



STUDENT HANDBOOK

Passing on a passion for excellence, integrity & service

2021 - 2025





The information contained in this handbook is correct for the academic year 2021 – 2025.

The most up-to-date version can be found on the school's website; www.vvu.edu.gh

Changes may be made to the information in the handbook prior to you joining the university. You will be notified about any material changes to the content of the handbook before you start, and you will be directed to the university Student Handbook.

CONTENTS

INTRODUCTION	08
VISION STATEMENT	09
MISSION STATEMENT	09
CORE VALUES	09
FREQUENTLY CALLED NUMBERS	11
MISSION OF STUDENT LIFE & SERVICES	12
WELCOME MESSAGE	12
DISTINCTIVE MARKS OF UNIVERSITY CAMPUS LIFE	13
FAITH-BASED CAMPUS	13
WORSHIP	15
<i>SABBATH CELEBRATION</i>	15
<i>DEVOTIONS</i>	15
<i>DIVINE EXPERIENCE – MID-WEEK PRAYER MEETING</i>	16
<i>WEEK OF SPIRITUAL EMPHASIS</i>	16
NURTURE	17
<i>YOUTH ENRICHMENT SERIES (YES) – FRIDAY AY</i>	17
<i>WORD ENCOUNTER (WE) – SUNDAY BIBLE STUDIES</i>	17
<i>WEDNESDAY IDF</i>	18
MISSIONS	19
<i>CORPORATE COMMUNITY SERVICE</i>	19
<i>MISSIONS TO THE WORLD</i>	19
<i>DORCAS</i>	20
Missionary groups	20
Mission Groups	20
Music Groups	20
Holistic LIFESTYLE	22
CORE CHRISTIAN VALUES	23
STUDENT CODE OF CONDUCT	24
PHILOSOPHY AND PRINCIPLE OF DRESS	25
<i>FEMALES</i>	27
<i>MALE</i>	29

<i>SABBATH DRESS</i>	31
<i>JEWELRY</i>	33
<i>COSMETICS</i>	34
<i>HAIR-DO AND GROOMING</i>	34
<i>TATOOS</i>	36
<i>ACADEMIC INTEGRITY</i>	37
STUDENT LEADERSHIP	37
<i>VALLEY VIEW UNIVERSITY STUDENT</i>	
<i>REPRESENTATIVE COUNCIL (SRC)</i>	38
<i>SOURCE OF AUTHORITY</i>	38
<i>SRC ELECTION</i>	39
<i>STUDENT ORGANIZATIONS/ASSOCIATIONS</i>	39
<i>PROCEDURES FOR ORGANIZING AN ASSOCIATION</i>	40
<i>CLUB ACTIVITY REQUEST</i>	41
<i>DISBANDING A CLUB</i>	41
<i>SPORTS AND RECREATIONS</i>	42
<i>UNIVERSITY SPORTS TEAM</i>	43
<i>MEDICAL SUPPORT FOR UNIVERSITY SPORTS</i>	
<i>TEAM PLAYERS</i>	43
<i>DRESS CODE FOR SPORTING ACTIVITIES</i>	43
<i>UNIVERSITY GYMNASIUM</i>	43
<i>ORGANIZATION OF SPORTS ACTIVITIES ON CAMPUS</i>	44
SUBSTANCE ABUSE	45
<i>ROMANTIC AND MARRIAGE RELATIONSHIP</i>	47
<i>INTEGRATION OF FAITH & LEARNING OUTSIDE THE</i>	
<i>CLASSROOM (Co-CURRICULAR)</i>	48
<i>WORSHIP SERVICES AND INTER-DEPARTMENTAL FORUM</i>	49
<i>LIVING LEARNING PROGRAMME</i>	50
<i>SERVICE LEARNING PROGRAMME</i>	50
<i>Co-CURRICULAR LEARNING OUTCOMES</i>	51
HOSTELS/ACCORMODATIONS	61
<i>FEMALE HALLS</i>	61
<i>ELLEN GOULD WHITE HALL</i>	61
<i>NORTH AMERICA GHANAIAN SDA HALL</i>	61
<i>MALE HALLS</i>	61
<i>M.A. BEDIAKO HALL</i>	61
<i>J.J. NORTEY HALL</i>	61

OUR COMMITMENT TO STUDENTS	62
WE COMMIT TO SERVE	63
<i>ADMISSIONS</i>	63
<i>ACADEMIC INFORMATION</i>	64
<i>CAMPUS SAFETY & SECURITY SERVICES</i>	70
CAREER SERVICES	73
<i>COUNSELLING CENTRE</i>	74
<i>ACADEMIC COUNSELLING</i>	74
<i>CAREER COUNSELLING</i>	74
<i>PERSONAL COUNSELLING</i>	74
<i>GROUP COUNSELLING</i>	75
STUDENT INFORMATION TECHNOLOGY USAGE POLICY	76
DINING SERVICE	78
UNIVERSITY HOSPITAL SERVICES	80
<i>MEDICAL EXAMINATION PROCEDURE</i>	81
<i>EMOTIONAL HEALTH</i>	82
THE UNIVERSITY'S RESPONSE TO HIV/AIDS	82
INTERNATIONAL STUDENTS' SERVICES	83
STUDENT FINANCIAL SERVICES	84
WE COMMIT TO PROTECT	85
COMMIT TO HOLD ACCOUNTABLE	94
STUDENT CODE OF CONDUCT	94
DISCIPLINARY PROCEDURES	100
<i>INCIDENT REPORT</i>	101
<i>DISCIPLINARY COMMITTEE</i>	102
DISCIPLINARY SANCTIONS	102
<i>DISCIPLINARY WARNING</i>	102
<i>SUSPENSION FROM THE UNIVERSITY</i>	103
<i>RESTITUTION</i>	103
<i>FINES</i>	103
<i>EXPULSION/DISMISSAL</i>	103
<i>RULES OF DEPARTURE</i>	104
<i>SANCTIONS RELATED TO GROUP BEHAVIOUR</i>	104
STUDENT'S RIGHT TO APPEAL	105
<i>GROUND FOR APPEAL</i>	105
<i>PROCEDURE</i>	106

<i>RESPONSIBILITY OF THE VICE CHANCELLOR</i>	106
GENERAL INFORMATION	107
STUDENT IDENTIFICATION CARD	107
STUDENT'S OFFICIAL NAME	107
POSTING OF ANNOUNCEMENTS	107
STUDENTS MAIL SERVICES	108
HELPFUL HINTS FOR SOLVING PROBLEMS	108
THE STUDENT-PEER MONITORING COMMITTEE:	108



INTRODUCTION

Valley View University, a seventh-day Adventist Institution, is committed to holistic education—physical, mental, social, and spiritual development of qualified individuals seeking practical and intellectual readiness to serve their various societies. This educational philosophy embraces the principle that no period of life exempts a person from sharing responsibility for personal upkeep or committing oneself to the service of others and God.

To this end, the University seeks to lead every student to become the greatest want of the world. The want of graduates who take initiative, are tenacious, versatile, and whose character are marked with integrity and self-discipline. Graduates “whose conscience is as true to duty as the needle to the pole,” and “will stand for the right though the heavens fall” (Education, 57).

In light of the University’s educational philosophy, this student handbook is intended to help students navigate their way through their academic programmes, social, and spiritual life in a learning environment. It also highlights activities, principles, and values intended to augment the classroom experience.

VISION

To be a leading centre of excellence for value-based Christian Education

MISSION

To foster a harmonious development of the physical, intellectual, and social and spiritual faculties of students and staff in a well- designed and sound learning research environment for meaningful service to God and humanity.

CORE VALUES

Valley View University seeks to pass on a passion for Excellence, Integrity, and Service.

EXCELLENCE: The commitment to attain higher standards and expectation.

INTEGRITY: A life that matches convictions with actions. Integrity encompasses honesty, authenticity and trustworthiness.

SERVICE: The willingness to serve God and humanity in selfless manner.

This Handbook belongs to:

Name: _____

Student ID: _____

Phone: _____

Email: _____

FREQUENTLY CALLED NUMBERS

SRC (Student Representative Council)	
Alumni	0307001200
Chaplaincy Department	0307011917
Counseling Centre	0307011913
Student Life and Services	0307011833
Dinning Services	0307051052
Campus Security Services	0242817814
	0307051137
Campuses:	
Kumasi	0265818266
Techiman	0352097025
School of Distance Education	0307011848
School of Graduate Studies	0307051176
Faculty of Arts and Social Sciences	0307011834
School of Education	0307011850
Faculty of Science	0307011895
Registry	0307011867
	0307051139
Library	0307051053
Valley View Hospital	0307011875
Guest Services	
Oyibi	0307011869
Techiman	0243877239
Residence Halls	
Oyibi	
Ellen G. White	0307070151
J. J. Nortey	0307001198
M. A. Bediako	0307001199
NAGSDA	0307001197
Techiman	0244679696
Finance Office	0307051136
	0307011878

MISSION OF STUDENT LIFE & SERVICES

The Student Life and Services office plays an essential role in promoting the development of character and critical thinking in connection with the Seventh-day Adventist philosophy of education designed to prepare the individual to develop the passion to serve God and humanity with excellence and integrity. The Student Life and Services office keeps up with the mission of the University by encouraging students to:

- Seek truth and consider the Bible as life's ultimate guidebook for developing a personal relationship with God, the Creator
- Participate actively in the religious lifestyle in the university community, which embraces personal devotions, corporate worship, and service to others.
- Deal with others honestly in all aspects of life.
- Maintain a high standard of taste and decency in conduct, expression, and citizenship.
- Respect the property, personal dignity, time, and the right to privacy of others.
- Treat others fairly and demonstrate tolerance for diversity.
- Value and pursue a healthful lifestyle that encourages sexual chastity, good nutrition, regular exercise, adequate rest and abstains from toxic legal and illegal substances.
- Dress modestly, appropriately, and in good taste.
- Help others fulfil their God-given potentials.

These are subsumed in three distinctive marks of university campus life: faith-based, holistic lifestyle, and residential.

WELCOME MESSAGE

Dear Student:

On behalf of the committed Administrators, faculty and staff, it is an honour to welcome you to Valley View University. As a child created in the imago Dei (image of God), your presence will enrich our university community.

By choosing Valley View University for the continuation of your education, you have chosen to be part of a community that embraces the unique culture of the Seventh-day Adventist faith and values. Irrespective of your religious affiliation, we ask you to live within the values that qualify our campuses as unique. We hold you accountable to live by the values, just as we are accountable for creating unique Christian campuses conducive for studies.

This handbook has been carefully crafted to help abreast yourself with religious activities planned to encourage establishing intimate relationship with the Creator and Sustainer of everything that has life, principles guiding the lifestyle of the university community, and the services available to ensure your academic success.

As a student of Valley View University, it is your challenge not only to maintain the Christian tradition of the University but also to seek ways whereby heights, never before attained, might be reached both in terms of good conduct (relationship with other members of the university community and academic excellence). It is only as you fully surrender your life to the all-pervading love of Christ that you can hope to achieve this.

You are, therefore, welcome to join the band of students who in humility strive, in the power of the Holy Spirit, to achieve excellence in all dimensions of life. It is our prayer that this Handbook will provide the needed railings to keep you steady as you travel along the path of student life.

We are diligent in supporting you and your journey at Valley View University as together we strive with passion for excellence, integrity and service.

Martha Duah, PhD
Dean, Student Life and Service

DISTINCTIVE MARKS OF UNIVERSITY CAMPUS LIFE

FAITH-BASE CAMPUS

Our distinctive Christian perspective sets us apart from other universities in the country. As a Seventh-day Adventist Christian Institution our understanding of cosmic controversy and the soon coming of Jesus Christ informs our faith, values, and practices.

