



HERITAGE CHRISTIAN COLLEGE

UNDERGRADUATE STUDENTS' HANDBOOK

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APPROVAL AND REVIEW DETAILS

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APPROVAL AND REVIEW DETAILS

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1. INTRODUCTION

The HCC students' handbook embodies guidelines and directions to help students leave on campus and in hostels in a harmonious environment and co-exist as different people from diverse backgrounds. It serves as checks and balances to protect the rights and privileges of individuals.

1.1 The Vision and Mission of HCC

a. Vision

The vision of HCC is to be the flagship Christian University in Africa for the purpose of advancing the Kingdom of Christ and National Development.

Our Vision extends to include a desire to participate in the continued development of a growing economy in Ghana that enables people to contribute to the well-being of their families, neighbours, the nation and surrounding countries in a manner that demonstrates Christian values and ethics.

b. Mission

HCC provides an education that cultivates conviction, character, creativity, compassion and community to serve God and neighbours.

The objects for which HCC was established are to:

- i. Set up schools, institutes, training and research centres and other educational facilities or programs as the Council of Trustees may decide.
- ii. Train professionals and offer professional enhancement courses, seminars, conferences, summits, etc.



- iii. Undertake research, writings and publications in all relevant disciplines.
- iv. Award certificates, diplomas, degrees and other academic qualifications as the Council of Trustees may decide.
- v. Develop leaders for Ghana and West Africa who work within a Christian ethic and morality serving those with whom they live and work; in family, church, community, country and beyond.
- vi. Inculcate the concepts of entrepreneurship, ethics and philanthropy in all students by inclusion in all offerings.

Under the HCC Vision and accomplishment of its mission, the College intends to provide highly qualified graduates who will be armed with the tools required to make a major difference for Ghana, West Africa and surrounding nations. In summary, our mission is to transform people's lives.

1.2 Core Values

HCC will strive to prepare students to embrace the following five core values which are integrally woven into the curriculum of each degree:

Conviction: That there is God; the intelligent Designer, Who created and sustains the unseen universe; that observing His natural laws, moral laws, and spiritual laws (as exemplified in the life and teaching of Christ) humankind experiences fulfilment.

Character: Integrity and Trustworthiness in all things

Creativity: Determined to discover, develop and deploy God-given gifts

Compassion: Love of neighbour with God's gifts

Community: Atmosphere of interaction and sharing with a common purpose



1.3 Purpose

This student handbook aims to ensure efficiency and consistency in the operation and functioning of students' life on-campus services.

1.4 Scope

This policy shall apply to students and student-related activities to be undertaken within the College and define the responsibilities of students in the operating process.

1.5 Custodian

The registrar shall be responsible in collaboration with Management to ensure that all students have access to these policies and procedures. All students shall take responsibility for ensuring that they comply with the provisions of this policy.



2. ACADEMIC POLICIES

The following is a list of policies frequently of interest to students. For a complete statement of academic policy, please see the HCC **Academic Policy Manual (APM)**

2.1 Academic Calendar

The HCC academic calendar is available through the campus website at "<https://hcuc.edu.gh/academic-calendar/>". Instructions are provided there to add the academic calendar to the students' calendar tab. Technical help is available from the IT support team.

2.2 Academic Integrity Policy

HCC is a community of learners that supports the quest for knowledge and truth through intellectual and personal integrity, and honesty in learning, instruction, research and service. Its educational programs, faculty and staff, administration, and campus environment all exist to educate students for Christian service and leadership throughout the world. Academic integrity is essential to developing a person's intellectual skills and abilities most effectively. Academic dishonesty is significant in its impact on student development. Violations of academic integrity and other forms of cheating as defined in the Academic Policy.

2.3 Registration

Registration is compulsory for all students enrolled in a programme in HCC. There are three types of registration in each semester, these are Course Registration, Examination Registration and Resit/Supplementary Registration.



Course Registration: This is done at the beginning of the semester (deadline: two weeks after the semester begins). Students are required to pay 50% of the fees before being able to do their registration. Failure to register within the stipulated period attract a penalty.

Examination Registration: This is done at the end of the semester (deadline: one week before the start of semester examinations). Students are required to pay 80% of the fees before being able to do their registration. Students who fail to do their examination registration are not allowed to partake in the semester exams.

Resit/Supplementary Registration: This is for students who failed a course or were not able to write the final examination for a course for one reason or the other. Students are required to pay the Resit/Supplementary fees before being able to do the registration

The complete policy on Registration can be found in the most updated **Academic Policy Manual (APM)**.

2.4 Class Attendance

HCC expects students to attend and participate in all class, official, and laboratory meetings. Students must adhere to the policies published in each course syllabus. HCC normally offers classes in a series of regularly scheduled meetings. The most common patterns are Monday-Wednesday-Friday, Tuesday-Thursday, and once per week. Some classes have regularly scheduled laboratories (labs).

The complete policy on class attendance can be found in the most updated **Academic Policy Manual (APM)**.

2.5 Examination Rules and Conduct



Rules Governing the Conduct of University Examinations

Candidates are reminded of the following rules governing the conduct of examinations:

- a. Candidates are responsible for noting correctly the times and places of their examinations.
- b. Candidates are responsible for bringing their University ID to each examination for display on their desks.
- c. Without the special permission of the Invigilators no candidate may enter the examination room more than 30 minutes after the examination has begun, or leave it until 30 minutes of the examination period has elapsed.
- d. No candidate may leave their desk during the last 15 minutes of any examination period without the special permission of the Invigilators. At the end of the examination, candidates should remain seated at their desks until the Invigilators have collected all the answer books.
- e. No personal effects such as bags, files etc., shall be taken into the examination room. The University shall not be liable for the loss of any such items left in the vicinity of the examination room.
- f. No book or writing paper shall be taken into the examination room, except where prescribed within specific examination arrangements as previously notified.



- g. Answers to questions should be written legibly in ink.
- h. No answer book or supplementary sheet may be taken from the examination room. A candidate seen in possession of a book or supplementary sheet will be liable to severe disciplinary action.
- i. Candidates are forbidden to communicate with anyone except the Invigilator during the examination.
- j. Candidates may only use a pocket calculator in an examination if that particular calculator appears on the University's approved list.
- k. Smoking & eating are prohibited. Candidates may take a drink and a small packet of sweets into the examination room.
- l. All mobile telephones should be switched off during the examination and kept outside the examination hall or at a designated place for storage.

The complete policy on Examination can be found in the most updated **Academic Policy Manual (APM)**.

2.6 Grading System:

The academic performance of a student in a course in HCC shall be graded based on (KNUST) or (UCC) depending on the enrolled programme of choice.



