



JACKSON
COLLEGE *of* EDUCATION

Student **Handbook**





JACKSON

COLLEGE OF EDUCATION

STUDENT HANDBOOK

**TEACHER EDUCATION DIVISION OF JACKSON EDUCATIONAL COMPLEX
3-YEAR DIPLOMA IN BASIC EDUCATION BY DISTANCE LEARNING**

2018 EDITION

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1. PREAMBLE

- i. The purpose of this handbook is to help students of the Diploma in Basic Education (DBE) Programme by Distance Learning (DL) understand how the programme is structured. Each student is to have first-hand information on the DBE course outline, the roles expected of each student, codes of conduct and information on the grading system, among others.
- ii. The term “Teacher Trainee” shall apply to any person who has enrolled for the DBE-DL programme and has been matriculated by the University on presentation by the College, and is still studying for his/her diploma; otherwise referred to as “Student”.
- iii. Each teacher trainee on enrolment shall be required to obtain, familiarise with and abide by the latest edition of the Diploma in Basic Education by Distance Learning (DBE-DL) Student Handbook, and by any change subsequently communicated.

1.1 BRIEF HISTORY OF JCE

Jackson College of Education (JCE) is the teacher education division of the Jackson Educational Complex (JEC) in Kumasi. The College was established in the year 2009 as the first Private College of Education in Ghana to run a 3-year Diploma Programme in Basic Education through Distance Learning. The College was established by Prof. Ebenezer Asafua Jackson and Mrs. Theodosia Wilhelmina Jackson, both educationists, who had spent over forty years each, as teachers in universities and secondary schools, respectively. The College, which started with 3 learning centres in Kumasi, Akrokerry and Techiman now has about 30 learning centres throughout Ghana.

The College was established to:

1. offer sound educational background and opportunities to post Senior High School individuals interested in pursuing the teaching profession.
2. help improve the level of teaching and learning at the Basic School by providing high quality teacher education.
3. help increase access to teacher training facilities nationwide to complement the efforts of Government.

The College is accredited by the National Accreditation Board of Ghana (NAB) and affiliated to the University of Education, Winneba (UEW).

Vision

Our vision is to become an excellent educational institution committed to the development of a good human resource for the nation under the help of the Almighty God.

Mission

Our mission is to assist our students to acquire hope for a brighter future.

Core Values

Our core values are:

1. Academic Excellence
2. Integrity

3. Life-Long Learning
4. Respect
5. Stewardship

2. SPECIAL PROVISIONS

- i. The University of Education, Winneba, (UEW) is the Affiliate University.
- ii. The Institution has been accredited by the National Accreditation Board and recognised by the Ministry of Education (MoE), Ghana Education Service (GES), National Council for Tertiary Education (NCTE), National Teaching Council (NTC) and the Teacher Education Division of GES (TED).
- iii. A student may access the Student Loan Trust Fund (SLTF) or any educational scholarship facility if (s)he meets their criteria.
- iv. Face-to-face shall be organised fortnightly at centres approved by the College, except on rare occasions when they shall be required to be held weekly so as not to clash with a national or institutional program such as elections, graduation, etc.
- v. The first face-to-face for every semester shall be organised immediately after registration (unless otherwise stated).
- vi. Learning centres shall be created or closed down as and when necessary.
- vii. Learning modules shall be provided by the College.
- viii. All students shall wear the College T-shirt over black trousers/skirt for males and females respectively, for every face-to-face lectures and examinations.
- ix. All students shall pay a specified amount to acquire their ID cards and other mandatory products and services.
- x. Students shall pay an approved amount of money per copy when they request for student services including attestation letters, introductory letters, transcripts, etc.
- xi. A student, upon completion of the programme, may access the National Service Scheme (NSS) and obtain a GES posting based on prevailing terms and conditions.
- xii. All Graduates of the College are required to pass a professional examination to qualify for a Teacher's Registration Number in order to practice as a teacher in Ghana.

EQUALITY FOR ALL STUDENTS

Equal opportunity is given to all in respect of rules, regulations, disciplinary procedures, teaching and learning, positions, sports and any other statements made in connection with this handbook, regardless of race, sex, age, religious, social or political affiliations.

PROBATION

All students are considered to be on probation for the entire period of the programme, and may be withdrawn at any time for misconduct.

3. ADMISSION AND REGISTRATION OF NEW STUDENTS

- i. Acceptance of the admission offer goes with full payment of tuition fees for the academic year: Upon being offered admission, an applicant is only considered to have accepted the offer after (s)he has **paid specified tuition fees and registered online, not later than the date stipulated by the College**. Tuition fees paid are neither refundable nor transferrable.

- ii. Tuition fees, as well as other fees should be paid STRICTLY according to the format or procedure detailed in candidate's admission letter. Any other means of payment shall not be recognised or accepted, except for students who are on institutional scholarships who could be allowed to pay by banker's draft.
- iii. Failure to meet the deadline for payment of the fees shall be deemed a rejection of the admission offer, and applicant will lose his/her place to another applicant.
- iv. If it is subsequently discovered and established that a student does not possess the qualifications by virtue of which he/she has been offered admission to the College, he/she shall be withdrawn from the College and barred from entering or seeking admission from the College.

4. ORIENTATION FOR FRESH STUDENTS

Orientation is organized for newly admitted students immediately after admission. The purpose of orientation is to give the fresher an insight into the Diploma in Basic Education Programme by Distance Learning (DBE-DL). The following issues, among others, are highlighted:

- i. Concept of the Distance Learning programme.
- ii. Course duration and semester arrangement.
- iii. Course outline and description, including the course credit system.
- iv. Grading system.
- v. Usage of the Student Portal System
- vi. Attestation, introductory letter, transcript and certificate.
- vii. Proper use of modules and preparation for face-to-face.
- viii. Examination, ID cards and award of certificates.
- ix. General code of conduct.
- x. Prescribed uniform for face-to-face; dress code.
- xi. SRC: functions, officers, elections and dues.
- xii. Accessing the Student Loan and National Service Scheme
- xiii. Procedure for communicating to the Head Office.

