



IJN COLLEGE

POLICY & PROCEDURE

TITLE: **ACADEMIC AND GRADUATION REQUIREMENTS**


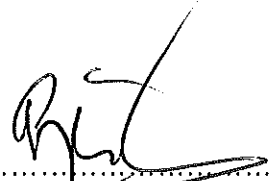

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Amendment List

Date	Description of changes	Requested by	Approved by
		Name and designation	Name and designation

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1.0 Objective

- 1.1 To inform students on minimum requirement for graduating.
- 1.2 To inform students on the grading system adopted by College.

2.0 Scope

- 2.1 All students
- 2.1 All IJNC staff

3.0 Definition / Abbreviation

- 3.1 Cumulative Grade Point Average - A number representing an average value of accumulated points.
- 3.2 Programme Leader - an individual who will be responsible for setting and overseeing the intellectual and strategic direction of the programme.
- 3.3 Examinations Committee - A committee that evaluates matters pertaining to academic examinations or assessments.
- 3.5 Board of Academics – The highest body responsible to oversee and monitor the development of all academic activities.
- 3.6 Grade Point Average - The total numbers of grade point earned by divided by the total numbers of credit hours.

4.0 Policy and Procedure

All students subjected to the following policy prior graduating.

- 4.1 Students are subjected to complete minimal credit hours as stipulated:
 - 4.1.1 Graduate Certificate – 30 credit hours; or
 - 4.1.2 Advanced Diploma – 40 credit hours; or
 - 4.1.3 Certificate – 60 credit hours; AND
pass the clinical placement assessments and log book documentation as stipulated by the course.
- 4.2 Students must obtain a minimal Cumulative Grade Point Average (CGPA) of 2.00 in order to graduate.

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4.3 Students must pass all examinations, including repeat papers required before graduating.

4.4 Students must not in any way be in monetary debt with college.

4.5 Examination results shall be withheld for non-payment of fees, failure to return library books to the library by the due dates, non-payment of library fines, failure to replace library books (either by way of physical or monetary replacement or paying of fines) while in student's possession.

4.7 Academic performance

To graduate, a student is required to achieve a certain standard of discipline and academic performance.

4.7.1 A student whose CGPA is less than 2.00 shall be given a probation status and be advised accordingly.

4.7.2 A student is not allowed to remain on "Probation Status" for two consecutive semesters; should such a case happen, the student shall be considered "Fail" and dismissed from the programme.

4.7.3 The number of subjects for which a student may enroll in a semester is specified in the regulations governing the award; and additional subjects may be taken only in exceptional circumstances with the consent of the Programme Leader.

4.7.4 The enrolment of a student may be terminated if in the opinion of the Examination Committee, the student does not achieve satisfactory result in pursuing the course.

4.7.5 The College shall notify any student whose enrollment is refused or terminated; such a student may appeal against this decision.

4.7.6 A student will be dismissed if he/she:

4.7.6.1 obtains a CGPA of below 1.60; or

4.7.6.2 obtains a CGPA of below 1.80 after being on probation; or

4.7.6.3 obtains a CGPA of below 2.00 after being on probation for two consecutive semesters; or

4.7.6.4 fails a subject for the third time; or

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- 4.7.6.5 has exceeded the maximum duration of stay; or
- 4.7.6.6 fails to settle any fees due; or
- 4.7.6.7 carry out any act of misconduct.
- 4.7.6.8 Student dismissed due to unsatisfactory academic achievement may be allowed to repeat semester by the Chief Executive.

4.8 Grading system

Examination scripts are assessed according to the following scale:

MARKS	GRADE	GRADE POINTS	DESCRIPTOR
80 -100	A	4.00	Excellent
75-79	A-	3.67	Distinction
70-74	B+	3.33	
65-69	B	3.00	Good
60-64	B-	2.67	
55-59	C+	2.33	Pass
50-54	C	2.00	
45-49	C-	1.67	Conditional Pass (Subject to CGPA equals or greater than 2.00)
40-44	D+	1.33	
35-39	D	1.00	
0-34	F	0.00	Fall

4.9 Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

4.9.1 All subjects shall be counted for the GPA and CGPA.

4.9.2 The results of all the subjects, including the grade F shall be counted towards GPA and CGPA.

4.9.3 Grades obtained for the repeat papers shall also be counted, in which case the former grade will be omitted when counting towards the GPA and CGPA

4.9.4 A CGPA obtained by a student at the end of a semester is calculated as follows:

$$\text{GPA} = \frac{\text{Sum Total of Credit/ Grade Points Scored in the Semester}}{\text{Sum Total of Credit/ Grade Points Attempted in the Same Semester}}$$

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$$\text{CGPA} = \frac{\text{Sum Total of Credit/ Grade Points Scored to Date}}{\text{Sum Total of Credit/ Grade Points Attempted to Date}}$$

4.10 An example would be as follows:

Course	Grade	Credit Point (CP)	Credit Hours (CH)	CP x CH
CBC0116	B+	3.50	6	21.00
CBC0126	B	3.00	6	18.00
CBC0136	C+	2.50	6	15.00
TOTAL			18	54.00

$$\begin{aligned} \text{GPA Semester 1} &= 54.00/18 \\ &= 3.00 \end{aligned}$$

Assuming the student has obtained:

$$\begin{aligned} \text{GPA Semester 2} &= 42.00/15 \\ &= 2.80 \end{aligned}$$

Then, the CGPA is counted using the formula:

$$\frac{(\text{CP} \times \text{CH}) \text{ Semester 1} + (\text{CP} \times \text{CH}) \text{ Semester 2}}$$

$$\begin{aligned} &\text{Total Credit Hours in Semester 1 and 2} \\ &= (54.00 + 42.00) / (18 + 15) \\ &= 96.00/33 \\ &= 2.91 \end{aligned}$$

4.11 Clinical placement and grading system

The evaluation system is as follows:

Marks (%)	Grade	Remarks
75 – 100	P	Pass

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0 – 74	F	Fail
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5.0 Reference

6.0 Responsibility

- 6.1 Programme Leader
- 6.2 Examination Committee
- 6.3 Board of Academic
- 6.4 Chief Executive

7.0 Related Documents

- 7.1 Student Handbook