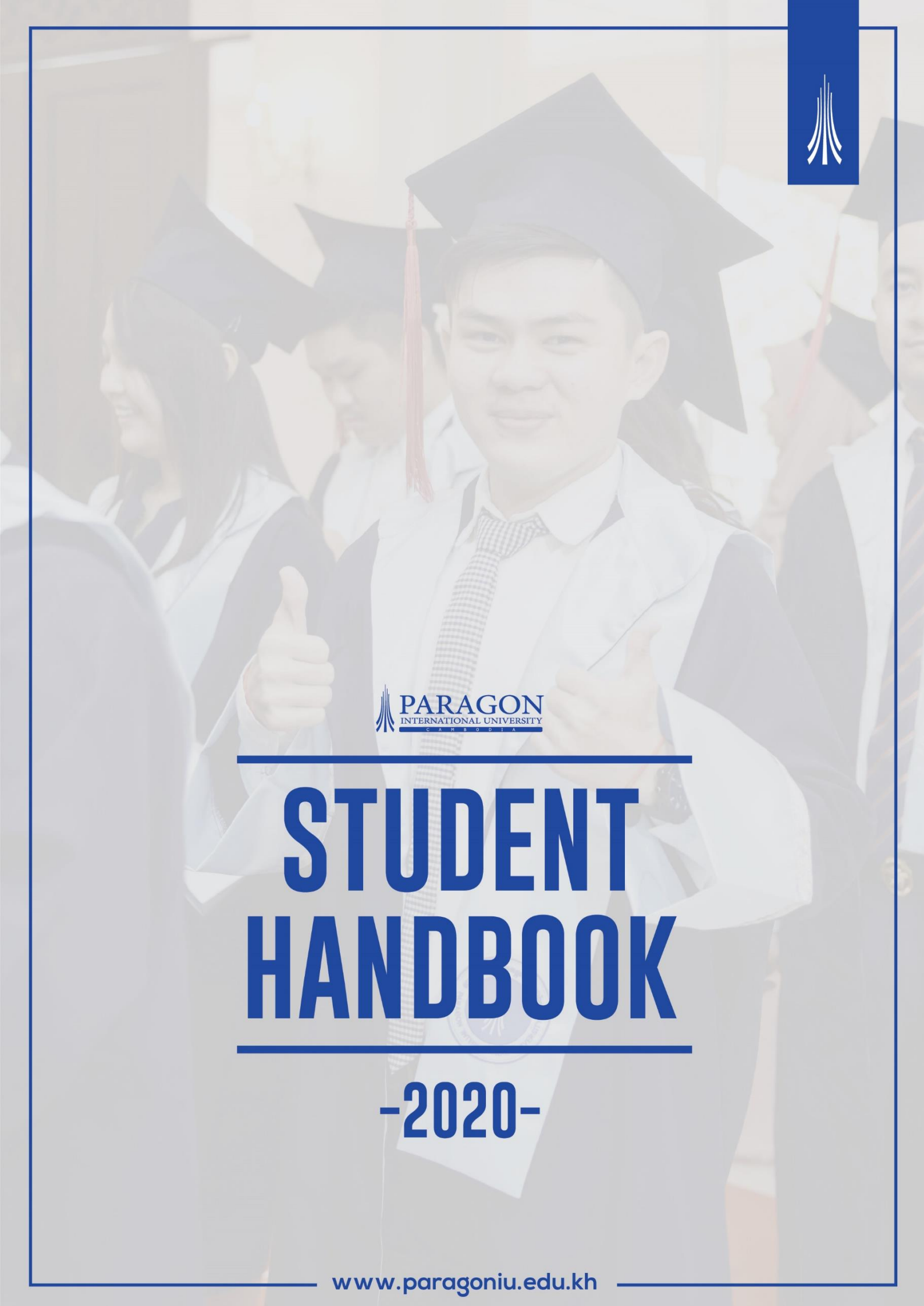

PARAGON
INTERNATIONAL UNIVERSITY
CAMBODIA

STUDENT HANDBOOK

-2020-

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FOREWORD

The primary purpose of the Student Handbook is to provide students with information, guidelines, and policies that will guide their successful adjustment as students at Paragon International University. The standards set forth in this Handbook shall serve as a guide for conduct for Paragon International University students.

Upon matriculation, Paragon International University students are expected to abide by the rules and regulations contained in this Handbook and are further expected to conform to all general and specific requirements, to comply with duly constituted authority, and to conduct themselves in accordance with the ideals, educational goals, moral, and ethical principles upon which the university was founded.

Specific violations of the rules and regulations governing student conduct are handled by the vice rector of Student Affairs or designees. Breaches of academic integrity are handled by the vice rector of Academic Affairs.

This Student Handbook provides information about aspects of student and university life to students and the university community. Its content is accurate at the time of publication but is subject to change from time to time as deemed appropriate by Paragon International University in order to fulfill its role and mission or to accommodate circumstances beyond its control.

Any such changes may be implemented without prior notice or obligation, and unless specified otherwise, are effective when made.

This handbook is not to be regarded as a contract between the student and Paragon International University.

MESSAGE FROM THE RECTOR

Welcome!

It has been 10 years since Paragon International University (formerly known as Zaman University) was established in 2010, and it certainly has been an amazing journey both for me personally and for the university to witness the successes and growth all these years.

While more than half of our 350 alumni are currently holding good positions with various firms, organizations, and institutions or have started their own businesses in Cambodia, about 30% of them are pursuing their graduate studies (up to Ph.D. level) abroad. From New York University in the United States, to the University of Melbourne in Australia, from the University of Tokyo in Japan, to the University of Cambridge in the UK, our alumni have marked their presence across the globe.

In spite of its relatively recent establishment, Paragon International University's reputation is widely acknowledged. Our students' accomplishments in national and regional competitions reflect not only their academic caliber but also the dedicated commitment and support provided by our highly qualified and truly international faculty and staff.

Paragon International University envisions becoming a leading institution by focusing on quality teaching, research, and community service in Cambodia. As Rector, I am committed to supporting and fostering an environment for intellectual growth and life-long learning among our staff, faculty and students, and most importantly, to making Paragon International University a community we can all identify ourselves with and be proud of.

I wish everyone a successful academic year!

Sincerely,

Sok Udom DETH, PhD
Rector
Paragon International University

ABOUT PARAGON INTERNATIONAL UNIVERSITY

Paragon International University is a private university founded in 2010 by the Paragon International Company, which also includes three other campuses: a high school, a primary school, and a kindergarten/nursery school. Because of the success of the primary and high school campuses, the Paragon International Company decided to extend its mission and to contribute further to the development and improvement of education in the country of Cambodia by establishing a quality university.

So, with the same enthusiasm and commitment to excellence, Paragon International University now strives to provide the highest quality university programs in Cambodia in effort to raise the level of higher education, as well as to produce an excellent pool of human resources that will make significant contributions to the overall development and enrichment of Cambodia and its citizens. By recognizing that we live in a global world and that there is a need for global communication, from the beginning, the language of instruction at Paragon International University has been English.

Deputy Prime Minister HE Sok An spoke of his expectations of Paragon International University during the inauguration of the Primary School campus in 2008. His Excellency words and persuasive reasoning convinced the Management Board of the Paragon International Company that the time had come for Paragon International to establish a high standard university.

VISION, MISSIONS & CORE VALUES

The global world in which we live today is being shaped up by extraordinary individuals. Meeting the challenges and opportunities of an interdependent world will require versatile intellectual competence and uncompromising commitment. Those who thrive in and contribute to this world will have a solid sense of who they are, and respect for who others are, as individuals, as members of a group, as citizens of their nation, and as members of a global community. They will have a rigorous academic preparation and passion to become the best they can be and to help others reach their best potential.

Paragon International University aspires to be a bold and dynamic community, with an unparalleled sense of commitment, striving for positive influence and impact on Cambodia and the world through education, research and service. Every member of our university enjoys diverse opportunities for intellectual, personal and professional growth. Paragon International University will be home to an academic community who will in turn promote outstanding individuals to succeed in our fast-changing world.

Vision

Paragon International University strives to become a leading private higher education provider in Cambodia in terms of quality of teaching, research, and community services.

Missions

In order to succeed in transforming the current Paragon International U to be a leading private higher education provider in Cambodia, five significant Missions are pursued:

1. Provide capacity building for students in all education and training programs to equip them with entrepreneurship and innovation skills, inquiry-based learning, cross-cultural competence, employability skills and a sense of social responsibility;
2. Become a leading institution for administrative sciences, technology, and engineering fields;
3. Become an institution of good governance in which all administrative and financial service will be accountable, transparent, and participatory to students, staff members and stakeholders;
4. Become a leading institution in providing research, consultancy and community services; and
5. Become a leading institution that embraces life-long education.

Core Values

- Responsibility
- Integrity
- Discovery
- Excellence

ACADEMIC FREEDOM AND NON-DISCRIMINATION STATEMENT

Paragon International University is committed to the fundamental principles of: academic freedom, equal opportunity, and human dignity, all of which require that the decisions that relate to students and employees be based upon merit and be free from invidious discrimination in all its forms.

Paragon International University will not engage in discrimination or harassment against any person because of their race, color, religion, national origin, ancestry, age, marital status or disability and will comply with all national laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in all university programs and activities.

UNIVERSITY ORGANIZATION

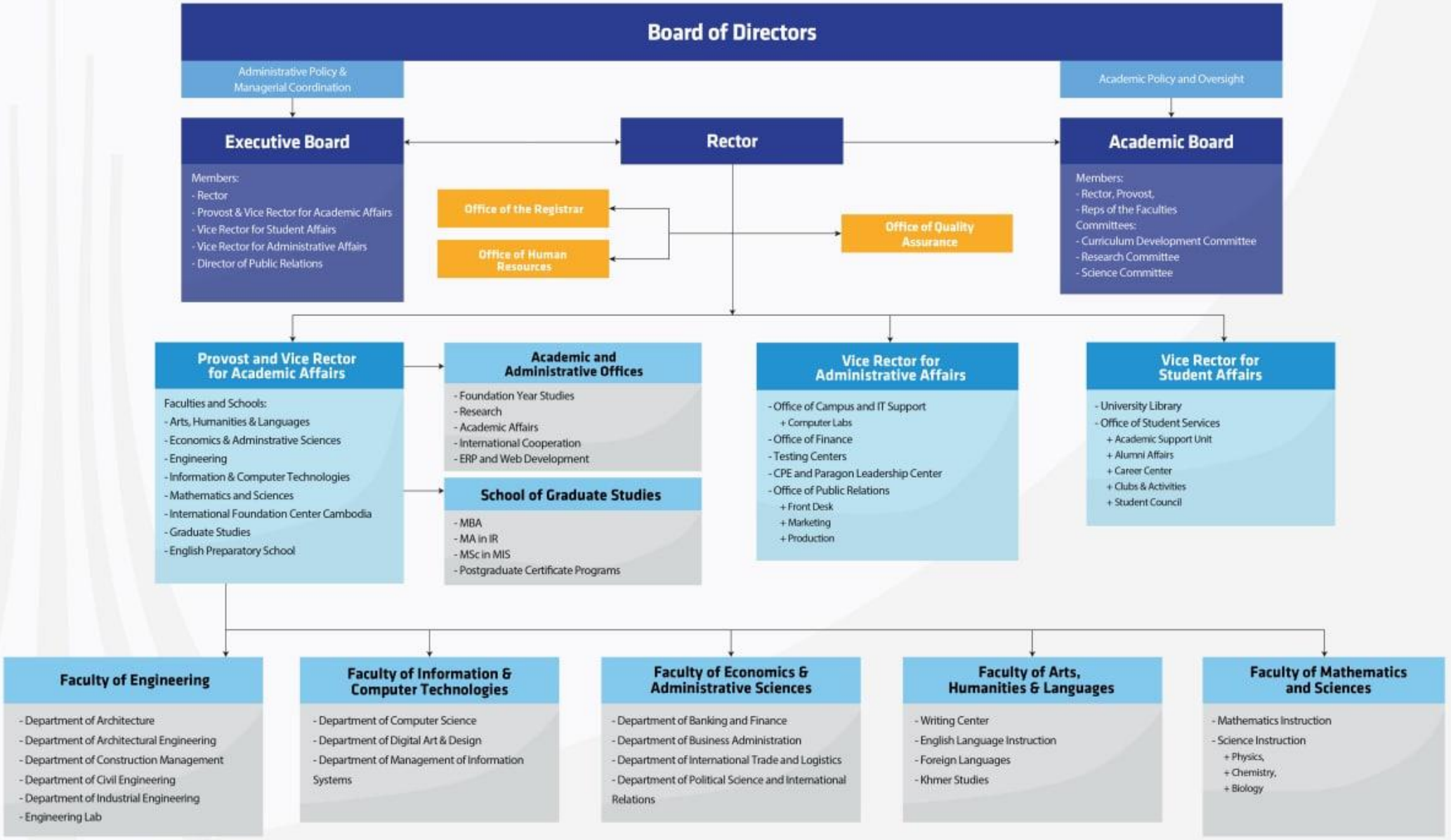
At the highest level, responsibility for the university rests with the Board of Directors, as seen in the chart on the next page of the overall organization of the university.

