



Regent Ghana Academic Policy

Section A General Regulations for Students

Principles and Guidelines for Lecturers & Students

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Note: This is an interim policy until January 2007. Policy implementation will be monitored throughout 2007 and reviewed in October/November.

What is inside this Document?

1. Intro

Academic Rules and Regulations

While Departmental counsellors and the Registrars of the Colleges are always available to give advice and guidance, it must be clearly understood that **THE ULTIMATE RESPONSIBILITY RESTS WITH THE STUDENT** for completeness and correctness of course selection, for compliance with prerequisite, co-requisite requirements, observance of exceeded courses, etc., for completion of Programme details, for proper observance of degree requirements, the Distribution Requirement and for observance of regulations, deadlines, etc. Students are responsible for seeking guidance from a responsible officer if they are in any doubt; misunderstanding, or advice received from another student will not be accepted as cause for dispensation from any regulation, deadline, programme or degree requirement.

Offices

Academic Office

The Academic Office provides administrative support to the University for the recruitment, admission, registration, examination and graduation of students. It also supplies the secretariat for many boards and committees and has responsibility for the administration of academic quality and standards.

The Academic Office, headed by the Academic Secretary, consists of three main sections. Admission and Recruitment Division, Student Planning And Assessment Division and Academic Quality Unit

Important Notices

Changes in Programmes of Study

The programmes of study, which our Calendar lists and describes are available for the years to which the Calendar applies. They may not necessarily be available in later years. If the University or the School must change the content of programmes of study or withdraw them, all reasonably possible advance notice and alternative instruction will be given. The University, however, will not be liable for any loss, damages, or other expenses that such changes might cause.

Changes in Programmes

For each programme of study offered by the University through the School, the courses necessary to complete the minimum requirements of the programme will be made available annually. We must, however, reserve the right otherwise to change the content of courses, instructors and instructional assignments, enrolment limitations, pre-requisites and co-requisites, grading policies, and timetables without prior notice.

Changes in Regulations & Policies

The University has several policies that are approved by the governing Council and that apply to all students. As well, the School has rules and regulations that apply to all students registered in courses and programmes offered by the School. The University and School assume that each student has become familiar with the policies. In applying to the School the student assumes certain responsibilities to the University and the School and, if admitted and registered, shall be subject to the rules, regulations, and policies cited in the Calendar, as amended from time to time.

Calendar and Registration Handbook

The University makes every reasonable effort to plan and control enrolment to ensure that all of our students are qualified to complete the programmes to which they are admitted, and to strike a practicable balance between enrolment and available instructional resources. Sometimes such a balance cannot be struck and the number of qualified students exceeds the instructional resources that we can reasonably make available while at the same time maintaining the quality of instruction. In such cases, we must reserve the right to limit enrolment in the programmes, courses, or sections listed in the Calendar and Registration Handbook, and to withdraw courses or sections for which enrolment or resources are insufficient. The University will not be liable for any loss, damages, or other expenses that such limitations or withdrawals might cause.

Copyright in Course Lectures

If a student wishes to tape-record, photograph, video-record or otherwise reproduce lecture presentations, course notes or familiar materials provided by instructors, he or she must obtain the instructor's written consent beforehand. Otherwise all such reproduction is an infringement of copyright and is absolutely prohibited. In the case of private use by students with disabilities, the instructor's consent will not be unreasonably withheld.

Person I.D. (Student Number)

Each student at the University is assigned a unique identification number. The number is confidential. The University, through the Policy on Access to Student Records, strictly controls access to Person I.D. numbers. The University assumes and expects that students will protect the confidentiality of their Person I.D.'s.

Registration

Details of the procedures by which students register and enrol in courses for which they are eligible, and pay or make arrangements to pay fees, are found in the Registration Handbook and Timetable. (Any student allowed to register one day after the end of the first week of classes is charged a late fee of ¢50,000; for each day thereafter.

Passed Courses May Not Be Repeated

Students may not repeat any course in which they have already obtained a pass mark or higher. The only exceptions occur when students require a course with a specific grade for entry to a limited-enrolment Programme. Students may repeat such a course only once as an “extra” course, which will have no effect on status or Grade-Point Average. There are no supplemental examinations or provisions to “upgrade” a mark. All courses taken, except those officially cancelled, remain on the record.

Taking Courses Outside the University

Courses of Other Universities (Letters of Permission and Transfer Credit)

Students admitted with transfer credit may be limited in the number of courses that they may transfer after admission. Prior to taking courses at another university, students are advised to request a Letter of Permission to confirm acceptability of those courses for transfer credit. Otherwise, students may submit a request for transfer credit after completing courses elsewhere. Permission obtained from an instructor or from a department for programme purposes, however, does not obligate the university to grant transfer credit. There is a ¢100,000 non-refundable charge for each request. Assessments of transfer credit may take several weeks to process depending on the time of year and the nature of the request. Applicants are responsible for submitting requests well in advance of any deadlines they must meet and for obtaining the appropriate counselling concerning the Letter of Permission and/or Transfer Credit process.

Cancelling Courses or Registration

Cancelling Courses

Students who do not intend to complete a course or courses must contact the academic Office. Students still enrolled in a course after the final date to cancel the course will receive a grade for that course. Not attending classes or ceasing to complete further course work or not writing the examination do not constitute grounds for cancellation without academic penalty from a course; the course remains on the record with the grade earned, including “I” for incomplete work.

Cancelling Registration

Students who wish to cancel all their current courses, and do not intend to enrol in any other courses for the rest of the session must cancel their registration in writing by notifying the Academic Secretary. The cancellation of registration must be completed by the appropriate deadline in order for the student not to incur an academic penalty. Before any refund is authorized, they must:

1. Pay any outstanding fees;
2. return any books to the Library and pay any outstanding fines;
3. vacate any laboratory and return any equipment in their possession.

Corrections to the Academic Record

The University will accept requests for corrections to an academic record at any time.

Note:

Students are responsible for ensuring that they provide a valid mailing address to assure that they receive a Statement of Results. Students who cease attending a course without officially cancelling or after the cancellation deadline will be considered to be enrolled in that course. It will be included in their official Statement of Results.

Fees

Fees are subject to change at any time by approval of the Senate. Tuition fees normally consist of academic fees (including instruction and library) and incidental/ancillary fees (including Health & Fitness Services and Student Union). Additional ancillary fees may also be assessed for enrolment in some specific courses. Consult the Student Accounts Office.

Fees Invoice and Payment

Students receive an invoice by mail or in person at Students Accounts office detailing fees for their specific programme and selection of courses. Payment is made at a financial institution — consult the instructions sent with the invoice.

Payment Deadlines

Deadlines are available from the Student Accounts Office. To avoid delays, students are advised to pay fees early.

All fees and charges posted to your account are payable. If not paid in full, any outstanding account balance is subject to a monthly service charge of 1.5% per month compounded (19.56% per annum). Outstanding charges on your account from prior sessions are subject to a service charge as of the 15th of every month until paid in full."

Students with outstanding accounts may not receive official transcripts and may not re-register at the University until these accounts are paid.

Financial Assistance

A limited number of scholarships and awards is available to students who need financial assistance or who qualify for them on the basis of academic merit. Information on these is available in the Office of the Chaplain or Guidance and Counselling Office.

Sanctions on Account of Outstanding Obligations

The following are recognized University obligations:

- (a) tuition fees;
- (b) academic and other incidental fees;
- (c) residence fees and charges;
- (d) library fines;
- (e) unreturned or damaged instruments, materials and equipment;

The following academic sanctions are imposed on students with outstanding University obligations:

1. Official transcripts of record will not be issued;
2. Registration will be refused to continuing or returning students.

Payments made by continuing or returning students will first be applied to outstanding University debts and then to current fees.

Course Marks

Term Work and Term Test Regulations

The following regulations summarize the University's implementation of the University's Grading Practices Policy.

Marking Schemes

Both essays (or equivalent work) and examinations (including term tests) are normally required for standing in courses. In courses where only one form of evaluation is used, a single piece of work cannot count for all of the final mark.

Self-evaluation by individual students or by groups of students is not permissible unless the specific consent of the Committee on Academic Standards is received.

As early as possible in each course, and no later than the last date to enrol in courses, the instructor must announce in a regularly-scheduled class the methods by which student performance will be evaluated, their relative weight in the final mark, including any discretionary factor, and the due dates. These methods must be in accord with applicable University and School policies (See TERM WORK and TERM TEST below, especially

bold-faced items.) Instructors must file a copy of their marking scheme for each course with the Departmental or Programme Office at the beginning of the term.

Semester Work

Instructors **MUST** assign, grade and return at least one significant assignment as early as possible.

All term work must be submitted on or before the last day of classes in the course concerned, unless an earlier date is specified by the instructor. Students who for reasons beyond their control are unable to submit an assignment by its deadline must obtain approval from their instructor for an extension of the deadline. This extension may be for no longer than the end of the Final Examination period. If additional time beyond this period is required, students must petition through the Academic Secretary before the end of the examination period for a further extension of the deadline.

Students are strongly advised to keep rough and draft work and copies of their essays and assignments, as these may be required by the instructor.

All written work that has been evaluated should be returned with such detailed comment as the instructor deems appropriate, and time made available for discussion of it. Any enquiries about a graded piece of work must be made within one month of the return date of the work. Instructors must keep unclaimed term work for at least six months beyond the end of the course.

Structure of semester

A semester shall be of 16 weeks' duration and shall be structured as follows:

14 weeks of Teaching/Industrial training/project work

2 weeks of Examinations

Semester Hour

The semester hour is defined as a 55-minute lecture/field/project work period per week.

Coding and numbering of courses

All degree courses shall have letter and number codes beginning with four letters: the first two signifying School or Faculty of the University College and the next two, the programme area. Then follows a three digit number in the following ranges:

1st Year Courses: 150 - 199

2nd Year Courses: 250 - 299

3rd Year Courses: 350 - 399

4th Year Courses: 450 – 499

Numbers/ Digits

First Digit – Indicates level/year in which the course is offered. Second & Third Digits – indicates the semester in which the course is offered (odd number 1, 3, 5, 7, or 9 – first semester and even number 2, 4, 6, or 8 - second semester).

