

Bachelor of Computing Sciences (BCS)

Length: 4-year degree from TRU

8 Semesters, plus 4 work terms.

v Description

This program is a four-year co-operative education program designed to meet global standards with eight academic and four work terms. There is a core emphasis on Computer Application systems supported by learning about quality, up-to-date computer software & usage. Technical management and supervisory procedures will further compliment the student's educational experience. Technical and non technical courses provide a solid foundation in Communications, Technical writing, application software; system software, Hardware, quality assurance and project management introduce the wide range of activities associated with computer science environment.

The BCS degree is designed for a wide range of candidates including (but not limited to):

- Graduates of any (non-computing) undergraduate program in Science, Art, or Engineering wishing to obtain a second degree in Computer Science.
- Graduates of two year diploma programs in Computing, MIS, and Information Science.
- Students currently enrolled in a UCC Science program.
- Past graduates of BCS or any undergraduate computer program wishing to upgrade their knowledge and skills.
- Recent high school Graduates.
- All those wishing to enter a career involving computer-based systems with special emphasis on medium and small sized companies and organizations.

Eligibility

The student has to clear English & Maths entrance for admission. In case student does not meet English and maths requirement, CIIS offers various career paths for such students. The CIIS student applying for Thompson Rivers University (TRU) Program would be writing the CIIS- TRU Test known as ACCUPLACER

For more information : www.accuplacer.com

There will be levels in ACCUPLACER Test. If the student scores 5th,4th can take admission. He has take some program of ESL (English as a second language) along with their academic course.

CIIS Program Entry Requirements:-

English 72+ Direct Admissions

English Below 72 (Entrance, Accuplacer)

Math 48+

Fee & Finance:

CND \$5000 in India per year (in India) .

For more information

Contact Program Coordinator **Salil Kumar Ghosh**, 9914464158

Email:sghosh@theciis.org

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v **Career Opportunities**

Graduates may find a range of occupation in computer science, manufacturing and service and Information Technology companies. They may become part of a team in software building and consultant in the IT world. Careers are possible in design, application building, quality assurance, testing, management, technical sales and service, computer parts and assembly. Computer application building, software sales, Technical support & Technical writing industries are among graduate employers.

v **Program Learning Outcomes**

The graduate has reliably demonstrated the ability to:

- Apply the principles of computer science, mathematics & engineering sciences to solving technical problems and make decisions
- Ability to find Computer solutions to business problems
- Hone Technical skills combined with business acumen
- A ability to think and the drive to learn
- People-to-people communications
- Quickly adapt to changing market requirements
- Keep abreast with new methods and techniques
- Design, implement, maintain and upgrade information technology systems

v **Practical Experience**

Co-operative Education at Thompson Rivers University has been designed to blend career ambitions with university studies in order to enhance the student's skills through real and relevant work experience. This blending affects much more by learning how to make the adjustment to the work environment and the development of professionalism.

Students enrolled in the Bachelor of Computing Science program are required to complete four work terms prior to graduation. Each is four months in duration. Many co-op employers hire students for full-time employment following graduation. During the 16 months spent on work terms, students will acquire valuable experience in the Information Technology & other Computer science & service Industries.

Co-operative Education is a mandatory component of all Co-op programs at Thompson Rivers University. It has been designed as a process by which student integrate their academic education with work experience relating to their program of study. Co-op reinforces the skills and theory learned during the academic semesters, develops professional contacts, job knowledge and career path, improves human relations and communication skills, and promotes personal maturity and financial independence. It is recommended that students attend and participate in any scheduled Cooperative Education. Sessions are scheduled for all first-year students and will be helpful in ensuring success in subsequent Co-op work terms

Schedule for Admit Category Students

Ø **SEM 1**

- COMP 114 Computer Programming I
- COMP 157 Introduction to Data Processing Principles
- ENGL 181 Business, Professional and Academic Composition
- COMP 253 Small Computer Systems: Organisation and Architecture
- MATH 138 Discrete Structures I for Computing Science

