



Covenant University

# Student Handbook

2018 – 2022

**COVENANT UNIVERSITY**

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Chancellor, Covenant University and Chairman, Board of Regents

## Quotable Quotes

“The eagle locks its wings in preparation for the storm.  
This is like guarding against leakages of time,  
money, and moral values...”

“Challenges are the breeding  
ground for champions”

“Until you know what is written you  
cannot control what is happening”

“What you don’t want you don’t watch;  
what you don’t confront you cannot conquer”

“To be lawless is to be lifeless”

“Creation has ended but  
discovery is endless”

“Until something changes within you  
nothing changes around you”

“What you have is not what brings fulfilment.  
What you add is what brings fulfilment”

“It does not have to be white to be right”

“If you don’t know your roots  
you lose your fruits”

**- Dr. David O. Oyedepo**

Chancellor and Chairman, Board of Regents,  
Covenant University

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## WELCOME MESSAGE FROM THE CHANCELLOR

### RECONSTRUCTION DESTINIES

#### *-The Power of Exposure*

As we set out to witness the beginning of what promises to be another great session at Covenant University, it is my pleasure as Chancellor, to welcome you to a Covenant at Hebron – This is a Royal Academy where Kings and Queens are raised. Covenant University was founded to provide a context where a self-reliant and solution-driven mentality is inculcated in our students. It is a place where human development issues are core and are inextricably woven into the academic curriculum. Our objective is to raise the awareness of our staff and students towards leadership and positive mentality. We lay emphasis on these for the enhancement of their self-worth and dignity.

Our vision as a University is to raise a new generation of leaders who will restore the dignity of our great nation and the black race all over the world. Our commitment is to raise the modern day Josephs, Moses, Esthers, Nehemiahs of our great continent. Our mission is to empower students towards national reconstruction, reconciliation, social-economic development and restoration of human dignity by driving a change philosophy via the vehicle of higher education.

Our disciplinary stance as a University is to guarantee the release of quality graduates at the end of their stay as students in this citadel of learning. The requirement of worthiness in character and learning in preparing solution-providing leadership for our continent and our nation is a task and therefore we will do all in our power as enabled by God to “tend”, “water” and “fertilize” the “gentle plant” that is symbolic of the Covenant student. However, we will also weed the 'suffocating tares' in this 'academic Garden of Eden'. We are committed to raising an army of reformers. According to George Washington, “discipline is the soul of an army, making small numbers formidable proceed success to the weak and esteem to the weak and esteem to all”. We vow to maintain discipline as or watch word.

For you to maximize your adventure as a student of Covenant University, you must of necessity gain knowledge on how get the right things done at the right time. This is because if one does not get exposed to the right idea and values, one may find it difficult to excel. Excellence is a produce of exposure. It is always a requirement that a man of purpose will maximize his adventure in life. Isaac Newton said, “if I have seen any

further, it is because I stood on the shoulders of those who went ahead of me". That is why no price will be too much to pay for exposure. Let us recognize fathers who have made marks in our field and go after them, so as to enhance our rate of accomplishment and worth.

Covenant University is a home away from home and in our in-loco parentis role, we speak and impact value on our students. As a centre of unlimited opportunities and possibilities, without proper exposure and alignments, a student will not maximize the benefits that the university offers.

In the light of the various challenges we face as a nation and as Continent, we are in dire need of world changers who will be changed through exposures to take charge of the destinies of men and make changes that they want to see happen. Covenant University is a centre where such men are groomed and that is why you must maximize the benefits of your studentship privilege. I am confident that you are indeed the chosen of God to ensure that the fallen wall of our nation are rebuilt and made to stand upright! Make the best of your time at Covenant University and ensure that every day counts towards helping to actualize your vision of becoming a new generation leader that you were born to be.

Once again, I welcome you all to an exciting adventure at Covenant University- The birthplace of Kings and Queens of our new generation Royal Academy. It is my prayer that your great dreams will find absolute fulfillment as you go through our unique production line in the name of our Lord Jesus Christ, God bless you.

Dr. David Oyedepo, (Ph.D)  
*Chancellor*

## A WORD FROM THE VICE-CHANCELLOR

With gratitude to God, I welcome you to Covenant University, the birthplace of Kings and Queens. In Covenant University, we raise future leaders with high level of spirituality and intellect. This is why we refer to our students as Kings and Queens. So, welcome to Hebron (the location of Covenant University), a royal academy for raising leading leaders and a place where destinies are remolded.

