



WISCONSIN

INTERNATIONAL UNIVERSITY COLLEGE, GHANA

STUDENT HANDBOOK

2021/2022 ACADEMIC YEAR

This Document

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CHAPTER ONE

ABOUT WIUC

Welcome to Wisconsin International University College!

This handbook provides you with information to make your time here in Wisconsin pleasant, easy and memorable. Please read ALL the information carefully.

PROFILE OF WISCONSIN INTERNATIONAL UNIVERSITY COLLEGE, GHANA

The establishment of Wisconsin was initiated and facilitated by Dr. John Buuck, President of Wisconsin International University (WIU) in the United States of America, and Rev. Dr. Paul K. Fynn of the Evangelical Lutheran Church of Ghana in 1998.

The College received its Interim Accreditation in January 2000 under the name University College of Wisconsin International University - Ghana (UCWIU-Gh). It was thus one of the first private universities to receive accreditation. It began its operations in August 2000 under Rev. David Asante Dartey as Director and Togbe Kwao Anipati IV as Dean of Academic Studies with nine International MBA students, the first MBA programme to be run by a private university in Ghana.

Wisconsin International University College, Ghana (WIUC-Ghana) is accredited by the National Accreditation Board (NAB) and is affiliated to the University of Ghana, Legon, the University of Cape Coast and the Kwame Nkrumah University of Science and Technology (KNUST), Kumasi.

Vision

To be the first-choice private university in Ghana with highly qualified and motivated staff.

Mission

To develop world-class human resources equipped with the appropriate knowledge, skills and attitudes to meet national development needs and global challenges through quality teaching, learning, research, knowledge dissemination and collaboration with key stakeholders.

UNDERGRADUATE PROGRAMMES

1. Wisconsin Business School (*Weekend option exist for Business Studies*)

Department of General Business

- B.A Business Studies, General Business

Department of Management Studies

- B.A Business Studies, Hum. Resource Mgt.

- B.A Business Studies, Marketing,

Department of Accounting, Finance & Banking

- B.A Business Studies, Banking & Finance
- B.A Business Studies, Accounting.
- B.Sc Accounting (*No Weekend session*)

2. School of Computing and Technology

Department of Business Computing

- B. Sc. Management and Computer Studies

Information Technology

- B. Sc Information Technology
- Diploma in IT

3. School of Communication Studies

- B. A Communication Studies

4. School of Nursing

- B. Sc Nursing
- B. Sc Community Health Nursing
- B. Sc Midwifery

5. Faculty of Law

- Bachelor of Laws (LL.B)

6. Faculty of Humanities and Social Sciences

Department of Language Arts

University required courses: English/Academic Writing, Literature in English, French, Chinese and Logic and Critical Thinking. Ethics & Moral Values; Communication and Academic Writing Skills.

Department of Social Sciences

- B. A Development & Environmental Studies
- B. A Rural Development & Ecotourism
- B. Sc Economics

POSTGRADUATE PROGRAMMES

1. *Master of Business Administration (MBA)(Saturdays and weekday evenings) with options in*

- Accounting
- Finance
- Human Resource Management
- Marketing

- Project Management
- Management Information Systems

2. *Master of Science (M. Sc) Environmental Sustainability & Management*

3. *Master of Arts (M. A) Logistics and Supply Chain Management*

4. *Master of Arts (M. A) International Relations*

5. *Strategic Management & Leadership (BTEC-UK) Level 7 Extended Diploma*

PROFESSIONAL AND CERTIFICATE COURSES

Courses currently offered include

- Certificate in Security Management, Forensics and Investigative Psychology
- Certificate in Paralegal Studies and Psychology
- Certificate in Adolescent Health and Development
- Postgraduate Certificate in IT Law
- Executive Leadership Training
- Certificate in Music
- Professional Diploma in Functional Security & Advanced Investigations

PARTNERSHIPS

Master of Arts International Studies (MAIS) with Concordia University Irvine, CA, USA.

ACADEMIC AND ADMINISTRATIVE STAFF

PRINCIPAL OFFICERS

- Prof. O. Mireku - President
- Dr Lawrence Kannae - Vice President
- Mr. Joel Idun-Acquah - Registrar

HEAD-KUMASI CAMPUS, DEANS & LIBRARIAN

- Prof. K. S. Lartey - Head of Campus, Kumasi
- Dr. A. Gemegah - Dean, Graduate School
- Mrs. Comfort Asare - Librarian
- Mrs. L. Tetteh - Dean of Students
- Dr. Bright Mawudor - Dean, Business School
- Dr. A. K. Acheampong - Dean, School of Nursing
- Dr. G. Ofori-Dwumfuo - Dean, School of Computing & Technology
- Dr. E. Acquah-Sam - Dean, Fac. of Hum. & Social Sciences
- Dr. K. Rockson - Dean, Communication Studies
- Dr. A. Wiredu - Dean, Faculty of Law

HEADS OF DEPARTMENT

Academic Departments

Prof. K. A. Osei	- HoD, Accounting & Finance
Dr. G. Asante	- HoD, Prof. & Continuing Education
Dr. Y. Asante	- HoD, Economics
Dr. Lawrence Kannae	- Head, Quality Assurance
Dr. G. K. S. Akorfu	- HoD, Business Computing
Prof. Kofi Osei	- HoD, Finance and Banking
Dr. Yao Gebe	- HoD, International Relations
Dr. K. Addei Mensah	- HoD, General Business Studies
Mr. S. K. Kufogbe	- HoD, Development and Environmental Studies
Dr. Mrs. M. Ansre	- Examinations Officer
Mr. Alhassan Sibdow	- HoD, School of Nursing
Ms. R. Nutakor	- HoD, Community Health Nursing
Mrs. E. Peka-Quao	- HoD, Midwifery
Mrs. B. Cofie	- HoD, Communication Studies
Mr. D. Soku	- HoD, Language Arts
Mr. L. Kyei	- HoD, Maths Applications
Mrs. Vida Boateng	- HoD, Management Studies
Mr. N. Mills	- Ag. HOD, Information Technology
Dr. G. Acheampong	- HoD, Extra Mural Studies
Mrs. A. Gaines	- Co-ordinator, Career Services Centre
Mr. J. Gyimah	- Co-ordinator, (Evening School)
Mr. M. S. K. Azameti	- Co-ordinator, (City Campus)
Mr. E. Megbetor	- Co-ordinator, (Weekend School)