5. MATRICULATION

The purpose of the matriculation ceremony is to officially receive freshmen into the College, making them full members of the College community as persons in Statu Pupillari.

Attending and swearing the matriculation oath is a must for all newly admitted students and a prerequisite for graduation.

By swearing the matriculation oath, freshmen solemnly promise to be loyal members of the Jackson College of Education, study diligently and conform to all statutes, regulations and rules of the College.

6. CONFIRMATION OF RESULT SLIPS/CERTIFICATES

- i. **The College shall present examination results of each student to the appropriate examining body for confirmation, and the student shall bear the cost.**
- ii. A student shall be withdrawn outright if his/her result slip, certificate or any other supporting document is found to be fake.

- iii. Any confirmation of results not done by the College shall not be accepted.
- iv. A mature student shall present a copy of his/her birth certificate as proof of date of birth.

7. CHANGE OF NAME

- i. Students shall be known only by the names used in completing their application for admission, and only in the sequence in which they were provided, throughout their tenure as students. Names used in the application process should match with the names on result slips, certificates and other documents used in the application process.
- ii. For the purposes of the College, female students who contract marriage and others who may change their names for one reason or the other, shall be recognised only by the original names on their application certificates.
- iii. If it becomes necessary for a student to correct a wrongly spelt name(s), (s)he shall send a written request to the Principal through his/her Centre Supervisor.
- iv. Changes in dates of birth shall not be permitted for any reason.

8. STUDENT SUPPORT SERVICES

The College takes pride in supporting all of its students in a bid to make their schooling at JCE comfortable and worthwhile.

The student support services include the Student Portal, Student Representative Council (SRC), the Centre Supervisor, the Zonal Coordinator, and the Centre Partner.

Services rendered include, but are not limited to, general enquiries, enrolment, student welfare, academic and financial matters, as well as general guidance and counselling.

STUDENT PORTAL

The Student Portal (MyJEC360), is a platform that gives students access to important resources and information critical to their academic life in the College. The following features are available:

- i. **Dashboard** – Displays personal and general notifications from the Head Office and other key reminders and information
- ii. **Admission Letter** – Students can view, download or print their admission letters.
- iii. **Profile** – View student information such as student number, exam number, learning centre, and update personal records such as telephone numbers, email addresses and employment information.
- iv. **Semester Registration** – Students shall register their current semester courses online at the start of each semester.
- v. **Financial Records** – View, download or print tuition fee bills, make payments online and view, download or print official receipts.
- vi. **Academic Records** – View, download or print examination result slips
- vii. **Appraisal** – Students rate the performances of their tutors and centre supervisor(s) in a quest to ensure continuous improvement on the set quality standards.

- viii. **E-Library** – Electronic copies of modules can be read and downloaded on Android operated devices to allow students to study everywhere they go
- ix. **Academic Calendar** – Students can view and take note of the dates on which they have to attend lectures, teaching practice and other College events/programmes.
- x. **E-Resources** – Here, students have access to a variety of online resources for downloading and printing. These resources include assignment questions, academic calendar, face-to-face timetable, examination timetable, teaching and learning guide, etc.
- xi. **Products and Services** – This support feature offers students the opportunity to buy and apply online for student products and services, respectively.

The Products include:

- Bespoke JEC Tablet
- College T-shirt
- Lapel Pin
- Wrist Band
- Exercise Book
- Key Holder
- Flying Tie
- Scarf
- Modules

The Services include:

- Verification of Supplementary Results
- Introductory Letter
- Academic Transcript (Official Copy)
- Academic Transcript (Student Copy)
- Attestation Letter
- English Proficiency Certificate
- Transfer of Learning Centre
- Fees
- Deferral of Programme
- Resumption of Programme
- ID Card Replacement
- Resit Exam Registration
- Supplementary Semester Registration
- Graduation

Mode of Application

- i. From the main menus, click on ‘Products and Services’ and select ‘Add New’.
- ii. Enter your phone number on which the Office can contact you with regards to your purchase/application.
- iii. Select the products and services you want and click ‘Add to Cart’
- iv. Where applicable, select where you would like to collect the items. That is, either at the JEC Head Office (during working hours only) or at the Learning Centre (during face-to-face only).
- v. Click the ‘Checkout’ button to submit the products and services in your cart.

Mode of Payment

Print the generated invoice and make payment using the **Invoice Number** as the payment/reference ID at any branch of **ADB, CAL Bank, ECOBANK, GCB Bank, HFC Bank** or **Sinapi Aba Savings and Loans**.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The SRC, represented by the President, represents the entire student body and is there to champion their interests by liaising between the student body and the management.

CENTRE SUPERVISOR

The Centre Supervisor represents the management at the centre level and is the first point of contact for all students. All major student issues must first be addressed by the Centre Supervisor. Concerns that need to be ironed out by a higher authority such as the management must be channeled through them as well.

ZONAL COORDINATOR

Zonal Coordinators are usually entrusted with two or more centres. They oversee the work of the Centre Supervisors in a bid to ensure that the right things prevail at the various centres. Issues between students and their centre supervisors are first handled by the zonal coordinator.

CENTRE PARTNER

The Centre Partner is a full-time Head Office staff with adequate experience in office procedures, customer service and quality assurance. Centre partners are exclusively dedicated to a centre to relay relevant information, as well as address specific challenges that confront students at the centre. The Centre Partner works as a team member with the SRC, the Centre Supervisor, and the Zonal Coordinator through correspondence.

9. FACE-TO-FACE CENTRES

A student is allowed to choose a learning centre convenient for him or her. Once a choice is made, the student shall register at the chosen centre to obtain an exam number and ID card.

10. STUDENT NUMBERS, EXAM NUMBERS AND STUDENT ID CARDS

Each student of the College is identified by two personal identity numbers: **Student Number** and **Exam Number**.

- i. The Student Number is the student's primary, personal identity number during his/her tenure as a student of the College. It is acquired through the admission process as the serial number, and is used to access the student portal, pay fees, access the Student Loan facility and the National Service Scheme, as well as all student services in the College.

e.g. 100514668

- ii. The Exam Number is a 10-alphanumeric personal identity number that is given to each **registered** fresh student for purposes of examination. It comprises of three (3) components which are identified and explained below:

1st Component - the first 5 letters indicate the student's primary learning centre;

2nd Component - the next 3 numbers indicate the student's unique number (based on alphabetical order of surnames of fresh students at the centre);

3rd Component - and the last two numbers indicate the student's original expected year of completion.