Covenant University is a fast growing, dynamic, vision-birthed and vision-driven University, founded on a Christian mission ethos and it is committed to pioneering excellence at different paradigms of learning. In accordance with the visionary mandate of raising a new generation of leaders, the University, since she opened her doors to the chartered students on October 21, 2002, has deployed the necessary machinery needed to enable it deliver effectively on her mandate and has continued to blaze the trail and take the lead in delivering quality education in Nigeria.

Our programmes are unique in consonance with the unique product that we produce. Besides the high academic content, our activities as an institution are guided by seven core values. These are Spirituality, Possibility Mentality, Capacity Building, Integrity, Responsibility, Diligence and Sacrifice.

Spirituality is the anchor point of seven core values of the University. It is one of the major determinants in the University student's admission and staff employment. Spirituality is sacrosanct. Thus, anything short of absolute dependence on God or lack of reverence for God is unacceptable. Therefore, the issue of Spirituality is driven b all faculty, staff and students, particularly the chaplaincy unit; closel supported by the student Affairs Department.

The University operates Zero-tolerance for cultism, examination malpractice and any act of indiscipline. To this end, all such social vices shall be promptly dealt with.

The revision of the student Handbook is coming at this auspicious time when after the 10th year anniversary of the University, the Chancellor, Dr. Davis Oyedepo, gave the Management of the University the Mandate on 1 of 10 in 10. That is, to get the University listed among the top 10 Universities within the next 10 years. What a joy that you are part of the

University at this historic era.

Let me conclude therefore, by referring you to the book of Deuteronomy 30:19 "... that I have set before you life and death, blessings and cursing: therefore choose the path of life, embrace the high level of spirituality that the University offers and it shall be well with you and your generations unborn.

Welcome to Covenant University!

Welcome to Hebron!

Do have a fruitful and fulfilling stay in the University.

God bless you richly.

**Professor AAA. Atayero,**

*Vice-Chancellor.*

# 1

## CHAPTER ONE

### INTRODUCTION

#### **1. The Name: Covenant University (CU)**

All over Africa, and Nigeria in particular, a great significance is attached to names. They portray meanings and convey important messages. Names reflect circumstances of birth or events. The word “Covenant” was chosen as an expression of the University's total commitment and vow to make a Total Man of her students. It reflects the intention of the proprietors of the University to uphold a binding agreement with students to deliver their desires for excellence and career exploits by offering them the best in educational attainment and their parents/guardians the best value for their investment. It is also common knowledge that every covenant is ratified by blood and, as a church-sponsored University, we consider the blood of Jesus Christ, which is the blood of the everlasting covenant, as our stronghold in the fulfilment of this awesome obligation. Covenant University vows to make of her graduates expert thinkers, leader-managers, and hyper-resourceful technocrats in all fields of human endeavour.

#### **2. The University**

On October 21, 2002, the African educational landscape was radically altered by the formal entry of Covenant University (CU) into the higher education context. The University is located at Canaanland, Ota, Ogun State, Nigeria. The University is a growing, dynamic, vision-birther and vision-driven University, founded on a Christian mission ethos and committed to pioneering excellence at the cutting edge of learning. The University's specific mandate can be stated as follows:

“Raising a new generation of leaders through a qualitative and life-applicable training system that focuses on value and skill development”.

“Raising a new generation of leaders through a broad-based qualitative education built on sound biblical principles culminating in the birth of path-finders, pace-setters and trail-blazers”.

“Raising a new generation of leaders who shall redeem the battered image of the black race and restore her lost glory as this trained army of reformers begins to build the old wastes, repair the waste cities and raise the desolation of many generations”.

### **3. Our Vision**

To be a leading World-Class Christian Mission University, committed to raising a new generation of leaders in all fields of human endeavour.

### **4. Our Mission**

To create knowledge and restore man's dignity through a Human Development concept of the Total Man, employing innovative, leading-edge teaching and learning methods.

Application of research that promotes integrated, life transforming values through Science, Technology and Human Capacity Building.

### **5. Our Founding Philosophy**

In response to the global demand for a departure from dogmatism to dynamism in the existing educational system, Covenant University is built on the following philosophical platform:

- a departure from form to skill
- a departure from knowledge to empowerment
- a departure from figures to future-building
- a departure from legalism to realism
- a departure from mathematics to life-matics.

This is reflected in our motto: “Raising a New Generation of Leaders”.

### **6. Our Objectives**

The objectives of the University are to:

- (a) provide facilities for learning and give instructions and training in such areas of knowledge that will produce sound and mentally equipped graduates, who will provide intellectual leadership in academic institutions, industry and the public sector through the Total Man Concept approach;
- (b) develop and offer academic and professional programmes leading to the award of diplomas, first degrees and higher degrees, which emphasize planning, adaptive and technological maintenance, developmental and productive skills;
- (c) promote by research and other means, the advancement of knowledge and its practical application to social, cultural, economic, scientific and technological problems;
- (d) encourage and promote scholarship and conduct research in all

- fields of learning and human endeavour;
- (e) disseminate scientific and technological knowledge among scientists, researchers, industries, trade services and other bodies; and
  - (f) relate its activities to the technological, scientific and socio-economic needs of the people of Nigeria and to undertake other activities appropriate for a university of the highest standard.