Administrative Departments

- Mr. Jacob Fynn - Chief Operating Officer
- Ms. Samira Adam - Director of Finance
- Mr. Ebenezer Amuasi - Director, International Relations
- Mr. N. Mohammed - Director, Public Affairs & Marketing
- Mr. Joel A. Idun-Acquah - Academic Affairs
- Mrs. Patience L. Bainsong - Human Resource Management
- Mr. Muhammed Siraj - Head of IT Support Services

PAYMENT OF FEES AND REGISTRATION PROCESS

Payment of fees

Students are encouraged to pay your fees in full at the beginning of each semester. However, you can make partial payments in instalments if you are unable to pay in full.

To be eligible for registration, you are required to make the following initial payment:

- 75% of fees for new students
- 50% of fees for continuing students

Full settlement of outstanding fees should be made no later than two (2) weeks before the end-of-semester examinations.

Registration process

Make payments (Semester fees) at the on-campus bank. (See Fees page on WIUC website for bank details or Accounts Office)

Present your bank slips and your ID (Passport or University- issued ID) to the Accounts Office.

Fill in the "Registration Form" with the basic details and turn it into the Academic Registry/Department for course assignment and registration.

Fee refund policy

If a student decides to withdraw within four (4) weeks of registration, the University shall refund your fees to you less 40% to be retained as administrative charges. NO REFUND will be made after the fourth week.

There will be no refund made after the final week of Registration.

No refund will be made to students who have paid their fees in excess unless the student is in his/her final year final semester and there is no outstanding balance of payments due.

A refund can only be made upon request of the payee who makes an official request in writing to the Registrar.

REGISTRATION

Open Normal Registration

You must register in person for the courses you take at the beginning of each semester provided all payment terms are met. Payment of fees is not the same as registration. You **MUST** register after you have paid your fee.

A University-Issued ID card is required for registration in person.

There is no penalty within the first two weeks of registration or as stated for the semester in question.

Late Registration

Late registration begins the following working day after the close of the normal/open registration period.

A fee is associated with late registration (see Accounts Office).

Changing Programmes

Print and fill in the "Change of Programme Request Form". The form is available on the website under Resources -Downloads.

Submit the completed form to Academic Registry for processing. Pick up your approval/denial letter within 2-3 weeks.

Note: If the change requires that you take more than two courses to fulfil the requirements of your new programme, you will need to take those courses before the change is effected. No change is allowed after Level 200 Upper.

Deferring a Course/Programme

Print and fill in the "Deferment Form". The form is available on the website under Resources - Downloads.

Submit the filled form to Academic Registry for processing.

Note: You can defer a course or programme only within the period of registration. No deferment will be allowed after that period. If you defer a course/ programme without authorization, you will pay 75% of the semester fees as well as pay full fees for the subsequent semester.

Change of Name or Address etc.

Change of name is discouraged.

In exceptional cases, especially for newly-married women, they must present all legitimate documents including gazette as evidence that your name has been changed. Please note that background checks will be made.

A letter should be addressed to the Registrar for consideration.

Students should inform the Registrar's Office (Academic Affairs) about changes in biodata such as a change in the email address or in phone numbers.

CHAPTER TWO

CLASS ATTENDANCE POLICY

You have to attend all your classes (online/virtual or face-to-face) and sign the class attendance register when you are required to. If you are absent from class over a period aggregating three (3) working weeks, you will be made to withdraw from the University College or repeat the course. You have to

do all class assignments to earn marks for continuous assessment. Continuous assessment marks are required to help support your End-of-Semester examinations.

Timely submission of assignments

Assignments must be submitted on time. Students must seek the lecturer's permission if, for any reason, assignments cannot be handed in on time.

Any student who is found with examination questions before the examination will be dismissed. (Please refer to Examination Regulations for details). Any student caught indulging in examination malpractices will write a statement immediately to be signed by the invigilator. Evidence of the malpractice is attached to the statement and submitted to the Disciplinary Committee.

It is an offence to try to influence a lecturer or other member of staff by any means to change your marks or assist you to cheat at an examination.

EXAMINATION POLICY

Attendance at end-of-semester examinations

Only students who have fully paid their fees and have no pending disciplinary cases will be allowed to sit for their end-of-semester examinations.

Penalty for non-attendance of examinations

Students who fail to sit for their end-of-semester examinations because they owe fees will have to repeat the Semester under the following conditions:

- Pay 75% of the previous semester's fees.
- Pay full fees (100%) to repeat the semester (follow Registration process)

Examination notice

You will be served with the examination regulations at the beginning of the end-of-semester examinations.

Punishment for any examinations malpractice is severe and includes suspension, cancellation of paper(s), and dismissal.

Qualifying to write examinations

You qualify to write your end-of-semester examinations, if:

- you have registered on schedule and fully paid your fees
- you have continuous assessment work for all the courses taken;
- you are not under suspension or withdrawn from the University.

Location of examinations and seating arrangements

These will be determined by the Registrar's department and indicated on the time-table.

Student Identity Card

Your ID card will be inspected during the examination. You must place it on the table.

You will not be permitted to write a paper if you do not have an ID card.

If you have misplaced/lost your ID card, arrange to have it replaced at a fee (See Accounts office) before you sit for an examination.