2.5.1 KNUST Grading System:

For KNUST, the grading is as follows:

Marks	Letter Grade	Interpretation
70 – 100	A	Excellent
60 – 69.99	B	Very Good
50 – 59.99	C	Good
40 – 49.99	D	Pass
0 – 39.99	F	Failed

2.5.2 UCC Grading System:

For UCC, the grading is as follows:

Raw Score	Grade	Grade Point	Interpretation
80 – 100	A	4.0	Excellent
75 – 79	B+	3.5	Very Good
70 – 74	B	3.0	Good
65 – 69	C+	2.5	Average
60 – 64	C	2.0	Fair
55 – 59	D+	1.5	barely satisfactory
50 – 54	D	1.0	Weak Pass
Below 50	E	0	Fail

2.5.3 Other Types of Grades:

	Letter of Grade	Interpretation
	N/A	Results not yet uploaded
Incomplete	IC	No final examination
Absent	Z	No assessments and final exams

2.5.4 Definition of Grades:

Pass Grades: A, B, C, and D are deemed pass grades

Failing Grade: E and F constitute a failed grade



Incomplete: IC constitute an incomplete grade, which means the student failed to write the final examination for the course

Absent: Z constitute absent for the semester, meaning the student did not participate in the course even though they registered

3. STUDENT CONDUCT

3.1 Philosophy of Discipline

HCC maintains a Christian discipline, promoting a way of life that is intended to uphold the teachings of Jesus Christ, calling all people to God's truth. Therefore, community life at HCC is a disciplined life. Community standards reflect biblical principles and traditional Christian teaching and encourage students, staff and faculty to live lives of holiness, honesty, decency and civility. All disciplines intend to enhance growth and maturity, especially responsibility for one's behaviour and accountability for one's actions.

HCC's philosophy of discipline is neither legalistic nor permissive. Instead, members of our community are called to a high standard of behaviour to establish and maintain an environment conducive to learning and personal growth. We desire that all people reach their greatest potential in Jesus Christ.

3.2 Standards of Conduct

Within the context of HCC's mission and its determination to be Christ-centred, students are expected to develop and maintain a high standard of personal and behavioural values. These expectations include, but are not limited to, the following:



- i. Respect for the personal worth, dignity and rights of others.
- ii. Respect for the right and necessity of HCC to develop and maintain a Christian atmosphere conducive to academic study and personal growth.
- iii. Respect for HCC's tradition of honesty, moral integrity, ethical integrity, freedom of expression and open inquiry.
- iv. Respect for the diverse backgrounds, personalities, convictions and spiritual traditions of students, staff and faculty who comprise the HCC community.
- v. Respect for local, and national laws and ordinances.
- vi. Respect for the discipline, policy, procedures and authority established by HCC for the systematic management of College activities, the well-being of the members of the College community, and the integrity of the institution.
- vii. Willingness to offer service, support, guidance, and friendship to others.
- viii. Regard for the nature of a moral community by embracing the need to lovingly confront and hold accountable members of the HCC community whose conduct falls outside the boundaries of Christian behaviour, College policy or national laws.

3.3 Purpose of Disciplinary Responses

To preserve a moral community, it sometimes becomes necessary to confront and hold accountable members of the HCC family. Procedures have been designed to provide a nurturing disciplinary response, balanced by needed justice and Christian mercy. Justice requires that those who violate community standards are held accountable, and those who are innocent are protected. Mercy requires an understanding that all people are fallen sinners in need of God's grace and a mandate to encourage hope rather



than condemnation. Therefore, discipline must be both corrective and restorative. The goal must be to redeem individuals and restore relationships so that people can grow and develop in knowledge and grace. The purpose of the disciplinary response is:

- i. To stop a repetition of bad behaviour
- ii. To redirect behaviour,
- iii. To protect the rights of others in the community,
- iv. To encourage and teach responsibility, and
- v. To maintain a Christian environment compatible with the educational mission of the College.

3.4 Conduct Subject to Sanction

The violations listed below are not construed as all-encompassing. The Provost, Dean of Students and other College officials are given discretion in addressing incidents of violation not listed here. All policies and regulations of the Student Handbook may apply to all students on or off campus regardless of whether the school is in session.

3.5 Categories of Violations and Sanctions

3.5.1 Category One Violations

Category One violations include but are not limited to

- a. Violation of general hostel life policies. (Refer to the Hostel Life Section of the Student Handbook for specific policies.)
- b. Minor disturbances of the peace; A disturbance will be defined as an event in which failure to maintain control of the event occurs
- c. Violation of curfew policies



- d. Engaging or threatening to engage in behaviour that would cause minor damage to College property or the personal property of others.
- e. Violation of dress code principles.
- f. Violation of parking/safety regulations.
- g. Illegal gambling
- h. Use of tobacco in any form on campus or at any College-sponsored event.
- i. Use of profanity, vulgarity or obscenity in any form.
- j. Failure to present an official HCC identity card upon request of College authorities.
- k. Failure to accurately list with the College a current place of residence and to promptly inform the College of any subsequent changes in the listing.
- l. Knowledge of a violation of certain college policies or of students who violate certain College policies without notifying proper college officials
- m. Photographs or comments on social networking sites that document or publicize suspected violations of the Student Handbook

3.5.2 Category One Violations Sanctions

Sanctions assigned as disciplinary responses to **Category One** violations may include, but are not limited to:

- a. Written Warning;
- b. Minimum fine of 250 Cedis and/or restitution;
- c. Accountability agreement with College staff or faculty;
- d. Discretionary assignments; and/or
- e. Participation in educational programming



3.5.3 Category Two Violations

Category Two violations include, but are not limited to:

- a. Repeated or severe category one violations.
- b. Violation of the visitation policies of the Hostel.
- c. Repeated violations of the Academic integrity policy.
- d. Certain violations of the Alcohol policy (Refer to Alcohol policy in this handbook)
- e. Failure to comply with a directive of a College official acting in the performance of his or her duties.
- f. Disrespectful behaviour toward a College staff or faculty member.
- g. Knowingly providing false or misleading information to a College authority, including all staff and faculty.
- h. Engaging or threatening to engage in behaviour that would cause significant damage to College property or the personal property of others.
- i. Minor instances of disruptive behaviour; Disruptive behaviour includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, and fails to adhere to an instructor's appropriate
- j. Classroom rules or instructions, or interferes with the normal operation of the College.
- k. Unauthorized possession or use of College keys.
- l. Unauthorized entry or use of College buildings, facilities, equipment, supplies, or resources.
- m. Possession or use of fireworks or chemicals that are of an explosive or corrosive nature.



- n. Possession of stolen property.
- o. Possession and/or use of pornography of any kind.
- p. Violation of law or College policy related to computer use or copyright infringement.
- q. Theft of services, including failure to meet financial obligations for professional and/or rental agreements.
- r. Forgery, alteration or misuse of College documents, forms, records, or identification cards.
- s. Any activity that qualifies under applicable criminal law as a misdemeanour, regardless if charges are filed.

3.5.4 Category Two Violations Sanctions

Sanctions assigned as disciplinary responses to Category Two violations may include, but are not limited to:

- a. Probation for either a definite or indefinite period;
- b. Accountability agreement with College staff or faculty;
- c. Loss of privileges (eg. internet privilege, Lab usage, Participation in College programmes etc)
- d. Minimum fine of five hundred (GHS) 500Cedis and/or restitution;
- e. Discretionary assignments;
- f. Loss or reduction of scholarships;
- g. Participation in educational programming
- h. Suspension or Dismissal.

3.5.5 Category Three Violations

Category three violations include, but are not limited to:

- a. Repeated or severe Category two violations.



- b. Failure to comply with disciplinary decisions, including conditions of probation.
- c. Failure to report to the College any past criminal history, charges or convictions, including any arrests or pending misdemeanour or felony charges or indictments.
- d. Repeated or severe violations of the Alcohol usage policy.
- e. Violations of the Drug usage.
- f. Possession and use of weapons.
- g. Misuse of fire or safety equipment.
- h. Causing or reporting a false warning of a campus emergency.
- i. Major instances of disruptive behaviour. Disruptive behaviour includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College.
- j. Major disturbances of the peace. A disturbance will be defined as an event in which failure to maintain control of the event occurs and/or
- k. Knowingly accessing a computer, computer network, or computer System beyond the standard assigned and/or accepted permissions.
- l. Causing physical or emotional harm to another person. Emotional harm includes but is not limited to, intimidation, stalking, cyber-bullying, and/or threats by text messaging or other electronic media.



