<table>
<thead>
<tr>
<th>PAGE</th>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>1</td>
<td>Our Vision</td>
</tr>
<tr>
<td>1</td>
<td>Our Mission</td>
</tr>
<tr>
<td>1</td>
<td>Our Goal</td>
</tr>
<tr>
<td>2</td>
<td>Admission</td>
</tr>
<tr>
<td>2</td>
<td>General Entry Requirements</td>
</tr>
<tr>
<td>3</td>
<td>Probationary Admission</td>
</tr>
<tr>
<td>3</td>
<td>Interview</td>
</tr>
<tr>
<td>3</td>
<td>Health History &amp; immunization</td>
</tr>
<tr>
<td>3</td>
<td>Enrollment Deposit</td>
</tr>
<tr>
<td>3</td>
<td>Registration</td>
</tr>
<tr>
<td>4</td>
<td>Late Registration</td>
</tr>
<tr>
<td>4</td>
<td>Students ID cards</td>
</tr>
<tr>
<td>4</td>
<td>Name of Student</td>
</tr>
<tr>
<td>4</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>4</td>
<td>Academic Programmes</td>
</tr>
<tr>
<td>4</td>
<td>Class and Laboratory Attendance</td>
</tr>
<tr>
<td>4</td>
<td>Administrative Excuses</td>
</tr>
<tr>
<td>5</td>
<td>Student Resources</td>
</tr>
<tr>
<td>5</td>
<td>Computer Laboratory</td>
</tr>
<tr>
<td>6</td>
<td>Learning Laboratory</td>
</tr>
<tr>
<td>6</td>
<td>The Student Representative Council (SRC)</td>
</tr>
<tr>
<td>7</td>
<td>The University Library</td>
</tr>
<tr>
<td>7</td>
<td>Membership</td>
</tr>
<tr>
<td>7</td>
<td>Library Services</td>
</tr>
<tr>
<td>8</td>
<td>General Regulations</td>
</tr>
<tr>
<td>8</td>
<td>Failure to Return Books</td>
</tr>
<tr>
<td>8</td>
<td>Misplacement of Books</td>
</tr>
<tr>
<td>PAGE</td>
<td>TABLE OF CONTENTS</td>
</tr>
<tr>
<td>------</td>
<td>-------------------</td>
</tr>
<tr>
<td>8</td>
<td>Loss of Books</td>
</tr>
<tr>
<td>9</td>
<td>Stealing of Books/Periodicals or other Library or A/V Materials</td>
</tr>
<tr>
<td>9</td>
<td>Mutilation of Books</td>
</tr>
<tr>
<td>9</td>
<td>Writing in Library Books or underlining sentences</td>
</tr>
<tr>
<td>9</td>
<td>Computer use in the Library</td>
</tr>
<tr>
<td>9</td>
<td>Industrial Attachment &amp; Placement</td>
</tr>
<tr>
<td>10</td>
<td>Honor Code</td>
</tr>
<tr>
<td>11</td>
<td>Dress Code</td>
</tr>
<tr>
<td>12</td>
<td>Regulations for the Student behavior</td>
</tr>
<tr>
<td>12</td>
<td>Access to Regulations</td>
</tr>
<tr>
<td>13</td>
<td>Enforcement of Regulations</td>
</tr>
<tr>
<td>13</td>
<td>Probation</td>
</tr>
<tr>
<td>13</td>
<td>Misconduct</td>
</tr>
<tr>
<td>13</td>
<td>Banned Activities</td>
</tr>
<tr>
<td>14</td>
<td>Penalties for Breach of Regulations</td>
</tr>
<tr>
<td>15</td>
<td>Appeal</td>
</tr>
<tr>
<td>15</td>
<td>Financial Information</td>
</tr>
<tr>
<td>15</td>
<td>Payment Plan</td>
</tr>
<tr>
<td>15</td>
<td>Failure to Pay Fees</td>
</tr>
<tr>
<td>15</td>
<td>Fee Refund Policy</td>
</tr>
<tr>
<td>16</td>
<td>Rules And Regulations For The Conduct Of University Examinations</td>
</tr>
<tr>
<td>20</td>
<td>Regulations for the conduct of certificate/Diploma / Undergraduate Degree Programmes</td>
</tr>
<tr>
<td>21</td>
<td>Regulations</td>
</tr>
<tr>
<td>22</td>
<td>Change of Programme of Study</td>
</tr>
<tr>
<td>22</td>
<td>Deferment of Programme</td>
</tr>
<tr>
<td>22</td>
<td>Duration of Studies</td>
</tr>
<tr>
<td>23</td>
<td>Grading of Examination</td>
</tr>
<tr>
<td>PAGE</td>
<td>TABLE OF CONTENTS</td>
</tr>
<tr>
<td>------</td>
<td>--------------------</td>
</tr>
<tr>
<td>23</td>
<td>Pass Mark</td>
</tr>
<tr>
<td>23</td>
<td>Probation, Repetition, Withdrawal &amp; Grace period</td>
</tr>
<tr>
<td>25</td>
<td>Repetition</td>
</tr>
<tr>
<td>25</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>25</td>
<td>Grace Period</td>
</tr>
<tr>
<td>25</td>
<td>Transcript</td>
</tr>
<tr>
<td>25</td>
<td>Cancellation of Award</td>
</tr>
<tr>
<td>25</td>
<td>Issue of Result Slip</td>
</tr>
<tr>
<td>25</td>
<td>Calculation of Cumulative Weighted Average (CWA)</td>
</tr>
<tr>
<td>25</td>
<td>Programme of Study</td>
</tr>
<tr>
<td>25</td>
<td>Structure of programme</td>
</tr>
<tr>
<td>26</td>
<td>Credit Hour for programmes</td>
</tr>
<tr>
<td>27</td>
<td>Special Faculty Requirements</td>
</tr>
<tr>
<td>29</td>
<td>Graduation Requirements</td>
</tr>
<tr>
<td>29</td>
<td>Examiners Board</td>
</tr>
<tr>
<td>30</td>
<td>APPEAL OF GRADING</td>
</tr>
<tr>
<td>30</td>
<td>GRADE APPEAL PROCEDURE</td>
</tr>
<tr>
<td>30</td>
<td>COGNISANCE</td>
</tr>
</tbody>
</table>
INTRODUCTION

This document describes all issues relating to student life at Radford University College. This has been put together with the approval of the Board of Trustees and hence shall guide students life and behavior at Radford University College. Revisions will be made, including additions and modifications as the University progresses and develops.

It is expected that every student of Radford University College will possess a copy of this handbook and abide by its prescriptions. In the event that one needs clarification on any of the issues in this document, the student may contact the office of the Registrar for explanation. The Executive Chairman has the final authority in any matter described in this document.

