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PART ONE

INTRODUCTION

FOREWORD

Dear student,

Welcome to Saint Monica University Institute (SMUI) Buea

It is with immense pleasure that I welcome you all to SMUI Buea. This student's guide has been prepared specially for you. It answers all general questions that you may have on school orientation, rules and regulations, safety, examinations, programs, department, library and award of degrees at SMUHI.

Please endeavor to read all literature very carefully to ensure that you are at all times in conformity with the institution's regulations.

Also consult your Head of Departments, Lecturers or counselor, Class Delegates for help when you need it.

It is our hope that by providing general information on the institution's regulation, it will guide and enhance academic excellence.

Registrar

Presentation of Saint Monica University Institute (SMUI) Buea

Saint Monica University Institute (SMUI) Buea “City of God”: The Pinnacle of University Education main campus is situated directly behind the University of Buea in Bulu Native in Buea accessible from the junction at BOCOM Fueling station Mile 16 and from Malingo-Molyko or Sand pit (Okada Park). With a temporal campus at Njeiforbi building around UB junction Molyko-Buea, SMUHI was founded in 2014 with the goal of advancing the professional and personal ambitions of its students by providing a demanding, yet supportive educational experience.

The roots of the university go back to 2001, when a group of American intellectuals originally from Cameroon decided to start a US-style university in Cameroon. In 2012, Saint Monica University replaced the then 2009 Professional Training Center (PTC) that was operating in Cameroon-Bamenda, with the incorporation of the university in Hawaii in the United States as a non-profit institution offering Bachelor and Master Degrees.

SMU Higher Institute, Buea was created by Ministerial Order No. 14/0028/MINE SUP/SG/DDES of 11th March 2014 and authorized to operate by Order No. 14/0398/MINESUP/SG/DDES of 4th July 2014.

Mentorship and Accreditation: After when the institute was issued an authorization by the Ministry of Higher Education through: Letter No. 15-9643/L/MINESUP/SG/DDES/ESUP/SDA/MM of 26 October 2015 to offer foreign degrees in partnership with two foreign institutions, the Mentorship of SMU Institute, Buea was previewed and gained by two foreign institutions in 2015, and also a Cameroonian state university- the University of Douala (UD) signed on July 20th 2020 at UD and endorsed by the Minister of State, Minister of Higher Education on August 18th 2020.

The signing and endorsement of these mentorship and accreditation documents covers the programs in our various schools (School of Science, Engineering and Technology -SSET, School of Arts, Education and Humanities- SAEH). Later, an amendment covering School of Business and Public Policy-SBPP and School of Health and Humanities –SHHS) was signed on 21st December, 2021 at UD and endorsed by the Minister of Higher Education on 17th March, 2022. With the signing of the mentorship agreement, the name of the institution changed to Saint Monica University Institute (SMUI) Buea.

Since September 2020 as required by the mentorship accords, the University of Douala has been actively providing the stipulated quality assurance of all academic activities ranging admission of students, vetting, supervision and approval of exams and results, review of postgraduate theses and defense supervision in SMUI Buea and as well as the issuing and award of all SMUI academic Certificate (Bachelor and Master) while the ministry of Higher Education issue and award all Higher National Diploma (HND) for HND programs.

SMUHI therefore brings to her students, programs that are at the intersection of the liberal arts, science, health science and technology. Our education is defined as liberal in the sense of an education that is "liberating" — liberating the mind to think freely. One of the great challenges facing higher education in the next century will be related to the type of education that our young people will receive. The increasing demands on our educational system to educate for the skills required by the information age has often resulted in an emphasis on higher education towards technical skills at the expense of the liberal arts and sciences. At SMUHI, we provide our students with the right balance.

Has ties to people from virtually all continents of the globe and seeks to nurture truly global citizens. Our students are provided with a rigorous, intense education that both disciplines and expands the mind. Students develop a lifelong desire to learn and grow while also acquiring skills and knowledge necessary for success in their professional lives. At the heart of this education is the General Requirement, which

exposes all our students to primary fields of inquiry and the cultural values that shape our world. We expect our students to perform at the highest level and set demanding standards in the classroom and virtual environments.

With the use of cutting-edge technologies, SMUHI delivers some of the best career-focused programs to students across the globe. SMUHI has affiliations with local and international universities with enriched programs and activities for University's intellectual life and open up opportunities for specialized study, and engage students with important issues in the wider world.

Our students are expected to improve the common good by utilizing their skills and knowledge to promote tolerance, compassion, and social justice. The curriculum is designed to engage students with important social concerns, both domestic and international, and prepare them to lead as informed citizens, socially responsive professionals, and active members of the community. It is because of this that our motto is **Servire Sine Fine**, the Latin for "**Service Without Limit**," and **Learn with Support** and **Graduate with Confidence** with our slogan is "Changing Lives, Changing Society."

SMUHI, with its emphasis on small classes and a professionally oriented teaching faculty, is an ideal university in which students can capitalize on the values and benefits of a liberal arts and science education. This relatively small private university provides a sound liberal arts and science education, where teaching for the faculty holds the primary rewards.

Welcome, once more, to Saint Monica University Higher Institute "City of God": The Pinnacle of University Education! for "Service Without Limit" and Students "Learn With Support, Graduate with Confidence"

The President

Vision, Mission and Values

VISION

The vision of SMUHI is to encourage effective teaching, research, scholarly contributions, and service to the greater community by sharing its academic, professional and individual resources. As such the institution seeks to become an institution of choice for premier professional programs where students succeed; and to become the recognized leader among applied sciences university institutes that excels in effective teaching, active learning, scholarly research, and responsible engagement with the local, national and as well as global community.

MISSION

It is the mission of Saint Monica University Higher Institute (SMUHI) to provide opportunities for students, inspire and prepare them to achieve their educational goals and become contributing citizens to the global community by educating them in current, innovative and emerging fields for professional careers within the context of an educative system that is informed by sciences, technology and humanities.

To accomplish this mission, the institution offers high-quality degree programs that are student-centered and values-based in liberal arts and sciences as well as professional programs from undergraduate to postgraduate levels to both traditional-aged and adult learners in a diverse learning environment that take pride in small class sizes with highly personalized plans.

VALUES

SMUHI shares six core values that promote a positive and rewarding life for her students through fostering a genuine appreciation and respect:

A Valued Orientation

SMUHI affirms a philosophy of life that actively supports peace with justice, the health of the planet and its people. Therefore, in light of this affirmation, it encourages students to become reflective about personal, professional, and societal values. It also encourages values-based ethical behavior.

Professionalism and Entrepreneurship

SMUHI provides professional programs that prepare students for current and future opportunities. The emphasis is place on entrepreneurship which prepares students to be job creators or effective and efficient employees with the appropriate technical and soft skills.

Community and Diversity

Promotes the goal of community within a context of diversity. Therefore, it encourages students to understand and appreciate the diversity of cultures that exists locally, nationally, and internationally. It also seeks to promote appreciation and preservation of biodiversity by helping students understand the impact/dependence of human beings on their environment.

Lifelong Learning

SMUHI commits itself to promoting education that facilitates lifelong learning. Therefore, it teaches students how to learn, to think critically, to do constructive research, and to access and integrate information in order to prepare them for continued personal and career growth.

Community Service

SMUHI believes that personal service is a primary goal of the educated person. Therefore, it encourages students to experience the responsibilities and rewards of serving the human and ecological community.

Personal Attention and Gratitude

We foster a caring culture that supports the well-being of each member, and we celebrate the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to God.

STATEMENT OF FAITH

Doctrinal Position

Saint Monica University Higher Institute (SMUHI) is a private, non-denominational Christian institution. SMUHI is not affiliated with any Christian church, but has adopted the following statement of faith:

Section 1. *The Bible.* The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.

Section 2. *Historicity.* The full historicity and perspicuity of the Biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

Section 3. *The Trinity.* The triune Godhead — one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.

Section 4. *The Father.* God the Father, the first person of the Divine Trinity, is infinite Spirit — sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

Section 5. *The Son.* The perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

Section 6. *Holy Spirit.* The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required for salvation.

Section 7. *Redemption.* The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial and resurrection, followed by His bodily ascension into heaven.

Section 8. *Salvation.* Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

Section 9. *Special Creation.* Special creation of the existing space- time universe and all its basic systems and kinds of organisms occurred in the six literal days of the creation week.

Section 10. *Satan.* The existence of a personal, malignant being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

Section 11. *Last Things.* The future, personal bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal kingdom and to consummate and fulfill all his purposes in the works of creation and redemption with eternal rewards and punishments.



Introducing Professor Januarius Jingwa (JJ) Asongu *Pro-Chancellor of Saint Monica University* *Institute*

Professor Januarius Jingwa (JJ) Asongu is the pro-chancellor and Chief Executive Officer (CEO) of Saint Monica University Higher Institute (SMUHI). As pro-chancellor, he reports to the Board of Regents and is responsible for the overall operations of the university. He understands the university's needs and works with the Board to develop solutions for meeting these needs. He also provides leadership to foster cooperation between faculty, staff, administrators, students, and the community in fulfilling the institution's mission. He governs within the policies and regulations of the Board. He also works within the framework of the Ministry of Higher Education in Cameroon.

Prior to being his current position as pro-chancellor, he served as President of SMUHI. In 2013, he served as the pioneer pro-chancellor and Provost of Online and International Programs at SMU (at the time). As pro-chancellor, he was responsible for incorporating the university in the State of Hawaii (USA) as well as securing the university's approval by the National Commission on Private Higher Education at the Ministry of Higher Education in Cameroon. Under this capacity he also chaired the Board of Regents of the university. Meanwhile, as Provost of Online and International Programs at SMU, he established the university's Virtual Learning Platform (VLP) and started online programs. He also initiated the accreditation process with a national accreditation agency in the United States recognized by the US Department of Education. Prof. Asongu has also been responsible for establishing various international links, which has resulted in the recruitment of an increasing number of international students and partnerships with foreign universities.

He comes to SMUHI with a strong academic and corporate experience. Before becoming part of the founding team of SMUHI, he served as an Associate Professor of Business at Herzing University, Milwaukee, WI, where he taught in the MBA program and also served as a faculty mentor. He was also an Assistant Professor of Economics, Business, and Accounting at Rockford University, Rockford, IL, where he also served as Chair of the Institutional Review Board (IRB) and was a member of the Graduate Studies Committee, the Forum Committee, Student Adviser, and founder of the Microfinance Club. Before Rockford University, he was a Visiting Professor of International Business at Fort Hays State University, Hays, KS. In all, he has taught at about a dozen US colleges and universities including Chattahoochee Technical College, Marietta, GA; Rockford Career College, Rockford, IL; Axia College of the University of Phoenix, Phoenix, AZ; National Graduate School, Rockford Campus; DeVry University, Chicago, IL; Ashford University, Clinton, IA; Franklin University, Columbus, OH; and Embry-Riddle Aeronautical University, Rockford Campus and Online. In addition, he has taught at the pre-university level at Bishop Rogan College, Buea, Cameroon; Great Pines Academy, Houston, TX; and the District of Columbia Public Schools, Washington, DC.