- m. Creating a hostile environment, including but not limited to hate speech, Harassment, or sexual harassment. Refer to the Student Handbook Policy Statement on Harassment.
- n. Sexual immorality, including pre-marital sex (heterosexual and homosexual activity). (For clarification, review the philosophy of discipline above)
- o. Participation in hazing. (Refer to the section on hazing in the General Policy section of this handbook for further information.)
- p. Arson or attempted arson.
- q. Assault, physical or sexual in nature.
- r. Any activity that qualifies under applicable criminal law as a felony, regardless if charges are filed.
- s. Violations of the College Alcohol and Drug Policies. The full policy may be found in this Handbook under “General College Policies”. See the Table of Contents for location.

3.5.6 Category Three Violations Sanctions

Sanctions assigned as disciplinary responses to Category Three violations may include, but are not limited to:

- a. Suspension or Dismissal from the College;
- b. Accountability agreement;
- c. Loss of privilege;
- d. Minimum fine of five hundred cedis and/or restitution
- e. Discretionary assignments;
- f. Loss or reduction of scholarships;
- g. Participation in educational programming;
- h. Eviction from college housing or Hostel halls;



- i. Delay in or prohibition of registering for classes; and/or
- j. Denial of readmission without the approval of the Provost or his or her designee.

3.5.7 Additional Sanctions

The sanctions listed below are not construed as all-encompassing. The Provost and/or other designee are given the discretion to assign sanctions not listed here.

Formal Warning: A student served with a formal warning is given an official written notice. The formal warning may include other sanctions, and carries the message that continued or repeated violations may result in more severe sanctions.

Fine: A financial penalty assessed at the discretion of the Provost or designee and recorded in an official written notice. A charge will be made to the student's account as regards the amount of the fine.

Conduct Probation: A student placed on conduct probation is given an official written notice that defines the terms of the probation period. The terms of conduct probation may include other sanctions, including, but not limited to loss of privilege to participate in college programs, organizations, or activities for a specified period. Conduct probation carries the message that continued or repeated violations, during or after the probation period, may result in additional discipline, including but not limited to, suspension or dismissal from the College. As allowed by privacy laws, parents/guardians may be notified of this decision; for example when students under the age of twenty-one violate the College alcohol policy.



Loss of Privilege: A student may be restricted from participating in HCC-sponsored activities, including but not limited to social clubs, other student organizations, student productions, intramurals, leadership positions, and/or award nominations. A student involved in a social club or other organization may be restricted from participating in club or organization meetings, running for office, voting within a club or organization, socials and formals, and any other club or organization-sponsored events. For detailed information, refer to the Student Organization Handbook as well as the specific policies related to HCC-sponsored activities.

Suspension: A student placed on suspension is given an official written notice of termination of their status as a student. Suspensions may be for a specified period (usually one semester or for the rest of the current semester), or an indefinite period. Notification of suspensions may be sent to parents or guardians (as allowed by privacy laws) and to appropriate College officials. A student who has been suspended will be informed by written notice of the time within which the student is expected to leave the campus.

Conduct suspensions are not documented on a student's transcript. The Registrar's Office initiates the withdrawal process for suspended students. However, once a student is informed that the withdrawal process has been initiated, it is the student's responsibility to complete the formal withdrawal process. In conduct suspension cases, tuition and fee waiver requests within the College's refund policy schedule may not be approved.



If the student chooses to appeal a suspension (see the Appeal Process section of the Student Conduct section of this Handbook) **and** the appeal is denied, the official date of suspension may be changed to the date the student receives notification of the denial, for financial aid and College withdrawal purposes.

Students seeking readmission following a suspension should consult instructions from the **Academic Policy Manual (APM)**. In addition, the following items should be included in the readmission paperwork submitted to the Registrar's office: a written discussion of action steps completed to comply with specific requirements of the suspension and a statement of intent to comply with the attitudes and behaviours expected of HCC students, three letters of reference (usually from a parent; a minister, pastor, elder or church leader; a counsellor/therapist; or a personal friend). These letters should indicate the relationship with the student and an assessment of the student's progress toward change and completion of readmission requirements.

Summary Suspension: A suspension may be enforced before the appeal process is heard.

Dismissal: Dismissal from the College is a permanent termination of student status. Notification of dismissals may be sent to parents or guardians (as allowed by privacy laws) and to appropriate College officials. A student who has been dismissed will be informed by written notice of the time within which the student is expected to leave the campus.

Additional Requirements and Conditions: The College reserves the right to impose additional requirements and conditions in the disciplinary process as determined by the Provost or, upon appeal, by a Disciplinary



Review Board. Medical or psychological counselling/treatment and/or assessment by HCC or off-campus professionals, including drug and alcohol testing and/or assessment may be required.

3.6 Disciplinary Process

3.6.1 Reporting a Violation

Incident reports alleging violations of the Student Conduct Policy will be forwarded to the Provost's Office from College officials and other members of the College community (including students, staff and faculty). If the College receives reports, complaints or other information possibly involving violations of the Student Conduct Policy from local or national agencies, they will be forwarded to the Provost's Office.

3.6.2 Conducting a Student Conduct Investigation and Summoning a Student

A preliminary review of the facts of the case will be conducted to determine whether sufficient evidence exists to warrant a meeting with the student(s) involved. If it is determined that further explanation is warranted, the student will be summoned by email to a meeting where the allegations will be reviewed.

It is the student's responsibility to open, read and act on all emails related to an investigation. Failure to comply with an email summons and other attempts to contact the student may result in the student forfeiting his/her right to the disciplinary process outlined in the Student Handbook. In most cases, failure to comply will result in the student being found in violation of the original student conduct violation as well



as an additional violation of 'Failure to Comply with a Directive of a College Official acting in the performance of his or her duties,' which also results in further disciplinary action. A registration hold may also be placed on the student's account. During the meeting with the appropriate Provost Office representative(s), students will be allowed to provide their account of the events. The Provost Office representative(s) will meet with only the student. No one else may represent the student during the investigation process. Further investigation may be conducted, if necessary, and a disciplinary response may be determined.

3.6.3 Deliberation/Standard of Proof

In deliberating disciplinary responses, the Provost or his or her designee will make a decision based on what he or she considers reasonable evidence, including, but not limited to, testimony from witnesses, written statements and other relevant information. In evaluating conflicting testimony or statements, the Provost or designee will determine in good faith which version of events is more credible.

3.6.4 Sanctioning a Student

Authority for determining disciplinary responses, requirements or conditions ultimately rests with the Provost, although other College officials may make decisions in particular cases. Repeated or aggravated violations of student conduct may result in additional disciplinary responses, especially in cases where the infractions occur during conduct probation. Any disciplinary response will become part of the student's official disciplinary file. A student's entire disciplinary record



will be considered when decisions related to disciplinary responses are made.

