



كالجية التقنية الكويتية

KUWAIT TECHNICAL COLLEGE

Student Bylaws

2017-2018

Table of Contents

1. Introduction.....	4
K-TECH Academic Structure	4
Academic Degree Programs	4
Study Load	5
Time Frame.....	6
Transfer Credits Policy.....	6
Registration and Tuition Fees.....	7
2. Academic Information.....	9
Course Attendance	9
Grading System.....	9
Incomplete Grades	10
Repeating a Course.....	11
Postponement of Final Examinations.....	12
Academic Progress	12
Withdrawal Policy.....	15
Withdrawal Refunds.....	17
Re-Entrance/ Readmission to K-TECH	18
Transfer between Programs.....	18
Graduation Requirements.....	18
Academic Achievements	18
3. Student Bylaws	19
Plagiarism/Cheating	19
Dress Code Policy	20
Code of Conduct	21
Violation of Code of Conduct	23
Student Discipline.....	25
Disciplinary Sanctions.....	27
Student Affairs Committee.....	28
4. Student Affairs.....	29
New Student Orientation	29
Academic Advising.....	30
Career Services	30
Disability Rules and Services	30
Appendix – Academic Forms	36
Transcript Request Form	37

Off-Campus Summer Course Permission Form	38
Change of Major Request Form	40
Grade of Incomplete Request Form	41
Course Grade Appeal Form	43
Add/Drop Request Form	45
Course Withdrawal Request Form	46
Semester Withdrawal Request Form	47
College Withdrawal Request Form.....	48
Application for Graduation Form	49
Graduation Clearance Form	51

1. Introduction

In keeping with the standard academic practices of higher education, Kuwait Technical College is governed by the necessary and needed regulations related to all aspects of Student Life. The College is committed to ensuring a safe, civil, learning and working environment in which the dignity of every individual is respected. All members of the College community—students, faculty and staff—share responsibility for its growth and continued welfare.

The College Bylaws aims to promote growth and understanding of one's responsibilities and privileges within the College environment. K-TECH expects students to maintain standards of personal integrity that are in harmony with the educational goals of the College; to respect the rights, privileges, and property of others; and to comply with the College's regulations.

Please be assured that these regulations shall be applied equally to ALL students as we seek to promote fairness and equality. Should you at any time feel that there are certain aspects of these regulations that you cannot comprehend clearly, please feel free to approach your academic advisor or the Student Affairs Office.

K-TECH Academic Structure

Under K-TECH's academic system, students are required to pass all courses set for their academic program. Students register courses at the beginning of each semester according to each program study plan and graduation requirements within the permitted study load. The academic year consists of two semesters. Each semester is 16 weeks including supervision, registration and final exams periods. Students at K-TECH are required to successfully complete 4 academic semesters in addition to the foundation course in order to complete the Diploma requirements. All students are required to complete **64-68 credit hours** depending on their major.

Academic Degree Programs

K-TECH provides a Two-In-One opportunity to develop students' academic and career goals through a dual pathway. In this sense, students can absolutely earn both qualifications:

- A Diploma Degree
- A Certified IT Professional

Diploma Degrees at K-TECH

- i. **Information Systems and Technology**
 - 1) Network Systems Administration and Security
 - 2) Network Design and Administration
 - 3) Software Applications and Programming
 - 4) Web Applications and Programming
- ii. **Business Management**
 - 1) Management of Information Systems
 - 2) Sales and Marketing
 - 3) E-Commerce

Study Load

Students are to register in the College online or through the Registration Office according to the following:

- Full-Time Students (Private University Council (PUC) Scholarship or Private Students) are required to take a minimum of 12 credits per semester, unless it is their last semester.
- Special-Needs Students (PUC Scholarship or Private Students) are required to take a minimum of 9 credits per semester, unless it is their last semester.
- Part-Time Private Students are required to take a minimum of 6 credits per semester, unless it is their last semester or have received approval from the Vice President for Student Affairs.
- Students are permitted to enroll in a maximum of 18 credit hours only per semester. Students may enroll in more than 18 credit hours but less than 21 credits after receiving approval from the Vice President for Student Affairs.
- A student on Academic Warning is prohibited from taking more than 15 credits during the term he/she is on Academic Warning. If the student has pre-registered for more than 15 credits, the student will be required to drop the excess credits. All students on Academic Warning are strongly encouraged to meet with their academic advisor prior to enrollment for the next semester.
- A student on Academic Probation is prohibited from taking more than 12 credits during the term he/she is on Academic Probation unless he/she receives approval from the Vice President of Student Affairs. If the student has pre-registered for more than 12 credits, the student will be required to drop the excess credits. All students on Academic Probation are strongly encouraged to meet with their academic advisor prior to enrollment for the next semester.

- Students receiving internal or external scholarships, stipends, assistantships or other payments toward education expenses are handled according to their sponsor rules and regulations.

Time Frame

- All degree-seeking students are required to consult an academic advisor prior to their initial registration in any regular semester. At the conclusion of the student's advising session, the advisor will issue the enrollment authorization electronically.
- Full-time students are required to graduate within seven semesters from the day of admission. An exception for additional semesters may be given with the approval of the Vice President for Student Affairs.
- Part-Time Students are required to graduate within eight semesters from the day of admission. An exception for additional semesters may be given with the approval of the Vice President for Student Affairs.

Transfer Credits Policy

RULES AND REGULATIONS

- College credits are evaluated based on previous colleges' accreditation statuses, course contents and applicability to our K-TECH degree program. Credits from some specialized institutions may not be acceptable.
- Permission to transfer credits from other institutions requires approval from the Curriculum Committee and Department Chair.
- Credits must be earned from an accredited institution.
- Credits will be transferred for courses similar in content and scope to courses offered by K-TECH and passed with a grade of "C-" or better. Credit for short term courses are not to be transferred from another institution. Courses taken pass/fail will not be eligible for transfer.
- Credits transferred from other institutions will become a part of the student's official record, but grades will not be placed on the transcript nor used in determining the student's cumulative grade point average (CGPA).
- Transfer students (Non-matriculated students) may transfer a maximum of 30 non-K-TECH semester credits hours for use toward the Diploma degree.
- Students who matriculate at K-TECH as freshmen may transfer a maximum of 10 non-residence credits hours.
- Students who matriculate with fewer than 10 transfer credits hours may transfer additional non-residence credits hours to complete the remaining of the 10 pre-matriculation credits hours. However, students who matriculate with 10 or more pre-matriculation credits (fewer than 30 transfer credit hours) are not allowed to transfer additional non-residence credits hours toward their degree requirements.

- Matriculate students may not take the same course at another institution (for the purpose of transfer) which they have already received credit for completing at K-TECH.
- Matriculate students may not transfer courses from another institution when the equivalent course is offered during the same semester at K-TECH.
- Transfer credits may not be more than 7 years old. Any exceptions to this time limit must be obtained in writing from the Vice President for Student Affairs.

REQUIREMENTS

- All transfer credit evaluations are subject to all applicable institutional policies and procedures. Course transferability and equivalents are subject to change.
- Students who wish to transfer courses from foreign universities/colleges to K-TECH are required to:
 - Mail the official transcripts from every college/university attended directly to the Office of Admissions at K-TECH. Each transcript must include the official seal of the college or university, or the signature of a college or university official. Copies or faxes are not considered as official.
 - Send course descriptions or course catalogs (in English) directly to the Office of Admissions at K-TECH.
- An official evaluation of transfer courses will be provided to each student within two weeks of admission to the College or receipt of official transcript from the previous institution(s), whichever is later.
- K-TECH's Credit Transfer Committee's decision will be considered final after the approval of the academic department chair.

Registration and Tuition Fees

1. 15 K.D. is payable upon submission of the application form, in addition to 5 K.D per placement exam.
2. The student is required to pay 150 K.D. upon receipt of his/her acceptance letter in order to secure a place. This payment is considered part of the total semester tuition fee should the student complete the registration process and enroll in offered classes.
3. Semester tuition fees are divided into two installments:
 - a. The first installment, equal to a minimum of 50% of the total tuition fees, is to be paid in order to register for courses.
 - b. The second and final installment of the remaining tuition fees must be paid during week seven of the semester.

Any student with pending payments shall not be permitted to take their end of term examinations.

Tuition Fees

ITEM	Value (K.D.)	Notes
Application form	15 (non-refundable)	---
Placement examinations	15 (non-refundable)	3 exams (5K.D. per exam)
Acceptance and seat reservation	150 (non-refundable)	<ul style="list-style-type: none"> - To be paid after the student has submitted the placement examinations. - To be debited from the student's total semester fees in the event that the student completes the registration process.
Tuition fees	160 (per credit)	---
Foundation Program Fees	2080 (per foundation semester)	---
Library, Internet and use of facilities	100 (non-refundable)	To be paid at the beginning of each semester
Graduation Ceremony	50 (non-refundable)	---
Transcript	5 (non-refundable)	For each official transcript
Diploma Certificate re-issuance fee	10 (non-refundable)	For each certificate
Student ID re-issuance fee	3 (non-refundable)	---
To Whom It May Concern Letter	3 (non-refundable)	For each letter. *Issued for the first time after the seventh week of starting classes.
Late payments charges	10 (non-refundable)	For each delayed payment
Charges for late payments, one week prior to final examination	30	With respect to other applicable charges and fees

- Registration and Tuition fees apply to all students with no exception. The Board of Trustees at K-TECH maintain the right to change/modify the registration and tuition list.