Attendance at the examination venue

You should be present at the venue 30 minutes before the start of a paper.

If you appear 30 minutes after the start of a paper, you may not be allowed to write that paper.

If you arrive 10 or 20 minutes after the start of a paper, you will not be allowed extra time to write your paper.

Prohibitions

I. You are not allowed to bring into the examination room any of the following items:

Books, papers and written information on any unauthorized material.

Bags, mobile/cell phones, programmable calculators (except expressly allowed).

ii. You are not allowed to enter an examination room, except you are called to do so.

Authority of Invigilators

You can be summarily searched on the suspicion that you are hiding an unauthorized material. You breach an examination rule if you refuse to submit yourself to a body search.

If you need to leave the examination room temporarily, you will seek permission from the invigilator who will provide you with an escort.

Time spent on a paper

You must spend at least 30 minutes on a paper before submitting your answer script.

You cannot leave the examination room during the last 15 minutes of a paper.

If you have to leave the examination room early, your invigilator will collect your script before you vacate your seat.

Procedure during the examination

- You must sign the examination attendance sheet at the beginning of a paper.
- Read the instructions on the cover of your answer booklet and enter your index number and other required details.
- Do not tear any part of an answer booklet off. Leave all used answer booklets on the desk.
- Do all your rough work in the answer booklet and cancel it to show it is not part of your answer.
- Ensure that you have your pen, pencil, eraser, ruler and other required items. You will not be permitted to any item.
- Never write your name on an answer booklet. Enter only your index number.
- Sit at a table that bears your index number.
- Do not engage in a talk or any form of communication with other students except the invigilator.
- Wait until you receive instruction from the invigilator to start work, and wait till the invigilator collects your answer booklet from you.

Before leaving your seat, it is your responsibility to ensure that your answer booklet has been collected by the invigilator.

Your invigilator will allow reading time at the start of an examination for you to check and ensure that your question paper has no blank or missing pages.

You must stop work when the 'stop work' order is given. Remain seated until your answer book is collected.

At the end of an examination, ensure that the numbers of your answered questions appear on your answer booklets in the way you answered them.

Do not remove from the examination room any answer booklets or supplementary sheets that you have / have not used.

Absence from examination

Do not fail to present yourself at an examination unless you have a doctor's approval or a valid reason.

However, the following shall not constitute a valid reason:

- You misread the time-table.
- You overslept.
- You were unable to find the examination venue.
- You forgot the date and time of the examination.
- You were unable to find a means of transport to the venue.

Note: If you have a doctor's report, you must submit it within 14 days from the date of the examination.

If you have a valid reason, you must communicate it to the Registrar's department within 14 days from the day of the examination.

Note: Nursing & Law students should note that examination malpractices may lead to non-admission into their profession.

Examination Malpractice

When you cause a leakage of questions (i.e., you know the questions before the paper is taken).	Dismissal of offenders involved
When you possess a material that has a bearing on the paper being taken	Cancellation of Paper. The candidate shall earn a mark of zero (0) for the paper and therefore shall be deemed to have failed the examination.
When you copy from prepared notes or a colleague's script during examinations	Cancellation of paper. The candidate shall earn a mark of zero (0) for the paper and therefore shall be deemed to have failed the examination. Besides, the candidate shall be rusticated for two semesters.
When you persist in looking over other candidates' shoulders with intent to cheat	Cancellation of paper. The candidate shall earn a mark of zero (0) for the paper and therefore shall be deemed to have failed the examination.
When you impersonate another candidate or allow yourself to be impersonated.	Dismissal of candidates involved
When you assist a candidate or obtain assistance from a candidate.	Cancellation of paper. The candidate shall earn a mark of zero (0) for the paper and therefore shall be deemed to have failed the examination. Also, the candidate shall be rusticated for two semesters.
When you try to fish out information from books, notes, etc. during an examination	Cancellation of paper. The candidate shall earn a mark of zero (0) for the paper and therefore shall be deemed to have failed the examination. Besides, the candidate shall be rusticated for two semesters.
When you deliberately disturb other candidates	Stopping candidate from continuing the

or cause them to lose attention	examination
When you destroy material that may incriminate you.	Cancellation of paper. The candidate shall earn a mark of zero (0) for the paper and therefore shall be deemed to have failed the examination. Also, the candidate shall be rusticated for two semesters.
When you insult ii. assault an invigilator who thinks you are cheating or intend to cheat	Cancellation of paper. The candidate shall earn a mark of zero (0) for the paper and therefore shall be deemed to have failed the examination. Besides, the candidate shall be rusticated for two semesters. Dismissal of offender
When you continue to write after the examination has ended.	Loss of 10 marks for that paper
When you copy another's work without acknowledgement.	Cancellation of year long essay / project work
When you send any paper into the examination hall, including even a plain sheet.	Disqualification from writing the examination
When you disclose the contents of an examination paper to another.	Disqualification from writing the examination

Examination Regulations

- All students are expected to be present, thirty minutes before the start of each paper.
- Students should not bring bags into the examination hall.
- Students should not go into the Examination Hall with any foreign material (e.g. Notes on piece of paper, in a calculator or purse, information on any part of the body or dress, on wristwatches, mobile phones etc.).
- Students will not be allowed into the Examination Hall thirty (30) minutes after the start of a paper.
- If a student's ID number is not written on an Answer booklet, it will be assumed that the student failed the paper.
- No student will be allowed to leave the Examination Hall fifteen (15) minutes to the end of the examination. (This will however be left to the discretion of the Supervisors).
- Every student's script will be checked to ensure that the number on the Answer booklet is the same as what appears on the official ID card.
- No student will be allowed to leave the Examination Hall within the first thirty (30) minutes after the start of a paper.

- Students are not allowed to wear caps/hats in the Examination hall.

Examination results

If you are not satisfied with the outcome of your examination/s, you can request for remarking (at a fee). See Accounts Office.