3.6.5 Non-disciplinary Process/Administrative Agreements

In keeping with the redemptive nature of HCC's disciplinary philosophy, students who come forward voluntarily confessing a violation of the College policies or an addictive lifestyle associated with a violation (such as illegal drugs and controlled substances, alcohol, sexual immorality, pornography, Internet abuse etc.) to the Dean of Students, Provost, Registrar, or other Provost Office staff may be allowed to submit to a range of possibilities outside the disciplinary process. The College maintains the right to require the student to enter into professional counselling and/or medical treatment as a condition of continued enrolment if, in the judgment of the Provost, the behaviour in question warrants such a response. The following conditions must be met for students to take advantage of this redemptive-disciplinary policy:

The student must take the first step by discussing his or her situation with the Provost or assigned Provost Office staff to develop an appropriate response. If a violation is identified or reported before the student voluntarily comes forward, the normal disciplinary process will ensue, and the student will no longer have the option of a non-disciplinary response

- The student must be willing to submit to any intervention deemed appropriate.
- The student must understand that in cases where the behaviour is repetitive, self-destructive, or endangering to others or involves legal



issues, the College has the responsibility to take appropriate action, including suspension or dismissal from the College.

3.6.6 Procedures for Violations by Student Groups

Student groups may be found in violation of College policies, and the group may be held responsible, either individually or collectively, for violations by those associated with the group. Alleged violations will be referred to the Provost or designee for investigation and processing under the provisions of the Student Organizations Handbook. Disciplinary responses for a student group may include revocation of the group's right to exist at the College, as well as other appropriate measures. Student groups will be afforded the same hearing and appeal procedures provided for individual students.

3.6.7 Graduation Eligibility

Students are not eligible for graduation or release of transcripts until the completion of disciplinary proceedings and the performance of all disciplinary requirements. Graduation, release of transcripts, and/or participation in commencement activities may be impeded until all requirements are fulfilled.

3.6.8 Disciplinary Records Retention and Requests

The Provost retains responsibility for the maintenance, storage and release of student records related to disciplinary proceedings. Students may request copies of their discipline files by completing a Disciplinary Records Request form available in the Provost's Office. In most cases, student disciplinary records may be kept for a period of six years, at



which time minimal statistics may be retained and the full document may be destroyed.

3.6.9 Appeal Process

Under normal circumstances, enforcement of disciplinary responses will be deferred pending the review of the appeal. Disciplinary decisions will be made at the lowest level possible. Following formal discipline for conduct subject to sanction, students are guaranteed the right to a single appeal to the next highest level. However, if a student refuses to sign the written notice within two business days of notification, he/she has forfeited the possibility of appealing the decision. Decisions made by a Hostel hall manager may be appealed to the Provost. Disciplinary decisions made by the Provost may be appealed to the Academic Board.

Appeals will only be granted on the following grounds:

- i. The disciplinary response is unreasonably disproportionate to the misconduct (including consideration of the student's prior offences or willingness to cooperate in the disciplinary process).
- ii. The disciplinary process as outlined in the Student Handbook was not followed, and this failure significantly affected the student's opportunity to receive a fair hearing.
- iii. The disciplinary decision was not supported by reasonable evidence.
- iv. New evidence has become available since the initial hearing that would have significantly altered its results.



3.6.10 Appeal to the Provost

The procedure for an appeal to the Provost on a decision is as follows:

Within two working days from the date of the decision, the student will file a written notice of appeal with the Provost. Appropriate paperwork is available upon request from the Provost's Office. A student involved in a disciplinary process will be notified of his or her right to appeal by the Provost's Office staff at the time the disciplinary decision is conveyed to the student. A deadline to appeal will also be assigned at that time.

- i. Within two working days from the date the notice is received, the Provost or designee will review the appeal notice and may decide to meet with the student to further discuss his or her grounds for appeal.
- ii. The Provost will meet with only the student. No one else may represent the student during the appeal process.
- iii. If based on the written notice of appeal, the Provost determines there is no substantial cause for appeal; he or she may choose to provide a written summary of the decision to the student. A copy will be kept for Student documentation purposes.
- iv. If the Provost decides to meet with the student, the Provost will consider the appeal and uphold, reverse or otherwise modify the previous decision. The appeal decision of the Provost may not be appealed as students are provided one single appeal. The Provost will communicate the decision to the student in writing.

3.6.11 Appeal to a Disciplinary Committee

The procedure for an appeal to a Disciplinary Committee from a decision of the Provost is as follows:



- i. Within two working days from the date of the decision, the student will file a written notice of appeal with the chair* of the Disciplinary Committee
- ii. Appeal forms are available from the Provost's Office. A student involved in a disciplinary process will be notified of his or her right to appeal by the Provost Office staff at the time the disciplinary decision is conveyed to the student. A deadline to appeal will also be assigned at that time.
- iii. The Provost's Office will be promptly provided with a copy of the notice.
- iv. Within two working days after receiving the notice of appeal, the Provost or designee will file with the chair a written statement of the facts and summary of the appealed decision and applicable policy. A copy will be provided to the student by the Provost's Office.
- v. Within two working days of receiving a copy of the Provost's statement, the student may choose to file with the chair a response, including his or her statement of the facts, reasons for the appeal and such other statements and documents he or she believes relevant to the appeal. A copy will be provided to the Provost's Office.
- vi. The chair may request or obtain from any party or source further information and statements he or she deems appropriate to the reasonable completion of the record.
- vii. The chair will schedule a hearing before the Disciplinary Committee if he or she determines from the record that the appeal involves a substantial dispute of material facts and/or a substantial issue with the existence, publication, and/or implementation of applicable policy. If



the chair does not find substantial cause for appeal, he or she shall issue a final written decision to the student and Provost or designee.

If a hearing of the Disciplinary Committee is convened, it will undertake such inquiry as the chair may direct and after considering the appeal, will uphold, reverse or otherwise modify the previous decision. The chair of the Disciplinary Committee will then issue a final written decision to the student and the Provost or designee. The decision of the Disciplinary Review Board may not be appealed.

The role of chair of the Disciplinary Committee may be filled by more than one person appointed as co-chairs, and all references to the chair will include any one or more persons then serving as co-chairs. The Chair will be a voluntarily assigned role. The chair will convene a voluntary membership to the Committee as he or she deems needed by the points noted above.

3.6.12 Notification to Parents

When a dependent student receives a disciplinary response of suspension or dismissal, the parents/guardian of the dependent student may be notified by mail. Furthermore, parents/guardian of any student under the age of twenty-one may be notified should their student be placed on conduct probation for violating the HCC alcohol policy. The College also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the College, to the extent allowed by law.



3.7 General College Policies

3.7.1 HCC Security Department

The Heritage Christian College Security Department (HCCSD) is a certified security agency that operates 24 hours per day. The HCCSD employs trained officers who have full security powers and jurisdiction on all HCC-owned properties.

3.7.2 Address Changes

Students are responsible for maintaining current and accurate local and permanent addresses. Any changes of address should be communicated to the Registrar's Office.

3.7.3 Administrative Entry, Search and Seizure

While the College respects each student's privacy, it reserves the right to enter Hostel Hall rooms/apartments to check general conditions, perform custodial services, make repairs, to handle emergencies, if there is reason to believe a health or fire hazard exists.

Entry under the above conditions will not be used as an excuse to search a room for prohibited items. However, where there is a legitimate reason, including suspected student conduct violations, designated College officials including Provost or Registrar Office and Hostel Manager with authorization from the President or designee, may enter and search a student's room with or without the consent of the occupying student. When possible, it is desirable for the student to be present when a search is made.



