STARDOM UNIVERSITY

Academic Policies and Procedures

1. Purpose

To establish a consistent framework for academic planning, delivery, assessment, progression, academic integrity, and review, aligned with the current catalog and approved program documents.

2. Scope

Applies to academic programs and courses within the University's applicable legal and regulatory scope, and to students, faculty, and authorized academic personnel.

3. Policy requirements

Core principles

Academic decisions must be based on published requirements, approved program documents, consistent criteria, and documented records.

Program titles, award titles, duration, units or credits, course requirements, delivery methods, and learning outcomes must match the current approved catalog and program specifications.

No policy may be applied in a way that conflicts with applicable law, the signed enrollment agreement, or mandatory student disclosures. Any conflict must be referred to the authorized institutional officer for review.

Teaching and learning

Each course must have a current course outline stating learning outcomes, topics, required learning activities, assessment methods, grading criteria, deadlines, and required resources.

Students must receive clear information about the learning platform, participation expectations, instructor communication, and available academic support.

Changes that materially affect a program or course must be reviewed and approved through the University's documented academic change process before implementation, subject to applicable requirements.

Assessment, grading and progression

Assessment must be aligned with stated learning outcomes and applied consistently. The course outline must explain assessment weights, grading scale, submission rules, and feedback arrangements.

Grades and academic decisions must be recorded in the official student record system and accessible only to authorized personnel.

Requests to review a grade or academic decision must follow the published review or appeal procedure. Deadlines and permissible grounds must be stated in the applicable student-facing documents.

Academic integrity

Plagiarism, cheating, impersonation, falsification, unauthorized collaboration, and other forms of academic misconduct are prohibited.

Course and assessment instructions must explain any restrictions on external assistance and the use of artificial-intelligence tools. Students remain responsible for the accuracy and attribution of submitted work.

Suspected misconduct must be reviewed fairly, documented, and handled under the separate Academic Integrity Policy and applicable appeal route.

Responsibilities and records

Academic Affairs maintains approved academic regulations, coordinates program and course reviews, and retains evidence of academic decisions and revisions.

Faculty and academic staff must apply approved criteria, maintain accurate records, protect student information, and refer exceptional matters to the authorized academic decision-maker.

Students are responsible for reading the catalog and course requirements, meeting published deadlines, maintaining academic integrity, and using official channels for academic requests.

4. Responsibilities

Academic Affairs is responsible for maintaining this policy, coordinating implementation, retaining evidence, and proposing revisions. The President of the University is the final approving authority.

5. Review and document control

At least annually and whenever a material academic or regulatory change occurs.

The approved version must be version-controlled, published in an accessible format, and reconciled with the current catalog, enrollment agreement, applicable academic documents, and other policies. Superseded copies must be archived or clearly marked.

6. Regulatory and publication note

This policy does not itself establish BPPE approval, accreditation, government recognition, or authorization to operate. Statements about the University's legal or regulatory status must reflect current, independently verified evidence. Before publication, confirm the policy's applicability to the relevant legal entity, programs, and student population.

Approval / Effective Date: January 2026 | Next Review: January 2027

This policy must be interpreted consistently with applicable law, the current University Catalog, and the relevant enrollment agreement.