

## INTRODUCTION

The primary goal of education in a democratic society is the full, rounded, and continuous development of the person. The discovery, nurturing, and utilization of individual talents are of fundamental importance in the development of a free and vibrant society. Thus, to achieve these goals, we must regard *discipline* as an educational function designed to modify personal behavior patterns, and we must not substitute socially acceptable attitudes with those which are unacceptable behavior.

Many students of the University of Liberia, through no fault of their own, are often not fully aware of some of the University's rules and regulations, particularly so when these rules and regulations are intended to regulate their behavior and conduct while studying at the university. Given that 'ignorance of the law' offers no legitimate or genuine excuse for any violation of prescribed rules and regulations of any institution, it is important that the University of Liberia nevertheless forthwith acquaint students with its prescribed rules and regulations that will serve to deter unruly behavior on campuses and at the same time ensure proper conduct of students at all time during their course of study at the university. The publication of these rules and regulations herein contained is intended to keep students properly informed about their rights, privileges, and obligations relative to their conduct and activities on campus, as well as have them informed of changes and developments as they occur at the institution.

As is it often the case with entry into any new environment, incoming first-year students will find that they must make many new adjustments to conform to circumstances and respond to new situations in order to meet the demands that college life entails in order to not only avoid mishaps but to more importantly succeed at their endeavors. Obviously, it will require on the part of each student sheer determination, patience, and sustained efforts to make the necessary adjustments. Perhaps, foremost in the changes that accompany transition from the high school to college environment is the willingness to accept new and greater responsibilities and respond positively to new challenges, whether academic, social, or ethical.

With a great degree of enthusiasm, members of the administration and faculty of the University of Liberia take keen interest in first and foremost ensuring that all incoming students adjust appropriately to their new academic and social environment. Students seeking information will, in general, find that there are several pathways to obtaining the desired information as well as several departments and organizations that provide services to students, upon request. We urge all students to take advantage of the services provided by the various colleges and departments of the University of Liberia.

## **BRIEF HISTORY OF THE UNIVERSITY**

The University of Liberia has, as its heritage, the significant educational contributions and achievements of Liberia College. On April 14, 1848, Joseph Tracy, Secretary of the Massachusetts Colonization Society, wrote: "A few gentlemen of Monrovia have a project under consideration which, if successfully executed, may have very important consequences. It is the establishment of a well-endowed college or university, in Liberia." As a result, Liberia College was founded in the year 1856 and inaugurated on January 23, 1862. Honorable Joseph Jenkins Roberts, who had served as the first president of Liberia, began the operation of Liberia College after it was inaugurated. Liberia College, from the date of its founding until it was incorporated into the University of Liberia as the College of Liberal and Fine Arts, made significant contributions to the social, economic, cultural and educational development of the republic.

The University of Liberia was established on February 15, 1951 by an Act of Legislature of the Republic of Liberia. Since its inception, fourteen (14) very able men and women have directed the course of its development. Two of these men, Dr. J. Max Bond (1951-1954) and Dr. Kermit C. King (1955-1958), were Americans. Although these educators brought enlightened leadership to the university and were responsible for much of the progress that the institution made, the difficulties encountered by them in their attempt to build the institution revealed the great need for a leadership that was more acquainted with the people of Liberia and their aspirations. Accordingly, on April 6, 1959, Dr. Rocheforte L. Weeks (1959-1972) was inducted as the first Liberian president to guide and direct the development of the institution. Others who have served as President of the University of Liberia include Dr. Advertus A. Hoff (1972-75), Dr. John Bernard Blamo (1975-78), Dr. Mary Antoinette Brown Sherman (1978-84), Dr. Joseph G. Morris (1984-87), Dr. Stephen M. Yekeson (1987-90), Dr. Patrick L.N. Seyon (1992-96), Dr. Frederick S. Gbegbe (1996-99), Dr. Ben A. Roberts (1999-2004), Acting President Dr. James N. Kollie, Sr. (2004), Dr. Al-Hassan Conteh (2004-08), Acting President Prof. D. Ansu Sonii, Sr. (2008-2009), and Dr. Emmet A. Dennis (2009-2017). Dr. Ophelia Inez Weeks (2017- present) serves as the current President of the University of Liberia.

## **LOCATION**

Facilities of the University of Liberia are stationed at four different locations, which constitute its four campuses. The Capitol Hill Campus is located on Capitol Hill in the City of Monrovia, Capital City of Liberia. It currently hosts the graduate colleges, the Louis Arthur Grimes School of Law, and an undergraduate college, the College of Business and Public Administration. The Fendall Campus is situated at Fendall, Louisiana Township, Montserrado County, about 20 miles from the Capitol Hill Campus on the Monrovia-Ganta Highway. The Medical Campus, which hosts the A.M. Dogliotti College of Medicine and the School of Pharmacy, is situated at Congotown (a suburb of Monrovia), and the David A. Straz, Jr.-Sinje Technical and Vocational

College Campus is located at Sinje, Garwula District, Grand Cape Mount County in the Western part of Liberia, about 3 hours drive from the Capitol Hill Campus.

**Website:** ul.edu.lr. **Email address:** info@ul.edu.lr

### **ADMINISTRATION**

The “Incorporating Charter” vests the authority and control of the University of Liberia in the Board of Trustees of the University. The day-to-day decision-making and operations of the university are administered by the Executive Committee/Cabinet through the president. The Executive Committee/Cabinet comprises the following:

President

Vice President for Academic Affairs

Vice President for Administration

Vice President for Finance and Fiscal Affairs

Vice President for Institutional Development and Planning

Vice President for Legal Services/General Counsel

Vice President for Graduate Education & Research

Vice President for Health Sciences

Vice President/Dean of Student Affairs

Vice President for University Relations

Chief Information Technology Officer

Dean, Liberia College (College of Social Sciences and Humanities)

Dean, William V. S. Tubman Teachers College

Dean, A. Romeo Horton College of Business and Public Administration

Dean, T. J. R. Faulkner College of Science and Technology

Dean, William R. Tolbert, Jr. College of Agriculture and Forestry

Dean, College of General Studies

Dean, David A. Straz, Jr. Sinje Technical and Vocational College

Dean, College of Engineering

Dean, A. M. Dogliotti College of Medicine

Dean, Louis Arthur Grimes School of Law

Dean, School of Pharmacy

Dean, UL Libraries

Director, I. B. Babangida Graduate Program in International Studies

Director, Graduate Program in Regional Science

Director, Graduate Program in Educational Administration and Supervision

Director, Graduate Program in Business and Public Administration

Director, Kofi Annan Institute for Conflict Transformation

Director, Confucius Institute

### **THE VISION**

An independent institution of higher education where academic excellence thrives in the search of truth and knowledge, where research and teaching are cherished and promoted, where a high premium is placed on academic freedom of creative thinking in a scholastic environment, where outstanding students and researchers from Liberia and around the world are continually challenged and inspired to do their best possible work.

### **UNIVERSITY MISSION**

#### **“TEACHING, RESEARCHING, AND SERVING COMMUNITY”**

To prepare well qualified men and women for teaching, researching, and providing public and private services, and to provide truly educated men and women – effective or well qualified citizens to assume leadership in their communities and the nation.

### **CORE VALUES**

- Excellence
- Autonomy
- Truth and Knowledge
- Discipline
- Creditability
- Transparency
- Accountability

***Professor Ophelia Inez Weeks, PhD***

As I continue my tenure as the 14<sup>th</sup> President of the University of Liberia, let me welcome you to Liberia's Flagship Institution of Higher Learning, the University of Liberia (UL). UL is a place and a state of mind where men and women are transformed intellectually. Congratulations for taking the bold step to prepare academically for your future. As you begin your journey through UL's halls, be assured that you will meet experienced, competent, and caring professors and staff who will help you grow intellectually and personally as you navigate your way through your studies. There will be easy and difficult times, and at times, the road will be quite rocky. Still, always remember that there is *light at the end of the tunnel*, and relationships that you will build during the course of your journey at the University of Liberia will have lasting importance.

During your academic sojourn here at the University of Liberia, be guided by the content of this handbook that is intended to facilitate achieving your educational goals.

It is our wish that you will graduate from this University, The University of Liberia, with distinction, and that you will have developed the finest human qualities and values with a commitment to truth and integrity, particularly with pride to your Alma Mater, your society and your country.

Congratulations!

**Greetings from the Vice President for Academic Affairs**

*Associate Professor William Ezra Allen, PhD*

Let me welcome you to the University of Liberia, the nation's oldest tertiary academic institution. Congratulations for passing the entrance exam. You have succeeded where many have failed. Continue to work diligently to fulfill your goal. My office is here to provide the academic guidance that will help you succeed.

You received some of this guidance during the freshman orientation. For example, you were told that it is important to maintain good academic standing throughout your studies. The penalty for earning a GPA below 2.00 is probation, and successive probations lead to suspension and ultimately, expulsion. You were likewise advised to take direct responsibility for every step of your education at the university. It means among others, that you should ask no one to do what you are required to do, be it to register, pay fees, or to do assignments, quizzes, tests, and exams. Reliance on others may violate "Dishonesty" policy like plagiarism. Moreover, if you ask someone to register you, for example, that person is acting on your behalf. Hence, you are accountable for the consequences of that person's action. And some consequences, such as presenting documents that are falsified, could lead to suspension of up to four years.

I want to tell you about your department and how pivotal it is to your success. Always remember to follow the curriculum or the courses outlined by the department. In the end, graduation or failure to graduate depends on that curriculum, e.g., the courses and the number of credit hours. The department is also obligated to guide you when planning your courses or determining your credit hours. Therefore, whenever in doubt, go to your department. If you still need clarification, then go to the dean of your college. My office should be your last resort.

Please let me conclude by emphasizing one of the key goals of the university and you can work to accomplish it. The university is committed to deepen your ability to think critically. Regardless of your discipline, this higher-order thinking is essential for excellence here and afterwards. Basically, critical thinking begins with interest or curiosity. You are less likely to be curious (or to participate in class discussions) without reading up on the subject. Reading leads to understanding, and understanding is the first step towards critical thinking; therefore, read.

I wish you all the best during your sojourn here at the University of Liberia.

**Greetings from the Vice President/Dean of Student Affairs**  
*Rev. Dr. Julius Sarwolo Nelson, Jr., PhD*

I extend warm greetings of Shalom and best wishes to all of our students, especially our in-coming and transferred students. Your decision to drink from the fountain of knowledge called “LUX IN TENEBRIS” (LIGHT IN DARKNESS) is highly commendable. I whole-heartedly embrace, salute, and say: WELCOME TO THE UNIVERSITY OF LIBERIA FAMILY.

The Family of the University of Liberia, which you are joining, offers more benefits in assisting you to realize your dream as you sojourn for higher education at our institution.

The Student Handbook of the University of Liberia has been prepared just for you. The handbook will serve as light to brighten and guide your path. This suggests that you are required to READ AND UNDERSTAND IT VERY WELL BECAUSE IT CONTAINS KNOWLEDGE OF WISDOM FOR YOUR JOURNEY. Let the handbook be your guide as you travel through the halls of the University of Liberia.

Come and let us DREAM TOGETHER as we prepare you for the future of our beloved country, LIBERIA, and the world at large.

In Mission with a Vision.

## **ACADEMIC PROGRAMS**

**UNDERGRADUATE COLLEGES, PROFESSIONAL SCHOOLS AND GRADUATE PROGRAMS**

The University of Liberia is organized into undergraduate colleges, professional schools and the graduate school. The professional schools offer professional degrees at both the Bachelor level and beyond, while the graduate school awards degrees beyond the Bachelor's degree. **The colleges, schools and programs are headed by deans and directors.**

### **UL FACULTY**

As one of its greatest assets, the University of Liberia has an international faculty of high caliber men and women who have been educated at some of the great universities around the world. There are various nationalities represented on the faculty. This group of zealous men and women provides a truly cosmopolitan flavor of study at the university.

### **LIBERIA COLLEGE**

#### **(COLLEGE OF SOCIAL SCIENCES AND HUMANITIES)**

Liberia College (College of Social Sciences and Humanities), the direct successor to "THE LIBERIA COLLEGE" was founded in 1862 by the Trustees of Donation for Education in Liberia (TDEL).

The primary objective of establishing the college was to train young men and women in Liberia in the field of the Arts, so as to enable them to provide an enabling leadership for the young republic (Liberia).

### **PROGRAMS OF STUDY**

Liberia College, located on the Fendall Campus, offers courses of study in nine (9) major departments: Demography, English, French, Geography, History, Mass Communication, Political Science, Religious Studies, and Sociology/Anthropology/Social Work.

\*Subject to Change

Additionally, the college offers courses for *minor* in Anthropology, Philosophy and Religion, Arts, English, French, History, Mass Communication, Sociology, Political Science, Demography and Geography.

Moreover, the college offers General Education Requirements (GER) in English, French, Social Science (SOSC 102-201), ROTC (Reserved Officers Training Corps), and PE (Physical Education) for undergraduates.

The college also offers courses as electives in two (2) of Liberia's major languages (Kpelle and Vai).

### **SEMESTER HOURS**

A student needs 124/125 credits: 125 credits for male students and 124 credits for female students (the additional credit is for ROTC). Note that ROTC & Physical Education are now elective credits, but individual colleges may make them requirements based on the mission of the college to earn a Bachelor of Arts (BA) degree in Liberia College. Thirty-six (36) credits are needed to complete a major, while 18 credits are needed to complete a minor program.

## **WILLIAM V. S. TUBMAN TEACHERS COLLEGE**

### **INFORMATION ABOUT THE COLLEGE**

The William V. S. Tubman Teachers College is an outgrowth of the two-year teacher training institution, known as the William V. S. Tubman School for Teacher Training. The institution was founded in March, 1947 as a joint venture of the Government of Liberia and the Methodist and Episcopal Church missions in Liberia. It was established in order to help meet the nation's pressing need for trained teachers in the country. The school admitted high school graduates and trained them to be professional teachers to teach in elementary schools in Liberia.

By 1950 the school had become an independent institution, and extended its programs to four years with full support from the Government of Liberia. In November of the same year, the school awarded its first degree, the Bachelor of Science Degree in Education to nine candidates (six men and three women).

In 1951 the W. V. S. Tubman School was later merged with Liberia College and five other schools to become the University of Liberia. In 1962, this school of the University of Liberia was renamed, and has since been known as the William V. S. Tubman Teachers College, in honor of the 18<sup>th</sup> President of Liberia and first Visitor of the University of Liberia. The WVST Teachers College is located on the Fendall Campus.

### **FUNCTIONS OF THE COLLEGE**

The main function of the William V. S. Tubman Teachers College is to contribute to the scientific development of education in the nation. It seeks to do this through:

- Preparing qualified In-service and Pre-service teachers for the primary and secondary schools;
- Assisting in the professional improvement of Liberia;
- Cooperating with the Ministry of Education for educational plans and programs for the nation;
- Collaborating with other academic institutions and agencies involved in teacher training, as well as primary/elementary, junior high, and secondary schools in Liberia; and
- Researching and working with experimental projects.

### **PROGRAMS OF STUDY**

The William V. S. Tubman Teachers College offers programs of study in three major departments: **The Department of Early Childhood Education, The Department of Primary Education, and the Department of Secondary Education.** These departments offer degree and certificate programs.

The *Department of Early Childhood Education* aims to provide carefully planned experiences that will result in the development of competent teachers for the schools of Liberia. The Department of Early Childhood Education offers a four-year program of study that leads to the degree of Bachelor of Science in Early Childhood Education. The curriculum requires completion of 131 credit hours, organized to provide two years of general education requirements and two years of professional preparation.

The *Department of Primary Education* offers a four-year program of study designed to provide students with content specialization in two concentration areas: Language Arts/Social Studies and Mathematics/Science combination. The program requires completion of 128-145 credit hours, which leads to the degree of Bachelor of Science in Primary Education. A one-year certificate program is offered in this department in collaboration with the Ministry of Education. This certificate program prepares experienced primary school teachers to assume leadership in upgrading mathematics instruction in rural Liberia. Candidates for this program are required to have as a minimum of a high school education.

The *Department of Secondary Education* offers a four-year program of study with specialization in the areas of English Education, Mathematics Education, Science Education, Social Studies Education, Business Education and Agriculture Education. The number of credit hours for the degree of Bachelor of Science in Secondary Education is 128-145. The number of credit hours in each program is described under the heading of the program. In addition to fulfilling the minimum semester hour requirement, the students must complete specific general education, professional education, and major and minor subject requirements.

The department also has a non-degree program of study leading to a Grade 'B' Teaching Certificate within the first two years, requiring 32 credit hours of General Education Requirements and 9 credit hours of electives. Credits earned in this two-year program are transferable to the four-year program of the college.