Note: The Exam Number is made up of all the 3 components stated above and students must write the full details of each component when required to provide it.

e.g. JAKUM01920
1st 2nd 3rd

1st – A student whose primary learning centre is Kumasi, with the centre code JAKUM.

2nd – A student whose unique number is 019

3rd – A student who is expected to complete the programme in the year 2020

- iii. New students shall be given personal Student ID cards which bear their photos, QR codes, exam numbers and student numbers, at the end of the registration period. Student ID cards must be worn during face-to-face lectures and during examinations. Students shall pay a specified amount for their ID cards.
- iv. Replacement of lost/damaged ID cards must be placed on the student portal at a cost to the student. Misplaced ID cards, when later found, must be submitted to the Centre Supervisor after obtaining the new one.
- v. Students are expected to protect the integrity of their ID cards and keep their personal ID numbers confidential.
The Student ID card remains the property of the College and may be withdrawn at any time. It shall be surrendered if the holder ceases to be a student of the College before expiry.

11. REGISTRATION FOR CONTINUING STUDENTS

- i. All continuing students shall register online and report at their learning centres not later than the date stipulated by the College, every semester. Registration in the first semester goes with payment of tuition fees as stated in the bill.
- ii. Tuition fees should be paid STRICTLY according to the format or procedure detailed on student's tuition fee bill. Any other means of payment shall not be recognised or accepted, except for students who are on institutional scholarships who could be allowed to pay by banker's draft.
- iii. A student who fails to register by the stipulated time should apply to defer the programme for that year if (s)he wishes to continue with the programme. Any student who fails to defer after non-registration shall be considered to have dropped out of the programme.

12. DRESS CODE FOR STUDENTS

All students must wear the College T-shirt over black trousers/skirt for males and females respectively, for every face-to-face lectures and examinations.

Bearing in mind that, as a student of the College, one is being groomed to become a professional in whatever field one may find oneself, students are required to dress and keep a professional appearance at all times. A student may be disallowed from attending face-to-face lectures or any school function for shabby dressing, or an appearance deemed inappropriate.

The College's code of dressing for students shall include, but not limited to, the following:

- i. Clean clothing, well-pressed/ironed.
- ii. College t-shirt well-tucked into trousers/skirt.
- iii. Well-polished shoes or buckled sandals only (Slippers are not allowed).

- iv. Decent, well-shaved hair for gentlemen, and modest, neatly-styled hairdos for ladies.
- v. Exhibition of good personal hygiene.

13. CLASS ATTENDANCE IN THE SEMESTER COURSE UNIT SYSTEM (SCUS)

Face-to-face attendance should be observed in the strictest manner. Punctuality and regular attendance are of highest priority.

If a student cannot meet the class attendance requirements, (s)he must defer the course through the due process. (see section 17).

A student who misses a whole semester's work without notifying the office shall be made to repeat the academic year. If absence is due to a tenable circumstance beyond his/her control, an appropriate document or report from a recognised authority shall be produced not later than two weeks after the end of the semester.

A student should however notify the office of such circumstance as early as possible.

NOTE: A student who repeats a class or level shall be required to pay the full fees for that academic year.

14. PREGNANCY AND PREGNANCY-RELATED ISSUES

The College has no objection to pregnancy and child-bearing in the course of the programme. However, much as the Institution acknowledges and appreciates the fact that this natural phenomenon can bring about life-threatening challenges and complications, students should bear in mind that this should not be an excuse whatsoever for absents from face-to-face, quizzes and/or examinations. Any student with pregnancy or child-bearing related problems should defer the course.

15. CHANGE OF ELECTIVE CHOICE

Students who wish to change their elective options after completion of the first year of the programme, shall apply to the Principal, stating reasons.

- Note:**
- i. Change of an elective choice may require a change of learning centre.
 - ii. Application does not guarantee approval for change of programme option.

16. TRANSFER OF LEARNING CENTRE

Transfer from one learning centre to another is only allowed for tenable reasons, and must be completed one month before the end-of-semester examination.

Application for transfer of learning centre must be placed on the student portal at the Products and Services menu.

A student is only permitted to transfer his/her learning centre after receiving an approval letter from the head office. This letter will be delivered electronically to the student through the same medium of application (i.e. at the Products and Services menu of the student portal).

A copy each of this letter would be delivered to the current and new Supervisors.

17. DEFERRAL OF PROGRAMME

A student may defer the programme for reasons that may prevent him/her from attending face-to-face, such as inability to register due to non-payment of tuition fees or financial constraints, protracted illness/hospitalization, travel, complicated pregnancies, etc.

Application for deferral must be placed on the student portal at the Products and Services menu.

A student is only permitted to defer his/her programme after receiving an approval letter from the head office. This letter will be delivered electronically to the student through the same medium of application (i.e. at the Products and Services menu of the student portal) and a copy delivered to the Centre Supervisor.

A copy each of this letter would be delivered to the current and new Supervisors.

NOTE:

- i. An applicant who has been offered admission but wishes to defer the programme shall pay the minimum amount of fees as stipulated in the admission letter before (s)he can apply for deferral. A fresh student who fails to do so shall be considered to have rejected the admission offered and be required to apply afresh for the next academic year.**
- ii. The duration of a deferral period is one full year. Any student who defers in either of the first or second semester of an academic year shall join the programme in the first or second semester respectively, of the next academic year.**
- iii. A student who defers shall pay the difference (if any) in tuition fees being charged for the academic year in which (s)he is resuming the programme.**
- iv. A student is allowed only two (2) opportunities to defer the programme. After the second deferral, a student who fails to resume the programme is considered to have dropped out.**
- v. A student who absents himself/herself for a whole academic year without officially informing the office shall be considered to have abandoned the programme and shall be required to apply afresh in the next admissions if he/she desires to be enrolled at the College again.**

18. RESUMPTION OF PROGRAMME

At the end of the deferral period, a student shall apply to resume the programme through the Products and Services menu of the student portal.