Ø **SEM 2**

- COMP 124 Visual Basic Computer Programming II
- COMP 167 Data Processing Tools and Techniques 2
- ENGL 193 Report Writing and Oral Presentations
- MATH 139 Discrete Structures II for Computing Science
- COMP 263 Small Computer Systems: Communication and Networks

Ø **Co-op 1**

Ø **Co-op 2**

Ø **SEM 3**

- COMP 252 Programming in C++
- COMP 256 Database Programming
- COMP 257 Systems Analysis and Design I
- COMP 268 Special Topics in Computing
- MGNT 070 Principles of Management

Ø **Co-op 3**

Ø **SEM 4**

- COMP 254 Information Resource Management and Issues
- COMP 262 Advanced E-Commerce and Web Applications
- COMP 264 Languages – Advanced Programming
- COMP 266 Introduction to Object-Oriented Programming
- COMP 267 Systems Analysis and Design 2

Ø **SEM 5**

- COMP 213 Introduction to Computer Systems
- COMP 223 Data Structures and Algorithm Analysis
- COMP 341 Operating Systems
- COMP 483 Multimedia
- MNGT 143 Introduction to Marketing

Ø **Co-op 4**

Ø **SEM 6**

- COMP 327 Computer Networks
- COMP 352 Software Engineering
- COMP 361 Database Systems
- COMP 345 Human Computer Interaction Design
- BBUS 272 Organizational Behaviour

Ø **SEM 7**

- COMP 324 Internet and Security Issues
- COMP 341 Operating Systems
- COMP 371 Artificial Intelligence
- COMP 461 Advanced Database Systems
- MNGT 281 Introduction to Human Resource Management

Ø **SEM 8**

- COMP 425 Computer Network Administration
- COMP 451 Systems Software Design
- COMP 434 Modelling and Simulation
- COMP 491 Project
- MNGT 248 Marketing Communications
- COMP 491 Project
- MNGT 248 Marketing Communications II

Note: Information contained in Institution documents regarding the program is correct at the time of publication. Academic content of programs and courses is revised on a regular basis ensuring relevance to the changing educational objectives and employment market needs. The Institution reserves the right to add or delete programs, options, courses, timetables or campus locations subjects to sufficient enrolments and availability of courses.

CIIS Semester Progression Path for FALL2009 COHORT as on applicable from Sep2009

Category - ADMIT

SEM1	SEM2			SEM3		SEM4	SEM5		SEM6	SEM7	SEM8
FALL2009	WIN2010	SUM2010	FALL2010	WIN2011	SUM2011	FALL2011	WIN2012	SUM2012	FALL2012	WIN2013	SUM2013
COMP114	COMP124	COOP1	COOP2	COMP 252	COOP3	COMP 254	COMP 213	COOP4	COMP 327	COMP 324	COMP425
ENGL181	ENGL193			COMP		COMP 262	COMP 223		COMP 352	COMP 341	COMP

				256							451
COMP253	COMP263			COMP 257		COMP 264	COMP 354		COMP 361	COMP 371	COMP 491
MATH138	MATH139			COMP 268		COMP 266	COMP 483		COMP 345	COMP 461	COMP 434
COMP157	COMP167			MGMT 170		COMP 267	MGMT 143		BBUS 272	MGMT 281	MGMT248

Category - LEVEL5

SEM1	SEM2			SEM3		SEM4	SEM5		SEM6	SEM7	SEM8
FALL2009	WIN2010	SUM2010	FALL2010	WIN2011	SUM2011	FALL2011	WIN2012	SUM2012	FALL2012	WIN2013	SUM2013
ESAL57	COMP114	COOP1	COMP124	COMP 252	COOP2	COMP 254	COMP 213	COOP3	COMP 327	COMP 324	COMP425
ESAL58	ENGL181		ENGL193	COMP 256		COMP 262	COMP 223		COMP 352	COMP 341	COMP 451
COMP253	COMP263			COMP 257		COMP 264	COMP 354		COMP 361	COMP 371	COMP 491
MATH138	MATH139			COMP 268		COMP 266	COMP 483		COMP 345	COMP 461	COMP 434
COMP157	COMP167			MGMT170		COMP 267	MGMT 143		BBUS 272	MGMT 281	MGMT248