Active management of the university is delegated by the Board of Directors to the university's officers. At the pinnacle of the organization is the rector, who is appointed by and reports directly to the Board of Directors. The rector chairs both the Executive Board and the Academic Board. The Executive Board is responsible for the formulation of administrative policies (which must be approved by the Board of Directors) and procedures (which the Executive Board may implement directly). The Executive Board is also a place where senior management can communicate and coordinate their activities.

The Academic Board is the principal academic body of the university, responsible for maintaining the highest attainable academic standards and for formulating academic policy. It is responsible for promoting the vision and mission of the university; ensuring that all academic programs align with the guidelines and frameworks of the Department of Higher Education and the Accreditation Committee of Cambodia (ACC); establishing policies regarding student academic performance and student conduct matters (including disciplinary); and establishing student admissions policies (including special admission schemes).

ORGANIZATIONAL CHART

PARAGON INTERNATIONAL UNIVERSITY



ACADEMIC ADMINISTRATION

The academic mission of the university is spread across five faculties, supported by the Office of Foundation Year Studies, and headed by the provost and vice rector for Academic Affairs. Three of Paragon International's faculties currently grant undergraduate academic degrees. The other two faculties provide essential support courses to the degree programs. The Office of Foundation Year Studies works with the provost to manage the first-year Foundations curriculum. Each are detailed in what follows.

THE OFFICE OF FOUNDATION YEAR STUDIES

Under the supervision of the director of foundation-year studies, this office works to ensure the smooth delivery of the Foundations curriculum, including overseeing necessary placement tests, and to maintain compliance with the Ministry of Education and Youth Sports (MoEYS) requirements for foundations certificates.

To earn a *Foundation Year Certif*icate, students must complete at least 6 credits in each of the following fields of study:

I. Arts and Humanities (at least two separate subjects)
II. Mathematics, Science and Computer Science (at least two separate subjects)
III. Social Science (at least two separate subjects)
IV. Foreign Language (one language or two languages)
V. Specialized Skills in Degree-Related Field (at least two separate subjects)

Note: for foundation year studies item IV, English is considered to be a foreign language.

THE FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES

The Faculty of Economics and Administrative Sciences offers four undergraduate programs: Each program develops administrative/managerial/diplomatic skills in the field of study against a background of economic and political understanding, in order to equip students with the innovative skills for success in an increasingly complex global arena.

Department of Banking and Finance

The undergraduate Banking and Finance program endeavors to qualify students to enter the financial and banking sectors, supplied with the superior knowledge and technical skills competitive at an international level. Graduates of this program are able to utilize their well-developed theoretical framework to operate successfully in Cambodia and abroad.

The program is intended for students interested in a broad based and technically sound undergraduate finance educational experience. The Banking and Finance program is appropriate for students with a wide range of goals, from beginning a banking career, to working in a company's finance office, to pursuing advanced graduate studies.

Department of Business Administration

Undergraduate Business Administration Program endeavors to prepare the next generation of business leaders in Cambodia through internationally state-of-the-art management education. Through a learning environment that combines high expectations, an open

exchange of ideas, and learning support for our students, Paragon International strives to produce graduates for whom discovery, creativity, and innovation flourish.

The program is intended for students interested in an undergraduate management educational experience that is broad and based in practical business skills. Paragon International's program is intellectually strong and able to accommodate the diverse interests of students with a wide range of goals, from beginning a career, to opening a business. Successful students are qualified to go on with MBA studies or other graduate education.

Department of International Trade and Logistics

The main objective of the Paragon International University Department of International Trade and Logistics is developing graduates who can function effectively in the dynamic and complex environment of the global marketplace. Students learn to implement knowledge from a broad range of academic fields, including international economics, finance, management and administration.

The program also aims to foster creative talent with practical skills and theoretical knowledge acquired through education tailored to the students. In other words, International Trade and Logistics Department aims to produce international trade and logistics specialists through theoretical, operation oriented, and contemporary programs and with the participation of eminent scholars who are specialized in International Trade and Logistics.

Department of Political Science and International Relations

The mission of the Department of Political Science and International Relations at Paragon International University is to educate students about the theories and issues in current international affairs, so that they can analyze, comprehend, and actively be a part of those who shape the direction and betterment of the world community. In addition to these core skills, students of IR department shall also acquire complimentary and valuable skills in interpersonal and cross-cultural communication, critical thinking analyses and leadership potentials.

Graduates of the Political Science and International Relations program suitable candidates for the pursuit of careers in diplomatic corps, foreign affairs ministries, and international affairs offices in governmental and non-governmental organizations.

THE FACULTY OF ENGINEERING

The Faculty of Engineering at Paragon International University concerns itself with the application of engineering principles to a number of fields. One area of particular focus is the design and construction of buildings and other structures, which is fully covered by the four programs Architectural Engineering, Architecture, Civil Engineering, and Constructions Management. Its fifth program, Industrial Engineering, focuses on the optimization of complex processes and systems, especially in a manufacturing context.

Department of Architectural Engineering

The field of architectural engineering blends the critical elements of architecture and civil engineering, creating a disciplinary area for those who participate actively in both the design and construction of buildings. The Undergraduate Architectural Engineering Program is designed to provide students the necessary expertise to be full participants in the design and building of safe, efficient, sustainable structures.

The program connects theory and hands-on applications. Through a combination of lecture and laboratory courses, students acquire strong skills in mathematics, science, construction

materials, methods as well as building information modeling. Successful completion of the program results in the award of the degree Bachelor of Science in Architectural Engineering.

Department of Architecture

The field of Architecture is principally concerned with designing the facilities that are essential for humans' welfare, such as buildings in which we live and work. The mission of the Department of Architecture is to prepare graduates to enter the professional practice of architecture and to serve Cambodia and the ASEAN region.

The undergraduate program in Architecture stresses the fundamentals of building technology, structural and mechanical systems, urban and architectural design, architectural theory and history, and professional ethics and responsibility. Graduates of the program are awarded of the degree Bachelor of Arts in Architecture.

Department of Civil Engineering

Civil engineering as a discipline deals with the design, construction, and maintenance of facilities and structures essential for humans' welfare, such as buildings, roads, bridges, and dams. The mission of the Civil Engineering Department is to provide a substantial and contemporary civil engineering education. Graduates of the program earn a Bachelor of Science in Civil Engineering, and are employable by local, national, and international firms. They also enjoy the solid educational foundation necessary for the pursuit of advanced degrees.

Department of Construction Management

The four-year program in Construction Management leads to the Bachelor of Science degree. Major emphasis is placed on organizing and managing large-scale construction projects. The construction manager is a critical member of the building team. In order to move the project from planning and design to actual construction requires professional-level knowledge of techniques, materials, equipment, job planning and cost control. Graduates of this program are well prepared to help meet the modern needs of the construction industry in Cambodia.

Department of Industrial Engineering

Industrial Engineering aims to optimize complex processes and complex systems. The Industrial engineers' task is to reduce excessive usage of time, material and financial resources such as money, person-hours, machine time, energy and others so to maximize the generated value. They engineer processes and systems in order to improve quality and productivity.

The core academic program at the Paragon International University includes the following disciplines: optimization, applied probability and statistics, design and management of manufacturing system, systems thinking. The interdisciplinary nature of the program trains students for a wide range of planning and production positions. The graduates of IE are prepared to work in public and private enterprises as well as in the service and financial sectors.

THE FACULTY OF INFORMATION AND COMPUTER TECHNOLOGIES

This faculty works to prepare students for successful careers in the very dynamic fields that comprise Information and Computer Technology. Programs focus on providing students valuable hands-on experiences in areas ranging from software and system design to wide-ranging informational applications using state-of-the-art technologies.

Department of Computer Science

The Computer Science curriculum is designed to provide students with the technical knowledge and skills necessary to manage the full spectrum of issues presented by the field. These include specifying, evaluating, and managing computer systems; providing technical guidance in areas ranging from data processing to tactical embedded systems; analyzing and designing methodologies appropriate for range of hardware, software, and firmware issues. The curriculum also provides for concrete experience in computing practices — the skills and ways of thinking that mark a computing professional. These include programming, engineering of systems, modeling, and innovating. We offer a unique course called Technology, Innovation, and Leadership that teaches the practices and discipline of innovation.

Department of Digital Arts and Design

The Department of Digital Arts and Design strives to promote visual literacy, and the production of visual language to communicate messages through illustration, typography, photography, advertising, computer graphics, packaging, and contemporary media. Students are encouraged to utilize and experiment with contemporary production technologies in order to gain the practical experience necessary to meet the needs of local and regional employers.

Department of Management of Information Systems

Information and its technological applications are among the prerequisites for a country's development. Computers, being one of the technological applications, enhance competition in all sectors. On the other hand, interdisciplinary approaches and studies are becoming more and more widespread in the world. As a result, the parties producing and/or using these systems and approaches need employees educated on this subject.

The Department of Management of Information Systems has been established to fulfill these needs. This program integrates management and computer science disciplines leading to the Bachelor of Science Degree.

THE FACULTY OF ARTS, HUMANITIES AND LANGUAGES

The Faculty of Arts, Humanities and Languages at Paragon International University supports the university's educational mission through responsibility for delivering critical elements of the first-year curriculum and other courses utilized by undergraduate programs, as well as the curriculum development and delivery of the pre-college English program.

English Language and Writing Instruction

This faculty group is responsible developing and teaching the first-year writing curriculum, for assessing standards for English proficiency and placement for entering students, and for advanced writing and communications courses needed by the various programs. It is also responsible for developing English tutoring/assistance strategies for the undergraduates.

English Preparatory School

The goal of the English Preparatory School is to increase of the quantity of applicants eligible for Paragon International University's English-only undergraduate programs, as well as increasing the overall English capability of entering students. English language is the medium of instruction and examinations at Paragon International University. In this manner, the

university seeks to maximize both the success of individual students, as well as the overall student retention-rate.

Foreign Language Instruction

The Faculty of Arts, Humanities and Languages provide support for foreign language instruction, which is defined as the study of languages other than Khmer and English by non-native speakers.

Khmer Arts, Culture, and History Instruction

The Faculty of Arts, Humanities and Languages supports Khmer Studies instruction both in required foundations year courses and more advanced courses for particular majors.

THE FACULTY OF MATHEMATICS AND SCIENCES

The Faculty of Mathematics and Sciences is responsible for undergraduate mathematics and science courses. Most of the mathematics instruction is used for meeting requirements of the Foundations curriculum. However, the faculty also delivers advanced mathematics and statistics courses. In the sciences, the faculty currently offers multiple terms of physics and a single term of chemistry.

