



PALM UNIVERSITY COLLEGE

STUDENTS' HANDBOOK

Contents

| | | |
|-------|---|----|
| 1 | FOUNDER AND PRESIDENT OF PALM UNIVERSITY COLLEGE | 5 |
| 2. | MISSION AND PHILOSOPHY OF PALM UNIVERSITY COLLEGE | 6 |
| 3. | PALM LEARNING GOALS | 7 |
| 4. | DEPARTMENTS | 8 |
| 5 | ACADEMIC STANDARDS | 9 |
| 5.1. | Academic Freedom and Responsibility | 9 |
| 5.2. | Standard Citation Practices | 9 |
| 5.3. | Academic Dishonesty..... | 10 |
| 6 | EXAMINATIONS AND THE EXAMINATION HONOR CODE | 11 |
| 6.1. | Examination Code of Conduct | 11 |
| 6.2. | Examination Rules | 11 |
| 6.3. | Implementation of the Examination Honor Code | 13 |
| 6.4. | Obstruction of the Examination Honor Code Process..... | 13 |
| 6.5. | General Practices and Procedures | 13 |
| 7. | LIBERAL ARTS CORE CURRICULUM | 14 |
| 8 | DECLARATION OF STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT | 14 |
| 9 | ACADEMIC GUIDELINES | 15 |
| 6.6. | Academic Integrity..... | 15 |
| 6.7. | Graduation Requirements..... | 16 |
| 6.8. | Students' Life and Career Services Department | 16 |
| 6.9. | Academic Services | 19 |
| 6.10. | School Calendar and Semester Schedule | 20 |
| 6.11. | Registration | 20 |
| 6.12. | Add/Drop Period | 21 |
| 6.13. | Personal Information | 21 |
| 6.14. | Grading Systems and Guidelines | 21 |
| 6.15. | Class Attendance..... | 22 |
| 6.16. | Student Course Load | 23 |
| 6.17. | Guidelines for Student Tardiness | 23 |
| 6.18. | Late Submission of Assignments | 24 |
| 6.19. | Final Examinations..... | 24 |
| 6.20. | Request for Re-marking | 25 |
| 6.21. | Policy on Examination Resit | 25 |
| 6.22. | Registry Services..... | 25 |
| 6.23. | Minimum Grade Requirements | 26 |
| 6.24. | Incomplete Grade | 26 |
| 6.25. | Academic Standing | 27 |
| 6.26. | Withdrawal..... | 27 |

| | | |
|-------|--|-------------------------------------|
| 6.27. | Re-Admission..... | 27 |
| 6.28. | Course Codes and Pre-requisites..... | 28 |
| 6.29. | Deferment of Studies..... | 28 |
| 6.30. | Transfer Students | 28 |
| 7 | ACADEMIC HONORS | 28 |
| 7.1. | Dean’s List | 28 |
| 7.2. | Graduation Honors | 29 |
| 7.3. | Awards | 29 |
| 8 | PERSONAL INTEGRITY AND THE PALM COMMUNITY EXPECTATIONS | 29 |
| 8.1. | Dress Code | 29 |
| 8.2. | False Information, Misrepresentation, and Identification | 30 |
| 8.3. | Forgery, Fraud, Alteration and Unauthorized Possession | 30 |
| 8.4. | Theft..... | 30 |
| 8.5. | Library..... | 30 |
| 9 | ACTIONS POTENTIALLY INJURIOUS TO ONESELF OR OTHERS | 30 |
| 9.1. | Disorderly and Reckless Conduct | 30 |
| 9.2. | Campus Safety | 31 |
| 9.3. | Alcohol and Other Drugs | 31 |
| 9.4. | Smoking | 32 |
| 9.5. | Fire Safety Equipment and Alarms | 32 |
| 9.6. | Weapons; Fireworks..... | 32 |
| 9.7. | Violence, Assault, and Intimidation | 32 |
| 9.8. | Intimidation..... | 32 |
| 9.9. | Harassment..... | 33 |
| 9.10. | Stalking | 33 |
| 9.11. | Consent | 33 |
| 9.12. | Sexual Misconduct | 34 |
| 9.13. | Sexual Assault and Abuse..... | 34 |
| 9.14. | Student/Staff & Faculty Relations..... | 34 |
| 10 | UNIVERSITY COLLEGE AND PERSONAL PROPERTY | 35 |
| 10.1. | Illegal Entry..... | 35 |
| 10.2. | Locks and Keys..... | 35 |
| 10.3. | Damage | 35 |
| 10.4. | Parking | 35 |
| 11 | . VIOLATION OF THE LAWS OF GHANA AND PALM POLICIES..... | 35 |
| 17 | STUDENT ORGANIZATIONS | 39 |
| 18 | HOUSING POLICY | Error! Bookmark not defined. |
| 18.1. | General Issues | Error! Bookmark not defined. |

| | | |
|--------|--|-------------------------------------|
| 18.2. | Payment of Housing Fees..... | Error! Bookmark not defined. |
| 18.3. | Room Assignment..... | Error! Bookmark not defined. |
| 18.4. | Housing Set Up..... | Error! Bookmark not defined. |
| 18.5. | Restrictions..... | Error! Bookmark not defined. |
| 18.6. | Cleaning..... | Error! Bookmark not defined. |
| 18.7. | Public Nuisance..... | Error! Bookmark not defined. |
| 18.8. | Student’s Guests/Visitors..... | Error! Bookmark not defined. |
| 18.9. | Subletting..... | Error! Bookmark not defined. |
| 18.10. | Services, Utilities and Emergency Numbers..... | Error! Bookmark not defined. |
| 19. | FINANCIAL INFORMATION..... | 47 |
| 19.1. | Failure to Pay Fees..... | 47 |
| 19.2. | Fee Refund Policy..... | 47 |
| 19.3. | Palm University College Account Numbers..... | Error! Bookmark not defined. |

1 FOUNDER AND PRESIDENT OF PALM UNIVERSITY COLLEGE

Dr. Peter Carlos Okantey



2. MISSION AND PHILOSOPHY OF PALM UNIVERSITY COLLEGE

Welcome to Palm University College.

Palm's inception was inspired by Dr. Peter Carlos Okantey. During the first 12 months of his exposure to the United States, Peter was astounded by the stark differences between the U.S and Ghana. The basic infrastructure in the U.S alone led him to start asking, "Why?" As he continued to ask why, three themes emerged: sacrificial leadership, investment and higher education. According to Peter, he felt western leaders understand the need to sacrifice their lives and resources for the advancement of individuals and society. He also noted a strong 'spirit of investment' where both rich and poor are willing to invest their resources towards society's overall advancement. Finally, Peter realized there was a significant level of 'investment in higher education. Among the themes identified, Peter became convinced that quality higher education was the "hope of Ghana and Africa." He realized he could sacrifice and invest towards the creation of higher educational opportunities in Ghana to bring an enhanced future to many.

The above themes coupled with his personal challenges accessing higher education in Ghana and the exceptional experience he had at Warner University and Regent University and his passion for excellence in African leadership led to the dream of founding a liberal arts University College. Palm University College is grounded in the liberal arts philosophy of teaching and learning which includes critical thinking and a practical application of knowledge to educate ethical and excellent leaders in Africa.

Palm University College is a private liberal arts University College that focuses on educating ethical and excellent leaders in Africa. Palm University College is accredited by the National Accreditation Board, (NAB), Ghana, and is affiliated to the University of Cape Coast (UCC) and Oklahoma University, USA. Palm University College runs the following programs; Bachelor of Science in Business Information Technology, Bachelor of Science in Business Administration and Bachelor of Science Computer Science. Palm is committed to educating ethical and excellent leaders in a liberal arts environment with a strong emphasis on critical thinking and a required core curriculum that incorporates required internships, mentoring and community service. At Palm we believe Ghana is a strategic destination for global business and impact. It is therefore our mission to educate ethical and excellent leaders who can compete locally and globally.

This handbook serves as a guide for you as a student member of the Palm community. It contains valuable information such as Campus Services, Academic Policies, the Examination Honor Code, the Judicial Process and the Rights and Responsibilities of each Palm student. Refer to it often, keep it handy and let it guide you through your years at Palm.

3. PALM LEARNING GOALS

Guided by the mission of raising ethical and excellent leaders, the Executive Team, faculty and staff of Palm developed student learning goals that provide faculty and students a shared understanding of the purpose of the College, what graduating seniors are expected to know and exhibit at the end of their education at Palm as it relates to industry needs. The learning goals are assessed on semester basis to determine whether students are achieving the expected outcomes.

The assessment results inform and guide curricular and program design and development at Palm. The following are learning goals that guide teaching and learning at Palm:

- **LEADERSHIP**
 - A Palm student and graduate is an incorruptible individual who takes up positions of responsibility and exerts positive influence.
 - Palm students and graduates will acquire the set of practical skills and tools they need to solve problems in our society (Ghana and Africa) and businesses.
 - Palm students and graduates will acquire skills, competences and tools such as time management, meeting management, group and team building and management.
 - Palm students and graduates will learn how to communicate effectively (using written and spoken word, non-verbal language, electronic tools and technology, and listening skills) to develop relationships, manage conflicts, and work across differences.
 - Palm students and graduates will learn the skills to engage in conflict productively and work toward conflict resolution in our society and business.

- **ENTREPRENEURSHIP**
 - Palm students and graduates will be equipped with cutting-edge knowledge (ability to assess business opportunities and understand what typical characteristics of success and failure looks like) and skills (collect and analyze data to assess the attractiveness of business opportunities) on how to successfully develop competitive products, services and businesses to solve challenging problems in Ghana and Africa with very limited resources and time constraints.
 - That Palm students and graduates will be able to competences in the context of new enterprises, general.
 - Apply the above knowledge, skills and established companies and society in

- **ETHICS, INTEGRITY & PROFESSIONALISM**
 - Palm students and graduates will be sensitive to the ethical requirements of society and business activities.
 - Palm students and graduates will opt to do the right thing when no one is looking.
 - Palm students and graduates will demonstrate professional conduct in business settings locally and internally.

- **CRITICAL THINKING**
 - Palm students will be skilled in critical thinking and decision making buttressed by the appropriate use of analytical and quantitative techniques.
 - To “think critically” means the scholarly process of analyzing, applying, synthesizing and/or evaluating relevant information gathered through observation, experience, reflection, reasoning, or communication for the purpose of answering questions, inquiries, make predictions, or draw reasonable conclusions.

- **COMMUNICATION & CREATIVITY**
 - Palm students would learn how to and be able to communicate effectively in speech and writing.
 - Palm graduates will be effective communicators who can prepare and deliver oral and written presentations using appropriate, relevant and current technologies and software to communicate with a particular audience, solve business and societal problems and assist with effective decision making.

- **DECISION MAKING**
 - That Palm students and graduates would be capable decision makers, employing problem solving skills, techniques and methodologies, critical thinking skills, and ethical reasoning at every point in time.

