

# REGULATIONS FOR THE AWARD OF UNDERGRADUATE DEGREEES

## GENERAL REGULATIONS FOR UNIT COURSE

### COURSE CREDIT SYSTEM

#### General

1. Programmes of courses are provided which lead to Bachelor's degrees in the various Faculties of the University.
2. The normal duration of a Bachelor's degree programme is five years (ten semesters) for students admitted to the 100-level, four years (eight semesters) for students admitted into 200 level and three years (six semesters) for students admitted to the 300-level.
3. The Maximum period of study permissible for the Bachelor's degree programme is eight years (sixteen semesters) for the five-year programme.
4. Students are normally admitted to either the 100-level of courses or the 200-level or 300-level; depending upon entry qualifications.
5. Students who transfer from other Faculties, Universities, or who enter with HND or other approved qualifications to a level higher than the 200-level; may apply towards degree requirements those credits passed before transfer which are within the curriculum of the Faculty concerned; grades obtained prior to admission to the University of Lagos will not, however, be used in classification of the degree to be awarded.
6. Instruction is by courses, quantified into course units.
7. One course unit is granted for a series of fifteen one-hour lectures or tutorials or a series of fifteen three-hour laboratories or practical classes or an equivalent combination of these types of instruction.
8. No course shall carry less than one or more than four course units except for **full time** programmes such as Industrial Training, Teaching Practice or Studio. Fractional units are not allowed.
9. Each course is identified by a code made up of three letters designating the teaching unit and a three digit number, the first digit of which indicates the level of the course.
10. A student is one who carries not less than the minimum load stipulated by the Faculty.
11. The minimum load permissible per semester by University regulations is 16 units whilst the maximum is 24 units. Final year students, however, who require less than 16 units of

courses in either semester to complete graduation requirements will be allowed to register for the outstanding courses only.

12. A final year student is one who has not more than 48 units of workload to graduate.
13. Permission to carry less than the minimum load or more than the maximum load may be granted in cases by the Dean on behalf of the Faculty Board of Studies, upon the recommendation of the Head of Department.
14. **Definition of Terms**
  - (a) A pre-requisite course is one which must be taken before the course for which it is a pre-requisite can be taken. Courses can only be designated pre-requisite to other courses at a higher level. A pre-requisite may be waived for a suitably qualified candidate by the Department.
  - (b) A concurrent requirement will be satisfied if the student registers for required courses within the same semester, or has already passed one.
  - (c) A major is the subject area in which the student intends to obtain a single honours degree.
  - (d) A University course requirement is a course that must be registered for and passed before a degree is awarded but is not counted towards degree classification, e.g. General African Studies.
  - (e) A compulsory course is one which must be registered for and passed by a student to obtain the degree.
  - (f) An elective course is one which may be taken to make up the minimum requirement of units or to increase the choice of courses up to the maximum number of units allowed by the regulations.
  - (g) An audited course is one which the student attends with permission of the Instructor and the Head of Department but is not examined in.

15. **Approved GST Courses**

|         |   |                              |
|---------|---|------------------------------|
| GST 112 | - | Philosophy and Logic         |
| GST 113 | - | Nigerian Peoples and Culture |
| GST 115 | - | Use of English               |
| GST 211 | - | General African Studies      |
| GST 214 | - | Basic Computer Concepts      |
| GST 317 | - | Entrepreneurship I           |

**Admission and Withdrawal from Courses**

- (a) Admission into a course closes at the end of the third full week of each semester.
- (b) A student can withdraw from a course without penalty any time up to and including the seventh full week of the semester. Any **student who withdraws after the**

**seventh week will be deemed to have failed except in special cases approved by Senate.**

**16. Continuous Evaluation**

The progress of the students enrolled in each course is continuously assessed by means of tests, written assignments, reports and/or such other means as may be consistent with the objectives and conduct of the course as determined by the Department.

**17. Examinations**

- (a) Each course is normally examined at the end of the semester in which it is offered.
- (b) The length of any examination shall be a period of not less than one hour and not more than three hours.