A student is only permitted to resume his/her programme after receiving an approval letter from the head office. This letter will be delivered electronically to the student at the Products and Services menu of the student portal and a copy delivered to the Centre Supervisor.

19. STUDENT LEADERSHIP

Subject to the College's regulations, the College recognizes the Ghana National Association of Jackson Students (GNAJS) and the Student Representative Councils (SRCs) as the legitimate representative organs of the student body as a whole.

NATIONAL LEVEL – GHANA NATIONAL ASSOCIATION OF JACKSON STUDENTS (GNAJS)

There shall be an association for all JCE students, called the Ghana National Association of Jackson Students (GNAJS).

A national congress shall be held by GNAJS each academic year. The congress shall be scheduled to take place after the second semester exam. An election shall be held at each congress to elect national executives. The various offices shall be:

- i. The President
- ii. General Secretary
- iii. Treasurer/Financial Secretary
- iv. Coordinating Secretary
- v. Women's Commissioner

The President shall be the leader and chief spokesperson of all JCE students.

The constitution of GNAJS shall be the supreme law governing the activities of the association.

CENTRE LEVEL – STUDENTS' REPRESENTATIVE COUNCIL (SRC)

A proper election shall be held under the auspices of the Centre Supervisor to choose student leaders who will assist him or her to manage the centre. The various offices are:

- i. President
- ii. Secretary
- iii. Treasurer/Financial Secretary
- iv. Organizer
- v. Women's Commissioner
- vi. GNAJS Representative
- vii. Chaplain

A representative from each class, together with the executives shall form the General Assembly of the SRC. Class Representatives shall not be executive members.

ACTIVITIES OF THE SRC

- i. There must be fresh elections every academic year, to be held during the period between mid-semester and end-of-semester examinations of the **second semester**.
- ii. SRC dues authorized by management shall be paid by every student at the start of every academic year.
- iii. With the assistance of the Supervisor, the SRC shall open a BANK ACCOUNT. The signatories to the account shall be the reporting Centre Supervisor and either the SRC President or the Treasurer.
- iv. SRC dues shall be for the welfare of students only, such as;
 - For cleaning classrooms and its environs.
 - Visitation of students who fall sick, are bereaved, etc.
 - Excursions, etc.
 - Any other activities/projects subject to the supervisor's approval.
- v. The SRC should give a Financial Report to students at the end of every semester.
- vi. The SRC should write a typed report at the end of every semester, seal it, and channel it through their Centre Supervisors for onward submission to the Head Office.

vii. There should be a proper handing over to new executives.

NOTE: Any other levies by the SRC should be approved by the Principal before implementation.

20. CENTRE DISCIPLINARY COMMITTEE (C.D.C)

Each centre shall constitute a Disciplinary Committee (D.C.) to investigate, report on, and make recommendations on acts of misconduct at the centre. The committee shall consist of the following:

- a. Centre Supervisor(s)
- b. At least one Tutor
- c. SRC President
- d. Student Representative from each Level.

The C.D.C. shall enforce the final disciplinary decision taken by the College Management, monitor and give feedback on the culprit's adherence to the prescribed sanction and reformation status. The committee shall also bring to the attention of the Management through the Principal, when the duration of a penalty has been duly served and the culprit is due for reinstatement.

20.1 APPEAL

- i. Any student who is aggrieved by any disciplinary action against him/her may appeal to the Principal within twenty-one (21) days upon the receipt of the notice of punishment.
- ii. The Principal, upon receipt of the appeal, may review the punishment, taking into consideration the circumstances of the case.

21. EXAMINATIONS AND GRADING SYSTEM

21.1 ASSESSMENT

The policy document on the Diploma in Basic Education Programme recommends that the assessment of students should be based on 40 % Continuous Assessment (C.A.) and 60 % End-of-Semester Examinations. The type of C.A. envisaged is the 'continuous in-course teacher assessment' where tutors will play a major role in C.A.

The UEW shall monitor and moderate the questions and scoring procedures of the College.

21.2 CONTINUOUS ASSESSMENT (C.A.)

The Centre will handle the C.A. component of the assessment but will be guided by the following as the number of assessments to be recorded in a course for each semester.

Each 3 credit course: 1 assignment (10 marks) + 1 mid-semester examination (20 marks)
+ attendance (10 marks)

21.3 END-OF-SEMESTER EXAMINATIONS

A semester comprises sixteen weeks. The End-of-Semester Examinations will be conducted at the various centres by the College, moderated by the University of Education, Winneba, in line with the Semester Course Unit System (SCUS) of the UEW. The fourteenth week will be used as a revision week whilst the last two weeks will be used for the End-of-Semester Examinations.

21.3.1 DURATION OF END-OF-SEMESTER EXAMINATIONS

The duration of End-of-Semester Examinations shall be determined by the credit weighting of the course as follows:

Each 3 credit course - 2 to 3 hours

21.3.2 MARKING OF END-OF-SEMESTER EXAMINATION SCRIPTS

A centralised, residential-conference marking shall be organised by the College after the End-of-Semester Examinations.

21.4 GRADING SCALE

The following grading scheme shall be used:

Percentage Score	Grade	Numerical Value	Interpretation
80 - 100	A	4.00	Excellent
75 - 79	B+	3.50	Very Good
70 - 74	B	3.00	Good
65 - 69	C+	2.50	Average
60 - 64	C	2.00	Fair
55 - 59	D+	1.50	Barely Satisfactory
50 - 54	D	1.00	Weak Pass
0 - 49	F	0.00	Fail
	IC		Incomplete (i.e. no Continuous Assessment)
	X		Absent (from an End-of-Semester Exam)
	P		Pass (for a Pass/Fail Course)
	CN		Cancelled

To calculate the Grade Point Average (GPA) of a Semester,

- Multiply the Number of Credits for each course by the Numerical value of each Grade to obtain the Grade Points;
- Total the Grade Points of all the courses taken in the semester and Divide it by the total credits of Courses Registered to give the Semester Grade Point Average (SGPA).

