

# JACCD DIA

## STUDENTS HANDBOOK



The Students Handbook is the official statement of rules and regulations. All rules, regulations, and policies of JACCD DIA are subject to change through the appropriate departments, divisions, offices, and legislative bodies empowered by the constituencies, the President of JACCD DIA, and the Board of Trustees of the JACCD DIA. Any change in the items contained in the Student Handbook will be published in the appropriate campus media. All students are responsible for acquainting themselves with the contents of the Student Handbook.

If questions arise, do not hesitate to call the Dean of Students Office for clarification or assistance (0302 797471 EXT 114)

*All correspondence should be addressed to:*

The President  
JACCD DIA  
P. O. Box CT 1097  
North Legon - Accra  
+233 23-5682600 / +233 302-797471  
[www.jaccd.edu.gh](http://www.jaccd.edu.gh)

## **ABOUT THE COLLEGE**

### **Philosophy and Jurisdiction**

JACCD DIA prepares students to think critically and creatively, to engage in active citizenship, and to pursue creative work. The school, which began instruction in March 1995 with a class of 5 students offering only a certificate course, quickly grew to 200 students by the year 2000, it quickly gained a reputation for innovation and quality education in Ghana.

JACCD DIA is the first school in Ghana to adopt and blend the Liberal Arts method of education with Design with majors in Fashion Design, Interior Design, and Graphic Design, Product Design in Jewellery and Accessories and Textiles. The school is an independent private institution. The purpose of the JACCD DIA Student Code of Conduct is to promote an environment that supports the mission of the College by articulating expected standards of individual and group behavior. Students and student organizations are expected to accept responsibility for their behavior, whether acting individually or in a group and to be considerate of the rights of others including conducting themselves in a manner that is consistent with the values embraced by the College and reflected in its various policies, contracts, rules, and regulations.

JACCD DIA is responsible for helping to create and maintain a community that safely supports students in their academic, social, and personal endeavors. The College's jurisdiction applies to both on and off campus violations of the Code of Conduct and as such all students and student organizations are expected to maintain a high standard of conduct both on and off campus. Students are expected to remove themselves immediately from situations in which others are engaging in, or are attempting to engage in, violations of College policies. Remaining in such situations or failing to take action to address such behaviors may result in students being subject to action through the College's Conduct System. The Student Code of Conduct assumes that reasonable people, given adequate information and freedom to decide, can and will make judgments in the best interests of the community. The goal of the College Conduct System is to teach the student why the behavior displayed is unacceptable. As such, sanctioning is designed to be both educational and corrective in nature. JACCD DIA will take a strong position on actions that are motivated by or committed against an individual(s) based on race, religion, disability, ethnic or national origin, sex, sexual orientation, age, marital status, and sanctions will be reflective of the nature of the incident and any bias demonstrated.

### **Authority of the College Conduct System**

The responsibility for the College Conduct System lies with the following individuals:

#### **The president**

**The dean of Students and community affairs** has ultimate authority over the College Conduct System, including interpretation of policies and the system's procedures.

The Dean of Students provides oversight for the day-to-day operations of the Student Conduct Office and, in accordance with College policy, approves the Code of Conduct.

**The Assistant Dean of Students of Student Conduct** is the professional staff member responsible and is charged with providing comprehensive leadership, management, and vision for the Student Conduct Office. They set the tone and direction for the office and develop the conduct codes, adjudication systems, related procedures, trainings, and coordinates all nominations to the Hearing Board.

The Assistant Dean is responsible for the overall coordination of the processes used to administer the Student Code of Conduct, including interpretations of policies and the system's procedures and charring of hearing boards where suspension or expulsion may be a possible outcome.

**Hearing Officers** are individuals who, through their job responsibilities or authorization by the president, initiate action on possible violations to the Code of Conduct. The Hearing Officer may hear or otherwise resolve student misconduct.

**Hearing Board Members** are JACCD DIA faculty, staff, and students who have been trained to hear and act on student conduct violations.

## Definitions

The following terms are used throughout the Student Code of Conduct. "College" throughout this document refers to Joyce Ababio College of Creative Designs (JACCD DIA).

A Policy is a written regulation of the College, including, but not limited to, those found in the Undergraduate Catalog, Student Handbook, the Terms and Conditions of the college Contract (pdf), the College Health and Safety Policies, and the complete list available in the policies section of our web site. Throughout this document, reference is made to a number of individuals who are involved in the College Conduct System.

