

FOUNTAINHEAD CHRISTIAN COLLEGE,
TEMA, GHANA

STUDENT'S HANDBOOK

2015

MOTTO: VERITATEM COGNOSCERE DEUM (True Knowledge is to Know God)

Disclaimer

The regulations and information given in this handbook are correct at the time of going to press. They may be subject to change and amendment without notice. In case of doubt the Registry should be contacted in the first instance. The handbook is valid for two academic years

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SECTION1:

ACADEMIC PROGRAMMES, POLICIES AND REGULATIONS

1.0 PREAMBLE

Fountainhead Christian University College (FCC) affirms the Bible as the authoritative word of God and, with the Holy Spirit's inspiration, the absolute reference point for every aspect of life and ministry. Based upon God's word, who He is, and His initiative of salvation, the following responses are strongly emphasized in FCC:

1. KNOW GOD

FCC is committed to know God, His nature, His character and His ways. We seek to reflect who He is in every aspect of our lives and ministry. The automatic overflow of knowing and enjoying fellowship with God is a desire to share Him with others.

2. MAKE GOD KNOWN

FCC is called to make God known throughout the whole world, and into every arena of society through evangelism, training and mercy ministries. We believe that salvation of souls should result in transformation of societies, thus obeying Jesus' command to make disciples of all nations.

3. CHAMPION YOUNG PEOPLE

FCC is called to champion youth. We believe God has gifted and called young people to spearhead vision and ministry. We are committed to value them, trust them, train them, support them, make space for them and release them. They are not only the Church of the future; they are the Church of today. We commit to follow where they lead, in the will of God

4. HAVE A BIBLICAL WORLDVIEW

FCC is called to a Biblical worldview. We believe that the Bible makes a clear division between good and evil; right and wrong. The practical dimensions of life are no less spiritual than the ministry expressions. Everything done in obedience to God is spiritual. We seek to honor God with all that we do, equipping and mobilizing men and women of God to take roles of service and influence in every arena of society.

5. EXHIBIT SERVANT LEADERSHIP

FCC is called to servant leadership as a lifestyle. A servant leader is one who honors the gifts and callings of those under his/her care and guards their rights and privileges. Just as Jesus served His disciples, we stress the importance of those with leadership responsibilities serving those whom they lead.

6. DO FIRST, THEN TEACH

FCC is committed to doing first, then teaching. We believe that firsthand experience

gives authority to our words. Godly character and a call from God are more important than an individual's gifts, abilities and expertise.

7. BE RELATIONSHIP-ORIENTED

FCC is dedicated to being relationship-oriented in our living and working together. We desire to be united through lives of holiness, mutual support, transparency, humility, and open communication, rather than a dependence on structures or rules.

8. VALUE THE INDIVIDUAL

FCC is called to value each individual. We believe in equal opportunity and justice for all. Created in the image of God, people of all nationalities, ages and functions have distinctive contributions and callings. We are committed to honoring God-given leadership and ministry gifts in both men and women.

1.1 Vision

The mission of FCC is to educate, develop, and mentor men and women who will stand out in influencing and impacting society; through a distinctive and dynamic learning atmosphere that develops analytical skills, which serve the needs of the professional world; in an open multicultural diversity.

1.2 Mission

The mission of FCC is to educate, develop, and mentor men and women who will stand out in influencing and impacting society; through a distinctive and dynamic learning atmosphere that develops analytical skills, which serve the needs of the professional world; in an open multicultural diversity.

Mission elements and objectives

The mission is made up of the following elements:

1. To manage knowledge within divine instructions since God is the source of all knowledge.
2. Provide an environment that cultivates spiritual maturity, strength of character and moral values.
3. Minister to the whole person-spirit, soul and body.
4. Deliver integrated and world class programmes that will position well, the outputs of this university, in the job market, both locally and internationally
5. Develop, educate and empower through quality teaching and learning, well-rounded graduates who are able to think laterally and critically in their service to the country and its people.
6. Transform continually in terms of positioning, academic profile, unity, equity and redress. In doing this, contribute to the transformation of the Ghana Higher Education

system to help meet the country's social, economic, developmental and environmental needs.

7. Invest in the attraction and the retention of qualified academic and administrative staff.
8. Practice teaching, learning, research and consultancy that blend with the global change, hence, the continuous operations on relevant outputs, which is characterized by the ability of students to respond to change, both environmental and global change.

1.3 Functions of the University

The University shall have the following functions:

- To provide resources for the university education, training and research and consultancy and the establishment of Faculties, Schools, Institutes, Centers, Departments and such other bodies as the Board of Regents may determine
- To determine who may teach, what may be taught and how it may be taught in the University
- To conduct research and encourage the conduct of research which enlarges the frontiers of human knowledge.
- To promote the generation and dissemination of knowledge for the benefit of society and the stimulation of intellectual life and cultural development of students
- To conduct examinations for and grant degrees, diplomas, certificates and other awards of the University
- To provide a balanced programme and environment for harmonious and holistic development of students and staff
- To carry out any other functions as may be permitted and approved from time to time by the Board of Regents

1.4 Definition of Key Terms

1.4.1 Programme:

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

1.4.2 Course

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

1.4.3 Core (compulsory) Course

A core course is a course that a student is required to take and pass in order to graduate. There are four types of compulsory course: University-wide course, departmental

compulsory courses and programme –specific compulsory courses. A student who fails a compulsory course must repeat the course in order to graduate

1.4.4 Elective Course

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

1.4.5 Pre-Requisite Course

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

1.4.6 Audited Course

An audited course is a course which the student voluntarily takes for zero credit. The course appears on the student’s transcript but will not count towards the computations of GPA

1.4.7 Authorized Withdrawal

An authorized withdrawal is an approved withdrawal from a course. The student completes a form, submits it to the Department for recommendation to the Registrar. The Registrar communicates approval to the Student and the head of Department

1.4.8 Semester

A semester shall normally be of 16 weeks’ duration and shall consist of 14 weeks of teaching and 2 weeks of examinations.

1.4.9 Semester Hour

The semester hour is defined as a 60-minute lecture period per week for 14 weeks of teaching

1.4.10 Trimester

A trimester shall be 12 weeks duration and shall consist of 10 weeks of teaching and 2 weeks of examination

1.4.11 Session

A session is defined as a structured period for lectures or practical lessons/work within a day

1.4.12 Inter-Faculty Course

An inter-Faculty Course is a course which a student takes outside his/her area of specialization to broaden his/her academic outlook or enrich his/her general education. Such courses are taken outside the student’s department, preferably outside the student’s faculty.

1.4.13 Grade Point (GP)

The points earned for each letter grade as stated in the grading system

1.4.14 Credit Point (CP)

The point assigned to each course. These points usually correspond to the number of hours the classes meet a week

1.4.15 Grade Point Average (GPA)

The sum of the product of the credit point and grade point for all courses offered in the semester divided by the sum of the credit points

1.4.16 Cumulative Grade

Cumulative Grade point average is calculate by dividing the total grade points by the number of semesters the student has been enrolled

1.4.17 Final Grade Point Average (FGPA)

The FGPA is the CGPA for all courses under consideration calculated up to the end of the student's academic programme.

