



Galen University

ACADEMIC POLICIES

Revised Summer 2020

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The following policies apply to all Galen University students. All students are advised to read the Academic Policies carefully and familiarize themselves fully with the rules, procedures, and policies of the University. These policies are developed by the Provost Council in consultation with Faculty and are approved by the Galen University Board of Trustees. These policies are reviewed every two years.

These policies are applied under the leadership of the Provost and the Provost Council which consists of the Registrar, the Dean of Student Enrollment, and the Academic Deans.

All Faculty (Full-time and Adjunct) are required to apply these Policies in their course delivery.

These policies define the Academic Integrity of Galen University and will be strictly upheld.

I. ACADEMIC AWARDS

Galen University offers academic awards at the degree levels as follows:

A. ASSOCIATE DEGREE

This is a regular two-year college degree comparable to the Associate level in Belize, the USA or HND level in the UK. It is awarded in some areas and represents course work representing at 60-70 credits. A minimum cumulative grade point average (CGPA) of 2.0 is required for degree completion. Students must complete all program requirements listed in the relevant Associate Degree Pathway to receive an Associate Degree.

B. BACHELOR'S DEGREE

This is the same as a B.A. or B.Sc. Baccalaureate degree awarded in Belize, the UK, and the USA. It is awarded in several areas and represents four years' work or at least 120 credits. The total (usual range: 120-129 credits). A minimum cumulative grade point average (CGPA) of 2.0 is required for degree completion. Students must complete all program requirements listed in the relevant bachelor's degree Pathway to receive a bachelor's degree.

C. GRADUATE DEGREES

The graduate degrees are academic qualifications beyond the bachelor's degree and require substantial course work including capstone projects and *practice* in specialized areas. Course work in the range of 30-48 credits is required, according to program requirements. A minimum cumulative grade point average (CGPA) of 3.0 is required for degree completion. All requirements for the specific degree program must be completed.

D. DIPLOMAS

Diplomas are awarded for the completion of programs of 30 to 72 credit hours in length which are intended to prepare students to meet the requirements of specific jobs, or to enhance their professional capabilities.

Diplomas are to be distinguished from **Post-graduate Diplomas** which require a bachelor's degree as a pre-requisite. Each Diploma program will have its own entry requirements which do not necessarily include a minimum of a bachelor's degree.

E. CERTIFICATES

Certificates are awarded for the completion of programs of 12-30 credit hours to students who have completed a defined set of academic requirements. The certificate is not an academic degree but attests to the student's satisfactory completion of coursework and other requirements in a specific area. Some programs provide specialized training for people who already have diplomas or degrees. Others are for those who want to quickly complete a program that leads to a specific job.

Credits earned in Diploma and Certificate programs can be credited towards relevant bachelor's degrees.

II. ACADEMIC PATHWAYS

The Academic Pathway shows the courses that a student must complete grouped by semester in a chronological order. Each pathway reflects the curriculum designed for its degree and includes Major courses, Minor courses (where applicable), General Education Core courses and elective courses. *It is imperative that students register for courses in the order they are presented on their pathways.* Students who take courses out of sequence run the risk of nearing completion and finding the courses they have left are not being offered when they would like to take them. Also, *students who have taken upper courses without taking the lower-level courses as prescribed on their pathways will not be allowed to subsequently Challenge the course.*

MAJORS AND MINORS

Major: A major is a program of study, composed of both general core courses and those focused on one academic discipline, which results in at least 124 credit hours of instruction. A grade of C or above is required for all courses in a major at the undergraduate level, and a grade of B at the graduate level. *A grade of C or above is required for all courses in a major at the undergraduate level, and a grade of B at the graduate level.*

Double Major: A student may complete two majors and in certain cases may even use some of the same courses for each major, as long as each major has at least 24 discrete hours. To pursue a Double Major, a student must have approval from the Dean of his or her Faculty as well as the Dean of the Faculty offering the second Major.

Minor: A minor is composed of at least 18 hours of coursework in one academic discipline or an *approved combination of coursework* in more than one discipline. A grade of C or above is required in all courses in the minor. To pursue a minor, a student must have approval from the Dean of his or her Faculty, as well as the Dean of the Faculty within which the intended Minor is offered.

General Core: The General Core is a list of courses carefully selected from the Humanities, Social and Natural Sciences, and Technology to facilitate the rounded development of students in accordance with the profile of a model Galen University graduate. The General Education Core addresses the main organizing principles, theories and constructs of these disciplines to complement the depth and rigor of knowledge found in the discipline of the student's major or area of specialization.

Elective: An elective is any course that students select to complement their degree program and complete their personal and professional development. Students must consult with their Academic Advisers in selecting their electives.

III. CREDITS

A. DEFINITION

Credit hours are a measure of the amount of academic work involved in a course; however, they are not a measure of academic performance and do not correspond to the course's grade. A credit hour usually represents one 60-minute instructional class per week for 14 weeks, or a total of fifteen instructional hours. For laboratory sessions or practical courses, one credit hour may represent more than one hour of monitored student work.

B. TRANSFER CREDITS

Transfer credit is credit earned at other recognized colleges and universities that is relevant and applied to a student's academic record at Galen. All courses from tertiary level feeder institutions are evaluated individually. Courses are evaluated based on their equivalency and applicability to their Galen counterparts listed anywhere within the relevant Galen Academic Program Pathway, as well as on their age (how long ago they were taken.) Generally, Galen University will transfer courses that were taken within a five to ten year period from the intended date of admission. The maximum age of the course will depend on the program a student enters. This is defined in the student's academic pathway. *In some cases, the University may evaluate the "old" courses in conjunction with the students' professional experience to determine transferability, and may require students to attend an interview or sit an examination in order for credit to be transferred.* Grades of A through C must have been earned for credits to be transferred into a Bachelor degree program. Grades below C (C- through F) will not be accepted for transfer.

Transfer students, irrespective of the number of credits transferred, must complete a minimum number of Galen University credits to obtain a Galen degree. Those minimum credits are:

- 30 credits for a Bachelor of Arts or Science
- 15 credits for an Associate Degree of Arts or Science

In all cases, the last 15 credits of a student's degree program must be taken at Galen University.

For graduate and professional programs, the Dean, in consultation with the Provost and the Admissions Committee, will determine the credit hours that will be acceptable for transfer. *A minimum grade of B is required for all courses and credit hours to be transferred into a Graduate program.* In transferring credit, emphasis will be placed on ensuring the similarity of content and standard between the Galen course and that of the feeder institution.

Galen will only transfer courses from Junior Colleges into its first two years. Courses from 4 year institutions could be transferred into any academic level as applicable.

Transfer credits appear on the student's academic record but are not included in the calculation of the Galen GPA.

C. COURSE CHALLENGE POLICY

The Galen University Course Challenge Policy allows any enrolled student to earn academic credit by sitting the *equivalent* of a final comprehensive examination of the material normally covered over a semester for a Galen University course required on the student's Academic Pathway. Such examinations allow the University to evaluate a student's experience and knowledge gained outside the classroom in a given field and award corresponding academic credit. Only in exceptional circumstances will a student be allowed to challenge a major course. In some instances, a Course Challenge may take forms other than an examination, such as a research paper, the development of a professional portfolio, or a practical exercise. It may include both an examination as well as other components.

The requirement and nature of the Course Challenge is set by the relevant Faculty and or department and approved by the Provost.

Courses can only be challenged just before the start of a semester in which they are offered.