UNIVERSITY SERVICES

ACADEMIC ADVISING

All current students are assigned an academic advisor based upon their chosen majors. Most often, this advisor will be the head of the department that runs the academic program. This academic advisor is the student's primary source of accurate and timely information about institutional policies, procedures, and university resources. The advisor maintains student files monitoring their progress toward graduation.

Against this backdrop, the advisor suggests courses and must approve his/her advisee's course schedules each term. It is important that students consult with their advisor prior to the course registration period for the new semester. To be of full value, the advising process requires the thoughtful participation of the student

Although academic advisors assist with planning student progression, students are responsible for fulfilling the requirements for graduation, including earning the minimum number of required course credits, removing incomplete grades (I), repairing an unacceptably low CGPA, submitting appropriate petitions, and taking/passing the exit exam in their major for graduating students.

OFFICE OF INFORMATION SYSTEMS

The Office of Information Systems, located on the lobby floor, provides all IT related services to faculty, students, and staff.

Paragon International University userID

All accepted students should receive their userID and password on or before orientation. This ID is used for logging into classroom and registration systems, email, and other online purposes. Returning

students continue to use their originally assigned userIDs and passwords. If you have forgotten your userID and/or password, you may reset it by visiting Office of Information Systems.

Internet Access

All students can enjoy free internet via Wi-Fi inside the campus area.

Email

The university provides all students with an email address which should be used for all formal communication between the students, academics and staff. Your Paragon International email address is based on your Paragon International userID*: userID@paragoniu.edu.kh*. This email address is a Google Gmail account. You may check your email through the Paragon International University interface or on the internet using any email application with Gmail support.

- Go to the Paragon International University sign-in page at https://auth.paragoniu.edu.kh and sign in using your userID and password. From the dashboard (https://auth.paragoniu.edu.kh/my_dashboard), click on Email, which will bring you to the Gmail page for your Paragon International University account. (https://mail.google.com/a/paragoniu.edu.kh/)
- You can also access your mail from outside of the Paragon International University system as follow. On your computer, go to *gmail.com*. Enter *userID@paragoniu.edu.kh* and your password. This will bring to the same web page as the above step.

All students should also download and install the official Gmail application to their smart phone so as to ensure they receive important notifications from the university.

OFFICE OF FINANCE

The Office of Finance provides a variety of services for students at Paragon International University. Students who need to pay their tuition fees or have problems/concerns related to fees and payments are invited to contact the Finance Office. *Located on the first floor.*

OFFICE OF THE REGISTRAR

The Office of the Registrar provides a variety of services, including enrollment services, transcript requests, certificate requests, ID cards, and parking permits. It also houses the bookstore where students can buy their textbooks.

The Office of the Registrar is also the coordinating office for other student registration-related issues, including request for change of major, academic suspension, and withdrawal.

Students are considered to be formally registered at Paragon International University only if they have paid the annual registration fee, even if they are on academic leave/suspension for one semester a full academic year. Failure to do so will result in withdrawal of their name from the Registrar's student list and revocation of their scholarship (if any).

Paragon International University ID Cards

The Office of the Registrar distributes the student ID cards. It serves as your student identification (such as during exams), library card, and building access card at the security turnstiles. ID cards are not transferable. A student may not allow any other person to use his/her ID card for any purpose. Any misuse of your ID card regarding access control may result in violation of the Student Code of Conduct. Your first ID card is free, but replacing a lost ID card requires the payment of a fee. Anyone finding a lost card should please return it to the Office of the Registrar.

Transcripts and other Official Documents

All official certifications with regard to the academic performance or status of a student or former student of university such as transcript, certification letter are prepared and issued by the Office of

the Registrar. Transcripts and other official documents will not be issued to the students who have a debt owed to the university.

Transcripts and other official documents are issued to students upon request from the students. For a fee, students can obtain copies of Foundation Year Certificates, official transcripts, and other official documents (except diplomas).

Parking Permits

Paragon International University has a parking area for students and staff on a first come first served basis. Cars parked on campus must properly display a valid parking permit. Semester based parking permits can be purchased from Parking Management (in the parking area). All two-wheeled vehicles may pay the daily parking fee directly to the parking officers. Paragon International University is not responsible for any vehicle parked on or around campus.

OFFICE OF STUDENT SERVICES

The Office of Student Services is located in room 202. Its staff are ready to help students in a wide variety of ways.

Academic Support Unit (ASU)

The mission of the Academic Support Unit is to provide all Paragon International University students access to a variety of academic skill-building opportunities that will assist them in their pursuit of academic excellence in a format that accommodates various learning preferences and schedules. Academic support services include counselling, tutoring, building study skills, tracking student academic progress, assessment and advising.

The primary functions of the Academic Support Unit are to foster a successful transition to the university environment by students in their initial semesters, foster students' engagement with faculty advisors/mentors at critical points, and promote timely graduation.

Academic Support Unit assists students with developing their student skills, including: building a core schedule, engaging with the curriculum, managing time, improving academic performance, making new friends, building co-curricular connections, finding your place at Paragon International University, managing a personally stressful time and experiencing our diverse community.

Students may visit the Student Services Office to learn more about the Peer-Tutoring Program, Counselling Services (individual counselling on career or personal concerns) and Academic Success Workshops.

Career Center

The Career Center strives to provide the highest quality comprehensive career services to all matriculated undergraduate students and alumni of Paragon International University. The Career Center functions as a vital component in the total educational experience of students, primarily in the development and implementation of career and educational plans. Career Services fosters partnerships with employers, alumni, faculty, staff, administrators, and the greater community to increase their participation in providing opportunities for the career development of students.

Our core services include:

- **Career Planning & Counseling** - The Career Center provides counselling, workshops and resources to support career planning, including help with choosing a major; resume guidance; career and graduate school advice; and much more.

- **Resume Resources** - A winning resume can make the difference in getting that all-important first interview. Paragon International University Career Center helps students prepare their Resumes in the most appropriate way to apply for a job, internships or graduate studies.
- **Interview Preparation** - We offer workshops on how to interview, invite employers to speak on the topic, and offer mock interviews to help you on your next interview.
- **Jobs & Internships** – The Career Center helps students to determine which opportunities match their interests and goals by reviewing job descriptions. In order to expand their potentials, Career Canter helps them to participate internship programs or summer jobs.
- **Career Fairs & Events** - Finding a job or an internship means making connections. Our Center schedules numerous events throughout the year that bring employers from companies, non-profit organizations, government agencies and more to campus.

New Student Orientation

All new first-year students, as well as transfer students with freshmen status, are required to participate in new student orientation before they not allowed to register for classes.

STUDY ROOMS

Paragon International University has study rooms for group study and self-study. Low-level noise in group study is tolerated. Silence is expected while studying in the self-study rooms. When leaving a study room, make sure the door is closed, and lights and air con are turned off (if you are the last one to leave). Additionally, students may also reserve an unused classroom for group study purposes. These rooms must be booked in advance. Students may visit the Office of Student Services to make a reservation.

UNIVERSITY LIBRARY

The Paragon International University Library, located in the first floor, houses a large collection of books and other sources and has access to a vast number of e-journals, online images, letters, and other primary sources. The entire collection is available for on-campus use by all registered students. Circulating materials may be borrowed from the library by students in good standing by showing their student ID card. The library has a number of computers for student use, and students may print and copy documents for a small fee per page. Lockers are also available for a small fee to store books, etc. for the day. The library's normal hours of operation are Monday through Saturday, 8:00 am – 5:00 pm. For more information, please visit https://library.paragoniu.edu.kh/.

UNIVERSITY SECURITY

Campus security personnel help ensure the safety of persons and their belongings while on campus. Help our security team help you by

- showing your Paragon International Student ID card when asked;
- following any instructions given by security;
- immediately report all crime or unusual activities to security;
- not leaving backpacks, purses, other valuables unattended;

CAMPUS LIFE

At Paragon International University, students have the opportunity and freedom to be involved in numerous activities, pursuing their interests and developing relationships with their classmates, faculty, and staff as well as other members of the campus community. Students are encouraged to seek out such opportunities that complement and enhance their academic pursuits. These co-curricular opportunities connect classroom learning to out of classroom experiences, promote growth and development, and facilitate greater involvement with the community at large.

Invited Speakers, Workshops, and Symposia

Outside of the classroom, students can still participate in many intellectually stimulating events and activities. Every year Paragon International University hosts a number of workshops, public lectures, symposia, and sharing sessions by successful professionals or inspirational people. Students can keep apprised of important and interesting upcoming events at *https://www.paragoniu.edu.kh/news-events*.

Student Excursions

Spending too much time in at home or on campus? Try taking a student trip! Stay close and visit a local business or participate in study trip to Angkor Wat. Why not really stretch your wings and travel to the United States, Europe, Asia, or other destinations around the world? Some study trips are designed to be integrated with particular coursework, while others are just great general learning experiences and a lot of fun. Contact Student Services for information on upcoming excursions.

Social Events and Functions

Supported by the Office of Student Services, there are a number of social events and other functions every year. Often, these are organized by recognized student clubs or through student initiatives. Regular events include the annual New Year's Party, Khmer New Year's Party, and the Student Bonding weekend. Join in and help plan the next event!

Student Clubs & Cultural Activities Center

Paragon International University recognizes that organized student groups are a valuable part of the student educational environment. Student clubs further the University's educational mission. They are responsible for making positive contributions to the primary educational mission of the University and are expected to encourage intellectual and social development of members.

Recognition provides official identification for an affiliated group, use of designated University facilities and services, and the coordination and communication of the group's activities to the campus community. Recognition does not imply University endorsement of the purposes of an organization, nor does the University assume sponsorship of, or responsibility for, any of the activities of the group on or off the property of the University. Students who want to join a club or establish a new one should contact the Office of Student Services for more information.

Current clubs include:

- Aikido Club
- English Movie Club

- Football Club
- Table Tennis Club
- Tae Kwon Do Club
- Traditional Khmer Dancing and Drama Club
- Paragon International Youth Club (PIYC)

Student Council

Student Council is a representative structure through which Paragon International University students can become involved in the affairs of the school, working in partnership with university administration, faculty, and staff. The main role of the Council as set out in the Constitution and By-Law is "to promote the interests of the University and the involvement of students in the affairs of the school, in co-operation with the Board, Instructors and Staff".

The functions and activities of Student Council is to promote the development of Paragon International University so as to support the aims and welfare of its students. In planning and undertaking activities during the course of the academic year, the Council:

- works closely with University administration, faculty, and staff
- consults regularly with students of the university
- involve as many students as possible in the activities of the Council

Student Ambassadors

Student Ambassadors are current students who act as a link between the university and the outside community. They use their own experiences to spark people's interest in university life and give them an idea of what it is like to be a student at Paragon International University. The program also provides the Student Ambassador with an excellent opportunity to gain valuable work experience - improving skills such as communication, teamwork and working with different age groups. The Ambassador will be primarily working with the Office of Student Services and the Marketing Office in a range of Paragon International activities and community events.

Student Lounge

The student lounge is located on the fifth floor and provides students with a comfortable to relax between classes. Stop by, enjoy a game of table tennis, or just relax in a comfortable chair.

Food and Shopping

Located on the lobby floor, the T-Café offers a wide assortment of hot and cold dishes, drinks, cakes and deserts. The canteen also offers sandwiches and cold cuts with bread at a fixed price and sometimes soup. With a focus on fresh ingredients, nutritional awareness and reasonable prices, the canteen is a popular place to meet for students, faculty, and staff alike.

Additionally, there are a number of food vendors on the street just outside the school. TK Avenue is in easy walking distance, where there are many shops, stores, coffee houses, and restaurants.