As a scholar, he has published four books, over 20 journal articles, and more than 50 presentations at academic conferences around the world. His books include *Strategic Corporate Social Responsibility in Practice*; *War, Politics and Business: A Critique of the Global War on Terror*; *Doing Business Abroad: A Handbook for Expatriates*; and *The Iraq Quagmire: The Price of Imperial Arrogance*. His articles, especially those on corporate social responsibility, have been widely cited by authors all over the world and in various languages.

He has designed and taught close to 40 different courses at both the undergraduate and graduate levels including Business Research Methods, International Business, Global Marketing, International Trade & Financial Management, Logistics & Supply Chain Management, Information Systems & Technology, Finance, Social

Entrepreneurship, Fundamentals of Business, Ethics in Healthcare, Healthcare Information Systems, Strategic Management of Health Organizations, Comparative Healthcare Systems, Financial Systems Management, Human Resource Management, Leadership, Organizational Behavior, Entrepreneurship, Management & Organization Theory, Innovation & New Product Development, Operations & Supply Change Management, Operations Management, Principles of Marketing, Principles of Management, Visual Literacy in Business, Global Issues, Business/Aviation Law, Financial Accounting, Managerial Accounting, Personal Finance Planning, Logic, Proofs, & Critical Thinking, Earnings Management, Research Writing, Contemporary Business Communication, Effective Essay Writing, Computer Information Systems, Presentation Graphics, Computer Applications etc.

His academic credentials include a Doctor of Philosophy (PhD) in Clinical Psychology and another PhD in Communication Studies from Central University of Nicaragua, Managua, Nicaragua; a Doctor of Business Administration (ABD) with a triple concentration in Marketing, International Business and Accounting from Argosy University, Atlanta, GA (USA), which he later completed at Charisma University in the West Indies; a Master of Science (MS) in Management of Information Technology from the University of Maryland University College (UMUC), Adelphi, MD (USA); and the Bachelor of Philosophy (BPhil) from the Pontifical Urban University, Rome, Italy/ Saint Thomas Aquinas Major Seminary (STAMS), Bambui, Cameroon. In addition, he also holds a graduate Chief Information Officer (CIO) certificate from the Federal CIO University, Washington, DC/UMUC, Adelphi, MD; certificates in Greek and Latin from STAMS Bambui; Certificate in Mass Communication from the University of Lagos, Lagos, Nigeria; and the Press Fellowship certificate from Wolfson College, University of Cambridge, UK. He is also the holder of the Master Project Manager (MPM) Certification from the American Academy of Project Management, Metairie, LA. He has also received the AACSB Bridge Program Certificate for Business Professors from AACSB International, Tampa, FL, in collaboration with University of California Irvine's Paul Merage School of Business, Irvine, CA; the University of Southern California, Marshall School of Business, Los Angeles, CA; and Babson College, Wellesley, MA.

He also has substantial corporate experience. He is the founder, President and CEO of Chartered Diversified Holdings and he has also worked for

various marketing and communications companies, where he handled major accounts for such high profile companies like Microsoft, Cisco Systems, Cognos (now part of IBM), Compaq (now part of HP) etc. Before moving into business, his previous career was as a reporter where he worked as the Associate Editor of Telecom Business magazine and as a reporter and editorial writer for The Houston Chronicle.

Prior to relocating to the US, he worked for various newspapers in Cameroon and was a co-host of a Christian news program on radio (CRTV). He is very active in the non-profit sector, where he currently serves in the boards of a number of non-profits. He is also very passionate about human rights, justice, peace and sustainable development.

UNIVERSITY GOVERNANCE

Board of Regents

Responsibility for the organization and governance of Saint Monica University Higher Institute (SMUHI) rests with the Board of Regents. Regents exercise responsibility for the establishment on the basic policies that govern SMUHI and meet on a regular basis to review the implementation of these policies. Board members are primarily concerned with the academic quality of the institution, and regularly review data that allow them to ensure that the institution meets the needs of the students and serves the public interest of the communities in which it is located. Regents are unsalaried and are reimbursed only for travel and related expenses in connection with their official duties.

New regents are nominated by the Pro-chancellor of the university and approved by a simple majority of the existing members of the Board of Regents. They serve for a period of two years and can be replaced prior to the expiration of their term if they are judged by their peers to be ineffective.

SMUHI Administration

The authority to administer SMUHI has been delegated by the Board of Regents to the professional staff of academic administrators that SMUHI has retained for that purpose. The President (also called Vice-Chancellor) of SMUHI has the responsibility for ensuring that the institution achieves its mission through the effective and efficient management of its financial, human, and academic resources. The President is charged with overall responsibility for the administration of SMUHI, including the implementation of board policy. Assisting the President in these activities is the staff of SMUHI, which has shared responsibility for the administration of a number of key functions, including fiscal and property management, financial aid, student recruitment and services, information systems, institutional research, marketing, and development.

Campus Administration

The responsibility for the day-to-day operation of the institute has been delegated by the SMUHI President. The staff functions as both the academic leader and administrative officer on campus. Assisting the president with these administrative responsibilities is a campus staff committed to providing those support services essential to a responsive undergraduate and graduate school. The entire administrative staff of the institution takes pride in the service it provides its students and believes that this is one of the distinguishing marks of SMUHI.

Advisory Boards

Schools and programs within SMUHI have advisory boards, consisting of professionals from the associated fields and alumni. The advisory boards meet at least annually to discuss issues such as curriculum and community involvement. They also provide valuable feedback to the program faculty and staff regarding current trends and expectations within their respective professional communities.

Office of Institutional Research & Assessment

The Office of institutional Research and Assessment (OIRA) at SMUHI provides institutional information to support strategic planning, policy formulation, resource allocation, and external reporting at the University. The OIRA acts as a depository of comprehensive information on the University. It collects, analyzes and synthesizes institutional data to present valid, accurate and timely reports that the institution uses to make strategic decisions and to comply with government agency reporting requirements. The OIRA serves University mission in three main areas of activities:

Institutional Research

OIRA creates, reviews and updates of statistical summaries and information sheets on academic program effectiveness, student characteristics, enrolment information, admissions patterns, degrees issued, international collaborations, research records, etc.

University Assessment

OIRA conducts, supports and coordinates research for the development of realistic assessment plans, student learning outcomes, and data collection techniques and disseminations strategies.

Institutional Review Board

OIRA houses the Institutional Review Board (IRB) at SMUHI. The IRB is a committee that has been formally designated to approve, monitor, and review research involving humans. The IRB has power to approve, require modifications in planned research prior to approval, or disapprove research. It is responsible for critical oversight functions for research conducted on human subjects that are scientific, ethical, and regulatory.

ORIENTATION

Orientation shall be done at two levels

- General orientation
- Academic orientation in the various schools and departments

General orientation

- Administration
- Admission
- finance
- Students' Code of conduct
- Students rights, privileges and obligations
- Academic and graduation
- Registration procedures
- Sports and recreation
- The library

PART TWO

ADMISSION POLICIES

(Applies to Prospective and Newly Admitted Students)

SMUI Admission Philosophy

SMUI admission policy is based on the philosophy of "Open Admissions." in its purest form, it allows any student with a high school diploma or GCE Advanced Level in any two subjects to attend, thereby, allowing any student who has successfully completed high school the opportunity to pursue an HND or undergraduate degree.

The reality isn't quite so simple. Some students may not be guaranteed admission to SMUI if there are more applicants than available space for new students. In such cases, admission will be based on their GCE grades and on a first-come-first-serve basis.

SMUI provides tutoring services to its students. In addition, we have General Education requirements, which provide a solid general background in the arts, sciences, and technology fields before the student can begin taking core courses. In order to take certain programs, students are required to score at a certain level in specific courses. For instance, students interested in taking engineering courses must have a grade of C or above in every science course. Likewise, students taking business courses are expected to have grade C or above in the social science courses like Economics, Psychology, introduction to Business & Entrepreneurship etc. Students must also earn a C or above in all their Major courses.

Admission Procedures and conditions

The Admissions Office is available to assist prospective students with the process of submitting an application for admission. Individuals interested in information about SMUI, its programs, and the application process are invited to contact the Admissions Office on (+237) 671 472 558 or (+237) 675 545 163. SMUHI reserves the right to limit enrollment in any of its programs, and requirements may vary from program to program.

Admissions Requirements

1. Transcripts for all post -secondary institutions
2. GCE Advanced level and Ordinary Level
3. Application Fee (One time) For HND admission 50000Fr
4. Application Fee (One time) For Bachelor and Masters 50,000Fr
5. Curriculum vitae
6. National ID Card or passport
7. Birth Certificate.
8. Passport size photograph.

Admission/application (onsite face-to-face on campus & Online) Procedure

Admission/application can be done onsite face-to-face on campus and online submitted through <https://stmonicauniv.org/apply>. To apply:

1. Go to the link <https://stmonicauniv.org> and click on "apply" at the top right corner and create an account.
2. Login and click on "admissions", click "sign up" fill the details and verify the email. Take sign in
3. Click each of the tabs under "admissions" and fill from "Personal Details" through "qualification", "Documents", "Create Application", "Pay Application Fee" to "Done and Submit".
4. Make sure to fill ALL compulsory fields labeled with (*).
5. When done make sure you submit by clicking on "Done and submit". Then confirm that you want to submit by clicking "OK" on the Popup message.

All documents must be in PDF format not more than 2MB. You are advised to check our available programs on this link <https://stmonicauniv.org> before applying. For payments visit <https://stmonicauniv.org>

Admission Decisions

SMUHI does not discuss decisions regarding an applicant's file. Admissions decisions are final and are not subject to appeal.

SMUHI operates on two semesters plan allows prospective students to apply at any time during the year. However, SMUHI recommends that applicants apply before their expected program start date to allow sufficient time to complete all necessary requirements for admission. Because classes are intensive, SMUHI will not allow any student to enroll in a course after the start date. All new students must undergo orientation before starting classes at SMUHI.

Conditional Admission

Conditional admission may be granted to an applicant pending receipt of official transcripts or other equivalent official documentation. Some graduate students may also be placed on conditional admission if they do not meet the direct admission requirements, for instance, those with an undergraduate degree in an unrelated field of studies. To be eligible for conditional admission to matriculate into the program, unofficial transcripts must show receipt of the degree required for admission to the program. Students who have been conditionally admitted are not eligible to receive Student Loans and other financial aid until documentation has been provided and the conditional status removed. International students requiring a visa are not eligible for conditional admission status. Students who fail to submit all official transcripts by the last day of their first semester will be withdrawn from the program.

