

L. BY-ELECTIONS

1. By-elections shall be held in the event that a candidate cannot complete a term of office.
2. A by-election shall not be held if there is three months or less to serve in the term of office.

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From the President

Dear Students,

On behalf of our entire faculty and staff, welcome to Censil University, the finest higher learning institute versatile in the training of middle level and baccalaureate professionals in Liberia. I am pleased that you have selected this university as the place to advance your education and personal goals, and I promise that we will do our best to make you glad that you have made Censil University your University of choice.

Censil University has a rich and vibrant history that began in 2015 and continues today as we build upon our traditions and put our students and our university in a position for successful future.

You are part of a growing professional force in Liberia; we are committed to providing the best possible learning environment for you, and I encourage you to call upon the dedicated faculty and staff who are here to help you.

I am confident that, with the diligent efforts of both you and our faculty and staff, your experience here will be equally rewarding. Our goal is to help you reach your full potential as a student and as a person of great future promise.

Sincerely yours,

Prof. Edwin P. Kalama
President
Censil University

I. ANNOUNCEMENT OF RESULTS

1. The Associate Vice President for Student Affairs shall be responsible for informing all candidates of the results.
2. The Associate Vice President for Student Affairs shall announce the name(s) of the successful candidates. Ballot totals will be available to candidates only.
3. The candidate or candidates with the highest number of votes, within a constituency group, will be declared as the successful candidate(s).

J. DISQUALIFICATION OF A CANDIDATE

1. The Associate Vice President for Student Affairs may disqualify any candidate who does not comply with the campaign guidelines.
2. The decision on disqualification is subject to appeal under the election appeals procedure.

K. APPEALS

1. All candidate are eligible to file a written appeal within 10 working days of the announcement of the election results.
2. Appeals must provide specific grounds for the appeal, indicating that due process was not followed, important evidence was missing, or the decision was inconsistent with the principles of natural justice.
3. An Elections Appeal Committee for the Board elections consisting of three members will convene a hearing. The Committee will consist of the following:
 - a. the Provost,
 - b. a faculty member
 - c. a student
 - d. The Associate Vice President for Student Affairs

Decisions rendered by the Appeal Committee are final and binding. The appellant will attend the hearing.

E. VOTING DAY

All students who are registered at the time of the election are eligible to vote.

F. REPRESENTATION

All students shall be represented by class representatives. During the general election, candidates who applied for class representatives shall be elected.

G. REPRESENTATIVE BOARD:

Freshman Class Representative
Sophomore Class Representative
Junior Class Representative
Senior Class Representative

Students will elect class representatives to the Board who will serve for a term of one year and may be elected to further terms.

H. ELECTION PROCESS

1. At the close of nominations, the Associate Vice President for Student Affairs will announce candidate names.
2. Candidate campaigning and the voting process will occur over a period designated by the Associate Vice President for Student Affairs.
3. Balloting procedures will ensure that only eligible voters cast a ballot and that anonymity is guaranteed for the voter. Voters must be part of the official voters list to cast a ballot.
4. The Associate Vice President for Student Affairs will be responsible for the counting of ballots in the presence of the candidates' representatives.
5. Candidates may request a recount if the official count indicates that there is a margin of difference between the candidates of 10 votes or less.
6. In case of a tie vote, the Associate Vice President for Student Affairs, in conjunction with the two candidates, will decide the outcome by a toss of the coin.

Foreword

The Censil University Student Handbook is a source of important information, including student responsibilities, obligations and privileges. Students are expected to maintain their handbook as a reference tool. Because the programs, policies and statements included in this document are subject to continuous review and evaluation, Censil University reserves the right to make changes as they become necessary. To the extent that any content of this Handbook conflicts with or is inconsistent with Censil University policies (current or as amended in the future), then university policies will control and govern.

For information on academic policies, please consult the current University Curriculum and the dean of your college. Students are strongly encouraged to enhance their achievements at Censil University by participating in proper extracurricular activities. Many extracurricular events and academic deadlines and reminders are also listed on the bulletin board of the university.

The Members of the Board of Trustees of CENSIL University

1. Chairman Board of Trustees
2. **Dr. Men Dunah**
Co-Chairman, Board of Trustees
BSc, BPharm, MPC Pharm, PharmD, EPC Pharm
3. **Prof. Edwin P. Kalama**
CU President
AA, BSc, MA, EdD
4. **Mr. William A. Kollie**
Secretary, Board of Trustees
BSc, MSc
5. **Mr. Ernest K. Gayflor**
Chaplain, Board of Trustees
BA, MA
6. **Pastor Moses W. Joe**
BSc, MA
Member, Board of Trustees

CENSIL UNIVERSITY DIRECTORY

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[@facebook/censilUniversity2014edu@gmail.com](mailto:censilUniversity2014edu@gmail.com)

President

Prof. Edwin P. Kalama
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Vice President for Academic & Student Affairs

Prof. Augustus J. Flomo
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C. NOMINATIONS

1. Each nominee must complete an official nomination form. Each nomination must be supported by 10 eligible voters within the constituent group.
2. Eligibility to be nominated and to cosign a nomination will be validated from an authorized voter list compiled by the Associate Vice President for Student Affairs.
3. Nominations must be submitted within a specified period of time to be determined and publicized by the Associate Vice President for Student Affairs. Nominations received after this deadline will not be considered.
4. Nominations and elections of new members will occur in the semester that starts September (2nd Semester). New members assume office on the first Monday in March (1st Semester).

