1. ADMISSION

1.1 REGULAR PROGRAM ADMISSION

1.1.1 Ethiopian Students are normally granted admission based on their performance in completing Ten + Two (10 + 2) Preparatory Program.

1.1.2 Foreign students should produce a minimum GPA in other equivalent foreign examinations and also meet other special criteria that might be set for the purpose to get admission to the College.

1.1.3 The admission of regular (full-time) students is determined by the Higher Education Main Department of the Ministry of Education. The entrants placed by this department join the College upon successful completion of Ten + Two (10+2) Preparatory Program and Ethiopian Higher Education Entrance Certificate Examination (EHEECE) results. The duration for degree program in the regular program is three years. All inquiries regarding admission to the regular program must be made to the Higher education Main department of the MOE.

1.2 CONTINUING EDUCATION PROGRAM ADMISSION

The Regular Program is fully extended to the Continuing Education Division for duration of four years including kiremt classes. The same or similar regulations as in the regular degree program are applied for admission to the continuing education Program.

Admission to the Continuing Education Program as an extension student is, however, determined by the Admission and Placement Committee of the college. This committee uses the criteria set by the Academic Commission of Addis Ababa University College of Commerce (AAUCC). The decision of the committee is final. Every year the Academic Commission sets criteria consistent with the policy of the Higher Education Department of the MOE.

The college receives far more applications for its freshman evening classes than it can accommodate. Admission standards are, therefore, selective. The application deadline is announced before a new Academic Year. Candidates must pay 20 birr to get the application form, which they complete and return along with other documents indicated in it.

The registrar Office of the AAUCC has the responsibility for notifying candidates selected for admission. All inquiries regarding extension program must be forwarded to the Continuing Education Coordinator or Office of the Registrar.
1.3 ADMISSION AT ADVANCED STANDING LEVEL

Candidates who satisfy the criteria set may apply for advanced standing. Such requests are either accepted or rejected by the concerned faculty after the Admissions and Placement Committee has made the preliminary screening task and recommended the admission to the College.

1.3.1 Application for admission at advanced standing level is considered when:

i) a) an applicant has completed a minimum of one year of study, but has not graduated from an Ethiopian institution of higher learning recognized by the MOE as a tertiary level institution, or from a foreign institution recognized by AAUCC; and

b) an applicant meets special requirement(s) of the facultydepartment he/she is applying to.

ii) applicant has graduated from an institution of higher learning with a diploma and

a) has earned a cumulative GPA of 2.50 or better at graduation in the same or related field

b) has served at least two years in the field of specialization or related fields

c) meets the special requirements of the facultydepartment he/she is applying to.

No student will be granted a Bachelor’s degree from Addis Ababa University college of Commerce unless he/she has spent at least two years as a regular student or the equivalent there of in the University College. Any exception to this regulation must be approved by the Academic Commission.

Applicant’s submission of an official transcript of the college work done elsewhere is a requirement; and no transfer student will be accepted by the college until his/her final transcript and other transfer records are submitted. If the final record is not in the file before registration, the student is liable to rejection.

Please note that:

a) One may apply for a new admission after a withdrawal or an academic dismissal provided that the applicant has improved his/her academic status by retaking the relevant examination.

b) Diploma or Degree holders may apply for new admission on the basis of the strength of the Diploma or Degree presented; priority being given to those applicants who did not have had higher levels of university education.
c) All applicants for admission must include all the required information in the Admission Application Form. Applicants who fail to reveal such information will not be allowed to continue their studies in the college or else their certificates shall be held for one year after graduation.

1.3.2 Credit Transfer(Course Exemption)

a) The grades acceptable in the transfer of credits are “B” or better only and the total credit transfer shall not exceed 25% of the total credit hours required for the degree program.

b) Transferred credits are computed at the time of graduation

A student admitted to AAUCC is eligible to transfer credits earned

i. in the regular program of the college to the ones earned in the continuing education program;

ii. from other higher level institution provided that the grades meet the college’s standards;

iii. common courses (She/he has already taken and passed) having the same credit hours as those offered by the College;

iv. Except first year courses, departmental (major, minor, etc) courses shall not be exempted;

v. Exemption issues are handled by the concerned department;

vi. The final decision on student course exemption request shall be made by the Academic Commission in view of the recommendations forwarded by the concerned departments offering the respective courses.

1.4 Illegal Admission

Securing admission by any other means to the college system after withdrawal, dropping out or dismissal is illegal, the discovery of which leads to immediate and automatic dismissal from the college.

2. PLACEMENT

Once students are admitted to the college in the regular or continuing education program, they will be assigned to different departments. This is done by the Admission and Placement Committee (APC), which uses the choice of students as a basic criterion. The APC considers the applicants’ results, the choice of students and the availability of place before assigning to the departments the have chosen.
3. ENROLLMENT AND REGISTRATION

Registration is the process leading to the official enrollment of students for classes. New regular and extension students cannot be registered without being assigned by the Higher Commission and without being selected by the Admission and Placement Committee of AAUCC, respectively.

Registration takes place in the College’s Campus at the beginning of every semester. The Office of the Registrar regularly announces the schedule for registration.

Students should be aware of the following rules & procedures:

3.1 A student shall be enrolled for his formal studies at the beginning of each semester by formally registering for every course he is to take.

3.2 A student must register in person. However, if he/she fails to appear due to forcible measures, his/her representative can be admitted with the necessary documents including his/her ID card.