2. Academic Information

Course Attendance

Regular classroom attendance is expected of all students. Students should receive a “**First Warning Letter**” upon missing 6.25% or more of the total scheduled course contact hours. A “**Second Warning Letter**” should be issued once a student misses 12.5% or more of the total scheduled course contact hours. Instructors may, at their discretion, excuse a student for an absence if the student provides evidence to the satisfaction of the instructor. If a student is absent for more than the acceptable 18.75% of the total scheduled course contact hours, a “**Dismissal from the Course Letter**” should be sent by the instructor to the student informing that he/she has failed their course due to non-attendance. In this case, the student will receive a grade of “**FA**” (Failure of Absences) and it will be marked on his record. A student who does not withdraw before the “**Last Day to Drop a Course**” date and is dismissed due to non-attendance, will also be given a grade of “**FA**”.

Grading System

Academic standing at the College is based on the grading system below:

Letter Grade	Description	Score	Grade Points
A	Excellent	90-100	4.0
B+	Very Good	85-89	3.5
B	Good	80-84	3.0
C+	Fairly Good	75-79	2.5
C	Fair	70-74	2.0
D+	Poor	65-69	1.5
D	Very Poor	60-64	1.0
F	Failure	0-59	0.0
FA	Failure of Absences	---	0.0

Note: The lowest grade(s) obtained for repeated course(s) will remain on the transcript with an (E) prefix succeeding the course code (no degree credit earned and grade does not compute in the student’s cumulative GPA (CGPA)).

Grading System for Foundation Courses:

Grade Notation	Grade Description	Grade Points
P+	Pass to Program	N/A
P	Pass to Foundation II	N/A
NP	Not Pass (must repeat the current foundation level)	N/A

The following grades will appear in the official transcript, but will not affect in calculation of the grade point average (GPA):

Grade Notation	Grade Description	Grade Points
I	Incomplete	N/A
AUS	Audit Successful	N/A
AUU	Audit Unsuccessful	N/A
W	Withdrawal from a Course	N/A
WD	Semester Withdrawal	N/A
WX	College Withdrawal	N/A
TC	Transfer Credits	N/A
IP	In Progress	N/A

The grade point average (GPA) for the semester is determined by multiplying the point value of the letter grade outlined above by the number of GPA credit hours. The result is the grade points earned for the semester. Then divide the total grade points by the total GPA credit hours.

The cumulative grade point average (CGPA) states the overall student's academic standing and is based on all grades and credit hours earned to date on courses that are required for graduation.

Incomplete Grades

Students receiving a grade of "I" (Incomplete) will be evaluated according to the minimum standards for academic progress and will be re-evaluated during the first week of the following semester. This grade is not included in the calculation of CGPA, but will count as credit hours attempted for the purposes of calculating the successful course completion percentage. A course grade of "I" not changed by the course instructor during the first week of the semester, will automatically change to "F" and will be calculated in the CGPA. An "I" is assigned only when the student has been making satisfactory progress in the program and was unable to complete the course requirements because of unusual circumstances beyond personal control. These circumstances must be documented by the student and accepted by the instructor.

Repeating a Course

It may be possible to repeat a program course and replace a grade (grade forgiveness) using the Course Repeat Policy. The K-TECH policy has been developed to ensure that it is academically rigorous and fair for students. You should contact your academic advisor, major department, or registration department for restrictions and limitations regarding the course repeat policy.

The Repetition of Program Courses Policy provides the criteria for which students are permitted to repeat program courses at Kuwait Technical College (K-TECH), because they either failed a program course or wish to repeat the course in order to improve their Cumulative Grade Point Average (CGPA).

Course Repeat Policy Information:

- You may only repeat a course in which you received a grade of "F", "FA", "D", and "D+".
- All students will be limited to a maximum of SIX repeats for grade forgiveness and the highest grade attained will be used when calculating your GPA regardless of whether the student is repeating a passing (D or D+) or a failing grade (F or FA). In case of repeating a course with a passing grade (D or D+), no student may repeat the course more than once unless given permission by the academic advisor and department chair. Petitions to repeat the course third time (i.e. fourth attempt) will not be considered.
- The courses must be repeated at K-TECH to impact your GPA.
- Elective courses may be repeated with a different elective with the approval of his/her academic advisor and department chair.
- The lowest grade obtained for a repeated course will remain on the transcript with an E prefix succeeding the course code (no degree credit earned and grade does not compute in the student's GPA).
- If the student exceeds the SIX repeats limit then the course grades (old and new grades) will both be calculated into the student's overall GPA.
- In all cases, all enrollments and all grades will appear on the student's permanent record (transcript).

Note (For PUC Scholarship Students): PUC may or may not cover the costs of repeating program courses. PUC Scholarship students should check with the Registration Department about the PUC course repeat policy.

Postponement of Final Examinations

Only the Vice President for Student Affairs and Program Chairman may authorize postponement of a final examination. The Vice President for Student Affairs and Program Chairman may only administer such permission to students with mitigating, unforeseen, and unexpected circumstances or if the student himself/herself or any parent/guardian/relative submits a request (Request for a Grade of Incomplete). If the Vice President for Student Affairs approves the student's request, an "I" (incomplete) grade will be awarded in the course until a final grade is issued. If the student does not have a satisfactory excuse for missing a final examination, a grade of "F" will be assigned in the course.

Makeup examinations for the fall semester are administered within the first week of classes in the following spring semester. Makeup examinations for the spring semester are administered within the first week of classes in the following fall semester. If the student fails to take the makeup examination within this approved time limit, the grade of "I" will automatically change to "F".

Academic Progress

Academic Progress

The college is committed to helping students attain their educational goals. The Standards of Academic Progress are intended to identify students who seemingly are making little or no progress and help them correct academic weaknesses as early as possible. The standards include limits on the number of credits for which students may register and prescribe specific kinds of assistance. A student's academic progress will be reviewed at intervals of each 16 semester hours attempted. The goal for the College and its students is to improve academic performance so that students may attain their academic and career goals.

The following chart details the measures that will be used to determine your academic standing. The standards have a quality component (CGPA) measured against a quantitative component (number of GPA credits).

GPA CREDITS	CGPA REQUIRED	ACADEMIC WARNING	ACADEMIC PROBATION	ADACDEMIC SUSPENSION	ACADEMIC DISMISSAL
0-16	1.25	Below 1.25	Previous Semester Warning, CGPA below 1.25	Previous Semester Probation, CGPA below 1.25	Previous Semester Suspension, CGPA below 1.25
17-32	1.5	Below 1.50	Previous Semester Warning, CGPA below 1.50	Previous Semester Probation, CGPA below 1.50	Previous Semester Suspension, CGPA below 1.50
33-48	1.75	Below 1.75	Previous Semester Warning, CGPA below 1.75	Previous Semester Probation, CGPA below 1.75	Previous Semester Suspension, CGPA below 1.75
Above 48	2.00	Below 2.00	Previous Semester Warning, CGPA below 2.00	Previous Semester Probation, CGPA below 2.00	Previous Semester Suspension, CGPA below 2.00

Note: Students academic standing for the summer session will not appear on their transcript.

Attempted Credits are defined as all credits that appear on the academic history record. Any credit for which a grade is awarded is counted as an attempted credit. These credits include passed, repeated, failed, incomplete, and withdrawals credits.

GPA Credits are defined as credits that are used in calculating the GPA. These credits include all passed and failed credits, excluding the lowest grades obtained for repeated courses within the course repeat limits. Please refer to the Course Repeat Policy (Page 53) for further details.

If a student fails to successfully complete enough courses in a semester and/or does not meet a required grade point average as shown in the above table, the student may be placed under one of the following academic restrictions:

Academic Warning: Academic warning is indicated on the student transcript. A student on Academic Warning is prohibited from taking more than 15 credits during the term he/she is on Academic Warning. If the student has pre-registered for more than 15 credits, the student will be required to drop the excess credits. All students on Academic Warning are strongly encouraged to meet with their academic advisor prior to enrollment for the next semester.

Academic Probation: Academic probation is indicated on the student transcript. A student on Academic Probation is prohibited from taking more than 12 credits during the term he/she is on Academic Probation unless he/she receives approval from the Vice President of Student Affairs. If the student has pre-registered for more than 12 credits, the student will be required to drop the excess credits. All students on Academic Probation are strongly encouraged to meet with their academic advisor prior to enrollment for the next semester.

Academic Suspension: Academic suspension is indicated on the grade report (transcript). Students are required to discontinue enrollment for one semester (fall or spring). Students that are placed on academic suspension at the end of the spring semester may register for the summer session in order to successfully raise their cumulate grade point average (CGPA) and to remove the academic suspension status. Moreover, students that are placed on academic suspension at the end of the fall semester will be suspended from the College in the following spring semester and are eligible to apply for readmission to the College for the summer session. Admission will be on a petition basis. The petition must present evidence of some change in the student's circumstances and must be approved by the Student Affairs Committee. A meeting will be scheduled between Student Affairs Committee and the student applying for reestablishment to determine if the student has the academic ability and desire to successfully continue in the program. If a student is readmitted, the student must review his/her academic program with an academic advisor prior to enrollment for the next semester and the student will be placed on probation for a period of one academic semester.

Academic Dismissal: Academic dismissal is indicated on the grade report (transcript). A student readmitted to the College following an Academic Suspension shall be placed on Academic Dismissal if the student CGPA falls below the defined standard at the end of that semester.

A student who has been dismissed is prohibited from enrolling in any credit courses offered by the College for two regular semesters. The student may reapply for admission after the dismissal period and will be readmitted on Academic Probation/Dismissal status. The student will then be subject to the following:

- Admission will be on a petition basis. The petition must present evidence of some change in the student's circumstances and must be approved by the Student Affairs Committee. A meeting will be scheduled between Student Affairs Committee and the student applying for reestablishment to determine if the student has the academic ability and desire to successfully continue in the program.
- If a student is readmitted, then at the end of the probationary semester following an Academic Dismissal, the student's academic standing will be reevaluated. If the student's CGPA meet the defined standard, the student shall be restored to good academic standing the subsequent semester.
- If, during the probationary semester following an Academic Dismissal, the student CGPA falls below the defined standard, the student shall be permanently dismissed from the College.