The Science Education Center and the Testing and Evaluation Center are affiliates of the college.

## **SCIENCE EDUCATION CENTER**

The Science Education Center provides training opportunities for teacher trainees in the teaching of science in both primary and secondary education.

### **TESTING AND EVALUATION CENTER**

The Testing and Evaluation Center handles the Entrance and Placement Examinations of the University of Liberia.

### **WILLIAM R. TOLBERT, JR. COLLEGE OF AGRICULTURE AND FORESTRY**

The William R. Tolbert, Jr. College of Agriculture and Forestry is the result of a merger in 1967 of previously separated colleges of Agriculture and Forestry. Initially, Forestry courses were taught at the University of Liberia in 1955. In 1956, with the assistance of the Food and Agriculture Organization (FAO), the School of Forestry started under the auspices of the Government of Liberia and the then Department of Agriculture, (now the Ministry of Agriculture). Consequently, a four-year curriculum in General Forestry was developed and the school put out its first graduate in 1959. The College of Agriculture was established through an arrangement entered into on October 25, 1961 by the United Nations Special Fund (UNSF), the Food and Agriculture Organization (FAO) and the Government of Liberia (GOL) for the improvement of agriculture education and research in Liberia. In March of 1962, the college was inaugurated within the University of Liberia.

Presently, the college consists of six (6) departments; five (5) of which offer a four-year curriculum in each department, leading to a Bachelor of Science (B.Sc.) degree that requires completion of 132-141 credit hours. These departments are:

- I. General Forestry
- II. General Agriculture
- III. Wood Science and Technology
- IV. Agronomy
- V. Home Science and Community Development and
- VI. Agriculture Extension Education (Non-Degree Program)

Special features of interest of the college are its long-range program in manpower assessment and projection, and the establishment of Master of Science degree and PhD degree programs in some of its specialized areas.

In addition to its normal course offerings, the College of Agriculture and Forestry conducts a *middle-level manpower training program* for the Agriculture and Forestry sectors of Liberia. Programs include: Rural Youth Aides County Agents, Home Economics Teachers, Public School Teachers, Forest Rangers, Forest Patrolmen, and Forest Guards.

Another area of interest and attraction of the college is the *forest products research* and manufacture of durable and splendid home and office furniture, which are carried out on lesser known forest species of Liberia for the purpose of promoting them on the international market. The college is located on the Fendall Campus.

### **A. ROMEO HORTON COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION**

The A. Romeo Horton College of Business and Public Administration offers a four-year academic degree program in Business Management (BBA), Economics (B.Sc), and Public Administration (BPA).

Presently, the College of Business and Public Administration consists of four (4) departments, offering four-year curricula leading to a Bachelor of Science (B.Sc) degree in Economics, Bachelor of Business Administration (BBA) in Management, Bachelor of Business Administration (BBA) in Accounting, and a Bachelor of Public Administration (BPA) degree in Public Administration, with a total of 136-141 credits.

The college endeavors to acquaint its students with basic concepts, develop their skills, and broaden their knowledge in understanding the operations of business and government. It is the goal of the college to cultivate leadership capacity and administrative qualities in its graduates and to inculcate in them the importance of professional education as a foundation for a career of continuing self-education.

Additionally, the college serves businesses and government through its Liberian Economic and Management Research Institute in the form of conferences, special lectures, and workshops on various aspects of business, as well as a bi-annual publication of the Liberian Economic and Management Review.

In collaboration with Tilburg University in the Netherlands, the college recently introduced the *Program for Minor in Entrepreneurship*. An entrepreneur is one who creates a new business in the face of risk and uncertainty for the purpose of achieving profit and growth, by identifying significant opportunities and mobilizing the necessary resources to capitalize on them. The wisdom driving this program is “*jobs creators and not jobs seekers*”. The overall objective is to provide students with an education in and experience with the tools, techniques, and transformations involved in new venture creation and development. **The program is open to all students of the University of Liberia, irrespective of their discipline.**

### **T. J. R. FAULKNER COLLEGE OF SCIENCE AND TECHNOLOGY**

The T. J. R. Faulkner College of Science and Technology (CoST) was established on June 1, 1974 when the curriculum of the Division of Science of the University of Liberia was merged with technical offerings in Architecture, Engineering and Geology. CoST had two divisions: a Natural Science Division with Biological Sciences, Chemistry, Mathematics, and Physics Departments, and an Engineering Division with Civil Engineering, Electrical Engineering, and Geology and Mining Engineering Departments. The Engineering Division became a College of Engineering in May 2016.

CoST is named after Thomas Jefferson Richelieu Faulkner (TJRF) who was born in North Carolina in 1869 and immigrated to Liberia in 1881 (at the age of 12 years). He was a professional engineer who served in public life in Liberia for about forty years. TJRF was a prominent public figure. He also served as the Mayor of Monrovia. TJRF was an outstanding Liberian industrialist who first introduced and installed electricity, the telephone, and the first ice factory in Liberia.

CoST consists of four departments (Department of Biological Sciences, Department of Chemistry, Department of Mathematics and Department of Physics).

CoST through its departments serves students of **all** undergraduate colleges including Liberia College of Social Sciences and Humanities, T. J. R. Faulkner College of Science and Technology, College of Engineering, William R. Tolbert College of Agriculture and Forestry, William V. S. Tubman Teachers College, A. Romeo Horton College of Business and Public Administration (Business College), College of General Studies, and David A. Straz-Sinje Technical and Vocational College.

The Department of Chemistry (134-137 credit hours) offers a Bachelor of Science degree in Chemistry through three pathways: **Health Sciences, Industrial/Environmental Chemistry, and Science Education.**

The Department of Biological Sciences (135-137 credit hours) offers a Bachelor of Science degree in Biological Sciences through five pathways: **Medical Science, Microbiology, Environmental Science, Plant Science and Science Education.**

The Department of Physics offers a Bachelor of Science degree in **Physics (major)/mathematics (minor) and Bachelor of Science degree in Physics (major)/chemistry (minor).** A Bachelor of Science degree (BSc) is earned after a student has completed a minimum of 136 credit hours.

The Department of Mathematics (128-129 credit hours) started as a unit in Liberia College in the 1800's to cater to the mathematical needs of students studying liberal arts. Later in the 1900's it became a department under the T. J. R. Faulkner College of Science and Technology. The Department of Mathematics offers a Bachelor of Science degree in **Mathematics (major)/physics (minor) and Bachelor of Science degree in Mathematics (major)/economics (minor).**

**CoST, for the first time, is offering a Bachelor of Science degree in Environmental Science.** Students currently studying in other pathways in biological sciences or chemistry programs, or graduates with biological sciences or chemistry degrees can apply to complete the Bachelor of Science degree in Environmental Science.

CoST is a key academic partner of the College of Health Sciences comprising A. M. Dogliotti College Medicine, the School of Pharmacy, and the Nursing & Midwifery Programs. It is also the biggest contributor of candidates to these programs through its Biological Sciences Department and Chemistry Department. Beginning with the

first semester of 2018/2019, CoST is slated to host and manage the Bachelor of Public Health Program on behalf of the College of Health Sciences. The pre-Pharm portion of the Board of Trustees *approval-pending* PharmD (Doctor of Pharmacy) program of the College of Health Sciences (School of Pharmacy) is also slated to be hosted and managed by CoST for the first semester in 2019/2020

### **COLLEGE OF ENGINEERING**

The College of Engineering, formally the Division of Engineering within the T. J. R. Faulkner College of Science and Technology, was established in May, 2016 with the goal of developing technically and professionally trained individuals, by providing demand-driven education, research, and community outreach approaches to learning. Factors that led to the creation of the College of Engineering included the growing student enrollment, the newly revised curriculum, the improved laboratory and library facilities, and improvement in the qualitative profile of the faculty.

The college promotes the development of human capacity, resources, and skills required to solve critical, technical, and natural resources challenges of Liberia, and it undertakes interdisciplinary, academic, demand-driven research, and projects in the field of engineering for sustainable development.

The College of Engineering consists of three departments, namely, the Department of Civil Engineering, the Department of Electrical Engineering, and the Department of Geology and Mining Engineering. The College grants four (4) year Bachelor of Science (B.Sc.) degrees in the following areas:

1. Civil Engineering (169 credit hours)
2. Electrical Engineering (164 credit hours)
3. Mining Engineering (172 credit hours)
4. Geology (171 credit hours)

To qualify for the B.Sc. degree, a candidate must have completed course work required by the respective departments within the College of Engineering. Each area has its own specialties, and students are also required to take elective courses in the junior and senior years to gain additional in-depth knowledge in these specialized areas.

Students desiring to be admitted into any of the programs of the college must first satisfy the admission requirements of the University of Liberia and complete the Pre-engineering program requirement of two semesters of 29 credit hours with a minimum accumulative Grade Point Average (GPA) of 2.5. Courses in the Pre-engineering program cover basic sciences (physics, chemistry, and mathematics) and English. These credits are considered in tabulating the final GPA for graduation.

### **DAVID A. STRAZ, Jr.-SINJE TECHNICAL AND VOCATIONAL COLLEGE** **Brief History of the College**

In 1982 the Government of Liberia obtained a portion of land near Sinje, in Garwula District, Grand Cape Mount County for the construction of a polytechnic. The construction work started, but the civil war put a halt to the project. After the war, the elected president, Madam Ellen Johnson Sirleaf, lobbied with an American Philanthropist, Ambassador David A. Straz, Jr. who provided funds for the revitalization of the polytechnic. The college is named in his honor, bearing his name and the town nearest to where it is situated (David A. Straz, Jr.- Sinje Technical and Vocational College). The college is located 1.5 miles from Sinje Town in Garwula District, Grand Cape Mount County. Later, one thousand acres of land was secured from five communities (Sinje, Laagor, Gohn, Manivalor and Konoma) in Garwula District for the institution. The college is one of the undergraduate colleges of the University of Liberia, offering associate degree and certificate programs. It was founded on the 23<sup>rd</sup> of July, 2012.

### **Overview of the Academic Programs**

The Associate of Science degree, Short-term Workforce Development Training Program, and the Demand Driven Stakeholders' Program were proposed for implementation at the college. However, to date (2012-2018), only Associate of Science (A.Sc.) degree programs have been in existence. The duration of the A.Sc. degree program ranges from 2.5-3 years. The main objectives of the programs are to prepare entrants for the job market, for self-employment, and for possible transfer for further education to university colleges. Presently, the A.Sc. degree programs are in three academic areas (Agriculture, Teachers Education and Engineering Technology). The above academic programs have various specialized/thematic areas.

The Agricultural Science program is designed for 2.5 years. The areas of specialization are agronomy, animal science, agricultural business and agricultural extension. The Engineering Technology program duration is for 3 years. Its specialized areas are electrical engineering technology and civil engineering technology (building construction, and surveying). The Education Program is for 2.5 years. The specialized area is primary education with emphasis in language arts, social studies, mathematics, and science. There is a **seamless transition** between the A.Sc. degree programs at David A. Straz Jr.-Sinje College with acceptance in the B.Sc. programs of the university.

### **COLLEGE OF GENERAL STUDIES**

The College of General Studies provides adults with level learning opportunities available at the University of Liberia. It organizes and expands regular, basic, part-time, and evening programs, and gives support to undergraduate programs including the Remedial Program.

This college assists W. V. S. Tubman Teachers College in its in-service program, and organizes adult education and literacy programs for training of adult education teachers; it also investigates community needs and explores new channels for contributing to the training of human capital for development.

The College of General Studies makes research and teaching available to the community. It conducts seminars, workshops, and conferences to improve individual performances. The college develops, as circumstances permit, several off-campus rural centers in Liberia. Distant education courses are also part of its responsibility. Coordinating the Vacation School Program of the University of Liberia, and coordinating all General Studies Program of the University of Liberia are additional responsibilities of the General Studies Division.

Presently, the College of General Studies consists of four (4) departments offering a four-year curriculum, leading to the Bachelors of Science degree, with a total of 132-141 credit hours.

## **NURSING AND MIDWIFERY PROGRAMS**

### **ACADEMIC POLICIES**

The Articulation Program of the University of Liberia is governed by its academic policies that guide students, faculty, and administration of the university. Specific to the program are the following policies.

### **ADMISSION REQUIREMENTS**

Any candidate who desires to enter the Articulation Program for the purpose of pursuing a B.Sc. Nursing or B.Sc. Midwifery degree should meet the following conditions.

### **ENTRY AS A GRADUATE OF TNIMA**

- a) Be a holder of a professional nursing or midwifery diploma since 2010;
- b) Complete the UL application form;
- c) Submit the following documents to the Office of Records and Registration at the A.M. Dogliotti College of Medicine:
  1. Passport size photo,
  2. Copy of diploma,
  3. Copy of transcript from TNIMA,
  4. Copy of current license as a Registered Nurse or Registered Midwife from the Liberian Board of Nursing and Midwifery,
  5. Statement of current employment by the government as an RN or RM,
  6. Score of completed Challenge Exam of 75% or above,
  7. Three letters of recommendation, including one from employer, one from TNIMA, and one from community,

8. Signed Behavior Bond form,
  9. Signed Education and Training Agreement, and
  10. Transcript with a minimum grade point average (GPA) of 2.5 from previous education. Selection will be based on the highest GPA.
- d). Pass the UL entrance test;
- e). Pass a personal interview conducted by three members of nursing/midwifery faculty.

### **ENTRY AS A GRADUATE OF OTHER LIBERIAN NURSING OR MIDWIFERY PROGRAM**

After initiation of the Articulation Program for professional nurse and professional midwifery graduates of TNIMA, the program shall admit graduates from other Liberian nursing and midwifery schools.

### **PREVIOUS DIPLOMA CREDITS**

#### **Nursing Diploma Credits**

The nursing curriculum at TNIMA in place since 2010 is based on the harmonized curriculum adopted by the Liberian Board of Nursing and Midwifery. Specifically, the nursing curriculum includes a total of 93 credits, and it is in compliance with national accreditation standards.

#### **Midwifery Diploma Credits**

The nursing curriculum at TNIMA in place since 2010 is based on the harmonized curriculum adopted by the Liberia Board of Nursing and Midwifery. Specifically, the midwifery curriculum includes a total of 96 credits, and it is in compliance with national accreditation standards.

#### **Articulation Program**

The Articulation Program is 126 credit hours total. Sixty-three (63) credits are transferred upon admission to the University of Liberia from the TNIMA Nursing or Midwifery diploma programs. These credits are justified based on the clinical coursework taken by students that passed the national registration exam of the Liberian Board of Nursing and Midwifery. Sixty-three (63) credit hours (half of the credits toward the degree) of coursework are taken at UL.

### **METHODS OF APPLICATION FOR ADMISSION**

Application forms are requested from and returned directly to:  
 BScN and BScM Articulation Program Coordinator  
 Tubman National Institute of Medical Arts (TNIMA)  
 John F. Kennedy Medical Center

### **ADMISSION**

Admission will be decided by the Admission Panel on the basis of a predetermined composite score determined by various aspects of qualifications that include entrance test score, and final interview.

The coordinator notifies successful applicants of their admission. Accepted students are required to acknowledge acceptance of admission offer on or before registration. Applicants are considered without regard to region, religion, gender or race, but preference is given to Liberians.

### **LOUIS ARTHUR GRIMES SCHOOL OF LAW**

Named after the late Chief Justice of the Supreme Court of Liberia, Louis Arthur Grimes, the law school came into existence by an Act of Legislature in 1951.

The law school, which was opened in 1954, is the nation's only law school and its first professional (Graduate) school. The school offers a three-year full-time morning program and a five-year part-time evening program, all leading to a Bachelor of Laws (L.L.B.) degree. The curriculum of the law school is designed to prepare students for the practice of law in Liberia and other common law jurisdictions, and for legal or executive positions in business, industry and government. It is also designed to acquaint students with important legal issues facing Liberia, Africa, and the world.

The school's academic program also includes research projects in various areas of Liberian law, participation in all International Law Moot Court Competitions, the All African Human Rights Moot Court Competition, and the Liberian Law Journal publication.

The Editorial Board of the Liberian Law Journal is chaired and edited by a senior student and supervised by a faculty advisor.

In addition, the school holds periodic seminars for the training of stipendiary and associate magistrates and justices of the peace. The school is now a particularly important part of the Liberian legal system, as becoming an attorney in Liberia requires graduation from the school, or a recognized, accredited law school.