- **COLLABORATION**
 - Palm students and graduates will work effectively in diverse groups and teams, embrace diversity and treat others with respect.
 - Palm students and graduates will appreciate active collaboration that values experience and insight from the people who will challenge them to grow as individuals and members of groups and teams.

- 4. **ACADEMIC DEPARTMENTS**
 - Department of Business, Leadership & Governance
 - Department of Humanities and Social Sciences
 - Department of Computer Science and Information Technology
 - School of Graduate Studies

For more information about the departments visit the website at www.palm.edu.gh

5 ACADEMIC STANDARDS

5.1. Academic Freedom and Responsibility

It is the responsibility and obligation of the whole academic community, consisting of the faculty members, administrators, and students to respect the rights and dignity of one another. Also, the whole academic community must respect the right to express divergent opinions, freedom of inquiry and instruction, freedom of expression, as well foster and defend intellectual honesty amongst each other. Members of the academic community must be protected from all sorts of harassment or violence and also must be given the opportunity to be heard. Grievances must be uttered in ways that does not impede the functions of the University College.

Students of Palm are entitled to a serene and conducive learning atmosphere and are to be treated equally in the aspects of the lecturer -student relationship. No faculty member shall refuse to enroll or teach students on the grounds of religious beliefs. Assessment and evaluation of students shall be based strictly on academic performance and not on extraneous matters such as personality, race, religion, political affiliation or individual beliefs.

Any student who has a grievance against a faculty member, should channel grievances to the Provost if the issue cannot be resolved directly through the faculty member involved. Aggrieved students are encouraged to conduct themselves in a high level of personal integrity and shall not at any given time portray inappropriate behavior not limited to disrespect, reigning of insults and or derogatory expressions.

Students who are found to threaten any faculty member of the Palm community, either verbally or physically will be subject to severe sanctions up to and not excluding suspensions or expulsion depending on the severity of the behavior.

5.2. Standard Citation Practices

Referencing is an important component of any good research work. Any researcher who takes another author's idea, theory, conclusion or findings are mandated to acknowledge the original source of the idea. This practice ensures intellectual honesty and integrity and to give credit to the author whose idea(s) was used. Palm as an affiliate of University of Cape Coast adopts the American Psychological Association's (APA) version of referencing.

Students are therefore encouraged to visit the APA official website to learn more about this style of referencing. Students should freely consult with any faculty member and or the librarian wherever they have challenges or doubts as to proper documentation.

Fear of being charged with plagiarism should not deter anyone from appropriately using another author's ideas or data in a piece of writing. The use of direct quotation even serves as an effective way of developing one's argument. Academic honesty requires that researchers properly acknowledge the work or ideas of another author. Such usage is fully within the tradition of forthright academic work.

The appendix of this handbook also provides some examples of plagiarism.

Submission of the Same Work in More Than One Course

Students are to desist from submitting the same work in more than one course without prior approval. It is always assumed that course work submitted are specifically for that course only. In the case where the courses are taken simultaneously, approval is required from the lecturers of both courses. Students are not allowed to give any written or electronic copy of their own work to their colleagues unless collaboration is permitted by their course lecturer.

5.3. Academic Dishonesty

Academic dishonesty includes plagiarism, unauthorized exchange of information or use of foreign material during an examination, unauthorized transfer of information or completed work among students, use of the same paper in more than one course, unauthorized collaboration on assignments, and other unethical behavior. Students of the Palm community must commit to producing work that adhere to scholarly and intellectual standards. Cheating in assignments or during exams, plagiarizing or misrepresenting the ideas or language of another author's work, falsifying data, or any other instance of academic dishonesty violates the standards of the Palm community, as well as the standards of the wider world of learning.

Disciplinary action will be taken against violators of academic dishonesty. First-time offences or not so pronounced case of academic dishonesty shall be resolved through an informal resolution process by a faculty member. On the other hand, if a first-time offence case is brought to the attention of the Palm Judicial Council (PJC), the student will be awarded a failing grade "E" for the course. The consequence for a second offence could be suspension or dismissal. Detailed information concerning adjudication of Academic Dishonesty can be found under Palm Judicial process section of this handbook.

7.5 Code of Ethics and Conduct

The Palm community has agreed upon the following principles to ensure the right codes of ethics are portrayed on campus:

- Member of the Palm community must show respect for all members and for the space we share.
- Strict adherence to professional excellence, intellectual and academic rigor and integrity.
- Ensure a disciplined learning environment, respect differing opinions and cultures and contributing to the understanding of all.
- Equal accountability for actions inconsistent with this Code of Conduct.

The University College expects all students, whether or not they are on campus will behave in a mature and responsible manner. All incoming first year and transfer students are obliged to engage in a series of meetings organized by the Dean of Student and Community Affairs to help orient them towards the University College's Examination Honor Code.

The incoming students would also meet with the President and Dean of Student and Community Affairs, Academic and Judicial and Electoral Council Representatives from senior classes and will debate the merits of the Honor Code among themselves before deciding to sign the Honor

Code. The incoming class would have to present their decision to the Dean of Student and Community Affairs after the mid semester vacation or at a time agreed on between the Judicial Council and the Dean's Office.

The adoption of the Examination Honor Code plays a significant role in the mission to build a high trust community that puts students in charge of their ethical conduct and the guarding of the reputation of their alma mater. Students who are yet to sign onto the Honor Code are bound by the Examination Code of Conduct and Examination Rules.

6 EXAMINATIONS AND THE EXAMINATION HONOR CODE

6.1. Examination Code of Conduct

The aim of the Exam Code of Conduct is to create an ethical environment for examinations. Failure to adhere to the Exam Code of Conduct may result in disciplinary action. During examination, students are to observe the following guidelines:

- Students are not permitted to talk to each other, exchange verbal or nonverbal information or physical objects of any kind, or engage in any activity that could result in the unfair advantage for one or more students before, during, or after the quiz or exam, while they are in or out of the classroom;
- All books, materials and other aids are to be kept in an inaccessible place (except for open-book quizzes or exams);
- Space must be left between students (as much as the room permits);
- Students must also ensure their sitting posture does not cause others to suspect them of cheating.
- All mobile phones or electronic devices must be completely turned off.

For more about the Honor system, visit <https://palm.edu.gh/palm-institute-stories/palm-institute-adopts-the-honour-system/>

6.2. Examination Rules

The purpose of the examination rules is to ensure the right conduct of all students during examinations whether they are signed onto the Examination Honor Code or not. The following rules are to be strictly adhered to:

1. It is the responsibility of the student to find the examination room in advance and be seated at least fifteen minutes prior to the commencement of any examination paper.
2. A student arriving thirty minutes after the start of a paper may be refused entry into the examination room.
3. Students are required to use their ID numbers (written in full) throughout the examination.
4. Students will be required to provide their student ID cards at the examination hall.
5. A student's name should not be written on any part of the answer booklet provided.

6. No student will be allowed to leave the examination room during the first thirty minutes of the examination period. Any student leaving the examination room and intending to return should be accompanied by an attendant, while he/she is outside the examination room.
7. Students may be required at any time to establish their identity.
8. Any irregular conduct such as copying from another student or from prepared notes may result in the cancellation of the examination paper and/or a more severe penalty.
9. Students should not remove any unused material (e.g. answer booklets, supplementary answer sheets, graph sheets, drawing paper, etc.) supplied for the examination. Students may, however, retain their question papers except if the instructions state otherwise.
10. A student who finishes an examination ahead of time may leave the examination room after turning in his/her answer booklet(s). The student shall not be allowed to return to the examination room.
11. Students should not interfere with the stapling of answer booklet(s). Any complaints about the answer booklet(s) should be brought to the attention of the invigilator.
12. A student who fails to present himself/herself at an examination without satisfactory reason(s) shall be deemed to have failed the examination. Reasons for being absent for any paper, such as any of the following, shall not be considered:
 - Misreading of end-of-semester examination time-table.
 - Forgetting the date or time of the examination.
 - Inability to make it on time for the examination.
 - Loss of relation.
 - Pregnancy (without a medical report).
13. For examinations that allow the use of calculators, students must erase the memory from their calculator before they enter into the examination hall, and may be asked by an invigilator to demonstrate that the memory has been cleared;
14. Students may not exchange any physical objects, including erasers, pencils, pens, and calculators. If a student did not bring everything needed to the examination hall, then s/he will have to do without it for the examination;
15. Any student that flouts any of the above offences, may be disqualified in the examination and be subject to further adjudication.

6.3. Implementation of the Examination Honor Code

Students who have signed onto the Honor Code are expected to take tests and exams on their Honor. At the end of each test, each student is required to sign the following statement:

I pledge on my honor that during this examination, I neither gave or received unauthorized assistance, nor saw any violations of the Exams Code of Conduct.

NAME:

SIGNATURE:

DATE:

I have intentionally not signed the pledge (check only if appropriate).

I have personally witnessed the violations or obstructions of the Examination Honor Code. (Optional)

6.4. Obstruction of the Examination Honor Code Process

Palm University College Examination took bold Honor decision Code in implementing the Honor System for examination; hence the its violation will destroy the ethical foundation central to its mission. Violating the Honor Code will warrant severe sanctions including suspension or expulsion from the School's community. Some of the violations constitute:

- Failure to adhere to the Exam Code of Conduct.
- Attempting to conceal the discovery of prohibited conduct, or attempting to obstruct access, to alter, to destroy, or to hide potential evidence connected with an Exam Honor Code investigation.
- Attempting to discourage, threaten or dissuade complainants, witnesses, or other participants in an Exam Honor Code Investigation Initiating an Exam Honor Code complaint without any factual basis and with the intention of harassing a fellow student.

6.5. General Practices and Procedures

Suspected violations of the Exam Honor Code may be reported by deliberately failing to sign the pledge, or by formally informing the Faculty member or the Dean of Students. A student who deliberately leaves the pledge unsigned or unchecked will be contacted in order to determine the reasoning behind that action. If the absence of signature was intentional, the faculty member or Dean of Students and Community Affairs will investigate the matter further. Violations of the Exam Honor Code are settled by the Palm Judicial Council (PJC) as described in the Student Handbook.

7. LIBERAL ARTS CORE CURRICULUM

The purpose of the Palm Liberal Arts Core Curriculum is to provide our undergraduate students with a foundation for lifelong learning through integrative, cumulative, and interdisciplinary courses that foster the development of critical, analytical and creative thinking, problem-solving skills, effective communication, quantitative and information literacy, the application of technology, and a capacity for ethical reasoning, with the ultimate goal of equipping our students to succeed in a diverse global environment.

Liberal Arts Core Curriculum Learning Outcomes:

- Palm students will develop the necessary writing skills to share knowledge, present analysis, and engage effectively in daily workplace communication.
- Palm students will employ appropriate technology to collect, analyze, synthesize, and disseminate information to all stakeholders.
- Palm students will use mathematical principles to interpret and represent information in various mathematical forms and perform computation and quantitative analyses to solve real problems and draw appropriate and reasonable conclusions.
- Palm students will incorporate essential knowledge, theories, models and research methods in the social sciences, history, and behavioral sciences to analyze and propose solutions for social, political, and economic problems in Africa.
- Palm students will use information literacy principles to locate and evaluate information for relevance, reliability, and currency in business and society.

