



WISCONSIN
International University College, Ghana



STUDENT HANDBOOK

STUDENT HANDBOOK



WISCONSIN
International University College, Ghana

TABLE OF CONTENT

CHAPTER ONE	----- 5
- ABOUT WIUC	----- 5
- PROFILE OF WISCONSIN INTERNATIONAL UNIVERSITY COLLEGE, GHANA	----- 5
- Vision	----- 5
- Mission	----- 5
- UNDERGRADUATE PROGRAMMES	----- 6
- POSTGRADUATE PROGRAMMES - Accra Campus	----- 8
- PROFESSIONAL AND CERTIFICATE COURSES	----- 8
- ACADEMIC AND ADMINISTRATIVE STAFF	----- 9
▪ Key Officers	----- 9
▪ Deans	----- 10
- HEADS OF DEPARTMENT	----- 10
▪ Academic Departments	----- 10
▪ Academic/Programme Coordinators	----- 11
- PAYMENT OF FEES, REGISTRATION PROCESS AND	
MODE OF TEACHING	----- 12
▪ Payment of Fees	----- 12
▪ Registration Process	----- 13
▪ Fee Refund Policy	----- 13
▪ Registration	----- 14
CHAPTER TWO	----- 17
- CLASS ATTENDANCE POLICY	----- 17
- EXAMINATION POLICY	----- 17
▪ Examination Notice	----- 17
- Examination Regulations	----- 23
- ACADEMIC RECORDS	----- 25
▪ Grades and Credits	----- 25
▪ How to calculate your GPA	----- 25
▪ STUDENT EVALUATION OF COURSES AND LECTURERS	----- 29

COPYRIGHT INFORMATION

ISBN 978-9988-3-5236-3

Title: Student Handbook

**Copyright © 2023
by Wisconsin International University
College, Ghana (WIUC-Ghana)**

**Published 2023
by Wisconsin International University
College, Ghana (WIUC-Ghana)**

All rights reserved

No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law.

For permission requests, contact

No. 23 Akoto Bamfo Street,
off Agbogba Road, North Legon, Accra
Accra. GPS: GE-281-8212

00233 (0) 54 485 3383

info@wiuc-ghana.edu.gh

www.wiuc-ghana.edu.gh

TABLE OF CONTENT

- Students' Code of Conduct	----- 29
▪ Punctuality	----- 30
▪ Dress Code	----- 30
▪ Student-Student and Student-Lecturer Relationships	----- 31
▪ Public Displays	----- 32
▪ Misuse of, or causing damage to University Property	----- 32
▪ Student Strikes	----- 32
▪ Cult Membership	----- 32
▪ Sexual Harassment	----- 32
▪ Truth in Information	----- 33
▪ Academic Honesty	----- 33
▪ Alcohol and Smoking	----- 33
▪ Drug Policy	----- 33
▪ Fraud	----- 34
▪ Conflict Resolution	----- 34
CHAPTER FOUR	----- 35
- STUDENT LIFE AND SERVICES	----- 35
- APPENDIX 1	----- 44
- APPENDIX 2	----- 44
▪ CODE OF CONDUCT - FACULTY OF LAW	----- 44
- APPENDIX 3	----- 47
▪ CODE OF CONDUCT - SCHOOL OF NURSING	----- 47
- PROFESSIONAL ETHICS AND CODE OF CONDUCT IN NURSING	----- 49
▪ PROFESSIONAL BEHAVIOUR AND ATTITUDE	----- 49
- PROFESSIONAL APPEARANCE OF THE NURSE	----- 50
- (DRESS CODE FOR WIUC NURSING STUDENTS)	----- 50

CHAPTER ONE

ABOUT WIUC

Welcome to Wisconsin International University College, Ghana!

The information in this Student Handbook is provided to make your time here at 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-GH) has been accredited by the Ghana Tertiary Education Commissions (GTEC) and is affiliated to the University of Ghana, Legon, the University of Cape Coast, the Kwame Nkrumah University of Science and Technology (KNUST), Kumasi and the University for Development Studies (UDS), Tamale.

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.

Core Values

- **Integrity**

Our operations shall always be governed by the highest level of integrity, ethical standards and openness.

- **Transparency & Accountability**

We shall be transparent and accountable to all our clients and other stakeholders.

- **Teamwork**

We pride in teamwork as an effective mechanism to better serve our clients.

- **Collaboration and Partnership**

We will collaborate and partner with national and international management and academic development institutions

- **Excellence in Service Delivery**

The 'quest for excellence' challenges us to be rigorous and innovative in our teaching and research.