### **ADMISSION REQUIREMENTS**

In order to be eligible to apply for admission to the law school, one must have earned an undergraduate degree with cumulative Grade Point Average of 2.700 or above in his or her undergraduate program at a university or college recognized by the Louis Arthur Grimes School of Law and the University of Liberia. Furthermore, all applicants, including those with Master or Doctorate degrees, for admission to the Louis Arthur Grimes School of Law, University of Liberia, must sit a Law School Aptitude Test (LSAT) administered by the school, followed by a second level assessment that includes review of the applicant's written statement and other documents submitted by the applicant, as well as an in-person interview with the Admission Committee. The LSAT accounts for two-thirds of the 150 points required for admission to the law school, while the second level assessment accounts for one-third of the total score. Successful applicants usually have GPAs higher than the minimum required, and demonstrate good analytical and writing skills.

The law school admits students only at the start of each academic year, and only upon completion of at least one (1) week orientation in legal analysis and writing.

The school emphasizes or prescribes to no pre-law course of study or program. Anyone who has an undergraduate degree with the required minimum GPA is eligible for admission and can succeed in the study of law.

The law school has full and part-time Liberian professors, all of whom have extensive practical and educational experience.

### **A. M. DOGLIOTTI COLLEGE OF MEDICINE**

#### **BACKGROUND**

The Monrovia-Torino Medical School was established in 1966 when it enrolled the first set of students in its pre-medical program. In October 1968, the official opening ceremonies were held and the pre-medical students began the 5- year medical program in 1969.

It was President William V. S. Tubman who first envisioned a medical school in Monrovia, to train medical doctors for Liberia, in particular, and for Africa at large. He obtained the assistance of the Italian Government, the Vatican, and the A.M. Dogliotti Foundation, and made his dream come true in 1968 when “Monrovia-Torino Medical School” (established in 1966) admitted the initial group of first year students.

The college represented an example of a *technical cooperative venture* involving the Government of Liberia, the Holy See, the Dogliotti Foundation and the Italian Government.

At that time, the college was affiliated with the Faculty of Medicine and Surgery of the University of Turin in Italy. In 1970, the college was merged with the University of Liberia as the seventh academic program, and the second professional school. It was then renamed “Achille Mario Dogliotti College of Medicine”, after the late Italian philanthropist and founder of the Dogliotti Foundation in Italy.

A year later 1971, the John F. Kennedy Memorial Hospital was inaugurated and became the teaching hospital of the A. M. Dogliotti College of Medicine. The first class of medical students entered the clinical program at the John F. Kennedy Memorial Hospital in July 1971.

In December 1973, the A. M. Dogliotti College of Medicine graduated its first set of medical students with Doctor of Medicine (MD) degrees. In 1982, the college reached a milestone with the graduation of its first 100 medical doctors, as 16 students graduated that year.

The support of the Italian Government and the Dogliotti Foundation provided substantial financial and material support to the college between 1966 and the 1980s, when funding was scaled down (according to plan) before the coup d'état of 1980 and the inception of the 14-year civil war of Liberia, which started in December 1989.

The Liberian civil conflict adversely affected every aspect of the A. M. Dogliotti College program to the point that the institution was closed in May 1990, then it was re-opened two years later with bare minimum training capacity.

After re-opening, the World Health Organization (WHO) and the Roman Catholic Church of Liberia were the major supporting organizations of the college. However, in 2007 during the official visit by President Ellen Johnson Sirleaf to Italy, an agreement was reached between the Liberian and Italian Governments, through which the Italian Government committed to provide support to the college in order to reinforce the Liberian health sector, in particular the A. M. Dogliotti College of Medicine of the University of Liberia.

As a consequence, the Ministry of Foreign Affairs, through the Italian General Directorate of Development Cooperation (DGCS) nominated the Istituto Superiore di Sanita (ISS, National Health Institute of Italy) as the organization responsible for designing, implementing, and completing the re-qualification and strengthening of the A. M. Dogliotti College of Medicine.

In order to realize this project entitled “Strengthening the Training Capacity of the A. M. Dogliotti College of Medicine, Monrovia, Liberia” , ISS was supported by the specific skills and competence of the FSS – Fondazione per la Sicurezza in Sanita (Health Safety Foundation).

### **SCHOOL OF PHARMACY**

The University Of Liberia School Of Pharmacy, which is one of the professional schools at the University of Liberia, was established in 1986. The West African Post-Graduate College of Pharmacists (nee West African Pharmaceutical Federation. WAPF), a sub-regional body of pharmaceutical associations/societies in Anglophone West Africa, was instrumental in its founding. The School of Pharmacy was established to address pharmacy human resource development in Liberia, Sierra Leone, and Gambia, with training support left with the respective governments of each country.

The sub-regional pharmaceutical organization seconded one of its esteemed members, the late Professor Albert N. Tackie, a Ghanaian pharmacist, as the founding coordinator of the school. However, needed support for infrastructure and for training pharmacists was covered by the Liberian government.

Presently, the School of Pharmacy offers a four-year professional degree program which leads to a Bachelor of Pharmacy (B. Pharm.) degree. A key objective of the school is to train interested science graduates in the professional science of Pharmacy, and enable them to play meaningful roles in the pharmaceutical sector of the Health Care Delivery System of Liberia. The pre-requisite for admission into the Bachelor of Pharmacy (B.Pharm.) degree program is satisfaction of requirements of the pre-pharmacy curriculum at the T.J.R. Faulkner College of Science and Technology of the University of Liberia, or a Bachelor of Science degree or its equivalent in a relevant discipline.

Plans are underway to transform or subsume this 4-year degree program into a post-secondary/senior high school 6-year doctoral (Doctor of Pharmacy, Pharm. D) degree program. The School of Pharmacy shares facilities and some instructional staff members with the A.M. Dogliotti College of Medicine, on the Medical Campus.

## **THE GRADUATE SCHOOL**

### **GRADUATE SCHOOL IN REGIONAL SCIENCE**

#### **Mission**

The mission of the Masters of Science Program (M.Sc.) in Regional Science is to provide education for professional planning practice, to do research and publish on planning-related issues, and to apply planning methods to improve the quality of life in communities and regions.

The program is interdisciplinary, student-centered and participative, integrating scholarship and practice. It emphasizes the importance of creativity, public involvement, social justice, professional ethics, and environment sustainability.

The University of Liberia's 56-credit three-year Master of Science (M.Sc.) in Regional Science was established in 1983. It began as a small program with a few students, but since the early 1990s it has grown considerably and has greatly strengthened its core faculty. The program is strongly oriented towards professional practice, and it provides a thorough grounding in land-use planning, a range of technical skills, and the opportunity to specialize in one of four (4) areas: Regional Science Theory, Context and Technique of Regional Science, Regional Science Policy, and Regional Science Practice. The program offers separate graduate and undergraduate programs in each discipline. It is located on the Capitol Hill Campus of the University of Liberia in the Elizabeth Tubman Hall.

#### **Pre-requisite is an Undergraduate Degree**

The Degree of Master of Science (M.Sc.) in Regional Science is awarded by the University of Liberia upon satisfactory completion of all requirements during an academic period of not more than three years.

The curriculum of the program is designed to prepare students for a wide variety of professional roles and to be specialized members of a multi-disciplinary team in the formulation of planning goals, objectives and specific courses of action. It also serves as the bases for students to analyze complex sets of interrelationships among social, economic, and spatial characteristics.

The program provides an opportunity for actual practitioners in the field of Regional Science and related disciplines to update their planning skills through short courses, workshops, and seminars.

The program of study is intended for graduates from a wide variety of fields such as Economics, Geography, Architecture, Sociology, Business Administration, Mathematics, Law, Civil Engineering, Political Science, etc. **Admission requirement: earned undergraduate degree with a 3.000 (GPA) or above, and passing an entrance exam.**

Presently, the Graduate School in Regional Planning offers a Master's of Science (M.Sc.) degree in Regional Science, after successfully completing fifty-six credit hours of required programmatic graduate work.

### **THE IBRAHIM BADAMASI BABANGIDA GRADUATE PROGRAM IN INTERNATIONAL STUDIES**

The Ibrahim Badamasi Babangida Graduate Program in International Studies, University of Liberia, was established in 1988. The program was designed to enable students to specialize in International Relations, Political Theory, Comparative Politics and American Government and Politics.

The duration of the program is two years for full time students and four years, but not more than five years for Part-time Students. During the first year, all enrolled students are to register for compulsory core courses that reflect a general and broad coverage of Political Science. The subsequent year allows students to specialize intensively in their respective areas of greater interests. A minimum of forty-eight credit hours of graduate work must be completed in graduate studies including six credit hours devoted to thesis for the Master of Arts (M.A.) degree.

Students who are admitted to candidacy for the M.A. degree, must have completed in residence, at least three credit hours of grade "A" and at least fifteen credit hours with an average grade of "B" or better.

There is no discrimination in the admission policy. Admission is open to holders of Undergraduate degree from any accredited University or comparable institution with

cumulative grade point average of 3.0 or better. Consideration is given in special cases when applicants with at least 2.7 cumulative grade point average, are admitted on a Provisional Status for one semester only. Another aspect of a special case is when applicants without comparable background in Political Science are admitted. They are required to rectify their deficiencies in their undergraduate preparations successfully completing four pre-requisite non-credit courses with a minimum of “B” or better before admission into the regular graduate program.

At present, applicants to the program are required to sit for the General Graduate Record Examination (GRE) administered by the Testing and Evaluation Center, and successful candidates are forwarded to the program. At IBB a full-time student is allowed to carry 12 credits hours per semester.

### **GRADUATE PROGRAM IN EDUCATIONAL ADMINISTRATION AND SUPERVISION**

The Graduate Program in Educational Administration and Supervision was established in 1990 to grant a Master of Arts degree (M.A.) and a Master of Education degree (M.Ed.) with a specialization in Educational Administration and Supervision. Generally the Master degree is intended to:

- a. Provide opportunities for professional growth beyond the baccalaureate for those in the education profession within the Republic of Liberia as well as those from other nations;
- b. Improve the administration of schools and the supervision of instructional programs so that the overall quality of education in Liberia is improved.

Admission to the Master degree program is open to holders of a Bachelor degree with an average of 3.000 or better from an accredited university or an equivalent institution. In special cases a student with less than a Grade Point Average of 3.000, but not less than 2.700, may be admitted on a conditional basis.

The candidate should have had at least two years of professional educational experience before being admitted into the program of Educational Administration and Supervision.

Presently, the Graduate Program of Educational Administration and Supervision offers Master of Arts (M.A.) degree and Master of Education (M.Ed.), with a total of no less than forty-eight credit hours of required work successfully completed.

#### **Admission requirements**

- 1. All candidates enrolled into the program must maintain at least a grade of ‘B’ in every course.**
- 2. The normal course load should be 12 credit hours per semester.**
- 3. All candidates seeking admission to the Graduate Program in Educational Administration and Supervision are required to sit a Graduate Admission Examination and interview administered by the university.**

- 4. A candidate who did not graduate from Teachers College (or equivalent) and seeks admission into the program is required to take remedial courses before being formally admitted.**

## **GRADUATE PROGRAM IN BUSINESS & PUBLIC ADMINISTRATION** **(MBA, MPA)**

The Graduate Program in Master Business Administration (MBA)/Master Public Administration (MPA) at the University of Liberia is designed for the working student. Although full-time students may pursue a full-time master program, the classes are scheduled to be convenient for working students. Classes are generally scheduled in the evening and on weekends in a semester. A student may complete a degree program in the period of one and a half (1½) years; however, normal progression is for a period of two (2) years. The faculty includes full-time academics and practitioners, thus providing the students with a unique mix of educational experiences. The practitioners provide the application of theory frequently missing in the academic sector.

### **Graduate Admissions to the University**

All students desirous of entering the graduate program at the University of Liberia are encouraged to visit the director for Graduate Program in MBA/MPA, and the Office of the Associate Vice President for Enrollment Services to discuss programs and curricular as well as admission requirements, respectively. Applications may be made at any time. Students may make themselves familiar with the academic policies, and the academic support programs and services.

### **Requirements for Admission in the Graduate Programs**

All applying to enter the University of Liberia Graduate Degree in the MBA/MPA Program must sit the University of Liberia Graduate Management Admission Test (GMAT) and those applying for other graduate degree programs including the Kofi Anan Institute for Conflict Transformation (KAICT), the Graduate Program in International Studies (GPIS), **RESM, GPED**) must sit the University of Liberia Graduate Record Examination (GRE) Test at the time of their application. Applicants who do not have undergraduate training in Economics, Finance, Accounting, Business and Statistics, will be required, as pre-requisite to entering the graduate degree program, do twenty-seven (27) credit hours of introductory courses in the subjects mentioned above. Student with GPA of at least 2.7 may be admitted provisionally upon the approval of the appropriate Graduate Program and the Admission Committee. Student in this category must present UL-GMAT and UL-GRE scores as condition for admission. No degree seeking student shall be admitted with a GPA of less than 2.7.

### **Categories of Graduate Admission**

All students are identified by the graduate school as being in one of the following categories.

- **Full Admission** may be given to any applicant who is desirous of pursuing a graduate degree and has a bachelor or first degree (with an overall GPA of 3.00) from an accredited university.
- **Provisional Admission** may be granted to an applicant who has not met all the requirements for full admission.
- **Non-Degree Admission** may be granted to an applicant who wishes to take particular courses but who is not working toward a graduate degree. Under this admission arrangement the student is permitted to take limited courses that do not exceed 9 credits.

### **How to Apply for Graduate Admission**

Liberian citizens who are applicants for graduate programs to the University of Liberia must follow the procedures below.

1. **Application Form and Fee:** submit the graduate application form along with a non-refundable application fee to the Director of Admission;
2. **Transcripts:** Arrange to send your transcript covering all undergraduate course work to the Vice President for Enrollment Management office. All such documents become the property of the university;
3. **UL-GMAT and UL-GRE Test Scores:** must be officially submitted at the time of application to the university.

### **How to Apply for Graduate Study (International Students)**

International students desiring admission to the University of Liberia Graduate Program must do the following:

1. **Application Form and Fee:** Submit a Graduate Study Application Form with non-refundable fee to the Director of Admission.
2. **Undergraduate Transcripts:** Official transcripts of undergraduate course work must be submitted to the Director of Admissions at the University of Liberia by the registrar of the institution at which the bachelor degree was earned.
3. **Graduate Transcripts:** Official transcripts of all graduate level course work, (if any) must be submitted to the Director of Admissions at the University of Liberia by the Registrar of the institution(s) previously attended.
4. **GMAT/GRE Scores:** Official scores on the Graduate Management Admission Test (GMAT) and Graduate Record Exam (GRE) must be submitted at the end of the semester of enrollment.
5. **Statement of Financial Support:** Statement of Financial Support must demonstrate the source and availability of adequate funding to cover all costs related to the student's educational and living expenses while pursuing study in Liberia.
6. **Translations:** Documents in a language other than English must be accompanied by certified English translations in original form. Both the foreign language and English versions of such documents will be evaluated for admission purposes.

## **GENERAL REQUIREMENTS FOR GRADUATE PROGRAMS**

### **Degree Requirements**

All Master's Degrees require a minimum of forty-eight (48) semester hours; 27 of the 48 hours must be earned in residence- i.e., at the University of Liberia.

### **Thesis**

All students in graduate degree programs (except those in Accounting) are required to write a thesis. The Thesis accounts for 6 credit hours towards graduate requirements. Accounting students are required to do special projects in lieu of a thesis.

### **Duration of Study**

Duration of study should not exceed five years as of the date of initial enrollment. An extension may be granted in an unusual case when approved by the Graduate Program Committee.

### **Requirements for the MBA**

#### **Category Cr/Hr**

|                   |           |
|-------------------|-----------|
| Core Requirements | 15        |
| Thesis (Optional) | 6         |
| Specialization    | 18        |
| Electives         | <u>9</u>  |
| Total             | <b>48</b> |

## **ADMISSIONS OF CANDIDACY FOR DEGREES**

When students are admitted to a graduate program, they are not candidates for the Masters Degree until they have successfully completed: (1) all of the admission prerequisites, (2) Core Course Requirements, (3) Specialization Courses, (4) Comprehensive Examination, (5) Filed a petition of candidacy for the Master's Degree with the Director of Graduate Programs, and (6) been advanced to candidacy by the Graduate Faculty.

### **MBA Program**

The Master of Business Administration Program consists of three parts: (1) Core Requirements, (2) Thesis or Comprehensive Examination, and (3) Specialization. All masters students must normally complete six (6) of the nine (9) core courses prior to being permitted to register for specialization courses.

The College of Business & Public Administration, University of Liberia has Graduate Degree Programs in the Department of Accounting, Banking and Finance, and Management. The following are the areas of specialization in Business and Public Administration:

1. Accounting
2. Banking and Finance

3. Management
4. Public Administration

## **KOFI ANNAN INSTITUTE FOR CONFLICT TRANSFORMATION** **(KAICT)**

The Kofi Annan Institute for Conflict Transformation (KAICT) is one of the five academic graduate programs of the University of Liberia which was established in July 2006. KAICT trains men and women in the areas of conflict management, conflict transformation, and peace building.