Exceptions to Admission Requirements

Applicants with grade point averages lower than the stated admission requirements may be considered for admission in accordance with the policy stated within the admission requirements section of the Academic Catalog for each program. An admission by exception must be approved by the program chair. Exceptions must be justified, documented, signed, placed, and retained in the student's academic file. Students admitted on an exception basis will be assigned "Academic/Financial Aid Warning" in accordance with SMUHI's Standards for Satisfactory Academic Progress. Students must meet the Standards Satisfactory Academic Progress by the next evaluation period. Academic/Financial Aid Warning status does not impact a student's eligibility for financial aid.

Reapplication for Admission

Applicants who have been denied admission to a given program may reapply to that program after the passage of one year from the date of denial by submitting all documents required of a new applicant. Individuals who intend to reapply for admission are strongly encouraged to contact the Admissions Office prior to reapplying.

Readmission Process after Withdrawal/Dismissal

Students who have been withdrawn from SMUHI for a period greater than one year must reapply for admission. These applicants must submit the materials required by the program to which they are reapplying.

Students who have been dismissed from SMUI or denied an appeal may apply for readmission one year after the semester in which dismissal occurred or the appeal denied, but must provide evidence of likely academic success to be considered. Students who have been dismissed from SMUI and not readmitted to a program of study are prohibited from taking coursework SMUI campus or online.

Students who are readmitted after an absence of one year or more must complete all requirements of the program in the year of readmission. This may require additional course work, replacement of courses that have been substantially modified, and/or other academic requirements.

Readmission After Extended Absence

Students who have been withdrawn from the school for three years or more will be required to have all prior coursework re-evaluated for determination of relevancy to current practice. Faculty members appointed by the program chair will conduct the evaluation of coursework.

Reinstatement

Students who are administratively withdrawn from SMUI for failing to remain continuously registered may petition for reinstatement if the period of absence is less than one year. If the petition for reinstatement is granted, students will continue in their existing program of study unless changes required by accrediting or regulatory bodies have been enacted during the period of absence. In such cases, the student will be required to complete the program with any such modifications.

Reinstatement After Administrative Withdrawal for Non-Continuous Enrolment

Students who are administratively withdrawn from SMUI for failing to remain continuously registered may petition for reinstatement if the period of absence is less than one year. If the petition for reinstatement is granted, students will continue in their existing program of study unless changes required by accrediting or regulatory bodies have been enacted during the period of absence. In such cases, the student will be required to complete the program with any such modifications.

Early Acceptance

Early Acceptance may be granted to an applicant who is otherwise qualified for admission, but who has not yet earned the degree required for admission. To qualify for early acceptance, the applicant must provide a transcript or other documentation that he/she is in the final year of the required degree program. Prior to starting classes, the applicant must demonstrate that all admission requirements have been satisfied and provide a transcript documenting receipt of the degree.

Deferral Policy

An applicant admitted to SMUHI who finds that pressing and unforeseen circumstances prevent him or her from matriculating during the semester for which he or she was admitted, may request one deferral of admission for up to one year from the semester for which he or she was admitted. Deferrals are not automatic. A student who wishes to request a deferral should send a letter to the Registrar through the Admissions Office indicating his or her special circumstances. If deferral is granted, an additional non-refundable deposit may be required. Applicants should consult with the Admissions Office.

Language Proficiency Policy

Regardless of country of birth or citizenship, immigrant or non-immigrant status, all applicants to SMUHI whose language for communication is not English must demonstrate proficiency in the language. Demonstration that English is an applicant's "first" language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant's "first" language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score from a reputable English testing service to demonstrate proficiency; undertake an SMUHI English Language test; or successfully graduate from the SMUHI English Language Institute - an intensive English language program.

PART THREE

FINANCE AND REGISTRATION PROCEDURES

(Tuition and other fees applies to both freshmen and returning students)

1. Introduction

This document outlines the financial policies for Saint Monica University Institute (SMUI), Buea, Cameroon, applicable to all students, both national (Cameroonian) and international (especially Nigerians, as detailed herein). It aims to provide clarity on fees, payment procedures, and other financial matters related to studying at SMUI. This policy is subject to change, with updates communicated through official university channels.

2. Tuition and Fees: International Students (E.g. Nigerian Students)

2.1. Higher National Diploma (HND)

HND programs are typically 3 years for all health-related fields and 2 years for all other fields. The following table summarizes the fees:

Fee Category	Year 1 (FCFA)	Year 2 (FCFA)	Year 3 (FCFA)	Total (2-Year HND) (FCFA)	Total (3-Year HND) (FCFA)
Admissions Fee (One Time)	40,000	-	-	40,000	40,000
- Application Fee: 5,000					
- Registration Fee: 15,000					
- Student Service Fee: 10,000					
- School T-Shirt: 5,000					
- Student I.D: 5,000					
Tuition Fee (Per Year)	250,000	250,000	250,000	500,000	750,000
Project/Defense Fee (Final Year)	-	-	25,000	25,000	25,000
International Fee (One Time)	100,000	-	-	100,000	100,000
E-Book/Sports Wear (One Time)	10,000	-	-	10,000	10,000
Graduation Fee (Final Year)	-	-	100,000	100,000	100,000
HND Registration Fee (Final Year), Approx. from the State.	-	-	70,000	70,000	70,000
Equivalence Fee (Final Year)	-	-	55,000	55,000	55,000
Subtotal	400,000	250,000	500,000	900,000	1,150,000
Optional Hostel Fee (Per Year)	260,000	260,000	260,000	520,000	780,000
Caution Fee (Refundable)	26,000	-	-	26,000	26,000
Total (With Hostel & Caution)	676,000	510,000	760,000	1,446,000	1,956,000

Note: Other privately owned hostels may cost approximately 400,000 FCFA per year or more.

2.2. Bachelor's Degree (Top-Up, 1 Year): All Programs

Fee Category	Amount (FCFA)
Admissions Fee	50,000
- Application Fee: 30,000	
- Registration Fee: 10,000	
- Student Service Fee: 10,000	
Tuition Fee (Per Year)	500,000
Project Fee (One Time)	50,000

International Fee	100,000
E-Book/Sports Wear/T-shirt	20,000
Graduation Fee	100,000
Equivalence Fee	55,000
Subtotal	855,000
Optional Hostel Fee (Per Year)	260,000
Caution Fee (Refundable)	26,000
Total (With Hostel & Caution)	1,141,000

2.3. Master's Degree (2 Years)

Fee Category	Year 1 (FCFA)	Year 1 (FCFA)	Total (FCFA)
Tuition	650,000	650,000	-
Admissions Fee (Y1)	50,000	-	-
- Application Fee: 5,000			
- Registration Fee: 15,000			
- Student Service Fee: 10,000			
- School T-Shirt: 5,000			
- Student I.D: 5,000			
E-book/ Sports Wear (Y1)	15,000	-	-
International Fee	100,000		
Master's Project (Y2)	-	200,000	-
Graduation Fee (Y2)	-	100,000	-
Equivalence Fee (Y1)	55,000		
Subtotal Per Level	870,000	900,000	
Optional Hostel Fee (Per Year)	260,000	260,000	
Caution Fee (Refundable)	26,000		
Total (With Hostel & Caution)	1,136,000	1,160,000	
			2,296,000

3. Tuition and Fees: Cameroonian Students

3.1. Higher National Diploma (HND)

HND programs are typically 3 years for health-related courses and 2 years for all other fields. The following table summarizes the fees:

Fee Category	Year 1 (FCFA)	Year 2 (FCFA)	Year 3 (FCFA)	Total (2-Year HND) (FCFA)	Total (3-Year HND) (FCFA)
Admissions Fee (One Time)	40,000	-	-	40,000	40,000
- Application Fee: 5,000					
- Registration Fee: 15,000					
- Student Service Fee: 10,000					
- School T-Shirt: 5,000					
- Student I.D: 5,000					
Tuition Fee (Per Year)	250,000	250,000	250,000	500,000	750,000
Project Fee (Final Year)	-	-	25,000	25,000	25,000

E-Book/Sports Wear (One Time)	15,000	-	-	20,000	20,000
Graduation Fee (Final Year)	-	-	30,000	30,000	30,000
HND Registration Fee (Final Year)	-	-	70,000	70,000	70,000
Subtotal	305,000	250,000	375,000	685,000	935,000
Optional Hostel Fee (Per Year)	260,000	260,000	260,000	520,000	780,000
Caution Fee (Refundable)	26,000	-	-	26,000	26,000
Total (With Hostel & Caution)	591,000	510,000	635,000	1,231,000	1,741,000

3.2. Bachelor's Degree (Top-Up, 1 Year): All Programs

Fee Category	Amount (FCFA)
Admissions Fee	50,000
- Application Fee: 30,000	
- Registration Fee: 10,000	
- Student Service Fee: 10,000	
Tuition Fee (Per Year)	500,000
Project Fee (One Time)	50,000
E-Book/Sports Wear/T-shirt	20,000
Graduation Fee	100,000
Subtotal	720,000
Optional Hostel Fee (Per Year)	260,000
Caution Fee (Refundable)	26,000
Total (With Hostel & Caution)	1,06,000

3.3. Bachelor's Degree (3 Years)

School of Business and Public Policy (SBPP), School of Arts, Education and Humanities (SAEH), & School of Science, Engineering and Technology (SSET) (3-Year Programs, Starting from Level 200)

Fee Category	Level 200 (FCFA)	Level 300 (FCFA)	Level 400 (FCFA)	Total (FCFA)
Tuition	350,000	450,000	500,000	-
Admissions Fee (L200)	50,000	-	-	-
- Application Fee: 5,000				
- Registration Fee: 15,000				
- Student Service Fee: 10,000				
- School T-Shirt: 5,000				
- Student I.D: 5,000				
E-Book/Sports Wear (One Time) (L200)	15,000	-	-	-
Bachelor's Project (L400)	-	-	50,000	-
Graduation Fee (L400)	-	-	100,000	-
Subtotal Per Level	415,000	450,000	650,000	
Total (L200-L400)				1,515,000

School of Health and Human Services (SHHS) & Agriculture (4-Year Program, Starting from Level 200)

Fee Category	Level 200 (FCFA)	Level 300 (FCFA)	Level 400 (FCFA)	Level 500 (FCFA)	Total (FCFA)
Tuition	300,000	350,000	450,000	500,000	-
Admissions Fee (L200)	50,000	-	-	-	-
- Application Fee: 5,000					
- Registration Fee: 15,000					
- Student Service Fee: 10,000					
- School T-Shirt: 5,000					
- Student I.D: 5,000					
E-book /Sports Wear (L200)	15,000	-	-	-	-
Bachelor's Project (L500)	-	-	-	50,000	-
Graduation Fee (L500)	-	-	-	100,000	-
Subtotal Per Level	365,000	350,000	450,000	650,000	
Total (L200-L500)					1,815,000

3.4. Master's Degree: All Programs

Fee Category	Year 1 (FCFA)	Year 1 (FCFA)	Total (FCFA)
Tuition	650,000	650,000	-
Admissions Fee (Y1)	50,000	-	-
- Application Fee: 5,000			
- Registration Fee: 15,000			
- Student Service Fee: 10,000			
- School T-Shirt: 5,000			
- Student I.D: 5,000			
E-book/ Sports Wear (Y1)	15,000	-	-
Master's Project (Y2)	-	200,000	-
Graduation Fee (Y2)	-	100,000	-
Subtotal Per Level	715,000	950,000	
Total (Y1- Y2)			1,665,000

4. Installment Payment Plan (Effective Academic Year 2025/2026)

Payments can be made in a maximum of 3 installments per academic year.