We understand that God created humans in His own image and likeness and that all humans are equal in the sight of the Creator. God loves humans to the extent that He sent His Son Jesus Christ to save us from the bondage of sin through His life as an example, death, and resurrection. Students are encouraged to accept the sacrifice of His Son and remain in relationship with Him, making Him their source of strength, healing, and restoration and allowing His goodness and mercy to pursue them.

As a Seventh-day Adventist Christian University, we hold dear the Seventh-day, Saturday, sabbath observance as instituted in the Garden of Eden, observed by the patriarchs of the Old Testament and confirmed by Jesus Christ. Students are encouraged to find delight in the observance of the Sabbath in celebration of their relationship with God, and in commemoration of God's creative and redemptive acts.

The University Church that provides students the opportunity to grow and nurture their relationship with God has four Worship Centres

- Glorious Saints
- New Jerusalem
- Berean
- Blessed Hope

The church activities are categorized into three areas, worship, nurture and mission



WORSHIP

Sabbath Celebration

The Sabbath day, with all of its uniqueness, presents the opportunity for all mankind to celebrate our creation and redemption. It is a special divinely blessed period (or a day) within time to cease from all labour to find rest in the Lord and bask in His blessings. The Sabbath celebration draws community members together to worship God and to fellowship with one another. Various activities, including, Bible studies, prayers, preaching, singing, special inspirational events are held. It is a joyous occasion to celebrate the goodness of God toward all.

Devotions

To enhance the spirituality of members of the university community, various times are scheduled for devotion at various places in person, online and on-air. As a faith-based educational community, there is the need to emphasize spirituality within the university community especially. Students hold such meetings in their halls whilst staff and faculty hold theirs at designated place(s).

Mid-week Prayer Meeting

The Divine Experience is a time of prayer with the University community. It gives opportunity for community members to bring their testimonies, thanksgiving, and praise to the Lord. The time is specifically designated for members to lay their burdens before the Lord. The Christian's victory depends on God's work in man as man reaches out to God. As community members engage in prayer, the 'unionizing' of the church and community is enhanced. Indeed, when the church approaches God in prayer, the church is drawn to God in unity.



Week of Spiritual Emphasis

To particularly highlight the university's commitment to spiritual development of its community members, a week in each semester is set aside to emphasize spirituality. More so, as the university commits to holistic education and as a faith-based institution, such meetings direct the university community in reaching up to God.



NURTURE

Youth Enrichment Series (YES) – Friday AY

The Youth Enrichment Series (YES) is a platform where trending issues affecting the youth are specifically discussed. Here, mentorship, modelling, seminar presentations and sound biblical teachings on youth empowerment are purposefully done to facilitate the harnessing of talents into skills and deploying the human capacity and person in service to God and mankind. As would be expected, the development and formation of the young person holistically is relevant to both religious sphere and society at large. From biblical perspective, Timothy, Titus, Jeremiah Mary, mother of Jesus, Esther, Ruth are exemplary.

Word Encounter (WE) – Sunday Bible Studies

The Word Encounter is a Bible Study time where facilitators dig deep and deeper into the biblical text to help confront and challenge audience and their worldviews. This is an interactive session of engaging the world with the Word of God in more significant ways to make the biblical text relevant to its audience and time. Being a university setting, the teachings are so done to provide bases by which young minds are trained with the Word of God to go out there to train and to teach others. Hence, the need for indebt engagement with the Lord through His word.

Inter Disciplinary Forum (IDF)

The Wednesday Chapel provides an interdisciplinary forum for members of the university community to learn first-hand from industry players from within the country and beyond. This gives opportunity for students especially to know what is happening around them and in the real world. It is also an opportunity for university officers and various groupings to share ideas with the university community pertaining to what they do and why they exist.

MISSIONS

Corporate Community Service

When we come together to worship, in the same spirit of worship, community members must go out there to serve. This helps to engage members in the fraternity of love whilst working together in service to God and humanity. It further incorporates volunteerism in our teaming young people to serve their communities wherever they go

Missions to the World

To reach the world with the gospel of Jesus, there are outstanding students' evangelistic groups who engage the world during semester breaks. Such evangelistic meetings, across board, emphasize a dimension of the mission purpose of the university's establishment. Whilst the Chaplaincy reaches its immediate audience with religious activities for spiritual enhancement, there is the need to reach the world, especially around the university community.



Dorcas

To emulate the compassion of Dorcas in the spirit of giving, liberality, generosity and benevolence as in Acts 9, the Chaplaincy promotes these virtues through the Dorcas Unit. Here, community members donate in kind (tangible materials) towards reaching the underprivileged in society.

Missionary groups

Mission Groups

There are many missionary groups on campus and students are encouraged to participate in all the activities and to join any of the missionary (evangelistic, music and other) groups on campus.



HOLISTIC LIFESTYLE

In light of the mission of the University, which focuses on holistic training, we have put together policies and activities that develop the spiritual, physical, mental, and social well-being of our students.



Core Christian Values

By choosing Valley View University, you accept to adopt the holistic lifestyle and maintain high moral standards. These values form the core of the mission and heritage of the University. They are our commitment to biblical principles of honesty, chaste life, modesty, respect for human dignity and healthful living.

The privilege to be admitted into any of the degree programs of the University includes acceptance of the responsibility to conduct one's self in accordance to the values of the institution. The University has the mandate to dismiss any student whose conduct may violate the values of the University.

Student Code of Conduct

The Student code of Conduct is formulated to meet changing student needs within the framework of the mission and heritage of the University and our commitment to the biblical principles. They become effective when the student enrolls. Some may not be agreeable to everyone because they have been formulated to meet the needs of the entire group. This, however, does not lessen the individual's responsibility to uphold them, including any expectation adopted by the institution and formally or informally communicated.

This handbook provides examples of violations that may lead to serious consequence and ultimately dismissal from the University. Students may obtain copies of the handbook from the office of Student Life and Services or from vvu.edu.gh



Philosophy and Principle of Dress

Valley View University's philosophy of dress is firmly established on biblical ideals and professional standards expected of Christian institutions. Members of Valley View University seek to glorify and honour our Creator, God and respect self and others in our physical appearance.

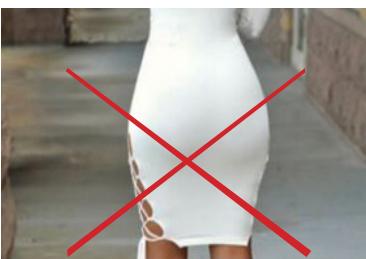
Our policy reflects the basic biblical principles of modesty, chastity, simplicity, propriety, neatness, and comeliness.

Valley View University dress ideal seeks for appropriate covering of the body parts and avoids contemporary styles that are revealing or suggestive. It accentuates natural beauty rather than looks encouraged by fashion trends. It is clean and appropriate for every occasion.

As a Seventh-day Adventist institution, our understanding of biblical ideals is influenced by our faith tradition. While we understand that others may have different meaning of dressing, we require all students, workers, all who play or do business on our campuses to abide by our dress code.

Dress Policy

Men and women avoid clothing that is tight-fitting or extremely oversized, torn or frayed, or too revealing or transparent. Students will wear clothing appropriate to their gender. Female students wear skirts that are beneath the knees so as to avoid indecent exposure. Shoes/sandals are preferred. Noisy shoes are not permitted. Words, pictures, and symbols displayed on dresses should be consistent with an Adventist Christian institution.





Females

The following attire shall not be worn by female students: short skirts, spaghetti straps, low cut or low neckline (front or back) that reveals parts of breast or strapless attire, bare midriff blouses/shirts, off shoulder, accident sleeve, wide-opened or cold shoulder, tank tops, sheer fabric or any tight clothing worn in a way that exposes undergarments or intimates body parts (back, chest, thighs, abdomen, etc.).

NB:

Slits on dresses or skirts should not extend above the level of the knee. Evening wear or attire must also follow these guidelines. However, decent trousers may be worn during prep time to prevent the effects of bites of dangerous insects or flies. No distress, low-cut, jeggings, boyfriend, and skinny jeans. Slacks with blouses, sweaters and/or jackets are appropriate for occasions such as prep, community service, and hiking.





Male

Trousers with shirts are the most appropriate basic dress for campus wear for male students. Shirts must always be worn on campus and buttoned appropriately. African attire may also be used. Tank tops and bare midriff are not acceptable. Acceptable propriety will not permit you to wear bathroom slippers to public places.

Modest walking shorts are considered acceptable dormitory wear. Cut-offs and bicycle shorts, however, are considered appropriate only for athletic activities. Shorts are not permitted in the University Church and Campus at any time, except for community work.



Sabbath Dress

Students are to dress in the best clothes they possess to approach the King and Ruler of the universe. Formal attire is therefore expected. Jeans or T-shirts or any casual dress are not considered appropriate.

The following specifications are presented:

- The formal combination of gown skirt and blouses or any acceptable African-styled dress can be used for classes and every day activity.
- Skirts and these other dresses must be long enough to cover the knees.





Jewelry

Valley View University's dress code standard prohibits the wearing of ornamental jewelry, such as necklaces, rings, nose rings, ear-rings and ankle or wrist bracelets (including string, metal, rubber, plastic or wooden posts). With the exception of wedding rings (or engagement rings), which may be worn by married students, no jewelry of any kind or material (silver, gold, metal, cloth, leather, rubber, plastic, etc.) may be worn at any time.



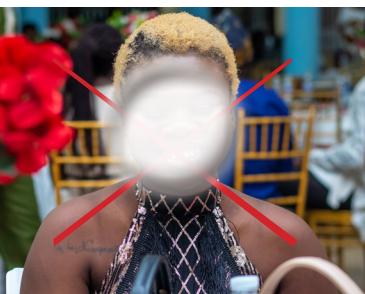


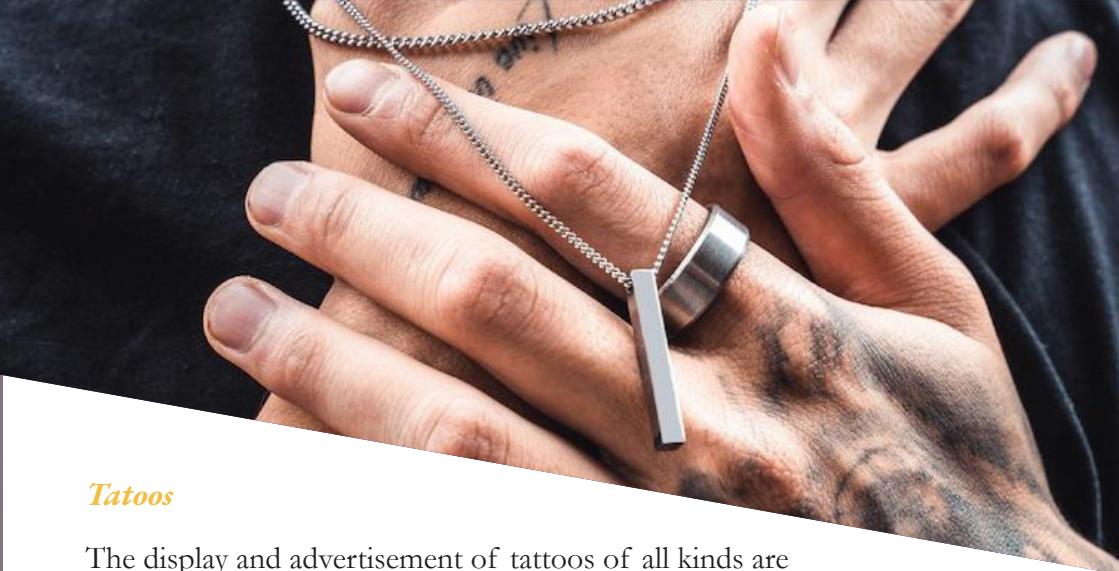
Cosmetics

Cosmetics or make-ups and nail polish if worn should be natural looking and inconspicuous. False eyelashes are also not allowed.