- i. **Advisor:** Is a current member of the College community who is chosen by a student to assist them in navigating the conduct process.
- ii. **College Officials:** does the College who perform assigned administrative or professional duties currently employ people. In addition to faculty and staff, resident assistants and desk attendants are considered College Officials.
- iii. **College Premises:** Include all the land, buildings, facilities, and other properties that the College owns uses, or controls, including adjacent streets and sidewalks.
- iv. **College-Sponsored Event:** Includes any event that is sponsored by the College, occurs on College premises, or occurs off-campus with the permission of the College or with participation by College officials in the performance of their official duties.
- v. **Faculty Member:** Is a person hired by the College to conduct classroom, teaching and/or scholarly activities.

- vi. **Hearing Board:** Is composed of trained College community members who resolve accusations of serious student misconduct. Members of the Hearing Board may be called on to serve in several different capacities.
- vii. **Member of the College Community:** Can be any current student, faculty member, College official, or other person employed by the College directly or through a contract service. A person's status in a particular situation shall be determined by the Dean of Student's Office.
- viii. **Reporting Party:** A person who alleges that another person or an organization violated the Code of Conduct or College Policy. In some situations, the Reporting Party is Campus Safety, Residential Life, or other College Officials.
- ix. **Responding Party:** Any person, student organization, club, or team who is alleged to have violated the Code of Conduct or College policy.
- x. **Student:** Is any person who is registered for courses at the College. Individuals no longer enrolled for a particular semester, but maintaining a continuing relationship with the College (for example, on an approved leave of absence), are considered students.
- xi. **Student Organization:** Refers to a group of students recognized or registered as a club or team that is affiliated with the College because of complying with the formal requirements established by the Student Involvement Office.

### **Conduct Expectations & Policies (Violations)**

As members of the College community, students and student organizations have an obligation to know and abide by the Student Code of Conduct. Through its policies and regulations, the College has identified the behavioural expectations it has for its students. The College expects that students will behave in a mature and responsible manner at all times. Students who fail to do so may be referred to the College's Student Conduct System. Residential students are expected to know and abide by the Terms and Conditions of the Residence Hall Contract. Any violation of these policies and regulations will be considered a breach of the contract and may lead to disciplinary action and/or removal from on-campus housing. Students living in residence halls are responsible for all events and/or behaviours that take place in their room/suite/apartment. If a resident is uncomfortable with what is taking place (e.g., drinking, noise, too many guests, etc.), the College expects students to address policy violations with their peers, set expectations that are mutually acceptable, and uphold the expectations of the College. College conduct proceedings may be instituted against a student who is subject to prosecution for violation of law in any judicial venue without regard to the pendency or outcome of the judicial proceedings when the conduct alleged is also a violation of the Student Code of Conduct. Violations, particularly those associated with alcohol and controlled substance use, which occur during the Orientation period will be sanctioned more severely than

those occurring during the academic year. The Student Conduct Office will address violations of the following list of policies. College policies are described in detail elsewhere in the Student Handbook. This list is intended, therefore, to be illustrative and not exhaustive. JACCD DIA students are expected to abide by and comply with each of the following:

## **MISSION AND VISION**

### **MISSION**

Joyce Ababio College of Creative Design (JACCD DIA) is a creative institution whose mission is to provide competent, professional and cutting edge instruction in design through effective teaching and learning processes, outcome-based curriculum, personalized student services, and a faculty that is dedicated to achieving excellence in teaching.

### **VISION**

Joyce Ababio College of Creative Design (JACCD DIA) sets out to develop future leaders capable of making decisions in a global environment, who are dedicated to serving companies, organizations and society and provide tertiary education with a global outlook and foster a balanced program of academic excellence and practical orientation.

### **CORE VALUES**

1. To promote an open multicultural learning environment where the value of diversity is experienced among its international student body and faculty.
2. To cultivate within our students the critical thinking skills, the concern for others and the courage it will take to transform a continent.

### **COLLEGE OFFICES**

1. Student Affairs And Community Relations
2. Career Services
3. Step Inside Think Outside
4. Residential Life
5. Food Services
6. Health And Safety Services
7. Community Engagement
8. International Students Office
9. Counselling And Psychological Department
10. Library Services
11. Finance Department
12. Information Technology And Communication Department
13. Registry
14. Admissions Department

## **Organizational Structure of the College**

The Joyce Ababio College of Creative Design has been structured like any normal tertiary institution to enhance effective communication, morale and job satisfaction among all staff. The following key academic and administrative components will be responsible for the overall operations of the college.

- The Governing Council
- The Academic Board
- The Management Board
- The President

### **The Governing Council**

The board of directors shall be the body which will formulate basic policies by which JACCD DIA shall be ran. The chairman of directors will be appointed by majority vote by the directors. Their sole purpose is to give educational policies under JACCD DIA, make specific appointments, and to advise the directors of the institute on how to operate the institute.

