



UNITED STATES INTERNATIONAL UNIVERSITY

“Education to take you places”

# STUDENT HANDBOOK



I am glad to welcome you to USIU. Your USIU experience will help you to explore your field of study in depth, learn the inter-relationship among fields of knowledge, prepare for a professional life and acquire the skills necessary for lifelong learning. USIU is committed not only to your academic growth but also to your social and cultural growth. We have a dynamic co-curriculum environment offering you activities that will complement your learning and encourage lasting friendships from around the world.

We believe that USIU provides an excellent ground to gain a global perspective, a multicultural understanding, and a multinational appreciation. Whether in the classroom or in the cafeteria, in the hostels or in the library, you will come to meet and treasure people and cultures. Citizens of the world must not only learn to value but to celebrate human differences and that is what you will acquire being a member of the USIU community.

Determining your future is a challenging responsibility in this fast changing world. By joining USIU you have taken a big step toward responding to this challenge and setting a foundation for your career. We are dedicated to offering you the academic and social tools needed to successfully live, work and lead in the 21<sup>st</sup> Century.

So please participate, get involved and study hard. You will get a foundation and an experience that will last a lifetime.

Freida A. Brown, Ph.D.

**Vice Chancellor**



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## 1.0 ORGANISATION

### 1.1 VICE CHANCELLOR'S OFFICE

United States International University is a university that can take you to many different parts of the world, not only academically, but also socially. USIU has relationships with campuses in different parts of the world. As a student of USIU, you have the opportunity to transfer and experience firsthand the rich cultures and heritage of the countries where USIU has student exchange programs.

The Vice Chancellor at USIU, Nairobi in conjunction with the management council administers University matters. The council comprises of the Vice Chancellor, the Deputy Vice Chancellors, and the Directors of Institutional Planning & Development, Information Technology and Operations. The university Board of Trustees oversees the long-range direction of the university.

The Vice Chancellor's Office is located in the Administration Block and can be reached on extension 411. Fax services are also offered at a charge through this office.

### 1.2 FINANCE AND ADMINISTRATION OFFICE

#### 1.2.1. The Finance Office

The Finance Office is located in the Administration block and can be reached on extension 403 or 224.

#### 1.2.2 Payments of Fees

**Note:** NO cash payments are accepted in the Finance Office, be it for transport, transcript, application fees, boarding fees or others. However, as a special concession by USIU, amounts not above 1000 shillings may be paid in cash at the finance office, for items like library fines.

**NOTE:** An interest of 1.5% per month will be charged on outstanding student balances until they are paid.

The following are the acceptable modes of payment.

a) **Checks**

All check payments should be made payable to United States International University – Nairobi. The same can be paid to the cashiers at the finance office. Please note that bounced cheques will be charged a penalty of 10% of the face value of the check to a maximum charge of Kshs.5, 000 (five thousand). The minimum and maximum amount shall be reviewed periodically depending on the bank charges for returned cheques. Kindly ensure that funds are sufficient in your account to avoid embarrassment and inconvenience.

b) **Bank Deposits**

Cash or cheques should be deposited into the following bank accounts, after which the student should bring the deposit slips to the finance office for receipting within 24 Hours. Deposits are recognized as paid when receipted at the university cash office:

*ACCOUNT NAME: USIU or U.S. International University*

*COMMERCIAL BANK OF AFRICA LTD., UPPER HILL BRANCH*

Kshs. Account Number: 6438840014

US Dollar Account Number: 6462210014

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*I. THE CO-OPERATIVE BANK OF KENYA LTD., CO-OP HOUSE  
BRANCH*

Kshs. Account Number: 0112002134100

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*II. STANDARD CHARTERED BANK KENYA LTD., KENYATTA  
AVENUE BRANCH*

Kshs. Account Number: 0104023439700

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The above three banks have customised USIU deposit slips with the account name and numbers shown at ALL their branches. Deposit slips for monies deposited in the bank accounts should be presented to the finance office for students' accounts to be updated.

a) **Wire Transfers**

- 1. Commercial Bank Of Africa Ltd., Upper Hill Branch, Mara & Ragati Roads,**  
P.O. Box 30437-00100,  
Nairobi, Kenya.

Kshs. Account Number: 6438840014

US Dollar Account Number: 6462210014

Account Name: *USIU or U.S. International University*

SWIFT Code: CBAFKENX

Intermediary Bank: HSBC, New York

**SWIFT Code (Intermediary bank): MRMDUS33**

Routing Number: 021001088

**2. The Co-operative Bank of Kenya Ltd.**

Main Branch, Co-operative House, Nairobi  
Current Account No. 01120002134100

**3. Standard Chartered Bank of Kenya**

Kenyatta Avenue branch  
Current Account No. 0104023439700

b) **Cell phone-M-PESA and Zap**

For payments by Zap, the '**nickname**' is USIU and the '**Reference**' is the student ID  
For M-PESA the 'business number' is **516900** while the '**account number**' is the student ID and Names.

c) **Credit and Debit cards**

JCB Card, Master Card, Visa Card and Visa Electron (debit card) – card payments to be made direct to our cashiers at the finance office

d) **Payment of fees in instalments**

The credit control and student accounts offices in the finance office are charged with the responsibility of organising deferred payment plans for students.

The following are the rules regarding deferred payment.

- Payment plan for students who pay fees in instalments should be done within the 1<sup>st</sup> two weeks of the semester with the credit control office in finance department.
- Payment of fees by instalment is allowed for Kenyan students only, who should not be first-time freshmen.
- In order to be on a payment plan the student must produce authentic photocopies of the following documents:
  - I. A current bank statement or pay slip of sponsor
  - II. Water or electricity bill
  - III. PIN certificate
  - IV. National ID Card/Passport of sponsor
- If you are self sponsored, the above documents should be in your name.
- Every student should make sure that he/she gets financial clearance within the first two weeks of the semester in order to attend and be recognized as student for that semester.

### **1.2.3 Other services offered by the Finance Office to students include:**

- Maintenance of student accounts.
- Financial clearance for students.
- Receipt and bank money received from students.
- Processing of caution money and tuition refunds for students who have graduated.
- Process payments incurred by USIU.
- Provide accounts for audit.
- Offer purchasing functions for acquiring goods and service e.g. Purchase of sports equipment and other related services.

## **1.3 CAFETERIA SERVICES**

Located in the university compound, the cafeteria offers diversified meals.

Meals are on PAYE or meal plan basis. Students are advised to make their choice carefully as changes after the choice is made **will not be accepted.**

Meal hours in the cafeteria are as follows:

**BREAKFAST:**

Day	Time
Monday - Saturday	7:30 am - 9:30 am
Sunday	9:30 am - 2:00 pm

**LUNCH:**

Day	Time
Monday- Saturday	12:00 - 3:00 pm
Sunday	12:00 - 2:00 pm
Snacks available Sunday after lunch	2:00 pm - 6:00 pm

**DINNER:**

Day	Time
Monday - Saturday	7:00 pm - 9:30 pm
Sunday	6:30 pm - 8:30 pm



## SNACK BAR:

Day	Time
Monday- Thursday	10.00am - 8.00pm
Friday - Saturday	10.00am - 6.00pm
* After 6.00 pm on Saturdays, snacks are transferred to the restaurant	

*N.B: The Sunday hours are applicable to all Public Holidays as well*

**The Restaurant Upstairs** is open for lunch from 12:00 noon to 2:00 p.m. Monday to Thursday for the entire university community. Those who are in a hurry and wish to avoid the long queues downstairs will particularly find this service useful. A small surcharge is levied to discourage overcrowding.

### Other Services

Student groups or organizations that need cafeteria services outside the normal schedules will need to arrange for them through their respective Student affairs staff and student leaders at latest five days before the date of use

### Cafeteria Regulations

Jumping of the queue' or 'cutting in' is not allowed. Anyone found or reported to have done so will be subject to disciplinary sanctions

After eating at the Cafeteria, you are expected to **return your used dishes and utensils to the carts**. Messy tables are unpleasant for those who follow you. Our cafeteria is self-service and the university does not provide waiters to clean up after you. It is prohibited to take utensils away from the cafeteria. **Food from outside is not allowed in the cafeteria.**

Misuse of the cafeteria facility including but not limited to any fraudulent acts, refusal to pay, underpayment or misrepresentation constitute a breach of the student code of conduct.

Students are not allowed to use other students Identity Cards (IDs) to buy food from the Cafeteria. Severe disciplinary sanctions will be imposed for any breach of cafeteria or other university regulations.

You can reach the Cafeteria on Extensions 302, 208, 293

**NB: Smoking is NOT Allowed In the Cafeteria or anywhere On Campus**

## **1.4 TRANSPORT**

USIU has two transport services; one for staff and faculty and the other, a contracted transport for students who pay for it. The students can use the contracted transport at a fee payable directly to the Transport Company. The Transport Company has offices on campus next to the USIU transport office. Students (including those on internship assignments) are **NOT** allowed to use transport allocated to staff and faculty.

Field and sports trips are organised through the respective departments. Residents' transport is co-ordinated through the Housing Office.

Transport schedules are prepared at the beginning of each semester by the transport office. Similarly, the contracted transport company works in consultation with the Student Government (SAC) to prepare transport schedules based on the academic timetables.

**There will be no university transport during university vacation time.** This permits drivers to take vacation and buses to be maintained. For further information, call the transport office on extensions 273 or 584 or the contracted transport company on extension 228.

## **1.5 CAMPUS SAFETY**

### **1.5.1 Campus Security**

The university Head of Security has an office at the Maintenance area opposite the Cafeteria and can be reached on extension 583. The university also has a contacted security and monitoring force that is on duty 24 hours a day. Students are encouraged to report any suspicious activity to the security office. The campus head of security may liaise with police and other law enforcement agencies in all matters of security concern. In case of any emergencies you can call extension 266 or 461 for assistance.

The University has **zero tolerance on theft and drug crimes.**

Lost items should be handed over to the Administration block Security desk for recording and taken to the office of the Head of Security for safe custody where the owners will claim them. Inquiries on lost items should be made at the same Security desk

### **Car Park**

Student's personal cars will be issued with security stickers for parking eligibility. No car shall be left parked on campus overnight without permission from the security office. Resident students with cars should seek security clearance for overnight parking. Motorists are requested to adhere to the Campus speed limit of 10KPH.

### **Photos and Videos**

Photo taking and/or video filming of the campus is prohibited except for academic purposes with permission of the lecturer.

## **1.5.2 Campus Crime**

If you experience or witness a crime, report it to the DVC, Student Affairs, Director of Operations, Dean of Students or Head of Security. A victim who reports a crime to such campus authorities may request anonymity to the extent practicable and permitted by local law.

Professionals at the Counselling and Health Centre (extension 229 or 311) are available to help you cope if you become the victim of a crime.

## **1.5.3 Guidelines to Protect Yourself and Your Possessions**

By being aware, you can reduce the likelihood of becoming a victim. Familiarize yourself with the Sexual Assault Policy, the Drug and Alcohol Prevention Information located in this Handbook. Attend security awareness, drug and alcohol prevention programs which are presented by USIU throughout the year.

You must also **take responsibility** of all your personal belongings by ensuring that you do not leave them un-attended while on campus.

## **1.5.4 Guidelines for Fire Safety**

- Do not overload electrical outlets or extension cords.
- Never smoke in bed or anywhere on campus!
- Never go back into a burning building!
- Plan escape routes. Remember that during a fire you may not be able to rely on lights and the main exit may be unusable.

- Know the location of fire extinguishers.

**Caution:** use extinguishers only for small fires that don't involve great risk.

**Note:** It is against Kenyan law to tamper with or illegally discharge a fire extinguisher. Once a fire starts, get out of the building, alert the nearest administration officer and call the fire department from a neighbour's phone or public phone.

If you suspect fire on the other side of a door, feel the door near the top. If it is hot, do not open it. If you think it is safe, brace your shoulder against the door and open it cautiously. Be prepared to slam it if smoke or heat rush in.

Because toxic fumes and high temperatures usually fill the higher levels of air, it is best to crawl out of a burning building. Cover your face with a cloth, preferably damp.

If fire alarm goes off, you are to immediately leave the building to an assembly point without panic.

## **1.6 ALUMNI OFFICE**

The Alumni Association, whose full name is United States International University Alumni Association Africa, has its office located in the main administration block of USIU. The Association is a registered society as of April 1990 and is governed by Nine Executive Committee Members appointed in its Annual General Meeting.

All graduating students are required to register with the alumni office where further information will be provided to them on the role of the alumni in relation to the development of the association and the general university. Currently, registration to the Alumni Association is centralized on campus.

You are required to register with the Alumni office at the end of your program. It is very important that you leave the alumni office with your proper forwarding contacts updated. Notify the Alumni office whenever you change your country of residence, your job or your address through the email address: [alumni@usiu.ac.ke](mailto:alumni@usiu.ac.ke)

The Alumni are required to pay stipulated fees to the Business Office before they can be allowed to use any of the University facilities. Those wishing to utilize the university Library facilities are required to pay Library fees as well as the alumni membership fee. Your Alumni membership is renewable every year.

The Alumni office can be reached on extension 585, 205 or 206.

## **1.7 HUMAN RESOURCES OFFICE**

The Human resources Office, found on the first floor of the Administration Block, is responsible for employment and other related issues.

Student grievances against staff will be dealt with as per section 2.5 of this handbook.  
The Human Resource Office is on extension 408.

### **1.7.1 Health Services**

Since physical and emotional support is necessary for intellectual growth, our students benefit from complete health services and counselling services. The Health Centre is located next to the Hostels on Ext. 542/230 or 229 and the Counselling Center located in the Psychology Block, Ext. 311 or 297.

