

### 13. Where do I go when I have admission challenges?

Students who are having admission challenges should speak with one of the following: the Student Affairs Assistant, their Advisor, and the Programme Director or visit the Admissions Department's Lab.

### 14. Based on my circumstance should I reduce workloads?

Students who are having difficulty coping with the number of modules being done should meet with their Advisor who would assist them with deciding on how much module they should pursue in a semester.

### What are the deadlines for the following?

- i) *Grade Forgiveness*  
-2<sup>nd</sup> week of classes
- ii) *Add Drop*  
-2<sup>nd</sup> week of classes
- iii) *Independent Study*  
-3<sup>rd</sup> week of classes
- iv) *Withdrawal from Module*  
-Two weeks before the end of classes

### FOR MORE INFORMATION CONTACT US AT:

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**THE ACADEMIC  
ADVISEMENT UNIT  
FACULTY OF THE  
BUILT ENVIRONMENT**

**FREQUENTLY  
ASKED QUESTIONS**



# Frequently asked Questions

## 1. How can I add/drop or withdraw from modules?

Add/Dropping of modules is done on the students' portal during the first two weeks of school; therefore checks should be done with the module selection guide to ensure that the right choice is made or that the amount of credit selected for the semester is affordable.

## 2. Should I drop this module?

When considering dropping a module, it should be as a result of

- a) You selected a wrong module
- b) Doing too many modules (overwhelming)
- c) Is it a pre-requisite to a module in the upcoming semester

## 3. What is the procedure to withdraw from a Course/Programme of study?

To leave a Course or Programme of study, a Faculty Student Academic Affairs (FSAAC) application should be made (form is obtainable from the School's office); The FSAAC makes recommendation to the Faculty Board for approval.

## 4. How can I obtain financial assistance?

Students can seek to obtain financial assistance through the Financial

## 5. What financial assistance is available at the University?

The University offers financial assistance through scholarships and grants which is administered through the Financial Aid/Scholarship Office. Financial assistance is also offered from the Students Union Office.

## 6. Please point me to the options for tuition payment?

The University stipulates a 'Plan A' and 'Plan B' payment structure. Plan A is a one-time full payment and Plan B is done in two parts. Students who encounter difficulty in making Plan B as stipulated may contact the Director of Student Financing to see further extension of their payment.

## 7. What measures can I put in place to complete my course of study in a timely manner?

Students that are desirous of completing the course on a timely manner, then he/she should

- i) Firstly, ensure to stick with the Module Selection Guide (Diet) which covers the structure of the course of study;
- ii) Do core modules so as not to have problems with unfulfilled pre-requisites
- iii) Put in adequate study to pass all coursework, assignments and exams;
- iv) Do regular assessments with their Advisor or the Student Affairs Assistant in their

School.

## 8. What can I do about delivery of modules by lecturers?

Students who are having problems with the delivery of modules by lecturers should speak to their Advisor or the Programme Director on the matter.

## 9. What is the minimum GPA prior to being placed on Academic probation?

The minimum GPA to be placed on Academic Probation is 2.0 (since AY 2018/9) and 1.7 prior to

## 10. What are the requirements for Grade Forgiveness?

The University only grants Grade Forgiveness for Levels 1 and 2 modules; therefore only request for Years 1 and 2 modules will be approved for Grade Forgiveness.

## 11. How do I qualify for Independent Study?

The opportunity to take Independent Study is given to level 3 and level 4 students. However, a student can be granted a maximum of two modules.

## 12. How can I be readmitted after being Discontinued?

A student who is progressed as 'Discontinued' should re-apply to another