ACADEMIC REGULATIONS

I. Definitions and Abbreviations

AY	academic year
CGPA	cumulative grade point average
GPA	grade point average
MoEYS	Ministry of Education and Youth Sports
VR	vice rector (for)

II. The Academic Year

The academic year runs from the first day of October through the last day of September. A particular academic year is usually designated by the two calendar years that it overlaps – for example, academic year 2017-2018, or more succinctly AY 2017-18.

Regular Semesters and the Summer Term

The academic year consists of two semesters (and a summer term). All regular instruction is scheduled during these two semesters. The first semester typically runs from late October through the end of February, while the second semester typically runs from mid-March through mid-July. In principle, each semester runs for 15 weeks, but in practice they are often scheduled for more due to national holidays. The summer term typically runs from late July through mid-September.

Academic Calendar

The official University Academic Calendar can be found on the university website. Please visit https://www.paragoniu.edu.kh/calendar/academic-calendar.

Midterm Examinations

On or about the seventh week of classes, the university schedules a one-week long midterm exam period. Unlike the final exam period (see below), instructors are not in general required to give examinations during this time – they may opt for the week before, the week after, or may even not have a midterm exam at all. (Of course, in the case of no midterm, this must be properly reflected in the course syllabus.) The midterm period is designated in order to facilitate giving midterms in courses with a large number of student per section. For such courses, the university will schedule special times and rooms (and proctors/invigilators, if necessary). Note that, due to space limitations, it may be necessary to reschedule or move classes for other courses in order to accommodate these midterm exams.

Exam Prep Days

Examination preparation days are set aside each semester between the last day of classes and the beginning of the final exam period to provide students with time to prepare for their finals. This is typically a period of one week (*Final Exams Prep Week*), and no examinations may be given, nor may any assignments or projects be due, during this time. (All course assignments must be due on or before the last regular day of classes.) Instructors may use exam prep days to conduct review classes and may collect late assignments /projects assigned and due before the last day of regular classes.

Final Examination Schedule

Following the Exam Prep Days, the university schedules at least one week for final examinations. The scheduled day, time, and place is set by and can only be modified by the Office of Academic Affairs. Final exams run for two full hours. Students cannot be compelled to take more than two final exams in a twenty-four-hour period. Any student scheduled for

more than two exams in such a period should immediately consult with their academic adviser.

Students who miss a final examination must submit an application to retake exam within two working days, together with the relevant documents to the Office of Academic Affairs. If the application is approved, the instructor will prepare a make-up examination for the student.

III. Minimum Undergraduate Admission Requirements

Undergraduate admissions at Paragon International University are administered by the Office of the Registrar. Admitted students are registered with the Ministry of Education and Youth Sports (MoEYS) and, as such, they must satisfy any and all requirements imposed by MoEYS.

To gain admission to an undergraduate program at Paragon International University, all applicants must meet the following minimum requirements:

Completion of Secondary School

Applicants must have completed primary and secondary school instruction culminating in the issuance of either (i) a high school diploma from an institution approved by MoEYS, or (ii) an approved high school equivalency certificate approved by MoEYS. For applicants educated within Cambodia, sufficient evidence of this shall consist of their diploma and documentation of a passing grade on the Cambodian National Grade 12 Examination. For international students, a certified diploma is generally sufficient, but approval by Cambodian Authorities may be required for admissions purposes. Please consult with the Office of the Registrar for details.

English Proficiency

To be successful at Paragon International University, students need to begin their undergraduate work with a high level of English proficiency in speaking, reading and writing.

English proficiency can be demonstrated in a number of ways:

- a minimum TOEFL IBT score of 60 or higher;
- a minimum IELTS score of 5.5 or higher;
- GEP Level 12 Certificate from the Australian Center for Education (in Cambodia);
- taking and passing the English Proficiency Test administered by Paragon International University;
- other evidence as may be approved by Paragon International University.

Students unable to meet the English proficiency requirement may choose to enroll in Paragon International University's English Preparatory School (EPS). Students who successfully complete EPS are considered to have attained the required level of fluency to begin university studies.

Placement Examinations

In order to place first-year students in the appropriate English and math courses, the university has adopted a system of placement tests. All students must take the university's English placement test, except those who might be exempted on the basis of their TOEFL/IELTS or other reason determined by the university. Depending on their undergraduate program, most students are similarly required to take a mathematics placement exam.

Entrance Examination

Undergraduate students become registered with MoEYS by passing an entrance examination. These examinations are given in the early weeks of semester 1 each year. Admission to undergraduate studies is made conditionally upon students passing their entrance examinations. Please see the Office of the Registrar for details.

Other Admissions Requirements

The university is free to adopt further academic and administrative requirements for admission. Meeting the minimum requirements does not guarantee admission to the university nor to any particular program. Additional academic requirements must be reviewed and approved by the Academic Board, while additional administrative requirements must be reviewed and approved by the Executive Board.

IV. COURSES AND REGISTRATION

Course selection

Course selection begins prior to the start of each semester (generally in October and March) and extends through the end of the second week of the semester, as per part C below. Students are responsible for consulting with their academic advisors prior to making course selections in the online registrations system, and working with their academic advisors to gain final approval for their schedules.

Availability of Required Courses

The university takes affirmative steps to ensure that students are able to register for their required courses. As such, registration priority is given to students who are registering for courses in their primary degree program. Although the University encourages the exploration of other disciplines, access to courses outside a student's primary program is on a space-available basis and is not guaranteed.

Change in Schedule (Add/Drop)

Undergraduate students at Paragon International University may drop a course in consultation with and the approval of their academic advisor on or before the appropriate deadline as published in the *Official University Calendar*. Should such a deadline not appear in the calendar, then registration shall be open for a period of two weeks, ending at 5 pm on the fourteenth day of the semester. If a course is dropped before the deadline, then it will not appear on the student's academic record. After the deadline, dropping a course requires having your advisor's permission and filing a *Course Withdrawal Form*. (For such courses, the student will receive a grade of "W" – see *section V, part H* of this document.)

The Late Add Form is used for adding a course or switching sections after the established add period and during the semester in which the course is offered. Undergraduate students who add a course or switch a section after the established add period are required to obtain the permission of their academic advisor and their faculty dean (or the provost). Additional fees may be charged for each late add.

Late-enrolled students are responsible for all previous material and assignments. Late-enrolled students should not expect the instructor to go over all previous material with them. Such students are encouraged to obtain copies of class notes, etc. from other students in the course. Late-enrolled students may be exempted from previous attendance records at the discretion of the department head.

Each student is responsible for obtaining his/her academic advisor's approval for his/her course schedules prior to the end of the add/drop period. After the deadline of the add/drop period, the online course registration system is disabled. Students requiring late access to the online system will be charged a penalty, the amount of which escalates with each passing week. Students must first pay the penalty fee and bring the payment slip to Office of the Academic Affairs to request for the enabling of the course registration system.

Foreign Language Course Credits

A foreign language course is any course whose principle purpose is to study any language other than English. A maximum of twelve (12) credits of foreign language electives may be included in the tally of credits required for graduation. Students should consult with their

advisor before selecting a foreign language course to ensure that they are meeting the course and credit requirements for graduation.

Conduct of Classes

Students are expected to attend all scheduled classes unless the instructor explicitly informs the class that other ways of doing the work are acceptable. All classes will be held at their scheduled hour on days immediately before and after all holidays and recesses. Both faculty and students are expected to be present.

Technology affords many students access to portable devices including cell phones, tablets, and laptops. It is expected that students will respect the wishes of faculty with regard to the use of electronic devices within the academic environment.

If an instructor is late for class, students will check their email for a message from the instructor. If there is such an email and it indicates a late start time, students may leave and return at that time. In the absence of such an email, students shall wait for a minimum of 15 minutes after the normal time for starting the class before leaving.

Cancellation of Classes

The rector of the university may cancel classes due to weather conditions or other campus emergencies. Paragon International University will notify students, faculty, and staff about school cancellations or delays via SMS, e-mail or website announcements.

Tardy

Three (3) tardy marks are equivalent to one (1) absence.

Absences from Class

All students are expected to attend classes throughout the semester. Students are permitted to miss up to 10% of their total class hours and still receive a perfect 100 points for attendance. Beyond this, students lose 5 points per additional percentage point above 10% missed. In any case, students are advised not to miss classes and to use the permitted 10% to handle unforeseen circumstances

Students are responsible for all material and information covered in classes missed. Students should contact the head of their department if they expect to be absent for a period of a week or more. All students not physically present shall be recorded as absent by the instructor.

Excused Absences

Members of student organizations and other authorized groups are permitted to be absent from classes to participate in authorized contests and presentations, either at home or out of town, provided the following conditions are met:

- All work missed must be made up to the satisfaction of the instructor(s) concerned;
- Unless specifically authorized by the rector or provost, no trip shall involve an absence of more than two days, excluding days when classes are not scheduled;
- Each student will obtain an absence authorization signed by the director or sponsor of the organization involved and by VR Student Affairs. The student will present this authorization to the instructor. This is not an excuse for work missed.
- Events involving missing more than 6 days shall additionally require the permission of VR Academic Affairs.

Under exceptional circumstances, absences may be excused by the university. Among the reasons absences are considered excused by the university are the following:

- Participation in university sponsored activity at the request of university authorities.
- Death or major illness in a student's immediate family.
- Participation in legal proceedings or administrative procedures that require a student's presence.

- Illness that is too severe or contagious for the student to attend class.

Excused students will be recorded as absent by the instructor. VR Academic Affairs may decide to convert an absence to excused upon request from the head of department. In such cases, it is student's responsibility for providing satisfactory evidence to the university to substantiate the reason for absence.

Course Attendance and Enrollment

A student is responsible for paying of university tuition, fees, and other charges by the stated payment deadline. The purpose of this section is to detail the specific process used to resolve any outstanding student account balance.

Students will be held financially and academically accountable for course(s) that they attend or for which they are enrolled. Enrollment in a course which is not actively taken, or (contrarily) the taking of a course for which enrollment has not been completed, will result in the assignment of a grade and responsibility for applicable tuition charges (unless a specific exception has been made by the rector).

Students who fail to resolve their enrollment and balances will be prohibited from using university academic and administrative services. The services include, but are not limited to, computing facilities, library services, housing, cafeteria, career center services, degree verification and the release of academic transcripts for the upcoming semester.

Timing of Undergraduate Course Meetings

The normal times for undergraduate courses are Monday through Friday from 8:00 a.m. to 11:50 a.m. and from 1:00 p.m. to 4:50 p.m. Although not the norm, the administration can schedule classes at other times as well, especially from Monday through Friday during the 5:00 p.m. to 9:00 p.m. time period, as well as on Saturday from 8:00 a.m. to 4:50 p.m. Generally, undergraduate classes, exams, and other academic activities (including extra help sessions, rehearsals, make-up exams, etc.) are not scheduled on weekdays between 12:00 p.m. and 12:50 p.m. and between 5:00 p.m. and 5:50 p.m., but under exceptional circumstances, some can also be scheduled during these hours.

V. UNDERGRADUATE GRADE POLICIES

Assigning Grades

Final grades are awarded to each student, in each course scheduled, at the end of each term. All students taking a course at Paragon International University must be assigned grades. The Office of the Registrar will query instructors who do not assign a grade to a student. Copies of the query regarding the lack of grade will be sent to the student's department head and to the provost. If the instructor does not assign a letter grade or an incomplete grade within one week of the query, the department head/dean/provost (in that order) will be responsible for ensuring that a grade is assigned.

University Letter Grades and Grade Points

Paragon International University utilizes a grading scale that consists of the following nine levels (listed from highest to lowest): AA, BA, BB, CB, CC, DC, DD, and F.