Category - LEVEL4

SEM1	SEM2			SEM3		SEM4	SEM5		SEM6	SEM7	SEM8
FALL2009	WIN2010	SUM2010	FALL2010	WIN2011	SUM2011	FALL2011	WIN2012	SUM2012	FALL2012	WIN2013	SUM2013
ESAL47	ESAL57	COMP114	COMP124	COMP 252	COOP1	COMP 254	COMP 213	COOP2	COMP 327	COMP 324	COMP425
ESAL48	ESAL58	ENGL181	ENGL193	COMP 256		COMP 262	COMP 223		COMP 352	COMP 341	COMP 451
COMP253	COMP263			COMP 257		COMP 264	COMP 354		COMP 361	COMP 371	COMP 491
MATH138	MATH139			COMP 268		COMP 266	COMP 483		COMP 345	COMP 461	COMP 434
COMP157	COMP167			MGMT170		COMP 267	MGMT 143		BBUS 272	MGMT 281	MGMT248

SEQUENCE OF COURSES FOR EACH SEMESTER MAY CHANGE AS PER THE UNIVERSITY CALENDAR,

BUT AS ON THIS DATE WE WILL FOLLOW THIS SCHEDULE FOR FALL2009 INTAKE.

1. Not more than five courses will be offered in each semester in which ESAL 47, ESAL48, ESAL57 and ESAL58 will be included with a full semester tuition fee
- 2.If a student is taking three or more courses in a semester ,he/she will be considred full time and has to pay full tuition fee
- 3.If a student is taking only one or two courses in a semester then student will get admission as part time student and student will have to pay 630 \$(Canadian Dollar) per course as tuition fees.
- 4.For admit category, student will have to achieve 6.5 band in IELTS exam with minimum of 6 band in each part.
- 5.All L4 student may rewrite IELTS exam and may skip the ESAL L5 courses, if they submit their result before 31 DEC2009 to Registration Department.

1. APPLICATION AND ADMISSION

a) Application Process

All students applying to CIIS must submit the complete application form along with Notary-attested transcripts of grade 10th and 12th & copy of DMC of last attended college

b) Admission Requirement

S No.	Program	Eligibility Criterion for Admission
1	Bachelor of Computing Science (BCS)	<ul style="list-style-type: none">○ Should have 48% and above in 10th Maths or 12th Maths and 12th All Clear.○ Should have 72% or above in 12th English or IELTS Score of overall 6.5 Bands with 6 in each or TRU Accuplacer Test score *(L-96, LU-111, RS-115, SM-111, OI-6, E-6)

c) Admission Guidelines

The admission policy adopted in CIIS is developed to ensure that all applications are considered fairly and equitably.

Ø Selection Criteria

When there are equally qualified applicants than the available seats available in a given program, the institute will use formal selection techniques to determine the final selection. The selection criteria and techniques include academic requirements and performance, information session participation, resumes, reports, portfolios, physical health and age requirements. These techniques may vary from program to program.

Ø **Conditional Acceptance**

Applicants may be conditionally accepted. All conditions must be met before the final acceptance is granted.

Ø **Waiting Lists**

Qualified applicants who are not selected initially may be placed on the waiting list. The admission selection procedure will be used to establish the order of waiting list and which applicants will be placed on that list.

d) Re Admission

You must apply for re-admission in any of the following circumstances:

- 1) You fail to remain continuously registered following the typical sequence of semesters for your program.
- 2) You fail or withdraw from 50% or more of your courses.
- 3) You receive a promotional decision from your program area that indicates you must re-apply for admission because of unsatisfactory progress in your courses

2. REGISTRATION

The registration process begins after you have been accepted into a program or course at **CIIS**. This process involves the following:

- a) Payment of tuition and other fees.
- b) Receipt of a personalized Timetable and Signing of a Course Enrolment Record (CER)

The CER identifies the courses for which students are registered in the stated semester and the timetable defines the class, section and time of each course.