D. CAMPAIGN GUIDELINES

1. Prospective nominees may not campaign until the Associate Vice President for Student Affairs has designated them as official nominees.
2. Nominees may spend no more than US\$500 in direct campaign expenses. Candidates will be required to provide a written report of campaign expenses with attached receipts.
3. Each nominee will provide a 250-word statement of their views to the Associate Vice President for Student Affairs. This statement, along with the statements of other candidates, will be posted in all public places of the university community.
4. Nominees must cease campaigning and all campaign materials except the campaign platforms must be removed not less than ten hours prior to the opening of the election. The Associate Vice President for Student Affairs will be responsible to ensure compliance with this regulation.

4. Regular meetings of the CCSG are held twice a month to discuss issues and concerns that arise within the college community, especially those which directly affect students, and seek solutions to these problems. Each recognized student organization is required to send representation to these meetings, where they are given the opportunity to report on their respective organization's issues, activities and seek support for their endeavors. The CCSG also adopts practices and procedures that integrate the activities of other student organizations within the total college programs and serves as liaison among students, faculty and administration

B. Recognized Organizations

1. A number of recognized student organizations are available to students. Offering something for everyone, these organizations give students ample opportunity to become involved in planning activities, participating in community service, making new friends, and developing leadership qualities. These organizations are categorized by governmental, academic, service, religious, honorary, spirit/traditional, multicultural, social and special interest groups. A complete list of organizations shall be posted by the Associate Vice President for Student Affairs every first semester to give new students the opportunity to form part of these organizations for fellowship among the students of Censil University.

C. CUSG ELECTION PROCESS

STUDENT: A student is a person registered, enrolled at any of the schools at Censil University.

Note: Student candidates must be currently enrolled at the University.

Vice President for International Affairs

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Vice President for Business & Finance

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Censil Security Guard (CSG) Commander

Lawrence Duo

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Censil University Director for Human Source Management

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Censil University Mission Statement

To provide standardize, competitive and equal education opportunities for young people across all sectors of Liberia; a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life and community service.

Censil University Vision Statement

To be the country's premier university, recognized internationally for its academic and workforce programs, student life and community engagements.

Censil University Values

Censil University cultures and values encourage:

1. Commitment to the teaching and learning process which encourages personal attention, individual choices, academic excellence, adaptive, promotes curiosity;
2. Accountability;
3. Integrity (honesty, ethical standards, dedication);
4. Respect for self and others;
5. Collaboration and cooperation;
6. Social responsibility; and
7. Innovation, creativity, commitment to growth, & forward thinking)

The purpose of the CUSG is to:

1. To encourage superior standards in academics, leadership, loyalty, honesty and mutual respect;
2. To provide an effective means for students to express their wishes on matters directly concerning them and the university;
3. To encourage student participation and generate student spirit through supporting university, student organizations, and extra-curricular activities;
4. To act in the best interest of the study body at all times and to encourage activities of a social, educational, community service and cultural nature;
5. To provide a means of communication and representation among the student body (CUSG), student organizations, faculty and the administration of the University;
6. To provide a basis through which the students of Censil University may communicate with the students of other institutions of higher learning;
7. To recognize and encourage all officially approved student organizations on campus;
8. To oversee expenditures of funds allocated to the CUSG to benefit the student body;
9. To carry out the provisions of the CUSG Constitution.

2. A student who has complaint against any member of the faculty, staff, student organization, or another student may take action according to established guidelines. A student is entitled to impartial and consistent treatment while attending Censil University. The following steps will be followed to resolve grievances:
 - a. File written complaint to the Associate Vice President for Student Affairs, and file copies to Censil University Student Government President, and another to the individual involved.
 - b. If, a solution is found within five (5), the complainant has the right to forward the matter to the Provost redress.

CENSIL UNIVERSITY STUDENT GOVERNMENT (CUSG)

A. CUSG

1. As the mother organization at Censil University, CUSG is considered the voice of the students, serves as the governmental body of the university's student activities and as the umbrella organization governing all on-campus student organizations. CUSG is charged with the duty of continuously expanding and coordinating educational, social, cultural, and recreational programs for students.
2. The organization reports to the Associate Vice President for Student Affairs who is the liaison between students and administration. The President of the CUSG has a seat at the Censil University Faculty Congress (CUFC).
3. The CUSG encompasses eleven (11) electoral positions. Namely: President, Vice President for Administration, Vice President for Operation, Secretary for Record, Secretary for Finance, Treasurer, Chaplain, Freshman Representative, Sophomore Representative, Junior Representative, and Senior Representative.

