

Academic Policies and Regulations

Registration and Enrolment Procedures

Immediately prior to the commencement of classes each semester, certain days are designated in the academic calendar for formal registration and course enrolment. The enrolment procedure is initiated by paying the tuition and fees prescribed for that semester. At this time, all students are advised by an academic adviser and provided with the class schedules. Students must register for all mandatory courses offered in the fall and spring semesters of the freshman year. Students in probationary standing must register within the rules laid down (see below). All registration must be completed in person. Registration by proxy or mail is not accepted.

The Academic Advisor

Each student at the University is assigned an Academic Advisor who assists the student with matters related to scheduling, course selection after the online registration approval, registration, and related matters. The advisor is usually a faculty member in the academic department in which the student is enrolled.

The advisor plays a key role in the student's progress through University studies. It is the student's ultimate responsibility to meet all University requirements, and it is the responsibility of the Office of the Registrar to ascertain and certify that these requirements have been met.

Students must obtain their advisor's approval for the following transactions: registration, selection of core and elective courses, adding, dropping or withdrawing courses from the schedule.

Late Registration

Students must make every effort to register on time in order to benefit fully from their classes. Late registrations may, exceptionally, be accepted but the student will be required to pay the penalty in force at that time. This penalty is progressive with time to discourage late registration.

Adding, Dropping & Withdrawing Courses

With the approval of their Academic Advisor and the Chair of the Department, students may request the addition or removal of courses in their schedule up until the date announced for the end of Add/Drops. This is typically two weeks after the end of official registration. Adds will normally be allowed provided the allowed course load is not exceeded and no clashes are created. Sri Lankan students dropping courses, and their advisors, should be aware that the total number of courses registered should not fall below that required to be considered as a full-time student.

Course withdrawal may take place not later than the official date announced which is typically one week before the start of final exams. A withdrawal will be indicated by a "W" on the transcript. No credit is given for a withdrawn course in the assessment of the overall performance. No refunds are due for withdrawn courses. Students on scholarship should be aware that they are liable to forfeit the scholarship by withdrawing.

Transfers

- from another University

A student, who has completed at least one semester of an equivalent Program at another university, may apply for transfer to a Program at CPS. Such an application will be sympathetically considered. A student may be exempted from courses in his/her chosen Program at CPS, on the basis of having completed equivalent coursework at the other institution. The relevant department at CPS will make decisions concerning equivalence and comparability. Only courses of grade C and above can be considered for transfer.

A student is required to complete at least one quarter of the total course load requirement at CPS to be considered for a CPS diploma.

- within the University

Transfer from one Program to another within CPS is permitted once only and, for Turkish students, if such a change is in compliance with YOK regulations. It is necessary for the student to apply to - and be accepted formally by - the new department. For Turkish students there are specific constraints in moving from a two year to a four-year Program.

The Academic Year& Semester

A student's annual academic activities normally take place in an academic year consisting of two periods of study of at least 15 weeks each, including the schedule of final examinations. These two periods of study are referred to as the fall and spring semesters. First, Second, Third, and Fourth-Year students are designated "freshmen," "sophomores," "juniors" and "seniors," respectively. "Semester" is a unit of time in the academic calendar. The duration of a semester is at least 70 working days, approximately 15 weeks. The normal duration of a four-year Program is 8 semesters, and for a two-year Program it is 4 semesters.

Summer Semester

The Summer half -semester is arranged mainly to help students wishing to improve their grades and also for students with a CGPA of at least 3.00 who wish to accelerate their progress. Turkish students should note, however, the limitations placed by YOK regulations on the minimum time required for the completion of degree Programs. It is in the student's interest to ensure that his/her Dean is aware of any summer course requirements before the end of the previous semester in order that efforts can be made to meet those needs.

Non-Credit Courses

Students following the Higher Education Council's (YOK) of the Republic of Turkey regulations are required to study non-credit subjects in Turkish Language and National History as indicated in the Programs shown in the catalogue. International students are not required to complete these courses.

Course Load

Course load is defined as the number of credit-hours for which a student is registered in

a semester. A typical course load for CPS students varies between 15 and 22 credit-hours, depending upon the Program chosen. During a Summer Semester, students typically carry loads from 3 to 9 credit-hours. The normal course load is shown in the Program schedules of each department.

A student who is in his/her last academic semester before graduation may be permitted to register for a higher course loads than normal by his/her Academic Advisor, and with the approval of the Chair of the Department.