The Health Center is open for 24 hours as specified below:

- 8.00 a.m. to 10 p.m. All students
- 10.00 p.m. to 8 a.m. Resident students only. (Emergency Cases)

**Closed on public holidays & when school is not in session**

### **1.7.2 Health Services offered:**

Curative services:

- Clinical diagnosis and treatment of different ailments
- Dispensing prescriptions
- Minor surgery e.g. stitching of cuts, dressing of wounds, ear syringing etc.

### **1.7.3 Other Services:**

- Providing preventive care to students, staff and sports teams
- Health counselling
- Vaccination
- First aid training and first Aid Kits

### **1.7.4 Medical Insurance**

All fully registered students are insured against accidents and injuries that could lead to temporary, permanent disability or death. The scheme is operational when students are travelling to and from campus and during sports events within or outside the campus.

All students have a maximum medical cover of up to Ksh.200, 000 for accident related injuries. The cover is on reimbursement basis for non sporting students while the university makes direct payments for sports related injuries incurred by those enrolled in sports

All enrolled students are compensated for up to Kshs.500, 000 in case of a fatal accident or death.

All International students and those residing in the university hostels **MUST** have a valid medical insurance which is applicable for use in Kenyan hospitals; those who have their own should submit proof at the health centre and will be exempted from paying the medical insurance fee.

#### **1.7.5 Procedures**

If injured while on campus you should immediately report to the USIU Health Centre for first aid and completion of the Personal Accident Claim Form (1) obtained in the centre. Those outside campus should seek medical treatment from a recognised facility and later within the same week pick claim forms from the Health Centre. The forms should be duly executed by both the claimant, (the injured), and the medical Doctor, or Physiotherapist in case conventional medical treatment is not desirable for the particular case. The said forms should then be returned to the health centre and where applicable with the original medical bills within 14 days from the actual date of injury.

#### **1.7.6 Caution**

Where a student is injured and seeks treatment but fails to complete the prescribed forms (Claim Forms and upon completion of treatment submit medical Doctor Report), all medical charges incurred by the University shall be charged to the student account within 30 days of such injury.

For further clarification on effect/implications, and eligibility of available insurance schemes please call the **HR Director on Ext 408** or **the Health Services Coordinator on extensions 542/229 or 230.**

**NOTE:** It is advisable for student leaving away from their parents or guardians to take a health Insurance cover. The Health Centre does not operate as a hospital and is accessible to day students only during working hours

## **1.8 INFORMATION COMMUNICATION TECHNOLOGY**

### **1.8.1 The Mission**

The mission of the ICT Department is to collaborate with the university community to lead the advancement of scholarship through the appropriate integration of technology. In doing so, we seek to empower our students, faculty and staff to use information technology to promote life-long learning for the benefit of humankind and apply that knowledge for the development of our surrounding community. We recognize ICT as a tool that enables you to create, learn, explore, teach, increase productivity, solve problems, and go wherever your curiosity and imagination may lead.

### **1.8.2 Access to ICT Facilities**

All students who are financially cleared AND have paid computer lab fees are eligible to enjoy ICT Services. The ONLY exception is IST students, since this charge has been incorporated into their fees.

### **1.8.3 ICT Services Available**

The following is a list of the services that are available to students on campus:-

1. Access to computers during classes in the various labs in the Lillian K Beam Building, the Library and School of Arts Block
2. Access to computers in the Main Lab for general research and assignments
3. Access to the computers in the Multimedia Area of the Library for research
4. Printing, photocopying and scanning services *provided* they top up their printing accounts
5. Internet Access in the Main Lab
6. Wireless Internet Access in designated areas of the campus
7. A personal folder on the server for storing research and assignments

### **1.8.4 Services Available to ALL Students**

1. Access to registration information, fee balance and grades on the ICT System called CX (Does not require computer lab fee, but does require you to be financially cleared)
2. Access to the e-learning platform called Blackboard (Does not require computer lab fee, but does require you to be financially cleared)

#### **1.8.5 List of ICT Labs Available to Students**

1. Lab 1 – Lab 5 in the Lillian K Beam Building
2. Software Lab
3. Hardware Lab
4. Journalism Editing Lab
5. Journalism Mac Lab 1 and 2
6. Language Lab
7. Instruction Room of the Library
8. Multimedia Area of the Library
9. Language Lab
10. General Lab

This makes for a total of 15 ICT Labs in total

#### **1.8.6 ICT support services are available by:-**

1. Calling Ext 333 which goes directly to the ICT Call Center, or +254 20 3606 333 if you are calling from outside the campus.
2. Sending an email to [helpdesk@usiu.ac.ke](mailto:helpdesk@usiu.ac.ke). This **must** come from your **official USIU Gmail account**.

Multimedia services are available by sending an email to [multimedia@usiu.ac.ke](mailto:multimedia@usiu.ac.ke) and booking of facilities must occur **48 hours before** the expected function.

#### **1.8.7 Computer Lab Regulations**

1. Only students who meet the criteria set out in Section 5.2 should enter the labs. Students who access services contrary to these rules will face disciplinary action
2. Time in the lab is supervised by faculty and supervisors who are responsible for assisting and ensuring that equipment is safeguarded.



3. Students should always show their ID Card with the appropriate sticker in place to security personnel every time they enter these facilities.
4. Students are not permitted to play GAMES or do personal work in the labs. These are strictly for research and assignments.
5. Pirating of software, music, videos and any other electronic information is not allowed.
6. Students are not allowed to modify any application or delete any system/application file.
7. Students are not allowed to move equipment out of any Lab
8. Foods and drinks are not allowed in the Computer Labs
9. Students should not make noise or cause disturbance in the Lab premises.
10. Fraudulent, harassing or obscene messages and or materials are not to be sent, printed, requested, displayed, or stored within the USIU computing system.

Any student found in contravention of these rules will face disciplinary actions.

#### **1.8.8 Data Security and Ethics**

The university employs various measures to protect the security of its computing **resources and of their users' accounts**. Users should be aware that the university cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords if necessary, and changing them regularly.

1. Data transfer on the University network should be for business purposes only – research and assignments
2. All data should be scanned for viruses and other malware before being used, saved or transferred on the university network
3. Transmission of harassing, discriminatory or otherwise objectionable E-mail or files (as determined by the recipient) is strictly prohibited.
4. **Use of another person's account or access to their personal files** without their consent is strictly prohibited.
5. Access to ICT Services is provided initially using standard passwords. Protect your password and change it immediately upon activation and when you suspect it has been compromised.
6. Students will be held responsible for all activities that occur using their credentials.

7. Data files pertaining to **assignments and research** can be saved to the individual's home directory commonly called a z:\ folder.
8. Data in the z:\ folder is backed up by ICT on a daily basis.
9. Students should not save data onto local hard drives since these could fail and be formatted or replaced without notice
10. Information in the z:\ folder is cleaned out at the end of EVERY semester and students are responsible for taking their information off site
11. Files that do not conform to University policy e.g. music, videos, games, may be periodically deleted by the antivirus from z:\ folders

Users should be aware that university computing resources are intended to support our core business – learning and research. These can be queried routinely or when the need arises to establish patterns, accountability and responsibility for activities that place the University at risk.

### **1.8.9 Use of Personal Computers**

1. All personal computers using ICT Facilities on the campus should be registered with the ICT Department
2. Personal Computers should be presented to security personnel for inspection upon request and signed in and out of various buildings
3. Personal Computers accessing the wireless network MUST have licensed software and a current, up to date antivirus running
4. Personal Computers are not allowed into the teaching labs and can only be plugged in at the General Lab in the designated section
5. Students will be held responsible for exposing the University network to ICT risks through their equipment.
6. Personal Computers should not be used for making profits, personal gain or in any way that is likely to compromise the University mission.

## **2.0 THE DIVISION OF ACADEMIC AFFAIRS**

USIU offers challenging programs that will open your mind to new ideas and also stretch your imagination. We offer a multicultural perspective that permeates everything we do, preparing you to live in our global society. Our commitment to you is to help you master the skills necessary for a successful career of your choice, and to encourage you to embrace lifelong learning. USIU classes emphasize discussion and interaction. Our

experienced faculty will help you every step of the way. Additionally, there are many resources on campus to enhance your classroom experiences, including a comprehensive library and computer labs.

The Deputy Vice Chancellor, Academic Affairs (DVCAA), is responsible for the Academic Affairs Division. The division comprises the Chandaria School of Business (CSB), the School of Humanities and Social Sciences (SHSS), School of Science and Technology, and the Library. The schools are headed by the Deans. The DVCAA can be reached on ext. 406/407. The Deans can be reached on ext. 433/434 (SHSS) and on 415/414 (CSB)

## **2.1 Academic Program Administrators (APAs) and Academic Advisors (AAs)**

Stop by the Academic Program Administrators' Offices to pick up an academic schedule and to meet your academic advisor. Students are assigned to advisors based on their program of study. There are two advisors for the Chandaria School of Business and two for the School of Humanities and Social Sciences. You will meet with your advisors regularly while you are at USIU. Group course advising sessions are held once a semester for students to review their progress. Individual course advising sessions are also available throughout the semester.

Consult your advisors about establishing realistic goals and an educational master plan for your studies. The APA's and AAs offer the following services:

- Degree requirements and course advising. Group course advising sessions are held once a semester for students to review their progress. Individual course advising sessions are also available throughout the semester.
- Academic schedules.
- Guidance on major and minor program changes, and adding and dropping of courses.
- Registration. We can plan out a course of study based on your individual needs and interests. For example, need to work on Monday evening? Do you have soccer practice on Thursday afternoon? No problem, we'll work out a class schedule that will ensure your college success.
- Substitution of courses / Academic exceptions
- Transfer credits approval
- Independent study approval

Your academic program administrators can be reached on ext. 226 (HSS) and 418 (CBS). Your advisors can be reached on ext. 336,185 (HSS) and 504/171 (CBS).

## 2.2 A Short Guide on Common Academic Terms

**Course Load:** At undergraduate level, the normal full time course load during an academic semester is 12 units (four courses of three units each). To be considered a full time student, an undergraduate must be enrolled for at least 9 units. At graduate level, the normal full time course load during an academic semester is 9 units. To be considered a full time student, a graduate student must be enrolled in at least 6 units. For more information on course load and acceleration (course load in excess of normal load) please refer to the University Catalogue.

**Unit:** A unit is an academic credit that is equal to the amount of hours per week that a student will spend in class. Most classes are three units of credit per semester; therefore, the class meets twice a week for two-hour sessions. It is expected that the student will be assigned two hours of non-classroom study for every hour s/he spends in class.

### **Class levels:**

- **Freshmen:** Students who are entering the university with fewer than 29 semester units of credit.
- **Sophomores:** Students with at least 30 semester units of credit but fewer than 59 semester units of college credit.
- **Juniors:** Students with at least 60 semester units of college credit but fewer than 89 semester units of college credit.
- **Seniors:** Students with 90 or more semester units of college credit.

**Student Academic Performance:** Students are expected to keep their academic performance above average; for an undergraduate student, a GPA of **not less** than 2.0 is expected and a graduate student is expected to have a GPA of **not less** than 3.00. Failure to maintain standards will result in a student's academic standing changing from Good to a Warning letter followed by a Probation letter in the consecutive semester. If improvement is still not made in the following semester, the student will receive a letter of **Dismissal**. Students who are academically dismissed may appeal their cases to the dean or designee ten (10) working days from the date of the letter. Students should always check their academic standing on- line

**Absenteeism:** Students are expected to attend all classes. Upon being absent from five classes, in a three-unit course, the instructor will give a student an "F" grade for the course. If you have to be absent, please contact your instructor in advance. You are

responsible for any course work due on the day of your return to class and any course work missed while absent, if you miss classes because of sickness, you need to provide an official verification (stamp, signature and address) from a doctor.

**Graduation:** All undergraduate and graduate students must make a formal application for graduation by the deadline date listed in the Academic calendar of the academic year in which they expect to complete degree requirements. The commencement ceremony is held once a year.

**Honours:** Graduating seniors who achieve the requisite cumulative grade point average during their undergraduate career will be entitled to graduate with honours. The university recognises the following honours categories:

- Cum Laude                      3.50 - 3.69
- Magna Cum Laude          3.70 - 3.89
- Summa Cum Laude         3.90 - 4.00

The cumulative grade point average is computed by considering all the college work attempted at USIU plus any other college attended.

For more details on academic policies, rules, terms and other facts, please consult the USIU Catalogue.

## **2.3 The USIU Gazette**

This is a newspaper entirely researched, reported and produced by USIU journalism students. It appears once every semester and welcomes student articles, letters to the editor, contributions /comments on topical issues, matters of concern to students and relevant sports news.

For further information about the "USIU Gazette/Sauti Magazine" please see a member of the student editorial board in their offices located at Dr. Lillian K. Beam Bldg (ICT Centre), 1<sup>st</sup> Floor, Content Creation Room

## **2.4 The University Library and Information Center**

The United States International University Library operates and functions within the overall mission of the University of promoting research, teaching and application of knowledge in a multi-diversity and rapidly developing technological environment. It has a seating capacity of 1200.

### 2.4.1 Study Carrels

A mixture of small and large study rooms destined to promote collaborative learning are available on the first and second floors of the library. Three of the study carrels on the first floor are fitted with audiovisual viewing/listening workstations. Head phones are provided to ensure quiet listening.

The library's [website](#) will help you locate and use the wide variety of information resources available in the library. The librarians and staff are knowledgeable and eager to help you in your search for information.