3.8 General Assembly Policy

HCC requires all community members present on campus to attend regular scheduled General Assembly sessions. This understanding is made clear during registration.

Assembly session attendance is not a capricious or procedural issue; it is actually a matter of the heart. Christians should not need to be compelled and we invite all students whether Christian or not to join in. As a practical matter the sessions will be used for announcements of note and celebration and general developmental programmes as extracurricular activities.

3.8.1 General Assembly Attendance Procedures

The general assembly is an official gathering of all the HCC community, which must be attended without reluctance. General Assembly attendance is critical to the development of HCC members in other areas which are not found in the academic syllabi but are key to the formation of life in a Christian environment.

3.8.2 General Attendance Requirements

Members are required to 'Clock In and Out' of the approved auditorium when an attendance register is available. However, students attendance will not be directly checked per entry. HOD's and Registry may refer to precipitation per an applicant during a request by a student for reference and introductory letters as reinforcement to enrich the said document.



3.8.3 General Attendance Requirement Exemptions

Except otherwise legitimate and approved by an authority, a student is obliged to attend all general assembly meetings without hesitation. Students may seek official approval from the HOD's, PA to President or Registrar to exempt themselves from General Assembly.

3.8.4 Attendance Registration

Consequences for Failure to Fulfil Assembly Attendance Requirements
Students are responsible for monitoring their own Assembly credits. It is recommended that students check their Assembly credits on a weekly basis. Students who have a question or concern about their credit balances are encouraged to contact the Registrar, by email at registry@hcuc.edu.gh or in person. Upon the completion of any semester, students who did not attain sufficient Assembly credits will be placed on Assembly probation and notified by email through their HCC email account during the week following the last day of finals. Students placed on Assembly probation may contact the Registrar's Office with questions. The process will be outlined in the email.

3.8.5 Assembly Attendance Probation

Assembly probation is in effect for the following full semester. During the semester of probation a student will be restricted from participation in certain extracurricular activities, including but not limited to all student productions, intramurals activities, leadership positions, and/or award nominations. Students who ignore this loss of privilege by participating in extracurricular activities while on Assembly probation will be subject to stricter sanctions up to and including suspension from the College. Final



Semester students who do not earn the required credits during their final semester will be subject to appropriate sanctions.

3.8.6 Assembly Integrity Violations

Students are not permitted to register Assembly attendance for someone else, register their attendance and not attend all of Assembly; or in the case of Small Group and breakout Assemblies, sign their name and not attend or sign in for someone else who is not there. A first offense will result in a mandatory meeting with the Provosts' Office and may result in being placed on conduct probation. Upon a second occurrence, a student will be placed on conduct probation and required to meet with a representative of the Provost's Office. Subsequent offenses may result in further sanctions up to and including suspension from the College.

3.9 Computer Use Policy

Refer to the Computer Acceptable Use section of the ICT policy for more information.

3.10 Dancing

HCC is committed to creating a strong Christian environment where students have opportunities to appropriate social interaction as young adults and develop lifelong relationships. In pursuit of this general principle, HCC permits all forms of dance and cultural expression except those that are offensive, sexually explicit and or portray immorality.

3.11 Demonstrations



HCC recognizes the right of students to dissent as long as such behaviour does not limit the freedom of others, damage College property or delay the opportunity of the student body, faculty, or staff to proceed regularly with their work, school or scheduled activities. Students may use public areas approved in advance by the College for assembly as long as they do not restrict the movement of traffic. When a rally or other such gathering requires building space or public areas, clearance must be obtained in advance from the Provost. Such clearance must be obtained at least 48 hours prior to the event, and the College reserves the right to make reasonable restrictions of location, time, or format for such events, using the following guidelines:

1. To alleviate potential problems with safety or potential disruption of College activities
2. To facilitate a free exchange of ideas consistent with the academic environment and the College's mission; and
3. To comply with local and national laws or ordinances.
4. The College reserves the right to review, alter, or otherwise restrict events, demonstrations, speakers or groups whose nature or presentation is contrary to or inconsistent with the College's mission and Christ-centered character. This determination shall be at the sole discretion of the President or his or her designee.

3.12 Directory Information

Directory information includes name, local and permanent telephone listing and address, official school email address, identity card photo, major field of study, date and place of birth, dates of attendance,



degrees and awards received, most recent previous school(s) attended, and participation in officially recognized activities and sports. Directory and other public information may be released unless a student requests that this information be withheld. Any requests to withhold directory and other public information can be made in the Academic Affairs Office.

3.13 Dress Code Policy

Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The College also seeks to prepare students for professional careers where certain standards of dress are required for employment.

Part of the educational process, then, is learning to dress appropriately.

The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Assembly and at all College-sponsored activities, including athletics events:

All students, staff and faculty are expected to dress with Christian appropriateness. Dress should be modest. Some extremes are not acceptable, including halter-tops, crop tops/open midriffs, and short dresses (herein after referred to as 'short') and/or revealing skirts and shorts.

Body piercing dress is a growing concern among healthcare professionals and in some cases are considered by the College as outside the bounds of Christian appropriateness. Extreme or otherwise distracting or harmful body piercing is discouraged and will be referred to the Dean of Students.



During work periods, student workers are expected to conform to the dress code set by the department in which they work. Shorts may be worn on campus, during classes and in Assembly. However, shorts (and skirts) must be modest and conform to a standard of mid-thigh or longer.

Athletic clothing appropriate to the sport or recreation may be worn while participating in classes/activities in designated athletic or recreational areas.

Clothing with inappropriate advertising, pictures and/or sayings that are contrary to the mission and Christian standards of HCC is prohibited.

Caps should not be worn during class. Students are also asked to remove their caps during times of prayer.

Individual faculty members may have additional dress requirements or preferences concerning appropriate student attire in his or her classroom.

Implementation and enforcement of the dress code are the responsibility of the entire College community. Questions about the interpretation and enforcement of these standards should be directed to the Dean of Students office.

3.14 Alcohol Policy



1. Heritage Christian College is committed to maintaining an alcohol-free campus. The HCC community cares deeply about the health and safety of our students and is committed to educating students about the physical and spiritual dangers of alcohol abuse. Furthermore, HCC realizes the heightened dangers in some social settings off campus and thus discourages students from attending establishments such as dance clubs, bars, and private parties where the principal purpose is known to be the sale and/or consumption of alcoholic beverages. The history of activities associated with these establishments (such as alcohol abuse, underage drinking, and drunkenness) is counter to our Christian values and lifestyle. The life choices and decisions that students make extend far beyond the college experience and HCC is committed to challenging students to make decisions that ultimately glorify God.

2. Following our educational mission, and for the well-being of our students and the HCC community, the College has established the following policies related to alcohol:

The possession, consumption, or distribution of alcoholic beverages on campus (including all HCC Hostel halls) is strictly prohibited.

Moreover, any student seen present where alcohol is found on campus (including but not limited to Hostel halls, vehicles, or in personal belongings) may be subject to sanctions.