OUR VISION

Our vision is to become a University of choice, creating entities that will enhance the Ghanaian student’s ability to capture worldwide market share and academic prominence.

OUR MISSION

The mission of Radford University College is to provide unique structures and programmes that facilitate creation of entrepreneurs, high quality creative practitioners and qualified Applied Science graduates capable of meeting the needs of Ghana and the world.

OUR GOAL

Our goal is to provide qualified manpower for the development of our fledgling economy. In more specific terms, our drive is to produce:

i. Entrepreneurs who will create jobs for the Ghanaian community and provide products and services needed.

ii. Business leaders in industry who are equipped to address the current challenges facing Ghana’s industrial development efforts, including the fast-growing global trends in information technology, the textile industry, and also, issues in business administration and government.

iii. Designers, managers, industrialists and planners who will spearhead the economic development initiatives currently envisaged in Ghana in the long-term.

iv. A community resource where business personnel can learn about innovative techniques that will enhance their business and expand their horizons.
Graduates who are capable of continuing further academic and professional studies anywhere in the world.

ADMISSION

Our Students

There are six types of students who attend the University:

- The traditional student moving from the high school programmes into the University college environment for the first time.
- The working student who maintains either a part-time or a full-time job while completing his/her degree pursuits.
- Transfer students who began their academic career at another University and have come to Radford University College attracted by it unique programmes, location, or support services.
- The mature student who has worked in the community as a professional or has raised children and now seeks to enhance their skills for promotion, a new career or other academic pursuits.
- Community professionals who seek elective concentrations in their fields through attending seminars, non-credit/degree courses, or refresher courses in skill areas that will aid them on the job.
- Community members, who seek to enhance their basic skills, enjoy special programmes in culture, arts, design, computer-related skill training, and recreational pursuits.

GENERAL ENTRY REQUIREMENT

Applicants must have a credit pass in Core English and Core Mathematics, in addition to a credit pass in one of the following other core subjects: Integrated Science, Social Studies and passes in any three (3) relevant Elective subjects. The aggregate score for the core and elective subjects must not be more than 24 for SSSCE holders and not more than 36 for WASSCE holders.

Mature students must be 25 years or over and have credits in Core English and Core Mathematics. Mature students will write an entrance examination and attend an interview.
PROBATIONARY AND PROVISIONAL ADMISSION

Applicants whose grades do not meet the criteria for full acceptance may be considered for acceptance on probation. Students accepted on probation are subject to academic progress requirements set forth by the University Registrar. Students on probationary admission are given the opportunity to demonstrate academic readiness through a prescribed programme designed to help them gain the necessary skills to be successful in college. To continue in the programme, students must pass the requisite external exams by the end of the first year.

INTERVIEW

Under certain circumstances, certain students may be interviewed prior to admission. The decision to interview a student prior to admission rests with the Admissions Committee.

HEALTH HISTORY AND IMMUNIZATIONS

All Applicants must undergo a medical examination at a certified medical centre. Medical reports must be submitted to the College prior to admission.

ENROLLMENT DEPOSIT

When admission is granted, a nontransferable enrollment deposit is required to secure the student’s place in the upcoming class. The enrollment deposit is not an additional charge; it is credited to the student’s account and applied toward tuition costs. This deposit is non-refundable.

REGISTRATION

REGULAR

Registration procedures would be displayed on Notice Board to direct students the steps to take to register their courses. Registration guarantees your participation in classes for any semester. Returning students are advised to register two weeks before the beginning of the semester to be certain of classes and their schedules so they can plan their personal schedules for the semester.

Note: Your registration is only guaranteed when payment of all fees is received, unless deferred payment arrangement has been made.
**LATE REGISTRATION**

Any late registration will attract a fee determined by the Board of Trustees. No student will be permitted to enter into a course if that student has not registered for the course.

**STUDENT I.D. CARDS**

Radford students must have a valid Radford University College official I.D. Card. You may be asked for proof of identity by campus officials for security reasons, when first attending a class or before taking an examination. You will need your Student I.D. Card when accessing the University Library, Learning Centre and Computer Laboratory etc. There are three steps for the procedures to attain an I.D. Card, subject to fulfilling all financial obligations.

**NAME OF STUDENT**

For the purposes of the University, students are known only by the names used in completing their application for admission and are known by these names only in the sequence in which they are written.

The University shall not entertain change of names of any form once a student has been registered. The student must go through his/her programme with that name.

**ACADEMIC AFFAIRS**

**ACADEMIC PROGRAMMES**

**CLASS AND LABORATORY ATTENDANCE**

It is assumed that students will make the most of the educational opportunities available to them by regularly and punctually attending class and laboratory periods. Regular class attendance is required as a condition of receiving credit for work done in the class. Continuous absence from lectures for 3 weeks will disqualify the student from the course.

**ADMINISTRATIVE EXCUSES**

Students absent from a class or laboratory period at the request of the University administration are given an administratively excused absence by the Dir. University & International Relations (DUIR). This excuse grants the students the privilege of making up assignments, tests, or other work missed because of
the absences without unreasonable limitations or penalties. The only absences that are administratively excused are for official University business. The Dir. UIR must sign all official administratively excused absences. All other absences are between the students and lecturers.

Students may apply for individual absences for situations such as funeral leave or student illness. In the case of illness, students must present a fiscal request for absence from a qualified medical doctor. All such absences should be worked out between students and lecturers. Missing classes because of a funeral for someone other than immediate family members may be deemed as an unexcused absence by some.

**STUDENT RESOURCES**

The Learning Lab provides trained peer tutors, faculty members and self-directed active learning programmes to help students with their academic work.

Tutors provide assistance on writing assignments for all students in every discipline.

*Campus Bookstore* is located on the ground floor of the building. Students may purchase textbooks, classroom supplies, and other supplies. A list of all books required for courses offered during the semester is available at the bookstore. Students can purchase their books (new and used) from the University Bookstore. It is strongly recommended that students purchase their books at the bookstore as it may take several weeks for textbooks to arrive from the distributors.

*Business Centre:* Currently provides copy services to help students and faculty produce and copy a variety of professional documents such as class assignments, brochures, flyers, reports, class assignments, etc.

**COMPUTER LABORATORY**

The Computer Laboratory is located in the main building. Students must present their Student I.D. card to use this facility. Computer Laboratory staff will assist you in working with the computers. A student who has previously passed the same course can be contacted in the Learning Laboratory to help you in coursework or learning the various applications. Please observe the rules of the Computer Laboratory with regard to accessing the Internet, hours for general use and hours for students taking computer courses.

The Computer Laboratory is also used as a classroom. As a result, it will not always be accessible to students. The computers in the Library and Learning Centre can also be used.
All users of the Computer Laboratory must comply with the following rules:

1. Pen drives and other data storage materials are to be submitted to the Librarian for scanning with virus detection software prior to use.