1. Print and fill the "Re-mark form" available on our website under Resources - Downloads.
2. Submit the completed form to the Academic Secretariat. The decision of the external assessor will be final.
3. The final decision will be communicated to you via an OFFICIAL LETTER.

ACADEMIC RECORDS

Transcript request

If you require a transcript of your academic performance, follow the process below. If you are:

1. collecting in person:
 - Obtain financial clearance from the Accounts Office
 - Print and fill the "General Request Form" available on the website under Resources - Downloads
 - Submit to the Reception for processing at the Academic Registry.
 - Allow weeks for this process

Note: For confidential reasons, a photo ID is required to verify your identity

2. Asking someone else to collect on your behalf:

II. Present all the documentation below

Permission letter signed by you (the requester) asking for the release of the transcript

Colour photocopy of your ID

Photocopy of the collector's ID (Passport or Ghana ID Card)

III. Obtain financial clearance from the Accounts Office

IV. Print and fill the "General Request Form" available on the website under Resources – Downloads

V. Submit to Reception for processing at the Academic Registry

VI. Allow 2 weeks for this process.

Grades and credits

You will need to maintain a cumulative grade point average (CGPA) of 1.0 (UCC) and 1.50 (UG) and cumulative weighted average (CWA) of 45 or above (KNUST) at the end of the academic year to move from one level to the next level.

You are advised not to defer resit papers.

How to calculate your GPA

To calculate your GPA for UG and UCC programs:

- Multiply the grade points achieved in the courses you take by their respective credit hours
- Add the figures up
- Divide by the sum of the total credits earned

For example:

Course	Grade	Credits	Grade Point	Grade Value
WCOM198	A	3	4.0	12.0
WWBS180	B+	2	3.5	7.0
WIT190	B	3	3.0	9.0
WBS299	C+	3	2.5	7.5
WIT499	C	4	2.0	8.0
WIT888	D+	3	1.5	4.5
WWIT299	D	3	1.0	3.0
WIT177	E	2	0.5	1.0
WBS399	F	3	0.0	0.0
Total		26		52.0

GPA: 52.00/26 = 2.00

Grade Description (I)

KNUST uses the Cumulative Weighted Average (CWA)

CWA = Cumulative Weighted Marks/Cumulative Credits

Example:

Course	Credits	Marks (%)	Weighted marks (WMK)
WLL112	3	65	3x 65=195
WWB180	2	50	3x 50=150
WIT190	3	70	3x 70=210
WBS299	3	65	3x 65=195
WIT499	4	59	3x 59=177
WIT888	3	53	3x 53=159
WWT299	3	60	3x 60=180
Total	21		1266

Total Semester Weighted marks = 1266

Total Credits for the Semester = 21

Semester Weighted Average (SWA) = 60.29

Total Semester Weighted Marks= 1300

Total Credits for the Semester = 18

Semester Weighted Average (SWA) = 72.22

Cumm. Weighted Marks up to End of Sem.2= 1266+1300=2566

Cummulative credits up to End of Sem. 2= 21+18 = 39

Cumm. Wtd. Avg. (CWA) up to End of Sem.2= 2566/39 = 65.80

Letter Grade	WIUC	Grade Point/ Credit value	Interpretation
A	70-100	4	Excellent
A-	65-69	3.75	Very Good
B+	60-64	3.5	Good
B	55-59	3	Above Average
B-	50-54	2.5	Average
C+	45-49	2	Pass
C	40-44	1.5	Pass
F	0-39	0	Fail
X			Absent
Z		0	Disqualified
IC			Incomplete

**UG though has 'F' which is quite similar to 'E' in UCC.*

Letter Grade	Marks	Grade Point/ Credit value	Interpretation
A	80-100	4	Outstanding/Excellent
B+	75-79	3.5	Very Good
B	70-74	3	Good
C+	65-69	2.5	Fairly good/Average
C	60-64	2	Average/Fair
D+	55-59	1.5	Barely Satisfactory
D	50-54	1	Weak /Marginal Pass
E	< 50	0	Fail
Z			Disqualified
IC			Incomplete with justification
X			Incomplete without justification

Class Designations (II)

Class of Degree/Class Designation	WIUC (I) UCC	WIUC (II) UG 1	WIUC (III) UG 2	WIUC (IV) UDS	WIUC (V) KNUST (CWA)
1st Class	3.60 - 4.00	3.60 - 4.00	3.60 - 4.00	4.50 - 5.00	70+

2nd Class (Upper Division)	3.00 – 3.59	3.25–3.59	3.00–3.59	3.50 - 4.49	60-69.99
2nd Class (Lower Division)	2.50 – 2.99	2.50–3.24	2.00–2.99	2.50 - 3.49	50-59.99
3rd Class Division	2.00 – 2.49	2.00–2.49	1.50–1.99	2.00 - 2.49	N/A
Pass	1.00 – 1.99	1.50 – 1.99	1.00 – 1.49	1.50 - 1.99	40-49.99
Fail	< 1.00	0.00 – 1.49	0.00 – 0.99	0.00 - 1.49	< 40

Withdrawal/Repetition:

If your Grade Point Average is below **1.0** (for UCC and UG), **1.5** (for UDS) and a Weighted Average of below 40 (KNUST) at the end of an academic year, you will **withdraw** from the University College or **repeat** a semester.

If you trail or fail more than two (2) courses at any time, you will repeat the previous semester or you will be withdrawn.

Resits/Trails

All students must sit for their failed courses at the end of every semester.

Students who fail up to two courses may still be promoted. However, those who fail more than two will have to repeat or withdraw from the College.

Deferment of a failed and ‘outstanding’ papers are discouraged. In other words, students must re-sit all failed or ‘outstanding’ (‘IC’, ‘X’ etc.) papers at the end-of-semester examinations the following semester. The fee for re-sit examinations shall be determined by the Academic Board.