Letter Grade	Grade Points	Meaning
AA	4.0	Outstanding Work – among the very best students in the course
BA	3.5	Excellent Work
BB	3.0	Very Good Work
CB	2.5	Good Work
CC	2.0	Satisfactory Work – Minimum Unconditional Passing Grade
DC	1.5	High Conditional Pass (cannot ever be used to satisfy prerequisite requirement unless approved by academic advisor)
DD	1.0	Low Conditional Pass (cannot ever be used to satisfy prerequisite requirement unless approved by VR Academic Affairs)
F	0.0	Fail
NP	0.0	Not Present – failure due to not taking the final examination.
GP	**	Grade Pending
IC	**	Incomplete
W	**	Withdrawal
T	**	Transfer; credit for course work done at another institution.
P / NC	**	Pass (for Pass / No Credit course only)

Note: The symbol *** indicates* a non-factorable grade – i.e., a grade that does not affect a student's grade point average (GPA).

Method of Assigning Grades

Paragon International University utilizes a weighted scoring system that results in each student receiving in each course an *overall score* on a 100-point scale. Based on a statistical analysis of these scores (detailed below), initial suggested letter grades are assigned. Instructors then review these grade assignments and may submit changes for approval of the department head and of VR Academic Affairs.

Computing overall scores

In their syllabus and in the online classroom system, instructors define a number of grading categories across which student performance will be assessed. For each category, a weight is assigned by the instructor in the form of a percentage. A common set of grading categories and weights used at Paragon International University are:

- 10% – *attendance*
- 15% – *assignments*
- 15% – *portfolio / lab / problem solving*
- 20% – *midterm examination*
- 40% – *final examination*

Note that the sum of the weights must equal 100%.

Over the term, the instructor assigns/creates a numerical score for each student in each grading category. These scores may be the sum of the scores on a number of assessments

(such as is normally the case with *assignments*) or based on a single assessment (such as *final examination*). Overall scores are computed by the online classroom system using:

$$overall\ score = 100 \cdot \sum_{i=1}^{n} w_i \left(\frac{s_i}{S_i}\right),$$

where s_i is the student's score in grading category i;
S_i is the maximum possible score in grading category i;
w_i is the weight assigned to grading category i;
n is the number of categories.

Whatever the exact factors and weights, all students have the right to review their scores and to examine both their midterm and final exams.

Generation of letter grades

The online classroom system automatically calculates in all courses initial letter grades for each student. Grading is done on a section-by-section basis, unless the same instructor teaches more than one section of the same course, in which case the students will be grouped together. Automatically generated initial grades are calculated based on the z-scores of the students' overall scores. For details, see Appendix A.

Review and approval of final letter grades

The instructor reviews the suggested letter grades and may make adjustments in the dividing points between letter grade categories. These are then submitted to the course department head for confirmation and then to VR Academic Affairs for final approval. For courses where the instructor graded do not meet with the complete approval of either the department head or VR Academic Affairs, comments are send to the instructor who in light of the comments again reviews the suggested letter grades. In all cases, students whose overall score is below 30 will receive an F, and students whose overall score is 50 or above will receive at least a DD.

Credits and Grade Points

Cambodia's Ministry of Education and Youth Sports (MoEYS) mandates a system that assigns one credit for every 15 hours of regular class time per semester. Factorable grades are assigned grade points in accordance with the previous table. Credits earned for a course multiplied by the Grade Point Value of the grade given for that course equals the Grade Points for that course. For example, a three-credit course assigned a "CC" grade is awarded six grade points (3 credits x 2 grade points = 6 grade point for the course). Total Grade Points divided by Total Factorable Credits equals the Grade Point Average.

Example: Computing GPA

A student's record in one semester might be:

3 credits in History (AA)	$3\ cr \times 4.00\ grade\ points = 12.00\ grade\ points \cdot cr$
4 credits in Physics (FF)	$4\ cr \times 0.00\ grade\ points = 0.00\ grade\ points \cdot cr$
3 credits in Engineering (BA)	$3\ cr \times 3.50\ grade\ points = 10.50\ grade\ points \cdot cr$

$$\frac{(12.00 + 0.00 + 10.50)grade\ points \cdot cr}{(3 + 4 + 3)\ cr} = \frac{22.50}{10} grade\ points = 2.25\ Grade\ PointAverage$$

Semester and Cumulative Grade Point Averages

Paragon International University uses the designation GPA to refer to semester grade point averages (calculated over a single semester) and CGPA to refer to cumulative grade point averages (calculated over the student's entire tenure at the university):

Note: The recalculation of the CGPA is done with the appropriate adjustment for repeated courses. (See the section of these regulation on repeated courses. All grade point computations are rounded to 2-place precision.)

Changing a Grade

A student who believes that an assigned grade is incorrect may request in writing that the instructor review the final grade. The instructor shall respond in writing within 5 business days of receipt of the request with a letter of clarification. If the instructor deems that a grade change is in order, then the instructor shall submit a Change of Grade form to the registrar with the required signatures of approval.

If not satisfied with the instructor's response, the student may appeal in writing and with 5 business days of receiving the letter of clarification to the Office of Academic Affairs. The Provost or designee will issue a final ruling within 20 business days.

Incomplete Grades

Paragon International students are expected to complete a course during the academic semester in which the course was taken. However, with approval from the course instructor and the student's department head, a grade of I (incomplete) may be given when a student, for extraordinary reasons beyond his or her control, has been unable to complete the work of a course, but the work completed to date is of passing quality and the grade of incomplete provides no undue advantage to that student over other students.

In awarding a grade of "I", the instructor must specify the requirements for completing the work and designate a default letter grade where no further work is submitted. Students must complete the required course work no later than the end of the following academic semester, or sooner if required by prior agreement. The instructor must record the permanent grade by the last day of the examination period of that following semester, or Academic Affairs will administratively assign the default grade.

Withdrawal/NP Grades

Undergraduate students who wish to withdraw from a course after the add/drop deadline must complete a Course Withdrawal form and must obtain their academic advisor's signature. The advisor will indicate whether they "recommend" or "not recommend" withdrawal from the course on the form, sign the petition, and deliver it to VR Academic Affairs. Upon his/her approval, the "W" grade will appear on the student's academic record. No course withdrawals will be permitted after the sixth week of classes.

Students who have not attended any classes through the sixth week of the term may be dropped from the course by VR Academic Affairs. Students who believe that they have extenuating circumstances that prevent their attendance must notify their academic advisor and relevant instructor. It is at the discretion of the instructor as to whether or not to accept the excuse, and permit make-up work.

If a student fails to attend a course and does not take the final exam, they will be marked NP in the course. This will affect the student's GPA and CGPA as an NP is counted as zero (0) grade points.

Auditing Courses

Auditing allows registered students to attend a class without receiving course credits. The extent of a student's participation can be discussed with the course instructor.

Any student enrolled as a full-time student may audit a course without additional charges. Part-time or non-degree students who choose to audit a course will be assessed a fee.

Course Repeats

Students may repeat courses only in which they were awarded grades of DC or below. When such a course is repeated, only the last grade contributes to the grade point average and total credit hours earned. (Please note, students who withdraw from a course and receive a "W" are not considered to have completed the course. As such, "W" is not treated as a final grade for the purposes of repeating a course.)

Students who wish to repeat a course already passed (with DD or DC) must obtain approval from their academic advisor. When a student takes a course he/she has already passed, only the most recent set of credits will count towards graduation requirements. Department heads may also approve a different course to meet the same program requirement as another course and treat the former as a substitute for the latter. In such a case, the student is required to file a Course Repeat Form.

Special Examinations

Students who took but failed to acquire a passing grade in a course required for graduation may request to take a special examination that comprehensively covers the course's material. Upon attainment of a satisfactory score on the exam and with approval of the department head for the course, the student will be credited for a repeated course and assigned the grade "DD". The university may assess a special fee for such exams. (As of this writing the current fee per special exam is $100 per course.) Each student is limited to taking two such special examinations.

Students taking the special make-up exam must meet the following conditions:

1. Student has otherwise completed all degree requirements except the course(s) under consideration;
2. Student has taken the course(s) previously and failed with grade F;
3. Student is not currently registered in the course(s);
4. Student has paid the special exam fee(s) through the Finance Office;
5. The student has the approval of his/her department head and of the provost.

Each Special Make-up Exam can be taken only ONCE a semester (including the summer term). Students who wish to take a special examination must submit the fully completed request form to the Registrar's Office no later than:

- For semester one: the first Friday of December
- For semester two: the first Friday of May
- For the summer term: the last Friday of July

The student shall be given a notice regarding the examination date and venue within four weeks after having submitted the form to the Registrar's Office. The result(s) will be announced no later than two weeks after the exam(s).

Re-administration of Examination

The university reserves the right to re-administer an examination if it believes that it has reasonable evidence that the examination questions were somehow compromised before the exam was given.

Academic Probation

A student whose GPA falls below 2.00 for two consecutive semesters may be placed on academic probation lasting at least through the end of the following semester. At the end of the probationary period, the university will reevaluate the student's progress. If at that time, the student's GPA and CGPA are at least 2.00, the student shall be removed from probation. If the student's GPA is at least 2.00, but CGPA is below 2.00, the student shall be continued on

probation for another term and re-evaluate again at the end of that term. If both the student's GPA and CGPA are below 2.00, the university may consider additional academic actions, which may range from continuing probation to suspension to academic withdrawal from the university. The student may appeal such academic actions in writing to the Office of Academic Affairs.

Student Internships

Compulsory student internship (as well as optional internship arranged by, or informed beforehand to, the university) is recorded in the student' transcript. A designation of "excellent"; "good"; "satisfactory"; "poor" or "fail" will be granted based on the reports provided by the student intern's host.

Students who are not required to complete an internship but wish to have it recorded on their transcript must submit the Internship Application Form to their Department Head at least two weeks prior to the commencement of their internship.

VI. Transfer Credit Evaluation and Assignment Policy

Credit for courses taken at another institution recognized and approved by Paragon International University may be received through the receipt of transfer credit from other accredited institutions. Paragon International University will record such courses on its transcript by indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors nor GPA calculations. Students may transfer a maximum of 60 credits. To qualify for transfer credit, the student must have earned the equivalent of CC or higher, and the relevant department head must have approved the course.

External Transfer Students

External applicants applying for transfer to Paragon International University will arrange for submission of official transcripts and foundations certificate (if any) to the Office of the Registrar as part of the admission process. The registrar will verify the official final transcripts, and then send them to the appropriate academic unit responsible for faculty/department acceptance decisions. Each unit will be responsible for student's review of transfer credit and the establishment of transfer course credit for each individual student.

Current Students

Current Paragon International students taking courses at other accredited institutions (colleges and universities), during either summer semesters or as part of exchange programs or other departmentally approved programs, or while on leave from Paragon International, must arrange for the submission of official final transcripts to the University Registrar's Office. Individual courses should be approved by the relevant department head before taking the course. Paragon International University does not guarantee credit for courses that were not approved ahead of time.

Upon receipt, Office of the Registrar will verify these official transcripts and send a copy of the transcript to the appropriate academic unit responsible for that student's faculty/department transfer credit decisions. The official transcript will reside in the student's university academic folder in Enrollment Services. Each department will be responsible for its students' transfer credit review and the establishment of transfer course credit for each individual student. Should a department receive the official transcript, it must be sent immediately to Office of the Registrar.

Unless part of an approved exchange program, current students are limited to a maximum of 12 transfer credits. Nothing in this section shall be construed as allowing any student to exceed the maximum number of allowable credits (60).

VII. RANK, STATUS, AND STANDING

Rank in Class

Undergraduates at Paragon International University pursue degrees across a number of faculties and departments. The varied nature of our students' educational experiences makes class rank not a meaningful way to measure achievement.

Paragon International University and the Office of the Registrar do not report nor record students' rank in class, rank in faculty, nor rank in department. For those graduate school and/or employment requests that request a students' rank, they will be completed with the statement “Paragon International University does not report rank in class.”

Nothing in the preceding shall be construed to preclude Paragon International University from giving valedictorian and salutatorian awards based all or in part on CGPA ranking.