Eligibility

Students seeking to challenge a course must:

1. Be enrolled at Galen University within a specified program.
2. Have a minimum CGPA of 3.0.
3. Have no over-due balances on their Student Account.
4. Not be in their final semester.
5. Establish that the course is being offered on the current course schedule.

Course Challenge Procedure:

The following is done during the Registration period for the semester in which the course being challenged is offered.

Students wishing to challenge a course should:

1. Establish that they are eligible to challenge a course.
2. Establish that the course being challenged is eligible for challenge and is not a part of the professional core.
3. Download and complete the "Course Challenge Application" form which may be obtained from the University's website, the Office of the Registrar, or the Office of the relevant Galen Centre facilitator.
4. Submit the completed application form to the student's Academic Advisor for the approvals of the Dean of the relevant Faculty and the Provost in which the student is enrolled and the Provost.
5. Once approval to Challenge a Course is gained, the student must register for the course, and pay the tuition for the course in full, as well as a non-refundable Challenge Exam Fee of \$500.

6. Within five working days of registering to sit the Challenge Exam, the student challenger will be given the Examination.
7. The student is allowed to then take the course in the same semester that the course was challenged. She/he need not re-register for the course.
8. The grades awarded by the examiner will be entered on the student's permanent record and will be used to calculate the GPA *unless and until the course is taken after the challenge, and a new grade is earned.*

Other Guidelines:

1. A student cannot challenge a course more than once.
2. Only two courses within a course sequence can be challenged at a time.
3. A student cannot normally challenge a lower-level course (numbers 099-299) if he or she has already completed an upper-level course (numbers 300-499) in the same discipline except in exceptional circumstances and with the approval of the Provost.
4. No more than 15 credits or 5 courses can be challenged by a student.

D. PLACEMENT/PROFICIENCY EXAMINATIONS

Students entering Galen University directly from High School are required to submit their scores on the ATLIB placement examinations in English and Mathematics. Students with acceptable scores will only have to take the English and Mathematics courses prescribed on their pathways.

Students who did not take the ATLIB Placement Examinations may be asked to take the Galen Developmental English and Mathematics courses in addition to those prescribed on their pathways. *Note that Galen University reserves the right to have students sit a placement or proficiency exam in English or Math prior transferring credit where it is determined to be necessary.*

If students are convinced, they have mastered the material in Galen Developmental English and Math courses, they may *Challenge* the course in question according to the policy above.

All students applying from non-English speaking high schools, colleges, or universities must show proof of proficiency in English by taking the TOEFL or another English Proficiency exam and submitting the scores to Galen University as part of the admissions process. Coursework done in English may be considered instead of an English Proficiency exam. Proficiency in English may also be subject to validation through an oral interview or a written exam.

E. CREDIT FOR LIFE EXPERIENCE POLICY (CLEP)

The Credit for Life Experience Policy allows mature and non-traditional students to earn their Galen University degrees more quickly. It is designed to allow students with 7 or more years of professional experience to earn academic credit for knowledge and experience gained in the workplace and other professional environments outside of a traditional classroom. It allows students to complete their Galen University degree more quickly and affordably. Life experience credits may be awarded for any relevant university-level learning acquired prior to enrolment,

including learning acquired through professional development activity/on the job training in specific fields, knowledge gained through career experience, volunteer work/community service, expertise in the arts, and proficiency in computer science and languages. In rare cases, credit may be awarded for professional development exercises that a mature student has conducted for the benefit of his or her peers. *Credit is awarded for the student's ability to demonstrate that the professional experience(s) is/are equivalent to university-level course work.*

In order for a mature student to gain Credit for Life Experience (CLEP) they must:

1. Apply for Credit for Life Experience: The Application for *Credit for Life Experience* is available from the Office of the Registrar and can be found online as well.
2. Payment of CLEP Fees: There is a \$200 non-refundable Application for CLEP fee, and \$200 for each course that is assessed. The assessment fee is paid upon completion of the assessment and must be paid whether the assessment is successful or not.

Ideally, a student wishing to have CLEP credit awarded, must apply the semester prior to first enrolment.

3. Develop a Portfolio documenting their relevant professional life experiences. The University will appoint an Academic Advisor in their anticipated field of study to help them assess their life experience *vis-à-vis* the intended major and guide them in developing the portfolio. The Portfolio would normally include the following:
 - Past training and seminars and workshops attended: The mature student submits proof of attendance/participation in on-the-job training, seminars and workshops, with a description of each. Each submission must be accompanied by a reflection linking the professional development exercise to their job performance, and its relevance to a course on the student's Academic Pathway. The Office of the Registrar and the Dean of the student's Faculty will equate each professional development exercise to relevant course on the student's intended Academic Pathway. *In some instances, more than one on-the-job training exercise, seminar or workshop may be used to equate to one course.*
 - Samples of work done.
 - Testimonials from Supervisors, professional mentors, colleagues and others attesting to the student's professional expertise.
 - Relevant artefacts supporting the application.

The Portfolio may be developed electronically (this is preferred), and will be kept on the student's file, along with the GU assessment and credit allocation.

IV. STUDENT CLASSIFICATION

A. UNDERGRADUATE

Regularly admitted students in the undergraduate degree programs are classified as:

First Year This is a student who has earned fewer than 25 credit hours.

Second Year This is a student who has earned at least 25 credit hours but fewer than 55

Third Year This is a student who has earned at least 55 credit hours but fewer than 85

Fourth Year This is a student who has earned 85 credits or more

B. GRADUATE

This is a student who has completed all the requirements for a B.A., B.Sc., or B.Ed. Degree, and is enrolled in a graduate degree program.

C. OTHER

There are additional student classifications for students who have not been admitted pursuing a degree. These are

- **“Transient Students”**: These are students who enter the university to take courses for personal development but are not seeking any degree. Transient students may earn grades and credits depending on their intent. The usual admission criteria do not apply to transient students. Transient students pay the regular registration fees and course tuition.
- **“Visiting Students”**: These are students who are registered in a degree program at another university but attend Galen University for a short period of time with the intention to transfer their Galen credit back to their home institutions.

D. STUDENT STATUS

Students are classified further according to the number of semester hours in which they are enrolled per semester. A student (whether Graduate or Undergraduate) is considered a **full-time** student if enrolled for more than 12 credit hours during a semester. Enrollment for fewer than 12 credit hours is considered **part-time**.

Students who work full-time are STRONGLY URGED to take a part-time load of course load of less than 12 credit hours.

International students who require Student Visas to remain in Belize while studying are required to be full-time students.

V. SEMESTER LOAD

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A. NORMAL SEMESTER LOAD

A normal semester load for full-time students is 12 to 18 credit hours for undergraduate and graduate programs. Part-time students may not exceed 12 credit hours. *Students who are employed on a full-time basis are advised to not enroll for more than 12 credits per semester.*

B. OVERLOAD

Undergraduate students who would like to take over 18 credit hours must petition their Academic Advisors as well as their Deans for permission to do so. In very extreme cases, the Dean may refer a case to the Provost. The Registrar will not allow a student to take over 18 credit hours without the written permission of the Academic Advisor and the Dean.

Such permission may be granted if:

1. The student's CGPA is 3.3 or above
2. The student needs a few extra credits during her/his final two semesters to graduate.

VI. REGISTRATION PROCEDURE

The Galen University Registration process consists of three stages described below:

A. ACADEMIC ADVISING

Academic advising plays an important part in a student's performance at Galen University. Each student is assigned an Adviser from within his or her Faculty. The Adviser serves as an Academic Counselor as well as a Mentor during the student's career at Galen.