Censil University Civility Statement

In keeping with its rich educational programs, Censil University pledges to maintain a civil campus climate in which students, employees, and visitors can experience a safe, mutually supportive, academically encouraging, and tolerant community.

Censil University gives equal consideration to all applicants and activities without regard to race, creed, color, religion, national origin, gender, age, marital status, disability, veteran status, or limited English proficiency. The college respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination, including sexual harassment and sexual violence, or harassment based on any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of Censil University policy.

Pledge

Pledge: With commitment and loyalty, I pledge to uphold the virtues of Censil University in diligence and sincerity, proclaim her Excellence and Vibrancy in love and unity to raise her flag high.

Ode

Singing songs of excellence Censil is vibrant! It was from God blessings Censil was established!

Singing songs of excellence Censil is vibrant! It was from God blessings CENSIL was established!

"The ICON of Education..." Censil! O great Censil! The new dawn of academic excellence...pragmatic education.... The renaissance of academic challenge... Speak loud...O great Censil! Let World see your torches of vibrancy...

Singing songs of excellence Censil is vibrant! It was from God blessings Censil was established!

Singing songs of excellence CENSIL is vibrant! It was from God blessings Censil was established!

Accreditation

Censil University is accredited by the National Commission on Higher Education to award Associate and Baccalaureate Degrees in the Republic of Liberia.

CENSIL University Profile

Founded: October 1, 2015

Location: MSG Charles S. Kalama Compound, Parker Paint-Wood Camp Road, Paynesville City, Montserrado County, Republic of Liberia.

First President: Rev. Dr. Edward B. Tokpa Sr.

Current President: Prof. Edwin P. Kalama

Phone: +231-886996477-770189408-886428476

Internet: www.censilu.edu.lr/censilcollege@facebook

Enrollment: approximately 617 full- and part-time students.

Colleges: Five (5) accredited colleges:

1. Mot. Korlu K. Kalama College of Health Sciences
2. Solomon K. Jackson College of Liberal Arts
3. Mot. Nellie K. Tokpa College of Education
4. Dr. Edward B. Tokpa College of Business & Technology
5. Censil College of Agriculture

Programs: 14 associate and baccalaureate degree programs, and "C" Certificate program for teachers

- j. Other than university expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record.

C. Student Conduct Board Appeal Process

1. Any student who has received sanctions, conditions, and/or restrictions may appeal the disciplinary decision made by the Associate Vice President for Student Affairs could prepare an appeal to the office of the Provost.
2. All appeals must be completed and submitted within three (3) university working days of the date the disciplinary decision is received. The Provost shall constitute the Student Board of Appeals for immediate review of the sanction(s).
3. Failure to file a written appeal within three (3) University working days from the date of the decision letter will render the original decision final and conclusive. The Student Board of Appeals will review materials relevant to the case in the written appeal. The Board will respond to the student in writing regarding the status of the requested appeal and all related decisions within five (5) business working days.

D. Student Grievance Procedures

1. A student grievance is any dissatisfaction, complaint or alleged injustice a person may have while associated with the university, as a student or prospective student. A grievance may result from academic experiences; non-academic matters involving administrators, staff, or student organizations; or matters related to alleged discrimination on the basis of race, color, national origin, age, gender, disability, creed, marital status, limited English proficiency, etc.

- c. **Loss of Privileges**—Denial of specified privileges for a designated period of time.
- d. **Restitution**—a payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.
- e. **Discretionary Sanctions**—Work assignments, essays, service to the University, or other related discretionary assignments.
- f. **Deferred university Suspension**—deferred disciplinary suspension is a period of time during which a disciplinary suspension may be deferred for a period of observation and review. Additional misconduct or failure to comply with any other requirement stipulated for the period of deferred disciplinary suspension will result in suspension.
- g. **University Expulsion**—Permanent separation of the student from the university.
- h. **Revocation of Admission and/or Degree**—Admission to/or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of CENSIL standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- i. **Withholding Degree**—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

Responsibility for Admission and Requirements

Censil University encourages candidates seeking admission at the University to meet the following requirements prescribed below:

- **Obtain Application Package**
 - Admission form
 - Brochure
- **Sit and successfully passed entrance and placement examinations**
- **Fill and return admission form along with the following requirements in Two(2) hanging folder:**
 - Autobiography (hand written not less than two sheets)
 - Two recent passport size photos
 - Transcript from previous school attended
 - Three (3) letters of recommendation (religious leader, community leader & previous school)
 - Admission Application
 - Diploma and WAEC Certificate (photo copy + original)
 - Recent Health Certificate from **CENSIL HEALTH CENTER**

Censil University's rights to refuse admission or readmission

The university reserves the right to refuse admission or readmission to any applicant who does not comply with admission procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the university or where in the judgment of the university, the applicant's presence on campus would not be in the best interest of the applicant or the university. An applicant who has a record of numerous arrests for violations of the law, or whose conduct consistently has demonstrated anti-social behavior, can be accepted only if the university is fully satisfied that his/her admission will be in the best interest of both the applicant and the university.