All Palm students are highly encouraged to familiarize themselves with the above learning goals and aspire to acquire these qualities during their four-year stay at Palm. Faculty will implement several mechanisms and approaches to assess the implementations and realizations of the above goals on regular basis (semester basis).

8 DECLARATION OF STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

Palm places a great value on freedom of expression. However, it also recognizes the responsibility of stakeholders to protect the structures and values of our academic community. It is thus, very important for students to assume great responsibility in ensuring the sustenance of an educational and social community where the rights of all and sundry are respected and protected. It is also the responsibility of the student community to conform to the standard code of conduct on campus, aimed at protecting the health, safety, dignity and rights the whole Palm community. It is also the duty of the whole Palm community to protect the possessions, property, and integrity of the University College. The aim of this statement is to encourage an all-inclusive adherence to the rights, responsibilities, and community values as fairly and efficiently as possible.

The policies and regulations established herein apply to good conduct in all property owned or operated by the University College, including academic and housing facilities, or off-campus

conduct that seriously affects the student's suitability as a member of the Palm community or adversely impacts the University College's reputation.

To ensure campus security, Palmers are required to produce their ID cards in order to gain admission to examination halls and to use services at the Office of Students and Community Affairs, Registry, Library and Finance departments.

The policies and jurisdiction of Palm University College normally apply to only the conduct of matriculated students occurring on Palm property or at any Palm-sanctioned events that take place off campus. In the event that both the complainant and accused are matriculated Palmers, or in which an individual student's conduct seriously affects that student's suitability as a member of the student's community, however, the University College's policies and jurisdiction may apply regardless of the location of the incident. Palmers should therefore realize that they have the sole responsibility to ensure that their visiting guests do not violate any of the University College's policies, rules, and regulations, and that students may be subject to disciplinary action for misbehavior of their guests.

The Student Handbook is a compilation of all official student policies; it also highlights and elucidates the rights, responsibilities, and rules governing student conduct at Palm. Students are thus, responsible for acquainting themselves with the information it contains and for adhering to the rules and regulations defined. Rules and policies may be reviewed during the academic year without notice. This Handbook, hence, serves as a general framework and is not intended to provide an exhaustive list of all possible guidelines. Students should therefore not hesitate to contact any member of the Dean of Students Office for any advice or help interpreting the University College's policies or should you not find answers to your questions in this Handbook.

9 ACADEMIC GUIDELINES

6.6. Academic Integrity

At Palm, living and working with integrity is neither optional nor situational for faculty, staff and students. Integrity is an integral part of our daily lives and activities because it is the very foundation on which we build trust for individuals and as a community. Students at Palm are encouraged to practice and live with integrity in all their dealings. Members of the Palm community are encouraged to stand for what is honest, truthful, moral, and ethical with or without anyone looking. We strongly believe integrity is the foundation upon which we can build a University that transcends generations that educates and prepares ethical and excellent leaders for Africa. Palm therefore expects all members of its community to abide by the highest standards of scholarly conduct. The reputation of our University College depends on the ability of both faculty and students to uphold the principle of academic honesty.

6.7. Graduation Requirements

To qualify for the award of a degree, candidate must satisfy the following requirements:

- Pass all courses taken; core and elective courses
- Accumulate a minimum of 120 credits
- Attain a minimum cumulative grade point average of 1.5
- Settle all financial and other obligations to the University College
- Be in good standing; not barred for disciplinary reasons
- Successful completion of all internships
- Successful completion of the community-service program requirements

During each semester, students typically register for courses with each course meeting for 2 classroom hours and 1 hour of discussion or lab sessions per course each week.

Students may, however, take extra courses not required for their major; all grades earned in all courses taken at Palm, required or not, and even if the grades are D's, will contribute to the cumulative GPA. In the determination of the CGPA, a weighted average of all repeated courses shall be used. For instance, a 2-credit course with an E at the first attempt and a B at the second attempt shall attract a total of 4 credits in the computation of the Grade Point Average (GPA).

6.8. Students' Life and Career Services Department

The Students Life and Career Services Department at Palm is concerned with guiding students to achieve their career ambitions. The office provides students with professional development tools applicable for any stage of their career as well as easy access to career -related support and resources. It is the goal of the Department to help students learn about and develop lifelong skills, techniques, and resources that will help them with career development. However, students must note that Career Services is not an employment agency. All students at Palm are eligible for our services and resources hence, we ensure equal access.

Career Services at Palm provides free assistance to students through a variety of programs:

Corporate Mentoring

Due to the keen interest in students' career at Palm, students are strategically paired with executives in their career interest industry to be mentored. Besides creating long lasting professional relationships with industry gurus, students can derive these benefits from the corporate mentoring program:

- Gain practical advice, encouragement and support
- Learn from the experiences of others
- Increase their social and academic confidence
- Become more empowered to make career and life decisions

- Develop their communication, study and personal skills
- Develop approaches to deal with academic and personal issues
- Identify goals and establish a sense of direction
- Gain valuable insight into the next stage of their career

Job Shadowing

In Job shadowing, students follow and observe an experienced professional in a particular job of the student's interest. This is a practical way for students to gain appreciative insight of a particular job and what it involves rather than simply asking questions. Significantly, through job shadowing, the student will be able to decide whether or not to pursue certain careers based on their observation of day -to-day requirements and acuties of a job. It is also a good checkpoint for students to know what set of hard and soft skills they need to be successful in their career of interest, besides networking opportunities.

Internships

Internships are temporary job positions. They can be paid albeit they are mostly unpaid, as the purpose is for students to gain and develop skills in order to have an edge in the job market. Internship is an inevitable requirement for all students at Palm. It is a great introduction to the world of work and career for students. Hence at Palm, internship arrangements are made based on skills that students need to develop together with their ability and interest in pursuing certain jobs or careers. Internships offer a great opportunity to create strong professional networks and it is one of the surest ways for students to build a remarkable resume or CV. Students can derive many other benefits from internships including;

- Job and research experience
- Explore different tasks and departments
- Possibility of financial compensation
- Career guidance leading to achieving career goals
- Acquire good references and recommendation
- Build confidence and possible transition into an employment position

All Palm students must complete a three-month, full time (35-40 hours/week) internship between their Sophomore year and Senior year of studies in order to be eligible to receive certification of completion of their respective program.

The purpose of the internship program is to ensure students:

- Learn hands-on skills that are relevant to a student's chosen area of study and profession.
- Gain insight into different career opportunities and network with professionals.
- Practically apply what has been learned in the classroom to real-world scenarios.
- Apply what is learned in the internship experience to student's continued studies.

Career fair

Career fairs are events where students are exposed to amazing opportunities to interact and network with employers from a variety of organizations. Additionally, students can get their CVs and cover letters reviewed as well as practice interview. Career fairs offer a thrilling avenue for students to learn about job opportunities in their industry.

Community Service

The Community Service Program has been initiated by Palm University College to ensure that students care about the development and well-being of the communities surrounding them. Our vision is that students will learn to exercise their creative abilities, develop innovative and sustainable ideas and solutions to assist others, serve their communities and share the values they have learned. This program serves as a platform for students to work in teams, plan and implement ideas, learn to adapt to different environments, explore opportunities, improve public speaking skills and understand the practicality of being an ethical and value-based leader.

Community Service is simply a volunteer act of identifying a problem in a community and helping find solutions with resources available to a person. This program is required of students to instill in them a desire to become active members of society and leave lasting positive effects on people as a way of leaving their own legacy wherever they find themselves. All students must complete a minimum of 250 hours of community service prior to graduation.

Career Advising and Counseling

At the Career Center at Palm we also provide career and general counseling for students. Students can access counseling services at the Career Center through an appointment or referral.

Work Study

The Work Study program is designed to help students with demonstrated financial need find jobs on or near campus with flexible work schedules to fit their class timetables. The program not only helps students financially but can develop career-related skills and experience.

Peer Mentoring

The Peer Mentoring Program is designed to assist all freshmen of Palm transition smoothly into university life. Through the shared experiences of both mentors (sophomores, juniors and seniors) and mentees (freshmen), this program introduces all freshmen to life on campus. This program also sheds light on existing support systems at Palm University College such as faculty advising, counselling (general and career), coaching, mentoring and advising.

6.9. Academic Services

Writing Center

As writing is a crucial part of academics, the Writing Center is open to students to get help with clearly expressing their thoughts and developing their ideas in writing. The Writing Center has an open door policy hence students can walk in at any time during office hours and get the help they need. Students can as well book appointment to see an officer. See <https://palm.edu.gh/academics/academics-affairs/writing-center/> for more information.

Math Center

Palm Math Center is designed to help all students learn and use mathematics and arithmetical skills to enhance their success; especially if they are having challenges in studying math. The Math Center helps to reduce the phobia towards arithmetic to make students conversant with the subject. The Center establishes and maintains a caring, supportive, and encouraging presence to the University Community in the area of mathematics. See <https://palm.edu.gh/academics/academics-affairs/math-center/> for more details.

Academic Advising, Counseling, Coaching and Support

A well-crafted programme of academic support is available at Palm to assist all students with challenges they might encounter on their academic journey. No extra fees are required for these supportive services. Students should therefore make the maximum use of these supportive services by referring any academic, personal, social, emotional etc. challenges to their Academic Advisor, Counselor or Coach. In executing this service, each student is assigned an Advisor upon matriculation. Each student is therefore expected to consult his/her Advisor on a weekly basis. Students are also obliged to schedule appointments with their advisors and honor their appointments at the scheduled time.

Academic advising provides students the avenue to discuss academic related issues with their Advisors as well as access additional help from appropriate sources recommended by the Advisor. Appropriate materials, such as academic reports, should be taken along by students for consultations. It is vital for every student to be cognizant of academic programmes being offered by Palm, prerequisites for courses and general requirements for graduation. Students can request re-assignment to another Advisor if necessary.

The Provost and the Dean of Student are responsible for overseeing the Advising System. They are therefore available to all students for advice on any academic or personal matter and for assistance with special needs.

Advising of Students on Probation

Students who are on academic probation should meet with the Academic Advisor as soon as they know their academic status. The Advisor will then proceed to review the student's transcript and provide advice on how to work towards a successful semester. The Advisor may also refer the student to Peer Mentors for additional help with study skills and time management. It is the responsibility of the student to meet regularly with their Advisor on their

progress - this is mandatory. Students are required to also provide their predicted grades to their Advisor after the mid-semester as well as continue with regular meetings with the Advisor.

Students whose names are mentioned at faculty meetings as having academic challenges will be referred to the Academic Advisor who will meet with them or refer them to individual advisors where necessary.