**18. Final Marks**

- (a) Each course shall be graded on the basis of 100% marks with proportions for continuous assessment and course examination as determined by the appropriate Faculty Board. In no case shall the proportion for continuous assessment be less than 30% or greater than 50% except in cases specified by the Faculty Board. The minimum pass mark in any course shall be 40%.
- (b) Each course shall be graded out of a maximum of 100 marks and the score for each course shall be assigned appropriate letter grades and grade points as follows:

| MARKS %  | LETTER GRADE | GRADE POINTS |
|----------|--------------|--------------|
| 70 – 100 | A            | 5.00         |
| 60 – 69  | B            | 4.00         |
| 50 – 59  | C            | 3.00         |
| 45 – 49  | D            | 2.00         |
| 40 – 44  | E            | 1.00         |
| 0 - 39   | F            | 0.00         |

- (c) All letter grades and grade points will appear on the result slips and permanent records. These additional letters shall be used where appropriate:

- AUD - audited courses only
- EX - exempted
- W - withdrawal from course
- I - incomplete
- P - pass

- (d) After the seventh week of a semester, a student who fails to complete the requirements for any course, owing to unforeseen reason – approved by the Senate

– would be given the Incomplete (I) grade. Such a student could repeat the course without any penalty.

- (e) Transcripts of examination results shall be issued to students as appropriate at the end of each session.
- (f) External Examiners shall be appointed to participate in the evaluation of all final-year courses.

#### 19. **Determination of Academic Standing**

- (a) A student shall be in **good standing** as long as his cumulative G.P.A. and current (Semester) G.P.A. are not below 1.00.
- (b) A student shall be given a **warning** if his semester G.P.A. is below 1.0 for the first time.
- (c) A student shall be placed on **Probation** if his G.P.A. is below 1.00 for two consecutive semesters.
- (d) A student whose CGPA is below 1.00 but whose GPA is at least 1.00 will be given a **warning**.
- (e) (i) A student whose CGPA is below 1.00 for two consecutive semesters but whose GPA is at least 1.00 will be placed on **probation**.  
(ii) If his/her CGPA remains below 1.00 for a third consecutive semester, he/she will be asked to **withdraw**.
- (f) A student whose CGPA and GPA are below 1.00 shall be placed on **probation**. If his GPA is below 1.00 the following semester he will be asked to **withdraw**.

#### 20. **Effective from 2003/2004 Session**

Applicable to the first year of entry (i.e. at any level namely: 100, 200 or 300 level) only.

- (i) First Semester: GPA is at least 1.00 therefore, **probation**; if GPA is again less than 1.00 in the second semester the student will be asked to **withdraw**.
- (ii) First Semester: GPA is at least 1.00 but less than 1.00 in the second semester such a student will be placed on **probation**; if the GPA is again less than 1.00 in the following semester the student will be asked to **withdraw**.
- (iii) First Semester: GPA less than 1.00 therefore, **probation** but if the GPA is at least 1.00 in the second semester and the CGPA is less than 1.00 the student will remain on **Probation**; if the CGPA is still less than 1.00 in the next semester the student will be asked to **withdraw**.

#### 21. **Duration of Programme** (with effect from the 2003/2004 session)

- (a) The maximum time a student can spend on any undergraduate programme is as itemized below:
- (i) for a 3 year programme – 10 semesters or 5 sessions
  - (ii) for a 4 year programme – 12 semesters or 6 sessions
  - (iii) for a 5 year programme – 14 semesters or 7 sessions
  - (iv) for a 6 year programme – 16 semesters or 8 sessions
- (b) Transfer Student  
For the avoidance of doubt, any student desiring transfer from one course to another shall not be admitted if it is certain he cannot complete the programme and graduate within the stipulated period for the course as in (a) above.

## 22. **Graduation Requirements**

To be eligible for the award of a Bachelor's degree of the Institute of Continuing Education, University of Lagos a student must pass in the following minimum units, inclusive of the University course requirements:

|                  |   |           |
|------------------|---|-----------|
| 3 year programme | - | 76 units  |
| 4 year programme | - | 96 units  |
| 5 year programme | - | 128 units |
| 6 year programme | - | 160 units |

Faculties may, however, prescribe additional requirements in respect of the degree programmes offered by them with approval of Senate.