Hair-do and Grooming

Female students are allowed moderate use of unnatural hair make-up. Unnatural hair braided or attached should not be too long or thick (extra big) and should match with natural hair colour (No. 1 or 2). Good taste indicates that haircut, hairstyles and personal grooming must be neat, clean, and conservative avoiding radical styles at all times.





Tatoos

The display and advertisement of tattoos of all kinds are unacceptable. If you happen to have tattoo with or without vulgar language or sexual picture it must be concealed at all times.

NB:

Students who continue to wear jewelry or dress inappropriately after being admonished by a residence Hall Dean, faculty, or staff member face the following:

- A letter of counsel
- Referral to the Dean, Student Life and Services or his or her designee
- Suspension

This is true in the workplace and when engaging in activities representing Valley View University



Academic Integrity

Honesty in all aspects of life should characterize the life of every Christian and every trustworthy citizen. Academic dishonesty includes falsification of official documents; plagiarism, presenting assignments or reports that are not student's own work; using material during a quiz or examination other than those specifically allowed by the instructor; stealing, accepting, or studying from stolen quizzes or examination materials relating thereto; and working or copying from the paper of another during a formal or take-home examination or quiz. Including online exams and assessment.

A student who engages or collaborates with other(s) in dishonest acts is culpable. Academic dishonesty is a serious offence, punishable by warning, receipt of lower or failing grade, dismissal from a class, suspension, expulsion, degree annulment, or in the case of falsification of official documents, non-admission or admission annulment. (See Academic Bulletin for additional information on academic dishonesty).

STUDENT LEADERSHIP

Valley View University Student Representative Council (SRC)

SRC is the hub of students' campus activity. All students taking at least five(5) credits are automatically members of the association. Through the finance office of the University, the SRC collect dues to run their endeavours. The council is the ultimate student organization under which all other student groups organized for educational, cultural, entertainment and fellowship purposes are categorized. Notwithstanding, all duly instituted student organizations are accountable to the office of the Student Life and Services, and are required to maintain an updated list of officers with Student Life and Services.

Objectives : The purposes of SRC are:

1. To provide a channel for organizing students activities.
2. To provide vehicle for the expression of student opinion.
3. To provide opportunity for leadership experience and the development of organizational skills.

Source of Authority

The source of authority of the SRC and VVU Statutes is the policies voted by the University Council as interpreted by the Vice Chancellor through the Dean, Student Life and Services and the SRC sponsor (s).

SRC may vote its own constitution, by-laws, and working policies and make its own decision and elect officers. The constitution, bylaws, and the working policies shall be consistent with the University's Statutes and ByLaws, and shall require the approval of the University Council through Welfare Services Board.

SRC Election

Students who wish to run for office should secure application forms and guidelines from the SRC office.

Candidates for SRC election shall be members of the SRC and shall have cumulative grade point average of at least 3.00 as well as a satisfactory citizenship record.

Candidates shall give evidence of commitment to the standards and objectives of Valley View University and must present their manifestos to the Dean of Student and Services for approval. Their manifestos shall be in harmony with the standards and objective of the University.

Candidates for SRC offices and appointees for offices of the SRC communication media including the editors, shall be approved by the Dean, Student Life and Services, in consultation with the Welfare Services Board, taking into consideration the standards published in the Student Handbook and the qualifications included in the SRC constitution, bylaws and working policies. The electoral board will therefore not announce the candidates publicly, nor shall the candidates' campaign, until they have been approved by the Dean, Student Life and Services.

The decisions from the Dean's consultation with the Welfare Services Board on the candidates are final. However, the reason for the decisions will not be made public.

All posters for campaign shall conform to the regular University policy regarding posters.

Elections shall be by secret ballot.



Student Organizations/Associations

The purposes of the University's student organizations or associations are:

- To encourage the student to engage in activities which complement classroom instruction;
- To help broaden and strengthen student talent;
- To offer the student the opportunity for articulate self-expression;
- To afford a refreshing break from the stress of academic study

Much as Valley View University believes in the right of the individual to be a member of a political party, it unequivocally asserts its political neutrality and will not allow its campuses and learning centres or any of its facilities to be used for partisan political activities.

Procedures for Organizing an Association

Students desirous of starting a new club should send a written request to the Vice Chancellor through the Dean, Student Life and Services, with a minimum of fifteen members.

The request should contain:

- Club name
- Aims and Objectives
- Faculty Sponsor
- Constitution
- Meeting Schedules
- Budget
- Membership requirements

The request will be presented at the Welfare Services Board at its next regular scheduled meeting.

If approved, the club will be placed on probation for a semester before it will be given the final approval to function.

Some organized clubs are:

1. Ministry Oriented Students (M.O.S.)
2. Business Administration Students Association (SOBSA)
3. International Students Association (ISA)
4. Computer Science Students Association (COSSA)
5. Theology/Religion Students Association (THEMSA)
6. Development Students Association (DESSA)
7. Nursing Students Association (NURSA)
8. Education Students Association (EDSA)
9. Ghana Society of Biomedical Engineers (GSBE)



Club Activity Request

When planning a function, all organizations, including the SRC must submit an activity request form with the sponsor's signature to the Dean, Student Life and Services at least two weeks prior to the scheduled function. Dress for all activities is expected to be in accordance with the University's guidelines for dressing. Also the timing of programmes should not conflict with any of the University's programmes or values.

Disbanding a Club

Clubs may be dissolved by two-third majority vote of the present membership. This request must be channeled through the Sponsor to the Dean, Student Life and Services who will present it to the Welfare Services Board. The Welfare Services Board reserves the right to suspend or disband a Club whose activities are not consistent with the University principles.

SPORTS AND RECREATIONS

The Valley View University (VVU) Sports department is dedicated to providing the platform to promote students' physical fitness. The University prides itself with a serene and conducive environment for all physical activities on campus.

VVU has adequate sports facilities to support basic sporting activities in Ghana. They include; Football field, Basketball court, Volleyball court and a spacious Gymnasium. Students can participate in all sporting activities to ensure a healthy lifestyle during their stay on campus.



University Sports Team

Students with sporting talents in football, basketball and volleyball can choose to join any of the University Sports Teams. The Sports department has teams for males and females interested in the above-listed sporting disciplines and represent the University in all competitions.

Medical Support for University Sports Team Players

Medical support is provided to any student who gets injured whilst playing for the University in any discipline. The University also provides medical support to students who get injured in any university organized sports event at VVU hospital.

The University will not bear the cost of any student/University Sports player who gets injured in any competition not organized by the sports department.

Dress Code for Sporting Activities

The Sports department provides VVU branded jerseys for students representing the University in all competitions. Students taking part in any sporting activities are required to dress decently, whether on-campus or off-campus.

Sportswear that reveals students' inner body parts, especially females, should be avoided in all sporting activities.

University Gymnasium

The University Gym is opened to all students who wish to use the Gym for a fee which the University charges at the Gym. All Gym patrons must enter with an approved Gym wear that does not expose the inner parts of their bodies.

Management of the Gym reserves the right to determine what is/ is not appropriate dress for the Gym.

Organization of Sports Activities on Campus

All sporting activities organized by any Association/Group of students should secure approval from the department in writing.

Misplaced/Stolen Items of the Sports Department

Students who misplace or steal any item belonging to the sports department would be made to bear the total cost of such items. These items include Sports jerseys, Sports balls, Gym equipment and any other items belonging to the Sports department.



SUBSTANCE ABUSE

Valley View University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the University holds that drug, alcohol and tobacco-free lifestyle is essential and thus maintains policies that seeks to provide a campus environment that is free of these substances.

Valley View University purposes to maintain a drug-free environment in harmony with the laws of the land. The unlawful use, possession, distribution, dispensing or manufacture of controlled substances by all people associated with the University is strictly prohibited. Further, Valley View University expects any person employed by the University who receives state funding as an individual to certify that he or she will not engage in the unlawful use manufacture of a controlled substance while associated with the University.

In addition to the requirements of the national drug laws, Valley View University adopts the temperance practices and health principles espoused by the Seventh-day Adventist Church. This means that all employed or hired staff and students are expected to refrain from the use of alcohol, drugs or tobacco while enrolled at the University.

The University presents a preventive education program to its faculty, students and employees to develop an awareness of the risks involved in alcohol, tobacco and drug use and to promote the benefits of a lifestyle free of these substances. The University may, in its discretion, provide therapeutic alternative for anyone in the University involved in the use of alcohol, tobacco, prescription or non-prescription drugs or other mood-altering substances which impair the appropriate functioning of the individual involved within the University community.

As a condition of employment all Valley View University employees and students are required to follow this policy. Failure to comply with this policy will result in discipline up to and including expulsion or termination and, if appropriate, a referral to law enforcement agencies for prosecution.





ROMANTIC AND MARRIAGE RELATIONSHIP

Students contemplating marriage during the regular school term must arrange to meet first with the **Dean, Student Life and Services**

All students are encouraged to participate in pre-marital counselling and attend a programme designed to prepare couples for the realities of Christian marriage at the **Office of Dean of Student Life**.

INTEGRATION OF FAITH & LEARNING OUTSIDE THE CLASSROOM (CO-CURRICULAR)

In consonance with the Adventist Philosophy of Education, which focuses on a holistic training (physical, mental, and spiritual), Valley View University provides opportunities outside of the classroom experience. These are learning opportunities (co-curricular) supplement and complement the classroom experience and allow students to acquire skills and values that put them ahead of their colleagues in the work place and make them valuable members of their various home and communities.

Valley View University encourages students to participate in the opportunities offered by the University every semester as part of their holistic training. These opportunities are available as Worship Services and Inter-Departmental Forum (IDF), Living and Service learning Programs.



Worship Services and Inter-Departmental Forum

University Chaplain/Church Pastors lead out in planning and sharing of the gospel of Jesus Christ with all members of the University family. Leadership in spiritual matters is therefore provided by the Church Pastors. There are Assistant Chaplains in charge of the residence halls. The University Chaplain and Pastors work closely with residence hall assistants and the SRC Chaplain as well as other leaders in the planning of a variety of spiritual programmes and activities designed to enhance one's personal relationship to God.

Students are encouraged to participate in the spiritual life of the campus. Regular attendance is required of all students. There are numerous opportunities, a number of which are outlined below:

1. Personal Spiritual Life: Set time apart daily to seek God and find guidance and renewal in Him. Take time to reflect personally upon Christ.
2. Sabbath Worship is conducted at the University Chapel (on Corporate Worship days) and at the Worship Centres between the hours of 9:00am and 12:30pm, every Saturday. Sabbath (Saturday) worship attendance is mandatory for all students.
3. Vespers are held on Friday and Saturday evenings at the Worship Centres, bringing the University family together at the beginning and close of the week for spiritual fellowship and inspiration.
4. Youth Ministries follow Friday evening vespers and is coordinated by the Adventist Youth Society. It is a program of inspirational singing and sharing
5. Sabbath Afternoon – (see church bulletin for details)
6. Mid-week Prayer meeting is held at 6:30pm every Wednesday evening at the Worship Centres. It is an hour-long programme for spiritual enrichment and fellowship.
7. Sunday Evening Bible Studies at the Worship Centres require one hour each week to promote spiritual development, corporate worship and communal integration of faith and learning and to help confront current issues and implement faith in a secular world. Excuses should

- be reported immediately to the Deans.
8. Weeks of Spiritual Emphasis. These weeks are set aside to corporately focus on our relationship with God and His Lordship in our lives. Attendance is required of all students
 9. There is Corporate Worship twice each semester – most often the second and last weeks of the semester. All members of the University community are expected to attend.
 10. Valley View University is dedicated to providing a well-rounded educational and cultural experience to its students. Throughout the academic year at the University, distinguished guest speakers and faculty expose them to the dynamics of real life, and give them the needed inspiration to face the challenges that this sin-stained world presents. The Interdisciplinary Forum (IDF), held on Wednesday 12:50 noon to 2:00 pm, is compulsory and all students are required to attend the programmes.

