



Ashesi University College

Official Student Handbook 2010 - 2011

The Ashesi University College Student Handbook is produced by the Office of the Dean of Students and is a compilation of official policies and services of the college. In formulating policy, Ashesi borrows heavily from Swarthmore College. Students are responsible for familiarising themselves with the information contained in this book and for abiding by the rules and regulations described. Please do not hesitate to contact any member of the Deans' staff if you need advice or interpretation of College policies, if you are unable to find answers to your questions in this book, or if you need this document in alternative format. Rules and policies may be changed during the school year without notice. The most up-to-date copy of the rules and policies of Ashesi University College can be found on the school's website.

Designed by:
Ebenezer Gwumah Buckman (C2011)

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Class: _____

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Planner

2010 - 2011



26 MONDAY

27 TUESDAY

28 WEDNESDAY

*"The greatest glory in living lies not in never falling, but in rising every time we fall."
- Nelson Mandela*

THURSDAY 29

FRIDAY 30

SATURDAY 31

SUNDAY 1



2 MONDAY

3 TUESDAY

4 WEDNESDAY

"Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family."
- Kofi Annan

THURSDAY 5

FRIDAY 6

SATURDAY 7

SUNDAY 8



9 MONDAY

10 TUESDAY

11 WEDNESDAY

"Education is a human right with immense power to transform. On its foundation rest the cornerstones of freedom, democracy and sustainable human development."
- Kofi Annan

THURSDAY 12

FRIDAY 13

SATURDAY 14

SUNDAY 15



16 MONDAY

C2014 Orientation Begins

17 TUESDAY

18 WEDNESDAY

*"To live is to choose. But to choose well, you must know who you are and what you stand for, where you want to go and why you want to get there."
- Kofi Annan*

THURSDAY

19

FRIDAY

20

C2014 Orientation Ends

SATURDAY

21

SUNDAY

22



23 MONDAY

Classes begin

24 TUESDAY

25 WEDNESDAY

*"Books and all forms of writing are terror to those who wish to suppress the truth."
- Wole Soyinka*

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29



30 MONDAY

31 TUESDAY

1 WEDNESDAY

" Make a "To Do" List Every Day: Put things that are most important at the top and do them first. If it's easier, use a planner to track all of your tasks. And don't forget to reward yourself for your accomplishments. "

THURSDAY

2

FRIDAY

3

SATURDAY

4

SUNDAY

5



6 MONDAY

End of Adding / Dropping of Courses

7 TUESDAY

8 WEDNESDAY

"Identify the Right Time: You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night."

THURSDAY

9

FRIDAY

10

SATURDAY

11

SUNDAY

12



13 MONDAY

14 TUESDAY

15 WEDNESDAY

Review Your Notes Every Day: You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or gives a pop quiz.

THURSDAY 16

FRIDAY 17

SATURDAY 18

SUNDAY 19



20 MONDAY

21 TUESDAY

22 WEDNESDAY

*Get a Good Night's Sleep:
Running on empty makes the day seem longer and your tasks seem more difficult.*

THURSDAY 23

FRIDAY 24

SATURDAY 25

SUNDAY 26



SEPTEMBER/OCTOBER 2010

27 MONDAY

28 TUESDAY

29 WEDNESDAY

*"Don't Waste Time Agonizing:
Instead of agonizing and procrastinating, just do it."*

THURSDAY 30

FRIDAY 1

SATURDAY 2

SUNDAY 3



4 MONDAY

5 TUESDAY

6 WEDNESDAY

*“Keep Things in Perspective:
Set goals that are difficult yet reachable.”*

THURSDAY

7

FRIDAY

8

SATURDAY

9

SUNDAY

10



11 MONDAY

12 TUESDAY

13 WEDNESDAY

*“Don't compare your life to others.
You have no idea what their journey is all about.”*

THURSDAY 14

FRIDAY 15

SATURDAY 16

SUNDAY 17



18 MONDAY

Mid-Semester Break Begins

19 TUESDAY

20 WEDNESDAY

*“Don't have negative thoughts or things you cannot control.
Instead invest your energy in the positive present moment.”*

THURSDAY 21

FRIDAY 22

Mid-Semester Break Ends

SATURDAY 23

SUNDAY 24



25 MONDAY

Classes resume

26 TUESDAY

27 WEDNESDAY

"Dream more while you are awake."

THURSDAY

28

FRIDAY

29

SATURDAY

30

SUNDAY

31



1 MONDAY

2 TUESDAY

3 WEDNESDAY

“Realize that life is a school and you are here to learn. Problems are simply part of the curriculum that appear and fade away like algebra class but the lessons you learn will last a lifetime.”

THURSDAY

4

FRIDAY

5

SATURDAY

6

SUNDAY

7



8 MONDAY

9 TUESDAY

10 WEDNESDAY

“Smile and laugh more.”

THURSDAY

11

FRIDAY

12

SATURDAY

13

SUNDAY

14



15 MONDAY

16 TUESDAY

17 WEDNESDAY

"You don't have to win every argument. Agree to disagree."

THURSDAY

18

FRIDAY

19

SATURDAY

20

SUNDAY

21



22 MONDAY

23 TUESDAY

24 WEDNESDAY

"Each day give something good to others."

THURSDAY 25

FRIDAY 26

SATURDAY 27

SUNDAY 28



29 MONDAY

30 TUESDAY

1 WEDNESDAY

"Eat breakfast like a king, lunch like a prince and dinner like a beggar."

THURSDAY

2

FRIDAY

3

National Farmers' Day

SATURDAY

4

SUNDAY

5



6 MONDAY

7 TUESDAY

Last Day of Classes

8 WEDNESDAY

“Eat more foods that grow on trees and plants and eat less food that is manufactured in plants.”

THURSDAY

9

FRIDAY

10

Final Exams Begin

SATURDAY

11

SUNDAY

12



13 MONDAY

14 TUESDAY

15 WEDNESDAY

"Live with the 3 E's -- Energy, Enthusiasm and Empathy."

THURSDAY

16

FRIDAY

17

Final Exams End , Christmas Break

SATURDAY

18

SUNDAY

19



20 MONDAY

21 TUESDAY

22 WEDNESDAY

"Exercise not only protects you from heart disease, it can actually change how your heart works, making it stronger, more efficient, and better able to function as you age." - (www.webmd.com)

THURSDAY

23

FRIDAY

24

SATURDAY

25

SUNDAY

26



27 MONDAY

28 TUESDAY

29 WEDNESDAY

"Exercise not only strengthens your body, it can also strengthen your mind." - (www.webmd.com)

THURSDAY 30

FRIDAY 31



JANUARY 2011

SATURDAY 1

New Year's Day

SUNDAY 2



3 MONDAY

4 TUESDAY

5 WEDNESDAY

"You never will be the person you can be if pressure, tension and discipline are taken out of your life."
- Dr. James G. Bilkey

THURSDAY

6

FRIDAY

7

SATURDAY

8

SUNDAY

9



10 MONDAY

11 TUESDAY

12 WEDNESDAY

"You see things; and you say "Why?" But I dream things that never were; and I say "Why not?"
- George Bernard Shaw

THURSDAY 13

FRIDAY 14

SATURDAY 15

SUNDAY 16



17 MONDAY

Classes Begin

18 TUESDAY

19 WEDNESDAY

"You will never leave where you are, until you decide where you'd rather be."
- Dexter Yager

THURSDAY 20

FRIDAY 21

SATURDAY 22

SUNDAY 23



2011

24 MONDAY

25 TUESDAY

26 WEDNESDAY

*"Your aspirations are your possibilities."
- Samuel Johnson*

THURSDAY 27

FRIDAY 28

SATURDAY 29

SUNDAY 30



31 MONDAY

End of Adding / Dropping of Courses

1 TUESDAY

2 WEDNESDAY

"Your goals are the road maps that guide you and show you what is possible for your life."
- Les Brown

THURSDAY

3

FRIDAY

4

SATURDAY

5

SUNDAY

6



7 MONDAY

8 TUESDAY

9 WEDNESDAY

*"Zeal without knowledge is fire without light."
- Thomas Fuller, M. D.*

THURSDAY 10

FRIDAY 11

SATURDAY 12

SUNDAY 13



14 MONDAY

15 TUESDAY

16 WEDNESDAY

"Genius is one per cent inspiration and ninety-nine percent perspiration."
- Thomas Alva Edison

THURSDAY 17

FRIDAY 18

SATURDAY 19

SUNDAY 20



21 MONDAY

22 TUESDAY

23 WEDNESDAY

"Getting things done is not always what is most important. There is value in allowing others to learn, even if the task is not accomplished as quickly, efficiently or effectively." - R. D. Clyde

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY 27



28 MONDAY

1 TUESDAY

2 WEDNESDAY

*"Great works are performed not by strength but by perseverance."
- Samuel Johnson*

THURSDAY

3

FRIDAY

4

SATURDAY

5

SUNDAY

6

Independence Day



MARCH 2011

7 MONDAY

8 TUESDAY

9 WEDNESDAY

*"Greater is he who acts from love than he who acts from fear."
- Simeon Ben Eleazar*

THURSDAY 10

FRIDAY 11

SATURDAY 12

SUNDAY 13



14 MONDAY

Mid-Semester Break Begins

15 TUESDAY

16 WEDNESDAY

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education."
- Martin Luther King, Jr.

THURSDAY

17

FRIDAY

18

Mid-Semester Break Ends

SATURDAY

19

SUNDAY

20



21 MONDAY

Classes Resume

22 TUESDAY

23 WEDNESDAY

*“ In career development, self-knowledge is everything
- Visit Career Services and conduct a personality test. ”*

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY 27



28 MONDAY

29 TUESDAY

30 WEDNESDAY

"Career Planning" speaks to the idea of creating a blueprint for your future.
- Montaigne

THURSDAY

31

FRIDAY

1

SATURDAY

2

SUNDAY

3



4 MONDAY

5 TUESDAY

6 WEDNESDAY

"The reason we emphasize internships is because our employers demand them"
- Brandon Bute.

THURSDAY

7

FRIDAY

8

SATURDAY

9

SUNDAY

10



11 MONDAY

12 TUESDAY

13 WEDNESDAY

" Internships come in a lot of shapes and sizes and not all are large and paid. "
- Brandon Bute.

THURSDAY 14

FRIDAY 15

SATURDAY 16

SUNDAY 17



18 MONDAY

Submission of Senior Thesis / Applied Project

19 TUESDAY

20 WEDNESDAY

"Students need to recognize work experience is valuable and if they don't opt for the internship they should pursue volunteer activities or other field-related experiences instead" - Brandon Bute

THURSDAY 21

Seniors' Last Day of Classes

FRIDAY 22

Good Friday

SATURDAY 23

SUNDAY 24



25 MONDAY

Easter Monday

26 TUESDAY

Seniors' Final Exam Begin

27 WEDNESDAY

"Consider your cover letter as a wrapper. Whether your CV will be read or not will depend on how impressive your cover letter is presented."

THURSDAY 28

FRIDAY 29

SATURDAY 30

SUNDAY 1

Labour Day



2 MONDAY

3 TUESDAY

Last Day of Classes

4 WEDNESDAY

Revision for Juniors, Sophomores & Freshmen

“Conduct informational interviews to learn more about particular occupations and for your career explorations.”

THURSDAY

5

Revision for Juniors, Sophomores & Freshmen

FRIDAY

6

Final Exams begin

SATURDAY

7

SUNDAY

8



9 MONDAY

10 TUESDAY

11 WEDNESDAY

“Remember most job opportunities are never advertised. So be proactive in finding out about unadvertised job openings.”

THURSDAY 12

FRIDAY 13

Final Exams end

SATURDAY 14

SUNDAY 15



16 MONDAY

17 TUESDAY

18 WEDNESDAY

*“One important key to success is self confidence.
An important key to self confidence is preparation.”
- Arthur Ashe*

THURSDAY

19

FRIDAY

20

SATURDAY

21

SUNDAY

22



23 MONDAY

24 TUESDAY

25 WEDNESDAY

Africa Day

“What is the recipe for successful achievement? To my mind there are just four essential ingredients: Choose a career you love, give it the best there is in you, seize your opportunities, and be a member of the team.” — Benjamin F. Fairless

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29



30 MONDAY

31 TUESDAY

1 WEDNESDAY

"There are two kinds of people, those who do the work and those who take the credit. Try to be in the first group; there is less competition there."
— Indira Gandhi

THURSDAY

2

FRIDAY

3

SATURDAY

4

Class of 2011 Graduation

SUNDAY

5



JUNE 2011

6 MONDAY

7 TUESDAY

8 WEDNESDAY

"Do for others what you would like them to do for you."

THURSDAY

9

FRIDAY

10

SATURDAY

11

SUNDAY

12



13 MONDAY

14 TUESDAY

15 WEDNESDAY

*"Education is not the filling of a pail, but the lighting of a fire."
– William B. Yeats*

THURSDAY 16

FRIDAY 17

SATURDAY 18

SUNDAY 19



JUNE 2011

20 MONDAY

21 TUESDAY

22 WEDNESDAY

*"If there is anything you can do, or dream you can, begin it.
Boldness has genius, power and magic in it. Begin it now."
- Johann Wolfgang von Goethe*

THURSDAY 23

FRIDAY 24

SATURDAY 25

SUNDAY 26



27 MONDAY

28 TUESDAY

29 WEDNESDAY

"We are what we repeatedly do. Excellence, then, is not an act, but a habit."
- Aristotle

THURSDAY 30

FRIDAY 1

Republic Day

SATURDAY 2

SUNDAY 3



JULY 2011

4 MONDAY

5 TUESDAY

6 WEDNESDAY

"The best way to find yourself is to lose yourself in the service of others."
- Mohandas Gandhi

THURSDAY

7

FRIDAY

8

SATURDAY

9

SUNDAY

10



JULY 2011

11 MONDAY

12 TUESDAY

13 WEDNESDAY

*"There is no higher religion than human service.
To work for the common good is the greatest creed."
- Woodrow Wilson*

THURSDAY 14

FRIDAY 15

SATURDAY 16

SUNDAY 17



JULY 2011

18 MONDAY

19 TUESDAY

20 WEDNESDAY

*"I slept and dreamt that life was joy. I awoke and saw that life was service.
I acted and behold, service was joy."
- Rabindranath Tagore*

THURSDAY 21

FRIDAY 22

SATURDAY 23

SUNDAY 24



25 MONDAY

26 TUESDAY

27 WEDNESDAY

“ Leadership is the art of getting someone else to do something you want done because he wants to do it. ”
- Dwight Eisenhower

THURSDAY 28

FRIDAY 29

SATURDAY 30

SUNDAY 31

1. Mission & Philosophy Of Ashesi University College

Greetings! As an owner of this student handbook and a member of the Ashesi University College you are on the brink of a life changing experience. Ashesi University College's mission is to train a new generation of ethical and entrepreneurial leaders in Africa, to cultivate within our students the critical thinking skills, the concern for others and the courage it will take to transform a continent. The university's academic programmes, extracurricular offerings and school policies are designed to nurture excellence in scholarship, leadership and citizenship not only within students, but within our faculty and administration. Knowledge of the history of Ashesi and its mission and philosophy is key to becoming an engaged member of this community. We hope you would partner with us on this life changing journey.

