

**SPIRITAN UNIVERSITY COLLEGE**

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**ACADEMIC POLICIES AND CODE OF ETHICS  
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### Vision Statement

The vision of Spiritan University College is grounded in the motto, “Spiritus Veritatis” (Spirit of Truth). It has the vision to become an academia of excellence in research and teaching in truth and wisdom in African Philosophy, human and social sciences in Ghana and West Africa and to disseminate productive information for national development and also for the progress of the Church.

### Mission Statement

Spiritan University College is a Catholic University founded by the Congregation of the Holy Spirit, the Spiritans. Spiritan University College is devoted to helping students to seek practical wisdom and truth and develop a harmonious relationship between faith and reason. This is done through comprehensive quality liberal, professional, Catholic and Spiritan education in a serene and conducive environment.

Like any Catholic institution, the College has a student centred ethos of education and lays much emphasis on participatory and discovering methods that enable students to develop well integrated personalities.

Originally devoted to the training of religious, missionaries and social workers for the Church and the society at large, the College has opened its doors to the general public and trains civil leaders, business entrepreneurs to be good and productive citizens, and bring moral and social values and skills to bear on their social, business and political responsibilities.

As a Spiritan institution, we are committed to the poor and the marginalized in our society.

Beginning with education in the humanities, the College has the vision to venture into the training of personnel in business, education computer science and law.

## NON-DISCRIMINATION AND NON-HARASSEMENT POLICY

The College is motivated by its Catholic and Spiritan identity, values, equality of opportunity, human dignity, ethnic and cultural diversity, both as an educational institution and as an employer. The College prohibits and does not engage in discrimination or harassment on the basis of ethnicity, religion, nationality, gender, age (except as provided by law), disability or status. This policy applies to all programmes and activities of the College, including, but not limited to, admission and employment practices, educational policies, scholarship and loan programmes and athletic or other College-sponsored programmes. This is our commitment in accordance with our religious values and applicable laws of Ghana. Nothing herein, however should be interpreted as a waiver by the College of its own Constitutional and legal rights based upon its religious affiliation.

## UNDERGRADUATE PROGRAMMES

### Faculty of Arts

BA Philosophy and Social Sciences  
BA Sociology and Economics  
Diploma Philosophy and Religious Studies

### School of Business

B.Sc. Business Administration (Accounting Option)  
B.Sc. Business Administration (Banking and Finance Option)  
B.Sc. Business Administration (Human Resource Option)  
B.Sc. Business Administration (Marketing Option)  
B.Sc. Business Administration (Entrepreneurship and Small Business Management)  
B.Sc. Finance and Management  
B.Sc. Economics and Finance

## GRADUATE PROGRAMME(S)

MA Theology

## DURATION OF STUDIES

Spiritane University College runs a standard four-year undergraduate degree programmes based on the successful completion of Senior High School Education. However, some students may be admitted directly to Second Year (Level 200) or Third Year (Level 300) depending on the assessment and recognition of the results of their prior studies.

- a. Four-Year degree programme (120-135 credits)
- b. Three-Year Diploma programme (90-126 credits)

### **Advance Credit for Prior Studies**

An Advance Credit is a bulk credit awarded to students admitted directly to Level 200 or 300 depending on the assessment of their prior studies. Advance Credit for direct admission to Level 200 or 300 is 30 or 60 credits respectively. Advance Credits will appear on the student's transcript but will not be included in the calculation of his/her CWA

Students admitted to Level 200 or 300 will normally start their programmes with Level 200 or 300 courses and move upward but may be required by Faculties or Departments to take make-up courses at a lower level where necessary, provided that the total number of make-up courses shall not exceed six (6) credits.

### **ENTRY REQUIREMENTS FOR ADMISSION**

#### **Statement of Admission (Admission Requirements)**

Admission requirements are in line with the approved standard approved by the National Accreditation Board (NAB), the National Council for Tertiary Education (NCTE) and our mentor University, Kwame Nkrumah University of Science and Technology (KNUST) and acquired in not more than two sittings.

#### **Entry Requirements for admission into Level 100**

- i. **SSSCE Holders:**

Candidates must have six credit passes (A-D) in six subjects comprising three Core subjects (Core English, Core Mathematics, and Integrated Science or Social Studies) plus credits (A-D) in three relevant Elective Subjects with an aggregate of 24 or better.

ii. **WASSSCE Holders:**

Candidates must have six credit passes (A1-C6) in three Core subjects (Core English, Core Mathematics, and Integrated Science or Social Studies) plus credit passes (A1-C6) in three relevant Elective Subjects with an aggregate of 36 or better.

iii. **GCE “O” Level Applicants:**

Candidates must be holders of General Certificate of Education Examination Ordinary Level (“O” Level) with five (5) credits including English and Mathematics plus three passes in Advanced Level (“A” Level) including General Paper

iv. **Mature Applicants:**

Applicants must be at least 25 years old or above and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 25 years old at the time of application .

They will be required to pass Mature Students’ Entrance Examination in Mathematics, English Language and General Paper (and obtain a minimum of 40% in each paper and an average of 50% to qualify for admission). The examination will be moderated and the marked scripts vetted by KNUST

v. **Diploma Holders:**

Diploma holders will be admitted to Level 200.

vi. **GBCE/ABCE Level Holders:** Applicants holding passes in three (3) core and three (3) elective subjects in General Business Certificate Examination (GBCE), or passes in three (3) core and three (3) elective subjects in Advanced Business Certificate Examination (ABCE) plus credits in three core subjects at WASSSCE/SSSCE as indicated under (i)

above. Candidates with GBCE will also be considered for admission if they have five (5) credits including English and Mathematics in GCE “O” Level plus three (3) passes in GCE Advanced Level including General Paper.

- vii. **Professional Certificate Holders:** Applicants holding Stage 1 of ACCA, or ICA, or Institute of Chartered Secretaries and Administrators (ICSA), Associate of Chartered Institute of Bankers ACIB), Chartered Institute of Marketing (CIM), must also have credits at WASSSCE/SSSCE in three core subjects, as indicated under item (i) above.
- viii. **Foreign Students:** Foreign students or non-Ghanaian applicants will be admitted to the BSc. Economics and Finance programme if they possess same qualifications or qualifications equivalent to those aforementioned. Those from non-English speaking countries will be required to show evidence of proficiency in English.