Living Learning Programme

This occurs in the halls of students' residence. The programmes are designed to provide students with skills to maneuver through life challenges. They are wide-range life learning programmes for in college and beyond.

Service Learning Programme

Service Learning Programme comes in a form of voluntary service to the university campus and its surrounding communities. Internal voluntary service ranges from maintaining rooms and environs of halls of accommodation to the delivery of specialized services to locations within and around the university campus. Other external community services may include participating in local, national and international research and academic activities, initiating innovative health promotions and educative programs, evangelistic campaigns in neighboring communities. Others include consultancy services, designing and sourcing of web-based info sites, ministering to prison inmates, planting new churches, enriching the lives of the campus congregation and many others. Students have this opportunity to develop selfless tendencies to bless and facilitate the development of the varied communities with their talents and skills.

The programme requires all students to provide free 2 to 4 hours a week service, as the work supervisor may determine. Two co-curricular credits is awarded for every 2hours service up to a maximum of 30 credits every semester.

Students who wish to earn extra money during the semester may apply for available openings under the Work Study program.

Co-Curricular Learning Outcomes

Learning outcomes of co-curricular programmes focus areas of spirituality, respect and accountability, integrity and service.

- Spirituality deals with faith development that leads to healthy and meaningful relationship with God and others.
- Respect and accountability tackle the development and appreciation of effective stewardship of self and other humans, economic, and environmental resources and appreciation of adopting healthful living principles.
- Service focuses on the recognition of the importance of family and community as a whole and need for community enrichment through action.
- Integrity articulates the relationship between academic and co-curricular programs, development of skills in collaboration and leadership, and conflict management and shared responsibility.

Co-Curricular Policy

All students are expected to participate in the co-curricular programs. The participation counts towards citizenship grade.

Worship services and Inter-Discipline Forum: one co-curricular credit is awarded for each participation to the maximum of 40 credits per a semester.

Life Learning programme: two co-curricular credits are awarded for each active participation to the maximum of 30 credits per a semester.

Service Learning Programme: two co-curricular credits are awarded for each active participation to the maximum of 30 credits per a semester.

Citizenship Grade System

Credits	Grade	
90-100	Very Good	A
70-89	Good	B
60-69	Average	C
59 and Below	Below Average	F

Citizenship Review

As a private institution, Valley View University reserves the right to deny admission and/or continuance to individuals who have clearly demonstrated that their continued enrollment would not be in their best interest or that of the University.

At the end of each semester, the Office of the [Dean, Student Life and Services](#) reserves the right to review the citizenship records of students who have demonstrated a pattern of irresponsibility in meeting University guidelines and who have manifested a spirit of unwillingness to comply with such guidelines. The purpose of the review is to determine the eligibility of those students for readmission or continuance.

The review process begins when the Residence Hall Deans review the citizenship records of all residence hall occupants and affiliates (non-residential students). The review will identify students whose records indicate non-compliance. The Residence Hall Deans will then meet with the student to discuss their non-compliance and advise them that their continuance at Valley View University is in jeopardy.

The Residence Hall Dean will discuss their recommendation with the student, give the student a copy of the recommendation, and will forward a copy of that recommendation to the Office of the Dean of Student Life.

Residential Life

Valley View University is a residential campus, one of the marks of campus life, as such all full-time students are required to be residential on campus. This is a privilege to all our students.

Residential Philosophy and Rights of Students

University housing provides a unique living experience and environment. Students come to Valley View University from all segments of society, from different cultures and countries, and with varying value systems and life experiences.

Thus, the student is provided an extraordinary opportunity to broaden his/her understanding and appreciation of other people as well as develop a tolerance of lifestyles that may be different from his/her own.

Further, roommates, suitemates, and hall residents have an excellent opportunity to develop lifelong Christ-centred friendships. To take full advantage of these opportunities, mutual respect and consideration, coupled with an awareness of, and sensitivity to, the needs of others, must be the standard of group living. Every resident should respect the rights of their roommates, suitemates, and other residents. These rights include:

- The right to read and study free from undue disturbance in one's room. Unreasonable noise and other distractions that inhibit the exercise of this right are not allowed.

- The right to sleep without undue disturbance.
- The right to expect that roommates will respect one's personal belongings.
- The right to a clean living environment.
- The right to free access to one's room and hall facilities.
- The right to personal privacy.
- The right to redress grievances. Residence hall deans/assistants are valuable aids in settling various conflicts.
- The right to be free from intimidation and physical or emotional harm.

Residence Policy

Student housing is administered through the Office of the [Dean, Student Life and Services](#). The telephone number is 0307011833. Students should begin looking for residence hall accommodation by processing their application and submitting it as soon as possible. Rooms are assigned on a first-come-first-served basis. Students' housing charges and payments are posted to the students account at the beginning of the semester.

Check-in

All returning resident students shall go through a check-in process by the Hall Dean Assistant of the respective halls with the supervision of the Hall Deans. Check-in hours are as follows:

Monday-Thursday 8:00 am -5:00 pm

Saturday-No Check-in 8:00 am -5:00 pm

Friday 8:00am-12:00pm

Check-out

At the end of every semester all resident students must vacate from their various rooms by 12:00 pm a day after the last exam, and must be done through the duly recognized check-out process through the Hall Dean Assistants.

Assigned Room

Under no circumstance will a student be allowed to vacate a room that has been allocated to him or her within a semester. However, a student of age 25 or more will be allowed to leave such an accommodation by writing officially to the Dean of student Life with the consent of a spouse, parent (s) or sponsor.

Sabbath Observance at the Hall

Working on **SABBATH DAY**, such as washing or general cleaning is **NOT ALLOWED** in the hall nor anywhere on campus.

Personal Property Liability

Valley View University accepts no liability for personal property which is lost, damaged, or stolen. For this reason, It is recommended that students provide reasonable safeguards to ensure the security of personal properties.

Students living in a room in the residence hall are issued a room key and are expected to keep the room locked at all times. All personal properties like briefcases, suitcases, etc. left in the residence hall when school is on vacation shall attract a surcharge to be determined by the Dean of Student Life and Services.

Electrical Appliances

Clocks, radios, stereos, computers, portable hair dryers, study lamps, razors are the only appliances approved for use in residents' rooms. Electric irons must be used only in designated areas. The use of commercial printers, etc. is not allowed.

Food Preparation

Cooking in student rooms are **strictly prohibited**. Any gadget (**hot plates, rice cookers, etc.**) used for cooking will be confiscated and a fine to the tune of the feeding fee for the semester will be charged. Provisional kitchenettes in the female halls of residences are reserved for the exempted minority who have the status of "Lactating mothers." This group of individuals would be acknowledged as such when duly registered and have fulfilled all expectations required of them according to the dictates of the hall administration.

Damages in Hall Room

Disposing food wastes and hard papers in the sink or toilet drains is not allowed. Damages to hall property are charged to the account of the user for replacement.

Campus Leaves

A campus leave is a privilege. Abuse of this privilege, or falsifying information to secure a leave, may result in disciplinary consequences relative to those who do not comply.

Further, the University reserves the right to deny and /or cancel leaves. Students are expected to spend most weekends on campus or in University-sponsored programmes or activities. Each married student is allowed two weekend leaves per month and a single student one per month. No leave from campus should infringe upon any Week of Prayer or Special Colloquiums schedule.

All leaves must be arranged in advance with the respective Hall Deans upon the approval of the work supervisor, Lecturer, Head of

Department or any other authority concerned. Leaders of individuals or groups embarking on any trip must first submit a comprehensive list of all its members to the Hall Deans or a designated representative after approval from the Dean of Student Life. All unexcused absentees from campus or work are subject to discipline.

Student Travels

Students are allowed to travel out of campus (either long or short). However, they will be required to sign off and sign in as indicated in the Movement Book. A student who wishes to travel during week-ends should not travel or return on Sabbath. No student or any University Student group is to travel during Week of Spiritual Emphasis. Returning to campus must be before curfew time.

Overnight Leaves

Any departure from the campus, which includes a night out of the residence hall, is considered an overnight leave. A leave request must be submitted to a residence hall office for approval 48 hours prior to the time of departure except in cases of emergency.

Weekend Leaves

Weekend leaves must be arranged with the Residence Hall Dean not later than Thursday noon. Leaves begin at the close of the week and terminate at 5:30pm the following Sunday or as otherwise arranged. When students are employed on campus, approval for weekend leaves should also be obtained from the work supervisor. If or when classes are going to be missed lecturers and/or Department Heads should be notified.

Visitors and Guests

Residence hall housing is for on-campus registered students. Visitors, relatives, friends, and alumni who desire overnight accommodation in the residence hall must make arrangements with the Office of Student Life and Services.

Curfew

Students are expected to be in their dormitories by 10:00pm each evening and in bed or preserving silence. Lights go out at 11:00pm each night in all dormitories till 4:00am. Exceptions for not being in dormitories by the times indicated must be approved by one's respective Hall Dean.

Residence Hall Worship/Meeting

Personal devotions are an important part of Christian Life. The worship programme is considered an integral part of Christian education in this University. Worship opportunities are offered in residence hall at 5:00am and 6:30am.

Three days out of the seven in the week is allotted exclusively to residence hall issues:

- a. Tuesday for individual hall meeting at designated places on campus; and
- b. Thursdays for gender-based meeting where the female meet separately from the males to discuss matters affecting them. Each student receives an attendance card at the beginning of all meetings or worship sessions. After the service, the student returns the signed card to the monitors/Dean Assistants.

Residence Policy During Breaks

Living in the residence halls during break is a privilege, and not a right. Students wishing to remain in residence during these times must show an ability to conduct themselves in a mature, responsible manner. All rules of the University, except for required worships, remain in effect during break periods. An application to the Student Life and Services Office must be submitted to be qualified.

The qualified students must meet the following criteria:

1. Be a current residence hall occupant
2. Be financially cleared for summer residency

3. Have an authorized summer work (8-10 hour a day 5 days a week) contract with Human Resource
4. Minimum citizenship grade of above average
5. No record of violation of any University or residence hall policy

NON-Residence Policy

Individuals who desire to be non-residents must meet the following requirements:

- Cumulative GPA must 2.50 and above and/or
- Parents residing not more than 10 miles from the university.
- Married

The qualified student is required to make non-residence application.

If applying to live with a relative who resides not more 10 miles away from university, the student must submit written document from a parent authenticating the biological relation with the relative in question.

Non-Residential students will be affiliated to the various halls of residence.

Non-Resident students shall maintain moral standards that are congruent with the values of the University. Flouting the values of the University could be subject to discipline. Unmarried students of the opposite sex shall not visit overnight in the same dwelling.

Non-Residence students must participates in all university activities

Recreational Facilities

A number of facilities such as equiped gymnasium, basketball court, football pitchs, equipments for indoor games are available on campus for sporting, physical and mental rejuveninating activities.

FEMALE HALLS



NORTH AMERICA GHANAIAN
SEVENTH-DAY ADVENTIST HALL



ELLEN GOULD WHITE HALL

MALE HALLS



J.J. NORSEY HALL



M.A. BEDIAKO HALL

OUR COMMITMENT TO STUDENTS

As a Seventh-day Adventist Christian Institution we are committed to creating an environment conducive for learning in which individual students are protected and supported. We meet this by serving, protecting and holding students accountable.

WE COMMIT TO SERVE

ADMISSION

Admission to Valley View University is a privilege which is granted irrespective of race, colour, nationality or ethnic origin, or gender. Inasmuch as Valley View University is owned by the Seventh-day Adventist Church, many of its students are members of the Adventist Church.