## **7. Our Core Values**

Our core values as a University are the defining components of the Covenant University vision and they reflect our beliefs in the encrypted truths that firmly define our purpose and the underlining ethos of our existence as a University.

As a University, we strongly uphold the practices embedded in our core values and strive to integrate these Values into all facets of our functions and operations. We expect that students of Covenant University will visibly demonstrate and integrate the virtues embedded in these core values in their daily conduct as students who are being raised along the vision lines of raising a new generation of leaders for the continent of Africa on the Total Man Concept-driven developmental platform. All students are expected to adhere strictly to the University's core values in their day-to-day activities within or outside the University.

The Covenant University core values are: Spirituality, Possibility Mentality, Capacity Building, Integrity, Responsibility, Diligence and Sacrifice

### **I. Spirituality**

This forms the bedrock of our existence as a University and defines every aspect of our operations and context. The Christian ethos underlines our activities and conducts at all times and every student of Covenant University is expected to exhibit character traits and dispositions of a Jesus-centred heritage. The Jesus-factor centred approach to all issues is non-negotiable and central in the pursuit of our mandate in raising a new generation of leaders. To this extent, therefore, students are to be committed to maintaining a high level of spirituality and act in such a manner to facilitate their spiritual growth. Attendance at chapel services, which every student is expected to attend with a Bible, notebook and pen, is a compulsory and essential part of students' spiritual development. Students are also expected to demonstrate a deep reverence for God at all times.

## **ii. Possibility Mentality**

Students of Covenant University are expected to exhibit a royal carriage, attitude, habit and character, exuding self-confidence and dignity at all levels of interaction and in general conduct. They are expected to see themselves as persons of worth and value, taking pride in their uniqueness as individuals with a positive mindset devoid of any trace of inferiority.

## **iii. Capacity Building**

This is related to commitment to a lifestyle of continuous academic and personal development, striving to be continuously relevant to the overall vision requirement of the University as well as her core mission, goals and objectives. Students are encouraged to constantly seek paths for self-improvement. Openness to learning new skills and taking on board new information is a trait expected of Covenant University students in order to have robustness and depth in the quality of their output.

## **iv. Integrity**

Students of Covenant University are expected to demonstrate traits of honesty, uprightness and trustworthiness at all times. They must ensure that they are accountable, transparent and open in all their dealings. They shall flag truth as a virtue at all times, particularly in conduct during examinations, obeying the rules and regulations of the University, being spiritually sound, morally upright and having a good conscience.

## **v. Responsibility**

We are committed to inculcating a sense of responsibility in our students. We believe in the place of discipline for effective leadership. We expect our students to respond to issues as demanded not as convenient. Here at Covenant University, our students are not permitted to do what they like but what is right. Punctuality at lectures, as well as prompt response to assignments as demanded, is a desired trait of responsibility.

## **vi. Diligence**

Students of Covenant University are expected to be deeply committed to their assignments. We expect that they will extol the virtues of hard work and constantly strive towards excellent attainment in all they do.



## **vii. Sacrifice**

Sacrifice is the ultimate price for outstanding leadership. It is the quality of sacrifice that defines great leadership. We therefore expect students of Covenant University to go the extra-mile and pay the extra-price in the attainment of their set goals. Raising an altar of sacrifice in pursuit of their dreams is what must distinguish and define the Covenant University student.

## **7. The Total Man Concept**

The Total Man Concept (TMC) is Covenant University's custom-built programme that constitutes the core concept of her academic programmes.

This concept centres on 'developing the man that will develop his world.' It is designed to make the student become intelligently conscious of his environment and thus be able to maximize his potential.

The programmes of the University are first directed at 'the person' before his profession. In this way, the University will raise a generation of experts who possess the capacity to face and manage challenges.

The TMC Programme centres on three components of the human personality: the spirit, the mind, and the body.

### **The Spiritual Man**

Spiritual development is to us a major force for the evolvement of the Total Man, as mental excellence and understanding are generated through the vital force in man, which is the Spirit of God and the Spirit of intelligence.

As a University sponsored by a Christian mission, character formation is considered a spiritual issue that is instilled by self-discipline and commitment to the principles enunciated by our Lord Jesus Christ.

