

# METHODIST UNIVERSITY COLLEGE GHANA

(Academic Affairs Section)

Ref. AA/B.2/VOL.16

December 9, 2015

## NOTICE TO STUDENTS

### CHANGE OF PROGRAMME OF STUDY

1.0. At its meeting held on December 8, 2015, the Academic Board re-visited the issue of the change of programme of study by students.

1.0. The Board observed that:

- i. The Student Handbook Committee which was appointed by the Board to review the Handbook and have the revised edition finalized and printed for use by the University College with effect from the 2015/2016 academic year had not completed its work at the commencement of the 2015/2016 academic year.
- ii. There were complaints by the student body of inadequate notice given to students regarding the non-change of programmes of study effective from the 2015/2016 academic year.

2.0. The Board therefore decided that:

- i. Students who wished to change their programmes of study could do so during the 2015/2016 academic year.
- ii. With effect from the 2016/2017 academic year, there shall be **no** change of programme of study for Continuing students.
- iii. Fresh students could change their programmes of study within twenty-eight (28) days after the commencement of the first semester/trimester. There shall be **no** change of programme of study for fresh students after twenty-eight (28) days in the first semester/trimester and thereafter.

3.0. Students are to note that Sections 3.0 (ii – iii) above will be incorporated in the revised Student Handbook among other revisions and shall be rigidly enforced.

### Signed

**E. ESSILFIE-QUAYE**  
**FOR: REGISTRAR**

cc: Principal  
Vice Principal  
Registrar  
Finance Officer  
Dean of Graduate Studies  
Deans of Faculties  
Dean, Student Affairs  
Heads of Academic Department

Senior Assistant Registrar (Tema Campus)  
Assistant Registrar (Student Records)  
Assistant Registrar (Data Processing and  
Programming Unit)  
Information Desk  
Faculty Officers  
Webmaster  
GRASAG President  
SRC President