



INTERNATIONAL UNIVERSITY OF GRAND-BASSAM

Excellence • Accountability • Opportunity

Policy Manual

Chapter 9 Students

2018-2019

Table of Contents

9.1. Responsive and Fair Educational Opportunities	2
9.2. Student involvement in Decision-Making.....	2
9.3. Admissions and Placement.....	2
9.4. Student Attendance	4
9.5. Student Rights and Responsibilities.....	5
9.6. Student Discipline	11
9.7. Student Services	12

9.1. Responsive and Fair Educational Opportunities

No student in this University shall be denied the benefits of, or be subject to discrimination in any educational program or activity.

The University President shall designate a committee to investigate any complaints, which may be brought against the University concerning any alleged discriminatory action.

9.2. Student involvement in University Decision-Making

The Administration shall consider student opinions in establishing policies, particularly in the area of student privileges and rights and other areas of special importance to students.

The Administration shall consider the Student Government Association (SGA) the voice of the student body. Whenever requested by the Board of Directors (BoD) or University Administration a student representative from SGA can attend the Board and/or Academic Council (AC) meetings as an observer.

9.3. Admissions and Placement

Student admissions will be granted in accordance with the Values and Operating principles of the University. Students will be admitted based on the University's belief in their ability to succeed in the academic environment of the University. Entrance decisions are made by an admissions team. Review of a decision related to admissions may be addressed to the Academic Council who in return will submit to the VPAA.

Within the limits of its resources, the University admits all students whom it feels can benefit from the education offered. Admission to the University shall be determined by the Admissions Committee. When placement for level is in question, further testing may be required. In addition, a probationary period of up to one month in a particular level may be required.

Current Admissions procedures can be found in the Admissions office. The Admissions office shall make this information available on request.

IUGB actively seeks to have regional representation in its student body.

If, in the opinion of the admissions committee, an applicant's test results and or previous records indicate that he/she is not able to benefit from the IUGB program, he/she will not be admitted.

Students who have limited English proficiency may be admitted on the condition that they enroll in the University Preparation Program (UPP). Students may test out of the UPP Program at the end of each semester.

Re-enrolling students will have priority in admissions until the end of the current pre-Registration period for current students, after which time admissions decisions will be made on a first-come, first-served basis. Until the tuition and mandatory fees are paid for the semester, enrollment cannot be assured.

9.3.1. Age Restrictions

There are no age restrictions for admission to IUGB.

9.3.2. Married Students

Married students shall have the same educational privileges and academic opportunities as unmarried ones. University housing is reserved for occupancy by unmarried students, until such time as married student housing is available.

9.3.3. Pregnant Students

A woman who becomes pregnant will be permitted to remain in class as long as, in the opinion of her physician, her welfare is not adversely affected. She will not, however, be permitted to remain in University housing.

9.3.4. Room Use

Unassigned IUGB Residential rooms can only be used for housing persons participating in University-sponsored programs. All IUGB Residential rules will apply to guests, including charges for damages to the room or any other part of the residence. Guests are to be lodged one to a room. Guests enrolled in an IUGB-sponsored program cannot stay in a room for more than one week after the end of the program without administrative approval. Approval for and the assignment of lodging is at the discretion of the Director of Housing and Auxiliary Services.

The fees for lodging are determined by and paid to the Student Financial Services Unit before the guest is admitted to the Residence. Any additional fees must be paid before the guest leaves the Residence.

The University is not required to provide food service for the residents participating in University-sponsored programs.

9.3.5. Priorities for University Housing

New IUGB students have priority for University housing. Everyone else will be admitted to University housing on a first paid, first served basis. The University reserves the right to the final assignment of rooms. Access to University housing is a privilege, not a right.

9.3.6. Late Admissions and Early Withdrawals

Students entering the week classes have begun for the semester must pay for the entire semester or have a special circumstance payment schedule approved by the VP/COO. This constitutes the Late Registration period. A late registration fee may be added to the total tuition and fees due during the late registration period. A student may withdraw from a class after the drop date shown on the calendar. After this time a student enrolled for less than eighty (80) percent (week 12) of a semester can complete a withdrawal form with an advisor and receive a W which will be reflected on the transcript but not calculated in the GPA. When more than eighty (80) percent (after week 12) of the semester has passed the student can withdraw by completing a withdrawal form with an advisor and will receive a WP (withdraw passing) or WF (withdraw failure) and this will be reflected on the transcript.

Students withdrawing from the University before the end of a semester will not receive any refund or attain any official document related to that semester until a University withdrawal form has been completed and received by the Registrar's office. No refunds will be given for tuition and fees.