Example: *SICS 256 is a course for the Department of Computer Science (CS), offered in the area of Information Systems (IS), in the second year, (2), during the second semester (56).*

Work-load per semester of study

Full-time: The student shall be required to carry a minimum of work-load of 15 credits per semester and a maximum of 21 credits.

Part-time: The student shall be required to carry a work-load of 9 credits per semester.

Semester Tests

No term test or combination of term tests held in the last two weeks of classes at the end of any term may have a total weight greater than 25% of the final mark.

All term tests must be held on or before the last day of classes. No term test may be held during the University Examination Periods, except for those in F or I-courses scheduled by the University .

Missed Semester Tests

Students who miss a term test will be assigned a mark of zero for that test unless they satisfy the following conditions:

1. Students who miss a term test for reasons entirely beyond their control may, within one week of the missed test, submit to the instructor or department/programme a written request for special consideration explaining the reason for missing the test, and attaching appropriate documentation, such as a medical certificate.
2. If a written request with documentation cannot be submitted within one week, the department may consider a request to extend the time limit.
3. A student whose explanation is accepted by the department will be entitled to one of the following considerations:
 - a) In courses where there is no other term work as part of the evaluation scheme, a makeup test must be given.
 - b) In other courses, the department/programme may either give a makeup test OR increase the weighting of other graded work by the amount of the missed test. In no case may the weighting of the final examination in course be increased beyond 2/3 of the total course mark.
4. If the student is granted permission to take a makeup test and misses it, then he or she is assigned a mark of zero for the test unless the department/programme is satisfied that missing the makeup test was unavoidable. No student is automatically entitled to a

second makeup test.*

5. A student who misses a term test cannot subsequently petition for late withdrawal from the course without academic penalty on the grounds that he or she has had no term work returned before the drop date.

* Note

This means that if a department is persuaded of the student's grounds for missing the makeup test, it may decide to compensate for the missed test in whatever way it chooses, which could be by giving another makeup test; the student cannot demand another makeup test.

University Final Examinations

The ratio of term work to examination mark will be the same for all courses that have final examinations. The relative value of each part of a written examination must be indicated on the question paper.

Final examinations are held at the end of each semester. Students taking courses during the day may be required to write either evening examinations or examinations during the day, and students taking evening courses may be required to write examinations in the evening. Examinations may be held on Saturdays. Students who make personal commitments during the examination period do so at their own risk. No special consideration is given and no special arrangements are made in the event of conflicts.

Students who are unable to write their examinations due to illness, domestic affliction, etc., should contact the Academic Secretary. Students who have two School final examinations at the same time, or three consecutive School final examinations (e.g., morning, afternoon, evening; or afternoon, evening, next morning) should contact the Office of the Academic Secretary well before the examination period begins. Information regarding dates, times and locations of examinations will not be given by telephone; for the most up to date examination timetable consult the University Website.

Rules for the Conduct of Examinations

1. No person will be allowed in an examination room during an examination except the candidates concerned and those supervising the examination.
2. Candidates must appear at the examination room at least twenty minutes before the commencement of the examination.
3. Candidates shall bring their student photo identification cards and place them in a conspicuous place on their desks.
4. Bags and books are to be deposited in areas designated by the Chief Presiding Officer and are not to be taken to the examination desk or table. Students may place their purses on the floor under their chairs.
5. The Chief Presiding Officer has authority to assign seats to candidates.
6. Candidates shall not communicate with one another in any manner whatsoever during the examination.

7. No materials or electronic devices shall be brought into the room or used at an examination except those authorized by the Chief Presiding Officer or Examiner. Unauthorized materials include, but are not limited to: books, class notes, or aid sheets. Unauthorized electronic devices include, but are not limited to: cellular telephones, laptop computers, programmable calculators, MP3 players (such as an iPod), Personal Digital Assistants ("PDA" such as Palm Pilot or Blackberry), pagers, electronic dictionaries, Compact Disc Players, and Mini Disc Players.
8. Candidates who bring any unauthorized materials or electronic devices into an examination room or who assist or obtain assistance from other candidates or from any unauthorized source are liable to penalties under the Code of Behaviour on Academic Matters, including the loss of academic credit and expulsion.
9. In general, candidates will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination, nor to leave except under supervision until at least half an hour after the examination has commenced.
10. Candidates shall remain seated at their desks during the final ten minutes of each examination.
11. At the conclusion of an examination, all writing shall cease. The Chief Presiding Officer may seize the papers of candidates who fail to observe this requirement, and a penalty may be imposed at the discretion of the instructor.
12. Examination books and other material issued for the examination shall not be removed from the examination room except by authority of the Chief Presiding Officer.

Grading system and Policy

Student performance in a course shall be graded as follows:

Percentage	Letter Grade	Grade Definition	
70-100	A	Excellent	Strong evidence of original thinking; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base.
60-69	B	Very Good	Evidence of grasp of subject matter, some evidence of critical capacity and analytic ability; reasonable understanding of relevant issues; evidence of familiarity with literature.
50-59	C	Good	Student who is profiting from his/her university experience; understanding of the subject matter; ability to develop solutions to simple problems in the material.

40-49	D	Pass	Some evidence of familiarity with subject matter and some evidence that critical and analytic skills have been developed.
0-39	F	Fail	Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; with limited or irrelevant use of literature.

Note:

In order to “obtain standing” in a course, a student must receive at least a passing grade (40%) in that course. A Grade of “F” is a failure.

Variations to the above may occur depending on what obtains in the affiliate awarding institution. In such cases the student will be given enough advance information.

Credit Point (CP) - Is defined as the point assigned to each course. These points are usually the number of hours the classes meet a week.

Weighted Point Average (WPA) - Is the sum of the product of the credit point and for a course and percentage for that course divided by the sum of the credit point for all courses offered in the semester.

Cumulative Weighted Point Average (CWPA) - Cumulative weighted point average is calculated by dividing the total weighted point average by the number of semester the student has been enrolled.

Final Weighted Point Average (FWPA). The FWPA is the CWPA for all courses under consideration calculated up to the end of a student’s academic programme.

Definition of Grades

1. Pass Grades: Grades **A** to **D**
2. Failure Grades: Grades **F**, **Z**, **X**
3. Continuing: A grade **Y** (for continuing) shall be awarded at the end of a semester to any student who is taking a course, which continues into the next semester.
4. Non - Completion of Course: A grade **I** (for incomplete) shall be awarded to a student upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work, and is expected to make up the incomplete during the first semester in residence after receiving the grade of I. Such a student shall be expected to complete the course the very next time the course is available. If the student does not make up the incomplete a grade may be given by the faculty member without further consultation with the student. If after one semester the I remains on the record it will be

designated as IX for record-keeping purposes and will be computed in the student's WPA, weighted at 0 points per credit.

5. Disqualification: A grade **Z** which denotes disqualification from an examination as a result of an examination malpractice or offence shall be awarded whenever it has been established that a student had attempted to gain an unfair advantage in an examination. Such a candidate may be debarred from taking the University College Examination for a stated period. A grade **Z** may be awarded only by the School/Faculty Board. A grade **X** may be awarded for 'absence without reason'.

6. A student may register to audit any course upon approval of the instructor. An auditor (hearer) will not be held responsible for assignment or examination; however he/she is expected to attend class on a regular basis. The student's transcript will carry a grade of **AU**. No credit is received for auditing a course. The appropriate fees (50% of normal tuition fees) must be paid before attending lectures.

Courses in which a Cr or P grade is received will be used in fulfilling graduation requirements. Only the grades A, B, C, D and F (and the designations IX and NX under conditions described above) are used in calculating resident grade averages.

Repeated Courses

A student may repeat for a higher grade any course in which an **F** was earned. Only the highest grade earned will count in the WPA. A course in which a **B, C** or **D** is earned may not be retaken in order to achieve a higher grade. If a course is repeated, all grades obtained in that course remain on the student's transcript.

Course Cancellation

Although the University will endeavour to hold all the courses scheduled, it reserves the right to withdraw any course in which fewer than six students are registered.

Grade Re-evaluation

A student who has reasons, which can be substantiated to request a grade change, must meet with the Lecturer (or the appropriate Departmental Head if the Lecturer is no longer on campus) and request a re-evaluation of his/her performance in the class. If the Head is the lecturer whose mark or grade the student want changed, the case should be referred to a senior lecturer in the department or external examiner. If it is determined that a change of grade is justified, the Lecturer will fill out a grade change form and submit it to the Departmental Head for action. It is then forwarded to the Dean of the appropriate School. It must have the Dean's approval prior to being sent to the Academic Office.

Examinations/ Assessment of Courses

Assessment of student's performance shall be by a combination of continuous assessment and end-of-semester examinations. The weighting for the two modes of assessments are as follows:

Continuous assessment	- 40%
End-of-semester examination	- 60%

Continuous assessment should comprise: quizzes, essays, short tests, assignments and mid-semester examinations. There are at least two examinations per semester: *mid-semester* and *end of semester* examinations. Examinations should be taken only at the appointed time. Failing to take an examination will result in a grade of ‘**F**’ for that examination. In case of an emergency, advance permission must be obtained from the lecturer to take the examination at a different time or a student may request an ‘incomplete grade’. He/she will then have two semesters in which to complete the work and replace the ‘Incomplete’ with a letter grade. If the work is not completed within this time, the grade will become ‘F’.

Semester examinations

1. Each course, with the exception of a Project work, shall normally be completed in one semester.
2. The marks obtained in the end-of-semester examination shall contribute 60% of the grade for the course while continuous assessment contributes the remaining 40%. A student in good standing shall be one whose Cumulative Weighted Point Average (CWPA) is at least Grade D. This is a pass mark.

Plagiarism

This is an act of literary theft whereby the other person’s work is presented, as the writer’s own. When excerpts of thoughts and writings of others are used in essays, the author must be acknowledged through footnotes or other acceptable practices. The offence of plagiarism may be committed in the following manner.

- a. Where a writer gives no recognition to sources from which material such as phrases, sentences and ideas are drawn. In this case the student will be required to rewrite the paper and his grade will be reduced by one letter, (for example from an “A” to a “B”).
 - b. Where an entire essay is copied from an author or composed by another person and presented as one’s own work. A failing grade “F” will be levied for that course.
2. *Cheating in an examination* will automatically attract a failing grade “F” for the course.
 3. *Submitting false records or information* at the time of admission to the University would attract the appropriate penalty – expulsion from the University. Where a degree has already been awarded, the degree shall be withdrawn and the criminal aspect referred to the appropriate state authority.