All students receive planning and academic advice from their Academic Advisers in the Faculty in which they are enrolled. Academic Advisers assist their advisees/students in making the most of their Galen education and enhancing students' professional preparation. Advisers also help students to select courses during pre-registration and registration.

Students are obligated to consult with their Advisers during the designated **two-week Advising Period** prior to Pre-registration, and at least once during the semester. Students who fail to seek advising will bear the responsibility for any errors in course selection during Pre-registration and Registration. During the advising period students meet with their Advisers review their progress and discuss their plans for the upcoming semester. Students and their Advisers consult their academic pathways and the schedule of courses and then select courses for the students to take. During the **Academic Advising Period** students can either consult with their Advisers face to face in their offices at the main campus or using the Galen virtual platform. In either case, students are encouraged to make an appointment at least one day in advance.

B. EARLY REGISTRATION (Pre-registration)

Early registration (sometimes called Pre-registration) is a scheduled period during which Students select their courses for the upcoming semester by visiting the Galen Eagles Student Gateway via the Galen website (www.galen.edu.bz). Once students have accessed the website, they follow the instructions under the "Register On-line" link. Early registration culminates with the student being presented with an invoice for the upcoming semester. Students need not make payment at this time.

Early registration is a mandatory process which secures a seat in desired courses for students and allows the University to make appropriate plans for the new semester. Low registration may result in courses being cancelled or rescheduled; it is necessary, therefore, that students utilize the early registration period to clearly identify to the University the upcoming courses that they intend to take.

C. REGISTRATION

Registration is an essential academic activity that takes place two weeks before classes begin every semester. During Registration, the Early Registration of a student is finalized after the previous semester's grades are considered and outstanding balances on students' accounts are met. Students may revisit the courses for which they pre-registered, and revise those choices based on their previous semester's grades. Currently, payment for Registration fees and tuition for the upcoming semester are made, or *approved* tuition payment plans are made (the Registration fee must be paid).

To register, students must first ensure that they have no arrears in their Galen accounts. Students then access the Galen On-line Registration System via the university's website (www.galen.edu.bz). Once students have accessed the website, they follow the instructions of the three major components of Registration which are (a) Select Courses according to Pathway; (b) Identify Payment Option; (c) Pay Registration Costs; and (d) Print Proof of Registration. The Online Registration System walks students through each of these steps and allows students to seek the assistance of their Advisers, the Registrar and/or the Accounts Office, as necessary.

All students must be properly registered for their courses during the designated registration period.

D. LATE REGISTRATION

Late registration is permitted only under exceptional conditions and students registering late cannot be assured of a place in the courses they are interested in taking. It is also possible that some courses may be cancelled because of low enrollment even prior to the end of late registration. A "Late Registration Fee" of \$100 is charged.

Students will not be able to register if they appear on the University's "Registration Stop List" or have an academic or disciplinary suspension. Students are placed on the Registration Stop List if they have outstanding tuition or student loan balances to the university or have an academic or disciplinary suspension, or if they are deemed "Ineligible to Return" (ITR). Stop listed students must complete the Stop List Clearance Form available in the Registrar's Office or online to be removed from the list and to be allowed to register. The form will require the student seeking clearance to gain the signatures of the university officers charged to uphold the university policies relevant to the student being placed on the Registration Stop List.

Under no circumstances will grades be assigned for a student who has been attending the classes and doing assignments in a course without having duly registered at the prescribed time for Registration by completing all the necessary steps of the Online Registration System.

E. AUDIT

A student may register for a course with the intention of observing or "Auditing" the course. In such cases the student is not seeking credit but rather personal enrichment. Any member of the public or Galen student body may audit a course provided there is space, and they are will-

ing to pay the registration and tuition fees for the course. When registering to audit a course, students place an AU next to the name of the course on their registration form or click the corollary button on the on-line registration system. Class lists will show that a student is only taking the course as audit and the grade assigned will be AU.

In no case will a student who registered for a course as Audit (AU) be given any other grade beside AU or any academic credit for taking the course.

F. DROP AND ADD

The first two weeks of each regular semester is designated as the ‘drop-and-add period’ during which a student, in consultation with his/her Academic Advisor and the Registrar, drops or adds certain courses without a financial penalty. Students may Add a course during the first week of the semester and they may Drop courses during the first two weeks of the semester without penalty. **Students may not DROP a class without financial penalty outside of the official DROP period.** The official DROP and ADD periods are defined on the **Academic Calendar**. Students are advised that dropping a required course may delay their graduation. Both the status and the tuition fees may change because of the drop-and-add changes.

Students should *only* attend the courses and sections for which they register. If these need to be changed, this should only take place with the approval of the Academic Advisor/Dean during the Drop and Add period by dropping one section or one course and adding another section or course.

It is to be noted that the above policy pertains to all courses taken within the semester in question, whether they are courses taken over the full 14 weeks of the semester, or whether they are taken over a 7-week period occurring within the 14-week semester. During the Summer Semester, which is 9 weeks, the Drop period is limited to the first 8 teaching days of the Semester. (That is, M-S of the first week, and M and T of the second week.)

Dropping and Adding classes is done online via the “Student’s Gateway” on the Galen website.

The University will remove any student or students from any class or classes they have been attending without being registered.

G. SPECIAL COURSE ENROLMENTS

Repeating a Course: Students may repeat a course if they wish to improve their grade. When a course is repeated, only the highest grade is calculated in the GPA and recorded on the student Academic Record.

A student can only attempt a course three (3) times. During the third attempt of any course, the student will be required to carry a reduced course load as defined by the student’s Advisor. In the second and third attempt, the student is expected to get academic support (for example,

tutoring academic counseling, and advising on time management) to ensure successful completion of the course.

Independent Study: A student can elect to do an Independent Study in the last two years of his or her program. An Independent Study allows a student to earn academic credit by pursuing an in-depth study into a particular area of interest not offered at the university, but in line with the student's academic pathway. It consists of directed readings and writings under the guidance of an appropriately qualified Professor. To apply for an Independent Study, the student completes a Proposal which outlines the student's anticipated objectives for the study, solicits the approval of his or her Academic Adviser and Dean, and then submits the form to the Office of Provost for final approval. The appointed Professor will also indicate his or her approval of the intended objectives of the Study. The student then registers for the Independent Study by paying the tuition and an Independent Study fee of \$700.

A student doing an Independent Study will usually have a GPA of 3.0 or above and must have letter grades of B+ and better in their major courses.

A student may not register for more than three Independent Studies during his or her career at Galen.

An Independent Study is not to be confused with a **Directed Course** (below.)

Directed Course: A student, with the approval of his or her Academic Adviser and Dean, may register for a course not currently offered on the semester schedule, but which appears on the student's pathway. He or she may do so under very extreme circumstances, such as the student being in his or her final year of his or her academic program, and the course not being offered during the remaining time at Galen. *Students are not allowed to do Courses by Directed Course if the intended courses will be offered in any subsequent semester prior to the end of their career at Galen.* In all cases, the student must seek the approval of his or her Dean to take a course by Directed Study.

A student may not take more than three such courses throughout his or her 4-year degree program, and only two as a student transferring into the third year of a 4-year program.

To do a course by Directed Course, a student must complete the appropriate Application form, have it approved by his or her Academic Adviser, Dean and the Registrar, pay the course tuition and a \$500 fee. The Dean of the Faculty will identify a Professor for the course.