#### **Entry Requirements for admission into Level 200**

- i. **Higher National Diploma Holders:** Holders of Higher National Diploma in programmes other than the programme they wish to pursue shall be admitted to Level 200.

#### **Entry Requirements for admission into Level 300**

- i. **Higher National Diploma Holders:** Holders of Higher National Diploma in the same programme area (first or second class upper/lower division) shall be admitted to Level 300.

#### **DELIVERY MODES**

The Spiritan University College offers its programmes through the traditional campus-based learning mode. Most courses are taught courses.

#### **DEFINITION OF TERMS**

##### **Programme**

A programme is a curriculum package that consists of courses and leads to the award of a specific degree, diploma or certificate.

##### **Course**

A course is an approved self-contained instructional package with a title, code number, stipulated contact credit hours and credit weighting.

### Core (Compulsory) Course

A Core course is a course that a student is required to take and pass in order to graduate. There are four types of compulsory courses:

- a. University-Wide Mandatory (Compulsory) Courses: Communication Skills, Introduction to Compute Studies (ICT), Society and Religion in Traditional Africa (African Studies), Modern Language (French), Justice and Peace and Integrity of Creation (JPIC)/Philosophical Ethics.
- b. Faculty Compulsory Courses
- c. Departmental Compulsory Courses
- d. Programme Specific Compulsory Courses

A student who fails a compulsory course must repeat the course and pass in order to graduate.

### Elective Course

An elective course is a course which is freely chosen by the student, within the context of the programme being offered or pursued. The purpose of the elective is to given the student the opportunity to construct a personal curriculum to meet personal, career, or individual academic interests.

### Pre-requisite Course

A pre-requisite course is a course which the student must pass before he/she can be allowed to take higher level or related course.

## CREDIT WEIGHTING FOR COURSES

Credits are assigned to courses on the basis of contact hours (theory and laboratory work).

- a. A one-credit course is a course which has one contact hour theory class per week for one semester or three contact hours laboratory work per week per semester.
- b. A two-credit course is a course which has two contact hours theory classes per week for one semester or one contact hour theory and three contact hours laboratory work per week per semester.
- c. A three-credit course is a course which has three contact hours theory classes per week per semester or two contact hours theory and one contact hour laboratory work per week per semester.

## REGISTRATION PROCESS

### ACADEMIC ADVISEMENT

Every student attending the College is assigned an academic advisor. The student should consult with the academic advisor about questions of any academic nature. No student may register without the academic advisor's approval or signature.

## MINIMUM AND MAXIMUM WORKLOAD

### FULL TIME

The minimum workload for a full time student is 15 credits for a semester. The maximum allowable is 18 credits. However, a student cannot carry the maximum workload for more than five semesters in a four-year programme; and not more than four semesters in a three-year programme.

### PART TIME STATUS

An undergraduate student who takes less than 12 credits in a particular semester shall be classified as a part-time student and shall be registered as such. Part-time registration may arise in situations such as these:

- i. When a student has registered less than 12 credits in a particular semester.
- ii. When a student is repeating pre-requisite courses and is unable to get the full complement of the courses for the semester.
- iii. When for health of career reasons the student cannot attend full-time classes.

## COURSE NUMBERING

The Spiritan University College uses a three-letter code and a three-digit number course numbering system. The letter code reflects the Faculty/Department and the digits reflect level and sequence.

Level 100.....	151-199
Level 200.....	251-299
Level 300.....	351-399
Level 400.....	451-499

## CLASSIFICATION OF STUDENTS

A student's academic status is classified according to the following criteria:

First Year Student (Level 100): Is a student who has accumulated less than 30 credits.

Second Year Student (Level 200): Is a student who has accumulated 30-59 credits (including Advance Credits).

Third Year Student (Level 300): Is a student who has accumulated 60-89 credits (including Advance Credits).

Fourth Year Student (Level 400): Is a student who has accumulated at least 90 Credits (including Advance Credits).

Progression from Level 100 to Level 200

The student must pass all courses taken and obtain the minimum credit (D).



## CLASS ATTENDANCE

Regular class attendance is normally essential for maximum educational advantage and strongly encouraged. To ensure that students have adequate exposure to course content and the benefits of classroom interaction among lecturers and students, students are required to attend all class and / or laboratory or practical sessions. The responsibility for all course material rests wholly on the student.

Students who absent themselves for more than the equivalent of three weeks contact hours will not get a grade for the course. For example, for a one-credit hour course, the number of classes missed shall not exceed three hours; for a two-credit hours course, six hours and for a three-credit hour course, nine hours.

Through due process a student may voluntarily withdraw from a course if for medical reasons s/he cannot meet the class attendance requirement. S/he must submit a medical report certified by a qualified doctor.

A student must submit the work assigned and take examinations in the course of the specified time. If the work is not submitted or an examination is not taken at the scheduled time, the policy is to assign a zero for that part of the course. An accumulation of zero grades could result in a final grade of "F". If a student has for significant reasons, missed part of the course or an examination, the grade may be submitted as an "I". If the temporary "I" grade is to be replaced by a passing grade, the work must be completed by the time stated in the Academic Calendar. Failure on the part of the student to remove the temporary grade results in conversion of the grade to a permanent "F" recorded on the transcript.

## GRADING SYSTEM

The Spiritan University College combines continuous assessment and end of semester examination for evaluation or assessment of students for a course.

Continuous Assessment: 30%

It consists of take home assignments, class tests or quizzes, term papers and project work.

End of Semester Examination: 70%

The duration of End of Semester Examination is determined by the credit weighting of the course. For example:

One-Credit Course: 1-1 ½ hours

Two-Credit Course: 1 ½ - 2 hours

Three-Credit Course: 2-3 hours.