STUDENT EVALUATION OF COURSES AND LECTURERS

At the end of every semester, each student will be required to complete the Student Evaluation Questionnaire. The purpose of this exercise is to offer students the opportunity to assess the lecturer and the courses being taught.

Please note that this exercise is compulsory. Failure to complete the questionnaire for each course taken during the semester could prevent you from accessing your examination results in the course(s) involved.

This exercise will be done electronically. Students with smartphones or electronic devices can fill the form online using these devices. Those without these Facilities may contact personnel from the IT Support Unit at the Computer Laboratories.

The evaluation form can be accessed online at www.wiuc-ghana.edu.gh/online-evaluation.

Students' Code of Conduct

Admission to WIUC-Ghana is a privilege that may be withdrawn from any student who does not meet the academic and conduct standards of the University.

The University expects students to conduct themselves in line with its goals and standards on and off-campus. Any breach may result in admission refusal, suspension, expulsion et cetera.

Thus, this Code of Conduct is the official document that spells out College regulations and judicial processes of the University College.

While the Code does not seek to develop a detailed and exhaustive summary of what a student may or may not do, it does contain a list of prescribed conduct so long as a student is enrolled in WIUC-Ghana.

Although all these regulations are important, the severity of punishment for breaching any of them is determined by the Academic Board depending on the gravity of the circumstances. These provisions prohibit any conduct that constitutes a criminal offence under the laws of Ghana.

The judicial process for breaking these regulations requires a hearing before the designated college administrators or before the Student Disciplinary Committee.

Students are guaranteed a right to testify, to examine the evidence, and have a student or faculty member advise them at the hearings. The judicial process provides for an appeal to the Vice-Chancellor and a final appeal to the University Council.

Punctuality

Students must be punctual to lectures and other College activities.

Dress Code

WIUC subscribes to high moral values. Students are expected to dress decently and appropriately. Senior members reserve the right to call any indecently dressed student to order. Students are expected at all times to comport themselves well and give a good image of themselves and their University. The University cannot protect any student who breaks the laws of the land.

The Faculty of Law and the School of Nursing provide a specific dress code for their students (see Appendices 2 & 3).

While no specific dress code is provided for other faculties, it is expected that students will dress decently for lectures. The University recommends smart casual attire.

Courtesy (Student-Student Relationship)

The university seeks to create a safe living and learning environment conducive to academic exploration and personal development. Students must be respectful and courteous at all times to faculty, staff and their colleagues.

Interactions should be based on mutual respect and any verbal or non-verbal behaviours. Any actions that interfere with the well-being and safety of individuals are disallowed. This may include but not limited to the following:

- i. **Retaliation:** Taking adverse action against any individual the University or an Authority in question for a report made in good faith at a hearing or an inquiry into an alleged misconduct.
- ii. **Forgery/alteration:** Making, using or possessing any falsified University document or official record; altering or forging any University or official document or record. These documents may include ID cards, transcripts, university letterheads, banking and accounting records.
- iii. **Failure to comply:** Failing to comply with reasonable directives from University or other officials including failure to provide ID cards or to report to an administrative office or to leave University premises when directed to do so by properly authorized officials.
- iv. **Disruption/Obstruction:** Any action or combination of actions by one or more individuals that unreasonably interferes with, hinders or obstructs university activities or prevents others from freely participating in its programs and services.
- v. **Harassment:** Engaging in behaviour that threatens an individual or group of persons or interferes with their employment, education or access to University programs, activities or opportunities. Behaviours may include, but are not limited to, the following:
 - Physical or verbal abuse
 - Unwanted physical contact or threat to harm or intentionally or recklessly causing harm or creating a condition that endangers the health and safety of self or others
 - Following the person without proper authority under circumstances which cause fear for one's safety or emotional distress.

Public Displays

Public displays such as quarrelling, loud arguments or fighting are prohibited and will attract various degrees of sanctions including warning, suspension or dismissal depending on the gravity of each case.

Misuse of or causing damage to University Property

University property must be used for the purpose for which it is intended. Any abuse or misuse of any property resulting in damage or destructions is strictly checked and may attract sanctions.

Student Strikes

Students are expected to seek redress for their grievances through the appropriate channels. Strike action and wanton destruction of University College property are illegal and culprits involved will be punished.

Cult Membership

No student is allowed to join a cult group or practice occultism in the University. All religious or quasi-religious activities must have prior approval by the University College. Students caught indulging in cult practices will be dismissed outright.

Sexual Harassment

The term “sexual harassment” is simply defined as unwanted sexual advances, be it cross gender or same gender. The University College prohibits all forms of sexual harassment, whether they involve staff or students, including the following:

- Implicitly or explicitly suggesting sex in return for hiring, compensation, promotion, retention or award of marks.
- Unwanted physical contact, such as touching, grabbing or pinching.
- Verbal or written sexually suggestive / obscene comments, jokes or propositions.
- Display of sexually suggestive objects, pictures or magazines.
- Continual expression of sexual or social interest after an indication that such interest is not desired.
- Conduct with sexual implications when such conduct interferes with an employee’s/student’s work performance or creates an intimidating environment.
- Suggesting or implying that failure to accept a request for a date or sex will adversely affect an employee/student in respect to a performance evaluation or promotion.

Punishment for sexual harassment includes a warning, suspension and dismissal after a disciplinary committee has determined its nature and extent and has made the appropriate recommendations for sanctions.

Truth in Information

Applicants may be rejected for admission and students may be dismissed for unexplained discrepancies between statements or documents that they provide to the College.

Academic Honesty

Students are expected to be the sole authors of their work. Use of work by another author must be accompanied by the appropriate citation and reference in the scholarly tradition. Plagiarism and

other forms of academic dishonesty may result in non-acceptance of work submitted. written reprimands, cancellation of work (long essay or project) or a possible dismissal.