The institute was developed as a forum for rigorous assessment of Liberia's national recovery context and inquiry into the confluence of factors that gave rise to 14 years of civil war. A comprehensive assessment gathered that it is justified to adopt the transformation approach to national recovery. The transformation will allow for a deeper understanding of the structures of society, structures of governance, and patterns of relationships.

Moreover, KAICT in its operation will serve as the first and only systematic research and training institute on the combine issue of peace, conflict, security and development in Liberia. This integrated approach sets the institute apart from other initiatives not only in Liberia but throughout the West African sub-region.

### **The General Objectives of the Program**

The aim is to equip students with a deep, holistic, and integral understanding of conflict prevention and peace-building in all their dimensions, focusing particularly on the West African sub-region. It aims to prepare students for more academic teaching and research, as well as for applying policy or practical work in this area with inter-governmental and non-governmental organizations.

### **Specific Objectives of the Program**

It is noted that universities and other institutions with similar programs may have different spectrum from which relevant and specific objectives may be drawn.

- ❖ Understand the dilemmas, tradeoffs, and potential of conflict prevention and peace building;
- ❖ Critically evaluate existing theories/conceptions of conflict and peace;
- ❖ Explore and understand the various concepts that relate to conflict and peace studies;
- ❖ Understand the various concepts of conflict prevention, transformation, and peace-building;
- ❖ Learn to identify and examine approaches to peace;
- ❖ Obtain tools for documenting and analyzing either ongoing or recent African conflicts that have been transformed by the employment of non-violent actions;

- ❖ Consider the various meanings of the concepts of peace and security and practices that may enhance them;
- ❖ Develop research skills, particularly the ability to analyze rather than simply describe and to be able to think and act creatively so as to transform conflict, etc.

The institute opened its doors to interested students for academic work/activities on 19<sup>th</sup> February, 2008. The institute runs two programs for now: post-graduate diploma program and a certificate program. The post-graduate diploma program runs for 9 months while the certificate program runs for 6 months. In addition, the institute offers Master of Arts Degree (MA) in Conflict Transformation. The costs for these programs are determined by the University of Liberia Business and Finance Office (BFO), and they are reviewed regularly.

## **Master of Arts Degree in Conflict Transformation**

### **Eligibility**

To be eligible to enter the Diploma Program applicants must:

- ❖ Be a college/university graduate from a recognized institution;
- ❖ Submit an up to-date curriculum vitae and a letter of application;
- ❖ Submit a two-page of career objectives;
- ❖ Write and pass an aptitude test administered by UL;
- ❖ Pick up an admission form from KAICT;
- ❖ Submit completed admission form with two passport size photos;
- ❖ Submit photocopy of credentials (please come with original for verification);
- ❖ Submit two letters of recommendation (on letterhead) from your supervisor or others who know your professional potential (sent separately); and
- ❖ Pay required fees to the Business and Finance Office (BFO) and obtain and submit photocopy of the receipt to KAICT office.

To be eligible to enter the **Certificate Program** applicant must:

- ❖ Be a high school graduate or above from a recognized institution;
- ❖ Submit an up-to-date curriculum vitae and a letter of application;
- ❖ Submit a two-page of career objectives;
- ❖ Write and pass an aptitude test administered by UL;
- ❖ Pick up an admission form from KAICT;
- ❖ Submit completed admission form with two passport-size photos;
- ❖ Submit photocopy of credentials (please come with original for verification);
- ❖ Submit two letters of recommendations from your supervisors or others who know your professional potential; and

- ❖ Pay required fees to the Business and Finance Office (BFO) and obtain and submit photocopy of receipt to KAICT office.

## **OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR ENROLLMENT SERVICES**

### **OFFICE OF THE ENROLLMENT SERVICES (OES)**

The Office of Enrollment Services encompasses the Admissions unit, Registration unit, Electronic Data Processing (EDP) unit, and the Records unit of the University of Liberia. The core responsibility is to assist prospective students, current students, graduating students, faculty, and staff in understanding and navigating the enrollment-related processes.

### **UNDERGRADUATE REGISTRATION PROCEDURES\***

For the undergraduate programs, registration begins and ends with a student's department. For a smooth registration process, the Office of Enrollment Services (OES) has devised and provided this set of procedures to guide all students in the registration processes. All students are instructed to follow these steps:

1. Pick up your:
  - grade sheets
  - re-admittance form
  - transfer form
  - admission letters
2. Proceed to your department with your original **UL grade sheet**, new student's letter of admission including **planning form** for guidance, verification, logging-in, and approval of your course(s). Your course load must be in line with your GPA. Regular, provisional, re-admitted, and transferred students will be advised by the department in their respective planning. Old students will be required to plan their courses in accordance with their **COURSE GUIDE** and their **GPA** on the last UL official grade sheet.\*
3. Students will be required to plan their courses according to the following rules:
  - A. GPA of 0.000 – 1.999 **MUST** carry at most **12 credit** hours
  - B. GPA of 2.000 – 2.999, **MUST** carry credit hours within the normal load per program (refer to your college).
  - C. GPA of 3.000 – 3.749, at most **19 credit** hours
  - D. GPA of 3.750 – 4.000, at most **21 credit** hours
4. Proceed with your preregistration form to the electronic data processing (EDP) unit for billing.
5. After you have collected your billing form from EDP, proceed to the Business and Finance Office (BFO) with your billed form for verification of your tuition and fees. Obtain a deposit slip in order to make payment to the designated commercial bank.
6. After you have made your payment to the bank, go back to BFO for your UL official receipt.

7. Return to your department with your control sheet, the bank deposit slip, and the UL official cash receipt to officially log-in the respective course(s), section/class roster(s); then go to your college for the dean's signature.
8. Return to the EDP with all of your documents indicating payments of all relevant tuition and fees for "Registration Complete" to be logged-in on the Pay File.
9. **FINALLY**, return to your department with your pink slip and a photocopy for verification of "**Registration Complete**".

**\*Subject to change**

**NOTE:** *Always refer to the peer-advisors or student aides if you do not understand the steps.*

Students are encouraged to register in person. The periods (timeframes) for registration are stated in the calendar. Students should have their advisors assist them in the selection of courses.

At the time of registration, students should keep in mind the following:

- ✓ Students are responsible for choosing their program of courses in the proper sequence.
- ✓ Students are advised to keep a record of all courses completed to avoid errors and duplication.
- ✓ New and transferred students (not inter-college) must present a *Letter of Admission* issued by the Office of Enrollment Services while re-admitted students present *Letter of Re-Admission* from the Office of Enrollment Services (OES).
- ✓ Students Transferring from the College of General Studies remedial and other regular college programs must present a copy of the Transfer Slip duly signed by the deans concerned.
- ✓ Provisional students with legitimate identification number (ID#) who have completed the provisional status by earning a GPA of 2.00 or better with a grade of 'C' in all planned courses, including English and Math, in the beginning semester, are qualified to obtain a *Regular Admission Letter* from the OES in order to advance to the next level.

***CHANGE IN STUDENT SCHEDULE- ADD AND DROP***

A student may add or drop a course within the specified timeframe allowed on the academic calendar (second week after the first day of class). To do so, students must file with the Office of Enrollment Services (OES) a formality describing the change. The form must be signed by the student, the instructor of the course added and/or dropped, and the chairperson of that department. The Add and Drop form should then be submitted to (OES)/College Registration Center (CRC).

A student will not be allowed to add or drop any course after this period, unless special permission is granted by the Associate Vice President for Enrollment Services. This permission will be given only in cases such as extended illness, accident, etc. No

course may be added or dropped without following the above procedures. A student will receive a grade of 'AB' in the case where he/she does not attend classes.

## **DIGITAL REGISTRATION PROCEDURES**

NOTE: **A registration system** is employed for every identified registration process; i.e., the process is done online, at the various departments, and the designated College Registration Centers (CRCs).

### **STEPS for Students who Preregistered**

1. Student goes to his/her department for advisement on his/her **processed** pre-registration control sheet;
2. Student proceeds to his/her CRC or on his/her mobile phone app/internet café to get billed on a new control sheet (**which features UL accounts with all designated banks**).
3. Student proceeds three (3) days after planning to any of the designated banks or through the e-banking system to effect payment. (The designated bank, Mobile Money center, Visa card payment will verify the student's payment right after transactions. The student is notified of "**Registration Complete**" via text message.)
4. The student goes to his/her CRC to pick up the **Registration Complete** control sheet; or prints it from any internet service provider.
5. For the **add and drop process**, student should repeat STEPS 1-5 (with the new control sheet).

### **STEPS FOR Students who DID NOT preregister; NEW, TRANSFERED, and READMITTED Students**

1. Student goes to his/her department for planning sheet to plan courses from the college bulletin;
2. Student goes to his/her department for advisement (**approval of planned courses**);
3. Student takes approved planning form to his/her College Registration Center (CRC) or any internet café for billing.
4. Student proceeds three (3) days after planning to **any** of the designated banks or through the e-banking system to effect payment. (Designated bank, Mobile Money center, Visa card payment will verify the student's payment right after transactions. The student is notified of "**Registration Complete**" via text message);
5. The student goes to his/her CRC to pick up the **Registration Complete** control sheet; or prints it from any internet service provider.
6. For the **add and drop process**, student should repeat STEPS 2-6 (with the new control sheet).

Students who fail to register on the appointed dates will be charged a late registration fee. **Students whose documents are discovered falsified risk being barred from admission to UL for up to four years, or be expelled.**

## **ADMISSION REQUIREMENTS FOR UNDERGRADUATE PROGRAMS**

A student who files an application for the UL undergraduate program is considered for admission. The application process is as follows:

1. Must successfully pass the University of Liberia Entrance and Placement Examinations (if applicable);
2. Must submit evidence of high school completion (Diploma);
3. Must submit scores from the WAEC/WASSCE/GCE advance level;
4. Must submit evidence of at least 2.00 or 70% average on a high school transcript;
5. Must submit evidence of completion of required units (transcript);
6. Must submit non-refundable application fee.

### **Testing Center and/or Admission Section Policy**

1. Successful candidates from an entrance exam administered in an academic year are allowed two semesters for admission/enrollment, after which time he/she will not be eligible for admission.
2. A candidate who challenges his/her exam results, following which the results convert to a successful pass, his/her name will also be published with successful candidates.

### **Inter-College Transfer (Change of College)**

**A student may transfer from one college to another. However,** students should be warned that course(s) that are prescribed in the previous college program but are not offered in the new college program will be counted during the determination of the total credits for graduation.

### **Pre-engineering Status**

- **A student seeking enrollment in the College of Engineering** is considered as a pre-engineering candidate until he/she has completed the first year of basic courses with a GPA of 2.500 or above.

## **EXEMPTION TO TAKING THE UL ENTRANCE EXAMINATION**

Only Division I and II of the WAEC, GCE, or WASSCE certificate are acceptable. Candidates in Division I of WAEC/WASSCE are exempted from placement exams. In addition to the GCE or WASSCE certificate, applicants must also pass at least five (5) subjects at the ordinary level including English and Mathematics. Two passes in advanced level subjects are also recommended. WAEC (Liberia) candidates who score level III are eligible to sit for the University of Liberia Entrance and Placement Examinations.

## **TIME FOR APPLICATION FOR SECOND SEMESTER ADMISSIONS**

All applications must be filed in by 21<sup>st</sup> of December in order to be considered for the next semester of that academic year.

### **FOREIGN STUDENTS**

A foreign student is an individual whose country of origin is not Liberia. He/she should meet all of the requirements as any other student who seeks admission to the University of Liberia. In addition he/she should submit:

- a. Proof of financial support (letter from sponsors);
- b. Confirmation of proficiency in the use of the English language.
- c. Authorized school records with notarized translation (if necessary);
- d. Scores derived from a National Test such as the General Certificate of Education (GCE) Test.

### **TRANSFER STUDENTS**

The University of Liberia accepts only those students from tertiary institutions recognized by the National Commission for Higher Education, including the Academic Coordination Committee (ACC) of the University of Liberia. For students wishing to transfer from a school located outside of Liberia, schools must provide credible evidence of accreditation by a recognized body in their home country. The university will only accept transferred students whose previous college records are satisfactory. Only courses with a grade of 'B' and above are transferable.

Students seeking admission to the University of Liberia who have attended other institutions of higher learning must present evidence of such attendance, and honorable withdrawal such institution.

Other requirements are:

1. an official transcript of high school
2. health certificate
3. autobiography
4. college records with an interpretation (if applicable) of the grading system of that institution.

Failure to provide the required information will be sufficient grounds for denial of admission.

Applications submitted for transfer are reviewed by the department into which the student is seeking admission. Applicants must satisfy University of Liberia requirements for entrance and for graduation. In addition to the general requirements, transferred students must submit for evaluation transcript with not less than thirty (30) credit hours.

### **EXEMPTION AND TRANSFER OF CREDITS**

Exemption with or without credit may be granted to students from other institutions. This provision is for courses which may be duplicated at University of Liberia. The university accepts credit hours from community and junior colleges upon graduation, and other institutions provided there is parallel instruction which is recognized by the UL Academic Coordination Committee.

## **STUDENTS ATTENDING NON-DEGREE SEMINARS AND WORKSHOPS OR DIPLOMAS AND CERTIFICATE PROGRAMS**

Any applicant wishing to attend non-degree seminars, workshops, or certificate programs at the University of Liberia will be considered a non-matriculated student. These students must make formal application for admission to the *Office of Professional Studies* and meet the following requirements:

- ❖ should meet all the prerequisites for the program for enrollment
- ❖ should not be a degree-seeking candidate

## **PROCEDURES FOR GRADUATION AND FINANCIAL INFORMATION**

All fees should be paid within three (3) weeks prior to commencement. No candidate shall be recommended for a degree until all required fees shall have been paid. The university cannot be held responsible for adding to an official graduation list the name of any candidate who pays fees after the list had been submitted to the Board of Trustees. Following the payment of all required fees, and upon approval of the Faculty Senate, the candidate will be recommended for the degree as of the date of the next regular meeting of the Board of Trustees when the awarding of degrees is a part of the agenda.

## **NOTICE REGARDING TRANSCRIPT PREPARATION**

The university is usually closed from December 25<sup>th</sup> – January 3<sup>rd</sup>. Transcript request processing will close during this time period and will resume on January 10<sup>th</sup>. Requests received after noon on December 18<sup>th</sup> will not be processed until on or after January 10<sup>TH</sup> of the New Year.

## **OTHER ACADEMIC MATTERS**

- *Exchange students* - students from other universities or colleges who spend a semester or two at the University of Liberia but are not seeking a degree from the university may be classified as exchange students.

## **RULES AND REGULATIONS GOVERNING STUDENTS' ATTENDANCE AT THE UNIVERSITY OF LIBERIA**

### **I. Attendance**

It shall be the duty of each student of the university to attend regularly and punctually all university assemblies, classes, and laboratory exercises. For credit toward a degree, regular attendance is required in addition to the proficiency attested by class work and examinations.

### **II. Absence**

Absence shall be counted from the beginning to the end of instructional session of every semester.

#### **A. Absence Without Penalty**

A student may be absent without penalty within a semester based of the following conditions:

1. a course that meets one weekly----- total of two absences
2. a course that meets two times weekly-----total of three absences;
3. a course that meets three times weekly----- total of five absences;
4. a course that meets four times weekly----- total of six absences; and
5. a course that meets five times weekly----- total of seven absences.

### **B. *Absence with Penalty***

A student who exceeds the limit of permissible absences from a course will be dropped from the course. The instructor shall advise the dean of the college of all such dropouts in a timely manner. Should the student who is affected furnish the dean of the college with good reasons for being absent, and if in the judgment of the dean of the college, the reasons stated were imperative, the dean may within a reasonable time re-instate the student.

### **III. Tardiness**

A student shall be considered as tardy if he/she arrives in a class **more than five minutes after the scheduled hour**. Tardiness shall count as half of an absence.

### **IV. Denial of Admission to Class**

A student may be denied admission to a class if he/she arrives more than fifteen minutes after the scheduled hour for the class. The instructor may also deny admission to a student for any reason, which in the discretion of the instructor, warrants such action, or request the student to leave the class, after having been previously admitted thereto, Denial of admission to a class shall be considered as an absence.

### **V. Examination**

Periodic examinations form a regular part of the teaching procedures at the University of Liberia. Examinations are administered regularly at mid-semester and the close of each semester as indicated in the university catalog. At times during the semester, an instructor, at his/her discretion, may administer major tests. Final examination shall be scheduled for a period of two hours and shall be given at the time indicated on the official examination schedule. Any deviations shall be cleared through the Vice President for Academic Affairs or the dean, coordinator or director to whom the instructor is administratively responsible.