The Role of the Academic Advisor

- Refer students to the Counselling and Coaching unit when academic, attitudinal or other personal problems require intervention by other professionals.
- Assesses the student's stage of development (academic, career, and personal) and promotes students' growth by determining suitable developmental tasks; assists students in establishing realistic and attainable academic and career goals.
- Advises students on academic, career and personal issues; identifies the educational and career options appropriate for each student and
- Evaluates transfer transcripts from other academic institutions for equivalence and application to degree program.
- Monitors academic progress of students; analyses progress reports from lecturers/instructors; determines eligibility and satisfactory progress toward degree
- Identifies current and potential needs or problem areas (e.g., study skills, tutoring) and refers students to appropriate campus resources for assistance; communicates findings to coaches and administrators.
- Assists students with admission and registration/provides guidance in course selection in keeping with the student's interests, values and abilities.

6.10. School Calendar and Semester Schedule

The Palm Academic Calendar is published on the Palm website (www.palm.edu.gh). It is vital for every student to be abreast with University College events. Digital copies of the academic calendar will also be emailed to students. A list of courses being offered each semester can be viewed on the website (www.palm.edu.gh). It will also be sent to each student in advance prior to the commencement of each semester. Students will be notified via e-mail if there are any changes to the courses offered in any given semester.

6.11. Registration

All students intending to take classes in the semester are obliged to register for courses and programs two weeks before the beginning of each semester. Every student shall show evidence of payment of fees (partially or fully depending on arrangements with the University College) before he/she will be registered. A student shall be deemed as having been registered for the semester when fees are paid based on individual payment plans approved by the Finance Department. Every student shall check his/her results from the previous semester before registering.

Students shall register in or online person and must have their registration forms endorsed by the appropriate officer of Palm University College. A student who fails to register for a course shall be

disqualified from taking that course. A fine/penalty, determined by Palm University College, shall be imposed on any student who fails to register within the period designated. The fine/penalty imposed will be for each day past the registration deadline. A student who fails to register by the end of the penalty period shall be disallowed from beginning the semester program. No student shall be eligible to register for a higher course unless he/she has passed the prerequisite for that course. The registration of any student who has failed to attend classes in the first two weeks of a regular semester will be cancelled unless documented justifying circumstances are presented and approved.

6.12. Add/Drop Period

Palm students will be allowed to transfer in and out of courses during the first two weeks of classes of a regular semester. Students' course registrations set for the semester may not be changed at the end of this period. Students will therefore be expected to attend any course he/she has registered for the semester. In addition, students shall be responsible for all course material and assignments during the add/drop period. Student's failure to drop out of a course within the add/drop period will result in an "E" being awarded to the student at the end of the semester.

Palm Faculty and the Academic Registry Committee shall be responsible for coordinating and reconciling the official registration data with the actual class attendance in order to ascertain any discrepancies by the third week of classes of a regular semester. After this period, students who have not registered any course shall not be allowed to attend the class, unless the student is auditing.

6.13. Personal Information

The University College shall be responsible for maintaining details of personal information submitted at the time of admission of any student. To this regard, students will therefore be required to provide legal evidence for any alteration to their personal information, such as change of name. Students shall be required to provide their current mobile numbers as well as names and contact details of parents, guardians or next of kin at the time of admission.

6.14. Grading Systems and Guidelines

At Palm, the student's work is continuously evaluated throughout the semester. Assessment of students' performance shall be by a combination of continuous assessment and end of semester examinations. The weighting for the two modes of assessment are as follows: Continuous assessment – 40%, End of semester examination – 60%. Continuous assessment shall comprise mid-semester examination and at least one of the following; quizzes, essay, short test and other assignments as well as projects and participation in class discussion. Each course, with the exception of a Project, shall normally be completed in one semester. The marks obtained in the end of semester examination shall contribute 60% of the grade for the course while continuous

assessment contributes the remaining 40%. All grades are provisional until Post Examination Moderation has been performed.

Student performance in a course shall be graded as follows:

| PERCENTAGE SCORE | GRADE | GRADE POINT | INTERPRETATION |
|------------------|-------|-------------|---------------------|
| 80-100 | A | 4.0 | EXCELLENT |
| 75-79 | B+ | 3.5 | VERY GOOD |
| 70-74 | B | 3.0 | GOOD |
| 65-69 | C+ | 2.5 | AVERAGE |
| 60-64 | C | 2.0 | FAIR |
| 55-59 | D+ | 1.5 | BARELY SATISFACTORY |
| 50-54 | D | 1.0 | WEAK PASS |
| Below 50 | E | 0 | FAIL |

Non-Completion of Course

1. A grade IC shall be awarded to a student who is unable to complete a course for reasons considered by Palm University College as satisfactory. Such a student shall complete the course the next time the course is offered/mounted.
2. A grade X shall be awarded to a student who is unable to complete a course for reasons considered by Palm University College as unsatisfactory.

Disqualification

1. A grade Z denotes disqualification from an examination as a result of an offence where a student was attempting to gain an unfair advantage during an end of semester exam or in any continuous assessment; written assignment, quiz, exam, etc.
2. A student with a grade Z shall be disqualified from taking any of Palm University College's examinations for a stated period or indefinitely or may be expelled from Palm University College altogether.
3. A grade Z may be awarded only by the Inter-Departmental Committee and subsequently approval by the Administration/Leadership.

6.15. Class Attendance

Students' attendance and participation in class, practical sessions and discussion sessions are essential to the process of learning at Palm. Students benefit from lectures and discussions with their lecturers and classmates. Students are required to attend all lectures. Lateness to lectures will not be tolerated. A student who is absent for a cumulative period of 21 days from all lectures, tutorials, practical and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course and therefore shall not be permitted to sit for the semester examination. As such, all faculty members will take attendance and participation into account in assigning students' grades. Some general guidelines at Palm regarding class attendance are as follows:

- Absenteeism may affect a student's grade. In the situation where an absence is due to illness, the student is required to bring a documentation from an authentic health professional to the faculty, and if approved, the absence should not affect the student's grade.
- It is highly inappropriate for faculty members to administer substitute assignments or examinations for students who have missed class without prior notification and approval, or in the absence of approved documentation from a health professional.
- Eating in the classrooms are highly prohibited whether or not lectures are in session. Students are however allowed to bring water to the classrooms. The water must be in covered bottle or container with the lid always on.
- An instructor may fail any student who misses the equivalent of more than three weeks of classes over the course of a semester. Conversely, if the absence was due to proven ailment or an emergency, the student may seek permission from the Dean of Students or the Provost for an incomplete grade.

Students are obliged to turn off their cell phones or any other electronic devices that could produce distracting sounds during class sessions. A fine of GHS 100 shall be imposed on students whose mobile phone or other electronic devices causes distractions during class sessions. Also, the culprit's phone will be confiscated and released upon payment of the fine. This rule shall be enforced strictly.

6.16. Student Course Load

Students' course load at Palm is usually a minimum of 18 credit hours and maximum of 21 credit hours. A student carrying a maximum of 21 credit hours will not be allowed to register for additional courses. Only under certain peculiar instances shall a student be allowed to register for fewer than 18 credit hours. A student who registers for a course load of less than 18 credit hours under will be required to pay pro-rated tuition.

6.17. Guidelines for Student Tardiness

At Palm, students are expected to show up for classes on time. Students who show up late for class often set bad precedence for their colleagues to follow. As a result of this, faculty will ensure it constantly monitors class promptness, and penalizes students who make it a habit of coming to class late. A student is allowed two absences from a course throughout the semester. If a third absence occurs, the student may be asked to repeat the course. Under certain circumstances, a third absence may be permitted by the instructor. Absences must be arranged with the instructor before the class meets. The student may be required to complete make-up assignments for any absence. The instructor has the authority to establish procedures and grade adjustments regarding attendance, a lack of participation, tardiness and early departure. In certain circumstances (extended illness, surgery, family crises, etc.), a leave of absence may be granted for a maximum of two courses. The student should contact the Administration (Dean of Students or Provost) as soon as he/she becomes aware of a potential need for a leave of absence.

Faculty will also adopt various strategies such as awarding marks for punctuality or taking attendance at each class session and others in order to curb this anomaly. In other circumstances,

a student who is habitually late will be tasked to complete additional work by faculty which will then count in the student's final grade. Faculty will ensure that whatever policy or measure adopted will be captured in the course syllabus.

Palm has gone further to implement the 15 minutes rule. This rule states tardiness after the first 15 minutes of class time will be counted as an absence. Lecturers therefore are admonished to start on time (not 5 minutes after the class commences) and are also at the liberty to organize impromptu quizzes, or to take class attendance during the first five minutes and/or to create a system that gets students to be time conscious and punctual. Students who anticipate showing up late for class, should have valid reasons and should also inform their lecturer ahead of the scheduled class time. As part of training ethical leaders, the 15 minutes rule is expected to be strictly adhered to for all university sanctioned events.

6.18. Late Submission of Assignments

All assignments must be completed and submitted on or before the date required except in cases where previous arrangements have been made with the lecturer. No lecturer is obligated to accept late assignments. Under unusual circumstances, the student, in consultation with the course lecturer may be granted two weeks exemption to complete course work. The student must initiate all such requests. After this, grades are permanently recorded and not subject to change. Students are therefore expected to meet strict deadlines for all course assignments and should be discouraged from making it a practice of handing in assignments late. Faculty should hence stress the importance of effective time management and the need for professional accountability at all times. The only caveat for late submission of assignment is physical illness (backed by medical proof).

6.19. Final Examinations

It is the responsibility of the student to find the Examination Room in advance and be seated at least fifteen minutes prior to the commencement of any examination paper. A student arriving thirty minutes after the start of a paper may be refused entry into the examination room. Students are required to use their ID numbers (written in full) throughout the examination. Students will be required to provide their student ID cards at the Examination Hall. A student's name should not be written on any part of the answer book provided. No student will be allowed to leave the Examination Room during the first thirty minutes of the examination period. Any student leaving the Examination Room and intending to return should be accompanied by an attendant, while he/she is outside the Examination Room.

Final Examination Time-Table will be published by the Academic Registry. Faculty members are therefore encouraged to adhere to the final published examination schedule/timetable. Any changes whatsoever must be approved by the Academic Registry/Examinations Unit and the Provost's Office. Any unauthorized changes to the published schedule should be reported to the Academic Registry/Examinations Unit and the Provost's Office. Additionally, the Academic Registry/Examinations Unit will at the mid-semester, verify the financial standing of all students. Any student who is found to be in debt will be duly informed. This notification goes to warn the student, he/she may not be allowed to participate in the final examination unless all outstanding

debts are cleared by the Finance Department. The Finance Department will one week prior to the commencement of the final examination publish the list of students who are not in good financial standing on the notice board.

Students in poor financial standing will not have an examination booklet in the Examination Hall placed on the assigned desk for their participation in the final examination. This denies the student(s) the opportunity to participate in mid-semester and final examinations. This will be ensured by their Finance Office.

Only during an unusual, non-recurring financial hardship situation, in consultation with the Finance Department, Academic Registry and the Provost's Office, will a student be allowed to write the examination. Students are therefore encouraged to seek clarification from the Finance Department as to whether or not they will be allowed to sit for their final examinations.

It is therefore the duty of students to ensure full payment of their outstanding bill before the second-class day of the following semester, and the lecturer must submit grades two weeks after the vacation following a regular semester. Otherwise all academic records for that semester will be nullified, and the student will have to repeat courses taken that semester.