Moral Conduct

To qualify for graduation, the student must maintain acceptable moral conduct at the University, including not only personal integrity and uprightness of character, but also capability in general attitude and co-operation with the Administration and fellow students.

Dismissal

The strongest form of discipline the University can exercise is dismissal. This will occur when it becomes obvious that the student is not in harmony with the University's purposes and regulations. In all cases of misconduct, the student will appear before a Disciplinary committee or any other appropriate body.

Attendance at Regent University College of Science and Technology is a privilege. The Administration therefore reserves the right to dismiss any student whose conduct is deemed harmful to the best interest of the University at any time from any course, or from the University, irrespective of his academic record.

Year one

Candidates who do NOT qualify to progress from the first year to the second year on the basis of not earning a CWPA of 40% or better by the end of the first year, shall be asked by the Senate or Academic Board to withdraw from the University.

Year two and three

A student shall be put on probation if he has a CWPA of less than 40%. This means he/she will be required to repeat failed courses and where possible making up the workload with the appropriate courses from the next levels.

Lectures

Each University year consists of two sixteen-week semesters. Mid-semester and end-of-semester examinations are held each semester.

Attendance at all class periods is required. Excessive absence from classes will affect the final grade. Two weeks' absence lowers a student's grade by half a grade (e.g., B to C). After five weeks absence, however, the student normally receives an 'F'. Three tardies equals one absence. A student will not be excused from classes the first and the last weeks of any semester. Such absences without appropriate permission will count double.

In all cases, a student who is absent for a Cumulative Period of 21 Days from all lectures, tutorials, practical and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course and therefore shall not be permitted to sit for the semester examination.

Class work

All assignments must be completed and submitted on or before the date required except in cases where previous arrangements have been made with the lecturer. No lecturer is obligated to accept late assignments. Under unusual circumstances the student in consultation with the course lecturer may be granted two weeks' exemption to complete

course work. The student must initiate all such requests. After this, grades are permanently recorded and not subject to change.

Change of programme

Any change of programme, whether adding a course, dropping a course or changing course sections, must be made within the period stipulated in the Academic Calendar. All changes require the approval of the student's advisor. No change of programme is complete until the proper forms are filed at the Academic Office.

Deferment of examination

The University will organise examinations for students who were unable to take the main examinations on grounds of ill health or any other tangible reason, not more than three weeks after the main examinations or such time as will be determined by the department. All such cases must be approved before this is done.

Interruption of study programme

A student who wishes to interrupt his/her study programme shall apply in advance to the Dean of societies, stating reasons why he/she wants to interrupt his/her study programme and permission should be duly granted before he/she leaves the University. A student who breaks his/her studies for more than six continuous semesters shall be deemed to have lost any accumulated credits. Such a student may be allowed to re-apply for admission into the University.

Transfer of courses

A student enrolled at Regent-Ghana desiring to earn credits at another institution of higher education and have those credits applied toward a degree at Regent-Ghana must seek the approval of the Academic Registrar and other appropriate University officials. Approval must be obtained prior to taking the particular course(s). A student receiving such approval must have an official transcript submitted to the Academic Office immediately upon completion of the course(s). The appropriate fee will be charged for such service.

Withdrawal from university

Should it become necessary for a student to withdraw from the University he/she must report to the Academic Office at that time and complete the specified procedures. If a student leaves the University and fails to withdraw officially, it will result in an "F" grade notation on the student's permanent record.

Readmission

A student who has left a programme of study at Regent University College of Science and Technology for one or more semesters will be considered for re-entry by the Joint Admissions Board only after a letter of request has been submitted prior to the opening of the current semester. Any student who withdraws unofficially cannot be readmitted.

Eligibility for the degree

The degree shall be awarded to a candidate who has been properly admitted to the University, has followed the approved courses of study over the period prescribed and has satisfied the following conditions:

1. A student shall attend all such lectures, tutorials, seminars and undertake all other assignments as are approved by the University. Normally, a student must complete all degree work within a 6-year period.
2. Maintenance of acceptable personal integrity and uprightness of character during the period of enrolment at the University. This will include co-operation with the administration and fellow students is required for graduation.
3. Pass in all University required courses, including a Health and Fitness, and Typing Skills.
4. Satisfactory performance in the appropriate University examinations.

Requirement for graduation (degree)

A student shall be deemed to have:

- a. Satisfied all general University requirements (including Eligibility to the Degree)
- b. Accumulated a minimum of 128 credits with a minimum of 40% cumulative weighted point average. The minimum of 128 credit hours includes submission and oral defense of an 8,000 - 10,000-word dissertation.
- c. Done work placement in a firm/institution/organisation for not less than 16 weeks.
- d. Completed the following 0-credit courses required for graduation: GSOR 150 Health and Fitness, and GSOR 452 Development of Business Portfolio
- e. the fulfillment of all other practical requirements for graduation including industrial placement, Graduate Office Practice programme and Entrepreneurial Training sessions.

Classification of degree

The Bachelor's Degree shall be classified as follows:

Class Designation:

First Class	70-100%
Second Class Upper Division	60-69%
Second Class Lower Division	50-59%
Pass	40-49%
Fail	< 40%

Presentation and/or cancellation of award

a. Presentation:

Following the confirmation of an award of a degree, the candidate shall be entitled to be awarded the degree under the seal of the university at a graduation of the University organised for that purpose.

b. Cancellation:

The Faculty Board reserves the right to confirm an award or cancel an award. The Board may cancel an award if it becomes known that:

- a) A candidate had entered the University with false qualifications;
- b) A candidate had impersonated someone else;
- c) A candidate had been guilty of an examination malpractice for which a grade **Z** would have been awarded;
- d) There are other reasons that would have led to the withholding confirmation of the award by the Faculty Board in the first place.

Request for transcripts

Copies of student's transcripts are available upon written request to the Academic Office. A copy of the transcript includes only academic records accumulated by the student at the Regent University College Science and Technology. A transcript may also be requested by completing a Transcript Request Form.

This completed form should include the following:

1. Student's registration number and the full name under which the student was last enrolled and any other names previously used by the student;
2. Current address;
3. Other identifying information such as, birth date; degree(s) earned and date of completion of programme.
4. The name and address of recipient of the transcript;

The first transcript issued will attract the equivalent of \$10.00. Subsequent transcripts issued will attract a fee of \$5.00. These fees are payable in the cedi equivalent to the current dollar rate. Adequate advance notice, normally one week, is required for transcript processing. No transcript will be released for anyone who has failed to meet all his/her financial obligations to the University.

Academic calendar

The University Calendar consists of two sixteen - week semesters. The academic year begins in January. However, there is also secondary enrolment of students in October.

Orientation

The University requires all fresh students to come for an orientation programme before the beginning of the first semester.

Settlement of Accounts

Where possible, students should be prepared to pay full semester charges during or before registration. Money may be submitted in advance to the Finance Office. This will facilitate registration. All continuing students are required to pay at least half down on or before the day of registration according to the deferred payment plan, which follows. All first year students for the first semester do not have such a benefit; they are supposed to pay the full fee for the semester at registration.

University Deferred-Payment Plan

Any student desiring to participate in the university deferred-payment plan is required to pay 50% of the total charges down at registration and the balance of the semester charges in two equal payments before the commencement of the end-of-semester examinations. It is very important to note that when the student does not have the down payment, a commitment letter is required from those underwriting the student's account.

Refund Policy and Schedule

Policy

No reduction of charges will be granted unless application is made within two weeks of any change in programme or departure of the students. Students who withdraw from the university after the fourth week of classes will receive no adjustment on tuition and fees. Those whose study is interrupted by the University for Disciplinary Reasons will receive no adjustment on tuition and fees after the third week of classes. If a student withdraws during a semester and requests a refund of advanced payments, the following rules will determine the amount of adjustment, provided the student withdraws formally through the Admissions and Records Office.

Tuition and fees, with the exception of Freshmen Documentation Fee and registration fees, will be adjusted on the following percentages.

Schedule

<i>Two (2) workdays</i> following the first meeting of classes	Full refund.
<i>Second week</i> following the first meeting of classes	50% refund.
<i>Fourth week</i> following first meeting of classes	25% refund.
<i>After the fourth week</i>	No refund.

Note: A Refund Request Form must be collected from the Accounts Office and be completed for all cash refunds.

A Deferment and/or Withdrawal Form may be obtained from the Admissions and Records Office. This must be duly completed and supported with relevant documents before the Refund Request could be considered.

No person who registers as a full-time student and is later permitted to drop enough courses to place him/her in the classification of a part-time or weekend student will be entitled to an adjustment or pro-rated tuition after the fourth week.

Academic honours

Regular students who have carried at least 18 semester hours are eligible for the Academic Honours List if they have achieved a grade point average of 40% or above in the preceding semester. This list is published at the beginning of each regular semester.

Academic integrity

Students at Regent University College of Science and Technology are expected to be uncompromising in integrity and honest in all academic affairs. Lack of academic integrity can occur in such situations as Plagiarism and cheating. (**See document on Academic Misconduct**)

Academic Standing

There are four kinds of academic standing: In Good Standing; On Probation; On Suspension; Refused Further Registration

Academic standing is assessed twice a year:

1. At the end of the October Session; the WPAs used for this status assessment are the annual and the cumulative WPAs.
2. At the end of the January Session; the WPAs used for this status assessment are the sessional and the cumulative WPAs.

In Good Standing:

Students are described as In Good Standing if they are neither On Probation, Suspended nor Refused Further Registration; these terms are explained below.

Probation; Suspension; Refused Further Registration

The following regulations apply to students who have attempted at least four courses* in the University.

A student shall be on academic probation or be placed on academic warning who

a) has an average of less than 41% WPA or

b) returns from suspension.

2. A student who, at the end of the January or October Session during which he or she is on probation

a) has an average of 40% or more shall be in good standing

b) has an average of less than 40% shall be suspended for one calendar year unless he or she has been so suspended previously, in which case he or she shall be suspended for three years.

3. A student who, having been suspended for three years, is again liable for suspension shall be refused further registration in the University.