## **DEFINITION OF CREDIT HOURS AND GRADING SYSTEM**

### **A. Definition of Credit Hours**

A semester hour, units in which courses are measured, is fifty minutes of lecture, recitation, and approximately two hours per week of laboratory work throughout the semester.

### **B. Grading System**

The university grading system uses the letter grade with equivalent credit points for the evaluation of academic performance. The numerical value of each

letter grade with credit point is as follow:

| <u>NUMERICAL VALUE</u> | <u>LETTER GRADE</u> | <u>INDEX NUMBER</u> |
|------------------------|---------------------|---------------------|
| 90 = 100               | A (Excellent)       | 4                   |
| 80 = 89                | B (Good)            | 3                   |
| 70 = 79                | C (Fair)            | 2                   |
| 60 = 69                | D (Poor)            | 1                   |
| Below 60               | F (Failure)         | 0                   |

A grade of “**F**” represents **failure**. There shall be no re-examination privilege. The student shall repeat the course if credit is desired. A grade of “**I**” represents **incomplete** and shall be removed by examination or by special work by the end of the semester during which the “**I**” was received. A grade of “**I**” automatically converts to an “**F**” at the end of one additional semester, following the semester during which the “**I**” grade was received.

### HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)

The following are values assigned to grades earned in an examination at UL.

| <u>Grade Earned</u> | <u>Credit Hours</u> | <u>Index Number</u> | <u>Grade Point Earned</u> |
|---------------------|---------------------|---------------------|---------------------------|
| A                   | 3                   | 4                   | 12                        |
| B                   | 3                   | 3                   | 9                         |
| C                   | 3                   | 2                   | 6                         |
| D                   | 3                   | 1                   | 3                         |
| F                   | 3                   | 0                   | 0                         |

Semester hours are assigned to courses as follow: A course that meets three times a week carries 3 semester hours; a course that meets four times a week carries 4 semester hours; and a course that meets once a week (like Physical Education) carries one semester hour. Now a student to calculate his/her grade point average (GPA) in order to know whether he/she is in good academic standing or on academic probation, he/she needs the following data:

| <u>Course No.</u> | <u>Sem Hrs</u> | <u>Grade Earned</u> | <u>Grade Point Average (GPA)</u> |
|-------------------|----------------|---------------------|----------------------------------|
| ENGL 101          | 3              | C                   | 6                                |
| PHSC 101          | 3              | A                   | 12                               |
| GEOG 101          | 3              | B                   | 9                                |
| PSYC 101          | <u>3</u>       | D                   | <u>3</u>                         |
| Total Points      | 12             |                     | 30                               |

In order for a student to arrive at his/her grade point average for the semester, he/she must divide the total points earned by the total semester hours (or credits) carried during the semester and go three decimal places to the right. Thus, 30 divided by 12 is equal to 2.500. The minimum grade point average (GPA) required is 2.000, which is “**C**”. **Anything below 2.000 places the on academic probation.**

**IF A STUDENT'S GRADES ARE AS FOLLOW:**

| <u>Course No.</u> | <u>Sem Hrs</u> | <u>Grade Earned</u> | <u>Grade Point Average (GPA)</u> |
|-------------------|----------------|---------------------|----------------------------------|
| ENGL 101          | 3              | C                   | 6                                |
| PHSC 101          | 3              | D                   | 3                                |
| GEOG 101          | 3              | C                   | 6                                |
| PSYC 101          | <u>3</u>       | F                   | <u>0</u>                         |
| Total Points      | 12             |                     | 15                               |

The student's grade point average would be 1.500 (15 point divided by 12 semester hours). **This grade point average (GPA) automatically places the student on academic probation.**

**VI. DEFICIENCIES & REMOVAL OF DEFICIENCIES**

Grades such as **F, I, ABS, DR, NG**, and in some cases **D**, are considered deficiencies. A grade of F represents failure. There shall be no re-examination privilege. A student without special permission repeats a course which he/she has failed, and both the old and new grades will then stand on the record. A student doesn't have to repeat a failed course; however, unless it is a pre-requisite to other course(s) he/she wishes to take, or if it is required for graduation. **No student shall repeat a declared major and/or minor. Such a student shall have to change his/her major and or minor.**

The grades of **I, AB, and NG** can be removed with Change of Grade within two semesters, **excluding** the semester that any of them was obtained. The grade of **DR** is considered as an action taken by the instructor of the course after the student has exceeded the required number of absences allowed, at which time the student is automatically dropped from the course. The grade of **DR** is considered as a failure and should be repeated. **A grade of "D" is an unsatisfactory pass.** There shall be no re-examination privilege. A grade of "D" may be removed only by repeating the course. However, in the calculation of the grade point average, only the last grade will be used. Failure to remove any deficiency within two semesters, excluding the semester during which the grade is received, that deficiency automatically becomes a grade of "F"

**PROBATION, SUSPENSION AND DROP.**

A student is considered not to be in good academic standing, that is, on probation, if his/her grade point average for any semester falls below 2.000 (C) at the end of the semester. However, he/she may remain at the university if his/her cumulative average is not less than 2.000 at the end of two semesters in succession. A student who fails to meet the cumulative average specified above is suspended for a period of one semester. A student so suspended has the opportunity to apply for re-admission at the end of one semester through the Office of Enrollment Services (OES).

A student shall be dropped from the university when at any time after re-admission following suspension, his/her cumulative grade point average is less than 2.000 at the end of the semester under which he/she is re-admitted. **A student dropped permanently from the university will be not allowed to come back.**

### **COURSE LOAD**

- I. Re-admitted and probation students: 12 credits hours ONLY
- II. New and old students with GPA b/w 2.000 to 2.999: 15 to 17.5 credit hours
- III. Students with GPA b/w 3.000 to 3.749: up to 18.5 hours
- IV. Students with GPA above 3.750: 19 to 20 credits hours\*

\* *The student **MUST** get written permission from his/her dean before he/she carries more than 20 credits hours.*

### **“THE ‘D’ (GRADE RULE) POLICY: REGARDING “D” GRADE**

The Faculty Senate of The University of Liberia has adopted the following policies as regards the “D” grade:

- I. Effective academic 1981, No grade of “D” will be allowed in English 101 through English 202 for any candidate for graduation.
- II. Effective academic 1982, No grade of “D” will be allowed in major/minor areas of concentration.
- I. To be eligible for graduation, a senior student will be allowed only 2 “Ds” in any area other than his/her major/minor and English 101 through English 202, with the exception of Business College. In the Business College, grades of “Ds” **are NOT allowed.**

### **INTER – COLLEGE TRANSFER GUIDELINES/PROCEDURES**

During inter-college transfer, the student changes residence and becomes a part of another college, thereby annulling links with his/her previous college. In this event, the student’s major/minor of study is automatically changed. The following constitute inter-college transfer guidelines:

1. A student desirous of inter-college transfer must be a resident of his/her previous college for at least two academic semesters and must be in good academic standing.
2. A student shall not be entitled to more than three inter-college transfers during his/her studies at the University of Liberia.
3. A student requesting an inter-college transfer must make a formal request through writing to the chairperson of his/her department, stating reason(s) for the transfer. Reasons for transfer serve only as information for department/college and cannot be a basis for denying a student’s request to transfer to another college. The chairperson shall make a request for an inter-college transfer form from the Office of the Assistant Dean of Admission.
4. The inter-college transfer letter shall be issued to the student and necessary changes made on the student’s BioData form.

5. The student should not be held liable for courses done/and or courses they may have had deficiencies in during their previous program after they have transferred. This means that for students who have transferred from one college to another (changed their major/minor) deficient grades obtained in the previous college or major/minor pathway will remain on the student's ledger, but not included in the calculation of their GPA, since the deficient grades are no longer in the student's new pathway. The deficient grades must not be used in the calculation of the student's final GPA, but are reflected on the student's UL Official Transcript.

### **CHANGE OF MAJOR/MINOR PROCEDURES**

A student desirous of changing his/her major or minor in the same college must be a resident of his/her college for two academic semesters. The following procedures must be observed for a change of major or minor:

1. The student must be in good academic standing and must have a minimum GPA of 2.000.
2. A student desiring a change of major/minor must write a communication to his/her chairperson, making such request (the chairperson shall not in any way deny the student's request). The chairperson must initiate this by requesting a change of major/minor form from OES.
3. The student must have completed a minimum of thirty credit hours during the semester the transfer is initiated.
4. The student must obtain and complete a major/minor form from the OES.
5. The student must submit the form to the relevant departments for approval.
6. The form must be sent to the OES for processing.
7. The student must collect a copy of the form from the UL post office.

### **PHYSICAL EDUCATION (PE) AND RESERVED OFFICERS TRAINING CORPS (ROTC) COURSES**

Physical education (PE) and Reserved Officers Training Corps (ROTC) courses are optional.

Students are allowed to substitute PE/ROTC with departmental electives (e.g. two 3-credit hour courses) to make up for the credits lost as the result of the student not taking PE/ROTC.

A student who attempts the first part of PE or ROTC is **NOT** required to complete the other part(s) since the grades are independent of each other. Such student must substitute the remaining PE/ROTC part(s) with a three-credit hour course. However, a student who receives a grade of 'D' in a PE or ROTC course cannot clear/remedy the 'D' by doing another course or elective. The grade of 'D' can only be remedied by re-taking and also passing that particular PE/ROTC course. While it is not essential to clear/remedy a grade of 'D' in a PE/ROTC course, such grade ('D' grade) will

stand/remain on the student's record, if the 'D' is not remedied. The above rules apply to all colleges.

### **WITHDRAWAL**

A student in good scholastic standing who officially withdraws from the university at least two weeks before the final examinations in a semester shall receive no credit for courses taken, nor be charged with failure during the semester.

Official withdrawal application forms may be obtained from the Office of Enrollment Services (OES) and shall be approved in writing by the dean, the coordinator, or the director of the college in which the student is registered, or other authorized university officials. The applicant shall include a statement about the reason(s) for withdrawal.

A student in good scholastic standing who drops out of the university at the end of a semester without filling an application form for withdrawal may re-enter the university at the beginning of a later semester. When the student remains out of school for a semester, he/she shall apply in writing for re-admission to the Office of Enrollment Services two months before the semester he desires to enter.

*NOTE: Only students currently registered should apply for withdrawal forms.*

### **READMISSION CREDITS (UNDERGRADUATES)**

Students who stay out of the university for (2) academic years or less and apply for readmission or restart shall retain all prior credits. However, students who stay out of the university for more than two (2) academic years shall be evaluated by their respective colleges or programs to determine their preparedness. Those students who pass the evaluation will be allowed to retain all previous credits, while those who fail will be required to repeat courses prescribed by their departments or programs. During a student's absence from the university, credits earned from accredited institutions approved by the University of Liberia shall be reviewed for transfer by his or her college or program. All restarting students shall be readmitted under the current curriculum of their respective college or program.

### **HONOR ROLL**

A student is considered as an Honor Student if he/she carries 15 semester hours or above and obtains a cumulative grade point average of 3.200 or above. An Honor Roll student must have received his/her semester reports. Any change of grade form processed after this period or after the list is posted, bars the student from being placed as an Honor student for that semester, even though he/she might have earned the required grade point average.

### **GRADUATION-SPECIAL HONOR**

Students will be allowed to graduate with special honor and distinction under the following conditions:

1. A maximum repeat in two courses with the cumulative grade point average equivalent to Cum Laude, Magna Cum Laude or Summa Cum Laude.
2. A student taking honor courses and completing requirements within the Honors Program will be allowed to graduate with “SPECIAL DISTINCTION” with notations on his/her final transcript.
3. A student graduating with honors will have the categories of distinction specified on his/her final transcripts as follows: “DISTINCTION”, “HIGH DISTINCTION”, AND “HIGHEST DISTINCTION”.
4. Students who take honors courses in addition to the normal course load will be allowed to graduate with these distinctions.

**Special Honors** upon graduation shall be awarded as follow:

1. Those students who obtain a cumulative grade point average between 3.250 and 3.499 shall graduate **CUM LAUDE**;
2. Those students who obtain cumulative grade point average between 3.500 and 3.749 shall graduate **MAGNA CUM LAUDE**; and
3. Those students who obtain a cumulative grade point average between 3.750 and 4.000 shall graduate **SUMMA CUM LAUDE**

### **RESIDENCY REQUIREMENT FOR GRADUATION**

In addition to specific courses, scholastic average and minimum semester hour requirements (ranges from 124 to 166 semester hours depending on the college), each candidate must spend a minimum of two years in residence at the University of Liberia, earning not less than sixty-four semester hours.

- A. Each student studying for a degree, diploma, or certificate at the university who fails to complete the prescribed course of study for the degree or diploma or certificate within the residency period established in subsection (B) below shall be immediately dropped from the university without any recourse for readmission.
- B. The residency period or requirement for each of the various degrees, diplomas, and certificates offered by the university is as follow:
  1. 4-year program: 6 years or 12 academic semesters.
  2. 5-year program: 7years or 14 academic semesters.
  3. 3-year program: 5 years or 10 academic semesters.
  4. 2-year program: 4 years or 8 academic semesters.
- C. Any student who is a candidate for a degree at the university who requests an exception to the above resident requirement must submit a written petition to the dean of his/her college, setting forth full details of his/her case, and he/she must obtain written approval from the dean. Before making a final decision in such case, the dean shall consult with

the Associate Vice President of Enrollment Services and the Vice President for Academic Affairs.

**The residency period for part-time students is 10 years.**

### **THE UNDERGRADUATE GENERAL EDUCATION REQUIREMENTS**

The university is committed to the principle that there are certain kinds of educational experiences which should be a common possession of all university students regardless of their professional goals. Therefore, the work prescribed for freshman and sophomore years aims to provide broad foundations which complement and support specialized training. This kind of education adds new dimensions to the life of the student and the relationship of his/her work and the needs of society as a whole.

### **GENERAL EDUCATION REQUIREMENTS FOR THE UNDERGRADUATE DEGREE PROGRAM ARE AS FOLLOW:**

| <b><u>SUBJECTS</u></b> | <b><u>SEMESTER CREDIT</u></b>   |
|------------------------|---|
| English                | 12 Hours (2 years)  |
| Science                | 6 hours (1 year)  |
| Mathematics            | 6-8 hours (variation depends on the College (major requirements and specialization)   |
| Social Science         | 12 hours (2 years)-distributed Physical Education 2 hours (Agriculture & Forestry students excluded), and Military Science*2 hours (Liberians only) |
| <i>*Optional</i>       |   |

Transferred students from other colleges, regardless of the number of their transferred credits or of the school in which they enrolled, will be expected to conform to the same general education requirements as do students who take all their course work at the University of Liberia. Work done at other schools which may be interpreted as comparable in subject matter to any of these general courses will be accepted as substitute credit, provided grades of "C's" or above are earned.

### **UNIVERSITY OF LIBERIA LIBRARIES**

With the founding of Liberia College in 1862, it was decided that a library should be established that would be supportive of the curriculum of this newly formed institution. The idea was slow in coming to fruition, but it became a reality many years later.

This precursor to the present day University Library System was unfortunately destroyed by fire in 1949. As a matter of fact, when the University of Liberia was established by the passage of an Act in 1951, there was no university library in existence.

Appeals were made to several foundations for assistance in reestablishing library services at the University of Liberia. The Ford Foundation responded by sponsoring a study on the conditions of the destroyed library.

The study was completed and submitted along with recommendations by Dr. Harold Lancour, Assistant Director, University of Illinois Library School. The report gave the first systematic plan for the development of the University of Liberia Library. The library was organized into four major departments: *Acquisitions* – for the purchase and processing of incoming library resources; *Cataloging* – for categorizing and classification of library materials; *Reference* – for linking library users to resources in the library, and *Circulation* – for handling and maintaining records on resources used and borrowed by library users.

Later, other essential departments were set up such as *Serials* – for periodicals, newspapers, continuations etc.; *Documents* – for significant publications from the United Nations and other international organizations, as well as professional bodies.

*Special Collections* have been set up because of heavy demands for information in the following areas: Africana – for research assignments and studies on the African Continent; UL Collection – for information and historical data on UL; These Collection – for study and research; Reserved Books – for course-related titles and high demand materials. Two other collections are now being added to our special collections which are: Remediation Collection – which will contain an assortment of secondary and lower level resources in science, mathematics, language arts, etc. to be used by students, staff, and faculty for self-development, or by those who need or want to correct their deficiencies in certain subject areas; and Liberians – which is to cover a wide range of materials on Liberian history, culture, politics, literature etc, in a deliberate attempt to provide information about ourselves and demonstrate who we are.