## GRADING SCALE (See KNUST)

Percentage	Alphabetic	Weighted	Credit Award	Degree	Indicative
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Band	Grade	Grade Point		Classification	Quality Performance
70-100	A	4	Yes	First Class	Excellent
60-69	B	3	Yes	Second Class Upper Division	Very Good
50-59	C	2	Yes	Second Class Lower Division	Good
40-49	D	1	Yes	Third Class	Pass
0-39	F	0	No	Fail	Fail
	I				Incomplete

### **Degree Classification**

Degree classifications are as follows:

1<sup>st</sup> Class:

2<sup>nd</sup> Class (Upper Division)

2<sup>nd</sup> Class (Lower Division)

3<sup>rd</sup> Class:

Pass:

Fail:

### **Requirement for Graduation**

- i. Pass all core (compulsory) course
- ii. Accumulate minimum of 120 Credits
- iii. Attain a minimum Cumulative Weight Point of 40
- iv. Settle all financial and other obligations to the College

### **Deferment of Programme**

- A student who wishes to defer his/her programme for some reason should consult his/her Academic Advisor.
- Deferment may be granted for a maximum of two semesters within the entire duration of programme.
- With the exception of severe and sudden medical conditions, an application for the deferment of study must be made and approved before the beginning of the semester. Emergency cases will be dealt with on their own merits.

### **Withdrawal or Dismissal from the College**

A student may voluntarily withdraw from the College or may be officially dismissed or withdrawn from the College for academic and non-academic reasons.

Voluntary Withdrawal:

A student who withdraws voluntarily from a programme may re-apply for admission at a later date.

A student may be dismissed or rusticated for academic and non-academic reasons. A student who has been dismissed will not be considered for readmission at a later date.

## STUDENT STANDING

Progress towards a degree is measured by the cumulative weight average (CWA). Normally, academic records will be reviewed at the end of each academic year. The records of students who fail to meet the minimum requirements will be submitted to the Academic Board for review and appropriate action.

All students in the College are academically dismissed if they fail three courses in one semester.

For students who have attempted 15-30 credits or more than 30 credits in one year, the guidelines are:

Academic Warning: 45

Probation: 40-44

Dismissal: Less than 40

## Transcripts

A student's transcript shall reflect advance credits, all courses taken or attempted by the student (including audited courses), and the grades obtained. Under no circumstance will grades obtained in a course be deleted from a student's transcript.

Each student will receive a summary of transcript of his or her academic record at the end of each semester. Students should carefully examine their record for accuracy and immediately report errors in writing to the Registrar.

In order to obtain additional copies of their academic records, students must write to the Registrar for transcript for themselves or for other institutions and agencies. All official transcripts issued by the office of the Registrar bear the signature of the Registrar. Whenever an official transcript is released directly to the student, it will also bear the stamped designation, Issued to Student.

No transcript will be issued unless all financial obligations owed by the student to the College have been fulfilled. A fee of GH¢5 is charged for the issuance of each transcript and 24-hour processing time is required for pickup service from the Registrar's office.

## ADAVANCE STANDING FOR TRANSFER STUDENTS

A student transferring from an institution (University/College) accredited by the National Accreditation Board must present academic records which show an overall average CWA (40-100) system.

A student is responsible for supplying to the office of Admission a complete and official transcript. S/he must supply to the Dean's office the catalogue of descriptions of the courses appearing on the transcript for purposes of evaluation of advanced standing credit.

The student must earn a minimum grade of "C" in each course for transfer credit to be awarded. The actual credit awarded for the course may not exceed the credit assigned to that course at the Spiritan University College. Moreover, the grade received for the course is non-transferable, and hence, will not be calculated into the Spiritan University College CWA. The student should contact the Dean's office for placement and curriculum planning.

## ACADEMIC COUNSELLING

Every registered student will be assigned an Academic Advisor who should be the first to be consulted in case the student has a problem of academic nature. It is the responsibility of the student to seek advice from his/her Academic Advisor before registering for courses. It is also the responsibility of the student to seek advice whenever there is a problem. The Academic Advisor may also invite the student whenever the need arises. The College's Counselling Centre may also be used for academic and non-academic purposes.

## RESPONSIBILITIES OF STUDENTS AND LECTURERS

### A. Responsibility of Students

- a. Be present at all classes, laboratory sessions, quizzes and examinations scheduled for the course.
- b. Submit all assignments, test examination papers, and other forms of evaluation prescribed for the course. Absence from class will not relieve the student from these requirements.
- c. It is the responsibility of the student to obtain prior permission from the lecturer for justifiable and unavoidable absence from class. In case of illness and hospital attendance, it is the student's responsibility to obtain a medical report and submit it to the Dean. Also see attendance policy.

### B. Responsibility of Lecturers

The lecturer is required to:

- a. be present at all scheduled classes for the course and to give advance notice to students for justifiable and unavoidable absence.
- b. provide full information to students on course content, required textbooks, reading materials, and other class requirements that will form the basis of student assessment.
- c. ensure that the course content is effectively delivered and well covered;

- d. give at least two continuous assessment tests not later than two weeks before the commencement of end of semester examination and if possible discuss the questions with the students at least a week before the start of examinations.
- e. conduct end of semester examinations and submit a final grade for each student at the end of the course.
- f. get feedback from students at the end of the course through formal and informal means.

## **CODE OF ETHICS FOR STUDENTS AND STAFF**

### **STUDENTS' CONDUCT**

Students are free to help create an environment that is conducive to both their educational and social growth. Along with that freedom comes with a responsibility to respect the rights of fellow students to pursue their own growth. The best discipline is self-discipline. The best correction is self-correction. However, no group of people can live without rules and regulations. While it is the College's desire to place less emphasis as possible on the imposition of regulations, it is necessary to have some basic rules for academic and social behavior in the interest of the common good. Rooted in the Catholic ethos and tradition, the College expects that students live up to the standard of moral behavior proper to witness to human and Christian values.

The code of conduct seeks to spell out College regulations and the juridical process with regards to rights and obligations as well as sanctions that are applied in the event of a breach in the laid down rules and regulations of the College.

The College reserves the right to judge the behaviours, conducts, and actions of students which infringe on stipulated regulations outlined here and others which in the judgment of the College, brings the image and reputation of the College into disrepute.

Since it is the objective of the College to produce graduates who are of the highest moral standard and personal integrity, emphasis is placed on honesty, sincerity, respect and the readiness to serve others. Students are therefore to respect the integrity of others. Any student who violates the rights and integrity of others will be accordingly sanctioned.