Withdrawal Policy

Official Leave of Absence

A student may apply for an Official Leave of Absence through the Office of the Vice President for Student Affairs. This form must be completed before the term begins or during the Add/Drop period. Students who are currently enrolled, but do not intend to register for classes in an upcoming semester may maintain their matriculated status by applying for a leave of absence. Students cannot apply for a leave of absence for a semester in which they are currently registered for classes. A leave of absence can only be approved before a semester has begun. An "*Approved Leave of Absence*" may be extended for another semester after the approval of the Student Affairs Committee and the College President for a period of up to two (2) consecutive semesters. Students who fail to register for a third (3rd) consecutive regular academic semester will lose their matriculated status. Students who stop attending without notifying the College may apply for leaves of absences before failing to register for a second consecutive regular academic semester. If a leave of absence is granted, students can maintain matriculated status. However, the total number of consecutive semesters missed shall not exceed two semesters. *Steps to take prior to returning to the College*, (1) please contact the Registrar's Office to inform them that you are returning, (2) contact your department chairperson to meet with an academic advisor for selection of courses.

Unofficial Leave of Absence

A student who does not register for a regular academic semesters and is not granted an "**Approved Leave of Absence**" will lose matriculated status and be dismissed from the College at the end of the second semester Add/Drop period. Dismissed students may not re-admit to the College for a period of one academic year starting from the date of dismissal. The student will be required to apply for readmission to the College through the Admissions and Registration Office and meet any program requirements which have been officially instituted. Students are strongly encouraged to notify the Registrar's Office if they plan to withdraw from the College.

Withdrawal from the Current Semester

A student, who withdraws from all classes within a current semester, must complete a "*Withdraw from Current Semester*" form. When a student withdraws from a current semester, a "**WD**" (withdrawal) grade is received. Please note that if a student wishes to take a leave of absence mid-way through a semester, the student must first withdraw from the current semester and then apply for a leave of absence for the upcoming semester. Enrolled students who stop attending classes but do not officially withdraw from the semester, will receive a grade of "**FA**" in all enrolled courses. Students must submit a strong documented justification with "*Withdraw from Current Semester*" form to establish the circumstances that warrant a semester withdrawal.

Withdrawal from the College

To “Withdraw from the College”, a student must obtain a withdrawal form from the Admissions and Registration Office. The date of the withdrawal will be determined by the date the student begins the withdraw process. When an enrolled student withdraws from the College, a “**WX**” (withdrawal) grade is received. Enrolled students who stop attending classes but do not officially withdraw from the College, will receive a grade of “**FA**” in all enrolled courses. A withdrawal from the College should not be confused with an “Approved Leave of Absence”, since college withdrawal is for an indefinite length of time. The student may re-admit to the College after one full academic year and must complete the necessary paperwork for “Readmission” through the Admissions Office. An exception to re-admit before one full academic year must be obtained from the Vice President for Student Affairs.

Withdrawal from a Course(s) Timeline

Add/Drop Period: Any course dropped during the Add/Drop period will not be recorded on the permanent records.

During 2-6 Week of the Semester: A “Withdraw Request Form” must be secured from the Office of the Registrar. The reason for the request may be stated on the form and must be signed by the student, the course instructor, and the student academic advisor. Upon receipt of the form, the Office of the Registrar will enter a grade of “**W**” on the student transcript for the withdrawn course. If the student withdraws from the semester or the college during this period, a grade of “**WD**” or “**WX**” will be recorded, respectively.

During 7-14 Week of the Semester: Withdrawing during this period is only valid for College withdrawal or Semester withdrawal. Withdraw must be considered exceptional and may occur only with the approval of the Student Affairs Committee and the College President and only for good and sufficient reasons beyond the control of the student. If the withdraw is approved, a grade of “**WD**” (for Semester withdrawal case) or a grade of “**WX**” (for College withdrawal case) will be recorded on the student transcript.

During 15-16 Week of the Semester: No withdrawal is allowed during this period.

Please note: Withdraw or dropping classes does not eliminate your financial obligation to the College. You are still responsible for any charges owed to the college at the time you withdraw or drop classes, based on the College’s tuition and fee refund policies. Contact “College Financial Department” for financial implications of withdrawal.

Withdrawal Refunds

1) PUC Scholarship Students:

- No charges will be incurred should the student withdraw from a specific course, within the first week of commencement of classes.
- Should the student withdraw from course(s) during the second week of semester, the student shall pay 25% of the course fees.
- Should the student withdraw from course(s) during the third week of semester, the student shall pay 50% of the course fees.
- Should the student withdraw from course(s) during the fourth week of semester, the student shall pay 75% of the course fees.
- Should the student withdraw from course(s) after the fourth week of semester until the last day of course withdrawal, the student shall pay 100% of the course fees.

Note: In all cases, the minimum amount of credit hours per semester should not fall below the minimum full-time course load requirements.

2) Non-PUC Scholarship Students:

- A full refund of payments excluding the non-refundable amount of 150 K.D., will be made provided should the student withdraw from course(s), semester, or college, within the first week of the commencement of classes.
- Should the student withdraw from course(s), semester, or college, during the second week of the semester, 25% of the tuition fee shall be payable by the student.
- Should the student withdraw from a course(s), semester, or college, during the third week of the semester, 50% of the tuition fee shall be payable by the student.
- Should the student withdraw from course(s), semester, or college, during the fourth week of the semester, 75% of the tuition fee shall be payable by the student.
- Should the student withdraw from course(s), semester, or college, after the fourth week until the last day of semester/course withdrawal, the student shall pay 100% of the tuition fees.

Re-Entrance/ Readmission to K-TECH

Re-Entrance

Students must have previously been admitted and matriculated at K-TECH and voluntarily withdrew in good academic standing to be re-admitted. Re-entering students must receive written approval from the chair of their department and the Vice President for Student Affairs in order to re-enter. The Admissions Office staff will request this departmental approval on the student's behalf as part of the re-entrant application evaluation process.

Re-Admission to the College following an Academic Dismissal

Students who are dismissed (academic) must be absent from K-TECH for one academic year from the official start of their dismissal. For more information, please contact the Admissions Office.

Transfer between Programs

Students wishing to transfer from one program to another must:

- Complete permission for transfer form.
- Meet all admission requirements for the intended program.

Meet all graduation requirements for the intended program in order to graduate.

Graduation Requirements

In order to qualify for the degree, students must complete all courses required for each program and achieve a CGPA of at least 2.0. Full-time students are required to graduate within seven semesters from the day of admission. An exception for additional semesters may be given with the approval of the President. Part-Time Students are required to graduate within eight semesters from the day of admission. An exception for additional semesters may be given with the approval of the President.

Academic Achievements

Good Standing

A student is in Good Standing at K-TECH when he or she is enrolled in course(s) and is not on either academic or disciplinary warning, probation, suspension, or dismissal.

Semester Honor Roll

All full-time students, with good academic standing, who have registered in a minimum of 12 credits and have passing grades in all courses with no incomplete grade (I) in a semester, will be placed on the Honor Roll List at the end of that semester as indicated below:

Honor List	$3.5 \leq \text{GPA} \leq 3.69$ and have at least a 2.0 CGPA
Vice President List	$3.7 \leq \text{GPA} \leq 3.84$ and have at least a 2.5 CGPA
President List	$\text{GPA} \geq 3.85$ and have at least a 3.0 CGPA

Students must not have been subjected to any disciplinary action during the semester to be placed on the Honor Roll List.

Letters of notification are sent to qualifying students to their K-TECH email accounts in January for the previous fall semester; May for the previous spring semester; and the respective List notation appears on student transcripts.

Degrees with Honors

Candidates for diploma's degrees with K-TECH CGPA indicated below will be awarded honors at graduation.

Cum Laude	$3.5 \leq \text{CGPA} \leq 3.69$
Magna Cum Laude	$3.7 \leq \text{CGPA} \leq 3.84$
Summa Cum Laude	$\text{CGPA} \geq 3.85$

To qualify for degree honors, students must:

- Carry a minimum of 3.5 CGPA.
- Present a minimum of 45 letter-graded credit hours of K-TECH undergraduate coursework.
- Have registered in a minimum of 12 credits per semester, unless it is their last semester.
- Not have failed in any course at K-TECH.
- Not have repeated courses to improve his/her GPA.
- Not have been subjected to any disciplinary action.

3. Student Bylaws

Plagiarism/Cheating

Plagiarism is cheating by taking or copying another person's work and submitting it as your own work. K-TECH treats instances of plagiarism very seriously and students should understand K-TECH's policies regarding plagiarism to ensure that they do not commit it. There are severe penalties for plagiarism, including dismissal from the college.

Definition:

Plagiarism includes, but is not limited to:

1. An individual claiming any part of another's work as their own, regardless of whether the work has been published or whether permission to use the work has been granted by the author;
2. Using material without correctly citing the source;
3. Paying another person to complete your work and then submitting it as your own;
4. Downloading material from the Internet and submitting it as your own work.

Penalties:

1. First instance of plagiarism/cheating = warning and student repeats the assignment;
2. Second instance of plagiarism/cheating = zero for the assignment;
3. Third instance of plagiarism/cheating = grade of F for the course and student is reported to the President for possible further action, including dismissal from the college. The student's college file is annotated.

Dress Code Policy

The purpose of the Student Dress Code is to provide a sense of belonging and pride of association to the College. Being a part of the Kuwaiti community, all students are required to comply with what is socially and religiously acceptable. The Dress Code also promotes the safety and security of students by allowing them to be easily identified.