For residential students, a completed room checkout form must be submitted to the Residential Supervisor. Students withdrawing after the withdrawal date listed on the IUGB calendar will receive grades of WF in all current subjects. After the final Add/Drop date, no refund will be given unless approved by the VP/COO.

9.3.7. Student Transfers and withdrawal

A student transferring from IUGB to another educational institution will be given a transfer packet which includes one open and one sealed transcript and the results of standardized tests taken to date.

In order for such a packet to be prepared, the adult students or parents of a withdrawing student must inform the University at least two weeks before the expected withdrawal date.

9.3.8. Records from other Schools

IUGB requires certified copies of school records from a student's previous schools and will use them as a basis for placement. Official transcripts will be requested and be obtained by the student. The student will be asked to send the documents to the office of the Registrar at IUGB. They are also required to provide course descriptions, syllabi, and sample assignments for major courses taken outside of IUGB. A faculty member of the discipline will assist in evaluating transfer of credit.

Falsification of admissions records is just cause for immediate expulsion from IUGB and may lead to invalidation of diplomas and certificates.

9.3.9. International Students

Non sponsored ECOWAS students pay the same tuition and mandatory fees. Non-ECOWAS or sponsored ECOWAS students and international students are charged as non-nationals. International students must meet the Admissions requirements as well as providing all necessary documents to the Admissions Office.

9.3.10. Assignment of Students to Classes

Students may be tested for placement during the admissions process. The decision to place students in the UPP Program is explained in the Admissions Process. Placement at the University level will occur after the student exhibits competency of the Admission criteria for new IUGB undergraduates.

Students must adhere to the course descriptions regarding pre requisites. Students may be allowed to be given AP (advanced placement) credit or credit by examination in order to place out of a class. This is determined by the Dean and Faculty Advisor.

9.4. Student Attendance

Regular and punctual attendance of classes is important for students to attain the maximum benefit from the educational program. In addition, students are expected to prepare for classes and participate actively in the discussions. They should recognize the value of class participation and accept it as their personal responsibility.

The mandatory regular and punctual attendance of classes is part of the University policy. Therefore, any student who misses more than FIVE sessions during the semester or the summer session, without valid excuses, will be given a WF (Withdraw Failing) for the course. It is the faculty member's responsibility to record student absences in the system and to keep track of these.

9.4.1. Student Absences and Excuses

Absences will be determined to be either excused or unexcused. In the case of an unexcused absence, a faculty member will not give any credit for work missed. It is the student's responsibility to demonstrate the reason for his/her absence. Faculty members are not obliged to rewrite assignments and exams for absent students. When a student must be absent for any reason, s/he must get the instructor's approval in order to be excused.

For any University planned student activity, including external events and field trips, the instructor will be notified by an Academic Unit Head or the Student Affairs Director prior to any student's absence. The instructor should then inform the student of the time and place for the make-up of any missed assignment or examination, where applicable.

All add/drop and registration activities should be done outside class time as any absence during these periods will be counted as unexcused.

If a prolonged absence becomes necessary, special arrangements must be approved in advance by the Instructor and the Academic Unit Head. Upon return to IUGB, the student must make

up all missed work according to the prearranged schedule developed by the Instructor.

In case of hospitalization due to serious illness or emergency, students must provide the Office of Student Affairs with the necessary justifications within 48 hours. The faculty member will then be informed of the situation and all absences will be recorded until the student returns. Students should be aware that extended illness may lead to the semester not being validated.

All medical excuses are to be submitted by the student to the IUGB Health Center for validation prior to the presentation of the excuse to the faculty member.

9.4.2. Student Tardiness

Classes begin at the assigned time. Students arriving in class after the starting time designated by the Instructor maybe counted as absent.

9.4.3. Students Leaving University grounds

Residential accommodation will be denied to students who do not respect the Residential rules. Students must sign in and out when leaving campus.

9.5. Student Rights and Responsibilities

All IUGB students have the right to an education in a disciplined structured environment. All students have the responsibility to respect the IUGB rules of conduct. The University administration is charged with the responsibility of setting up appropriate patterns of behavior and seeing that they are implemented with sensitivity, tolerance, and intelligence.

As citizens of the University community, all students have the right to

- a healthy and safe academic environment that is conducive to learning;
- question and exchange ideas;
- critically study controversial issues;
- have access to materials about all issues;
- study issues free from the bias and prejudice by faculty members.

Students cannot disrupt the orderly educational process of the University.