** Courses attempted are those in which a student remains formally enrolled on the last date for cancellation, unless the academic penalty normally attached to a later cancellation is removed by petition.*

Students are automatically taken off academic warning when the **Weighted Point Average (WPA)** reaches 41% at the end of the academic year.

Students (freshmen or transfer) who earn less than 40% semester **WPA** in their first semester at Regent Ghana will be dismissed.

Students who neglect their academic responsibilities may be dismissed at anytime on recommendation of their academic dean.

Continuing students whose Regent Ghana cumulative **WPAs** are above the dismissal threshold but whose Regent Ghana semester **WPAs** are less than 41% will have registration for the next term held subject to review by their academic dean.

Dismissed students must normally wait at least 2 semesters before being reinstated.

Credit/No (0)Credit Courses

Certain courses for which the learning experience is based primarily on participation and/or attendance may be offered solely on a Credit/No (0) Credit basis. Such courses are normally assessed on Pass/Fail basis.

For courses that are normally given for a grade, the designation Credit may be obtained in the case of credit by examination.

Adding and Dropping Courses

If a student wants to drop or add a course or if an instructor recommends a change, the student should confer with an advisor. The last day for dropping courses without a "W" being recorded is at the 36th calendar day of the semester.

ATTENDANCE POLICY

An instructor *may* drop a student from any or all components (e.g., lecture, laboratory, etc.) of a course if the student is absent at the beginning of the first class period of any component of the course. Students who cannot be in attendance should arrange prior permission from the lecturer in order not be dropped.

Beginning the 1st calendar day of the semester, a lecturer is to notify Student Planning and Assessment (SPA) Unit (Academic Office) if he/she would like to have a student dropped from a course because of the above policy. Notification must be done by sending a copy of the current course roll sheet, with appropriate name/student ID number marked out to SPA, Academic office. Submit the roll sheet to SPA Unit as soon as possible and NO LATER THAN the end of the 12th calendar day of the semester.

Reinstatement Policy

Normally a student must wait at least two semesters before being considered for reinstatement.

A dismissed student will be readmitted only when approved for reinstatement by the academic standards committee of the university; the application for reinstatement must be directed to the academic standards committee.

Retake Policy

Students may retake courses in order to improve grades. If a course is retaken, the original grade is noted as retaken and removed from the **weighted point average**.

Retakes can be accomplished only by re-enrolling in and completing a Regent Ghana resident course. The retake grade will always be used in the **weighted point average** computation regardless of whether it is higher or lower than the original grade.

Although there is no limit to the number of times a course may be retaken, a student may retake a course with subsequent removal of the prior grade from calculation of the **weighted point average** only once for each course, and for a total of five courses during the student's academic career at Regent Ghana. Any grades obtained from retaking courses beyond these limitations will be used in calculating the **weighted point average**. A retaken course will count only once toward meeting degree requirements.

Any course retaken after completion of a bachelor's degree will not affect the credits or the **WPA** applied to that degree.

RELEASE OF GRADES

A student's grades may be accessed by ordering an academic transcript. Sponsors of a dependent student may obtain grades by submitting proof of dependency to the Academic Office or with written permission from the student.

Grades Review Procedure

The Committee on Academic Standards administers the Grading Regulations, and reviews course grades submitted by Departments. The School, through this Committee, is responsible for assigning the official course grades, which are communicated to the students by the Academic Secretary.

Each Chair appoints a departmental review committee to review grades submitted by instructors. The committee may ask for clarification of any anomalous results or distributions, or disparity between sections of the same courses. Both the departmental review committee, through the Chair, and the School review committee, through the Dean, have the right, in consultation with the instructor of the course, to adjust marks where there is an obvious and unexplained discrepancy between the marks submitted and the perceived standards of the School. Final marks are official, and may be communicated to the students only after the review procedure has taken place. Grades, as an expression of the instructor's best judgment of each student's overall performance, will not be determined by any system of quotas.

Appeals and Petitions

Students are responsible for observing sessional dates, course prerequisites, and exclusion, satisfying the degree requirements and following the rules and regulations in the Calendar and the Registration Handbook and Timetable; failure to inform themselves of the preceding information may result in academic and/or financial penalties. Students should always consult their Academic Secretary immediately for guidance if anything happens that interferes with continuing or completing their courses, or that appears to be contrary to rules, regulations and deadlines.

Departmental Appeals

Issues arising within a course that concern the pedagogical relationship of the instructor and the student, such as the organization of a course, grading practices, or conduct of instructors, fall within the authority of the department or college sponsoring the course. Students are encouraged to discuss any issues regarding the academic aspects of a course with the instructor. It is recommended that if appropriate an issue should be documented in writing. The successive stages of appeal after the course instructor are as follows: the Undergraduate Secretary; the Chair of the Department or the Programme Leader; then the Dean of the School. An appeal must have been reviewed at the departmental level before referral to the Dean; appeals to the Dean **MUST** be in writing.

Petitions to the School

Issues relating to degree requirements and administrative regulations may be petitioned to the School within specific time limitations. The School considers petitions to have regulations waived or varied, if a student presents compelling reasons; however, students must convince the School that they have acted responsibly and with good judgment in observing School regulations. The Committee on Standing routinely denies petitions that in its view do not present a valid reason for an exemption from the regulations. Students are encouraged to seek counselling and, if necessary, to initiate a petition through the office of their Academic Secretary.

Petitions must 1) state the student's request; 2) the reasons for the request in a clear and concise manner; and 3) be accompanied by relevant supporting documentation. The petition is considered in confidence by the Committee on Standing, which is charged with interpreting and administering the regulations of the School. The Committee has the authority to grant exceptions and to attach conditions to its decisions.

It is the responsibility of the student to provide an accurate address to which a petition decision may be sent. Non-receipt of a decision due to postal error or incorrect address is not grounds for reconsideration.

Deadlines to File Petitions

Semester Work: The last day of the examination period

Examinations: Within one week of the end of the examination period; end of first week of classes in January for the December examination period

Withdrawal

- October Session courses: the following 15 November
- January Session courses: the following 28/29 February

All supporting documentation must be submitted within three weeks of the date of initiating the petition. Late petitions and petitions with late documentation will not be considered.

Documentation in Support of Petitions

The School seeks documentation that provides pertinent evidence for decisions determining whether or not an exception should be made to regulations that are designed to ensure equitable treatment for all students.

Petitions Regarding Term Work

Matters concerning term work normally fall within the authority of the instructor. Students unable to comply with given deadlines must contact their instructor prior to the deadline if an extension to the deadline is requested. All term work must be submitted by the last day of classes, unless an earlier date has been specified. Instructors may grant extensions beyond their own deadlines or beyond the last day of classes up to the last day of the examination period provided that a student presents reasons of illness, etc., with appropriate documentation. Extensions beyond the last day of the examination period interfere with the University's schedule for the submission of final grades and must therefore be approved by petition. These petitions for an extension of time for term work must be initiated by the last day of the relevant examination period. Late requests will not be accepted. Students must file the petition after consultation with the instructor regarding a suitable extension date. The Committee on Standing consults the department concerned for information about the status of the course work, and the steps, if any, that must be taken to complete the course. Students seeking an extension of time for term work are expected to continue their course work while they await a decision. They will not be granted additional time after the petition decision has been issued.

Petitions Regarding Examinations

Students are expected to write examinations as scheduled. Only in cases of documented debilitating illness or legitimate conflict should a student request a deferral of a final examination. Students who are too ill and/or incapacitated at the time of the examinations should petition to defer the examination they are unable to attend due to their medical condition. Petitions based on travel, employment, or personal plans will not be considered.

A deferred special examination at a subsequent examination period or the regular offering of the examination when next taught may be granted at the discretion of the School. Satisfactory written evidence must be provided to corroborate the illness. Students with chronic illnesses must provide medical documentation for the specific date on which the illness was acute. Students must submit a petition within one week of the end of the examination period through the Academic Secretary. There is a fee of ₱200,000 per deferred examination. In the petition decision students are notified of the examination period in which the deferred examination will take place, and if the examination will be a

regular or special examination. They must register and pay the fee by a given deadline, in order that arrangements can be made, an examination requested, etc. The School will notify those who do not register by the deadline that they have lost their privilege of a deferred examination and will revert the grade to one that includes a “0” for the final examination. No further consideration will be given. The University sends written notification to the students who have registered for deferred examinations of the specific date (within the already specified examination period), time and location of a deferred examination, as well as the reserved seating (if a special examination). Note, letters are mailed as early as possible, but due to the constraints of scheduling with the regular examinations, the mailing will occur five working days after the release of the regular August examination schedule, and ten working days after the release of the April/May and December examination schedules. Those who do not respond lose the privilege of a deferred examination and their grade reverts to one that includes a “0” for the final examination.

Students who must write a deferred examination in a course that serves as a prerequisite for subsequent courses may enrol in those courses with the approval of the department concerned and provided that the semester mark in the prerequisite (deferred) course is at least 60%.

Notes:

N.B. Students who are granted Deferred Standing (i.e., the notation of “DS”, for an extension of time for semester work or for a deferred examination) and who have earned an Average of less than 40%, will not be permitted to enrol in further courses until the outstanding course work has been completed and final cumulative and sessional WPAs and status for the session have been assessed.

If students decide to write an examination which does not go well, they MAY NOT PETITION FOR A REWRITE. Post hoc arguments claiming an inability to function at full potential or to exhibit full knowledge of the subject matter will not be accepted as grounds for consideration of a petition concerning performance on an examination. Furthermore, students who choose to write an examination against medical recommendation should do so knowing that they will not be given consideration after the examination has been written. Students must not only take responsibility for making appropriate judgements about their fitness to attend examinations, but also must accept the outcome of their choices.

Students who miss a deferred examination receive a grade of “0” for the examination in the calculation of the final grade. If the School accepts the student’s reasons for missing a deferred examination as legitimate, a further deferred examination may be permitted; however, the “SDF” notation will be replaced by the original grade. Students are charged a further fee for each subsequent deferred examination. Note that in such situations of further deferrals the Committee on Standing regularly prohibits registration in further sessions until the outstanding course work has been completed.