3.3 A student cannot register for an advanced course in the subject area without passing a prerequisite course.

3.4 Registration for a course is done in consultation with an academic adviser from the department of the student.

3.5 Students should write the proper course titles and course numbers in the official registration slip.

3.6 Registration is confirmed only when the Registrar Office’s stamp is placed on the official registration slip.

3.7 Each semester, there is a two-day late registration period after the deadline. This involves a penalty of birr 20.

3.8 No student is admitted for registration other than the dates stated in the academic calendar.

3.9 A detailed information on registration program procedures can be found in the academic calendar.

3.10 A student who fails to maintain continuous registration without officially withdrawing from the program will be considered to have dropped from the program. If such a student wishes to resume his/her studies, application for readmission must be submitted within the time limit set in the academic calendar.

3.11 All regular students are required to sign the cost sharing agreement contract or pay the cost at the time of registration or as per the schedule specified by the college.
4. IDENTIFICATION CARDS

4.1 Once a student is enrolled, he/she is given a non-transferable identity card with a unique and permanent registration number. The card grants access to College services and facilities.

4.2 The registration number should appear on the documents of the student even after graduation.

4.3 These cards must be renewed each semester and returned to the Registrar when the student discontinues his/her education or graduates.

4.4 If an I.D. card is lost, a student can get a new one upon a payment of set fee.

5. FEES*

5.1 Common Fees

A student regardless of his or her status is subject to pay the following fees:

<table>
<thead>
<tr>
<th>No.</th>
<th>Type of Service Request</th>
<th>Amount of Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>For Ethiopian</td>
</tr>
<tr>
<td>1.</td>
<td>Application Fee-Continuing Education</td>
<td>Birr20</td>
</tr>
<tr>
<td>2.</td>
<td>Registration Fee-Continuing Education</td>
<td>Birr30</td>
</tr>
<tr>
<td>3.</td>
<td>Late registration fee with penalty for undergraduate (regular and evening)</td>
<td>Birr20</td>
</tr>
<tr>
<td>4.</td>
<td>ID replacement</td>
<td>Birr20</td>
</tr>
<tr>
<td>5.</td>
<td>Reassembly Application</td>
<td>Birr25</td>
</tr>
<tr>
<td>6.</td>
<td>Diploma/Degree Issuing</td>
<td>Birr15</td>
</tr>
<tr>
<td>7.</td>
<td>Student Copy</td>
<td>Birr 5</td>
</tr>
<tr>
<td>8.</td>
<td>Official Transcript</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local</td>
<td>Birr 20</td>
</tr>
<tr>
<td></td>
<td>o Local (Urgent)</td>
<td>Birr 40</td>
</tr>
<tr>
<td></td>
<td>Abroad in person</td>
<td>Birr 30</td>
</tr>
<tr>
<td></td>
<td>o Abroad in person (Urgent)</td>
<td>Birr 60</td>
</tr>
<tr>
<td></td>
<td>Abroad by delegate</td>
<td>Birr 50</td>
</tr>
<tr>
<td></td>
<td>o Abroad by delegate (Urgent)</td>
<td>Birr100</td>
</tr>
<tr>
<td>9.</td>
<td>Fees for sending additional document attached with official transcript</td>
<td>Birr25</td>
</tr>
<tr>
<td>10.</td>
<td>Authentication</td>
<td>Birr50</td>
</tr>
<tr>
<td>11.</td>
<td>To Whom It May Concern (Medium of Instruction)</td>
<td>Birr20</td>
</tr>
<tr>
<td></td>
<td>Active, Withdrawal and dismissal students</td>
<td>Birr50</td>
</tr>
<tr>
<td>12.</td>
<td>Forms to be completed by the Registrar Office</td>
<td>Birr50</td>
</tr>
<tr>
<td></td>
<td>Local order to Local</td>
<td>Birr50</td>
</tr>
<tr>
<td></td>
<td>Local order to Foreign</td>
<td>Birr75</td>
</tr>
<tr>
<td></td>
<td>Foreign order to Foreign</td>
<td>Birr75</td>
</tr>
<tr>
<td></td>
<td>Foreign order to local</td>
<td>Birr50</td>
</tr>
<tr>
<td>No.</td>
<td>Fee Description</td>
<td>Amount of Fee</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>14.</td>
<td>Advanced Standing or Post Graduate Admission Application</td>
<td>Birr30</td>
</tr>
<tr>
<td>15.</td>
<td>Diploma/Degree Replacement</td>
<td>Birr200</td>
</tr>
<tr>
<td>16.</td>
<td>Name Change Certificate</td>
<td>Birr100</td>
</tr>
<tr>
<td></td>
<td>Graduates</td>
<td>Birr50</td>
</tr>
<tr>
<td>17.</td>
<td>Temporary Diploma (Degree) Replacement</td>
<td>Birr 10</td>
</tr>
<tr>
<td>18.</td>
<td>To get a photocopy from student’s file in the registrar (e.g. ESLCE)</td>
<td>Birr 10</td>
</tr>
<tr>
<td>19.</td>
<td>Receipt number and name verification by the Accounts Office</td>
<td>Birr 10</td>
</tr>
<tr>
<td>20.</td>
<td>Grade Rechecking Fee</td>
<td>Birr 10</td>
</tr>
</tbody>
</table>

5.2. **Continuing Education**

Tuition fees during registration time:

<table>
<thead>
<tr>
<th>No.</th>
<th>Tuition Fee Per Contact (Credit) Hour</th>
<th>Amount of Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For Ethiopian</td>
<td>For Non Ethiopians Including Regular Students</td>
</tr>
<tr>
<td>1.</td>
<td>For Not-typing and non-computer courses</td>
<td>Birr41</td>
</tr>
<tr>
<td></td>
<td></td>
<td>US$100</td>
</tr>
<tr>
<td>2.</td>
<td>For Computer and Typing Courses</td>
<td>Birr47</td>
</tr>
<tr>
<td></td>
<td></td>
<td>US$100</td>
</tr>
<tr>
<td>3.</td>
<td>For each course of make-up/supplementary exam</td>
<td>Birr50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>US$100</td>
</tr>
</tbody>
</table>

(*) The college can revise these fees as and when required.

6. **ACCADEMIC REGULATIONS**

6.1. **BASIC TERMS**

**CREDIT**: is a unit that quantitatively expresses the amount or content of a course. It shows the value of a course in relation to the total requirements for degree.

**CREDIT HOUR**: is a unit used in measuring and recording the work completed by a student. In most cases one credit hour represents one hour's instruction per week in a given subject for a clearly indicated number of weeks in a semester. In AAUCC a semester has 16 weeks.
6.2. **ACADEMIC (SEMESTER) LOAD:**

6.2.1. In one semester, regular students can register for a minimum of fifteen (15) and a maximum of nineteen (19) credit hours. With the approval of the Academic Commission, a student may take more than the maximum credit load indicated here.

6.2.2. In one semester, extension students can register for a minimum of nine (9) credit hours and a maximum of twelve (12) credit hours.

6.2.3. The credit hour requirement for the summer sessions shall be a minimum of five (5) and a maximum of seven (7) credit hours.

6.3. **AWARDS OF MERIT FOR ACADEMIC ACHIEVEMENT:**

Graduates with CGPA of 3.25 or above are awarded a degree with the following mention:

- GREAT DISTINCTION: 3.75 or more CGPA
- DISTINCTION: 3.25 – 3.74 CGPA

A student with a disciplinary record cannot be considered for the college cup even if he is academically the one who deserves so.

7. **ADDING AND DROPPING COURSES:**

7.1. The student and the academic advisor take full responsibility for any decision on adding and dropping of courses.

7.2. With the permission of an academic advisor, students can add/or drop courses within the ‘Add and Drop’ period as indicated on the College’s academic calendar.

7.3. Upon the decision of the Academic commission, a regular student may take a maximum of 22 credit hours and an extension student may take a maximum of 14 credit hours.

**Note:** All add and drop forms must be submitted to the Faculty Registrar Unit on time.

8. **COURSE WAIVERS**

The academic Commission of the College may at the request of the department concerned, permit a waiver of certain academic requirements for a student with an exceptional problem or disability.
9. TRANSFER OF STUDENTS

Transfer of students is possible under two circumstances:

9.1 From other institutions to the college as per 1.3

9.2 From Regular to Extension Programs
   a. Having completed one semester and with justifiable reasons, a student can be transferred to the extension program and continue his/her studies. However, he/she is subject to rules and regulations of the college which are pertinent to the case.
   b. A regular graduating student could attend class(es) in the extension sessions if the course is not available in the regular program or faces program clash. However, if he/she is to take more than one course, he/she has to pay for the additional course(s)

9.3 An extension graduating class student who is facing program clashes can attend regular sessions by producing unemployment letter (if unemployed) or employer’s approval (if employed) for only one course subject to the limits of semester load.

10. ATTENDANCE

10.1 A student with a recorded absence of more than 20% (with or without valid reasons) from classes for the course he or she is registered cannot sit for examination. The 20 per cent poor attendance is not a right but an allowance to attend unexpected or uncontrollable occurrences, which must be supported by valid documents or evidences.

10.2 Poor attendance won’t only prohibit the student to sit for final exam, but also leads to obtaining an “F” grade.

10.3 A student who is absent for three consecutive periods in any course must provide a satisfactory explanation to the instructor. If a student is absent for more than three consecutive lecture hours, the case should be reported to the concerned department head for an appropriate decision.
11. EXAMINATIONS

General Examination Rules

11.1 There are at least two major examinations, a mid-semester and a final examination in each course besides term papers and tests given at the discretion of each instructor and department. The grade weighting of each of these is also determined by the instructor concerned. Departments are required to approve the grades submitted by instructors.

11.2 The instructor of the class is the primary authority with respect to a student's proficiency and final grade of the course.

11.3 Examinations are intended to evaluate students' competence and determine their academic performance, which is officially recorded on a semester basis in grades and grade point averages.

11.4 The examinations for regular, extension and repeater students are identical.

11.5 Students failing to take final exams will not be evaluated on the basis of mid-semester result and or performance on assignments.

11.6 Failure in writing one's name on the answer sheet will result in a candidate's getting "Zero" in an examination.

11.7 If a student with 80% or more attendance fails to take final examination, she/he will be given "NG" and the case will be considered by the Academic Commission which has the authority to make decisions for make-up examination.

11.8 Academic achievement in any of programs shall be graded on the letter grading system. Passing grades range from "A" (4.0) to "D" (1.0). Failures are recorded as "F" and earn no points.