6.20. Request for Re-marking

A student who is dissatisfied with his/her examination result(s) may request a review by submitting an application to the Academic Registry and the Provost's Office upon payment of a review fee (determined by the Finance Department). An application for a review shall be submitted no later than 21 days after the publication of the results and shall state the grounds for the review. An application entered on a student's behalf by any other individual shall not be entertained. If the remarked grade is more than one grade higher than the original grade, the remarking fee will be refunded to the student. If it emerges that a complaint is ill-motivated, the administration may prescribe sanctions, which may include barring the student from taking any Palm University College examinations for a stated or indefinite period.

6.21. Policy on Examination Resit

A student who fails one or more papers due to one reason or the other, and decides to re-sit for the paper(s) will have to:

1. Attend the lecture(s) for the specific course(s) failed. The student must attend a semester long course lecture(s) before the student will be allowed to re-write the prescribed examination for the failed paper(s).
2. The student will be required to pay the full cost of the course(s) for the semester prior to participating in the lectures for the duration of the course.

6.22. Registry Services

Students applying for Transcripts or Letters of Introduction are hereby informed that the process takes at least three days to complete and are ready for collection only on Thursdays. For instance, a request submitted on Monday will be processed during that same week and is due for collection on Thursday. A request, however submitted on Tuesday will not be processed until the Thursday

of the following week. Requisition forms are published online and can be sent to the Academic Registry through email at registry@palm.edu.gh or in person at the Office of the Registrar. All requests must be made in writing to the Office of the Registrar. There will be no issuance of academic transcripts when unsatisfied financial obligations exist.

Requests for Letters of Introduction on the other hand require at least two days to process. All requests must be submitted via email to academicregistry@palm.edu.gh. The following information should be provided for each request made: Full name, Major, Year Group, Purpose of Letter, and the Address of Recipient. There will be no issuance of Letters of Introduction when unsatisfied financial obligations exist.

6.23. Minimum Grade Requirements

A minimum grade of at least D+ is a requirement in all major courses that are prerequisites to others. On the other hand, a grade of at least D is required in all required core courses. Any student who does not satisfy these minimum grade requirements for both major and core courses will have to repeat the entire class. No student will be allowed to submit or present partial work in order to fulfill the requirement for a repeated class. All academic work for a repeated class (i.e. exam, assignment, or project) will have to be submitted in full.

All grades earned in all classes taken at Palm, required or not, and even if E's, will contribute to the student's grade point average (GPA). A student will repeat a class only if the grade on record is E. Students will have to seek written approval from the Academic Advisor and Provost in order to take a repeated class for the third time. Under no circumstance will a student be allowed to take a repeated class for four consecutive times. In registration for repeated classes, it should be noted that the maximum class load requirement per semester must be fulfilled.

Repeated courses will be recorded on the student's transcript. Furthermore, only the most recent grade will be recorded. The most recent grade will substitute the earlier grades earned and will be used for calculating the GPA. There will be no instance of multiple grade counts for a repeated course.

6.24. Incomplete Grade

A grade IC shall be awarded to a student who is unable to complete a course for reasons considered by Palm University College as satisfactory. Such a student shall complete the course the next time the course is offered. A grade X shall be awarded to a student who is unable to complete a course for reasons considered by Palm University College as unsatisfactory.

An Incomplete grade must be substituted by a final grade within two weeks of the completion of the work. In the case where the student fails to complete the work by the agreed date, either the grade will be reverted to an "E" or whatever grade the student earned assuming a 0 on the incomplete work, or the completion deadline will be extended by the Provost. However, if an incomplete grade is being recorded for financial reasons, the outstanding fee must be paid and the course completed prior to the second day of class following the regular semester. Else all

academic records for that semester will be regarded as null and void, and student will have to retake the course.

6.25. Academic Standing

The Academic Registry in collaboration with the Provost will publish the academic standings of all students at the end of each semester. A student whose cumulative grade point average (CGPA) is less than 2.0 at the end of each semester will be placed under academic PROBATION.

6.26. Withdrawal

If certain circumstances such as illness and other emergencies prevents a student from completing a substantial portion of the semester's work, the appropriate documents will have to be provided by the

student in order to be granted permission by the Dean of Students or the Provost to withdraw from the University College. A "W" grade will hence be recorded for each course. Students who have withdrawn from the previous semester will have to put in a request to resume their studies in the subsequent semester. Should the illness or emergency persist, the student at the commencement of the subsequent semester, may request to be absent for up to 2 regular semesters. This action by the student will be considered as a permanent withdrawal, after which the student has to re-apply to Palm in order to resume his/her academic work. A "W" grade will continue to be assigned until the course has been retaken.

6.27. Re-Admission

Any student who has been dismissed by Palm University College will have to make a formal reapplication to the University College if they so wish. These requests must be submitted to the Admissions and Financial Aid Office under the following guidelines:

- 15th May to return for the August/September Semester
- 15th November to return for the January Semester

The Admissions Committee will assess all reapplications received, hence dismissed students should not be expectant of being readmitted. Under very rare instances, the Admissions Committee may consent to readmit an applicant after one semester has elapsed from the date of the dismissal.

Students who are placed on probation may be re-admitted under the following conditions:

- They shall be classified as external candidates and shall be given limited rights and privileges until they pass the failed course(s).
- The external candidate shall register for the failed course(s) at the appointed registration time.
- The student shall pay the appropriate registration fee.
- The student will have the opportunity to attend lectures in the failed course(s).

- The student will have access to the library, computer lab and any other academic facilities after payment of the appropriate fees.
- The student will not be allowed any student office appointment.
- The student shall pay a re-admission fee which shall be determined by Palm University College.

6.28. Course Codes and Pre-requisites

Palm course codes and prerequisites will be frequently updated and made available on the University College official website. Prerequisite course structures shall be regularly developed after identifying that certain key areas and skills are essential in previous courses for a student to be successful in subsequent courses. Therefore, all students are encouraged to successfully complete all prerequisites before they will be allowed to register for the next “higher” course.

6.29. Deferment of Studies

Students who do not wish to enroll at Palm in the subsequent semester have the right to place a request to the Academic Registry for deferment of studies, on condition that all coursework in the most recent semester is completed and the student is not under academic probation. Any student who has deferred studies is required to place a request to the Academic Registry to resume studies within 2 semesters. Any student who defers but fails to resume their studies within 2 semesters will be considered to have permanently withdrawn from the University College, and will have to reapply in order to resume their studies.

6.30. Transfer Students

Palm University College places a priority on the enrollment of transfer students from accredited universities and colleges. A minimum of three years will be required to earn a Degree at Palm if the student is a transfer student. This implies that, a transfer student will have to transfer into the second academic year.

All prospective transfer students will have to meet the all the necessary requirements as determined by the National Accreditation Board (NAB). Furthermore, courses studied prior to the transfer will be assessed and only grades of a passing quality of “C” or better which meets the intended program of study requirements will be accepted from the parent institution attended.

All transfer students will be mandated to study required core courses and engage in a series of dialogues organized by the Dean of Students & Community Affairs.

7 ACADEMIC HONORS

7.1. Dean’s List

The Dean’s list comprises students who earn a GPA of 3.5 or above at the end of a semester. This honorary status is noted on each student’s academic record.

7.2. Graduation Honors

Graduation Honors will be based on Cumulative Grade Point Average (CGPA) as per the table below:

PALM UNIVERSITY COLLEGE

| CGPA | CLASS | CLASS |
|-------------------|-------------------------|---------------------------|
| 3.85–4.00 | Summa Cum Laude | First Class |
| 3.70– 3.84 | Magna Cuma Laude | Second Class Upper |
| 3.50– 3.69 | Cum Laude | Second Class Lower |
| 2.00– 2.99 | | Third Class / Pass |
| 1.50– 1.99 | | Fail |

UNIVERSITY OF CAPE COAST

| CGPA | INTERPRETATION |
|-------------------|---------------------------|
| 3.6 – 4.00 | First Class |
| 3.0 – 3.5 | Second Class Upper |
| 2.5 – 2.9 | Second Class Lower |
| 2.00 – 2.4 | Third Class / Pass |
| 1.0 – 1.9 | Fail |

7.3. Awards

- President’s Award
- Leadership, Integrity, Excellence Award
- Best Male Student Award
- Best Female Student Award

8 PERSONAL INTEGRITY AND THE PALM COMMUNITY EXPECTATIONS

8.1. Dress Code

Palm places great emphasis on living our values. These values must be seen and experienced in everything we do: in the way we maintain our environment, the way we treat other members of our community, and the way we handle tasks with meticulousness and professionalism.

Therefore, the dress and grooming of all students should be clean, neat, and decent and promote positive character. Students dressing should befit future leaders of Africa. Clothing such as the following are prohibited:

- Clothing that is profane in character or sexually suggestive
- Clothing that promotes or advertises the use of drugs or any illegal substance

Students are advised to pay close attention to the way they carry themselves, because it depicts their values, self-esteem, pride and a reflection of the School.

Dress for Ceremonial Occasions

All students are required to wear academic and/or appropriate dress for Matriculation, Congregation, Commencement/Graduation and all other occasions. Students who breach the Dress Code above shall be sanctioned.

8.2. False Information, Misrepresentation, and Identification

Students should desist from deliberately providing false information or misrepresentation to any of the University College's functional offices. Students are rather required to provide truthful and accurate identification upon request by any faculty member. Any student who is found to have provided false or misleading information may be subject to dismissal. Students are also required to constantly update the Academic Registry with their current contact information.

8.3. Forgery, Fraud, Alteration and Unauthorized Possession

Additionally, an unauthorized possession or use of the University College's documents, records, or instruments of identification, forged communications (paper or electronic mail) are highly prohibited.

8.4. Theft

Theft or thievery is a crime under the criminal code of Ghana and is unacceptable within the Palm community as it degrades trustworthiness among community members. Students found to have in

their possession a stolen property (or attempted to steal) from members of the University College community will be subject to an PJC hearing which could result in a dismissal.

8.5. Library

Students should not hamper the educational opportunity of other students by displaying behaviors such as removing, hiding, or defacing educational materials. Perpetrators will be subject to serious sanctions, including the possibility of suspension, or in serious cases, dismissal from the University College. Students are required to abide by all other library rules and regulations in order to make it a place of serious study and research. Students should also note that they will be charged for damaged or loss of library books or materials.

9 ACTIONS POTENTIALLY INJURIOUS TO ONESELF OR OTHERS

9.1. Disorderly and Reckless Conduct

Students at Palm University College are encouraged to express their opinions, feelings and beliefs in and outside the classroom as well as support worthy causes publicly. It is part of their rights as members of the Palm community. The expression of this freedom should not infringe on the rights or freedoms of other members of the community including faculty and staff members. Misbehavior and inappropriate conduct will not be tolerated.

Inappropriate conduct that disturbs the orderly operation of the University College includes but not limited to (1) excessive noise which disturb classes, University College offices, or other campus and community activities; (2) the ringing and operation of mobile phones during class (3) unapproved entry into private work area; (4) conduct that restricts faculty and staff members from discharging their duties; (5) failure to maintain clear passage into or out of any University College building or passageways; (6) inciting others to break the law.