4.1. Nigerian Students

Degree	1st Installment (4 Oct)	2nd Installment (28 Feb)	3rd Installment (31 May)
HND			
Year 1	200,000 FCFA	100,000 FCFA	100,000 FCFA
Year 2	150,000 FCFA	50,000 FCFA	50,000 FCFA
Year 3	250,000 FCFA	150,000 FCFA	100,000 FCFA
BSC TOP-UP	400,000 FCFA	300,000 FCFA	155,000 FCFA
DIRECT DEGREE SBPP, SSET & SAEH			
Year 1	200,000 FCFA	100,000 FCFA	115,000 FCFA
Year 2	200,000 FCFA	150,000 FCFA	100,000 FCFA
Year 3	300,000 FCFA	200,000 FCFA	150,000 FCFA
DIRECT DEGREE SHHS & AGRICULTURE			
Year 1	200,000 FCFA	100,000 FCFA	65,000 FCFA
Year 2	200,000 FCFA	100,000 FCFA	50,000 FCFA
Year 3	200,000 FCFA	150,000 FCFA	100,000 FCFA
Year 4	300,000 FCFA	200,000 FCFA	150,000 FCFA

MASTERS			
Year 1	300,000 FCFA	300,000 FCFA	170,000 FCFA
Year 2	300,000 FCFA	300,000 FCFA	300,000 FCFA

4.2. Cameroonian Students

Degree	1st Installment (4 Oct)	2nd Installment (28 Feb)	3rd Installment (31 May)
HND			
Year 1	150,000 FCFA	100,000 FCFA	55,000 FCFA
Year 2	150,000 FCFA	50,000 FCFA	50,000 FCFA
Year 3	200,000 FCFA	100,000 FCFA	75,000 FCFA
BSC TOP-UP	400,000 FCFA	200,000 FCFA	155,000 FCFA
DIRECT DEGREE SBPP, SSET & SAEH			
Year 1	200,000 FCFA	100,000 FCFA	115,000 FCFA
Year 2	200,000 FCFA	150,000 FCFA	100,000 FCFA
Year 3	300,000 FCFA	200,000 FCFA	150,000 FCFA
DIRECT DEGREE SHHS & AGRICULTURE			
Year 1	200,000 FCFA	100,000 FCFA	65,000 FCFA
Year 2	200,000 FCFA	100,000 FCFA	50,000 FCFA
Year 3	200,000 FCFA	150,000 FCFA	100,000 FCFA
Year 4	300,000 FCFA	200,000 FCFA	150,000 FCFA
MASTERS			
Year 1	300,000 FCFA	250,000 FCFA	165,000 FCFA
Year 2	400,000 FCFA	300,000 FCFA	250,000 FCFA

5. Additional Fees and Considerations

- **Resit Examination Fee:** Not included in the annual mandatory fees. Payable per course if a student needs to retake an examination (20,000 FCFA).
- **School of Science, Engineering and Technology (SSET) Practical Fee:** All students in SSET programs (both national and international) will pay an additional 100,000 FCFA per year for practical sessions.
- **For all other Schools:** Each student is expected to pay a stipend to the concerned institution or establishment, based on the MOU with such institutions for internships /Practical Sessions.
- **Hostel Fees:** The stated hostel fees are for SMUI school hostels. Other private hostels may have varying costs. ***A hostel is built accommodate a single student, but in the event where 2 students need to stay in one room, an additional 100,000Frs shall be added to the stipulated amount per room.***
- **Caution Fee:** Refundable upon vacating the room, subject to deductions for any damages or outstanding debts.
- **E-Books and Study Materials:** Students are responsible for acquiring necessary textbooks and study materials. The E-book fee covers access to digital resources provided by the university.

6. Payment Methods

SMUI accepts payments through the following bank accounts and mobile money:

- **P & T Bank:**
 - Account Name: Saint Monica University
 - Account Number: 7082
- **Eco Bank:**
 - Account Name: Saint Monica University
 - Account Number: 31845000114
- **UBA BANK:**

- Bank Name: UNITED BANK FOR AFRICA PLC CAMEROON
- SWIFT Code: UNAFCMCX
- Account Name: SAINT MONICA UNIVERSITY HIGHER INSTITUTE (SMUHI)
- IBAN: CM21100330521616033100018833
- **MTN Mobile Money:**
 - Number: 671318283
 - Name: Saint Monica University Higher Institute money number

All payments must be made in FCFA (Central African CFA Franc). Students must retain proof/receipts of payment for verification/clearance purposes.

7. Financial Aid and Scholarships

SMUI is committed to providing access to quality education. Information on available financial aid, scholarships, and payment plans can be obtained from the Finance Office. Eligibility criteria and application procedures apply.

8. Refund Policy

Refunds of tuition and fees are subject to the university's refund policy, which is available in the university student handbook and the office of finance. Generally, refunds are prorated based on the withdrawal date and may be subject to administrative charges.

9. Late Payment Penalties

Late payment of tuition and other fees may result in penalties, including but not limited to suspension of academic privileges. Specific details on late payment penalties are available from the Finance Department.

10. Other Financial Policies

- **Student ID Cards:** All students are required to obtain a student ID card, subject to a fee as stipulated above.
- **Graduation Fees:** Graduation fees cover the cost of graduation ceremonies, diplomas, and related expenses.
- **Use of University Resources:** Students are responsible for any costs associated with the misuse or damage of university property.
- **Debt Recovery:** The university reserves the right to take appropriate action to recover any outstanding debts owed by students.

11. Contact Information

For inquiries regarding financial matters, please contact:

- **Finance Department**

12. Policy Updates

SMUI reserves the right to modify this financial policy as deemed necessary. Students will be notified of any changes through official university channels.

This comprehensive financial policy aims to provide clarity and transparency regarding the financial obligations of students at Saint Monica University Institute. Students are encouraged to carefully review this document and seek clarification from the relevant university departments if needed.

PART FOUR

ACADEMIC, POLICIES AND

PROCEDURES

SCHOOLS AND PROGRAMS

SCHOOL OF HEALTH & HUMAN SERVICE (SHHS)

HND, B.SPH, B.SMLS, B.SMMP, B.PharmTech), MASTER'S (M.SCP, M.SPA, M.SMMP, MPH)

The school offers the following Nursing Sciences, Medical Science, Medical Laboratory Science, Public Health. Medical Microbiology and Parasitology, Clinical Psychology, Physician Assistant etc

SCHOOL OF BUSINESS & PUBLIC POLICY (SBPP)

The school offers the following Accountancy, Banking and Finance, Human Resource Management, Insurance, Quality Management, Project Management, Quality Management, logistics & Transport, Non-Governmental Organization, Business Accounting, Management, Human Resource Management. Petroleum Management, Logistics and Supply Chain Management, Marketing. Ports and Maritime Management, Insurance & Risk Management.

Public Policy: Public Administration, International Relations, Conflict Resolution and Peace Studies, Human Rights, Local Government Administration.

SCHOOL OF SCIENCE, ENGINEERING & TECHNOLOGY (SSET)

Mechanical Engineering (Automotive Mechanics and Maintenance), Civil Engineering (Civil Engineering Design, Building Science and Technology), Computer Engineering (Software Engineering and Computing), Electrical and Electronics Engineering (Electrical Power Systems) and Agriculture

SCHOOL OF ARTS, EDUCATION & HUMANITIES (SAEH)

Journalism (Print Journalism), Communication, Educational Psychology. Educational Administration, Philosophy of Education and Curriculum Studies and Instruction, Philosophy.

DEGREES OFFERED

A program of study in a School in Saint Monica University Higher Institute Buea shall lead to the award of a degree or certification in the following:

Higher National Diploma (HND),

B.Tech

Top-Up

Bachelor's degrees,

MBA

Master's degrees, and

Short-course Certification

These degrees and certification are awarded in the following schools and program as shown above

Enrollment Policies

Students must be continuously enrolled in the program from the time of admission to matriculation through graduation. Students who must withdraw in a year should request for an official temporary withdrawal from SMUHI. Students seeking temporary withdrawal status must provide an expected date of return and receive approval from the registrar. Students approved for temporary withdrawal may re-enter their program at any time prior to the anticipated return date without approval. Failure to re-enter SMUHI by the expected date of return will result in withdrawal from SMUHI.

Registration

Students intending to enroll for a given course must do so during the registration period and complete plans for payment of tuition fees and as well as other fees according to the tuition payment policy. For a variety of reasons, to better serve students and manage the operations of SMUHI, registration priorities

have been set up to determine the order of processing in registration. Care will be taken to ensure that the priority system is fair to all students and allows registration to proceed efficiently in order of priority. **It begins with payment of tuition fees, student's dues, collection of Form Bs at the respective departments, signing and registration of courses, signing up for students IDs and commencement of lectures.**

Lecture Delivery Methods

On-campus or Face-to-Face Instruction

Lectures are On-Campus or Face-to-Face instruction in SMUHI and is offered through traditional formats. Traditional face-to-face instruction occurs in a physical classroom facility.

Distant Services

Distant learning services are those in which 100% instruction is delivered via the internet depending on the modalities put in place, the level and program under study. Students enrolled in master degree level may take 100 percent of their coursework in a fully distant format. Students who wish to take 100 percent of their coursework in a fully distant format should do so through SMUHI at the time of admission and not after admission has been granted.

Blended method

Blended method makes use of both the Face-to-Face and distant components. At least 50% or more of the courses must be face-to-face.