12. Grading System

12.1 A, B, C, D, F, I, P, W and DO are grades, status and points in the grading system of the AAUCC, which specify the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Status</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>1.0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>-</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>-</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>-</td>
</tr>
<tr>
<td>DO</td>
<td>Drop out</td>
<td>-</td>
</tr>
</tbody>
</table>
Each hour of "A" yields four points; each hour of "B" yields three points; each hour of "C" yields two points; each hour of "D" yields three points; and each hour of "F" yields zero point.

12.2 The total grade points earned are divided by the number of credit hours taken to determine the grade point Average (GPA). Cumulative Grade Point Average (CGPA) is obtained by dividing the total number of grade points earned by the total number of credit load taken in consecutive semesters.

12.3 When a course is repeated, only the new grade and credit hours are considered in computing the semester GPA and the CGPA. Grades such as "P" (Pass), "W" (Withdrawal), NG (No Grade) Do (Drop Out) are not counted in computing GPA or CGPA because they have no grade point value.

12.4 In cases where a student does not have full examination records, the instructor shall give an “NG”. NG (No Grade) symbol indicates that a student has no grade. It is given when a student registered for a course fails to have the required attendance or full examination records. An “NG” grade will after a while be changed to one of the following:

a) To an “I” (incomplete) by the Academic Commission based on the comments of the instructor concerned, for a student, who for reason beyond control fails to complete the course. However, the course must be completed within four weeks of the following semester. Failure to complete the course within the specified period will result in an automatic “F”.

b) To a “W” (Withdrawal) by the registrar and the department head if the student has formally withdrawn within eight weeks after the beginning of the semester.

c) To a “DO” (Drop Out) by the Dean, if a student has not formally withdrawn from a course or program in accordance with the withdrawal procedures specified by the college within eight weeks after the beginning of the semester.

12.5 The grade of “I” (Incomplete) is given if a student having the required attendance is unable to meet the full requirements of a course due to reasons beyond control. The student may be given a chance to fulfill the requirements or to take a make-up exam and complete the course provided that he/she submits a valid statement of justification (s) for failing to meet the requirements of a course.

12.6 A letter of application requesting for a make-up exam must be attached to the statement of justification and submitted to the department head who will forward it to the Academic Commission that grants permission for make-up exam to students with legitimate reasons.

12.7 A student who receives a “DO” and wishes to continue his studies must justify to the Academic Commission his/her reason for dropping out of the course. If his/her request is accepted by the Academic Commission, an “I” will be given for the course. Failure to justify will result in an “F” and this will be taken into account in computing the GPA for the semester, and hence his/her CGPA.
12.8 Apart from an academic failure, an “F” grade will be given if a student registered for a course disappears from class throughout the semester without formally dropping the course or without withdrawing. An “F” grade will also be given if a student disappearing from classes for valid reasons fails to produce acceptable documents of evidence. The “F” grade will be computed together with all other grades of the semester.

12.9 If a student repeats a course in which he/she scored an “F”, the credit hour taken the first time will be ignored in calculating CGPA.

12.10 If a student with the permission of the dean repeats a course in order to obtain a required “C”, the credits and grade points earned the first time shall be ignored in the calculation of CGPA.

12.11 All required non-credit work shall be recorded with a grade of “P” for pass and “F” for failure, neither of which shall be included in the computation GPA.

12.11 The maximum grade to be recorded for a repeated course is C.

13. MAKE-UP EXAMINATION

13.1 Generals

13.1.1 A student unable to take a final examination for reasons beyond his/her control, such as hospitalization or accidents, and therefore has an “I” (Incomplete) grade for a course may be allowed to take a make-up examination in the course.

13.1.2 Where the Academic Commission does not find valid reasons for such student to take make-up examination, the “I” grade on the student’s record will be changed automatically to an “F”, and accordingly, the student’s GPA will be calculated and his/her status determined, and will be allowed to continue or withdraw depending on his/her academic status.

13.1.3 If a student wants to sit for make-up examination, he/she must submit letter of application together with authentic “medical certificate” to the concerned department or Academic Vice Dean within the time limit specified by the registrar. The medical certificate should be from the college’s clinic, government or private hospitals only. If a student experienced sorrow, he/she has to hold a report from “Kebele Fird Shengo.” On the other hand, a student who has a court case or detention has to get approval form the concerned body.

13.1.4 A student, who is caught cheating in the mid-semester examination, shall never appear for make-up examination.
13.1.5. Make-up examination should be corrected out of 100 percent. However, depending upon the decision of the respective department and the evaluation system of the course, the percentage might be less than 100.

13.1.6. Extension student(s) shall pay birr 50 per course to sit for make-up examination.

13.2 Procedures

13.2.1. Any such student or person representing the student must submit in writing with valid and documented reasons for not taking the final examination to the Chairperson of his/her academic department after the date of the administration of the exam.

13.2.2. A student allowed to take make-up examination must apply and register for the examination at least one month (the dates to be announced by the Office or the Registrar) before the final examination in the course is scheduled to be administered.

13.2.3. A student allowed to take a make-up examination will register for and take the examination with other students when the final examination in the course is next administered.

13.2.4. A student who has three or more “I” grades in a semester and is allowed to take make-up examination must, irrespective of his/her academic status, withdraw from the college for academic reason and apply to take the make-up examination as in (13.2.2) above. No GPA will be calculated and no academic status will be determined for such a student until the results of the make-up examination are known.