Rules and Consequences for Breach

1. K-TECH does not insist on any particular dress for its employees or students, except where there are health and safety or security concerns.
2. For security reasons, all employees, students and visitors to the College's premises must be readily identifiable. This means that security, reception and other staff and students should be able to identify a person on campus, usually by comparing their face to the photograph on their College ID. Arriving at the gate without suitable identification will result in you being denied access to campus. It is for the security of all those present that all staff, students and visitors are identified and acknowledged at the gate.
3. College security staff have the right to ask individuals to identify themselves by comparing their photograph with their ID card. Anyone who refuses permission may be removed from the College's premises.
4. Modest and appropriate clothing should be worn on campus in line with the cultural environment of Kuwait.

5. Female students are **NOT** permitted to wear short, tight or transparent clothing. Sleeveless shirts and blouses or those showing cleavage are also prohibited.
6. Male students are **NOT** allowed to wear short shorts and beach sandals or sleeveless T-shirts.
7. Body tattoos of any kind should be covered by clothing.
8. Clothing which carry symbols or slogans considered offensive shall be reported to the Student Affairs Office and disciplinary action shall be taken.
9. Students are **NOT ALLOWED** to wear their sunglasses inside classrooms.
10. Visible body piercing, such as eyebrow and nose rings, may not be worn.
11. Instructors are authorized to deny a student entry to class if their clothing is deemed inappropriate.
12. Disciplinary action ranging from **verbal warning to College dismissal** shall be applied to those who breach the Dress Code Policy at K-TECH.

Code of Conduct

Students are members of both the College community and the larger community outside the College. As members of the College community, students are guaranteed those rights described in this document. As members of the larger community, students are afforded those rights guaranteed by the state and government constitutions, the authority of which extends across both communities.

At the same time, both communities have established standards of conduct designed to protect their essential purposes. The College community has defined in its Student Conduct Code that conduct in which its members may not engage without penalty. The larger community has defined such behavior in its laws.

Students shall observe Kuwait laws as well as behavioral regulations of K-TECH. Any student that College finds to have committed a violation of K-TECH's regulations is subject to the disciplinary sanctions outlined in this Student Code of Conduct. Students are responsible for the behavior of their guests and parents on campus.

Respect

Students must give complete respect to:

- Themselves - by building a reputation based upon honesty, competence and diligence.
- The K-TECH Community – Students should always give respect to fellow students, instructors, and to all those who work at, and visit, the K-TECH campus, regardless of their status, age, gender or nationality.

- K-TECH Learning Environment – Students should respect what K-TECH stands for both inside and outside classroom and make a positive contribution to the learning environment.
- K-TECH by-laws – students must respect and abide by all the by-laws and rules of K-TECH, follow the directions of staff and respect all notices and other instructions.
- K-TECH Property – students should always respect K-TECH property, never willingly cause damage to K-TECH buildings, campus, or equipment, and report any damage or misuse of K-TECH property immediately.

K-TECH will not accept any behavior by any student who does not show respect for the K-TECH learning environment and the K-TECH community.

Behavior

K-TECH students should always show:

- Respect for fellow students – students must always respect the learning environment of other students, allowing them to study, learn and participate in their own way, free of any disruption.
- Respect for K-TECH staff – students must always respect instructors, and all other K-TECH staff, allowing them to teach and work in the way they judge best.
- Respect for K-TECH Visitors – students must always respect visitors to K-TECH, allowing them to carry out their business free of any disruption.

Communication

K-TECH students should be open in communication. Students should:

- Share information freely with fellow students and instructors in a dignified and respectable manner.
- Be honest and straightforward in communication.

Image

K-TECH students should present an image that:

- Reflects the culture and social norms of adult education in Kuwait.
- Respects the views of fellow students and K-TECH staff.
- Reflects the normal dress and image of the employment sector you are planning to seek a career in.

Student, Faculty, and Staff Relationship

In the Classroom

Student Rights

A student who enrolls in a course has the following rights:

- To know from the instructor the goals and content of the course;
- To know from the beginning the instructor's expectations and grading methods;
- To be evaluated on the materials of the course and not on extraneous matters; and
- To consult with the instructor outside the classroom on matters related to the course.

Student Responsibilities

A student who enrolls in a course has responsibility to observe the standards of academic performance defined by the instructor, and the standards of conduct established by the instructor, so as to assure the freedom of the instructor to teach and the freedom of the other students to learn.

Outside the Classroom

Students have a right to the services provided by faculty and staff, including such services as academic advising, counseling over a broad range of areas, dissemination of information, and clarification of College policies and procedures, including those involving grievances. Students have the primary responsibility for initiating requests for such services, although faculty and staff are expected to be sensitive to students' needs and to offer assistance if students appear to need it.

Violation of Code of Conduct

1. Unacceptable Behaviors

- 1.1 Engaging in conduct that disrupts class including, but not limited to, the use of cell phones or other electronic devices for voice or text communication, unless permitted by the faculty member.
- 1.2 Any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge or consent.
- 1.3 Disruption or obstruction of teaching, research, administration, College programs, operations or other College-sponsored activities, on or off campus.
- 1.4 Cheating on exams by copying from another student's test paper, using materials during the test not authorized by the instructor or collaborating with any other person during an exam without permission.

- 1.5 Plagiarism, which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
- 1.6 Distribution of any material that may be deemed as offensive to the College Administration and various pertinent administrative and judicial organs of the State of Kuwait.
- 1.7 Engaging in conduct which disturbs the peace, order, or discipline at the College.
- 1.8 Participation in an on-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community.
- 1.9 Deliberate disobedience or resistance of an identified college official acting in the line of duty.
- 1.10 Failure to adequately identify oneself and/or produce a valid K-TECH identification card to Campus Security.
- 1.11 Refusal to vacate a building, sidewalk, driveway or other facility of the College when directed to do so by an authorized officer of the College having just cause to order the evacuation; failure to evacuate for a fire alarm or re-entry prior to return signal.
- 1.12 Stealing or possession of others' belongings.

2. Smoking, Drugs or Alcohol

- 2.1 Use, possession or distribution of drugs or alcoholic beverages is prohibited by Kuwait Law and K-TECH regulations.
- 2.2 Misuse of any legal pharmaceutical drugs.
- 2.3 Smoking is prohibited inside the campus in order to provide a healthy and comfortable environment for all staff, faculty, and students.

3. Acts of Violence

- 3.1 Inflicting physical injury upon another.
- 3.2 Placing another in fear of, or at risk of, physical injury or endangering the emotional health and safety of another through verbal abuse, harassment, threats or intimidation.
- 3.3 Intentionally or recklessly acting in a manner that creates a substantial risk of bodily harm to another.
- 3.4 Sexually harassing another, whether physically, verbally or communicated in any electronic or written format.

4. Providing False Information

- 4.1 Intentional false reporting of a fire, explosion or other emergency.
- 4.2 Forgery, alteration, or misuse of any College document, records, or instrument of identification.
- 4.3 Falsely identifying oneself to a College official or furnishing false information, oral or written, to any College official, faculty or staff member.

5. Safety Violations

- 5.1 Possession of firearms, dangerous weapons, or other dangerous articles that could injure another person.
- 5.2 Possession and/or use of fireworks.
- 5.3 Tampering with firefighting or fire alarm equipment.
- 5.4 Smoking inside College facilities.
- 5.5 Unauthorized presence or unauthorized use of College property, resources or facilities.
- 5.6 Reckless driving on campus and parking in unauthorized places.

6. Damage/Vandalism

- 6.1 Intentional or reckless damage to or destruction of College property or of property of others on College premises.
- 6.2 Using, or attempting to use, College property in a manner inconsistent with its designated purpose.
- 6.3 Graffiti.

7. Computer and Network Abuse

- 7.1 Jeopardizing the security of the College's computing systems and services, or tampering with or falsifying electronic information.
- 7.2 Use of another person's computing identification and/or password without authorization or permission.
- 7.3 Participating in the viewing or exchange of inappropriate materials.
- 7.4 Sending or posting discriminatory, harassing, threatening messages, images, or sending and posting messages that defame or slander other individuals or their beliefs.

Student Discipline

Discipline Process

Due diligence will underpin any investigation by a K-TECH staff member of an alleged offence carried out by a student.

Any student subject to a discipline investigation under this policy will be provided with a copy of this policy.

Each investigation will result in:

- Clearly outlining to the student the exact nature of the allegations.
- Providing the student with the opportunity to respond.
- Interviewing any witnesses and other participants relevant to the investigation.

- Consideration of all relevant information. Factors to be considered may include, but are not limited to, the student's information regarding the offence, present demeanor and attitude, past disciplinary record of the student including number of past warnings, assistance related to the misconduct, the nature of the misconduct, as well as the degree of damage, injury or harm resulting from it.
- The application of judgment as to whether an offence has been committed.
- The determination of an appropriate punishment, if needed.
- Documentation of the alleged offence, investigation and outcome.
- Advising the student in writing of the outcome of the investigation and any punishments imposed.

Student Academic or Behavioral Misconduct – Procedure

At times, instructors may have problems with students that threaten to disrupt the student's academic progress and/or the learning outcomes of other students in the class or the overall standing of the college. The student code of conduct details the behaviors expected by students of K-TECH. In the case of academic or behavioral problems, instructors should follow the procedure below:

1. The instructor should attempt to solve the problem by counselling the student and advising the student to modify his or her behavior or improve his or her study discipline. The instructor should keep a written record of any meetings with or notifications to the student.
2. If the instructor cannot solve the problem, the Department Chairman should be notified. The Department Chair may offer the instructor advice and/or meet with the student.
3. If the problem persists, the Chairman of Students' Affairs Committee should be notified in writing by the Department Chair. The Chairman of Students' Affairs Committee may decide to meet the student and/or offer advice in order to solve the problem.
4. The Chairman of Students' Affairs Committee may elect to escalate the matter to the Student Affairs Committee, who will discuss the problem and make a recommendation for action.
5. The recommendation of the committee should be made in writing to the Vice President for Student Affairs who will make a decision and advise the Students' Affairs Committee.
6. The action recommended may be that the student receives a written notice from the Chairman of Students' Affairs Committee:
 - A. detailing the problem and warning the student that unless the suggested changes to behavior and/or student performance are made, the student may be dismissed from the course or suspended from the college.
 - B. that the student has been dismissed from the course.
 - C. that the student has been suspended from the college.