H. CHANGE OF ACADEMIC PROGRAM/CHANGE OF MAJOR

Students wishing to change their Academic Program must consult their Academic Advisers and complete the "Application to Change Academic Program" Form available in the Registrar's Office or on the university's website. This form requires students to seek the permission of the Dean of the Faculty in which the newly desired academic program resides. The new Dean will

determine if the student has the appropriate qualifications to enter the newly desired academic program. The Dean of the Faculty of the new program and the new Academic Advisor will decide the credits that will be transferred from one program to another. The change of program, if it is approved, will be effective in the semester after the semester in which the application is made, unless it is completed before the end of the first week of classes of any given semester.

It is to be noted that all grades earned in the previous program will appear on the student's transcript and will be computed in arriving at the CGPA.

I. FINANCIAL POLICY

A. TUITION AND FEES

Galen University is a private institution that is fully tuition-supported. Galen University has three tuition rates:

1. The tuition per credit hour fee
2. A fixed rate for special courses or degree programs. (e.g., the B.Ed. (Primary))
3. A special rate for field and other short-term or intensive courses.

In addition, there are a number of other fees such as Application, Registration, Graduation, Medical and Accident insurance (in the case of foreign students), Laboratory (including Field Labs), Challenge, Grade Appeal, Independent Study, and Internship. All such fees are properly published and made known to students. Full details are described in the Official Tuition and Fee Schedule on the Website of Galen University and in other specially produced leaflets.

B. PAYMENT OF TUITION AND FEES

Galen University offers its students a variety of plans for payment of fees and tuition in an attempt to make tertiary education available and affordable to every qualified student in Belize without the need to go abroad. All students are expected to pay their full Registration Fees during Registration. Students who do not pay all their Registration and Tuition Fees one week before end of semester examinations will not be allowed to sit their examinations.

Application Fee

All new students are required to pay a non-refundable Application Fee of \$60.00 at the time they apply. International students pay US\$60.00 (See International Student Fees in the Galen Official Tuition and Fee Schedule which is available on the website.)

Registration Fees

Galen University charges a “Registration Fee” each semester. This is a collection of fees covering access to the electronic library, technology, sports, and other student services/ student affairs.

Graduation Fee All Undergraduate students pay a Graduation Fee of \$300, and Graduate Students pay a fee of \$350. This fee must be paid, even if a student decides to not participate in the Commencement Exercises.

Field, Lab and Practicum/Internship Fees

Some courses require field and/or practical components which carry additional costs beyond those covered by tuition. Such courses include (but are not limited to) Science courses, some Anthropology and Environmental Science courses, Business and Accounting, and Education (Practicum and Internship). Other courses may require class trips with academic objectives. Transportation and accommodation costs will be covered by students in such cases.

C. PAYMENT POLICY

Students need to indicate payment option to their Account Officer. Galen University reserves the right to suspend students and withhold the grades, certificates, diplomas, transcripts or academic credits of any student who fails to settle his/her account in full before the end of semester examinations in any given semester. This means that graduation or admission to a subsequent semester may be denied. Galen's credit policies place all students into one of the following groups: The following are options for payment of tuition:

Full payment Students

Students who pay all their Registration and Tuition fees by the last day of Registration receive a 20% discount on tuition. Cash Payment Students should pay the semester's Tuition and Fees in full by the last day of the Drop Period. **To qualify for the 20% discount, Cash Payment Students need to pay in full by the deadline. An Installment Payment Plan will not make the student eligible to receive the 20% cash discount on tuition.**

Installment Students - Payment Agreement/Promissory Note (Installment credit policy is available to **Belizean students** only)

1. Payment Plan Requirement

All Installment Students must enter a Payment Agreement/Promissory Note preferably their first day of class. Students who do not sign an installment agreement by the Drop Deadline will not be considered registered. New Class Lists will be issued at that time to confirm registration. Students who are not up to date with their payments one week before exams at the close of the semester will not be allowed to take final exams and will not be allowed to register for the incoming semester until they have cleared their balance.

- a. For those students who have an existing Payment Plan/Loan Plan that they have signed and are complying with same will continue; however, for those who have not kept up to their agreement they will have to sign on to the new policies.
- b. Students must have a guarantor for their instalment plans. A salary Deduction/Payroll assignment letter must be signed by the student and his/her employer.
- c. Students will be given the option of paying their Monthly instalment at the beginning, 15th and end of the month. There will be a three-day grace period in terms of late payment. Students must keep in mind that their fourth and final payment for the semester must be paid one week prior to the sitting of Exams. Students who miss exams due to financing matters will lose the semester and are still responsible for any balance outstanding.
- d. Subsequent to the three-day grace period, students will have to pay a \$100.00 late fee per month.
- e. Students that have a credit balance for whatever reason must continue their monthly payments until the credit that they have is equal to the balance that will be due upon completion of the current semester.
- f. Students whose payments are later than one month past due will be blocked from access to Moodle. It is the student's responsibility to ensure that add/drop process is adhered to. Students that fail to follow the add/drop will be held liable, as if they have participated in the class for the entire semester.
- g. Students who have any outstanding balance will not be allowed to sit their final exam. There will be no make-up exams and students will be held liable for any outstanding

balance. Registered Students will not be allowed to start the semester unless they have a zero Balance.

- h. Graduating students who do NOT have a zero balance will not be given their diplomas, transcripts, referrals, etc. until all outstanding balances are cleared in full.
- i. Students will have to sign on a payment plan which will have to clear their entire balance on a semester basis.

Only in exceptional cases will delinquent students be allowed to continue and finish the semester under special approval from the Financial Office.

2. Instalment Payment Plans

Installment Students must sign an interest free payment Agreement/Promissory Note, if their tuition and fees will not be paid in full before the end of the semester. A payment agreement/promissory Note must be agreed upon no later than the last day of the drop period. Students who do not sign an agreement by the Drop Deadline will not be considered registered.

Students who have **not** met their payment terms may not register or enroll in any subsequent semester until they settle any outstanding amounts. In exceptional circumstances, the Financial Office may issue exceptions to this policy, but must do so in writing and before the start of the following semester.

Payments can be made in two to four equal installments and are generally written for the beginning, middle or end of each month.

a. Two Instalment Payments

Student who chose this payment option receive a 10% discount on tuition.

Students can pay 50% of tuition during registration and the remaining 50% no later than a week before End-of-Semester Examinations.

b. Three or Four Instalment Payments

The three-equal installment plan is for the summer semester payment. Students can pay their tuition in four-equal installments. The payment must be made during registration based on the arrangement with the Account Officer. The other tuition payments can be

made monthly during the semester. The last payment must be made one week before end of semester examinations. Students who choose this payment option do not receive any tuition discount.

Wire Transfers

Students paying through an international wire transfer need to submit the tuition payment information to the Finance Office as soon as the transfer is effected so as to ensure acceptance by Galen's bank. Failure to do so may result in Galen's bank returning the funds to the originator. Sender must ensure that they send sufficient funds to cover all fees and exchange rate differences.

Students are also asked to request that the sending party specify their name and the name of the student for whom the funds are to be credited to.

There is a service charge to process wire transfers and it is advisable that the depositor of funds includes this cost in the transfer so that the desired tuition payment is made.

Tuition and Fees Adjustments/Refunds

Adjustments to the tuition fees are made only during the Drop-and-Add period and any difference will be added to or subtracted from their account. Withdrawal from a course after the second week of classes will not reduce the tuition and fees cost, nor will it result in tuition already paid being held in "credit" towards the course tuition of subsequent semesters. In no case will Registration Fees be refunded. Tuition refunds will be based on the following Refund Schedule.

