

ANNOUNCEMENT

ANNOUNCEMENT ON THE CHANGES OF SELECTED ACADEMIC POLICIES AND PROCEDURES

Dear IIUM Community,

Assalamu'alaikum wrt wbt

ANNOUNCEMENT ON THE CHANGES OF SELECTED ACADEMIC POLICIES AND PROCEDURES

Kindly be informed on the following:

1. Repeat and Replace Provision for Undergraduate Programmes

The Senate in its meeting No.429 held on 25 November 2016 endorsed a proposal to introduce the repeat and replace provision for IIUM undergraduate programmes. The details are:

- a. Courses repeated because of a failure to achieve the minimum grade shall be allowed to be replaced with the passing grade. The lower grade achieved shall be excluded from the calculation of CGPA;
- b. Upon approval of the Dean, a student with a passing grade may repeat a Kulliyah/Centre course once, for up to a maximum of two courses. A fee of RM500 per course shall be imposed on the approved course. The lower grade achieved shall be excluded from the calculation of CGPA;
- c. All courses taken shall be recorded in the transcript, where the grade that is replaced is recorded as "RPT";
- d. The effective date is 1 February 2017.

2. Decentralization of Examinations for Undergraduate Courses

The Senate in its meeting No. 432 held on 24th February 2017 endorsed a proposal for **mandatory decentralized final examinations for undergraduate classes with 10 students or less.**

To cater for the greater number of examinations, the decentralized examinations are allowed to be conducted anytime from the last day of class until the last day of the examination period.

3. Collection of Scroll for Undergraduate Graduands

The Senate in its meeting No. 432 held on 24th February 2017 also endorsed a proposal to award scrolls upon completion of studies and clearance to undergraduate graduands. The details are:

- a. **Upon completion of their study and clearance, undergraduate students are allowed to collect their scrolls and final academic transcripts.** The Graduate-in-Council (GIC) process will no longer be required;
- b. For scroll collection, please fill in the Advance Collection of Scroll request form. The form is available at AMAD's office and website: <http://www.iium.edu.my/anr/resource-centre/downloadable-forms>
- c. All students who have completed their studies will be allowed to join the convocation ceremony;
- d. Students who have not completed their clearance including the financial clearance, will not be allowed to collect their scrolls and final academic transcripts. Thank you. *Wassalam.*