Disciplinary Sanctions

Sanctions under K-TECH Code of Conduct serve as a clear statement about the College's standards and expectations, educates students on the effects of their behavior, and attempts to improve future behavior.

One or more of the sanctions listed below may be imposed for non-academic misconduct:

1. Verbal Warning:

A clear statement of what offence has occurred and what behavior is expected in the future.

2. Written Warning:

A written statement indicating the offence, the required behavior and an indication that repetition of the offence may lead to the next level of disciplinary action. A student can receive up to 3 written warnings for different behavior/misconduct. Any misconduct thereafter will lead to suspension or dismissal.

3. Educational Response:

The student is required to write a paper or letter of apology, engage in community service, or other educational responses to address the student's conduct

4. Suspension:

Student will not be allowed to attend classes for ONE semester. During this period, the student status shall be placed on hold. Conditions for readmission may be specified. Any misconduct by student after suspension may lead to dismissal.

5. Dismissal:

The student is no longer considered part of the K-TECH community and is no longer allowed to complete their study at the College. Any future enrollment of the dismissed student will be at the discretion of the President and the Office of Student Affairs. The dismissed student has no right to a refund of course fees.

Misconduct that involves the following will result in **IMMEDIATE SUSPENSION or DISMISSAL** from the College:

- Usage or possession of alcohol, drugs, weapons or materials dangerous to public health
- Substantial theft or fraud
- Substantial physical or emotional or mental harm to persons, or actions that create a substantial risk of bodily harm
- Sexual harassment
- Significant physical damage to K-TECH property

- Taking pictures or recording of K-TECH management, instructor or student without prior approval of the concerned person or to be used later to ridicule or harm the concerned person
- Making unauthorized disclosure or having unauthorized access to official college documents, computer resources or information, or confidential information

Misconduct that involves the following will result in Written Warning or Suspension:

- Disrespectful behavior
- Major damage of College property
- Minor physical altercations
- Repetitive cheating or plagiarism
- Disobeying any security guard and/or instructions of a K-TECH staff member

Misconduct that involves the following will result in a Verbal Warning or Written Warning:

- Disruptive behavior
- First offence of cheating or plagiarism
- Disorderly conduct
- Minor damage of College property
- Verbal altercations
- Inappropriate dress code
- Inappropriate physical contact

The above listed violations and their corresponding sanctions are only a guideline and may be administered at the discretion of the Office of Student Affairs and the President.

Appeals

Any student subject to disciplinary action may lodge an appeal against the penalty imposed. An appeal letter must be submitted within 5 working days of receiving the penalty decision detailing why and on what grounds the appeal is made. An appeal is not granted automatically simply by submitting the letter. An appeal will be upheld if grounds are substantiated in the letter.

The Vice President for Student Affairs will decide whether to reject or uphold appeals. **All appeal decisions are final.**

Student Affairs Committee

Student Grievance Committee is formed by the College President, where final decisions are taken on the matters of students grievances on the decisions taken by a lower authority. These matters can range from Make-Up exams to Exam Grade Re-evaluation. The Committee consists of the Vice President for Student Affairs, Department Chairman, and any other related faculty member other

than the instructor on whom the student has any grievance. The Committee can ask for assistance from anyone who can be relevant to the matter in concern.

Student Grievances – Procedure

At times, students may have problems that threaten to disrupt their academic progress. If students have any problems related to their courses at K-TECH, they should follow the procedure below:

1. The student should attempt to solve the problem by talking to their instructor and explaining the problem. The instructor should keep a written record of any meetings with or notifications to the student.
2. If the problem remains unsolved, the student should discuss the situation with his or her advisor
3. If the advisor cannot solve the problem, the student should speak to the Department Chairman. The Department Chair may offer advice and/or meet with the student and instructor.
4. If the problem persists, the Chairman of the Student Affairs Committee should be notified through the Office of Student Affairs. The Chairman of the Student Affairs Committee may decide to meet the student and/or offer advice in order to solve the problem.
5. The Chairman of the Student Affairs Committee may elect to escalate the matter to the Student Affairs Committee, who will discuss the problem and make a recommendation to the Vice President for Student Affairs for action.
6. The Chairman of the Student Affairs Committee will notify the student in writing when a decision has been made.

4. Student Affairs

New Student Orientation

New Student Orientation provides an overview of K-TECH's policies, procedures, and services. The initial concerns of both traditional and non-traditional students are addressed. Orientation dates and times can be found in the current K-TECH schedule of classes.

Other Services Include:

- Campus Tours (group and individual)
- Parent Leadership Program
- Community orientation seminars

Academic Advising

Academic advising, an integral component of each student's success at K-TECH, is an ongoing process. Any prospective student interested in talking with an advisor should contact the Advising and Counseling department. All new students allocated an advisor prior to registration at K-TECH. Students are strongly encouraged to meet with their advisor each semester to evaluate their academic progress, solve problems, and receive support throughout their time at K-TECH.

Academic advising offers:

- Assistance for undecided and new students in selecting a field of study
- Information about classes and programs
- Assistance with registration and adjustment to College life
- Information about academic requirements
- Procedures for dropping a class, appealing grades, registration, etc.
- Preparation for telephone and web registration
- Assistance in establishing a degree plan

Career Services

Career Services offers a variety of services to enhance the career planning and job-search process. The service is intended to assist students in making career decisions and completing the job search process. These services are FREE to students and K-TECH graduates and some are available to members of the community. During their final semester, students complete CARD-205 (Career Development) and participate in the "career fair" during projects week.

Disability Rules and Services

Commitment

K-TECH is committed to providing equality of opportunity to students with learning disabilities through a supportive academic and social environment. Faculty and students work together in partnership to determine students' needs. Although the College does not provide a comprehensive learning disabilities program, we do welcome enquiries from special needs students.

Support

Many resources and services are available to students with learning disabilities. The Office of Student Affairs is responsible for assisting students with diagnosed learning disabilities through reasonable academic accommodations. The Office of Student Affairs also provides access to adaptive technology provided by the College.

Policies

Diagnostic Documentation

Diagnostic documentation is critical in determining suitable accommodations. It is the individual student's responsibility to identify him/herself as a person with a learning disability and to provide the College with diagnostic documentation of the disability from an appropriately licensed professional/center. The documentation should demonstrate how the learning disability limits the student's ability to participate in an academic setting and must be submitted to the Vice President for Students Affairs for verification before an accommodation is sought.

A current psycho-educational or neuropsychological report from a qualified professional, including the components listed below, is required to document a learning disability for students at K-TECH. For newly enrolled students, the assessment must be current in order to assist in determining reasonable accommodations at the College.

1. Statement of the present problem.
2. Behavioral observations and validity of test results.
3. Relevant history from a diagnostic interview, including:
 - a. Developmental
 - b. Medical
 - c. Academic
 - d. Family
 - e. Psychological
 - f. Other previous and current diagnosis (previous test reports can be submitted to supplement the current report)
4. Alternative diagnosis or explanations ruled out.
5. Testing, including scores and discussion of results. Testing should include the following:
 - a. Aptitude assessment
 - b. Achievement assessment: in reading, writing and mathematics
 - c. Information processing: Such as memory, auditory and visual perception/processing, processing speed, motor ability and executive functioning
 - d. Other assessment measures
6. Impact on the individual: Indication of substantial limitation to learning and the degree to which the disability affects the individual in the learning context.
7. Suggestions for accommodations with rationale for recommendations.
8. Credentials of the professional conducting the evaluation.

Communication

K-TECH expects students with learning disabilities to take an active role in communicating their needs because they can best describe their strengths and weaknesses. It is important that students inform the College of their disabilities as soon as possible, preferably within two weeks of being diagnosed. The College needs sufficient time to make any necessary arrangements. Please be advised that reviewing documentation and arranging for appropriate accommodations takes time and students' delays in providing information could delay receiving such accommodations.

Confidentiality and Information Release

K-TECH is committed to ensuring that all disability information regarding a student is kept confidential as required or permitted by law. In most instances, the College will not inform the faculty member as to the nature of the student's disorder unless it is necessary for providing appropriate accommodations or in order to protect the health and safety of the student and/or others. Faculty is informed as to what accommodations are necessary or appropriate to meet the student's disability-related needs. A student may give written authorization for the release of diagnostic documentation if he/she wishes to share it with others.

In addition to the usual accommodations provided to faculty, the College reserves the right to release supplementary information should there be a need to know. Some common needs to know might result from, but are not limited to:

- request for a course substitution
- the safety of the student and/or others
- grievance cases
- special financial aid considerations

Procedure for Requesting Academic Accommodations

1. Submit current documentation (generally within the past year) regarding the specific disability to the Office of Student Affairs. The documentation should state, as determined by an appropriate professional/authority, what reasonable accommodations the student needs. The documentation will be reviewed and verified and the student will be notified once that process is completed.
2. It is recommended that the student meets with the Manager of Student Affairs to discuss the review/verification findings and the appropriate academic accommodations. The initial academic accommodations recommended for a student may be modified as directed by a change in the student's need or the nature of course requirements. It is the student's responsibility to request the modification and to provide support to the change.

3. Some accommodations may dictate that the student, Student Affairs Manager, and course instructor/ professor collaborate to identify an accommodation that meets the needs of both the student and professor. Should such collaboration be necessary, it is the student's responsibility to inform the Office of Student Affairs.
4. Students who encounter difficulties with a professor or other College personnel regarding accommodations should report it to the Student Affairs Office where they will be requested to complete a grievance form for further investigation by the Manager of Student Affairs.