### 2.4.2 Library Resources

- **The Online Public Access Catalog (OPAC).** Identify items in the library's collection including: books, audiovisual materials and journal titles.
- **Web Based Databases** such as **EBSCO host**. Use these resources to find articles in journals, magazines and newspapers.
- **Audio Visual Facilities use:** CD-ROMS, audiocassettes, videocassettes, and online databases for your research needs.
- **Course Texts** meet your core readings needs in your specific area of study. These are loaned to students and faculty for an entire semester.
- **American Studies Collection** promotes a thorough understanding of the United States of America. The collection covers the areas of architecture, art, business, cultural studies, drama, economic, education, geography, gender studies, history, international relations, and politics, journalism, labour studies, law, linguistics, literature, music, philosophy, poetry, psychology, religion, science and sociology. The collection is open to the academic and research community in the East and Central Africa region. Materials may be made through copying limited pages at a nominal charge to other interested parties.
- **Africana Collection** promotes works by African authors as well as works about Africa. This collection provides readership and research content for those patrons who have an appreciation for this collection.
- **U.N. Collection** includes documentations of and about the UN and its role by the global body in all aspects of humanity. This collection is intended to equip the International Relations program, environmental studies and others and give a broader appreciation of the role of the UN in the international arena.
- **Short Loan Collection** provides most books, periodicals and articles in heavy demand, USIU student projects and staff papers. Materials are loaned for 2 hours.

- **Inter-Library Loan Service** is normally used to obtain material not available in the library from other local libraries. Requests should be handed to the User Services Librarian. A charge may be made to meet photocopying expenses, if any. Users, who may wish to use another library, may request for a letter of introduction from the User Services Librarian.
- **Photocopying Services** are provided through a card-operated photocopier.
- **Notice Board** keeps you informed of the latest developments in the library and any other announcements.

### 2.4.3 Library Rules and Regulations

#### ▪ **Admission**

The following persons are allowed to use the library:-

- All registered students of the University.
- All members of faculty, administrative, technical and other staff.
- All alumni at an Annual charge of Ksh.5000.

#### ▪ **Access**

All members of the university community should gain access to the library through the biometric system.

**All users must abide by the following regulations failure to that will face disciplinary action.**

#### ▪ **Discipline**

1. Good order and silence shall be maintained in ALL Library areas including study carrels at all times. \* Repeated offences will be referred to the Disciplinary Committee.
2. Sleeping in the library is prohibited. \*
3. Food and drinks or any other materials that will accidentally damage library property, will not be brought into the library.\*
4. Booking of seats in the library is prohibited.\*
5. Use of communication devices in the library including mobile phones is prohibited\*
6. The marking, defacing or mutilation of any library material including audiovisual material is strictly prohibited.
7. Attempted theft/theft/stealing of library materials is prohibited.
8. Obtaining or using a Library card under false pretences is not allowed
9. Removal of computer components including mice, cables etc. from one computer to another is not permitted
10. Behaviour which adversely impacts on other individuals' use or access to Library facilities and resources is not allowed \*

11. Discussion in the library open area is prohibited.\*
12. Moving of seats from one table to the other is prohibited.\*
13. All readers leaving the library in possession of books, papers, bags and overcoats must show them to the Library security at the exit point.\*
14. Re-shelving of materials used within the library is prohibited. Materials used should be left on the tables or un-shelved books shelves\*
15. Loaned items may not be transferred from one borrower to another but must be returned to the library and formally re-issued.\*
16. Items not returned within the loan period shall be subject to fines. \*
17. If a lost/damaged item has to be replaced, the cost of the item shall be doubled. \*
18. Photocopying of more than 10% of any document is punishable under the copyright law of the country.
19. Time allowed for usage of the library must be observed. After the second bell every library user should be on their way out.\*
20. No visitor will be allowed to tour, use library facilities except with express permission of the University Librarian.
21. All the newspapers from the periodical area must be read within the periodical section\*
22. Any acts that violate essence of University Library policy.

Please note **that this list is not necessarily exhaustive. The University Librarian will handle the infractions marked with an asterisk (\*). Other violations will be handled as per the Student Code of Ethics in the Student Handbook. Violations of these regulations (marked with asterisks) will attract a warning or probation level I as may be appropriate. Repeated violations will be referred to the Disciplinary Committee.**

▪ **Borrowing (General)**

- All library materials including audiovisual materials may be borrowed with the exception of reference works, periodicals, press cuttings, American Collection, Africana collections, UN collections and materials in great demand placed temporarily on short loan.
- Borrowers are held personally responsible for the safe custody of any materials on loan to them. They shall be required to pay the cost of replacement of any item, which is lost while on loan to them.
- Borrowers shall also be liable to pay compensation as may be fixed by the University Librarian for any damage on any items while on loan to them.
- Loans of any Library material to other libraries may be allowed at the discretion of the University Librarian.



- Library material borrowed from other libraries is subject to the conditions of the lending library.
  - The Senior Librarian, User Services is empowered to decline to issue any particular item or items or to restrict their circulation.
- **Period of Loan**
    - *Faculty may borrow fifteen (15) circulating books for a month.*
    - All items on loan must be returned at the end of every semester and may only be renewed by re-issue.
    - Undergraduate and graduate students may borrow **ten (10)** circulating books for a period of **two (2)** weeks.
    - Alumni may borrow **two (2)** circulating books for a period of **two(2)** weeks
  - **Short loan Collection**
    - Fines of **Kshs.5.00 per hour** shall be levied on any borrower in the case of items returned late to the Short Loan Collection.
    - Fines of **Kshs.50.00 per day per audiovisual** material such as video cassettes shall be levied on borrowers who delay with such items.
  - **Fines**
- Circulating Books**
- Books required by another reader will be recalled and must be returned within (7) days. Failure to do so will necessitate fines being charged at a rate of Kshs.**3.00** per day.
- **Inter Library Loan**
    - Items not returned within two days of date due or recall shall be subject to fines:-
      - Audio visual material      Kshs.120.00 per day
      - Others                              Kshs. 10.00 per day
    - If a lost or damaged item has to be replaced, the cost of the item shall be doubled.
  - **Sanctions**

All persons registered to use the Library are required to abide by the regulations of the Library.

**The University Librarian or Designee will impose penalties for breach of any of the regulations below. In addition to this, he/she may also file formal complaints to the University Hearing Officer in accordance with the student Code of Ethics and procedures in the Student Handbook. Depending on the seriousness of the offence, the University Librarian or designee may also suspend from the use of the Library any person who violates Library Regulations pending action by the Hearing Officer.**

**Note:** Make sure you read your library regulations and other library brochures. More information is provided for on the USIU [website](#).



UNITED STATES INTERNATIONAL UNIVERSITY

“Education to take you places”

## LIBRARY & INFORMATION CENTER



### **Library information skills**

Library instructional services enable library users to acquire skills on how to use the online public access catalogue (OPAC), the basics of effective information searching and how to access the library online databases.

### **Library Information: Hours**

Opening hours depend on the day of the week and time of the year, i.e. whether during term time or vacation.

### **During the Semester**

Monday – Friday	8.15 a.m. - 9.00 p.m.
Saturday	9.00 a.m. - 6.00 p.m.
Sunday	11.00 a.m. - 5.00 p.m.

**Vacation**

Monday – Friday	8.15 a.m. - 5.00 p.m.
Saturday	<b>CLOSED</b>
Sunday	<b>CLOSED</b>

**Public Holidays      CLOSED**

If you need help or have any questions, please ask at the information desk or contact the librarians by e-mail either [asklibrarian@usiu.ac.ke](mailto:asklibrarian@usiu.ac.ke) or [library@usiu.ac.ke](mailto:library@usiu.ac.ke). You may also call EXT. 254, 294, 371, 364 252, or 314.

### 3.0 THE DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs and Enrolment Management is committed to providing a supportive learning environment that will ensure the all-round development of students through planned student welfare and activities programs as well as academic support services. The Deputy Vice Chancellor, Student Affairs and Enrolment Management (DVCSA) is the head of the division.

Every student who attends USIU will have the opportunity to learn, enhance and develop many interests and talents. The DVCSA is the Student Affairs Council (SAC) advisor and together with a committed team of staff from Student Affairs, works closely with SAC and other student leaders to facilitate and help enhance student leadership skills and knowledge, the identification of their talents and uniqueness and the exploration of the vast range of opportunities in the university. The DVCSA is the liaison between the university administration and the students through SAC.

The office of the DVCSA is located upstairs in the Administration Block and can be reached on Ext: 436.

#### 3.1 THE STUDENT AFFAIRS COUNCIL (SAC)

The Student Affairs Council commonly known as SAC is the student governing body at USIU that operates in accordance with the approved constitution and in compatibility with the philosophy and regulations of the University. All registered students are members of the Council. SAC works with the students, faculty and administration on activities and policies that are related to the overall well being and interest of the student

community. The DVC Student Affairs or designee plays an advisory role to SAC. All the student government members are elected during the student annual general elections.

The SAC offices are located within the Student Affairs Block. You can reach the SAC Executive on Ext. 243

### **3.1.1 SAC Executive Committee**

The Students Affairs Council's day to day administration and activities are overseen by five members who form the executive committee. The five members are The Chairperson, Vice Chairperson, Executive Secretary, the Treasurer and the Assistant Secretary. The Executive Committee works closely with the Academic, Welfare and Graduate Representatives and together, they constitute the SAC Senate.

### **3.1.2 Welfare Representatives**

There are two SAC Welfare Representatives.

- **The SAC Welfare Representative I** is responsible SAC organized social events as well as the general welfare of the students on campus as relates to such services cafeteria, work-study, housing, health, and other campus student support services and may offer support in the event of illness or bereavement.
- **The SAC Welfare Representative II** is responsible for student transport and communication including the outsourced transport services.

### **3.1.3 The Academic Representatives**

The SAC Academic Representatives work in close liaison with faculty and other academic oriented departments to address student academic concerns as well as help to plan and /or organize various academic related events on campus. The representatives are also responsible for academic related inter-university activities.

### **3.1.4 The Senate**

Members of the SAC Executive, Welfare and Academic Representatives form the Senate. The senate oversees club activities, decides on and plans the SAC budget and with the advice of the DVC for Student Affairs, develops policies and procedures for SAC.

*For more information about the student government,  
please refer to the SAC constitution*

### **3.1.5 USIU Clubs**

SAC registers student clubs and organisations. Clubs provide a great way for students to get positively engaged, develop leadership skills, pursue personal interests, and engage in community service as well as form a network of friends and contacts from the various nationalities on campus. Club officials, who are elected by club members annually, manage clubs. SAC continuously registers clubs that meet the requirements outlined in the Club Handbook. For a full list of registered clubs or if there is a club that you would like to join or start, please see the Assistant SAC Secretary on Ext. 243, The Clubs Coordinator on Ext. 173, or The Head of Student Activities on Ext. 144.

### **3.2.0 DEPARTMENTS IN THE STUDENT AFFAIRS DIVISION**

The following departments in the division provide a wide range of services to students and even faculty:

- The Admissions and Financial Aid Department
- The Registrar's Department
- The Counselling Center
- The Deans of Students and Student Activities Department

### **3.1 THE DEPARTMENT OF ADMISSIONS AND FINANCIAL AID**

The Department of Admissions and Financial Aid is headed by the Director of Admissions whose office is in the Admissions office, on the ground floor of the Administration Block.

#### **3.1.1 Admission Terms, Requirements and Procedures**

##### **1. Admission Tests**

Applicants from countries where English is not the official language must present a paper based test score of 550 or higher (213 in the computer based test or 90 in the Internet Based Test) on the official Test of English as a Foreign Language (TOEFL). TOEFL scores must be current within the last two years. Applicants may also submit results of the Cambridge Test of English Proficiency, grade C or better.

As appropriate, graduate applicants must submit an official record of scores from Graduate Management Assessment Test (GMAT), or Graduate Record Exam (GRE), which must be current within the last five years.

## **2. Admission Status**

- **Special Status/Non-Degree Applicants**

Students who do not intend to earn a degree at USIU may apply to be Special Status Degree students. A student who is classified as Special Status Non-Degree need not necessarily meet the admissions requirements for a degree program, but may be required to submit supporting documentation. In cases where there is limited class space, degree-seeking students will have priority on-.

- **Transfer Admission**

Official evaluation of possible undergraduate transfer credit is under the authority of the dean or designee of a school. Transfer evaluation (based on higher education work completed from accredited institutions where grades of C or better were earned) is carried out on a course-by-course basis. USIU does not offer correspondence/extension courses, and does not accept credit for such courses.

## **3. Re-Admission**

Students who are not in continuous enrolment must apply for re-admission through the Admissions Office and pay a non-refundable application-processing fee. Students must apply for re-admission unless they have obtained an approved leave of absence. Leave of absence is allowed for a maximum of one academic year (i.e. three semesters) Students who are re-admitted will be treated as new students and the Dean will evaluate their transcripts or designee based on current curriculum and admission requirements.

## **4. Returning USIU Graduates**

Students who completed a degree, credential, or certificate program at USIU and wish to be considered for another program must submit an appropriate application to the Admissions Office and a non-refundable application-processing fee. All such applications are expected to meet all admission requirements for the new degree program.

All applicants into United States International University are expected to satisfy procedures and criteria for admission, and to submit acceptable documents, which verify

that they have satisfactorily completed all admission requirements. Students who meet all requirements will be considered for acceptance to the University. A non-refundable processing fee must accompany the application. Conditionally admitted students **must** present the required documents within the **first Semester** of study. Failure to do so will prohibit further registration.