The Meaning of Ashesi

"If there is anything you can do, or dream you can, begin it. Boldness has genius, power and magic in it. Begin it now."

These words by Johann Wolfgang von Goethe are the inspiration behind the university's name, Ashesi, which means "beginning" in Akan. Ashesi's founder, Patrick Awuah, first read Goethe's words at a time when he was still questioning the wisdom of undertaking such an ambitious project. Encouraged by Goethe's words, he began by undertaking a feasibility study of his idea. Clarifying the risks and issues at hand helped Mr. Awuah shed his reservations until one day he realized that he had lost his hesitation and had become

very committed to this project. He then realized, "This really is the beginning!" But the name Ashesi is not only about its founder's inspiration. It is also about providing a new beginning for every student who comes to Ashesi. And about building an institution that reinvents itself to fit the changing needs of society, one that grows by replicating itself throughout Ghana and Africa.

The Ashesi Logo



ASHESI

The Ashesi logo, a hand drawn symbol, borrows from the tradition of "Adinkra design", used by the Akan to embody their

knowledge, their moral and ethical beliefs, and their history. Ashesi's mark is a visual representation of Ashesi's mission. The lower part of the Ashesi mark is in the shape of a stool whose support structure consists of three pillars. These correspond to Ashesi's core values of scholarship, leadership and citizenship. Stools hold significant cultural meaning for the Akan. The circle above the stool depicts a morning sun and symbolizes a new beginning. It is also the center of an eye, which symbolizes intellectual exploration and discovery. At a distance, the mark as a whole resembles a person standing under a roof, reflecting Ashesi's focus on the people in and around its community: students, teachers, parents and members of the broader society.

This handbook serves as a guide for you as a student member of the Ashesi community and provides useful informa-

tion such as campus services, academic policies, the examination honour code, the judicial process and the rights and

responsibilities of each Ashesi student. Refer to it often, keep it handy and let it guide you through your years at Ashesi.

2. Learning Goals

Background

In October 2009, members of Ashesi Faculty and staff met to assess Ashesi's curriculum, evaluate its relevance to the industry and society in general and set learning goals the curriculum should address. The Ashesi Learning Goals emanate from the mission of the institution and the pillars of Ashesi which are scholarship, citizenship and leadership. The aim of having learning goals is to ensure that each student imbibes the institution's values.

The learning goals are a set of attributes which we hope our students would acquire during their four-year education at Ashesi. The responsibility of training students with these attributes is placed on faculty and staff and would be administered through academic and non-academic activities. For the student the primary benefit of the learning goals is to enable them enumerate the skills and traits they have acquired in their education to prospective employers and as a personal assessment of how they have grown over their four years at Ashesi.

The Ashesi Learning Goals

1. Ethics and Civic Engagement

An Ashesi student is an ethical, responsible and engaged member of his/her

community.

- Demonstrates concern for others
- Has the courage to be ethical
- Does the right thing when nobody is looking

2. Critical thinking and Quantitative Reasoning

An Ashesi student is able to apply critical thinking and quantitative reasoning to approach complex problems.

- Demonstrates skills in data analysis and modeling
- Sees things from multiple perspectives
- Has awareness of a broad range of concepts and ideas that have personal, local and global significance

3. Communication

An Ashesi student is an excellent communicator in a variety of forms.

4. Leadership and Teamwork

An Ashesi student is adept at leading and functioning in teams.

- Demonstrates confidence and humility
- Has good interpersonal skills and engages fully with members of a team
- Is organized and able to plan and follow through on complex projects

5. Innovative and Action Oriented

An Ashesi student takes intellectual risks and demonstrates an entrepreneurial spirit.

6. Curious and Skilled

An Ashesi student is inquisitive, confident, a breadth of knowledge and has attained a high level of mastery in their chosen field.

- Probes deeply and continuously in their chosen field
- Keeps an open mind
- Shows confidence but never feels he/she knows it all
- Demonstrates awareness of global and multi cultural issues

7. Technologically Competent

An Ashesi student is an effective and flexible user of technology.

Students are encouraged to become familiar with these goals and aspire to acquire these traits during their four-year stay at Ashesi. The university will adopt several mechanisms to evaluate our success in teaching these traits to our students.

3. University Offices & Services

a. Office Of Student Affairs

The Dean of Student and Community Affairs Office encourages student advocacy and support through programs and services designed to lend a hand in the overall academic mission of the University. The office focuses attention on community-building initiatives and helping individual students succeed academically and grow personally. The office seeks to also guide, support, and challenge students in order that they may attain their full academic and personal potential. The Student Affairs office also works closely with the Student council to articulate student needs to administration and foster good relations. The Dean's office organizes graduation, orientation, townhall meetings and oversees Career Services, the Health Department, Residential life and Food Services.

Location: Building 2 No 87, 3rd Norla Extension, North Labone
Email: studentaffairs@ashesi.edu.gh

b. Career Services

The Career Center's mission is to support the university's goal of training highly skilled graduates who are ready for the workforce. The Center works with students to identify and successfully pursue rewarding careers. They also provide the following services:

1. CV and cover letter writing workshops
2. Internship opportunities
3. Interview skills training
4. Employment Counseling
5. Career fairs and forums

Location: Building 3B at 3rd Norla.
Email: careers@ashesi.edu.gh

c. Housing Facilities

Ashesi University provides housing options as part of the university's efforts to enhance the educational experience of its students. By increasing opportunities for teamwork, enabling closer friendships and serving as a microcosm of a

well-ordered community, dormitory life serves as an important venue for each student's personal growth. To provide a positive living experience for Ashesi students, the university currently operates 3 hostels (Danquah, Nyaniba & La) which houses about half of the student population. Students participate in a lottery from their second year to choose a hostel and a room.

d. Food Services

In Ashesi, there is a food vendor in each of our three buildings on campus, with an additional vendor in the hostel at Danquah Circle. The kitchens of our food vendors are well supervised and inspected regularly to ensure that quality food is served to students and staff at the most competitive prices. The canteens provide a variety of local and continental dishes, snacks and non-alcoholic beverages and serves the community from 7.30am to 5pm each day.

e. Health Centre

The Ashesi Health Centre has been designed to cater for the Clinical and the Public Health needs of both students and staff of the University. Its main services currently offered include First Aid, Health Education, Counseling and a prompt referral system. Relationships have been established with a physician and the emergency unit of a local hospital, in the event further treatment may be needed.

**Location: Building 2 No 87, 3rd
Norla Extension, North Labone
Email: healthcenter@ashesi.edu.gh**

f. Counseling Service

In a bid to encourage whole health of our students, the Office of Student & Community Affairs provides counseling services for the student body. Students have someone to talk to about academic as well as social life. Time management, Conflict Resolution, Anxiety, Addictions, Depression, Relationship challenges are some of the issues we help students with. All consultations are confidential.

Email: counseling@ashesi.edu.gh

g. Office Of Academic Affairs

The goal of the Office of the Dean of Academic Affairs is to provide the most effective support for the appointment, promotion and development of the faculty in Ashesi University College. The Dean of Academic Affairs also helps in the development of the most effective curriculum necessary to prepare students for the working world. The Office oversees faculty affairs, which includes the selection of faculty, promotion and faculty development.

**Location: Building 3 No 87, 3rd
Norla Extension, North Labone.**

h. Registrar

The office of the registrar deals with matters relating to academics for both students and faculty. The following are the areas that fall under the office of the registrar:

1. School Calendar and Semester Schedules
2. Course Registration
3. Academic Records

4. Verifications - The Office of the Registrar provides verification of the following documents;

- Certificates
- Enrollment
- Transcripts
- English Proficiency

Location: Building 3B No 87, 3rd Norla Extension, North Labone.
Email: registrar@ashesi.edu.gh

i. Library

The library exists in both physical and virtual forms. There are approximately 6,000 books on subjects relevant to the Ashesi majors including business, computer science and management information systems. Public Access Catalog (OPAC) is available to on-campus computers. Members of the Ashesi community additionally have access to

over twenty online databases, which include more than 20,000 articles from standard journals in business, the social sciences, humanities, and computer sciences. Lists of the current databases are issued at least once every semester.

The library is responsible for distribution of textbooks to all students at the beginning of each semester. Students are responsible for ensuring their texts are looked after, and returned on time, at the end of each semester.

Location: Building 1, No 87 3rd Norla Extension

Email: library@ashesi.edu.gh

Opening hours:

(During semesters) :

Monday – Friday: 07.30 – 22.00

Saturday: 09.00 – 17.00

(During non-semester periods):

Monday – Friday: 08.00 – 17.00

4. Statement Of Student Rights, Responsibilities And Code Of Conduct

Although Ashesi University places great value on freedom of expression, it also recognizes the responsibility to protect the structures and values of an academic community. It is important, therefore, that students assume responsibility for helping to sustain an educational and social community where the rights of all are respected. This includes conforming their behavior to standards of conduct that are designed to protect the health, safety, dignity, and rights of all. The University community also has a responsibility to protect the possessions, property, and integrity of the institution as well as of individuals. The aim of this

statement is to balance all these rights, responsibilities, and community values as fairly and efficiently as possible.

The policies and regulations contained herein apply to conduct in all property owned or operated by the university, including academic and housing facilities, or off-campus conduct that seriously affects the student's suitability as a member of the Ashesi University community or adversely impacts the university's reputation.

To ensure campus security, Ashesi University students are required to carry

their identification (I.D.) cards with them at all times when on campus. Students would be required to produce their I.D. cards when picking letters from the student affairs, career services office, to gain admission to examination halls, to pick up their transcripts, to check out books at the library and may be asked to produce it by the security guard at any of the buildings.

Ashesi University policies and jurisdiction normally apply only to the conduct of matriculated students occurring on Ashesi University property or at University-sanctioned events that take place off campus. In situations in which both the complainant and accused are matriculated Ashesi University students, or in which an individual student's conduct seriously affects that student's suitability as a member of the Ashesi University community, however, University policies and jurisdiction may apply regardless of the location of the incident. Students should also realize that they have the

responsibility to ensure that their guests do not violate University policies, rules, and regulations while visiting, and that students may be subject to disciplinary action for misbehavior of their guests.

The following Ashesi Student Handbook compiles official University policies; it summarizes and explains the rights, responsibilities, and rules governing student conduct at Ashesi University. Students are responsible for familiarizing themselves with the information it contains and for abiding by the rules and regulations described. *Rules and policies may be changed during the school year without notice.* This handbook serves as a general framework and is not intended to provide an exhaustive list of all possible guidelines. Please do not hesitate to contact any member of the dean of student's staff if you need advice or help interpreting University policies or if you are unable to find answers to your questions in this handbook.

5. Academic Guidelines

5.1. Academic Integrity

As an institution that values academic integrity and intellectual exploration, Ashesi University expects all members of its community to abide by the highest standards of scholarly conduct. The reputation of our institution depends on the ability of both faculty and students to uphold the principle of academic honesty. Ashesi University asserts that attending a tertiary academic institution is a privilege earned by the most intelligent, motivated and committed of students. With this privilege comes the

responsibility of each member of the university community to demonstrate the highest ethical behavior and personal integrity.

5.2. Graduation Requirements

To be eligible for graduation, students are required to fulfill the following minimal requirements:

- **Successful completion of 32 semester units, including all core and major requirements*.**
- **A cumulative grade point average**

*Note that all Ashesi degree programs actually require more than 32 semester hours.

of 2.0 (C average) or higher

• Successful completion of the service-learning component**

• Fulfillment of all financial obligations to the university.

5.3 (See table on next page for typical four year curriculum)

Notes:

* - 1/2 units; ** - 1.5 units

Students in the first year have the option of taking a Pre-calculus Track or a Calculus Track. Approval is given for student's choice. A choice of a Pre-calculus Track will require the student taking an Applied Calculus Course in the summer after first year.

Electives will depend on student interest and faculty availability

Business Electives

Human Resource Management
Economic Development
Strategic Brand Management
Service Marketing
Supply Chain Management
International Finance
Real Estate Development
New Product Development

Computer Science Electives

Artificial Intelligence/Robotics
Computer Graphics
Mobile Web Programming
Programming Languages
VLSI: Embedded Systems

*Plan is subject to change

5.4. Academic Advising

Each student is assigned a faculty advisor upon matriculation to Ashesi. Every student is expected to consult their faculty advisor at least once a semester. Students are required to make appointments with their advisors and honor their appointments at the scheduled time. Faculty advising will give opportunities to students to discuss academic related needs and seek additional help from appropriate sources as suggested by the advisor. Appropriate materials such as academic reports are to be taken along by students for consultations.

It is important for every student to be aware of academic programs being offered by the university, pre-requisites for courses and general requirements for graduation. Students can see re-assignment to another advisor if necessary. The Dean of Academic Affairs and Dean of Student and Community Affairs hold overall responsibility for the advising system. They are themselves available to all students for advice on any academic or personal matter and for assistance with special needs.

