



MEMORANDUM

To : Full-time (FT) Students

From : Registrar

Date : 27th June 2025

SUBJECT : ELIGIBILITY REQUIREMENTS FOR JULY/AUGUST 2025 EXAMINATIONS

This memorandum outlines the eligibility requirements for the July/August 2025 examinations. To be eligible to sit for these examinations, candidates must meet the following requirements:

1. Attend at least 80% of the scheduled classes for each course, as required by the University Senate.
2. Complete 100% of the continuous assessments (CAs) for all enrolled courses, with all grades accurately recorded. Access to CA Week III and the final examinations requires payment of at least 80% of tuition fees.
3. Download the examination slip from the Student Information System (SIS) after paying at least 80% of tuition fees. The examination slip is mandatory for entry into the examination room.

Failure to meet these requirements will result in ineligibility to sit for the examinations. Candidates can download their examination slip from the SIS upon confirmation of the 80% fee payment and completion of all CAs from **Wednesday, 9th July 2025**.

For inquiries or assistance with the examination registration process, contact the Assistant Registrar, Examinations, on **0977494444**


Polity Chilombe

Cc: Vice-Chancellor
Cc: Deputy Vice-Chancellor: Academic; Research and Innovation
Cc: Dean of Students
Cc: Chief: Financial Officer; Librarian; Internal Auditor
Cc: Principals, Satellite Colleges
Cc: Deans and Directors
Cc: IT Manager
Cc: Deputy Registrar, Academic
Cc: Guild President