The University of Liberia Library is an academic unit which supports teaching, learning, and research. It consists of nine-branch libraries and reading rooms located on the four campuses of the University of Liberia.

**LIBRARY/READING ROOM**

**LOCATION**

- |   |                                      |
|---|--------------------------------------|
| 1. Agriculture & Science Reading Room       | Science Building, Fendall Campus     |
| 2. Engineering Library                      | Engineering Building, Fendall Campus |
| 3. Grad Program & Profess School Library    | Capitol Hill Campus                  |
| 4. Institute for Population Studies Library | Capitol Hill Campus                  |
| 5. Law Library                              | Capitol Hill Campus                  |
| 6. Main Library/Capitol Hill                | Capitol Hill Campus                  |
| 7. Main Library/Fendall                     | Fendall Campus                       |
| 8. Medical Library                          | Medical College Campus               |
| 9. Sinje Library                            | Straz-Sinje Tech. & Voc. College     |
| Campus                                      |                                      |

**The educational resources of UL Libraries include books, periodicals, documents (local, regional, and international), the Vertical Files, local dailies, etc. Currently, titles in library collections are non-circulating and may be used in the library or reading room. Upon presentation of a current I.D. card and Control Sheet, a student is allowed to use the library.**

UL Libraries recently acquired a computer lab funded by the Trustees of Donations for Education in Liberia (TDEL). With 70 computer stations, the TDEL Computer Lab, located on the Fendall Campus, initiated electronic research services in UL libraries. Information is no longer limited to what we have on our library shelves. We now regularly assist students, staff, and faculty in their studies and research by facilitating the use of authoritative databases with up-to-date information in a wide range of subject areas. Students, faculty, and staff are invited to benefit from this facility and thereby enjoy a richer educational experience at the university. Where possible, the UL Library System is committed to assisting the public in general with its study and research needs.

Opening and closing hours during the regular term and vacation are as follow:

All University of Liberia Libraries

Monday – Friday                    9:00 am - 5:00p.m

Saturday and Sunday            Closed

National Holidays                Closed

Please Note: Need for extended library hours beyond those given above should be worked out with the dean of libraries and the college/department requesting same.

### **THE OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs (OSA) is hosted at several locations: in the Administrative Complex Ground Floor, Fendall Campus, in the Harvey S. Firestone Building (Firestone Quadrangle, FQ), Capitol Hill Campus, and in the Administrative Building, David A. Straz Jr.-Sinje Technical and Vocational College, Grand Cape Mount County. The Vice President for Student Affairs/Dean of Students' Office and other officers are always available for consultation on students' challenges. It is important to mention that freshman students may be confronted with problems of personal adjustment, which were not experienced during high school. Students with such challenges, regardless of their nature, should feel free to request advice and assistance. This office is available at all times to help each student make adjustments that allow him/her to benefit from his/her total educational experience at the university. There are more than nineteen thousand students studying at the University of Liberia. Most are young and coming directly from high school. Others are men and women who enrolled with definite professional goals, seeking an advanced education for self-improvement.

The university seeks to provide for its students and faculty an environment that is conducive to learning. We believe that the university experience is not solely the preparation for something that will come in the future, but includes the development of responsible citizens. The OSA assists students, individually and in groups, to effectively adjust to the rigors of university life and to fully participate in activities designed to enhance personal growth and development. The OAS also serves as a supervision unit for the activities of recognized student organizations and student government. To this end, the OSA coordinates dissemination of information on general university student requirements, student activities on campus, advising and counseling programs.

### **STUDENT ACTIVITIES**

Student activities at the university are as old as the institution itself. University of Liberia students have always actively participated in and promoted student activities. These activities include sports and athletics, UL Chorus, UL Marching Band, UL Orchestra, the University Spokesman (newsletter), the annual production of the UL Yearbook, etc.

Other activities include undergraduate parties under the aegis of the University of Liberia Student Union (ULSU) and Student Political Parties. The leadership of the Student Union is determined by the undergraduate students through campus-based elections. **All campus-based student elections must be preceded by voter's registration. NO ELECTION(S) SHALL BE CONDUCTED WITHOUT VOTER REGISTRATION (the number of electorates must be determined before the election is conducted).**

**ALL RECOGNIZED CAMPUS-BASED STUDENT ASSOCIATIONS** activities must be approved by the Office of Student Affairs, and such activities up to elections must be completed by or before the last TWO (2) WEEKS to final exam.

### **ELIGIBILITY OF STUDENT LEADERS**

In order to be eligible to be a student leader, the student must not have been served a written letter of warning for misconduct and /or suspended from the University of Liberia.

All students vying for student leadership at the University of Liberia for the offices of President, Vice President and Student Representative of the Student Union, presidents/chairpersons and elected officers of county associations, campus-based organizations, religious associations, student political parties, etc., must have obtained a cumulative grade point average (GPA) of 3.00 or above.

To be eligible for the position of president or vice president, one must be a graduating senior, and according to his/her college requirements, shall have a good conduct record, and be in good academic standing. For all county associations, campus-based

organizations, and religious groups, one must be a senior student to be eligible for the positions of president, vice president, student representative, and chairman. According to his/her college requirements, one must also be a senior student to be chairman of a political party.

### **STUDENT COMPULSORY WORKSHOPS**

The Office of Student Affairs in collaboration with the Kofi Annan Institute for Conflict Transformation (KAICT) conducts student leadership workshops regularly. **All students vying for leadership positions of the Student Union shall participate in the *Two-Week Preliminary Leadership Training Workshop*, under the supervision of the Office of Student Affairs. To be eligible for leadership of the Student Union, the student also must have participated in and completed the Student Compulsory Leadership workshop at the Kofi Annan Institute of Conflict Transformation (KAICT), before the inaugural program.**

The leadership of the union comprises the president, vice president, and the student representative to the University Council. Other members of the leadership include the secretary general, and financial secretary which constitute the Executive Committee of ULSU. The executive committee coordinates undergraduate student activities at the university in close consultation with the Office of Student Affairs. The leadership of the professional and graduate schools is determined through elections by their respective student bodies. Professional schools and graduate programs students shall not hold elected or appointed position(s) in ULSU nor be eligible to vote in undergraduate elections.

**ALL SCHOLARSHIP AND FINANCIAL ASSISTANCE FUND-RAISING PROGRAMS** must be **completed** one week before registration begins. This will prevent problems for benefactors of scholarships/financial aid during registration.

### **ORIENTATION/BOND OF GOOD BEHAVIOR**

Orientation shall be held before registration for all in-coming freshmen and transferred students. It shall be compulsory that all freshmen and transferred students sign a **BOND OF GOOD BEHAVIOR** during the orientation, which is provided in the Student Handbook.

### **STUDENT GOVERNMENTS**

#### **UNDERGRADUATE**

University of Liberia Student Union (ULSU)

#### **PROFESSIONAL SCHOOLS**

Louis Arthur Grimes School of Law Student Association (LAWSA)

A. M. Dogliotti College of Medicine Student Association (LMSA)

School of Pharmacy Student Association (PHARMSAL)

#### **GRADUATE SCHOOLS**

Regional Science Student Association (RSSAUL)  
 I. B. B. Graduate School of International Studies Student Association (IBBGSISA)  
 Master of Educational Administration and Supervision Student Association (GPE-ASSAUL)  
 Master in Business Administration/Public Administration (MBA-SA UL/MPA-SA UL)  
 Kofi Annan Institute of Conflict Transformation (KAICT-SA UL)

## **STUDENT ORGANISATIONS**

All campus-based student organizations shall be duly registered in the Office of Student Affairs of the University by filing copies of their By-Laws and Constitutions and other regulations, indicating eligibility for membership purpose, aims and objectives of the organization, with at least an initial membership of three to five hundred students to the Office of Student Affairs. For recognition as a campus organization, the Constitution, By-Laws and other organizational instruments and any amendments thereto shall be reviewed and approved by the University Council upon recommendation by the Office of Student Affairs. The Office of Student Affairs can grant temporary recognition/permit to student groups for a period of three months until final approval of the University Council. The temporary permit is renewable only once. The existing organizations are as follows:

### **SOME PROFESSIONAL UNDERGRADUATE ASSOCIATIONS:**

|  |            |
|--|------------|
| College of Agriculture and Forestry Student Association, | (CAFSA)    |
| Economics Student Association                            | (ESA)      |
| Association of Management Students                       | (AMS)      |
| Engineering, Geology & Mining Student Association        | (EGSA)     |
| Mathematics Student Association                          | (MATHUSA)  |
| Political Science Student Association                    | (POSSA)    |
| Geography Student Association                            | (GEOGSAUL) |
| Biology Student Association                              | (BIOSA)    |
| Chemistry Student Association                            | (CHEMUSA)  |
| Public Administration Student Association                | (PASAUL)   |
| Accounting Student Association                           | (ASA)      |
| Sociology and Anthropology Student Association           | (SASA)     |
| College of General Studies Student Association           | (COGESSA)  |
| Mass Communication Student Association                   | (MACOMSA)  |

### **RELIGIOUS GROUPS**

|   |         |
|---|---------|
| Varsity Christian Fellowship                                | (VCF)   |
| <b>The</b> University of Liberia Muslim Student Association | (ULMSA) |
| Great Commission Movement                                   | (GCM)   |

### **SOCIAL GROUPS**

|   |        |
|---|--------|
| AISEEC – UL   |        |
| <b>The</b> University of Liberia Volunteer Movement | (ULVM) |

UNESCO Club

**The** University of Liberia Nature Club

Students Opposing Unfair Practices at the University of Liberia (SOUPUL)

\***The** University of Liberia Icon Movement (UNICOM)

*\*Temporary Status*

### **UNDERGRADUATE CLASS ORGANIZATIONS**

Freshman

Sophomore

Junior

Senior

### **REGIONAL STUDENT ORGANISATIONS**

Grand Bassa University Student Association (BASAUL)

Cape Mount “ “ “ (CAMUSA)

Sinoe “ “ “ (SUSA)

Maryland “ “ “ (MUSA)

Bong “ “ “ (BUSA)

Lofa “ “ “ (LUSA)

Nimba “ “ “ (NUSA)

Grand Gedeh “ “ “ (GGUSA)

Bomi “ “ “ (BOUSA)

River Gee “ “ “ (GEESA)

Grand Kru “ “ “ (GKUSA)

Montserrado “ “ “ (MONTUSA)

Rivercess “ “ “ (RUSA)

Gbarpolu “ “ “ (AGUS)?

Margibi “ “ “ (MARUSA)

### **PUBLIC ARMS OF THE UNIVERSITY**

All athletic teams of the University of Liberia, university players; UL chorus, and UL marching band are to function as follows:

- a. All athletic teams of the university shall be coordinated by the Director of Sports in the Office of Student Affairs along with the Department of Physical Fitness & Sports.
- b. The University Players or other student dramatic groups, shall be coordinated along with the English Department of Liberia College, and
- c. The University Chorus/choir and the UL Marching Band shall be coordinated along with the Music Department of Teachers College/Office of Student Affairs.

### **ADVISING AND COUNSELING SERVICES**

One of the purposes of the university is to provide advising and counseling services to enhance students' lives and help them recognize their needs, abilities, and values,

as well as help them become capable of meeting the moral, social, cultural, and emotional aspects of life. Emphasis is placed on the whole individual, whose total development enhances intellectual development. The Student Advisement and Counseling Services Office provides an array of activities and programs which address the needs of students from their freshman year to their career-oriented, graduate, and post graduate years. Supported by a group of trained, enthusiastic, and informed faculty members, staff, senior students, and peer advisors, the Student Advisement and Counseling Services Office provides the following:

- a. Freshman and Transferred Student Orientation
- b. General University Requirements
- c. Personal Counseling
- d. Career Planning and Exploration
- e. Effective Study Skills and Relaxation Techniques
- f. Internship
- g. Job Placement Opportunities

### **STUDENT IDENTIFICATION CARD**

Each student, at the end of registration, is issued an identification card at a reasonable cost. This card must be worn by the student at all times for identification purposes in order to obtain scholarship checks (where applicable), grade sheets, admission to university sports events (games), and library books, etc. This card is not transferable. If lost, it must be replaced via an associated service charge. The card shall be surrendered at the Office of Student Affairs when a student withdraws from the school, drops out, is suspended, or is expelled from the university.

### **STUDENT FEES CATEGORIES**

Student Handbook

Student Activity Fee **for all students**

Freshman Debut Fee (**entering freshman and transferred students only**)

ULSU - Student Union Fee **for all students**

Student Identification Card Fee **for all students**

Student Insurance Fee **for all students**

Sports Fee **for all students**

Student Support Services Fee **for all students**

Service Charge for the replacement of lost I. D. card

**Note:** Students' fees shall be determined at the beginning of every academic year and posted on the UL website, as well as on bulletins on the campuses.

### **RECREATION**

The University of Liberia Student Center provides recreation for students, faculty, staff, and their guests. It is located in the Student Union Building, Capitol Hill Campus. The center provides a pleasant atmosphere and rendezvous for collegians. A multi-purpose court, situated on the Fendall Campus, is designed for soccer, tennis,

basketball, and volleyball. The court also hosts other social activities from time to time.

### **HEALTH SERVICES**

The University of Liberia provides limited medical assistance to all enrolled students. Students who become ill are given first aid treatment at the clinics, and if necessary, referred to a medical center for further treatment. Students must present their current control sheets at all times for treatment at the clinics. These clinics are located at FQ – 25 & 26 at the Capitol Hill Campus, the Academic Building at Fendall Campus, and the Administrative Building at the Sinje Campus, Grand Cape Mount **County**.

### **INSURANCE**

Every student of the University of Liberia is covered by insurance. A fee per semester is required per student for this purpose. The coverage includes hospitalization, dismemberment, and accidental and natural death. Some **FAQ (Frequently Asked Questions)** about insurance coverage are answered below.

➤ **WHAT TYPE OF COVERAGE IS THE COMPANY PROVIDING?**

*The company provides the University of Liberia Student Group Life and Medical Insurance.*

➤ **WHO IS ELIGIBLE TO BE PART OF THIS INSURANCE?**

*All bonifide students who are legitimately registered at the University of Liberia and are holders of a legitimate UL identity card are eligible for coverage under this insurance scheme.*

➤ **IS MY DEPENDANT ELIGIBLE TO BE A PART OF THIS INSURANCE?**

*No dependent is covered or is a part of the insurance scheme.*

➤ **IF I AM PART OF THIS HEALTH INSURANCE, CAN I GO TO ANY HOSPITAL/CLINIC OF MY CHOICE?**

*No, there are recommended hospitals/clinics which are selected to serve you, and these hospitals/clinics are some of the best in Liberia.*

➤ **AM I ENTITLED TO A MEDICAL HEALTH INSURANCE FORM/SLIP WHENEVER I GET SICK WHILE AT HOME OR AT SCHOOL?**

*Yes, as long as you are in school, you become a part of this insurance, and you also automatically **qualify** for the medical form/slip.*

➤ **HOW DOES THIS MEDICAL HEALTH INSURANCE WORK?**

*Once your name is sent to the insurance company by the University of Liberia, you automatically become a part of the Student Group Life and Medical Insurance scheme because those names are also authenticated by the insurer and then*

*posted to the recommended hospitals/clinics. This Health/Medical Insurance belongs to all students who are sick and are unable to work or move about.*

➤ **WHAT KIND OF SERVICES ARE PROVIDED UNDER THIS STUDENT GROUP LIFE AND MEDICAL INSURANCE FOR THE INSURED?**

*This insurance scheme provides inpatient and outpatient services along with other benefits, such as surgical expenses benefit, hospital and special services benefit, and more.*

➤ **IS IT POSSIBLE FOR THE INSURER TO OPEN ADDITIONAL HOSPITALS/CLINICS IN AND OUTSIDE OF MONROVIA TO HELP CATER TO THE HEALTH NEEDS OF ITS STUDENTS?**

*Yes, it is possible to open up new hospitals/clinics in and outside of Monrovia; one such facility is the Sinje Clinic.*

➤ **HOW LONG ARE THESE HOSPITALS/CLINICS OPENED UP TO ME AS A STUDENT?**

*The recommended hospitals/clinics will always be opened up to anyone who is a student of this insurance scheme on a 24hr, day to day basis.*

➤ **HOW CAN I BE REFUNDED UNDER THIS STUDENT GROUP LIFE AND MEDICAL INSURANCE SCHEME, THAT IS, IF MONEY IS SPENT OUT OF MY POCKET?**

*Refunds are made only under emergency means, i.e., if you went home and could not find your way to the designated hospitals/clinics.*

➤ **STUDENTS ARE NOT INSURED FOR THE FOLLOWING:**

*Tuberculosis (TB)*

*Asthma*

*High Blood Pressure*

*Diabetes*

➤ **TERM OF COVERAGE**

*During school hours, to and from school, and school related activities*

➤ **BENEFITS**

*Medical expense per visit (OPD).....LD \$3,000.00*

*Natural Death .....LD \$30,000.00*

*Accidental Death.....LD \$60,000.00*

**RULES AND REGULATIONS TO GOVERN THE BEHAVIOR OF STUDENTS ATTENDING THE UNIVERSITY OF LIBERIA**

The University of Liberia, as part of its primary functions of teaching, researching, and rendering public service, is an institution geared towards the preparation of young people by developing their potentials to the fullest, so that they become wholesome

functioning and contributing members of the nation as a society. In the fulfillment of these functions, the university places a premium on the total development of the individual's intellectual, social, emotional, and ethical values.