Directed Independent study

These courses are completed on a one-to-one basis with a faculty mentor. A directed independent study course provides an opportunity for students to carry out a creative research project in an area of their choice where no course currently exists. The course may arise from an in-depth study of some aspect of a recently completed course; an analysis of new ideas, theories or concepts in education; or evaluation of new strategies used in education. Depending how instruction is provided, Directed independent Studies may or may not fulfill residency requirements. Directed Independent Study courses are available only on a limited basis and with approval of the program chair to meet a compelling need of a student.

Tutorial

These courses are completed on a one-to-one basis with a faculty mentor. Tutorial courses follow an existing and approved course syllabus, which is provided to students prior to the course start date. Students are required to maintain weekly contact with the instructor. The course syllabus contains specific instructions regarding weekly contact format and requirements. Depending how instruction is provided, Tutorial courses may or may not fulfill residency requirements. Tutorial courses are available only on a limited basis and with the approval of the program chair to meet a compelling need of a student.

Off Campus

Some programs provide courses at an off-campus location in a community setting. Courses taken at off-campus locations cannot exceed 49% of a total program. Students taking courses off-campus should speak to their advisors regarding how many off-campus courses they are permitted to take.

Lecture

Instruction in lecture courses is traditional and fully face-to-face. Lecture courses meet the definition of an in-residence course, though course length and number of meetings per week may vary by campus and program.

Lab

Instruction in SMUHI laboratory courses is conducted in a traditional and fully face-to-face format, and therefore meets the criteria of an in-residence course.

Field Experience, Practicum, Internship, and Clinical Training Course

Field Experience, Practicum, internship, and Clinical Training courses provide students with supervised out-of-class professional experiences and take place within a health care delivery system, or other professional work environments depending on the program under study. These are generally held in a traditional face-to-face format at a facility with which SMUHI has a relationship, and therefore are considered in-residence courses.

Waiver/Course Substitution

In specified programs within SMUHI, course waivers are granted. The general waiver policies applying to all waived courses are as follows:

- ✓ Waivers are defined as a substitution of a required course with a comparable transcript course, subject to the requirements of the program in which the student is enrolled approved by the program chair and consistent with all relevant accrediting and regulatory requirements.
- ✓ The term “waiver” is used to indicate the process of accepting courses from other institutions which satisfy specific course requirements but do not reduce total credit requirements of a program.
- ✓ Waiver requests may be submitted at any time during the admission process, until the end of the first year of matriculation.
- ✓ Waivers are not granted until a student is officially accepted.
- ✓ Waived courses will appear on the transcript as “Waived Courses” under the SMUHI course name and number.

Transfer of SMUHI Credits/courses to other Institutions

Students should be aware that the transfer of credit is controlled by the receiving institution, and therefore cannot be guaranteed by SMUHI. The transferability of credits you earn at SMUHI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. SMUHI does not imply, promise, or guarantee transferability of its credits to any other institution.

Transfer Credit Criteria

College credits completed are acceptable for transfer under the following conditions:

- ✓ Transfer of credits requests are not granted until students have been accepted into a program of study.
- ✓ The course must have been taken for equivalent or greater level credit at an accredited university. “Equivalent level credit” refers to both content and degree level of the course. Students must have earned a grade of “B” or better for any course submitted.

Transfer credit maximums are listed here by program:

Program	Amount of acceptable credits
Master	21
Bachelor	

SBPP	90
SAEH	90
SHHS	110
SSET	110

Programs may determine that certain courses are not eligible for transfer of credit. SMUHI does not accept for graduate credit any credits earned as military credit, credit by examination, credit by correspondence, credit for life experience, or graduate credit from non-accredited schools unless offered in an approved program or under an arrangement approved by the dean of the appropriate college of SMUHI or otherwise provided for in the program catalog. Official transcripts are required for transfer credit to be considered. Students may be required to provide a copy of the catalog description and/or the course syllabus from the institution where the credit was awarded to validate that the course satisfies the transfer credit criteria. Final decisions on accepting graduate-level continuing education coursework as transfer credit are made by the program in which the student is enrolled; therefore, students are not guaranteed that coursework will be accepted for transfer until they have applied for and received approval from the program chair of their program.

Transcripts and Students Records

The registrar's office maintains academic records for each student. The office issues transcripts only upon receipt of a written request. The office will release official transcripts only when students have met all their financial obligations to SMUHI. Grade reports are mailed to students and/or made available via the Student Portal on the Internet or provided to student On-campus. Students that meet the degree requirements of the program in which they are enrolled will receive an official diploma. However, transcripts and diplomas can only be issued to students who have completed their financial obligations and are not in any way having or owing SMUHI property. As such there is need to obtain financial clearance for the finance office, sports, library and departmental clearances.

Attendance

Students are expected to be punctual to all classes and practicum. Absences should occur only for such urgent reasons as ill health or critical emergency. Whenever possible, students should notify the faculty of these absences in advance. Excessive lateness or absences, regardless of the reason, may jeopardize a student's academic standing. Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive distant activity, including commentary in the discussion section of the distant portal and posting of required evaluative assignments in a timely manner.

A student who does not participate in the course prior to the Add/Drop date for a semester, and has not submitted an official Add/Drop Form, will be dropped from the course automatically. Also, students who fail to attend both on-campus and distant course activities for 5 consecutive days will be administratively withdrawn from the course and will receive a grade of "W" or "WF" depending on the date the student is withdrawn.

Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or distant, consistent with the requirements of the particular course and as outlined in the course syllabus.

Students who are enrolled in dissertation courses are attached to SMUHI Virtual Learning Platform (Google Classroom). Each week they are required to confirm their attendance by posting a message to

the classroom. In addition, to confirm their enrollment each session, students must post their initial attendance confirmation message regularly. Students who fail to post regularly each session, or who miss two consecutive weeks of attendance confirmation, will be dropped from their program and the university.

Students enrolled in SMUHI distant learning must complete an academic related activity in their course at least two days each week. Academic activity is defined by (a) posting a substantive response in a discussion section of the distant classroom, (b) engaging in distant tutorials, (c) submitting an assignment via the distant classroom, or (d) taking an exam.

Students who fail to meet the attendance requirements will be given an absence. Students who fail to meet the attendance requirements during a course will be administratively withdrawn from the course. Students who dropped for not meeting attendance requirements and do not attend class will be administratively withdrawn from school.

Student Advisement

Upon admission to a program, each new student is assigned an academic advisor who will work with the student in the selection of courses and general academic matters. Student advising is an important part of the SMUHI program.

Withdrawal Policy

SMUHI considers a student as withdrawn when s/he drops a course and does not enroll in another one. A student who intends to withdraw from SMUHI should submit a letter to the registrar. Any student in good standing who wishes to discontinue study will be withdrawn. The student must resolve any financial obligations before receiving an official transcript from the Student Services Department.

A student enrolled in SMUHI distant programs is withdrawn when he or she fails to meet attendance requirement for the current course. Students should contact their Academic Counselor requesting to withdrawal. The student must resolve any financial obligations before receiving an official transcript. For official withdrawals, a student's notification date is the date the student officially notifies the institution in writing of his or her intention to withdraw.

Unit of Credit

Academic credit at SMUHI is granted using the semester credit hour system. To earn one semester credit hour, a student must complete the equivalent of 16 hours of lecture or, 32 hours of lab work. The hours required for credit in clinical training/internship vary. Please consult your program chair for specific information.

Grade Point System

Student performance is based on and recorded in a letter grading system with corresponding point equivalents:

Grade	Score Range	Grade Point Average (GPA)	Remark	Decision
A	80 – 100 %	4.0 GPA	Excellent	Pass/validated
B+	70 – 79 %	3.5 GPA	Very Good	
B	60 – 69 %	3.0 GPA	Good	
C+	55- 59 %	2.5 GPA	Above average/Fair	

C	50 – 54 %	2.00 GPA	Average	
D+	45 – 49 %	1.5 GPA	Below average/Fail	Repeat
D	40 – 44 %	1.0 GPA	Poor/Fail	
F	0-39 %	0.0 GPA	Very poor/Fail	

Cumulative Gross Point Average (CGPA) Calculation

1. Multiply your **Grade Point Average** per course by the standard SMUHI Grade Point Average (4.00). The result you get is your **cumulative Points** per course.
2. Do a summation of cumulative points for all your courses. This give a **Total Cumulative Points**
3. Divide **Total Cumulative Points** by your number of **Attempted Credits**. This then gives Cumulative GPA. *Worthy of note is the fact that your division at this stage is by attempted credit and not earned credit.*

Additional Grades

Credit earned ("CR")

This represents a passing grade for certain designated courses or earned transfer credit.

Incomplete ("I") and Incomplete in Progress ("IP")

A grade of "I" is given at the faculty member's discretion to a student who has completed at least 67% of the course requirements, including attendance, and has a reasonable likelihood of successfully completing the course requirements in the extended time allowed. Students must be passing the portion of the course completed to be eligible for either the "I" or "IP" grade. Any course for which a student receives an "I" must be completed before end of their study. A student who, because of medical or other serious factors, cannot reasonably complete the coursework may receive an "IP" (Incomplete in Progress) with approval of the program chair and faculty member.

Students seeking a grade of "IP" must apply through the faculty member with the stipulated requirements for completing the course. Requirements for an "IP" grade must be fulfilled before graduation. The grade of "I" or "IP" will automatically be changed to an "F" if the "I" or "IP" contract is not completed in the time frame required.

The grade incomplete "I" or "IP" will be calculated as a grade of "F" until the course is earned. The course will be included as credit attempted but not credit earned.

Withdrawn ("W")

Students withdrawing from a course by the end of the add/drop period will have the course removed from their transcript. A record of the course attempted remains on the student's ledger as a withdrawn course. Students who officially drop after the end of the add/drop period and before 67 percent of the academic session has elapsed will receive a "W" on their transcripts. Students who have completed more than 67 percent of the academic session will not be eligible to receive a "W" grade. The grade "W" is included in computing the incremental completion rate and maximum time frame, but does not impact the CGPA.

Failure due to Late Withdrawal ("WF")

Students who complete more than 67% of a course but do not complete the remaining portion and either are not approved for or do not request an "I" or "IP" will be assigned the grade "WF". This grade is a special application of an "F" grade to designate that the student did not complete all course requirements. The "WF" is included in both the total credit hours attempted and the GPA for purposes of evaluating academic progress, as well as computing the incremental completion rate.

Audit Policy

To audit a course, students must obtain the permission of the program chair, submit a request at the time of registration, and pay the regular tuition.

Grade Appeal Procedures

Students who have a concern about a course grade are initially encouraged to consult with the faculty member who issued the grade to resolve the matter. Students wanting to pursue the matter further may appeal the grade in the following manner.