9.5.1. Institutional Policy on Freedom of Expression

The International University of Grand-Bassam is governed by an independent Board of Directors which is committed to freedom of expression within the framework of IUGB community standards. Education and a striving for truth is best served through dialogue among differing viewpoints.

IUGB students have the right to assembly. Internal regulations governing the scheduling of spaces and administrative authority must be followed during the planning of student-lead assemblies. The Student Government is part of this administrative authority.

The nature of a university requires respect for others, for evidence, for investigation, for reason and for enlightened assent. Within the framework of the IUGB Community standards, every member of the University community has the right of free expression, free association and free exercise of religion.

9.5.1.1. Protection and Guarantees

Freedom of expression at the IUGB includes the right of students to present and advocate their ideas in the spirit of the development of knowledge and the quest for truth. Freedom of expression includes debates, speeches, symposia, posting of signs, petitioning, information dissemination, the formation of groups, and participation in group activities, invitation of guest speakers to address the University community.

It must be at all times understood that the positions or views presented are those of students or speakers themselves and do not necessarily reflect the views of the University.

The University shall not, in general, impair or abridge the foregoing freedoms beyond the regulation of the time, place and manner of their expression, except as to such speech, expression or association which falls outside of traditional legal protection. While students and student organizations at IUGB are guaranteed the freedom to examine and to discuss questions of interest, and to express their opinions publicly and privately, the University also recognizes its obligation to protect its property and processes from individual or collective actions which are malicious, or which disrupt this institution, or which obstruct, restrain or interfere with activities or members of the University community, whether by physical force or intimidation.

9.5.1.2. Policies

IUGB students are free to organize and to join associations to promote their common interests. (See the Section in the Student Handbook on Student Activities and Organization Regulations.) All student groups are required to register with the Student Government Association. Registration of a student group carries with it certain rights, responsibilities, and privileges:

- Registration of Student organizations shall be with the Student Government Association.
- Registration of student organizations shall be freely permitted, subject to the limitations set forth herein. Registration of student organizations does not in any way suggest or imply that the University approves supports or sponsors such organization, or the points of view espoused thereby.
- Access to University facilities shall be granted to individual students or registered student organizations in a content-neutral manner, and shall not be limited to students who are members of or sponsored by registered student organizations.
- All written information or materials disseminated by individual students or registered student groups on University premises must include a disclaimer of University approval, support or sponsorship.
- Individual students or student groups are required to comply with University administrative regulations at all times.

9.5.1.3. Activities Regulations

1. The University shall have the right to regulate the time, place and manner of all on-campus expression, and to prohibit any speech and expression which creates a clear and present danger of:
 - Blocking roadways or walkways in common areas;
 - Restricting or preventing physical access to campus buildings;
 - Generating excessive litter;
 - Generating excessive noise; or,
 - Interfering with or disrupting classes or other ongoing University events or activities.
2. Additionally, the University shall have the right to prohibit, prevent or stop expression which, by its content:
 - Is itself illegal or advocates a clear and present danger of causing violence or illegal action;
 - Advocates the physical harm, coercion, intimidation or other invasions of personal rights of individual IUGB students, faculty, staff, administrators or guests; or

- Advocates willful damage or destruction or seizure of University buildings or other property, or destruction of or interference with ongoing University classes, events or activities.

The University shall have the right to impose appropriate discipline upon any student whose expression goes beyond that which is protected herein and or comes with in the purview of activities outlined above.

9.5.2. Student Conduct

Students must know what conduct is appropriate and what is forbidden. Therefore, the University Board policies relating to students and the University rules and regulations governing student conduct shall be made clear and available to students.

IUGB intends to be a community of educators and learners with shared values, as stated in its values and operating principles. IUGB expects the highest standards of honesty and integrity from all members of the academic community. The University seeks students who are knowledgeable, forthright and honest. These policies are written for this purpose.

In general, IUGB strives for everyone to:

- be treated with respect, through polite, courteous behavior and good sportsmanship, with regard for the sensitivities, safety, and well-being of others (including one’s own health and the health of others) and of the University and personal property;
- support the University’s efforts, principles and rules, including dress, language, personal habits and decorum;
- be involved in service, both to the University and to the larger community; and
- strive for excellence to the best of their ability, including regular and timely class attendance.

9.5.2.1. Non-academic Conduct

1. University Responsibility

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to counseling, guidance and admonition. At the same time, the International University of Grand-Bassam has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and of conduct of the students who attend the University and through the regulations of the use of institutional facilities.

2. Maintaining order

The University reserves the right to use any means it deems necessary to maintain order. Persons on University property or attending any official University function assume an obligation to conduct themselves in a manner compatible with the University’s function as an educational institution.

