before any student is considered for FA, they must meet the minimum conditions outlined under the section "Award Criteria for Returning Students" in this document. In the event that an NU student does not fulfill that criterion, they will be excluded for FA in that Award Period. Students are in Good Standing with NU

19.16.3. **Financial Aid Rules**

a. NU Financial Aid (NUFA) is awarded for a specific time period (class, academic term, or academic year as specified).   The student must re-apply to receive Financial Aid for the next time period.

b. Receipt of FA by students during one period does not automatically mean that they will receive Financial Aid for the next period. The student must re-apply to receive Financial Aid for the next Registration Period, and several factors will be considered when determining if the student will again receive FA. These factors include, but are not limited to:

   i. *The total amount of FA available to all students.* Financial aid will only be awarded based on the availability of funds.

   ii. *The student's NU financial status (all outstanding balances must be paid)*. All financial obligations to NU must be met at the beginning of each term. Failure to do so will result in the student not qualifying for financial aid for the next time period.

   iii. *The student's attendance record.* Students who are absent from class or chapel for 30% of the attendance record without satisfactory reasons will not be considered for additional Financial Aid.

   iv. Students must maintain a cumulative grade point average (GPA) of 2.0 or above to continue to be considered for additional Financial Aid.

   v. *The student's grade point average for the prior Financial Aid time period.* Only students with a total grade point average above or equal to 2.0 will qualify to reapply for financial aid. A GPA of 2.0. or better is good standing. A GPA of less than 2.0 for one term is probationary standing but is eligible for additional Financial Aid. A GPA of less than 2.0 for two consecutive terms is suspension standing and is no longer eligible for additional Financial Aid.

   vi. *Student adherence to NU rules and regulations.* Students who have been found to be in violation of any rules and regulations of NU as outlined in the Student Handbook and Student Housing Policy will not be considered for additional Financial Aid. Please request for a copy of the housing policy from the Student Life office and familiarize yourself with it.

   vii. Satisfactory participation in the NU Work Study Program is required.

viii. Unused Financial aid does not apply to another period. Unused financial aid is due to factors such as:

    a. Failing a prerequisite

    b. Withdrawing from the program (due to ill health, pregnancy, and so on.)

    c. Communication with sponsor as assigned is required.

ix. Financial Aid that has been awarded may be withdrawn by the Financial Aid Committee. In the event that awarded Financial Aid is withdrawn, as of the notification date, Financial Aid cannot be applied to outstanding or future student fees. Reasons for withdrawing Financial Aid include:

    a. Violation of NU rules and regulations

    b. A student misses thirty percent (30%) class or chapel attendance

    c. Failure to participate satisfactorily in the Work Study Program

x. NUFA can only be used to pay for the NU cost of tuition, lab fees, books, or meals as specified by the particular FA award. This financial aid cannot be used to pay for non-NU costs or items specifically denied by the particular financial aid award.

xi. When NUFA is awarded to a student, no money exchanges hands. Rather, the amount awarded will be appropriately applied to NU fees until the award amount is fully depleted. The balance of any fees not covered by NUFA (if any) must be paid by the student.

xii. NUFA awarded to one student is not transferable to another student. The awarded Financial Aid must only be used to pay for costs of the particular student specified by the award.

xiii. Financial Aid is not available to international students.

xiv. Repeated courses do not qualify for Financial Aid.

19.16.4. **Work Study (WS) Requirement**

As a way of inculcating a good work ethic and of appreciating donors' contribution to their education, any student on FA is required to participate in the WS Program. Failure to do so results in students being taken off FA.

The WS Program

WS is a program designed for students enjoying the benefit of Financial Aid at the University to participate in manual and clerical work either individually or in groups for a specified number of days and hours weekly as assigned. WS areas could either be on campus or off campus but within the WS Period, namely, Semester. This program will require the student to work in assigned positions on the NU campus for no more than 20 hours per week.

The WS program serves the purpose of ensuring that FA beneficiaries express their appreciation for the percentage they are awarded off their tuition fees and also to encourage them to contribute toward the operational costs of the University as well as toward the University's community outreach programs.

The weekly work schedule for WS will vary from student to student, depending on the total amount of Financial Aid awarded to them by the University during their Academic and Financial Aid period.

WS assignments within the Campus will include unlimited range of chores in functions such as dining services, facilities maintenance, cleaning services, library services, grounds maintenance, special projects, University events, special assignments and other tasks as deemed appropriate by the University.