The Board will be comprised of:

- The Principal (President/CEO)
- Four members appointed by the directors which will include leaders, members of academia, professionals, and entrepreneurs.

Board will also include at least one member of academic staff and one non-teaching staff member.

### **The Academic Board**

The Academic Board makes recommendations to the CEO/President on faculty appointments, re-appointments, and promotions in accordance with accepted procedures. The Academic Board shall hold an open meeting each year to which faculty members may bring questions and concerns they would like the Board to address.

Members of the Board are free to suggest issues requiring discussion by the board as a representative faculty group. However, these discussions are advisory only and do not have official standing. Members of the academic board are required to disqualify themselves from deliberations on any personnel issue that they cannot consider fairly and without personal bias. In cases of appointment, re-appointment, or promotion that involves a member of the board, he has been disqualified automatically.

Academic Board does not vote nor is it obliged to reach consensus. After sufficient discussion, members of board record their views individually in two readings taken at different meetings. The recommendations of board need not be unanimous and, while it is expected that they will carry weight they are advisory only.

### **Meetings of the Academic Board**

The Chief Academic Officer (CAO) and Chairperson will meet at least once a term and the meeting must have at least 2/3 or the members including the Chairperson.

## COLLEGE POLICIES

**Ethical Standards:** As an institution that values academic integrity and intellectual exploration, Joyce Ababio College of Creative Design (JACCD DIA) 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. Joyce Ababio College of Creative Design (JACCD DIA) 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 College community to demonstrate the highest ethical behavior and personal integrity.

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. Disciplinary action will be taken against perpetrators of academic dishonesty. Typically, in the case of a first offense, a student will be given a failing grade (F) for the course and an official letter of warning that will remain on his or her student record until graduation. A second offense can result in suspension or dismissal. Detailed regulations concerning matters of academic dishonesty are published in the Student Handbook. All students and faculty are held responsible for being acquainted with these regulations.

**Code of Ethics:** Neither this school, its students, nor its professional associations will condone cheating, lying, or any other misrepresentations. Moreover, anyone who willingly conceals these activities will be considered accomplices and equally culpable.

**Nondiscrimination Policy:** Joyce Ababio College of Creative Design (JACCD DIA) will admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It will not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship, and other school administered programs, nor in employment.

1. ***ADMISSION TO THE BACHELOR'S DEGREE COURSE***
  14. **ADMISSION INTO COLLEGE/PROGRAMMES**

#### 14.1. **Entry Requirements** **Diploma/ Bachelors Degree**

##### **1. SCCE candidates:**

- Passes in three WASSCE core subjects i.e. English, Mathematics and Integrated Science
- A pass in General Knowledge in Art or a pass in Visual Arts subjects

##### **2. A level Candidates:**

- Five credits at the GCE O Level including Mathematics, English and three A Level passes including Arts

##### **3. Mature candidates:**

- 25 yrs. and above must have five passes in GCE O Level credits including Mathematics, English and Art
- Mature students with poor grades must submit a CV demonstrating 2 years of work experience and take an entrance examination

##### **4. International candidates:**

- Equivalent of a High School Certificate from their respective home country.
- Entry Examination may be required to demonstrate written and verbal skill.

##### **5. Advanced Study Entrants:**

- Applicants which have taken the JACCD DIA certification course may be granted advanced standing with direct entry into the second year of the course.
- Students will be subject to an entry interview and presentation and portfolio or sample work for specified program of choice.

#### **Application Requirements**

##### 1. Application Form

- Complete application form
- Attach two passport sized pictures
- Photocopy of ID card or passport

##### 2. Certificates



- Attach copies of transcripts from other institutions or certificates and degrees
  - For Mature Students you will need to submit a CV along with any school certifications
3. Letters of Reference
    - 2 Letters of recommendation will be required. At least one reference must be from an employer or teacher.
  4. Interview
    - You will be given an interview date when your complete application is received and reviewed
  5. Entry Exam
    - If you are a mature student you may be required to take an entry exam.
  6. Admissions Essay
    - Write an essay containing answers to the following questions:
      - i. What are your expectations, goals, hobbies, and special interests?
      - ii. What are your reasons for choosing JACCD DIA?
      - iii. What appeals to you about the major you are considering?
      - iv. What are your goals and aspirations upon graduating from JACCD DIA?
  7. Application Fee
    - There is a nonrefundable fee of ₵280.00Gh for nationals and ₵350.00Gh for international students which must be paid by cash, or bankers draft
  8. International Students
    - NOTE: If you are accepted into JACCD DIA you will need a residency permit. We will provide you with the necessary documents to obtain this permit. If you already have this permit please submit this along with your application form.
    - Copy of a visa obtained from the Ghana embassy must be submitted along with your application form.