### **DISCIPLINE IN THE COLLEGE**

#### **General provisions**

- i. The Rector shall be responsible for discipline within the College and in this connection shall act in accordance with rules formulated by the Council and the Spiritan Rule of Life.
- ii. The Rector may delegate any part of his authority in respect of discipline as shall seem to him appropriate.

iii. The following penalties may be imposed where applicable for breaches of discipline:-

1. Dismissal
  2. Termination of appointment for staff members
  3. Suspension for a stated period without pay in the case of a member of staff.
  4. Deferment of increment, i.e. postponement of the date on which the next increment is due, with corresponding postponement in subsequent years.
  5. Stoppage of increment, i.e. non-payment for a specified period of an increment otherwise due.
  6. Forfeiture of pay for a stated period
  7. Rustication
  8. Withholding of certificates for a period not exceeding four years.
  9. Recommendation for the cancellation of degrees/diplomas by KNUST
  10. Reprimand
  11. Warning- writing or/and verbal
- For the purpose of this statute, the above disciplinary measures shall be treated as major penalties which shall be imposed only by the Rector upon the recommendation of Council. Only Council has the power to dismiss or terminate the appointment of an academic staff member.
  - Any person affected by any decision of the Rector or the person or body to whom he has delegated authority shall have the right of appeal as prescribed by the rules.
  - Council may by rules or regulations make further provisions relating to disciplinary matters of the College.

### **FUNCTIONS AND PROCEDURES OF THE DISCIPLINARY BOARD (Statute 47)**

There shall be a Disciplinary Board responsible to Council through Academic Board to determine cases of disciplinary offences referred to it. The Disciplinary Board shall be composed of the following:

- The Rector – Chairman

- Two representatives of the Academic Board
- Heads of Department/Unit.

**In attendance:**

- The Registrar and the head of Department concerned

**Quorum:**

- Fifty percent of membership

**RULES UNDER DISCIPLINE (Statute 48)**

The following rules shall be referred to as the Discipline Rules and, except as provided, shall apply to all staff and students of the College as the case may be

- Any act done without reasonable excuse by a person to whom these Rules apply which amounts to failure to perform in a proper manner a duty imposed on him/her, or which contravenes any regulation, instruction, or directive related to academic staff members, non-teaching staff members, and students of the college or which is otherwise prejudicial to the effective functioning of the College or tends to bring the College into disrepute shall constitute a misconduct.
- It is a misconduct for a member of staff of the College
  1. to be absent from duty without leave or reasonable excuse;
  2. to be insubordinate;
  3. to use without the consent of the appropriate authority, any property or facilities provided for the purpose of the College for a purpose not connected with the work of the College or not within the scope of his/her responsibilities;
  4. to engage in any activity which is likely to bring the College into disrepute or cause disorder in the College;
  5. to reveal confidential information to anyone not entitled to such information;
  6. to verbally or physically assault any member of staff of the College;
- It shall be a misconduct for a student of the College
  1. to be absent from lectures and other prescribed assignment without permission or reasonable excuse;

2. to be insubordinate;
3. to address senior members of the College or other officials of the College in insulting or disrespectful language;
4. to indulge in any anti-social activities while in residence or outside the College campus which tend to bring the College into disrepute;
5. to engage in examination malpractice

## **PENALTIES IN GENERAL**

The following penalties may be imposed where applicable for breaches of discipline in accordance with norms of the College statutes:

- Dismissal
- Suspension for a stated period of time
- Rustication
- Withholding of certificates for a period not exceeding four (4) years
- Recommendation for the cancellation of degrees/diplomas by KNUST
- Reprimand
- Warning – written or verbal ( a copy will be put in the file of the student concerned)

## **STUDENT'S REDRESS**

The Students' Representative Council which is a statutory body representing the entire students' body is the channel for redress to all students. Part of its function is the responsibility "for the presentation of the views of students" to the appropriate body, and the "right to appeal on behalf of students to the Academic Board and ultimately to the College Governing Council"

## **DUE PROCESS**

Every student has a right to pursue or vindicate his or her rights. For this reason, the College through the Administration offers the channel for the vindication and pursuance of these rights, just as it reserves the right to initiate a process for sanctioning or penalizing those who breach rules and regulations.

Every student admitted into this College is guaranteed all the rights, privileges and freedoms granted by law. Additionally, they are entitled to an atmosphere conducive to the pursuance and



fulfillment of the objectives for entering this College. Consequently, admitted students assume a responsibility to abide by the policies, rules and regulations expressed in this Handbook. Through this, students thus fulfill their responsibilities and also enjoy the exercise of their own inalienable rights.

Generally, most offences will merit an initial verbal or written warning with copies placed in the file of the student. The College however reserves the right to institute a Disciplinary Committee whose function will include thoroughly investigating issues against students while offering every opportunity for the students brought before the Committee to pursue his/her right of defense. The legitimate vindication and defending of the right of the person is of paramount importance in the exercise of justice.

Any student who is summoned before the Disciplinary Committee on any charge has the right to be judged according to the prescripts of this law which are applied with equity. Social justice demands that any student accused of infringing on any rules and regulations of the College be given a fair and just hearing. Consequently, it is the right of such a student to testify, examine evidence or seek advice during such hearing. Additionally, such a student has the right to appeal even to the Governing Council against a decision which he or she regards as unjust or bias.

Some of the offences seen as meriting appropriate sanctions or penalties include the following:

- **Physical assault** – The sanction for this offence includes suspension plus appropriate compensation or dismissal from the College. Offended students reserve the right to further pursue the case in the court of law for adequate compensation.
- **Verbal assault** – The sanction for this offence is a verbal warning. The guilty student will be required to write an apology to the offended party with a copy placed in his or her file.
- **Sexual offence of any kind** – this will elicit outright dismissal
- **Deliberate destruction of College property** – A written caution will be served the culprit, while he/she will be required to replace or pay for the repairs of the damaged property. The act could also lead to outright dismissal from the College.
- **Insubordination to College authority** - The sanction is either suspension or outright dismissal depending on the gravity of the offence as weighed by the Disciplinary Committee
- **Smoking and the use of narcotics** – The penalty for such offences is outright dismissal. Such culprits could also be handed over to the law enforcement agency for prosecution.
- **Stealing** – This is regarded as a first degree offence and carries a penalty of outright expulsion
- **Plagiarism/copying** – The College deems this a very serious offence hence students caught in this act will be suspended/rusticated, and if they persist, will be summarily

dismissed from the College. Students are always to acknowledge the source of every material used in class assignment either from books or the internet.

- **Perjury/slander/impersonation** – A guilty student will either be suspended or dismissed depending on the gravity of the offence
- **Extortion/Forgery** - An offender will be summarily dismissed or sent to the Police for prosecution.