WS assignments off campus will include participating in community service or working in nonprofit organizations such as orphanages, community schools and other organizations as may be assigned from time to time by the University.

A student on WS will receive a job description outlining the range of responsibilities for the assigned function as per Work Study Period.

Note:

Student participation in the WS program will be based on the percentage of the FA that is awarded to the student. A number of hours that a student must work per week

will be determined by the Financial Aid Committee. Note that work hours per week are subject to change at any time according to NU's discretion. Northrise University reserves the right to update FA award criteria and conditions based on its sole discretion.

19.16.5. **Good Standing Requirement**

Now and again some members of the student body may engage in behavior that is not in line with Northrise University Policy. They may violate moral, academic, relational, or other standards as documented in the Student Handbook or other NU documents. In such times, it may be necessary to exclude a student from the NU community. If such is the case, a student is excluded from Financial Aid until the issue or issues at hand are resolved. Please note that the idea with all requirements pertaining to FA is for NU to be redemptive rather than punitive.

20. ADMISSION TO NORTHRISE UNIVERSITY

20.1. Admission Policy

a. The University shall seek to admit all prospective students who have demonstrated adequate academic performance and social skills and are considered to have a reasonable expectation of success in the program for which they apply.

b. The University shall maintain a register of students admitted to a program of study.

c. Admission of a student to a program may be denied if:

    i. Such admission would exceed the program quota; or

    ii. The student has not demonstrated sufficient proficiency in specified preliminary studies as defined in program regulations.

    iii. The student refuses to abide by NU Core Values as stipulated in the application form.

d. Each student's admission shall be subject to the student's acceptance of the Academic Policies and Procedures of the University.

e. Provision shall be made for students seeking enrollment in individual courses, who wish to enhance their knowledge in particular areas or who wish to undertake individual courses to gain an award from another institution, to be admitted to a non-award program subject to any resource constraints.

f. The University recognizes that preparation for tertiary study is not restricted to formal educational attainment and that it may receive applications from persons who have not met the published admission criteria. The Recruitment and Admissions shall ensure the maintenance of appropriate records on decisions to admit students where those students have not met the published admission criteria.

20.2. General Admission Regulations

a. Persons seeking admission to programs are required to submit by the date prescribed in the Academic Calendar to the Admissions Office acceptable evidence that their qualifications satisfy the specified minimum requirements for these programs.

b. Applications for admission to a program shall be made on the prescribed form and lodged in the manner prescribed.

c. Students who are or have previously been enrolled in an undergraduate program of the university may apply directly to the university to transfer to another undergraduate program of the university.

d. Admission of persons who are currently excluded or suspended from a tertiary institution will be at the discretion of the Vice President of Academics.

e. A student may be de-registered' if documents submitted to the Admissions office were found not to be genuine. This includes documents of

identification, statement/certificate of high school results and/or any other documents from tertiary institutions that show academic achievements.

f. Acceptance to the University shall be taken to constitute acceptance of all published regulations that may pertain to programs, courses, and the lawful instructions of the University and its agents.

g. The Registrar may cancel the registration of students in programs where the students have not been enrolled in any course of those programs for one academic year and have not sought or been granted leave of absence or deferment. Such students who seek to continue studies at the University must re-apply for admission in the normal way.

h. A student shall be deemed to be no longer enrolled in a program at the University if:

   i.   Registration in the program has been terminated, or

   ii. The student has been excluded on academic or disciplinary grounds.

   iii. The student has not attended classes for a year without communication that they would be coming back to the University.

20.3. Admission to Undergraduate Programs

a. Standard Admission

To be admitted, applicants will normally have to meet minimum university entrance requirements for a specified program.

Applicants desiring to be considered for enrollment at NU must meet the following minimum requirements:

   i. Satisfactory completion of a Grade 12 High School certificate in accordance with the requirements of the Examinations Council of Zambia or other examining bodies.

   ii. Sit for an aptitude test if applicable.

iii.   After the student has written the appropriate tests, those who pass may be called for a personal interview.

b. Alternative Admission

Successful completion of the University's Bridging Program in accordance with Faculty requirements makes applicants eligible for admission to an undergraduate program provided other requirements (such as course enrolment requirements, minimum GPA attained) are met.

c.   Admission Prerequisites

Prerequisites may be required for admission to any of the undergraduate programs offered by the University.