2.0 Academic Programmes

2.1 Objectives

The FCC programmes have the objectives to:

- Provide innovative and interdisciplinary undergraduate courses of study that enable students to exercise analytical and imaginative thinking and make well-founded ethical decisions;
- Educate the new generation of leaders for the 21st century—men and women capable of shaping the society with vision, justice, and clarity;
- Understand individual disciplines in the business world as well as the interrelationship of each discipline to the whole;
- Understand the necessary techniques for dealing with the economic, social and political environment of the business firm, especially quantitative techniques and communication skills;
- Possess the needed skills for jobs that will be available upon graduation as well as jobs that will be created in the future;
- Provide adequate response to the managerial, administrative and leadership requirements of government and industry;
- Develop the knowledge, analytical ability and balanced judgement to solve business problems;

- Nurture and support a highly qualified and entrepreneurial faculty that is excellent at teaching, active in pure and applied research, capable of providing a broad range of intellectual and cultural insights, and is responsive to the needs of students and their communities.
- Receive encouragement and preparation to pursue advanced (graduate) studies and professional certifications.
- Nurture and support a highly qualified and entrepreneurial faculty that is excellent at teaching, active in pure and applied research, capable of providing a broad range of intellectual and cultural insights, and is responsive to the needs of students and their communities.

2.2 Undergraduate Programmes of Study

A. Faculty of Business Administration

Programmes:

Bachelor of Science in Business Administration Degree with majors in:

- Accounting
- Banking and Finance
- Human Resource Management
- Marketing
- Procurement and Supply Chain Management

B. Faculty of Information Communication Technology

Department of Computing and Communications

Programmes:

- Bachelor of Science in Information Technology
- Bachelor of Science in Computer Science

C. Faculty of Applied Theology and Mission

Department of Applied Theology and Organizational Governance

Programmes:

- Bachelor of Applied Theology and Communication

Proposed Faculties and Programmes:

D. Faculty of Education

Programmes:

- Bachelor of education in Basic education
- Bachelor of Education in Early Childhood education

E. Faculty of Nursing and Allied Sciences:

Programmes:

- Bachelor of Science in Nursing
- Bachelor of Science in Midwifery
- Diploma in Nursing
- Diploma in Midwifery

2.2.1 Duration of Undergraduate Programmes

FCC has the following programmes by duration depending on entry point on admission for the award of a degree:

- 4 –year programme: 120 to 144 credits within a minimum of four years and a maximum of six years
- 3 –year programme: 90 to 108 credits within a minimum of three years and a maximum of five
- 2 –year programme: 60 to 72 credits within a minimum of two years and a maximum of four

2.2.2 Duration of Special Programmes

Minimum of 150 credits within a minimum of five years and a maximum of seven

2.2.3 Work-Load

- **Semester (full-time):** students shall mandatorily carry a minimum work-load of 15 credits per semester and a maximum of 18 credits except in special programmes that the maximum shall not exceed a number approved by the Academic Board
- **Trimester (Week-end):** students shall be required to carry a minimum work-load of 15credits per Trimester and a maximum of 18 credits. The total credit hours for any of the four-year programme shall be a minimum of 120 or a maximum of 142

2.2.4 Admission Requirements

FCC has the following admission requirements:

- **Secondary School Certificate holders**

Five GCE Ordinary Level including English Language and Mathematics; Plus GCE Advanced Level passes in three subjects

OR

- **International Baccalaureate of an aggregate not less than 30OR**
- **West Africa Senior Secondary School Examination (WASSSCE) Certificate SSSCE Holders**

Six (6) passes including core English, Mathematics and either Integrated Science or Social Studies and three (3) Electives in relevant subjects. Applicants should have an aggregate score of 6 – 24 in the West Africa Examination Council (WAEC) Senior Secondary Certificate Examinations.

- **WASSSCE Applicants**

Six (6) passes including core English, Mathematics and either Integrated Science or Social Studies and three (3) Electives in relevant subjects. Applicants should have an aggregate score of 6 – 36 in the WASSSCE as interpreted below

WASSSCE		SSSCE	
Grade	Weight	Grade	Weight
A1	1-Excellent	A	1-Excellent
B2	2-Very Good	B	2-Very Good
B3	3-Good	C	3-Good
C4	4-Credit	D	4-Credit
C5	5-Credit		
C6	6-Credit		

OR

RSA stage II with passes in five (5) subjects including English Language and Mathematics, plus RSA Stage III with passes in at least three (3) subjects.

- **Diploma Holders from Tertiary Institutions**

Polytechnics and holders of Diplomas from accredited universities or other non-university tertiary institutions may be considered for admission. The Admission Board shall assess

candidates with Diplomas and HND with regard to the curriculum content of their programmes and the classification of their final certificate on a case to case basis and grant them the necessary Course exemptions at level 100 or 200 on the basis that the student made grade **C** or better in the relevant subject.

- **Professional Qualifications.**

Level 300 for applicants with the following qualifications:

Institute of Chartered Accountants, Ghana (ICA) Part III (Old System)

Institute of Chartered Accountants, Ghana (ICA) Part II (New System)

Chartered Institute of Management Accountants (CIMA) (Managerial Level)

Association of Certified Chartered Accountants (ACCA) (Part II)

Chartered Institute of Marketing (CIM) Part II

Chartered Institute of Bankers (CIB) Part II

ICSA (Professional Level). Such applicants will have the option of majoring either in Accounting or in Banking and Finance

IMIS Higher Diploma in Information Systems Management

Level 200 for applicants with the following qualifications:

Institute of Chartered Accountants, Ghana (ICA) Part II (Old System)

Institute of Chartered Accountants, Ghana ICA Part I (New System)

Chartered Institute of Management Accountants CIMA (Certificate Level)

Association of Certified Chartered Accountants ACCA (Part I)

Chartered Institute of Marketing CIM Part I

Chartered Institute of Bankers (CIB) Part I

Institute of Chartered Secretaries and Administrators (ICSA) (Diploma Level).

Institute for the Management of Information Systems (IMIS) Diploma in Information Systems Management.

- **Mature Candidates**

Mature candidates applying for admission may have demonstrable relevant professional and working experience and should have attained a minimum age of **Twenty-Five (25)** years at the time of submitting the application. Students seeking admission under this category will write an Entrance Examination and pass a selection interview. The examination will cover: Mathematics, Logic and Critical Thinking, Current Affairs and English Language. The examinations must be passed at 50% in each subject before a candidate will be selected for an interview. The questions for the Mature Candidate Entrance examination will be moderated by the mentoring institution. The candidate should show proof of age with birth certificate or any documentary proof of birth date which is 5 years old at the time of application.

- **Foreign Applicants**

Foreign applicant must have qualifications equivalent to the above to be considered for admission. Their results must also be translated into English Language and they should be able to read and write in English language and pass our entrance examination/interview.

3.0 Curriculum Structure

The curricula of the programmes are contained in the School/Faculty brochures. In addition to Departmental courses (i.e. core and elective courses) students are required to take University-wide courses

3.1 Credit Weightings

FCC programmes generally have credits assigned on the basis of contact hours

- A one-credit hour course is a course which has either one contact hour theory class per week for one semester/trimester, or three contact hour's laboratory work per week for one semester/trimester
- A two-credit course is a course which has either two contact hour theory classes per week for one semester/trimester or one hour of theory and three hours of practicals per week for one semester/trimester or six hours of practicals per week for one semester/trimester
- A three-credit course (a full course) is a course which has either three contact hour theory classes per week or two contact theory hours and three hours of laboratory work per week for one semester/trimester
- There are exception cases where more or less credits are assigned to laboratory/field/attachment based courses depending on the requirements of the department and professional bodies

3.2 Coding and Numbering of Courses

FCC courses shall have letter and number codes beginning with four letters: the first two signifying School/faculty or department and the next two, the programme area. Following this will be a three-digit number in the following ranges indicating level (year):

1 st Year Courses	100-199
2 nd Year Courses	200-299
3 rd Year Courses	300-399
4 th Year Courses	400-499

3.2.1 Letter codes for Schools/Faculty

- i. BBA-Faculty of Business Administration
- ii. FTM- Faculty of Theology and Missions
- iii. ICT-Faculty of Information and Communication Technology
- iv. General Study Course Codes
 - a. FRH-French
 - b. ENG-English
 - c. ICT-Computing
 - d. FRS-Spiritual Formation and Leadership

3.3 Numbering of Years and Semesters

The first digit refers to the level or year in which the course is offered. The second and third digits refer to the semester in which the course is offered (a '0' for both semesters, an odd number (1,3,5,7 etc), refers to the first semester and an even number (2,4,6, etc.) refers to the second semester

4.0 Registration Process

Tuition fees for the first year of a course of study are payable in advance on initial registration. If a course extends beyond one year the fees are payable every semester in advance thereafter. Students should note that the University is entitled to charges that are not paid when due. A student who is in debt to the University may not re-register for the next year. A student in debt will not automatically be informed of examination results. Students in debt to the university cannot be awarded a degree.