Alcohol and Smoking

Students are not allowed to drink alcoholic beverages or smoke on campus.

Drug Policy

WIUC-Ghana strives to maintain a drug-free environment. Unlawful possession, use, or distribution of illicit drugs in the University College is considered a serious offence that may lead to a student's in dismissal from the College.

Fraud

Fraud is a criminal offence that will be severely punished by the university and students may also be prosecuted. Students found to be involved in fraud, such as paying fees with forged pay-in-slips or bank drafts, may be dismissed or have their certificates withdrawn.

Conflict Resolution

The University College provides confidential mediation services in which a neutral third party such as an Academic Dean, Dean of Students or Counsellor can facilitate a dialogue between those in conflict such as room-mates, members of project group, athletic team disputes as well as disputes involving multiple parties. It is ultimately the responsibility of the parties involved to reach a mutually agreeable solution.

CHAPTER FOUR

STUDENT LIFE AND SERVICES

WIUC-Ghana is committed to the welfare of students and offers a variety of services to make life interesting and rewarding.

Among the activities and associations that enrich student life are:

Worship Services

The School holds a mid-week chapel service every Wednesday from 10.30am to 11.30am.

A Christian religious service is held every Friday, from 7.30am to 8.30am at Block 'A' (Ground floor). The period enables students and staff to worship communally. Opportunities exist for other voluntary religious activities like prayer groups, Bible study groups, the Wisconsin Choir and the Wisconsin International Believers Fellowship to play their part.

Other faiths also have the opportunity to meet for prayer.

Sports and Recreation

Sport plays an important role in student life at WIUC. The SRC organizes sporting activities among students and between our students and those from other universities. Students compete in football, volleyball, basketball and table tennis. Any student in good academic standing is eligible to be a member of a university team.

Student hostel

Though WIUC-Ghana, is a day university, it liaises with private hostel owners to ensure that students find suitable hostel accommodation. The University has a hostel not too far from the Campus. Students are also assisted to locate affordable hostels near the University.

Orientation

All new students are required to participate in a programme of orientation held in the early part of each semester. The programme offers students the opportunity to meet key faculty members and administrators, receive information about degree programmes, and obtain registration materials.

Faculty members keep office hours during which they are available to assist students in making decisions about courses and programmes. Students are expected to know curriculum requirements, academic deadlines and regulations.

Student counselling

The Dean of Students, the College Chaplain and a professional counselor offer counseling to any student challenged by life-choices, vocational issues or personal matters. Workshops and other special programmes are also recommended to such students.

Career Services

Our Career Services Unit ensures that the College works closely with local and national employers to provide students with job attachment opportunities in their final year and job placement when they graduate. Graduates are referred to the National Service Secretariat to do their national service. Workshops and seminars are also organized to enable students to compete successfully with others when they go out in search of employment.

Writing Centre

This center complements students' regular class activities by providing them help with their assignments - essays, presentations, proposal writing and long essays. Staff at the Writing Centre receive students who are referred to them. Students can also walk in with their writing questions and receive help to improve their writing skills across the curriculum.

Faculty advisors

New students are assigned faculty advisors who monitor students' attendance at lectures, academic progression and graduation. Continuing students are advised to consult their departmental coordinators with their questions on course pre-requisites, registration and course options.

Medical facility

Students needing urgent medical attention should consult the Doctor at the WIUC Sick Bay. Where prolonged treatment is needed, students are referred to other hospitals.

Alumni Association

The strong network of alumni being built by the college is widening. Believing in the Latin expression, "cui bono," which means "to whom much is given," this University expects its alumni to give something back. This may take the form of promoting the University's image and interests through past students' achievements and their material support to the University's diverse activities.

English Language Skills

Students who are nationals of countries where English is not the medium of instruction need a good command of the English language to benefit from the courses that we offer. Therefore, in addition to the facility provided at the Writing Centre, the University offers an English course to increase the proficiency level of Francophone students.

Library

A wide selection of books, journals and periodicals is available in the library.

The library is a member of CARLIGH - Consortium of Academic and Research Libraries in Ghana and, therefore, has access to a wide number of CD-Roms, online databases and electronic journals.

All library books borrowed must be returned on or before the due date. The Librarian will impose fines on late return of books.

The University expects you to handle the books and the computers carefully. If you mutilate a book or remove it from the library without permission, you will pay a fine not less than 4 times the current price of the book, and go on suspension for two weeks.

The soft copy of the comprehensive "Library Guide" can be found on the website under Resources/Downloads.

Computer Laboratory

The College has modern computer laboratories, networked for computer practical and general academic work.

There are rules and regulations which students observe in order to be allowed use of the computer laboratories.

If you tamper with any part of a computer, you will pay a fine not less than 5 times the current price of the part and go on suspension for one month.

Internet facilities

The College provides swift and easy Wi-Fi access to the internet. Students who own laptops can access the internet anywhere on campus.

E-campus

Students are given accounts that permit them to download grades for their end-of-semester examinations, as well as obtain provisional transcripts. Each student is given a PIN by staff at the Registrar's department.

Staff/Student Consultative Committee

This Committee exists in each department to provide students' input in assessing and evaluating programmes of the department and dealing with welfare issues. The committee meets once in a semester.

International Students

Faculty advisors and International Relations assist foreign students to obtain residence permits and helps them to resolve practical, financial, or legal matters while they are here at WIUC.

Students Representative Council (SRC)

The SRC serves as an advocate for student issues and works closely with the university administration through the Dean of Students to achieve its goals. The SRC organizes a variety of on and off-campus activities and publishes a newsletter. Only registered student organizations receive some form of sponsorship from the SRC through the SRC dues all students pay.