23. To qualify for examination in any course, a student must have attained not less than 65% attendance at lectures.

## 24. **Classification of Degrees**

For the purpose of classification of degrees, all courses taken by a student shall count except University course requirements and those courses graded Pass/Fail. Degree classification shall be based on the cumulative grade point average obtained by each student as follows:

|                             |   |      |   |      |
|-----------------------------|---|------|---|------|
| First Class                 | - | 4.50 | - | 5.00 |
| 2 <sup>nd</sup> Class Upper | - | 3.50 | - | 4.49 |
| 2 <sup>nd</sup> Class Lower | - | 2.40 | - | 3.49 |
| Third Class                 | - | 1.50 | - | 2.49 |
| Pass                        | - | 1.00 | - | 1.49 |

Any student who has fulfilled all the course requirements by passing the required number of course units, but whose final cumulative G.P.A is below 1.0, may be awarded a pass degree.

The cumulative grade point average shall be obtained by

- (i) multiplying the grade point assigned to the letter grade obtained in each course by the number of units assigned to the course to arrive at the weighted score for each course.
- (ii) adding together the weighted scores for all courses taken up to that time.
- (iii) dividing the total weighed score by the total number of units.

25. **Conditions for Withdrawal (summary)**

- (i) Three consecutive GPAs less than 1.00, i.e. **warning, probation, withdrawal** (see “c” above).
- (ii) GPA and CGPA less than 1.00 then GPA less than 1.00 i.e. **probation then withdrawal.** (see “f” above).
- (iii) CGPA less than 1.00 followed by GPA of at least 1.00 but CGPA still less than 1.00 then CGPA still less than 1.00, i.e. **probation followed by probation then withdrawal.** (see “e” above).

**EXAMINATION INSTRUCTIONS TO STUDENTS**

1. Candidates must attain a minimum of 65% of the lectures for the courses; examiners have the right to prevent defaulters from sitting for the examinations.
2. Candidates must be ready to enter the examination hall ten minutes before the time the examination is due to start. Candidates who arrive more than half an hour after an examination has started shall be admitted only at the discretion of the invigilator(s).
3. Candidates may not leave the hall during the first half and the last quarter of an hour of the examination.
4. Candidates must bring with them to the examination hall their own biros, pens, pencils and erasers.
5. All rough work must be done in the answer booklets and crossed neatly throughout.
6. Communication between candidates is strictly forbidden.
7. The only permissible way of attracting attention of the invigilator is by the raising of hand.
8. Candidates are to write legibly. Names are not to be written on the answer booklets. The answers to each question must be started on a separate page.
9. Attendance register is to be signed at the commencement of the examination and as each candidate hands in the script to the invigilator.
10. Candidates must ensure that they have inserted at the appropriate places on the front cover of their booklets, their examination numbers and the number of questions they answered.
11. Mobile phones either switched on, or off are not allowed in examination hall. Keep your mobile phones in the hostel. If you bring your mobile phone to the examination hall, it

would be seized. Handbags of any sort are not allowed in the examination hall and the surroundings.

Candidates are hereby informed that any student caught or implicated in any act of misconduct would automatically cease to continue with the examination until the case has been decided. The following prescribed penalties will be imposed on anyone caught committing the under listed acts of misconduct. No plea will be entertained.

|     | <b>MISCONDUCT</b>  | <b>PENALTY</b>  |
|-----|--|---|
| 1.  | Impersonation  | Expulsion   |
| 2.  | Physical attack or assault on invigilators.  | Expulsion   |
| 3.  | Coming to examination hall   | Expulsion   |
| 4.  | Smuggling question papers out of examination hall for help and returning with answer script.   | Expulsion   |
| 5.  | Being found in examination hall with jotted notes (cribs or chips) on body, under the locker or in the vicinity. Writing relevant materials on palms and other places. | Rustication (4 semesters)   |
| 6.  | Copying, exchange of sheets or question papers in the Examination hall.  | Rustication (4 semesters)   |
| 7.  | Consultation or soliciting or giving information or assistance.  | Rustication (2 semesters)   |
| 8.  | Coming to the examination hall with mobile phone(s)  | Rustication (1 semester)  |
| 9.  | Destruction of evidence (perverting of justice) and mutilation of matriculation number.  | Rustication (4 semesters)   |
| 10. | Failure to appear before the Misconduct Panel  | Suspension for 2 semesters after which non-appearance leads to Expulsion. |
| 11. | Rude and disorderly behavior in the examination hall   | Rustication (2 semesters)   |
| 12. | Failure to submit answer script at the end of examination  | Rustication (2 semesters)   |
| 13. | Failure and or refusal to fill the examination misconduct for when apprehended.  | Rustication (2 semesters)   |