2. Do not open pornographic sites.

3. Do not play music or games.

4. Do not watch films on CD or the Internet unless they have been approved by the Lecturer.

5. No food or drink can be brought into the Computer Laboratory.

If the user violates any of the above rules, the first offence will result in a warning. A repeated offence leads to a user being banned from the use of the computers within the Library, Learning Centre and Computer Laboratory. Consult the IT staff in the Laboratory when the need arises.

**LEARNING LABORATORY**

The Learning Laboratory is where all of the tutorial activities, Quality Study Circles, Incomplete Course assignments completion, coordination occur.

The Learning Laboratory is incorporated within the duties of the Counselling Services Coordinator. The centre conducts diagnostic testing in academic skills that are required for success in a college environment and sets up specific study programmes needed for the student to attain these required skills.

The centre is managed by the learning Lab co-coordinator with Teaching Assistants who serve as tutors for specific courses or skill deficiencies. The tutoring takes place in a one-to-one at scheduled times and until the student has attained the necessary proficiencies.

A Learning Laboratory Fee is charged to students using the facility.

**THE STUDENT REPRESENTATIVE COUNCIL (SRC)**

1. Subject to the University Statues and Regulations, the University recognizes the Student Representative Council (SRC) as the legitimate representative organ of the student body as a whole

2. The University does not recognize any body or organization outside the University, which purports to speak on behalf of the student body.
3. The Student Representative Council shall make representations to the authorities of the University on matters affecting the students.

4. The (SRC) shall be governed by a Constitution promulgated by the Board of Trustees on the recommendations of the Student Governing Committee.

THE UNIVERSITY LIBRARY

The University library has been established for the exclusive use of the students, faculty, staff and Alumni of Radford University College. Each section of the library is set up to provide the Departments of the University with resources for use in instruction of the registered students and for research purposes for the faculty and staff.

The Journals and Periodicals pertaining to the specific category of study will be found within that section of the library.

MEMBERSHIP

Membership of the Library is open to all registered students of the University, academic staff, senior administration and technical staff. By special permission of the President, other persons may be admitted to membership for purposes of research or reviewing copies of our Faculty Reference section containing copies of all books used in the curricula.

LIBRARY SERVICES

The various activities undertaken by the Library and its staff include: lending, reference, photocopying, Internet, E-mail and CD-ROM Services. The staff participates in the Student Orientation Programme with tours of the library, instruction in its use, research methodologies, Internet searches, and student assistant positions with the Library.

The Library serves as the central location of information on available books, references, journals and periodicals useful for the studies undertaken at Radford University College. The General Reference section has encyclopedias, dictionaries and directories. As the University grows, there will be copies of theses and projects undertaken by the students of Radford University College.

The Library staff work with the Learning Laboratory, the Computer Laboratory and the Department Heads on creating Learning Modules to accompany coursework taken at the University. This will continue until the Department of On-Line Studies is established and its staff can take over these responsibilities.
GENERAL REGULATIONS

The following regulations must be observed by all persons using the Library facility:

1. Silence should be observed in the Library.

2. Reference books or books used only in the Library should not be returned to the shelves. Place the books in the “Return to Shelf” box at the Issue Desk for the staff to return to the proper location.

3. Marking, mutilating, and misappropriation of Library materials is a serious offence and serious disciplinary action will be taken against offenders.

4. Smoking and eating or drinking are forbidden in the Library.

5. Brief cases, large handbags, etc. should be checked in with the Issue Desk.

6. Readers must submit any book and materials they are carrying while leaving the Library for scrutiny at the Security Check Point.

FAILURE TO RETURN BOOKS

Failure to return books on the Due Date:

1. A member who commits this offence shall be liable to pay a fine of GH¢ 5.00 per day up to 7 days and GH¢ 10.00 a day thereafter plus the loss of borrowing rights will be imposed until the books are returned and the fines paid. (Charges are subject to review.)

2. All students who fail to return all library books to the University Library three (3) days before the Second Semester final examinations will not be permitted to take the examinations.

MISPLACEMENT OF BOOKS

A member who reports the misplacement of a borrowed book will be given up to fourteen (14) days to look for it. During that period, the borrower shall be liable to pay a fine of GH¢ 10.00 per day for the first 7 days and a fine of GH¢ 20.00 per day thereafter (Charges are subject to review.)
**LOSS OF BOOKS**

A member who commits this offence shall be liable to pay twice the current price of the book. This is required so that the book can be replaced and shipping/handling costs covered.

**STEALING OF BOOKS/PERIODICAL OR OTHER LIBRARY OR A/V MATERIALS**

A member who commits this offence shall be subject to the appropriate sanction or a fine of not less than three times (3x) the purchase price of the book or current replacement costs whichever shall be greater. In addition, the student will loose the privilege of borrowing books from the Library for a period of one semester.

**MUTILATION OF BOOKS/PERIODICALS**

A member who tears pages, sections and illustrations from library materials shall be subjected to a fine of three times (3x) the purchase price of the book or current replacement costs whichever shall be greater. Repeat offences will be subject to the appropriate sanctions or if the user is not a student, loss of all privileges of using the Library for one year.

**WRITING IN LIBRARY BOOKS OR UNDERLINING SENTENCES**

A member who commits this offence will pay the current price of the book including shipping and handling costs in credits and will loose borrowing rights for one semester.

**COMPUTER USE IN THE LIBRARY**

1. Streaming of videos and downloading of large files are not permitted.
2. Do not open pornographic sites.
3. Do not play music or games.
4. Do not watch films on CD or the Internet unless they have been assigned by the Lecturer and obtained from the Issue Desk.
5. Streaming of videos and downloading of large files are not permitted.

If the user violates any of the above rules, the first offense will result in a warning. A repeat offense leads to a user being banned from the use of the computers within the Library.

**INDUSTRIAL ATTACHMENT & PLACEMENT**

All under-graduate degree programmes at Radford University College undergo supervised industrial attachment (internship) as a mandatory component of
the programme.

The emphasis is on gaining practical industry-based experience and as such placement is done by the University to ensure that students are placed in organizations and establishments whose core business are of relevance to the degree specialization of the student. Each industrial attachment student is supervised by an industrial supervisor (at his/her place of work) and by an academic supervisor from the University.

The academic supervisors undertake a number of industrial/site visits to meet with their counterpart industrial supervisors and to assist and grade the students.

Students on completion of their industrial attachment are required to write and present a report on: what they have accomplished, skills learned, projects undertaken, problems encountered, experienced gained and what they managed to develop (if any) during their industrial attachment. The Report is graded so is the presentation.