For more information do not hesitate to contact the **Office of Admission on Ext. 218, 300, 247 or 503**. You may also choose to email us on [admit@usiu.ac.ke](mailto:admit@usiu.ac.ke)

### **3.1.2 The Financial Aid Office**

#### **Introduction**

The United States International University (USIU) Financial Aid Office is committed to supporting the university achieve its Vision and Mission of providing quality all round education to a diversified population of students by promoting Scholarship and helping students with financial need meet their tuition costs. The programs also attest to the **university's contribution to the educational development of the society**.

The Financial Aid programs not only assist students meet their tuition fees, but also contribute to diversity in student enrollments thereby helping students from different nationalities and backgrounds interact. There are also those programs that help prepare students for the world of work while others provide them with opportunities to discover and or develop their talents.

#### **1 General Eligibility Criteria and Policies for Financial Aid Programs**

In addition to the specific criteria provided for each of the scholarships, all applicants must meet the following criteria and abide by the policies and regulations that govern them:

- Fulfil all the relevant financial aid application and selection procedures within the stipulated time lines.
- Clearly specify the name of the scholarship(s) or Financial Aid program(s) they are applying for.
- Enroll as full time students: 3 - 4 courses (9 - 12 units) for undergraduate students and 2 - 3 courses (6 - 9 units) for graduate students
- Be of good conduct.
- Meet the academic requirements to remain eligible.
- Abide by all the requirements of the Financial Aid Programs.



## **Policy and Regulations**

- Financial Aid applicants must meet admissions requirements (if new students)
- Students may apply for more than one Financial Aid program depending on circumstances and eligibility.
- Unless specified, all USIU students who meet the required criteria are eligible to apply for financial aid.
- Students of Kenyan nationality with financial need **must show proof of having** applied for HELB funds if they qualify for the same.
- Students who apply for need based Financial Aid programs will be required to provide all the necessary documentary evidence alongside their applications.
- Financial Aid **is not refundable** to students under any circumstances.
- Award of grants/ scholarships **depends on availability** of funds.
- All Financial Aid applicants will be notified about the status of their applications within seven days from the date of the interview (for continuing students) or upon admission (if new students).
- Recipients of financial aid who must maintain specified academic requirements to remain eligible will be placed on **one-semester Financial Aid Probation** if their Cumulative GPA drops below expected standards but not below a cumulative GPA of 2.0. The financial Aid office will formally issue a letter to that effect in the 3<sup>rd</sup> week of the semester.
- Fulfillment of all the Financial Aid application requirements is not a guarantee for the award of Aid.
- Incomplete applications will not be processed.

## **2 Financial Aid Programs for the Undergraduates**

- Full USIU Scholarship
- Alumni Scholarship
- Freshman Scholarship for Kenyans
- International Grant for International Students (IGU)
- Sports Scholarship for freshmen
- Sports Scholarship for Continuing Students
- Diversity Scholarship
- The Vice Chancellor's Grant for Undergraduate Students (VCSU)
- Campus Work Opportunity (CWO)

- Resident Assistantship (RA)
- SAC Grant

### **3 Financial Aid Programs for Graduate Students**

- MBAS Scholarship
- Public Service Scholarship
- Graduate Assistantship (GA)

### **4 Financial Aid Programs for Undergraduate and Graduate Students**

- Special Need Grant
- Family Tuition Discount Award
- USIU Alumni Discount Award

### **5 Externally Funded Financial Aid Programs**

- Rattansi Education Trust Fund Grant
- Mel Kuol Scholarships
- USAID Scholarship
- The Coca-Cola Africa Foundation Scholarship for MSc. in Executive Management & Organizational Development (EMOD).
- Higher Education Loans Board (HELB) [www.helb.co.ke](http://www.helb.co.ke)
- Bank Loans – Kenya Commercial Bank (KCB), National Bank of Kenya (NBK) and Equity Bank.

#### **Note:**

The filling of an application form for financial assistance, does not guarantee that a student will receive financial aid. Financial Aid is very limited and its receipt is contingent upon the availability of funds and the number of students that apply for the same in any given quarter. Some positions for CWO and GRA also require advanced computer skills as pre-requisites.

Every applicant for Financial Aid must go through an **interview** process conducted by the **Financial Aid Committee**, to assess each applicant's eligibility for the grant he or she has applied for. Only those students whose applications are approved by the committee will be awarded Financial Assistance in any given semester. In view of the above, it's contingent upon any applicant to liaise with the Financial Aid Office to know when the dates for the interviews.

#### **Disclaimer:**

The responsibility of paying school fees lies with the student and his or her guardian(s). The University would like to make it clear that most of the Financial Aid Programs

provide only **partial** funds. The student should therefore make the necessary arrangements to meet the rest of the tuition fees and living expenses

**Note:** *Interested applicants should visit the appropriate page on our Web Site: <http://www.usiu.ac.ke> for the relevant application forms.*

*For further information, kindly contact the Financial Aid Office (Tel. 254-20-3606210); Email: [finaid@usiu.ac.ke](mailto:finaid@usiu.ac.ke)*

### **3.2 THE DEPARTMENT OF THE REGISTRAR**

If you need to update your address, request transcripts, require a letter verifying your enrolment, take a leave of absence, apply for graduation or obtain clearance for graduation, contact the Registrar's Office.

The Registrar's Office is located in the Administration Block and can be reached on Extension 239 or 216.

The office of the Registrar is an academic support department. Its goal is to support the University by providing information to students, University officials and external agencies as well as protecting the integrity of student records and University policies.

The University Catalogue offers important information about all degree programs, their respective course requirements, academic policies and the University Code of Conduct and Ethics. **Please make sure you read the University Catalogue.**

Students must become thoroughly familiar with all current regulations of the University. Students are responsible for complying with all policies and regulations of the university. They are also responsible for fulfilling all requirements for their respective degree programs. Requirements are considered complete only when appropriate documentation is received and recorded in the Registrar's Office.

#### **Student related Services**

- Address Updates. All students are advised to update their addresses whenever they change them
- Processing of Transcripts
- Graduation Application and Clearance

- Grade Reporting
- Leave of Absence
- Processing of International Student Resident Permits (Pupil's Pass and Re-Entry Permits)
- Pre-Registration Coordination
- Academic Calendar
- Enrolment Verification
- Inter-campus Transfer
- USIU ID processing

Verification of enrolment to outside agencies may be obtained from the Registrar's Office after the close of registration.

The main objective for all Registrars' Office staff is to provide quality services in an efficient and courteous manner. The Registrar maintains an open door policy for all students to address any concerns they may have relevant to services provided and/or clarification of university and/or office policies.

Students must ensure that all the necessary contacts (including mobile numbers and email addresses) of their next of kin/guardians in and outside Nairobi are filed with the registrar.

### **3.2.1 USIU Identification Card**

The USIU Identification Card is issued under the following guidelines and policies:

**1. Identification:** The USIU ID Card is required for identification at the University. It must be presented upon request to any contractual security personnel or authorized University personnel. The card identifies the Cardholder's name, picture, designation (student/staff/faculty/temporary), Authorizing signature, Student / Staff / Faculty ID number, national ID / Passport number (for staff / faculty), validity period and Library Barcode number. The card must be properly WORN to ensure proper display at all times while on campus.

**2. Ownership:** The ID card is the Property of the United States International University – It must be surrendered upon request of any authorized party. The USIU ID Card office produces the card and maintains the database of card holders. The card office administers a set of card policies for the production and use of the card. All cardholders must adhere to these policies for any use of the card. In the event of graduation, suspension,

termination of contract/employment or departure from the University, the cardholder **MUST** surrender his/her card to the respective department.

**3. Issuance:** ID Cards are issued to all new members of the University. This includes New / Special Status / Non Degree / Re-admit students, Faculty / Adjunct Faculty, Permanent / Contractual / Temporary employees, Interns and Consultants.

**4. Alterations & Damage:** The card may not be altered in any way. No individual or entity may alter or photocopy the card for any reason. The card may not be re-encoded. Photocopies of the card will not be accepted. The cardholder will be held responsible for any damage caused to equipment by an altered card. Replacements for altered cards will be reissued at the cardholder's expense. It is the cardholder's responsibility to keep the card in a manner that will prevent its damage.

**5. Replacement:** A charge of Kshs.1,500 will be imposed to replace a lost, damaged, or replacement card for name change. (Name changes must be FIRST updated in the Registrar's Office) Replacement Fee is payable at the Finance Office.

**6. Theft:** Incidents of theft or mugging need to be reported to a police station and a police abstract obtained. This will be required as evidence to present to the security office, from which, a stolen ID card will be replaced at a cost of KShs.500.

**Usage:**

- The swipe ID cards can be damaged by nearby magnets or direct sunlight.
- Cell phones, Bank ATM cards, credit cards, speakers and other objects with magnetic components can **demagnetize** the magnetic stripe and render it useless as far as **cafeteria, printing, and photocopying services** are concerned.
- You are advised to keep the ID card separate from these objects and any others that may potentially damage your card.
- When placed in direct sunlight, the cards may be damaged.
- Keeping the cards within their plastic holders lengthens their life considerably.
- Usage of the ID is restricted to the owner only. It is not transferable
- USIU will **NOT** be held liable for any such damage or replacement.

**Please Note:** All students leaving USIU for whatever reason (e.g. graduation, academic or disciplinary suspension/dismissal, transfers , leave of Absence etc. **must surrender their IDs** to the Registrar upon submission of their clearance forms.

### 3.2.2 Degree Certificate Replacement Policy

If an alumnus loses the degree certificate the following procedure will apply:

They **must** provide a sworn affidavit from a notary, lawyer or commissioner of oaths certifying that the original diploma was lost. The affidavit should include the full name, address and phone number, date of birth, the degree and the year it was granted.

If the degree certificate is damaged or there is need to change the name on the certificate the original certificate should be sent to the Registrar.

For name changes, enclose a photocopy of your of birth certificate, change of name certificate, marriage certificate, proof of divorce or other legal documents that support your name change, corrections, additions or deletions .

A covering letter must include the applicant's full name, student number, address and phone number. It must state the reason for requesting a replacement diploma, and clearly indicate the changes to be made.

**Note:** All requests made by a third party on behalf of a graduate must be accompanied by a signed letter of authorization.

## 3.3 THE OFFICE OF THE DEAN OF STUDENTS

The office of the Dean of Students is located in the Student Affairs Block. The Dean oversees student activities, student welfare issues as well as international student services. Student Affairs staff members are committed to promoting **meaningful student's** engagement in activities that will enhance their holistic development. In order to do this, the Dean of Students office works closely with SAC on student projects and also oversees other student activities.

Individual students are free to see the Dean whenever there is need. You can reach the Dean on Ext. 187

### 3.3.1 The International Students Office

This is the **International Students' contact office** that handles all international student related questions. It offers services such as:

- Orientation of international students including organizing the city tour.

- Handles specific problems and concerns of individual international students.
- Coordinates student exchange/study abroad programs.

An Orientation for international students is held in the 3<sup>rd</sup>. week of each semester. Students interested in exchange programs should attend the awareness program held every 5<sup>th</sup> week of the semester. The International Students Officer is responsible for helping international students benefit from their experiences in USIU. All International students are advised to visit the University [website](#) and access the International Students Handbook that gives information on:-

- a) Immigration documents required by foreign student to study in Kenya
- b) Money matters
- c) Places to visit in Kenya
- d) Safety Abroad (on and off campus)
- e) Culture shock, etc.

For more information, please call Extension 212.

### 3.3.2 The Student Hostels

There are two hostels on campus with a bed capacity of 256. The hostels mainly cater for international students and those from outside Nairobi. All rooms are for double occupancy. Common rooms on each floor provide residents with cable television, recreational areas for games and socialising.

For more information, contact **The Head of Housing on Ext. 265.**

### 3.3.3 The Students Activity Office

The Head of Student Activities has an office in the Student Affairs Block and work closely with SAC, the Sports Committee (SPAC) and the Sports and Clubs Activity Coordinators to enhance and facilitate the engagement of students in meaningful activities.

#### **1. Sport Activities**

At USIU we try to keep students active in different extracurricular activities. The sports Office co-ordinates sports activities. USIU sport teams represent the university in various leagues within the country. In order to engage as many students as possible in sports, the university provides participatory sports programs. Participatory sports teams receive limited funding to enable them to function. Students are encouraged to participate in sporting activities for relaxation as well as development of talents.

## **2. The Sports Committee (SPAC)**

The Sports Committee is the umbrella organisation of all sport teams on campus. All the captains of different teams with three other elected players from the Sports Committee and the three elected members are: - The Chairperson, Vice-Chairperson and the secretary/Treasurer. For more details, visit the Sports Office at the Recreation Centre or the Head of Student Activities on Ext. 281.

## **3. USIU Sports Teams**

- Men's Basketball Team
- Ladies Basketball Team
- Men's Hockey Team
- Rugby Team
- Men's Soccer Team

## **4. Campus Participatory Sports**

- Swimming
- Tae-Kwon-Do
- Athletics (Track and Field)
- Lawn Tennis
- Badminton
- Squash
- Pool
- Volley ball
- Ladies Hockey Team
- Ladies Soccer Team
- Handball
- Karate

## **5. Intramurals**

The Intramural sports competitions are organised annually during the spring semester to encourage wide participation in campus sports. Students are divided into teams, which compete in various disciplines. Trophies are awarded to winners.