The student must file a written grade appeal to the program chair. Students may appeal a grade or evaluative comment only during the session following the issuance of the grade or evaluative comment. Those grounds include the following: the application of nonacademic criteria in the grading process, the assignment of a grade to the student for reasons other than the student's academic performance in the course, or miscalculation of the grade according to grading criteria contained in the course syllabus or other posted or distributed course information. The student should include any relevant written evidence, which may include the syllabus, exams, papers, and anything else that supports the student's claim. The program chair shall review the appeal and issue a written response.

If, after receiving a written response to the grade appeal from the program chair, the student wishes to pursue the issue, he/she must, within 14 days, request in writing further investigation from the campus chief academic officer. The campus chief academic officer will review the findings and issue a written response. The final authority rests with the chief academic officer of the campus and is not subject to the grievance procedure policies in Section Two, Institutional Policies, "Student Grievance Procedure for Internal Complaints and Harassment." After following the policies and procedures above, students who believe further recourse is needed should consult the appeals policies and procedures outlined in Section Four, Student Rights and Responsibilities.

If the faculty member involved is the program chair or associate dean, the written grade appeal is submitted to the campus chief academic officer. If the faculty member involved is the campus chief academic officer, the written grade appeal is submitted to the campus president. The result of the review will be summarized in writing by the campus official responsible for the final decision and placed in the student's academic file. A copy of the report will be given to the student.

Grade Changes

If a grade appeal results in a recommended change of grade, the course instructor will forward a completed Grade Change Form to the registrar. Grade changes may only occur during the session following the issuance of the grade or evaluative comment and with the appropriate approvals. Exceptions may be granted under extenuating circumstances by the campus chief academic officer.

Standards for Satisfactory Academic Progress

The Standards for Satisfactory Academic Progress Policy determine financial aid eligibility and ensure that all students maintain satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Students who fall below the Cumulative Grade Point Average (CGPA) or the Incremental Completion Rate (ICR) cutoffs are deemed to be on Academic/Financial Aid Warning. Students who fail to raise their CGPA or ICR above the cutoffs within the following evaluation period of Academic/Financial Aid Warning are deemed to not be making Satisfactory Academic Progress and are academically dismissed from the University.

Students will be notified in writing in the event they fail to meet the standards for satisfactory academic progress and/or when the student is placed on Academic/Financial Aid Warning or Academic/Financial Aid Probation.

To maintain satisfactory academic progress, each student must meet the required standards of the following three criteria:

- ✓ Maintain a minimum acceptable Cumulative Grade Point Average (CGPA);
- ✓ Achieve the minimum incremental Completion Rate (ICR); and
- ✓ Complete the program within a Maximum Allowable Time Frame (MTF)

Maximum Allowable Time Frame

Students must successfully complete all program requirements based in credit load.

All courses attempted are included in the maximum allowable time frame and incremental completion rate calculations. Transfer credits are considered credit attempted and credit earned although transfer credits reduce total credit hours the student must complete at SMUHI. Students may also be required to meet calendar maximum time frame requirements in certain programs and should review the graduation requirements listed in the program description.

Students may not attempt more than 150% of the credits required to complete their degree program. Students who attempt credits beyond 150% of the credits required to complete their degree program will be dismissed from SMUHI. Standards for Satisfactory Academic Progress Calculation Process.

Cumulative Grade Point Average (CGPA)

CGPA is the cumulative average of all grade points a student has earned over all semesters completed.

Incremental Completion Rate (ICR)

Incremental completion rate is computed by dividing the sum of earned credits and foundational courses by the sum of attempted credits and foundational courses.

Foundation Courses

Students may be required to take Foundation (Prerequisite) Courses based on their prior degree and/or coursework completed. Foundation Course credit is included when calculating a student's maximum time frame and incremental completion rate. Foundation Course credits do not count towards the total number of credits required for graduation, but they do count for the CGPA. As such, Foundation/Prerequisite Courses do have credit hours and grades assigned to them.

Transfer Credits

Transfer credits from other institutions are calculated in the incremental completion rate (ICR) and maximum allowable time frame (MTF) and are included in the total hours attempted. Grades for credits transferred in from any post-secondary institution (including SMUHI) will be recorded as "CR" in the Student information System and will not affect the student's cumulative grade point average (CGPA).

Change of Program

Students are allowed to change programs if they meet satisfactory academic progress at the time a request is made to the change of programs. Courses taken in one program that are applicable to the second program will be transferred with the applicable grades. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and

MTF purposes only, those courses transferred to the second program will be considered credit hours attempted and credit hours earned.

General Probation

The administration and/or faculty may request that the Student Professional Development Committee (SPDC) or Student Conduct Committee (SCC) review any student whose professional performance indicates deficiencies in performing the work required of students within their respective programs. The SPDC may refer students to the SCC with a recommendation of general probation and require remediation steps deemed appropriate. The student must agree to all reasonable conditions in order to remain enrolled.

Criteria for Removal from General Probation

The body that placed the student on general probation (the SPDC or SCC) determines the conditions under which students placed on general probation shall be removed. The conditions must be clearly stated in writing and sent to the student.

Schedule for Removal from General Probation

The body that placed the student on general probation (the SPDC or SCC) will determine the schedule under which the student placed on general probation shall be removed, as well as make the determination as to the satisfaction of the terms of the probation.

A student may be dismissed from SMUHI for reasons other than those stated above if the institution determines that the student cannot satisfactorily meet the academic, professional, or ethical expectations, the expectations detailed in the student responsibility policy, or other expectations of the program. Dismissal normally occurs when the Student Conduct Committee or campus president makes a decision for dismissal and communicates that decision to the student. It is the responsibility of all students to be familiar with the SMUHI Ethical Code of Conduct.

Petition to Graduate

Students are eligible for degree conferral when they have completed all degree program requirements. The graduation and degree conferral dates are based upon the last day of the course in which all academic requirements were completed. All students who wish to graduate, independent of participation in commencement ceremonies, must submit the Petition to graduate form and appropriate fees to the registrar before deadline. Students may not receive their diploma or transcript until all financial obligations to the University have been satisfied.

Commencement

In order to participate in commencement ceremonies, students must have completed all degree requirements or be scheduled to complete them in the semester during which the commencement ceremony is scheduled.

All students must submit the Thesis Research Approval Form at least one month prior to the campus' commencement ceremony. In addition to satisfying the above degree requirements, students who wish participate in commencement ceremonies must submit a petition to graduate by each year or any other date established by the university.

The Commencement Ceremony will take place at the university's main campus or any other designated location once every academic year in December.

The Honor Role System

What does it mean to graduate with honors? Latin honors are Latin phrases used to indicate the level of distinction with which an academic degree was earned. This system is primarily used in the United States, Canada, Indonesia, and in many countries of continental Europe, although some institutions use the English translation of these phrases rather than the Latin originals. It is similar to the British undergraduate degree classification. At SMUHI, these honors are awarded to both undergraduate and graduate students. Our academic honors involve these Latin terms:

Summa Cum Laude

It means "With Highest Praise," and the summa cum laude definition is With Highest Honor. It usually means highest grades. To earn the Summa Cum Laude at SMUHI, one needs to have a GPA of 3.60 – 4.00 out of a total of 4.00. In other universities, especially in the British tradition, this might be referred to as a "First Class Honors."

Magna Cum Laude

It means "With Great Honor." Scholars define magna cum laude meaning With Great Praise. Usually it means you had the second best grades or "Second Class Honors Upper Division." At SMUHI, one needs a GPA of 3.5 to earn this distinction.

Cum Laude

This means "Graduating With Honor." Scholars define magna cum laude meaning With Praise. At SMUHI, one needs a GPA of 3.25 to earn this distinction. In the British system, this will be the equivalence of "Second Class Honors Lower Division."

Distinction

In calculating a student's GPA, we take into consideration only courses that s/he studied at SMUHI. Students must earn at least 60 undergraduate credit hours from SMUHI to qualify for the Latin honors. At the Master's level, they must earn at least 20 credits from SMUHI. Those who do not meet these minimum requirements will still have their achievements recognized. However, the university will not offer them Latin honors. Such a student will be awarded a degree with "Distinction." To earn the Distinction, the student must have a GPA of 3.25 or above.

Honors Convocation

At SMUHI, students graduating with honors are inducted in the "Honors Society." As part of the induction, the students receive honor stoles, which they wear on top of their graduation gowns.

Transcript Request

Request for transcripts are made to the registrar. SMUHI provides a Transcript Request Form. All transcript requests should be submitted in writing and must be signed by the former or current student. Telephone requests for transcripts cannot be processed.

PART FIVE
STUDENTS' LIFE

Registration process

Upon admission, students are expected to complete their registration process at the Student Services Department. This involves document compilation and file composed of birth certificate, academic credentials, passport size photographs, Student signed Form B by the respective HOD or course master, students' dues, and tuition fees. This should also include the student's name, address, phone number, and student identification number.

- Production of their Respective Programs' Institutional Health wear and should be stamped at the DSA office.
- Signing up for students' Identification and Library Card at the director of students' affairs office (door) number 102 at the main campus in Bulu. (Students concerned are freshmen only and those who failed to do so last year).

Housing

The Student Services Department maintains a list of housing options as well as a list of SMUHI students who wish to acquire personal or share housing. Please contact the Student Service Department for more information.

Support Services

SMUHI offers students a wide range of personal and professional opportunities designed to support students' educational programs and learning needs that are not available through courses or practicum. Services vary according to the needs of the student population and request. These support services range from a Student Union Government (SUG), International Student Government, Saint Monica Health Clubs, to club/workshop series, special-interest groups, and common hours. Students are encouraged to contact the campus Student Services Department for a full description of co-curricular activities and its functionalities.

Counseling Services

Counseling services are available to SMUHI students. We're committed to assisting students in integrating the many aspects of their lives while supporting personal growth and development. Services include short-term counseling, consultation, and referral to community agencies. Local referral lists can be gotten from the student service department.

Tutorial Services

SMUHI is committed to supporting students' academic needs. To this end, tutoring services are available for many courses at SMUHI. Interested students should contact the Student Services Department for assistance in obtaining tutoring services.

Student Government

The primary purpose of the Student Union Government or student senates is to represent student concerns, facilitate communication, and assist the faculty and administration in promoting the welfare of the campus. Through participation on campus committees, student government often influences policymaking on the campus. The student government is also responsible for organizing social gatherings and events promoting honor societies, providing confidential advice relating to SMUHI matters to students requesting such assistance, assisting with orientation, and selecting student representation for committees. Elections of the SUG executives are done every academic year.

- Payment of students' yearly dues fixed at 2000FrS CFA with the student representative at the director of students' affairs office at office (door) number 102 at the main campus in Bulu. (Students concerned are both freshmen and returning students).