Covenant University provides opportunities for spiritual development through various avenues, including spiritual formation programmes and counselling, and also by creating leadership opportunities.

### **The Intellectual Man**

Covenant University students enjoy the highest standards of excellence through the institution of academic programmes that are innovative, creative and functional.

Covenant University also encourages students to be inquisitive, bold and forthright in asking questions and facing the challenges of academic leadership.

The Total Man concept is also promoted through the introduction of a system of compulsory, theoretical and practical courses, all of which must be passed before one can be considered for a degree from the University. In

addition to normal General Studies courses, we have included our own specially-designed courses in areas such as: biographical studies, entrepreneurship, family life, human development process, leadership development, mental development, success concepts, work ethics and Towards the Total Graduate (TTG) Programme.

### **The Physical Man**

The body is a vital component of the Total Man. Covenant University is committed to providing avenues for sound physical development via recreational activities that engage the body and also enhance personality development, stimulating the cultivation of lifestyles that are conducive to healthy living. We thus encourage students to participate in sporting activities.

### **8. The Total Graduate**

The Covenant University graduate will be mentally resourceful, intellectually reinforced, enterprisingly self-dependent, futuristically visionary and responsibility-sensitive to the changes demanded for the leadership role or dominion nature he is made for. He shall be a Total Man.

# 2

## CHAPTER TWO

### COVENANT UNIVERSITY OPERATIONAL ARMS

#### **1. The Chaplaincy**

The Chaplaincy is headed spiritually by the Chancellor of the University. The Chaplaincy Board constituted by the Chancellor is the decision-making body on spiritual matters. All the spiritual development programmes and administration are handled by the Chaplaincy as coordinated by the University Chaplain. The Chaplain is supported by the Chaplaincy team which includes: the Deputy Chaplain, Associate Chaplain, Pastors drawn from the Living Faith Church who are either members of faculty or staff of the University, who also are assigned various responsibilities from time to time and other administrative staff. The Student Chaplaincy body includes: the student Chaplains and Chapel Unit Executives.

The Chaplaincy mission is to generate spiritual programmes designed to achieve the Vision and Mission of Covenant University. The spiritual life of students is enhanced through pastoral care services, counselling, spiritual development, chapel programmes, workshops and conventions, Bible studies, community outreaches etc.

The Chapel is intended to bring the faculty, staff, students and other members of the university community together for worship, spiritual nurture and moral education. Covenant University is a Christian Mission University; hence our approach to spiritual development is based on principles and practices drawn from the Holy Bible. The Bible remains our standard source of reference in all issues of life, be it academic, social or spiritual.

#### **Chaplaincy Spiritual Objectives**

Chaplaincy Spiritual Objectives are to:

- (i) develop and implement faith-building programmes that encourage

students, faculty and staff to mature in wisdom and character and motivate them to develop into leaders, who will be ambassadors of Christ; and

(ii) see our graduates have a transformational impact on culture and the society in general.

These objectives are realized by:

(i) Promoting students' organized leadership development programmes.

(ii) Involving students in community development initiatives.

(iii) Encouraging group seminars and discussion on relevant topics to the University community;

(iv) Encouraging young ministers' forum, where students with evidence of the call of God upon their lives learn how to maintain a balance between their academic pursuits and ministerial expressions.

(v) Facilitating the discovery and development of students' talents and abilities through application of scripture principles.

### **The Functions of Chaplaincy**

The Chaplaincy renders spiritual services to faculty, staff and students of the university as follows:

1. Organizes and officiates at students' Sunday worship service within the university.
2. Organizes and officiates at the University mid-week chapel services on Tuesdays and Thursdays.
3. Facilitates access of faculty, staff and students to spiritual attention/counseling.
4. Releases rich and impactful teachings during special spiritual programmes of the University like Foundation for Fortune and others as God inspires.
5. Cooperates with Student Affairs Department and Parents in driving the institution's core values in order to achieve the Vision of Raising a New Generation of Leaders
6. Through prayers and counseling, works with the University Medical Centre and Student Affairs Department in attending (through prayers and counseling) to medically challenged students, staff and faculty for God's intervention over them.
7. Contributes to the enhancement of discipline and leadership development of faculty, staff and students.
8. Provides spiritual support for the University's specialized programmes such as the Towards a Total Graduate (TTG) and Total

- Man Concept (TMC).
9. Plans the Week of Spiritual Emphasis for the University community.
  10. Coordinates any other spiritual programmes and performs any other functions as the University Management deems fit or as required from time to time.
  11. Provides spiritual support for the realization of the University's vision and mission.