Part-Time Students

Exceptionally, a student may be allowed to register for a course load of less than 15 credit-hours with the consent of the Faculty and approval of the Office of the Rector. Students are normally required to pay the full semester fee whatever their load and special dispensation is required in order to pay a fee proportional to the course load taken.

Grading

Faculty members have the responsibility of providing the University with an individual evaluation of the work of each student in their classes. Grade reports are normally received in the Office of the Registrar immediately after the final examination period for each term, and end-of-course grades are entered on each student's academic record at the close of each term.

Twelve grades, ranging from "superior" to "failure" (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F), are awarded. The letter grades are indexed to Grade-Point equivalents as follows:

Grade	Grade-Point Equivalent
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00

The following additional symbols are used on the student transcript.

"W" - Withdrawn, indicates approved withdrawal from a course within the specified time limits. The latest withdrawal date is announced officially and is typically one week before the start of final exams. The right to withdraw lies with the student.

"I" - Incomplete, may be employed exceptionally in cases where a student has been authorised to delay completion of coursework due to serious illness or death of a close family member. The student must apply for an Incomplete using the appropriate official form and submitting documentary evidence to support the application. An "I" grade must be replaced with a normal grade not later than two weeks following the start of the following semester by completing any additional course work and exams as specified by the Department Chair. Failure to achieve this will result in the automatic replacement of the "I" with an "F".

"S or U" - Satisfactory or Unsatisfactory is awarded in those courses not earning credit.

"NG" - No grade is applied to these students who for acceptable reason were not able to fulfil the course attendance. Such action may be taken when the number of unexcused absences exceeds 25% of the total class hours scheduled for the course. Students should be aware that course grades can be adversely affected through absence, whether excused or unexcused. In case NG grade is issued twice for the same course, this can be a reason for dismissal of the student from the university.

Credit-Hour

One credit hour is equivalent to one lecture hour per week completed for a full 15 week semester. Laboratory or tutorial work is generally considered equivalent to half a credit-hour. Thus a course consisting of both lecture and laboratory/tutorial sessions, and meeting for 3 lecture hours and 2 laboratory/tutorial hours weekly would be assigned 4 credit hours, and is shown as (3,2)4 in degree Program descriptions.

Credit Earned

A student earns a credit based on the level of his/ her achievement in a course. The credit earned is the product of the "Credit Hour" and the "Grade-Point."

Grade-Point Average (GPA)

A student's academic achievement for each semester is expressed numerically by the "Grade Point Average" (GPA). The GPA is obtained by: adding the "Credits Earned" for all courses in the semester and dividing this by the total credit-hours attempted. The GPA so obtained can range from 0.00 to a maximum of 4.00.

Cumulative Grade-Point Average (CGPA)

Overall academic achievement is expressed by the "Cumulative Grade-Point Average" (CGPA). The CGPA is obtained by: adding Credits Earned for all the semesters that the student has studied at the University and dividing by the total Credit-Hours attempted in the same period.

Examinations& Student Evaluation

The respective Faculty Deans and the Director of the English Foundation School prepare schedules of examinations well before the examination period designated for each semester. The Deans attempt to ensure that number of students with multiple examinations on a single day is reduced to the minimum. Individual conflicts that may arise from the schedule should be reconciled with the assistance of the respective Dean's office. A minimum of one mid-term examination, a final examination, plus quizzes or tests are held. The course syllabi provide detailed outlines of each course and information on the grading system and the relative weights of the examinations and course work.

Following Final Exams the instructors will combine midterm and final exam marks, quizzes and course work for each student and each class. The marks will be weighted as specified in the syllabus for the respective course, and an overall percentage mark for the course computed. This mark will be converted to a letter grade according to the table below:

Minimum Mark	Grade
95%	A
90	A-
85	B+
80	B
77	B-
74	C+
70	C
67	C-
64	D+
60	D
50	D-

below 50 F

Repeating Courses

When a course is repeated, the last grade is substituted in place of the previous value even if the second grade is the lower.

Objection to Grade

Students have a right to object to the grade that was issued in the transcript within one week after the final grades are announced.

Correction of Grades

Once recorded in the Office of the Registrar, grades may be corrected or otherwise amended only if a written explanation, together with supporting documentation, is submitted to the appropriate Dean by the Instructor and then approved formally by the Executive Board.