Appropriate Academic Accommodations and Auxiliary Aid

Appropriate academic accommodations and auxiliary aid may include, but are not limited to:

- Class Presentations
 - Provide on audio tape
 - Provide in large print
 - Reduce number of items per page or line
 - Provide a designated reader
 - Present instructions orally
- Student Responses
 - Allow for verbal responses
 - Allow for answers to be dictated to a scribe
 - Allow the use of tape recorder to capture responses
 - Permit responses to be given via computer
 - Permit answers to be recorded directly into test booklets
- Timing
 - Allow frequent breaks
 - Extend allotted time for tests
- Setting
 - Provide preferential seating
 - Provide space lighting or acoustic variations
 - Provide a space with minimal distractions
 - Administer a test in a small group setting
 - Administer a test in private room or alternative test site
- Test scheduling
 - Administer a test over several timed sessions or over several days
 - Allow subtests to be taken in a different order
 - Administer a test at a specific time of day
- Other
 - Provide special test preparation
 - Provide on-task/focusing prompts

- Provide any reasonable accommodation that a student need that does not fit under the above category

Selecting and monitoring the effectiveness of accommodations is an ongoing process and changes (with involvements of students, parents and educators) are made as often as needed.

Assignments Grading

Assignments and tests completed with accommodations should be graded the same way as those completed without accommodations. Accommodations are meant to level the standard, provide equal and ready access to the task at hand and not meant to provide an undue advantage to the user.

Disability Grievance Procedures

K-TECH strives to provide equal access to its programs, services and activities. Nonetheless, it is reasonable to expect instances when a student with a disability believes he/she has been unjustly denied disability status and/or equal access to a program, service or activity, which may include a provision of reasonable accommodation. When such an access issue occurs, we expect the student with a disability to use our sequential Disability Grievance Procedures: Informal Resolution and Formal Resolution. Timeliness in reporting helps to expedite resolutions with minimal disruption to the student's academic progress. To be considered timely, a student is obligated to initiate the grievance process within 15 days of when the student knew or should have known of the alleged concern. The student's disability status and/or accommodations will continue under the status quo during the resolution process.

Informal Resolution

The student is encouraged to independently meet with the person or persons involved in the access issue. Most often matters of access are resolved independently when all parties communicate effectively with one another.

When an access issue is not resolved independently, the next step is for the student to report the issue to the Office of Student Affairs. It is important to report access issues as soon as the student becomes aware that an independent resolution cannot be achieved.

After reviewing the access issue with the reporting individual, the Student Affairs Manager will meet with the other person(s) involved and, if possible, meet jointly with both sides to develop a solution that preserves the student's right to equal access and participation in College services, programs and activities while maintaining the College's commitment to its academic standards.

If the access issue remains unresolved, the student has a right to file a formal complaint as set forth below. Please note that the person initiating the complaint maintains the right to request

the complaint be dropped rather than have the complaint elevated. When a complaint is dropped, the College reserves the right to address informally the specifics of the complaint and to mandate corrections, when warranted.

Formal Resolution

The Disability Grievance Group for Students will hear and resolve disability-related complaints that are not resolved through an Informal Resolution. Membership in the Disability Grievance Group for Students is through ex-officio capacity: Head of English and General studies Department (Chair), Head of IT Department, Student Affairs Officer, and a Faculty Member. In the event a complaint involves a regular member of the Group, the Group has the discretion to replace the involved member with another faculty member to hear that particular complaint.

Filing the Complaint

The student must forward his/her complaint to the Disability Grievance Group for Students within two weeks of concluding an Informal Resolution. The complaint must include the name and student number of the student initiating the complaint, the name and position of the person(s) who allegedly denied equal access, and a descriptive statement, including facts, about the complaint and its potential impact on the student. The student is charged with the burden of proving that equal access was wrongly denied.

The student has the right to select a person of his/her choosing from within the College community to serve as a personal adviser during the Formal Resolution; however, only the student is able to present his/her complaint. The student's personal adviser is not permitted to represent or participate directly in the resolution process.

Reviewing the Complaint and Notification of Outcome

Upon receiving notification that a Formal Resolution has been requested, the Disability Grievance Group for Students has 15 days to reach a decision and send written notification that outlines the facts and outcome to both parties. The Group may call upon either or both parties for clarification or request additional information during the review of the complaint. The Group may assign one or more members to conduct interviews of witnesses, etc.

Appeal

A student may request that the College President review the grievance process and/or decision. To do so, the student must file a written appeal within 7 days of the issuance of the decision of the Disability Grievance Group for Students. The written appeal must explain why the student believes the Group's conclusion was in error. (i.e., lapse in process or misinformation.) The President will review the appeal and issue a decision and resolution, when deemed necessary, within 10 days of receipt of the appeal.

Appendix

Academic Forms

Official Transcript Request Form

For Student Use Only:

Student Full Name: _____ First _____ Middle _____ last _____

K-TECH ID _____ Date of Birth _____ / _____ / _____ Telephone No _____

Program: _____ Start Year: _____ End Year: _____

Official Transcript Request Detail

- Number of Transcripts Requested: _____
- Send Transcripts (for currently enrolled student): Now Hold for Current Semester Grades Hold for Degree Posting

Method of Delivery:

For PUC

I will pick up my official transcript in person at the Registrar's Office with a picture ID and the original receipt.

I would like my official transcript to be sent via Regular Mail To: (Please provide the name and mailing address of the college/organization. K-Tech is not responsible for delivery of transcripts once they have been mailed.)

Send to: _____

Address: _____

Send electronic unofficial transcript via E-mail to:

Name: _____

E-mail Address: _____

Permission to Release Records:

I, (print name here) _____ hereby authorize the release of my official transcript(s) to the recipients specified above. I understand that I am fully responsible for the accuracy of the above information. I also understand that my transcript will be ready for pick up **three working days** after the request is processed. Transcripts not picked up within 4 weeks will be discarded.

Student's Signature: _____ Date: _____ / _____ / _____

For Finance Use Only:

No official transcript will be released for a student who is indebted to the college until indebtedness has been paid in full.

Tuition Fees are up to date: Yes No

Transcripts Fees Paid (5 KD/Transcript): Yes No (Receipt No. #: _____)

Received by: _____

Signature: _____ Date: _____ / _____ / _____

For Registration Use Only:

Processed by _____

Printed Transcript Serial(s): _____ to _____

Signature: _____ Date: _____ / _____ / _____

Off Campus Summer Courses – Request For Permission

The following applies to matriculated K-TECH students seeking permission to take summer courses at another accredited college/university and apply them to their K-TECH program of study. Students must obtain permission from Department Chair responsible for the K-TECH course equivalent to the summer course.

- Transfer credit may be granted only for courses completed at other colleges or universities accredited by the Ministry of Higher Education (MOHE) in the State of Kuwait.
- Prior to registering for courses at the host college/university, students must complete this form and submit it to the Office of the Registrar by end of the last week of the Spring semester classes. The following documents must be attached to the form:
 1. The contact hours and duration of the summer term at the host college/university.
 2. The catalog or course description of courses to be taken at the host college/university.
- Students must be in good academic (at the end of the current semester) and disciplinary standing to be granted permission to take courses at another institution.
- Courses are transferable only if equivalent or comparable to K-TECH courses and applicable to the student's intended program of study at K-TECH. Credit and contact hours of course(s) taken at another college/university must be equal to or greater than the credit/contact hours required for equivalent course(s) offered by K-TECH.
- Only those courses for which students receive "C-" grades or better will be considered for transfer. Credit for Short Term courses are not to be transferred from another college/university. Courses with pass/fail grades will not be eligible for transfer.
- Summer courses completed outside K-TECH will become part of the student's official record, but grades will not be placed on the transcript nor used in determining the student's cumulative grade point average (GPA).
- Students who matriculated at K-TECH as freshmen and completed 15 residence credits hours may transfer a maximum of 10 non-residence credit hours. Students who matriculate with fewer than 10 transfer credits hours may transfer additional non-residence credit hours to complete the remaining of the 10 pre-matriculation credit hours.
- The language of instruction of the course(s) taken at the host college/university must be English.
- Students may not take the same course at another college/university which they have already received credit for completing at K-TECH.
- Students may not transfer courses from another college/university when the equivalent course is offered during the same summer semester at K-TECH.
- For all courses with a laboratory component at K-TECH, both lecture and laboratory must be taken concurrently at the host college/university.
- Students will not be able to register in courses at K-TECH if the prerequisite has been taken at the host college/university until the official transcript is submitted.
- PUC Scholars are financially responsible for summer tuition fees.
- It is the students' responsibility to follow the admission and registration procedures at the host college/university.
- Upon completion of the course(s), a student must submit to the Office of the Registrar an official sealed transcript from the host college/university. For foreign institutions, students must obtain MOHE verification of transcript.

My signature indicates that I have read and understand the above terms. I fully understand that if these conditions are not fulfilled, credits will not be transferred.

Student's Signature: _____

Date: _____



STEP 1: To Be Completed By Student:

Complete the following information and return this form with a COURSE DESCRIPTION ATTACHED FOR EACH COURSE you are interested in taking. You will be notified in writing of the decision one week after submitting the request.

Student Name: _____

K-TECH ID: _____

Telephone No.: _____

E-mail: _____

Sponsor: PUC Private Other (specify) _____

Academic Program: Information Technology Business Management

Major: NSAS NDA SAP WAP MIS S&M E-Com

Total number of credits completed before you take the requested course: _____

Cumulative GPA to date: _____

Are you on academic or disciplinary probation: Yes No

Name of college/university you wish to attend: _____

Summer term student is requesting to take course(s) at the host college/university: 20 _____

Did you attach the course description for the host college/university? Yes No

STEP 2: K-TECH APPROVAL OF COURSES AT HOST COLLEGE/UNIVERSITY:

Courses at Host University/College				Equivalent K-TECH Courses			
#	Course No.	Course Title	Cr.	Course No.	Course Title	Cr.	Dept. Chair of equivalent K-TECH course Signature & Date
1							
2							

STEP 3: VICE PRESIDENT OF ACADEMIC AFFAIRS APPROVAL:

Approved Not Approved

Vice President of Academic Affairs Signature (VPA): _____ Date: _____

Note to the host college: Signature and approval of the VPA at the Kuwait Technical College (K-TECH) indicates that the student has permission to take the course and apply it to the specified curricular area as long as all conditions of transfer are met and the student's program study has not changed.