Readmission

A readmission must be initiated by the student through a formal communication to the office the University Registrar/Admission Officer. The final decision of approval for the reinstatement request will be made by the Registrar/Admission Officer. The readmission request must be initiated prior to the official opening date for each semester and any request submitted after that date will not be considered.

Developmental Education

Upon completing the placement assessment, some students may be required to take one or more preparatory (developmental) courses in mathematics and/or English. The developmental mathematics courses are MTH 010–Basic Mathematics and MTH 012–Foundations of Algebra. The developmental English courses are ENG 010–College Literacy I and ENG 0012–College Literacy II. They do not count toward graduation but strengthen the academic skills students need for success in university.

Auditing Courses

Auditing is the practice of registering for a course, paying the associated tuition and fees, and waiving the receipt of credit and a letter grade. Students may audit a course with the approval of the instructor. Forms for this purpose are available in the business and finance Office. Course audits are indicated on student transcripts with the designation “AU.”

Change of Schedule

Students are fully responsible for completing adds and drops according to instructions and making certain that changes in their schedules will not adversely affect their progress toward graduation.

Article IV: Student Conduct Code Procedures**A. Charges and Student Conduct Board Hearings**

1. Any member of the Censil University community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Associate Vice President for Student Affairs. Any charge should be submitted as soon as possible after the event takes place, preferably within three business days.
2. The Associate Vice President for Student Affairs may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Associate Vice President for Student Affairs. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Associate Vice President for Student Affairs shall set up the Student Conduct Board to investigate the matter, and recommend to the Associate Vice President for Student Affairs of student disciplinary action(s) appropriate for approval.

B. Student Conduct Board Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. **Warning**—A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. **Probation**—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

C. Student Dress Code

1. Students should dress in a manner that should reflect high standards of personal self-image so that each student at CENSIL may share in promoting a positive, healthy and safe atmosphere within the university community. Students who are not following guidelines of appropriate dress shall be considered in violation of the university Student Code of Conduct and will be subject to disciplinary action.
2. Each student is expected to follow the Censil University standard of dress, which includes but is not limited to:
 - a. Dress grooming (indecent, lewd) clothing that exposes not intimate body parts (underwear, cleavage, etc.). Trousers shall be worn on or above the hips at all times, and wearing of ripped jeans/trousers and are highly prohibited at any part of the university campus, sponsor activities, etc.
 - b. Footwear should be worn at all times while on campus.

ZERO TOLERANCE SECTION**Lanyards and Student ID Cards visibility:**

1. Lanyards must be worn around the neck while on campus, and the ID card must be clearly visible at all times, unless it should be removed for safety reasons, and this should be approved by the Associate Vice President for Student Affairs.
 - a. Any lanyard is acceptable, but it must be similar in design and worn in the same manner as the official university lanyard, and bought from the university finance office. The color of the lanyard is not critical, if it is Red, White, and Blue; Censil University Colors.
 - b. No one will be allowed into class without wearing his or her ID/lanyard.
 - c. Students who do not have their ID/Lanyards may pick up a Day Pass at the Censil Security Guard Office.

Withdrawal from Courses

Withdrawal from a course becomes official only after a student withdrawal request is processed by the university Registrar/Admission Officer.

Students who drop classes within the first three weeks of the semester will be dropped from the course and no record of the course will appear on the transcript.

Medical Withdrawal

Students may apply to withdraw from courses for medical reasons. Failure to officially withdraw may result in recording of failing grades.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. Excessive unexcused absences or an inability to successfully complete the course may result in the lecturer dropping the student with an "F".

Student Absence Responsibility

Students who will be absent from class due to their participation in a Censil University sponsored or approved activity are responsible for informing their lecturer prior to their absence in the form of a written notification prepared and signed by a college dean.

Students are responsible for arranging to make up any course work missed due to absences for any reason. A student who is absent due to an official religious observance or a Censil University sponsored or approved activity, and who has appropriately informed the lecturer prior to the event, is entitled to make up missed course work. In other cases, the lecturer will determine whether a student will be allowed to complete makeup work and the time and nature of the makeup work.

Acceptable Forms of Identification

Prospective, current or former students requiring services from Censil University must present a valid form of ID with an identifiable photo.

Classification, Load and Numbering

Student Classification

The student's classification is based on cumulative college semester hours passed (not counting hours currently enrolled). A student is classified as follows:

1. **Freshman** Student who has 0–39 semester credit hours
2. **Sophomore** Student who has 40–80 semester credit hours
3. **Junior** Student who has 80 or more semester credit hours
4. **Senior** Student who has 100 and above
5. **Part-time** Student enrolled in fewer than 15 semester hours in a long semester or fewer than 9 hours in a summer term
6. **Full-time** Student who is enrolled in a minimum of 15 semester hours in a long semester or 6 semester hours.