Appeals Against Petition Decisions

Appeals against petition decisions progress as follows:

1. First petition to the Committee on Standing by appropriate deadline submitted through Academic Secretary.
2. Appeal to the Committee on Standing within ninety days of the first decision; second petition submitted through the Academic Secretary;
3. Appeal to the Academic Appeals Committee within ninety days of the second decision; written request for a hearing submitted through the Academic Secretary;
4. Appeal to the Academic Appeals Committee of Senate within ninety days of the decision of the Academic Appeals Committee.

Reassessment of Marks

Reread of Final Examination

If a student believes that a final examination has been incorrectly marked in its substance, he/she may request a “reread.” The student must first purchase a photocopy of the final examination from the Office of the Academic Secretary, for a fee of ₪100,000 per course. The student must then fill out a “Request for Reread of Final Examination” form, which is available at the Office of the Academic Secretary. The student must demonstrate that his/her answers are substantially correct by citing specific instances of disagreement, supported by such documentary evidence as course handouts, textbooks, lecture notes, etc. The student must do more than simply assert that “I disagree with the marking,” or that “I believe I deserve more marks.” The Department concerned will reread the examination in light of the arguments presented. There is a ₪100,000 fee for this procedure, which is in addition to the fee of ₪100,000 charged for the photocopy of the final examination. The fee must be submitted, with the completed form, to the Office of the Academic Secretary within six months of the final examination period. If the mark is changed as a result of this review both the photocopy and reread fees will be refunded. It should be noted that when a course is failed, the examination must be reread before the mark is reported.

Recheck of Course Mark

If a student believes that there has been an arithmetical error in calculating the course mark, he/she may request a “recheck.” This can be done with or without purchasing a photocopy of the final examination. The student must fill out a “Request for Recheck of Course Mark” form, which is available at the Office of the Academic Secretary. The Department concerned will check that all answers have been marked, and that the marks have been added correctly; the examination will not be reread. The Department will also check that all term work marks have been correctly calculated. There is no charge for this procedure. The completed form must be submitted to the Office of the Academic Secretary within six months of the final examination period. If the mark is changed as a result of this review, the photocopy fee will be refunded.

Note:

A reread or recheck may result in a raised mark, a lowered mark, or no change.

Deadlines for requesting a photocopy of a final examination, a reread or a recheck:

- February examinations: the following August 31
- April/May examinations: the following November 15
- June examinations: the following January 15
- August examinations: the following February 28/29
- December examinations: the following June 30

Student Records

The “official student academic record” is maintained by the School, which shall designate the document, form or medium containing the official version and how official copies of such information will be identified.

Student academic records refer to information concerning admission to, and academic performance at, this University. The “official student academic record” contains:

1. personal information which is required in the administration of official student academic records such as name, student number, citizenship, social insurance number;
2. registration and enrolment information;
3. results for each course and academic period;
4. narrative evaluations of a student’s academic performance, used to judge his or her progress;
5. basis for a student’s admission such as the application for admission and supporting documents;
6. results of petitions and appeals;
7. medical information relevant to a student’s academic performance, furnished at the request or with the consent of the student;
8. letters of reference, whether or not they have been provided on the understanding that they shall be maintained in confidence;
9. personal and biographical information such as address, and telephone number.

Access to Student Records

1. Access by a student.

(i) Students may examine and have copies made of their academic record as defined above, with the exception of those portions of the record which comprise letters of reference which have been provided or obtained on the expressed or implied understanding that they shall be maintained in confidence. A student may however, be advised of the identity of the authors of any confidential letters contained in his or her official academic record.

(ii) Students' requests to examine any part of their "official student academic record" shall be made in writing and shall be complied with within thirty days of receipt.

(iii) Students may challenge the accuracy of their academic record with the exception of the materials specifically excluded above and may have their record supplemented with comments so long as the sources of such comments are identified and the official student academic record remains securely within the custody of the academic division. Reference to such comments would not necessarily appear on official academic reports such as the transcript or the Statement of Results.

(iv) It is assumed that all documents relating to petitions and appeals and not provided on the understanding that they shall be maintained in confidence will be retained within the division, and when needed by the student, will be made freely available.

2. Access by University Staff.

Members of the teaching and administrative staff of the University shall have access to relevant portions of a student's academic record in the performance of their duties.

3. Access by Regent Ghana campus organizations.

Student organizations in the Regent Ghana may have access to all information available freely to persons outside the university and to the residence address and telephone number of the student, for the legitimate internal use of that organization.

4. Access by Others

- a) By the act of registration, a student gives implicit consent for a minimal amount of information to be made freely available to all inquirers:
 - the academic divisions(s) and the session(s) in which a student is or has been registered,
 - degree(s) received and date(s) of convocation.
- b) Any other information shall be released to other persons and agencies only with the student's prior expressed written consent, or on the presentation of a court order. A record shall be kept of permissions granted to any persons or agencies outside the university for access to a student's academic record.
- c) General statistical material drawn from academic records not disclosing the identities of students may be released for research and informational purposes.

Refusal of Access

The University reserves the right to withhold transcripts of students who have outstanding debts.

Custody of Student Academic Records

Academic records are normally under the custodial responsibility of the academic divisions.

Personal Information

Personal information is a vital part of the student's official University record and is used to issue statements of results, transcripts, graduation information, diplomas and other official documents. Any change in the following must therefore be reported immediately to the Academic Secretary:

1. legal name;
2. citizenship status in Ghana;

Mailing Address

Address information must be viewed and changed in the Academic Secretary's Office. It is the student's responsibility to ensure that the mailing address is kept up-to-date.

E-Mail Address

As a student at the Regent University College of Science and Technology, you have automatic access to the Information Commons, which is your passport to e-mail, the library and the Internet. Once you have your ID Card, you must activate your Regent University College of Science and Technology e-mail account. Setting up a RegentMail account is mandatory.

ID-Card

The ID Card is a wallet-sized card bearing the student's photograph, and serves as evidence of registration in the University and as a library card. It is used for identification purposes within the University, such as School examinations and student activities. The loss of the card must be reported promptly to the Academic Secretary, and the card must be surrendered if a student withdraws from the University. There is a fee for the replacement of lost cards.

Statement of Results

Statements of Results are sent to students at their mailing address. Students should expect to receive their Statements within six weeks of the end of the examination period, and should contact the Academic Secretary immediately if the Statement of Results has not been received. Statements of Results are not issued at the end of the October Session.

Transcripts

The transcript of a student's record reports courses in progress and the standing in all courses attempted along with course average, information about the student's academic

status including record of suspension and refusal of further registration, and completion of degree requirements.

Final course results are added to each student's record at the end of each session. WPAs are calculated at the end of each session. Individual courses that a student cancels within the normal time limit are not shown.

Copies of the transcript are issued at the student's request, subject to reasonable notice. In accordance with the University's policy on access to student records, the student's signature is required for the release of the record.

The Regent University College of Science and Technology issues only a consolidated transcript, including a student's total academic record at the University. Requests may also be made in person or by writing to:

Student Planning and Assessment Unit
10 Japs House,
Regent University College of Science & Technology
P. O. Box DS 1636
Dansoman, Ghana

A fee of ₵100,000 (subject to change) is charged for each transcript. Cheques and money orders should be made payable to the Regent Ghana. Students must indicate at the time of the request if the purpose of the transcript is for enclosure in a self-administered application. Such transcripts are issued in specially sealed envelopes.

Regent Ghana cannot be responsible for transcripts lost or delayed in the mail. Transcripts are not issued for students who have outstanding financial obligations with the University.

University Grading Practices Policy

Purpose

The purpose of the University Grading Practices Policy is to ensure:

- a) that grading practices throughout the University reflect appropriate academic standards;
- b) that the evaluation of student performance is made in a fair and objective manner against these academic standards;
- c) that the academic standing of every student can be accurately assessed even when courses have been taken in different divisions of the University and evaluated according to different grade scales.

Application of Policy

The Policy applies to all individuals and committees taking part in the evaluation of student performance in degree, diploma, and certificate credit courses (hereafter referred to as courses).

Amendment to Policy

Amendments to the Policy shall be recommended to the Senate. Changes to the divisional regulations on grading practices shall be forwarded to the Committee on Academic Policy and Programmes.

Distribution of Policy

A copy of the Grading Practices Policy as well as the description of the grade scales and the substance of divisional regulations indicated in Part II of this Policy shall be published in the Calendar of the division. Similarly a copy shall be given to all students upon initial registration and to all instructors and others, including teaching assistants, involved in the evaluation of student performance. The Policy is in three parts: Part I deals with grades, Part II outlines grading procedures to be adhered to in divisional regulations adopted as part of this Policy, and Part III is an administrative appendix available upon request from the Office of the Provost.

Part I: Grades

Meaning of Grades

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well he or she has command of the course materials.

I.1 A grade assigned in a course is not an assessment of standing within a programme of studies. To determine the requirements for credit and standing in a programme of studies, the academic regulations of the division in which the programme is offered should be consulted.

I.2 Grades for each course shall be assigned with reference to the following meanings (which may be expanded in the divisional regulations under Part II): Excellent, Good, Adequate, Marginal, Inadequate.

Grade Scales

I.3 Once a judgment on the performance of the student has been made, the following grade scales are to be used:

- a) the refined letter grade scale: A, B, C, D, and F;
- b) the numerical scale of marks, consisting of all integers from 0 - 100; and/or
- c) the scales Honours/Pass/Fail and Credit/No Credit.

Grades vs. Scores

I.4 Grades should always be based on the approved grade scales. However, students may find that on any one evaluation they may receive a numerical or letter mark that reflects the score achieved on the test or essay. The cumulative scores may not be directly identified with the final grade. Grades are final only after review by the divisional review committee described below.

Grade Reporting

I.5 Grades will be assigned according to the numerical scale of marks referred to in I.3 (b) above, and converted to the refined letter grade scale of I.3(a) above. The CR/NCR scales of I.3(d) above may also be used. However, the grades assigned in a course must all be from the same scale.