13.2.5. A student who has less than three (one or two) “I” grades in a semester and who is allowed to take a makeup examination may continue his/her studies in subsequent semester if the student is in good academic standing (that is, CGPA of 2.00 or above). For such a student GPAs will be calculated and his/her academic status will be determined based on grades obtained and excluding courses in which the “I” grades are reregistered. Such a student will also apply for and take make-up examination in incomplete courses as in (13.2.2) above.

13.2.6. Any “I” grade not removed within a year as per procedures specified above will be converted into an “F” grade.
14. SUPPLEMENTARY EXAMINATION

14.1. Supplementary exams will be given only when students are unable to graduate due to lower grades. These exams are designed to enable students to graduate by raising their CGPA and/or CMGPA (Cumulative Major Grade Point Average) to 2.00 through taking exams in utmost three (3) courses offered in the final semester of the final year.

14.2. Supplementary exam is given for courses that are given in the final semester of the final year.

14.3. If a student misses a supplementary exam due to forcible and valid reasons, he/she deserves an “F” grade and his/her CGPA will be computed accordingly. However, he/she may be allowed to register for the course in the following semester depending on his/her academic status.

14.4. It is not allowed to sit for a supplementary exam for a course if the student has registered for the course more than once.

14.5. A student shall sit for supplementary exam if it is proved by the respective department and the registrar that the student could graduate if he/she scores at least ‘C”

14.6. If an extension student is to sit for a supplementary examination, the other rules and regulations unchanged, he/she is required to pay fifty birr (50 birr) for every course examination he/she sits.

14.7. A student penalized for cheating in mid-semester or final exam is not allowed to sit for supplementary exam.

14.8. Sitting for supplementary exam is not a right but a privilege given to students.

15. Submission of Students’ Exam Result

15.1. Exam papers (mid and final exams) are returned to students after marking.

15.2. Semester grades are submitted to the office of the Registrar by the concerned department heads or instructors.

15.3. All instructors will submit final grades of their students to their respective departments after filling in course title and number, academic year, semester, number of A’s, B’s, C’s, D’s and NG’s, their name, and signature. The department head also puts his/her signature for the reliability of the work done.

15.4. All scripts used in evaluating students should be handed along with the grades to the department head and be kept for a period of one semester.

15.5. The portion of the grade report that bears each student’s ID Number and grade will be posted to students by the registrar. However, these grades are not official.
16. CHEATING

16.1. Cheating in examination is absolutely forbidden. A student found cheating for the first time would be given zero in the test and an “F” grade in the course if it is a final exam. Furthermore, the case will be filed in the student’s academic record and announced to the college’s community by means of a posted notice.

16.2. If the same student is found cheating for a second time, he/she will be suspended from the college for one academic semester.

16.3. Cheating for a third time results in dismissal for good.

17. REPEATING COURSES

Repeating a course or courses due to academic deficiency is not the right to a student but a privilege granted by the Academic Commission. A student with a “D” or an “F” grade may be allowed to repeat the course in accordance with the conditions stated below:

17.1 Students repeating courses in which they scored “F” and/or “D” grades shall register and carry out all academic activities required by a course in the given semester.

17.2 At the discretion of the Academic Commission borderline students may be allowed to repeat a course in which they got “D”. However, such a course may not be repeated more than once unless required for graduation.

17.3 A student with an “F” grade in any course may repeat it the first time he/she gets an opportunity to do so. Repeating a course in which one received “F” is not possible more than twice.

17.4 The maximum grade in all repeated courses is “C”. If a student having a “D” grade repeats the course and gets an “F”, the “F” grade shall be final. However, the course can be repeated for a second time.

17.5 Previous grades of “F” should be shown as canceled on the student’s record/transcript to indicate that the course has been repeated and the new grade is counted in the computation of CGPA.
18. VISITING STUDENTS

18.1. Students repeating courses to remove an “F” or improve a “D” by attending classes other than their own are called visiting students.

18.2. Every visiting student should obtain admission slip from the Registrar and show it to the respective instructor.

18.3. Students who change classes on their own will not be allowed to sit for examinations. Grades earned by attending classes other than where one is assigned will not be valid.

18.4. So long as a course is available in his/her base section, a student cannot take a course in another section.

18.5. In addition to those who attend classes other than their own to take a course(s), external visitors that are authorized by the College may join a class by presenting letter of admission.

19. Academic Standing of students

19.1. The following requirements apply to new degree (fresh) students joining AAUCC on regular admission or at Advanced Standing level:

19.1.1. Any such student who at the end of the first semester earns a GPA of less than 1.50 is subject to dismissal.

19.1.2. Any such student who at the end of the first year (two consecutive semesters for such student) earns a CGPA of less than 1.75 will be dismissed.

19.1.3. Any such student who at the end of the first year (two consecutive semesters) earns a CGPA of 1.75 or better but less than 2.00 will be warned by the Dean.

19.2 The following requirements apply to all degree non fresh students

19.2.1. Any student who fails to achieve a Semester Grade Point Average (SGPA) of at least 1.75 or a Cumulative Grade Point Average (CGPA) of 2.00 will be warned by his/her dean.

19.2.2. Any student who for a second consecutive semester either falls below a 1.75 SGPA or fails to maintain a CGPA of 2.00 is subject to dismissal.
19.3. **Discretionary Probation**

Academic probation, which is not a right but a privilege given by the Academic Commission (AC), is a suspension of penalty of dismissal on academic grounds.