Any conduct that places oneself or another in imminent danger of bodily harm is discouraged and prohibited.

9.2. Campus Safety

Palm University College is generally a safe place to study and socialize; nonetheless, it is very important to take precautions to minimize any risks by staying safe and protecting yourself and your personal possessions.

At any point in time, the Executive Committee may decide at their discretion to begin formal adjudication against any student, faculty, staff or guest whose actions may affect the well-being of another, if they realize the well-being of the person is at stake. An immediate active avoidance order, suspension, or campus expulsion may be imposed against the student. A Judicial Hearing process may also be opened by PJC and a decision on Campus Safety taken.

This action is based on no assumption of guilt, and the hearing will be held as soon as it is practically possible. If the perpetrator charged with the offense refuses to appear at the Judicial Hearing, the Dean of Student may assess the penalty to be given to the student. However, the PJC in their own discretion may proceed with the judicial hearing with the available information as scheduled without the student present.

9.3. Alcohol and Other Drugs

The abuse of alcohol and the use of illegal drugs can significantly affect the Palm community. Such abuse and use are harmful to relationships and family life, work, creativity, study and research. The University College is therefore committed to helping members of the Palm community when faced with the challenges of alcohol and drug abuse.

Annually, there are serious injuries and deaths as a result of the abuse of alcohol and drug. Alcohol abuse may lead to injuries, automobile accidents, fights, sexual assaults, vandalism, academic failure, an increased risk of contracting HIV/AIDS and other sexually transmitted diseases, and even death by suicide, among others.

It is therefore a serious indictment on the Palm Alcohol Policy for students to be in possession or distribution of illicit drugs and alcohol on any of the University College's premises (campus and off campus facilities). Aside criminal prosecution, violators will also appear before the Palm Judicial Committee which could lead to disciplinary sanctions up to and including suspension or expulsion.

The University College will ensure that students who violates this policy satisfactorily complete an approved drug/alcohol abuse assistance or rehabilitation program. All expenses will be borne by the student in lieu of or in addition to disciplinary action. Palm also reserves the right to conduct random drug screening tests on students, if any student is suspected to be in violation of this policy.

9.4. Smoking

The University Colleges' Smoking Policy prevents smoking of tobacco and other substances in all indoor and outdoor areas on campus, including but not limited to the residence halls (on and off campus), lecture halls, libraries, hallways, cafeteria, gardens and parking lot. A GH¢200 fine will be charged for each violation of this policy. Offenders shall be cautioned in writing/counseled, suspended or expelled.

9.5. Fire Safety Equipment and Alarms

Students who tamper or interfere with, as well as destroy or misuse, fire safety and fire prevention equipment are strictly forbidden. Students will be fined GH¢200 for each piece of equipment tampered with/damaged plus the cost of its replacement. Also, further disciplinary action will be taken. Any student who deliberately causes an alarm to set off for improper purposes will be responsible for the expenses incurred by the Fire Department(s) and/or Security Services attending to the alarm. The student may also be subject to further disciplinary action.

However, if a fire alarm goes off, students are to evacuate the building immediately without panic, to the designated assembly point.

9.6. Weapons; Fireworks

Any possession and or use of firearms or other dangerous weapons or ammunition, explosives, combustible fuels, fire-crackers, and potential ingredients on the University College's premises is prohibited according to the University College's policy.

9.7. Violence, Assault, and Intimidation

Students are prevented from engaging in physical violence among others. Such students will be subject to serious sanctions, including adjudication by the PJC which could result in suspensions or dismissal. Any forms of threats such as verbal, written, electronic or other threatening behaviors directed toward another colleague student or faculty or staff member that breeds fear or intimidation in the individual may be subject to an appearance before the PJC.

9.8. Intimidation

An attempt to use intimidation or retaliation against someone who reports an incident, voices a complaint, or interferes in an investigation in an attempt to influence the Judicial process will be subject to serious sanctions, which may otherwise include settlement or suspension by the PJC.

9.9. Harassment

In order to create a respectful, welcoming and productive community, Palm is committed to providing a living, working and learning environment that is free from harassment. Harassment is any unwelcome conduct or behavior of a sexual nature, including inappropriate sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature. Students who harass others will be subject to serious sanctions, which may include adjudication by the PJC leading to suspension or dismissal.

9.10. Stalking

Palm strictly prohibits stalking, whether or not sexual in nature. Stalking may be defined as any activity, action or a conduct directed at a specific person that would cause a reasonable individual to fear for their safety or the safety of others, or to suffer substantial emotional distress. Stalking may also comprise the use of electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices (often referred to as cyber-stalking) that are repetitive and undesired.

These actions include but are not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, threatens, or communicates to or about a person, or interferes with a person's property.

Stalkers will be subject to serious sanctions, which may include adjudication by the PJC leading to suspension or dismissal.

9.11. Consent

Palm students who are involved in any sexual behavior of any kind are expected to do so only with the effective consent of all parties. Engaging in anything otherwise constitutes sexual misconduct and is a violation of this policy. Effective consent is clearest when channeled through direct communication about the decision to engage in specific sexual activity. This must be done verbally, as that is the mode of communication most reliable and effective way to seek, assess, and obtain consent. Nonverbal communication may be equivocal or unclear.

If a person communicates that she/he does not desire sexual contact, then any further sexual contact or advances is considered to be without the person's approval.

Palm University College therefore strongly advises its students to communicate effectively – openly, honestly, and clearly – about their actions, wishes, and intentions when it comes to sexual conduct, and must do so before engaging in any intimate act.

Consent must include all of the following:

- Informing and knowledge of the desired sexual act;
- Freely and voluntarily giving in to the act;
- Mutually understandable words or actions between both parties;

- Indication of willing participation in the sexual act.
- Mutually agreed upon sexual activity.

9.12. Sexual Misconduct

Palm is committed to providing a productive living and learning community in which students can pursue their educational goals effectively. Sexual misconduct flaunts on this commitment and also affects the ability of students to focus on their educational achievements. To this end, Palm will not by any means condone any form of sexual misconduct. All students are therefore prohibited from engaging in any form of sexual misconduct, such as: rape, fondling, incest, nonconsensual sexual penetration, nonconsensual sexual contact and sexual exploitation.

Charges of sexual misconduct may be handled according to either informal or formal procedures. Students of Palm are strongly encouraged to report violations for the sake of protecting others from a similar fate. Reported cases shall be investigated by the Dean of Student and PJC.

9.13. Sexual Assault and Abuse

Students are advised not to engage in any sexual assault or abuse among others. Those who violate this policy will be subject to serious sanctions and further investigation by the PJC. Sexual assault can be defined as any deliberate sexual contact (specifically the use of an intimate part of the body) with another party without his/her consent.

Procedure for handling allegations of sexual harassment:

- Such incidents should be reported to the Dean of Students Office whereas faculty and staff members are to report to the Human Resource Office.
- An investigation procedure will then be commenced by the Sexual Harassment Committee.
- If there is substantial evidence that warrants a hearing, the Committee would call for a formal hearing after which a verdict and sanction would be delivered to the complainant and respondent within 3 business days of final deliberations.
- In the absence of substantial evidence, the case would be resolved informally by the Committee with guidance from University College Legal Council.

9.14. Student/Staff & Faculty Relations

Any form of romantic or sexual relations between students and faculty member shall not be tolerated since they interfere with the mission of the University College and also threaten the culture of trust, concern and respect to which the University College upholds in high esteem.

Students and faculty members are expected to behave in a professional manner void of sexual relations. If any student has the cause to believe that a faculty member or student is making sexual advances, the student is encouraged to report the issue to the Dean of Students. Should the reported incident be substantiated and found to be true, the culprit (either faculty member or student) may face severe sanctions.

10 UNIVERSITY COLLEGE AND PERSONAL PROPERTY

10.1. Illegal Entry

The University College prohibits any unauthorized entry into or presence within enclosed and or posted buildings or areas even when such places are unblocked. Violators could be fined or sanctioned by the Office of Student & Community Affairs in conjunction with the Operations Department.

10.2. Locks and Keys

Fidgeting or tampering with the safety locks to University College buildings, and unauthorized possession or use of keys, and modification or duplication of keys is against Palm University College's policy. Violators could be fined and or sanctioned by the Office of Student & Community Affairs in conjunction with the Operations Department.

10.3. Damage

Students who carelessly or intentionally damages personal or University College property will be responsible for paying for the repair or replacement of the damaged property as well as will be subject to facing disciplinary action and possible criminal charges. Any damage that occurs during a student event for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization will be held liable and will be required to pay for the replacement or repair of the damaged property and may as well be subject to further disciplinary action.

10.4. Parking

Students may be allowed to park at the designated parking slots for students on the Palm property. Note that the University College cannot guarantee the security of cars and/or their contents. Student drivers are required to present a proof of insurance of their vehicle and a valid driver's license.

11 . VIOLATION OF THE LAWS OF GHANA AND PALM POLICIES

Students who break any of the laws of Ghana or any of the University College's policies may be subject to disciplinary action carried out by the Dean of Students and the Palm Judicial Council. Disciplinary action may include suspension or dismissal. It should be noted that, all imposed sanctions by the PJC must be obeyed else additional sanctions shall be applied.

Palm Judicial Council (PJC)

The Palm Judicial Council is a body responsible for settling all reported cases related to student academic and social misconduct including but not limited to plagiarism, flouting of the Examination Code of Conduct, Examination Rules and Examination Honor Code, threats, theft, assault, harassment and sexual misconduct.

The afore stated PJC and the University College Judicial Procedures described are purely administrative, and neither the PJC, the President, nor the Dean of Students is bound to conduct procedural or evidential rules that would be required in a formal court of law.

Structure: The PJC shall comprise one (1) Executive Team Member, one (1) full-time faculty member, one (1) staff member and two (2) students from the Student Council, namely the Judicial and Electoral Chairperson and the Academic Chairperson. PJC hearings will be chaired by either the faculty or Executive Member on the committee. The Dean of Students selects the Council members, sits in on PJC hearings and acts as a neutral procedural facilitator, but not as an advocate or a judge. The Associate Dean of Students (if any) may also observe PJC meetings, but shall not participate in PJC deliberations. In the Dean's absence, the Associate Dean (if any) will take on the Dean's responsibilities on the Council.

Tenure of Office: Each PJC member will serve for one year beginning in January to coincide with the term of the office of the Student Council. The Council may be asked to preside over cases that occur prior to or during the vacations. Once their term of office has ended, the Dean may call upon faculty and staff from time to time to hear appeals and to serve as alternates if a current member has a conflict of interest or is otherwise unable to adjudicate a pending case.

Training: The Office of Dean of Students and Community Affairs will organize training session for all PJC members and alternates. Trainings sessions will include an overview of the role and responsibilities of the PJC, reviewing cases and laws in Ghana relating to student misconduct, and other information and materials the Dean determines may be useful in preparing members.