It is against this background that the University Council has deemed it necessary to reinforce the existing *Rules and Regulations* of the university. The revised rules and regulations are as follow:

### **1. FRAUD**

Any student who misrepresents or falsifies records of the University of Liberia, or presents false records as authentic documents of the University of Liberia, or conspires to falsify records of the University of Liberia, shall be regarded as a FRAUDSTER and charged with **FRAUDULENT act** and/or act of conspiracy to defraud.

#### **PENALTY**

The penalty for any such act, upon proof of commission, shall be **SUSPENSION** from the University of Liberia for a period of eight (8) academic semesters or the equivalence of four (4) academic years.

### **2. DISHONESTY**

Any student who steals or defrauds the University of Liberia, shall be judged guilty, once the charge is established. Stealing or the act of fraud shall include not only the unlawful taking of funds, goods, etc. but also taking of examinations or performing course assignments by one student on behalf of other. Any student caught cheating in class or is proved to be disseminating false information or engaged in other acts of dishonesty shall be regarded as being dishonest.

#### **PENALTY**

The penalty for dishonesty, upon proof of commission of any such act(s), shall be **RESTITUTION** of funds or property; also, penalty shall range from **SUSPENSION to EXPULSION**, or even **PROSECUTION** of the culpable student, as the gravity of the offense may warrant.

### **3. USE OF OR SALE OF NARCOTICS AND DANGEROUS DRUGS**

The use of or sale of narcotics and other dangerous and/or illegal drugs by students on any of the University of Liberia campuses is strictly prohibited. By interpretation, "ON CAMPUSES" herein shall include in vehicles or in areas being used by students when on the University of Liberia's properties.

#### **PENALTY**

The penalty for violation under this prohibition, upon of guilt, shall range from **SUSPENSION to EXPULSION**, as the gravity of the offense may warrant.

#### **4. SMOKING IN BUILDINGS**

Students shall not smoke any kind of narcotic or nicotine content, herbs, etc while in any of the buildings on the University of Liberia campuses, or in vehicles being used by the university.

##### **PENALTY**

The penalty for violation of this prohibition, upon proof of guilt, shall range from **SUSPENSION to EXPULSION**, as the gravity of the offense may warrant.

#### **5. DRUNKEN BEHAVIOR/CONSUMPTION OF ALCOHOLIC BEVERAGES**

(A) Drunken behavior by students on campuses is strictly prohibited. Students who exhibit drunken behavior, disturb others, and disrupt the smooth operation of the university activities while under the influence of alcoholic beverages shall be considered an offender of this regulation.

##### **PENALTY**

The penalty for violation of this regulation, upon proof of guilt, shall range from **SUSPENSION to EXPULSION**, as the gravity of the offense may warrant.

(B) Consumption of alcoholic beverages that is not associated with a sanctioned university event within any of the Administrative or Academic Buildings on campuses is strictly prohibited.

##### **PENALTY**

The penalty for violation of this regulation, upon proof of guilt, shall range from **SUSPENSION to EXPULSION**, as the gravity of the offense may warrant.

#### **6. POSSESSION OF FIREARMS AND OTHER WEAPONS**

The possession of firearms and other weapons by students is strictly forbidden at anytime and anywhere on **all campuses** and other **facilities** of the university.

##### **PENALTY**

The penalty for violation of this regulation, upon proof of guilt, shall be outright **EXPULSION**.

#### **7. CREATING UNREST ON CAMPUS: ACTS OF HOOLIGANISM, VANDALISM, AND VIOLENCE**

Students shall not create unrest on campuses or commit acts that have the potential to create unrest; they shall not engage in acts of hooliganism, vandalism, or violence.

##### **PENALTY**

The penalty for violation of this regulation, upon proof of guilt, shall range from **SUSPENSION to EXPULSION**, as the gravity of the offense may warrant.

#### **8. ON CAMPUS STRIKE, BOYCOTT, AND DEMONSTRATION**

Engaging in on-campus strike and/or violent, non-peaceful demonstration by students, which may disrupt activities and prevent the smooth operation of the university's function, is strictly prohibited.

##### **PENALTY**

The penalty for violation of this prohibition, upon proof of guilt, shall range from **WARNING to SUSPENSION or EXPULSION**, as the gravity of the offense may warrant.

#### **9. DESTRUCTION OF THE UNIVERSITY OF LIBERIA'S PROPERTIES OR OTHER PROPERTIES ON UNIVERSITY OF LIBERIA GROUNDS**

The University of Liberia detests any willful and intentional destruction by students or others of any of its property (ies), or any other property (ies) found on the university's grounds or any property (ies) being used by the university regardless of whatever reason(s). The university will not condone any acts of such nature, which are strictly prohibited.

##### **PENALTY**

The penalty for commission of any such act, upon proof of guilt, shall range from the **RESTITUTION** of property (ies) and/or **SUSPENSION to EXPULSION**, as the gravity of the offense may warrant.

#### **10. INSULTING, ASSAULTING, AND BATTERING**

No student shall for any cause or reason whatsoever, insult, assault, or batter teachers, members of staff, fellow students, and other university personnel, or visitors to the university campuses. Insubordination shall not be tolerated on the campuses of the university.

##### **PENALTY**

The penalty for commission of any such acts, upon proof of guilt, shall range from **WARNING to SUSPENSION or EXPULSION**, depending on the magnitude of the offense.

#### **11. HOSTILE AND DISRESPECTFUL BEHAVIOR TOWARDS UNIVERSITY AUTHORITIES**

Hostile and disrespectful behavior towards university authorities, government officials, visitors to the University of Liberia, or any university personnel is prohibited. This includes insubordination towards university officials/personnel.

**PENALTY**

The penalty for violation of this prohibition, upon proof of guilt, shall range from **WARNING to SUSPENSION or EXPULSION**, as the gravity of the offense may warrant.

**12. USE OF PROVOCATIVE, ABUSIVE, OBSCENE LANGUAGES**

The use of provocative, abusive, or other obscene languages on campuses, whether against government officials, university employees, other students, or otherwise is prohibited.

**PENALTY**

The penalty for violation of this prohibition, upon proof of guilt, shall range from **WARNING to SUSPENSION or EXPULSION**, as the gravity of the offense may warrant.

**13. I.D. CARD**

During times of crisis and other times, many persons, including criminals who are not students enrolled at the University of Liberia, are found roaming about the campuses. It is therefore necessary that students of the university be properly identified at all times. Each student of the university is therefore required to wear, at all times, his/her current identification card whenever he/she on any of its campuses. In any event, the university officials or security officers may require any student to present his/her I.D. card for inspection. Refusal of any student to comply to such request will be construed as an act of insubordination. In addition, instructors may ask students to present their I.D. cards at anytime, especially during time of tests or exams.

**PENALTY**

The penalty for violation of this regulation, upon proof of being found liable, shall range from **WARNING to SUSPENSION**, as the gravity of the offense may warrant.

**14. CIRCULATION OF SCURRILOUS LEAFLETS OR OTHER PUBLICATIONS CONTAINING FALSE ALLEGATIONS**

Circulation on the university campuses of leaflets or other publications in which scurrilous and defamatory attacks are made against university administration, other university employees, another student(s), and government officials is forbidden. Moreover, the leveling of allegation(s) in any of such publications against any such person(s) is strictly prohibited (especially if the one making the allegation (s) is unable to produce evidence to substantiate the claims).

**PENALTY**

The penalty for violation of this prohibition, upon proof of guilt, shall range from **SUSPENSION to EXPULSION**, as the gravity of the offense may warrant.

## **15. UNAUTHORIZED SOLICITATION OF FUNDS AND ACCOUNTABILITY FOR STUDENTS FUNDS**

Students and student groups or organizations are hereby barred from soliciting funds or other aid from off-campus donors except with a written clearance obtained from the office of the Vice President/Dean of Student Affairs. No individual, student or group of students or **STUDENT ORGANIZATION IS PERMITTED TO ENGAGE IN FUNDRAISING** activities except with a **written permission obtained** from the office of the Vice President/Dean of Student Affairs. All funds generated from approved solicitation and fund-raising activities shall be deposited with the Business and Finance Office (BFO), UL, and may be withdrawn only with a written request properly channeled through the Office of the Vice President/Dean of Student Affairs. Officials of student organizations to whom student or university funds are especially entrusted shall be held accountable for such funds. The Vice President/Dean of Student Affairs is empowered to require accountability of funds from officials of student organizations.

### **PENALTY**

- a. In the case of unapproved solicitation and fundraising, the penalty shall range from **SUSPENSION** to **EXPULSION**, as the gravity of the offense may warrant.
- b. In the case when a student or student organization is unable to account for generated funds or for any other type of funds entrusted to the student or organization, the student or organization and the officers thereof shall be **SUSPENDED** from school until accountability and/or restitution of the full amount is made by the offending party.
- c. In the case of misappropriation or misapplication of student funds, the official/personnel shall be penalized. The penalty shall range from **RESTITUTION** to **SUSPENSION**, as the gravity of the offense may warrant.
- d. In the case when a prospective graduate is proven to be an offender regarding the misappropriation or misapplication of student funds, he/she shall be barred from graduating, and “**A HOLD**” placed on all his/her documents until restitution of the full amount shall have been made.

## **16. STUDENT ORGANIZATIONS**

- (A) All student organizations that are not registered with the Office of Student Affairs and are not based on any of the University of Liberia campuses, **SHALL NOT USE** "University of Liberia" in the organization's name or activities, either as a prefix or suffix. Furthermore, the Liberian community is hereby advised to beware of unauthorized individuals and organizations that may attempt to use the University of Liberia's name or its emblems for

personal gains and to help deter acts by any such individuals or organizations that may unlawfully obligate the University of Liberia in any manner or form.

**PENALTY**

The penalty for the violation of this regulation by an individual or officials of any organization(s) involved, upon proof of guilt, shall range from **SUSPENSION to EXPULSION**, as the gravity of the offense may warrant

- (B) In case of students forming campus-based organizations or county-student associations at the university, they shall adhere strictly to all rules and regulations governing the behavior of students at the University of Liberia. Pronouncements made by any such organizations or associations that may have repercussions on the university shall cause such organizations or associations to be terminated at the university. Organizations' or associations' activities shall be limited to education, development, and peace. In order to form student organizations or associations, the following requirements must be submitted to the Office of the Vice President/Dean of Student Affairs:
1. By-Laws and Constitution;
  2. Application letter with the organization/association's aims & objectives;
  3. List of members currently enrolled, 300-500 (ID Numbers & signatures).

**PENALTY**

The penalty for violation of this regulation, upon proof of guilt, shall range from **SUSPENSION to TERMINATION of the organization/association**, as the gravity of the offense may warrant.

**17. FINANCIAL GUIDELINES FOR STUDENT ASSOCIATIONS**

All recognized student associations or organizations must deposit all funds with the University of Liberia in accordance with **RULE 15**.

**PENALTY**

The penalty for violation shall range from **SUSPENSION to TERMINATION of the organization/association**, as the gravity of the offense may warrant.

**18. CLEARANCE FOR USE OF THE UNIVERSITY OF LIBERIA'S FACILITIES**

No student organization shall arrange any program at the University of Liberia without written permission and clearance from the appropriate university authorities to use the university facilities. Letter(s) of request for the use of the university facility must be submitted to the Office of the Vice President/Dean of Student Affairs **one to two weeks in advance, and a written clearance obtained** as stated above. A "Use of Facility" form must be completed and approved prior the hosting of the program.

**PENALTY**

The penalty for violation of this regulation, upon proof of guilt, shall range from **SUSPENSION (of the organization/association's activities) to TERMINATION of the organization/association**, as the gravity of the offense may warrant.

#### **19. CALENDAR OF EVENTS FOR ALL CAMPUS-BASED STUDENT ORGANIZATIONS**

All campus-based organizations must submit their Calendar of Activities/Events to the Office of the Vice President/Dean of Student Affairs at the beginning of each academic semester, **not later than three (3) weeks after classes officially begin**; for academic groups, **two weeks after formation (election of officers)**; for ULSU/professional/graduate student associations, **one week after classes officially begin**. *The Office of Student Affairs reserves the right to make the necessary adjustments in order to avoid conflicts in programs/activities.*

#### **PENALTY**

The penalty for violation of regulation (19), upon proof of noncompliance, shall be **DISAPPROVAL or DENIAL to execute any social project/activity** until compliance is met.

#### **20. CLEARANCE FOR SPEAKERS ON THE UNIVERSITY OF LIBERIA CAMPUSES**

No student organization shall invite any guest speaker to the UL campuses except with written clearance from the Vice President/Dean of Student Affairs, in compliance with university procedures. **Such clearance must be obtained not less than one week before the date of hosting of the program** to which the speaker is invited.

In view of the above, the following procedures are to be strictly followed:

1. Letters to government officials, speakers, invitees, etc. must be approved by the Vice President/Dean of Student Affairs **at least two weeks in advance**. Failure to comply shall result in the cancellation of the unsanctioned activities, and the student leaders involved shall be penalized.
2. Letters to the President of the Republic of Liberia and Visitor of the University of Liberia, the Vice President of the Republic of Liberia, the Speaker of the House of Representatives, the Chief Justice of the Supreme Court of Liberia, The President Pro-Tempore of the Liberian Senate, The President of the Board of Trustees of the University of Liberia, and Ambassadors accredited to the Republic of Liberia must be approved by the President of the University of Liberia or Vice President/Dean of Student Affairs of the University of Liberia **at least (2) two week in advance**.

#### **PENALTY**

The penalty for violation of this regulation, upon determination of noncompliance, shall range from **SUSPENSION to TERMINATION** of the organization, as the gravity of the offense may warrant.

## **21. LITTERING (DROPPING TRASH) ON THE UNIVERSITY CAMPUSES**

No student shall litter the University of Liberia Campuses. Any student found littering the UL campuses shall be penalized.

### **PENALTY**

The penalty for violation of this regulation shall range from requiring the student involved to **REMOVE the TRASH or face SUSPENSION**, as the gravity of the offense may warrant.

## **22. UNACCEPTABLE DRESS CODE ON UNIVERSITY OF LIBERIA CAMPUSES**

Indecent and provocative dressing by any student is prohibited. All students are expected to dress modestly or professionally, according to their gender. Attires of the following descriptions are prohibited:

1. No provocatively short skirts,
2. No provocatively open blouses,
3. No trousers showing underwears.

### **PENALTY**

The penalty for violation of this rule shall range from **WARNING to SUSPENSION**, as the gravity of the offense may warrant.

## **23. ADHERENCE TO GRIEVANCE REPORTING PROCEDURES**

In the event a student has any grievance against an employee of the University of Liberia or another student, that student must adhere to the grievance reporting procedures as outlined herein below, and as available to him/her, and he/she shall not take any action(s) that would disrupt the smooth operations of the university's activities.

### **PENALTY**

The penalty for violation, upon proof of bridge of this regulation, shall range from **SUSPENSION to EXPULSION**, as the gravity of the offense may warrant.

## **24. HOLDING OF UNAPPROVED NIGHT RALLIES, MEETINGS, GATHERINGS, PROGRAMS, ETC.**

The holding of **night-time** rallies, meetings, gatherings, and programs, etc., on the campuses of the university by student leaders, student political parties, and student campus-based organizations, etc., **without approval** from the Vice President/Dean of Student Affairs or his/her designee is strictly prohibited.

### **PENALTY**

The penalty for violation of this regulation, upon proof of guilt, shall be the application of the penalties for **Rules 10 and 17 of the Student Handbook**.