Notwithstanding the above, any applicant may be admitted to a program offered by a faculty if the Recruitment and Admissions Manager considers that the applicant has a reasonable chance of success.

d. Conditional Offers

In circumstances where applicants do not meet the minimum requirements for admission to a program, the Recruitment and Admissions Office may offer a place subject to stated conditions. Any financial requirements needed to satisfy these conditions shall be met by the applicants.

e. Other Admission Requirements

Applicants for admission to a particular program may be required to attend an interview and/or audition, present a portfolio, or perform some other activity as detailed in university documentation for entry to a particular program.

20.4.   Admission to Postgraduate Programs

Applicants desiring to be considered for enrollment to graduate programs at NU must meet the following minimum requirements:

a. Satisfactory completion of an undergraduate degree from an accredited and recognized higher learning institution.

b. Prerequisites may be required for admission to any of the postgraduate programs offered by the University.

c. Professional or academic recommendation from any organization or institution.

20.5.   Pre-Graduate Requirement

Depending on the undergraduate program and the postgraduate program they wish to matriculate in, students may be required to take undergraduate courses to fulfill requirements in an area of study. This applies to students holding an undergraduate degree in an area not closely related to the program they wish to matriculate in. For example, a student who holds an undergraduate degree in chemistry and wishes to study a Postgraduate program in business administration or project management will typically be required to take at least between two to four business or project management courses respectively at undergraduate level before matriculating in their postgraduate program.

20.6.   Admission of International Students

Other than being required to demonstrate proficiency in the use of the English language, international applicants are subject to the same entry requirements as Zambian applicants. Academic qualifications recognized for standard entry are based on comparison of Zambian Year 12 (Grade 12) or United Kingdom "A" level examinations, or both. Satisfactory results equivalent to the above levels are, therefore, acceptable for admission.

20.6.1.   **English Proficiency**

To be admitted to academic programs below the level of bachelor's degree, international applicants must have achieved an International English Language Test Score (IELTS) of 5.5 or equivalent, provided an appropriate amount of additional English studies and development of study skills are incorporated in the program of study. The decision regarding suitability of the additional materials and the period of the study rests with the DVC.

Applicants who do not meet requirements for English proficiency will be required to take an English aptitude test at NU.

Applicants should note that these are minimum requirements and that additional requirements may apply.

20.7. Reservation to Deny Admission

NU reserves the right to select its students and deny Admission or Readmission to the University or any of its programs as the University, in its sole discretion, determines appropriateness based on an applicant's suitability and the best interests of the University.

20.8. Application Procedure

To apply for Admission or Readmission into NU, please complete the following procedure:

a. Obtain and fill out an NU publication titled "Application for Admission" or "Application for Readmission" from the university administrative office or from the university website. This document identifies the latest application procedure and includes all the forms you need for admission into NU. You will be required to submit the following documents with your application:

    i. Certified copies of all certificates.

    ii. A signed passport photographs.

iii. A copy of the National Registration Card or Passport or a copy of your Study Permit if you are an international student.

Note:

i. The application procedures in the Application for Admission document supersede the procedure in the Northrise Student Handbook.

ii. By the "Preliminary Application Results Published" date, you will be notified if you meet the minimum requirements for admission and of the need for additional aptitude testing, essays, interviews, and/or other items where applicable.

iii. If you do not hear about the results of your Preliminary Application from NU by the "Preliminary Application Results Published" date, contact the Admissions office immediately by phone or email or in person.

b. Complete aptitude testing and interviews conducted by NU.

By the "Aptitude Testing Results Published" date you will be notified of:

i. Non-acceptance into a NU program. In this case, you will need to wait until the next Academic Year to apply to NU.

ii. Additional interviews and/or other items that may be required for acceptance into an NU program. If you do not hear about the results of your Aptitude Testing from NU by the "Aptitude Testing Results Published" date, contact the Admissions office immediately by phone or email or in person.

By the published "Applicant Acceptance Notification Date" you will be notified of:

i.   Non-acceptance into an NU program. In this case, you will need to wait until the next Academic Year to apply to NU.

ii. Acceptance into an NU program. In this case you will be informed which program you have been accepted into.

iii. Placement on a waiting list for an NU program. In this case you have not been formally accepted or denied admission into NU. In the event that a person who has been accepted into NU does not wish to enroll, then applicants on the waiting list will be accepted into the university.