3. University Discipline

Students are subject to University discipline for non-academic conduct that interferes with University teaching, research, or administrative activities and for conduct that adversely affects either themselves or other members of the academic community. Being under the influence of drugs or alcohol, or both, or the existence of other mental impairment does not diminish or excuse a violation of the Standards of Non-academic Conduct.

4. Disciplinary Proceedings

The University may pursue disciplinary proceedings against any student if the University believes that the student’s conduct is fundamentally incompatible with the University, its

community or its educational mission. Although the University has listed the types of infractions that are most common in collegiate settings, the University is not limited to the conduct listed and may initiate disciplinary proceedings for conduct which is not included therein. These proceedings are internal to the University and are not to be construed as an extension of any external judicial system. As they are the fundamental basis of individual and group conduct at IUGB, each student is responsible for understanding and following them while being a member of the University community. (Refer to the Student Academic Honesty Policy as it applies to academic conduct.)

5. Standards of Non-Academic Conduct

The University can legally establish and enforce any standards reasonably relevant to the lawful missions, processes and functions of the University and commence proceedings against a student whose conduct does not conform with such standards regardless of whether such conduct occurred on or off campus. Consequently, it may be necessary to suspend or expel students who have been found responsible for violations of the Standards of Non-academic Conduct or who otherwise pose a substantial danger to the campus community. In cases of minor disciplinary violations, the particular form of punishment may be designed to draw upon the educational resources of the University in order to bring about a change in behavior. The underlying rationale for punishment, however, need not rest on deterrence or “reform” alone.

6. Sexual behavior

Excessive displays of affection are inappropriate. Faculty and administrators will inform couples when their behavior is inappropriate.

- Complaints involving sexual and other unlawful harassment in employment, academic, and student-to-student relationships are covered by the University’s Sexual and other Unlawful Harassment Policy (included in the IUGB Student Handbook). Please refer to the appropriate administrator for an explanation of the investigation and adjudication procedures.
- A student group or organization and its officers will be held responsible when violations of the Standards of Non-academic Conduct have received the tacit or overt consent or encouragement of the group or organization or of the group’s or organization’s leaders, officers, or spokespersons.
- The University President will designate authority for the administration of non-academic discipline on campus.

9.5.2.2. Dress Code and Personal Belongings

9.5.2.2.1. IUGB Uniform

IUGB may require students to be attired in uniform as requested to appropriate official University-sponsored events. Students work regularly with the administration to determine the uniform and any subsequent modifications, with final approval at the discretion of the IUGB President. The uniform for the subsequent year is to be communicated to IUGB students two months prior to the opening of classes for the academic year. No changes will be made to the uniforms during the academic year. The cost of the uniform will be borne by the students. IUGB students are not required to wear uniforms to daily classes unless requested.

9.5.2.2.2. Clothing

Students, in their official capacity as representatives of IUGB, might have a dress code requirement for a particular event.

Students are responsible for observing basic standards of cleanliness and grooming and are expected to dress appropriately for class. Clothing, visible body ornamentation and hairstyles should not create a diversion from the learning environment. Clothing considered inappropriate

includes shirts with bare midriffs, halter tops, tube tops or similar styled clothing, the display of undergarments, shorts or skirts that show the upper thighs, spaghetti straps, strapless shirts, and clothing accessories with suggestive, offensive or profane slogans or advertisements including references to cigarettes, illegal narcotics, and alcoholic beverages. Shirts must be worn at all times, even on the sports field. Shoes must also be worn at all times. For safety reasons, flip flop sandals are not permitted. Head coverings, with the exception of religious head coverings, cannot be worn in class. Clothing identified as gang related, or making political statements should not create diversions from the educational process. Students may be asked to change into more appropriate clothing by faculty or administrators.

9.5.2.2.3. Personal Belongings

Students are not to bring items to class which might distract attention from learning. Cell phone ringers must be turned off in classrooms and in the library. Faculty and administrators shall establish the appropriate authorized technology for their class or activity.

Students should not bring highly valuable non-academic items or large sums of money to campus. IUGB will not be responsible for these items.