However, no particular religious commitment is required for admission. Students who meet the academic and character requirements of the University and who express willingness to co-operate with University policies and to adjust to and be comfortable within its religious, social and cultural atmosphere may be admitted. Admission to the University is a privilege and not a right, and may be withheld or withdrawn by the University at its discretion and in harmony with its mission and function.

ACADEMIC INFORMATION

Educational Philosophy and Objectives

Valley View University is committed to the physical, mental, social, and spiritual development of qualified students who seek both practical and intellectual preparation for a life of service to their communities.

The Christian writer, Ellen G. White, counseled that:

“Instead of educated weaklings, institutions of learning may send forth men strong to think and act, men who are masters and not slaves of circumstances, men who possess breadth of mind, clearness of thought, and the courage of their convictions” (Education, p.18)
Following this counsel, VVU seeks to inculcate in every student a sense of integrity, initiative, perseverance, adaptability, and trust in God.

The educational philosophy of VVU embraces the principle that no period of life exempts a person from sharing responsibility for personal upkeep or committing oneself to the service of others. Useful work and community service (in reach and outreach) are integral elements of the educational programmes at VVU.

For this reason, the University seeks to expand the graduate’s option for employment by providing opportunities for its students to develop vocational skills which can help them become self-employed.

Furthermore, the University does not measure a graduate’s success in terms of material gain only, but also in terms of one’s capacity to find a meaningful avenue of service to humanity.

Specific Educational Objectives

In accordance with its mission, VVU seeks to:

- develop in students the ability to think critically;
- develop the highest levels of human values and aesthetic taste;
- encourage students to appreciate the dignity of labour;
- encourage students to dedicate their lives to leadership and selfless service to God and humanity;
- provide students with an environment that:
 - allows and encourages integration of spiritual, intellectual, moral, emotional, physical, and social growth;
 - develops in each student:
 - a clear understanding of self;
 - a mature and thorough appreciation of life, society, and the African culture heritage;
 - the skills of independent thought, decision-making, and sound judgment;
 - the vocational skills sufficient to make life meaningful; human relations skills necessary for fulfilled family life, satisfactory employer-employee relationships and effective community involvement;
 - demands of each student
 - a thorough appreciation of his/her cultural heritage
 - an understanding of the arts and sciences in the tradition of liberal education;
 - a refinement in language, moral and deportment expected of an educated person;
 - the skills and attitude required of independent scholarship and lifelong learning;

- the mastery of professional skills in, at least, one academic discipline to enable him/her earn a living and serve his/her community effectively.

Functions and General Goals

- **Instruction:** To provide students, in the context of the Biblical-Christian worldview, the knowledge and skills they need to live a useful life, discovering and realizing their vocation, achieving economic self-sufficiency, contributing to the well-being of society and the progress of the Seventh-day Adventist Church, and committing themselves to the development of their God-given talents throughout their lives.
- **Formation:** To convey to the students, the principles, beliefs and values that they need to develop a noble and balanced character, to make ethical decisions, to establish a Christian home and to become a positive agent wherever they may be, sharing their faith, supporting the Church's mission, and preparing themselves for eternal life with God.
- **Research:** To encourage teachers and students to explore the vast world of knowledge – broadening and deepening the frontier of knowledge under the guidance of the Holy Spirit, to discover new truths and new techniques that will improve the quality of human life, facilitate the mission of the Church, provide answers to the complex issues faced by modern society, and induce quality students to become permanent searchers for truth.
- **Extension:** To make available to others the knowledge, values, and techniques embraced or discovered by the institution utilizing all available and appropriate media, sponsoring educational activities, providing services that will meet human needs, and actively engaging in the communication of the gospel.

Learning Outcomes

Desired characteristics of the Valley View University Student:

The following learning objectives, described in terms of the desired charac-

teristics of educated graduates are used, in part, to guide educators in their development of courses and programmes. The VVU student is guided towards mental, cultural, spiritual and moral as well as scholastic learning outcomes that include:

- a. **Spiritual Maturity:** Students should have a growing relationship with the Lord nurtured through Bible study, personal and corporate worship. They should be committed to witnessing and selfless service to humanity.

- a. **Moral Maturity:** Students should be able to make sound moral judgments: - identify moral questions, weigh competing choices in complex situations, accept criticisms, and determine when an inquiry is sufficiently advanced to warrant drawing conclusion. Students should have the strength of character to do what is right, regardless of social pressure or personal sacrifice, or without fear of victimization.

- b. **Love for Learning:** Students should have a strong desire to learn for the sake of learning. Their desire should be reinforced both by their formal studies and by their general university experience.

- c. **Mastery of Material Studied:** Students should have mastered the material in the discipline studied deeply, approaching the frontier of knowledge as closely as the nature of the disciplines allows.

- d. **Independence of Thought:** Students should be able to think clearly, not merely following the direction of others. Although responsible inquiry requires respect for established authority, it also requires an ability to criticize constructively.

- e. **Sense of Historical Development:** Students should be aware that even well-entrenched ideas are subject to change. Students should therefore understand the history of their own discipline, and how, in broad terms, it relates to the history of other disciplines.

f. Global Perspective: Students should appreciate both the national and the international dimensions of their disciplines and be prepared to apply their knowledge in ways that promote national dignity and global harmony.

g. Aesthetic Maturity: Students should have a critical appreciation of the fine and performing arts in a way that enables them to appreciate human civilization. Students should also be able to extend their appreciation of the forms of human creativity to an appreciation of the value of the natural environment.

Class Standing

At the beginning of the Semester students are classified as follows:

Freshman	0-32	Semester credits
Sophomore	33-64	Semester credits
Junior	65-96	Semester Credits
Senior	97-128	Semester Credits

NB: A graduate is one who has gone through the baccalaureate.

Academic Probation

Any student whose Grade Point Average (GPA) falls below 2.0 at the end of the semester is placed on academic probation and his/her load will be limited to 12 credits. If the student's cumulative GPA is still below 2.0 after the probation period, his/her load will again be limited to 9 credits. If the student is on Work Study Programme, he/she shall suffer the additional restriction of being relieved of his/her work. If the student has a semester GPA of less than 2.0 on two consecutive semesters, immediately following the time when he was placed on academic probation, he/she shall be subject to discipline as spelt out in the Academic Bulletin.

Procedure for Exiting the University

A student must seek approval for complete withdrawal from all current classes. Students must follow a specific course of action. Various checkpoints have been designated in an effort to provide the student with

an opportunity for counseling. In consequence, several signatures must be obtained by the student before the exit procedure can be completed.

The complete withdrawal form may be obtained from the Assistant Registrar for Admission and Records.

Deferring a Course

Students deferring any course must follow the procedure outlined.

- Deferment shall be permissible for not more than two academic years.
- The student shall apply for deferment a semester before the next academic year.
- The student shall consult with the student advisor.
- The student shall fill an online Form and submit it to the Head of Department, stating the reason(s) and the period for the deferment.
- The Head of Department shall forward the online Form to the Dean of School/Faculty for approval.
- The Dean of School/Faculty shall submit the online Form to the Directorate of Academic Affairs.
- The Director of Academic Affairs shall deactivate the account of the deferred period.
- After the deferment period, the student shall resume his/her status as a registered student by consulting the student advisor and applying online to the Head of Department.
- The student shall apply for resumption of studies two months before the academic year.
- The Head of Department shall approve the request and forward to the Dean of School/Faculty for onward submission to the Director of Academic Affairs.
- The Director shall activate the account of the student to resume academic activities.

CAMPUS SAFETY & SECURITY SERVICE

The safety and security department office is opened/available 24 hours a day, seven days a week, including holidays, to ensure the safety of the campus community and carry out security duties on the University properties. Safety and security office is located at the main entrance of the University.

The safety and security department is friendly and works together with both students and staff. We have some rules and regulations that help save lives and properties in the University community. Therefore, students need to abide by the university safety and security code of conduct to ensure students are safe to go about their academic life.

The primary role of the safety and security department is to ensure the protection and security of the University's students, personnel, and properties and to enforce university laws and regulations.

Members of security personnel are authorized to search, restrain entry or exit of any student within, leaving or entering the University premises. Any person on University property may be required to show identification to campus safety and security officer.

Safety of Student

Students must contribute to the safety on campus by ensuring that all their activities are performed in the safest manner possible and reporting to the security supervisor any unsafe or dangerous conditions or activities observed. The number to contact this department is 0307051137. When a call is placed the security supervisor will answer and attend to any request.

As stated above, in the event of any emergency or general security problem, students are expected to call the number stated above and always to identify themselves by name, describe the nature of the emergency and give the exact location. Safety is, however, everyone's responsibility. You can help maintain your own safety by following all campus safety regulations. Planning can help keep you and your belongings secure.

Some safety tips at night.

- Walk with someone always.
- Stay away from isolated areas.
- Try to stay/walk/park near a street light.
- Respect campus curfew (lights out at 10:00 pm)

Narcotics/Arms

Valley View University intends to maintain a drug/arms free campus in harmony with the laws of Ghana. The unlawful manufacture, possession, distribution or use of controlled substances is prohibited.

This University also does not accept or allow students to possess firearms, whether licensed or not.

Most of the time, the Safety and Security Department on campus co-ordinates with the Ghana Police (Oyibi Police) to enforce and bring some security problems to order. The department will invite the police to conduct searches of residential areas, residential halls, buildings, classrooms, facilities, parking lots and or any other location on the property of Valley View University.

Motor Vehicles

All vehicles operated regularly on the University campus must be registered with the Office of Dean, Student Life and Services as well as the Regulations

- The University reserves the right to move any vehicle improperly parked and assumes no responsibility for damage incurred in moving such vehicle(s). The University reserves the right to deny any person the privilege of operating and/or parking a motor vehicle on the campus.
- Excessive speeding on any part of the campus is forbidden
- The University assumes no responsibility for losses due to fire, theft, or from any other cause when cars are parked on the campus.
- National regulations and rules, all directive signs governing the use of motor vehicles must be observed at all times.
- Entry and exit to and from campus other than the main roadway is prohibited. This includes operating any vehicle on unpaved portions of the property without the expressed authorization of the Campus Safety and Security Department.
- In the event of mechanical failure of a vehicle on campus, the owner or driver will be responsible for its removal within three days.

Students are not to consider the safety and security personnel as enemies but rather partners in ensuring law and order on campus to facilitate academic work.

CAREER SERVICE

University Career Services exists to encourage students to concentrate on their studies. The department brings to the attention of students' workplace morals and also provide them with soft skills to excel in the world of work. Generally, employers look for soft skills like good communication, collaboration, interpersonal skills, emotional intelligence, problem-solving, time management and team work from job candidates. The rationale is, those skills are hard to teach and are critical for individual and corporate successes.

The soft skills exercise is achieved through Seminars (in Study Skills, Career Exploration and Planning as well as Job Search Strategies and Techniques) and educational trips that treat students to the demands and challenges of the corporate world.

Thus, this department provides personalized and innovative way to empower a student's academic success and transformation.

The Department equips all Valley View University Students with skills for lifelong career development and prepare them to make a difference in the Corporate Industry.

Specifically, the department:

- grooms students/graduates for the job market
- networks with companies for internship/attachment slots for VVU students/interns especially during long vacations.
- connects VVU Graduates for job placement.
- looks forward to meet individuals or companies to work towards enhancing students' welfare.
- wishes to organize Job Fair on campus to close the gap between academia and industry.

COUNSELLING Centre

Valley View University seek to provide an enabling environment for teaching and learning. Given this, the University has established the Counselling Centre to provide psychosocial support to make the educational journey at VVU as comfortable as possible.

The Counselling Centre provides psychosocial support to members of the university community to enhance their wellbeing. The Centre is made of professional counsellors who are conscious of the ethical requirement of confidentiality and informed consent.