- **Customer Satisfaction**

Clients/customers/students are the basis for the existence of the University College. Their ultimate satisfaction is most paramount in whatever we do.

UNDERGRADUATE PROGRAMMES

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

Department of General Business

- BA Business Studies, General Business

Department of Management Studies

- BA Business Studies, Human Resource Management
- BA Business Studies, Marketing,

Department of Accounting, Finance & Banking

- BA Business Studies, Banking & Finance
- BA Business Studies, Accounting.
- BSc Accounting (*No Weekend session*)

2. School of Computing and Technology

Department of Business Computing

- BSc Management and Computer Studies

Information Technology

- BSc Information Technology
- Diploma in Information Technology

3. School of Communication Studies

- BA Communication Studies
- BA Music

4. School of Nursing and Midwifery

- BSc Nursing
- BSc Public Health Nursing
- BSc 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.

Department of Social Sciences

- BA Development & Environmental Studies
- BA Rural Development & Ecotourism
- BSc Economics
- BSc Development Finance
- BSc Economics with Management

Department of Education Studies

- BEd Early Childhood Education
- BEd Primary Education

KUMASI CAMPUS

Academic Programmes Accredited by the Ghana Tertiary Commission for the Kumasi Campus are as follows:

- BSc. General Nursing
- Bachelor of Laws (LLB)
- Business School: Business Administration; B.A. (Business Studies)
- BSc Computing and Technology
- BA Communication Studies

POSTGRADUATE PROGRAMMES – Accra Campus

- 1. Master of Business Administration (MBA)(Saturdays and weekday evenings) with options in** Accounting, Finance, Human Resource Management, Management Information Systems, Marketing and Project Management
- 2. Master of Science (MSc) Environmental Sustainability & Management**
- 3. Master of Science (MSc) Logistics and Supply Chain Management**
- 4. Master of Arts (MA) International Relations**
- 5. Strategic Management & Leadership (BTEC–UK) Level 7 Extended Diploma**

PROFESSIONAL AND CERTIFICATE COURSES

CENTRE OF PROFESSIONAL STUDIES COURSES/PROGRAMMES

- Professional Diploma in Functional and Advanced Investigations
- Computer Forensics, Information Security and Cyber Crime Investigation
- Occupational Health and Safety Management
- Security Management, Forensics and Investigative Psychology (Executive Certificate) Security Management, Forensics and Investigative Psychology (Advanced Certificate)
- Professional Media Courses
- Paralegal Studies
- English Proficiency
- Music
- Wisconsin Study Law Center
- ICAG Courses (Tuition)

- Neurodiagnostics
- Chartered Institute of Taxation (Tuition)
- Project Management Professional Training
- Monitoring and Evaluation
- Accounting Technician Scheme West Africa (ICA ATSWA)
- Advanced Ethical Hacking (Certificate from Ghana and Singapore)
- Occupational English Test (OET) - As a Test Delivery Centre Only
- Remedial Programme
- SHS Extra Classes



ACADEMIC AND ADMINISTRATIVE STAFF

KEY OFFICERS

- Prof. Obeng Mireku - President
- Dr. Lawrence Kannae - Vice President and Head, QAIRU
- Prof. K. Sraku-Lartey - Campus Principal, Kumasi
- Mr. Joel A. Idun-Acquah - Registrar
- Mrs. Comfort A. B. Asare - University Librarian

DEANS

- Dr. Peter A. Wiredu – Faculty of Law
- Dr. Albert Gemegah – School of Research and Graduate Studies
- Dr. Emmanuel Acquah- Sam – Faculty of Humanities and Social Sciences
- Dr. Nana Kofi Annan – School of Computing and Technology
- Dr. Bright G. Mawudor – Business School
- Dr. Angela K. Acheampong – School of Nursing and Midwifery
- Mrs. Baaba Cofie – School of Communication Studies (Ag)
- Loretta S. Tetteh – Students Affairs

HEADS OF DEPARTMENT

Academic Departments

Business School:

- Prof Kofi A. Osei – Accounting, Banking and Finance
- Dr. Kwesi Addei Mensah – General Business Studies
- Mrs. Vida Asante Boateng – HR and Marketing Studies

Law Faculty:

- Prof. Edmund Kwaw – Faculty of Law

Humanities and Social Sciences

- Dr. Yaw Asante – Economics
- Dr. Evelyn J. Mandor – Language Arts
- Mr. Sosthenes Kufogbe – Development and Environmental Studies
- Dr. Daniel Oduro-Mensah – Educational Studies