9.5.3. Student Academic Honesty

Adherence to standards of honesty precludes engaging in, causing, or knowingly benefiting from any aspect of cheating on assignments or examinations: including:

- Giving or receiving unauthorized information and materials;
- Plagiarism, forgery, and/or misinterpretation of any signature on any academic document;
- Working with another person when independent work is required;
- Multiple submissions of the same paper or report for assignments in more than one course without the prior written permission of each instructor;
- Falsification or fabrication of academic research materials;
- Falsification of personal academic records and files, including admissions and financial aid application, résumés and portfolio essays;
- Unauthorized access to or use of University computer accounts or files;
- Removal, mutilation, or deliberate concealment of academic or other materials belonging to the University Library, computer laboratories, or other learning resource centers, destruction or alteration of the work of another student; and unauthorized recording, sale, or use of lectures and other instructional materials.

This list is not meant to be exhaustive, and the University reserves the right to determine in a given instance what action constitutes an infringement of academic honesty and integrity.

The University commits itself actively to attempt to inform students of the requirements of academic honesty through orientation programs and its publications and to investigate vigorously claims of dishonesty. The policy and procedures of academic honesty and integrity apply to the whole University.

9.5.3.1. Reporting a Violation

Alleged violations of the Student Academic Honesty Policy are referred to the Academic Council or the Vice President of Academic Affairs (VPAA). Any member of the University community may file a complaint of observed or discovered academic dishonesty by notifying the Academic Council or the VPAA.

9.5.4. Student Due Process Rights

Each student in the University has the right to:

- Be secure and safe in his/her person and property;
- Be treated with respect, courtesy, and consideration by all;
- Know what the rules of student behavior are, as well as the consequences of unacceptable behavior;
- Benefit from proper instruction and receive accurate and constructive assessments;
- Appeal decision of teachers and principals in a known, specific, and orderly way;
- Be represented by and have a voice through a Student Government;
- Participate increasingly in the development and improvement of the rules and standards of pupil behavior in the University;
- Have a proper working environment, adequate textbooks, and appropriate equipment;
- Undertake and participate actively in, with proper assistance and guidance, and within the context of established prerequisites, any available courses, and activities, while meeting requirements for graduation;
- Receive guidance and counseling for present and future career and educational choices.

9.5.5. Student Complaints and Grievances

IUGB welcomes individual suggestions for improvement that are motivated by a sincere desire to improve the quality of education. Individual concerns should be handled as follows:

- The first effort should be made to express the concern directly with the person involved on an informal level. These discussions should be made outside of class time.
- If concerns persist, the student may request a meeting with the Director of Student Affairs.
- If no positive outcome results, the student should consult with the Student Government.
- If the student is not satisfied, the student may write a formal letter of concern to the Office of Student Affairs, explaining the steps that have been taken to resolve the concern. The Administrator will respond in writing within ten working days, with copies of the response to the implicated parties.
- If the student is still not satisfied with the written response, an appeal may be made in writing. This appeal must include copies of any and all correspondence written and received to date. The student will be informed within ten working days of the manner in which the concern will be examined.

The order of appeal shall be strictly followed and proper written records kept in every case.

9.5.6. Student Interrogations and Searches

When there is evidence to support the belief that harmful, stolen or illegal items or substances are possessed or being stored by a student, then the Administration has the obligation to interrogate that student and to scrutinize his/her possessions, in the presence of at least one other adult – a parent or an IUGB staff member. If the student refuses to answer the administrator’s reasonable questions, and/or to allow the administrator access to his/her possessions, then probable cause may be reasonably assumed for an accusation against the student for unlawful possession.

The University will cooperate fully with local or international officials in any investigation related to illegal activities through the University system. In such a case, the student’s enrollment status shall be reviewed.

The Administration has the authority to formulate and execute procedures for searching student possessions.

This policy applies equally to all IUGB employees.

9.6. Student Discipline

The University President is responsible for the development and administration of a system of discipline for all students attending IUGB. In both the development and evaluation of the system, input will be solicited from students and faculty. In general the disciplinary policy is based on a continuum of resolving problems at the level at which they occur. While student infractions are viewed on a case by case basis, general guidelines have been instituted in the interest of fairness and clarity. Adherence to these guidelines will ensure the support of the Administration and the Board. At the beginning of each academic year, all students will receive a copy of the Student Handbook detailing the discipline policy.

9.6.1. Evaluation of Behavior Problems

Whenever a student shows a consistent or serious behavior problem, the parents shall be notified at once and consulted at all stages in an effort to work together toward a solution of the problem. When available, professional evaluation may be required. Results of the evaluation may be used to determine the student's status. IUGB will pay for the initial evaluation but not for further counseling sessions. A student's due process right shall be protected throughout.

9.6.2. Physical Restraint

Members of the professional staff have the right and obligation to physically restrain a student from doing harm to other people, to him/herself, or to the property of the University. All such incidents must be reported at once to the IUGB Administration.