The Industrial Supervisor and the Academic Supervisor also prepare reports on the student. Students are awarded credits for their entire industrial attachment work and this count towards their degree. Students who fail the industrial attachment component of their programme cannot graduate.

**HONOUR CODE**

As essential parts of the Radford University College family, students must clearly recognize that all of us have a desire to further develop and exhibit responsible and mature behavior. That goal is a basic premise of the Honour Code.

At Radford University College, students pledge to endeavor to present a good appearance at all times. In both attire and behavior, students should strive to demonstrate good taste in all instances. An individual’s mis-conduct should never be an embarrassment to others, but should exemplify the best qualities of a mature and respectful student. The University’s dress code promotes such an attitude.

1. Exemplifying the highest moral commitment, Radford University College students refrain from profanity, smoking, gambling, alcoholic beverages, dishonesty, illegal drugs, and all behaviour that is unacceptable.

2. As responsible learners, students should make every effort to be prompt to classes. Radford University College students are committed to developing their minds by doing their own academic work. They do not engage in plagiarism, whether accidental or intentional. Plagiarism is the inappropriate use of others’ ideas or information,
such as using sources without citations or direct quotes without quotation marks. Even paraphrasing or summarizing without giving credit to the original author is considered plagiarism.

3. Students should be sure not to incite another's violation of the code and should seek to strengthen the bond of trust at every opportunity.

4. The students and administration of Radford University College University affirm that, regardless of faith, creed, or race, all students admitted to the University must agree to uphold the Honour Code and the rules governing RADFORD UNIVERSITY COLLEGE.

5. No time, place, or circumstance gives release from the individual's initial promise. The Honour Code is a way of life, measured by the heart and commitment of each member of the RADFORD UNIVERSITY COLLEGE family, and students should regard it as essential to development, not as an imposition or restriction.

6. The registration process is incomplete until students have formally signed the Honour Code Pledge.

7. The code is in effect as long as the student is enrolled in the University.

8. The Honour Code is the central criterion of conduct for all who are a part of the Radford University College community. It is a concept of personal Honour based on the principles of integrity, common sense, reverence to God, esteem for man, and respect for social and spiritual laws. It is assumed that a student deemed worthy of admission to the University already exemplifies these integral facets of moral character.

In accepting and following the Honour Code, students accept responsibility and discipline, which will enhance their moral and spiritual growth. Such qualities should be an inherent part of the ethical code held by an educated individual. In addition, students are protecting and preserving their own reputation, as well as that of their family at the University.

**DRESS CODE**

A student’s sense of fashion should be guided by good taste, modesty, and good grooming. Mature discretion should be exercised in the selection of a wardrobe.

**The following items are not permissible for men**

- Torn jeans or any excessively torn or tattered clothing,
- Pyjamas
- Going shirtless around campus,
- Untidy Beards
• Makeup (e.g., fingernail polish, eye shadow, lipstick),
• Earrings and body piercings on or off campus.

The following items are not permissible for women

1. Two-piece bathing suits
2. Bare midriffs
3. Halter tops (blouses and dresses)
4. Spaghetti straps
5. Low-cut necklines
6. Strapless or off-the-shoulder attire
7. Hot Pant (Knee length shorts are acceptable)
8. Pyjamas

Any questionable attire may be called to the attention of the wearer. If confronted for improper dress code, the wearer will be expected to change their attire immediately. Failure to comply will result in a disciplinary action.

REGULATIONS FOR STUDENT BEHAVIOR

There are general regulations governing the students that have been made by the Board of Trustees in accordance with the Statutes of the University and passed by the Executive Chairman and Board of Trustees.

In addition to these General Regulations, each faculty of the University has its own rules/regulations to govern the conduct of students provided that such rules and regulations are not inconsistent with the general regulations made by the Board of Trustees. The Board of Trustees shall approve such rules/regulations.

ACCESS TO REGULATIONS

Copies of all regulations shall be made available to the Registrar, Staff Authorities, Heads of Departments and be brought to the attention of Students. Students shall acquaint themselves with all regulations as well as official notices, which affect them and ignorance of them shall not be an acceptable excuse to breach of discipline.
ENFORCEMENT OF REGULATIONS

Members of the Academic Staff, the Board of Trustees, the Senior Administrative Officers and other persons, authorized for the purpose, shall maintain order and proper conduct and take appropriate disciplinary action against any student for misconduct.

PROBATION

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

MISCONDUCT

It shall be misconduct for any student:

1. Who is absent from the campus without permission from the appropriate authority or reasonable excuse.

2. To be absent from Lectures and other prescribed assignments without permission or reasonable excuse.

3. To indulge or to be involved in any anti-social activity while in residence or outside the campus which tends to bring the name of the University into disrepute.

BANNED ACTIVITIES

The following activities are banned on campus and it shall be misconduct for any student to indulge in them:

1. Use or possession of a Fire Arm or any Marshal Arts Weapons

It shall be a breach of the University Rules/Regulations for any Student or group of students to be found in possession of firearms or other weapons on campus.

2. Smoking

Smoking in all Public or communal places of the University and in all offices on campus is banned. It shall, therefore, be an offence for any student to be found smoking, for example in and around the school building, Lecture Halls, Classrooms, etc.
3. **Sale, Use, or procession of Tobacco and Alcoholic Beverages**

The sale of Cigarette and alcoholic beverages in the University facilities is banned.

4. **Narcotic and Illicit Drugs**

It is an offence and a breach of University Regulations to indulge in the use or sale of narcotic and illicit drugs. Any student found using or selling narcotics or illicit drugs on or off campus will be dismissed from the University and reported to police authorities.

5. **Indecent Exposure**

The act of exposing a part of the body especially the genitals, publicly as to make it offensive to modesty or propriety is prohibited.

The practice of students embarking on processions naked is, thus, anti-social reprehensible and is prohibited.

6. **Sexual Harassment, Racial Slurs, or Other Actions That Belittle a Person**

It is forbidden for any student, staff or faculty member to make sexual advances, harass or make derogatory comments about a persons race, creed, sexual orientation, or ethnic background. A student or faculty member who violates that rule will be subject to dismissal.

**PENALTIES FOR BREACH OF REGULATIONS**

A student who is deemed to have involved himself/herself in misconduct may be liable to one or more of the following penalties:

i. Warning

ii. Reprimand

iii. Payment or making good the loss of, or damage to, any property of the University

iv. Suspension of use of the University’s services or facilities for a specified period of time.

v. Rustication (Suspension) for a stated period

vi. Dismissal from the University
Clauses (v) and (vi) above shall be treated as major penalties, which shall be im-
posed only by the Executive Chairman. The Executive Chairman shall appoint
a Committee or Inquiry to investigate cases likely to attract the imposition of a
major penalty against a student. The findings and recommendations of such
a Committee shall be forwarded to the Executive Chairman for him/her to take
the final decision. The other penalties shall be treated as minor ones and may
be imposed on the Executive Chairman’s behalf.