If you do not hear about the results of your Application for Admission from NU by the "Applicant Acceptance Notification Date," contact the Admissions office immediately by phone or email or in person.

If you have been accepted into an NU program, you must sign the "Intent to Register" response form and return it together with the Intent to Register Fee to the Admissions office at NU before the "Intention to Register Due Date." Failure to notify the Admissions Office of NU in written form by the "Intention to Register Due Date" may result in the automatic withdrawal of your acceptance into NU and allocation of your space to another prospective student. We recommend that you deliver this form in person or email it to the Admissions office at NU and obtain a receipt for your response. Optionally, you can fax the document to the Admissions office and call to verify that they have received the document. Do not rely on mail or delivery services to deliver your response by the due date.

    c. Register for your classes and pay tuition fees during "Registration Week." After you register, you will know exactly what your schedule of classes will be and where they will be conducted.

    d. Attend the scheduled Student Orientation session. During this session you will learn more about NU, your responsibilities as a student, your expectations as a student and the rules and regulations you must follow while at the university.

20.9. Use of National Registration Card Number

Applicants are required to include their correct National Registration Card (NRC) numbers or Passport number. The University uses the National Registration Card or Passport to identify students and locate some of their records.

Applicants whose documents show a discrepancy such as a spelling mistake or omission of details or addition of any detail may be requested to produce a signed affidavit that explains the discrepancy before being granted Admission.

20.10. Orientation Policy

Orientation is conducted at the Ndola Main campus or via virtual conference (in the event it is inconvenient to host students on campus). Orientation follows a predetermined schedule set by the Admissions office. During this program, information is disseminated to new students through presentations conducted by facilitators from the different departments of Northrise University. The presentations cover vital information from the following departments: The Office of the Vice Chancellor/President, Deputy Vice Chancellor, Recruitment & Admissions, Registrar, Accounts, Library, Faculty, Research, Academics, Food Services, and Student Life. Each of the departments are custodians of the policies and guidelines presented and therefore have the responsibility to explain their meaning and application to new students present during orientation.

The information given during the presentations are displayed in the student handbook (SHB) for further revision post orientation. The student handbook is published on the Virtual Learning System (VLS).

A register of all days of attendance is maintained by the Admissions department during all orientations (main and late) conducted. Any student that does not appear on either register (main or late) of orientation is automatically deregistered from their program or defer their enrollment to the next consecutive intake.

At the end of all orientations students are required to sign a "consent to use image form" and "orientation acknowledgement form". The consent to use image form is a document that asks permission from the new student to use their captured images during their studies at Northrise University in various publications. Only students that are above 18 years of age can sign and give consent on their own. Students below 18 years must give the form to their parents/guardians/sponsors to read, understand and sign the form.

The Orientation acknowledgement form is a document that highlights all of the segments of the Orientation program. Students are asked to acknowledge the sections covered and understood during orientation by ticking the boxes and signing that they attended the program. Both above-mentioned documents must be distributed to all new students by the end of the orientation program.

Failure to attend Orientation results in the student deferring their enrollment to the next consecutive intake.

20.11. Readmission to NU Policy

Students who take a break in their study such that they must apply for readmission must, if they are readmitted, resume study under such program rules and regulations as are in place at the time they are readmitted. Students who withdraw from the University in good standing and have been away for a year or more may request readmission. Such students must reapply by filling in an Application for Readmission Form. The application first goes to the Admissions Office and then to the Registrar, who then consults with the chairperson of the faculty in which the student was enrolled. Readmission depends on availability of space in the program. If the student has been away for more than two years, he/she may be required to repeat courses. An interview is conducted before readmission.

Students who have left the University and are not in good standing at the time of departure are not guaranteed readmission. To gain readmission to Northrise, students must meet with the Recruitment and Admissions Manager, who will review the reasons for suspension or dismissal and will make a contract with them if they are readmitted. To be considered for readmission to the University, if the student left due to academic difficulty, the student is required to write a letter which describes the reason for the problem, and what has been or will be done to assure that the difficulty will not recur. This letter is considered by an Academic Committee, who recommends action to the DVC. The final decision rests with the DVC. Readmission depends on availability of space in the program. If the student has been away for more than two years, he/she may be required to repeat courses. If the program that the student was pursuing is no longer being offered at Northrise University, the student will be offered an alternative program. Students who have failed more than five courses or more may not be readmitted.