### **Chapel Programmes and Services**

#### **● Sunday Morning Worship Service**

There are two services for all the students which they attend on Hall basis. Five Halls attend the first service (6:00–8:00am) while the remaining five Halls attend the second service (8:10am– 10:20am). Attendance is mandatory.

#### **● Mid-Week Chapel Services**

The Tuesday and Thursday services start from 8.00 am - 9.30 am on level basis or as may be arranged by the University Chaplaincy from time to time.

#### **● Covenant Hour of Prayer (C.H.O.P)**

This is an early Morning Prayer programme that takes place between 5:30 and 6:30 am from Mondays to Fridays. This programme is aimed at building a culture of early morning devotion and having an hour to commune with God on issue of concern before the day begins. The success of this is evident in the numerous testimonies constantly recorded. Students are to be in attendance.

#### **● Cell Fellowship (Foundation For Fortune)**

Cell fellowship takes place every Saturday as arranged by the Chaplaincy. This is a weekly Bible Study programme designed to help students have in-depth knowledge of the Word of God. The topics are chosen to meet the immediate spiritual needs of the students to enhance their spiritual understanding and growth.

#### **● Believers' Foundation Class**

This is designed to help establish new converts in the faith. Believers Foundation Classes (BFC) are organised on campus to teach the new believers the fundamental Christian principles, get them filled with the Holy Ghost and baptised by immersion.

- **Week of Spiritual Emphasis**

There shall be a week of Spiritual Emphasis at the beginning of every month and every semester, during which students are exposed to the new creation fundamentals, as well as deepen their spirituality.

- **Worship Him in The Evening (WHITE)**

This is a monthly praise session where the entire University community gathers in offering praises unto God and it holds at the end of every month.

- **Other Chapel Services**

Other Chapel services hold as directed by the University Management. Please note that Chapel Services can hold at any venue as may be directed by the University Chaplaincy.

### **Our Unique Services**

- **Pastoral Care**

We provide Pastoral care services to the University community and embark on intensive counselling sessions to faculty, staff and students in collaboration with the Covenant University Counselling Unit. Counselling is done on individual, peer and group levels.

- **Mentoring and Monitoring**

The Chaplaincy acts as the regulatory body for all Chaplaincy Units and other spiritual groups' activities on campus through the following means:

- i. Vets the application of every intending association to ensure that their aims and objectives align with the Core Values of the University.
- ii. Get involved in mentoring and monitoring the development of acceptable Christian character as students are guided towards the fulfillment of their respective destinies.
- iii. Monitor closely students' attendance at the various University functions particularly those that involve the Chaplaincy.
- iv. Guides and directs the general spiritual life on campus to line up with scriptural standards.

- **Welfare**

Chaplaincy ministers to the needs of indigent students by providing tuition support and other basic welfare needs such as feeding and transportation fares back home when needed and as approved by its board.

- Kingdom Services and Community Outreach

The Chaplaincy develops and organizes programmes geared at kingdom and community services. This is done through the various Chapel Units. Also, continuous campus evangelism is encouraged and this is done by the matured Christians among the students who go out in groups to minister Christ.

Chaplaincy also supports the activities of Project One Million Souls, an initiative that affords the students the opportunity to reach out to the less privileged in the society. Members of this body do visit Orphanages, Remand Homes and Prisons to share food, clothing and fellowship with them. They also organize events for them during festive seasons.

### **Chaplaincy Service Units**

Service opportunities are available for students to serve God through the following units:

- Contemporary Choir
- Classical Choir
- Ushering Unit
- Hospitality Unit
- Technical Unit
- Covenant University Theatre Group (CUTG)
- Reflections Dance Group
- Attendance Unit
- Evangelism Team
- Prayer Force
- Sanctuary Keepers Unit
- Decoration Unit
- Communion Stewards Unit
- Word Study Unit

The activities of each Unit are coordinated by each Unit Executives who report to the University Chaplain.

### **Programmes and Events Unique to the Service Units**

- **Prayer/Evangelism Conferences** - The Prayer/Evangelism Units in conjunction with other Units organize and coordinate special Word/Prayer conferences which are times of corporate prayers and Word impartation.
- **Annual Contemporary/Classical Choir / Reflection Dance Unit Concerts and Drama Night** - These are annual events held by the Contemporary, Classical Choir, Reflection Dance Unit and Covenant University Drama Group respectively.

- Chapel Scrub – This is organized every semester by the Sanctuary Unit to clean the chapel and its surroundings.
- Tuesday Leadership Prayer Meeting for Units' Leaders and Assistants (Venue: BFC Office)
- Karis Prayer meeting with Student Chaplains (Venue: HOD Ground on Wednesday)
- Saturday Chaplaincy Stewards Meetings (Venue: University Chapel) - this is to prepare for the Sunday Worship Service.