## **6. Clubs**

USIU offers students opportunities to pursue other co-curricular activities through engagement in club events. Students can practice what they learn in class, or engage in events that build their life skills such as leadership, communication, team work and project management, by actively participating in club events. All clubs are registered by



SAC, which also allocates each club some limited funds to run its events. Students are encouraged to develop fund raising skills to help cater for club events that may otherwise not be catered for by the university or SAC. The DVC Student Affairs & Enrolment or designee acts as an advisor to both SAC and clubs and helps ensure that all activities are conducted within the regulations stated in the clubs Handbook or the various constitutions. Individual club patrons, who are either USIU members of faculty or staff, play an advisory role to the clubs and assist them in running their activities. There are over twenty five registered clubs in the university and students are encouraged to register more as per the procedures in the Club Handbook.

For a complete list of registered clubs, please contact the following:

- SAC Assistant Secretary On Ext 243
- The Head of Student Activities Ext: 144
- The Cubs Coordinator Ext. 173
- Dean of Students Ext 281

### 3.3.4 The Students Center

The Student Center which is located between the student hostels and auditorium is a complex that houses the offices of the Sports Activities Coordinator, the gym, aerobics room, TV room, pool tables and changing rooms. Trained Gym instructors help students go through various fitness programs suitable for their needs and abilities. There are three aerobics sessions daily for students. Students have to pay a small fee to use the contracted Pool tables services.

### 3.3.5 The Year Book

The yearbook, which is published once a year, is a memorabilia for graduates. The book is compiled and edited by a committee, under the supervision of faculty from the journalism program. The Dean of Students oversees the work of this committee. Students wishing to join this committee should watch out for the relevant advertisement in the fall semester or contact the Head of the Journalism Program on Ext.310.

## **3.4 THE COUNSELING CENTER**

The office of the Head of Counselling Services is located in the Counselling Block opposite Classrooms I and J as well as the Student Affairs Block and the SAC office. The Head of Counselling oversees all services and programs in the center. The Staff in the

Counselling Center are committed to helping students develop life skills and healthy lifestyles.

**Services provided in the center include:-**

- Personal Counselling Services
- Career Counselling
- Group Counselling
- Awareness programs through workshops, seminars, and notice board campaigns.
- Life skills development
- Voluntary Counselling and Testing ( VCT)

The office works closely with special needs students and students with academic problems. University Counsellors are the patrons of the Peer Counselling Club and Peer Educators.

Counselling services are confidential and matters discussed on a personal level are treated with **confidentiality**. This is the place for you to talk with a view to working on your personal growth. There is always a counsellor available during working hours. However, to ensure timeliness and orderliness, it is advisable to book an appointment with the Counselling Assistant at the centre. We hope that you will make use of this facility in order to help resolve problems or conflicts you may be facing. **The counselling office can be reached on Ext. 311 and 297**

### **3.4.1 The AIDS Control Unit (ACU)**

In order to manage the response to HIV and AIDS, the University has established an Aids Control Unit that is strong, sustainable, well equipped and with adequate and qualified staff.

The ACU is mandated to:

- Provide a framework for guiding the implementation, monitoring and evaluation of HIV and AIDS activities at all levels.
- Coordinate, plan, manage and implement programs and activities in line with the HIV and AIDS policy
- Spearhead the fight against HIV and AIDS at all levels.
- Actively and effectively involve managers, heads of departments, and all other leaders in the response to HIV and AIDS.

- Coordinate resource mobilization, planning and budgeting in liaison with other partners.
- Advise the university on HIV and AIDs related issues including the implementation of the HIV policy.
- Develop a shared strategy aimed at preventing the spread of the HIV and AIDS pandemic and mitigating its impact.
- Ensure that HIV and AIDS are mainstreamed into the core functions of the University.
- Ensure adequate structures, staffing, and continuity of staffing for HIV and AIDS related functions.
- Organize and execute outreach programs for the local community.
- Design an HIV and AIDS curriculum and facilitate the training of peer educators and others.
- Spearhead the monitoring and evaluation of the HIV and AIDS response programs and utilize the information for planning and management.
- Gather, analyze, disseminate and store research data pertaining to HIV and AIDS.
- Undertake the review of this policy from time to time to ensure relevancy.

### **3.5.5 Career Counselling and the Placement Office**

The Career Counselling mission is to assist in establishing links between prospective employers and USIU students. The Career counsellor will help you achieve this mission through:

- Career guidance and training on CV / Resume writing and interview skills.
- Career fair programs held every summer semester to introduce students to prospective employers.
- Equipping students with job search skills.
- Organizing events for students to meet employers and learn about different professional fields.
- Developing a database for graduating students.
- Organizing recruitment drives within the USIU campus.
- Providing students with resources for career assessments.

**The Career Counsellor can be reached on Ext. 162.**

## 4.0 POLICIES AND REGULATIONS

### 4.1 Guidelines on Posters and Use of Official Electronic Media on Campus

- a) All posters and SAC related activity posters, flyers, advertisements, notices related to student activities and by students, **MUST** be approved and **stamped** by the Student Affairs Council (SAC). The Sports Committee approves adverts for sports.
- b) Before you bring these items to the Student Affairs Office, ensure that:  
75% of all writing is in English or translated.
  - The items do not advertise cigarettes or alcohol.
  - The literature is dated and signed.
  - The event **has** been approved by the respective Head of Department or Patron.
- c) The Housing Officer or a designated Resident Assistant must authorise any literature which is posted on the Hostel notice boards.
- d) Material for websites **MUST** comply with university regulations (including copyright laws) and must also first be approved by club patrons or the Head of Student Activities.

#### 4.1.1 Use of Surfaces, Bulletin Boards & Spaces

- 1. The Dean of Students Office in conjunction with other relevant University Officers and SAC may determine how bulletin boards may be used from time to time. For example, bulletin boards may be limited to official University or student related information or may be designated as general purpose bulletin boards.
- 2. No bulletin boards on campus may be used for informational and commercial purposes unless with prior approval. All notices are subject to removal two-weeks after they are posted, except student election campaign materials, which must be removed within 48 hours after the day of the election.
- 3. The use of exterior and interior surfaces in residence halls is subject to regulation by the University Student Affairs.
- 4. To avoid littering the campus, material may not be placed on vehicles.

5. Except for student election materials, no signs, exhibits, works of art, displays, temporary structures or other materials may be posted or displayed on University grounds or adjacent to University facilities without prior written approval.
6. No materials may be fastened to any part of a facility except on spaces provided for this purpose. Materials may not interfere with ingress, egress or safety of any individual using a facility. If posting or display of any material could result in damage to a facility, prior written approval must be obtained from the Operations Manager.
7. In addition to being subject to those consequences associated with violations of this policy, persons responsible for damage to walls or other surfaces resulting from violation of this paragraph shall pay the cost of repair, and may be subjected to applicable criminal laws.

#### **4.1.2 Policy on Use of University Facilities**

Academic classes in all buildings are scheduled by the University Academic Program Administrators. Class scheduling takes first priority in the use of facilities.

For use of other University facilities, members of University community shall have to reserve such facilities by contacting the **persons listed in the table below**, who are responsible for approving use of specific facilities and programs as indicated below.

<b>Responsible Person</b>	<b>Department</b>	<b>Areas of Concern</b>
Head of Student Activities	Student Activities	Student related
Academic Program Admin	Academic Affairs	Academic related
Head of Admissions	Enrolment	Admissions
Public Relations Manager	VC's Office	University wide events
Registrar	Enrolment	Student registry
Head of Human Resources	Finance & Administration	Employee events
Operations Director	Operations	Facilities
Hospitality Manager/Chef	Operations	Cafeteria
University Librarian	Academic Affairs	Library Facilities
Head of Security	All areas	All areas
Academic Affairs Administrative Assistants- DCV AA and Academic Deans	Academic Affairs	Boardrooms and conference rooms

ICT Director	ICT	ICT facilities
University Legal Counsel	VC's office	Legal Matters and contracts

**The following guidelines apply when reserving a facility for use.**

- Requests to the relevant offices must be in writing and copied to relevant Deputy Vice Chancellor and/or Dean
- Requests must be made at least a week before the anticipated event
- Any use of University facilities must not violate the University policy of non-discrimination, littering, substance abuse among others
- Activities in or on University facilities must not violate the policies, regulations, or laws of the republic of Kenya
- Use of any facility shall not be authorised where such use may disturb the conduct of University activities.
- Use of any facility must be appropriate for the size, design and purpose of the facility and must not pose an undue burden on University resources.
- Events or activities that may require use of fire/fireworks must get prior approval from both the Director of Operations and Head of Security.
- The University reserves the right to cancel or modify reservations of any external organisations seeking use of the University facility should the reservation conflict with functions central to the educational mission of the University.
- Guidelines to help students plan and manage their events are available on the web site in the section on the homepage called 'RESOURCES'

## 5.0 THE STUDENT CODE OF CONDUCT: NON-ACADEMIC

### 5.1 Conduct Jurisdiction

The university reserves the right to take necessary actions to protect the safety, image and well being of the campus community and to protect its facilities and programs. All students regardless of where they live are members of the academic community with the same basic rights and responsibilities. All students are subject to the code of conduct. The university may deal with violations whether they occur on or off campus.

Students are expected to abide by the **laws of Kenya** and the policies of USIU. Students who violate the law may incur penalties prescribed by civil authorities. In such cases when the university's interests are involved, the authority of the university may be asserted. The vice Chancellor or designee will determine if the interests of the University are involved and if legal and/or disciplinary actions are necessary. The University will however not be responsible for any student who finds himself or herself in the Criminal/Civil justice system for prosecution.

Violation of a university regulation, which is a violation of Kenyan or civil law, and affects the university, shall be procedurally handled as a university disciplinary situation **regardless of whether there is a prosecution under law.**

Disciplinary action at the university will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. Finally, the implementation of university disciplinary authority does not protect the student from; nor does the university necessarily consider it to be a substitution for civil process or criminal prosecution.

Student organizations and groups formally approved by the university are subject to the same regulations as individual students. Cases will be considered if a significant number of students involved in the alleged offences belong to an organization or group, or if the planning and leadership for an alleged offence came from student member of an organization or group.

In general, the university, by its disciplinary authority, attempts to promote:

1. Concern with matters, which impinge upon academic achievement and standards, and the personal integrity of students.
2. Protection of property

3. Interest in the mental and physical health and safety of members of its community.
4. Concern for preserving the peace for ensuring orderly procedures, and for maintaining student morale.
5. Responsibility for character development, for maintaining standards of decency and good taste, and for providing an appropriate moral climate on the campus.
6. Protection of its good relations with the community.

### 5.1.1 Conduct Regulations

A student who is found in violation of any of the following regulations is subject to the sanctions provided in this policy. The implications of some violations are so serious that a single incident would require a sanction at or near the maximum. Other violations become significant through repetition or if they are committed intentionally or recklessly. A violation will be regarded as more serious if it is criminal or committed because of race, gender, religion, national origin, disability or sexual orientation of another individual or group of individuals. Below are examples of acts and / or behaviours that would mostly constitute serious violations and the consequent disciplinary sanctions. The sanctions indicated are the **bare minimum** for the offences cited. Higher level disciplinary sanctions may therefore be imposed depending on the seriousness of the offence. The list below is not exhaustive.

1. Actual or threatened physical assault or intentional or reckless injury to self, persons or property. - **Probation Level II**
2. Offensive or disorderly conduct, which causes interference, annoyance or alarm, or recklessly creates a risk of harm. -**Probation level I**
3. Interfering with the freedom of any person to express his/her views, including invited speakers -**Probation Level I**
4. Interference with entry into or exit from buildings or areas or free movement of any person-**Probation level I**
5. Behavior or activities which endanger the safety of oneself and /or others, and /or property- **Probation Level II**
6. Disruption or obstructions of teaching, research administration, disciplinary proceedings or other university activities.-**Probation Level II**
7. Violation of any of the restrictions, conditions, or terms of a sanctions resulting from prior disciplinary action.- **Probation Level II**
8. Refusal to display or provide identification upon demand by or to comply with other directions of university staff members or the staff of contractual affiliates of the university or other public officials acting in the performance of their duties, while on



- university property or at official university functions; or resisting or obstructing such officials in the performance of their duties. **Probation Level II**
9. Misuse of university documents including, but not limited to forging, transferring, altering or otherwise misusing a student ID card, PIN number, official letterhead or other university identifications, or committing any other acts of forgery; conniving to violate policy, or peddling false hoods. **Probation Level II**
  10. Possession, sale, use, transfer, purchase, or delivery of drugs except as expressly permitted by law. - **Dismissal**
  11. Making false statements in any application for admission, petition, request or other Official University document or record. - **Probation Level II**
  12. Forcible entry into a building or other premises. **Probation Level II**
  13. Trespass or Unauthorized presence in a building or other premises. - **Probation level I**
  14. Unauthorized Possession or use of firearms, fireworks, dangerous weapons, or possession of restricted chemicals when not authorized or possession or use of realistic looking toy weapons that can be used to threaten people. **Dismissal**
  15. Starting fires, or igniting fireworks, or any form of explosives, false reporting of a bomb, incendiary device, or other explosive, or any false reporting of an emergency **Probation Level II**
  16. Tampering with fire or safety equipment. **Probation Level II**
  17. Refusal to evacuate during fire, bomb, and earthquake preparedness drills. **Probation level II**
  18. Damage, destruction, tampering or defacement of personal, public, university or university affiliates' property. - **Probation Level II**
  19. Obscenity or lewd or indecent conduct. - **Probation Level II**
  20. Illegal gambling. - **Probation Level I**
  21. Unauthorized use of university letterheads, logo, intellectual or physical property, facilities, e.g. transports, computers, notice boards etc. or facilities of members of the university community or university affiliates' or contracted services. - **Probation Level II**
  22. Violation of residence hall rules and regulations. - **Sanctions as per residence handbook.**
  23. Violation of published university policies, rules and regulations, including but not limited to alcohol use, smoking, and verbal and/or written harassment. - **Probation Level 11**
  24. The misuse of telephone or communication equipment including electronic and non electronic mail, and facilities such as notice boards and fliers. - **Probation Level I**
  25. Any violation of National or local laws/bylaws. - **Probation Level I**
  26. Unauthorized use of the university logo, facilities, premises or any other property for commercial purposes **Probation Level 11.**

27. Receiving or offering items, funds or services that can under surrounding circumstance be reasonably construed as a bribe, payoff or kickback. **-Probation Level II**
28. Forms of protest and/or political agitation that disrupt the normal activities of the university and interferes with the rights of other students. **Suspension**
29. Theft and/ or handling of stolen property- **Dismissal**
30. Any acts that violate the essence of the University Code of Conduct. **Probation Level II**
31. **Speeding on Campus, Causing injury to self or others through driving- Banned from driving to the University.**

### 5.1.2 Disciplinary Procedures

Disciplinary action is intended to identify and correct problems. Distinct disciplinary procedures have been designated to ensure the rights of due process and a fair hearing.