## **EXAMINATION RULES AND REGULATIONS**

The following guidelines will govern the conduct of all examinations in the College. It is the duty of all concerned to acquaint themselves with these Rules and Regulations.

### **Those who qualify to write Examination in the College**

1. A registered student who has followed the approved course as regular student and has not absented him/herself for more than the equivalent of three weeks contact hours for the course.
2. A student who is not under suspension from the College.

### **Entering and Leaving the Examination Rooms**

- i. A candidate should make him/herself available at the examination venue at least 30 minutes before the commencement of the examination.
- ii. A candidate may not be allowed to write an examination if s/he reports in the examination room 30 minutes after the commencement of the examination.
- iii. Candidates who arrive after the examination has started will not be given extra time to complete the paper.
- iv. A candidate shall not bring to the examination room any books, papers, written information or any other unauthorized material. No bags, mobile phone, organizers, programmable calculators, are not to be taken into the examination rooms. No student shall enter the examination room until s/he is invited or called and/ or requested to enter the Examination Room. A candidate who is suspected of hiding unauthorized material on him/her person may be asked by the invigilator to submit him/herself to a body search. Refusal to comply would constitute an examination offence.
- v. Candidates may leave the examination room temporarily, but only with the permission of the invigilator. In such cases, the invigilator will be required to certify that the candidates do not carry on them any unauthorized material. An attendant designated by the examination or invigilator will accompany a candidate who is allowed to leave the examination room temporarily.
- vi. Candidates should spend a minimum of 30 minutes in the examination room before submitting of examination scripts.
- vii. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the invigilator who shall collect the candidate's answer books before s/he is permitted to leave.

- viii. Candidates who fall ill in the examination room should inform the invigilator for the appropriate action to be taken.

### **Procedures During Examination**

- a. When they receive the answer books, candidates should carefully read the instructions on the front cover of answer books and enter their Index Number and other details as required.
- b. No part of the answer book may be torn off and all used answer books must be left on the table. Rough work must be done in the answer books and should be crossed out to show that it is not part of the answer.
- c. It is the candidate's responsibility to provide for themselves such materials as pen, pencil, eraser, ruler, calculator for the examination. Borrowing of these materials will not be allowed. Candidates are to ensure that they are given the right question paper and other material(s) needed for the examination.
- d. Under no circumstance should a candidate write his/her name on any part of the answer book provided. Candidates are required to use only their Index Numbers throughout the examination period.
- e. There should be no verbal or any other form of communication between candidates during the period of the examination.
- f. Candidates will be told by the invigilator when to start answering the questions. Candidates will be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.
- g. As soon as the "stop work" order is announced, candidates are to stop writing. Candidates should remain seated for their answer books to be collected by the invigilator before they leave the examination room. Candidates have personal responsibility to ensure that their answer books are collected by the invigilator.
- h. At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer book. All used supplementary sheets should be fastened to the last page of the answer book.
- i. At the end of each examination, candidates should not take away any answer books or supplementary sheets whether used or unused.

### **Absence from Examination**

Students are expected to attend class sessions and tutorials (where necessary) and to complete all class assignments before being allowed to sit for examinations. Ordinarily, any student who absents himself/herself for more than twenty (20) percent of the total class session of any given course may not be permitted to write that particular examination paper.

Students are required to acquaint themselves thoroughly with the following rules which govern the conduct of examinations in the College since any breach carries severe consequences. A breach of examination rules and regulations shall be understood as any attempt on the part of a student to gain an unfair advantage in examination.

None of the following shall be accepted as justifiable reasons for being absent from any paper at the College Examination:

- a. Mis-reading or misplacement of time-table;
- b. Forgetting the date, time or place of examination;
- c. Over-sleeping;
- d. Failure to find transport on time;
- e. Bereavement;
- f. Pregnancy;
- g. Illness without an authentic medical certificate.

The above offences carry a penalty of a student being awarded a Zero Grade, which automatically means the student will have to redeem the course before graduation.

No student is allowed to bring into the examination hall or to the washroom of the examination any foreign materials which include the following:

- Books
- Papers, notes, cribs, plain sheets
- Other written information –on clothing, body, desk, etc.
- Programmable calculators
- Mobile phones
- Any other material that will aid cheating in the estimation of the invigilator.

The sanction for the above offence is either rustication or outright expulsion from the College.

- Students are required to be seated at least 10 minutes before the examination questions are distributed. The invigilator reserves the right to turn out students who arrive while the examination papers are being distributed. It is the responsibility of the student to provide himself/herself with a pen, pencil, eraser or any other material specifically needed for that particular examination paper except specifically indicated by the lecturer of that course.
- Students are obliged to sit according to their index numbers as indicated in the examination hall. Any attempt to breach this may be interpreted as an attempt to cheat and consequently such a student could be sanctioned. Any student who tampers with the seating arrangements in any way and or especially swaps index number will have his/her paper cancelled.
- Students are required to enter the examination hall with only materials needed for that particular paper. Foreign materials not required in a particular examination should be deposited either in the Library or a designated point. Students leave their books and other

material around the examination halls at their own risk. Supervisors have the right to search candidates either before the examination.

- Students are permitted to leave the examination hall only after 30 minutes into the writing of that particular examination paper. A student who finishes an examination ahead of the stipulated time may leave the examination hall only after having surrounded all answer books to the invigilator. However, such a student shall not be allowed to return into the examination hall until after the examination is over, and all papers are securely with the invigilator.
- No part of the answer booklet may be torn off. All used answer booklets must either be left on the table after the examination or submitted to the invigilator.
- Any student found to have prior knowledge or possession of an examination paper before that particular paper has been written will be sanctioned by rustication or expulsion.
- Exchanging scripts or whispering to another student while examination is in progress will be deemed an attempt to cheat and subsequently punished with the penalty of rustication or dismissal. Should a student require anything, she or he is required to contact the invigilator of that particular examination.
- Any student found assisting or attempting to assist; obtaining or attempting to obtain assistance from another student will be sanctioned with suspension or dismissal.
- Examination cheating includes looking over the shoulders of another student with the view to reading what he/she has written, or glancing backwards or sideways persistently.
- Persistent disturbing other student(s) or distracting the attention of others is deemed an examination offence which carries an initial warning or withdrawal from the examination hall.
- Destroying materials suspected to help establish cases of examination malpractices carries the grave penalty of outright expulsion from the College.
- Writing even when the “**stop work**” bell or notice has been given carries a written warning.