The Counselling Centre provides the following services.

Academic counselling

The Counselling Centre is available to support you concerning all your academic challenges. The team at the Centre will support you to plan your time to maximize your academic performance, help you adopt the best learning strategies to enhance learning, and help you deal with all academic-related challenges.

Career counselling

Individuals seek to settle on a career path. This process can be challenging due to the diverse factors that influence this decision. Through psychological assessment and discussion, the Counselling Centre helps individuals decide on their current and future career. The Counsellors help you with lifelong learning plans.

Personal counselling

Personal challenges could disrupt the wellbeing of individuals. The Counselling Centre helps members of the university community deal with stress, emotional challenges, relationship challenges, psychological disorders, and any other psychosocial challenge that disturbs the individual's functioning.

Group counselling

The Centre organizes group counselling sessions for individuals with similar challenges. This group counselling helps the individuals to share their experiences and learn from others with the counsellor's guidance.

The Centre also organizes seminars on topics that affect the wellbeing of individuals and groups on campus. Some of the issues discussed are:

- Conflict management and resolution
- Time management
- Stress management and coping
- Examination Anxiety
- Conflict resolutions
- Assertiveness
- Relationships

In collaboration with student associations and halls, the Centre organizes seminars based on the needs of the group.

The Counselling Centre encourages all members of the university community to assess its services.

STUDENT INFORMATION TECHNOLOGY USAGE POLICY

A key component consistent with the vision and mission of the Institution is technology. In this regard, the use of Information Technology resources of the University by its students, staff, faculty and guest should be consistent with academic, research and social purposes. However, this should be done in the context of solid ethical consideration and within legal constraints. The policy outlines the fundamental legal and ethical use of all IT resources within the domain of the University.

IT resources include computer labs, classroom technologies, software systems, computing and electronic communications devices and services, e-mail, networks, telephones (including cellular), voice mail, fax transmissions, video, and multimedia.

Valley View University forbids the following:

- Unlawful use, modification, transfer, destruction or disclosure of IT resources;
- Unlawful access or efforts to gain illegal access to any IT resource and any action which inhibits or attempts to impede the regular and efficient performance of any IT resource.
- Any and all violations of copyrights

Security Policy

Students intending to use any IT resource on campus must take particular notice of the following.

No user:

- Shall breach or attempt to breach a network or computer security.
- Shall have unlawful entry into a file to use, read, delete, modify or any other reason
- Shall unlawfully copy or distribute any copyrighted computer software or other materials.

- Shall unlawfully transfer a file.
- Shall use or attempt to use the identification and/or password and/or assist another to misuse any identification or password.
- Shall change the password for a University computer.
- Shall use any IT resource to interfere with the work of another student, faculty member, University official, or any other member of the University Community.
- Shall send or access obscene or abusive messages as well as send or access unlawful mass e-mailing or chain mail.
- Shall interfere with the regular operation of any institutional IT resource.
- Shall unlawfully monitor or extract data that is in transport over any of the University's networks.
- Shall use any computing resource to create and/or send or forward computer messages or programs designed to destroy or corrupt data.
- Shall use any computing resource to dishonour or tarnish the University's reputation or create any form of liability for the University.
- Shall use any computing resource to violate any campus policy or to violate any local or national law.
- Shall remove any of the components of the University computers.

Sanctions

Access to the use of IT resources is not considered as a right. As such, access of users may be suspended with additional sanctions by the Institution for noncompliance. At the instance of any violation, the case will be forwarded to the Dean of Students or other administrative outfits for deliberation and action.

DINING SERVICE

The University operates dining services. The Food Service department serves variety of wholesome and nutritious meals including local Ghanaian dishes, fruits and vegetables. If you have special dietary needs, contact the Director of Food Services through the Dean of Student Life. Presently, meal cards are given at the beginning of the Semester and the student is to present his/her card before he/she is served. Meal cards are NOT transferrable.

NB: All resident students shall participate in the meal plans offered by the University.

Hours of Operation of Cafeteria

For two meals system (Monday to Friday)

Brunch	9:30am -1:30pm
Supper	4:00pm - 6:00pm

For three meals system or week-ends (Sabbaths and Sundays)

Breakfast	6:30am – 9:30am
Lunch	12:00noon – 1:30pm
Supper	4:30pm – 6:00pm

Meals are provided on sale in the cafeteria for non-resident students to buy.

The following rules apply to the patronage of Cafeteria Services:

- All Valley View University students entering the cafeteria are required to present their own valid student meal cards. Students should not use other's cards for entrance into the cafeteria.
- All Valley View University students entering and dinning in the cafeteria are required to be decently dressed. Failure to adhere to the dress code will result in the denial of access.

- All Valley View University students in the cafeteria are required to adhere to the Valley View University Code of Conduct. Rude, discourteous, or boisterous behaviour directed toward students or staff will not be tolerated.
- All Valley View University students utilizing cafeteria services are required to keep their dining area clean by proper disposal of waste and the return of trays and utensils to their proper receptacles.
- Students who want to take their food out should come with their own non-plastic or food grade bowl for health reasons.

HEALTH PRINCIPLES

Health is the student's most precious possession. Good health means self-awareness and self-control, self-satisfaction, loving relationships, and a stable sense of well-being even in the most trying times.

A healthy and successful University student will:

- Have daily personal devotions
- Get a minimum of 8 hours sleep nightly
- Exercise regularly
- Eat well balanced meals at regular times
- Avoid foods and beverages that are high in sugar
- Drink 6-8 glasses of water daily between meals.
- Be helpful

University Hospital Services

The Valley View University operates a 24-hour hospital services. SDA Valley View hospital is a facility that provides holistic healthcare to patients. The hospital is under the supervision of Valley View University, Ghana Adventist Health Services (GAHS), Christian Health Association of Ghana (CHAG), Adventist Health International (AHI) and the Ministry of Health (MoH). The facility provides Out/In-Patient, Laboratory, Diagnostics (ultrasound scan, ECG), Pharmacy, Eye, Child Welfare Clinic, Antenatal, Maternity, Surgeries (Minor and Major), Mental Health, Anti-Retroviral Treatment, Dental, Dietetic and Public Health Services. The hospital, which started as a sickbay for students currently serves a huge number of people from the University, Oyibi, Malejor, Amrahia, Bawaleshi, and other communities. The facility also serves as a learning centre for students on clinical attachment. The hospital is registered with the National Health Insurance Scheme and therefore accepts the National Health Insurance Card and as well as cards from a number of Private Health Insurance schemes.

This means that all students duly registered are required to enroll with the National Health Insurance or with a Private Health Insurance of their choice to be able to access health services when the need arises.

Valley View University's hospital is a member of the Ghana Adventist Health Services (GAHS), Christian Health Association of Ghana (CHAG) and is accredited by HEFRA.

New Students:

All new students of Valley View University (VVU) are required to undergo a General Medical Examination from the SDA Valley View Hospital. This medical exercise is a great opportunity for the University to assess their current or baseline health status and how it might influence their academic work throughout their stay with the University.

It serves as a process by which medical abnormalities are picked up and managed early enough to help alleviate future medical complications

which may negatively impact students' coursework while at the University. Students identified with chronic illnesses such as sickle cell anemia, hypertension and diabetes mellitus would be closely monitored and have their treatments continued with the hospital in order to facilitate a good state of health during their academic work. It is also a great time to acquaint yourself with the hospital and the wide range of medical services it offers.

Medical Examination Procedure

- Firstly, you will report to the hospital's laboratory to undergo some series of laboratory investigations which will include: Haemoglobin Level, Sickling Status, VDRL for Syphilis, Hepatitis B, Blood Group, Urine Routine Examination and your Blood Sugar Level.
- You will then be required to undergo an Eye and Dental screening.
- A nurse will then check your baseline vital signs i.e., Blood Pressure, Weight, Height, Oxygen Saturation, Temperature and Heart Rate/Pulse.
- Lastly, you will be required to see a Clinician for a general physical examination which will include your chest, abdomen and breast (females only). The Clinician will also evaluate all your screening test results and render some clinical advice and treatment (where applicable) pertaining to your current health status.

Students should kindly take note

- Students would be seen in groups to help facilitate a smooth process.
- Students would be required to provide their student ID numbers and personal demographic data information.
- All information obtained will be kept confidential both by the university and the hospital.
- A fee would be charged for the General Medical Examination.
- You may not be allowed access to some University Services without your Medical Exam Clearance Chit/Card.

Emotional Health

The heavy study work/social program at a university sometimes causes excessive emotional stress. Students needing help in coping with stress or stressful situation should feel free to contact the Residence Hall Deans, the Church Pastor, the University Chaplain or the Counseling Unit.

The University's Response to HIV/AIDS

The University's primary response to the HIV/AIDS problem is education. Its personnel seek to provide detailed information on how the virus is transmitted and how to prevent it. The primary educational objective is to discourage sexual activity except within a mutually monogamous heterosexual marriage relationship.

The University respects the rights of individuals with HIV/AIDS and has established the following guidelines:

1. It is the responsibility of the student known to have HIV/AIDS to:
 - Seek regular, medical treatment as required by a physician.
 - Abstain from or prevent any action that may potentially transmit the HIV/AIDS virus to another individual.
2. Confidentiality concerning a student's health will be maintained unless it is determined that others must be informed because of their risk of exposure to the HIV/AIDS virus. If such notification is deemed necessary, the student in question will be notified in writing, of that decision.

International Students' Services

International Student Services are provided at the Office of Dean, Student Life and Services. The office helps every international student with social and academic matter as well as immigration status of both the student and the family here at Valley View University. These include issues pertaining to visas, passports, transfers, travel outside, extension of status, and other immigration problems. For further details refer to the Academic Bulletin.

The following should be noted by all foreign applicants:

- They must give two weeks' notice before arrival into the country.
- They must ensure compliance with all admissions and immigration procedures before arrival into the country.
- All new international students will be picked up and transported to the school from the airport at a fee.
- All new international students should report to the coordinator's office for their permit process.
- All new international students should submit their certificate to the coordinator for verification.
- All international students should start the permit application process one month before their current permit expires.

STUDENT FINANCIAL SERVICES

The Financial Administration of the University exhibit diligence and meticulous care in making sure Students are served to the best of its abilities. Students are to note the following information.

- All Hall dues are to be paid into main School Account as part of fees and will be later disbursed accordingly to the Halls.
- Accommodation and Feeding Fees will be as per embedded in the University's Fee Schedule.
- All rentals in reference to Accommodation shall be charged and paid to the Universisty.
- Deliberate attempt to destroy University properties will be surcharged to students
- Other accommodation rentals will be as per the Fee Schedule

WE COMMIT TO PROTECT

Sexual Standards

Faculty, staff, administration, trustees and students of the University are expected, in their teaching, influence and example to uphold Christian sexual standards as held by the Seventh-day Adventist Church. We believe that God's ideal for sexuality is achieved when sexual expression is limited to a man and woman who are husband and wife committed in lifelong marriage. All expressions of premarital and extramarital friendship are to be chaste and behaviours which would suggest otherwise, are to be avoided. All forms of sexual expression and conduct between heterosexuals outside of marriage, or between homosexuals, are contrary to the ideals of the University and will result in disciplinary action. Further, all forms of promiscuity, sexual abuse, and exploitation are contrary to the ideals of the University and will result in disciplinary action. Valley View University honours an ideal of sexual purity, which transcends mere legal enforcement.