- The Dean of Students will be the university Hearing Officer and he/she or his/her designee will process minor incidents involving letters of warning.
- The Housing Officer in consultation with the Hearing Officer will process such incidents occurring in the residence halls.

Complaints involving discrimination will follow the procedures outlined in this Handbook in the section titled "Discrimination: Students Initiated Grievance Procedures".

Other incidents will be processed according to the following disciplinary procedures.

### 5.1.3 Disciplinary Charges

- Any member of the university community or university department may bring up charges against any student. Such charges must be written and filed in the office of the Dean of Students or designee.
- Students with non-academic charges against members of staff or Faculty must file them in writing with the Dean of Students who will carry out the initial investigations and refer them to appropriate university authorities for the processing of the disciplinary charges as may be necessary.
- A complaint filed against a student in writing must be received within 14 calendar days of the infraction. This time for filing can be extended up to one calendar year by the DVC Student Affairs or designee based upon unforeseen information or circumstances.
- The Hearing Officer or designee will acknowledge the complaint within five (5) working days, initiate the hearing process within ten (10) working days of receipt

- of a complaint and give notification for the hearing within the next five (5) working days
- The Hearing Officer will chair the proceedings in a 5-member panel comprising two students, a faculty member, a staff member and the Hearing Officer or designee. All the five (5) members will have to be present at a hearing. The Hearing Officer or designee will have a casting vote in case of a tie.
  - The Hearing Officer or Designee will convene all disciplinary meetings.
  - The Management Council on the recommendation of the DVC Student Affairs will appoint members of the panel who will serve for a period of one year. This period is subject to renewal

## 5.2 Hearing Procedures

1. The accused student(s) or organization official(s) will be provided written notification of time, place and date of the hearing. Sufficient notice is defined as **at least five working days**. The notice will include the charges that will be reviewed and other pertinent information about the hearing. An extension may be requested within two days of the receipt of the notice.
2. The student(s) or organization representative has/have the right to have a friendly advisor present at the hearing who should be a USIU faculty member, student or member of staff.
3. The hearing will be closed to the public, except for an immediate member of the students' family and his/her advisor or witness. Since the university judicial system is quasi legal, people acting in the capacity of lawyers will not be allowed to participate or represent students in the hearing. The university reserves the right to review individuals participating in the hearing procedures based upon their involvement with the incident.
4. Oral or written testimony by the accused student (s) or witness may be presented.
5. Student witnesses may be subject to charges of dishonesty within the university disciplinary system if their testimony is deemed to be intentionally inaccurate.
6. Prospective witnesses, other than the accuser(s) and accused may, at the discretion of the university hearing officer, be excluded from the hearing during the testimony of other witnesses.
7. Any person, including the accused student(s), who disrupt(s) a hearing, may be excluded from the proceedings.
8. The Hearing will be conducted in a fair and impartial manner, although strict rules of evidence do not apply.
9. The University judicial system is quasi-legal no lawyers sit on its panel

### **5.2.1 A suggested order for hearing is as follows:**

- A. Introduction.
  - B. Disciplinary philosophy of the university.
  - C. Charges (in the presence of the accused).
  - D. Evidence in support of the charges.
  - E. Witnesses in support of the charges.
  - F. Evidence in support of the accused.
  - G. Witness in support of the accused.
  - H. Review of the evidence and testimony.
- 
- If an accused student fails to appear at a scheduled hearing without a valid excuse, the university hearing officer will proceed to a decision based upon the evidence presented.
  - Hearing proceedings must be recorded on audiotape or other reliable means of making a record as determined by the university Hearing Officer. The record must be maintained in the Student Affairs office for two years or until such a time as all appeal procedures are exhausted.
  - Pending action on any charges, the status of the student will not be altered, except in cases involving interim suspensions and only in accordance with the procedures for such suspensions.
  - The accused has the right to receive in writing the decision of the Hearing Officer that must contain reasons for the action, findings of facts and an explanation of the sanctions.
  - The university Hearing Officer shall prepare this notification in a timely manner, but no longer than 30 calendar days after the hearing.

### **5.2.2 Disciplinary Sanctions**

The following disciplinary sanctions comprise a range of official action that may be imposed for violation of regulations. One or more sanctions may be imposed.

No refunds will be made to students who are suspended or dismissed from the University for Disciplinary Reasons. Further, if the disciplinary action results in the loss of any University contracted service for the student, no refund is available.

Additionally students who violate the laws of Kenya may also be referred to the criminal system for prosecution.

For students found to be using illegal substances or to be in violation of the alcohol use policy, a condition of continuance at the university may include the completion of an appropriate education or rehabilitation program.

## **1. Disciplinary Warning**

In cases of minor student misconduct, this written action is taken when the individual's conduct or involvement merits an official admonition. The student is warned that further misconduct may result in more severe disciplinary action.

## **2. Disciplinary Probations**

- **Probation-Level I** A serious form of reprimanding that is fitting for the type of violation or repeated violations as designated for a certain period of time by the University hearing Officer. The student may, if deemed appropriate, represent the University in activities and hold office in student organizations during the time stipulated as probationary. The student is notified that further infraction of any University regulation may result in more stringent restriction being placed on his/her actions.
- **Probation-Level II** The most serious level of disciplinary sanction short of suspension from the university. The student remains enrolled at the University under circumstances defined by the University hearing officer. The student will not represent the University in an official capacity or hold office in any student organization. The student is however, still considered to be in "good standing". Examples of representing the University in an official capacity include: participation in club, athletics events or teams, recognized student organizations, or any officially recognized responsibility as related to campus employment. This probation level indicates to the student that further violation of any university regulations will result in more stringent disciplinary action, including but not limited to suspension or dismissal from the University. Additional restrictions may be placed on the student while on Level II probation, such as loss of on-campus housing privileges or restrictions from campus events and activities.

On completion of the disciplinary sanctions, the student **must apply to the Hearing Officer for reinstatement**. An extension of the sanctions may be affected if the student did not abide by the terms of the suspension.

### 3. Interim Suspension

- The DVC, SA or his / her designee may suspend a student and / or remove the student from on-campus housing for an interim period pending full disciplinary proceedings whenever there is evidence that the continued presence of the student on the university campus poses a substantial threat to the safety or well-being of any person or persons, university property or the property of others.
- An interim suspension may **become effective immediately** without prior notice. A student suspended on an interim basis will be given an opportunity to appear personally before a hearing officer within 14 working days from the effective date of the interim suspension.
- During an interim suspension, the student will be barred from all or part of the university premises. Any student under interim suspension who returns to the portion of campus to which he / she is barred without permission from the DVC, SA will be subject to further disciplinary action.

### 4. Suspension

This sanction is one of involuntary separation of the student from the University for a designated period of time. The University hearing officer may establish additional requirements, which must be fulfilled to his/her satisfaction, prior to reinstatement. The student will also be **barred** from university premises and participating in any University activities.

On completion of the suspension period, the group must apply for reinstatement. An extension of the suspension may be effected if the group did not abide by the terms of the suspension.

### 5. Suspension of Group Recognition

This sanction consists of the withdrawal for stated periods of time of all or part of the official recognition of an organization or group. Such action may include conditions for reinstatement or recognition. Total removal or recognition results in complete suspension of the activity of the group.

On completion of disciplinary sanctions, the student must apply for their official lifting. An extension of the sanctions may be affected if the student did not abide by their terms of the sanction.



## **6. Dismissal**

This sanction is one of involuntary and permanent separation from the University. Notice of permanent dismissal will appear on the students' academic history and transcript. The student will also be barred from University activities and premises.

## **7. Revocation of Group Recognition**

This sanction is permanent cancellation of the official University recognition and privileges of a group and results in complete suspension of the group.

## **8. Restitution Fines**

The student or the organization may be required to make payment to the University or to another specified person(s) or group(s) for damages incurred as a result of a violation of any provision of the student code of conduct. The University in addition to any other sanction applied may demand restitution fines. Restitution fines may include an administrative fee for processing.

### **5.2.3 Appeal Procedure**

Formal appeal of a decision reached by the University Hearing Officer must be made to the DVC Student Affairs or designee in writing within five (5) working days of receipt of the outcome of the hearing. Failure to submit the appeal in writing within the allotted time will render the original decision final and conclusive. This procedure, like the university hearing procedures provides for the internal resolutions of disciplinary related incidents and is not a legal forum. Consequently, representation of parties by legal counsel will not be permitted.

#### **An appeal must be based upon one or more of the following conditions:**

1. Errors in interpretation or implementation of procedures for conduct violations were so significant as to effectively deny the student a fair hearing.
  2. New and significant evidence, which could not have been discovered by diligent preparation for presentation at the initial hearing, is now available.
  3. Lack of substantial evidence in the record to support the outcome. The DVC Student Affairs will limit his/her inquiry to the record of fact from the hearing below.
- The DVC Student Affairs must respond in writing within 10 calendar days to an appeal.



- The DVC Student Affairs may reject, amend or modify the action taken by the hearing officer, or grant a hearing. Should a hearing be granted, the student will receive notification of the time, place and date. The hearing may be informal but a record of the proceedings will be taken.
- The decision of the DVC Student Affairs shall be final.

### 5.3 ALCOHOL AND DRUG POLICY

- USIU is an alcohol and drug free environment. This includes the whole campus environment, facilities, buildings and properties, and at no time or event can alcohol or other intoxicating substances be served.
- All members of the USIU community and their guests are expected to observe national law, to take personal responsibility for their conduct, and to comply with this alcohol policy. Failure to comply will result in disciplinary actions that may include probation, suspension, or dismissal from the university. Violators may be required to undertake counselling with any recognized professional Counsellor within or outside the university. Mandatory attendance of a legally recognized alcohol education program may be required.
- Alcohol-related misconduct will not be tolerated. Individuals will be disciplined if their use of alcohol causes disorder, public disturbance, property damage and/or danger to themselves or others. USIU will impose sanctions when the illegal use of alcohol is reported.
- Alcohol consumption is **NOT** allowed during any University related travel or function.

#### **Sanctions for alcohol related incidents will be dealt with as indicated below:**

1. Disorderly conduct as per regulation 6.1.1 Articles; **2, 5, 6** in the Student Handbook will attract- **Probation Level II**

**A repeat of the misbehaviour above will result in Suspension from the university**

2. An alcohol related violation of conduct regulation **No. 1** in section 6.1.1 Of the Handbook (*Actual or threatened physical assault or intentional or reckless injury to self, person or property*) will lead to **Suspension**.

**Repeated violations of No. 1 or No. 2 above (after serving a suspension), will result in Dismissal from the university**

If you have friends or there are students in your classes that are experiencing problems with alcohol, please encourage them to seek counselling. Remember this is an illness. If they were diabetic or hypertensive you would encourage them to receive medical attention. Alcohol abuse warrants the same consideration.

### **5.3.1. Drugs**

- Possession or consumption of illegal drugs is prohibited in USIU and in all official functions of the university. Anyone found in possession of such drugs (including miraa or kuber), other than those prescribed by a physician will be in violation of this regulations and therefore liable to disciplinary action.
- It is a criminal offence in Kenya to take and/or be found in possession of illegal drugs including but not limited to cannabis (bhang), heroin, morphine, cocaine, opium etc.
- It is unlawful to be in any room or place where any controlled substances (such as marijuana) or narcotics are being unlawfully smoked or used.
- The university authorities reserve the right to carry out inspections and / or order drug/alcohol tests whenever necessary.

**Note:** USIU has a zero tolerance policy on drug related offences and any violations will result **in dismissal from the university**.

### **5.3.2 Smoking**

Smoking or any form of tobacco use in university buses, buildings and compound is strictly prohibited. Security officers will be on the lookout and will file charges against any violators. Violations of this policy will automatically attract **Probation Level 11** disciplinary sanction.

A repeat of the offence may attract **Suspension**. Repeated violations after serving Probation Level II may result in **Dismissal**

### **5.3.3 Drug and Alcohol Abuse Prevention Information**

- As an educational institution, the University is primarily concerned with helping individual students achieve academic goals. When health problems arise, the University may assist and guide a student whose mental or physical health is threatened. Because of health hazards, students who choose to use alcohol outside the university should do so responsibly. Should students or their friends have a problem with alcohol or other drugs, there are several resources on campus where one can receive assistance, these include:
  1. The Counselling services
  2. The Health Center
  3. Peer Counsellors
  
- **About alcohol:** Alcohol is the most widely used drug in the world. Each year, there are serious injuries and deaths resulting from misuse. Alcohol abuse can lead to injuries, automobile accidents, fights, sexual assaults, marital problems, vandalism, academic failure, an increased risk of HIV and AIDS and other sexually transmitted infections and even death by suicide, drowning, falls and other causes.
  