To calculate the Cumulative Grade Point Average (CGPA),

- Total the Grade Points for all the Semesters and Divide it by Total Credits of Courses Registered to obtain the Cumulative Grade Point Average (CGPA).

Examples:

First Year First Semester

SN	Course No.	Credits	Grade	Num. Value	Grade Points
1	JED 111	3	C+	2.50	3 x 2.50 = 7.50
2	JEN 113	3	D+	1.50	3 x 1.50 = 4.50
3	JCT 111	3	B+	3.50	3 x 3.50 = 10.50
4	JRE 119	3	B	3.00	3 x 3.00 = 9.00

5	JMC 112	3	A	4.00	3 x 4.00 = 12.00
	Total	15			43.50

Semester GPA = Total Semester Grade Points/Total Semester Credits
= 43.50/15 = **2.90**

First Year Second Semester

SN	Course No.	Credits	Grade	Num. Value	Grade Points
1	JED 121	3	D	1.00	3 x 1.00 = 3.00
2	JES 128	3	C+	2.50	3 x 2.50 = 7.50
3	JEN 123	3	B+	3.50	3 x 3.50 = 10.50
4	JSC 124	3	F	0.00	3 x 0.00 = 0.00
5	JMC 122	3	B	3.00	3 x 3.00 = 9.00
	Total	15			30.00

Semester GPA = Total Semester Grade Points/Total Semester Credits
= 30.00/15 = **2.00**

Cumulative Grade Points up to end of Semester Two = (43.50 + 30.00) = 73.50

Cumulative Credits up to end of Semester Two = (15 + 15) = 30

Cumulative GPA (CGPA) up to end of Semester Two = 73.50/30 = 2.45

Resit (First Year Second Semester)

SN	Course No.	Credits	Grade	Num. Value	Grade Points
1	JSC 124	3	D+	1.50	3 x 1.50 = 4.50
	Total	3			4.50

Resit GPA = 4.50/3 = 1.50

Cumulative Grade Points including Resit = (43.05 + 30.00 + 4.50) = 78.00

Cumulative Credits including Resit = (15 + 15 + 3) = 33

Cumulative GPA (CGPA) including Resit = 78.00/33 = 2.36

NOTE:

- i. If a student obtains an Incomplete result (IC) in any course, that course will not be used in the Calculation of the GPA. Thus for the First Year First Semester, if the grade for the course JCT 111 had been IC, then the Total Credits would have been 12 and the Total Grade Points for the Semester would have been 33.0
- ii. A course offered on a Pass/Fail is also not used to calculate the GPA. However, it is required that the student passes that course before graduating.

21.5 TO TRAIL AND RESIT A COURSE

- i. To trail a course means to obtain an 'F' in a course.

- ii. An opportunity shall be given to all students who obtained trails in their semester results to redeem themselves in a supplemental examination known as Resit Examination, organised soon after the release of results.
- iii. In order to progress, a student who trails a course is required to redeem him/herself in the following Resit examination, and shall pay a specified amount per paper.
- iv. If a student passes a trailed course, both grades will appear on the student's transcript and will be used in the computation of his/her CGPA.

Note: A semester's resit examinations are compulsory for a student who obtained a trail(s) in the semester results. Upon release of end-of-semester results, any student with a trail should register and pay for the upcoming resit examination. No student shall carry an unattempted trail forward into the next level.

21.6 FAILURE TO WRITE EXAMINATION

- i. For failing to write a mid-semester examination, a student shall lose marks for that component of the Continuous Assessment (C.A.).
- ii. When a student obtains no marks for C.A., his/her results shall read **INCOMPLETE (IC)**.
- iii. For failing to write an end-of-semester examination, a student's result shall read **ABSENT (X)**.
- iv. When a student's results read either **IC** or **X** in one or more courses, (s)he CANNOT PROGRESS to the next year/level. (S)He shall repeat and write the paper(s) the next academic year to complete that level before (s)he can progress.
- v. **When a student abstains from writing an end-of-semester examination, (s)he does not qualify to write it as a RESIT.**

21.7 CANCELLATION

A paper may be cancelled if any malpractice is detected before, during or after the examination. If evidence shows malpractice occurred on a large scale, an entire centre or year group may have their paper(s) cancelled. Such cancelled paper(s) shall be written again during the resit examination and students shall bear the cost.

Individual students whose papers are cancelled for malpractice shall be penalised in accordance with the prescribed penalty for examination offences (section 28.3).

21.8 REMARKING OF SCRIPTS

A student has the right to contest his results, on the basis of a justifiable reason, through an application for remarking of his/her script. This should be done not later than 10 working days after the release of the semester results.

The application for remarking shall be subject to the following conditions:

- i. Submission of a written application for remarking to the Principal, with proof of payment of a specified amount, within the stipulated period.

- ii. The outcome of remarking shall be communicated within 60 days after receiving the application.
- iii. The mark(s) awarded after remarking shall be the final result(s), even if lower than the original contested mark(s).
- iv. Fees paid for remarking shall be refunded to the student if the results of the remarked script was revised upwards such that the new grade is higher than the contested grade.

22. REQUIREMENT FOR PROGRESSION

22.1 PROGRESSION FROM FIRST YEAR TO SECOND YEAR

To progress from first year to second year:

- i. A student shall take all courses specified for first year.

22.2 RESIT EXAMINATION FOR FIRST YEAR STUDENTS

- i. A first year student who trails any course in an End-of-Semester examination shall be required to redeem him/herself in the following Resit Examination.
- ii. A first year student who trails a course after a Resit Examination shall carry it on to the next level and redeem him/herself during the next academic year's resit examination.
- iii. A first year student who does not take the resit exam for his trailed course(s) cannot progress to the next level.

22.3 PROGRESSION FROM SECOND YEAR TO THIRD YEAR

To progress from second year to third year:

- i. A student shall take all courses specified for second year.
- ii. A student with a trail must accumulate a minimum CGPA of 1.30.