<u>Time of Withdrawal</u>	<u>Tuition Refund</u>	<u>Tuition Charged</u>
1st two weeks of Classes	100%	0%
During the 3rd week of Classes	50%	50%
During the 4th Week of Classes	30%	70%
After the 4th Week of Classes	0%	100%

Apart from tuition, all other categories of fees are not refundable. Under no circumstances will the tuition for students, who have been expelled, dismissed, or suspended for disciplinary reasons be refunded.

It is to be noted that the above policy pertains to all courses taken within the semester in question, whether they are courses taken over the full 14 weeks of the semester, or whether they are taken over a 7-week period occurring within the 14-week semester. Therefore, a student who drops a course scheduled for the second 7-week period of the 14-week semester will not get a refund. During the Summer Semester, which is 9 weeks, the Drop period is limited to the first 8 teaching days of the Semester. (That is, M-S of the first week, and M and T of the second week.)

For further information contact the following Student Accounts Officers:

Francelia Alfaro
Accounting Assistant
Main Campus
824-3226
falfaro@galen.edu.bz

Lisa O'Brien
Accounting Assistant
Main Campus
824-3226
lmobrien@galen.edu.bz

VII. THE GRADING SYSTEM

A. ACADEMIC PROGRESS

Academic progress is evaluated on the 4.0 scale from A to F as follows:

A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	75 – 79
C	70 – 74
D+	65 – 69
D	60 – 64
F	0 – 59
P(Pass)	0.0
AU (Audit)	0.0
DE (Deferred)	0.0
I (Incomplete)	0.0
P	Pass
W	Withdraw

WP	Withdraw passing
WF	Withdraw failing

The list below identifies each of the performance indicators:

Grades of A and A-

A grade of A or A- is awarded to a student whose performance is of very high caliber and, in addition, whose demonstrated qualities of intellectual curiosity, integrity and self-discipline have clearly set him/her apart from most of the group.

Grade of B+, B, B-

A grade in the B range is awarded to a student whose performance is of a high caliber. Some programs may require a minimum grade of B as a pass for some specific courses (such as the Practicum and Internship courses in the Education programs.)

ALL graduate courses require a of ***B as a PASS.***

Grade of C+, C

A grade in the C range is awarded to a student, except for those defined above, whose performance in a subject meets the requirements established by the course instructor concerned. For undergraduate programs, a C grade is considered a minimum pass at Galen University (except for specific courses within some programs which require a minimum grade of B.)

Grade of D+, D

A grade in the D range is awarded to a student whose performance fails to meet the minimum requirements established by the course instructor. It indicates that the student must retake the course.

Failure (F)

A student whose performance in a subject is clearly below university passing standards shall be given a grade of Failure (F). Failure (F) is judged to require repetition of the entire course. Failure to meet a requirement (for example, not taking an exam, not submitting papers or patient write-ups, failure to attend required clinical duties) without prior notification to the course director or designee will be treated as grounds for awarding an F for that part of the requirement. Cheating and Plagiarism can also result in the grade.

Incomplete (I)

The designation of Incomplete (I) will be assigned when a student fails to complete all the required work in a course for extenuating reasons (such as medical and other emergencies) acceptable to the Course Instructor. "Incomplete" is a non-grade designation. To be granted a grade of (I) students fill out an "Application for An Incomplete Grade" available at the Office of the Registrar or on Galen's website. This must be done before the end of classes and will necessitate the approval of the instructor. After attaining the instructor's approval, students must

return the form to the Registrar's office. If an instructor approves a grade of Incomplete, he or she must stipulate the nature of the work/assessment and the timeline (usually not to exceed one month and in all cases not to exceed a semester) for the work to be completed. *Instructors must follow this protocol and should not grant an Incomplete without doing so.* In no instance will a student who merely abandoned a course be granted a grade of "I".

Pass (P)

The grade of "P" is awarded for Challenge Examinations, for practical courses that are not examined by a written final exam, for all classes from which students withdraw while passing and for some practicum work. It is not used in computing a student's grade point average.

Withdraw (W)

Students cannot drop or withdraw from a course by merely ceasing to attend that course. A student wishing to withdraw from any course(s) should complete the appropriate form available in the office of the Registrar or on the university's website. Students can drop courses during the first two weeks of any semester by filling out a Drop/Add form. Students who want to drop a course after the first two weeks of any semester must fill out a Withdrawal form available in the office of the Registrar or on the university's website. After the designated Withdraw period noted on the official university academic calendar, a student can only drop a course by following the WP/WF policy below.

A grade of **WS** indicates that the student withdrew voluntarily, and a grade of **WA** indicates that the university withdrew the student for disciplinary or fiduciary infractions. On the recommendation of the Course Instructor and with the approval of the Dean of the Faculty, a student may be administratively withdrawn from a course by the Registrar because of excessive absences or other relevant reasons. In case of individual merit or extenuating circumstances, students who have been administratively withdrawn because of excessive absences may appeal for permission to be reinstated. In such cases, the student will write a letter to the Course Instructor, copied to the Dean of the Faculty and the Registrar, asking to be reinstated and detailing the circumstances surrounding his or her case. The Dean, Course Instructor and Registrar will meet and decide which will be communicated to the student by the Registrar.

Withdraw Passing or Failing (WP/WF)

WP/WF are grades assigned when a student withdraws from a course within the WP/WF period as noted on the official Academic Calendar. These grades reflect the student's performance at the time of withdrawal. These grades are recorded on student's record but not calculated in their GPA. A student must repeat any course for which he or she receives a WP/WF within three subsequent semesters or the grade assigned will be converted to an F which will be used to calculate the GPA.

Delayed Grades (DE)

A grade may be delayed (DE) when the lecturer suspects a student of academic dishonesty and deems it necessary to spend more time than is available at the end of a semester to investigate

his or her suspicions before deciding on a final grade.

Not Reported (NR)

If an instructor is delayed in submitting/reporting grades for the courses he or she taught in each semester within the established deadline, the Registrar will proceed with preparing student grade reports and include the grade of NR for every course whose grade has not been submitted at that time. As soon as the grades are submitted to the Registrar's office, updated grade reports will be prepared and distributed to the affected students.

B. COST OF WITHDRAWAL FROM A COURSE

Withdrawal from a course, whether done by the student or the administration, does not reduce the tuition fees payable.

C. TRANSCRIPT

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The transcript is the total record of a student's academic progress within his/her selected program, showing all courses taken, all grades received, all transfer work accepted and, in general, all credits awarded, and is available from the Registrar's Office. A transcript of this record can be obtained by the student (unofficial copy) or sent to other colleges and universities (official copy) at a charge of \$20 after 3 free transcripts are issued. Grades of A through F will appear on Official transcripts. Courses taken, all grades received, and all transfer work accepted also appears on the official transcript in which the following entries are made:

1. The date at which a student enrolled
2. The dates at which a student enters and returns from a Leave of Absence
3. Awards granted
4. The date of a student's dismissal or suspension
5. Notations related to admission, dismissal, and other official academic or disciplinary actions
6. Date of Graduation and degree

At times, especially prior to returning from a Leave of Absence, a student may be required to audit designated courses or portions of courses. Otherwise, a student is not permitted to audit a course while on a Leave of Absence.