## GRIEVANCE REPORTING PROCEDURES

### FOR ACADEMIC MATTERS

**Should a dispute arise** between a student and the university, between a student and a faculty member or member of staff, or between a student and another student as to a grievance or grievances relating to academic matters, *there shall be no demonstrations, (violent or peaceful), on the campuses, no boycott of classes by students, no disturbance of the peace and tranquility on campuses, no vandalism or commotion, and no assault and battery. Without delay, however, an earnest attempt shall be made to resolve such differences in the following manner:*

#### **Step 1:**

- a) Any student who has grievance or complaint of an academic nature shall discuss the alleged complaint made in an attempt to resolve it.
- b) If the complaint is against an instructor and is not resolved with the instructor, the grievance shall be lodged with the advisor/chairman. The instructor or advisor/chairman shall resolve the matter within five days and submit his/her decision in writing to the parties concerned.
- c) If the academic matter originates from the Office of Enrollment Services, the first step in the procedure for investigation shall be the dean of the student's college.
- d) In a case where the dean of the student's college is involved, the first step should start with the Vice President for Academic Affairs.
- e) Should the complaint be against the Vice President for Academic Affairs, the first step shall commence with the President of the University of Liberia.

**Step 2:** If the complaint is not resolved at step 1, the aggrieved party shall submit within one week for redress a written grievance addressed to the chairman of the department in which the student is enrolled, provided it is not a grievance against the chairman of that department. In the case where this situation occurs, the dean of the college shall investigate the complaint within one week and submit a decision in writing to the parties concerned.

**Step 3:** Either party to the dispute shall be at liberty to take an appeal from the ruling of the dean of the college to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall investigate the complaint by way of the findings and the decision of the dean of the college. The Vice President for Academic Affairs shall render his/her ruling in writing within ten (10) working days after receipt of the complaint.

**Step 4:** Any party who is not satisfied with the decision of the Vice President for Academic Affairs shall have the right to take appeal to the Faculty Senate, whose decision shall be in writing and shall be final. Parties to the dispute shall be accorded the privilege to appear before the Faculty Senate to argue for or deny their respective positions. The Senate's decision shall be communicated to the parties within two (2) weeks after hearing the evidence. Failure to take an appeal at steps 1, 2, or 3 on the expiration of one month shall render the matter closed, and no re-litigation shall be allowed.

**FOR NON-ACADEMIC MATTERS**

Should differences concerning non-academic matters arise between a student and the University of Liberia, between a student and a faculty member or a university employee, or between a student and another student, there shall be no demonstration (violent or peaceful) on the campus (es), no organized boycott of classes by students, no disturbance of peace and tranquility on campus (es), no vandalism or commotion, and no assault and battery. However, an earnest effort shall be made to resolve without delay such differences in the following manner:

**Step 1:**

- a) Any student who has grievance or complaint should discuss the alleged complaint with his/her assigned advisor, except when the advisor is the person against whom the complaint is made.
- b) If the complaint is against his/her own advisor, the dean of the college in which the student is enrolled shall within three (3) days designate a temporary advisor to hear the complaint. The advisor shall resolve the matter within five (5) days and submit his/her decision in writing to the parties concerned. In case the dispute involves students residing on the dormitory, they should file their complaint with the Head Resident or Dormitory Committee.

**Step 2:**

- a) If the complaint is not resolved at step 1, the aggrieved party shall submit within one week a written grievance addressed to the Vice President/Dean of Student Affairs for redress, provided it is not a grievance against the Vice President/Dean of Student Affairs.
- b) If the complaint is against the Vice President/Dean of Student Affairs, the President of the University of Liberia shall within three (3) days designate any competent person to hear the complaint. The Vice President/Dean of Student Affairs or any person designated by the President of the University of Liberia shall investigate the complaint within ten

(10) days and submit a decision in writing to the President of the University of Liberia for the benefit of all the parties concerned. When no appeal is taken by either party within five (5) days, the president shall proceed to implement the decision rendered.

- c) Where an appeal is taken by the Vice President/Dean of Student Affairs, the matter shall lie with the University of Liberia Council.

**Step 3:**

Either party is at liberty to take an appeal from the ruling above to a three-man Grievance Committee which shall be appointed by the Chairman of the University of Liberia Council. This committee shall comprise of a student representative, a representative from the Office of Student Affairs, and a representative from the Louis Arthur Grimes School of Law. Any of them may serve as chairman. Membership of the committee shall be rotational after one year tenure. The committee shall re-investigate the complaint by way of reviewing the findings and decision of the Vice President/Dean of Student Affairs. The committee shall make its rulings in writing within ten (10) days after hearing evidence from the parties. If the grievance involves three or more students, and it is of more serious or complex nature and ramifications, the first point to start in channeling the grievance for redress shall be at Step 3. Where the Vice President/Dean of Student Affairs is involved, either party may appeal to the University Council.

**Step 4:**

Following an investigation into a complaint and the ruling resulting therefrom, any party who is not satisfied with the decision reached shall have the right to take an appeal to the University Council, whose decision shall be in writing and shall be final. Parties to the dispute shall be accorded the privilege to appear before the council to argue for or defend their respective positions. The council's decision shall be communicated to the parties within two (2) weeks after hearing the evidence.

*Failure on the part of anyone to take appeal either at step 1, or step 2, or step 3 after the duration the of one month, the matter shall be rendered null and void, and no re-litigation based on it shall be permitted or allowed.*

**CAUTION: Students are strongly advised to EXHAUST the grievance mechanism FULLY BEFORE SEEKING REMEDIAL REDRESS ELSEWHERE.**

**INTERIM SUSPENSION**

1. The Vice President/Dean of Student Affairs may impose disciplinary suspension or a restriction before the student goes through university disciplinary proceedings. *Interim Suspension* shall be enacted when the Vice President/Dean of Student Affairs or his/her designee determines that there is a reasonable basis to determine that the continued presence of the student at the university presents a threat to others at the university, to the student, and/or to the university property.
2. Students on *Interim Suspension* shall not be allowed into residential halls, or on any of the university campuses (including classes).
3. A student on *Interim Suspension* shall meet with the Vice President/Dean of Student Affairs or his/her designee in ten (10) working days to review his/her suspension.

### **CLEMENCY FOR SUSPENSION/EXPULSION**

Students who have been **suspended** from the University of Liberia may seek clemency under the following circumstances and conditions:

1. The person must **have served at least half of his/her term of suspension before** expressing a request for clemency. The request for clemency must be made in writing addressed to the Vice President/Dean of Student Affairs or to the President of the University of Liberia, stating reason(s), and including the person ID number, college, and status prior to his/her suspension.
2. Upon receipt of the request for clemency, the president may empower an advisory panel to advise him/her. The advisory panel shall review the request for clemency, conduct a personal interview with the **suspended** person, and/or conduct other forms of inquiry as needed.
3. The advisory panel must make appropriate recommendations to the President of the University of Liberia regarding the clemency and include specific conditions, if any, for reconsideration or readmission.

### **GUIDELINES FOR ALL DORMITORY OCCUPANTS AT UL**

A complete set of guidelines for occupancy of all dormitories at the University of Liberia is under review, and will be available under separate cover. **In the interim, the following rules and regulations apply to ALL students who reside in the University of Liberia dormitories:**

- A. To be eligible for a dormitory space, one must be a full-time student of the University of Liberia.
- B. All students shall be paired in all the dormitories on the basis of seniority. Priority in all cases shall start with senior students first and freshmen students last.

### **RULES AND REGULATIONS:**

1. All students seeking occupancy on the dormitory must apply prior to occupancy through the University of Liberia Housing Department, followed by signing of the official University of Liberia housing contract.
2. Only students who are assigned to dormitory rooms with a signed contract shall occupy the rooms. **Absolutely no graduate or student is allowed to turn over a room to another person or another student.**
3. No student is allowed to have any other person(s) (his/her spouse, children, girlfriends, boyfriends), or animal spending the night or sleeping or residing with him/her on the dormitory. **All visitors must leave the dormitory by or before 10:30pm.**
4. The use of dormitory rooms and facilities to hold unauthorized meetings is prohibited.
5. No student shall remove any property (ies) of the university from any of the dormitories.
6. Destruction of any property of the University of Liberia is prohibited.
7. Once a student is suspended for academic or other reasons, he/she is no longer a student of the University of Liberia for the duration of his/her suspension. The student must leave the dormitory immediately with all of his/her personal effects. Failure on the part of that student to do so, the dormitory administration shall not be held responsible for any item(s) left by the student in the dormitory. The student suspended must reapply for dormitory space after his/her suspension is lifted.
8. There shall be no fighting or use of abusive or obscene languages in the dormitory.
9. **Coal pots are strictly prohibited in all rooms within all dormitory buildings,** except in the identified kitchen where coal pots are allowed.
10. No student is allowed to sleep out of the dormitory without first informing the Head Resident of his/her intention to be away and of the number of days he/she will be away.
11. Students who are assigned rooms and who move in but do not occupy the room (reside in the dormitory room) will be required to turn over the room. Rooms are intended for students who reside in the dormitory room.
12. Dormitory (resident) students shall be in the dormitory by 12:00 midnight on week days (Sunday–Thursday) and 2:00 am on weekends (Friday – Saturday). Exceptions to the rules are clinical Medical & Pharmacy students who have assigned hours that require them to work late at a hospital.
13. All students must cooperate with the Head Resident along with the sanitation committee to **help keep the dormitories clean and habitable for all students** at all times.
14. Any other rule(s) that are deemed appropriate to ensure the smooth operation of the dormitories shall be promulgated.

**PENALTY**

The penalty for violation of any of the above rules upon proof of guilt shall range from **SUSPENSION to EXPULSION**, as the gravity of the offense may warrant.

*Note: The above rules are in addition to the Rules and Regulations in the Student Handbook of the University of Liberia.*

**(Words and music by Edwin J. Barclay)**

Lux in Tenebris, O Alma Mater  
To thee we lift our joyous lay;  
May thy benignant radiance far spreading  
Lighten our years for aye;

Here in thy halls thy sons and thy daughters  
Gathered afar from our wide domain,  
Gratefully chant thee a paeon of praises  
In an exulting strain

\*Now we look back on lustrums departed  
Years that were mingled with blessings and bane;  
Yet through thy trials proudly thou reignest,  
Queen shall forever reign.

Cherishing Mother, O our Liberia  
Long may thy fame for ages endure,  
May the bright promise of years now departed  
Thy future sons secure.

Light in the darkness; cherishing Mother  
To thee we lift our voices in praise,  
May the bright beams from thy portals streaming  
Lighten the coming days.

*\*As amended in 1956. The line formerly read:  
("Today we make ten lustrums departed").*

## THE LIBERIAN NATIONAL ANTHEM

All hail Liberia hail, all hail  
All hail Liberia hail, all hail  
This glorious land of liberty  
Shall long be ours

Tho' new her name  
Green be her fame  
And mighty be her power

Tho' new her name  
Green be her fame  
And mighty be her power

And mighty be her power  
And mighty be her power

In joy and gladness  
With our hearts united  
We'll shout the freedom  
Of a race benighted  
Long live Liberia, happy land,  
A home of glorious liberty  
By God's command.

A home of glorious liberty

By God's command.

(2)

All hail Liberia hail, All hail  
All hail Liberia hail, All hail  
In union strong success is sure  
We cannot fail

With God above our rights to prove  
We will o'er all prevail  
With God above our rights to prove  
We will o'er all prevail  
We will o'er all prevail  
We will o'er all prevail  
With hearts and hands

Our country's cause defending  
We'll meet the foe  
With valor unpretending  
Long live Liberia, happy land,  
A home of glorious liberty  
By God's command.

A home of glorious liberty  
By God's command

## THE LONE STAR FOREVER

When freedom raised her glowing form  
On Montserrado's verdant height  
She set within the done of night  
Midst lowering skies and thunderstorms  
The star of liberty!  
And seizing from the waking morn  
Its burnished shield of golden flame,  
She lifted it in her proud name,  
And roused a nation long forlorn  
**To nobler destiny**

**REFRAIN**

*The Lone Star forever!*  
*The Lone Star forever!*  
*O long may it float*  
*O'er land and o'er seas!*  
*Desert it! No! Never!*  
*Uphold it, forever*  
*O shout for the Lone Star banner-all hail!*

Then speeding in her course along  
The broad Atlantic's strand,  
She woke reverberant through' the land  
A nation's loud triumphant song  
The song of Liberty!  
And o'er Liberia's alter fires  
She wide the Lone Starred flag unfurled  
Proclaimed to an expectant world,  
The birth of Africa's sons and sires,  
The birth of Liberty!

**REFRAIN**

Then forward, sons of freedom, March!  
Defend the sacred heritage!  
The nations call from age to age  
Where'er it sounds 'neath heaven's arch,  
Wherever foes assail  
Be ever ready to obey  
'Gainst treason and rebellion's front,  
'Gainst foul aggression in the brunt  
Of battle lay the hero's way  
All hail, Lone Star, all hail!

**REFRAIN**

*Words and music by Edwin James Barclay*

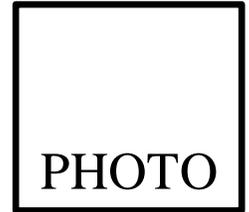
**ADOPTED BY THE UNIVERSITY OF LIBERIA COUNCIL**

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2018

SIGNED: \_\_\_\_\_  
SECRETARY TO THE U.L COUNCIL

THE ENTIRE UNIVERSITY OF LIBERIA FAMILY WELCOMES YOU TO THE CAMPUS WITH THE HOPE THAT YOU WILL MAKE USE OF ALL OPPORTUNITIES AFFORDED YOU. PLEASE DO NOT HESITATE TO SOLICIT ASSISTANCE, OR MAKE INQUIRES WHENEVER IT IS NECESSARY.

**OFFICE OF STUDENT AFFAIRS  
UNIVERSITY OF LIBERIA  
P.O. BOX 10-9020  
1000 MONROVIA, 10 LIBERIA, WEST AFRICA**



**BOND OF GOOD BEHAVIOR**

**KNOW ALL PERSONS BY THESE PRESENT:**

That in consideration of acceptance and enrollment as a student of \_\_\_\_\_ College at the University of Liberia, I, \_\_\_\_\_ holder of the University ID No. \_\_\_\_\_, having attained adulthood, do hereby agree to abide by, observe, and obey all laws of the Republic of Liberia and all Rules and Regulations of the University of Liberia; to submit and obey the authority and all decisions made by the President of the University of Liberia or through him/her by the Council of the University, the University Faculty Senate and/or other legitimately constituted bodies, or any disciplinary proceedings against me. The condition of this undertaking is such that should I fail to behave, maintain and conduct myself as set forth SUPRA, then in that case, the University of Liberia through the appropriate body, shall, consistent with the procedures laid down in the aforementioned Rules and Regulations of the University of Liberia, institute disciplinary proceedings against me (including denying me the right and privileges to remain a student thereof).

Failure on my part to sign this BOND shall deny me admission to the University of Liberia.

\_\_\_\_\_  
Full Name of Student                      ID #

\_\_\_\_\_  
Signature of Student                      Cell #

\_\_\_\_\_  
Signature of Parent/Guardian

Cell #: \_\_\_\_\_

**WITNESS:**

1. \_\_\_\_\_ Cell #: \_\_\_\_\_

2. \_\_\_\_\_ Cell #: \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OFFICE OF STUDENT AFFAIRS  
UNIVERSITY OF LIBERIA  
P.O. BOX 10-9020  
1000 MONROVIA, 10 LIBERIA, WEST AFRICA**

**FRESHMAN REGISTRATION FORM**

**PERSONAL DATA**

- a. Name: \_\_\_\_\_  
                    Last                      First                      Middle                      ID No:  
Cell #: \_\_\_\_\_
- b. Date of Birth: \_\_\_\_\_ Nationality \_\_\_\_\_ Sex: \_\_\_\_\_
- c. Marital Status: ( ) Married ( ) Divorced ( ) Single ( ) No of children
- d. Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_
- e. Current Address: \_\_\_\_\_ County: \_\_\_\_\_
- f. Name of High School: \_\_\_\_\_ High School  
location: \_\_\_\_\_
- g. Are you receiving a Scholarship/Financial Aid? ( ) Yes, ( ) No. If yes, What is the  
source? \_\_\_\_\_

**ACADEMIC**

- a. What is your intended major/field of study? \_\_\_\_\_ minor \_\_\_\_\_
- b. Are you an entering freshman? ( ) Yes ( ) No or Transferred student Yes ( ) No ( )
- c. During the freshman orientation you will be able to meet with representatives from the eight (8) undergraduate colleges of the University of Liberia. The colleges are: Liberia College (College of Social Sciences and Humanities), Teachers College, College of Business & Public Administration, College of Science & Technology, College of Agriculture & Forestry, Straz-Sinje Technical & Vocational College, College of General Studies, and College of Engineering.

**DO NOT WRITE BELOW THIS LINE**

OFFICE USE ONLY: \_\_\_\_\_

PEER ADVISOR: \_\_\_\_\_ COLLEGE: \_\_\_\_\_

YEAR OF ADMISSION: \_\_\_\_\_ DATE: \_\_\_\_\_