**The service learning component exists as another dimension of our commitment to nurture graduates who excel in citizenship. Service learning helps students develop a sense of citizenship by giving them an opportunity to become engaged with their surrounding community. Students have to complete 32hours of community service and fulfill this requirement in a variety of ways. The Career Services office keeps a directory of nonprofit organizations students can volunteer with.

Typical 4 Year Curriculum

Semester	Business Administration	Management Information Systems	Computer Science
1 Aug-Dec	Text & Meaning Pre-calculus 1**/Calculus 1 Expository Writing Statistics	Text & Meaning Pre-calculus 1**/Calculus 1 Expository Writing Statistics	Text & Meaning Pre-calculus 1**/Calculus 1 Expository Writing Statistics
2 Jan-May	Programming 1 Leadership Seminar 1** Microeconomics Pre-calculus 2***/Calculus 2	Programming 1 Leadership Seminar 1** Microeconomics Pre-calculus 2***/Calculus 2	Programming 1 Leadership Seminar 1** Microeconomics Pre-calculus 2***/Calculus 2
Year 2			
1 Aug-Dec	Macroeconomics Quantitative Methods Leadership Seminar 2** Design Financial Accounting	Macroeconomics Quantitative Methods Leadership Seminar 2** Programming 2 Financial Accounting	Macroeconomics Quantitative Methods Leadership Seminar 2** Programming 2 Financial Accounting
2 Jan-May	Negotiation Leadership Seminar 3* Introduction to Finance Social Research Methods African Studies Elective	Negotiation Leadership Seminar 3* Introduction to Finance Social Research Methods Discrete Math / Data Structures	Negotiation Leadership Seminar 3* Data Structures & Algorithms Social Research Methods Discrete Math
Year 3			
1 Aug-Dec	Organisational Behaviour Marketing Managerial Accounting Leadership Seminar 4	Design Marketing Managerial Accounting African Studies Elective	Design Marketing Programming 3 African Studies Elective
2 Jan-May	Business Elective Operations Management Int'l Trade & Policy Investments	Database Management Operations Management Web Technologies Leadership Seminar 4	Database Management Human Computer Interaction Web Technologies Leadership Seminar 4
Year 4			
1 Aug-Dec	Competitive Strategy Business Elective Corporate Finance Entrepreneurship 1/ Thesis 1/Applied Project/ Elective	Competitive Strategy Software Engineering Advanced Database Systems Systems Administration/ Entrepreneurship 1/ Thesis 1/Applied Project/Elective	African Studies Elective Software Engineering Computer Science Systems Administration/ Entrepreneurship 1/ Thesis 1/Applied Project/Elective
2 Jan-May	Business Law Business Elective African Studies Elective Entrepreneurship 2 / Thesis 2/ Applied Project / Elective	Ecommerce Networks & Dist. Computing Entrepreneurship 2 / Thesis 2 / Applied Project / Elective	Computer Science Elective Networks & Dist. Computing Entrepreneurship 2 / Thesis 2 Applied Project / Elective

5.5 Academic Support

A program of academic support is available to help all students with difficulties they might encounter in their courses. There are no fees required for these supportive services. Students should refer any academic challenges to either the Dean of Academic Affairs or the Dean of Student and Community Affairs.

a. Writing Centre

The Writing Centre's mission is to help identify individual writing problems, discuss ways of improving student writing and to promote writing as a way of learning and thinking clearly. The Centre also organizes seminars on time management, study skills and note taking. The writing centre is staffed by faculty, students and volunteers who are passionate about writing and language. The centre is willing to help with almost any kind of writing: from your scientific lab report to an Economics or Sociological essay, from constructing an outline to polishing a final draft.

Hours:

Monday to Thursday 9AM - 5PM

**Location: Building 1, No 87 3rd
Norla Extension**

b. Programming Resource Centre:

The centre is an initiative of the Computer Science department and the Academic Council. It is staffed by experienced students who help other students by taking their time to explain various programming concepts. Programming resource center helps students develop their programming ability without the pressure of a classroom situation.

**Location: Building 1, No 87 3rd
Norla Extension**

Math Resource Centre

The Math Resource Centre was established to act as a support centre for students who need additional help in math and quantitative-related courses. Most of the current staff are students, the centre runs for at least 2 hours every working day and for 3 hours on Saturdays. The centre's schedule has been tailored to suit the timetable of a wide range of students and also to give every student the opportunity to patronize this beneficial facility.

**Location: Building 1, No 87 3rd
Norla Extension**

5.6. School Calendar And Semester Schedule

The school calendar is published on the university website as well as the student online line system. It is important for every student to keep up-to-date with school events. Soft copies of the school calendar will also be mailed to students. A list of courses being offered each semester can be viewed on the website. Students will be notified via e-mail if there are any changes to the courses offered in any given semester.

5.7. Registration

A student is deemed registered for the semester when all of the following requirements have been met:

- Fees are paid based on individual payment plans approved by Office of the Registrar
- Courses are registered for on the Student Online Registration System (FOCUS)
- Attendance in class in the first two weeks of school

Students who do not satisfy the above requirements shall be removed from the school list and denied access to all university facilities such as Outlook, library, hostel, etc.

Students who do not wish to continue in a course registered for are expected to drop out and officially delete the course from their schedule in FOCUS within the first two weeks of the semester.

5.8. Add/Drop Period, Registration

During the first two weeks of classes, students may transfer in and out of courses. At the end of the second week of classes, student course registration is set for the semester and may not be changed. A student will be expected to attend any course he/she has registered for. Failure to drop out of course within the add/drop period will result in an “F” being awarded to the student at the end of the semester.

The faculty members and the Office of the Registrar shall coordinate official registration roles with actual class attendance, and reconcile any discrepancies by the third week of classes. After that time students who are not registered for the course in FOCUS shall not be allowed to attend class.

5.9. Personal Information

It is important that the university maintain details of personal information submitted at the time of admission. Students will be required to provide legal evidence for any changes such as the change of name.

5.10. Group Work

Group work is a valued part of the Ashesi curriculum. Through group work, students learn to collaborate effectively, share information, teach each other, and tackle bigger or tougher problems than they would be able to on their own. It is important that students earn their own individual marks in a course, to ensure that they are not resting on the work of others. Therefore, faculty will give individual grades for group work whenever possible, especially if the group work constitutes a significant percentage of the overall marks in the course (25% or more).

5.11. Grading System

Ashesi’s grading system is modeled after University of Cape Coast as required by the National Accreditation Board. Student work is evaluated throughout the semester through examinations, quizzes, research and writing assignments, projects and participation in class discussions. Final exams and/or final projects typically comprise less than 50 percent of the final grade for a course.

Grade Range	Grade Point	Numerical Description	
A	4.00	80-100	Excellent
A-	3.70	75-79	Excellent
B+	3.30	70-74	Very Good
B	3.00	65-69	Very Good
B-	2.70	60-64	Good
C+	2.30	55-59	Good
C	2.00	50-54	Satisfactory
C-	1.70	45-49	Satisfactory
D+	1.30	40-44	Pass
D	1.00	35-39	Conditional Pass*
F	0.00	0-34	Failure
I	-	-	Incomplete

*A 'D' grade or less does not count towards credits in a major area of study, nor does it count towards prerequisites for other courses.

Instructors for courses that involve significant writing and critical analysis consider the following guidelines in assigning grades:

Grade	Quality of Writing
A	<ul style="list-style-type: none"> • A challenging hypothesis/proposition, clearly stated and argued • Logical organization • Textual evidence/quotations that are well contextualized within the discussion, and chosen in order to effectively prove the point at hand • Precise word choice/elegant and unpretentious vocabulary • No errors of grammar, punctuation, or spelling (and no typos)
B	<ul style="list-style-type: none"> • A relevant hypothesis/proposition, clearly stated and argued fairly well • Fairly strong organization, one or two jumps in logic, scattered evidence or redundancy • Textual evidence/quotations that are well contextualized within the discussion, and chosen in order to effectively prove the point at hand • Precise word choice/unpretentious vocabulary • Minimal errors of grammar, punctuation, and spelling (no typos)
C	<ul style="list-style-type: none"> • A hypothesis/proposition, stated and argued • Attempts at organization, with several jumps in logic, scattered evidence and/or redundancy • Textual evidence/quotations that are chosen in order to effectively prove the point at hand • Imprecise word choice • Errors of grammar, punctuation, and spelling
D	<ul style="list-style-type: none"> • An unsuccessful hypothesis/proposition, or no hypothesis/proposition • Attempts at organization, with jumps in logic, scattered evidence and/or redundancy • Textual evidence/quotations • Imprecise word choice • Errors of grammar, punctuation, and spelling
F	<ul style="list-style-type: none"> • Blatant lack of effort to fulfill the requirements of the assignment • Penalty for (very) late paper that wasn't cleared with instructor or for other serious issue such as plagiarism.

Note: cases of suspected plagiarism will be brought to the attention of the Dean of Students as soon as they are discovered.

5.12. Class Attendance And Decorum

Attending and participating in class, practical sessions and discussion sessions are essential to the process of learning at Ashesi. Students benefit from lectures and discussions with their teachers and classmates. By missing classes, students are failing to take advantage of and contribute to the full potential of Ashesi's educational experience. As such, faculty members will take attendance and participation into account in assigning students' grades. While each teacher will determine how class attendance affects students' grades, general guidelines at Ashesi are as follows:

- Any absence may affect the student's grade.
- Faculty members are not required to administer substitute assignments or examinations for students who have missed class without prior notification and approval.
- If a student misses the equivalent of more than three weeks of classes over the course of a semester, a teacher may fail the student in the course, or, in the event that the absence was due to a proven illness or other emergency, may give the student an Incomplete grade and allow the course to be completed upon the student's return to the school.
- Note that the university imposes a fine of GHC40 on students whose mobile phones ring during class; the offender's phone will be seized and released upon payment of the fine. This rule will be enforced strictly.

5.13. Late Return From Vacation

If a student comes late from vacation by two weeks or more after the semester has started without any adequate medical reason, then the student will be required to withdraw from the semester and resume in the following semester.

If a student comes late from vacation by two weeks or more after the semester has started because of medical reason, then the student will be advised to withdraw from the semester or the student will be assigned incomplete for any academic work he/she has missed. If the student is given incomplete, he/she has to complete any pending work within the first week of the following semester in accordance with existing rules.

5.14. Audit Policy

Students who audit courses shall be allowed to attend class, but shall not have any course work graded or grades recorded. If an auditor exceeds the number of absences permitted by the faculty member, a grade of "W" will be recorded.

If a student wishes to change status from credit to audit, the student must obtain the Registrar's signature on an add/drop slip and submit the request for changes during the add/drop period. Changes to audit are not allowed beyond the add/drop period. After the add/drop period, it is not possible, under any circumstances, to record a letter grade for that course.

Audited courses are not reflected on the transcript and do not count towards graduation credit. Students are strongly encouraged to meet with faculty to discuss the student's learning goals and faculty expectations for auditing a course. Audited courses do not attract a fee.

5.15. Student Course Load

The student course load at Ashesi is typically 4 to 4.5 credits. If a student has a cumulative grade point average (g.p.a.) or previous semester g.p.a. of 3.3 or above, then the student may register for up to one additional credit. Under no circumstances will a student be allowed to register for more than 5.5 credits.

Under certain circumstances, a student may request to take fewer than 4 credits, or may be advised to take fewer than 4 credits. For a course load of 2 credits or under, the student will pay prorated tuition; for 2.5 credits and above, the student will pay full tuition.

5.16. Guidelines For Student Tardiness

Students are expected to arrive to classes on time as faculty may keep a record of class attendance. Students who arrive late disrupt the class, miss important announcements, and set a bad example for others to follow. Therefore, faculty should monitor class promptness, and if necessary, penalize students who are persistently late. Various measures may be adopted, such as barring students from entry, taking punctuality into account when awarding a student's final grade, or recording a student as being absent after being late for three different classes. Alternatively, an faculty member may require a student who is persistently late to complete additional work which will count towards the student's final grade. Whatever policy measure(s) are adopted, they should be stated in the course syllabus.

5.17. Late Submission Of Assignments

Students are expected to meet strict deadlines for all course assignments and should be discouraged from handing in assignments late. Faculty should stress the importance of effective time management and the need for professional accountability. With the exception of physical illness (supported by medical proof) no excuses would be accepted for the submission of late work. Therefore, despite various problems, such as power outages, loss of internet access, or equipment failure, students are expected to meet all assignment deadlines. Penalties for the late submission of work may include not accepting the assignment at all, or imposing a fixed or percentage reduction which could increase over time, up to a set limit, after which the assignment would not be accepted.

5.18. Revision Days

The university normally designates 2–3 days between the end of classes and the beginning of the final examination period each semester as revision days (see the Academic Calendar for the actual dates). This provides time during which students can complete work for the semester and prepare for final examinations. All final examinations are to be administered during the final examination period scheduled by the Office of the Registrar for the course in which the final is being given. No member of the faculty should alter the examination schedule or schedule a final examination either during the revision days or during the final week of classes. Assignments that are not cumulative, such as

interim exams can be given during the final week of classes provided a final exam is given during the final exam period. Faculty may not assign additional work to students after the final week of classes.

5.19. Final Examinations

Final written examinations are held during the assigned examination period. The Office of the Registrar publishes the schedule for final examinations. Faculty members must adhere to the final published schedule, and changes must be approved by the Registrar and the Dean of Academic Affairs. Unauthorized changes in the examination schedule should be reported to the Assistant Registrar.

The Office of the Registrar will at mid-semester, verify the financial status of all students and any student found to be delinquent in payment will be notified. This notification will serve as a warning of the possibility of not taking part in final exams. Students who do not have financial clearance will not be permitted to take final exams or submit final papers. A list of students not cleared to take exams will be published by the Accounts office one week prior to the start of examinations. Any student who enters any hall without receiving clearance will have answer booklets taken away and any work done will not be graded.

Students who are unable to complete any course shall not have any grades recorded at the end of the semester. It is expected that affected students settle their bills and in consultation with the faculty member find a convenient time to write their final exams. Arrangements must be made to take final examinations

by the end of the first week of the following semester. Otherwise all academic records for that semester will be nullified and the student will have to repeat courses taken that semester.