D. GRADE CHANGES AND APPEALS

One of the fundamental rights of all Galen University students is the right to appeal any **final course** grade awarded to them if they are convinced the grade was inaccurately calculated or does not reflect their performance in a course.

Faculty are expected to keep all their final exams and/or graded projects for at least 6 weeks after the start of the semester after that in which the grades were given. On their part, students are encouraged to keep all graded assignments, quizzes, and tests.

A Grade Appeal is a very serious procedure guarding the integrity of the University's Academic Standards. A student should not appeal a grade for any reason except where the student is

convinced an error in calculation or evaluation was made, and where the student feels he or she has sufficient evidence to support the appeal.

The Steps in the Grade Appeal procedure are enumerated below:

STEP 1 Consultation with Instructor

1. Within 10 days of the start of the subsequent semester for which the grade is being appealed, a student should consult with the Instructor online or face-to-face to discuss his or her concern, and to allow the Instructor to clarify the assigned grade.
2. The Instructor provides the requested clarification of how the grades were assigned, and an explanation of how the final grade was calculated.
3. If the student is still not satisfied with the assigned grade, he or she then files a formal Grade Appeal within **5 working days** of consulting with the Instructor.

STEP 2 Initiation of Formal Grade Appeal

4. The student obtains from the Office of the Registrar or Galen's Website, an official Grade Appeal Form. He or she completes this form and submits it to the Dean of his or her Faculty, along with any documentation that is necessary to support the appeal. The documentation may include but is not limited to:
 - A copy of the Course Outline received at the beginning of the course whose grade is being appealed
 - Original copies of all graded assignments, quizzes, and tests.
 - A summary of the consultation with the Instructor in question (Step 1)
 - A \$50 Grade Appeal Fee. If the outcome of the Grade Appeal is in favor of the student, the fee is credited to his or her account, or returned to him or her.
5. The Dean informs the Instructor in writing that a formal Grade Appeal has been filed against him or her, and requests the Instructor to submit a package containing the following within 3 working days:
 - The final graded examination or project for the appellant, as well as the corresponding grading rubric.
 - A record of all grades assigned for the appellant and any accompanying grade rubrics.
 - Any other related evidence.

Step 3 Convening of the Grade Appeal Committee

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Upon receipt of the appeal, the supporting documentation, and proof of payment of the Appeal Fee, the Dean convenes a Grade Appeal Committee. The Committee consists of the Dean of the Faculty (who will serve as Chair), the Dean of another Faculty, the Registrar, a representative of the Student Government Association (SGA), and the Dean of Student Enrollment. (If the Instructor whose grade is being appealed is the Dean of the Faculty, then the Provost appoints another Dean to chair the Committee.)

Step 4 The Appeal

The Committee reviews all documentation provided. Interviews with the student and instructor may be conducted, as well as other stakeholders if necessary, and a recommendation is subsequently made to the Provost. The Committee has the authority to request new evaluation of the student's work, keep the original grade or change the grade. The Provost decides based on the recommendations of the Committee. This decision is final and is communicated to the student, Instructor and Registrar in writing by the Provost. The decision, along with all the grade appeal documentation, is placed in the student's permanent file

Step 5 Closure

The Registrar implements the decision of the Grade Appeal Committee on the student's official academic record.

It is to be noted that a student may NOT appeal a grade earned on an assessment (quiz, test, paper, presentation, lab activity, etc.) DURING a course. If a student is dissatisfied with a grade assigned on a course assessment,

- ***The Student should consult with the Instructor online or face-to-face to discuss his or her concern, and to allow the Instructor to clarify the assigned grade***
- ***The Instructor provides the requested clarification of how the grades were assigned, and an explanation of how the final grade was calculated.***
- ***If the student is still not satisfied, he or she may then appeal the final grade within 10 days of the start of the subsequent semester.***

VIII. ACADEMIC STANDARDS

A. ACADEMIC PROBATION

Galen University fosters an environment conducive to learning and expects students to use this environment to increase their knowledge and enhance their holistic development. Students are encouraged to organize their time well, apply their full potential toward class activities and assignments, and participate in academic and developmental extra-curricular activities. Academic support services such as discussions with instructors, visits to the success center and use of academic tutors are often vital to ensure Students' transformation into the model Galen graduate. A key indicator of this transformation is the student's grade point average that reflects the student's academic performance.

At the end of every semester the Registrar's Office records the grades that students receive in their classes and calculates their grade point average (GPA). As students complete their second and ensuing semesters the Registrar's office calculates their total performance by combining their grades for each semester completed at Galen. This is referred to as their cumulative grade point average (CGPA).

Students are expected to demonstrate mastery of the academic material presented in their courses by achieving grades of C or above. This is the same standard required for them to progress through Galen as mapped on their program pathways and for them to meet their graduation requirements. The university has therefore established this standard of maintaining a cu-

mulative grade point average of no less than a 2.0. When a student's CGPA is at or above 2.0, he or she is in good academic standing.

At the end of every semester, students whose CGPAs fall below 2.0 are placed on Academic Probation as outlined below:

1. If a student's cumulative GPA falls below 2.0, he or she is placed on Probation and notified via a letter from the Registrar's Office. The letter specifies that he or she has two semesters in which to raise his or her CGPA to 2.0 or above. Consequently, the student is required to attempt no more than 3 courses or 9 credit hours for the subsequent semester or until this status is cleared. A student on probation is required to meet with his or her academic advisor to develop an academic intervention strategy that will assist him or her in raising his or her cumulative GPA above 2.0 by the end of the subsequent semester. This may necessarily involve re-taking some courses for which less than acceptable grades were earned. Academic Intervention may also involve such measures as time management and meeting with course instructors on a regular basis for additional help.
2. If a student on probation does not raise his or her cumulative grade point average to 2.0 or above in two semesters after being placed on academic probation, he or she will be asked to take an administrative leave from Galen University.
3. Any student given administrative leave for poor academic performance (probation) is expected to use the time to address and overcome the obstacles that prevented him or her from utilizing his or her full potential as a student. After a year of administrative leave, a student can re-enter Galen upon demonstration of full preparedness to improve his or her academic performance. This is done by writing a letter to the Provost outlining activities undertaken while on administrative leave and a plan to maximize his or her learning and development after returning to Galen
4. Ineligible to Return (ITR): Upon returning from probation leave a student has two semesters in which to raise his or her CGPA. If this does not happen, the student will be asked to leave for a second time but this time the student will be deemed *Ineligible To Return* (ITR).
5. If, after the student's GPA returns to 2.0, it falls below 2.0 again, the student will receive a letter of academic warning stating that he or she has only two more semesters to bring his or her CGPA up to 2.0. If after those semesters the student's CGPA still remains below 2.0, he or she will be asked to leave the university for a second time but this time the student will be deemed Ineligible To Return. (ITR)

B. REQUIREMENTS FOR GRADUATION

To be eligible for graduation a student must:

1. Successfully complete all the requirements for the degree they seek to obtain.
2. Maintain a satisfactory level of performance in coursework.
 - ***Undergraduate programs require a minimum final grade of C on all courses, except specific courses within some programs.***
 - ***Graduate programs require a minimum final grade of B on all courses.***
3. Discharge all financial obligations to the University at least four weeks prior to the date of the Commencement Exercises.