Romantic Relationships and Dating

The University wishes to promote the ethical and efficient operation of its academic programmes and businesses. In this setting, the University wishes to avoid misunderstandings, complaints of favoritism, other problems of supervision, security and morale, and possible claims of sexual harassment among its students, staff, and faculty. For these reasons:

- a. A faculty member is prohibited from pursuing a romantic relationship with or dating a student who is registered in any course or program or who is involved in any other academic activity in which the faculty member is responsible as an instructor, coordinator, mentor or committee member, for the duration of such course, programme, or other academic activity.
- b. A staff member is prohibited from pursuing a romantic relationship with or dating a student who is registered in any course or program or who is involved in any other academic activity in which the staff member participates in any direct supporting role, for the duration of course, programme, or other academic activity.
- c. A University administrator or supervisor is prohibited from pursuing a romantic relationship with or dating any employee of the University whom he/she supervises for the duration of the supervision.

For the purposes of this policy, “romantic relationship” is defined as a mutually desired courting activity between two individuals. “Dating” is defined as a romantic social engagement arranged by personal invitation between the two individuals involved or arranged by a third party.

Faculty, staff, and administrators who violate these guidelines will be subject to discipline, up to and including termination of employment and/or loss of faculty appointment. Students who participate in the violation of these guidelines will be subject to discipline, up to and including discontinuance as a student at Valley View University.

Sexual Harassment

Valley View University prohibits harassment of any form whether it happens on campus or off-campus or in an online communication among faculty, staff, and students. Personal characteristics such as sex, gender, sexual orientation, national origin, tribe and many more may serve as the root cause of harassment. It occurs when an individual engages in offensive speech or presents conduct that is pervasive, and severe toward another.

Rationale

- 1) Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University, and threatens the careers, educational experience, and well being of students, faculty and employees. Relationships involving sexual harassment or discrimination have no place within the University. In both obvious and subtle ways, sexual harassment is destructive to individual students, faculty, employees, patients, and the University community as a whole. When, through fear or reprisal, a student, faculty member or employee, submits, or is pressured to submit to inappropriate sexual attention, the University's ability to carry out its mission is undermined.
- 2) Sexual harassment is especially serious when it threatens relationships between teacher and student, or supervisor or subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member, or in a supervisor. Through grades, wage increases, recommendation for graduate study, promotion, and the like, a person in a position of power can have a decisive influence on the future of the student, faculty member, or employee.

- 3) While sexual harassment most often takes place in situations of a power differential between the persons involved, the University also recognizes that sexual harassment may occur between persons of the same University status. The University will not tolerate behaviour between or among members of the University community, which creates an unacceptable educational, or working environment.

Prohibited Acts

No member of the University shall engage in sexual harassment. For the purposes of this policy, sexual harassment is defined as inappropriate sexual advances, such as requests for sexual favours, or other verbal, or physical conduct of a sexual nature. Harassment is considered to have occurred if:

- 1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.
- 2) Submission to or rejection of such conduct by an individual is used as a basis for an educational, employment, or any other decision affecting an individual.
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic, or work, or performance or of creating an intimidating, hostile, or offensive environment for learning or work.
- 4) There are inappropriate or unwanted sexual approaches.

Examples of Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwanted or inappropriate. Examples of verbal or physical conduct prohibited as stated above include, but are not limited to:

- 1) Physical assault
- 2) Direct or implied threats that submission to sexual advances will be a condition of grades, letters of recommendation, employment or promotion
- 3) Direct propositions of a sexual nature
- 4) Subtle pressure for sexual activity
- 5) A pattern of conduct not legitimately related to the educational or work, context intended to discomfort or humiliate, or both, that includes one or more of the following:
 - a. Comments of a sexual nature
 - b. Sexually explicit statements, questions, jokes, or anecdotes
- 6) A pattern of conduct that would discomfort or humiliate, or both, a person at whom the conduct was directed that includes one or more of the following:
 - a. Unnecessary touching, patting, hugging or brushing against a person's body
 - b. Remarks of a sexual nature about a person's clothing or body
 - c. Remarks about sexual activity or speculations about previous sexual experience
 - d. Isolated and inadvertent offenses:

Members of the University community who, without establishing a pattern of doing so, engage in isolated conduct of the kind described above or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort or humiliate, demonstrate insensitivity that necessitates

remedial measures. When University administrators become aware that such activities are occurring in their areas, they should direct that those engaged in such conduct undertake an educational programme designed to help them understand the harm that they are doing.

The University has set up a committee to investigate all forms of harassment including sexual misconduct, discrimination on the basis of sex or gender that are likely to occur in our campus community.

Morality and Decorum Committee

The Morality and Decorum Committee was set up by the Chaplaincy Board. This committee assists students and employees who have been subjected to sexual harassment by a member of the Valley View University. Often such behaviour goes unpunished because of hesitation on the part of the victims especially women to report such behaviour out of a sense of shame or fear or both. Harassment of all forms flourish in a culture of silence. It is important for victims to protest against any behaviour that they feel is unwanted and unacceptable.

What should you do if you are sexually harassed?

- Do not feel ashamed. Tell the harasser very clearly that you find his behaviour offensive.
- Do not ignore the harassment in the hope that it will stop on its own. Come forward and complain to the Morality and Decorum Committee.
- Talk to somebody you trust about the harassment. It will not only give you strength but also help others in similar situations to come forward and complain.

- Keep a record of all incidents of sexual harassment. If you feel the need to report later, this record will be helpful.

What action can be taken against the offender?

The Morality and Decorum Committee is recognized by Valley View University administration to be an Inquiry Committee and the report of the Morality and Decorum Committee is acceptable by the University.

After it has been proved that the offender has indulged in sexual harassment in the University, efforts are made to resolve the problem between the two parties. However, if these efforts prove futile, then the Chaplaincy Board will forward the case to the University administration for appropriate disciplinary action against the offender, irrespective of his status in the University (administrators, faculty, staff and student).

Care shall be taken by the Committee to ensure that the victims of sexual harassment and the witnesses shall not be victimized while dealing with the complaint. The victims should not be afraid to report sexual harassment done by a superior for fear of victimization because the University is ready to take necessary measures to protect the victims. In the case of a lecturer sexually harassing a student at a time when the student is taking a course with the lecturer, the University shall transfer the examination answer sheets to be marked by another lecturer.

On the contrary, female students are strictly prohibited to ask for good grades from the instructors in exchange of sex. If it is proved that a female student is involved in such acts, the student will be suspended or dismissed.

Any complaint on sexual harassment reported to a member of this committee shall be treated with maximum confidentiality.

Composition

The Morality and Decorum Committee consists of the following members:

- i. University Chaplain, as Chairman or Chairman appointed by the Chaplaincy Board.
 - ii. University Pastor, Assistant Chaplains;
 - iii. Dean of Student Life and;
 - iv. Hall Deans;
- a. *In Attendance*
- i. Registrar or his representative who shall not be below the rank of Assistant Registrar as Secretary.
 - ii. The Dean/Head of School/Department where the offender belongs.
- b. *Quorum*
- The quorum for the meetings of the Committee shall be one-half (1/2) of its total membership.
- c. *Functions*
- i. Receive complaints of sexual harassment from students and employees.
 - ii. The first approach is to seek resolutions of complaints in a Christian approach.
 - iii. If resolutions are not achieved, the committee is to conduct a formal review of the allegations and recommend appropriate steps/actions to the Chaplaincy Board.
 - iv. To ensure that victims and witnesses are not victimized or discriminated because of their complaint.

- v. To take proactive measures towards sensitization of the staff, students and faculty members of Valley View University on gender and sexual harassment issues.
- d. *Meetings*
The committee shall meet at least once every month.

COMMIT TO HOLD ACCOUNTABLE

STUDENT CODE OF CONDUCT

University takes any failure to commit to the code of conduct seriously. Hence, any action that prevents VVU from fulfilling its purpose as a Seventh-day Adventist educational institution cannot be condoned. Disruptive conduct or unethical behavior, should it occur, must of necessity be terminated by whatever action may be required, including the possible suspension of students involved in such activity. VVU reserves the right to suspend or dismiss, at any time, any student who, in its judgment, is undesirable and whose continuation in school is detrimental to himself/herself or to fellow students.

Students are subject to such disciplinary action as the administration of the University may consider appropriate, including possible suspension, expulsion, or dismissal for violating state or local laws, or University regulations. This principle extends to conduct off-campus that is likely to have adverse effects on the University.

While all consequences or discipline will be redemptive in nature, suspension or expulsion from the University (or lesser action) may result from the commission of any of the following offenses or violations occurring on or off campus. The list below provides examples of violations of the student code of conduct that may lead to suspension or dismissal from the university.

1. 1. Possession, distribution, or use of firearms, ammunition, explosives, knives, or any other instruments capable of inflicting bodily injury upon oneself or others.
2. Personal participation or assisting other persons in the forgery, theft, alteration, destruction or misuse of University documents, records, or properties; embezzlement; defrauding, procuring any money, goods, services under false pretenses; misappropriation, or the unauthorized taking of another's property, including the property of the University; possessing, purchasing or receiving property, money, or services knowing them to have been stolen or embezzled; duplicating keys, and using computer and telephone access codes and other devices without proper authorization.
3. Possession of drug paraphernalia and/or use of illegal substances such as marijuana, tobacco, hallucinogenic drugs, alcohol and narcotics or dishonestly acquired or misused prescription drugs or stimulants, except by prescription from a bona fide, current, and licensed physician.
4. Immoral practices such as sexual abuse, date/acquaintance rape, homosexuality or any form of LGBTQ+ practices.

5. Physical abuse, violence, assault and battery to others or oneself. The commission or threatened commission of physical abuse or violence with respect to a university person anywhere, or with respect to non-University person on university property, or at any activity sponsored by the University.
6. Unlawful entry, misuse and misplacement of university keys (unauthorized use, possession, duplication, and/or distributing of one or more keys to any University building or structure or any part thereof).
7. Any conduct that breaches the peace, fighting or engaging in violent behavior, making unreasonable noise, obstructing vehicular or pedestrian traffic or disturbing normal University operations.
8. Being continuously delinquent or late in attendance at required services and school gatherings to meet the scholastic and/or citizenship requirements of the University.
9. In subordination; willful and blatant disrespect of and failure to comply with a directive of an official of the University or duly authorized agent, or intentionally creating public disorder, and/or inciting other students to disregard University policies and regulations.
10. Absence from the residence hall overnight or after curfew hours without the knowledge of the residence dean(s) or assistant(s).
11. Unauthorized occupation of halls of residence (perching)
12. Obstructive of or disruption of teaching, research and administrative and/or discipline procedures or services.
13. Spreading ideas/acts that undermine the University's religious teaching and ideals.
14. Bullying of a person through direct physical contact, or using language which is abusive or obscene with the intent to harass, annoy, or alarm.

This includes making threatening or obscene communications by phone, computer or any electronic medium. Spreading rumors, teasing and name-calling, embarrassing someone in the presence of others.

15. Sexual misconduct: sexual harassment, sexual exploitation, non-consensual sexual contact and non-consensual penetration, rape or attempted rape cases.
16. Intimidation and any other form of violence against women.
17. All forms of dishonesty—academic or otherwise—including cheating, plagiarism, fabrication, academic misconduct, alteration or misuse of identification cards, writing worthless cheques, knowingly furnishing false information to the institution or one of its officers, or the withholding of necessary information in connection with a student's admission, enrollment, or status in the University. (This includes the use of technological or electronic devices to accomplish these means).
18. Fire mischief, including tampering with fire safety equipment; namely fire extinguishers, smoke detectors, fire exit doors, and fire alarms.
19. Misuse of the University's student identification cards or lending student ID card to anyone for reasons not authorized by the University. Failing to present a student ID card when requested by a university official, or possessing or using a fraudulent ID card.
20. Persistent refusal to adhere to the University's standard of dress, including the wearing of jewelry.
21. Going to questionable places of amusement and entertainment; gambling in any form; and attendance at nightclubs, dances, bars, and taverns.