9.6.3. Emergency Detention

Students may be detained on campus for emergency or security reasons. The University will assist with problems of transportation resulting from this detention, within the limits of its resources.

9.6.4. Student Suspension for Non-Academic Reasons

The detailed rules and procedures for suspension will be developed by the IUGB Academic Council under the authority of the University President.

The Academic Council may suspend a student for up to one week per incident. The University President may suspend a student for up to one additional week. In cases of suspension, the Chairman of the Academic Council or his/her designate shall:

- Advise the student in question of the particular misconduct and the basis for the accusation;
- Provide the student the opportunity to explain his/her version of the situation;
- Immediately remove from the campus without benefit of the above procedures any student whose continued presence in the University poses a danger to persons or property, or an ongoing threat of disruption to the academic process. The necessary procedure shall follow as soon as practical.
- Give notice in writing of the suspension and the reasons thereof to the parent or guardians of the student suspended;
- It is the student's responsibility to arrange with instructors for the completion of assignments to cover the duration of the suspension. Students have one week to make up work after the end of the suspension.
- Deny the student access to the campus and to all University functions and activities during the suspension period.
- Not readmit the suspended student unless an administrator speaks with a parent or guardian.

Grounds for immediate suspension include (but are not limited to) the following infractions. The detailed list is to be developed and continually updated by the administration.

- Theft
- Destruction of University property
- Possession or use of drugs or drug paraphernalia
- Possession or use of alcohol
- Physically aggressive behavior
- Harassment of others
- Recurrent misbehavior
- Disruption of the educational process
- Rude, discourteous behavior toward University personnel, including subcontractors
- Gambling
- Extortion (obtaining money or anything of value by coercion or force)
- Smoking
- Obscenity (behavior, possession or distribution of materials)
- Possession or concealment of weapons
- Use of any object with intent to do harm
- Unauthorized possession or use of incendiary devices
- Storage of pornographic material on University equipment

If suspension fails to result in appropriate behavior, the University President may recommend the student to the Academic Council for expulsion.

9.6.5. Student Expulsion

Expulsion means that the student is hence forward categorically denied the right to attend the University. Students who are expelled are denied access to the campus without prior permission of the administration. Only the Academic Dean, when satisfied that all other means to correct the behavior have been exhausted, including the Academic Council, can render a decision to expel a student from the University.

The decision for expulsion may be appealed to the IUGB President by the student and his/her parents.

9.7. Student Services

9.7.1. Student Welfare and Safety

The safety of students shall be ensured through supervision of students in University buildings, on the campus, and during University sponsored activities. Special attention will be given to maintaining the following:

1. A safe campus environment;
2. Safe practices on the part of University personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards;
3. Safety education for students for particular subjects such as laboratory courses in science, health and physical education;
4. Prompt and competent first-aid care for students in case of accident or sudden illness.

9.7.1.1. Definition of Majority

The age of majority in Côte d'Ivoire is 21 years. Parental permission will be required of students

who are not defined as adults by law in Côte d'Ivoire.

9.7.1.2. Supervision of Students

Supervision of students in the classroom during instructional time or during other University-sponsored activities is the responsibility of the administration and faculty. Professional and support staff are responsible for students in the Residence and during Student Service activities as assigned by IUGB administrators.

An activity sponsored by the Student Government Association must be supervised by a faculty member at the cost the Student Government Association.

9.7.1.3. Parental Absence/Emergency

Parents are responsible for informing IUGB of the contact information of the person who should be called in the event of an emergency.

9.7.1.4. Accidents, Injuries, and First Aid

All accidents in which injury occurs will be reported immediately to the appropriate Administrator and to the Health Center. Where injury and illness is considered to be serious, the student will be taken to an approved emergency room for treatment. In the event of any serious injury or head injury, every reasonable attempt shall be made by IUGB to inform the parents as soon as possible. Parents are reminded to keep the University informed of and up-to-date with their emergency telephone numbers.

9.7.1.5. Student Insurance

Accident insurance is provided for all students at IUGB under the University's insurance policy. Students are insured for any accident which occurs on the campus as well as during University-sponsored field trips.

9.7.1.6. Student Bicycle, Skateboard, Roller Skate Use

The use of skateboards or roller skates or rollerblades on the University campus is prohibited at any time. Bicycles must be registered with the Facilities Manager's office and stored in designated areas.

9.7.1.7. Student Motorized Vehicle Use

Detailed rules governing the use of campus facilities for parking vehicles will be developed by the Director of Housing and Auxiliary Services and submitted to the VP/COO.