One semester before the intended date of completion, seniors are expected to apply for Graduation within the timeframe scheduled on the Academic Calendar. The “Graduation Application Form” is available on the Registrar’s website. Students download and complete the form and forward it to the Registrar’s Office. Upon receipt of the application form an audit of the student’s file will be conducted. Applicants will be advised, in an official response from the Registrar’s office, of the results of the audits, and will be advised of any courses that may be outstanding and whether they can indeed graduate when they applied to do so.

Upon successful completion of the curriculum in which the student was enrolled, the student is recommended to the Board of Trustees of the University for the Degree. Graduation will occur in **July at the end of the Summer semester unless otherwise designated** for all students except those who complete their requirements after the **July** graduation date. These students will be provided with a **Letter of Completion by the Registrar** confirming that they have completed their graduation requirements and are due all rights, privileges and honors pertaining to said degree until the date when their degree will be conferred at the next Galen graduation ceremony.

C. GRADE REPORTING

All grades are reported to the Registrar’s Office by each instructor at the end of each semester. Once recorded in the permanent student record system, grade reports will be either emailed to students’ Galen email accounts or posted on the Student Information System (when this becomes operable) where students will be able to access their grades in a secure and confidential **manner** via the Online Registration System on the Galen Website. Students are responsible for downloading all their grade reports and keeping track of their progress. If a student feels that any of his or her grades are not correct, they can follow the **Grade Appeal** process to **resolve** their concern.

IX. ATTENDANCE, LEAVE AND WITHDRAWAL

A. ATTENDANCE POLICY

Galen University believes that faculty members make a significant contribution to the development of students and, as a result, a student who is not consistent in class attendance is missing a major part of the educational experience.

Students are therefore expected to maintain regular class attendance. Class attendance (whether face-to-face, live online or hybrid online) is documented by instructors. If a student is

more than 15 minutes late for a class his or her tardiness may be recorded as an absence. Absences are also recorded when students miss laboratory or practical sessions as well as other required work such as field trips.

Attendance for online courses is monitored via the “User Logs” for each course Moodle site. The User Log records each time a student accesses a course website, the time he or she “logs” out of the site. It also records the number of times assignments are “attempted,” and when they are attempted. **Instructors may also take class attendance and will record class attendance and on their class record sheets.**

Unexcused absences more than those allowed in any course syllabi (usually 20% of classes) cause a student to forfeit any points awarded for participation in a course. Extenuating circumstances such as medical reasons may be accepted as legitimate excuses ***if the student contacts the lecturer before or as quickly as possible during the period of absence and provides relevant medical documentation and certificates.***

Failure to take the final examination without a valid and timely excuse will result in a grade of F being calculated for that exam. If a student has a legitimate reason why he or she cannot take a scheduled exam he or she must seek the permission of the instructor at least one week in advance to gain permission to take a deferred exam. This is done by following the deferred exam policy using the **Deferred Exam Form**.

Any international student who misses more than three consecutive classes without an acceptable excuse will be reported to the Department of Immigration. International students could lose their student visa if they fail to attend classes on a regular basis.

B. WITHDRAWAL FROM THE UNIVERSITY

Students are advised that withdrawal from the University is a serious matter that can lengthen the time to complete their program. To withdraw properly a student fills out an official Withdrawal Form available at the office of the Registrar or on Galen’s website. After filling in the form the student returns it to the Office of the Registrar. If the withdrawal from the University is for a justifiable reason, a partial refund may be possible during the first four weeks of classes as stipulated by the Tuition Refund Policy. If a student withdraws following the authorized procedure detailed above during a semester, he or she automatically cancels his or her registration for the semester when withdrawing and will receive grades of W for all classes for which he or she had registered.

Any student who withdraws from the university for more than two years will have to go through the application process a second time using the application requirements applicable at that time to regain entry.

Abandoning all classes is not equivalent to proper withdrawal. If a student simply stops attending a class, he or she will receive grades of F for all classes abandoned and will be charged for the cost of the courses.

C. RE-ENTRY AND ACADEMIC REQUIREMENTS FOLLOWING WITHDRAWAL

If a student decides to return to the university within two years of withdrawing, he or she must submit a letter to the Registrar confirming his/her intent to return and explaining how the need for a Leave of Absence has been resolved. A copy of the letter is to be sent to the relevant Dean and the Provost. Re-entry may be granted by the Dean and Provost if it is determined that the circumstances precipitating the Leave have been ameliorated. If a student does not respond in writing within two years after withdrawing, he/she will be considered a “non-student” and will have to apply for admission again to re-enter Galen University.

A student returning to the University after an absence of more than a semester will be held accountable for whatever tuition rate that is in place at the time of their return.

X. ACADEMIC RESPONSIBILITIES & RIGHTS OF STUDENTS**A STUDENT RIGHTS**

Students have the right to:

- See all their grades and graded work/assessments
- Have representation on appropriate University committees
- Academic freedom
- Evaluate university faculty and administrative staff
- Expect commitment from Galen University faculty and staff
- Submit petitions requesting review of grades, review of courses and review of decisions concerning disciplinary matters
- Organize **and participate in** student **clubs and other activities**
- Free speech and assembly, provided they are consistent with University regulations
- Have all regulations concerning students be communicated to them in appropriate publications

B. ACADEMIC FREEDOM

Students have the right to express opinions concerning the subject matter of their courses and in keeping with Galen University’s Statement on Academic Freedom.

C. STUDENT RESPONSIBILITIES

Galen University students have the responsibility to:

- Know and follow their academic pathways
- Know University rules and regulations and fulfill all their required obligations to the University
- Know regulations concerning academic, disciplinary and immigration matters
- Adhere to the University Academic Calendar
- Meet with their Academic Advisor every semester

- Promote **Academic Integrity** among fellow students
- Participate in extra-curricular activities designed for their development
- Be prompt with their payments, knowing that if they have outstanding obligations, they will not be entitled to receive grades, transcripts, or be unable to register for subsequent semesters
- Treat all members of the University community with respect and caring
- **Evaluate their courses and instructors every semester**
- Respect University property

D. ACADEMIC INTEGRITY

Intellectual integrity is a cornerstone of University academic standards. Students are expected to adhere to high standards of intellectual integrity and honesty throughout their education as they integrate these professional values into their life-long professional ethics.

Cheating and plagiarism are contrary to these ideals of Galen University and as such will not be tolerated in any instance. Galen provides several opportunities for students to understand, embrace and uphold academic integrity.

The following are examples of behavior that is specifically prohibited by Galen's Academic Integrity Policy:

CHEATING is defined as dishonesty of any kind in connection with assignments and examinations. It applies to both giving and receiving unauthorized help.

The following are examples of Cheating:

- Using any unauthorized aids on an exam or test
- Submitting the same essay or report in more than one course (without permission)
- Sharing answers or copying answers for an online test with or from classmates
- Looking at someone else's test or exam paper during a test or exam
- Impersonating another person at an exam or test or allowing oneself to be impersonated

PLAGIARISM is defined as presenting the work of someone else as one's own work in assignments and or examinations. It applies to both giving and receiving unauthorized information.

The following are expressed examples of Plagiarism,

- Submitting someone else's work as one's own
- Giving answers for a test to another student or giving assignments or reports to another person

- Reproducing whole, or portions of, journal articles, textbooks, websites, and other online resources, and inserting them into a student's test, exam, or term papers without proper citations or references.
- Collaborating with another student on an assignment, and then submitting it entirely as one's own.

FALSIFICATION

Falsification is the use of data and other information deliberately developed by the student in support of research. Examples include, but are not limited to:

- Incorrectly attributing information to a source from which it has not been taken.
- Referencing sources not consulted in the development of a paper.
- Including fabricated/fictitious statements, statistics, or analyses as support in papers.
- Distorting and/or and omitting data and evidence.
- Submitting the work of others as your own (academic papers, research, works of art.)