22.4 RESIT EXAMINATION FOR SECOND AND THIRD YEAR STUDENTS

- i. A second year student who trails a course in an End-of-Semester examination shall be required to redeem him/herself in the following Resit Examination.
- ii. A second year student who trails any course after a Resit Examination shall carry it on to the next level and redeem him/herself during the next academic year's resit examination, provided he/she has a minimum CGPA of 1.30
- iii. A second year student who does not take the resit exam for his trailed course(s) cannot progress to the next level.
- iv. A third year student who trails any course in the End-of-Second Semester examination shall be required to redeem him/herself in the following Resit Examination. Any trails after this Resit Examination shall be redeemed in the next available Examination (i.e. End-of-Semester Examination or Resit Examination) within the allowable grace period.

23. PROGRAMME DURATION AND GRACE PERIOD

A student has up to Five (5) years to complete the programme. This 5-year period includes;

- a. The 3-year duration of the programme

- b. Deferral periods
- c. Repetition
- d. Resit

24. REQUIREMENTS FOR OBTAINING A DIPLOMA

To qualify for a diploma a candidate must satisfy the following requirements:

- i. Pass all core courses.
- ii. Pass all elective courses (if any).
- iii. Accumulate the minimum number of credits specified for the three (3) year programme.
- iv. Attain a minimum CGPA of 1.00

25. DIPLOMA CLASSIFICATION

Diploma will be classified according to the student's Cumulative Grade Point Average (CGPA) as follows:

CLASS DESIGNATION	CGPA
Distinction	3.50 - 4.00
Credit	2.50 - 3.49
Pass	1.00 - 2.49
Fail	Below 1.00

26. WITHHOLDING OF CERTIFICATE

- i. A student's certificate may be withheld until (s)he has settled all financial and other obligations to the College.
- ii. A student's certificate may be withheld if (s)he is not in good standing, having been barred for disciplinary reasons.
- iii. When a student commits an offence towards the end of the course, such that the normal provisions of the Code of Discipline (see Section 22) cannot be applied for his/her punishment, a recommendation may be made for the award of a teacher's certificate to the offender to be delayed for one year.

NOTE: Supervisors will have to prompt the Principal to arrange for the reinstatement of the culprit.

27. PROGRAMME STRUCTURE

27.1 COURSES AND CREDIT ALLOCATIONS

Provided below are the courses and credit allocations for the following options of the Diploma in Basic Education programme.

- i. General Programme
- ii. French Education
- iii. Early Childhood Education

YEAR ONE**SEMESTER ONE****COURSES TO BE TAKEN**

NO.	CODE	COURSE NAME	CREDITS
1	JED 111	PRINCIPLES AND PRACTICE OF EDUCATION	3
2	JEN 113	ENGLISH LANGUAGE STUDIES I	3
3	JCT 111	INFORMATION COMMUNICATION TECHNOLOGY	3
4	JRE 119	RELIGIOUS AND MORAL EDUCATION (GEN.,. INTRO.) OR	3
	JFR 117	FRENCH LANGUAGE STRUCTURE AND USAGE I OR	3
	JCE 111	FOUNDATIONS AND PRINCIPLES OF EARLY CHILDHOOD EDUCATION	3
5	JMC 112	MATHEMATICS I (NUMBERS AND BASIC ALGEBRA) OR	3
	JFL 117	LITERATURE IN FRENCH I OR	3
	JCE 114	CHILD GROWTH AND DEVELOPMENT	3

SEMESTER TWO**COURSES TO BE TAKEN**

NO.	CODE	COURSE NAME	CREDITS
1	JED 121	CHILD AND ADOLESCENCE DEVELOPMENT AND LEARNING OR	3
	JCE 123	LANGUAGE AND LITERACY DEVELOPMENT IN EARLY CHILDHOOD EDUCATION	3
2	JES 128	ENVIRONMENTAL AND SOCIAL STUDIES I	3
3	JEN 123	ENGLISH WITH ELEMENTS OF LITERATURE	3
4	JSC 124	INTEGRATED SCIENCE I OR	3
	JFR 127	FRENCH LANGUAGE STRUCTURE AND USAGE II	3
5	JMC 122	MATHEMATICS II (GEOMETRY AND TRIGONOMETRY) OR	3
	JFL 127	LITERATURE IN FRENCH II (PROSE) OR	3
	JCE 122	MATHEMATICS IN THE EARLY YEARS	3

TOTAL CREDITS FOR YEAR ONE**30****YEAR TWO****SEMESTER ONE****COURSES TO BE TAKEN**

NO.	CODE	COURSE NAME	CREDITS
1	JED 211	PRINCIPLES AND METHODS OF TEACHING IN BASIC SCHOOLS OR	3
	JCE 211	TEACHING METHODS IN EARLY CHILDHOOD	3
2	JES 218	ENVIRONMENTAL AND SOCIAL STUDIES II OR	3
	JCE 218	ENVIRONMENTAL AND NATURE STUDY ACTIVITIES FOR EARLY CHILDHOOD EDUCATION	3
3	JMC 212	STATISTICS AND PROBABILITY	3
4	JSC 214	INTEGRATED SCIENCE II OR	3
	JFR 217	FRENCH LANGUAGE STRUCTURE AND USAGE III OR	3
	JCE 216	CREATIVE ACTIVITIES IN EARLY CHILDHOOD EDUCATION	3
5	JEM 213	METHODS OF TEACHING BASIC SCHOOL ENGLISH	3

SEMESTER TWO**COURSES TO BE TAKEN**

NO.	CODE	COURSE NAME	CREDITS
1	JPA 226	PRE-VOCATIONAL SKILLS (ART RELATED) OR	3
2	JEM 228	METHODS OF TEACHING ENVIRONMENTAL AND SOCIAL STUDIES OR	3
	JCE 224	CHILD HEALTH, NUTRITION AND SAFETY IN EARLY CHILDHOOD EDUCATION	3
3	JGH 223	GHANAIAN LANGUAGE & CULTURE I (LITERATURE & CULTURE STUDIES II) OR	3
	JFR 227	FRENCH LANGUAGE STRUCTURE AND USAGE IV	3
4	JRM 229	METHODS OF TEACHING RELIGIOUS AND MORAL EDUCATION OR	3
	JFL 227	LITERATURE IN FRENCH III (DRAMA) OR	3
	JCE 221	PROFESSIONALISM AND THE EARLY CHILDHOOD EDUCATOR	3
5	JMM 222	METHODS OF TEACHING PRIMARY SCHOOL MATHEMATICS OR	3
	JFM 227	METHODS OF TEACHING FRENCH I OR	3
	JCE 222	ASSESSMENT AND EVALUATION IN EARLY CHILDHOOD EDUCATION	3