Students driving to campus must park their motorized vehicles in areas designated for parking. Furthermore, a letter of permission from the parents, as well as a copy of the student's license, vehicle registration and insurance, must be on file in the office of the Director of Housing and Auxiliary Services.

9.7.2. Student Health Services

The goal of the University Health Services shall be to supplement the efforts and guidance of parents in educating students in regular health care.

The objectives are to:

1. promote good health habits among students;
2. stimulate a sanitary and healthy environment on campus;
3. assist in detecting (and recommending correction for) medical, psychological, and physical handicaps of students.

Health information and emergency telephone numbers shall be maintained and updated by the Health Center.

9.7.2.1. Vaccinations and Immunizations

A student must show evidence of current vaccinations against diseases as recommended by the Côte d'Ivoire's Institut National d'Hygiène Publique, and determined by the University at the time of admittance. Missing vaccinations and booster shots will be administered by the University and billed to the student. Students will not be admitted to class without proof of valid vaccination records and records for attaining the necessary booster shots. Vaccinations and Booster shots must be taken before students are admitted to class.

9.7.2.2. Communicable Diseases

A student showing symptoms of a communicable disease or an infectious condition shall be referred to the University Health Center who will decide if the student can remain in class.

9.7.2.3. Student Physical Examinations

Physical examinations by qualified physicians are required for all students for initial enrollment.

9.7.2.4. HIV/AIDS

IUGB, concurring with the Centers for Disease Control, the US Department of Health and Human Services, and the Public Health Services of Côte d'Ivoire, is committed to ensuring the right to continued attendance of students who are HIV positive as well as the protection of such student's rights to privacy and confidentiality.

Information on transmission indicates that students, staff, and faculty with HIV infection do not pose a health risk to others in the academic and workplace setting. The University believes in maintaining an environment for working and learning that is free from discrimination against people with HIV disease. The rights and concerns of people with HIV are to be respected at all levels of the University.

The University policy for employment and admission is not to:

- Ask applicants or current employees or students if they are infected with HIV, or if they are a person who engages in a behavior that would put them at risk for contracting HIV.
- Make a decision about hiring or admission based on a suspicion that a person is infected with HIV, or at risk of contracting HIV;
- Require anyone to take a HIV antibody test as a condition of employment or admission
- Discriminate against anyone who volunteers that he or she is infected with HIV in any employment or academic decision. The relevant question is whether the individual can perform his or her job or meet his or her academic requirements.

IUGB will not

- Deny students access to attend classes because of HIV status.
- Restrict IUGB community members from access to campus housing, classrooms, dining or recreational facilities or to any common areas.
- Deny students with HIV the opportunity to live on campus.
- Inform others of the presence of a person infected with the HIV virus.

On an individual basis, with medical consultation, the University may recommend that a student with immune deficiencies be assigned to a private room or consider living off campus in order to protect the student's health.

9.7.3. Student Organizations and Clubs

IUGB recognizes the Student Government Association (SGA) as the spokesman for the student

body.

9.7.3.1. Student Government Association (SGA)

The purpose of the SGA shall be to provide a means of student expression in the affairs of the University, to give students an opportunity for experience in the various skills of leadership, to make and interpret rules and regulations concerning clubs and social activities, to sponsor student-centered activities, to promote good student-faculty relations, and to promote the general welfare of the University.

The SGA will maintain a constitution which will outline and define its functions and responsibilities: elections, membership, meetings, officers and their duties, faculty advisors, jurisdiction, and financial procedures.

9.7.3.2. Student Activities Funds and Fund Raising

The management of Student Government Association funds will be under the direct supervision of the SGA Executive Committee consisting of the President and the Director of Student Affairs and/or others as designated, the faculty advisor and his/her administrator.

Management of class or club funds will be the responsibility of the class or club officers, under the guidance of the faculty advisors.

Students must complete a request for activity and related funding one week prior to the event. All receipts with a written report after the event are required to be submitted to the SGA and shared with the appropriate Dean and Director of Student Affairs.

University-wide fund raising activities by students will be scheduled by the SGA and controlled by the Director of Student Affairs as regulated or approved by the University President.

9.7.3.3. Student Activities, Social Events and Performances

Approved student activities taking place during or after class hours, which are initiated by the administrators, faculty or the SGA and appropriately supervised by IUGB personnel, are encouraged by the University President.

9.7.3.4. Student Publications

Student publications are important elements of the instructional program and should contribute to the accomplishment of the University's goals. The University President supports all authorized student publications.

The overall regulation of student publications including concerns of content, plagiarism and attention to international copyright conventions shall be the responsibility of the administrators.