## 2. **ADMISSIONS**

### 2.1 **Admissions Board:**

- 2.1.1 *The Admissions Board shall be presented with a list of all candidates who satisfy the conditions for admission as stipulated in paragraphs 1.1, 1.2 and 1.3, for the Board to decide which candidates may be offered admission and to which subjects. In the case of students entering the College on the basis of possession of a diploma (1.3.1), the subject in which the diploma is held shall be approved as one of the subjects to be studied.*
- 2.1.2 *Candidates who do not satisfy the conditions for admission as in paragraphs 1.1, 1.2 and 1.3 are not eligible for admission and may not be considered by the Admissions Board.*
- 2.1.3 *The College reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements as in paragraph 1.1, 1.2 and 1.3 to withdraw from the College, notwithstanding progress made in the course.*

3. **COURSE OF STUDY**

A candidate who is admitted to a degree programme shall be required to follow the approved programme of study over the prescribed period. No change of subject is allowed without the approval of the Dean of School. A student may not graduate if he/she is found not to have followed the subjects assigned to him/her at Level 100 or 200.

4. **ACADEMIC SESSION**

The Academic Session shall comprise two Semesters, as follows:

First Semester - August - December

Second Semester - February - June

5 **STRUCTURE OF SEMESTER**

A Semester shall be of 17 weeks' duration and shall be structured as follows:

13 weeks of Teaching

1 week of Revision

3 weeks of Examinations.

6. **ACADEMIC ADVISER**

Students shall be assigned academic adviser(s) in every department who shall provide counsel on course offerings.

7. **REGISTRATION**

- 7.1 **For a student to obtain credit in any course, he or she must be admitted into the Department, and must be properly registered for that course during the official registration period at the beginning of each semester. The student shall plan his/ her courses in consultation with his/her academic adviser(s). Choice of free elective must be consistent with the subject groupings, the teaching and examination timetables.**
- 7.2 A fine shall be imposed on any student who fails to register during the normal time stipulated for registration by the College.
- 7.3 A student who fails to register during the registration period specified may forfeit his/her right to register for the semester or the entire academic year.
- 7.4 No student shall be permitted to register by **proxy**. In such a situation the impersonator's registration shall be cancelled. The implication is that the impersonator cannot pursue studies for that academic year.
8. **DURATION OF STUDY PROGRAMMES**
- 8.1 The minimum period for completion of the Bachelor's degree programmes in Fashion Design, shall be 6 semesters and the maximum period shall be 8 semesters.
- 8.2 These minimum and maximum periods are calculated from the date of first registration.
9. **INTERRUPTION OF STUDY PROGRAMME**
- A student may interrupt his/her study programme for two continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.
- 9.1 A student who wishes to interrupt his/her study programme shall apply at least four weeks before the commencement of the semester to his/her Dean of Faculty, stating reasons why he/she wants to interrupt his/her study programme, and permission duly granted before he/she leaves the College. The decision of the Dean shall then be communicated to the Registrar, who shall also communicate same to the applicant before he/she leaves the College. The Dean, in giving approval, may consult with the Counselling and Placement Centre, where necessary.

- 9.2 At the express permission of the Vice Chancellor, a student may be permitted to interrupt his/her studies by two additional semesters, but not exceeding four semesters overall.
- 9.3 A student who interrupts his/her studies for more than 4 continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the College.
- 9.4 Where the ground for interruption of studies is medical, the Director of College Health Services shall be required to advise the Registrar on the propriety and length of period of interruption. The Registrar shall cause the Director of College Health Services to investigate any medical report reaching his office from any health delivery facility outside the College Hospital and advise accordingly.
- 9.5 Any student who does not go through the approved procedures before interrupting his/ her studies shall be deemed to have abandoned his/her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the student roll.

10. **INABILITY TO COMPLETE STUDY PROGRAMME  
WITHIN MAXIMUM PERIOD**

A student who is unable to complete his/her study programme within the maximum period allowed shall lose all credits accumulated and his/her studentship cancelled. Such a student may be allowed to re-apply for admission into the College.

11. **COURSE CREDIT**

One (1) course credit shall be defined as follows:

- One hour lecture,
  - One hour tutorial, or
  - One practical session (of two or three hours), or
  - Six hours of field work
- Per week for a semester.

12. **MINIMUM AND MAXIMUM WORK-LOAD PER  
SEMESTER FOR FULL-TIME STUDY**

- 12.1 A full-time student shall be required to carry a minimum workload of 21 credits per semester.

12.2 Under special circumstances, a student may, with the approval of the Dean of Faculty, be allowed to carry a workload outside these limits, provided that the minimum work-load will not fall below 15 credits per Semester.