Tuition fees must be paid every semester in advance. Continuing students are allowed to pay in two installments, fifty percent before registration, and the remainder thereafter. No student will be allowed to write examinations without payment of fees. You will be issued with a school fees

payment card after full payment of fees. It is your responsibility to present this card at all examinations.

Students should be properly registered for courses during the official registration period at the beginning of each semester. Students are advised to choose their courses in consultation with the academic counselor.

All students are expected to register with their faculty/departments by the end of the fourth week of re-opening. Students who fail to register by the approved dates will not be allowed to attend lectures and write assessment examinations. At the start of each academic year students must re-register confirming or amending their records. Students shall be liable for the payment of late registration penalty.

- i. Continuing students who trail between one (1) and six (6) 1st, 2nd and/or 3rd year courses at the end of the second semester examination shall be required to:
 - a. First register the outstanding trailed courses(s) for the appropriate semester.
 - b. Then register additional current course(s) to make up the required maximum credits for the semester and defer the rest of the courses.
- ii. A student who is unable to register within the formal registration period on grounds of ill-health, shall on provision of a medical report issued or endorsed by a recognized medical practitioner, be allowed to register within seven days from the day of the closure of formal registration
- iii. In the event of the inability of such a student to register within the seven days stipulated in paragraph (ii) above, he/she will be allowed a deferment for a semester. In a situation where the first semester courses are prerequisite for the second semester courses, the deferment shall be for the whole academic year (i.e. two semesters).
- iv. Students shall be permitted to change their courses only during the registration period. A change of programme form will have to be filled and duly signed by: The Head of new department of new programme, (in case of inter-faculty transfers) the Dean of faculty and the Head of Academic Section
- v. Students are known only by the names, which have been written in the Register of matriculation. Students who change their names or address apply to the Registrar, together with documents to support the change, such as marriage or birth certificate quoting their students number. The University will not accept responsibility for problems that occur as a consequence of incorrect or inadequate address information having been provided.

Every student is expected to conduct himself or herself in a manner which will not discredit or harm the University or its members. Failure to maintain this standard, whether due to behaviour that is dishonest, deceitful or fraudulent, or in any other way constitutes misconduct, is a breach of regulations. This applies irrespective of whether or not the behaviour would constitute a criminal offence under Ghanaian law.

4.0.1 ORIENTATION

It is a requirement for all fresh students to go through an orientation programme during the first week of the Academic year. Any student who wishes to be absent should submit a letter of absence at least 2 weeks in advance to the Registrar. The orientation programme includes a basic introduction to the spiritual, academic and social dimensions of their education. Questions regarding the orientation programmes may be directed to the admissions office.

4.0.2 CHANGE IN SESSION OR COURSE

An appropriate form must be filled by a student who wishes to change from one session or course to the other and must do so at the beginning of the semester. A change from or to the Weekend School can be done at the beginning of a new academic year. In all cases, a request for change can be done effected only if there is a vacancy.

A student must seek the approval of the Registrar and other appropriate University officials 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).

5.0 ASSESSMENT OF STUDENTS PERFORMANCE

Good education is asses by the quality and quantity of learning that takes place among those participating in University College activities. Students are expected to devote their energies conscientiously to develop their competence, their effectiveness as students, and their ability to learn.

The University endeavors to achieve excellence in teaching at all levels. Being established as a major and innovative centre for teaching and research, thorough fieldwork is obligatory for all students. Teaching is a combination of lectures, practical classes, case studies and role-play, which seeks to inform, transform, and inspire students. Attention will be given throughout the course to the development of skills that students need in whatever career they might pursue after graduation. It is therefore our priority to ensure that students graduate from FCC with a realistic view about the world.

To ensure the development and maintenance of academic standards in the University, a Unit has been established with the aim of monitoring and evaluating the implementation of policies, regulations and directives. Major and minor reviews of programmes and courses will be carried out periodically by schools and departments to keep pace with modern socio-economic, scientific, technological developments and conducted in consultation with internal academics and external professionals.

Every second semester, students will go on internship and undertake a project or prepare a case study involving contact with a particular establishment at the end of their fourth year.

To ensure the achievement of good performance, a student is required to;

- i. Attend all lectures on time. Lateness to lectures will not be tolerated.

- ii. A student who fails to be present for an academic Cumulative Period of 3 weeks or 21 Days from all lectures and other activities prescribed without any documentation or notice of absent shall be deemed to have withdrawn from the course and therefore shall not be permitted to sit for the semester/trimester examination.
- iii. All assignments must be completed and submitted on or before the agreed date except in cases where previous arrangements have been made with the lecturer.
- iv.

A student who wishes to interrupt his/her study programme shall apply in advance to the Dean of the School, 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.

5.1 EXAMINATION

- a. Before one qualifies to be a candidate for a university examination in Fountainhead Christian College, he/she must have:
 - i. Registered for the examination and pursue the approved course over the required period.
 - ii. Registration for the examination shall be by submitting a filled prescribed form of course studied duly endorsed by the Head(s) of department to the Academic Office not later than four weeks after the commencement of the semester.
 - iii. Fully paid fees owed to the university.
 - iv. A candidate, who reports more than 30 minutes after the commencement of the examination, may be refused admission to the examination hall.
- b. The University will organize examinations for students who were unable to partake in the main examinations on grounds of ill health or any other tangible reason, not more than three weeks after the main examinations. All such cases must be approved before this is done. A student who fails to take an examination without permission will have a grade 'F' for that examination.
- c. Candidates will not be permitted to:
 - i. Enter the examination hall without a student ID card, fee payment card and any other advertised requirements issued from the Office of the Registrar.
 - ii. Possess any other materials except what have been approved by the lecturer
 - iii. Enter the exams hall until they are request to do so;
 - iv. Attempt to pass or pass any information or instrument to another candidate during examination.
 - v. Candidates who would want to temporarily leave the exams room are required to seek the permission of the invigilator. In such cases, the

- candidate will be accompanied by an attendant appointed by the invigilator.
- vi. In case a candidate finishes an examination ahead of time, he/she may leave the examination hall when he/she wishes. Before leaving the hall the candidate must submit his/her answer booklet to the invigilator.
 - vii. Grade F shall be awarded to candidates who fail to be present at an examination without any satisfactory reason.

5.1.1 EXAMINATION MALPRACTICE

The invigilator or any examiner shall report to the Examination Unit and Dean's Office as soon as practicable, any instance of a breach of examinations regulations. The Disciplinary Sub-Committee in charge of examination malpractices shall review all reports received in connection with an examination malpractice, or an offence, and impose appropriate sanctions. Sanctions from examination malpractices shall include debarring candidates from taking the university examination for a stated period, suspension or expulsion from the University.

