

**Cuttington University
Suakoko, Bong County
Liberia**

**GENERAL INFORMATION FOR
ADMISSIONS & ENROLLMENT
2009/2010**

GENERAL INFORMATION

ADMISSIONS AND ENROLLMENT

Cuttington University is historically committed to providing a quality education to its students. It firmly believes that learning is continuous, and therefore subscribes to the notion of lifelong learning. Each applicant is reviewed carefully based on entrance requirements as defined by the university. In choosing its students, Cuttington does not discriminate on the basis of race, sex, religion, national origin, or personal disabilities. All students admitted are screened on placement examinations in English and Mathematics as determined by the office of Admissions, Records and Registration. Cuttington is academically “quality-driven” and has historically provided for young people in Liberia and from other parts of Africa and the world, to have access to higher education. It reserves the right to grant or deny admission based on recommendations from the Admissions Committee

APPLICATIONS, PROCEDURES AND REQUIREMENTS

Applications for admission to Cuttington University may be directed to:

*The Office of Admissions
Cuttington University
Suakoko, Bong County
P.O. Box 10-0277
1000 Monrovia 10, Liberia
West Africa*

Each student who files an application is considered for admission. Following this initial application, the process is as follows:

- 1. *Submit evidence of high school completion (Diploma).***
- 2. *Submit scores from the West Africa Examination Council (WAEC).***
- 3. *Submit evidence of 2.00 high school cumulative GPA.***
- 4. *Submit evidence of completion of required units.***
- 5. *Submit non-refundable application fee.***

Freshman college students seeking admission to the university must present evidence of having graduated from an accredited high school with a “C” (2.00) or better average, and thirteen (13) units of high school work.

REQUIRED UNITS

- ❖ *English* *4 units*
- ❖ *Math* *3 units (2 years of Algebra and 1 year of Plane Geometry)*
- ❖ *Social Science* *3 units*
- ❖ *Electives* *3 units*

LOCALLY RECOGNIZED UNIVERSITIES FOR CREDIT TRANSFER

Cuttington University recognizes the following local universities:

- ❖ *University of Liberia (UL)*
- ❖ *African Methodist Episcopal University (AMEU)*
- ❖ *Stella Maris Polytechnic, United*
- ❖ *Methodist University (UMU), and*
- ❖ *African Methodist Episcopal Zion University (AMEZU)*

Students who apply from these institutions are ensured maximum transferability of credits of up to 75 credits only. All transfer students must do a minimum of 52 credit hours at Cuttington University to meet graduation requirements.

TRANSFER STUDENTS

Cuttington University accepts only those students whose previous college records are satisfactory. Only courses with a grade of “C” and above will be transferable.

All students who have attended any institution of higher learning must present evidence of such attendance and honorable withdrawal. An official transcript of high school and college records, with an interpretation of the grading system, is also required. Failure to disclose such information will be sufficient grounds for denial of admission.

Applications submitted for transfer are reviewed by the Academic Standing Committee and applicants must satisfy Cuttington University requirements for entrance and for graduation. They must earn at least 30 hours of academic credit at CU and, with a minimum of fifteen credit hours in their major areas at CU to qualify for graduation.

EXEMPTION AND TRANSFER OF CREDITS

Exemption without credit may be granted to students from other institutions. This provision is to provide exemption for the student for work, which may be duplicated at Cuttington. Only courses with a grade of "C" and above will be transferred subject to approval of the Academic Standing Committee (ASC). Transfer students from junior colleges are accepted on a grade point average of "B" or above. Cuttington accepts up to 64 credit hours from junior colleges or other two-year institutions with the approval of the ASC.

Petitions for exception will be received by the ASC within two weeks time after registration. Early in the semester, the student will be given a written examination; with a grade of 2.00 or better, the requirement in question will be waived. For exemption with credit, a student must score at least a "B" or above.

SPECIAL STUDENTS

Any applicant wishing to attend Cuttington University as a non matriculated student must make formal application for admission and meet the following requirements:

- ❖ *Be a high school graduate;*
- ❖ *Meet all the prerequisites for the courses he intends to take;*
- ❖ *Have the instructor's approval for all courses in which he enrolls;*
- ❖ *Enroll in only two (2) courses;*
- ❖ *Not be a degree candidate;*
- ❖ *Not re-enroll in a course he has failed twice*

Considering the post-war attitudes of most parents, entry to the special student category is limited to interested candidates who are working and seeking a professional enrichment.

REMEDIAL STUDENTS

High school graduates who sit and fail to meet the requirements for the regular college program may be accepted in the remedial category intended to upgrade their academic background and to prepare them for college work.

Requirements

- ❖ *Take the entrance exam and be qualified as a remedial student*
- ❖ *Duration of the program is one semester*
- ❖ *Must make a "C" grade in both remedial courses (Math 010 & Eng. 010) to be accepted in the regular program*
- ❖ *A student who makes a "C" in one course and fails one may be allowed to go to another semester to redo the course and pass it to qualify for the regular program*
- ❖ *A student who fails both remedial courses is dropped from the college at the end of the semester and may be allowed to re-sit the entrance exam*

FOREIGN STUDENTS

Foreign students are those individuals whose countries of origin are outside of Liberia.

They should meet all of the requirements as any other student who seeks admission to

Cuttington by submitting:

- 1. Evidence of financial support*
- 2. Evidence of proficiency in the use of English*
- 3. Formal application*
- 4. Authorized school records with notarized translation (if necessary)*
- 5. General certificate of Education, Scholastic Aptitude Test Scores, or*
- 6. The West African Examination Council Certificate*

Only Division I and II of the GCE/WAEC Certificate are acceptable. Candidates in Division I of WAEC are exempted from placement exams.

Applicant must also pass at least five (5) subjects at the ordinary level including English and Mathematics. Two passes in advance level subjects are also recommended.

READMISSION

Students who were separated from the University for a semester or more must apply for re-admission to the Registrar. The Academic Standing Committee (ASC) will review all applications during the first semester for second semester. They must meet the requirements for admission as prescribed by the ASC.

As long as students are in continuous residence from the date of entry, they will be held accountable for the degree requirements in effect at the time of entry; however, once they drop out and return to school, they will be accountable for the degree requirements in effect at the time of return. Deviations from this policy will be permitted only upon appeal of the individual student to the ASC within one semester after the date of return. The ASC will decide each case upon its individual merits.