- Although many people do not think of it as a drug, alcohol is a powerful mood altering substance. Technically, it falls into a class of drugs known as sedative hypnotic. Alcohol depresses the brain centers for self control and inhibition, which often leads to loud or aggressive behavior and makes alcohol appear to act like a stimulant. Like all drugs, its effects depend on the dosage. The University authorities may order professional medical assessment as may be necessary when dealing with cases of violation of the alcohol policy.
  
- **Consumption of alcoholic beverage impairs the ability to drive a car, operate machinery or think clearly and may cause serious health problems. People who are drunk should not drive.** Women should not drink alcoholic beverages during pregnancy because of the health risks to their unborn babies.

## 5.4 LITTERING AND GRAFFITI POLICY

### 5.4.1 Policy Statement

The purpose of this policy is to regulate and ensure a clean and safe environment by proposing appropriate practices that will ensure all spaces, surfaces, roads, and immediate surrounding areas are clean and in a state acceptable to our standards as a leading

institution. It is the responsibility of every student to keep the campus and its environs clean. This includes the walk way from Safari Park Hotel to the university. Students are responsible for the proper disposal of fliers (e.g. elections) that they originate. University security will file charges against offenders. A fine of Ksh 2000 will be imposed on offenders.

This policy complements other guidelines included in other USIU handbooks and does not contradict any other regulations in existence

#### 5.4.2 Policy Regulations

- **Littering:** It is against this policy for members of the University community to litter the compound, facilities and buses with food and drinking containers, chewing gum/chocolate wrappers, straws & straw wrappers, serviettes, waste papers and careless disposal of unwanted material. **Such items must be properly disposed of in dustbins or disposal containers as provided for.**
- **Graffiti:** The writing of graffiti in any university building or property is prohibited and will attract Probation Level 11 or Suspension if repeated.

#### 5.4.3 Implementation and Compliance:

If a member of the University community suspects or witnesses anyone in violation of this policy as stated in 6.5.2 above, they should immediately contact the Security Officer, the Dean of Students, the Human Resources Office (if staff or faculty are involved), SAC or any other department manager. In particular Security Guards and Cafeteria Staff will be on the lookout for offenders.

#### Sanctions

Violators of this policy will automatically attract **Probation Level 1** disciplinary sanction and a fine of Kshs.2, 000/-. If the violator is unable to pay the fine, they will **clean litter for a week (5 working days)** under the supervision of the Maintenance Supervisor. A repeat violation will attract a minimum of Probation **Level II** and a fine of **KShs. 4000.**

Based on the degree of violation of this policy and putting into consideration the above mentioned disciplinary action, nothing in this policy shall hinder the University from taking appropriate action to rectify the situation. Repeated violations will attract higher-level sanctions.

## **5.5 POLICY OF NON-DISCRIMINATION**

### **5.5.1 Preamble**

It is the policy of USIU to provide equal education and employment opportunities without unlawful discrimination of any kind, including harassment or retaliation for reporting a complaint. This policy applies to prohibit discrimination between members of the University community including between students and between employees and students.

USIU encourages prompt reporting of complaints so that a rapid response can be made and appropriate action taken. Note that reporting a complaint need not be limited to someone who was the target of the discrimination.

The University encourages discussion between the two parties involved in the grievances, especially in the early stages of the dispute before the respective parties have assumed official or public positions. In any event, all or any discrimination complaints that become official or public must be formalized.

### **5.5.2 Student Initiated Grievances Procedure: Filing a Formal Grievance**

- Any student who feels that he/she has been subjected to discrimination by a student or by the University through any of its staff, faculty, entities, policies, procedures, or programs may report the matter in writing to the DVC for Student Affairs or designee, who will investigate the matter and if necessary, refer it to the DVC, Academic Affairs or the Human Resources Manager (HRM) as the case may be.
- It is important that the student reports the incident completely so that a thorough and unbiased investigation can be made.
- The DVC SA or designee will acknowledge receipt of the complaint within five (5) working days from the date of filing.
- The Human Resource Manager, DVC Academic Affairs or the DVC, Student Affairs will take the appropriate action in response to the complaint, and may impose appropriate measures on an interim basis when there is reasonable cause to believe that such an action is needed for health, safety, or welfare of the student or other members of the University community or to avoid disruption of the academic process.
- All parties will be informed in writing on a timely basis of any such interim action. Otherwise, the parties to the grievance should maintain the status quo and no services should be removed or additional obligations imposed.

### 5.5.3 Complaints against the University or an Employee

- When the complaint is against the University or an employee, the Human Resource Manager investigates the complaints thoroughly, and will keep the complainant and the DVC, Student Affairs informed about the status of the investigation.
- Based on the investigation the Human Resource Manager will determine whether it is probable that the conduct complained of occurred and whether it violates the policy of non-discrimination.
- After due investigation, the Human Resource Manager may attempt to resolve the matter by mutual consent of the accused and the accuser.
- The Human Resource Manager will notify the employee's supervisor, for appropriate disciplinary or remedial action.
- The DVC Student Affairs will handle non academic grievances related to university policies, procedures, entities or programs and where necessary, notify the Vice Chancellor, and/or DVC Academic Affairs or Management Council as the case may be.
- Where a complaint is against a faculty member, the DVC Academic Affairs will handle the matter in accordance to academic rules, conduct regulations, policies and procedures.
- Within 30 calendar days of the filing of the grievance, the Human Resource Manager will notify the complainant, the victim (if the complaint is not the victim), and the accused in writing of the findings, the remedy (subject to legal restrictions on the disclosure of disciplinary action), and appeal right.
- Any employee found to be responsible for discrimination in violation of this policy will be subjected to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will depend on the circumstance of the infraction.

### 5.5.4 Complaints against Students

- When a complaint is against a student, the DVC Student Affairs (DVCSA) or designee will conduct a thorough investigation, and will keep the complainant informed about the status of the investigation.
- Any student found to be responsible for discrimination in violation of this policy is subject to disciplinary action of up to and including **suspension or dismissal** by

the DVCSA or designee. The severity of the disciplinary action will depend on the circumstances of the infraction.

- Within 30 calendar days of filing the grievance, the DVCSA will notify the complainant, the victim (if the complainant is not the victim), and the accused in writing of the findings, including whether or not discrimination occurred, the remedy (subject to legal restrictions on the disclosure of disciplinary action), and appeal rights.

### **5.5.6 Investigating a Complaint**

- **Confidentiality:** Only those who have an immediate need to know, including the individual to whom the report is made, the alleged target or victim of the discrimination, the accused and any witness, will or may find out the identity of the complainant. Persons contacted in the course of the investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation against an individual who is an alleged target of discrimination, who has made a complaint, or who has provided evidence in connection with a complaint is a separate actionable offence as provided. Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.
- **Co-operation:** If a party fails to co-operate with a University sponsored investigation, he or she will be subject to appropriate discipline.
- **Aspects of Investigation:** The parties will have the opportunity to present evidence. Giving any false evidence will be considered a serious infraction and will attract severe disciplinary sanctions which for students, may include suspension from the university
- **False Accusation:** If the investigation results in a finding that the complaint falsely accused another of discrimination knowingly or in a malicious manner, the complaint will be subjected to appropriate sanctions including the possibility of dismissal.

### **5.5.7 Appeals**

If either party is dissatisfied with the outcome or resolution, that party has the right to appeal the decision. However, this procedure provides for the internal resolution of

complaints and is not a legal forum. Consequently, **representation of parties by legal counsel is not permitted.**

The dissatisfied party should submit written comments and request for appeal to the DVCSA **no later than 10 working** days after receipt of the decision.

The DVCSA will refer the matter for hearing if necessary. Where a hearing is required, it will be held within 10 working days before a three-person panel comprising of a student, a faculty and a staff member appointed by the Deputy Vice Chancellor. The panel will conduct a thorough review of the investigation report.

The parties will be given written notice, within a reasonable time to appear before the hearing. This notice will include a brief statement of the factual basis of the complaint, the time and place of the hearing, and the names of the panel members. Before the hearing, the parties may reject any panel member on ground of conflict of interest.

The parties will have the opportunity to present documents and witnesses. The panel will make an adequate record of the hearing by written memorandum, tape recording or otherwise.

The panel will have the discretion to establish procedures for matters not set forth here. For example:

- Relevant evidence be admitted if it is the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil action;
- Witness be excluded from the hearing room except while testifying; or
- Independent testimony is sought from experts whether or not the parties presented testimony from experts at the hearing.

All proceedings of the panel will be closed to public, except by written consent of each party and the Deputy Vice Chancellor.

The Deputy Vice Chancellor will issue a decision within 10 working days after receipt of the panel's recommendation. The Vice Chancellors decision is final.



### **5.5.8 Maintaining a Written Record of the Grievance**

The University will maintain a written record of the grievance and how it was investigated and resolved. Written records pertaining to staff will be maintained in the Human Resource Office whereas the DVC Student Affairs office will maintain student records for **five years** from the date of resolution unless new circumstances dictated that the file should be kept for a longer period.

## **5.6 SEXUAL HARASSMENT POLICY**

It is the policy of the United States International University that all persons should enjoy freedom from unlawful discrimination of any kind. The purpose of this policy is to provide notification against sexual harassment as a form of sexual discrimination and to provide notification of available remedies.

This policy applies to prohibit misconduct between members of the University community, including between students, or between students and University employees.

Law forbids sexual harassment. "Sexual Harassment" means unwelcome sexual advances, request for sexual favour, and other verbal, visual or physical conduct of a sexual nature. This behavior is unacceptable in the academic environment and in other university-related settings such as university-sponsored activities or university related social events.

Sexual harassment is sexually related behavior the victim perceives as offensive or threatening or which makes the victim uncomfortable. It is usually repeated behavior, but it can be an action that occurs only once. Sexual harassment exists when:

Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status or progress.

Submission to or rejection of the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment; or submission to, or rejection of, the conduct by the individual is used as the basis for and decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the University.

Examples that may constitute sexual harassment include:

- Offering grades or academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances. Subtle pressure for sexual activity
- Unnecessary brushes or touches
- Disparaging remarks about one's gender or physical appearance
- Assault
- Physical aggression such as pinching and patting.
- Verbal sexual abuse directly expressed or disguised as humour
- Whistling in a suggestive manner.
- Obscene gestures.
- Favoritism of any kind toward one gender or another.

Any student who feels that he or she has been subjected to sexual harassment by any University employee or other University student should let the offender know immediately and firmly that the student is rejecting the advance or invitation and that the employee's/other student's behavior is unwelcome.

No individual will suffer any reprisals for reporting any incidents of sexual harassment or making any such complaints, or participating as a witness in the investigation. Any incidents or further harassment or retaliation should be reported immediately. Procedures and rules guiding this policy will be in accordance to the 'Policy of Non-discrimination'.

If an individual is accused of sexual harassment but then it is not proven, a **Warning letter** will still be sent to him/her stating that should this occur again, disciplinary action including termination are possible. A record of the incident will be kept for future reference

### **5.6.1 Sexual Assault Policy**

USIU will not tolerate sexual assault in any form, including acquaintance rape. Sexual assault is a violent crime and includes all forms of sexual contact carried out against the will and without the consent of the victim or the consent is obtained by force or by means of threats or intimidations of any kind.

**Sexual Assault** is defined as any involuntary sexual act in which a person is threatened, coerced, or forced to comply against his/her will. These include: **Rape, Acquaintance Rape, Date Rape, Gang or Group Rape, forcible Fondling.**

**Sexual assault, rape, and sexual battery** take place without the consent of the victim where the assailant uses physical force, threat or intimidation to overpower and control the victim; where the victim fears that self or another will be injured if he/her does not submit; where the victim is prevented from resisting due to alcohol or drugs administered by the assailant; or where consent is not freely given.

USIU is dedicated to providing timely and appropriate response when a sexual assault occurs on campus. We also recognize the need of sexual assault victims to maintain anonymity in the face of such an adverse experience. The highest level of anonymity and confidentiality will be maintained at all times, consistent with national reporting requirements.

Sexual assault is punishable through criminal and civil proceedings (refer to sexual offence act No.3 of 2006). Even if the criminal justice authorities choose not to prosecute, USIU can pursue disciplinary action. University sanctions include the possibility of dismissal.

**Verbal misconduct** without accompanying physical contact is not defined as sexual assault. Such conduct may constitute sexual harassment, which is also prohibited under University regulations, as addressed in this Handbook and University Catalogue.

Consent is defined as positive co-operation. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction. A person may be incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. To constitute lack of consent, the act must be committed whether by force, threat of force, intimidation, or through use of the victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs.

Remember that there is a difference between consent and submission out of fear. If you fear for your life, your physical safety, or for the life safety of a loved one, you may sincerely believe that you have no other alternative than submit to a sexual act. This does not mean that you have consented to it; submission is not consent.

### **What should you do if you are a victim of sexual assault?**

Many victims of sexual assault don't know where to turn for help, or what to do. They may be afraid or ashamed to talk to anyone, or they may try to act as if nothing has happened.

**If you have been sexually assaulted**

Call the police at 999 or 112 on your mobile phone, or our Health and Counselling Service at 230, 229, 311,246 or 297.

Sexual assault should be considered an emergency. Even if you do not have a single cut or bruise you should report the assault.

**What to do when you are raped:****Step 1**

Ensure your personal safety by going to a safe place.