Examination malpractice shall include the following:

- i. Any attempt on the part of a candidate to gain an unfair advantage.
- ii. Any breach of the examination regulations or instructions to candidate.
- iii. Physical possession of unauthorized materials likely to be used in the examination.
- iv. Copying from prepared notes or another candidate.
- v. Found with notes on the body.
- vi. Talking to a candidate or other candidates in order to cheat.
- vii. Tampering with examination booklets in an attempt to cheat
- viii. Impersonation
- ix. Writing before 'start work' is announced or after 'stop work' has been announced.
- x. Exchanging question papers during the examination
- xi. Placing scripts or booklets at vantage point to enable a friend to cheat.
- xii. Challenging or struggling with invigilators in the examination shall over alleged examination offence and expulsion.
- xiii. Destroying materials suspected to help in establishing cases of examination malpractice.
- xiv. Sending used or unused examination answer materials out of the examination hall.
- xv. Communicating on a mobile phone during the course of an examination.

5.0.1 RESIT

A student, who fails one or two courses, will be required to re-sit during the vacation. If a student fails the re-sit, he/she will be required to trail the course(s) adding up to a maximum of 6 credits per semester to the normal course load. A student with trails must avail himself/herself and benefit from Academic Advisor and Counseling services provided by the University.

Students are required to pay for every re-sit paper separately from the schools normal fees. Payment for re-sit receipts must be shown separately from the school fees card when the task force goes round to check school fees.

If a student passes a repeated course, both the failing grade(s) and new grade(s) will appear on the student's transcript and will be used in the computation of his/her CGPA. Where there is a replacement, the grade in the course originally failed will be used in addition to the grade obtained in the replaced courses for the computation of the final CGPA

5.0.2 GRADE RE-EVALUATION

A student who has reasons which can be substantiated to request a grade change, will be required to complete a student's compliant form from the Head of Department's office and a review fee payable to the cash office. If it is determined that a change of grade is justified, 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.

The application must be submitted by the aggrieved candidate or his agent to the Faculty Office not later than 20 days after the release of the said results. The review fee shall be refunded to the aggrieved candidate either in whole or in part when a complaint succeeds. However he/she shall forfeit the fee when the complaint fails.

5.0.3 DISMISSAL

A student must pass all core courses taken or attain a minimum CGPA of 1.0 to progress from level 100 to level 200. Students with the barest minimum CGPA at the end of each semester shall be cautioned and counseled.

A level 100 student who has 3 or more Fs or has a lowest CGPA at the end of academic year will be dismissed for poor academic performance or when it becomes obvious that a student is not in harmony with the University's rules and regulations. When misconduct results in this action, the student will appear before a disciplinary committee.

Attendance at the Fountainhead Christian College is a privilege and 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/her academic record. A student must therefore avail him/herself and benefit from Academic Advisory and Counseling Services to be provided by the University.

5.1 GRADING SYSTEM

It is the responsibility of the candidate to consult the University College notice board for the result of any examination taken. However the candidate may apply for his results from the

Academic office. A copy of the transcript includes only the academic record accumulated by the student at the FCC

Student performance in a course shall be graded as follows:

KNUST

Marks	Grade	Interpretation
70-100	A	Excellent
60-69	B	Very Good
50-59	C	Good
40-49	D	Pass
0-39	F	Fail
	I	Incomplete

UCC

Raw Score	Grade	Credit value	Interpretation
80-100%	A	4.00	Excellent
75-79%	B+	3.50	Very Good
70-74%	B	3.00	Good
65-69%	C+	2.50	Very Fair
60-64%	C	2.00	Fair
55-59%	D+	1.50	Satisfactory
50-54%	D	1.00	Barely Satisfactory
0-49%	F	0	Fail

Definition of Grades

- i. Pass Grades: Grade A to D
- ii. Failure Grade: Grade F

5.1.0 CLASSIFICATION OF DEGREE

The Bachelor's degree shall be classified as follows:

KNUST

CLASS DESIGNATION	CWA (%)
First Class	70.00 - Above
Second Class (Upper Division)	60.0 – 69.99
Second Class (Lower Division)	50.00 – 59.99
Pass	45.00 – 49.99

UCC

Class Designation	CGPA
First Class	3.6-4.0
Second Class (Upper Division)	3.0-3.5
Second Class (Lower Division)	2.5-2.9
Third Class	2.0-2.4
Pass	1.0-1.9
Fail	< 1.0

6.0 GRADUATION

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

The general requirements for graduation include:

- a. Evidence of regular enrolment in a particular programme
- b. Duly fulfilling of all obligations owed to the university
- c. Pass in all University required courses and examinations.
- d. Satisfactory participation in community service or internship.

6.1 AWARDS

- a. A Bachelor's 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:
 - i. Regular attendance at all lectures, tutorials, seminars practical related to his/her field of study, and submission of all other assignments including project work as approved by the University.
 - ii. Observance to FCC code of conduct during the period of enrolment at the University, including personal integrity and uprightness of character, and co-operation with the administration and fellow students. Discharge of all financial obligations to the University. Done attachment/internship/community service with a firm/institution/organization for a period determined by the Faculty.
- b. Academic Honours
 - i. The Chancellor's Award: This is given to the candidate with the highest CGPA (At the time of graduation).
 - ii. The President's Award: This award goes to the candidate with the second highest CGPA. (At the time of Graduation).
 - iii. The Dean's Honours List: Regular students who have carried at least 15 semester hours are eligible for the Dean's Honours list if they have achieved a grade point of 3.60 or above in the preceding year. This list is published at the beginning of each regular academic year.
- c. Cancellation

The Academic Board reserves the right to recommend the cancellation or withdrawal of an award. The Academic Board may do so if it becomes known that:

 - i. A candidate has entered the University with false qualifications;
 - ii. A candidate had impersonated someone else;
 - iii. A candidate has been guilty of an examination malpractice and any other reasons put forward by the Academic Board for the cancellation or withdrawal of the award.
- d. Students in debt to the university cannot be awarded a degree.

7.0 COLLEGE PROPERTY

All property, movable and immovable, or whatever description now or after belonging to the University, shall remain vested in the University and all trusts for or to be executed by the University and under any former constituent names or description shall be for the benefit of the University on behalf of the FCC.

It is an offence for a student to deliberately cause damage to property, as well as to the good name of the University or incite others to cause such damage. Where such damage is done, the offender shall be required to make good the damage as deemed necessary by the university authorities. Damage to the good name and image of the university may require that a student be expelled.

7.1 SERVICES

a. Chaplaincy

The mission of the Chaplaincy of Fountainhead Christian College is to develop and manage programs and services that will enhance the University's Mission of training students who effectively combine the virtues of Faith and Integrity with Academic Excellence. The department shall organize Outreaches in rural communities for students 'community service program including devotions and prayer meetings for both staff and students.

The Chaplaincy manages a spiritual formation such as

- i. Organizing a staff retreats at the beginning of every Academic year, for spiritual upliftment and vision sharing. During this time, the Chancellor, who is also the Vision Bearer interacts with members of staff for impartation and direction.
- ii. Chapel Services are held twice in a week on campus for both students and staff. Once every semester, the department organizes a prayer and fasting week for the whole university community to be coordinated by the Chaplain, Chaplain Assistants and Facilitators.
- iii. Chaplaincy will operate a very strong and well-structured counseling service for both students and staff for emotional and spiritual growth and healing.
- iv. Motivational messages shall be mounted periodically at vantage points on campus to enhance spiritual lives of the members of the university community.

b. Library

- i. Library facilities are available at the campuses of the university. The library is open to all students.
- ii. All Fresh students will be introduced to the facilities available in the library during their first week on campus. Students will be issued with information and regulations concerning the use of the library.

c. IT Services

A wide range of computer facilities is made available to students in computer clusters supplied and supported by the university IT department.