Computing and Technology

- Dr. Patrick Kudjo – Business Computing
- Mr. Nathaniel Mills – Information Technology
- Mr. Leonard Kyei – Mathematical Application

Nursing and Midwifery

- Ms. Rejoice Nutakor – Midwifery
- Mrs. Elizabeth Peka-Quao – Community Health Nursing

- Mr. Alhassan A. Sibdow – General Nursing
- Mr. Denis Soku – English Proficiency Centre

Communication Studies

- Mr. Anthony Nyamful – Music

Research and Graduate School

- Dr. Eric Ansong – Operations Mgt and Information Studies
- Dr. Boni Yao Gebe – International Relations

Academic/Programme Coordinators

Examination Officer

- Dr. Margaret Ansre

Examinations, Programme Planning and Development

- Dr. George S. K. Akorfu – Dir. Examinations, Programme Planning and Dev.

Professional Studies

- Dr. Charles Acheampong – Dir. Centre for Professional Studies

Career and Counseling Services Center

- Ms. Elizabeth A. Abbey – Career and Counseling Services Center

Mature Entrance

- Ms. Serwah Ameyaw – Coordinator, Mature Students' Entrance Classes/Exams

Administrative Heads

- Mr. Jacob Fynn – Chief Operating Officer
- Ms. Samira Adam – Director, Finance
- Mr. Nurudeen Mohammed – Director of Public Affairs and Marketing
- Ms. Joyce Lartey – Academic Affairs
- Mrs. Patience L. Bainsong – Human Resource
- Ebenezer Amuasi – Director, International Affairs

- Mr. Siraj Muhammed – Head, IT Support Services
- Mr. Martin Tetteh Samadji – Internal Auditor
- Dr. Delali K. F. Hodasi – Principal Medical Officer

KUMASI CAMPUS

- Dr. Kwasi O. Darko – Ampem – Asst. University Librarian
- Mrs. Elizabeth Acheampong – Deputy Dean of Students
- Mr. Mamadou L. Diedhiou – Founding Dean, Business School

Heads of Department

- Dr. Alfred Fofie – Law Faculty
- Ms. Comfort Asare – Coordinator, School of Nursing
- Ms. Mary Amoah – Coordinator, Faculty of Humanities and Social Sciences
- Mr. Jonathan T. Essel – Coordinator, School of Communication Studies

Administrative Heads

- Mr. Emmanuel Fosu-Kwarteng – Asst. Registrar (PA&M and HRM)
- Mr. Francis Sawyerr – Operations Manager

PAYMENT OF FEES, REGISTRATION PROCESS AND MODE OF TEACHING

Payment of Fees

You are encouraged to pay your fees in full at the beginning of each semester. However, you can make partial payments in installments 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) via the following channels:

New and Continuing Students:

1. On-campus bank (Preferred for New Students)

Continuing Students ONLY – University Issued-ID required:

2. MOMO

- Dial *170#
- Select OPTION 2 – “MOMOPAY OR PAY BILL”
- Select OPTION 2 – “PAY BILL”
- Select OPTION 4 – “SCHOOL FEES”
- Select OPTION 1 – “SEARCH FOR SCHOOL”
- Select OPTION 2 – “SEARCH BY ALIAS”

For Accra Students USE – “WIUCA” | For Kumasi Students USE – “WIUCK”

- ENTER YOUR ID: E.g ONLY – WIUC/01/1234 OR 1011234 or 11011234
- COMPLETE THE PAYMENT PROCESS.

3. ShortCode: ***924*200***18# – FOLLOW THE PROMPTS AND ENTER YOUR ID

4. Website: <https://interpayafrika.com/custom/wisconsin> and choose “NORMAL FEE PAYMENT”

For your account balance or bill kindly make visit the accounts office or send email to accounts@wiuc-ghana.edu.gh

Present your PROOF OF PAYMENTS along with your ID (Passport or University- issued ID) to the Accounts Office to be issued a "Registration Form" after clearance.

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

Fee Refund Policy

Should you decide 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 issued after the final week of Registration.

No refund will be issued 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. Special circumstances such as withdrawal from the institution may be considered.

A refund can only be issued upon request of the payee (upon an official request in writing to the Registrar). Refunds will only be made to the original payee. Refunds are payable at the end of the semester. In the case of final year students, refund will be issued after graduation.