Full-Time Status

Undergraduates who are registered as full-time students as of the 10th day of classes are expected to remain full-time for the duration of the semester. Full-time is defined by a minimum of 12 credits and a maximum of 21 credits per semester. Permission to drop below the 12-credit minimum must be granted by VR Academic Affairs. Undergraduates who are registered as part-time are also subject to the above deadlines to drop or withdraw from a course. Dropping below 12 credits shall not in any case result in a reduction in tuition charged to the student. Furthermore, students are advised that dropping below the full-time load may jeopardize their ability to meet the six-year time limit for graduation. Students are limited to registering for 9 credits in the summer session unless they have the approval of their academic advisor.

Class Standing

Students should refer their department to determine the number of credits required to complete their specific curriculum. Students must achieve passing grades in order to earn credits.

- A freshman student becomes a sophomore after earning 26 credits.
- A sophomore student becomes a junior after earning 60 credits.
- A junior student becomes a senior after earning 94 credits.

The designation of senior status in no way guarantees that the student will graduate by the end of the academic year nor by any other date.

VIII. GRADUATION

Foundation Year Certificate Requirement

All graduating students must possess or have earned a Foundation Year Certificate from Paragon International University or from another eligible Cambodian intuition of higher learning.

Degree Requirements

Students are responsible for checking to ensure that the degree requirements in place at the time of their matriculation have been met. They can be assisted in this process by their department head who can provide them with an academic audit. If the degree requirements have been modified by the university, the student is responsible for checking to ensure that the modified requirements have been met.

Cumulative GPA Requirement

To be eligible to graduate, undergraduate students must complete all residence and course requirements for their program with a cumulative GPA of at least 2.00 for all courses taken.

Total Credits Requirement

A candidate for the bachelor's degree must have successfully completed a minimum of 132 credits of coursework. (On occasion, this requirement can be slightly relaxed by academic board.)

Residency Requirement

A candidate for the bachelor's degree must complete at the university a minimum of four semesters of full-time study, or the equivalent of part-time study, comprising at least 60 credits of coursework.

Exit Examination

Upon completion of all of the preceding requirements, students become eligible to take the university's exit examination. Passing this examination is a requirement of the MoEYS for the issuance of a certified diploma. This examination is generally administered after the completion of the second semester final examinations.

Financial Obligations

No student may receive a diploma until all financial obligations to the university have been met.

Graduation Time Limit

Unless the Office of Academic Affairs rules otherwise, a student must complete the requirements of his/her degree program within 6 (six) years of first undertaking any courses counted or credited towards the program requirements.

Graduating with Honors

Honors at graduation are determined by students' CGPA at the time of graduation. Students with a CGPA of 3.00 to 3.49 are given the distinction of *graduating with honors*, while students with a CGPA of 3.50 or higher are given the distinction of *graduating with high honors*.

The student graduating with the highest CGPA at the annual commencement ceremony of Paragon International University is awarded the distinction of *valedictorian*. The student with the second highest CGPA is awarded the distinction of *salutatorian*. In case of CGPA tie, the student with the highest CGPA computed to 5 decimal places will be designated the Valedictorian.

IX. Academic Actions

The following regulations and procedures apply to students admitted to degree-based programs.

Student Suspension/Required Withdrawal Policy

University Suspension is a forced, temporary leave from the university. There are three types of suspension for students admitted to degree-based programs:

- Academic Suspension is the result of poor academic performance or violation of academic regulations (including academic integrity violations).
- Disciplinary Suspension is the result of serious personal misconduct (including violations of the Student Code of Conduct).
- Administrative Suspension is the result of failure to meet university financial obligations or failure to comply with health regulations.

Suspended students may not:

- register for courses
- attend classes
- use campus facilities, including athletic facilities, and the library
- participate in student activities

- be members of student organizations
- have on-campus student jobs

Student Academic Leave

If a student wishes to take a voluntary leave of absence from the university due to reasons including but not limited to: financial difficulties, illness, military duties, and/or other personal reasons, they may apply for academic leave. However, in order to qualify, the student must have already completed one semester at the university. Students may apply for leave of up to a total of one (1) academic year.

If the student applies for Academic Leave before the end of the Add/Drop period, they will have a clean transcript with no indications of W or NP.

If the student applies for Academic Leave after the Add/Drop Period ends but before the midterm exams start, there will be an indication of W for the courses on their transcript. This will not affect the GPA or CGPA.

If the student applies for Academic Leave after the midterm exams, they will get NP for their courses. However, this may be waived at the discretion of the Provost in case of emergency or grave illness that would otherwise leave the student unable to complete their course requirements.

Student Deferral

Students who wish to defer before starting their first semester must write a deferral petition letter to be submitted to the Office of the Provost for approval. Additionally, the student is still obligated to pay the $500 registration fee.

Deferred students will not take the Ministry of Education's entrance exam.

Transfer Credits while on Suspension or Academic Leave

Suspended students may take courses elsewhere; however, they may receive transfer credit only if authorized by their department and by VR Academic Affairs.

Appeals

To appeal any action of this policy, the student may write to the following people:

- Academic Suspension – VR Academic Affairs
- Disciplinary Suspension – VR Student Affairs
- Administrative Suspension – Rector

Returning from Suspension

In order to return from a suspension, a student must have the following approval:

- Academic Leave – VR Academic Affairs
- Disciplinary Suspension –VR Student Affairs
- Administrative Suspension – Rector

Procedure for the Appeal of Grades & Academic Actions

In the event a student believes an assigned grade or an imposed academic action is incorrect or not appropriate, the student may follow the processes outlined below to seek prompt and equitable resolution of the matter.

If a student believes a grade has been incorrectly assigned, the student should:

1. Present the case to the faculty member responsible for the course, providing all supporting data concerning the nature of the discrepancy.

2. If, after a decision is rendered, the student believes that his or her concerns have not been adequately resolved, the student may pursue a formal appeal with VR Academic Affairs. To make this appeal, a student must present a written statement detailing the grounds for the appeal with appropriate documentation to VR Academic Affairs. This appeal must be submitted within seven (7) days of receipt of the faculty member's decision. VR Academic Affairs will provide a written decision, including the basis for it, within thirty (30) days, or as soon thereafter as practical.
3. If the student is not satisfied with VR Academic Affairs' resolution, the student may pursue an appeal to the rector of Paragon International University. To appeal at the faculty level, the student must present copies of all documents originally sent to the faculty member and VR Academic Affairs, along with a formal letter of appeal, to the rector. This appeal must be submitted within seven (7) days of receipt of VR Academic Affairs' decision. The rector will review the appeal and will render a written decision (including the basis for it) within thirty days, or as soon thereafter as practical.

If a student believes an academic action is inconsistent with the policies of the university or merits additional review, a student should:

1. Submit a formal written appeal, as specified in the initial academic action, to the rector of Paragon International University, requesting review of the action including all relevant materials to substantiate their case and support their concerns.
2. The rector or the rector's designate will review the appeal and issue a decision and the basis for it within thirty days.

X. Other Academic Regulations

Change of Major

For a student to obtain a change of major requires the approval of both the university and MoEYS. Per their regulations, MoEYS will not approve a change in a student's program of study until and unless the student has obtained a Foundation Year Certificate. To date, MoEYS has looked most favorably upon applications to change programs within the university when they are filed soon after the completion of foundation year requirements.

From an academic perspective, changing majors can be challenging. Students contemplating a change in major, even if they have not yet completed their foundations studies, should meet with both their current academic advisor and the department head for the program of interest to discuss the possibility's advantages and disadvantages. After these meetings, students who want to change majors should then then take the following steps:

1. Develop a plan of action for their future course work with the department head for their proposed new majors. This plan must be in writing.
2. For students who have not yet earned a Foundation Year Certificate, meet with the director of the Office of Foundation Year Studies to ensure that their course work plans meet the requirements of the foundations curriculum.
3. With copy of coursework plan attached, circulate the Change of Major form for signatures. Submit the signed form to the Office of the Registrar.

For applicants who have already earned their Foundation Year Certificates, their request will be filed with MoEYS with the next set of items sent. For applicants who have not yet earned their foundations certificates, the request will be filed upon such completion. In either case, the university and the student may agree to change the student's major in the Paragon International registration system in the interest of administrative convenience. This change, however, is nonetheless not official until approved by MoEYS who has the last word on the matter.

A change in the major of a student may result in changes in the amount of tuitions and changes in scholarships and other financial awarded by Paragon International University. Students can get information pertaining to their particular case from the Office of Academic Affairs.

Students may only apply for a change of major before the start of the fifth semester at the latest.

Eligibility for a Minor

All students at Paragon International University who have a 3.00 or above CGPA are eligible to apply to undertake a minor course of study. Approval requires the consent of the heads of both the major and minor programs and an approved course of study, which must include at least 7 specified core departmental courses in the minor not otherwise required by the first.

No mention of a minor will be made on a Paragon International University diploma. Receipt of the minor will be duly noted on the student's university transcript.

Withdrawal of a Degree

The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case, the degree will be withdrawn promptly upon discovery of the falsification.

XI. APPENDICES

Appendix A: Detailed description of the generation of letter grades

The online classroom system automatically calculates in all courses initial letter grades for each student. Grading is done on a section-by-section basis, unless the same instructor teaches more than one section of the same course, in which case the students will be grouped together. Automatically-generated initial grades are calculated as follows:

1. From the overall scores, a z-score is calculated for each student. From these, students are assigned a one through nine ranking based upon a modified stanine using intervals of width $0.4\,sd$, where sd is the sample standard deviation of the overall scores.
2. Any students with a stanine of 9 is awarded AA, 8 is awarded BA, 7 is awarded BB and so on down to 3 which is awarded DD. Both rankings 1 and 2 are given an F. If no AA is given and if the average overall score is 70 or more, letter grades are reassigned using rank 8 is given AA, 7 is given BA, etc., down 2 is given DD and 1 is given an F.
3. After these grade assignments, the following grade adjustments are applied in order:
    - If no student has been awarded an AA, then the student with the highest overall score, as well as those who scored within 5% of this student, have their grade changed to AA.
    - Students assigned a grade better than F who also have an overall score less than the class average minus one standard deviation will have their grade changed to an F.

ACADEMIC INTEGRITY

Paragon International University strives for an intellectual environment consistent with the highest of academic standards. Within this community of scholars, everyone, young and old, men and women, faculty members and students alike must share a commitment to the integrity of the academic environment through strict adherence to the standards of respect, honor and transparency. Therefore, an unwavering commitment to academic integrity is a critical component of a Paragon International University education. Responsibility. Integrity. Discovery. Excellence must always exemplify our behavior, as well as our expectations for others behavior, each and every day.

Policy Statement

No matter the form of presentation (written, oral, multimedia, etc.), it is the responsibility of each individual student to produce his/her own original work. Collaboration or assistance on graded academic work is not permitted unless explicitly authorized by the instructor. Students may utilize the assistance of the Academic Support Unit, the Writing Center, and other university sanctioned academic assistance resources unless specifically prohibited by the instructor. Any other sources of collaboration or assistance must be specifically authorized by the course instructor.

In all academic work, the citation of all sources is required. Students who utilize the assistance of any university sanctioned academic assistance resources must acknowledge such assistance like any other academic source. The student's citation/acknowledgement must be a part of submitted work. It is not sufficient for it to be separately acknowledged at a later point in time. Failure to cite sources properly and completely (including university resources, other students, family, etc.) is a violation of the university's academic integrity standards.

Instructors have a duty to communicate their expectations with respect to collaboration, assistance, citation and acknowledgement in each course and every time it is taught. Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding, it is the student's responsibility to seek additional information and clarification.

Policy Violations

Cheating occurs whenever a student avails himself or herself of an unfair or disallowed advantage, including, but not limited to:

1. Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
2. Use of an alternate, stand-in or proxy during an examination.
3. Copying from the examination or work of another person or source.
4. Submission or use of falsified data.
5. Using false statements to obtain additional time or other accommodation.
6. Falsification of academic credentials.
7. Destruction or other sabotage of another student's academic work.

Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either

written or oral use must be fully acknowledged in academic work to be graded. Examples of sources that require referencing include but are not limited to:

1. Text, either written or spoken, quoted directly or paraphrased.
2. Graphic elements.
3. Passages of music, existing either as sound or as notation.
4. Mathematical proofs.
5. Scientific data.
6. Concepts or material derived from the work, published or unpublished, of another person.

Unauthorized assistance refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

1. Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
2. Submission of work completed or edited in whole or in part by another person.
3. Supplying, communicating, or using unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
4. Use of unauthorized devices.
5. Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.
6. Intentionally or knowingly helping or attempting to help another to violate any provision of academic honesty policy.

Procedures for dealing with allegations of these policy violations are detailed in Academic Board Policy 18-004, University Disciplinary Inquiries.

STUDENT CODE OF CONDUCT

By enrolling in Paragon International University, students agree to abide by its Student Code of Conduct (SCC). The code applies to students' behavior whenever (i) they are on university premises, (ii) they are at any official university function or activity regardless of location, or (iii) they are engaging in any activity that directly affects the university's ability to pursue its educational objectives.

General Conduct

Classroom Behavior

Paragon International University supports the principle of freedom of expression for both faculty and students. The university respects the rights of faculty to teach and students to learn. Accordingly, disruptive classroom behavior is not tolerated. A person engaging in such behavior may be subject to disciplinary action.

Instructors are responsible to determine, maintain, and enforce an atmosphere in their classrooms that is conducive to teaching and learning. Willful failure to comply with a reasonable directive of the classroom instructor or other intentional conduct that has the effect of disrupting university classroom. If disruptive activity occurs, instructors are expressly authorized to require students to change seats or to require students to exit immediately from the classroom for an amount of time up to the remainder of the class period.

Complicity

Attempts to commit acts prohibited by the Student Code of Conduct or encouraging others to commit acts prohibited by the Student Code of Conduct may be addressed to the same extent as completed violations. A student may be found complicit if he or she is aware of a violation of the Student Code of Conduct and has the ability to report the violation but fails to do so or fails to remove oneself from reasonable proximity of the violation.

Disorderly Conduct

Students shall not engage in behavior that is destructive, dangerous, harmful, obstructive, or disorderly, or any conduct that is unreasonable in the time, place, or manner in which it occurs.

Fire Safety

Students must comply with all fire safety rules and directives. Tampering with or misusing fire alarms or obstructing the functioning of fire alarms, fire exits, fire-fighting equipment, smoke/heat detectors and sprinkler systems on University premises. Additionally, causing or creating a fire; the use of all open flame devices such as (but not limited to): incense, candles, kerosene lamps, hibachis, and barbecue grills; the use of natural trees or wreaths; and the use of any and all fireworks are all prohibited.

Identification

Students must carry their Paragon International ID cards at all times when on campus and not to misuse their identification cards. Misuse includes but is not limited to transferring the card to another in order to gain entry to University or to procure University services. Students who fail to present their student IDs when requested by security, a faculty member, or university staff are considered to be in violation of this code.

Interference with University Operations

Any interference with university operations adversely affects the educational environment. As such, disruption of any university-authorized activities on or off campus is prohibited. University authorized activities include but not limited to: obstruction of teaching, research, administrative operations, investigations, disciplinary proceedings, and other regular university activities.

The following are all considered disruptive actions:

1. Physical obstruction of access to facilities, nearby pedestrian or vehicular traffic, or of the delivery of emergency services.
2. False reporting of an emergency or threat in any form.
3. Failure to comply with directions of any member of the university faculty or staff acting in the performance of the faculty or staff member's duties.
4. Unauthorized possession, use, or duplication of university keys, cards, codes, or other methods of access.
5. Unauthorized entry to or use of University facilities including opening windows or locked doors to allow the entry or exit of unauthorized students or guests.
6. Unauthorized entry into or occupation of any university room, facility, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any university property, equipment, or facilities.
7. Protests or demonstrations within the interior of any property owned, leased or controlled by the university.
8. Inciting others to participate in the disruption of university activities.

9. Offering or causing to be offered any bribe or favor to any university employee or faculty member in an attempt to influence a decision or action.

Public Postings

Advertising and posting guidelines are established to aid in the distribution of information throughout campus and is coordinated by the Office of Student Affairs in conjunction with the Office of Administrative Affairs. All postings are to avoid degrading, disrespectful remarks or advertisements. All clubs and individuals must keep in mind others when it comes to privacy and property. Bulletin boards are available throughout campus for posting of flyers and notices. All postings must be approved by Office of Student Affairs before posting.

Retaliation

Retaliation for reporting any allegations of student misconduct is in itself a violation of the Student Code of Conduct. This also protects retaliation against any participant in the student conduct process. The University will take strong action if retaliation occurs against an individual who files a complaint or third party report, or any individual who participates in the investigative and/or disciplinary process (e.g., as a witness). Incidents of retaliation should be reported to the Office of Student Affairs immediately.

Solicitation

Soliciting for donations, soliciting for business, advertising, or selling items without receiving prior written authorization from the university is prohibited.

University Name and Related Graphics

Except to identify institutional affiliation, students of Paragon International University, whether individually or collectively, shall not use the name of Paragon International University, its logo, or its other designs for any purpose without the expressed written consent of the university. Student use of Paragon International University letterhead, even by Paragon International student organizations, is prohibited. For additional information about using the university name, its logos and designs, see the Office of Marketing and International Cooperation.

Restricted Acts, Items and Substances

Alcohol and Tobacco

The sale, use, distribution, consumption, or procurement of alcoholic beverages while on University premises is prohibited. Smoking or other use of tobacco products while inside, in front, or within the parking area of any university building is prohibited.

Drugs

The use (or being in the presence of the use), possession, distribution or manufacturing of any controlled substances, except as expressly permitted by law, are prohibited. Being unlawfully under the influence of any drug is prohibited

Gambling

Gambling in any form is prohibited on all University premises. A person engages in gambling if he stakes or risks money upon the outcome of a chance event not under his/her control, with the understanding that he/she will receive something of value in the event of a particular outcome or outcomes.

Weapons and Explosives

The University expressly prohibits on University-owned or controlled property or at University-sponsored functions the possession, display, use or distribution of any weapon to include any firearm (including air-or gas-powered firearms), pistol, revolver, shotgun, rifle, assault weapon, ammunition, explosive, firework, stun gun, switchblade and other automatic knife, and other deadly or dangerous weapons. This prohibition extends to imitation firearms and other objects that can be construed or

used as weapons, and to items that pose a potential hazard to the safety or health of others; and unauthorized hazardous materials or chemicals. Exceptions to this policy, particularly for educational or performance purposes, must receive specific, written authorization from the Rector.

Harm to Persons or Property

Assault/Battery

Intentionally inflicting bodily harm upon any person; taking reckless action that results in harm to any person; or threatening by any means of transmission the use of force to harm or injure any person is prohibited.

Damage to Property

Students may not intentionally damage the property of:

- the university
- any member of the University community
- a campus visitor while on University premises
- a local resident

Forgery

Altering or otherwise falsifying any university document, any university record or any university instrument of identification, or assisting another student in such misconduct is prohibited.

Harassment

Any behavior (verbal, written, or physical) that abuses, assails, intimidates, demeans, victimizes, or has the effect of creating a hostile environment for any person is prohibited.

Hazing

Hazing or attempt at hazing any person are prohibited. Acts of hazing endanger the physical, mental, psychological or academic well-being, or safety of another student or other individual. Such acts include, but are not limited to:

- Compulsory alcohol or drug consumption;
- Physical brutality;
- Psychological cruelty;
- Public humiliation;
- Morally degrading activities;
- Forced confinement.

Indecent Exposure

Committing any unlawful or culturally unaccepted act of indecent exposure or public indecency is prohibited.

Prohibited Discriminatory Behavior

Any verbal or physical abuse committed against or directed toward a person or property that is motivated, in whole or in part, by bias toward a member of the University community's actual or perceived status with respect to race, religion, color, national or ethnic origin, age, sex, sexual orientation, marital status, citizenship status, disability is prohibited.

Sexual Assault and Misconduct:

All of the following are prohibited:

- Sexual assault or any other uninvited behavior of a sexually explicit nature.
- Non-consensual sexual contact of any kind

- Sexual exploitation or harassment of any kind

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress is prohibited

Theft

Attempted or actual theft of personal, private or public property, either on-campus or off-campus is prohibited. This includes, but is not limited to, property of the University; property of a member of the University community; property of a campus visitor while on University premises or at University-sponsored activities.

Inappropriate Use of Information Technology Resources

All of the following are prohibited:

1. Accessing or attempting to access computing resources or computer-based information without proper authorization.
2. Disrupting the intended use of computers or computer networks.
3. Damaging or destroying computer equipment or computer-based information.
4. Disruption of access of other students, faculty, or staff members to University computer and IT resources;
5. Obtaining or using a password or account assigned to another person without permission from that person;
6. Use of university computers and IT resources to interfere with the rights of others, including damaging programs or equipment belonging to another, sending harassing or threatening material, accessing confidential information without proper authorization
7. Assisting another person to commit acts that violate Acceptable Use of Information Technology Resources policy

Abuse of Disciplinary Proceedings

All of the following are prohibited:

1. Failure to obey a request to appear before a Hearing Committee.
2. Falsification of testimony before a Hearing Committee.
3. Disruption or interference with the orderly conduct of any Hearing Committee session.
4. Attempting to discourage any person from using University Disciplinary Procedures or participating in any disciplinary proceeding.
5. Filing a malicious or frivolous complaint under the University Disciplinary Procedures.
6. Attempting to influence the impartiality of a member of a Hearing Committee prior to or during any disciplinary proceeding.
7. Verbal or physical harassment or intimidation of a member of a Hearing Committee prior to, during or after any disciplinary proceeding.
8. Failure to comply with any sanction imposed under the University Disciplinary Procedures.
9. Violation of the privacy rights of any student or University employee about any disciplinary proceeding.
10. Influencing or attempting to influence another person to commit an abuse of disciplinary proceedings.

Other Unlawful Acts

The university does not permit any act or expression that is forbidden by law. Such acts and expression include, but is not limited to, stealing, damaging, possession of illegal items, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm,

copyright or trademark violation, criminal or civil harassment, sexual harassment, trespass, and false advertising.

UNIVERSITY DISCIPLINARY INQUIRIES

I. OVERVIEW

There are two basic categories of disciplinary inquiries handled by the university, academic and non-academic. The former consists of allegations of academic integrity violations, while the latter involve allegations of violations of the Student Code of Conduct (SCC).

For academic disciplinary inquiries, there are two basic tiers of process:

Tier I: Initial Inquiries and Actions
Tier II: Final Appeals to the Office of the Rector

For non-academic disciplinary inquiries, there are three basic tiers of process:

Tier I: Initial Inquiries and Actions
Tier II: University Disciplinary Committee (UDC) Hearing
Tier III: Final Appeals to the Office of the Rector

Procedures for Tier I differ substantially between academic and non-academic cases, while Tiers II and III follow a somewhat consistent set of procedures.

In what follows, the discussion is made easier by employing a set of standard definitions.

Adjudicator - University official authorized to resolve initial (Tier I) allegations and sanctions. In academic inquiries, this is nearly always the instructor. In non-academic inquiries, an adjudicator may be appointed by VR Student Affairs.

Complainant - The person(s) or group bringing allegations forward. In academic inquiries, this is most often the instructor, but it could also be a proctor/invigilator, another student, etc. In non-academic inquiries, the complainant might be almost anyone. Especially in cases where the initial complainant is not a member of the campus community, a university official or office may join in the complaint.

Moderator -The University official authorized to facilitate a University Disciplinary Committee hearing (Tier II). The hearing runs at their discretion according to process guidelines. This is generally Vice Rector for Academic Affairs (academic inquiries), Vice Rector for Student Affairs (non-academic inquiries), or designee.