5.20. Request For Re-Marking

A student may request the re-marking of a major assignment (at least 30 percent of the course grade) within two weeks of the assignment being returned to the class, or in the case of a final examination, paper, or project, up to two weeks after the start of the following semester. The request must go through the head of department of the course, or to the dean of academic affairs, and must indicate the reasonable cause to request the remarking. If the request is approved, a fee must be paid to the accounts office and a receipt presented before the remarking will occur. If the re-marked grade is significantly higher than the original grade, the remarking fee will be refunded to the student.

5.21. Request For Transcripts And Letters Of Introduction

Requests for Transcripts and Letters of Introduction require at least three days to process and are ready for collection only on Thursdays. As an example, a request submitted on Monday will be processed during that same week on Thursday. A request submitted on Tuesday will not be processed until the Thursday of the following week. All requests must be made in writing to Assistant Registrar.

Academic transcripts will not be issued when unsatisfied financial obligations to the university exist.

5.22. Minimum Grade Requirements And Repeat Courses

A grade of at least a D+ is required in all courses that are prerequisites to other courses, and in every course in the major. A grade of at least a D is required in all other courses. If a student does not meet the minimum grade requirement for a required course, then the student must repeat the entire course; under no circumstance will a student be allowed to do partial work (e.g. a paper, exam, or project) to fulfill the requirements for a course s/he must repeat.

A course may be repeated if the grade on record is D+, D or F (except for courses required in the major). Students may only take a course for a third time after meeting with an academic advisor and obtaining written approval from the head of department or Dean of Academic affairs. Only the most recently earned grade points will be used in computing grade-point averages; the course will not be counted a second time toward graduation requirements. Repeated courses will be identified as such on the student's permanent record. Repeated courses must be registered in FOCUS. Course load requirements per semester must be fulfilled. See section (Student Course Load)

In addition, beginning with the class of 2010, for Business majors a grade of at least a C is required in Quantitative Methods, for Computer Science majors a grade of at least a C is required in Programming II, and for Management of Information Systems majors a grade of at least a C in either Quantitative Methods or Programming II is required.

5.23. Incomplete Grade

An Incomplete (Inc) grade may be assigned only if the work in a course has been of passing quality but is incomplete due to circumstances beyond the student's control, such as illness. Requests must be approved in writing by a instructor, prior to the deadline for the submission of term grades. An Incomplete grade must be replaced by a final grade by the end of the first week of the following semester. Any Incomplete grade not replaced within the above deadlines will be converted to a Failure (F).

Repetition of a course in which an Incomplete was received will cause that Incomplete to lapse immediately into a Failure (F). The grade-point average will reflect grade points earned on the second attempt of the course; as with other repeated courses, the course units are counted only once toward graduation requirements.

5.24. Probation And Dismissal

Students will be placed on academic probation if at the end of any semester their cumulative grade-point average (g.p.a.) is less than 2.0 (C average). Students will be subject to academic dismissal from Ashesi University if (1) they fail to make normal degree progress, (2) their grade-point averages fall below 1.5 for any one semester, or (3) after one semester on probation they have not achieved a cumulative g.p.a. of 2.0 (C average).

5.25. Withdrawal

Any student who is unable to complete a semester due to illness or other

emergency may be given permission to withdraw. The student will receive incomplete grades in his or her courses; final grades for such courses would be determined upon completion of the course work if the student returns to the university. The student will be required to apply for readmission to the university.

5.26. Re-Admission

Students who are suspended must make a formal written request to be readmitted at the end of the suspension period. These requests must be submitted to the Office of the Registrar six weeks before the date of registration.

A student who has been dismissed must not expect to be readmitted. In very rare cases, the Admissions Committee may agree to consider an application for readmission after at least one year has elapsed from the date of the dismissal. Requests for readmission must be made in writing to the Admissions office. A new admission application must be

completed in addition to a letter of recommendation from a full-time member of Ashesi faculty. Other information may be required.

5.27. Course Codes And Prerequisites

Up-to-date Ashesi course codes and prerequisite structure are available on the Ashesi website. The prerequisite structure has been developed over time after recognizing that certain key areas and skills are necessary in previous courses for a student to be successful in subsequent courses. Therefore, all students must have successfully completed all prerequisites before they will be allowed to register for a course. Requests to take a course without the prerequisite should be made to the Head of Department, who will evaluate the request, and upon consultation with the Dean of Academic Affairs and the faculty member, will either approve or deny the request. Note that only under unusual circumstances will such a request be granted.

6. Academic Honours

6.1. Dean's List

Students with a GPA of 3.5 or above at the end of a semester are placed on the Dean's List. This status is noted on each student's academic record.

6.2. Graduation Honors

Students who earn a cumulative GPA of 3.5 for all undergraduate work earn Cum Laude (honors). Those with a cumulative GPA of 3.7 for all under-

graduate work earn Magna Cum Laude (high honors). Students with a cumulative GPA of 3.85 for all undergraduate work earn Summa Cum Laude (highest honors).

For the sake of clarification, the following table indicates how Ashesi's classification of degrees maps on to the classification system at the University of Cape Coast (to which Ashesi is affiliated and Ashesi students receive diplomas).

Ashesi University College Honours	GPA	University of Cape Coast Honours	GPA
Summa Cum Laude (Highest honours)	3.85-4.00	First Class	3.55 - 4.00
Magna Cum Laude (High honours)	3.70-3.84	Second Class (Upper)	2.95 - 3.54
Cum Laude (Honours)	3.50-3.69	Second Class (lower)	2.45 - 2.94
Bachelor's Degree	2.00-3.45	Third Class	2.0 - 2.44

7. Academic Standards

7.1. Academic Freedom And Responsibility

Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways that injure individuals or damage institutional facilities or disrupt the classes of one's teachers or colleagues. Speakers on campus must not only be protected from violence or harassment but also be given an opportunity to be heard. Those who seek

to call attention to grievances must not do so in ways that significantly impede the functions of the institution.

Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as personality, race, religion, degree of

political activism, or personal beliefs. If a student has a grievance against a faculty member that cannot be resolved directly through the faculty member involved, the student should take her or his concerns to the Dean of Academic Affairs.

In a case where there is a grievance with a member of the Ashesi Community, the student is expected to conduct him/herself in a manner that reflects a high level of personal integrity, and should at no time behave in an inappropriate manner. This may include but is not limited to disrespectful, insulting or inflammatory verbal and/or physical expressions. Students who threaten a member of the Ashesi Community, verbally or physically will be subject to severe sanctions up to and including suspension or expulsion depending on the severity of the behavior.

7.2. Standard Citation Practices

Writers may refer to a handbook on scholarly writing for information about correct citation procedures. The MLA Handbook is particularly useful because it also provides examples of plagiarism. The informal nature of some writing may obviate the necessity of rigorously formal citation, but still requires honest attribution to original authors of all borrowed materials. Students should feel free to consult with faculty members and/or the librarian whenever there is doubt as to proper documentation. Fear of being charged with plagiarism need not inhibit anyone from appropriately using another's ideas or data in a piece of writing. Even direct quotation frequently serves as an effective device in developing an argument. Academic

honesty requires only that writers properly acknowledge their debts to other authors at least by means of quotation marks, footnotes, and references, if not also with in-text phraseology like "Einstein argued in 1900 that...." or "As Melville implies in Chapter 3 of *Moby-Dick*...." Such usage is fully within the tradition of forthright academic work.

7.3. Submission Of The Same Work In More Than One Course

When submitting any work to a instructor for a course, it is assumed that the work was produced specifically for that course. Submission of the same work in more than one course without prior approval is prohibited. If the courses are being taken concurrently, approval of the faculty members for both courses is required. If a student wishes to submit a paper that was written for a course taken in a previous semester, the student need only obtain the permission of the faculty member teaching the current course involved. Students are not permitted to present to their colleagues any written or electronic copy of their work unless collaboration is allowed by their faculty member.

7.4. Academic Dishonesty

Academic dishonesty includes plagiarism, unauthorized exchange of information or use of 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 receive extensive training at orientation and through courses on how to avoid plagiarism.

They also have copies of the plagiarism guide from Turn-it-in (www.turnitin.com) to help guide their writing process. Also students can visit the writing center while writing papers to help avoid writing papers at the last minute and the subsequent pressure that leads to plagiarism. To check plagiarism faculty members may require students to submit their papers to Turn-it-in, an online plagiarism detector.

Disciplinary action will be taken against perpetrators of academic dishonesty. If it's a first time offence and not so pronounced case of academic dishonesty a faculty member may resort to the informal resolution process. However if the case is brought before the AJC typically,

in the case of a first offense, a student will be given a failing grade (F) for the course. A second offence can result in suspension or dismissal. Detailed information concerning adjudication of academic dishonesty can be found under the section on the Ashesi Judicial process.

7.5. Code Of Ethics

Ashesi University, its students, and its professional associations will not in any way condone cheating, lying, or any other misrepresentations. Moreover, anyone who willingly conceals these activities will be considered accomplices and equally culpable.

8. Examination Honour Code

In keeping with Ashesi's mission to educate a new generation of ethical leaders, the faculty and executives of Ashesi University approved in November 2007 a proposal to formally invite selected classes at Ashesi to adopt an Honour Code for examinations at the university. The code was voted into force by students in January 2008. Also effective January 2008, all incoming first year and transfer students will be required engage in a series of conversations organized by the Dean of Student and Community Affairs to help orient them towards the Examination Honour Code. Members of the incoming class would meet with the President and Dean of Student and Community Affairs, Academic and Judicial and Electoral Committee Representatives from senior classes and will debate the merits of the honour code among themselves before

deciding to sign the honour code. The class would have to make their decision known to the Dean of Student and Community Affairs after the mid semester vacation

The adoption of the Examination Honour Code marks a significant step in the history of Ashesi University. The code is intended to build a high-trust community, to put students in charge of their ethical posture and the reputation of their alma mater, and by so doing, to take a significant step in Ashesi's mission to educate a new generation of ethical leaders in Africa.

8.1. Examination Code Of Conduct

The purpose of the Exam Code of Conduct is to create an ethical environment for examinations. Failure to abide by

the Exam Code of Conduct can result in disciplinary action. During an examination, students:

- Are not allowed to talk to each other, exchange verbal or non-verbal 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;
- Must leave all books and other aids in an inaccessible place (except for open-book quizzes or exams);
- Must leave as much space as possible between students (as much as the room allows);
- Should try to ensure that their line of sight does not cause others to suspect them of cheating.
- Must leave mobile phones and other electronic communication devices switched off

8.2. Implementation Of The Examination Honour Code

Starting in January 2008, students in selected classes are expected to take tests and exams on their honour. At the end of each test, each student is required to sign the following statement:

I pledge on my honour that during this examination I have neither given nor received unauthorized assistance, nor have I seen any violations of the Exam Code of Conduct.

Signature: _____

Name: _____

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

I have personally witnessed the following Examination Honour Code violations or obstructions (optional):

8.3. Obstruction Of The Examination Honour Code Process

The university's decision to adopt an honour system for examinations is a significant one, the abuse of which will fracture the ethical framework central to our mission. The following instances constitute violations of the Examination Honour Code and can lead to serious sanctions including suspension or expulsion from the university community.

- Failure to abide by the Exam Code of Conduct.
- Attempting to prevent the discovery of prohibited conduct, or attempting to obstruct access, to alter, to destroy, or to conceal potential evidence connected with an Exam Honour Code investigation.
- Attempting to discourage, intimidate or deter complainants, witnesses, or other participants in an Exam Honour Code investigation.
- Initiating an Exam Honour Code complaint without any basis in fact and with the intent to harass another student.

8.4. General Practices And Procedures

- Suspected violations of the Exam Honour Code may be reported by intentionally omitting to sign the pledge, or by speaking directly with the Faculty member or the Dean of Students.
- If a pledge is unsigned and unchecked, the student will be contacted in

order to determine whether the student intentionally left the pledge unsigned. If the absence of signature was intentional, the faculty member or Dean of Student Affairs will investigate the matter further. Violations of the Exam Honour Code are adjudicated by the Ashesi Judicial Committee (AJC) as described in the Student Handbook.

8.5. Examination Rules

The following rules apply to the expected conduct of all students during examinations at Ashesi.

- Students will not be admitted to the examination hall after the first 15 minutes of the examination;
- Students are to remain absolutely silent throughout the examination and must not speak or do anything to disturb other students. If a student has any questions, the student should put up his/her hand and wait patiently for someone to become available before quietly asking the question;
- Students must not direct any non-verbal gestures to another student;
- Students must not look in the direction of another student's work;
- 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 for the exam or quiz;

- Students must leave all books and other aids in an inaccessible place (except for open-book quizzes or exams); no electronic devices or books or papers should be left in the open – if they are brought into the examination hall, they must be secured inside a small bag and placed in an inaccessible place; no large bags are allowed in the examination hall;
- 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;
- Students must abide by requests by invigilators to sit in designated seats;
- Students must leave mobile phones and other electronic communication devices switched off;

Students are advised that if a student commits any of the above offences, s/he may be disqualified in the examination.

9. Personal Integrity And Community Expectations

9.1. Dress Code And Decorum

Ashesi University places great emphasis on living our values, and on being the light on the hill that all other institutions will eventually follow. We live these values in everything that we do, in the way

we maintain our environment, the way we treat other members of our community, and the diligence and professionalism with which we approach our respective tasks. As such we expect all members of our community to hold true to Ashesi's mission, to show courtesy to

others, to assist in maintaining a clean and sanitary environment on campus, and to dress appropriately.

By appropriate dress, we mean that students should dress as befits future leaders of Africa. In the same way that one does not wear a swim suit to one's workplace, students should not dress for classes as though they were going to a night club, for example. Sexually provocative clothing and unkempt clothing is generally frowned upon here at Ashesi University. Please pay attention to the way you carry yourselves, because it is an indication of your values and self-esteem. It reflects on your Alma Mater and will affect your level of pride, or shame, about being a graduate of Ashesi University. Remember, you only get one opportunity to make a first impression.