DISCIPLINARY APPEAL

1. Any student who is aggrieved of any disciplinary action against him/
her may appeal to the Executive Chairman within twenty-one days
upon the receipt of the notice of punishment.

2. The Executive Chairman, upon receipt of the appeal may review the
punishment by taking into consideration the circumstances of the case.

FINANCIAL INFORMATION

Radford University College is a private, independent institution that does not
receive operating support from the Government. It relies upon income from
tuition and other fees in addition to department income generating activities.

Students are expected to pay their tuition and other fees in full prior to
registration, unless a payment plan has been arranged with the University
ahead of time.

Payment Plan

The Board of Trustees has a deferred payment plan for tuition and other fees.
Students may work out a deferred payment plan with the University Finance
office.

Failure to pay fees

Students who do not pay their fees will not be permitted to register. Students,
who have not met the obligation of the payment plan, would automatically
be deregistered from the courses of that semester and no longer allowed to
attend lectures. They will also not be permitted to take exams.
Fee Refund Policy

Students who wish to withdraw from the University may be entitled to a refund; however the acceptance fee for freshmen is non-refundable.

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before commencement of course</td>
<td>100%</td>
</tr>
<tr>
<td>1st week of the programme</td>
<td>70%</td>
</tr>
<tr>
<td>2nd week of the programme</td>
<td>50%</td>
</tr>
<tr>
<td>Thereafter</td>
<td>0%</td>
</tr>
</tbody>
</table>

RULES AND REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS

All students are advised to take note of the Regulations guiding the conduct of University Examinations. Students are required to inform themselves of the following.

1. Examination Time Table shall be posted on Students’ Notice Boards and it is the responsibility of Candidates to consult these Notice Boards for details of their Departments concerned, unless otherwise stated. The University reserves the right, where circumstances so demand to make changes in the Time Tables. All affected Candidates shall be informed, accordingly.

2. All Candidates shall report at the Examination Hall not earlier than THIRTY (30) MINUTES before the start of the Examination. Candidates shall occupy the places assigned to them as indicated by their Index Numbers or any form of identification arranged for the purpose of Examinations.

3. Candidates are to have their Identity and Examination cards and shall show these to the Invigilators before entering the Examinations hall.

4. No Candidates shall be allowed to leave the Examination Hall until after Thirty Minutes after commencement of the Examination.

5. Any Candidate who enters the Examination Hall within Thirty Minutes from the start of the paper shall report to the Invigilator before being checked in.

6. No Candidates shall be allowed to leave the Examination Hall within Thirty Minutes of Examination.

7. Candidates are not permitted to start the Examination until the Invigilator instructs them to do so. Writing on Answer Booklets prior to the start of the Examination shall constitute a breach of
Examination Regulations and the appropriate sanction applied.

8. Unless specifically authorized by the Examiner, no Candidates shall take into an Examination Hall or have in his or her possession during an Examination, any of the following items: Textbooks; Prepared Materials; Hats; Bags; Pencils Cases; Mobile Phones; Programmable Calculators; Hand held Computers; Scanners; Radios; and any unauthorized Electronic Gadgets, etc.

Invigilators have the authority to **CONFISCATE** such material and handover to the Registrar. The affected Candidate shall be reported to the Faculty/College Examination Officer/College Registrar in writing as being in breach of Examination Regulations and the appropriate sanctions applied.

9. Candidates shall use their Index Numbers throughout the Examination. Under no circumstances should Candidates use their names during Examinations. Failure to do so shall render the students’ Answer Booklet and Supplementary Sheets invalid.

10. Candidates may leave the Examination Hall temporarily only with the expressed permission of the Invigilator and shall be under escort. The Invigilator reserves the right to take every necessary precaution, including physical search on the Candidate, before he/she is allowed to leave or return to the Examination hall. The maximum time a Candidate shall be allowed such leave, shall be at the discretion of the Invigilator.

11. No Candidates shall pass Notes or seek any information or make any form of solicitation from other Candidates during the period of Examination. Such form of solicitation shall be taken to be a breach of Examination Regulations and the Candidates involved shall be sanctioned, accordingly. For purposes of these Regulation, the following shall apply:

   i. a Candidate may attract the attention of the Invigilator by raising a hand;

   ii. a Candidate shall not pass or attempt to pass any information or instrument to another Candidate during Examination;

   iii. a Candidate shall not copy or attempt to copy from another Candidate;

   iv. A Candidate shall not leave his/her answers in such a manner that another Candidate may be able to read; and,

   v. a Candidate shall not in any way disturb or distract other Candidates during Examination.
12. No Candidates shall take away any USED or UNUSED Answer Booklet; Supplementary Sheet; Scannable Forms or any material supplied for the purposes of the Examination.

13. Plagiarism in any form is a serious offence punishable by dismissal from the University. Candidates are advised to credit any material used in their work that has been derived from another source. When in doubt, Candidates are advised to consult their Supervisors and/or Heads of Department.

14. Any Candidate who finishes an Examination before the stipulated time may leave the Examination Hall after handing over his/her answer booklet(s) to the Invigilator. Such Candidate(s) shall not be allowed to return to the Examination hall.

15. Smoking or eating is not permitted in the Examination hall.

16. Any person who:

a) Before or during an Examination without lawful authority, gives an Examination paper to any person; or

b) Without lawful authority, discloses the contents of any Examination paper to any person; or

c) Fraudulently alters the results sheet of any Candidate; or

d) Fraudulently replaces the original script of any Candidate; or

e) Without authority, makes a change in the original script of a Candidate; or

f) Acts in any manner with intent to falsify the records of Radford University College with regard to Examination results;

A candidate shall be in breach of University Examination Regulation.

17. It is the responsibility of the Candidate to inform him/herself of these Regulations at all times. Ignorance of these Regulations shall not be considered as mitigating factor in the event of any breach of a said Regulation. Infringement of any of these Regulations by an Examination Candidate shall constitute misconduct – and shall attract any one and/or more of the following sanctions:

i. Rustication from the University for stated period;

ii. Reprimand;

iii. Warning;

iv. With-holding of Results for a period;

v. Dismissal
vi. Loss of marks
vii. Cancellation of paper

18 Students both males and females, are entreated to dress decently to the Examination hall. The University Administration is concerned about the indecent dressing of students and every effort would be made to correct it. Any Candidate who does not dress decently would be refused entry into the EXAMINATION HALL.

19 Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by the title.

20 A candidate shall not be admitted to the University Examinations if:
   i. He/she has not paid fully for the paper in question
   ii. He/she owes fees to the University;
   iii. He/she is under suspension or has been dismissed from the University

21 It is the responsibility of a candidate to provide for him/herself a pen, pencil, calculator (with the exception of a programmable calculator) and an eraser as needed.