- c) The signed CER is a proof of the enrolment in respective courses.

STUDENTS MUST REGISTER FOR EACH INDIVIDUAL SEMESTER. REGISTRATIONS ARE NOT AUTOMATICALLY BROUGHT FORWARD TO THE NEXT SEMESTER

Any extenuating circumstances can be discussed with the Principal and request given in writing.

A. Student Classification

Students admitted to programs are classified as follows

- **FULL-TIME STUDENT**
- **BCS Programs from TRU:**

The students are considered a full-time student in any semester when they are enrolled in at least 70% of that semester's course hours (which is usually 13 hours of a total of 18 hours per week) and at least 66% of that semester's program course load (which is typically 3 or above). Exempted and withdrawn courses are not considered in the calculation. See individual program outlines for specifics about your course hours and program course load for each semester.

√ **FULL-TIME REGISTRATION**

The program outline and program-tracking sheet identifies the required courses, options available and the graduation requirements for each program. You are registered full-time when you have been assigned a personalized timetable or completed the Course Enrolment Record form, and all fees have been paid or arrangements have been made for payment.

√ **PART TIME STUDENTS**

A student who registers for TRU programs with less than 1-2 of a regular full program will be classified as a part-time student.

B. Pre-requisites /Co-Requisites

√ **PRE-REQUISITES**

Pre-requisites are courses that you must successfully complete before being registered for subsequent courses. If you do not successfully complete a pre-requisite, you cannot officially register in the subsequent courses. You are NOT registered in a course if you are missing its pre-requisite even if you attend classes and receive evaluation results before your absence from the class list is discovered. If you fail, withdraw, or do not complete pre-requisite courses, it is your responsibility to complete any outstanding

course(s) in the next semester it is offered (subject to space availability). These courses should take priority should a timetable conflict occur.

v **CO-REQUISITES**

Co-requisites represent two or more courses that must be taken at the same time. If you fail, withdraw, or do not complete co-requisite courses, it is your responsibility to complete outstanding course(s) in the next semester it is offered (subject to space availability). These courses should take priority should a timetable conflict occur.

Note: If you fail one of the co-requisites, you need to repeat the failed co-requisite course only.

C. CREDITS AND AUDIT STATUS

- Credit status applies when you are registered in a credit course for the purpose of receiving credit.
- Audit status applies when you are registered in a credit course but will not be receiving a credit; this must be specified at the time of registration and is a privilege, not a right.
- All pre-requisite requirements are applicable to the audited courses.
- Permission to register for audit status must be obtained from the Institute Director and course instructor.
- Tuition fees for audited courses and credit courses are the same as regular fee, but you are not entitled to examination or any other evaluation privileges, nor will you receive a grade or credit for the audited course.
- Note: Approval for audit status will be determined after full-time and part-time registration is complete and is subject to the seat availability. Priority is given to students seeking credit status.

Audit Test

To ensure the quality of the course is maintained to our Academic Partner's standards, randomly audit tests are conducted by CIIS Partners Institution at the end of the semester. This audit consists of review of assignments and tests. It is mandatory for all the students to take this final audit tests.

EVALUATION PROCESS of CIIS

The students are evaluated on multiple grounds. Generally, the students are evaluated on the following points –

- Ø Mid-term Exams

- Ø Class Participation
- Ø Attendance
- Ø Assignments
- Ø Final Exam
- Ø Group Projects
- Ø Quiz
- Ø Course outlines will be followed with respective weightages for all courses under each program.

EXAMINATIONS

- Mid-term examinations shall be given only in class times as described in the course outlines and shall not exceed the time assigned for each class unless otherwise mutually agreed with the instructor and students as per respective course outlines.
- A meaningful proportion of course evaluation will be provided to the student prior to the last day to withdraw from a course in each semester.

SCHEDULING OF FINAL EXAMINATIONS

- Final examinations in semester courses that make up more than 15% of the final grade shall be scheduled only during the prescribed final examination period.
- Final examination in the semester courses will be conducted in the examination week
- Final examination schedule will be announced by course content Instructor in the 13th week of semester Schedule.
- Students failing to submit No dues certificate in the 13th week of semester schedule will not be eligible to write final exam.