21. OFFICIAL COMMUNICATION

All communication sent through NU electronic mail (email) by NU administrators is considered to be official. Students must check their email frequently to find out any important announcements from NU administrators. NU will not take responsibility for any consequences that ensue as a result of students not reading their email.

22. UNIVERSITY COUNCIL (BOARD OF REGENTS)

The University Council (Board of Regents) is the official governing body of Northrise University. The council comprises of members from Zambia, USA, and Australia.

Duties of the Board:

  a. To provide advice on the development and implementation of both award and non-award course activity and curriculum

  b. To provide guidance on all academic matters to the President of NU

  c. In the first instance to act as the academic Board/Senate of NU for the consideration of all academic matters

  d. To assist in the development of academic networks and relationships for NU

  e. To ensure that the quality of courses offered by NU are acceptable to the international educational community

  f. To provide oversight of audit and finances

  g. To provide oversight of Academics through the Academic Senate

  h. To provide oversight of capital projects

  i. To spearhead the development of faculties and schools within Northrise University through the University Council (Board of Regents) Academic Committee

j.   To work with Northrise University Initiative (NUI) USA and Northrise Australia Initiative to raise funds for Northrise University operations and capital

k.   To provide oversight of overall operations of the University

l.   To develop University Partnerships.

Appendix A Examination Regulations

All exams shall be governed by exam regulations and all students are required to abide by the set regulations. Students who fail to adhere to the regulations risk being disqualified from the exam. Students disqualified from the exam shall face the applicable penalties. Exam regulations and associated penalties are as follows:

A. *Pre-Exam Regulations*

The following regulations are applicable to all exam candidates:

i. Ensure to arrive at the exam venue at least 30 minutes before the start of each exam

ii. Fulfill your obligation to know when an examination begins, its length, and its location. Late candidates will not be given extra time

iii. **Carry student IDs to the exam room.** Exam candidates who fail to produce their IDs will not be admitted to the exam room

iv. Ensure to check into the exam room 30 minutes before the start of each exam (15 minutes before the start of the exam, the door will be closed and students not yet checked in will have to wait until the exam begins). Candidates who arrive 15 minutes after the exam has commenced will not be admitted to the exam room

v. Directions regarding where to sit will be given. Follow the instructions as provided.

vi. Ensure to carry pens, pencils, and rulers to the exam and all other additional requirements as prescribed by the course instructor or the exam manager such as calculators

vii. Do not carry material to the exam room other than that which is allowed for the specific exam

viii. Smoking, food and drinks are prohibited in the exam room

ix. Candidates are not allowed to carry the following into the exam room:
   - Computer/laptop
   - iPad/iPod
   - MP3-player/MP4-player

- Calendar
- Smart watch
- Cellular phones
- Tablets
- Other non-prescribed electronic devices

B. *Regulations during the Exam*

The following regulations apply to all exam candidates:

i. Carefully listen to the instructions that will be read by the invigilator. Candidates who do not understand the instructions or have questions must seek help as soon as possible

ii. Do not turn the pages of the examination papers until instructed to do so

iii. Ensure to carefully read all instructions on the exam paper

iv. Follow all given instructions without fail. Candidates who do not follow exam instructions will be disqualified from the exam

v. Do not leave the exam room once the exam has commenced. Candidates who leave the exam room in the middle of an exam session will not be allowed to continue with the exam. Such exam candidates will be graded based on what they wrote before leaving the exam

vi. Do no copy from each other, communicate with each other, or exchange any materials in the exam

vii. You must spend at least thirty (30) minutes writing the exam. This means that no student will be allowed to leave the exam room within the first 30 minutes of each exam

viii. If you need to leave, raise up your hand and wait to be attended to and leave quietly

ix. Ensure to sign the attendance register before leaving the exam

x. Ensure to write all your work in the answer books or on other examination stationary provided in the examination room by the University

xi. Write answers in blue or black ink; pencil should only be used for drawing diagrams, sketches or graphs

xii. Write the answers legibly; examiners cannot mark what they cannot read

xiii.   Do not tear out pages or parts of pages of answer books. Do not take answer books or any other item of examination stationary from an examination room whether used or not

xiv.   Ensure to submit all exam papers including rough work and all calculations at the end of the exam

xv.   Number all answers clearly according to the question paper

xvi.   Ensure to do all work within the allocated exam time. Note that no extra time is allowed for late comers (including those who do not arrive prior to doors closing 15 minutes before the start of the exam)