#### **PENALTY FOR EXAMINATION OFFENCES**

Leakage of examination questions	Dismissal of offenders involved
Possession of unauthorized material related to the examination and likely to be used during examination	Cancellation of the candidate(s) particular paper(s)
Copying from prepared notes or from a colleague's script during examination.	Cancellation of the candidate's paper and rustication for two semesters.
Looking over the candidate's shoulder in order	Cancellation of the candidate's paper.

to cheat	
Impersonation.	Dismissal of the candidate involved.
Assisting or attempting to assist, obtaining or attempting to obtain assistance from another candidate.	Cancellation of the candidate's paper and/or rustication for two semesters.
Consulting or trying to consult during examination any book(s), notes or other unauthorized materials.	Cancellation of the candidate's paper and rustication for two semesters.
Persistently disturbing other candidate(s) or distracting their attention.	Stopping the candidate from continuing the examination.
Verbal assault on invigilator	Cancellation of the candidate's paper and rustication for two semesters.
Physical assault on invigilator	Dismissal of the offender.
Destroying material suspected as evidence.	Cancellation of the candidate's paper and rustication for two semesters.
Writing after the examination has ended.	Loss of 5 marks for the examination paper.
Fabrication of idea.	Cancellation of candidate's result.
Plagiarism	Cancellation of candidate's Long Essay/Project Work

The invigilator or supervisor of an examination will report any examination violation directly to the Head of the Department or to the Dean of Studies, who will either decide on the appropriate action or refer the case to the Rector who will then convoke the Disciplinary Committee for the due process.

## **PUNCTUALITY**

Punctuality is seen as the very essence or hallmark of the formation of students in the College; hence it is of great importance that students be punctual to lectures and to all other College activities.

## **DRESS CODE**

It is very essential that all students dress modestly and decently to lectures and all other College functions. Any attire or outfit that exposes vital parts will not be tolerated. Also, no bathroom slippers will be tolerated.

Male students are forbidden from wearing shorts or 'three-quarters', tract suits, 'tee' shirts with inscriptions or drawings in them, or sports wears i.e., club shirts or jerseys of football or any sports club to classes.

## **USE OF NARCOTIC DRUGS**

It shall be an offence for any student to cultivate, use or peddle narcotics and other drugs as listed in the Drugs and Pharmacy Act, 1961 (Act 64). **THE SANCTION FOR THIS OFFENCE IS DISMISSAL**

**The Pharmacy and Drugs Act, 1961, (Act 64)** According to this Act, narcotic drugs refer to the following:

1. *Indian hemp*
2. *Coca leaves, cocaine (including synthetic cocaine) and ecginine and their respective salts, the esters of ecginine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one-tenth percent of cocaine or any proportion of ecginine.*
3. *Any product obtained from any of the ecginine alkaloids of the coca leaf, not being a product which, on the 13<sup>th</sup> of July, 1931, has been used for medical or scientific purposes.*
4. *Raw opium. Medicinal opium and opium prepared for smoking.*
5. *Any product obtained from any phenanthrene alkaloids of opium, not being a product which on the 13<sup>th</sup> of July, 1931, was being used for medicinal or scientific purposes.*
6. *Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and any preparation, admixture, extract or other substance (not being such a solution or dilution as aforesaid) containing not less than one-fifth of one percent of morphine.*
7. *Heroin*

## **POSTERS AND HANDBILLS**

The pasting of notices, campaign posters, handbills, etc on walls and unauthorised places is strictly prohibited.

## **PUBLICATIONS**

All student publications are governed by the following rules:

- The Dean of Studies will be informed of the intention to produce any student publication within the College and his approval shall be obtained for such a publication.
- A copy of each issue of every publication will be lodged with the Rector, Registrar, Dean of studies, and the Students' Representative Council.

- Each publication shall state the name of the Editor, the membership of the Editorial Board, and the Publisher.
- The members of the Editorial Board shall hold office for one academic year.
- The Members of the Editorial Board shall be held jointly responsible for the whole contents of each issue of the publication.
- Obscenities, libels, derogatory statements, personal attacks, falsehoods or any other matter that is likely to cause disharmony or injure the reputation of any person, should be avoided in all publications and broadcast.

### **Academic Integrity**

Students should be aware of the ethics of the academic world, and should make it a point to avoid any, and all, academically unethical behavior, or any behavior that possibly could be understood, interpreted and construed as such. Academic dishonesty, in any form, will not be tolerated and will subject the student to disciplinary sanctions up to and including dismissal.

Academic dishonesty comes in a variety of forms. The most common forms are plagiarism, fabrication, abuse of Internet sources, cheating and academic misconduct.

When a student submit work for credit, the use of words, ideas, or data of others must always be acknowledged through accurate and specific reference of footnotes, as well as with quotation marks when using actual words.

Any lecturer or officer of the College who has reason to believe that a student has committed an offence of academic dishonesty should make preliminary investigations. Any evidence should be collected. The lecturer or officer should meet with the student to provide an opportunity to hear the student's response to the allegation. The matter should then be referred to the Dean of the School/College.

The Dean shall formally record the information and the findings. If such allegation be shown to be true, an appropriate sanction will be applied. This may include failing of the assignment, test, or course unit, suspension and/or dismissal. In cases where a decision has to be made on the mode of severe punishment, an adhoc disciplinary committee consisting of the Rector, Vice Rector Academics, the Dean of Students Affairs. Such a finding will be recorded and a printed copy will be given to the student and also filed in the student's permanent file. Decisions sanctions which are not taken by the adhoc committee may be appealed to the Vice Rector Academics. A student who is suspended from the College cannot receive his/her transcript during the period of suspension.



## Academic Integrity Policy and Procedures

### Introduction

An essential element of Spiritan University College's mission to educate the mind, the heart, and the spirit is the University College's commitment to maintaining and promoting an atmosphere where knowledge and inquiry are respected and encouraged. At Spiritan, our individual and collective search for truth and understanding is founded on the core principle of academic integrity. For Spiritan students and lecturers alike, academic integrity is essential to our efforts to master existing knowledge, to discover or create new knowledge, and to demonstrate or transmit our knowledge or understanding through academic endeavors like test-taking, writing, and teaching.