Conflict of interest: Prior to a hearing, PJC members will be asked to disclose any potential conflict of interest and also declare if they have the ability to participate in the current hearing fairly and without prejudice.

Statute of Limitation

Palm University College operates on a no statute of limitation in cases of major academic and social misconduct offences such as examination Honor code violation, fraud, theft, physical assault, plagiarism, sexual assault as long as you remain a student. If the Dean of Students receives substantial evidence of an academic violation even after the student's graduation, the University reserves the right to summon a hearing to look into the case. If the student is found to be guilty, appropriate sanctions including recalling the student's degree will be considered. Cases that have legal implications will be handed over to the police for further investigation.

Records and Community Information

PJC case proceedings will be recorded and transcribed for proper record keeping purposes. Final verdicts will be communicated to the student. However, the academic community will be informed of the PJC's findings via a memorandum. The memorandum will include the date of the hearing, the student's year group, the type of misconduct, sanctions and advice to the student community.

Procedure for Academic Misconduct Cases

- a) Academic misconduct is defined as any deliberate or undeliberate violation of the University College's standards of academic integrity.
- b) Any faculty member who has substantial evidence to suspect a student or students of academic misconduct (e.g., cheating in an exam; plagiarism in thesis work etc.) will at his or her own volition inform the Head of Department or Provost about the case. Any illegitimate suspicion on the part of a faculty member against any student will by itself not be sufficient grounds to bring a case forward without any substantial evidence.

Substantial evidence may include, but is not limited to, the following:

- i. When a portion of the student's work coincides with or closely paraphrases a source that is not properly referenced. Sources that must be referenced include: books, articles, journals, Web pages, graphs, charts, tables, data sets, etc.
- ii. Conspicuous coincidences in the work of students on exams, papers, problem sets, etc., where cooperation in producing the work was disallowed.

Registered Informal Resolution for Minor Academic Infractions

- A. In case that a faculty member initially confirms that the misconduct constitutes a minor offence, the faculty member will seek to address the infraction through an informal resolution process with the student.
- B. The informal resolution process seeks to deal with minor infractions of academic misconduct, for instance up to 20% of plagiarized work, illegitimate reports of cheating, or unintended plagiarism etc. Resolution of minor infractions may include students being asked to rewrite the paper. However, violation of the Examination Code of Conduct is considered a major infraction. Major infractions should not be resolved at the Informal Resolution level but should be handed over to the PJC.
- C. A meeting will be convened between the student and the faculty member and based on the student's admission of guilt, a penalty ranging from a warning to a grade "E" on the assignment will be imposed. Students however have the option to request for a hearing of the case before the PJC. The Informal Resolution form must be completed and signed by both parties and a copy handed over to the Dean of Students.
- D. Any student who has 2 or more academic informal resolution cases running simultaneously would appear before the PJC. The PJC may at their own discretion review the student's previous academic informal resolution cases to determine the severity of sanctions but not in determining guilt.

Procedure for Social Misconduct Cases

- i. Any disregard of Palm's standard to protect the health, safety, self-esteem and rights of any member(s) of the academic community is referred to as a social misconduct.
- ii. Any member of the Palm community with substantial evidence suspecting any student(s) of a social misconduct (such as stealing, harassment, assault of any form, destruction of Palm property, excessive noise, littering, and any activities that affects the student's wellbeing or adversely impacts the University College's reputation) will at their own accord report to the Office of the Dean of Students. Any illegitimate suspicion on the part

of a community member against any student shall by itself not be sufficient grounds to bring a case forward in the absence of good evidence. Good evidence may include any of the following:

- a. A witness to validate the accuser's story
- b. Pictorial evidence that clearly shows the social infraction being committed
- c. Verbal and written statement of the accuser's personal experience(s) of harassment or abuse.

Registered Informal Resolution for Minor Social Infractions

- i. If any member of the Palm community who has established with legitimate evidence that a social infraction has occurred may file a complaint or report to the Office of the Dean of Students.
- ii. The Dean of Students and Community affairs will meet with both parties to determine if the alleged action(s) of the accused constitutes a social misconduct.
- iii. The Dean of Students upon the student's admission of guilt will impose a sanction ranging from a reprimand to any form of punishment at the Dean's discretion. A student however has the option to request for his/her case to appear before the PJC. The Informal Resolution form must be completed and signed by the accused and the Dean of Students. A student who has already recorded one social informal resolution shall face the PJC for a second offence. Likewise, a student who has 2 or more social informal resolution cases running simultaneously would also appear before PJC. The Council may deem it necessary to refer to a student's previous social informal resolution to determine the severity of sanctions but not to determine where he/she is guilty.

Judicial Process for Major Academic Infractions

- i. If the faculty member is able to confirm with the Head of Department and the Dean of Student that the infraction constitutes a serious offence: such as more than 20% of paper is plagiarized, substantiated information/evidence that excessive collaboration occurred, violation of the Examination Code of Conduct or Examination Honor Code, among others, then the case would be referred to the Dean of Student for an adjudication by the PJC.
- ii. The faculty member will then have to issue a report to the Dean of Students. The report will constitute the incident and the evidence supporting the charge.
- iii. The Dean of Students will communicate the charge brought forward to the student and his or her right to have a support person present at the hearing. The support person may be but is not limited to a fellow student, a faculty member, or a member of staff or a family member. Family members who occupy the position of an attorney cannot come in the capacity as legal representation. The student would be requested to issue a written statement of their version of the incident as well as the names of witness where necessary. The Dean would also communicate a chosen day and time to the student for the hearing.
- iv. Copies of the reports by both parties will be presented to the PJC by the Dean of Students at the scheduled time for the hearing prior to the concerned parties being invited to the hearing for their testimony and questioning.

- v. At the hearing, the PJC would interview the faculty member first and then the student to determine the innocence/guilt of the student.
- vi. After hearing of academic misconduct cases, the Dean of Students will proceed to provide the Palm Judicial Council with an updated summary of the previous relevant cases to guide them in determining sanctions.

Appeals

A request for an appeal may be brought by any of the parties involved to the President of Palm University College or to an executive delegated by the President in writing within 5 working days following a decision by the PJC, but only on the grounds of new evidence or procedural error. Third parties are not allowed to submit appeals. If the President or delegated executive decides that the new information brought forward warrants an appeal, they will form a new appeal committee to review the case. The decision made by the appeal committee is final. The committee may confirm the decision of the PJC, to reduce or increase the sanctions, or dismiss the original charges. Also, any member on the panel can bring before the President an appeal if he/she believes the sanction is not in conformity to sanctions typical of such offences. The President will review the case and meet with members of the PJC and if s/he finds their decision contravenes normal procedure, he/she may convene another PJC to review the case.

17 STUDENT ORGANIZATIONS

The existence of student organizations in a University is an integral part of contributing towards a vibrant student life. The creation of student organizations by students provide students the opportunity of being in leadership positions, collaborating with faculty and making decisions that contribute towards progressive student life. Palm as in a higher educational institution greatly supports and encourages the creation of such student associations. This section describes the procedures to follow in order to properly establish student organizations as well as ensure its smooth running and operations. This section also entails the privileges and responsibilities, a registration form, sanctions for non-compliance of procedures etc. Once student organizations are formed, they are required to liaise with Dean of Students and Community Affairs and also ensure they participate in the Annual Club Fair at their first orientation in order to be considered an active students association.

Procedures for Student Organization Formation

1. Students who have the intention of forming a new organization must first and foremost schedule an appointment with the Dean of Student to discuss the mission, vision and objectives of the group. They are to disclose the number of students who have shown interest in the new group, the availability of resources and a determination that the needs of the proposed group are not being fulfilled by an already existing campus organization. An action plan will be developed at this meeting. This plan will determine whether the formal process of registering the new organization may proceed, or a further research will have to be conducted to ascertain the campus interest. Also, it is mandatory for students forming a new organization to select an advisor who is a full-time permanent faculty or staff member at Palm.

2. At least 10 students should have shown an interest in joining the new group before registration can take place.
3. After a successful preliminary meeting and authorization, the new student association must be registered with the Dean of Students before it can be officially recognized on campus. Registration forms are available at the Office of the Dean of Students. The registration process constitutes the following:
 - i. Submit a written application letter to the Dean of Students.
 - ii. Complete and submit the Registration Form
 - iii. Complete and submit the Agreement Form
4. After a successful registration process, at least one main event must be organized by the organization within the semester which will include the campus community.

Penalty for Non-compliance of rules and regulations for student organizations

- A first offence shall warrant a verbal warning given to Executive members
- A second offence – Written warning
- A third offence – Suspension of association/club for a semester
- A fourth offence – Termination of activity on campus

Privileges and responsibilities of registered student organizations

- Registration of new organizations is free and renewable every year.
- Access to support from the Office of the Dean of Students and Community Affairs.
- Privilege of being officially recognized as a Palm University College student organization.

Note: Being officially recognized does not in any way imply legal sponsorship from Palm.

Note: Using the University College's name as part of student association's name is a PRIVILEGE, NOT A RIGHT. Student organization members are therefore expected to ensure good composure and adherence to the Palm's rules and regulations. Failure to conform would result in a request to disassociate the University College's name from the association.

- A completed Registration Form should include the following information:
 - i. Name of the group, association or organization
 - ii. Goals and objectives of the association. The goals and objectives of the association must conform with the Palm's vision, mission and core values.
 - iii. A proposed constitution of association (if available)
 - iv. Details of founding members or executive members, Advisor or patron of association (Where advisor/patron are non-staff members, they should be respectable members of the society)
 - v. Proposed meeting times and location
 - vi. Sources of funding (if available)

Clubs are also encouraged to consider other avenues to:

- Sponsor events using University College facilities, in accordance with established procedure
- Financially support the organization
- Plan & organize activities promoting the group's purpose as stated in the constitution
- Conduct its operations in adherence to Palm's code of conduct
- Meet deadlines pertaining to organizational registration
- Adhere to the University College's policies and procedures including but not limited to all privileges listed above.

Writing a Constitution

This section entails the suggested constitution outline.

A constitution is a legal document which essentially states the identity of the organization, its functions, operations and decision-making procedures. A copy of the organization's constitution must be kept on file with the Dean of Students and Community Affairs and the organization's advisor. A constitution is strongly recommended but not a requirement. It is recommended because it serves as a guide for future executives and members of the organization.

Definitions

- Constitution: A legal document that entails the fundamental laws & principles, the nature, functions, and limits of the organization.
- By-Laws: these are secondary set of laws or rules governing internal affairs of an organization, not included in the Constitution, which are of such importance that they cannot be changed without using formal procedure but are more easily amended than the Constitution. By-laws may detail membership responsibilities, meeting times, location, attendance requirements, etc.
- Amendments: A formal statement of a revision or change to the constitution or by-laws.