22 A candidate is prohibited from carrying to the Examination Hall or to the wash-room any book, paper or written information or cellular/mobile phones or other unauthorized material.

23 A candidate who is suspected of hiding unauthorized material on him/her may be asked to submit to a body search. Refusal to submit to a search will amount to misconduct.

24 Communication between candidates is not permitted in an examination hall.

25 Smoking, eating or drinking is not allowed in the Examination Hall.

26 A candidate who finishes an examination before time may leave the Examination Hall after surrendering his/her answer booklet. He/she shall not be allowed to return to the Examination Hall.

27 A candidate should ensure that he/she does not take away any answer booklet, supplementary sheet whether used or unused, from the hall.

28 The following shall not be accepted as reasons for being absent from any paper at a University Examination:
i. Mis-reading the time-table;
ii. Forgetting the time or date of examination;
iii. Failure to find transport/traffic;
iv. Pregnancy
v. Loss of a relation.

29 Students are advised to observe to the letter all safety Regulations in all practical Examinations. Radford University College SHALL NOT be held liable for any injury sustained during the course of practical Examinations.

30 Radford University College may entertain appeals in connection with Examination results, where these are at variance with reasonable expectations. If Radford University College considers there is a matter to be raised, Radford University College shall on receipt of an application signed by the Candidates put appropriate measures in place to rectify the situation.

Such application must be submitted to the President within one month after the issue of the results and must be accompanied by the appropriate fees as determined by Radford University College from time to time.

**The application must include:**

a) The name and Index Number of Candidate;

b) The year and the month of the Examination;

c) The course and the programme.

d) Receipt for re-marking fee.

31 A student may not sit for exam if there is any outstanding fee. **Mid sem exam is a prerequisite for end of semester exams.**

32 The University’s Examination results shall be posted on the University Notice Board. It shall be the responsibility of the candidate to consult the Notice Board for any examination taken. Alternatively, he/she may write to the Assistant Registrar (Academic) to enquire about results.
1. REGULATIONS

i. Every student must be admitted into a Department for a Programme of study and must be properly registered for courses during the official registration period at the beginning of each semester.

ii. Continuing students who trail between one(1) and six (6) 1st, 2nd and/or 3rd year courses at the end of the second semester examination shall be required to:

a. First register the outstanding trailed course(s) for the appropriate semester.

b. Then register additional current course(s) to make up for the required maximum credits for the semester and defer the rest of the courses.

iii. A fine to be determined by the University shall be imposed for late registration. Formal registration ends on the last day of the period of late registration.

iv. A student who is unable to register within the formal registration period on grounds of ill-health, shall on provision of a Medical Report issued and endorsed by a medical Doctor of Ghana Health Services shall be allowed to register within seven days from the day of the closure of formal registration.

v. In the event of the inability of such a student to register within the seven days stipulated in paragraph ‘a’ above, he/she will be allowed a deferment for a semester or for a year if the course is not offered in the next semester.

vi. There shall be no registration by proxy.

vii. A student who does not duly register within the registration period shall be precluded from commencing the semester’s programme of courses.

viii. Registration for the appropriate courses shall qualify a student to write an examination, the student shall be deemed to have failed the course unless reasons acceptable to the Faculty Examiners Board can be advanced. In this case the student shall be graded incomplete (I) and be expected to take part in the next available formal examination.
ix. Students shall be permitted to change their courses only during the registration period.

x. In order to qualify as a full-time student, the student must take courses equivalent to the following range of credit hours, both limits inclusive, per semester. This will be prescribed by the Department with approval of the Board of Trustees.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>15 – 21</td>
</tr>
<tr>
<td>Diploma</td>
<td>15 – 21</td>
</tr>
<tr>
<td>Certificate</td>
<td>15 – 21</td>
</tr>
</tbody>
</table>

xi. A student shall attend all lectures, seminars, workshops sessions and practicals prescribed for the courses for which he/she registered as a pre-condition for writing an examination.

2. CHANGE OF PROGRAMME OF STUDY

Students who wish to change their programmes of study after first year shall apply to the Registrar for the requisite application forms. All such application will have to be finally approved by the Executive Chairman.

3. DEFERMENT OF PROGRAMME

A Deferred (DF) course is an unregistered course which is neither Fail (F) nor incomplete (I) and for which the student is/was required to register.

i. A student could interrupt his/her programme for whatever reason for a maximum period of one year, but he/she must be granted permission by the Executive Chairman through his/her Head of Department. Such request for interruption of programme will normally be granted within the first three (3) weeks of the start of the semester.

ii. Where the interruption is for one semester, the student shall be required to satisfy the requirement for that semester before he/she proceeds to the next semester.

iii. A first year student should have completed the requirements for his/her first year studies before exercising the right to defer his/her programme. However, that student may be granted permission to defer his/her programme on
medical grounds on the recommendation of a medical Doctor of the Health Service.

4. **DURATION OF STUDIES**

i. A student shall be enrolled as full-time student for the minimum period allowed for the programme of study.

A student may be allowed the following maximum number of semesters beyond the prescribed period to complete the requirements for the award of the certificate/degree for which he/she is studying.

<table>
<thead>
<tr>
<th>PRESCRIBED PROGRAMME DURATION</th>
<th>MAXIMUM NUMBER OF EXTRA SEMESTER ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 – YEAR OR ABOVE</td>
<td>4</td>
</tr>
<tr>
<td>3 – YEAR</td>
<td>4</td>
</tr>
<tr>
<td>2 – YEAR</td>
<td>2</td>
</tr>
</tbody>
</table>

ii. A student who fails to qualify after exhausting the maximum number of extra semesters allowed will be withdrawn, and this will be stated on his transcript.

5. **GRADING OF EXAMINATION**

i. There shall be formal University Examination in Programmes of study at the end of each semester. The examination in each course shall not be less than two (2) hours duration. In addition, there shall be a system of continuous assessment based on any or a combination of the following mid-semester examination, class test, essays, tutorials, assignments etc.

ii. The End-of-Semester examination shall be weighted 70% and continuous assessment 30% of total marks of course.

iii. Examination in all courses shall be credited by marks and later graded as follows:
70-100 - A Excellent
60-69 - B Very Good
50-59 - C Good
40-49 - D Pass
0-39 - F Fail
- I/I* Incomplete/Exam Malpractice
- NM No mark submitted by Lecturer

6. PASS MARK

The Pass Mark for any course shall be 40%. However, a Cumulative Weighted Average (CWA) mark of 45% shall be required at the end of each year. Where a student does not maintain the above Minimum Cumulative Weighted Average of 45% the student shall be put on probation. See definition of academic probation item 7, iv below.

i. A final year student who passes in all courses but does not achieve the required CWA mark of 45% shall be permitted to use his grace period to improve his CWA in order to qualify for the award of the certificate/degree for which he is studying. See graduation requirements item 19, ii.