### 13. GENERAL COLLEGE/FACULTY REQUIREMENTS

#### 13.1 Degree or Bachelor Declaration

**Note:** All accepted students will need to declare a Degree or Bachelors program after the first year of foundation study. Please see the individual programs for additional requirements.

- Submit application for declaration of program 2 months before the beginning of the Fall semester

**Entrepreneurship-** Does not require a portfolio. Submit a two page essay on where you see yourself in 5 years.

#### **Deadlines**

##### **General Admission**

**Fall Semester:** February

**Spring Semester:** August

### 16. GRADING SYSTEM

Student work is evaluated throughout the semester through examinations, quizzes, research and writing assignments, projects, and participation in class discussions and fashion shows.

JACCD DIA will use the following grading system:

#### **Grading systems for the Degree programme**

|            |   |    |
|------------|---|----|
| 80-100     | – | A  |
| 75 – 79.99 | – | B+ |
| 70 – 74.99 | – | B  |
| 65 – 69.99 | – | C+ |
| 60 – 64.99 | – | C  |
| 54 – 59.99 | – | D+ |
| 50 – 53.99 | – | D  |
| 0 – 49.99  | – | E  |

### 18. ELIGIBILITY FOR EXAMINATIONS

- 18.1 A student shall attend all such lectures, tutorials, seminars and practicals and undertake all other assignments as are approved by the College.
- 18.2 Further to (23.1), a student shall be expected to attend lectures, tutorials, practicals and other activities prescribed for the courses for which he/she has registered, and to execute all assignments given.
- 18.3 Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfill the requirements for any course shall not be allowed to take the examination for that course.
- 18.4 In any case, a student who is absent for **a Cumulative Period of 21 days** from all lectures, tutorials, practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester examination.
19. **REGISTRATION FOR EXAMINATIONS**
- 19.1 Registration for a College Examination shall require endorsement of the Registration List by the Head of Department to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.
- 19.2 Endorsement as in (19.1) shall be withheld if a candidate is not deemed to have followed satisfactorily the approved course of study (as in Section 18). In any event of the withholding of an endorsement, the Head of Department shall request the appropriate School Board to confirm the action taken.
- 19.3. Level 300 and 400 candidates shall have up to 3 weeks (21 days) from the commencement of registration within which to **ADD** or **DROP** courses. Level 100 and 200 candidates normally do not have any option of adding and dropping courses since all courses indicated for these levels are core or compulsory.
- 19.4 After 21 days of the Semester, Departments shall publish for verification by students Lists of registered candidates for all the courses offered by the departments. The lists of registered candidates shall be forwarded to the Office of the Director, (Academic Affairs Directorate) before the end of the sixth week of the semester. **These Lists shall be deemed as constituting final registration for end of Semester examinations.** This means that by

the end of the sixth week, students whose names do not appear in any course List shall not be allowed into the end-of-Semester examination for that particular course. Similarly, students who are duly registered for a course but who fail to take the end-of-Semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade X shall be awarded.

**20. SEMESTER EXAMINATIONS**

20.1 Each course, with the exception of a Project, shall normally be completed in one semester.

20.2 A final (end-of-semester) examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published each semester.

20.3 The marks obtained in the end-of-semester examination shall contribute 70% of the grade for the course while continuous assessment contributes the remaining 30%, except for practical or other courses which are assessed entirely by continuous assessment.

20.4 Time allotted to examination papers shall be as follows:

|                       |                |
|-----------------------|----------------|
| 1- Credit Course      | - 1 hour       |
| 2- Credit Course      | - 2 hours      |
| 3 or 4- Credit Course | - 2 to 3 hours |

**21. STUDENT IN GOOD STANDING**

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.50 (Grade C).

**22. PASSING, PROBATION AND WITHDRAWAL**

**22.1 Level 100:**

22.1.1 A Level 100 candidate shall be deemed to have satisfied the requirements for progression to Level 200, if he/she has obtained a CGPA of 1.50 or better overall in all Level 100 examinations.

22.1.2 In addition to 22.1.1 the candidate shall have satisfied Faculty/Departmental requirements for entry to courses at Level 200.

22.1.3 There shall be no probation at Level 100.

22.1.4 A candidate who does not qualify to progress to Level 200 on the basis of (22.1.1) and (22.1.2) above shall be asked by the Registrar to withdraw from the College.

23. **Level 200:**

23.1. **Pass:** A student is deemed to have passed, if he/she has a CGPA of 1.50 or better and has passed a minimum of 24 credits of required courses at the end of Level 200.