3. Alcohol is prohibited at all College-sponsored events (including off-campus events).



4. Any officially recognized student club or organization (regardless of legal drinking age of its members) is prohibited from hosting or participating in any formal group event (on or off-campus) that involves alcohol. Such groups include, but are not limited to: special interest groups, social clubs, athletic or intramural teams, etc.
5. Intoxicated students on campus or at a College-sponsored event will be sanctioned. For the purposes of HCC's student conduct policy and process, intoxication will be defined as any disruptive, destructive, hazardous, vulgar, or uncontrolled behaviour during or following the consumption of alcoholic beverages.
6. Alcohol paraphernalia (such as glassware commonly used to serve alcoholic beverages; empty beer bottles or cans; posters, clothing, or signs promoting alcohol, etc.) are not permitted on campus.
7. Local neighbourhood disturbances of the peace caused by HCC students may result in disciplinary action. (See also the Student Conduct section of this Handbook). Where alcohol is involved, additional or further sanctions may apply. For the purposes of HCC's student conduct policy and process, a disturbance involving alcohol will be defined as an event in which alcohol is present and one or more of the following occur:
The student(s) fails to maintain control of the event, complaints are reported, and/or Security responds to the scene.



8. All students must abide by Ghanaian law related to the possession, consumption, and distribution of alcohol.

3.14.1 Sanctions:

Students who are found guilty of violating the College policy concerning the possession, consumption, or distribution of alcohol or related disturbances will be subject to a range and/or combination of the following sanctions recommended by a duly constituted Disciplinary Committee:

1. Fines ranging from 1000 to 2500 cedis;
2. Completion of an alcohol education program, which involves a 750 cedis fee to students;
3. Counselling;
4. Disciplinary probation;
5. Indefinite suspension; and
6. Dismissal from the College.

Violations of under-age drinking, serving, or making alcohol available to those who are under the legal drinking age will result in strict sanctions (up to and including dismissal), and will be turned over to the appropriate legal authorities.

This information is intended to give students a range of expected outcomes or consequences regarding violations of the College's alcohol policy. Depending on the level of severity involved per violation, and at the discretion of the Provost or his/her designee, sanctions may vary from what is outlined above. Subject to privacy laws, parents or legal guardians may be contacted where deemed appropriate.



3.15 Drug Policy

HCC has implemented a “zero-tolerance” policy prohibiting the unlawful possession, use or distribution of illegal drugs and controlled substances, including prescription medications or steroids. Also prohibited is the possession, use or distribution of any simulated or synthetic psychoactive substance, including synthetic marijuana/cannabinoids, which are designed, intended, possessed or used for the purposes of producing an intoxicating, hallucinogenic or psychoactive effect on the user. These substances may include, but are not limited to, salvia, “spice”, “K2” or any other substance categorized as such.

The College upholds local and national laws about the possession, use and distribution of illegal drugs and/or drug paraphernalia. Offenses involving on-campus possession, use or distribution of illegal drugs and controlled substances may be referred to the HCC Security Department for investigation and possible filing of applicable criminal charges. Violations of this policy will be assessed the full range of disciplinary responses, including the possibility of immediate dismissal from the College.

Students suspected of or reported to have been using illegal drugs or controlled substances, on or off campus, may be required to submit to drug testing. Failure to comply may result in further disciplinary action. Any student testing positive for any illegal drug or controlled substance, including steroids, or found in violation of the College drug policy, may be suspended or dismissed from the College.



3.16 Smoking and Smokeless Tobacco

Students should be aware of the many physical dangers associated with the use of tobacco products. To maintain a healthy environment and to encourage healthy lifestyles for all students, staff and faculty, use of all tobacco products (including smokeless tobacco) is strictly prohibited on the HCC campus and other College property and at all college-sponsored activities, including sporting events. As part of the college disciplinary response, fines will automatically be assessed for all violations of this policy. Smoking in the Hostel halls is a serious violation of this Handbook. The safety of all residents requires that students and their guests respect this policy. Students should be aware they may be held responsible for the actions of any of their visitors or guests.

3.17 Hazing Policy

“Hazing” means intentionally, knowingly or recklessly endangering the mental or physical health or safety of a student in connection with that student’s participation or membership in any social, service or similar club, group or organization, including pledging, initiation, holding office or maintaining membership. The policy applies whether the hazing occurs on or off campus.

In keeping with our Christian mission, HCC embraces community standards that reflect biblical principles and encourages its students, faculty, and staff to live lives of holiness, honesty, decency, and civility. We deeply respect the personal worth and dignity of our students, and genuinely care about their physical and emotional safety. As such, any



form of hazing is unacceptable and is counter to our institutional values and mission. All students have the right to seek membership to student clubs and organizations without risk of danger or humiliation. A student's consent to hazing is not a defense to a violation of this policy.

New or prospective members of groups can expect to participate in activities that foster friendship and unity among all members of the group, and that encourage growth and build up each individual. Hazing in any form is a serious offense and may receive the full range of disciplinary response, including suspension from the college. The College reserves the right, for its private disciplinary purposes, to define conduct as "hazing" whether or not it would constitute hazing under the law.

Anyone is guilty of the crime who engages in hazing; encourages, directs, aids or attempts to aid another in hazing; intentionally, knowingly or recklessly permits hazing to occur; or has first-hand knowledge of the planning of a specific hazing incident or has first-hand knowledge that hazing has occurred and fails to report the incident in writing to the Provost or another appropriate official of the College. An organization may also be guilty of hazing if it condones or encourages hazing, or if an officer or any group of members, pledges or alumni commits or assists in an act of hazing.

For more information about the Hazing Policy, including how to report a hazing violation, please see **[the Student Organization Handbook](#)**.

3.18 Harassment Policy



Harassment will not be tolerated at HCC. As a Christian community, HCC has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work and academic environment that is free of harassment, sexual or otherwise. This policy applies to all members of the HCC community, including trustees, faculty, staff, students, and volunteers at HCC.

Harassment is defined as unwelcomed behaviour or conduct based on sex, religion, race, age, colour, national origin, disability, or any other characteristic protected by law when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in College programs or activities,

Submission to, or rejection of, such conduct by an individual is used as the basis for a decision affecting an individual's employment, education, or participation in College programs or activities, or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for work, education, or participation in a College program or activity.

Examples of harassment may include, but are not limited to:

Threats or insinuations that a person's status or other condition of employment or academic status may be adversely affected because of



one's sex, religion, race, age, colour, national origin, disability, or any other characteristic protected by law.

Unwelcome verbal expressions, derogatory comments, epithets, degrading jokes, or innuendos regarding one's gender, religion, race, age, colour, national origin, disability or any other characteristic protected by law.

Posting objects, pictures, videotapes, audio recordings, or literature that may embarrass or offend an individual because of one's gender, religion, race, age, colour, national origin, disability, or any other characteristic protected by law Leering, staring, stalking.

Offensive posters, letters, emails, text messages, Internet images and transmissions, or voicemail messages.

A full description of the [**College's anti-harassment policy**](#), full definition of harassment, and procedure for reporting may be viewed in [**HCC's Employee**](#)

3.19 Stalking

This is an unwanted and or repeated surveillance by an individual or group of people towards another person. Stalking behaviour is related to harassment and intimidation.

Stalking is a Category three violation and receives the full range of disciplinary response, including dismissal from the College. Victims of stalking are highly encouraged to report any concerns to the HCC Security Department or Registrar's Office. Violations reported may result in referral to



the police for criminal investigation. Ultimately, it is the victim's decision whether to pursue criminal charges.

3.20 Sexual Harassment Policy

As a Christian community, HCC has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of the sexual harassment policy to maintain a work and academic environment that is free of unlawful harassment, which includes sexual assault or misconduct.

Harassment of any kind, and for any reason, will not be tolerated at HCC. It is a breach of community, which expresses disrespect, exploits and undermines relationships based on trust, and interferes with learning and productive work.