A student, who feels strongly that s/he has received an in-semester grade that is improper, has the right of formal appeal. The student must promptly discuss the matter with the instructor of the course within one week of the announcement of grades. If, following discussion with the instructor, the student still feels that the grade is improper, s/he may, within the following three days, present the case to the Chair of the Department. The appeal is considered by a committee appointed by the Dean of the Faculty; a decision is reached and submitted to the Executive Board for ratification.

If end-of-semester grades are in question, then the time limit for a student to discuss the matter with his/her instructor is extended until the last day of registration for the following semester.

Internship

Many Programs require students to take part in industrial work relating to their fields of study. Such training is coordinated by the Department Heads and can be either local or abroad. Students may not enroll for summer courses simultaneously with an Internship or any other practical experience Program in summer.

Attendance

The benefits of academic study come not only from independent study and the preparation of materials for formal grading, but also from participation in class and laboratory activities. Regular attendance of CPS students is therefore required in all registered courses. University regulations do not permit unexcused absence or tardiness.

Faculty members may report an "NG" grade if unexcused absences are excessive. Such action may be taken when the number of unexcused absences exceeds 25% of the total class hours scheduled for the course. Students should be aware, that course grades can be adversely affected through absence, whether excused or unexcused.

Academic Status& Probation

Satisfactory

In order for an undergraduate student to be considered to be of "good academic standing", his/her CGPA must be at least 2.00 out of the maximum possible of 4.00. For a graduate student a minimum CGPA of 3.00 is required.

Honours

An undergraduate student who completes his/her Program with a CGPA between 3.00 and 3.49 is designated an "Honour Student"; a student who obtains a semester average between 3.50 and 4.00 is designated a "High Honour Student".

Probation

A four year student whose CGPA falls lower than the grades listed below will be placed on academic probation:

At the end of the 2nd academic semester	1.00
At the end of the 3rd academic semester	1.30
At the end of the 4th academic semester	1.50
At the end of the 5th academic semester	1.70
At the end of the 6th academic semester	1.80
At the end of the 7th academic semester	1.90

A two-year year student whose CGPA falls lower than the grades listed below will be placed on academic probation:

At the end of the 2nd academic semester	1.00
At the end of the 3rd academic semester	1.60

A written Academic Warning is given to both 4 year and 2 year degree students whose CGPA fall below the limits listed above. If a Student receives an 'Academic Warning', one of the following alternatives is applied bearing in mind the student's preference and the advisor's suggestions:

Continuing in the Program of the current department. In the semesters following the Academic Warning the student who chooses to continue in his her own department is required to repeat courses with grades of C- and below.

A horizontal transfer to another Program in accordance with the decision of the respective faculty or department board. Under such circumstances it is not possible to transfer from a two-year to a four-year degree Program.

Students on probation can register for a maximum of only 2 new courses and cannot have a course overload. Where a student has previously completed courses with grades of F, NG, C- , D+, D or D- then this student cannot enrol on new courses if the old courses are offered.

Student Transcript

At the end of each semester, the CPS student is provided with a copy of his/her Academic Record. The accuracy of these records is of the utmost importance, and errors or suspected errors should be brought to the immediate attention of the Registrar and the relevant Faculty Dean. The Academic Record is issued for the information of the student, and should not be submitted as an official college record to individuals, institutions, or agencies outside the University.

An Official Transcript of a student's entire academic record will be provided upon submission of a written request from the student to the Registrar. Payment of the appropriate fee will be required. The official transcript will be mailed by the Registrar to the intended recipient. Neither grade reports nor transcripts will be furnished to any outside agency without a written request from the student. Every official transcript issued by the University must be complete and unedited; the University will not certify partial academic records.

Graduation

An undergraduate student is entitled to graduate if s/he: satisfactorily completes all required courses, laboratory studies, reports and practical assignments, attains a sum of credit-hours amounting to at least the minimum required for graduation, has a CGPA of 2.00 or above and is financially of good standing. A graduate student requires a CGPA of at least 3.00.

Graduation is conferred by the University Senate upon the recommendation of the Faculties. The Diplomas are prepared by the Registrar's Office, and indicate the name of the Program, the date of graduation, and the degree obtained.