23.2. **Probation:** Means repeating failed courses and, where possible, making up the workload with the appropriate courses from the next Level. Accordingly, a student shall be put on probation if he/she has:

*I. between 21 and 27 credits, or*

*ii. A CGPA of less than 1.50 and has passed 27 credits or more.*

23.3 A student who is put on probation shall forfeit his/her residential status. Such a student shall be made to resit his/her failed courses as a non-residential student.

24 **Level 300:**

24.1 **Pass:** A student is deemed to have passed, if he/she has a CGPA of 1.50 or better and has passed a minimum of 60 credits of required courses at the end of Level 300. "For the School of Agriculture a minimum of 70 credits is required."

24.2 **Probation:** Means repeating failed courses and, where possible, making up the work-load with the appropriate courses for the next level. A student at Level 300 who does not pass as in 24.1 shall be put on probation if he/she has:

*I. a CGPA of 1.50 or better credits at the end of Level 300, and has passed between 56 and 70 credits), or*

*i. A CGPA of less than 1.50 or 70 credits.*

24.3 A student who is put on probation shall forfeit his/her residential status. Such a student shall be made to resit his/her failed courses as a non-residential student.

24.4 **Withdrawal**

*i. A student who does not pass as prescribed for Levels 200 and 300 above and also does not meet the requirements for probation, as in Levels 200 and 300, shall be asked by the Registrar to withdraw*



*from the College, or*

- ii. *A student who, after a year's probation, does not pass as prescribed for Levels 200 and 300 above shall be asked by the Registrar to withdraw from the College.*

25. **DEFERMENT OF EXAMINATION:**

25.1 **On Grounds of Ill-Health:** A student who has satisfied all the requirements as prescribed in Section 18, but is unable to take the main (end of semester) examination on grounds of ill health, shall, on application to the Registrar, and on provision of a Medical Certificate issued by an accredited Hospital, be allowed to defer the semester examinations, and shall be allowed to take the examination at the next offering. Subsequent applications for deferment, on grounds of ill-health, shall be subject to a Medical Certificate issued by a properly constituted Medical Board.

25.2 **On Grounds Other Than Ill-Health:** In cases of deferment on grounds other than ill-health, the appropriate Dean shall invite the applicant for an interview and advise the College accordingly. It shall be the student's responsibility to satisfy the College beyond reasonable doubt why he/she wishes to defer the examinations.

25.3 In all cases of deferment of examinations, the applicant(s) shall obtain written responses from the Registrar before leaving the College.

26. **DECLARATION OF RESULTS**

26.1 Results of Semester examinations taken at the end of each Semester shall normally be published by the Registrar before the commencement of the next Semester.

26.2 A result slip indicating the student's performance in the examination shall be made available to the student by the Registrar.

27. **ELIGIBILITY FOR THE BACHELOR'S DEGREE**

27.1 A Bachelor's Degree appropriately designated shall be awarded to a candidate who has been properly admitted to the College, and who has followed the approved courses<sup>1</sup> of study over the prescribed period and has satisfied the following conditions:

i. College **Requirements:**

A. evidence of regular enrolment in the degree programme;

- B. discharge of all obligations owed to the College;
- C. a pass in all College required courses;
- D. satisfactory performance in the appropriate College Examinations.

ii. **Faculty/Departmental Requirements:** satisfactory discharge of such requirements as may be prescribed for the degree.

28. **REQUIREMENTS FOR BACHELOR'S GRADUATION**

28.1 A student shall be deemed to have satisfied the requirements for graduation if:

- i. *he/she has satisfied all General College and Faculty requirements;*
- ii. *he/she has accumulated the minimum number of credits required by the Faculty, including core and prescribed electives.*
- iii. *he/she must not have failed more than 21 credits of core courses and prescribed electives, **provided that the failed grades must not be lower than "D"**.*

28.2 Long Essay/Project Work, wherever applicable, shall be submitted for assessment before the date of the last paper in the second semester examination. In default the candidate shall be asked to submit the Long Essay/Project Work the following semester and shall be treated as a Repeat Examination, with all its implications.

29. **CLASSIFICATION OF DEGREE**

29.1 All end-of-semester examination results from Level 200 except College and Faculty required courses, shall be taken into account in the computation of the Final Grade Point Averages (FGPA) for the classification of the bachelor's degree.