REGISTRATION OFFICE USE ONLY

Received by: _____ |

Head of Admission & Registration

Name & Signature: _____ |

Signature: _____

Date: _____ |

Date: _____

Copy to the following:

- Student
- Department Chair
- Office of Academic Affairs

Change of Academic Program/Major Request Form

1: To be completed by the student (*Please attach a copy of your major sheet and a copy of unofficial transcript with this form*)

Student Name: _____

K-TECH ID: _____ Tel. No.: _____

Sponsor Type: PUC Private Other

Current Academic Program: Information Technology Business Management

Current Program Major: NSAS NDA SAP WAP MIS S&M E-Com

New Program Major: NSAS NDA SAP WAP MIS S&M E-Com

Effective semester for change of program major: Fall Spring Year _____

By signing this form, I understand that credits previously earned at K-TECH or at another university or college may or may not be applicable to this new major concentration. I also acknowledge the potential impact of this change on Excess Credit and Extra Tuition Fees.

Student Signature: _____

Date: _____ / _____ / _____

2: To be completed by the student advisor

Students Current CGPA: _____

Number of Credits Earned: _____ Number of Credits currently In Progress: _____

Number of Credits left to complete the new program major (including credits currently In Progress): _____

Student Advisor Signature

Advisor Name

Date: _____ / _____ / _____

3: Approved by

Please Note: The student must be able to fulfill the new academic program major requirements within the maximum of seven semesters time frame permitted.

Current Department Chair Signature: _____

Date: _____ / _____ / _____

New Department Chair Signature: _____

Date: _____ / _____ / _____

V.P. for Academic Affairs Signature: _____

Date: _____ / _____ / _____

Registration Department Use Only

Head of Admission & Registration

Processed by

Signature: _____

Signature: _____

Date: _____

Date: _____



Final Grade of Incomplete “I” Request Form

The grade of “I” (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or project) because of illness or other conditions beyond the student’s control. This request must be completed and submitted no later than the day of course final exam.

Part 1: (to be completed by student)

Student name: _____

K-TECH ID: _____

Program: Information Technology Business Management

Major: NSAS NDA SAP WAP MIS S&M E-Com

Telephone No.: _____

Student Email: _____ @k-tech.edu.kw

Semester/Year Course Taken: Fall 20__

Spring 20__

Summer 20__

Course for which an Incomplete is requested:

Course Code & No.	Section	Course Title	Instructor's Name

Justification for Request of Grade of Incomplete: (“Incomplete Request Form” will only be accepted if an original official document supporting the absence is presented.)

Student Signature: _____

Date: ____ / ____ / ____

Part 2: (to be completed by course instructor)

- The request for Incomplete is denied and the student has been assigned a grade based on work completed.
 The request for Incomplete is approved and the student has been assigned a grade of Incomplete. The student meets the criteria of having a passing grade in the work completed.

The following assignment(s) must be completed to remove this incomplete:

Final Exam Project Others _____

Date by which the above assignment(s) must be completed: _____

(A course grade of “I” not changed by the course instructor during the end of the first week of the following semester, will automatically change to “F” and will be calculated in the CGPA in accordance with College policy.)

Instructor Name: _____ **Signature:** _____ **Date:** ____ / ____ / ____

Part 3: Department Chair Approval

Department Chair Signature: _____ **Date:** ____ / ____ / ____

- Original to Admission and Registration
- A copy must be sent to the following:
 - Office of Vice President for Academic Affairs
 - Office of Student Affairs

Procedure for Submitting the “Final Grade of Incomplete “I” Request Form”:

- 1- The student must check with the Student Affairs Office after two days from submitting the request to know the decision of the Academic Department Chair regarding final exam postponement.
- 2- In case the decision is in favor of the student, the student will be informed of the day of the Make-up exam as shown in point No. 6 of this document. In this case, an “I” (incomplete) grade will be awarded in the course until a final grade is issued.
- 3- In case the postponement request is declined by the Course Instructor and/or Academic Department Chair, the student has the right to appeal against this decision within two days from the previous decision of the Course Instructor and/or Academic Department Chair to the Student Affairs Committee for referrals of any appeals from the grieving students.
- 4- The student must check with the Students Affairs Committee after one week from submitting the appeal to know the Committee’s final decision. The Student Affairs Committee’s decision is considered as final and no further appeals of any sort against the Committee’s decision can be made.
- 5- In case the Student Affairs Committee decides in favor of the student, the student will be informed of the day of the Make-up exam as shown in point No. 6 below. In this case, an “I” (incomplete) grade will be awarded in the course until a final grade is issued.
- 6- Make-up examinations are administered during these two times of the academic year:
 - a. First starting week in the Fall Semester for the courses taken in the previous Spring or Summer semester.
 - b. First starting week in the Spring Semester for the courses taken in the previous Fall Semester.
- 7- The course instructor should complete and submit the “Change of Grade Form” to request a change of grade from “I” to a final letter grade.

If the student fails to take the makeup examination within this approved time limit, the grade of “I” will automatically change to “F”.

Course Grade Appeal Form

This form will not be accepted by the Registrar's Office after the first week of the following semester.

To Be Completed by the Student:

Student name: _____

Student K-TECH ID: _____

Program name: _____

Major: _____

Telephone No.: _____

Email: @k-tech.edu.kw

Semester/Year Course Taken: Fall 20 _ _ Spring 20 _ _ Summer 20 _ _

Course Code and Number: _____ - _____ Section: _____

Course Title: _____

Instructor's Name: _____ Grade Received: _____

No grade may be appealed after the first week of the following semester in which the grade was assigned. This form should be completed AFTER the student has met with the instructor and the department chair.

Appeal for New Grade: _____

Justification for Grade Change Request: Data Entry Error Computational Error Other (please specify): _____

Signature of Student: _____

Date: _____ / _____ / _____

Submit Completed Appeal Packet

Student submits completed appeal packet to the Office of Student Affairs. Only complete packets will be reviewed by the Vice President for Student Affairs (VPSA).

- Decision and Student Notification

The Office of Student Affairs will notify the student in writing of the decision and any action taken.

Decision: Approved Rejected

Original Grade Assigned: _____

New Grade after Appeal: _____

V.P. for Student Affairs Signature: _____

Date: _____ / _____ / _____

REGISTRAR'S OFFICE USE ONLY:

CGPA before grade change: _____

SGPA before grade change: _____

CGPA after grade change: _____

SGPA after grade change: _____

Head of Admission & Registration Signature: _____

Date: _____ / _____ / _____

– A final copy must be sent to all who have signed above.

PROCEDURE FOR FILING A GRADE APPEAL

A student who wishes to appeal a faculty decision on a final grade must submit a grade appeal form, available at the Office of Admissions and the Registrar. All students have the right to appeal grades, but filing an appeal does not guarantee that the grade will be changed. Appeals must be received during the first week of the next regular semester. By submitting a grade appeal, the student acknowledges that no additional mechanisms exist within the college for the review of the grade, and that the college's administration cannot influence or affect the outcome of the review.

Reasons for a Grade Appeal:

A valid appeal needs to demonstrate one of the following:

- The situation appears to be beyond the student's control, such as an extreme emergency.
- There has been a mathematical or clerical mistake.
- Failure of the instructor to provide a justifiable explanation for the grade.

The following reasons are **not valid and will not be considered** for appeal by the VPSA:

- Excessive absences beyond what the syllabus or catalog allows.
- Lack of awareness of withdrawal policies.
- Academic difficulty.
- Academic dishonesty (such as plagiarism or cheating).

Grade Appeals Packet:

1. Fill out the grade appeal form.
2. If your appeal includes the claim of an emergency, you will need to include documentation (police report for accident, doctor's note for illness, letter from employer). Documentation should be translated into English.
3. Include a letter with your appeal form explaining why you feel that your grade does not reflect the work you have done in the class and what part of the class syllabus you think has been ignored or violated. List in the appeal letter the dates that you have spoken with the instructor, what was discussed during the meetings and the result of each of these discussions.

Submit Appeals Packet to the Office of Student Affairs:

Only completed appeals packets with student signature will be forwarded to Office of Student Affairs for review. The appeal is due no later than the end of the first week of the following semester.

V.P. for Student Affairs Review and Decision:

Once the VPSA has reviewed the appeal, the course instructor and Department Chair will be consulted. Students will be notified in writing of the VPSA's decision. The instructor will be given an access to change the grade after the approval of the Vice President for Student Affairs. If the faculty member is no longer with the College, the VPSA will notify the Department Chair for grade change. The Registrar Office and the student will be notified once the grade is changed.

Again, only completed appeals packets will be reviewed by the VPSA. The VPSA's decision is final.

Add/Drop Request Form

Student Name:

Student Major:

Student K-TECH ID:

Advisor Name:

Add	Course No.	Sec.	Course Title	Cr.	Room No.	Instructor

Drop	Course No.	Sec.	Course Title	Cr.	Room No.	Instructor

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

For Admission & Registration Use Only:

Registered by: _____

Date & Signature: _____



Course Withdrawal Form

Note: - Please refer to K-TECH Academic Calendar for the related financial penalties regarding course withdrawals.
- PUC scholarship students are required to take a minimum of 12 credits per semester.