This policy applies to all members of the HCC community, including trustees, faculty, staff, students, volunteers, vendors, and visitors and serves to protect those community members from unlawful harassment regardless of where the alleged misconduct occurred.

A full description of the College's anti-harassment policy (including sexual assault and misconduct), definitions, and examples of the different types of harassment, and the procedures for reporting such incidents may be viewed by referring to ***the HCC Harassment & Discriminatory Policy.***

3.21 Assault Policy (Physical or Sexual)



3.21.1 Types of Assault

Definition of Physical Assault: Assault is defined as intentionally, knowingly, or recklessly causing bodily injury to another or intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. This would include Dating Violence which is an act by an individual that is against another individual with whom that person **has, or has had, a dating relationship** and that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the individual in fear of imminent physical harm, bodily injury, assault, or sexual assault. Details of Sexual harassment and procedure for report can be seen in the **HCC Harassment and Discrimination Policy Manual**.

Under Ghanaian law, assault-related offenses can range from misdemeanour to felony, depending on the specific elements of the offense. Refer to Ghanaian Law for details.

This includes Assault-Dating Violence.

Definition of Sexual Assault: Sexual assault involves sexual activity without the person's consent. This includes, but is not limited to, when the alleged offender:

1. Uses physical force or violence against the other person to submit or participate;
2. Knows the other person is unconscious or physically unable to resist; or
3. Intentionally impairs the other person's power to appraise or control the other person's conduct by administering any substance without the



other person's knowledge. **Refer to the Ghana Penal Code for details of punishments.**

3.21.2 Reporting an Assault

A victim of assault should immediately report the incident to the HCC Security Department (if the incident occurred within the HCCSD jurisdiction) or to the Ghana Police Department (when outside of the HCCSD jurisdiction). When in doubt, contact the HCC Security Department through phone number **0204959026** and they will assist with the appropriate reporting procedures.

Victims of sexual assault should call immediately 191 or 18555. To avoid destroying critical forensic evidence, victims should not shower, bathe or change clothes. Victims of sexual assault or assault (dating violence) who report to Security may choose to use a 'pseudonym' in an effort to maintain confidentiality.

The victim will be interviewed by the appropriate law enforcement personnel, and will be provided options, including the possibility of filing criminal charges. Ultimately, it is the victim's decision to file criminal charges. If the victim believes there is credible and/or imminent risk of harm, he or she may also choose to file a restraining/protective order with the appropriate authorities.

If the accused is an HCC student, the victim should report the incident to the Provost. Whether the student files a report or not, the College has a duty to investigate assaultive conduct if it becomes known to the



College of such an incident. The College shall determine appropriate administrative sanctions for the accused student after a disciplinary investigation and sitting.

3.21.3 Investigating an Assault Incident

The process for administrative investigations of an assault is covered under the disciplinary process of the Student Conduct section of the Student Handbook. Additionally, the Provost and/or designee may request to meet with the alleged victim prior to notifying the accused student of the investigation. Any student conduct violations that the victim may have been involved in during the assault incident may be considered under the Non-Disciplinary Process of the Student Handbook.

Upon further administrative investigation, the Provost may:

1. Sanction the accused student per the student conduct policy, or
2. Document the incident as 'informational' in the event there is not enough evidence to pursue administrative sanctions.
3. Upon written request, the alleged victim will be provided with the results of the final disciplinary response against the accused student.
4. Personal counselling is available at the **College Counselling Centre** to any student involved in an assault regardless of whether the incident occurred on or off campus or whether the accused is a student.

3.22 Sexual Stewardship and the Student Code of Conduct

As followers of Jesus Christ, we are reminded of the significance of being good stewards of the gifts the Creator has provided, including our sexuality. HCC is a community that seeks to uphold the teachings and



examples of the Bible in all things, and expects all members of its community to glorify God through their words and actions.

HCC affirms the biblical model, in which sexual relations are experienced only within the marriage bond between a man and a woman.

Relationships or their behavioural expressions outside of this example are not condoned by HCC and are subject to disciplinary or other appropriate action.

All students are expected to maintain a lifestyle of sexual purity. We acknowledge the range of temptations that exist within our world, including sexual temptation, and encourage students to seek appropriate help in this regard. Heritage HCC offers support services for all members of our community who may have struggles that can compromise one's ability to practice chastity. Professional counselling and pastoral care are available with the Dean of Students, with the intent of receiving students in a constructive and redemptive manner.

In all things, and regardless of differing opinions on any subject, HCC seeks to affirm the personal dignity, worth, and participation of every member of its community – acting in grace and love.

Furthermore, HCC is committed to maintaining a safe environment for all students, and will not tolerate sexual harassment or bullying of any kind, and for any reason. Please refer to the Harassment and Discrimination Policy for additional assistance.

3.23 Pornography



All materials of a pornographic nature, including magazines, videos and the Internet, are considered immoral and therefore not conducive to the mission of HCC. Students who struggle with addictions to pornography should seek confidential counselling and may do so confidentially by approaching the Dean of Students

3.24 Non-discrimination Policy

3.24.1 Purpose

To preserve a learning environment that is free from unlawful discrimination, Heritage Christian College's policy is to ensure that persons who apply for admission and persons who are enrolled are treated in a non-discriminatory manner in matters of race, color, nationality or ethnic origin, gender, age, or disability in accordance with applicable National and local laws.

3.24.2 Scope

This policy applies to all students of the College. This policy applies to all terms and conditions of enrolment, including, but not limited to, admission standards and processes, and the guidelines by which enrolment may be denied or terminated, based on the standards outlined in the Student Handbook.

3.24.3 Policy

Heritage Christian College complies with all applicable National non-discrimination laws and does not engage in prohibited discrimination based on race, color, nationality or ethnic origin, gender, age, or disability. HCC is affiliated with the fellowship of the Church of



Christ. The College is governed by a Council of Trustees and is operated within the Christian-oriented aims, ideals and religious tenets of the Church of Christ

It is the responsibility of each student to obtain, read and comprehend the purpose, policies and procedures of the Student Handbook, including the policy for non-discrimination.

As stated in the Application for Admission, the signing of the application constitutes acceptance of and an agreement to abide by the policies and regulations of Heritage Christian College.

The College reserves the right to make changes to the Student Handbook at any time. Such changes will be communicated to students by means of email, Assembly announcements and the Student paper published online and will be posted on the Student Web site, which serves as the official Student Handbook.

The College reserves the right to deny the enrolment, or terminate the admission, of any student whose attitudes and actions do not represent the Christian mission of the College as set forth by the Student Handbook. Such decisions will be made according to the principles and guidelines described in the Student Handbook, with careful consideration of the fair and reasonable processes provided for appeal.

HCC encourages students with disabilities to request any appropriate academic and other accommodations from the Student Success office.



HCC encourages applicants for enrolment or enrolled students with a complaint regarding discrimination to report the offense to the Provost or the Registrar. If a faculty or staff member should receive a complaint of discrimination, he or she shall first consult the Provost.

The Provost and the General Counsel of the College will investigate all complaints of discrimination and make recommendations to the President for appropriate action.

3.25 Tribalism/Racism

HCC deplores racism and does not tolerate behaviours associated with expressions of hatred or intimidation. Scripture teaches that all people are created in the image of God and have been purchased by the sacrifice of His only Son, Jesus Christ. Attitudes and behaviours acting against these truths are unacceptable and will be subject to the full range of disciplinary action, including dismissal from the College. This includes people who do not accept Christian worldviews and who may not adhere to the same code on racial issues. Irrespective, the HCC community is encouraged to seek God's view of all peoples.