Student Load

A student may enroll in three (3) or more courses. The minimum credit hour load to be considered a full-time student is 12 semester hours during a regular semester and a maximum of six semester hours during a vocation school. Students desiring to take more than 18 hours per semester are required to present an outstanding record on courses already completed and obtained the permission of their college dean for the overload.

Course Numbering

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours. Courses designated as developmental will not count as elective or degree credit toward any degree.

or demeaning environment for an individual's academic pursuits, university employment, participation in activities sponsored by the university or groups related to the university, or opportunities to benefit from other aspects of university student life.

- b. Sexual assault is the oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim.
 - c. Attempting or making sexual contact, including but not limited to inappropriate touching or fondling, against the person's will, or in circumstances where the person is physically, mentally or legally unable to give consent.
17. False Alarms or Threats including, but not limited to:
 - a. Intentional sounding of a false fire alarm.
 - b. Falsely reporting an emergency or threat in any form.
 - c. Destruction of equipment.
 - d. Filing false police reports.
 18. Smoking is not permitted on the university campus or any other campus that could be used for the university activities. This includes parking lots and any owned, leased, or rented property.
 19. Failure to meet financial obligations owed to the University, or components owned or operated by the University.

12. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law, or being under the influence of such controlled or illegal substances (permitted by CENSIL regulations and state law), or being under the influence of alcohol and/or intoxication. Use, possession, sale, manufacturing, or distribution of alcoholic beverages except as expressly as defined by the state law. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under eighteen (18) years of age.
12. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the university; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
13. Prohibited conduct includes but is not limited to: littering on campus grounds or spitting on campus sidewalks or facilities.
14. Bias-Related Violations—Violations of this Student Conduct Code that are motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation may be assessed an enhanced sanction as prescribed in Article IV.
15. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire.
16. Sexual Harassment including but not limited to:
 - a. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile,

Academic Standing

When a student's cumulative at Censil University academic record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on academic probation. Students who choose to transfer to Censil University on academic probation from a previous institution will be evaluated on the same criteria as Censil University students. Academic status levels are defined as follows:

Good Standing—Health science students are considered to be in good standing when they maintain a cumulative grade point average (GPA) of 2.5 or higher and students of other departments are considered to be in good standing when they maintain a cumulative grade point average (GPA) of 2.0 or higher.

Academic Probation—a student who fails to maintain the required GPA is placed on academic probation. The student may continue to enroll while on probation but is limited to no more than 12 semester hours without prior approval.

Suspension—Students on academic probation who do not earn the required semester GPA in the next semester of enrollment will be placed on academic suspension. Students on academic suspension must enroll and have successful completion of **RISE 002** upon return to the institution. Students may not be eligible for enrollment at Censil University for one semester. Said student has the opportunity of probation, and finally dropped if academic report does not meet Censil University required GPA.

Grading System

A—4 grade points per semester hour, an EXCELLENT performance

B— 3 grade points per semester hour, a GOOD performance

C— 2 grade points per semester hour, a FAIR performance*

D— 1 grade point per semester hour, a POOR performance, but a passing grade

F— 0 grade points per semester hour, a FAILING grade

AU—0 credit hour for class audit

DR—0 credit for students who dropped courses;

I— 0 grade points, INCOMPLETE due to illness or other unavoidable circumstances, must be completed within 30 days after the beginning of the following semester, or grade will be **F**— 0 grade points, (no grade) **NG** must be change and completed in 30 days or it will be considered **F**—0 grade points.

Assessment Criteria—Standard Grading System:

Quizzes	15%
Assignments	10%
Attendance	5%
Mid-Term Exam	30%
Final Exam	40%

The Grade Point Average (GPA) is computed by multiplying the point value of each grade earned by the number of semester hours of the course for which the grade is received and then dividing by the total number of hours of work attempted. Courses numbered below 100 are not calculated into the grade point average.

Example of Grade Point Average Calculation per Semester:

$$C = 2.0 \times 3 = 6$$

$$B = 3.0 \times 4 = 12$$

$$A = 4.0 \times 3 = 12$$

$$C = 2.0 \times 3 = 6$$

$$B = 3.0 \times 3 = 9$$

$$16 \ 45$$

45 grade points ÷ 16 semester hours = 2.81 grade point average or GPA

- Any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person occurring on or off university premises that endangers the mental or physical health or safety of a student for the purpose of joining or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students.
- Failure to comply with the reasonable directives or requests of university officials or law enforcement officers acting in the performance of their duties and/or failure to present student identification on request or identify oneself to any university official acting in performance of their duties.
- Unauthorized entry into or use of university facilities, equipment, or resources; unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, Student Identification Card or access code for use in university premises or on equipment; unauthorized use of the University name, logotype, registered marks or symbols of the University; unauthorized use of the University name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the University.
- Violation of any published University policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of the policies stated in the University Catalog, any contracts, or any handbook published by CENSIL.
- Violation of any state or local law (community); Misconduct which constitutes a violation of any provision of the state and/or local laws (community).