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 fee payment. Failure to register after payment within the open registration period will attract the stated penalty for that period.*

There is **no penalty within the first two weeks** of registration or as stated for that current semester.



Late Registration

- i. Late registration begins the next working day after the close of normal/open registration period as follows;
 - GHs 150 to be paid by local students and 25USD for international students after the first two weeks of registration till the start of mid-semester examinations.
 - GHs 300 to be paid by local students and 50USD for international students after commencement of mid-semester examinations
 - GHs 500 to be paid by local students and 70USD for international students when End-of Semester examinations commence.

Changing Programmes

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

Submit the completed form to the office of the Registrar, Academic Affairs, for processing. Pick up your approval/denial letter within 2-3 weeks.

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

Deferring a Course/Programme

Print and fill out 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 within the period of registration only. 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 (should include gazette) to prove your name has been changed. Please note that background checks will be conducted.

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 email address or phone number.

MODE OF TEACHING

Management has adopted the blended mode of teaching. A schedule for the approach of teaching (blended) as prescribed by Management of our University College will be communicated to you through emails, our notice boards and on our school's website.



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.

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 examination malpractice is severe

and may include one or a combination of the following: 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.

Any student who is found with examination questions prior to 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. The Disciplinary Committee usually meets a day after the last examination.

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

Location of examinations and seating arrangements

These will be determined by the Registrar's Office and indicated on the timetable.

Student (ID) Identity Card

Your university-issued ID card will be verified before and during examinations to validate the full payment of your fees. You must place it on the table while you write your examination to avoid distraction. It is also used to confirm your ID as the candidate sitting for the examination.

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

If you have misplaced/lost your ID card, arrange to have it replaced at a fee kindly proceed to the Accounts Office before you sit for an examination.

- Damaged Card Fee : GH¢ 50
- Misplaced/Lost Fee : GH¢ 100

Attendance at the examination venue

You should be present at the venue thirty (30) minutes before the start of a paper. If you appear thirty (30) minutes after the start of a paper, you may not be allowed to write that paper.

If you arrive less than thirty (30) 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, digital watches of any kind, programmable calculators (except expressly allowed).

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

Authority of Invigilators

You can be summarily searched on the suspicion that you are hiding 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 an escort.

Time spent on a paper

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

You cannot leave the examination room during the last fifteen (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 book and cancel 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 borrow.
- Never write your name on an answer book. Enter only your index number.
- Sit at a table that bears your index number.
- Do not engage in talk or any form of communication with other students, only with the invigilator.

- Wait until you receive instructions from the invigilator to start work, and wait till the invigilator collects your answer booklet from you.
- It is your responsibility to ensure that your answer book has been collected by the invigilator.
- Your invigilator will allow reading time at the start of an examination for you to check that your question paper is correct and has no blank or missing pages.
- You must stop work when the 'stop work' order is announced. 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 book in the way you answered them.
- Do not remove from the examination room any answer books or supplementary sheets you have used or 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. You will have an opportunity to write your outstanding paper at the next opportunity available (the next semester or during special resit examinations)

However, the following shall not constitute 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 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: School of Nursing & Midwifery and Faculty of Law students should be advised that examination malpractices may lead to non-admission into their profession.

Examination Malpractice

OFFENCES		RECOMMENDED PENALTIES
1	Causing leakage of examination questions.	Dismissal and no re-application for affected student.
2	Benefitting from a leaked paper.	Cancellation of examination and double payment of exams fees to rewrite. Repeat offenders should be dismissed.
3	Possession of foreign material including devices that have potential to save data.	Cancellation of examination and double payment of exams fees to rewrite. Repeat offenders should be dismissed.
4	Copying from prepared notes or a colleague's scripts during examination.	Cancellation of examination and double payment of exams fees to rewrite. Repeat offenders should be dismissed.
5	Communicating with other candidates in the examination room.	Cancellation of paper in question and a warning letter. Double payment of exams fees to rewrite. Repeat offenders should be suspended for 1 academic year.
6	Impersonation of another candidates or allowing oneself to impersonation.	Dismissal of candidate involved. Plus report matter to Police.
7	Assisting another candidate or obtaining assistance from another candidate.	Cancellation of examination and double payment of exams fees to rewrite. Repeat offenders should be dismissed.
8	Attempting to fish out information from books, notes, phones etc. during examination.	Cancellation of examination and double payment of exams fees to rewrite. Repeat offenders should be dismissed.
9	Making unnecessary noise that disturbs other	Expulsion from the examination room by floor supervisor with the help of security,

