

Pseudo University Policy Manual

1. Introduction

Welcome to Sonun University, located in Bishkek, Kyrgyzstan. This document outlines the fundamental policies governing academic integrity, student conduct, grading, attendance, and general behavior on and off campus. These policies apply to all students, faculty, and staff affiliated with the university.

2. Academic Policy

2.1. Academic Integrity

Academic integrity is the cornerstone of learning at Sonun University. The following actions are strictly prohibited:

- Plagiarism
- Cheating
- Fabrication
- Impersonation

Violations will be reviewed and may result in failing grades, suspension, or expulsion.

2.2. Attendance

Attendance is mandatory for all classes unless otherwise specified by the instructor. A student with more than three unexcused absences per semester may be penalized.

2.3. Course Load

Undergraduate students must register for 12 to 18 credit hours per semester. Exceptions require academic advisor approval.

3. Grading Policy

Pseudo University Policy Manual

3.1. Grading Scale

A: 4.0 - Excellent

B: 3.0 - Good

C: 2.0 - Satisfactory

D: 1.0 - Poor

F: 0.0 - Fail

3.2. Incomplete Grades

An Incomplete (I) may be assigned when a student is unable to complete coursework. All incomplete work must be finished within six weeks.

4. Code of Student Conduct

4.1. General Behavior

Students must behave respectfully. Prohibited actions include harassment, violence, vandalism, and disruption.

4.2. Substance Use

Sonun University is a drug-free campus. Alcohol and illegal drugs are not permitted.

4.3. Dress Code

Students are expected to maintain appropriate attire in academic and formal settings.

Pseudo University Policy Manual

5. Digital Policy

5.1. Use of University IT Systems

Students must use university email for official communication and avoid misuse of digital platforms.

5.2. AI Use and Academic Work

AI tools may be used for learning if disclosed and cited. Unauthorized use for assignments is prohibited.

6. Campus Life and Services

6.1. Housing

First-year students must live on-campus unless within 25 km. Dorm rules include quiet hours and substance bans.

6.2. Clubs and Organizations

Clubs must be registered and promote inclusiveness.

6.3. Counseling and Support

Free mental health counseling is available to all enrolled students.

7. Disciplinary Process

Pseudo University Policy Manual

7.1. Reporting

Complaints may be reported in person or via an anonymous portal.

7.2. Investigation

Reports are investigated by a Conduct Review Board. Students may appeal decisions.

7.3. Possible Sanctions

Sanctions include warnings, probation, suspension, or expulsion.

8. Policy Changes

Sonun University may revise this policy. Continued enrollment constitutes acceptance.

9. Contact Information

Office of Student Affairs

Email: student.affairs@sonun.edu

Phone: +996 312 123 456

Address: 123 University Ave, Bishkek, Kyrgyzstan

Hours: Mon-Fri, 9:00 AM - 5:00 PM