19.3.1. The function of discretionary probation, which can only be granted by the Academic Commission, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his/her studies on discretionary probation is based on individual consideration of his/her case and a conclusion that in view of all the relevant circumstances there prevails a reason to believe that the student can raise himself/herself academically to the required level of achievement.

19.3.2. At the end of the semester, each department, pursuant to procedures fixed by the Academic Commission, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he/she will meet the required academic standards within the remaining study period of the student.

19.3.3. As a result of this inquiry, students may be placed on probation if it is determined by the respective Academic Commission that:
   a) Valid reasons exist to explain their low academic performance;
   b) Those causes for their academic deficiencies can be removed;
   c) The students can attain the required academic standard during the same semester in which they have been put on probation.

19.3.4. The Academic Commission may attach certain conditions to grant a probation which must be met if the students are to remain enrolled.

19.3.5. When students are placed on probation, they will be notified in writing by the academic V/Dean precisely of their status and what is expected of them in their academic performances and what will be the consequences of the failure to meet these requirements in the future.

19.3.6. Even so, a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he/she doesn't remove himself/herself from probation by attaining a CGPA of 2.00

19.3.7. Once students are admitted, all the foregoing rules equally apply to regular, advanced standing, re-admitted, part-time and continuing education students.

NB: Two semesters in the extension program are equivalent to one semester of the regular program. Thus, academic decisions on promotion, probation or dismissal of extension students are pending in odd semesters, i.e., 1, 3, 5, 7, 9, and 11 semesters.
20. Administration

20.1 The Academic Commission will, from time to time, evaluate the experience and knowledge gained from the administration of these rules. The purpose of these studies will be to determine more effectively the cause of academic failure and steps which can be taken to make probation more effective in light of its purposes.

20.2 Each Department will establish and maintain an Advisory Service Program so that each student is personally known to at least one faculty member who will be in a position to give a full report on any student under his/her charge, and competently advise those administering probation ever arise. In addition, each Department will provide the most careful kind of academic orientation to all of its entering students in order to advise them of the academic performance, work and study habits expected of them.

21. STUDENT GRADE REPORT

At the end of every semester, grade reports will be issued by departments to all students which indicate the courses taken in that semester and the corresponding grades scored for the courses taken. Students should collect grade reports with a maximum delay time of one month after the start of the new semester. Any complaint of a student on grades earned and related issues will not be entertained after the elapse of this one month time. Besides, previous semester grade reports shall not be issued in any other semester.

22. WITHDRAWAL

If a student registered in the college program finds it necessary to withdraw (for academic or non-academic reasons), he/she is free to do so. Students dropping out or withdrawing from the college must consult their academic advisors and explain why they wish to drop out or withdraw. Students withdrawing from the College for inadequate reasons will be denied readmission. The College does not accept readmission requests if an applicant has not withdrawn properly.

22.1. Except for reasons beyond control, withdrawal is possible only six weeks before the final exam of any semester.

22.2. A formal withdrawal is a precondition for application of re-admission. However, if a student fails to withdraw formally due to reason beyond his/her control, his/her readmission may be considered provided that he/she presents supportive evidence.
22.3. A student who wants to withdraw must consult his adviser and obtain permission slip from the department head.

22.4. Extension students who withdrew may be refunded their money minus the cost of education until the time of withdrawal plus some service charges as per the time period specified in the academic calendar. However, newly admitted fresh students will not be refunded if they are to withdraw in the first semester of the first year of their admission.

22.5. Any student who wishes to withdraw for personal academic or other reasons must start the withdrawal process immediately following his/her interruption of classes.

22.6. Students should fulfill the proper clearance procedure at the end of each academic year or Kiremt session or upon graduation or when they withdraw or drop out.

22.7. Every student must collect three copies of the Clearance form from his/her department. After properly completing such forms and getting them signed by the appropriate offices, the student must submit two copies to Office of the Registrar, and keep the third with him/her.

22.8. No transcripts, degrees, diplomas and letters of recommendation will be issued to a person who cannot produce his/her copy of the clearance form every time such services are requested.

23. RE-ADMISSION

23.1 General

23.1.1 Re-admission is permitting a student dismissed for academic reasons or withdrawn for non-academic reasons to join a program for a second time. Subject to the availability of facilities and the necessary budgetary allocation, readmission may be granted for a student that was dismissed for academic reasons or dropped out or withdrew within a maximum of three years of grace period.

23.1.2 Re-admission is not a right but a privilege given to students and is conditioned by the availability of facilities.

23.1.3 A student should earn at least one semester credit to apply for readmission.

23.1.4 Students who are dismissed, withdrew, or dropped out from the regular program cannot get readmission through the continuing education program and vice versa.

23.1.5 The time to apply for re-admission will be specified by the Registrar. No application for re-admission will be accepted after the dead line.
23.1.6 Re-admitted regular students do not qualify for stipend for the semester repeated.

23.1.7 First year extension students who withdrew with no credit cannot apply for re-admission.

23.1.8 A student could be re-admitted only if he/she applies within three years from the time he/she discontinued his/her studies.

23.1.9 When there are curricular changes, the status of the student has to be determined accordingly at the time of his/her application for readmission.