7. PROBATION, REPETITION, WITHDRAWAL AND GRACE PERIOD

i. TRAIL

A student trails a course when he/she fails (F) to obtain a pass mark or his graded incomplete (I) has Deferred (DF) a course.

ii. FAIL

A Student fails a course when he/she obtains a mark less than 40% or fails to write an examination after registration without any tangible reason.

iii. INCOMPLETE (I or I*)

a. A student is graded incomplete (I) for a course when he/she
is unable to write an examination on grounds of ill-health and the medical report is acceptable, provided he/she has registered for the course. This examination must be written within 2 semesters.

b. A Student is graded incomplete (I*) for a reason(s) other than (a) above which is acceptable to the Board of Trustees.

iv. If a lecturer does not submit grade for an exam, annotation NM shall be indicated in the column.

v. PROBATION

A student shall be considered to be on probation in any of the following situations:

a. 2nd and 3rd year students trailing (F) more than four (4) courses at the end of the second semester examination.

b. 1st, 2nd and 3rd year students obtaining a CWA – (see page 31 for details) of 40.00 to 44.99 at the end of the second semester examination.

c. A student on probation is required to improve his/her performance and be in a good academic standing with regard to item 6 above, within two semesters, failing which he/she shall repeat the year.

8. REPETITION

A student shall be required to repeat the year/semester in any of the following situations:

i. 2nd and 3rd year students on obtaining a CWA of less than 40 at the end of second semester examination. The student must take the cluster of courses in that year again. The credits obtained for the failed year shall be cancelled.

ii. A student on trailing more than six courses as incomplete (I) at the end of first semester examination of a total or more than six courses as incomplete (I) at the end of second semester examination.

iii. A student on Probation for the consecutive semester must re-take the failed courses. The student must take the cluster of courses in that year again. The credits obtained for the repeat year shall be the minimum grade.

iv. A student on deferring his/her programme for one semester.

v. A student whose performance is such that he/she has to withdraw but offers to pay the full University fees to repeat the
failed year. The credits obtained for the repeat year shall be the minimum grade.

9. **WITHDRAWAL**

A student shall be withdrawn from the programme in any of the following situations:

i. A 1st year student upon trailing more than four courses at the end of the first semester examination or a total of more than four courses at the end of the second semester examination.

ii. A 1st year student on obtaining a CWA of less than 40 at the end of the second semester examination.

iii. A 2nd or 3rd year student whose performance is such that he/she has to repeat for the second time in the programme.

iv. A repeated student failing to obtain a CWA of 40 or above

vi. Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

10. **GRACE PERIOD**

A maximum period of four semesters, immediately after the second semester examination, granted to final year students to correct their deficiencies in the following:

i. a final year student who at the end of the second semester examination still trails any course(s).

ii. a final year student whose performance is such that he/she has to be put on probation for the second successive time.

11. **TRANSCRIPT**

Transcript of academic record shall be issued by the Radford University College on request from the student at the prevailing fee.

12. **CANCELLATION OF AWARD**

i. Notwithstanding previous conferment of award, Radford University College may at any time, cancel an award with retrospective effect, if it becomes known that:
a) a Candidate has gained admission with false qualification; or
b) has impersonated someone else; or
c) has been guilty of Examination malpractice; or
d) there are other reasons that would have led to the withholding of award in the first place.

ii. In any such event, the decision of Radford University College shall be published. Such cancellation and the reasons for it shall be entered on the Candidate’ transcript or record of achievement. The decision of Radford University College shall be final.

13. ISSUE OF RESULTS SLIP

Normally Radford University College shall issue results slip 5 weeks after examination.

14. CALCULATION OF CUMULATIVE WEIGHTED AVERAGE (CWA)

The following steps are to be taken:

i. Multiply the percentage mark scored in each course by the course credit to obtain the Weight of that course.

ii. Add up all the Weighted Marks calculated up to the end of the semester in question to obtain the Total Weight.

iii. Add up all the corresponding Course Credits up to the end of the semester in question to obtain the Total Credit Hrs.

iv. Calculate the Semester Weighted Average (SWA) of the semester in question ie 1st semester as follows:

\[
SWA = \frac{\text{Total Weighted Marks}}{\text{Total Credit Hrs}}
\]

v. Calculate the same SWA for the 2nd semester

vi. CWA = \[\frac{\left[1^{\text{st}} \text{ sem. total weight} + 2^{\text{nd}} \text{ sem. total weight}\right]}{\left[1^{\text{st}} \text{ sem. Total Credit Hrs} + 2^{\text{nd}} \text{ sem. Total Credit Hrs}\right]}\]
EXAMPLE: For Business Administration

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>SN</th>
<th>Course Code</th>
<th>Credits</th>
<th>(%) Mark</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COM 151</td>
<td>2</td>
<td>58</td>
<td>116</td>
</tr>
<tr>
<td>2</td>
<td>COM 161</td>
<td>2</td>
<td>51</td>
<td>102</td>
</tr>
<tr>
<td>3</td>
<td>ICT 151</td>
<td>2</td>
<td>42</td>
<td>84</td>
</tr>
<tr>
<td>4</td>
<td>MAT 161</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>5</td>
<td>BBA 151</td>
<td>3</td>
<td>35</td>
<td>105</td>
</tr>
<tr>
<td>6</td>
<td>BBA 153</td>
<td>3</td>
<td>40</td>
<td>120</td>
</tr>
<tr>
<td>7</td>
<td>GEO 163</td>
<td>2</td>
<td>55</td>
<td>110</td>
</tr>
<tr>
<td>8</td>
<td>BBA 151</td>
<td>2</td>
<td>68</td>
<td>136</td>
</tr>
</tbody>
</table>

18 TCH  

Weighted Average = Total Weight/Total Credit Hrs  

\[ \frac{(2\times58)+(2\times51)+(2\times42)+(2\times30)+(3\times35)+(3\times40)+(2\times55)+(2\times68)}{2+2+2+2+3+3+2+2} \]