	candidates or causes them to lose attention.	when necessary. Invigilator takes paper away from candidates or issues verbal warning. Also cancellation of paper. Repeat offenders should be suspended for one academic year.
10	Destroying of material by a candidate that may serve as evidence to incriminate them.	Cancellation of paper and suspension for 1 academic year. Payment of double exams fees to rewrite. Repeat offenders to be dismissed.
11	Verbal assault on an invigilator.	Cancellation of examination paper and suspension for 1 academic year. Repeat offenders should be dismissed.
12	Physical assault on an invigilator.	Dismissal plus a report to the police.
13	Continuing to write after an examination has ended.	Loss of 10 marks to be deducted from that paper and a warning letter.
14	Copying another person's work without acknowledgement of the source (plagiarism).	Cancellation of long essay/project work plus a warning letter to offending student. Payment of double fees for project to rewrite. Repeat offenders should be suspended for one academic year.
15	Disclosing contents of one's answer booklet to another candidate.	Both students should face cancellation of examination and double payment of exams fees to rewrite. Repeat offenders should be suspended for one academic year.
16	Disregarding the invigilators instructions.	Expulsion from the examination hall for 15 minutes under surveillance with the help of security. Repeat offenders should be suspended for one year.
17	Failure to sit at the assigned place during examination.	Warning letter. Repeat offence should result in cancellation of the paper.

Examination Regulations

- All students are expected to be present, thirty (30) 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 a foreign material (e.g. Notes on piece(s) of paper, in a calculator or purse, information on any part of the body or dress, on wrist watches, 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 clearly 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 Supervisors).
- Every student's script will be checked to ensure that the number on the Answer Booklet is the same as what appears on 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 Finance 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 Finance Office
- Print and fill the "General Request Form" available on the website under Resources – Downloads (You may also pick a chit from the Front Desk of the Central Administration)
- Make required payment at the Finance Office
- Submit to the Front Desk of the Central Administration for processing at the Academic Registry.
- This should be ready for collection in Three (3) working days or less unless in exceptional cases.

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

2. Asking someone else to collect on your behalf:

Present the following documentation

- Permission letter signed by you (The Student) asking for the release of transcript
- Colour photocopy of your ID
- Photocopy of the Authorised person's ID (Passport or Ghana ID Card)
- Obtain financial clearance from Finance Office
- Print and fill the "General Request Form" available on the website under Resources – Downloads (You may also pick a chit from the Front desk of the Central Administration)
- Make required payment at the Finance Office
- Submit to the Front Desk of the Central Administration for processing at the Academic Registry.
- This should be ready for collection in Three (3) working days or less unless in exceptional cases.

Grades and Credits

Undergraduate students are required to maintain a Cumulative Grade Point Average (CGPA) of 1.0 (UCC) and 1.50 (UG) and Cumulative Weighted Average

(CWA) of 40 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 programmes:

- 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

To calculate your GPA - An 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

Grade Descriptions

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/ Examination Malpractice
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/Resits

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

Students who fail up to two courses but meet the threshold for minimum GPA's and CWA's shall be promoted.

If you fail or fail more than two (2) courses at any time, you will repeat the previous semester or you will be withdrawn. This applies to students who accumulate three (3) or more outstanding papers (eg. 'E', 'IC', 'X' etc.)

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 take 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 for assistance.

Access to the online evaluation forms are communicated to students just before the revision period in every semester. Students can access the forms only through their school email address.

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 not only expects students to conduct themselves, both on and off campus, in accord with its goals and standards, but may also refuse admission to, may discipline, may suspend, or may expel, any student who, in its judgment, displays conduct or attitudes, whether on or off campus, that are unworthy of the standards of the College.

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

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 proscribed conduct so long as a student is enrolled at 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 circumstance(s). 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 School/Faculty Administrators or before the Student Disciplinary Committee.

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

Punctuality

Students must be punctual to lectures and other School/Faculty 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 portrayal of themselves and their University. The University cannot protect any student against the laws of the land.

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

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

Student-Student and Student-Lecturer Relationships

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 manifest in appropriate verbal and non-verbal behaviours. Actions that interfere with the well-being and safety of individuals are prohibited and include, but are not limited to the following:

- i. **Retaliation:** Taking adverse action against any individual for a report made in good faith at a hearing or inquiry related to alleged misconduct by the University or an appropriate authority.
- ii. **Forgery/alteration:** Making, using or possessing any falsified University document or official record; altering or forging any University or official document or record including 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 personal 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 resulting in damage or destructions is strictly prohibited 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 will be punished.