STEPS TO BE TAKEN IN THE EVENT OF A MISSED TEST/ASSIGNMENT/MID TERM

In the event a student misses a mid-term examination, the student should:

- Contact the instructor prior to the exam informing the instructor of the particular situation and attempt to reschedule the exam or arrive at another mutually acceptable solution.

- Inform the instructor as soon as possible after the missed mid-term examination and attempt to devise a mutually acceptable resolution.
- Generally a domestic affliction or illness will be accepted as reasons to miss a mid-term examination; however, the instructors have latitude to accept other legitimate reasons.

STEPS TO BE TAKEN IN THE EVENT OF A MISSED FINAL EXAMINATION

- In the event a student misses a final examination for illness or domestic affliction and wishes to seek a remedy, the student shall report this fact to the instructor within two working days from the date of the scheduled final exam, if s/he wishes to seek a remedy.
- In the event a student received prior information that illness or domestic affliction will result in a missed final examination, the student should inform the Program Coordinator immediately.
- In any case in which a student claims that circumstances beyond the student's control have caused the student to miss all or part of a final examination or to miss the deadline for requesting a remedy for a missed final examination, the student shall report these circumstances, in writing, to the Program Coordinator as soon as possible after their occurrence.
- In all cases in which a student seeks remedy for missed final examinations, the Registrar may require a medical certificate or other substantiating documents for validation. When, in the judgment of the Registrar, the student's reason is invalid, the student shall be refused any further remedy.
- Upon receipt of a valid reason for a missed final examination, the Program Coordinator shall notify the Department concerned that an application for remedy has been made.
- In consultation with the instructor and Department Coordinator, the Program Coordinator will either:
 - Arrange for a suitable final examination which shall be provided and marked by the appropriate instructional department; or
 - In exceptional circumstances and after due consultation with the instructor and Department Coordinator, grant the student a standing in, and full credit for, the course based on the student's achievement.

GRADING SYSTEM ADOPTED

In order to achieve uniform standard and comparability, standard letter grading systems is established. All final official grades shall be assigned and reported according to this letter grade system. The grading system for CIIS programs is as follows –

TRU programs:

Academic/Career/Developmental Programs			
Letter Grade	Numerical Grade	Grade Pts	Letter Grade Definitions
A+ A A-	90 - 100 85 - 89 80 - 84	4.33 4.00 3.67	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
B+ B B-	77 - 79 73 - 76 70 - 72	3.33 3.00 2.67	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
C+ C	65 – 69 60 - 64	2.33 2.00	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.
C-	55 – 59	1.67	Pass. Some understanding of

			principles and facts but with definite deficiencies.
F	0 - 54	0.00	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.
DNC		0.00	Did not complete the course - no official withdrawal or less than 50% of course work completed.

Grades - Calculation of Grade Point Average

- For each course taken the grade point value of the mark is multiplied by the credit value of that course.
- The total number of grade points is divided by the total number of credits to obtain the grade point average (GPA).
- The GPA is calculated only on the courses taken for credit.
- A course or grade may not be deleted from the permanent record.
- However, if the student repeats a course only the highest grade will be used in the calculations for total grade point average. Students can view their most current grades using TRU's Web services "TRU Online (<http://www.cariboo.bc.ca/admreg/ucconline.html>)". If you have any questions concerning your official online grade record, contact the Admissions/Registration Office.
- No statement of grades, diploma or certificate will be issued until the student has cleared up all obligations to TRU in the way of fees, overdue library books, or outstanding fines and loans.

CALCULATION OF WEIGHTED AVERAGES

- Program Weighted Average (PWA) and Semester Weighted Average (SWA) are used to determine promotional status and eligibility to graduate.
- The SWA includes all credit courses taken in the semester (excluding Fundamentals courses as of Fall 1998). The SWA is calculated by multiplying the final course grade by the course hours to give the weighted grade.
- $\text{Grade} \times \text{Total Course Hours} = \text{Weighted Grade}$
- The weighted grades from each course is then totaled and divided by the total hours for all courses taken in that semester (excluding Fundamentals courses as of Fall 1998) to calculate the Semester Weighted Average.
- $\text{Sum of All Weighted Grades} = \text{SWA (Semester Weighted Average)}$
- Sum of Total Hours
- The PWA is computed similarly and includes all course grades and hours for all semesters in your program.