23.1.10 Students who had been assigned to the college by the Higher Education Main Department and failed to follow up their education in that particular period of time will once again be admitted if they can satisfy the following conditions:

   a) She/he should produce a medical certificate if the interruption is due to sickness.

   b) If he/she is a civil servant transferred from another region, he/she has to be able to produce his/her documents.

   c) If it is in case of maternity, she has to produce a medical certificate.

   d) If she/he has been a prisoner, has to be able to present evidence that ascertains he/she is free from confinement.

23.1.11 Those students who hadn’t been registered for reasons cited under 23.1.10 must apply within two years time of their assignments to the college.

23.1.12 Readmission is granted as per the capacity available and the standards set by the Academic Commission.

23.2. Re-admission Regulations for Academically Dismissed Students

23.2.1 A student dismissed for academic reasons will be re-admitted only once.

23.2.2 A student, who is dismissed for academic reasons and who is readmitted, shall repeat the academic year and the semester from which he/she has been dismissed and shall pay his/her full expenses for the repeated semester.

23.2.3 A cut-off Semester Grade Point Average (SGPA) and/or a Cumulative Grade Point Average (CGPA) for readmission of an academically dismissed student shall be as follows:

   a) A fresh student, dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted. The student may be
allowed to repeat courses in which he/she scored a “D” or an “F” grade without the approval of the Academic Commission.

b) A freshman student dismissed at the end of the second semester with a CGPA of not less than 1.50 shall be readmitted. The student may repeat courses in which he/she scored a “D” or an “F” grade without the approval of the Academic Commission.

c) A second year and above student dismissed at the end of any semester with a CGPA of not less than 1.75 may be readmitted. The student may repeat course(s) in which he/she scored an “F” grade without the permission of an Academic Commission.

23.3. **Readmission for Students in Good Academic Standing**

23.3.1. A student who, for reasons beyond his/her control, discontinues his/her studies while in good academic standing shall be allowed to apply for readmission.

23.3.2. The applicant is required to provide documented and acceptable justifications for his/her withdrawal.

23.3.3. Readmission is subject to the availability of space, facilities, and the necessary budget.

23.3.4. When there are changes in the curriculum, the status of the student has to be determined accordingly at the time of his/her application for readmission.

23.3.5. A student, who has withdrawn for non academic reasons, can apply for readmission only twice.

24. **GRADUATION**

24.1. The case of graduating students shall be presented to the College Academic Commission at the end of each semester and their credentials shall bear the appropriate date.

24.2. **General Requirements for Graduation**

24.2.1. Completion of all the requisite courses in the respective Department of the student and a minimum of 105 credit hours shall be taken.

24.2.2. A minimum CGPA of 2.00 & a minimum major area GPA (MGPA) of 2.00.
24.2.3. No “F” grade in any course (s) taken.

24.2.4. Completion of credit & non-credit courses without an “F” or an “I” grade.

25. GRADUATION FAILURES

25.1. A student is said to be ‘undergraduate’ if he/she has taken the total credit hours in his/her department required for graduation but has not fulfilled the minimum CGPA and/or MGPA requirements or has an uncleared “F” in any course.

25.2. Any undergraduate student intending to register for a course should apply to the office of the registrar one week before registration commences.

25.3. A regular undergraduate student should pay for the course if he/she is taking the course in the extension program. [An undergraduate student who fails in an examination (“F” grade) may, with the permission of the Academic commission, register and repeat the course(s). In such a case the student shall pay all fees for the repeated semester(s).]

26. APPEAL PROCEDURES AND COMPLAINTS ON GRADES

26.1. A grade change may be considered after the submission of the final grades for a given semester to the office of the registrar.

26.2. Students have the right to look at their examination papers within the time table set by their course instructors.

26.3. A student who believes that his/her final grade reflects a capricious, arbitrary, or prejudiced academic evaluation has the right to submit complaints and deserve attention. The instructor is expected to show and explain to the student, his/her performance in the examinations(s) and test(s).

26.4. If the final grade of the course being appealed is wrongly entered due to an error committed by the instructor, which the instructor admits, the instructor may change the student’s grade by submitting a “Grade Change Report” to the registrar. Any grade change must, however, be accompanied by appropriate written justification and evidences to be approved by the concerned department head and Academic Vice Dean before it is submitted to the registrar’s office.

26.5. If a student having any problem related to grades, decisions on academic matters, disciplinary measures, etc, wants to appeal; he/she should first
contact the concerned department head and solve the problem there. If no solution arises at that level, the student should next contact the Academic Vice Dean who will present the case to the Academic Standards Committee.

26.6. Any student finding the decision of the Academic Standards Committee unsatisfactory can proceed to the Academic Commission and make a final appeal within seven days after the communication of the Academic Standards Committee’s decision. The decision of the Academic Commission will be final.

26.7. If the final course grade being appealed is based partially or entirely on scholastic dishonesty, the Department Head or the Dean directs the case to the Discipline Committee.