9.2. False Information, Misrepresentation, And Identification

A student may not knowingly provide false information or make misrepresentation to any University office. Students are obligated to provide University personnel with truthful and accurate identification upon request. Students who are found to have provided false information may be subject to dismissal. Students are also required to provide current contact information to the Assistant Registrar.

9.3. Forgery, Fraud, And Unauthorized Possession

In addition to the forgery, alteration, or unauthorized possession or use of University documents, records, or instruments of identification, forged communications (paper or electronic mail) are prohibited.

9.4. Theft

Theft is a crime under the criminal code of Ghana and is abhorrent to the Ashesi community as it erodes the trust among community members. Students who are found to have stolen property from members of the university community are subject to dismissal.

9.5. Library/Educational Materials

Students may not hinder the educational opportunity of other students by behavior such as removing, hiding, or defacing educational materials. Students who are found to have illegally removed, hidden or defaced library materials will be subject to serious sanctions, including the possibility of suspension, or in serious cases, dismissal from the university. Students are also required to adhere to all other library rules and regulations to make it a place of serious study and research.

9.6. Statement On Computing

Use of the Ashesi University computer system and networks is governed by the general norms of responsible community conduct described in the student, faculty, and staff handbooks and by University policies specific to use of the computer systems and networks, which are described in the following sections.

Ashesi University normally grants access to its computing network and systems to currently enrolled students, to current and emeritus faculty, and to currently employed staff. By users, this document refers to all who use the computers, networks, and peripherals owned or operated by the University or who gain access to third-party computers and net-

works through the University's system, whether these individuals have regular accounts or are system administrators.

Students are strongly encouraged to check their electronic mail at least three times a week as information from administration and their faculty members is typically disseminated through this medium. Students would lose out on vital information if they fail to do so. Students who violate library and computing rules will be subject to monetary sanctions and withdrawal of privileges.

1. Users of services operated by Ashesi University have the following obligations and responsibilities:

a. **To respect software copyright.** The copying or use of copyrighted software in violation of vendor license requirements is strictly forbidden. Not only does such violation ("software piracy") wrongly appropriate the intellectual property of others, but it places the individual user and the University at risk of legal action.

b. **To protect their accounts from unauthorized use by others.** Users are responsible for all activities under their user ID, and must take reasonable steps to ensure that they alone, or some authorized person under their direct control, have access to the account.

c. **To respect the integrity of other user's accounts.** Individuals must not use another person's user ID without express permission or attempt to decode passwords or to access information illegitimately. A system administrator is allowed to decode passwords as part of regular operations.

d. **Not to send forged e-mail** (mail sent under another user's name) or to read e-mail addressed to another user, for example, by accessing their electronic mailbox or mail residing in system files. Potentially offensive electronic communication shall be considered as it would be if conveyed by other media.

e. **To avoid excessive use of shared resources,** whether through monopolizing systems, overloading networks, misusing printer or other resources, or sending "junk mail." The Information Technology (IT) Department will from time to time issue guidelines for the use of shared resources. Because Ashesi University provides and maintains these systems to further its academic mission, using computers for nonacademic purposes has low priority.

f. **To avoid engaging in any activity that may reasonably be expected to be harmful to** the systems operated by the University or a third party or to information stored upon them. When a system's vulnerability is discovered, users are expected to report it to a system administrator.

Violations of these rules that come to the attention of the IT Department will be referred as appropriate to the Dean of Student & Community Affairs. The Dean will consider violations using information provided by the IT Department. In cases of violation of item "f" above, the IT Department may temporarily withhold services from students, faculty or staff. The case will then be referred in a timely manner to the appropriate University authorities.

2. Ashesi University for its part assures users that University personnel are obliged:

a. To grant personal files on University computers (e.g., files in a user's account) the same degree of privacy as personal files in University-assigned space in an office, lab, or dormitory (e.g., files in a student's desk); to grant private communications via computer the same degree of protection as private communications in other media; and to treat an article on a USENET newsgroup

or other bulletin board analogously to a poster or a University publication.

b. To take reasonable steps to protect users from unauthorized entry into their accounts or files, whether by other users or by system administrators, except in instances where a system-related problem requires such entry.

c. To take reasonable steps to prevent the dissemination of information concerning individual user activities, for example, records of users entering a bulletin board network.

10. Actions Potentially Injurious To Oneself Or Others

10.1. Alcohol And Other Drugs

Ashesi University has adopted a policy to establish and maintain a campus that promotes a safe and healthy environment for students, staff and faculty. Ashesi believes that everyone has the right to work in an environment free from the effects of substance abuse; individuals who abuse alcohol and/or drugs are a danger to themselves and to others.

The possession and consumption of alcoholic beverages on the Ashesi University campus, including the hostel, are strictly prohibited. Violation of this policy will subject a student to disciplinary sanctions up to and including suspension or expulsion.

It is a violation of Ashesi University policy for students to possess, use or distribute illicit drugs on University property, including the hostel, or as part of University activities. In addition to being

subject to criminal prosecution, violation of this policy will subject a student to disciplinary sanctions up to and including suspension or expulsion.

Ashesi may require a student who violates this policy to participate satisfactorily in an approved drug/alcohol abuse assistance or rehabilitation program at the expense of the student in lieu of or in addition to disciplinary action.

Ashesi reserves the right to conduct random drug screening tests on students in pursuit of this policy and students are advised to take note.

10.2. Smoking

The Smoking Policy prohibits smoking in all indoor and outdoor public areas throughout the Ashesi University campus, including classrooms, laboratories, libraries, lounges, hallways, stairwells, canteen, gardens and parking lot. A GHC50 fine will be charged for each violation of this policy.

10.3. Climbing On University Buildings Or Structures

Climbing on any University building, or being present on building roofs is not allowed. In unusual circumstances, arrangements to climb pre-designated locations may be coordinated through the Dean of Student and Community Affairs.

10.4. Fire Safety Equipment And Alarms

Tampering or interference with, as well as destruction or misuse of, fire safety and fire prevention equipment is prohibited. An automatic fine of GHC125 (payable in cedis) for each piece of equipment tampered with/damaged plus the cost of replacement of equipment is charged to any student violating this regulation, and further disciplinary action may be taken. Any student who causes an alarm to be set off for improper purposes is liable for the expenses incurred by the fire department(s) and/or security services in responding to the alarm.

10.5. Firearms; Fireworks

No student may possess or use a firearm on Ashesi University property or its environs. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same are not allowed on campus under any circumstance. No student may possess or use fireworks on Ashesi property or its environs.

10.1. Disorderly And Reckless Conduct

Students at Ashesi University have the right to express their views, feelings, and

beliefs inside and outside the classroom and to support causes publicly.

These freedoms of expression extend so far as conduct does not impinge on the rights of other members of the community or the orderly and essential operations of the University. Disorderly conduct is not permitted.

Violation of the orderly operation of the University includes but is not limited to

- (1) excessive noise, noise, once identified, which interferes with classes, University offices, or other campus and community activities;
- (2) the ringing and operation of mobile phones during class
- (3) unauthorized entry into or occupation of a private work area;
- (4) conduct that restricts or prevents faculty or staff from performing their duties;
- (5) failure to maintain clear passage into or out of any University building or passageway.

Conduct that places oneself or another in imminent danger of bodily harm is prohibited. The standard as to what constitutes imminent danger is solely at the discretion of the Dean of Student and Community Affairs and/or the Ashesi Judicial Committee hearing the case.

10.2. Violence, Assault, Intimidation, And Harassment

Ashesi University seeks to maintain an environment of mutual respect among all its members. All forms of violence, assault, intimidation, and harassment, including that based on sex, race, color, age, religion, national origin, sexual preference, or handicap, undermine the basis for such respect and violate the

sense of community vital to the University's educational enterprise.

Victims of violence, assault, intimidation, and harassment are encouraged to seek counseling and guidance from the school counselor and/or Office of Student Affairs. It is important to note that discussing concerns with or seeking clarification or support from the Dean of Student & Community Affairs or others does not obligate a person to file a formal complaint initiating judicial procedures. The Dean of Student & Community Affairs will register each request for assistance in resolving cases involving charges of sexual misconduct, whether formal or informal. These records will be kept confidential to the extent permitted by law.

Procedure for dealing with cases of violence, assault, intimidation, and harassment:

1. Talk to a trusted friend, faculty/staff and/or family member as soon as possible.
2. For on campus incidents, report to an apartment representative or Hostel Caretaker.
3. You may file a report at the local Police Station and/or Domestic Violence Unit.
4. Contact the Office of Student Affairs for guidance, support and counseling.

10.3. Violence And Assault

Students are prohibited from engaging in physical violence against others. Those who do will be subject to serious sanctions, which may include adjudication by the AJC or suspension by the Executive Committee, as described in Section 12.10.

10.4. Intimidation

Verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person or persons in the group to fear for their physical well-being constitutes intimidation and is prohibited. Anyone who attempts to use intimidation or retaliation against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be subject to serious sanctions, which may include adjudication by the AJC or suspension by the Executive Committee, as described in Section 12.10.

10.5. Harassment

The University seeks to sustain an environment in which harassment has no place. Those who harass others will be subject to serious sanctions, which may include adjudication by the AJC or suspension by the Executive Committee, as described in Section 12.10.

Definition, principles, and criteria:

Harassment can take many forms, and it needs to be emphasized that harassment can be and often is nonphysical, including words, pictures, gestures, and other forms of expression. To count as harassment, such expression must be reasonably regarded as (a) taunting, vilifying, or degrading whether (b) directed at individuals or groups and (c) where reasonable people may suppose that such expression harms its target(s) by substantially interfering with their educational opportunities, peaceful enjoyment of residence and community, or terms of employment. Further, to count as harassment subject to pos-

sible formal grievance procedures, such expression must (d) be made either with the intent to interfere with the protected interests mentioned in (c), above, or with reckless disregard to the nature of the conduct. Such intent or recklessness must be inferred from all the circumstances. Finally, (e) such expression must be repeated and persistent. To be “repeated and persistent,” the offending conduct must have been brought to the attention of the defendant (though not necessarily by the complainant), be of the same kind, and repeated. There are two reasons for adding (e): first, the University wishes to have the opportunity to educate those who may not realize that certain expression constitutes harassment; second, by requiring that the expression be repeated and persistent, the University helps establish intent or recklessness. However: (f) before any expression can be considered for possible formal grievance procedures, it must be clear that no substantial free expression interests are threatened by bringing a formal charge of harassing expression. This strict criterion for possible formal grievance procedures must be imposed to ensure that the University does nothing that would tend to diminish free expression or compromise principles of academic freedom in the vigorous and often contentious examination and criticism of ideas, works of art, and political activity by Ashesi faculty and/or students.

10.6. Stalking

Stalking is a form of harassment, which occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without

proper authority, under circumstances that demonstrate either of the following: placing the person in reasonable fear of bodily injury; or reasonably causing substantial emotional distress to the person. Students must not stalk others. Those who do will be subject to serious sanctions, which may include adjudication by the AJC or suspension by the Executive Committee, as described under Section 12.0.

10.7. Sexual Misconduct

Sexual misconduct represents a continuum of behaviors ranging from physical sexual assault and abuse to sexual harassment and intimidation and is a serious violation of the University’s code of conduct. Both women and men can be subject to and can be capable of sexual misconduct. It can occur between two people whether or not they are in a relationship in which one has power over the other, or are of different sexes. Charges of sexual misconduct may be handled according to either informal or formal procedures. It is important to note that discussing concerns with or seeking clarification or support from the Dean of Student & Community Affairs or others does not obligate a person to file a formal complaint initiating judicial procedures. The Dean of Student & Community Affairs will register each request for assistance in resolving case involving charges of sexual misconduct, whether formal or informal. These records will be kept confidential to the extent permitted by law.

10.8. Sexual Assault And Abuse

Students are prohibited from engaging in sexual assault or abuse of any kind. Those who do will be subject to serious

sanctions, which may include adjudication by the AJC or suspension by the Executive Committee, as described under the Campus Safety decision.

Definition: Sexual assault is defined as any sexual contact that occurs without the consent of the other person. Specifically, it is intentional physical contact with an intimate part of the body or with clothes covering intimate body parts without the consent of the person touched. When sexual assault occurs repeatedly between individuals, it is referred to as sexual abuse.

Consent: Students have the responsibility to ensure that any sexual interaction occurs only with mutual consent. If a person indicates that she/he does not want sexual contact, then any further sexual contact is considered to be without the person's consent. A person has the right to change his or her mind and indicate she/he does not want any further sexual contact no matter how much sexual interaction has already taken place. Non consensual sex constitutes an act of rape.

10.9. Sexual Harassment

Sexual harassment, a form of discrimination based on sex, gender, or sexual orientation, clearly endangers the environment of mutual respect and is prohibited.

Definition: Sexual harassment is of two basic types: (a) any action, verbal expression, usually repeated or persistent, or series of actions or expressions that have either the intent, or are reasonably perceived as having the effect, of creating an intimidating, hostile, or demeaning educational, employment,

or living environment for a student or University employee, by focusing on that person's gender. A hostile environment is defined as one that interferes with the ability to learn, work (if employed by the University), or have access and opportunity to participate in all and any aspect of campus life (harassment creating a hostile environment); (b) any action in which submission to conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's education or employment, or submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that individual (quid pro quo harassment).

Descriptions: Sexually harassing behaviors differ in type and severity and can range from subtle verbal harassment to unwelcome physical contact. Sexual harassment includes but is not limited to (a) unwelcome verbal or physical advances, persistent leers, lewd comments; (b) the persistent use of irrelevant references that insult or degrade a person's gender, or the use of sex stereotypes to insult or degrade; (c) the use by a person in authority of his or her position to coerce another person to do something of a sexual nature that she or he would not otherwise do. Coercion need not involve physical force.