Other Student Organizations

Your involvement in activities run by organizations enables you to develop leadership and administrative capabilities, as well as exposes you to new and challenging situations. These organizations also help fellow students adjust to life on campus and in Ghana. A number of associations exist on campus

These include:

- Foundation for Future Leaders (FFL),
- Students in Free Enterprise (SIFE) Rotaract
- International Students Association (ISA)
- Nigerian Students Association (NSA)
- Liberian Students Association (LSA)
- Francophone Students Association (FSA)
- Ghana Muslim Students' Association (GHAMSA)
- Law Students Union (LSU)
- Ghana Fellowship of Evangelical Students (GHAFES)

Where a club/society collects or receives funds, a senior member of the university acts as its senior treasurer. Such a club is expected to prepare an annual statement of its income and expenditure signed by its Junior Treasurer and presented to the Registrar by its Senior Treasurer through the Dean of Students. All student clubs/associations must have a senior member as its patron.

Channels of Communication Non-Academic

If you have information or a complaint, ask to meet with the Dean of Students.

Academic

If you have information or a complaint relating to academic matters, pursue it through the following channels:

- Your Head of Department or Dean
- Registrar
- President as a last resort.

Relations with Lecturers

You will keep cordial, respectful and respectable relations with all your lecturers. It is an offence to try to influence a lecturer by any means to change your marks, or assist you to cheat at an examination.

Visa application (International Students)

- You can apply for an introductory letter to an Embassy or a High Commission if:
- You have paid 50% of your fees
- Attach receipt of payment for introductory letter (from the Accounts Office) to the form and submit at the Reception.

Any student who forges an introductory letter or any document will be handed over to the police, and will also appear before a disciplinary committee.

Scholarship

At the end of each academic year, the University gives a half scholarship to the overall best student in his or her programme.

The University and external sponsors also give awards to outstanding students in various categories at the end of each academic year.

Use of University Bus

If the bus is available, approved clubs/societies may request to use it for any approved trips/journeys

Requests made should have the following particulars:

- Destination and purpose of the trip/journey
- Date and time the bus will be required
- Names and levels of all students traveling on the bus
- Name and signature of organizer who will pay for use of the bus

Any request for the bus should be made at least 5 working days before date of use.

Safety and security

The University accepts no responsibility for damage to or theft of valuables and motor vehicles of students. Students must exercise responsibility and vigilance at all times in protecting their personal property.

Commercial activities

Students are not permitted to sell food items, drugs and alcoholic beverages on the grounds of the University. They are also not allowed to operate businesses on campus without prior written authorization from the University.

Posters

Posters/advertisements should receive prior approval of the SRC and the Dean of Students before being posted/displayed.

Posters/advertisements should be placed on approved notice boards only.

Students are not allowed to place posters/advertisements on walls of University buildings. Posters or banners placed on University property without prior authorization will attract a fine.

APPENDIX 1

MATRICULATION

Each student is required to attend the Matriculation Ceremony and sign a Matriculation Register after the ceremony.

MATRICULATION OATH

I..... Solemnly promise:

To observe the rules and regulations of this University College,

To abide by its principles and to obey those to whom obedience is owed,

To study diligently,

To be honest,

To seek the truth, and

To promote the good of this University College So help me God.

APPENDIX 2**CODE OF CONDUCT - FACULTY OF LAW**

All students of the Law Faculty are governed by the General Code of Conduct of the University. In addition, the following regulations govern students of the Law Faculty.

REGULATION I (DRESS CODE)

Every student must conform to the prescribed dress code:

Male Students

- a. White shirt and tie over black trousers are compulsory for lectures
- b. Black Suit with white shirt and tie for optional occasions and for all compulsory functions, such as, Dinners, Moot Sessions and visits to the courts, prisons and Parliament.

Note:

Only black pair of shoes and dark pair of socks are allowed for lectures and all formal functions. Slippers and sandals are strictly prohibited.

Female Students

- a. White shirt or blouse over a pair of black trousers or black skirt are compulsory for lectures
- b. Black suit or black jacket over black skirt must be worn on all formal occasions such as Dinners, Moot court sessions, visits to the courts, prisons and Parliament.

Note:

As in the case of male students, only black shoes may be allowed for lectures and all formal functions. Slippers and sandals are strictly prohibited.

REGULATION 2 (CLASS AND TUTORIAL ATTENDANCE & ASSIGNMENTS)

- a. A Student who absents himself/herself from tutorials, or fails to submit on schedule class/tutorial assignments may be penalized and may forfeit 10% of the highest possible marks obtainable for the relevant subject for the semester.
- b. Where attendance is mandatory, it is an offence to sign for another student, and is punishable by a fine of GH¢ 50.00
- c. Attendance will form 10% of the total marks to be earned and students are expected to sign the Attendance Register.

REGULATION 3

- a. A student who litters Faculty premises, that is classroom, Library, Moot-Court, toilet, corridors and staircase – may be fined GH¢20.00.
- b. The fine may be enhanced for a second, third or habitual offender by progression.

REGULATION 4

Theft of library book or mutilation or ripping off or defacing a library book is an offence punishable by rustication for one semester.

REGULATION 5

Shouting, noise-making and lack of decorum are offences punishable by GH¢20.00(Twenty Ghana Cedis only) per each instance of the offence.

REGULATION 6

- a. A student may be expelled from the Faculty for drunkenness and/or the use of hard drugs (cocaine, LSD, marijuana, Indian hemp or any of their derivatives)
- b. Occultism is totally prohibited; any student found practicing occultism will be dismissed.

REGULATION 7

- a. “Pidgin English” is forbidden on Faculty premises, that is, classroom, Library, Moot-Court, Corridors and staircase, and is punishable by a fine of GH¢20.00 (Twenty Ghana cedis only).
- b. Vulgar and/or abusive or insulting language is prohibited in and around the Faculty, and is punishable by a fine of up to GH¢50.00 (Fifty Ghana cedis only).