TOTAL CREDITS FOR YEAR TWO**30****YEAR THREE****SEMESTER ONE****COURSES TO BE TAKEN**

NO.	CODE	COURSE NAME	CREDITS
1	JET 311	TEACHING PRACTICE I	6
2	JED 311	TRENDS IN EDUCATION & SCHOOL MANAGEMENT/GUIDANCE & COUNSELLING	3
3	JHE 311	HIV/AIDS EDUCATION	3
4	JPE 311	PHYSICAL EDUCATION (PRINCIPLES, FOUNDATION AND METHODS) OR	3
	JFM 317	METHODS OF TEACHING FRENCH II	3
5	JMM 312	METHODS OF TEACHING JHS MATHEMATICS OR	3
	JFR 317	FRENCH LANGUAGE STRUCTURE AND USAGE V OR	3
	JCE 311	PLANNING AND ADMINISTERING EARLY CHILDHOOD PROGRAMMES	3
6	JSM 314	METHODS OF TEACHING INTEGRATED SCIENCE OR	3
	JFL 317	LITERATURE IN FRENCH IV (POETRY) OR	3
	JCE 314	TEACHING WITH MUSIC, MOVEMENT AND DANCE	3

SEMESTER TWO**COURSES TO BE TAKEN**

NO.	CODE	COURSE NAME	CREDITS
1	JET 321	TEACHING PRACTICE II	6
2	JED 321	EDUCATING THE INDIVIDUAL WITH SPECIAL NEEDS	3
	JCE 321	INTRODUCTION TO SPECIAL NEEDS IN EARLY CHILDHOOD	3
3	JEG 321	ENGLISH GRAMMAR	2
4	JEN 321	ENGLISH LITERATURE	2
5	JPC 326	PRE-VOCATIONAL SKILLS (CATERING/SEWING) OR	3
	JFR 327	FRENCH LANGUAGE STRUCTURE AND USAGE VI (ORALS)	2
	JCE 326	CURRICULUM, METHODS AND MATERIALS IN ECE	2
6	JMD 321	MUSIC AND DANCE (ELEMENTS AND METHODS) OR	3
	JFP 327	PROFICIENCY IN FRENCH	3

TOTAL CREDITS FOR YEAR THREE **36**

TOTAL CREDITS FROM YEAR 1 TO YEAR 3 **96**

27.2 CATEGORIZATION OF COURSES**FOUNDATION COURSES**

- English
- Mathematics
- Ghanaian Language and Culture
- Integrated Science
- Pre-Vocational Skills
- Environmental and Social Studies
- Religious and Moral Education

EDUCATION AND PROFESSIONAL STUDIES

- Principles and Practice of Education/Curriculum studies
- Child and Adolescent Development and Learning
- Trends in Education and School Management/Guidance and Counselling
- Educating the Individual with Special Needs
- Principles and Methods of Teaching in Basic Schools
- Educational Research Methods
- Off-Campus Teaching Practice
- Project

GENERAL STUDIES

- HIV/AIDS Education
- Introduction to Information Technology

PRACTICAL ACTIVITIES

- Physical Education
- Music and Dance

28. CODE OF CONDUCT AND SANCTIONS

1. Section 28.1 and 28.2 set out the code of conduct for every JCE student. This code, which is in line with the GES code, has spelt out in detail and indicates the code of conduct expected of every student in the College.
2. The code of discipline is based on the principle that punishment is to reform. However, the punishment shall be severe enough to act as a deterrent to others.
3. The purpose of this code is not to prescribe punishment for every offence committed but to provide a guide on the disciplinary measures that may deter students from committing offences, and compel them to exercise self-control and self-discipline in their day-to-day activities. It may also serve as a guide to limits of sanctions, bearing in mind the humane approach authorities are expected to adopt in all matters relating to discipline in the College.
4. There shall be a platform to set up committees with students' representation on them to deal with all aspects of school life. It is hoped that, student leadership and other School Committees will help to maintain the desired discipline in the Institution.
5. The Principal, Co-ordinators and Supervisors shall ensure that all cases of indiscipline are thoroughly investigated by their Centre Disciplinary Committees.
6. Cases which, in the opinion of the College authorities merit dismissal or rustication shall be referred immediately to the College Management.
7. Co-ordinators and Supervisors shall adhere to procedures regarding rustication and dismissals.
8. To indulge in or be involved in any anti-social activity both within or outside the confines of any school activity or event, which tends to bring the name of the College into disrepute constitutes a misconduct.
9. Any act not expressly mentioned in this Code or in any regulation operating within the College, but deemed a misconduct, shall be reported to the College Management through the Principal, which shall refer the case to the appropriate Disciplinary Committee.
10. The Principal shall have the power to dismiss or rusticate a student for tenable reasons bordering on acts of indiscipline and misconduct, both within or outside the College.

28.1 CODE OF CONDUCT FOR STUDENTS AND THE RECOMMENDED SANCTION IN LINE WITH THE GHANA EDUCATION SERVICE CODE

NO.	OFFENCE	PENALTY
1	Refusal to do online semester registration	Will not be recognised as a student/candidate and name will be excluded from student register and College documents
2	Lateness and Absenteeism	Low C.A. marks