1. Academic Integrity Violations, including plagiarism; cheating; collusion; fabrication, falsification of academic records, and misrepresenting fact to the University or a University official; multiple submissions; abuse of academic materials; and complicity, either verbally or in print; and any act intended to give unfair academic advantage to the student.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property or services of the university or property of a member of the University community or other personal or public property, on or off campus; possession of property known to be stolen or belonging to another person with or without the owner's permission; attempted or actual damage to property owned or leased by the University, by students, members of the university, or campus visitors; attempted or actual unauthorized use of student identification card, cell phone, personal identification number, test number, and/or personal check; forgery or misrepresentation of any form of identification or possession or use of any form of false identification.

Academic Integrity

As a premier learning-centered higher education institution, Censil University is committed to the promotion of academic integrity and standards of excellence of the highest quality in all courses and programs and to providing an environment that fosters the educational process and the well-being of the campus community. In accordance with its pledge, and ode, students attending Censil University are responsible for adhering to this principle. Academic Integrity Violations are included in the Student Code of Conduct found in the Student Handbook.

Censil University President's List

To promote high standards of scholarship, the university has established the President's List, which is published at the end of each semester. To qualify for the President's List, a student must have a 4.0 grade point average for that semester, with a minimum of 15 hours of college-level courses taken from Censil University (not transfer). Questions regarding discrepancies of GPA are to be made through the Office of the Registrar.

Dean's List

To promote high standards of scholarship, the Censil University has established the Dean's List, which is published at the end of each semester. To qualify for the Dean's List, a student must have a 3.3 grade point average with a minimum of 15 hours of college-level courses for that semester, taken from Censil University (not transfer). Students cannot have "D's", "F's", or "I's" in college-level or developmental courses. Questions regarding discrepancies of GPA are to be made through the Office of the Registrar.

Graduating with Honors

To graduate with honors, a student must complete all required courses of his/her appropriate degree. Grade point average is based on **all accumulated coursework** of college-level courses attempted.

Summa cum Laude (Highest Honors)—4.0 grade point average
Magna cum Laude (High Honors)—3.6 grade point average
Cum Laude (Honors)—3.3 grade point average

Transfer Credits

All credits taken at a college or university will be evaluated for credit toward a degree at Censil University. Consideration will be given for comparability of course work and applicability of that course work to a Censil University degree programs. Credit will be transferred if:

1. An official transcript is received before the end of the student's first academic semester of enrollment.
2. Credit for courses in which a passing grade ("C" or better) has been earned may be transferred to Censil University from colleges and universities.
3. The University will consider course work completed at colleges and universities outside Liberia base on an individual basis.
4. To complete the transcript evaluation process, the student may be required to document course learning outcomes from previous institutions.

Reverse Transfer Graduation

Students who have completed 25 percent of a degree program at Censil University may transfer back from a college or university credits to complete their degree requirements. These students must furnish Censil University with official transcript(s), for review, from the college or university they have attended. Transcripts will be reviewed to assure that course outcomes are comparable to those courses at Censil University for which the student is seeking credit.

5. Decisions made by a Student Conduct Board shall be final, pending the normal appeal process (see Article IV Section C).

Article III: Prohibited Conduct

A. Jurisdiction of the University Student Code

1. The Censil Student Code shall apply to conduct that occurs on university premises, at Censil sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives.
2. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
3. The Associate Vice President for Student Affairs shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

13. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
14. The term “collusion” is defined as unauthorized cooperation between individuals that results (or potentially results) in giving an unfair advantage in an academic setting.

Article II: Student Code Authority

1. The Provost/Vice for Academic and Student Affairs is that person designated by the university President to be responsible for the administration of the Student Code of Conduct. The Provost may assign his/her designee to meet these responsibilities.
2. The Associate Vice President for Student Affairs is that person designated by the University President to be responsible for the administration of the Student Code of Conduct and reports to the Provost.
3. The office of the Associate Vice President for Student Affairs shall determine the composition of Student Conduct Board. The Provost shall determine the composition of Student Board of Appeals.
4. The office of the Associate Vice President for Student Affairs shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Censil University will not release personally identifiable data from student records to other than a specified list of exceptions without a written consent of the student. Even a release of information to parents requires a student’s written consent if there is no proof of dependency on file.