Scope and resolution: There is a wide range of behaviors that falls within the general definition of sexual harassment and many differing notions of what behaviors are and are not acceptable. Key factors that determine instances of sexual harassment are that the behavior is unwelcome, is gender based, and is reasonably perceived as offensive and objectionable. Such behavior need not

produce or threaten some tangible loss to the receiver in order to be deemed harassment. If it is unclear that the behavior constitutes harassment, a person who thinks she or he has been harassed should not spend considerable time struggling alone with this issue. Students are strongly encouraged to bring their issues to the Dean of Student and Community Affairs, or another person trained in this area for support, clarification, and to discuss options for informal resolution or formal adjudication.

In cases in which the harassment is subtle, it cannot be assumed that the offending person is aware of the way in which his or her behavior has been interpreted. There are several ways to make a person aware that his or her behavior constitutes sexual harassment. The grievant is never under any obligation to take any steps that would cause him or her to come into contact with the harasser in ways he or she is unwilling to do. Instead, the grievant can consider all the informal and formal means open to him or her for resolution and choose what seems most useful and workable in his or her particular case. The grievant must also weigh, however, the fact that without in some way being made aware of his or her actions, the harasser may continue the offensive behavior.

In the most serious instances of sexual harassment, it is unreasonable to expect grievants to confront their perceived harassers; in these cases the grievant should enlist the help of a trained third party such as the Dean of Student & Community Affairs, or another person trained in this area.

It is important to remember that any member of the community can be guilty of sexually harassing any other member regardless of position of authority or status. Although students have often found it difficult to come forward when the perceived harasser is in a position of authority or is threatening, procedures are in place to respond and to provide support throughout the resolution process.

10.10. Student/Staff & Faculty Relations

Romantic or sexual relationships between students and faculty/staff of Ashesi in the community are unacceptable because they interfere with the educational mission of the College and threaten the climate of trust, concern, and respect to which Ashesi University College is committed. Students and staff or faculty members of the university are expected to maintain professional, non-sexual relations.

If you have reason to believe that a faculty/staff member is making romantic overtures, you are encouraged to report it to the Dean of Student and Community Affairs. If this is found to be true, the individual may face sanctions ranging from verbal warnings to dismissal. If a student on the other hand is found to be the one making romantic overtures to a faculty/staff member they may also face similar sanctions.

Persons who knowingly make false allegations about a faculty/staff-student relationship shall be subject to the same sanctions mentioned above

11. University And Personal Property

11.1. *Illegal Entry*

Unauthorized entry into or presence within enclosed and/or posted University buildings or areas, including student rooms or offices, even when unlocked, is prohibited and may subject a student to fines and other sanctions.

11.1. *Locks And Keys*

Tampering with locks to University buildings, unauthorized possession or use of University keys, and alteration or duplication of University keys is against Ashesi University policy, and violation of this policy may subject the offender to appropriate sanctions.

11.2. *Theft Or Damage*

Theft and negligent or intentional damage to personal or University property

will subject a student to paying for the repair or replacement of the damaged property as well as to disciplinary action. For damage that occurs during a student event, and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization will be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

11.1. *Parking*

No student may park an automobile on Ashesi University property. Students are requested to park their vehicles outside the University gates. Note the University cannot guarantee the security of cars and/or their contents.

12. Violation Of The Ghanaian Law And School Policies

Ashesi Students are bound by policies in this handbook. However, this does not prevent them from facing full rigours if they violate Ghanaian laws. Violation of the laws of Ghana may, at the discretion of the Dean of Student and Community Affairs and the Ashesi Judicial Committee, subject a student to University disciplinary action, which may include adjudication by the AJC or suspension by the Executive Committee, as described under the Campus Safety Decision. A pending appeal of a conviction shall not affect the application of this rule.

Students violating any of the school's policies above are subject to disciplin-

ary action. All sanctions imposed by the Ashesi Judicial Committee must be obeyed or additional sanctions may be applied.

12.1. *Ashesi Judicial Committee (AJC)*

The Ashesi Judicial Committee adjudicates all reported cases of student academic and social misconduct including but not limited to plagiarism, violation of the examination honour code, threats, theft, assault, harassment and sexual misconduct. *The AJC and the university judicial procedures described*

in this section are purely administrative, and neither the AJC, nor the President, nor the Dean of Student & Community Affairs is bound to observe procedural or evidential rules that would be required in a formal court of law.

Composition: The AJC is comprised of one (1) Executive Committee 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 (JEC) and the Academic Chairperson. The Dean of Student & Community Affairs (“Dean”) selects the committee members, chairs the AJC and acts as a neutral procedural facilitator, but not as an advocate or a judge. The Dean, as chair, is an ex officio, nonvoting member of the AJC. The Assistant Dean of Student & Community Affairs may also observe AJC meetings, but shall not participate in AJC deliberations.

Term of office: Each AJC 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. After their term of office, 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 Student Affairs office will provide training to all AJC members and alternates. Training will include an overview of the role and responsibilities of the AJC, 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: Before a hearing, AJC members will be asked to disclose any potential conflict of interest and declaring whether or not they can fairly and impartially preside in a current AJC hearing.

12.2. Statute Of Limitation

There is no statute of limitation in cases of major academic and social misconduct offences such as examination honour code violation, fraud, theft, physical assault, plagiarism, sexual assault. If the Dean of Student & Community Affairs receives substantial evidence of an academic violation even after the student’s graduation, the school reserves the right to convene a hearing and sanction appropriately including recalling the student’s degree.

12.3. Records And Community Information

All AJC proceedings would be recorded and transcribed for record keeping purposes and accurate recording of events. After the student has been notified of the verdict, the community would be informed of the AJC findings in a memorandum. The memorandum would include date of the hearing, year group of the student, the offence and sanctions and advice to the student body. Reports to the community will be made by the Office of the Dean of Student Affairs.

12.4. Procedure For Academic Misconduct Cases

i. Academic misconduct is defined as a violation of the University’s standards of

academic integrity whether these violations are intentional or unintentional.

ii. A instructor who has good evidence to suspect a student or students of academic misconduct (e.g., cheating on an exam; plagiarism on a paper, lab reports, problem sets, or thesis work) will, at the faculty member's discretion, consult the Head of Department or Dean of Academic Affairs about the case. Mere suspicion on the part of a faculty member that the student's work does not sound right is normally not by itself sufficient grounds to bring a case forward in the absence of good evidence. Good evidence may include, but is not limited to, the following:

a. Some of the student's work coincides with or closely paraphrases a source that is not properly acknowledged. Sources that must be acknowledged include, but are not limited to, books, articles in books, journal articles, Web pages, graphs, charts, tables, data sets, etc., in any of the sources just mentioned. Proper acknowledgment must indicate both the source and how it served as a source for any specific portions of the student's work that have been based on it.

b. Glaring coincidences in the work of students on exams, papers, problem sets, etc., where cooperation in producing the work was not permitted.

12.5. Informal Resolution For Minor Academic Infractions

iii. the faculty member will first establish (in consultation with Head of Department and the Dean of Student & Community Affairs) that the misconduct constitutes a minor offence, the faculty

member would resort to the informal resolution process with the student.

iv. the informal resolution process is designed to deal with minor infractions of academic misconduct eg 10- 20 of plagiarized, unsubstantiated reports of cheating, clearly unintentional plagiarism etc. For minor cases, the faculty member may determine a sanction at his or her discretion which may include asking the student to rewrite the paper.

v. The faculty member would meet with the student and based on the student's admission of guilt would impose a penalty ranging from a warning to an F on the assignment. A student however has the option to request for his/her case to be heard before the AJC. The informal resolution form must be filled out and signed by both parties and a copy given to the Dean of Student & Community Affairs. For records purpose it is considered a minor infraction which will affect a student's future appearance before the AJC. A student who has two recorded information resolutions would face the AJC for a third offence. The committee may refer to a student's previous informal resolutions to determine the severity of sanctions but not in determining guilt.

12.6. Judicial Process For Major Academic Infractions

vi. if the faculty member is able to establish with the head of department and the Dean of Student & Community Affairs that the act constitutes a serious offence: over 50% of paper is plagiarized, substantiated information/evidence that excessive collaboration occurred, substantiated information (from several sources for violation of the examination

honour code), then the case would be referred to the Dean of Student & Community Affairs for an AJC hearing.

vii. the faculty member will submit a report to the Dean of Student & Community Affairs. The report will include a narrative of the incident and evidence supporting the charge.

viii. The Dean of Student & Community Affairs will inform the student of the charge 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. The student would be asked to provide a written statement of their version of the incident as well as the names of witness where necessary.

ix. The Dean of Student & Community Affairs would provide copies of both reports to the AJC prior to the hearing and schedule an appropriate time for all parties concerned.

x. At the hearing the committee would interview the faculty and then the student to ascertain the innocence/guilt of the student.

xi. After academic misconduct cases are heard, the Dean of Student & Community Affairs will provide the committee with an updated summary of the previous relevant cases and their disposition to help guide them in determining sanctions.

12.7. Judicial Process For Social Misconduct Cases

I. A student who has reason to believe or has witnessed an assault, threatening behavior or theft would submit a written

and signed statement to the Dean of Student & Community Affairs Office as quickly as possible. They also have the option of reporting the incident to the police. The statement should include the date, location, nature of incident and any possible witnesses.

II. If a witness reports an incident and the victim refuses to corroborate the witness' report, the Dean of Student & Community Affairs would call the victim's parents and give them two options:

1. Inform the police,
2. Sign a waiver absolving the University of any Liability.

The Assistant dean may also provide counseling services for the student and explore mediation options with the victim.

III. If the witness and the victim corroborate, the Dean would meet with the student after they have sent their statements and may ask for other pertinent information missing from the statement.

IV. The accused would be contacted and asked to provide a report of their account of the incident

V. In the event that the dean considers the case to be a major infraction of the community's code of conduct and the accused poses a danger to a community member, the dean in consultation with the executive team might recommend a suspension from campus pending the hearing.

VI. The accused, defendant and other witnesses would be invited to the hearing and informed of their right to come with a support person who may be a friend/faculty member or family member.

VII. The dean would convene a hearing and the accused, the accuser and witnesses would be questioned by the committee in respect of their statements/report

VIII. The AJC would review the written and oral statements/reports of all parties and make a determination of guilty or not guilty based on the information provided from all parties.

IX. Sanctions would range from suspension to expulsion.

X. Students on suspension would receive counseling.

12.8. Sanctions And Penalties

i. The AJC will consider the case, make a finding of guilty or not guilty on the basis of the preponderance of the evidence, and determine an appropriate sanction if a finding of guilty is reached.

ii. In determining a sanction, the AJC will consider all the circumstances of the case, including the intent of the student; the character and magnitude of the offense; in the case of academic misconduct, the considered evidential judgment of the faculty member bringing the accusation; and mitigating or extenuating circumstances

iii. The AJC would also be guided to impose sanctions in compliance with the range of sanctions stipulated in the Student Handbook, and on the basis of preceding cases that the Dean of Student & Community Affairs provides to the AJC to ensure uniformity of sanctions.

iv. The committee could give a sanction with the following ranges:

- Academic misconduct: failure in the course to expulsion from the university. Repeat offenders will at a minimum face suspension from the university.

- Social misconduct: suspension to expulsion from the university

v. Sanctions are cumulative increasing in severity for repeat offenders

A student's refusal to abide by decisions of the AJC, the President, or the deans is grounds for immediate suspension or expulsion.

12.9. Appeals

A request for an appeal may be brought to the President of Ashesi and the Dean of Academic Affairs in writing within 5 working days following a guilty decision by the AJC, but only on the grounds of new evidence or procedural error. If the President and the Dean of Academic Affairs decide that this new information warrants an appeal, they will form a new appeal committee to review the case. The decision of the appeal committee is final. The committee may confirm the decision of the AJC, reduce or increase the sanctions, or dismiss the original charges.

Also the executive team 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 AJC and if s/he finds their decision contravenes normal procedure may convene another AJC to review the case. The Executive Committee of the University reserves the right to review a case if the verdict or sanction does not conform to the guidelines and procedures outlined for the AJC.

12.10. Campus Safety Decision

Notwithstanding the AJC formal adjudication procedures described above if the Executive Committee decides in its sole discretion at any point that the well-being of a student, faculty, staff or their guests, or of the university and its property (including but not limited to student housing facilities), may be at stake, an immediate active avoidance order, suspension, or campus expulsion may be imposed against the student who is to be the subject of the judicial hearing until the time the hearing is held and a decision is delivered by the AJC

(“Campus Safety Decision”). This action assumes no determination of guilt, and the hearing will be held as soon as is practically possible. If the student charged with the offense refuses to appear at the judicial hearing, then the Dean of Student and Community Affairs may assess a penalty on the student for not appearing, and, in the AJC’s sole discretion, the judicial hearing: (1) may proceed as scheduled without the student present; and (2) the AJC may deem such refusal as a procedural waiver, in which case the Campus Safety Decision will be final and not subject to appeal.

13. Health Information

The Health Center nurse holds hours between 9am and 4pm every official school day at the University, where students may consult and be provided with both first aid and counseling on health-related issues without charge. Students should report any illness to the Health Center nurse but are free to seek treatment at an outside facility at their own expense if they prefer to do so. Also, the nurse is willing to coordinate care with personal health care providers.

As a part of the matriculation process, each student must submit a brief medical history and health certificate prepared by the family health care provider on the health certificate supplied by the University. Emergency contact information, as well as pertinent information about such matters as medical or psychological problems, handicaps, allergies, medica-

tions, or psychiatric disturbances will be especially valuable to the University Health Service in assisting each student. All this information will be kept confidential. All students are strongly encouraged to either sign on to a private medical insurance or the national health insurance scheme.

Emergency cases are referred to a local hospital, where the student would be treated at his/her expense. Referral to an outside medical facility for medical exam, lab tests and/or follow-up treatment of illness is also at the student’s expense. Students suffering from communicable disease, such as chicken pox, may not remain on or visit the campus. Students who may be absent from classes due to illness, should notify their faculty members and provide a doctor’s note confirming their illness and required days off.

14. Student Organizations

Ashesi University students have a student government organization called the Ashesi Student Council. There are several other organizations and clubs on campus. Refer to the guide below on how to establish a club/organization on campus. This guide was heavily influenced by the Mount Holyoke handbook on student organizations.