- i. All registered students have unrestricted access to the university's computing facilities designated for students. Notices, examinations results and such other information will normally be made available online. In order to use the services, students must register with the students Services Centre. Each student is given a username and an account.

a. Welfare

The Chaplaincy and the Office of the Dean of Students are always open to students requiring assistance related to their welfare. Academic Advisor will also be available to help with academic and personal problems.

b. Student services

The Student Service Centre is open to student's callers during most of the working day from 8:00am-5:00pm excluding lunchtime. The Centre is also open on Fridays nights and all Saturdays for weekend students. If you have any questions or concerns contact Student Services by phone, email or in person. A full description of services offered is available on demand.

c. Careers Service

The career Advisory Service aims to prepare students for the next stage in their career choice, learn about available opportunities, make sound career decision, develop an action plan to achieve their goals and achieve success in competition with other graduates. Careers information covering opportunities is available in the Resource area of the Student Services Unit and in the Library.

d. Health and Safety

Information on health and safety can be obtained from the Office of the Dean of Students. Students are also advised to observe basic safety precautions at all times on or off campus. If a student is absent from lectures, or unable to study due to an accident or illness, it is essential that is reported to the Head of department and Registrar. Students are reminded of the need to obtain written evidence of any medical condition which might affect their academic performance. This may include long-term medical conditions such as epilepsy, diabetes, asthma or dyslexia. It is the responsibility of the student to obtain medical certificates and submit them, in confidence, to the Head of Registry, as early as possible. These certificates will be held on the students file and may be referred to at meetings of the relevant Faculty Board. Details of the medical condition or illness will be kept strictly confidential. It is in the interest of a student to ensure that any medical certificates are submitted directly to the Admission Office, not to an Academic Advisor or other Member of staff.

8.0 STUDENTS POLICY

a. Hostel Accommodation for students

The university realizes that the start of a school is a stressful time for parents, sponsors and students alike. The effort to find suitable, affordable and safe accommodation can be difficult one. The following information has therefore been put together to assist parents, sponsors and students in the quest:

- i. Students admitted to the permanent campus are expected to live exclusively in university-accredited hostels.
- ii. The university does not provide hostel accommodation directly to students. There is a collaboration arrangement with a hostel management company to provide accommodation for students.
- iii. All hostels are accredited by the university's student housing unit.
- iv. It is expected that all students in need of hostel accommodation will visit the student housing unit in order to make arrangements. The unit provides information on facilities available, costs and location.
- v. No student will be allowed to rent their own premises. This is to ensure that the university continues to exercise supervisory authority over the living places of all students to ensure that decent and appropriate conduct is maintained at all times.
- vi. Parents who prefer to opt their wards out of the university accredited accommodation arrangement should kindly do so in writing to the Registrar, Fountainhead Christian College at the time of registration. The university reserves the right to review the admission status of a student if such accommodation is not deemed conducive to the welfare of students.

b. Halls

- i. The university hostels shall be referred to as Halls.
- ii. The Dean of students shall be responsible for the administration of the halls.
- iii. The Dean of Students shall be assisted by hall representatives. Each hall shall have a hall representative who must be elected by the members of the hall. To qualify for election to that office, the student must successfully complete at least one academic year of study in the university.
- iv. In cases of absence involving non-attendance at programmes and activities, a written permission must be obtained from the Dean of students.
- v. All students are required to be members of the students' union.
- vi. The students' parliament is the students representative council (SRC) elected from agreed constituencies.

8.1 STUDENTS REPRESENTATIVE COUNCIL

There shall be a Student Representative Council (SRC) elected by students of the University. The SRC shall be the official organs for the Junior members of the university and shall be responsible for:

- a. Promoting the general welfare and interests of students of the university.
- b. Co-ordinating the social, cultural, intellectual and recreational activities of the students in the university.
- c. Presenting the views of the students of the university to the appropriate body of bodies

- depending upon the nature of the matters.
- d. Establishing links and maintaining cordial relationship with students of other universities and voluntary institutions with and outside the country and promoting cordial relationships with past students of the university.
- e. Nominating students' representatives to service on appropriate university bodies, committees and adhoc committees to probe and manage the affairs of the university. Any student is eligible for service on any of the committees.
- f. The SRC shall have the right to appeal to the Academic Board on all matters affecting students

All registered students are automatically members of the Students Representative Council.

8.1.0 OTHER CLUBS

In order to participate in a voluntary student organization and/or organized intramural competition, a student must:

- a. Be a regularly admitted and currently registered student, and not declared ineligible through disciplinary sanctions as outlined in the Student Conduct Code;
- b. Comply with policies and procedures as outlined in "The Manual of Policies and Procedures for Voluntary Student Organizations;" and
- c. Comply with eligibility regulations as outlined in the Associated Students University of FCC Constitution and Bylaws and/or by the Department of Intramural Activities when appropriate.
- a. Students' Clubs in the University College shall be informed at the request of at least twelve interested students. The Patron/Matron of the Clubs must be a University staff member.
- b. The interested party, through the Dean of students should submit the request for the approval of the Academic Board.
- c. After the approval, the University Newsletter shall submit the names of the principal officers of the club to the Dean of Students at the beginning of every academic year.

9.0 LIFESTYLE

- a. Student behaviour

Making of undue noise within the university precincts is forbidden. In particular, the hours between 10:00pm-5am are to be regarded as hours of quiet provided that this rule shall not apply where permission to organize a function has been granted by the Dean of Students.

- i. Possession or peddling any kind of narcotics and hard drugs like Indian hemp, coca leaves, cocaine, morphine, opium etc., is an offence and will face the Disciplinary panel for appropriate punishment including expulsion and police prosecution
- ii. Drinking, offering or selling of any alcoholic beverage on campus to another student is an offence
- iii. It is an offence for a student to practice or indulge in illicit sexual behaviour including fornication, adultery, lesbianism or homosexuality, or be in possession of any pornographic material either on campus or in any of the Halls.
- iv. Gambling, stealing, fighting, abusive language, cursing and profane songs are prohibited whether on the campus or in any of the Halls.

- v. It is an offense for students to offer lecturers or administrative staff money or other items in exchange for grades or marks.
- b. Dress Code

The university is particular about decent dressing and has mechanisms in place for sanctioning indecent dressing and conduct. Parents, guardians and sponsors are enjoined to assist the University in the crusade against indecency by ensuring that their wards bring appropriate clothes for school.

All students are required to wear the academic dress appropriate to their status during matriculation and graduation as well as other ceremonial occasions. It is an offence to wear indecent clothes. Moderation should always be the cardinal principle.

- i. Female Students:

Women are to present themselves in a way that emphasizes the unique and sacred identities of women at all times. Dresses that expose your breast, stomach, upper thighs, loins, mid and lower back and panties are considered indecent. Skirts must be long enough to cover the knees. Transparent, sheer or tight fitting blouses and sweaters or skirts are not permitted. Short blouses and dresses with very low necklines that expose parts of your breast are not permitted. Short, tight-fitting slacks and similar clothing are not considered appropriate attire for lectures. However, properly fitting slacks may be worn for outdoor recreational programmes. Tube/tank tops are not permitted. Skirts and trousers with cuts to the thighs are forbidden. Wearing of natural 'rasta' (dreadlocks) is not allowed.

- ii. Male students:

General campus wear shall consist of trousers and collared shirts with tie or decent African wear, coat, a round neck 'T' shirt or suit. Sleeveless 'T' shirts are not considered appropriate attire on campus or for lectures. Pair of knickers (shorts) except for sporting and recreational uses is not allowed. Wearing of earrings is not permitted. Braiding of hair or 'rasta' (dreadlocks) is not allowed.

- iii. Sanctions for inappropriate dressing:

Students who violate the dress code will be asked to leave the campuses, which include offices, computer laboratories, libraries and lecture halls. To be asked to leave the campuses by our interpretation also means a warning. Students who violate this code three occasions after being asked to leave or warned twice would be brought to the disciplinary Board of the university for a more severe sanction if found guilty.