9.7.3.5. Student Community Service

IUGB encourages each student to contribute personal time each year to Community Service Projects. It is the student's responsibility to provide the documentary proof of the Community Service to the Director of Student Affairs.

9.7.3.6. Contests for Students

Contests and competitions for students will be approved for their appropriateness by an administrator with guidance from the University President. Activities considered to be gambling are not authorized.

9.7.4. Financial Aid

In keeping with its philosophy and mission, IUGB recognizes its responsibility to provide, within the limits of the approved annual budget, financial assistance to IUGB students. The IUGB Board has established an annual financial aid fund not to exceed two percent (2%) of the total tuition received, excluding special development funds and dedicated government

subsidies. The IUGB financial aid fund will be amended to two percent (2%) of tuition received. Financial aid is awarded to qualified students based on available funds. The Office of the VP/COO will be responsible for the execution of the financial aid policy through the VPAA and Director of Student Affairs and Enrollment.

9.7.5. Student Employment by the University

IUGB will employ students for various tasks related to the operation of the University. All students shall have equal opportunity to apply for these positions. Scheduling of this employment and the appropriate compensation, shall be managed by the Director of Finance and Administration and at the discretion of the University President.

9.7.6. Student Records

Student records are defined to be all official records, files, and data directly related to students, including material that is incorporated into each student's cumulative record folder, and intended for University use. These records may be made available to parties outside the University as designated in writing by the parent or legal guardians. These records shall be kept on file in the Registrar's office.

The parent or legal guardian of a student will have access to these records upon written request to the Registrar maintaining those records.

The University's professional staff will have access to these records when needed.

9.7.6.1. Student Transcripts

In order to release student records to another University in which the student intends to enroll, the student, parents or legal guardian must make a written request. When the request is made by the other University in question or by an outside agency, the student, parent, or legal guardian must consent in writing to the request and the kinds of information being released. They will receive a copy of the information released, if it is requested in writing.

All authorization for the release of information will be filed in the student's cumulative folder.

Fees for transcripts or other official documents will be established by the Finance Department.

9.7.7. Confidentiality

The University is committed to ensuring that all information it collects regarding a student is maintained as confidential, as required or permitted by law. Any information collected is used for the benefit of the student. This information may include test data, grades, biographical history, disability information, performance reviews, and case notes.

All student records are held confidentially. Academic records are held in the Registrar's office. Admissions applications are held in Admissions and then transferred to the Registrar's office upon admission. The Registrar transfers Medical records to the Health Center. Only appropriate personnel can have access to these documents. The Office of Student Affairs will attain academic records as necessary from the Registrar when advising students. Faculty Advisors, Deans and the Director of UPP may also request academic records for advisement purposes.

All records are to be consulted only in the office which has the responsibility for confidentiality. They are not to be removed from the offices except when they are needed for the purposes of discussion and in committee, such as for admission; for a disciplinary hearing; or for action on a complaint for academic or non-academic matters. When these files are brought into a committee they must be accompanied by a person from the office responsible for confidentiality of the file. This person will assure that the confidentiality of the records is maintained during the committee processes.

1. IUGB may not disclose information without written approval of a student. Information regarding a student's disability gained from medical examinations or appropriate post-

admissions/hiring inquiry may not be released without written approval of the student/employee except on a need-to-know basis. To protect confidentiality by assuring limited access, all disability-related information must be filed with the Student Services Office.

2. Information in files is not to be released except in accordance with IUGB regulations and the laws of the Republic of Côte d'Ivoire. These regulations require release in the following circumstances. If a student:
 - a. states he or she intends to harm himself or herself or another person(s);
 - b. reports or describes any physical abuse, neglect, or sexual abuse of children or vulnerable adults within the last three years (this includes the occurrence of abuse or neglect to the student if he or she was under the age of eighteen at the time of the abuse);
 - c. reports the use of an illegal drug for no medical purpose during pregnancy; or
 - d. reports or describes sexual exploitation by counseling or health care professionals.
3. A student's file will be released pursuant to a court order or subpoena.
4. A student may give written authorization for the release of information when she or he wishes to share it with others. Before giving such authorization, the student should understand the information being released. Information will not be released without consent unless it is required by law. In the event of an emergency or crisis, disclosure of a disability may be used to facilitate treatment or safety of the student.
5. The Office of Student Affairs will retain a copy of all information provided. If a student wishes to have a record expunged, he or she must make a written request of the respective office who will decide whether it is necessary for the office to retain the record.
6. A student has the right to review his or her own file with a representative from the Office of Student Affairs present.