



RULES AND REGULATIONS

- 1.1 CLASS ATTENDANCE.** Students may not be more than 5 minutes late for class. Class attendance sheets must be signed for each lesson. Ensure your full correct name is in the attendance sheet.
- 1.2 TESTS & ASSIGNMENTS** should be done as time tabled. Any exemptions from sitting tests and examinations must be sought from the office of the Registrar well in advance.
- 1.3 FEE PAYMENT** rules must be strictly observed. Any student found in class not having paid fees will be **EXPELLED** unless he can show proof that he/she has such authority from the Finance Director. Students **MUST** register as current students every new semester/trimester, to access facilities and services in the university. Students found attending classes not paid for will be **SUSPENDED** from the university and will be required to **pay fees in full** for that whole section.
- 1.4 UNIVERSITY IDENTIFICATION CARD** should be carried at all times including copies of fees receipts. No student will be allowed into the University without student ID. Any student found **IN THE ACT OF EXCHANGING STUDENT ID CARDS** will be **PENALIZED** and **SUSPENDED** from the university. Lost student cards must be reported immediately and will only be replaced at a cost of **Kshs.600**.
- 1.5 SMOKING & DRINKING** is banned at KCAU. Students found smoking in the compound will face the disciplinary committee and will be **SUSPENDED** from the University. Smoking of any form of drugs e.g. bhang will result in **EXPULSION**. Drunkenness is completely unacceptable. Any student reported to be drunk in the University will be suspended immediately.
- 1.6 FIGHTS, BRAWLS, FORGERY & THEFT** will not be tolerated. Such cases will be treated as criminal offences and will be referred to the police. Students involved in such offences will face the disciplinary committee, where they will be **EXPELLED** or **SUSPENDED** depending on offence committed.
- 1.7 MOBILE PHONES AND WALKMANS** must **not** be put on while in class at all. Walkmans may only be used in the fields out of class hours.
- 1.8 ARRESTS BY POLICE.** Students are governed by the overall laws of the land that govern other Kenyans and can be arrested by the police if they infringe these laws, whether on campus or outside. In the event of such arrest, the student should immediately inform the University. Students should note that the University will not interfere with the Police when they are carrying out their duties in accordance with the laws of the land.
- 1.9 MEETINGS, PROCESSIONS AND DEMONSTRATIONS** It is a serious offence for any student to organize or participate in any meetings, demonstrations or processions for which permission has not been granted by the University. Students should not undertake unauthorized ceremonies.
- 1.9.1 UNIVERSITY PROPERTY** A student or a group of students will be held-responsible for any damage to University property as a result of misuse or willful destruction of such property by the student or that group of students.
- 1.9.2 LOSS OR DAMAGE OF STUDENTS' PROPERTY.** The University will not be held responsible for losses or damage to students' property while at the University premises hence every student is expected to take care of his/her valuables.
- 1.9.3 FIRE FIGHTING APPLIANCES.** It shall be a serious offence against University regulations to interfere with, damage or remove (other than for fire-fighting purposes) any fire fighting appliances.

1.9.4 EMERGENCY In case of an illness, urgent crisis etc. students should report to the Nurse, Security officer or the Dean of Students. In the absence of these officers, such reports should be made to the Registrar and respective Deans of the faculties.

1.9.5 CORRESPONDENCE No students shall make any public statements on behalf of the students association or students' societies on matters affecting the University without specific authority from the relevant authority.

Invitations of Government ministers, politicians, and representatives of foreign countries to visit the University in their official capacity shall be channeled through the University authorities.

2.0 UNIVERSITY FUNCTIONS AND EVENTS. All students are expected to adhere and respect University functions and events. The university has authority to define the structure and dates for such functions/events in line with the University's activity plan. Students should also note that the University will not re-schedule such events/ functions to suit particular needs of any individual student.

2.1 DRESS CODE This dress code applies to all the days of the week and also to all KCA functions at the CPA Centre and elsewhere. To ensure that high Professional and academic standards are maintained; all students must dress decently and observe the following dress code;

Ladies will NOT be allowed into the University when wearing:

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|---|--|
| Tight trousers | Hipsters |
| Tunck tops | Tight clingy skirts |
| See-through tops | Dress tops |
| Sleeveless tops | Shorts or pedal pushers/Three quarter trousers |
| Mini skirts | Head gear including caps and scarves |
| Long and multiple slit skirts | Dreadlocks |
| Sandals (only smart open shoes are allowed) | Coloured braids except black/brown |

Gentlemen will NOT be allowed into the University when wearing:

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|------------------|---|
| Shorts | Plaited or chemically treated hair |
| Earrings | Caps or any other headgear |
| Dreadlocks | Long unkempt hair |
| Sleeveless tops | Sandals (only smart open shoes are allowed) |
| Sagging trousers | |

If students come in any of these items, the Security officers at the gate will request them to go back home and change.

NB: Students should be familiar with all rules relating to computer labs, Examinations and library in the respective departments. Remember ignorance is no defense hence each student should make an initiative to get in touch with all necessary information while at the University from the respective Deans and the University Registrar.

I have read and understood the University rules and accept the regulations for the good order and governance of the university.

Student Name: Signature:

Date:

Parent/Guardian's Name: Signature:

Parent/Guardian's Contact: Date:

DEAN OF STUDENTS