## 2. Centre for Learning Resources: (Covenant University Library)

The Library is the heart and life-line of any citadel of learning. The quality of teaching, learning and research is predicated on the robustness of availability, accessibility and utilization of Library and information resources. Libraries have been the repositories of the wisdom of mankind throughout the ages. They are the sources of educational inspiration and intellectual food on which lecturers, researchers, administrators and students are nourished.

### (a) Study Resources

The following study resources are available in the University's Centre for Learning Resources (CLR):

- Reference materials
- Periodicals: Journals, Newspapers, Magazines
- E-Books
- Online databases
- Internet resources/services
- Books
- Motivational materials and Video tapes
- Projects/dissertations/theses

### (b) Hours of Service

The hours of operation are:

Monday to Friday	8.00 am – 9.00 pm
Saturday	10.00 am – 9.00 pm
Sunday	3.00 pm – 9.00 pm

### (c) Registration

Every Library user is expected to register and obtain authorisation. This authorises access to the CLR and its materials. Students must show their identity cards and be compliant with the University dress code before entering the Library.



#### **(d) Check-Out Procedure**

Only duly registered students are allowed to check out books from the CLR. Every book must be checked out by computer but the due date must be indicated on the date-due slip. As users, you are expected to:

- Identify the book you need from the shelves after consulting the Online Public Access Catalogue (OPAC) system.
- Ensure that the book is in good condition and that no pages are missing before taking it to the Circulation Desk.
- Tell the Library Assistant your names starting with the surname.
- Ensure that the book is properly checked out by observing that the date-due slip is stamped correctly to avoid embarrassment at the checking-points as well as ascertaining that the record of the loan is scanned into your file on the computer system.
- Ensure that the book has been desensitized before leaving the Library to avoid embarrassment by the electronic security gate.

#### **(e) Number of Loans Permitted for Users**

The maximum number of books permitted for a loan period is 2 for undergraduate, 5 for postgraduate students.

#### **(f) Duration of Loans**

The duration of loan is 14 days for undergraduate students and 21 days for postgraduate students. However, a loan may be renewed on application for one further period as long as no other user requests for the material.

#### **(g) Renewal**

Books may be renewed if they have not been requested by another user. Renewal is either by phone, intercom or at the circulation desk. Users are encouraged to bring the items to CLR for renewal so that the due-date may be changed.

#### **(h) Overdue Books**

Fine for regular loan items is ₦100 per day per overdue item. Students pay the fine when the item is returned.

#### **(i) Lost Material**

Any lost material should be reported promptly. The cost of the

item is charged at the current price listed in the publisher's catalogue, plus a 25% processing charge. If an item is not reported lost, but has not been returned after 60 days of being overdue, no further notices are sent. Rather, the item is declared lost and the appropriate charges are determined and the Directorate of Financial Services is notified for further action.

**(j) Damaged Materials**

Any item returned in a badly damaged condition is treated as a lost item.

**(k) Audio-Video Material**

All audio-visual materials may be used in the CLR. However, all audio and video materials may be checked out under the same policies as books only after prior permission has been sought from the Director, CLR.

**(l) Periodicals**

These are kept in open stacks and are to be used in the Library. Students are encouraged to make copies of articles needed for outside use.

**(m) Dissertations/Theses Collection**

A collection of dissertations/theses/projects submitted to Covenant University is kept in the Theses Room. Soft and Hard copies could be consulted on request at the Reference Section.

**(n) Computer Services**

Computers are available in the Multimedia Section for accessing databases, CD-ROMS, the online catalogue and for the word processing needs of staff and students. In addition, there are computers dedicated to internet services and browsing. However, printing of materials attracts minimal charge to cover cost of consumables. CLR has computerized every aspect of its routine services, moving towards a completely virtual Library. Staff and students could access resources from offices, cafes or wherever there is a computer terminal within the University-networked environment. Our Online Public Access Catalogue (OPAC) would be on the desktop of every computer in the University.

The multimedia section is accessible to only final-year students and staff. However, the adjoining section to the multi-media provides

wireless access to the internet. Other categories of students can avail themselves of this opportunity using their own laptops. Laptop connection in the Library is strictly restricted to this area.

**(o) Online Public Access Catalogue (OPAC)**

The Online Public Access Catalogue (OPAC) is the computerised version of the traditional catalogue system. Like the traditional catalogue system, the OPAC leads one into the treasures of the Library. It is the guide to the quick and efficient utilisation of Library resources. It is imperative for students to be thoroughly acquainted with the operations of the OPAC. A copy of the slide presentation on the use of the OPAC can be obtained from the Director, CLR.