-----  
<sup>1</sup> *For the avoidance of doubt, a student may be denied graduation if he/she does not follow subjects assigned to him/her at either Level 100 or 200*

- 29.2 The GPAs at Levels 200, 300 and 400 shall be weighted in the proportions 1:2:2.
- 29.3 In the determination of the FGPA, a weighted average of all repeat courses shall be used, as for instance, a 3-credit course with a 'D' at first attempt and an 'A' at the second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of that particular course.
- 29.4 The FGPA for FIRST CLASS shall be 3.60.
- 29.5 The full scheme of classification shall read as follows:
- |                             |   |                               |
|-----------------------------|---|-------------------------------|
| <b>First Class</b>          | - | <b>FGPA of 3.60 or better</b> |
| <b>Second Class (Upper)</b> | - | <b>FGPA of 3.25 - 3.59</b>    |
| <b>Second Class (Lower)</b> | - | <b>FGPA of 2.50 - 3.24</b>    |
| <b>Third Class</b>          | - | <b>FGPA of 2.00 - 2.49</b>    |
| <b>Pass</b>                 | - | <b>FGPA of 1.50 - 1.99</b>    |
| <b>Fail</b>                 | - | <b>FGPA of below 1.50</b>     |
- 29.6 Level 100 courses shall not count towards computation of the FGPA for the classification of the bachelor's degree.
- 29.7 College and Faculty required courses shall continue to remain ancillary subjects and a pass in every ancillary subject shall be required by all undergraduate degree students for the award of a Bachelor's degree; marks obtained shall be entered on the student's transcript, but shall not count towards the classification of the degree.
30. **CONFIRMATION OF AWARD OF DEGREE**  
A list of candidates who are deemed eligible as in Sections 27, 28 and 29 shall be laid before the Academic Board for approval at the first meeting in the following academic year. No award shall be confirmed unless the Academic Board is satisfied that the candidate has satisfied all the conditions for the award of a degree.
31. **PRESENTATION OF AWARD**  
Following confirmation of an award of a degree as in Section 30, the candidate shall be entitled to be awarded a diploma of the appropriate Bachelor's Degree under the seal of the College at a Congregation of the College assembled for that purpose or, failing that, to be sent the diploma by registered post. The diploma shall indicate the Principal Subject or Subjects offered and the class of degree awarded.

32. **CANCELLATION OF AWARD**

32.1 Notwithstanding previous confirmation of an award of a degree as in Section 30 and presentation of a diploma as in Section 31, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- i. a candidate had entered the College with false qualifications, or
- ii. a candidate had impersonated someone else, or
- ii. a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded, or
- iv. That there are other reasons that would have led to the withholding or confirmation of the award in the first place.

32.2 In any such event, the decision of the Academic Board shall be published on the College Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

33. **DATING OF BACHELOR'S DEGREE**

The Bachelor's Degree of the College of Ghana shall be dated with reference to the last day of the Semester during which the final examination is taken.

34. **TRANSCRIPT OF ACADEMIC RECORD**

34.1 At the end of a student's programme, the College shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall be marked *Student Copy* and shall record all courses attempted and all results obtained.

34.2 In writing the Bachelor's degree certificate or in writing a student's transcript, it shall be clearly indicated which subjects constitute the candidate's disciplines, where appropriate.

35. **REPEAT EXAMINATION**

35.1 A student may decide to re-register for and repeat a failed course on a future occasion. If he/she repeats the course and passes its examination, he/she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.

35.2 However, in determining the FGPA, a weighted average of all repeat courses shall be used, as for instance, a 3-credit course with a 'D' at first attempt and an 'A' at the second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of that particular course.

36. **REVIEW**

- 36.1 A candidate who is not satisfied with the results of a College Examination affecting him/her may request a review by submission of an application to the Registrar and payment of a review fee which shall be determined at **not less than three times** the normal Examination Fee.
- 36.2 An application for a review shall be submitted to the Registrar **not later than 21 days** after the date of release of the said results as approved by the Board of Examiners and shall state the grounds for review.
- 36.3 An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.
- 36.4 No action shall be taken on an application which is submitted outside the time stipulated in 37. Review shall not proceed unless the Review Fee is also fully paid.
- 36.5 The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.
- 36.6 If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from College examination for a stated period or an indefinite period.

**REGULATIONS FOR THE BACHELOR'S DEGREE**

**ACADEMIC REGULATIONS**

**Academic regulations**

**5.2. GRADUATION REQUIREMENTS**

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

- Successful completion of at least 32.5 semester units, including all core and major requirements\*.
- A cumulative grade point average of 2.0 (C average) or higher
- Successful completion of the service-learning component\*\*
- Fulfillment of all financial obligations to the College.

- Successful completion of an internship) \*\*\*

**Full-time Status:** All students admitted to JACCD DIA are designated as full-time students and are expected to carry a full course load each semester.

**Grades:** Student work is evaluated throughout the semester through examinations, quizzes, research and writing assignments, projects, and participation in class discussions and fashion shows. Final exams and /or projects typically comprise less than 50 percent of the final grade for a course.