**Step 2**

- Do not take a shower or bath; do not clean your genitalia as this will destroy the evidence.
- Do not throw away your clothes. Preserve evidence; if you change clothes wrap them in a brown paper bag/newspaper (not a plastic bag).
- Avoid passing urine; if you have to, put the urine in a bottle and carry it to a hospital.
- Do not brush your teeth or cut your nails.

**Step 3**

Seek medical assistance at the nearest hospital or health facility. The medical examination has several purposes, which include caring for your needs (check for internal and external trauma/injuries and test for sexually transmitted diseases) collecting medical evidence, which will be used in court when an arrest has been made. It is essential that the examination be performed as soon as possible after the assault.

- Get preventive treatment for HIV/AIDs, sexually transmitted infections, pregnancy within 72 hours.
- Ensure that the Post Rape Care form is filled and take original and duplicate copies with you.

**Step 4**

Report the matter to the police, even if you don't want to press charges

**Step 5**

It is important that you seek psychological support (counselling) to help you deal with the impact of the assault on your life

## **Step 6**

Seek legal redress.

### **5.7 HIV & AIDS POLICY**

This policy serves as a guideline for handling issues pertaining to HIV and AIDS. It affirms the University's commitment to finding a solution to the pandemic. It also symbolizes the collective dedication of the management, staff, faculty and students of USIU, to managing the crisis through systematic planning and strategy. The vision, mission, scope of application and values of the policy are as given below. A copy of the policy document can be obtained from the university [website](#).

#### **5.7.1 The Scope of Application**

Students

Faculty

Staff

Alumni

Community that interacts with USIU

Nuclear family members of staff, faculty and married students.

Outsourced service providers and contracted employees.

#### **5.7.2 Vision:**

United States International University will be an institution of higher learning free of HIV and AIDS.

#### **5.7.3 Mission:**

To play a leadership role in the elimination of HIV and AIDS in USIU and its community through prevention, control, care, support and development of knowledge by use of selected high quality interventions including academic and social support programs.

In furtherance of the above, the university shall:

- Promote quality life through teaching and research in HIV and AIDS.
- Ensure equity within the USIU community.
- Integrate HIV and AIDS in the curriculum and Co curricula activities.
- Provide HIV and AIDS outreach programs to the community.

#### **5.7.4 Values**

The values that guide this policy are in accordance with International conventions, national laws and policies; the existing USIU policies, regulations and guidelines. In particular the values take into account gender issues, learners and employees with special needs and recognize the universality of human rights.

##### **These values are:-**

##### **a. Access to Education**

The university will not deny any learner access to education on the basis of his / her actual or perceived HIV status.

##### **b. Access to Information**

The university recognizes the right of every person to access relevant and factual HIV and AIDS information, knowledge and skills that are appropriate to their age, gender, culture, language and context.

##### **c. Non-Discrimination**

It is the policy of United States International University to provide equal education, and employment opportunities without unlawful discrimination of any kind. Every person has the same rights, opportunities and responsibilities and will be protected from all forms of discrimination, including discrimination based on actual, known or perceived HIV status.

##### **d. Privacy and Confidentiality**

The university recognizes the right of every person to privacy and confidentiality regarding their health, including information related to their HIV status. USIU will not require any person to undergo an HIV test. No person may disclose information relating to the HIV status of another person, without his or her consent. However, health care providers are allowed to disclose the HIV status of their patients to persons considered to be at risk of infection after the individual has been provided enough opportunity to disclose his / her HIV status to those concerned (*Reference Sessional Paper No. 4. of 1997*). In the case of a minor, the best interest of the minor shall guide decisions concerning disclosure. Every person has the right to know their HIV status and openness and disclosure are encouraged within a safe, supportive and accepting environment. Every person has a moral responsibility to protect themselves and others from HIV infection.

**e. Access to Care, Treatment and Support**

All infected and affected students and employees have the right to access holistic care, treatment and support in line with available resources. USIU will work in partnership with agencies offering support and care, including institutions, communities, private and public health care systems.

**f. Safety in the USIU Workplace and Learning Environment**

United States International University is committed to minimizing the risk of HIV transmission by taking appropriate first aid and universal infection control precautions.

**g. Sexual Harassment**

There will be zero tolerance for sexual harassment, abuse and exploitation as stipulated in the Student, Faculty, Employee Handbooks and Catalogue.

**h. Fair Labor Practices**

The university recognizes that every person, whether infected or affected has the right to fair labor practices in terms of recruitment, appointment and continued enjoyment of employment, promotion, training and benefits. HIV testing as a requirement for any of the above is prohibited.

**i. Gender Responsiveness**

HIV and AIDS affect and impact on women and men differently due to their biological, socio-cultural and economic circumstances. USIU recognizes that the application of all aspects of this policy should be responsive to the different needs of men and women, boys and girls.

**j. Involvement of People Living with AIDS (PLWA)**

USIU will ensure the involvement of People Living with AIDS (PLWA), in the fight against HIV and AIDS at all levels.

**k. Partnerships**

USIU will be responsible and accountable for the implementation of this policy; it will at all times seek to develop effective partnerships to enhance the success of its implementation.

**NOTE:** For details please visit the Counselling Center or consult the HIV and AIDS policy document on the USIU [website](#).

## 5.8 DISCLOSURE AND RELEASE OF STUDENT INFORMATION

The University affords students certain rights with respect to the records.

The right to inspect and review the student's educational or non-educational records, within 45 days of the day the University receives a request for access.

The rights to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy or rights.

Students may ask the University to amend a record that they believe is inaccurate, misleading or in violation of their privacy rights.

A student must write to the **DVC Academic Affairs** or the Vice Chancellor to amend a record, clearly identify the part of the record to be amended and specify why it is inaccurate, misleading or is in violation of the student's privacy or rights.

If the University decides not to amend the record as requested, the DVCAA or VICE Chancellor will notify the student of the decision and inform the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided the student when notified of the right hearing.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including health staff positions); a person or company the University has contracted (such as lawyer, auditor, collection agent, or security); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official performing his or her task. A University official has a legitimate educational interest if the official needs to review an educational record in order to fulfil his or her professional responsibility.

Upon request, the University discloses educational records without consent to officials of another school in which a student seek or intends to enrol. The University may also be compelled to give information to legitimate Government authorities and courts of competent jurisdiction.



## 6.0 ACADEMIC CODE OF CONDUCT AND ETHICS

The University is committed to principles of scholastic honesty. Its members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community.

This Academic Code of Conduct and Ethics is established to lend greater definition and meaning to the principles of scholastic honesty and to outline standards, which will guide the actions of the academic community. Any student who violates the Code of Conduct and Ethics will be subject to sanctions up to and including dismissal from the University. A student accused of a violation is guaranteed an impartial hearing and the right to an appeal. Procedures and guidelines for the hearings and the appeals are described in this section.

### 6.1 Students

As it is with other members of the academic community, each student's conduct is expected to be in accordance with the standards of the University.

Students bear the responsibility not only for their own academic integrity, but also for bringing instances of suspected violations of the Academic Code of Conduct to the attention of the proper authorities.

### 6.2 Faculty and Administration

Faculty and administration are obligated to the University and to the students they teach and serve to uphold ethical standards. They must deal fully and fairly with instances of academic misconduct. Any evidence that a faculty member has intentionally acted in a manner not consistent with this policy (including failures to report instances of suspected misconduct) will be subject to a referral to the faculty member's dean for appropriate action.

### 6.3 Acts of Misconduct

The Academic Code of Conduct and Ethics prohibits certain acts of misconduct by students enrolled at University. Other University policies and procedures may also apply. Depending on the circumstances, the acts of misconduct described below may be considered as either a violation or an infraction.

#### 6.3.1 Violations

The following acts are examples of violations.

**Examination Behavior:** any intentional giving or use of external assistance during an examination without the express permission of the faculty member giving the examination.

**Fabrication:** any falsification or invention of data, citation or other authority in an academic exercise;

**Plagiarism:** any passing off of another's ideas, words, or work as one's own;

**Unauthorized Collaboration:** collaboration in any academic exercise unless the faculty member has stated that such collaboration is permitted;

**Theft of Resource Materials:** any unauthorized taking of resource materials such as course materials, library materials, computer software, media equipment;

**Previously Submitted Work:** presenting work prepared for and submitted to another course;

**Unauthorized Access:** any unauthorized access to any person's files or computer account;

**Unauthorized Research:** failure to obtain approval of the Institutional Review Board for research involving human subjects;

**Alteration or Misuse of University documents:** any alteration or misuse of University documents, including acts of forgery and/or furnishing false information;

**Disruption of Academic Activity:** disruptive behavior, wilful disobedience, profanity or vulgarity, coming to class while under the influence of alcohol or the abuse of University personnel, which continues after a warning, has been given; \*

**Acts or Threats of Damage to Property:** acts or threats of abuse, misuse, damage, or destruction of property belonging to or located on University controlled property or facilities; \*

**Violation Defined by Faculty Member:** any other intentional violation of rules or policies established by a course faculty member/academic supervisor;

Serious violations marked with an asterisk\* in the section above may be handled at the discretion of the instructor within the policy of (non-academic) Student Code of Conduct.

Depending on circumstances, acts of misconduct can also be treated as infractions, and details and criteria for treating them as infractions can be found in the University Catalogue. If in doubt, consult the DVC of Academic Affairs.

### **6.3.2 Procedures**

The following procedures, including an appeal process, will be followed with respect to suspected instances and allegations of academic misconduct.

#### **Investigation:**

When a lecturer or supervisor of an academic exercise directly observes or otherwise determines (based on other evidence) that a violation of the Academic Code of Conduct and Ethics has been committed. It is his/her responsibility to conduct as thorough and reasonable an investigation as possible under circumstances. During this investigation unless it is clear to the lecturer/supervisor that there has been no misconduct s/he must promptly contact the student(s) suspected and provide an opportunity to discuss the matter with the lecturer/supervisor in person.

#### **Violation:**

At this meeting, the student(s) must be advised of the findings of the initial investigation and given an opportunity to respond. The lecturer/supervisor should then decide whether an act of misconduct has occurred and, if so, whether it is a serious violation or an infraction. Pending a final determination under these procedures, the lecturer gives a grade of Incomplete.

#### **Report to the Dean:**

If a lecturer/supervisor decides that an act of misconduct has occurred, s/he must report to the Dean of School as quickly as possible. The report to the Dean should include:

- A description of the suspected misconduct with specific date(s), time(s), and circumstances;
- A summary of the investigation and the conclusions, with identification of any other person(s) involved and witnesses if any;

- A note of any academic penalty that may have been imposed;
- A recommendation as to whether the suspected misconduct is a serious violation or an infraction;
- Recommendation as to whether formal charges should be initiated;
- Recommendation of an appropriate sanction.

### **Determination by the Dean:**

The Dean shall determine within two weeks from receipt of the report whether the circumstances warrant the initiation of formal action of academic dishonesty.

- A. If a sanction is determined to be necessary or inappropriate under the circumstances, the Dean within 10 working days shall notify the lecturer/supervisor and the student(s).
- B. If a sanction is determined by the Dean to be necessary and appropriate under the circumstances, the Dean shall notify the student within 10 working days and shall provide the student with a copy of the report by the lecturer/supervisor. The student shall be provided an opportunity to respond in writing and upon written request, meet the Dean to discuss the allegations and the report. The Dean shall consider all the material presented and make a determination as to whether an act of misconduct has occurred, and whether it shall be considered a serious violation or an infraction.

### **6.3.3 Sanctions**

Sanctions including expulsion from the University are imposed by the DVC Academic Affairs. Suggested sanctions to be imposed when determination that an act of misconduct of this policy has occurred include:

#### **a) Infractions**

4. Placement of 'conduct warning' letter in the student's educational record.
5. Placement of 'probation' letter in the student's educational record.

**Note:** Probationary status means that any subsequent violation of this policy will result in an automatic application of the sanctions imposed in cases of serious violations (see below).

#### **b) Serious Violations**

1. An "F" in the course or academic project

2. Suspension from class for the remainder of the semester.
3. Suspension from the University by the DVC Academic Affairs for a semester or more with no transcript notation;
4. Expulsion from the University by the DVC Academic Affairs with no transcript notation;
5. Expulsion from the University by the DVC Academic Affairs with transcript notation indicating, 'Academic conduct dismissal'. \*
6. Restitution - compensation for loss, damage, or injury. This may take the form of appropriate service or monetary/material replacement or both.

### **c) Educational Records**

The record of the final determination in all cases will be maintained in the educational record of the student in the office of the Dean for a period of five years. The student may submit a request to the DVC Academic Affairs for removal of the transcript notation of 'Academic Dismissal Conduct' after three years. The decision of the Dean, with respect to such request of removal shall be final.

### **6.4 Appeal**

Students wishing to appeal the determination by the Dean may request for a mediation session. The persons involved in mediation shall be the DVC Academic Affairs, the DVC Student Affairs, the lecturer/supervisor and the student(s). The student may bring a friend or family member for support.

If no acceptable solution is reached in the mediation, the DVC shall, upon request from the affected student(s), appoint an appeal board to hear the appeal as expeditiously as possible. An appeal board shall consist of a faculty member, an administrator, and two students. One member of the board is appointed by the DVC to chair the hearing and ensure that proper procedures are followed.

As expeditiously as possible, the board will review the case and schedule a hearing in which the student(s) accused of misconduct will have the right to ask questions of the instructor and witness if any. The appeal board will submit a report of its findings to the DVC Academic Affairs within five (5) working days of the end of its deliberations. The

decision of the appeal board and the sanction(s) imposed is final. Full details of the procedures for hearing are given in the University Catalogue.