**(p) Photocopy Service**

Photocopying service is available for use by staff and students. Copies are made at a token fee. Photocopies of journal articles and papers held by the Library are made for institutions or individuals provided that copyright restrictions do not forbid the reproduction of such materials. Reproductions of materials not held by the Library may be obtained from institutions holding them. If requests are made to the Reference Librarian, cost is charged to the requesting individual or department.

**(q) Bindery**

The Library has a functional and well-equipped bindery section situated at the right wing of the ground floor.

**(r) Spiritual Leadership & Development Section**

In pursuit of the mandate of the University to develop a New Generation of Leaders, there exists a section called Spiritual Leadership & Development. This section has full multimedia and is equipped with leading books on leadership and spiritual development. Audio-visual facilities are also provided in the form of videotapes, audio tapes, VCDs, etc. It is enriched with resources to enable the University achieve the Mandate on the Total Man Concept. This section is located on the first floor of the Library.

**(s) Courtesy in the CLR**

The CLR is a quiet zone. Anyone entering the Library is expected to be considerate of those studying there. Eating and drinking, and phone calls are not allowed in the CLR. Group discussion is not allowed on any floor of the Library. Any discussion must be done

outside the Library.

**(t) Theft & Mutilation**

Attempted theft or mutilation of any Library material is a serious offence. It attracts heavy penalty from the University Management.

**(u) Lost but Found Items**

Lost but found items are held at the Circulation Desk. Identifiable items are returned to the owner while all unclaimed items are forwarded to the Information Desk.

**(v) Americana Resources**

The Americana resource section is made up of authoritative reading materials intended to provide foreign students, teachers and scholars the opportunity of increasing their understanding of American life and institutions, past and present. The collection is a reference collection.

**SECTIONS OF THE LIBRARY/LOCATIONS**

**Ground Floor-Right Wing**

Offices of Librarians, Reprography room, Bindery, Reserve section, Cataloguing/Classification work room and the Newspaper Archive.

**Ground Floor Left Wing**

Reference Collections

Serials

E-Library

Newspaper/Magazine Desk

**First Floor Central**

Escapist Reading

Spiritual Leadership Development (SLD) section

Offices for Librarians

**First Floor Left Wing**

College of Leadership and Development Studies Collections/Reading Area

College of Business and Social Sciences Collections/Reading Area

**First Floor Right Wing**

College of Science and Technology Collections/Reading Area

College of Engineering Collections/Reading Area

Last Floor Left Wing

Research/Postgraduate Library

Study carrels/Teleconferencing Room

**Last Floor Right Wing**

Postgraduate e-Library

### **B. Escapist Reading**

This section is located on the first and second floors of the Library. It is tastefully equipped with large screen Omatek Television, DSTV, DVD and VHS players, giant-size LG air-conditioner, and different sets of settees. This section provides access to educational video documentaries, CNN, TBN and other information bearing networks. It is a blend of recreation and learning hence the term “escapist reading”.

### **C. Institutional Repository**

There is continuous digitization of Covenant University documents, theses, conference proceedings, journal articles, newspaper, past question papers and other publications of useful archival value with a view to creating a robust Institutional Repository. The Repository has consistently ranked the best in the country during webometric rankings. It is accessible on <http://eprint.covenantUniversity.edu.ng>

The Centre ensures compliance with Library 2.0 concept. It encourages clientele interactivity and input through the following social media networks:

BLOG site <http://www.clrdiforum.blogspot.com/>

TWITTER: Name: Covenant Uni.Library.

FACEBOOK: Name: Covenant University Library

The Library also maintains a dynamic and rich website on <http://clr.covenantUniversity.edu.ng>

## **ORGANISATION OF MATERIALS**

Library of Congress Classification Scheme is used for organizing the Library collection.

## **OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION SCHEME**

Classification Mark	Subject
A	General works, Polygraph
B-BJ	Philosophy, Psychology
BL-BX	Religion

C	Auxiliary Science
D	History: General, Europe, Asia, Africa, Oceania (DT History: Africa)
E-F	History: North and South America
G	Geography, Anthropology, Folklore, Manners and Customs
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music, Books, on Music
N	Fine Arts
P-PA	General Physiology and Linguistics Classical Languages and Literature
PA Supplement	Byzantine and Modern Greek
PR-PH	Modern European Languages
PG	Russian Literature
PJ-PM	Languages and Literature of Asia, Africa, Oceania, American Indian Languages
P-PM Supplement	Index to Languages and Dialects
PN, PR, RS,PZ	General Literature, English and American Literature
PQ, Part 1	African Literature in English, Juvenile Literature, and French Literature [ includes African Literature in French]
PQ, Part 2	Italian, Spanish, Portuguese Literates
PT, Part 1	German Literature
PT, Part 2	Dutch and Scandinavian Literatures
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography, Library Science