In compliance with the right of student to information, the following information is provided concerning student records are maintained by Censil University; and upon request, this act is available for review in the Registrar’s office: Area in which student records are maintained:

1. **Academic records:** Registrar’s office
2. **Placement and testing records:** Testing Center
3. **Financial records:** Business and Financial office
4. **Records Retention**

Records submitted to Censil University such as official transcripts and test scores, without official admission to the Censil University will be retained for 1 academic year. Upon the conclusion of the academic year all information will be destroyed. Students who apply to Censil University and do not enroll within 1 academic year of acceptance must make re-application to the University and submit all official records.

Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student’s own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Challenging of a grade must occur within the first thirty days of the semester (during registration).

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with the student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping, the student may request a formal review. The Academic Committee will hear challenges concerning these records.

Name Changes: Changes to nicknames, reversing legal first and middle names, replacing middle with maiden name, etc., cannot be allowed. We must keep your correct legal name in the file in order to keep accurate records for you. Any name change request other than by change in marital status must be accompanied by a copy of the signed court order.

Expenses and Financial Aid

Tuition and Course Fees

Tuition and fees listed in this catalog are subject to change by the Board of Trustees. When changes are made, notice will be given as far in advance as possible.

FINANCIAL AID

All non-scholarship students are eligible for financial aid. Please **submit your application to the Business & Finance Office before/during registration.**

9. The term "Student Conduct Administrator" means a College official authorized on a case-by-case basis by the Dean of Students to impose sanctions upon any student(s) found to have violated the Student Code. The Dean of Students may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Dean of Students may authorize the same Student Conduct Administrator to impose sanctions in all cases.
10. The term "Student Board of Appeals" means any person or persons authorized by the Provost to consider an appeal from a Student Conduct Board's determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.
11. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
12. The term "dishonesty" includes, but is not limited to, knowingly furnishing false information to the College community either verbally or in print.

3. The term “faculty member” means any person hired by the Censil University to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term “Censil University official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term “member of the university community” includes any person who is a student, faculty member, university official or any other person employed by the university. A person’s status in a particular situation shall be determined by the Department of Human Resources or Student Affairs.
6. The term “Censil University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university.
7. The term “Student Conduct Board” means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
8. The term “policy” means the written regulations of the College as found in, but not limited to, the Board Policy, the Student Handbook, the College web page, or Undergraduate Catalogs.

Payment Policy

The university accepts payment in the form of bank deposit. Payment by check may be made at Censil University business and financial office at the university campus. The student ID number must be written on the check. You remain obligated for all tuition and fees unless you officially drop during the refund period. Students cannot register for classes, receive grade reports, obtain transcripts, or graduate until all financial obligations to the university have been satisfied. If payment is not received by the due dates established each term, your registration is subject to deletion.

Refund Policy

All refunds to students or payers are calculated from the official starting date of the course. The number of weeks to determine refunds is calculated by counting the actual days from the starting date of the course and not by counting the course meeting dates. All refund checks will be hand delivered to students.

Refund of Mandatory Tuition and Fees: Students who completely withdraw or reduce their credit-hour load (remain enrolled at Censil University) by **completing the proper forms with their academic advisor shall have their tuition and mandatory fees refunded according to the following schedule:**

1. **Prior to the first official class day = 60%**
2. **A day in Class = Non-refundable**
3. **Registration fees are absolutely non-refundable.**

Students who “swap” credit hours (exchange one three-hour course for another three-hour course) may do so without a monetary drop penalty. The even exchange applies **only** if the course added and dropped are completed by your advisor and presented to the registrar at the same time. Additional fees may apply.

You must contact the registration office during the refund period to officially drop a course. If you do not officially drop, you remain obligated for all tuition and fees.

Tuition Payment Plan

Censil University tuition payment plan allows students pay tuition in three (3) installments. The payment plan is not offered for continuing education classes or any past due balances.

Schedules for Installment Payments

1. First Installment:

The first installment is 50% of the gross total semester fees of each semester which is pay during the registration period;

1. Second Installment:

The second payment is 40% of the gross total semester fees which must be paid before the mid-team of that semester.

2. Third Installment:

The third installment is the remaining 10% of the gross total semester fees which must be paid after the mid-team of that semester.

Note; all students must obtain financial payment slip upon completion of financial obligations. The financial slip must be presented at all exam centers as a testament to financial compliance. Students who misplaced their financial slips must obtain another slip to avoid embarrassment during examinations.

STUDENT CODE OF CONDUCT

Preamble

The students of Censil University are obligated to conducting themselves in a manner compatible with the university's function as an educational institution. The university has developed standards of behavior pertaining to students and registered student organizations. Students and student organizations are subject to disciplinary action according to the provisions of the Student Code of Conduct and/or the Student Handbook.

All students at Censil University should clearly understand that the university is expressly concerned about student conduct both on and off campus. The university may enforce its own disciplinary policies and procedures when a student's conduct directly, seriously, or adversely impairs, interferes with, or disrupts the overall mission, programs, or other functions of the university. To these ends, any student who is found in violation of the Student Code of Conduct or National law even though in an off-campus environment is subject to administrative discipline procedures.

The university takes care to assure due process and to define appeal procedures when students are accused of misconduct for which they are subject to disciplinary action.