- The Student Slum book and attendance registrar: Newly admitted students fill the slum book and during events student signs and attendance registrar: Newly admitted students fill the slum book and during events student signs

Lecture, Symposia, Conferences, and Workshops Series

Periodically SMUHI shall invite distinguished professionals from a variety of academic fields to present lectures and conduct workshops or symposia. Open to the community, these presentations provide an opportunity for students, alumni, and faculty to discuss issues of interest. In addition, SMUHI shall organize conferences on various themes and students are encouraged or even required to participate at such conferences.

Career Services

SMUHI offers a variety of resources and serves to assist currently enrolled students in developing career plans and reaching their employment goals. While the primary focus of the Career Services Office is to assist students upon graduation, any enrolled student may seek employment information through Career Services. Although SMUHI does not guarantee employment it is vitally important to both the graduate and the University that each student obtains appropriate employment. Therefore, job search advice, support and assistance are provided to students prior to graduation by career services professionals located in either a centralized remote location or by on-ground staff at their campus. Students should contact their campus directly to determine the type of services available at their location. Career services professionals can provide a variety of tailored assistance including resume and cover letter coaching and critique, mock interviews, assistance developing and implementing job search strategies and help identifying and generating job leads.

In addition to career service professionals, enrolled students have access to a variety of "self-directed" web-based career resources and services through the Student Portal/Website. These resources will assist students in building their career and job search-related knowledge, credentials and skills. Furthermore, they provide a forum for networking and becoming connected with classmates and other professionals.

Alumni Community

Upon graduation, students are added to SMUHI's online alumni community. As a registered member of the online alumni community graduates can search a directory of SMUHI alumni, create a profile, post personal and professional updates, get a permanent email forwarding address and receive periodic e-newsletters. Alumni should contact the student service department for additional alumni services and events.

Professional Associations

SMUHI encourages students to join professional organizations that reflect each student's career path. Examples of organizations of interest to students are listed below.

E.g. School of Business & Public Policy

Graduate from this department are encouraged to become student members of the US-based Academy of Management <http://www.aomonline.org/>. There is also the Academy of Business & Public Policy, which is part of the US-based institute for Research on Global Business <http://www.irgbusiness.com/>.

School of Science, Engineering & Technology

There is the International Academy of Engineering & Technology, which is hosted by the US-based Institute for Research on Global Business <http://www.irgbusiness.com/>. We also encourage Engineering students to form a local chapter of Engineers Without Borders <http://www.ewb-international.org>.

Honor Societies

Honor societies are an important component of student activities programs. Students should consult with the Student Services Department for further information.

Electronic Books

SMUHI is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. All programs have a digital resource fee associated with them (E-book SMUHI flash disk). This mandatory fee is a flat rate for all students and allows students access to an Electronic Library and HTML versions of textbook(s), and in some cases, other electronic media, which is integrated into the program.

Computer Requirements

Every SMUHI student is required to have a computer, preferably a laptop, with high-speed internet access. SMUHI uses many digital resources including Google Classroom/Services.

Publications

SMUHI has several publications, academic and otherwise, to enhance the academic and social life of the university community. We also publish a newsletter to promote campus events and student activities and enhance communication. These publications also enable students to practice their journalistic and leadership skills. Interested students should contact the Student Services Department to volunteer to serve on the publication staff at the campus.

Campus Facilities

SMUHI offer classrooms, library resources, Bus Services and computer access. For a complete description of campus facilities, refer to the Student Portal or the Director of Logistics and Facilities Management (DLFM).

Students should follow up with the DLFM for the collection of T-shirts, Sport wears, USB flash drive & E-book.

Library Resources

SMUHI's library collections contain a wealth of subject-specific research materials to support the University's programs of study. Accessible both on and off-campus, SMUHI's online resources feature nearly 25,000 full-text journals and over 34,000 electronic books and other content covering all academic subject areas including Business & Economics, Career & General Education, Computers, Engineering & Applied Science, Humanities, Science, Medicine & Allied Health, and Social & Behavior Sciences. Many titles are directly accessible through the Online Public Access Catalog. Librarians are available to provide research and reference assistance in scholarly pursuits and in support of lifelong learning.

Code of conduct

As a corporate institution, SMUHI accepts the responsibility of providing/ensuring the most congenial atmosphere for the academic, physical and moral development of its students. The following guidelines are set out for this purpose:

Students are expected to conduct themselves decently and responsibly at all times, whether on or off campus.

- No student shall engage his/her fellow student or any member of the University or public in physical fight or any other form of assault and abuse.
- Students should contribute to the cleanliness of the facilities put at their disposal. They should avoid littering and should make maximum use of the dustbins provided.
- No item of furniture or other equipment should be moved in and out of the institution, halls, classrooms or Library without permission or authorization.
- The full cost of lost or damaged property will be borne by the student responsible for such loss or damage.
- Every staff of the institution including drivers, security men, yardmen are responsible officers of who should be respected and on any account, be insulted or assaulted. Any student aggrieved by any employee of the institution shall make a report of such grievance to the Director of Students Affairs who shall take the matter up with the appropriate quarters of the institution.
- No student may be absent from class without prior authorization except for reasons of health which should be justified. Students are to be punctual to class, show due respect to their teachers and maintain order and quietness in the class.
- Students are advised not to smoke as this is dangerous to their health. In any case, no smoking is allowed on campus.
- No liquor may be sold or consumed on the University Campus. Any student found drunk or misbehaving under the influence of alcohol either on or off-campus shall be severely disciplined.
- The possession and/or consumption of any dangerous drug are prohibited.
- Any student found contravening this regulation shall face the disciplinary committee or shall be summarily be dismissed.
- Any student found stealing shall be severely disciplined in accordance with the institution Regulations.

Rights, privileges and obligations

For students to achieve their goals in SMUHI, they are entitled to some undeniable rights. For the institution at large to facilitate the attainment of these goals, students owe some obligations in exchange for the privileges which the institution offers.

A. Rights

1. The right of membership to the institution by payment of tuition fees and other stipulated fees.
2. The right to receive tuition in the courses for which they have been duly registered.
3. The right to be examined in accordance with the approved rules and regulations governing the award of degrees and diplomas.
4. The right to be heard in accordance with the rules governing the fundamental rights of freedom of speech and natural justice.

B. Privileges

1. The privilege of using the name of the institution to protect themselves in all honest and lawful transactions.
2. The privilege of using institutional facilities to enhance the attainment of their ultimate objectives in SMUHI.
3. The privilege to be certified at the end of their degree program at the institution upon satisfaction of the requirements.
5. The privilege of living in the School Hostel on the payment of the prescribed accommodation fees.

C. Obligations

Consequent upon the rights and privileges the University confers on students as members, they are obliged to:

1. Observe the rules and regulations governing academic programs such as registering for courses as well as sitting for examinations at the appropriate times.
2. Respect and obey constituted authorities of the institution
3. Show consideration for other students and for staff of the institution
4. Handle all institutional property with care
5. Observe rules and regulations of the School Hostel if they live in one or when visiting the same.
6. Treat premises which they may rent off-campus in a responsible manner and observe the rules and regulations governing such premises.
7. Abstain from doing anything whatsoever that can bring the name of the institution into disrepute or embarrass its authorities.
8. Pay fees at rates as determined from time to time by the institution

Dress Code Policy

SMUHI "The City of God" (Civitas Dei), attaches utmost and unwavering importance to students and in preparing them to be potential professionals. As such, students' dressing should reflect a deep sense of professionalism. The following guidelines help students dress appropriately and modestly in ways that are distinct from the world and that reflect differences between men and women. SMUHI aims for purity, self-control, neatness and the ability to discern the appropriate clothing for any event. We also intend that dress guidelines teach students to consider the impact of their choices on others.

The personal dress and appearance of students have an impact on how a university is perceived and as a result the university is committed to ensuring that its personal appearance and dress policy is not discriminatory and is applied rigorously, equally, and will accommodate where possible, exceptions based upon disability, religious, ethnic or health reasons.

Therefore, ALL SMUHI students must dress appropriately on and off-campus in order to radiate the core values of the institution and imbibe a personal lasting philosophy of dressing and grooming in conformity with the University values.

Dress Code for Male Students

All male students should be appropriately dressed for University activities and occasions. They must be corporately dressed during special occasions which include lectures, matriculation, special ceremonies, convocation, public lectures, church services and examinations. To be corporately dressed for example,

connotes a shirt and necktie, a pair of trousers, with or without a jacket, and a pair of covered shoes. ***The official SMUHI wear for males is a black suit on black trousers, white long sleeve shirts and a red tie.***

1. Wearing of the following items is strictly prohibited:
 - Scarves, braided hair or earrings in the University.
 - The pulling down of one's trousers to the hip line.
 - Piercing of any part of the body.
 - Tattooing on any part of the body.
 - Bangles, rings and chains of any kind worn around the legs.
 - Face-caps except for sports and other related events.
2. Male students may wear African traditional attires if they so please but with proper consideration of the nature, exposure and design of the "Afritude".
3. Students are to have well cut hair that is combed regularly. When they wear beard or have long hair it must be neat and well-kept.
4. Male students may wear jeans but the jeans must be of one colour, not frail at the edges, not torn at any part or patched.
5. Jeans, if worn, must be with proper shoes
6. Wearing of slippers (flip flops) and half shoes (**crocs**) are not allowed during lectures and official University occasions except.
7. Wearing of T-shirt (Jerseys/Sports T-shirts & wears) is only allowed for sporting activities and when there are no official University activities.
8. T-Shirts with pictures or writings that are conflicting with Christian and the constitutional beliefs and culture of Cameroon are prohibited.

Dress Code for Female Students

All female students must be corporately dressed during special occasions, which include lectures, public lectures, special ceremonies, matriculation, convocation and examination. To be corporately dressed means a smart skirt suit, a dress shirt on a smart skirt or a smart dress with a pair of covered shoes. ***The official SMUHI wear for females is a black suit on a black skirt, white shirts and a red ribbon around the shirt neck.***

1. All dresses and skirts must be ON or BELOW THE KNEES.
2. Wearing of the following items is strictly prohibited:
 - Sleeveless dresses or dresses with very tiny singlet – like straps (spaghetti) without a jacket.
 - Strapless blouses.
 - Tattooing on any part of the body.
 - Dropping shawls or scarves over sleeveless dresses or dresses with very tiny singlet- like strap (spaghetti strap) in the lecture and examination halls and the University environment.
 - Over-clinging clothing, including body hugs, hip stand and any clothing made from stretchy and elastic material.
 - Revealing blouses, especially low-cut blouses, ordinary transparent dresses and blouses that do not cover the navel.
 - Shoes that make noise such as stiletto shoes in the lecture and examination halls and the University environment.