In cases of repeated courses, which are identified by (*) on your transcript, only the most recent grade achieved is calculated in the program-weighted average.

1. ACADEMIC RIGHTS AND RESPONSIBILITIES

v Students Academic Responsibilities

Students are responsible for conducting themselves in a manner that brings credits to themselves and the college community. The responsibilities are as follows:

1. Always tell the truth

You will not lie, cheat, or steal in your academic endeavors. You will forthrightly oppose each and every instance of academic dishonesty. You will let your conscience guide the decision to communicate directly with any person or persons you believe to have been dishonest in academic work. You will report breaches of academic integrity to the appropriate faculty or Principal.

2. Protect your Work and Know your rights

Do not allow anyone access to the work you prepare for evaluation, whether test, examination or assignments, etc. You are only one who should receive credit for what you know, unless prior agreement has been reached with your instructor that group work (and group credit) will be allowed. Your rights in the academic, human and legal arenas are important to ensure a smooth path. Do not let anyone diminish the values of your achievements by taking unfair means.

3. Acknowledge your Sources

While writing a paper, report or other evaluated work, you must use your own ideas. In case you are using ideas other than your own, use quotation marks/ summarize/ paraphrases. It is imperative to cite your sources with an in-text citation and include a list of references. Use Cites and Sources (copy available in LRC) standard of writing, as your model.

2. DISHONESTY AND MISCONDUCT

The following six areas constitute the major types of academic dishonesty and are subject to penalties and constitute Misconduct.

v CHEATING

Cheating is the use of inappropriate or unacknowledged materials, information or aids in any academic work. Students will not request others to conduct research or prepare any work for them. Students will not submit identical work or portions for credit or honors more than once without prior approval.

v FABRICATION

Fabrication is the falsification or invention of any information or citation in an academic work. Invented information will not be used in any laboratory experiment or other academic work without the prior authorization of the instructor. It is dishonest, for instance, to analyze one sample in an experiment and invent data based on that single experiment for several more required analyses. The actual and original source of the information must be acknowledged in the citation. A book review, for instance, cannot be quoted and presented as a quotation from the original book itself.

v PLAGIARISM

Plagiarism is the representation of the words or ideas of another as one's own in any academic work. To avoid plagiarism, every direct quotation must be identified and properly cited in the text. Acknowledgment is required when material from another source in

print, electronic or other medium is quoted, paraphrased or summarized in whole or in part, even when put into your own words. Please note that plagiarism of any part of a work is academic misconduct; there is no partial responsibility or penalty. Plagiarism can be subtle, so should be discussed with the instructor.