Weighted Average = 833/18  

Semester Weighted Average (SWA) = 833/18 = 46.27

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>SN</th>
<th>Course Code</th>
<th>Credits</th>
<th>(%) Mark</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COM 152</td>
<td>2</td>
<td>58</td>
<td>116</td>
</tr>
<tr>
<td>2</td>
<td>COM 162</td>
<td>2</td>
<td>51</td>
<td>102</td>
</tr>
<tr>
<td>3</td>
<td>BBA 152</td>
<td>2</td>
<td>42</td>
<td>84</td>
</tr>
<tr>
<td>4</td>
<td>BBA 154</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>5</td>
<td>BBA 156</td>
<td>3</td>
<td>35</td>
<td>105</td>
</tr>
<tr>
<td>6</td>
<td>BBA 192</td>
<td>3</td>
<td>40</td>
<td>120</td>
</tr>
<tr>
<td>7</td>
<td>ICT 152</td>
<td>2</td>
<td>55</td>
<td>110</td>
</tr>
<tr>
<td>8</td>
<td>GEO 162</td>
<td>2</td>
<td>68</td>
<td>136</td>
</tr>
<tr>
<td>9</td>
<td>BBA158</td>
<td>2</td>
<td>50</td>
<td>100</td>
</tr>
</tbody>
</table>

20 TCH  

Weighted Average = Total Weight/Total Credit Hrs  

\[ \frac{(2\times58)+(2\times51)+(2\times42)+(2\times30)+(3\times35)+(3\times40)+(2\times55)+(2\times68)}{2+2+2+2+3+3+2+2} \]

Weighted Average = 933/20 = 46.65
Weighted Average = Total Weight/Total Credit Hrs

\[ \text{Weighted Average} = \frac{(2 \times 58) + (2 \times 51) + (2 \times 42) + (2 \times 30) + (3 \times 35) + (3 \times 40) + (2 \times 55) + (2 \times 68) + (2 \times 50)}{(2+2+2+2+3+3+2+2+2)} \]

Semester Weighted Average (SWA) = \frac{933}{20} = 46.65

**CALCULATION OF CWA- Using the examples above**

\[
\text{CWA} = \frac{[\text{1st semester total weight} + \text{2nd semester total weight}]}{[\text{Total 1st Sem. CHr} + \text{Total 2nd Sem. CHr}]} = \frac{833 + 933}{18 + 20} = \frac{1766}{38} = 46.47
\]

**NOTE:**

1. Calculation of CWA’s for the subsequent years shall be the same as illustrated

2. Students who move to the next semester and trail in previous courses will have to drop some courses of that semester and add the trail courses.

   The total credit hours should not exceed 21.

3. Credits for deferred courses are not loaded against the student, but resit grades will be counted against.

15. **PROGRAMME OF STUDY**

i. Programmes of study for the award of diploma or undergraduate degree shall consist of courses for each number of credit hours shall be prescribed. Each module shall cover a period of not more than one semester, with the exception of project work.

ii. Departments shall submit details of course credit hours and total Credit Hours for the programme classified as...
REQUIRED COURSES and OPEN ELECTIVES for approval by the College and Academic Boards.

16. STRUCTURE OF PROGRAMME

i. The programme shall be divided into semesters, each course falling within one semester only.

Courses in each semester shall consist of

a. Required Courses
b. Open Electives

ii. Open elective may be selected from any department or any other teaching institution in the University. Until there is an improvement in the facilities in the university, the implementation of the open elective concept is to be optional.

17. CREDIT HOUR FOR PROGRAMMES

i. The total number of credit hours required by a student to qualify for a diploma or degree shall be determined by the Faculty/Department within the following ranges:

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 -YEAR CERTIFICATE</td>
<td>30</td>
<td>42</td>
</tr>
<tr>
<td>2 -YEAR CERTIFICATE</td>
<td>60</td>
<td>84</td>
</tr>
<tr>
<td>2 -YEAR DIPLOMA</td>
<td>60</td>
<td>84</td>
</tr>
<tr>
<td>3 -YEAR UNDERGRADUATE DEGREE</td>
<td>90</td>
<td>126</td>
</tr>
<tr>
<td>4 -YEAR UNDERGRADUATE DEGREE</td>
<td>120</td>
<td>168</td>
</tr>
</tbody>
</table>

ii. The above credit hours are inclusive of lecture time, practical work, thesis writing, projects, seminars and workshops. Two to four hours of practicals are equal to one credit hour.

18. SPECIAL FACULTY REQUIREMENTS

In addition to the general University Examination Regulations, students are expected to satisfy requirements approved by the Academic Board.

19. GRADUATION REQUIREMENTS

i. In order to graduate, a student is required to:

a. Have completed the prescribed number of credit hours in each category of course modules specified for his/her programme of study.
b. Have achieved the minimum average mark:

Undergraduate - 45%

Diploma - 45%

ii. The class of degree for undergraduate programmes only shall be determined by the following Cumulative Weighted Averages:

- First Class - 70 or above
- Second Class (Upper Division) - 60–69.99
- Second Class (Lower Division) - 50–59.99
- Pass - 45–49.99

iii. The class for Diploma/certificate award shall be determined by the following Cumulative Weighted Averages:

- Distinction - 70 or above
- Pass - 45–69.99

20. **EXAMINERS BOARD**

Examiners Boards shall be composed according to regulations laid down by the University and they shall meet after every semester to consider the examination results and make appropriate recommendations. They shall also meet at the end of the year to review the performance of students during the academic year and make appropriate recommendations. They shall meet four (4) weeks after the end of examinations.

**Appeal of Grading**

The purpose of the grade appeal procedure is to serve the needs of graduate and undergraduate, students who believe that they were unjustly awarded a grade by a faculty member through prejudice or caprice. The basis for a grade appeal is the student’s charge that the grade was awarded through prejudice or caprice. The burden of proof rests with the student.

Students must initiate the appeal within one month of issuance of the grade,

The policy applies to final grades in credit courses only.

**Grade Appeal Procedure**

1. Student consults with instructor for an explanation of the method of evaluation and to determine whether an error has been made.
2. If the student is not satisfied with the results of the conference with the instructor and wishes to pursue the appeal, the case must be presented in writing to the Department Head for a first-level appeal. The student’s grade appeal letter should:

a. State specific reasons and give examples of faculty prejudice or caprice

b. Show that prejudice or caprice affected the awarding of the final course grade

c. Be presented as a complete package and include all supporting documentation.

3. If it is concluded at the first-level appeal that there is no cause for complaint, the person to whom the appeal was submitted will notify the student in writing that the appeal is denied. The student may submit a second—level appeal in writing, requesting that the grade appeal package be forwarded to the next level (Registrar).

4. If the person to whom the second—level appeal is submitted concludes that there is no cause for complaint, the student will be notified in writing that the grade appeal process is complete and no further appeal is allowed.

5. If during the first— or second—level appeal process it is concluded that there may be valid cause for complaint, the person to whom the appeal has been submitted should consult with the instructor and student and attempt to mediate the dispute. If mediation fails, the student may request a review by the Board of Trustees which shall be one final court of appeal.

COGNISANCE

All parties concerned shall be deemed to have understood and accepted Radford University College’s Regulation as set out herein.

Students will be required to sign that they have received a copy of the Handbook and have accepted it stands.