ACADEMIC MISCONDUCT

Academic Misconduct refers to any act of academic dishonesty, and includes, but is not limited to, the following behaviours:

- Obtaining through illicit means administered quizzes, tests and examinations and/or their answer keys
- Selling and/or sharing administered quizzes, tests and examinations and/or their answer keys
- Sitting a test or examination for someone else
- Allowing someone else to sit a test or examination for you
- Doing an assignment for someone else
- Allowing someone else to do an assignment for you
- Buying a paper and submitting it as your own in fulfilment of course work

- Selling or sharing a paper or other assessment activity to another student in fulfillment of that student's course requirements
- Accessing the University's academic platform to change/manipulate the academic records of yourself and/or others

Cheating, Plagiarism, Falsification and Academic Misconduct will be treated as disciplinary offenses. Cheating, Plagiarism, and Falsification will result failure in that assignment or examination.

For term papers and other individual or group work, students should avoid plagiarism by using footnotes and quotations to give credit to all sources of information. They should also reference all scholarly sources they used and keep all working notes as proof of their work until they have received a grade and decided not to appeal that grade.

Consequences of Cheating, Plagiarism and Falsification

Galen University WILL apply disciplinary measures to students who are guilty of Academic Dishonesty and Plagiarism. These are listed below:

- 1) In the first instance, the student will receive a grade of F on the quiz, test, exam, or assignment. In addition, the student will be required to attend mandatory counselling sessions with the University Counselor in which he or she will be guided to understand the severe lifelong consequences of Cheating and Plagiarism and will develop an intervention plan to assist him or her in not committing a second offense. These sessions will be logged, and the Counselor will advise the student's Academic Adviser when the objectives are met.
- 2) A second offense (**either on the same course OR a subsequent course**) will result in a course failing grade, and the student being obliged to sign a contract in which he or she acknowledges the gravity of cheating and its consequences, and pledges to cheat no more. The student is required to return to counseling.
- 3) A third offence will result in the student's immediate expulsion.

All instances of a student's cheating and plagiarism and the consequences applied will be documented and placed on the student's permanent file.

Academic Misconduct can result in expulsion from the University.

XII. EXAMINATION POLICY

Final grades for all courses can be changed only in the case of an error, in which case the Instructor must complete a Grade Change Form available in the Registrar's Office. Students have a right to see their final examination papers after one week of the date that end of semester grades are due in the Registrar's Office.

All final examination papers are retained by instructors for six weeks into the semester after the grades are reported.

A student may improve a grade in a course only by taking it again following the *Repeat a Course* policy.

Students wishing to dispute/appeal their semester grades have up to 10 days after the start of the following semester, and then an additional 5 days to file the Grade Appeal Application. (See the Grade Appeal Policy above.)

Deferred Exams

No student may miss a final examination without advance permission in writing. Failure to take the final examination without permission or official withdrawal will result in a zero grade being given for the final examination. In case of unavoidable absence, the student must call prior to the test, report the reason for the absence and give a telephone number where s/he can be reached. The Lecturer may ask for verifiable evidence and reserves the right to accept or not accept any reason as a valid excuse. A doctor's prescription will not be accepted as a valid excuse. In the case of a valid excuse, a grade of "I" is given, and the student has one month to remove it by taking a Deferred Examination, otherwise zero marks will be recorded in that exam.

A Deferred Examination Fee of \$200 will be charged if a new exam is offered to the student.

During face-to-face/in classroom tests and examinations students are NOT allowed to:

- Talk to other students or allow other students to talk to them.
- Look at the papers of other students or allow other students to look at theirs.
- Bring with them anything other than instructor-approved equipment or resources.
- Enter the room after fifteen minutes or leave the room before half an hour elapse.
- Leave the room for any reason and return without permission.
- Remove from the room any questions, answer sheets or papers unless permission is given.
- Exchange calculators, dictionaries, watches, etc. with other students.
- Copy or keep multiple-choice questions or answer sheets.
- Smoke, drink, eat or make noise.
- Make use of mobile phones or other electronic devices/gadgets not directly related to examination activities.

During online testing and examinations, the following rules apply, students are not allowed to:

- Have another person to sit the test or examination on their behalf.
- Consult with others and/or textbooks and other resources during the examination.
- Log out of the test or examination and then log back in again

XIII. STUDENT RECORDS

CONFIDENTIALITY OF STUDENT RECORDS

The University protects the rights of its students to maintain ownership of their academic records. As such, Galen will not share with any outside entity or person the details of students' academic performance, disciplinary procedures, counseling sessions or official university documents without written and signed permission from students.

Students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution, unless the student waives this right.

XIV. HUMAN RIGHTS

Galen University prohibits discrimination against persons based on age, race, ethnicity, physical or mental ability, gender, sexual orientation, marital status, national origin, political belief or affiliation or religion.

A. STUDENTS WITH DISABILITIES

Galen University is committed to accommodating the special needs of students with disabilities. A student with special needs has one or more of the following:

- A Physical impairment (visual, hearing, or physical movement impairment)
- A Learning disability (documented and diagnosed by a licensed practitioner)
- A Psychological disability (e.g., extreme stress, serious anxiety, depression. (This must be documented and diagnosed by a licensed medical doctor or psychologist.)

Accommodation for the above conditions may include:

- Enhanced physical access to buildings and facilities
- Psychological/personal counseling services
- Alternative assessment methods (e.g., more time allowed, oral examinations, etc.)
- Other measures as and when they are prescribed by a professional

Students wishing to be accommodated due to special needs must submit recent documentation from a qualified professional to the Dean of Student Enrollment when they first register at Galen University or are first diagnosed with a special needs condition. Galen University reserves the right to verify the documentation and to accept or not accept it.

B. RELIGIOUS ACCOMMODATION

Galen University makes every effort to accommodate the religious practices of students. If a class or other required activity conflicts with a day of religious obligation, the student must advise the lecturer at the start of the course or as soon as possible after an assignment is announced. Galen University reserves the right to verify days of religious obligation and to accept or not accept a student's claim to a day of religious obligation. Failure to notify the lecturer as outlined above is an acceptable reason for the university not to provide accommodation.

C. NON-DISCRIMINATION AND STEREOTYPING

Galen University is committed to a learning environment that welcomes and values the diversity of students, staff, and faculty. As part of this commitment, no discrimination is allowed based on age, race, ethnicity, physical or mental ability, gender, sexual orientation, marital status, national origin, political belief or affiliation or religion in the administration of academic policies and procedures. In addition, no student or other member of the Galen University community is permitted to use language, gestures or behavior that are derogatory, disparage, cause mental anguish or which stereotype a group of individuals.

D. GENDER INCLUSIVE LANGUAGE

Language can both reflect and shape the way people are treated in our society. It can be used to open doors when it is gender inclusive, or to create barriers when it is not. Galen University is committed to the use of language that is precise, bias-free, and inclusive. All Galen University documents, including student papers, will use gender inclusive language. A Style Guide outlining some common issues involved in the use of gender inclusive language may be obtained from English Professors.

These Academic Policies and Procedures have been reviewed by the Provost Council and recommended to the Board of Trustees for approval.

Approved by the Provost



Cynthia Eve Aird, Ph.D.

August 31, 2020

Date

Next date of review:

Summer 2022