Cult Membership

No student is allowed to join a cult or practice occultism. All religious or quasi-religious activities must have prior approval by the University College. Students 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 or 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 warning, suspension and dismissal when 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 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 long essay or project work, or 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 is considered a serious offence and will result 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, group class project, or 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

All faiths have the opportunity to meet.

The University College is yet to approve student groupings on campus base on religious denominations.

Members of various Christian denominations are encouraged to team up with the Student Christian Fellowship in organizing the mid-week worship services and other Christian activities held on the Accra campus every Wednesday and other days as may be necessary. Mid-week chapel services are held on Wednesdays from 10.30am to 11.30am.

Opportunities exist for other voluntary religious activities like prayer groups, Bible study groups, the Wisconsin Choir and the Wisconsin International Believers Fellowship to play.

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. Students are encouraged to compete, grouped in the virtual halls.

Student Hostel

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

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, where necessary.

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.

The Career and Counselling Services Centre

The Centre offers counseling to any student challenged by life-choices, vocational issues or personal matters.

The Centre 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. Workshops and other special programmes are also recommended to such students.

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

The University offers an English course/courses to increase the proficiency level of Francophone students.

Wisconsin Library

The Library supports the University's pursuit towards excellence in teaching, learning, research and other interests of faculty, students and the non-teaching staff of the University community as well as non-members of the University.

The Wisconsin Library System consists of the following: Main, Law and Nursing Libraries (Accra Campus) as well as the Kumasi Campus Library at Feyiase.

There are several print and electronic resources to support programmes currently being offered at Wisconsin International University College.

The WIUC Library is a member of the Consortium of Academic and Research Libraries in Ghana (CARLIGH) and this membership has enabled access to current full text and abstracts of peer-reviewed journal articles. Students are encouraged to use these resources.

Checking for the availability of textbooks? Access the WIUC Online Public Access Catalogue (OPAC) at: **opac.wiuc-ghana.edu.gh**

Some sections to look out for in the Library – Discussion Rooms and Electronic Resources Corner.

The soft copy of the comprehensive "Library Guide" can be found on the Institution's website under 'Library'

Contact us through: libraryenquiries@wiuc-ghana.edu.gh



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 five (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 issued with a PIN by the Academic Affairs Unit.

International Students

The International Relations Office assists 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 may publish a newsletter. Only registered student organizations receive some form of sponsorship/support from the SRC through the SRC dues that all students pay.

Other Student Organizations

Your involvement in activities run by student 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 and beyond. 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 (GMSA)
- Law Students Union (LSU)
- Ghana Fellowship of Evangelical Students (GHAFES)
- Wisconsin Environmental and Development Society (WEDS)
- School of Computing and Technology Student Association (SCOTSA)
- Wizzy Student Tutors
- Economics Students Association (ESA)
- Communication Students Association (COSA)
- Rotary Club
- Wisconsin International Nursing and Midwifery Students Association (WIUNMSA)

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
- The Registrar
- The 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 Front Desk of the Central Administration.

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

The University College assists students who contact legitimate bodies to fund their education.

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, should you pay for the 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 President.

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 behaviour 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 dread- locks.

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 engagement 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

No. 23 Akota Bamfo Street, North Legon
P.O. Box LG 751, Legon, Accra,
Tel. 233- (0)302-907057, 233-(0)54-4853283
GPS: GE-281-8212

Feyiase, Atonsu-Lake Road
P. O. Box KS 5903, Adum, Kumasi
Tel. 233- (0)322-392584, 233-(0)55-7316025
GPS: AT-1056-0636

Email: info@wiuc-ghana.edu.gh

Website: www.wiuc-ghana.edu.gh

Main Campus, Accra.

No. 23 Akoto Bamfo Street,
North Legon, Accra
P.O. Box. LG 751 Legon Accra
GPS: GE-281-8212

+233 3032 907 057

+233 544 853 383

Kumasi Campus.

Feyiase (Off Atonsu-Lake Road)
P.O Box. KS 5903 Adum-Kumasi
GPS: AT-1056-0636

+233 322 392 584

+233 557 316 025



www.wiuc-ghana.edu.gh



info@wiuc-ghana.edu.gh



facebook.com/wiucghana



[@wiuc_ghana](https://www.instagram.com/wiuc_ghana)



[@wiucghana](https://twitter.com/wiucghana)

ISBN 978-9988-3-5236-3



9 789988 352363