27. ACCESS TO STUDENT RECORDS

27.1 Student records include academic documents (transcript, diploma, and certificate) and other valuable letters. No student records are disclosed or given to a third party without the written consent of the concerned student. The college may make discretionary exceptions regarding this issue. Following are statements related to student records and their issuance:

a) **Transcripts:** Transcripts are records of students’ academic performance. As they are the most valuable and sensitive private documents utmost care is taken in their recording, storing and issuance. Transcripts given by the Registrar’s Office are to two kinds: Student Copy and Official Copy. Official copies carry the Registrar’s seal and signature. They are directly sent to institutions/organizations upon the request of the student.

b) Transcripts are processed and issued or sent on either regular or express basis. The regular processing and issuance service normally takes three working days while the express one requires only 24 hours. Requests for transcripts by agents, etc., are not entertained. However, in exceptional cases transcripts can be given to a third party who:

1. has power of attorney;

2. produces official clearance paper and photo of the student represented;

3. sign a binding affidavit to undertake full responsibility of disputes that may arise in case the Registrar happens to have been misled in sending transcripts to an un-authorized person;

4. agrees to put his/her thumb impression on the affidavit.
c) **Degree/Diplomas:** are academic awards issued by the Registrar’s Office for the successful completion of the required program. Graduates receive a temporary certificate of completion, which is later replaced by the original diploma/degree. If the Degree or Diploma is not collected within three years after the year of graduation, the graduate will have to pay five percent of the total tuition fee at the incumbent rate to collect his/her degree of diploma. Diploma cannot be collected through an agent.

d) **Others:** On the request of students, Office of the Registrar gives letters of recommendation, other certificates, and copies of letters submitted at registration time. Preparing such letters takes more time and involves payment. Students who have dropped out or withdrawn or graduated cannot get their transcripts or all other documents without producing an official clearance paper or its equivalent proving that they had cleared from any obligation of the college.

### 28. CODE OF CONDUCT

**A. STUDENTS RIGHTS**

The Addis Ababa University of Commerce student will exercise the following rights.

1. Not to be discriminated because of their nationality, sex religion or otherwise in this college;
2. To foreword options, ask equations debate and participate in discussion in an education process or other related activities.
3. To use libraries, laboratories and other facilities according to regulations;
4. To participate in clubs organized based on age, sex, education and research related fields under the umbrella of their organization;
5. To assemble, to freedom of speech, and press, publication and distribution of materials;
6. To be treated equally and fairly in part time and summer job distribution of materials;
7. To petition a case through their council to all concerned authorities, stage by stage, and obtain decisions and demand reversal of unfair decisions;
8. To bring evidences and complaints against cases they are accused or penalized for;
9. To be evaluated based on academic performance and ability without discrimination and obtain a copy of their grade reports at the end of the academic semester;
10. To apply for revaluation of exam paper presenting concrete evidences;

11. To right to obtain an official document verifying completion of the program of the college;

12. To solicit for administrative support and acquire counseling and guidance service when necessary;

13. To evaluate their instructors periodically.

B. PROHIBITED ACTS

Subject to Provisions to the previous items (students' rights) the following acts are prohibited and constitute grounds for disciplinary or dismissal.

1. Dishonest conduct such as cheating, plagiarism, or laying about some important matter to other members of the college.

2. Disorderly conduct, assault, threats or incitement there to.

3. Gambling in the college premises.

4. Convictions of a student by competent court which clearly demonstrates that he/she is unfit to be a member of the college community.

5. The dissemination, whether by oral or written means, of defamatory material concerning any other member of the college community.

6. Consistent, continued and calculated offensive behavior towards any other member of the college member.

7. Theft, misappropriation or willful neglect of college property or of the property of another member of the college community.

8. Serious breach of any regulation issued by the college, such as library, laboratory and cafeteria.

9. Without the permission of an appropriate government organ the initiation, organization or promotion of any student meeting or demonstration which will result in the disruption through encouragement of absences for classes or otherwise or regularly classes or other normal faculty and college programs.

10. The use of mass force to interfere with any normal or legitimate activity of the institute or any group of members there of.
11. Sexual or other form of harassment and physical abuse of opposite sex.

12. Carrying fire arms and committing unlawful acts in the campus.

13. The college shall prepare bylaws governing disciplinary breaches and actions.

SPECIAL PROVISIONS ON ACADEMIC FREEDOM

No act shall be deemed a violation of this code of conduct which is part of the rights of academics freedom. The "rights of academic freedom" means the right to openly discuss and express national or global issues, and other controversial matters inside or outside classrooms as long as the expression of views is generally relevant to the subject under discussion and it's consistent with rational, intellectual inquiry. Where, however a student abuses the rights of academic freedom he/she may still be subject to disciplinary action in accordance with the stated code of conduct.

Furthermore, they are also entitled to claim for certain rights, These includes applying for re-evaluation of exam papers presenting concrete evidences, obtaining an official document verifying completion of the programmed of the institution, to bring evidences and complaints against cases they accused or penalized for, evaluating their instructors periodically etc.

C. DISCIPLINARY ACTION

Students disciplinary committee will decide on penalties to be considered for violation indicated above. Some of the penalty is as follows:

1. For repeated minor offenses students shall be made to conduct self criticism.

2. Students shall be given warnings verbally or in a written form.

3. Students shall be made to work in cleaning, garden and other activities for sometime.

4. Officially post on bulletin boards the name of the student and the disciplinary measures considered for the violation.

5. Students shall be made to replace materials demolished or lost or pay the estimated cost.

6. Students shall be barred from stipend services for sometime depending on the level of the violation.

7. Students shall be completely suspended for one academic semester or year.
8. Students shall be completely suspended from the college for repeated and serious offenses.

9. The dean in consultation with other members of the disciplinary committee members shall penalize students for violation of additional rules issued by the college.

STUDENTS DISCIPLINARY COMMITTEE

Disciplinary committee members

1. Students Dean
2. One Law instructor
3. Two students' representatives
4. One representative from Administration

Chairperson
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