Introduction:

Student organizations are a vital part of creating a dynamic and vibrant student life. Student -created organizations show not only initiative but allow students to be in leadership positions and have avenues to educate, enlighten and entertain fellow students, staff and faculty alike. Ashesi University strongly encourages the creation of such student entities. This handbook is a guide to ensure the proper establishment and smooth operations of student organizations as they contribute significantly to student life at Ashesi. The handbook will cover procedures for establishing a student organization, a sample constitution, privileges and responsibilities of organizations, a registration form, penalty for non compliance of rules etc.

Procedures for Establishing a Student Organization

1. Students interested in forming a new organization must first schedule an appointment with the Dean of Students. The meeting will include discussion about the mission and objectives of the proposed group, the number of students interested in starting the new organization, the resources available to these students, and a determination that the

interest and needs of the proposed group are not already being met by an existing campus organization. At this meeting an action plan will be determined. The plan may be to proceed with the formal process of registering an organization, or to do more research or assessment of campus interest.

2. Students must have at least 10 people interested in joining the new club before registering the organization.

3. After the preliminary meeting and authorization, new groups must register with the Dean of Students in order to be officially recognized by the University. Registration forms are available at the Dean of Students. The registration process is as follows:

- i) Send application letter to the Dean of Students.
- ii) Submit completed Registration Form
- iii) Submit completed Agreement Form

Penalty for Non compliance of rules and regulations for student organizations

First offence – Verbal warning given to Executive members

Second offence- Written warning

Third offence – Suspension of association/club for a semester

Fourth offence- Termination of activity on campus

Privileges and responsibilities of registered student organizations

- Registration is free and renewable every year.
- Access to the support of the Dean of Students.

***Note: The Dean of Students reserves the right to accept or reject applications.)**

- Official recognition as an ASHESI UNIVERSITY student organization
- * **Note: recognition does not imply legal sponsorship or approval.**
- * **Note: Using the university's name as part of your association's name is a PRIVILEGE, NOT A RIGHT.** Students are expected to ensure good composure and compliance of rules and regulations at all times by members of the association. Failure to conform would result in a request to disassociate the university's name from the association.

- Completed Registration form should include the following details:
 - (i) Name of club
 - (ii) Goals and objectives of the association/club. The goals and objectives of the club should be in agreement with the mission and vision statement of Ashesi University.
 - (iii) Proposed constitution of association/club (if available)
 - (iv) Executive members or founding 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)

In addition clubs should consider ways to

- Sponsor events using University facilities, in accordance with established procedure
- Fundraise for your organization
- Plan & conduct activities furthering the group's purpose as stated in the constitution
- Conduct business in accordance with the ASHESI UNIVERSITY code of

- conduct.
- Meet deadlines pertaining to organizational registration
 - Adhere to the university's policies and procedures including but not limited to all privileges listed above

Writing a Constitution

What follows are definitions and a suggested constitution outline. A constitution essentially states who you are as an organization, how you function, how you operate and how you make decisions. You should keep a copy of your organization's constitution on file in the Dean of Students as well as with your organization's files and with your organization advisor.

- **Constitution:** A document of fundamental laws & principals that prescribes the nature, functions, and limits of your organization.
- **By-Laws:** 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 member 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:

- 1) Draft it with 2 or 3 club members

Keep it simple; avoid confusing, "legalistic" terms.

2) Show the draft to the rest of the group and welcome comments. It's easier for a group to edit, rather than create it together.

3) Show the revised copy to the Dean of Students (or your organization advisor)

for feedback. We read many constitutions and will have ideas on how you can best meet your group's needs.

4) Give a final copy to Dean of Students, your organization advisor, and club board members.

Constitution Outline

Date (date created or revised)

ARTICLE I - Name, Purpose, and Affiliation

- Section 1 Name of organization
- Section 2 Purpose of organization (objective/s)
- Section 3 Organization affiliation (local, state, national, or international organizations)

ARTICLE II- Adhere to University Policies

- Section 1 Statement that organization adheres to University rules, regulations, and policies
- Section 2 Statement that organization will adhere to all national laws

ARTICLE III - Membership

- Section 1 Membership requirements (state who may be a member—ASHESI UNIVERSITY students, faculty, staff, etc.)
- Section 2 Membership privileges
- Section 3 Requirements and privileges of active membership in organization
- Section 4 Organization does not discriminate based on race, ethnicity, color, national origin, religion, disability or gender.

ARTICLE IV - Officers

- Section 1 Titles of officers
- Section 2 Qualifications of officers (must be matriculated ASHESI UNIVERSITY Students in good academic standing)
- Section 3 Duties of officer

ARTICLE V - Advisor

- Section 1 How the advisor is chosen
- Section 2 Expectations of Advisor (how often advisor will meet with org., expected assistance for org, etc.)

ARTICLE VI - Election and Removal of Officers

- Section 1 Time of election
- Section 2 Election procedures
- Section 3 Procedure for removal of officers

ARTICLE VII - Meetings

- Section 1 Frequency of regular meetings
- Section 2 Provision for special meetings

ARTICLE VIII - Quorum

- Section 1 Definition of a quorum (i.e., 2/3 majority, 50% + 1, etc.)
- Section 2 When a quorum is necessary

ARTICLE IX- Amendments and By-Laws

- Section 1 Provision for By-laws of the Organizations
- Section 2 Provision for amendments to the constitution and by-laws

ARTICLE X - Committees

- Section 1 Outline any standing committees
- Section 2 Outline procedures for creating new or short term committees

Fundraising

In order to organize events, students' organizations may sometimes have to raise funds to achieve this goal. Collaboration with other ASHESI UNIVERSITY organizations community may be helpful if the project seems too overwhelming to handle alone. Other organizations are good resources when researching options and ideas. Fundraising activities are valuable not only because they raise money, but they also increase an organization's visibility on campus. Students can identify individuals, companies and associations willing to finance some of their activities

Event Policies

Event Planning is an integral part of a student organization's activities. Successful event planning requires careful thought and adequate preparation for a program to be well executed. This handbook provides some tips for event planning as well.

Number Of Events

Although there is no established limit as to how many events a group can spon-

sor per semester/year, it is important to share the limited space and dates with the community. A group is encouraged to be considerate and work with other groups so as not to monopolize space and dates for events. When necessary, the Dean of Students may suggest or impose limitations if the situation warrants such an action. Collaboration between student organizations is highly encouraged.

Event Planning Guidelines

Events organized by student organizations provide a platform for the organization to present itself to the rest of the student body. It also provides an avenue for greater interaction between the organization and the entire campus and in some cases the rest of society. Event planning builds organizational skills and creates teamwork among club members. However, planning an event, though fun, could be stressful or overwhelming. To minimize the stress involved with event planning here are some guidelines to help in the process. Remember these are general guidelines and do not necessarily cover all the

required details of a particular event. Please use your creativity, common sense, and good judgment at all times.

General Guidelines:

1. Plan Early- Planning a year of event six months in advance may seem preposterous but finding sponsors, making reservations, inviting speakers, determining themes are all issues that require thought and advance planning. It's never too early to begin, remember the "Early bird catches the worm."

2. Determine the kind of event you would like to have, who you would like to attend, and what will encourage them to come. Assess your group's needs, interests, and resources. Consider possible co-sponsorship with another group, or off campus entity. Also remember to delegate to members of your organization each person's role in putting the event together. eg Fundraising, Publicity, etc

3. Assess your Finances – Figure out how much you intend to spend on the event, how much you have as an organization and how much money you need to raise for the event. After which you can draw up a budget and begin to look for sponsorship. Also consider partnering with another group on campus to share costs.

4. Choose a Date taking into account the availability of a speaker(s), the impact of other events, day of the week considerations, and the academic demand and load of students.

5. Publicize events after you have secured all the necessary ingredients for a successful program for instance the speakers, location, invited guests etc. Besides electronic mail, find creative

ways to advertise your program through posters, word of mouth and announcements at events and gatherings.

6. Days prior to the event ensure that everything needed is in place.

Speeches need to have been written, confirm with speakers and send them directions to campus, remind campus of event till the day and hours before it begins.

7. Arrive Early before anyone to ensure the place is set up and expect that in spite of careful preparation and advanced planning something could go wrong. In the event that something unplanned creeps up, be creative and improvise. Remember to make the most of the event.

8. After the Event, review what worked and what did not and begin planning for your next event!

Posting Policy

In view of the electronic age, students should first advertise through e-mail but should also remember that flyers and posters are important means of publicizing events at ASHESI UNIVERSITY. Bulletin boards are located around campus and can be utilized. Keys can be procured from the administrative assistants in the respective buildings for access to locked bulletin boards. When posting and designing publicity material, consider how various members of the University community might respond to the content and appearance of your advertisement. Think inclusively!

Clean Up Guidelines

In the event when students organize programmes where there is much use of

paper and other forms of garbage, event planners are required to leave the event space as they found it and ensure that it looks clean.

Sample Constitution

Constitution of the ASHESI UNIVERSITY Mock Trial Association Created on 4/25/2002

Article I.

Section I.

This organization shall be called “The Ashesi University Mock Trial Association” herein after referred to as “the Association”.

Section II.

The objectives of the Association are to educate members of Ghana’s legal systems Section III. The Association is affiliated with the Ghanaian Mock Trial Association.

Article II.

Section I.

- a.) the Association shall comply with the Ashesi University Code of Conduct and all University policy specifications thereof.
- b.) The Association shall adhere to all regulations as specified in the Ashesi University Student Handbook.

Article III.

Section I.

Membership requirements are as follows:

- a.) The individual is an Ashesi University student
- (b.) Participation at tournaments and compliance with tournament rules and regulations.
- c.) Membership is contingent on attendance of general meetings and team practices which are mandatory.

Section II

Membership privileges are as follows:

- a.) Expenses for tournaments are paid from the Treasury of The Association;
- b.) Members receive training/guidance in the following areas, to mention a few:
 1. Researching
 2. Oral argumentation
 3. Analytical thought and expression
 4. Reasoning skills

Section III. The Association will not discriminate on the basis of race, ethnicity, color, national origin, religion, disability, gender, or sexual orientation.

Article IV.

Officers

Section I.

Titles of Officers are as follows:

a.) President(s) (maximum of 2): The position of President/co-President includes a range of responsibilities not confined to chairing general and executive board meetings, making arrangements for tournaments, being a liaison between The Association and the American Mock Trial Association as well as other member schools, and being captain of the team (addressing issues of concern and bringing them to the attention)

The Association.

Qualifications: The President(s) must have at least 2 semesters of membership with The Association and must be a matriculated Ashesi University student. She must possess a sincere dedication and interest in Mock Trial and its continuation. Furthermore, she must be able to commit her time to attending meetings, engage all members of The Association, and compete in tournaments.

b.) Treasurer: The position of Treasurer entails the keeping of all of The Association's monies and includes the responsibility of executing the audit in a timely and organized manner. The Treasurer is also in charge of paying The Association's dues and tournament fees.

Qualifications: The Treasurer must be a matriculated ASHESI UNIVERSITY student who is organized and responsible. (S)he must insure that the financial well-being of The Association is dealt with in a timely manner and (s)he is also responsible to bring up issues of finance to the Executive Board. Additionally, the Treasurer is expected to meet all SGA requirements.

c.) Secretary: The Secretary keeps the e-mail/contact list of The Association. Furthermore, she is in charge of monitoring the attendance of members and of informing inactive members of the membership ineligibility if such behaviors continue. Additionally, (s)he is in charge of publicity and raising awareness of the Association.

Qualifications: The Secretary must be a matriculated Ashesi University student. Required of him/her is enthusiasm and an active willingness to communicate with members of the Association. (S)he must be organized and reliable.

Article V.

Advisor

Section I. The Advisor is chosen under the following criteria:

a.) The Advisor must be associated in some way to the legal field.

b.) She/he must have pertinent connections to the Ghanaian community

c.) She/he must be willing to dedicate time to attending executive board meetings every five weeks.

d.) The Advisor may also act in a coaching capacity guiding with the formulation of arguments and methods.

Article VI. Election and Removal of Officers

Section I: Elections will be held in September of each academic year.

Section II. Election Procedures are as follows:

- a.) All those running must first be nominated by someone with The Association. this may include self-nomination.
- b.) Those running for office must submit a typed candidate statement two weeks prior to elections so that it may be distributed to all active members.
- c.) Candidates must make speeches not to exceed five minutes at a general election meeting.
- d.) Candidates are elected through a majority vote. If a candidate for a certain position does not win, she or he may run for a lower office at that time if nominated.
- e.) Votes will be taken via a secret ballot and counted by a member of The Association who is not running for a position.

Section III. Procedure for removal of officers is as follows:

- a.) The removal of an Executive Board member from office is brought to the organization by board consensus (excluding the member in question). The member is asked to withdraw from the Executive Board if there is a 2/3 organization majority in favor thereof. The member has the opportunity to present her case to the organization at large prior to the vote.

Article VII. Meetings

Section I. Frequency of regular meetings

- a.) Regular meetings will occur on at least a weekly basis.
- b.) Regular Executive Board meetings will occur on a monthly basis.

Section II. Provisions for Special Meetings

- a.) Special Meetings will be held for the removal of officers arranged by any active members who feel the need for such an event.

Article VIII. Quorum

Section I. Definition of a Quorum

- a.) Quorum for The Association is defined as a 2/3 majority
- b.) Section II. When A Quorum is Necessary
- c.) a.) Quorum is necessary for the removal of officers within the Association

Article IX. Amendments and Bylaws

Section I. Provision for Amendments and By-laws

- a.) An amendment or by-law may be presented by any member of The Association and requires a 2/3 majority in favor to be instituted. Alternately, an amendment or by-law may be brought forward by an Executive Board member and be voted on by the whole membership, requiring a 2/3 majority to take effect.

Article X. Committees

Section I. Outline of any standing committees

- a.) If the organization decides to sponsor a conference or special event, the Executive Board shall establish a standing committee.

15. Housing Policies

These policies serve as a guideline for students who elect to reside in Ashesi University housing. To ensure a pleasant and comfortable living for each student please take these policies seriously.