APPENDIX 3**CODE OF CONDUCT - SCHOOL OF NURSING**

All students of the School of Nursing are governed by the General Code of Conduct of the University. In addition, the following regulations govern students of the School of Nursing.

REGULATION I - DRESS CODE & APPEARANCE

Every student must conform to the prescribed dress code:

Male Students

You are expected to wear white shirts with white trousers and black or blue black rubber soled shoes. You are not allowed to wear earrings.

Female Students

You are expected to wear open front top, white lapel buttoned top on the hip with white straight skirts which should be at least two inches below the knee. The skirts should be split at the back and should be four inches. Wear flat black shoes with rubber sole.

You are expected to wear one pair of copper stud earrings which should not be dangling. One piercing on each ear is advised. However, if there are more piercings, that student is allowed to wear only one pair of earrings.

Note:

Tattoos, if there are, should not be exposed.

Long hair must be pulled back and tied up above the ear/neck.

REGULATION 2 - CLASS AND TUTORIAL ATTENDANCE & ASSIGNMENTS

A student who absents himself/herself from tutorials, or fails to submit on schedule class/tutorial assignments may be penalized and may forfeit a percentage of the highest possible marks obtainable for the relevant subject for the semester.

Attendance will form a percentage of the total marks to be earned and students are expected to sign the Attendance Register.

REGULATION 3 THEFT, MUTILATION OF LIBRARY MATERIAL

Theft of library book or mutilation or ripping off or defacing a library book is an offence punishable by rustication for one semester.

REGULATION 4 - PUNCTUALITY

Punctuality is extremely important for all functions.

REGULATION 5 -EXAMINATION MALPRACTICE

A student who is guilty of examination malpractice, or who copies or adopts another student's assignment as his/her own may be expelled from the School.

REGULATION 6 - NON-PAYMENT OF TUITION FEES

A student who does not pay his/her tuition fees on schedule may be denied participation in end-of-semester examinations and all other functions and privileges unless clearance or waiver/exemption is granted by the Vice- Chancellor.

REGULATION 7 -ALCOHOL/DRUG USE, OCCULTISM

A student may be expelled from the Faculty for drunkenness and/or the use of hard drugs (cocaine, LSD, marijuana, Indian hemp or any of their derivatives)

Occultism is totally prohibited and any student found practicing will be dismissed.

REGULATION 8 -ABUSIVE LANGUAGE

Vulgar and/or abusive or insulting language is prohibited.

REGULATION 9 -VERBAL/PHYSICAL ASSAULT

An assault (verbal or physical) on a lecturer/staff of the Faculty, where proved, will lead to outright dismissal.

REGULATION 10 - SEXUAL HARASSMENT

Sexual harassment in any form either by a lecturer or students, where proved, may lead to dismissal.

PROFESSIONAL ETHICS AND CODE OF CONDUCT IN NURSING

- Ethics are expected standard and behavior of a group as described in a professional group's code of conduct.
- Nursing, like many other professions has ethics that are to guide the professional conduct and behaviour of practitioners.
- An international code of ethics for nurses was first adopted by the International Council of Nurses (ICN) in Geneva Switzerland in 1953.
- The Nursing and Midwifery Council of Ghana in their professional codes of conduct specify various activities and roles that are expected of nurses.

PROFESSIONAL BEHAVIOUR AND ATTITUDES

- Commitment to the job.
- Role modelling.
- Respect for rules and regulations of the nursing profession.
- Professional pride and desire to grow and learn new things.
- Respect for the opinions and judgement of others.
- Care for each person without discrimination no matter age, race, colour, social status, religious background, creed, culture, disability or illness, gender, nationality.
- Respect for the dignity and rights of each person.

PROFESSIONAL APPEARANCE OF THE NURSE

(DRESS CODE FOR WIUC NURSING STUDENTS)

•UNIFORM: The uniform should not be too short or too tight on the body. It should be simple with front-opening and buttons.

Females:

White skirt and white shirt

White shirt. (Open lapel, short sleeves with buttons). White skirt. (Overlapping slit at the back).

Skirt Length of the uniform must be two inches below the knee for easy bending so that no body part will be exposed.

Males:

White short sleeve shirt and white pair of trousers

Trousers for males must always be on the waist line (Never on the hip) with a black belt to hold it in place.

NB: Students of Wisconsin International University College, School of Nursing shall wear white uniforms through- out the training.

FOOTWEAR: Shoes should be clean, polished and functional in the working area. The recommended colour is black and must be rubber soled shoes and well fit. It should cover % of the foot. Slippers and sandals are not allowed in nursing.

HAIR: Hair should be neat and clean, and project the serious image of the nursing profession. Hair of female nurses should be well-groomed and made portable with black ribbon so that it does not touch the nape of the neck. Coloured hairdos and dyeing of hair is discouraged in nursing. No dreadlocks. Eye lash extension is not allowed. Facial hair of male nurses should be shaved smooth always and hair should be cut short and neat.

NAILS: Nails should be short and clean, without colour polishes. In addition, artificial nails are not allowed due to disease borne potential.

JEWELLERY: The recommended earrings are the copper studs. A female nursing student should not wear more than one copper stud ear rings. Use breast watches when on the ward and the skills lab. Wedding and engage-ment rings are acceptable.

Large, dangling and distracting jewellery are not to be worn at work or on uniform. Necklaces and bangles are unacceptable on uniform.

Males are forbidden from wearing ear rings

SKIN: Tattoos and body piercing by the nurse is unacceptable in this country. Bleaching and skin toning does not give a good reflection of the nurse.

WALKING: Walk smartly, do not shuffle your feet when walking, tighten your abdomen and buttocks and walk with a good posture.

MAKE-UP: Only lip gloss should be applied, no eye shadow, no eye brows nor eye lash extensions.

For further enquiries contact:

The Registrar

Wisconsin International University College

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