3	Failure to submit assignments or write mid-sem. examination without justifiable cause	Low C.A. marks
4	Failure to write end-of-sem. examination without justifiable cause	Cannot progress to the next level.
5	Cheating in mid-semester examinations	Cancellation of paper
6	Cheating in end-of-semester examination	Cancellation of paper and rustication 12/Dismissal
7	Refusal to do teaching practice	Dismissal
8	Drunkenness/Smoking	First offence – Suspension for two face-to-face weeks and counselling. Second offence – Dismissal.
9	Possession of narcotic/hard drugs (Wee/cocaine, etc.)	Dismissal and referral to law enforcement agency/policy on drugs.
10	Wee smoking, sniffing of cocaine, taking of other hard drugs and drug abuse	Dismissal and referral to Psychiatric Hospital.
11	Threatening Anonymous Letters/documents/ posters	First offence – Suspension. Second offence – Dismissal.
12	Deliberate distortion of facts/Character assassination	First offence – Suspension/counselling. Second offence – Dismissal.
13	Incitement to rioting	Dismissal for ring leaders (Students involved will be made to pay for cost of damage)
14	Flouting the authority of the Principal	First offence – Suspension. Second offence – Dismissal.
15	Flouting the authority of staff	First offence – Stern warning and suspension. Second offence – Dismissal
16	Flouting the authority of student leaders	First offence – Written warning. Second offence – Dismissal.
17	Threatening a staff member, peers or their relations	First offence – Stern warning/Suspension Second offence – Dismissal.
18	Assault on members of staff, peers or their relations	Dismissal
19	Sexual misconduct with staff/peers	Dismissal
20	Flirting, soliciting or engaging in romantic or sexual relations with staff/peers who one is not married to.	Dismissal
21	Stealing	Stern warning/Dismissal/Referral to law enforcement agency
22	Engaging in fraudulent activities that would bring the name of the College in disrepute.	Dismissal and referral to law enforcement agency

28.2 CODE OF CONDUCT FOR SEMESTER EXAMINATIONS

1. Students should settle their tuition fees **in full** in respect of their subscribed payment plan before the examinations. Any student who owes tuition fees shall not be allowed to write the end-of-semester examinations. For the benefit of the doubt, students should present their receipts.
2. Candidates should report at the examination venue at least 30 minutes and be seated in the examination hall at least 15 minutes before the start of a paper.
3. Candidates cannot leave the examination hall within 30 minutes to the end of a paper.
4. Candidates should wear the prescribed College uniform and their ID cards throughout the examination period. Candidates without ID cards will not be allowed to write the examination.
5. Cardigans, sweaters, sport jackets, caps, headgears or veils should not be worn over the school shirt.
6. Candidates should ensure that they have their own requisite materials for the examinations. Borrowing of materials in the examination hall will not be allowed.
7. There should be no communication whatsoever between candidates in the examination hall. Candidates should communicate only with their invigilators.
8. Mobile phones and other programmable electronic devices should not be taken into the examination hall. They shall be seized indefinitely when discovered.
9. No candidate should enter the examination hall with bags, books, pieces of papers, correction fluid (e.g. tippex), phones and electronic devices, or any other unauthorized material.
10. Any candidate caught cheating, attempting to cheat, helping another to cheat or engaging in any form of examination malpractice shall be penalized in accordance with the GES code of discipline for teacher trainees.
11. It is an offence to engage in any form of confrontation with an invigilator or examination official. Culprits shall be severely penalized.

28.3 PENALTIES FOR EXAMINATION OFFENCES

NO.	OFFENCE	PENALTY
1.	Leakage of examination questions.	Dismissal of offenders involved and referral to law enforcement agency
2.	Possession of unauthorised materials during an exam session.	Cancellation of the candidate's particular paper(s)
3.	Possession of mobile phone or an unauthorized electronic device during an exam session.	Cancellation of the candidate's particular paper(s) and seizure of device.
4.	Copying from prepared notes on any material, part of the body, or from a peer's script during exams.	Cancellation of the candidate's paper and rustication for two semesters
5.	Looking over other candidate's shoulder in order to cheat.	Cancellation of the candidates paper and rustication for two semesters

6.	Impersonation.	Dismissal of candidate(s) involved/referral to law enforcement agency.
7.	Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or exam official.	Cancellation of the candidate's paper and/or rustication for two semesters
8.	Consulting or trying to consult during the examination from a book, notes or other unauthorised materials	Cancellation of the candidate's paper and/or rustication for two semesters
9.	Persistently disturbing other candidate(s) or distracting them	Stop candidate from continuing that paper/examination
10.	Flouting the authority of an Examination Official.	Cancellation of the candidate's examination paper and rustication for two semesters
11.	Verbal assault on an Exam Official.	Cancellation of the candidate's examination paper and rustication for two semesters
12.	Physical assault on an Exam Official.	Dismissal of the offender and referral to law enforcement agency
13.	Destroying materials suspected to be evidence of unauthorized materials.	Cancellation of the candidate's paper and rustication for two semesters
14.	Fabrication of data	Cancellation of candidate's results
15.	Plagiarism /copying/lifting/breach of copyright	Cancellation of candidate's Long Essay/Projects/Thesis or any relevant material.
16.	Second time offenses	Dismissal

BAN

A ban refers to the withdrawal of a student's right of access to specified premises, facilities or events of the College for a specified period as a punishment for misconduct, or pending the fulfilment of certain conditions.

SUSPENSION

Suspension refers to the withdrawal of a student's right of access to all premises, facilities or events of the College for a specified period as an interim measure pending further investigations or the fulfilment of certain conditions.

RUSTICATION

Rustication refers to the withdrawal of a student's right of access to all premises, facilities or events of the College for a specified period as a punishment for misconduct, or pending the fulfilment of certain conditions.

DISMISSAL

Dismissal refers to the withdrawal of one's studentship or membership of the College. A dismissed student shall return his student ID card and any other school property in his possession to the Principal through his/her Centre Supervisor.

29. COLLEGE ANTHEM

Verse 1

Jackson College of Education

The College of hope for a brighter future

Our aim is to provide academic excellence

In the teaching profession to as many as we can

The fear of the Lord is our pride for ever

The future of the Nation is our heart we defend

The love of our neighbour is our vision and only success is our goal

God we pray help us to overcome. (2x)

Verse 2

Jackson College of Education

The College of integrity and of discipline

United we stand and divided we fall

We shall fight, fight and toil for generations to come

The Lord on our side we shall conquer the storms

The Nation and the people shall see us ahead

And all shall together rise, rejoice and sing

Hallelujah! Praise the Lord

God we pray help us to overcome. (2x)

Composed and arranged by

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