Misconduct:

An allegation of misconduct will be dealt with in the first instance by a Disciplinary Board who may summon the student concerned to appear before it to hear particulars of and to answer the allegation.

- a. Any action or activity which is in breach of a rule or regulation issued by or on behalf of the University.
- b. Violent or disorderly behaviour which otherwise prejudicially affects the maintenance of good order within the university or the proper functioning of any of its activities.

- c. Behaviour which might reasonably be expected to be harmful, threatening or offensive, or to cause distress to any other member of the university or to any other person connected with the university;
- d. Examination malpractice, or submission of any assessed work, be it coursework or thesis, of another person as your own without acknowledgment (i.e. plagiarism)
- e. Demonstrations must be done in accordance with procedures laid down by the Dean of Students. Any Demonstration contrary to this will be considered as misconduct and will be dealt with accordingly.

10.0 DISCIPLINARY BOARD

The Disciplinary Board before whom a student appears may, if it finds the complaint to be substantiated, impose a penalty short of expulsion, as it shall think fit. If an allegation is serious the Disciplinary Board may recommend that a student be expelled. Where the Academic Board approves a recommendation for expulsion there is a right of appeal in accordance with the Statutes and regulations. Further details of disciplinary procedure can be sought from the Dean of Students.

The President is empowered to exclude a student from all or part of the precincts of the university, pending a disciplinary hearing and a final resolution of the matter. A code of conduct can be found in the appendix to this document.

All students are advised that academic staff and other professional staff of the university are expected to observe a Code of Professional Conduct. This covers situations where there is a family relationship, sexual/romantic relationship or other association with a student that goes beyond the normal professional association between staff and students.

10.0.1 Disciplinary Offences

Any student or student organization found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this policy:

- i. To be absent from lectures and other prescribed assignment without permission or reasonable excuse.
- ii. To address a member of FCC in disrespectful, insulting languages, engaging in conduct that endangers or threatens to endanger the health, safety or welfare of another person, including, but limited to threatening, harassing or assaultive behaviour..
- iii. Engaging in examination malpractice or academic dishonesty like plagiarizing; cheating on examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without appropriate permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, Honours, awards, or professional endorsement; altering, forging, or misusing a university academic record; or fabricating or falsifying data, research procedures, or data analysis.
- iv. Disruptive classroom conduct; disruptive classroom conduct means engaging in behaviour that substantially or repeatedly interrupts either the instructor's ability

- to teach or student learning. The classroom extends to any setting where a student is engaged in work towards academic credit or satisfaction of program-based requirements or related activities
- v. Willfully providing university offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official university records or documents or conspiring with or inducing others to forge or alter without proper authorization university records or documents; misusing, altering, forging, falsifying or transferring to another person university-issued identification; or intentionally making a false report of a bomb, fire, natural disaster or other emergency service agency.
 - vi. Disorderly Conduct; Disorderly conduct means engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized university activities.
 - vii. Possession or use of weapons; illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents
 - viii. Possession or use of illicit drugs or Alcohol; illegal or unauthorized possession or use of drugs or alcohol means possessing or using illicit drugs or alcohol.
 - ix. To use without the consent of the appropriate authority, any property or facility provided for the purpose of the university for the purpose not connected with the work of the university or wrongfully using university properties or facilities , misusing, altering or damaging fire-fighting equipment safety devices or other or emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently through deceit, unauthorized procedures, bad checks, or misrepresentation-goods, quarters, services, or funds from university departments or student organizations or individuals acting in their behalf.
 - x. Theft, property Damage and Vandalism; theft property damage and vandalism include theft or embezzlement of, damage to destruction of unauthorized possession of wrongful sale of gift of property.
 - xi. Unauthorized Access; unauthorized access means accessing without authorization. University property, facilities, services or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes or using unassigned user account.

10.1.0 PENALTY

a. Interim Suspension

The board may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee. During the interim suspension the student or student organization may be denied access to all university activities.

b. Dismissal

The strongest form of discipline the university can exercise is dismissal. This occurs when it becomes obvious that the student is not in harmony with the university's purpose and regulations. When misconduct results in this action, the student will appear before a disciplinary committee.

10.2 GRIEVANCES PROCEDURE

All students have the right to comment on matters related to their membership of the University. Comments on programmes of study are particularly welcome and are carefully considered, particularly during the periodic reviews carried out as part of the university's quality assurance procedures. Schools make local arrangements for students to express their views, but if student wish to register comments formally they should put them in writing addressed to the University Registrar

The following procedures will be employed to deal with grade appeals and academic grievances other than matters of academic dishonesty brought by students against faculty members or faculty members against students. These procedures will serve three functions:

- a. to safeguard the rights and academic freedom of both students and faculty,
- b. to assure due process, and
- c. to provide for consistency in handling undergraduate academic grievances throughout the University.

10.2.1 PROCEDURES

- a. Grievances against faculty or administrators.

Unethical actions by faculty or administrators should be reported as soon as possible so that appropriate action can be taken. The grievance must be made within six months of the alleged unethical action(s). Students should begin by contacting the office of their dean. The dean, or a representative of the dean, will describe the procedure to be followed and will aid the student in procedural matters. Further, the dean or representative will appoint a faculty member as an advocate for the student if the situation seems to warrant an advocate or if the student requests an advocate. If a faculty advocate is appointed, the student will participate in the selection of, and must agree to the appointment of, the person selected. The advocate need not be in the same college as the student.

- b. Grievances involving student academic dishonesty.

The procedures for handling charges of cheating or other academic dishonesty are given in the policy on academic dishonesty (section II above).

- c. Grievances involving change of grade (but not academic dishonesty).

If a student feels that his or her studies are not proceeding satisfactorily for reasons outside his/her control, he/she should discuss the matter in the first instance with the members of staff directly concerned. Problems relating to academic progress must be raised at the time they occur, so they can be investigated and appropriate action taken. University examiners will normally be in a position to take account of problems that were not notified by the student at the time they occurred.

- d. Harassment

The University's policy with regards to any form of harassment is that: Fountainhead Christian College is committed to working and learning environment that is free of intimidation and discrimination. Harassment can seriously worsen working and social conditions for staff and students of the university. Any incidents of harassment will be regarded extremely seriously and can be grounds for disciplinary action which may include dismissal or expulsion.

The university has a Code of ethics. Further guidance and advice on matters of alleged or suspected harassment, including sexual or racial harassment can be obtained from the office of the Dean of students.

If a grade-change grievance is not resolved by the student and instructor, the student may appeal in writing to the department head concerned, who will act as a mediator in the dispute. This appeal should be made within two weeks of the date of the decision of the instructor. At this time, the student may petition the dean of his college for an ombudsperson. The duties of the ombudsperson are to arrange meetings of all concerned parties and report actions taken at each level to the appropriate persons or groups. The role of the ombudsperson is to expedite the process and to ensure a fair hearing.

If the grievance has not been settled to the student's satisfaction at the department level, written appeal may be made to the dean of the college in which the course is taken. This appeal should be made within two weeks of the date of decision of the department head.

If the student does not feel that an adequate solution has been reached in the grade appeal dispute, he or she may appeal in writing to the Undergraduate Grievance Board which will arbitrate the dispute. This appeal should be made within two weeks of the date of decision of the dean. Appeals received during the summer will be heard the following fall term. Appeals should be addressed to the Academic Board

The two-week time limits given in the sections above are intended to move the grievance process along at a reasonable rate. The limits may be modified for reasons such as illness, scheduled academic holidays, or mutual consent of both parties.

10.2.2 GRIEVANCE BOARD

All members of the University shall be obligated to cooperate with the board and failure to appear pursuant to a reasonable request of the board, or intimidation or improper influencing of witnesses shall be grounds for disciplinary action by the board under separate action.