JACCD DIA uses the following grading system:

### **GRADING SYSTEM**

| Raw Score | Grade | Grade Point | INTERPRETATION     |
|-----------|-------|-------------|--------------------|
| 80 – 100  | A     | 4.0         | EXCELLENT          |
| 75 – 79   | B+    | 3.5         | VERY GOOD          |
| 70 – 74   | B     | 3.0         | GOOD               |
| 65 – 69   | C+    | 2.5         | AVERAGE            |
| 60 – 64   | C     | 2.0         | FAIR               |
| 55 – 59   | D+    | 1.5         | BARLY SATISFACTORY |
| 50 – 54   | D     | 1.0         | WEAK PASS          |

| Raw Score | Grade | Grade Point | INTERPRETATION |
|-----------|-------|-------------|----------------|
| Below 50  | E     | 0           | FAIL           |

**CALCULATION OF THE FINAL GRADE**

| <u>GRADE</u> | <u>GRADE POINT</u> |
|--------------|--------------------|
| A+ .....     | 5                  |
| A .....      | 4                  |
| B .....      | 3                  |
| C .....      | 2                  |
| D .....      | 1                  |
| F .....      | 0                  |

**GRADE POINT ACCUMULATED (G.P.A)/ FINAL GRADE**

|               |    |
|---------------|----|
| 5.0-4.5 ..... | A+ |
| 4.4-4.0 ..... | A  |
| 3.9-3.5 ..... | B  |
| 3.4-3.0 ..... | C  |
| 2.9-2.5 ..... | D  |
| 2.4-0 .....   | F  |

**To calculate the GPA, add all the grade points for all the six subjects and divide the answer by 6.  
6 is the total number of subjects.**

\*A “D” grade does not count towards credits in a major area of study, nor does it count towards prerequisites for other courses.

#### **5.11. CLASS ATTENDANCE AND DECORUM**

Attending and participating in class, practical sessions and discussion sessions are essential to the process of learning at Joyce Ababio College of Creative Design (JACCD DIA). 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 Joyce Ababio College of Creative Design (JACCD DIA)’s educational experience. As such, faculty members will take attendance and participation into account in assigning students’ grades. While each faculty will determine how class attendance affects students’ grades, general guidelines at Joyce Ababio College of Creative Design (JACCD DIA) are as follows. While each teacher will determine how class attendance affects students’ grades, general guidelines at JACCD DIA are as follows.

- Any absence may affect the student’s grade. If an absence is due to illness, the student should bring documentation from a health professional to the faculty, and if approved, the absence should not affect the student’s grade
- Teachers are not required to administer substitute assignments or examinations for students who have missed class without prior notification.
- If a student misses more than two weeks of classes during a term over the course of a semester, a teacher may fail the student in the course, request that the course be repeated 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 complete grade and allow the course to be completed upon the student’s return to the school.
- Students are to bring an excuse from a doctor to be allowed to retake a test or exam.

**Dismissal:** Students will be subject to dismissal from JACCD DIA if  
(1) They fail to make normal degree progress,  
(2) Their grade-point averages fall below 1.5 for any one semester, or



- (3) They fail to complete two of the ten garments to be presented.
- (4) Students who miss 2 weeks of class with no prior notice or a doctor's written excuse.
- (5) Students who fall behind on practical works and specimens when given time to catch up.

**Repeating a Course:** A course may be repeated one time for the purpose of improving on your sewing grade, if the grade on record is D+, D or F. 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. The student should notify the Registrar's Office of the intent to repeat a course. JACCD DIA will determine whether you will repeat 6 months.

**Incomplete Grade:** An Incomplete (I) 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 an instructor, prior to the deadline for the submission of term grades. An Incomplete grade must be replaced by a final grade by the first day 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; the course units are count only once toward graduation requirements.

**Transcripts:** Graduates of JACCD DIA and students who withdraw in good standing receive one free student transcript of their academic record. Additional copies may be purchased for a nominal processing fee upon request. No transcripts will be issued if a student has any unsatisfied financial obligations to the College.

**Leave of Absence:** Any student in good academic standing may request a leave of absence from after the first 6 months. Students who are absent for longer than one academic year will be required to apply for readmission to the school.

**Graduation Requirements:** To be eligible for graduation, students are required to fulfill the following requirements.

- Successful completion of all core and major requirements.
- Completion of eight of the ten garments to be presented.
- Successful completion of the service learning component.

- Fulfilment of all financial obligations.
- Participation in final fashion show for graduation ceremony.

**Academic Honors**

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.

**Graduation Honors:** Students who earn a cumulative GPA of 3.5 for all undergraduate 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).

**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 College. The student will be required to apply for readmission to the College.