3.26 Political Campaign Activity

Participating or intervening in political campaigns on behalf of or in opposition to any candidate for public office is prohibited on campus and in Hostels. This policy also applies to all students and student organizations. Violation of this policy will subject offenders to disciplinary action.



This policy does not prevent debate or discussion of political events or viewpoints. These discussions ideally should be dialogues where alternative views are presented without personal attack or inducement to accept one view or denigrate alternative views even if a minority view. Healthy debate of alternative views is a talent which should be encouraged and shall be within the academic community of HCC. However, campaign activities are not allowed.

3.27 Solicitation

Privately owned business enterprises may not be operated on campus. The Provost must approve solicitation by any individual student, student group or, donations, patrons or any other type of financial support for any HCC or outside activity.

3.28 Identity Card Policy

Students are issued an official HCC identification card (herein after referred to as Identity Card or ID Card) at the beginning of their academic enrollment with the College. Students are required to carry their card with them at all times and to present the card to any College official upon request. Students failing to render an ID card upon request, using an ID card of another student, allowing an ID card to be used by another student, or falsifying information used for identification purposes will be subject to disciplinary response. The HCC identification card issued to each student remains the property of the College and must be returned to the Registrar when a student withdraws or is suspended from the College. Any lost or stolen identification card must be reported to the Registrar immediately.



Replacement of ID card is done at the Academic Affairs Registry.

3.29 Internet Information

While HCC will not proactively monitor personal web sites, social networking sites, blogs, online video hosting sites, and other such Internet information repositories for student conduct violations, the College will address student conduct violations that are reported to the Dean of Students. If, in the course of the investigation, violations of law or policy are identified, the student(s) will face a disciplinary response as outlined in the Student Conduct section of this handbook.

3.30 Medical Insurance

Students participating in intramural sports and other College activities do so at their own risk. The College is not liable for accidents incurred during these activities and does not provide insurance covering student medical care or treatment. A student may elect to purchase medical insurance through an outside provider. A waiver will be acknowledged and signed by the student during College registration processing.

3.31 Parking

Limited parking is available for students living on-campus and off-campus, as well as for staff and faculty. Parking permits should be purchased from the Registrar's Office. For current policies and procedures for parking and motor vehicle registration, please consult the Regulations for Parking and Operation of Motor Vehicles with the **HCC Security Department**.



4 STUDENT COMPLAINT POLICY

The College has established formal policies and processes to handle written student complaints and appeals. Information on these policies and the processes for filing a complaint related to academic grades and policies, accuracy of the educational record and appeal of loss of financial aid due to lack of satisfactory academic progress may be found in [**The Academic Policy Manual**](#).

Information related to appeal of disciplinary decisions, harassment, discrimination, Hostel hall assignments, the Hostel hall living/learning experience and parking citations may be found in the [**Student Handbook**](#).

Written student complaints which do not fall in one of the above listed categories are generally forwarded to the Provost's office for investigation and resolution in conversation between the complainant and the College office involved in the complaint.

4.1 Student Organizations and Activities

Students are encouraged to participate in the College community through various student organizations and activities. Guidelines for all student organizations and their participants are documented in the [**Student Representative Council \(SRC\) Constitution**](#).



4.2 Student Role in HCC Decision-Making

HCC students are encouraged to seek involvement in campus committees and organizations, and to participate in the process of helping to continually improve HCC and her efforts to fulfil the mission of educating students for Christian service and leadership throughout the world.

Generally, committees formed by the Office of the President, the Office of the Provost, and the College department heads will have student representatives who serve to offer the voice of the student in institutional decision-making. Moreover, the Students' Association, and a number of campus organizations offer excellent opportunities for students to be involved in activities and conversation which help to shape the HCC campus culture.

If you are interested in being considered as a member of a specific committee, or you would like to become more significantly involved in student focus groups and other areas of the College that provide on-going feedback for improvement, inquire in Registrar's Office.

4.3 Student Safety

The safety and security of students and of the campus is a priority of HCC. The HCC Security Department is on duty 24 hours a day to help keep you and your property safe. However, as with anywhere, individuals must take reasonable steps to help maintain the overall safety and security of themselves and their property.

The HCC Security Department can be reached anytime at **0204959026**

The following tips should be considered to ensure your safety both on-campus and off-campus:



Always be alert and aware of your surroundings.

For jogging/walking/biking, use the lighted HCC Trail.

Always avoid jogging or walking alone, particularly during dark times.

Avoid shortcuts, deserted areas, poorly lit streets or alleys.

Carry your cell phone with you at all times.

If you need a campus escort due to safety concerns, call HCC Security at **0204959026**.

4.4 Theft or Loss of Personal Property

The College is not liable for the theft or loss of personal items housed in campus facilities or taken on College property. Students are encouraged to take every precaution against theft, such as locking their doors and identifying personal property. Valuable property should be secured before leaving campus for holidays. All reports of lost or stolen property should be initiated with the HCC Security Department.

4.5 Weapons

Firearms, illegal knives, and other weapons are strictly prohibited on college property, including parking lots, or at any College activity off campus. Other dangerous weapons not listed may be subject to sanction. If a student is found in violation of this College policy, he or she may also be subject to the college student conduct policy and may be suspended or dismissed. In many cases students should be aware that ignoring this policy may subject them to criminal legal action.

5 HOSTEL LIFE GUIDE

5.1 Hostel Rules and Regulations



- a. The student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student.
- b. Room allotment shall be done by the Hostel Manager. Students shall not interchange their room with another into vacant room/ bed without prior written permission from the Hostel Manager. The Hostel Manager has the right to shift any student from his/her room to another room in the hostel.
- c. Any form of physical or verbal assault may result in dismissal from the university or permanent loss of residential status.
- d. No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the university, from time to time.
- e. The student is personally responsible for safety of all their valuables.
- f. The student shall not bring extra furniture or other fixture into the room. All furniture and fixtures in the rooms allotted to the student must be cared for properly.
- g. The student will be required to pay double the original cost if any item is found damaged or missing from their room due to careless / negligent handling. The student will also be required to pay twice the charges for the repair of an item that is found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.



~~h.~~—Students are to leave their room keys with the Hostel Manager when they are going away on vacation.

- i. Entertaining visitors in the hostel before 6am and after 10pm (keeping of the opposite sex beyond visiting hours causing inconvenience), shall result in a written caution, suspension or permanent loss of residential status.
- j. Alcohol consumption, smoking, dealings in narcotics and the use of narcotics in the hostel is prohibited. A student found involved in any of these activities may lose their residential status or dismissal from the university and eventually handing over to the police.
- k. Any student caught stealing or involved in pilfering shall be required to replace the stolen item and shall be dismissed from the university or hostel.
- l. Students are not permitted to cook anywhere in the hostel. All cooking should be restricted to the kitchen. Failure to adhere to this rule may result in a written caution or loss of residential status.
- m. Students are prohibited from using heat producing electrical appliances for cooking or otherwise anywhere in the hostel.
- n. Students are required to keep their rooms clean and tidy at all times. All litter should be deposited in the trash receptacles provided. Leaving rubbish in the rooms while going on vacation may result in a fine or permanent loss of residential status.



- o. Students are prohibited from hanging their clothes on the balcony. Repeated offenders may lose their residential status.

