



THE
ICT
UNIVERSITY

OFFICE OF THE DEPUTY VICE-CHANCELLOR OF ACADEMICS /ADMINISTRATION
ICT-U Foundation, USA: P.O Box 86236, Baton Rouge, LA 70879, USA
ICT-U Cameroon: Dispensaire Messasi Ave, P.O. Box 526, Yaounde, Cameroon
Email: dvc@ictuniversity.edu.cm
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Tel. +237 671 80 82 32

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March 20, 2024

Status: Internal Memo

Communiqué

Subject: Notice on Marks and Grading of Courses Complaints

Following the organizational Chart of The ICT University and in cognizance of the following;

- ☐ Mindful of the ordinance relating to the running and functioning of The ICT University,
- ☐ Mindful of the ordinance relating to the organizational structure of The ICT University,
- ☐ Mindful of the ordinance relating to students' rights and obligations at The ICT University,
- ☐ Mindful of the ordinance relating to curriculum restructuring at The ICT University
- ☐ Mindful of the ordinance relating to course status' and outlines at The ICT University,
- ☐ Mindful of the ordinance relating to the maximum semester credits requirement at The ICT University,
- ☐ Mindful of the ordinance relating to the conduct of re-sit examinations at The ICT University,
- ☐ Mindful of the ordinance relating to carryover courses at The ICT University,
- ☐ Mindful of the ordinance relating to graduation requirements at The ICT University,
- ☐ Mindful of the ordinance relating to the codes of conduct of examinations at The ICT University,
- ☐ Mindful of the ordinance relating to syllabus coverage and teaching hours at The ICT University,
- ☐ Mindful of the ordinance relating to the publication of results at The ICT University,
- ☐ Mindful of the ordinance relating to the remarking and change of grades at The ICT University,
- ☐ Mindful of the ordinance relating to students' complaint procedures at The ICT University.

Based on the aforementioned and in line with the quality assurance expectations and established protocols at the ICT University, I am, by this notice, inviting all current students having complaints regarding their end of course(s) marks for the Fall Semester 2023 to submit a handwritten complaint addressed to the cabinet of the Deputy Vice-Chancellor in charge of Academics and Administration not later than Friday, March 22, 2024. Failure to respect this timeline shall delay the treatment of your complaint(s).

By this notice, a compliant select-committee has been established, and all students with valid complaints are now invited to face the select committee on Monday, March 25 2024, from 9 a.m. Absenteeism shall not be tolerated.

Summary

Specifications	Details
Concerns	Students with marks and grading problems
Procedure	Submit a letter of complaint addressed to the DVC/A/A.
Deadline	Friday 22/03/24
Appointment	Monday 25/03/24; 9 a.m. at the Vice-Chancellor's Conference Hall
Severity	High [N] Moderate Low
Verdict	Failure to submit complaints shall delay the treatment of your problems.



Assoc. Professor Alain Vilard Ndi Isoh, Ph.D.
Deputy Vice-Chancellor i/c Academics and Administration
Co-Chair of The ICT University Scientific Committee

<https://orcid.org/0000-0001-9000-0000>
http://scisearch.gov.ng/profile/Alain_Isoh
https://www.researchgate.net/profile/Alain_Isoh
<https://www.semanticscholar.org/author/Alain-Vilard-Ndi-Isoh/123328821>
<https://publons.com/researcher/3457120/alain-vilard-ndi-isoh/>
Web of Science Researcher ID AAV-9735-2020

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