22. Misuse of telephones, computers and/or other communication technology that includes, but is not limited to, retrieving information that contains directions on the making of explosives, profanity, pornography, activities related to the promotion of or solicitation of fund for personal profit or other activities unrelated to the provision of an education. In a nutshell, usage of such gadgets should be business-like and appropriate to the University's mission.
23. Stalking, either done in the traditional physical way or through the internet is a crime and will not go unpunished
24. Entering an existing campus through unauthorized routes breach safety protocol and the offender will appear before the disciplinary committee.
25. Violation of institutional policy or code published in hard copy or available electronically on the University website such as a Campus security policy, student Information Technology usage policy.
26. Checking yourself into a hall or room without the approval of the hall dean or his/her assistant is considered a breach of campus security policy and will not be taken lightly. Allowing a fellow student into any room without the authorized check-in process is prohibited. Students who disregard this prohibition will appear before the disciplinary committee.
27. Selling and advertising goods and services in the halls of residence is highly prohibited.
28. Breaking of Sabbath Observance: Washing, selling, ironing, studying for academic purposes, sewing, reading circular books.
29. Any unauthorized entry to all University property except in cases of fire or other emergency.

30. Inviting opposite sex in your room or meeting persons of the opposite sex in any deliberate clandestine manner of places.
31. Entering another student's room without permission and destroying his property, exchanging or duplicating keys, changing of locks or moving furniture, entering a residence hall, classroom, administration building or library after curfew without approval.
32. Deliberate misuse of fire warning or other emergency equipment.
33. Maintaining an influence which, in the opinion of the University authorities, is detrimental to ones associated or to the University.
34. Going off campus without permission
35. Violating residence hall regulation, violating conduct codes in dress or behaviour.
36. Disrespect for authority of VVU - administration, lecturers, and staff.
37. Two consecutive Below Average citizenship grade.
38. Persistent refusal to adhere to the demands of the student Handbook, or any other policies or guidelines of the University.
39. Valley View University reserves the right to declare an act as a misconduct in her judgment depending on the circumstance.

DISCIPLINARY PROCEDURES

Disciplinary proceedings conducted in pursuant to any of the infractions of the University's rules and regulations will be flexible at all times and will be student-friendly. The rules, regulations and codes must not be understood and applied as pertains to rules of civil or criminal formal legal proceedings. The University reserves the right to modify and/or deviate from these procedures when circumstances warrant it. Deviations from proscribed procedures shall not invalidate a proceeding or decision, unless that decision was materially influenced by the deviation. Further, the University will proceed with its review of infractions regardless of external or criminal proceedings.

Incident Report

An incident report is required to be written and submitted by the individual who has suffered. It must be detailed enough to capture what happened as an incident. Individuals who witnessed the incident are required to prepare and submit detailed report of that incident within one working day of the incident to the office of the Dean of Men/Women.

To ensure fairness, it is required that a severe infraction or frequent infraction be reported to the Dean of Student Life and Services for a hearing before the matter, if necessary, is given a hearing before the Disciplinary Committee. Dean of Student Life reserves the right to initiate an inquiry into any matter pertaining to student life and campus security and to refer the matter to the Disciplinary Committee when appropriate. The committee will thoroughly review that incident to determine the degree of culpability and the continuing needs of the student, and then recommend the appropriate sanction to the Vice Chancellor for action.

It is the Disciplinary Committee that is mandated to sit on serious matters or often repeated infractions that may subject offenders to suspension, expulsion or a total dismissal to hear a particular case, and depending upon the nature of the incident, the University reserves the right to suspend a student until the Disciplinary Committee has completed its deliberations and made a decision.

Disciplinary Committee

The Disciplinary Committee is the committee set up by the university to look into students' misconducts. The committee which is made up of staff, faculty, and students' representatives shall interview, evaluate and decide the magnitude of offences sent to it. A reported incident shall be set up within two (2) workdays. Their work must not go beyond five (5) workdays.

The offending student is required to appear in person to explain himself/herself. They may also come with their own witnesses to testify before the committee. They are to be given an unbiased hearing.

The Disciplinary Committee can do business based on evidence available should the offending student decide to absent himself/herself. The Committee has the right to control the proceedings and the presentation of the case, evaluate the information, decide what action is to be taken, and communicate its recommendations to the appropriate University authority.

DISCIPLINARY SANCTIONS

Sanctions for violating University regulations could include: written reprimands, fines, suspension and dismissal. VVU reserves the right to amend, change and determine what sanctions are to be imposed.

Sanctions may include the following

Disciplinary Warning

A student who misconducts himself or herself shall be written to officially detailing where they have gone wrong. The expected behaviour shall be spelt out in their warning letter, indicating that such misconduct shall be severely punished.

Suspension from Residence Halls

Suspension prohibits the students from residing in any University operated residence hall on either a temporal or permanent basis. The student may reapply for on campus residence after the suspension period is served. Specific restrictions on access to residence hall during the period of suspension may also be invoked. Suspension includes forfeiture of any fee rebate for the remainder of the semester.

Suspension from the University

Any student who is suspended is separated from the university for a period of time. During the time of separation, the affected student is prohibited from attending classes or all activities of the University or a visit to the grounds or buildings unless by written permission. Reapplication is not required following suspension. Suspension will be noted on the students' permanent record including the transcript.

Restitution

When deemed appropriate, the University may require restitution for damage done or bear the cost of expenses incurred as a result of the student's actions. Restitution may be required to the University, a specific department, or a specific individual, as designated by the University.

Fines

When deemed appropriate, the University may levy fines payable to the University for selected policy violations.

Expulsion/Dismissal

Expulsion or dismissal is indefinite. Conditions upon which a dismissed student shall be readmitted shall be spelled out in his or her dismissal letter. Expulsion/Dismissal will be noted on the student's permanent record (transcript).



Rules of Departure

Any resident student shall leave campus immediately after the receipt of a letter of dismissal or expulsion. An accused student shall not be dismissed from the university without being given a fair treatment. He/she shall meet the Disciplinary Committee. Students who are suspended or expelled are restricted from all campus properties, functions, and events. Failure to abide by those rules may subject offenders to criminal charges and subsequent arrest.

Sanctions Related to Group Behaviour

The University may recommend that a university-based group be required to make restitution of damages or pay additional fines. In addition, the University may recommend the imposition of one of the following sanctions:

- A written discipline warning with a copy maintained in the Office of the Dean of Student Affairs. The warning should specify corrective measures that can help the group avoid similar complaints in the future.
- In disciplinary matters, students who misbehave shall be given a time of probation. This implies that affected student(s) has/have done something wrong, and that has jeopardized his or her right standing. Group of students or individuals who willfully violate university regulations shall be withdrawn from the university. The university shall inform affected students of corrective measures during the probationary period.
- Withdrawal of University recognition and suspension of privileges, including the privilege of access to the resources of the University. Any individual or group of students who desire to reestablish a relationship with the university shall be required to put in a formal application.

STUDENT'S RIGHT TO APPEAL

Students have the right to appeal. However, there are certain conditions that must be met:

Grounds for Appeal:

The following are the requirements to be met before an appeal will be considered:

- If the affected students are affected by a rule or code which were not available to them at the time a decision was made against them.
- Students in all cases shall be given the chance to re-apply for campus accommodation after the period for suspension.
- The decision embodies a sanction that is inconsistent with the nature of the offense. (“Inconsistent” in this sense should be interpreted to mean the degree of severity of the sanction is not reasonable in light of the offense.)
- The facts were not sufficient to justify the findings.
- Limitations on Appeals of Sanctions
- Appeals against sanctions and related specific restrictions/conditions, imposed by any given level of authority, are as follows:
 - Probation, Monetary Fines, and Suspensions may be appealed to one administrative level higher than the one that had imposed the earlier sanction. If the sanction begins with a Hall Dean then the appeal should be sent to the Dean of Student Affairs.
 - Expulsions and/or dismissals may be appealed to the Vice Chancellor.

Procedure

A formal typewritten appeal addressed to the Vice Chancellor must be submitted within 24 hours after notification (written or oral) of a decision has been received by the student(s). The appeal should clearly delineate:

- The specific charges.
- The decision reached by the Disciplinary Committee.
- The basis upon which the appeal is made.

The Vice Chancellor will receive necessary materials pertaining to the case within 48 hours after the appeal is filed. It is the responsibility of the Vice Chancellor to whom the appeal is being made to provide the necessary information(s).

Responsibility of the Vice Chancellor

The Vice Chancellor's decision to reject or accept a recommendation.

To reject or accept an appeal, the Vice Chancellor must make sure due processes have been followed and that his/her decision has taken into consideration the decisions of the Disciplinary Committee.

The Vice Chancellor's decision may be based on the following:

- a) If the appeal is accepted the Vice Chancellor may alter or modify the sanctions imposed. In so doing the Vice Chancellor agrees with the findings of the Disciplinary Committee the modification of the sanctions made should be in consonance with the specified parameters for the type of infraction involved.
- b) If the Vice Chancellor disagrees with the findings of the Disciplinary Committee, it implies the sanctions imposed are not appropriate. Consequently, the Vice Chancellor may require a review of the initial hearing.

c) The Vice Chancellor having gone through the recommendations from the Disciplinary Committee may request for further investigations. The Vice makes this discussions when new evidence exist to that upon which the former decisions on sanction has been made.

GENERAL INFORMATION

Student Identification Card

A student identification card is issued by the Office of the Admissions and Records to all students upon initial registration.

The student ID card must be validated each semester with a current sticker.

The ID card is the student's official University Identification. Students are required to present their ID card when requested by a University official. Student ID cards must be returned to the Office of the Dean of Student Life and Services by each student upon termination of his/her academic career at the University. A fee is charged for its replacement.

Student's Official Name

The official name of a student is the name the student submits on the original application for admission to the University. The office of the Assistant Registrar for Admission and Records will monitor the corrections and obtain names for initials submitted at registration. No name shall be changed within the entire period of admission; except on marital grounds.

Posting of Announcements

Poster and Notices in University Public Places: There shall be no defacing of poster or graffiti on the walls of the University, inside or outside. A permit is to be sought in order to post posters, advertisement, announcements, etc., on the notice board, or elsewhere. Indiscriminate posting of posters is prohibited.

Posters and announcements shall only be displayed in areas designated for such (such as notice boards), by the person(s) in charge of the relevant

building, section of the building or notice board. Permission to put up posters and announcements on or in any building should be sought and obtained from the person responsible for the area where the poster or announcement is to be displayed.

Posters or announcements by students should in addition carry the stamped approval of the designated officials. The same designated officials in charge of a building may remove posters and announcements after their usefulness have been served. The maximum size of posters should be 14" x 22".

Students Mail Services

The mail centre is located at the postal agency on campus. The telephone number is 0307011911. The office hours are from 8:00am – 4:00pm Monday to Friday every day. Service on Friday closes at 1:30pm.

Students received University related, inter-departmental and personal mails through the student box located at the agency or at the Students Representative Council office (SRC).

Helpful Hints for Solving Problems

At times complications may arise which require outside assistance. Problems defined as academic, financial or social may be solved if the personnel listed below are contacted in the order given:

Academic: Lecturer, Advisor, Head of Department, Dean of School of Institute, Deputy Registrar for Academic Administration, Counseling Unit

Financial: Chief Finance Officer

Social: Residence Hall Deans' Assistants, Hall Deans, Sponsors, Dean of Student Life, Counseling Unit.

The Student-Peer Monitoring Committee:

This committee comprises of: SRC Sponsor, President, Secretary, Chaplain, a female Senator, a male Senator, a community Senator and one optional student (male or female).

Regulations not in this Handbook

Any regulation passed by the Council or Administration and announced is considered as binding as those printed in this Handbook.



VALLEY VIEW UNIVERSITY
STUDENT LIFE
& SERVICES

**STUDENT
HANDBOOK**
Paving a path for excellence, integrity & service
2021 - 2025