10.2.3 COMPOSITION OF BOARD

- i. Two faculty members will be appointed by the Committee on Academic Affairs of the Faculty Senate. The terms are to be two years, with one of the two original appointees serving for a one-year term.
- ii. Two students will be appointed yearly by a committee consisting of the president of the student body, the chair of the student senate, and the vice chair of the student senate.
- iii. A faculty member will be appointed by the provost to serve as chair for a two-year term.

A quorum is defined as full board membership present and participating in any hearing. The board will appoint an appropriate alternate member to serve at any hearing in which a

regular board member has disqualified himself or herself for any reason whatsoever.

10.2.4 JURISDICTION/POWERS

The Grievance Board shall have final jurisdiction in all cases properly appealed to it and in all cases requiring dismissal or suspension. The execution of its decisions shall be supervised by the provost. The board will have the power to summon members of the university community to present pertinent information and to supply expert counsel concerning any case presented to the board.

The board will have the power to dispose of grievances by one or more of the following actions: Dismiss for want of jurisdiction or lack of substantial evidence. As in courts of law, the board will not entertain complaints of a trivial nature.

a. Issue a warning. A warning shall consist of a written or oral statement to the faculty member and/or student.

b. Censure.

Censure shall consist of a written statement to the faculty member and/or student. In addition, copies of the statement will be sent to the head of the department and the dean of the college in which the course is offered or the faculty member is employed or the student is majoring, as appropriate, and to the provost.

c. Change of grade.

In the case the board decides a grade should be changed, the board may consult appropriate faculty for a suggested grade. The student, the faculty member, and the dean of the college in which the course was offered will be notified that the board is ordering a change of grade through the Office of the Registrar.

d. Suspension.

Students may be suspended for a specified period of time. Dismissal. Students may be dismissed from the university for an indefinite period of time. Other equitable action. In any case involving academic dishonesty, the board may take other equitable action in addition to any of the penalties provided by the academic dishonesty policy or any of the above actions.

10.2.5 HEARINGS

All hearings shall be closed except for parties to the grievance, their advisors, and witnesses. However, upon request of the person against whom the grievance is lodged, the board may open the hearing with the restriction that the number of observers may not exceed that which the hearing room will comfortably accommodate. The chair may exclude from the hearing any person whose conduct disrupts, disturbs, or delays the proceedings. If the person charged fails to appear at the hearing or engages in conduct which makes a fair hearing impossible, the board may complete the hearing without the presence of the person charged.

a. Notice of hearings

Notice of the time and place of the hearing shall be given to all individuals involved with the complaint not less than two weeks prior to the hearing.

The notice shall include a written statement of the complaint and the requested action. The notice shall be accompanied by a copy of the rules describing procedures to be used at a hearing. The notice shall state that the individual shall be permitted to inspect any written evidence which has been submitted to the board by other parties.

b. Hearings

At the hearing, each party may be accompanied by (1) a representative, who is not an attorney, to serve as an advocate and/or assist in the presentation, and/or (2) an attorney, who may advise but not participate in the hearing.

- c. The evidence against the student or faculty member shall be presented at the hearing. The person presenting the case shall have the opportunity to question all witnesses and to present witnesses and evidence in support of the charge specified in the notice of hearing. The person charged is not required to testify.
- d. The student or faculty charged, or advisor, shall have the opportunity to question all witnesses, to present witnesses, and to present any other evidence. Formal rules of evidence shall not apply, and any evidence relevant to a fair determination of the charges may be admitted, except that a previous statement shall be admissible only if the person who made the statement is present.

11.0 CODE OF CONDUCT

The university seeks an environment that promotes academic achievement and integrity that is protective of free inquiry and free from violence, threat and intimidation. That does not threaten the physical or mental health or safety of members of the university community as well as serve the educational mission of the university. The FCC is dedicated to the rational and orderly resolution of conflict, which supported and is guided by the laws of Ghana while also setting its own standards of conduct for its academic community.

a. Jurisdiction

The code of conduct applies to all students and student organization at the university. At the discretion of the President or delegate, the code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial university interest and either:

- Constitutes a criminal offense as defined by Ghanaian law, regardless of the existence or outcome of any criminal proceedings
- Or presents a danger or threat to the health or safety of the student or others.

b. Conduct of Staff and Student

The university college is set up primarily to pursue intellectual, ethical, social, spiritual, professional and physical development of its students and staff members. To these ends, the necessary structures have been put in place and these are reviewed from time to time to make them relevant to current needs of society. It is, therefore, required that the functions that are carried out to achieve these objectives, and the relationships which

form the matrix in which things are done exhibit a high sense of professionalism. Such professional conduct is required of both students and staff. The core values of the university college shall guide the ethical and moral attitudes and actions of the university community in relation to the public. It is expected that the university community will carry out all activities in ways that enhance the smooth running of the university college in its relationship with the public. No acts of indiscipline or insubordination will be entertained. Such acts will attract disciplinary measures that the university authorities deem appropriate.

There are documents/regulations specifying conduct of staff and students with respect to student-staff relations, staff-staff relations, staff-student relations, institution-public relations, examination malpractices and conflict of interests. These are indicated in the academic, student, faculty and staff handbooks. These regulations are summarized as follows:

i. Student-Student Relations

Students are expected to act as brother and sisters among themselves. Hence, it is required that their relationships show high Christian ethical standards. Relationship among students should be one of care and friendship; mutual respect and courtesy. Relationship between opposite sexes of students should demonstrate high Christian moral standards. Homosexuality, lesbianism, and trans-sexuality as well as belonging to secret societies and occult practices are aberrations of God's standards and are, therefore, unacceptable at the university college.

ii. Staff-Staff Relations

Staff members are expected to act as brothers and sisters among themselves. Hence, it is required that their relationships show high Christian ethical standards. Relationship among staff members should be one of care and friendship; mutual respect and courtesy. Relationship between opposite sexes of staff members should demonstrate high Christian moral standards. Homosexuality, lesbianism and trans-sexuality and membership of secret societies and occult practices are aberrations of God's standards and are, unacceptable at the university college.

iii. Staff-Student Relations

Staff members are expected to act as mentors of students and it is required that their relationships demonstrate high Christian ethical standards. Relationship between staff and students should be one of care and friendship; mutual respect and courtesy. Relationships between staff members and the opposite sexes of students should show high Christian moral standards. Homosexuality, lesbianism and trans-sexuality and membership of secret societies and occult practices are aberrations of God's standards and are unacceptable at the university college.

iv. Institution-Public Relations

The university committees are expected to uphold the laws of the land. This includes strict adherence to the laws on drug abuse, falsification of certificates or examination results for purpose of gaining admission, noise-making and the handling of arms and ammunitions. The use of alcohol, tobacco and other intoxicants shall not be tolerated at the university college. No member of the university community shall be allowed to possess and use any form of arms and ammunitions, whether licensed or unlicensed, on campus. Members of the university community shall be expected to demonstrate concern for public issues and public property. It is expected that faculty members of the university college will appear in public decently dressed. Failure to obey of this expected standard will be severally sanctioned by the university authorities.

v. Conflict of Interest

FCC, Tema has been established to pursue intellectual, ethical, social, spiritual, professional and physical development of students, faculty and staff. It is, therefore important the university college community goes about its day-to-day activities by ensuring that there is no conflict of interest. To this end, the following must be carefully noted:

- **Change of Name and Marital Status:** Members of the university college community who want to change their names shall support their applications with appropriate affidavit or gazette. In the case of female members who wish to change their marital status, application should be supported by marriage certificates. Members should not use the new names until official notification has been received from the registrar general department.

c. Dealing with Breaches of Acceptable Codes of Conduct

The Disciplinary Authority of the university college shall be vested in the President. It shall be an offence to disobey any officer of the university college in the discharge of their duties. A staff or student who flouts rules and regulations of the university college shall be disciplined with the consent of the President. The disciplinary authority shall be guided at all times by the basic philosophy that discipline must be redemptive. In cases, the disciplinary authority shall deem its disciplinary transactions with all who appear before it as opportunities for learning, as well as spiritual and personal growth.