I.6 All non-grade designators used in reporting course results must correspond to the University-wide standard. A list of the currently approved designators and their meanings is given in the Appendix A.2

I.7 The information in grade reports and transcripts must be communicated to the user, whether within or outside the University, in a clear and meaningful way. To that end, transcripts must include:

- a) an enrolment history, which traces chronologically the student's entire participation at the University;
- b) a "weighted point average" (Note: grade point average values will be assigned as follows A = 70-100; B = 60-69; C = 50-59, D = 40-49, F = 0-39),
- c) an average grade for each course expressed using the refined letter grade scale (Note: these calculations should be restricted to courses of a specific size),
- d) both numeric mark and its letter grade equivalent, where possible, for all courses,
- e) course weight values, expressed using a uniform system of values allowing for the relative values needed by each division,
- f) transfer credits granted,
- g) academic honours, scholarships and awards sanctioned by the University,
- h) a comprehensive guide explaining all grades and symbols used on the transcript.

Part II: Grading Procedures

Approval of Grades

Grades shall be recommended by the instructor to the chair or division head. The grades shall then be reviewed and approved following the divisional review procedure. Grades

shall not be reported or released to students as official until the divisional review procedure has been carried out. The divisional review constitutes final approval of grades except when grades are changed on appeal.

Divisional Review Committee

II.1 In each division, a committee chaired by the divisional head or designate, and where appropriate, an additional committee structure, with the chairs (or their designates) of departments or other academic units of divisions serving as chairs, shall:

- a) administer the implementation of the University Grading Practices Policy at the divisional level and oversee the general consistency of grading procedures with the division;
- b) approve and administer the University's specific regulations concerning the grade scale or scales to be used, the assignment of non-grade designators for course work, classroom procedures and approval methods of evaluation;
- c) review, adjust and approve course grades recommended by instructors. The grades recommended for any individual student in the professional faculties may be adjusted according to his or her performance in the course or programme as determined by the committee.

The divisional committee has the final responsibility for assigning the official course grade.

Classroom Procedures

II.2 To ensure that the method of evaluation in every course reflects appropriate academic standards and fairness to students, divisional regulations governing classroom procedures must be consistent with the practices below.

- a) As early as possible in each course (and no later than the division's last date for course enrolment) the instructor shall make available to the class, and shall file with the division or department, the methods by which student performance shall be evaluated. This should include whether the methods of evaluation shall be essays, tests, examinations, etc., the relative weight of these methods in relation to the overall score, and the timing of each major evaluation.
- b) After the methods of evaluation have been known, the instructor may not change them or their relative weight without the consent of at least a simple majority of the students enrolled in the course. Any changes shall be reported to the division or the department.
- c) Student performance in a course shall be assessed on more than one occasion. No one essay, test, examination, etc. should have a value of more than 70% of the grade. Criteria for exemption may be determined by the division.
- d) In courses that meet regularly as a class there shall be an examination (or examinations) conducted formally under divisional auspices and worth (alone or in the aggregate) at least one-third of the final grade. Criteria for exemption may be determined

by the division. The relative value of each part of an examination shall be indicated to the student. In the case of a written examination, the value shall be indicated on the examination paper.

e) Commentary on assessed semester work and time for discussion of it shall be made available to students.

f) At least one piece of semester work which is a part of the evaluation of a student performance, whether essay, lab report, review, etc., shall be returned to the student prior to the last date for cancelling the course without academic penalty.

g) Grades shall be recommended by the instructor in reference to the approved grades scales on the basis of each student's overall performance.

In formulating their own regulations divisions may add to items (a) to (g) and may adopt fuller or more specific provisions, for example in place of such terms as "a simple majority" (b), "one-third of the final grade" (d), or in particularizing the evaluation methods referred to in (a) and (b).

Procedures in the Event of Disruptions

II.3 The following principles shall apply in the event of disruption of the academic programme:

- (i) The academic integrity of academic programmes must be honoured; and
- (ii) Students must be treated in a fair manner recognizing their freedom of choice to attend class or not without penalty.

Procedures:

a) The Vice President for Academic Affairs (VPAA) shall declare when a disruption of the academic programme has occurred. The VPAA shall take steps to inform the University community at large of the changes to be implemented, and will report to the Committee on Academic Policy and Programmes regarding the implementation of the procedures and changes to the status of the academic programmes.

b) Individual instructors or multi-section co-ordinators responsible for courses that are disrupted shall determine, as the disruption proceeds, whether any changes to classroom procedures are needed to complete the course.

c) Changes to the classroom procedures should, where possible, first be discussed with students prior to the class in which a vote of the students present on the proposed changes is to be taken. Changes agreed upon by consensus should be forwarded to the department or division with a report on the attendance at the class where the vote was taken.

d) Where consensus on changes has not been arrived at, or where a vote is not feasible, the instructor, after class discussion, will provide the division head or chair of the department in multi-departmental faculties, with his or her recommendation, along with the results of the classroom votes. The chair or division head shall then make a decision.

e) Where classes are not able to convene, the instructor, with the prior approval of the chair in multi-departmental faculties or the division head, shall make changes deemed necessary to the classroom procedures. In the absence of the instructor such changes will be made by the divisional head and require the approval of the VPAA. Where courses are

to be cancelled, approval of the divisional council is required. If the divisional council cannot meet, approval of the division head, or in the absence of the division head, the approval of the VPAA is required.

f) Students must be informed of changes to classroom procedures. This may be done by circulating the changes in writing to the class, posting in the departmental and School offices. Should classes resume students must be informed, at class, of any changes made during the disruption.

g) Where a declared disruption occurs in a specific course after the last date to drop courses for the semester or academic session, students who do not wish to complete the course(s) during that term or session may, prior to the last day of classes, withdraw without academic penalty. Students who cancel a course prior to the last day of classes as a result of declared disruption in that course shall receive a full refund of the course tuition fee.

h) Where students have not attended classes that are meeting, they nonetheless remain responsible for the course work and meeting course requirements. However, where possible, reasonable extension of deadlines for the course requirements, or provision of make-up tests shall be made and reasonable alternative access to material covered should be provided.

i) A student who considers that disruption has unreasonably affected his or her grade in a course may appeal the grade following the procedures as set out in each division. If the petition is approved, the student's original grade will be replaced by either an assessed grade or by a grade of CR/NCR, or as deemed appropriate in the particular circumstances.

Assessment in Field Settings

II.4 Divisions may make reasonable exemptions to the classroom procedures described above in circumstances such as field courses where adherence to these procedures is not possible. Nevertheless, it is obligatory that the assessment of the performance of students in field settings should be fair, humane, valid, reliable and in accordance with the principles enunciated in the University Grading Practices Policy. Accordingly, where a student's performance in a clinical or field setting is to be assessed for credit, the evaluation must encompass as a minimum:

a) a formal statement describing the evaluation process, including the criteria to be used in assessing the performance of students and the appeal mechanisms available. This statement should be available to all students before or at the beginning of the field experience;

b) a mid-way performance evaluation with feedback to the student;

c) written documentation of the final assessment.

In addition, for such field experiences, divisions must ensure that:

d) field assessors are fully informed regarding University, divisional and course policies concerning evaluation procedures, including the specific assessment procedures to be applied in any particular field setting.

Any exception from the above would require a divisional request with explanation for approval by the Governing Council.

Grade Review and Approval Process

II.5 The following principles and procedures shall govern the grade review and approval process.

- a) The distribution of grades in any course shall not be predetermined by any system of quotas that specifies the number or percentage of grades allowable at any grade level.
- c) The criterion that the Divisional Review Committee shall employ in its evaluation is whether the instructor has followed the University Grading Practices Policy. The Review committee shall not normally adjust grades unless the consequences of allowing the grades to stand would be injurious to the standards of the University, or the class in general.
- d) Membership on the Divisional Review Committee may include students but should not include members of the divisional appeals committee(s).
- e) Where grades have been adjusted by a divisional committee, the students as well as the instructor shall be informed. On request, the students or the instructor shall be given the reason for the adjustment of grades, a description of the methodology used to adjust the grades, and a description of the divisional appeal procedure.
- f) Where a departmental review committee changes course grades, the School office shall be so informed. Having done so, the School office shall relay this information, upon request, to the students or the instructor with a description as to the reason for the change and the methodology used.
- g) Past statistical data, including drop-out rates, mean arithmetic average, etc., should be provided to the Divisional Review Committee as background information where available. The committee will not use this information exclusively to judge whether a specific grades distribution is anomalous. Rather, the information should provide part of the basis for an overall review of grades in a division.
- h) Where class grades have been changed, or when the Divisional Review Committee had reservations about the grades, the issue will be taken up with the instructor by the division or department head, with a view to ensuring that the Grading Practices Policy is followed in future.

Appeal Procedure

II.6 Every division shall establish divisional appeal procedures. Students may appeal grades according to the procedures established for that purpose in the division. The appeal may be made whether marks have been altered by the review process or not. These procedures shall be outlined in the divisional Calendar, and available upon request at the School or the office of the Academic Secretary.

Student Access to Examination Papers

- a) All divisions should provide access to copies of the previous year's final examination papers and other years' papers where feasible. Exemptions may be granted by an appropriate committee of the division or department.
- b) All divisions should provide students with the opportunity within a reasonable time to

review their examination paper where feasible. A recovery fee should be set to cover administrative costs including photocopying.

c) All divisions should provide, in addition to the customary re-reading of papers and the re-checking of marks, the opportunity for students to petition for the re-reading of their examination where feasible. A cost recovery fee should be set and returned where appropriate.

Conflict of Interest

Where the instructor or a student has a conflict of interest, or is in a situation where a fair and objective assessment may not be possible, this should be disclosed to the chair or division head who shall take steps to ensure fairness and objectivity.

Discipline: Code of Behaviour on Academic Matters

The Senate has approved a Code of Behaviour, which sets out clearly the standard of conduct in academic matters expected of members of the University community. The Code is enforced by the Provost and the Disciplinary Tribunal. Below are extracts from the Code, covering offences, sanctions and procedures as they apply to students. The full text is available from the office of the VPAA, the Offices of the Dean, and the Office of the Academic Secretary.

The University and its members have a responsibility to ensure that a climate that might encourage, or conditions that might enable, cheating, misrepresentation or unfairness not be tolerated. To this end all must acknowledge that seeking credit or other advantages by fraud or misrepresentation, or seeking to disadvantage others by disruptive behaviour is unacceptable, as is any dishonesty or unfairness in dealing with the work or record of a student.

Wherever in the Code an offence is described as depending on “knowing”, the offence shall likewise be deemed to have committed if the person ought reasonably to have known.