15.1. General Issues

Ashesi University provides student housing as part of the university's efforts to enhance the educational experience of its students. By enhancing opportunities for teamwork, enabling closer friendships and serving as a microcosm of a well-ordered community, dormitory life serves as an important venue for each student's personal growth. However, in order for university housing to serve this purpose, each student must act responsibly and must demonstrate respect for the rights of others. Students must demonstrate integrity, in every sense of the word, in their dormitory life, as they do in their academic life, Ashesi University rules and regulations in the student handbook apply to all Ashesi buildings, including student housing.

Students must note that access to Ashesi housing is a privilege, not a right, and that the Dean's office can withdraw this privilege at its own discretion and at any time. Students who lose housing privileges are not entitled to a refund (or partial refund) of previously paid housing fees.

The rules and regulations described in this document are subject to change and in any event, are not intended to be an exhaustive list. Ashesi University expects students to conduct themselves in a manner compatible with the core

values of our institution, rather than an elaborate and exhaustive canon of rules.

15.2. Room Assignment

Ashesi University currently has limited housing space for students. At the end of each year students participate in a lottery to select their rooms. Students who fail to pay their housing deposit before the deadline will forfeit their housing to students on the waiting list. Students who decide to forfeit housing allocated during the lottery should notify the Office of the Dean of Students or else they will be billed for housing.

15.3. Apartment Representatives

In each apartment, representatives are nominated by the Welfare Committee and the Office of Dean of Students to serve as liaisons between the students and the administration and receive training through the Office of the Dean of Students. The Apartment Representative serves to promote a friendly atmosphere of social interaction and creates an environment that is conducive to academic study. The Apartment Representative will be expected to set a good example of proper conduct and provide a role model for other students to emulate. He/She would also undertake the following responsibilities:

- Organize and conduct resident meetings in order to discuss issues relating to housing policy and promote goodwill among other apartment residents.
- Report all defective or broken appli-

ances, such as, light switches, faulty wiring and leaking taps, etc immediately to the Caretaker of Apartment Operations.

- Encourage a culture of cleanliness so as to ensure that a basic standard of overall hygiene is maintained in each apartment.
- Endeavour to promote a culture of constructive interaction and encourage a sense of social wellbeing.

Apartment representatives are nominated based on their exemplary conduct and their desire to maintain a cordial, hygienic, healthy and conducive environment for all residents of the apartment.

15.4. Items Provided By The University

Ashesi University Student housing is currently organized as three bedroom apartments, each of which has a living room, dining room, kitchen, laundry room, and two bathrooms. Depending on size, apartments generally have a capacity of between seven and eleven students. The university provides the following equipment in each apartment

- A bed and mattress for each occupant. Students are encouraged to bring their own pillows and mosquito nets. The university health centre can recommend appropriately treated mosquito nets for students who desire them.
- A set of living room furniture
- A set of dining room furniture. The dining room also serves as a study room.
- A large trash can for each kitchen
- A refrigerator in each kitchen
- One 4-burner gas cooker and a gas cylinder in each kitchen. Students can fill

gas cylinders at their own cost

- One wash basin in the laundry room. For an extra fee, Ashesi can install a washing machine in the laundry room.
- Fire extinguishers.
- Apartment residents should provide their own mops, shower curtains, brooms and cleaning materials.

15.5. Restrictions

- Students are not allowed to bring extra refrigerators or cookers to their apartments.
- Students may bring microwave ovens, provided that these units are installed only in the kitchen.
- Kitchen appliances must not be installed or used in bedrooms. Any violation of this rule represents a safety hazard and will result in sanctions, including the possible loss of housing privileges.

15.6. Cleaning

Cleaning is a shared responsibility of Ashesi University and students.

- The university will clean the common areas of the apartment building – including the reception, halls, stairways and public bathrooms on a weekly basis.
- Students are responsible for cleaning all areas of their apartments. Ashesi recommends that apartment mates come up with a roster where students take turns to clean their rooms, bathrooms and kitchen.
- For health reasons, each kitchen trashcan must be lined the right trash bag before use. To empty the trash can, tie its contents in the trash bag and deposit the bag in the larger trash con-

tainers provided on the grounds of the apartment building. Line the trash can with a new trash bag before reuse.

- To ensure that Ashesi's facilities are maintained properly at all times, Ashesi staff will inspect each apartment once a month. Inspection dates may be announced ahead of time and each occupant of an unclean apartment will be levied a fine(s) as follows:

- Unclean bathroom – GHC60 (wet floors, no shower curtains, dirty sink, toilet and bath)
- Unclean kitchen – GHC60 (unwashed dishes, choked sink, dirty fridge and cupboards, full/stinky trash can)
- Unclean living area (littered hall area, damaged furniture etc)
- Occupants of apartments that are consistently unclean will pay an increased fine on the third offense as follows:
 - Unclean bathroom – GHC150
 - Unclean kitchen – GHC150
 - Unclean living area – GHC150

Ashesi reserves the right to increase these fines when necessary. Furthermore, the university reserves the right to withdraw housing privileges from students who consistently keep their rooms and apartments in such a poor state of cleanliness as to pose a health hazard to themselves and their colleagues. On the other hand students who consistently have clean apartments would be given priority during the lottery.

15.7. Guidelines For Cleaning Kitchens

In order to maintain a sanitary kitchen, Ashesi University suggests the following

guidelines for cleaning kitchens.

- The refrigerator should be defrosted and cleaned once a month
- The stove should be cleaned daily
- Waste/rubbish must be disposed of at least three times a week
- The sink and food preparation area must be cleaned daily
- Cupboards should be wiped with a damp cloth once a week
- The kitchen floor should be swept and wiped with a damp cloth or mop at least once a week.

15.8. Apartment Inspections

In order to ensure well-maintained and sanitary facilities at Ashesi University, the university conducts periodic inspections of apartments as described below. (The university reserves the right to undertake unannounced visits if it so deems it necessary in order to promote effective sanitation). Please note that Ashesi is not interested in monitoring the personal habits of its students. Inspections are intended solely to ensure a safe and healthy environment for all students.

- Inspection dates may be announced at the beginning of each semester so that students can mark their calendars appropriately and be available to host university inspectors.
- Inspections will be conducted by teams of two people.
- At least one occupant from each apartment should be available to let inspectors into the apartment. In the event that an apartment is empty and or locked, the inspectors will assume the worst case scenario – the apartment is unclean – and will therefore assess each tenant an appropriate fine.

- Ashesi reserves the right to withdraw the housing privileges of students who consistently have unclean apartments.
- Students will be billed directly and given deadlines to pay the fines. Unpaid fees (including fines) will result in exclusion from classes, withholding of transcripts, or withholding of degree awards as appropriate.

15.9. Hanging Pictures On Walls

Students are not allowed to drill holes into the walls or make holes to hang up pictures.

15.10. Insurance

Ashesi University only insures its property. Students are encouraged to insure their personal property.

15.11. Refund Policy

- Students who inform the University and voluntarily move out of the hostel within 2 weeks of the start of the semester will receive a 50% refund.
- Students who voluntarily move out after 2 weeks of the start of the semester will receive no refund.
- Students whose housing privileges are withdrawn by the Dean's office are not entitled to a refund. Living in university housing is a privilege not a right.

15.12. Public Nuisance

Each student is encouraged to respect the rights and privileges of roommates and apartment mates. Examples of actions that can constitute a nuisance to others include: playing unduly loud music; hosting frequent visitors and therefore intruding on the space your

roommates; consistently leaving dirty dishes in the shared kitchen; etc. Students who consistently prove to be a public nuisance will erode their future chances of gaining access to university housing.

15.13. Perching

“Perching” is a local slang term that refers to the practice of hosting unofficial roommates or apartment mates. Ashesi University defines a “percher” as a visitor or Ashesi student who is not a registered occupant of a particular apartment, but who lives in that apartment for more than a period of three days.

N.B. Under Ashesi University's terms and conditions for student housing, invited guests cannot stay beyond a period of more than three days (or a number of separate days that total three days) in one semester.

This three day period is the maximum number of days that a visitor can stay in the apartment building. Visitors are not allowed to reside in one apartment for say 2-3 days and then relocate to another apartment for another 2-3 days and so on. In other words visitors may only be allowed to reside in the apartment building as invited guests for a maximum stay of three days per semester.

Invited guests will only be allowed to stay in the hostel with the expressed consent of other apartment mates and the approval of the Apartment Representative. Any student intending to house an invited guest must first inform the other apartment mates, and after receiving their consent, obtain permission from

their Apartment Representative. Any student housing an un-invited guest without the consent of their fellow apartment mates will face disciplinary action.

Perchers can be a nuisance to other apartment mates and seriously undermine their academic progress. Perchers also increase the wear and tear on the university's facilities without paying fees for the use of these facilities. Any student or visitor who stays beyond a period of three days is in breach of Ashesi's policy on student housing and is violating the university's code of ethics.

Since Ashesi may not be able to monitor all visitors to apartments, roommates and apartment reps are encouraged to bring perching issues to the attention of the Apartment Caretaker and the Dean of Students. Failure to report perchers and their sponsors will constitute a breach of the university's code of ethics.

Once identified, perchers will be required to pay the full semester housing fees, just as other tenants do, and may also incur a fine for attempting to evade housing fees.

15.14. Subletting

Students are not permitted to sublet or sublease university housing to other occupants. Subletting refers to the act of securing accommodation as a rent paying tenant and then renting this accommodation out to another person. Students intending to reside in university housing may not rent their accommodation out to any other occupant(s). Students residing in university housing must be the sole tenants paying their fees directly to Ashesi University. No student is permitted to offer their housing

to another resident with the intention of charging rent.

Students who have secured a room through the Apartment Lottery or have been allocated housing by the university are expected to honour their intention of residing in the university's housing. Students who have secured a room through the Lottery system are forbidden to sell their room or place on the Waiting List to another student who is currently seeking accommodation. Students who have paid their hostel fees and have a balance of credit with the university are also forbidden to sublet their accommodation to another occupant(s).

The university strictly forbids the practice of subletting accommodation and will take immediate action against offenders who violate this policy. The university considers the practice of subletting as a serious offence and will met out severe sanctions against offenders. Any student found guilty of subletting university housing will immediately lose all housing privileges. The loss of housing privileges will result in being evicted from current accommodation and prevented from securing university housing in the future. The student could also face a severe financial penalty in which the university will impose a flat rate fine of GHC1,500.

15.15. Services, Utilities And Emergency Numbers

Ashesi University Housing fees cover apartment rents as well as a number of services: a caretaker, 24 hour rapid response security services, utilities, and janitorial services. The university employs a full time on-site caretaker at the Danquah Hostel who is responsible for

ensuring optimal running of the apartment block. Security services for Ashesi student housing is provided by a third party security firm. Services include a 24 hour guard service as well as an alarm and rapid response service. Students are expected to cooperate with security personnel by reporting any suspicious activity around Ashesi Apartments, and by being careful about whom they invite into the building as guests. The university provides a shuttle service that takes students from the hostels to the campus in the morning and in the evening. Housing fees cover basic utilities such as water, garbage disposal

and electricity. In order to minimize wastage, students must be careful not to leave lights on unnecessarily, or use high power consuming devices.

Emergency Numbers:

Dial 193, 192 - Ambulance

Dial 999 - Police

Dial 191, 192 - Fire Service

Medical emergencies will be handled by the Police Hospital which is just a two minute drive from Ashesi housing. In the event of medical emergencies, the building caretaker can arrange transportation to the hospital.

16. Financial Information

All students are expected to make full payment of tuition and other fees prior to the first day of classes; unless a special installment payment plan has been negotiated ahead of time with the university. A late fee will be assessed for late payment of fees. Nevertheless, all fees must be paid within two week after classes begin.

16.1. Failure To Pay Fees

Students who do not make good on their obligations to the university within the first two weeks of classes will automatically be deregistered from all

courses for the semester in question. Affected students should stop attending classes at that point.

Please note that faculty will not grade class assignments, projects and exams for students who are not registered.

16.2. Fee Refund Policy

Ashesi University has adopted the following refund policy for students who choose to terminate their enrollment at the university. Note that the deposit paid by the incoming freshmen to reserve a spot in the class is non-refundable.

Time of Termination	Refund
Prior to first day of course	100%
Within first calendar week of course	70%
Within second calendar week of course	50%
After second calendar week of course	0%

Plagiarism: Sources Not Cited

- **“The Ghost Writer”** - The writer turns in another’s work, word-for-word, as his or her own.

“The Photocopy” - The writer copies significant portions of text straight from a single source, without alteration.

“The Mixed Grill Paper” - The writer tries to disguise plagiarism by copying from several different sources, tweaking the sentences to make them fit together while retaining most of the original phrasing.

“The Poor Disguise” - Although the writer has retained the essential content of the source, he or she has altered the paper’s appearance slightly by changing key words and phrases.

“The Labour of Laziness” - The writer takes the time to paraphrase most of the paper from other sources and make it all fit together, instead of spending the same effort on original work.

“The Self-Stealer” - The writer “borrows” generously from his or her previous work, violating policies concerning the expectation of originality adopted by most academic institutions.

Plagiarism: Sources Cited

“The Forgotten Footnote” - The writer mentions an author’s name for a source, but neglects to include specific information on the location of the material referenced. This often masks other forms of plagiarism by obscuring source locations.

“The Misinformer” - The writer provides inaccurate information regarding the sources, making it impossible to find them.

“The Too-Perfect Paraphrase” - The writer properly cites a source, but neglects to put in quotation marks text that has been copied word-for-word, or close to it. Although attributing the basic ideas to the source, the writer is falsely claiming original presentation and interpretation of the information.

“The Resourceful Citer” - The writer properly cites all sources, paraphrasing and using quotations appropriately. The catch? The paper contains almost no original work! It is sometimes difficult to spot this form of plagiarism because it looks like any other well-researched document.

“The Perfect Crime” - Well, we all know it doesn’t exist. In this case, the writer properly quotes and cites sources in some places, but goes on to paraphrase other arguments from those sources without citation. This way, the writer tries to pass off the paraphrased material as his or her own analysis of the cited material.