Academic integrity at Spiritan can be summarized briefly. In its simplest terms, academic integrity is the pursuit of knowledge and understanding in an honest and forthright manner. This is because intellectual endeavors-on site or online; in the library or the laboratory; in a classroom, hostels, or any off-campus learning environment-can only be conducted in an atmosphere of respect for the truth, commitment to the unfettered spirit of inquiry, and acknowledgment of the different contributions and perspectives of others.

- i. Academic integrity means pursuing truth with true passion while maintaining the humility to recognize and accept that our own understanding may be incomplete or contingent.
- ii. Academic integrity means acknowledging the contributions of others, specifically and completely, using the conventions for acknowledging sources that are appropriate to particular intellectual traditions or disciplines.
- iii. Academic integrity means representing others' work accurately and distinguishing clearly our own ideas and insights, and our language, from the work (and wording) of others.
- iv. Academic integrity means seeking or receiving credit (including grades and other measures of accomplishment) only insofar as we have earned it as a result of our own intellectual efforts; it means not taking credit for work that is not our own.
- v. Academic integrity means representing ideas and opinions with which we may disagree in a clear and fair manner, according the same respect to material we may criticize that we would wish for our own work.
- vi. Academic integrity means taking examinations and completing assessments honestly, and according to directions, so that results are a true measure of our own attainments.
- vii. Academic integrity means treating the work of others-in laboratories, collaborative projects, or any learning endeavors-with the respect we would wish for our own work.
- viii. Academic integrity means, in short, that we at Spiritan are dedicated to pursuing our academic and intellectual endeavors with honesty and honor.

The Policy and Procedures set forth here govern the administration of academic integrity throughout Spiritan University College and cover the specific roles and responsibilities of individual schools and programs. All student appeals related to academic integrity are to be governed exclusively by the Internal Quality Assurance Unit Policy and Procedures. The Internal

Quality Assurance Unit Policy and Procedures will be promulgated on the Spiritan University College web site, in the Student Handbook, and through other means so they may be easily accessed by all members of the Spiritan University College community.

All members of the Spiritan University College community, including faculty, students, administration, and staff, are responsible for upholding academic integrity and maintaining a culture in which academic integrity can flourish.

Faculty responsibilities include maintaining integrity in their own work and professional lives. Faculty are also responsible for teaching students about academic integrity, particularly in accordance with the specific expectations and conventions of their disciplines, and structuring assignments and examinations in ways that will help students maintain academic integrity. If faculty believe or suspect that academic integrity may have been violated, they must also play a central role in investigating and judging violations and administering sanctions.

Student responsibilities include maintaining academic integrity in all class assignments, examinations, research and/or writing projects, and any other academic endeavors related to their courses of study.

### **Definitions and Standards: Violations of Academic Integrity**

Academic integrity can be compromised in a number of ways. Individuals who seek or receive credit for intellectual work that is not their own violate academic integrity, as do individuals who falsify or ignore data or who destroy or contaminate data or intellectual property. Violations of academic integrity may include, but are not limited to, the following:

- **Cheating.** Cheating on quizzes, tests, examinations, or projects may include giving, receiving, or using unauthorized assistance or material. (Unauthorized material may include, but is not limited to, notes or other written documents as well as wireless communication or computing devices, calculators, formulas, computers, computer programs, software, data, or text.) In other contexts (e.g., group projects, labs), cheating may include forms of deception intended to affect grades or other outcomes. Cheating may also include, but is not limited to, student use of sources beyond those authorized by the instructor in fulfilling assignments such as writing papers, preparing reports, developing course projects, or solving problems. Cheating may also include student possession without permission of tests or other academic material belonging to a member of the University faculty or staff.

Cheating is an act or attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that he/she has not mastered. Examples of this are copying from another student's test or assignment, allowing another student to copy from a test paper or assignment, taking a test or assignment for someone else and collaborating during a test or assignment with another student by giving or receiving information without the lecturer's permission.

- **Plagiarism.** Plagiarism in papers or other written, electronic, or oral work (including essays, research papers, theses, dissertations, presentations, class projects, or work for publication) may

include, but is not limited to, the use-whether by summary, paraphrase, copying, direct quotation, or a combination of such methods-of the published or unpublished work or the specific ideas of another person or source without full, clear, and specific acknowledgment (including the use of quotation marks or other conventions to indicate the source's language). Plagiarism may include the submission of material from sources accessed through the Internet or by other means, or from other individuals, without proper attribution. Also, plagiarism may include the submission of a paper prepared in whole or in part by another person or persons or an agency or entity engaged in providing or selling term papers or other academic materials. Plagiarism may also include the submission, without the instructor's approval, of work submitted for credit in another course.

- **Deceit in academic matters.** Deceit may include, but is not limited to, deliberately furnishing false information to or withholding relevant information from any University instructor, official, or office.

- **Misuse of documents.** Misuse may include, but is not limited to, forgery, alteration, or improper use of any University document, record, or instrument of identification (written or computerized). It may also include misappropriation, mutilation, or destruction of tangible assets such as books, journals, electronic data, and related resources available in libraries and offices.

- **Assistance in the violation of academic integrity.** Assistance may include, but is not limited to, any knowing facilitation of intellectual dishonesty by another person or persons.

**Fabrication** is the intentional use of invented information or the falsification of research or other findings with the Internet to deceive. Examples of this are citation of information not taken from the source indicated, submitting of the student's own work prepared by another, including purchasing or downloading from the Internet.

**Abuse of Internet sources** is the acquisition or presentation of information obtained by purchase or downloaded for free from the Internet without explicit written acknowledgement of the source. Examples of this are submission of a paper prepared by other persons or agencies and the combination of passages from various sources presented as one's own thoughts or analysis.

Academic misconduct is the intentional violation of College policies by tampering with grades or taking part in obtaining or distributing any part of administered tests. Examples of this are accessing academic files without appropriate permission, duplicating computer software that has been copyrighted, and forging another person's signature.

### **Academic Sanctions**

Violations of academic integrity-whether or not they are the result of a deliberate intent to deceive-are subject to academic sanctions, including (but not limited to) lowered grade or failure on an assignment; lowered course grade; course failure; suspension or dismissal from a course; suspension or dismissal from the College or School or from the University; and/or revocation of a degree. If a student is accused of an academic integrity violation before the published course withdrawal deadline, he or she may not withdraw to avoid a course grade sanction. If a student is

guilty of violating academic integrity, information regarding the violation and sanction will be maintained by the Office of the Rector.