B.I. Offences

1. It shall be an offence for a student knowingly:

- a) to forge or in any other way alter or falsify any document or evidence required for admission to the University, or to utter, circulate or make use of any such forged, altered or falsified document, whether the record be in print or electronic form;
- b) to use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work;
- c) to personate another person, or to have another person personate, at any academic examination or term test or in connection with any other form of academic work;
- d) to represent as one’s own any idea or expression of an idea or work of another in any

academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism;

e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;

f) to submit for credit any academic work containing a purported statement of fact or reference to a source which has been concocted.

2. It shall be an offence for a School member knowingly:

a) to approve any of the previously described offences;

b) to evaluate an application for admission or transfer to a course or programme of study by other than duly established and published criteria;

c) to evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed.

3. It shall be an offence for a School member and student alike knowingly:

a) to forge or in any other way alter or falsify any academic record, or to utter, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form.

b) to engage in any form of cheating, academic dishonesty or misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

4. A graduate of the University may be charged with any of the above offences

Committed intentionally while he or she was an active student, when, in the opinion of the Senate, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time it was.

B.II. Parties to Offences

1.

a) Every member is a party to an offence under this Code who knowingly:

i) actually commits it;

ii) does or omits to do anything for the purpose of aiding or assisting another member to commit the offence;

(iii) does or omits to do anything for the purpose of aiding or assisting any other person who, if that person were a member, would have committed the offence;

(iv) abets, counsels, procures or conspires with another member to commit or be a party to an offence; or

(v) abets, counsels, procures or conspires with any other person who, if that person were a member, would have committed or have been a part to the offence.

b) Every party to an offence under this Code is liable upon admission of the commission

thereof, or upon conviction, as the case may be, to the sanctions applicable to that offence.

2. Every member who, having an intent to commit an offence under this Code, does or omits to do anything for the purpose of carrying out that intention (other than mere preparation to commit the offence) is guilty of an attempt to commit the offence and liable upon conviction to the same sanctions as if he or she had committed the offence.

3. When a group is found guilty of an offence under this Code, every officer, director or agent of the group, being a member of the University, who directed, authorized or participated in the commission of the offence is a party to and guilty of the offence and is liable upon conviction to the sanctions provided for the offence.

C.I.(a) Divisional Procedures

NOTE: Where a student commits an offence, the School in which the student is registered has responsibility over the student in the matter.

1. Where an instructor has reasonable grounds to believe that an academic offence has been committed by a student, the instructor shall so inform the student immediately after learning of the act or conduct complained of, giving reasons, and invite the student to discuss the matter. Nothing the student says in such a discussion may be used or receivable in evidence against the student.

2. If after such discussion, the instructor is satisfied that no academic offence has been committed, he or she shall so inform the student and no further action shall be taken in the matter by the instructor, unless fresh evidence comes to the attention of the instructor, in which case he or she may again proceed in accordance with subsection 2.

3. If after such discussion, the instructor believes that an academic offence has been committed by the student, or if the student fails or neglects to respond to the invitation for discussion, the instructor shall make a report of the matter to the department chair or through the department chair to the dean. (See also Section C.I.(B)1.)

4. When the dean or the department chair, as the case may be, has been so informed, he or she shall notify the student in writing accordingly, provide him or her with a copy of the Code, and subsequently afford the student an opportunity for discussion of the matter. In the case of the dean being informed, the chair of the department and the instructor shall be invited by the dean to be present at the meeting with the student. The dean shall conduct the interview.

5. Before proceeding with the meeting, the dean shall inform the student that he or she is entitled to seek advice, or to be accompanied by counsel at the meeting, before making, and is not obliged to make, any statement or admission, but shall warn that if he or she makes any statement or admission in the meeting, it may be used or receivable in evidence against the student in the hearing of any charge with respect to the offence or alleged offence in question. The dean shall also advise the student, without further comment or discussion, of the sanctions that may be imposed under Section C.I.(B), and that the dean is not obliged to impose a sanction but may instead request that the Provost lay a charge against the student. Where such advice and warning have been given, the

statements and admissions, if any, made in such a meeting may be used or received in evidence against the student in any such hearing.

6. If the dean, on the advice of the department chair and the instructor, or if the department chair, on the advice of the instructor, subsequently decides that no academic offence has been committed and that no further action in the matter is required, the student shall be so informed in writing and the student's work shall be accepted for normal evaluation or, if the student was prevented from withdrawing from the course by the withdrawal date, he or she shall be allowed to do so. Thereafter, the matter shall not be introduced into evidence at a Tribunal hearing for another offence.

7. If the student admits the alleged offence, the dean or the department chair may either impose the sanction that he or she considers appropriate under Section C.I.(B) or refer the matter to the dean or VPAA, as the case may be, and in either event shall inform the student in writing accordingly. No further action in the matter shall be taken by the instructor, the department chair or the dean if the dean imposes a sanction.

9. If the student is dissatisfied with a sanction imposed by the department chair or the dean, as the case may be, the student may refer the matter to the dean or Provost, as the case may be, for consideration.

10. If the student does not admit the alleged offence, the dean may, after consultation with the instructor and the department chair, requires that the Provost lay a charge against the student. If the Provost agrees to lay a charge, the case shall then proceed to the Trial Division of the Tribunal.

11. Normally, decanal procedures will not be examined in a hearing before the Tribunal. A failure to carry out the procedures referred to in this Section, or any defect or irregularity in such procedures, shall not invalidate any subsequent proceedings of or before the Tribunal, unless the chair of the hearing considers that such failure, defect or irregularity resulted in a substantial wrong, detriment or prejudice to the accused. The chair will determine at the opening of the hearing whether there is going to be any objection to defect, failure or irregularity.

12. No degree, diploma or certificate of the University shall be conferred or awarded, nor shall a student be allowed to withdraw from a course from the time of the alleged offence until the final disposition of the accusation. However, a student shall be permitted to use University facilities while a decision is pending, unless there are valid reasons for the dean to bar him or her from a facility. When or at any time after an accusation has been reported to the dean, he or she may cause a notation to be recorded on the student's academic record and transcript in a course and/or the student's academic status is under review. A student upon whom a sanction has been imposed by the dean or the department chair under Section C.I.(B) or who has been convicted by the Tribunal shall not be allowed to withdraw from a course so as to avoid the sanction imposed.

13. A record of cases disposed of under Section C.I.(A) and of the sanctions imposed shall be kept in the academic unit concerned and may be referred to by the dean in connection with a decision to prosecute, or by the prosecution in making representations as to the sanction or sanctions to be imposed by the Tribunal, for any subsequent offence committed by the student. Information on such cases shall be available to other academic units upon request and such cases shall be reported by the dean to the Secretary of the Tribunal for use in the VPAA's annual report to the Senate. The dean may contact the Secretary of the Tribunal for advice or for information on cases disposed of under Section

C.II. hereof.

14. Where a proctor or invigilator, who is not a School member, has reason to believe that an academic offence has been committed by a student at an examination or test, the proctor or invigilator shall so inform the student's dean or department chair, as the case may be, who shall proceed as if he or she were an instructor, by analogy to the other provisions of this section.

15. In the case of alleged offences not covered by the above and not involving the submission of academic work, such as those concerning forgery or uttering, library or computer material or library or computer resources, and in cases involving cancellation, recall or suspension of a degree, diploma or certificate, the procedure shall be regulated by analogy to the other procedures of this section.

C.I.(b) Divisional Sanctions

1. In an assignment worth 10 percent or less of the final grade, the department chair may handle the matter if:

a) the student admits guilt; and

b) the assignment of a penalty is limited to at most a mark of zero for the piece of work.

If the student does not admit guilt, or if the department chair chooses, the matter shall be brought before the dean.

2. One or more of the following sanctions may be imposed by the dean where a student admits to the commission of an offence:

a) an oral and/or written reprimand;

b) an oral and/or written reprimand and, with the permission of the instructor, the resubmission of the piece of academic work, in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;

c) assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;

d) assignment of a penalty in the form of a reduction of the final grade in the course in respect of which the offence was committed;

e) denial of privileges to use any facility of the University, including library and computer facilities;

f) a monetary fine to cover the costs of replacing damaged property or misused supplies in respect of which the offence was committed;

g) assignment of a grade of zero or a failure for the course in respect of which the offence was committed;

h) suspension from attendance in a course or courses, a programme, an academic division or unit, or the University for a period of not more than twelve months. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed.

3. The dean shall have the power to record any sanction imposed on the student's academic record and transcript for such length of time as he or she considers appropriate. However, the sanctions of suspension or a notation specifying academic misconduct as the reason for a grade of zero for a course shall normally be recorded for a period of five

years.

4. The Provost shall, from time to time, indicate appropriate sanctions for certain offences. These guidelines shall be sent for information to the Academic Board and attached to the Code as Appendix “C”.

Conduct: Code of Student Conduct

Summary of Code of Student Conduct

Non-academic offences are defined in the University’s Code of Student Conduct (2006), the full text of which may be obtained from the Office of the Vice-President, Academic Affairs. A summary of the Code is provided below.

Extracts from the Code are printed here in ordinary type, and additional comments etc., are in italics. References in square brackets are to original section numbering in the Code.

[B.] Offences

The following offences constitute conduct that shall be deemed to be offences under this Code, when committed by a student of the Regent Ghana, provided that such conduct:

(i) has not been dealt with as failure to meet standards of professional conduct as required by a School; and

(ii) is not specifically assigned to the jurisdiction of the University Tribunal, as in the case of offences described in the Code of Behaviour on Academic Matters, or to another disciplinary body within the Regent Ghana, as in the case of sexual harassment as described in the Policy and Procedures: Sexual Harassment; or to a divisional disciplinary body, such as a residence council or a recreational athletics disciplinary body; or is covered under these policies but which is deemed by the head of the division to be more appropriately handled by the Code of Student Conduct; and

(iii) except as otherwise provided herein, occurs on premises of the Regent Ghana or elsewhere in the course of activities sponsored by the Regent Ghana or by any of its divisions; and

(iv) has not been dealt with under provisions for the discipline of students with respect to University offices and services whose procedures apply to students in several academic divisions, such as University residences, libraries or athletic and recreational facilities.