Upon receiving a complaint, the disciplinary authority will study the charges and conduct the necessary investigations. The disciplinary authority will give equal opportunities to all parties involved to appear before it. The hearing will include presentations of the relevant evidence from all parties. Parties will be allowed to be accompanied by lawyers of their choice. The disciplinary authority will interpret the university's disciplinary policy and the student's right to appeal to those who appear before it. Details of findings, charges, and recommended disciplinary action to be meted out to the offending parties will be documented in writing and communicated to them and be presented to the academic board as a recommendation. The academic board shall then present its recommendation to the council for the final decision and action.

A guilty party may be reprimanded, suspended, or expelled from the university college depending on the nature and degree of the offence, including the following:

Reprimand: A reprimand is suitable in instances where the degree of the offence does not warrant severance, but the offender must be made to know that his/her behavior is unacceptable. The reprimand may be administered privately or in public with or without probation.

Suspension: the disciplinary committee may recommend that a student be suspended from attending classes, holding SRC office, or participating in other activities that may be organized on campus. The committee will spell out clearly the conditions governing the suspension.

Expulsion ((termination or dismissal): This is the severest form of discipline. Here the student is expelled from the university with immediate effect. Expulsion will be applied only in instances where there are repeated offences or where there are violations of disciplinary contract, or an examination malpractice or where there is evidence of guilt in civil or criminal cases or flagrant violations of the university's norms. Expulsion is irrevocable. It also involves automatic public notice to the parents and sponsoring body.

A guilty party has the right to appeal to the dean of students. The appeal shall be lodged within fourteen days of the notification to the party of the sanctions imposed. The dean of students, upon receipt of the appeal, may request a re-consideration of the case by the appropriate body.

d. **Dual Membership**

- i. Students are both members of the university community and citizens or residents in Ghana. As citizens, students are responsible to the community of which they are part, and as students, they are responsible to the academic community of the university.
- ii. By enforcing its Code, the university neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the university will decide on the basis of its interests of the community whether to proceed with its disciplinary process or to defer action.
- iii. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favour of the criminal law defendant.

e. **Conduct of Ethics in Research**

Staff members and students must demonstrate professional and academic integrity as a way of life at the university college. Staff members are required to demonstrate professional integrity in teaching, publication and consultancy work. They should also ensure that students show academic integrity in research papers, examinations and project work.

Staff and students are free to engage in any research work so long as such work is the person's genuine independent effort. While it is expected that such research will take cognizance of works done by others in the said field, it is expected that all cited works be appropriately acknowledged. Thus plagiarism is an unacceptable practice on the

university college and will be severely sanctioned. Plagiarism and examination malpractices will result in disciplinary actions.

All student publications shall receive approval of the registrar through the dean of students before publication. Copies of these publications shall be deposited with the President, Vice President, registrar, dean of students, Librarian and the SRC. No publication shall have elements of falsehood, obscenity, derogatory and libelous statements, personal attacks or statements that may cause disharmony among the university community or the public.

12.0 FINANCIAL POLICIES

- a. Fresh students from level 100 to 300 require to pay the 1st semester fees full before they are allowed to register and accorded student status. Fresh students for level 200 and 300 also pay the same fees as level 100 fresh students. Fresh students of level 200 and 300 after completing one year's academic programme pay the appropriate fees of the level they proceed to subsequently. Fresh students after completing the 1st semester are treated as continuing students for the purpose of taking advantage of the fee-installment payment system (deferred payment plan). Continuing students are required to pay at least 50% of the appropriate school fees within 3 weeks after the start of the semester. Students who fail to register after the deadline are made to pay a predetermined late registration penalty before they are to register. Students who fail to register are not permitted to write examinations. The balance of 50% is required to be settled by the start of mid-semester examinations. Students who owe at the end of the semester will not be allowed to take examinations. Level 400 are exempted from the late payment of registration penalty from 2nd semester while on internship. However they are required to pay 50% of the fees before they are allowed to register. Level 400 who do not complete payment of school fees will not take their end-of-semester exams. All payments not exceeding GHC 35.0 (subject to changes) may be made by cash. Students of the same level pay the same amount three times a semester.
- b. Continuing students can pay school fees only upon the issues of student's bill from the billing officer in the main account office, and must be presented together with the bankers draft to the cashier for official receipt.
- c. International students' fee payment; international students are required to pay school fees in either USD or pound sterling; the university may vary this in exceptional case. Foreign students are to pay the same miscellaneous charges in the same currency as Ghanaian students do.
- d. others
 - i. Deferment/Withdrawal; students are free to defer any programme without any charges provided that;
 - ii. Failure to write mid-semester and end of semester exams will not exempt a student from the payment of fees.
 - iii. Students who defer after mid semester and just before end of semester exams are liable for the settlement of that particular semester fees in full.

- iv. They are liable for the semester they return to school
- v. A student who fails to formally defer his/her programme will be liable for the school fees as well as re-sit fees for any individual examinable subjects that he/she fails to present him/herself.
- vi. Supplementary/Re-sit Exams papers: students are required to pay for every re-sit paper separately from the schools normal fees. Payment for re-sit receipts must be shown separately from the school fees card when the task force goes round to check school fees.
- vii. Penalty for late Registration; students shall be liable for the payment of late registration penalty. Exemption may be granted if it was impossible for the student(due to an ailment) to be present to pay the school fees to be able to register during all the registration period.
- viii. Clearance/Introduction Letters/other: students who need any of these must pay the required school fees before clearance. The appropriate service charge also has to be paid before approval.
- ix. School fees card: students who pay their fees in full are entitled to a school fees card which is obtained from the Finance office. Students should ensure that the school fees card is endorsed by the Head of the Finance office and if it is not endorsed it is not valid. Students must produce their school fees card at any time upon request by the university official and before admittance into the examination.
- x. Graduation fee: graduation fee payable by all potential graduands whether present or absent from graduation ceremonies.
- xi. Scholarships; students on full scholarship are required to pay the SRC dues before being issued with school fees card. Students on half scholarship are required to pay the 50% fees plus full SRC dues before school fees card scan be issued out to them.
- xii. Refund of overpaid fees; a student whose account shows a credit balance has option of refund or offset against the following semester's fees. However, only the parent/guardian or original payer can apply in writing for refund.
- xiii. Refund policy and schedule; no reduction of charges will be granted unless application is made two weeks of any change in programme or departure of the students. Students who withdraw from the university after the fourth week will receive no adjustment on tuition and fees. If a student withdraws during a semester and request for refund of advanced payments the following rules will determine the amount of adjustment, provided the student withdraw formally in writing to the Director of student and Academic services. Tuition and fees with the exception of freshmen documentation fee and registration fees will be adjusted on the following percentages.

Two working days following the first meeting of classes	Full refund
Second week following the first meeting of classes	50% refund
Fourth week following first meeting of classes	25% refund
After the fourth week	No refund

A refund request form should be collected from the Accounts Office and be completed for all cash refunds. A deferment and /or withdrawal form may be obtained from the student services Centre. This must be duly completed 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 prorated tuition after the fourth week. Accounts with the school must be settled in full before a certificate or transcript of credits is issued.

12.0 University Deferred-payment Plan: Any student desiring to participate in the University's 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 important to note that when the student does not have down payment, a commitment letter is required from those underwriting the student's account. 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.