### **Role and Responsibilities of the Internal Quality Assurance Unit**

A student has the right to a review of his or her case. Often this will be conducted informally by the Vice Rector Academics (or his or her designee), who will review the written record of the case. The Vice Rector Academics may refer the case to the Internal Quality Assurance Unit for review if the student presents compelling evidence that the proceedings in the College were inadequate. The Unit, at its discretion, may wish to go beyond an examination of the written record and hold a hearing at which the student and other witnesses may appear. The Unit must forward its recommendations regarding the case to the Rector within 14 university days or receiving the referral.

The Internal Quality Assurance Unit hearing an academic integrity case shall consist of three faculty members. The faculty members chosen to serve on any academic integrity case may not be members of the department in which the alleged infraction occurred. Undergraduate representatives will participate in cases dealing with undergraduate students and graduate representatives in cases dealing with graduate students.

### **Role and Responsibilities of the Internal Quality Assurance Unit**

Oversight of matters related to academic integrity is vested in the Internal Quality Assurance Unit, which is advisory to the Rector and Vice Rector Academics. This Unit will include representatives from the College. Among its responsibilities are monitoring Internal Quality Assurance Unit policies and procedures pertaining to academic integrity and advising the Rector on academic integrity issues. In concert with the staff of the Quality Assurance Unit, the committee will identify and share resources and best practices for maintaining academic integrity.

## **ACADEMIC DISCIPLINE**

### **REGULATIONS FOR STUDENTS**

The following regulations are made by the Academic Board in accordance with the statutes of the Spiritan University College and approved by the Governing Council.

Copies of the regulations are available to all staff and students of the University College. Students must therefore acquaint themselves with these regulations which affect them. Ignorance of them shall not be an acceptable excuse for breach of discipline.

Students shall be held responsible for any breach of the regulations and the appropriate disciplinary action thereunto.

**Probation:**

All students are considered to be on probation for the entire period of their programme of study and may be withdrawn at any time for unsatisfactory academic work or misconduct.

**Misconduct:**

- a. absence from lectures and other prescribed assignments without permission or reasonable excuse;
- b. Involvement in anti-social activity which brings the name of the University College into disrepute.

**Banned Activities**

The following activities are banned on campus. Involvement in any of them shall constitute misconduct.

- i. possession of firearms on campus
- ii. Smoking on campus (public or communal places such as lecture halls, classroom, etc.)
- iii. Narcotic and illicit drugs
- iv. Indecent exposure (exposing private parts, indecent dressing, etc.)

**Penalties for Breach of Regulations**

A student who is deemed to have misconducted him/herself may be liable to one or more of the following penalties:

- a. Warning
- b. Reprimand
- c. Rustication for a period of time
- d. Suspension from the use of the College's services or facilities for a period of time.
- e. Payment or making good the loss of, or damage to, any property of the College.
- f. Dismissal from the College (major offence)

The Rector shall appoint a Committee of Enquiry to investigate cases likely to attract the imposition of major penalty (c-d) against a student. The findings and recommendation of such a committee shall be forwarded to the Rector for him to take the final decision.

**LIBRARY**

1. Membership of the library is open to all students and staff of the University College.
2. The Librarian or his/her assistant(s) are responsible for maintaining order in the library and may require any student or staff who is guilty of disorderly conduct to withdraw from the library for a specific period of time.
3. Students are required to familiarize themselves with the regulations of the library.

**Regulations**

1. Silence should be observed at all times
2. Books should not be re-shelved

3. Marking, mutilations and inappropriate use of library materials is an offence liable to disciplinary action (see 9-11)
4. Food and drinks are not permitted in the library.
5. Bags are not permitted in the library. They should be deposited with the librarian.
6. Materials taken out of the library must be subject to security scrutiny before leaving the library.
7. Readers who fail to return books on due date commit an offence liable to a fine of GH¢0.50 per day up to a week and GH¢1.00 per day afterwards in addition to loss of borrowing rights until the book(s) are returned.
8. A member who loses a book is liable to pay twice the current price of the book.
9. A member who steals a book or periodical will be dismissed from the College.
10. A member who tears pages, sections and illustrations from library material will be dismissed from the College.
11. A member who writes in library books or underline sentence will pay the current price of the book and lose borrowing rights for one semester.
12. The possession of a library book, which has not been properly issued to the student will

## Computer Laboratory Regulations

1. Diskettes must be given to the administrator for scanning
2. Do not open pornographic, dating and chatting sites.
3. Do not play music or games
4. Do not watch films on CD or the internet.
5. Offenders will first be given a warning followed by a ban from the use of the facility.
6. Do not use Internet to watch live games

### Smoking

1. Smoking is forbidden on campus

### Dress Code

1. Students and staff are expected to dress decently on all occasions.
2. Bathroom slippers are not allowed.
3. Dresses that will expose vital parts of the body will not be tolerated.
4. T-shirts with inscriptions are not allowed in lecture halls
5. Gowns will be worn on special occasions.

### FALSE DOCUMENTS AND TESTIMONY

Students are to ensure that whatever documents and testimonies submitted in relation to admission and pursuance of academic studies at the College are authentic. The College reserves the right to verify through any legitimate means the authenticity of such documents.

Any discrepancy detected in documents submitted for admission and other official exercises will warrant outright dismissal and criminal prosecution in accordance with the laws of Ghana.

## **Appeal**

- i. Any student who is aggrieved of any disciplinary action against him/her may appeal to the Rector within twenty-one days upon receipt of the notice of punishment.
- ii. The Rector, upon receipt of the appeal may review the punishment by taking into consideration the circumstances of the case.

### **APPEAL (Statute 49)**

- iii. Any person affected by any disciplinary decision or action of the Rector or the person or body to whom he has delegated authority shall have the right of appeal within **fourteen days** of notification of the decision to the Council whose decision shall be final.

## **Sources**

University of Cape Coast (2007), Academic Programmes, Policies and Regulations.

University of Cape Coast (2005, 2008), Students' Handbook.

KNUST Students' Guide (2005)

Duquesne University, 1997. 1999), The Students' Handbook and Code of Student Rights, Responsibilities and Conduct.

Tangaza College, Academic Handbook, 2009-2010