Helpful Hints:

To create a constitution, follow these 4 easy steps:

- i. Draft it with 2 or 3 club members. Keep it simple; avoid confusing, "legalistic" terms.
- ii. Show the draft to the rest of the group for their review and comments. It's easier for a group to edit, rather than create it together.
- iii. Show the revised copy to the Dean of Students (or your organization's advisor) for feedback and other ideas.
- iv. Give a final copy to the Dean of Students, your organization's Advisor, and club board members

Clean Up Guidelines

After a successful organizing of organization's event, the event planners are required to always clean up the venue and ensure that it is left in the state they found it before they leave premises. Violating this guideline may attract sanctions from the Dean of Students.



**ON CAMPUS AND OFF CAMPUS RESIDENTIAL HOUSING
POLICY & CONTRACT FORM**

Introduction

Students who decide to live in Palm housing facilities (on and off campus) **MUST** sign this Housing Contract Form. By signing this form, you agree to adhere strictly to the following policies to make your stay at a Palm Hall/hostel (on and off campus) pleasant and comfortable for all and sundry.

Housing Policies

The following policies serve as guiding principles for students who opt to reside in Palm housing facilities. Failure to adhere to any of the rules and regulations below may or will result in sanctions including the loss of housing privileges. Ignorance of housing regulations or any other public notice concerning housing at Palm shall not be accepted as an excuse for any breach of discipline. As such every student is required to read the following rules and regulations before they sign this document and strive to abide the contents of same.

The following are the policies:

1. Full payment of housing fees must be made before any student is allowed into the hall/hostel. They must present a receipt before they will be allowed to enter the hall/hostel.
2. Fees paid as hall/hostel fees are non-refundable.
3. Refunds for housing facilities will only be paid if the room can be occupied by another student who is positioned to pay the housing fee in full.
4. Any student who qualifies for a refund but has an outstanding tuition fee will have the housing refund applied to the tuition bill.
5. A student whose residential status is revoked due to misconduct shall not be entitled to a refund.
6. Students **MUST** use the hall/hostel and its precincts for residential purposes only. The hall/hostel shall not be used for any form of business or trade.
7. The Resident Assistant reserves the right to conduct unannounced periodic inspections for health, safety and maintenance purposes and to check for unapproved visitors.
8. Students will be required to hand over the keys to their rooms after they have moved all their belongings out before leaving for vacation.
9. Room occupants will be held responsible for any damages in their room and will be required to pay for it.
10. There shall be no rearing of animals or pets in the hall/hostel.
11. All students will be required to sign the Log In/Out Book.
12. All residents shall be responsible for the cleaning of their rooms and washrooms. Roommates **MUST** to take turns in cleaning their rooms and washroom.
13. Students must be cautious when handling bleach used for laundry purposes only. Bleach can stain and ruin the tiles in the hall/hostel. Bleach should not be used to clean housing assignments.

14. Students are responsible for damaged or missing property. In situations where no student claims responsibility for room damage and/or missing property, the cost of repair/replacement will be divided between the roommates when applicable.
15. The student Residence Assistant (s) has the right to inspect each room in course of the semester and at end of the semester before students leave for vacation.
16. Any student who gets ill must inform the Resident Assistant immediately. The Resident Assistant will in turn inform the authorities of the institution and make arrangements for the student to visit the hospital as soon as possible.
17. Palm University College reserves the right to withdraw housing privileges from students who constantly keep their rooms in a dirty state, thereby posing health hazards to themselves and their fellow colleagues.
18. Drilling of holes into walls to hang up pictures, posters etc. are **STRICTLY FORBIDDEN**.
19. Room occupants **MUST** respect the rights and privileges of their roommates. Activities considered to be a nuisance to others include public disturbance (playing of loud music, loud singing, and loud conversations), frequently hosting visitors, and consistently leaving dirty dishes in shared areas, among others.
20. Students who make it a habit of being a nuisance to their fellow colleagues will have their housing privileges withdrawn.
21. Visitors are not allowed to spend the night at the hall/hostel. All visitors must leave the hall/hostel by 9pm. Any student who houses a visitor in the Palm Hall/hostel overnight will be ejected from the hall/hostel out rightly.
22. Subletting or subleasing of housing facilities to other occupants is prohibited. Students who have been granted accommodation are to be the sole tenants paying housing fees to Palm. Under no circumstance should a student offer his room to another resident with the intention of charging rent.
23. Residents **MUST NOT** alter or add attachments to their rooms. Items such as but not limited to, locks, outside radio and television antennae, satellite dishes, additional wiring, window blinds, and awnings must not be added in any way to the architecture of the room.
24. In order for the efficient use of electricity, students are to desist from leaving lights, fans, sockets and any other electrical appliances on unnecessarily.
25. **No student is allowed to bring any electrical gadgets to the on-campus hall of residence. Any student who is caught will be dismissed out rightly from the hall/hostel.**
26. **No cooking is allowed at the on-campus hall of residence. Any student who is caught will be dismissed out rightly from the hall/hostel.**
27. The use of the kitchen will be coordinated by the Resident Coordinators in collaboration with the Leadership of the University College.

28. Every student who uses the kitchen is expected to clean up after themselves to ensure the cleanliness and hygienic condition in the kitchen is maintained.
29. Kitchen appliances must not be installed or used in bedrooms. Any violation of this rule represents a safety hazard and will result in sanctions and including the possible loss of housing privileges and the assignment of additional fee/fees.
30. Students have maximum three (3) days to vacate the hall/hostel after writing their last paper at the end of the semester.
31. Any member, who fails to vacate the hall/hostel as required of him/her, shall, without prejudice to other actions by the University College and prior to eviction, be charged an economic rent at rates to be determined by the University College.
32. Room keys and locking mechanisms are the sole property of the University and **MUST NOT** be duplicated under any circumstances. Possession of campus housing keys is limited to students with a valid campus housing access. Prior to vacating, all keys must be returned to the Office of Residence Life. Failure to return any issued student housing assigned key will result in a **\$100** lock change fee which will be added to the student's account. All students would be required to submit their room keys before leaving the hall/hostel for lectures.
33. Any student property (ies) left at the hall/hostel at the end of the semester after a student leaves campus will be disposed of, or recycled as deemed appropriate. A minimum **₱200.00** room-clearing bill will be charged against any student who fails to remove his/her items of personal property prior to his departure from campus at the end of each semester. The University College will not take responsibility for or hold any abandoned items for any student.
34. The Palm hall/hostel is alcohol-free vicinity. All alcoholic beverages and alcohol containers (including empty alcohol bottles, cans, etc.) are not permitted anywhere on the premises by residents or visitors. Alcohol is not permitted within the residential facilities or anywhere on campus
35. Due to the fire hazards they present, live garland, wreaths, and trees are not permitted in the residence halls. Decorations, banners, string lights, or fabric that is suspended from one wall to another wall is also prohibited. Additionally, incense and candles are not permitted in the residence halls or in any of the rooms.
36. The State law prohibits the possession and/or use of illegal drugs and drug paraphernalia. Any violation of the drug policy may result in immediate dismissal from Palm hall/hostel and the University College entirely Possession of used or unused drug paraphernalia (including Shisha pipes or hookahs) is **PROHIBITED**.
37. Students are not allowed to place items on the window sills as they may fall out or be knocked out accidentally, causing harm and/or damage to persons or property. Engaging in potentially dangerous behaviors such as sitting on window ledges, rails, leaning out of windows and climbing in and out of windows is strictly **PROHIBITED**.

- 38. Students who live on-campus are **NOT ALLOWED** to bring refrigerators, gas cookers, microwaves etc. to the residence. All such appliances will be provided at the hall.
- 39. Students **MUST** bring their own pillows, bed sheets and mosquito nets (if needed).

By signing this Palm Hall/hostel Contract,

I.....

indicate that I have read, understood and accepted Palm University College's Housing Contract (on and off campus) and agree to abide by all the policies and regulations outlined herein. I further understand that I am entering into a binding contract with the University College.

NAME OF STUDENT:

INDEX NUMBER:

SIGNATURE OF STUDENT:

DATE:

NAME OF PARENT/GUARDIAN:

SIGNATURE:

DATE:

19. FINANCIAL INFORMATION

Students of Palm University College are expected to make full payment of tuition and other fees before the first day of lectures: except in the case where a special installment payment plan has been agreed upon and approved between the student and the University College. Late payment of fees may attract further charges. Notwithstanding, all students must pay 25% of their fees to guarantee registration.

19.1. Failure to Pay Fees

Students who fail to perform their obligation to the University College within the first two weeks of lectures or work with the Finance Department to come up with a mutually agreeable payment plan and pay the first installment of that plan, will automatically be deregistered from all courses for the semester in question. Affected students shall be prevented from attending lectures from that point onwards.

It is worth noting that faculty will not assign a final grade to students who have been deregistered.

19.2. Fee Refund Policy

Students are required to pay all, or a portion, of their tuition and fees (where applicable) for any registered course unless enrollment is officially canceled prior to the start of lectures. If a student cancels or drops out of the University College or a class prior to the start of lectures, 40% of tuition and other fees (where applicable) will be refunded. Withdrawal or cancellation occurs on the calendar day that the withdrawal is requested online or in person at the Office of the Registrar. The University College provides a pro-rated refund for students withdrawing within the first four weeks of lectures during the academic year. Please see the table below for information regarding refunds.

Fees are not refundable for withdrawing after the 7th day of class. Also, any deposit paid by the incoming freshmen to reserve a spot in the class is non-refundable. Visit: <https://palm.edu.gh/tuition-and-fees-refund-policy/> for more details

Appendix

Tips for Writing Papers

Top 10 Tips for Writing Papers

(<https://www.chegg.com/play/student-life/10-tips-for-writing-the-perfect-paper/>)

Be guided by these tips to take some of the stress out of writing.

1. Read and make sure you understand the requirements and expectations of the assignment.
2. Start with a good argument. Make sure you don't type every thought in your mind. Your presentation should be thoughtful and well-articulated.
3. Support your argument with evidence. Use more of primary source (research journals, newspapers, books etc.) and less secondary source (magazines, interviews etc.).
4. Proofread your paper/document. Check for spelling and grammatical mistakes. Do not rely on autocorrect or spell checkers to pick up everything.
5. Don't plagiarize. Use your own words when writing. Ensure you do not just copy and paste from other sources.
6. Avoid words you don't know or understand. If you do not really understand the meaning of a word or phrase, do not use it in your paper. Misuse of words you do not understand discredits your paper – professors can easily detect this.
7. Do not use the following words: First, Second and third are transitions that should be used sparingly and interspersed within paragraphs instead of beginning every sentence. Removing instances of verbosity will make your language sound cleaner.
8. Read through the paper aloud to yourself. This practice will help you detect major errors as well as review your argument. PRO-TIP you can also copy & paste your paper into Google translate and have it read back to you. Hearing your paper read aloud can give you a new perspective and will help with editing. Most University have Writing Centers where you can go for help with your writing. Don't be embarrassed to take advantage of these services, which are often offered by experienced students.
9. Get feedback and do not be afraid to get help from people who can proofread, check for mistakes and help guide you better.
10. Ensure your paper leaves a good impression. Summarize your argument and convince your reader. Save all your drafts. They can serve as evidence in your favor should you be accused of plagiarism.

Adapted from:

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