- Trousers that are destroyed in any form and that reveal parts of the body.
 - Blouses that reveal parts of the underwear and the back while seated.
 - Bangles, rings and chains of any kind worn around the legs.
 - The use of face-caps except for sports.
3. Pyjamas, night dress or gown are prohibited in and around the University.
 4. Female students may wear African traditional attires if they so please but with proper consideration of the nature, exposure and design of the “Afritude”.
 5. T-Shirts with pictures or writings that are conflicting with Christian and the constitutional beliefs and culture of Cameroon are prohibited.
 6. Wearing of T-shirt (Jerseys/Sports T-shirts & wears) is only allowed for sporting activities and on weekends when there are no official University activities.
 7. Female students are advised to do hairstyles that are neat and becoming of a decent and professional SMUHI student. Colored hair and colored attachments are strictly prohibited. Attachments when used should be moderate in length not exceeding the level of the shoulders.
 8. Skirts must be worn with slips underneath.
 9. Female students may wear jeans skirt or gown the jeans must be of one color, clean, not frail at the edges, not torn at any part and patched.

Both male and female students should kindly take note of the following as pertaining to the dress code and uniforms:

- No indecent dress on campus, No Slippers or Crocs and students should be well dressed
- Institutional Health wears are COMPULSORY for all SHHS students and worn every Wednesdays, and on special events as the institution deem necessary and will be announced.
- Institutional T-shirts are COMPULSORY for SAEH, SBPP and SSET students and worn every Wednesdays and on special events as the institution deem necessary and will be announced.
- Institutional T-Shirts are COMPULSORY for both Staff & Students and worn Fridays.
- Sport and Physical Education, clubs and extracurricular activities are a university requirement for every student throughout their years of studies as an academic course and for recreational purposes. It is does considered COMPULSORY for all students from their first to their last years.
- Fridays are considered Half Day: all lectures are expected to end at 01: 00pm and sports, clubs and extracurricular activities continue from 2:00pm to 5:00pm.
- During Sports, Clubs and extracurricular activities students are expected to dress in their Institutional Sport Wears. (COMPULSORY).

No student shall be allowed in or around the university without being properly dressed as stated above. Hence it is the duty of the security officer, directorate of student affairs in collaboration with all other faculty and staff of SMUHI to ensure that the afore-stated student dress code is maximally respected and proper sanctions meted out on defaulters. Sanctions range from, but not limited to;

- The student being sent back home to dress well.
- An admonition (public/private)
- A reprimand (public/private)
- The student being denied access to any university facility.
- The student exempted from examinations.
- Suspension from attendance at the University for a stipulated period; and

➤ **Expulsion from the University**

Noteworthy is the fact that, where it becomes necessary for any student or group of students to correspond with the University administration on general university orientation, academic and most especially non-academic matters it shall always be routed through the Director of Student Affairs. Students who are at any time in doubt of what to do or wishing to be properly informed about their own welfare or the state of the University should first seek audience with the Director of Student Affairs.

Matriculation

Matriculation is mandatory for all freshmen or newly students and those who failed to matriculate in the previous year. Without fulfilling this obligation, a student cannot graduate at the end of his or her study.

Students are expected to take note of the following Dress Codes and dress as indicated below during matriculation:

- Matriculating students of the School of Health and Human Services must all dress in the prescribed stamped Institutional Health Wear.
- Matriculating students of other Schools (SBPP, SSET and SAEH) must all dress corporate; that is black suits, white shirts with a red tie and a pair of black trousers for men and black suits, black skirts and red ribbons for ladies.

Graduation

At the end of the prescribed duration of study program, and after fulfilling all academic obligations and found worthy in knowledge and character, students are allowed to graduate during the annual graduation ceremony that will organized. It is mandatory for all students from HND, Bachelor and Master. Modalities, procedure and requirements for graduation are provided in the various sections in academics, finance and DLFM.

The Honor Code

From the very start of SMUHI, students pledged not to lie, cheat, or steal. Students enjoy a great deal of freedom at SMUHI and have been entrusted to hold each other accountable for maintaining a just and safe community. As such, students hear and decide all alleged cases of conduct and academic integrity violations.

The Honor Code is the heart of integrity at SMUHI. It is the guiding force behind the students' responsible exercise of freedom, the foundation of student self-governance here at SMUHI. The University maintains an Honor Code because we believe that all members of the University community should be responsible for upholding the values that have been agreed upon by the community. A written Honor Code is an affirmation of our commitment to high standards of conduct inside and outside of the classroom.

Discipline and Violations of the Honor Code

Students are advised to read these regulations in conjunction with the University's general Regulation governing the award of Degree and Examination Guidelines, which follow on pages 20 to 36, for more comprehensive information about the University, its general regulations

Students are reminded that there are acts that constitute a breach of discipline.

Examples of conduct that have been regarded as being in violation of the Honor Code include;

- ✓ Any acts incompatible with the rules governing university property and dignity,
- ✓ Unauthorized absence from class,
- ✓ Copying from another's examination paper or allowing another to copy from one's own paper

- ✓ Direct or indirect participating in acts likely to jeopardize the smooth functioning of the university such as rows, acts of violence, destruction of property, deliberate organization of the boycott of classes disturbance at lectures, unwanted demonstration on campus or highways,
- ✓ Unpermitted collaboration
- ✓ Any acts of subversion,
- ✓ Plagiarism
- ✓ Revising and resubmitting a quiz or exam for re-grading, without the instructor's knowledge and consent.
- ✓ Giving or receiving unpermitted aid on a take-home examination
- ✓ Representing as one's own work the work of another
- ✓ Examination fraud
- ✓ Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.

Penalties for Violating the Honor Code

It should be recalled that in keeping with the provision of the decree N° 93/027 of 19 January 1993 laying down common provisions for all universities, punishment for breach of discipline range from a simple warning to outright dismissal.

Students are advised to read these regulations in conjunction with the institution's General Regulation governing the award of Degreed and Examination Guidelines.

Faculty members have the right to penalize students who lie, cheat, or steal in any aspect of their course work. The faculty member has the right to impose the following penalties:

- ✓ Reduced grade on the assignment if it is a minor and first time infringements
- ✓ Failed grade for more serious or multiple infringements in the same course - If an instructor is to give the student an "F" for violation of the Honor Code, s/he must refer the case to the Honor Committee.

The Honor Committee can levy the following penalties for Honor Code violations:

- ✓ Confirm the "F" grade recommended by the instructor
- ✓ Recommend that the student re-takes the test as well as undertake Community Service
- ✓ Second time violators during the same academic year will be given an "F" for course and in addition will be suspended for one month.
- ✓ Third time violators during a given academic year will be given an "F" for the course and suspended for one semester. The student will be allowed to complete the semester and then begin the suspension during the next semester.

Here is the full text of the Honor Pledge, which students take during the Opening Convocation or Matriculation Ceremony held each year at SMUHI

"I affirm that I will uphold the highest principles of honesty and integrity in all my endeavors at Saint Monica University. That I will not give or receive any aid in assessments or examinations; that I will not give or receive unpermitted aid in class work, in the preparation of Assignments or Project Reports, or in any other work that is to be used by the instructor as the basis of grading; nor I will conceal any violation of the University Honor Code. I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a student of the Saint Monica University community.

That I will do my share and take an active part in seeing to it that others uphold the spirit and the letter of the Honor Code."



Matriculation Oath

Registrar shall say:

In the belief that Saint Monica University Higher Institute (SMUHI) Buea under the mentorship of the University of Douala stands for academic excellence, truth, moral rectitude and for the integrity of the individual and the national and international levels;

That SMUHI exists to serve the academic, social, cultural, political spiritual and professional institutions of Cameroon and around the world;

That SMUHI exists to improve the quality of life of individuals by preserving existing knowledge through teaching and developing new knowledge through research and outreach:

We call on all registered students of the School of Health & Human Services (SHHS), School of Business & Public Policy (SBPP), School of Science, Engineering & Technology (SSET), School of Arts, Education & Humanities (SAEH) to rise and take the Matriculation Oath of the institution.

Kindly Raise Your Right Hands Up

With dignity and reflection you may now recite the Matriculation Oath

The matriculating students shall rise and say:

I take a solemn oath to uphold the academic, moral, social and spiritual values of the university. I affirm that I will uphold the highest principles of honesty and integrity in all my endeavors at Saint Monica University Higher Institute. That I will not give or receive any aid in assessments or examinations; that I will not give or receive unpermitted aid in class work, in the preparation of assignments or Project Reports, or in any other Work that is to be used by the instructor as the basis of grading; nor I will conceal any violation of the university Honor Code.

I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a student of the Saint Monica University Higher Institute community. I will do my share and take an active part in seeing to it that others uphold the spirit and the Honor Code and the Student Handbook.

Thereafter, the Registrar shall say:

Most worthy Rector of the University of Douala and President of Saint Monica University Higher Institute, I present to you and the whole University these students who have taken the Matriculation Oath to be matriculated as duly matriculated students of Saint Monica University Higher Institute under the mentorship of the University of Douala.

President

This pledge enforces our unity in a great purpose. Intellectual and moral wisdom, blessed by God, is the foundation of the spirit of communalism in Saint Monica University Higher Institute. We are committed to offering you a prestigious education at the intersection of liberal arts, science and technology. Our education is defined as “Liberal” in the sense of an education that is “Liberating” – liberating the mind to think freely and widely. We shall foster the core values of peace and justice, professionalism and

entrepreneurship, diversity, lifelong learning and Community Service. This is SMUHI's commitment to your success, but you must play your role to make this success a reality by respecting the rules and regulations as enshrined in the Student Hand Book and Honor Code.

Rector, University of Douala shall say:

In the name of the Chancellor of the Institution, and by virtue of the power vested in me as Rector, I hereby declare all these students duly matriculated of the University of Douala and Saint Monica University Higher Institute for the academic year.

SAINT MONICA UNIVERSITY HIGHER INSTITUTE **(SMUHI) ANTHEM**

1. Our pride is in SMUHI, the beacon of hope for the future and the citadel of learning for the nations. In Twenty fourteen (2014), SMUHI was created. We learn with support and graduate with confidence and assurance.

[CHORUS]

We are marching onward to that Glory of a “Liberating” education, So God, be our guide. We are marching onward to that Glory of a “Liberating” education, So God, bless us.

2. Civitas Deo. The seat of professionalism, Service Sine Fine - Service without limit.

SMUHI!, SMUHI!, SMUHI!, the City of God. (x2)

CAMEROON NATIONAL ANTHEM

O Cameroon, Thou Cradle of our Fathers, Holy Shrine where in our midst they now repose, their tears and blood and sweat thy soil did water, On thy hills and valleys once their tillage rose. Dear Fatherland, thy worth no tongue can tell! How can we ever pay thy due? Thy welfare we will win in toil and love and peace, Will be to thy name ever true!

[CHORUS]

Land of Promise, land of Glory! Thou, of life and joy, our only store! Thine be honour, thine devotion, and deep endearment, for evermore.