Article I: Definitions

1. The term "CENSIL" means "Charles Educational and Nurturing Service Institute of Liberia".
2. The term "student" includes all persons taking courses at the Censil University, either full-time or part-time, pursuing Associate and undergraduate studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the Censil University or who has been notified of their acceptance for admission are considered "students".

We collect all testing materials including scrap paper and permitted notes at the end of the exam. No papers are allowed outside of the Testing Center.

Censil University Composition

Censil University is aim at equipping middle level and undergraduate candidates that will—upon their graduation—contribute toward the developmental agenda of Liberia within their respective careers. The university provides competent-based education within the following disciplines:

Mot. Nellie K. Tokpa College of Education

The college of education offers Associate of Arts and Bachelor of Science (**BSc**) **degree** in Education Administration, Early Childhood Education, Primary Education, and Secondary Education.

Mot. Korlu K. Kalama College of Health Sciences

The college of health sciences offers **Associate of Science (ASc) and Bachelor of Science (BSc) degrees** in Medical Laboratory Technology, Pharmacy Technology, and Public Health.

Solomon K. Jackson College of Liberal Arts

The college of liberal arts offers **Bachelor of Arts (BA) degrees** in Criminal Justice and Performing Arts.

Censil College of Agriculture

The college of agriculture offers **Bachelor of Science (BSc) degrees** in General Agriculture.

Dr. Edward B. Tokpa Sr. College of Business and Technology

The college of business and technology offers **Bachelor of Arts (BA) degrees** in Accounting, Procurement, Public Administration, and Information & Communication Technology.

Financial Aid

A financial aid package could include grants, scholarships, loans and/or employment opportunities to assist students with their educational expenses. Most financial aid is awarded on the basis of financial need.

All students are eligible for financial aids, except students who are benefiting donor scholarships.

Financial Aid Requirements

Candidates who are interested to benefit financial aid, must do the following:

1. Obtain the financial aid form for \$5 at the business and finance office;
2. Must fill out and return the form to the business and finance office; and
3. Must maintain a grade point average (GPA) of 2.00.

Scholarships

Censil University has a number of scholarships at the university. These scholarships include but not limited to the Ministry of Health-Global Fund Scholarship, Ministry Health-GIZ Scholarship, GVL Scholarship, J.J. Roberts Scholarship and Censil University Financial Aid, and many individual scholarships are available to students.

Registration System

Censil University registration process follow a unique activities including the below listed:

1. Submit grade sheet or admission letter to pick up control sheet from your dean office;
2. Plan courses and return to dean for approval (signature);
3. Go for billing at the Business & Financial Office;

4. Go to finance officers for billing (Business & Financial Office)
5. Deposit fees in the Institution's Account:
 1. Account Title: Censil University
 2. Account No: USD—020102011148/LD—010102011100
6. Obtain official receipt from the business and finance office (BFO)
7. Proceed to the Vice President for Business & Finance Office for signature
8. Go to the Associate Vice President for Enrollment Management (Registrar's) Office to drop control sheet. Registration Complete!

Vacation School

The above dates and policy will apply to the vacation school program regardless of the actual start dates of classes.

Classroom Etiquette

Censil University is committed to promoting a level of classroom etiquette conducive to maximum teaching and learning. It is with this context that the following statements on expected level of classroom etiquette are prepared.

Thus, you are expected to:

1. Attend class each time the class meets.
2. Be on time for class and remain for the entire period. You are inconsiderate of your classmates if you arrive late and leave early.
3. Refrain from talking while the professor is lecturing. Idle chattering and giggling are disruptive to the class and disrespectful to your professor and your classmates.
4. Without prior approval from your professor, do not use cell-phones, computers, or any other electronic devices in class.
5. Be attentive and participate in class.

Students must meet with an academic advisor before attempting to register, if they are new to Censil University and even students who have attended Censil University less than one year or have less than 24-hour credit. Placement test scores indicating a need for developmental education coursework; are on academic probation or suspension; have less than a 2.0 GPA; need to change their major.

Testing Center

Academic dishonesty will not be tolerated in the Censil University Testing Center. Examples of academic dishonesty include but are not limited to:

1. Plagiarism.
2. Copying or any unauthorized assistance in taking quizzes, tests, or examinations.
3. Dependence upon the aid of sources beyond those authorized by the instructor when writing papers, preparing reports, solving problems, or carrying out other assignments.
4. The acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member or student of the university.
5. Using a cheat sheet during a quiz or exam.
6. Looking at someone else's answers.
7. Talking during an exam.
8. Any other act designed to give a student an unfair advantage.
9. Students may not use any items while testing unless specifically permitted by your exam instructions. All materials not specifically mentioned by the instructor including: cell phones, scrap paper, notes, books of any kind, calculators, iPods (or other music players or electronic devices), translators or dictionaries, and/or other reference materials will not be permitted while testing.