Resolution - Typically, the result of a complaint being adjudicated through the inquiry process. At times, however, a complaint may be resolved informally outside of the inquiry process at the discretion of the rector or designee and the individuals involved in the matter.

Respondent - The person(s) or group alleged to have committed one or more violations.

II. ACADEMIC DISCIPLINARY INQUIRES

There is no statute of limitations on alleged violations of academic integrity. Actions may be taken even after a student has graduated.

Cases involving violation of academic regulations such as cheating or plagiarism shall be regarded as "confidential" in the manner outlined below:

- The specifics of any case shall not be disclosed nor discussed with any individual within or outside of the university community. Exceptions to this rule occur when (i) such discussion or disclosure is deemed necessary in the determination of guilt or appropriate sanction, or (ii) such an action is specifically imposed as part of the penalty for a violation.
- If the student is exonerated, all relevant records under the control of the university will be destroyed (unless the student specifically requests that a record of exoneration be maintained).

Procedures for Academic Inquiries -- Tier I

Initiating an academic disciplinary inquiry

Any member of the University community who has witnessed an apparent act of academic dishonesty or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the instructor of the course. If the instructor is for some reason unavailable, the witness may instead inform the instructor's department head (who will in turn inform the instructor).

Instructor-level review and actions

If the instructor of the course determines that there is reasonable cause to believe that an academic integrity violation has occurred, the procedures below shall be followed by the instructor. (Exceptionally, the department head or other person responsible for this course may act on behalf of and in consultation with the instructor in all that follows.)

1. The instructor should communicate with the student to discuss the situation and determine the extent to which there is a common understanding of the facts. Whether or not there is such shared understanding, the instructor shall ensure that the student is presented with the basic case supporting the allegation of an academic integrity violation. If necessary, this meeting may be done electronically by e-mail or by telephone, especially if the instructor is an adjunct faculty.

2. If the instructor concludes that an academic integrity violation has indeed occurred, they may penalize the student as deemed appropriate. This decision must be communicated to the student immediately.

The instructor's options include one or a combination of the following:

- Warning the student
- Reducing the grade on the assignment/quiz/exam, including giving a zero grade
- Reducing the final grade in the course
- Setting a maximum possible final grade for the course, such as no better than a DC, regardless of assignment and exam scores. This option includes simply giving an F for the course.

If there is no reply from the student within 48 hours or as extended by the instructor, or if the student consents to the instructor's decision, then the case is closed and the student is penalized accordingly. Otherwise, the student may file a letter of appeal to the Provost.

A committee appointed and chaired by the Provost will serve as the UDC.

The UDC may decide to increase or decrease the penalty proposed by the instructor.

Upon completion of the above procedure, the hearing is concluded. The parties are then informed of the UDC's decision. If there is no objection to the decision by either party, they will then sign an acknowledgement of the decision.

Final Appeals to the Rector (Tier II)

Decisions of an academic UDC are subject to appeal to the rector by the complainant or by the respondent. Such appeals must be made in writing to the rector no later than five working days following the distribution of the notification of resolution. In the event of an appeal, the rector shall be provided with a report and any other related materials, if applicable. The rector or designee shall render a final judgment on all issues no later than ten working days following receipt of the written appeal.

III. Non-academic Disciplinary Inquiries

While there is no statute of limitations on non-academic violations, inquiries nearly always take place during the student's tenure at the university. Very rarely, in the case of some extreme violations of the Student Code of Conduct (SCC), the university may act after the former student has left the university with the intent of preventing his/her return to student status.

Violations of the SCC are generally treated as confidential, although this is not a strict requirement for practical and legal reasons.

- The specifics of any case shall not be disclosed nor discussed with any individual within or outside of the university community. Exceptions to this rule occur when (i) such discussion or disclosure is deemed necessary in the determination of guilt or appropriate sanction, or (ii) it is otherwise necessary for the conduct of the inquiry and/or hearing, or (iii) such an action is specifically imposed as part of the penalty for a violation, or (iv) such an action is required by law.
- The existence of a case, the general nature of a case and the sanctions imposed, if any, may be discussed and available to the university community provided that such availability is unlikely to lead to the clear identification of the student(s) or faculty involved.
- If the student is exonerated, all relevant records under the control of the university must be retained for a time sufficient to address any future legal contingencies.

Procedures for Non-Academic Inquiries -- Tier I

Initiating a non-academic disciplinary inquiry

A non-academic disciplinary inquiry is initiated whenever VR Student Affairs receives information that credibly alleges on or more violations of the SCC by a Paragon International University student. The substantiating information may be contained in a report from a security or policing agency, or in a complaint or report filed by a student, a faculty or staff member, or a community member at large, with a representative of Paragon International University. Such complaints or reports, once received by any member of the university community, should then be directed to VR Student Affairs.

VR Student Affairs shall initiate an inquiry in cases where a student has been convicted in public court of any of the following serious crimes:

- Murder, manslaughter, aggravated assault, or rape.
- The illegal manufacture, sale or possession with the intent to sell any controlled drug or other controlled substance.
- Arson, robbery, burglary, theft, criminal mischief

Students who withdraw from the university with unresolved SCC allegations should expect the university to adjudicate the matter to bring the case to resolution and

uphold the university's obligation to expressly articulate eligibility to return to the university. If a good faith effort to participate in the appropriate process is not exhibited by the respondent, the university may elect to resolve the matter through the student conduct process without that student's participation.

Initial actions by VR Student Affairs

Upon receipt of the complaint or report, VR Student Affairs will review the case and take one or more of the following actions:

1. In extreme cases where there is a potential threat to the health and safety of the campus community, make a recommendation to the Rector to take an emergency action.
2. Convene an Administrative Resolution Meeting to attempt a direct administration resolution of the matter. This is the most usual and normal action at this stage.
3. Make a determination to bypass the Administrative Resolution Meeting and proceed directly to a UDC hearing due to exceptional circumstances surrounding the case.

Emergency actions

For incidents that pose immediate concerns for the safety and welfare of the campus community before the completion of the student conduct process, the Rector or his designee may take summary action and/or implement interim measures that:

- limit a student's ability to be present on campus
- engage in coursework
- interact with specific members of the university community

Such measures may remain in place until a formal resolution of the student conduct process is reached.

Administrative Resolution Meetings

Upon notification of an alleged violation of the SCC, a student may be asked to meet with a university adjudicator, typically the Director of Student Services, in an attempt to resolve the matter. A successful administrative resolution consists of agreement between the adjudicator and the student on each of the following:

1. The essential facts related to the incident. The facts as understood by the university must not be disputed by the student.
2. The violation of the Student Code of Conduct. The student must agree that what occurred during the incident was a violation of the Student Code of Conduct.
3. A proposed outcome or set of outcomes must be determined. The student and the adjudicator must jointly agree about what outcome(s) will be proposed for resolution of the matter, taking into account where appropriate the concerns of the reporting party.

The aforementioned proposed outcome or set of outcomes will be reviewed by the VR Student Affairs. If the review is favorable, the student will receive notification in writing confirming the determined action, which then becomes final. If agreement on the appropriate action cannot be reached, the matter may be referred to the non-academic University Disciplinary Committee.

Procedures for Non-Academic UDC Hearings -- Tier II

Reasons for non-academic UDC hearings

VR Student Affairs shall call for a UDC hearing on a non-academic issue whenever:

- the attempt at administrative resolution either failed or failed to take place;
- exceptional circumstances surrounding the case warrant bypassing the usual administrative resolution meeting and proceeding directly to the UDC hearing.

Composition of non-academic UDCs

Each academic year, the Academic Board shall appoint three members of the faculty and/or staff to serve on all UDCs involving non-academic issues. (Absent an appointment, the three members shall be Director of Campus, IT, and Registrar.) VR Student Affairs shall sit as non-voting chairperson and moderator. It is expected that the complainant (and/or other appropriate representative(s) of the university) will be available for participation or at least for consultation.

Should a member of the non-academic UDC not be available for a particular hearing (possibly due to absence, or because he/she is the complainant, or other possible conflicts of interest), then the rector shall select another member to serve in that person's stead for the meeting.

Non-academic UDC procedures

The parties shall be informed in writing of the date, time and location of this review by VR Student Affairs. During the hearing, the complainant and respondent may address their remarks to the UDC members and may seek clarifications from the moderator, but the complainant and respondent may not directly address each other unless expressly directed to do so by the moderator.

Decisions made by the UDC shall be determined by a majority (i.e. at least 2 out of 3 votes).

The order of the proceeding shall be as follows:

1. The complainant shall present the case against the respondent. Members of the committee may ask clarifying questions both during and after the case presentation.
2. The respondent shall present his/her defense. Members of the committee may ask clarifying questions both during and after the case presentation.
3. UDC members may direct questions to both of the parties in order to obtain a deep enough understanding so that the committee can move to the stage of making findings.
4. The complainant and respondent leave the room. The UDC members review the facts of incidents involved and are required to begin resolution of the case by answering the question *did the respondent commit any violations and, if so, what*?
5. If the UDC determines that no violations have occurred, then the hearing is concluded. If at least one violation was found to have occurred, then they shall turn their attention to the question *what are the consequences for the respondent*? Prior to answering this question, they shall have the complainant and respondent return to the hearing to learn the finding and to each make a statement with regard to appropriate consequences. Respondent shall address the committee first, and the complainant shall address the committee last.

The UDC's options for sanctions include the each and perhaps a combination of the following:

- **Admonition:** A notice to the student, orally or in writing, that he/she has violated a rule of conduct and that continuation or repetition of the conduct found wrongful may be cause for more severe disciplinary action.
- **Letter of Apology/or Reflection:** A short reflective paper written by the student describing the misconduct and acknowledging wrong-doing.
- **Educational Session:** A requirement that the student attend an educational session, if available, addressing the misconduct. (The educational session may be offered by an individual (*e.g.,* VR Student Affairs) or through a formal workshop offered through an appropriate University office or other organization.)

- **Censure:** A reprimand for violation of a specified University regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period of time stated in the reprimand.
- **Restitution:** Reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. This may include consequences in the form of additional sanctions if the student is not forthcoming with the required reimbursement.
- **Exclusion from Campus Facilities:** Exclusion from facilities including, among others, revocation of computing privileges, as set forth in the notice of exclusion from specific campus facilities for a specified period of time.
- **Exclusion from Campus:** Denial of access to the campus for non-academic misconduct. This may include conditions for removing the ban, which shall be reflected in the exclusion order. Exclusion from campus orders require the approval of the rector.
- **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a specified period of time. Suspension orders require the approval of the rector.
- **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. Expulsion orders require the approval of the rector. A notation shall be placed on the student's transcript for an indefinite period of time. The student may apply to the VR Student Affairs to request to have the notation of expulsion removed from his/her transcript three years after the imposition of the sanction. Decisions to remove the transcript notation must be approved by the Academic Board.

Upon completion of the above procedure, the hearing is concluded. The parties are not verbally informed of the results at this time. It falls upon the moderator to render the decision in writing to the respondent, with copies to:

- the complainant
- the respondent's department head
- the Office of Academic Affairs
- the Office of the Registrar

If both the complainant and the respondent accept the decision of the UDC, they shall sign an acknowledgement to that effect on the decision letter. The decision is then final and not appealable by either party. If the decision letter is not signed by at least one of the parties, but five working days have elapsed since the notice of the decision letter, then again the decision is final and not appealable by either party.

IV. Final Appeals to the Rector

Decisions of the UDC are subject to appeal to the rector by the complainant or respondent. Such appeals must be made in writing to the rector no later than five working days following the distribution of the notification of resolution. In the event of an appeal, Rector shall be provided: (i) the letter to the student detailing the results of the UDC, (ii) a written opinion about the case from the moderator, and (iii) any other related materials, if applicable. The rector or designee shall render a final

judgment on all issues no later than ten working days following receipt of the written appeal.