Double Major & Minor Degrees

In certain Departments it is permissible for students to apply to take a "Double Major." The academic requirements are set down by the respective Faculties and their Department. A student may apply to take a double major only if his/her CGPA is at least 3.00. A student must normally apply in the period between the third and fifth semester, inclusive. A student successfully completing both Programs will receive a separate degree and diploma for each degree. A student is permitted to withdraw from one of his majors and continue to complete the other.

In certain faculties a student is able to add a Minor to his main, Major Program. A successful student will be awarded a diploma annotated to show both the Major and Minor qualifications. To qualify for the addition of a Minor a student must have a CGPA of at least 2.50 and fulfil the additional requirements specified by the relevant Department.

Financial Good Standing

A student is deemed to be of Financial Good Standing once all stipulated fees and charges have been paid. A student who has been permitted to pay by instalments is also considered to be of Good Standing provided payments are maintained to the agreed schedule.

A student who is not of Financial Good Standing will not be permitted to attend class, laboratories or exams; neither will s/he be issued with any formal documents or certificates on behalf of CPS.

Make-up and Graduation Make-up

A student may be allowed to make-up a final exam in exceptional circumstances such as serious illness or death in the family. A formal written application must be made to the relevant dean and if approved a time will be set aside, usually early in the following semester. A fee of 100 Euros will be levied for such a Make-up.

Students may apply for a Graduation Make-up once they have completed all the courses needed to graduate but have a CGPA of less than 2.00 and have failed not more than three courses. In order to be eligible for a Make-up Students must also satisfy the following conditions:

They must have taken the course before and been awarded a recognised grade such as F, D or U. They must have achieved an attendance of at least 75% at their last attempts

By repeating the requested exams it must be feasible to achieve a CGPA of greater than 2.00.

The standard tuition fee will be levied for the Graduation make-up but class attendance is not obligatory. A student who fails the Graduation Make-up will be required to retake the course in the normal manner.

Leave of Absence (Freeze)

A student, who has a compelling excuse for having a break from University studies for a period of time, may appeal for leave of absence (Freeze). Legitimate reasons for freezing include serious illness of the student or in the family, death of a close relative and, exceptionally, temporary financial difficulties. The student must appeal in writing, providing supporting documentary evidence, through his Dean to the Executive Board for approval. Payment of a specified deposit is normally required as a condition of freezing.

Withdrawal from the University

A student who finds it necessary to withdraw from the University must initiate withdrawal procedures with the Office of the Registrar. The official withdrawal procedure requires that the student obtain clearances from the Registrar, the Library, the Bookstore, Student Housing, Sports Coordinator and the Accounting Department. If a withdrawing student has been awarded any scholarship/discount by the University, the full amount of scholarship/discount should be paid back at the time of withdrawal.

Refund Policy

In order to gain unconditional acceptance to the Girne American University, a provisionally accepted applicant is required to transfer the non-refundable deposit mentioned in their Provisional Acceptance Letter to the Girne American University bank account. This deposit is only refundable if the applicant is refused a transit visa to travel through Turkey or a visa to enter into the Turkish Republic of North Cyprus. The administrative charges will be deducted from the deposit in such a case.

Scholarships

Some 10% of students earn a competitive academic scholarship of between 100% and 50% of tuition. Students can apply for Academic scholarships after completing 10 (minimum 3 credit each) courses and meeting a minimum CGPA requirement. Academic Scholarship is competitive and therefore is not guaranteed. Students who withdraw a course are, therefore, liable to lose their entitlement to a scholarship. Upon completion of the University's Foundation English School top students are awarded with addition scholarships. Students who regularly represent the university in sporting activities may also apply for a scholarship.

Scholarships/Discount Regulations

The tuition fee scholarship/discount that is given to a student at the time of registration to the University is valid throughout the studies of the student, provided that the student does not withdraw from the University before the end of the program. If the student decides to withdraw before the end of the program, s/he will be required to pay the balance of the discounted tuition fee.

Guest Students

A student who does not register in any Program, but who is permitted to attend some lectures, is given the status of Guest Student. No diploma or degree is conferred upon such a student, but successful students receive a certificate prepared by the Registrar's Office. Permission for this status is considered by the Chair of a Department, together with the Rector's Office.

Discipline

The principles of truth, honesty and proper social behaviour are fundamental to CPS. It is expected that both faculty and students will honour these principles. In the event of academic dishonesty or improper behaviour that could harm the University, disciplinary actions as described in the "Disciplinary Regulations" may be enforced by the Disciplinary Committee of the University.