1. Offences Against Persons

a) No person shall assault another person sexually or threaten any other person with sexual assault.

b) No person shall otherwise assault another person, threaten any other person with bodily harm, or knowingly cause any other person to fear bodily harm.

c) No person shall knowingly create a condition that unnecessarily endangers the health or safety of other persons.

d) No person shall threaten any other person with damage to such person’s property, or knowingly cause any other person to fear damage to her or his property.

e) No person shall engage in a course of vexatious conduct that is directed at one or more

specific individuals, and that is based on the race, place of origin, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, handicap, receipt of public assistance or record of offences of that individual or those individuals, and that is known to be unwelcome, and that exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to, those explicitly adopted.

Vexatious conduct that is based on sex or sexual orientation is considered an offence under the University's Policy and Procedures: Sexual Harassment. If the Sexual Harassment Officer believes, after consultation with relevant parties, that a complaint based on sex or sexual orientation would be better handled under the Code of Student Conduct, the Officer may refer the matter to the appropriate head of division.

f) (i) No person shall, by engaging in the conduct described in subsection (ii) below, whether on the premises of the University or away from the premises of the University, cause another person or persons to fear for their safety or the safety of another person known to them while on the premises of the Regent Ghana or in the course of activities sponsored by the Regent Ghana or by any of its divisions, or cause another person or persons to be impeded in exercising the freedom to participate reasonably in the programmes of the University and in activities in or on the University premises, knowing that their conduct will cause such fear, or recklessly as to whether their conduct causes such fear.

(ii) The conduct mentioned in subsection (i) consists of:

- a) repeatedly following from place to place the other person or anyone known to them;
- b) repeatedly and persistently communicating with, either directly or indirectly, the other person or anyone known to them;
- c) besetting or repeatedly watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or
- d) engaging in threatening conduct directed at the other person or any member of the family, friends or colleagues of the other person.

2. Disruption

No person shall cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organized by the Regent Ghana or by any of its divisions, or the right of another member or members to carry on their legitimate activities, to speak or to associate with others.

For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent. And silent or symbolic protest is not to be considered disruption under this Code. But noise that obstructs the conduct of a meeting or forcible blocking of access to an activity constitutes disruption.

3. Offences Involving Property

- a) No person shall knowingly take, destroy or damage premises of the Regent Ghana.
- b) No person shall knowingly take, destroy or damage any physical property that is not her or his own.
- c) No person shall knowingly destroy or damage information or intellectual property belonging to the Regent Ghana or to any of its members.
- d) No person, in any manner whatsoever, shall knowingly deface the inside or outside of any building of the Regent Ghana.
- e) No person, knowing the effects or property to have been appropriated without authorization, shall possess effects or property of the Regent Ghana.
- f) No person, knowing the effects or property to have been appropriated without authorization, shall possess any property that is not her or his own.
- g) No person shall knowingly create a condition that unnecessarily endangers or threatens destruction of the property of the Regent Ghana or of any of its members.

4. Unauthorized Entry or Presence

No person shall, contrary to the expressed instruction of a person or persons authorized to give such instruction, or with intent to damage or destroy the premises of the Regent Ghana or damage, destroy or steal any property on the premises of the Regent Ghana that is not her or his own, or without just cause knowingly enter or remain in or on any such premises.

5. Unauthorized Use of University Facilities, Equipment or Services

- a) No person shall knowingly use any facility, equipment or service of the Regent Ghana contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause.
- b) No person shall knowingly gain access to or use any University computing or internal or external communications facility to which legitimate authorization has not been granted. No person shall use any such facility for any commercial, disruptive or unauthorized purpose.
- c) No person shall knowingly mutilate, misplace, misfile, or render inoperable any stored information such as books, film, data files or programmes from a library, computer or other such information storage, processing or retrieval system.

6. False Charges

No person shall knowingly or maliciously bring a false charge against any member of the Regent Ghana under this Code.

7. Aiding in the Commission of an Offence

No person shall counsel, procure, conspire with or aid a person in the commission of an offence defined in this Code.

8. Refusal to Comply with Sanctions

No person found to have committed an offence under this Code shall refuse to comply with a sanction or sanctions imposed under the procedures of this Code.

[C.] Procedures

1. General

- a) The University's Hearing Officers, shall be available to the divisions, at the discretion of the head of the division, if that is considered appropriate or preferable for any reason.
- b) Each division shall appoint a Hearing Officer, who may be a student, staff or School member from that division.
- c) Whether the incident is investigated locally or centrally, every effort shall be made to conclude the case through to delivery of a final decision within the University within one year from the alleged incident or misconduct.
- d) Pursuant to the provisions of Section D., interim conditions may be imposed by the head of the division.
- e) For purposes of confidential and central record keeping, a one-page summary of the outcome of all investigations, whether or not they have proceeded to a Hearing, shall be copied to the Judicial Affairs Committee Chair, also a member of the University Council.
- f) Whenever possible and appropriate, informal resolution and mediation shall be used to resolve issues of individual behaviour before resort is made to formal disciplinary procedures.

2. Specific

- a) An Hearing Officer shall be appointed for a term of up to three years by the principal, dean or director (hereinafter called "head") of each School, college or school in which students are registered (hereinafter called "division"), after consultation with the elected student leader or leaders of the division, to investigate complaints made against student members of that division. Hearing Officers shall hold office until their successors are appointed.
- b) A Hearing Officer shall be appointed for a term of up to three years by the council of each division to decide on complaints under this Code made against student members of that division. Hearing Officers shall hold office until their successors are appointed.
- c) If the Hearing Officer is unable to conduct a hearing, or where the head of the division believes on reasonable grounds that the appointed officer is inappropriate to conduct the particular investigation or chair a particular hearing, then the head of the division shall seek an appointment from the central pool for that particular case. If the head of the division intends to request either suspension from registration or expulsion from the University as a sanction in a particular case, or if the case appears to the head of the division to require a Hearing Officer with legal qualifications, then the Senior Chair of the University Tribunal may, on the application of the head of the division, appoint a legally qualified person as Hearing Officer for that particular case.
- d) Where the head of the division has reason to believe that a non-academic offence as defined in this Code may have been committed by a student member or members of the division, the Investigating Officer will conduct an investigation into the case. After having completed the investigation, the Hearing Officer shall report on the investigation

to the head of the division. If the head of the division concludes, on the basis of this report, that the student or students may have committed an offence under the Code of Student Conduct, the head of the division shall have the discretion to request that a hearing take place to determine whether the student or students have committed the offence alleged.

e) The hearing will be chaired by the Hearing Officer. The case will be presented by an investigating officer, who may be assisted and represented by legal counsel. If the right to a hearing is waived, or after a hearing, the Hearing Officer will rule on whether the student or students have committed the offence alleged and may impose one or more sanctions as listed below. The accused student or students may be assisted and represented by another person, who may be legal counsel.

f) Appeals against decisions of bodies acting under authority from the council of a division to hear cases arising out of residence codes of behaviour may be made to the Hearing Officer of the division, where provision therefore has been made by the council of that division.

g) Appeals against the decision of the Hearing Officer may be made to the Discipline Appeals Committee of the University Council.

h) Where the head of a division has reason to believe that a non-academic offence may have been committed by a group of students including students from that division and from another division or divisions, the head may consult with the head of the other division or divisions involved and may then agree that some or all of the cases will be investigated jointly by the Investigating Officers of the divisions of the students involved and that some or all of the cases will be heard together by the Hearing Officer of one of the divisions agreed upon by the head and presented by an Investigating Officer agreed upon by the heads.

[D.] interim conditions and measures

1. Interim Conditions: Ongoing Personal Safety

In those cases where the allegations of behaviour are serious and, if proven, could constitute a significant personal safety threat to other students or members of the University community, the head of the division is authorized to impose interim conditions that balance the need of complainants for safety with the requirement of fairness to the respondent student. The interim conditions are in no way to be construed as indicative of guilt, and shall remain in place until the charges are disposed of under the Code's procedures.

2. Interim Measures: Urgent Situations

In some circumstances, such as those involving serious threats or violent behaviour, it may be necessary to remove a student from the University. Where the head of the division has requested an investigation by the Hearing Officer and the investigation is pending, the Vice-President for Academic Affairs (or delegate) may, on the advice of the head of the division, suspend the student or students temporarily for up to three working days if, in the opinion of the Vice-President for Academic Affairs (or delegate), there is reasonable apprehension that the safety of others is endangered, damage to University property is likely to occur, or the continued presence of the student(s) would be

disruptive to the legitimate operations of the University. The student(s) shall be informed immediately in writing of the reasons for the suspension and shall be afforded the opportunity to respond. Any such temporary suspension may be reviewed by the Vice-President for Academic Affairs (or delegate) within the three-day temporary suspension period, following a preliminary investigation, and either revoked or continued. If the suspension is continued, the student(s) may appeal to the Chair (or delegate) of the University Tribunal, who shall hear and decide on the appeal within five days.

[E.] Sanctions

The following sanctions or combinations of them may be imposed upon students found to have committed an offence under this Code. In addition, students found to have committed an offence may be placed on conduct probation for a period not to exceed one year, with the provision that one or more of the following sanctions will be applied if the conduct probation is violated.

1. Formal written reprimand.
2. Order for restitution, rectification or the payment of damages.
3. Denial of access to specified services, activities or facilities of the University for a period of up to one year.

The following two sanctions, which would directly affect a student's registration in a programme, may be imposed only where it has been determined that the offence committed is of such a serious nature that the student's continued registration threatens the academic function of Regent Ghana or any of its divisions or the ability of other students to continue their programmes of study. Where the sanction of suspension and/or expulsion has been imposed on a student, the Vice-President for Academic Affairs (or delegate) shall have the power to record that sanction on the student's academic record and transcript for such length of time as he or she considers appropriate.

A sanction of suspension shall be recorded on the student's academic record and transcript up to five years. The following wording shall be used: "Suspended from the Regent Ghana for reasons of non-academic misconduct for a period of [length of suspension], [date]."

A sanction of expulsion shall be permanently recorded on a student's academic record and transcript. The following wording shall be used: "Expelled from the Regent University College of Science and Technology for reasons of non-academic misconduct, [date]."

4. Suspension from registration in any course or programme of a division or divisions for a period of up to one year.
5. Recommendation of expulsion from the University.

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