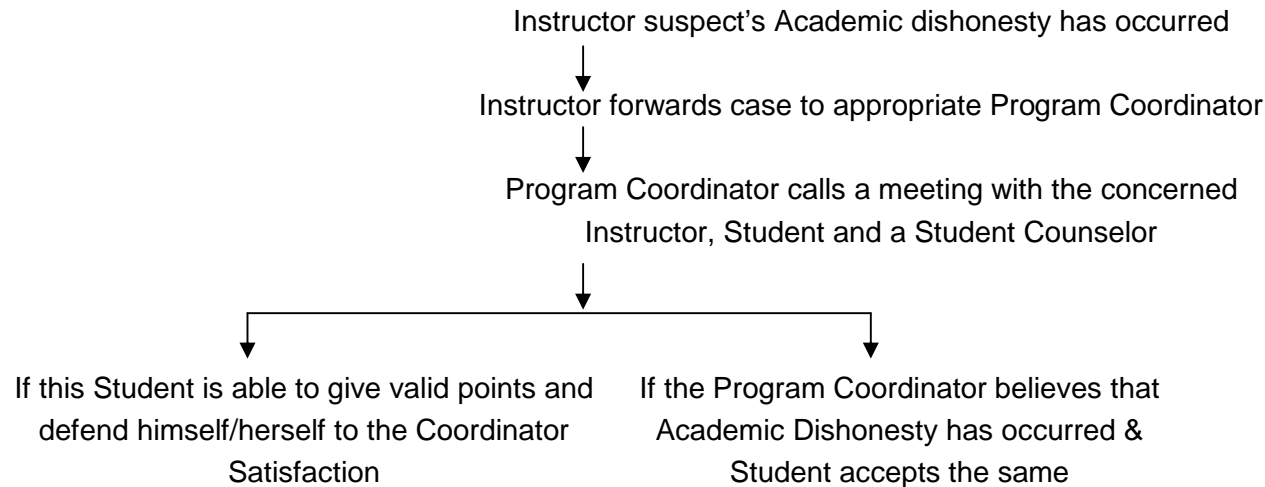
✓ **FACILITATING ACADEMIC DISHONESTY**

Student who knowingly or negligently allow their work or portions of their work or drafts of their work to be used by other students or who otherwise aid others in committing academic dishonesty are violating academic integrity. This applies to students who hide, misrepresent or falsify information related to an incident of academic dishonesty. Such students are held guilty who receive and use the material or is involved in the incident directly, even though they may not themselves benefit from that act of dishonesty.

✓ **DENYING ACCESS TO INFORMATION OR MATERIAL**

It is a breach of academic integrity to deny others access to academic resources or to deliberately impede the progress of another student or scholar. This would include giving other students false or misleading information, making library or shared resource material unavailable to others by stealing, deliberately misplacing, defacing or destroying any of these resources, including computer files that are not your own.

a) Academic Misconduct Process





He/She is free from Academic Dishonesty.
Case is Dismissed



Academic Misconduct Form (AMF) is
filled and is issued to the student.

b) Academic Penalties

INSTANCE OF OFFENSE	MINIMUM	MAXIMUM
First	Mark of "0" in the work evaluated	Immediate dismissal from the college for the current plus one subsequent semester.
Second	Mark of "0" in the course where misconduct occurred, plus immediate involuntary withdrawal from all other courses that semester.	Immediate dismissal from the college for 3 years
Third	Mark of "0" in the course where cheating occurred, plus immediate involuntary withdrawal from all other courses that semester, plus dismissal from the College for one calendar year from the end of the present semester.	Immediate dismissal from the college for 5 years.

c) Academic Appeal Process

In any academic activity at the institute, students are responsible and accountable for academic integrity. Academic misconduct will be disciplined according to the severity of the offences

A committee of Student Counselor and Program Coordinator can frame the penalty dues upon intensity of the misconduct.

You can appeal for a mark in the following:

- Ø Assignment
- Ø Test
- Ø Examination or Practical Experience
- Ø A Final mark for the Course
- Ø Missing/ incorrect Assessment Information on the Grade Report/Transcript.

Note: No fees are refunded to students who are dismissed from the college for misconduct

d) Academic Appeal

	HEARING	TIME LIMIT
FIRST	Course Instructor	Appeal within 5 Working Days
SECOND	Program Coordinator	Appeal Within next 3 Working Days
THIRD	Principal	Within three working days of meeting with Program Coordinator

If the issue remains unresolved, the student may submit a written appeal to the Principal within the next three working days and determine the next step with the student, the teacher and the Coordinator. The Principal will either uphold the teacher's decision or suggest other options. The decision of the Principal will be final.

BCS Department location and Phone Number					
11	Mr. Salil K Ghosh	Program Coordinator Computer Studies	sghosh@theciis.org	611	B-105
12	Ms. Shivani Tayal	Faculty	stayal@theciis.org	601	B-206
13	Mr. Vivek Sharma	Faculty	vsharma@theciis.org	614	B-305
14	Mr. Gurinder Singh Duggal	Faculty	gduggal@theciis.org	601	B-206
15	Ms. Richa Rampal	Faculty	rrampal@theciis.org	672	C-301