

1.4.12 DEGREE AUDIT REGULATIONS

1. Purpose

ADA University strives to ensure the high quality and integrity of its degrees. This requires that the performance and progress of students are reviewed and degrees are audited regularly and in a uniform manner against the requirements stipulated in the University's *Undergraduate Degree Regulations* and *Graduate Degree Regulations* as well as in specific degree program descriptions. The purpose of this document is to outline ADA University's degree audit processes.

2. Scope and Recommendations

This regulation applies to all students enrolled in an undergraduate or graduate degree program at ADA University. It outlines rules and proceedings for the regular audit of student progress and of degree completion conducted by the Office of Admissions and Student Records and by Academic Advisors.

Those members of ADA University responsible for monitoring and evaluating student progress and degree completion are expected to be thoroughly familiar with this document and with ADA University's *Undergraduate Degree Regulations* and *Graduate Degree Regulations*.

Students are strongly advised to monitor their progress towards degree completion on a regular basis.

3. Definitions

A *Degree Audit* is a formal analysis of a student's progress towards degree completion. It furthermore serves to evaluate whether a student has fulfilled all program requirements before being awarded a degree.

The *Term Grade Point Average (TGPA)* indicates a student's academic performance during a specific semester or term. It is calculated in the following manner: (1) For each unit of study considered, grade points earned are multiplied by credit hours attempted. (2) The resulting values for all the units of study considered are added up. (3) The resulting sum is then divided by the credit hours attempted that semester or term. The term GPA does not cover units of study evaluated on a Pass/Fail basis, and it only includes the highest grade earned in a repeated course.

The *Cumulative GPA (CGPA)* indicates a student's overall academic performance in a degree program. It is calculated in the same manner as the *Term Grade Point Average*, but includes all units of study attempted by the time of calculation. Grades from approved transfer courses taken at another institution do not count towards a student's cumulative GPA at ADA University. Neither do units of study evaluated on a Pass/Fail basis. The cumulative GPA only includes the highest grade earned in a repeated course.

The *Banner Student Information System (Banner SIS)* is an electronic database of student records and further relevant student information. It is used for data collection, reporting, and for managing day-to-day academic operations at ADA University.

Curriculum Advising and Program Planning (CAPP) is a tool available in *Banner SIS* that allows for the digital representation of degree program requirements. It enables students as well as academic and administrative staff members to monitor and evaluate a student's progress towards the completion of these requirements.

MyADA is a centralized portal available to students, faculty and staff that provides access to major electronic services offered at ADA University.

4. Degree Audit Processes

- 4.1 The progress of students towards degree completion must be monitored regularly and as specified below. The University furthermore conducts degree evaluation processes prior to the graduation of students and the processing of degrees.
- 4.2 Degree audits consist of formal and systematic assessments of a student's progress and level of attainment, and of informal processes of a student's self-evaluation.
- 4.3 Degree audits fulfill the following purposes:
 - a. They support the retention of students by monitoring their progress towards degree completion.
 - b. They serve to ensure that students are able to graduate on time.
 - c. They ensure that degrees are awarded only to students who have fulfilled all requirements of their respective degrees on at least a satisfactory level.
- 4.4 ADA University uses the *Curriculum Advising and Program Planning (CAPP)* tool available in *Banner SIS* to create digital representations of program requirements. Each degree program's *CAPP* includes courses, credits and minimum passing grades. Students, Academic Advisors and designated members of a student's respective School (such as Deans and Program Directors) have access to relevant student information via *MyADA*. They are thus able to monitor and assess a student's performance against degree requirements and his/her progress towards degree completion.
- 4.5 Academic Advisors regularly assess their designated students' results and academic performance in order to provide assistance during the semester as well as before and during course registration for the following term. This is to ensure that students continue to fulfill all requirements of their respective degree programs and are able to graduate on time.
- 4.6 In order to progress towards degree completion ("good academic standing"), undergraduate students must maintain a cumulative GPA of 2.00, graduate students a cumulative GPA of 2.75.
- 4.7 Undergraduate students must repeat courses with a grade below D (the courses *Writing and Information Literary I* and *Writing and Information Literary II* must be repeated if students receive a grade below C-). Students of the *English for Academic and Professional Purposes (EAPP) Program* must repeat a level with an overall grade below C (for details on the *EAPP Program*, see ADA University's *English for Academic and Professional Purposes Regulations*). Graduate students must repeat courses with a grade below C.
- 4.8 A student is placed on academic probation if the student's cumulative GPA falls below 2.00 (undergraduates) or below 2.75 (graduates) at the end of a semester. Students on academic probation are required to meet regularly with their Academic Advisor and to participate in a student success program. Students cannot be placed on academic probation for more than two consecutive semesters (undergraduate students) or for more than one semester (graduate students). Following two semesters (undergraduate programs) or one semester (graduate programs) of academic probation, a student will be dismissed if the cumulative GPA remains below 2.00 (undergraduate students) or below 2.75 (graduate students). Students who achieve a cumulative GPA of at least 2.00 (undergraduate programs) or 2.75 (graduate programs) during the periods mentioned above

are removed from academic probation and placed in good academic standing. Students that were dismissed after having been placed on academic probation may be readmitted to their respective degree programs after one term or semester. Readmission is possible only once. Readmission is not possible for undergraduate students with a cumulative GPA of 1.00 or below in two consecutive semesters or for graduate students with a cumulative GPA of 2.00 or below at the time of dismissal. These students will be permanently dismissed from the University.

- 4.9 As part of the objective to ensure the high quality and integrity of ADA University's degrees, and before a degree may be awarded, the Office of Admissions and Student Records evaluates a student's overall academic performance against the requirements set forth in the *Undergraduate Degree Regulations* or *Graduate Degree Regulations* and in the program description of the student's degree program.
- 4.10 For graduation, students must have completed all the requirements of their respective degree programs.
- 4.11 For graduation, undergraduate students must have completed at least 240 credit hours with a cumulative GPA of 2.00 or better (some programs may require more than 240 credits for the completion of all requirements). Graduate students must complete at least 90 credit hours with a cumulative GPA of 2.75 or better (some degree programs may require only 70 credit hours for the completion of all requirements).
- 4.12 In order to fulfill ADA University's degree regulations, the University requires that students acquire 210 credits (undergraduate programs) or 72 credits (graduate programs) in residence (some graduate programs require only 52 credits to be completed in residence). Students may accordingly transfer a maximum of 30 credits (undergraduate programs) or of 18 credits (graduate programs) to ADA University (for details, see the *Undergraduate Degree Regulations* and *Graduate Degree Regulations*).
- 4.13 The integrity of ADA University's degrees also requires that plagiarism and academic cheating are prevented or sanctioned (should they occur). As stated in its *Honor Code*, the University aims to foster an attitude of honesty and integrity in all of its students. To this end, students are trained in proper academic conduct. Violations of the principles of academic honesty and integrity may result in failed courses and written warnings, in a temporary suspension from classes, or in permanent expulsion from the University.