Please provide the following information:

Student Name: _____

K-TECH ID: _____

Program: Information Technology Business Management

Major: NSAS NDA SAP WAP MIS S&M E-Com

Telephone No.: _____

Advisor Name: _____

Semester/Year Course Taken: Fall 20__ Spring 20__

I hereby confirm my withdrawal from the following course(s):

Course Code & No.	Sec.	Course Title	No. of Credits	Instructor Signature

Student's Signature

_____/_____/_____
Date

Academic Advisor Signature

_____/_____/_____
Date

Head of Department Signature

_____/_____/_____
Date

FINANCE DEPARTMENT

Cashier Signature

_____/_____/_____
Date

REGISTRAR'S OFFICE

Processed by:

Name & Signature: _____

Head of Admission & Registration

Signature: _____

Date: _____

Date: _____

- Original to the Registration Office

- Copy to:

- Student Advisor
- Course Instructor

Semester Withdrawal/Leave of Absence Request Form

Semester Withdrawal

Leave of Absence

Student name : _____

K-TECH ID: _____

Academic Program: Information Technology Business Management

Major: NSAS NDA SAP WAP MIS S&M E-Com

Telephone No : _____

Sponsor: PUC Private Other

Academic Year : _____

Semester: Fall Spring

Reason for the Request (Please submit a strong documented justification with this request form)

- Academic: _____
- Personal: _____
- Financial: _____
- Others: _____

Financial penalties will be applied to the student according to the due dates shown on the academic calendar.

Student's Signature: _____

Date: _____

Signature

Date Signed

1. Library

2. Technical Support Department

3. Accounting Department

4. Student Advisor

5. Academic Department Chair

6. Vice President for Student Affairs

Processed By

Name: _____

Head of Admission & Registration

Signature: _____

Signature: _____

Date: _____

Date: _____



College Withdrawal Request Form

Student name : _____

Academic Program: Information Technology Business Management

Telephone No : _____

Academic Year : _____

K-TECH ID: _____

Major: NSAS NDA SAP WAP MIS S&M E-Com

Sponsor: PUC Private Other

Semester: Fall Spring

Reason for the Request

- Academic: _____
- Personal: _____
- Financial: _____
- Others: _____

Are you considering returning to K-TECH?

Yes

No

Financial penalties will be applied to the student according to the due dates shown on the academic calendar.

Student's Signature: _____

Date: _____

Signature

Date Signed

1. Student Advisor _____

2. Technical Support Department _____

3. Accounting Department _____

4. Library _____

5. Academic Department Chair _____

6. Vice President for Student Affairs _____

Processed By

Name: _____

Signature: _____

Date: _____

Head of Admission & Registration

Signature: _____

Date: _____



Application for Graduation Form

This form must be submitted to your academic advisor no later than the deadline published in the Academic Calendar during the semester prior to your graduation. See the back of this form for Application for Graduation Instructions. PLEASE PRINT NEATLY in blue or black ink.

STUDENT INFORMATION

K-TECH ID: _____

Student Name: _____

(The name appearing on your diploma will be exactly as it appears on your passport.)

Cell Phone: _____

K-TECH E-mail: _____

(Information pertinent to graduation will be sent to students K-TECH email only)

Have you previously applied for graduation? Yes No Have you previously graduated from K-TECH? Yes No When? _____

Anticipated Date of Graduation: Fall 20 ____ Spring 20 ____ Summer 20 ____

PROGRAM INFORMATION:

Degree Type: Information Systems & Technology Diploma Business Management Diploma

Major: NSAS NDA SAP WAP MIS S&M E-Com

The annual graduation ceremony is held in the spring. All candidates who complete their requirements during the school year are invited to participate in the ceremony at K-TECH campus. Please indicate whether or not you will attend the ceremony:

I WILL attend (Payment of 50 KD graduation fee will be charged to your account) I WILL NOT attend

Students must complete this section according to current Degree Audit.

Indicate current Cumulative GPA: _____ (Graduation honors are based on the last term prior to commencement)

Number of credits earned at K-TECH by end of current semester: _____

Number of credits accepted as transfer (if any): _____

Number of credits to be completed at K-TECH next semester: _____

Total: _____

STUDENT AUTHORIZATION:

- I understand that I must settle all financial obligations to K-TECH College or clear any student record holds before the associate degree will be awarded.
- I understand that I must achieve an overall Cumulative Grade Point Average (CGPA) of at least 2.0. Students on academic probation cannot graduate.
- I certify I have reviewed my Degree Audit and I understand that I will not graduate on the date specified unless **all** graduation requirements are met by the official end of that semester. Failure to do so, will result in updating my graduation date to the Semester/year the incomplete work and/or this application are completed.

My signature indicates that I have read and understand both sides of this form.

Student Signature

Date

REQUIRED SIGNATURES:

Faculty: Before signing this application, please review the student's **Degree Audit** & make sure **all requirements will be satisfied**. If not, please **DO NOT** sign the application until all requirements are met or the appropriate waiver/substitution request(s) have been submitted. By signing this application, I certify that the above mentioned student is eligible to graduate on the coming _____ semester for the Academic year 20____ / 20____

Advisor's Name: _____ Advisor Signature: _____ Date: _____

Dept. Head Name: _____ Dept. Head Signature: _____ Date: _____

Vice President of Academic Affairs Signature: _____ Date: _____

REGISTRATION OFFICE USE ONLY

Received by: _____ | Head of Admission & Registration _____

Name & Signature: _____ | Signature: _____

Date: ____ / ____ / ____ | Date: ____ / ____ / ____

Instructions for Filing an Application for Graduation

IN ORDER TO EARN THEIR DEGREE, ALL CANDIDATES FOR GRADUATION MUST FILL OUT THE GRADUATION APPLICATION EVEN IF THEY DO NOT PLAN ON PARTICIPATING IN THE COMMENCEMENT CEREMONY.

Applications for graduation should be initiated the semester **before** students expect to graduate so that a preliminary check can be made to determine that all degree requirements have been completed by the expected graduation term (**and any deficiencies that would delay graduation can be resolved when meeting with your advisor prior to scheduling**).

This form is **not** to be used for letters of completion. Please complete the Application for Letter of Completion that can be found on the Office of Admission & Registration forms page at K-TECH website.

APPLICATION DUE DATES:

A completed Application for Graduation Form and other required documents are to be submitted to the Admission & Registration Office by the due date.

- **Fall Graduation:** First Tuesday in April (Applying for Fall graduation after this date will require a 10 KD late fee)
- **Spring Graduation:** First Tuesday in November (Applying for Spring graduation after this date will require a 10 KD late fee)

LATE DEADLINES:

Applications for Graduation will not be accepted after the following dates: **Fall Graduation-** November 15th, **Spring Graduation -** April 15th. If any of these dates fall on a weekend, deadlines will be the next Sunday.

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY:

1. Get an overview of the graduation process by reviewing the Graduation Checklist at K-TECH website.
2. Print and complete page 1 of this Application. Please read the application carefully and answer all questions.
3. With your completed application, attach the following documents as appropriate and submit them to the Admissions & Registration Office.
 - Valid copy of the Passport
 - Valid copy of Civil ID
 - Original copy of High School Certificate (if it has not already been submitted)
 - Two Personal Photos (Passport size)
 - An official transcript including any credit from another institution to be used for graduation purposes must be submitted to the Admissions and Registration at least sixty (60) days prior to your graduation date, if it has not already been submitted.
4. Schedule an appointment with your advisor. Take your completed application to your appointment. After your graduation application has been reviewed and approved by your advisor, your advisor will route for signatures as follows: a) Advisor to Dept. Chairperson, b) Dept. Chairperson to Vice President of Academic Affairs (VPAA), and finally from c) VPAA to the Admissions & Registration Office.
5. An official DEGREE AUDIT will be sent to your K-TECH email address by the Admissions & Registration Office approximately three (3) weeks after you file this application.

While academic advisors and the Office of Admissions & Registration continue to assist students with requirements for graduation, students are ultimately responsible for ensuring that they have met all degree requirements for graduation, including curriculum and cumulative GPA requirements.

COMMENCEMENT CEREMONY:

A letter will be emailed to your K-TECH email address with commencement information approximately 4 weeks before the ceremony. This letter will include information about tickets for the ceremony and how to order your cap and gown.

DEGREE COMPLETION:

Degrees will be confirmed after all grades are posted. Diplomas are mailed approximately 6 weeks after graduation. Diplomas bear the name of your degree and major (ex. Associate of Applied Science Degree in Information Systems and Technology) and last date of the term (not the day of the commencement ceremony). Your academic transcript will include your major, emphasis, and academic honors.

Graduation Clearance Form

Student Name :	<hr/>	K-TECH ID:	<hr/>
Academic Program:	<input type="checkbox"/> Information Systems & Technology <input type="checkbox"/> Business Management	Major:	<input type="checkbox"/> NSAS <input type="checkbox"/> NDA <input type="checkbox"/> SAP <input type="checkbox"/> WAP <input type="checkbox"/> MIS <input type="checkbox"/> S&M <input type="checkbox"/> E-Com
Telephone No :	<hr/>	Sponsor:	<input type="checkbox"/> PUC <input type="checkbox"/> Private <input type="checkbox"/> Other
Admission Year :	<input type="checkbox"/> Fall 20__ <input type="checkbox"/> Spring 20__	Graduation Year :	<input type="checkbox"/> Fall 20__ <input type="checkbox"/> Spring 20__
Student's Signature:		Date:	

	Signature	Date	Comments
1. Library	<hr/>	<hr/>	<hr/>
2. Technical Support Department	<hr/>	<hr/>	<hr/>
3. Accounting Department	<hr/>	<hr/>	<hr/>
4. Vice President for Student Affairs	<hr/>	<hr/>	<hr/>
Processed By	Head of Admission & Registration		
Name:	<hr/>		
Signature:	<hr/>		
Date:	<hr/>		