### 3. Colleges

The University has Four Colleges, Twenty-two Departments and Thirty-two Programmes. Please find details in the table below:

**Table 1: Colleges, Departments and their Programmes**

COLLEGE		DEPARTMENT	PROGRAMME
CBSS	College of Business & Social Sciences	Accounting	Accounting
		Banking and Finance	Banking & Finance
		Business Management	Business Admin.
			Industrial Relations & HRM
			Marketing
		Economics and Social Statistics	Demography & Social Statistics
			Economics
Mass Communication	Mass Communication		
Sociology	Sociology		
CLDS	College of Leadership Development Studies	Political Science and International Relations	International Relations
			Policy and Strategic Studies
			Political Science
		Psychology	Psychology
Languages and General Studies	English		
CoE	College of Engineering	Chemical Engineering	Chemical Engineering
		Civil Engineering	Civil Engineering
		Electrical and Information Engineering	Computer Engineering
			Electrical/Electronics
			Information & Communication Eng.
		Mechanical Engineering	Mechanical Engineering
Petroleum Engineering	Petroleum Engineering		
CST	College of Science & Technology	Architecture	Architecture
		Biological Sciences	Applied Biology & Biotechnology
			Biochemistry
			Microbiology
		Building Technology	Building Technology
		Chemistry	Industrial Chemistry
		Computer and Information Sciences	Computer Science
			Management Information System
		Estate Management	Estate Management
Mathematics	Industrial Mathematics		
Physics	Industrial Physics		

**Table 2: Halls Capacity in each Building within the University**

S/N	PLACE	CLASSROOM	CAPACITY
1.	CBSS/ CLDSCDS	A201	213
2.		B301	375
3.		C301	390
4.		E301	90
5.		G201	150
6.		F301	256
7.		G301	252
8.		H301	282
10.		Language Lab	32
11.		Mass Com Studio (News Room)	30
12.		Psychology Lab	40
13.		Psychology Clinic	20
14.		E401A	48
15.		C401	279
16.		E401B	96
17.		F401	213
18.		H401	321
19.	CST	Hall104 Chemistry Research Lab	20
20.		Hall111: Chemistry 100/200 Lab	180
21.		Hall103 Molecular Lab	50
22.		Hall112 Chemistry 300/400 Lab	30
23.		Hall 105 (Physics lab)	60
24.		Hall113: Glassblowing Lab	60
25.		Hall108	132
26.		Hall 106/107	351
27.		Hall 201	177
28.		Hall 202	144
29.		Hall 203	147
30.		Hall 204	153
31.		Hall 205 New Horizon Lab	100
32.		Hall 211 Biology Lab	60
33.		Hall 212 Microbiology Lab	60
34.		Hall 213 Physics Final Year Lab	40
35.		Hall 313	207
36.		Hall 312 Biochemistry Lab	50
37.		Hall 302 Physics Lab	100
38.		Hall 301 Computer Room	250
39.		Hall 306	120
40.		Hall 307	139
41.		Hall 308	139
42.		Arch Studio 400L	74
43.		Studio 300	68
44.		Studio 200	70
45.		Studio 100	70



46.	<b>CST</b>	M.Sc I Studio	42
47.		M.Sc II Studio	42
48.		CIS Computer lab	30
49.		Building Technology Lab	55
50.		Building Technology Seminar Room	59
51.	<b>LECTURE THEATRE</b>	LT1	2500
52.		LT2	1136
53.	<b>CEEDS BUILDING</b>	Lecture Room1	56
54.		Lecture Room 2	56
55.		Lecture Room 3	56
56.		Lecture Room 4	56
57.		Lecture Room 5	56
58.		Lecture Room 6	56
59.		Lecture Room 7	56
60.		Lecture Room 8	56
61.	<b>EIE</b>	EIE large Hall	150
62.		ICE Classroom I	70
63.		Computer Eng. Classroom II	71
64.		Control & Instrumental Lab	30
65.		Applied Electricity Lab	60
66.		Electronic Lab	20
67.		Renewable Energy Lab	30
68.		Electrical Machine Lab	20
69.		Telecomm Lab	45
70.		PCB Lab	45
71.		M2M Embedded System Cluster Research Lab	10
72.		High Voltage Lab	20
73.		Microprocessor Lab	60
74.		Computation Lab	42
75.	<b>CIVIL ENGINEERING</b>	CVL Classroom 4	100
76.		CVL Classroom 5	60
77.		CVL Classroom 3	70
78.		Hydraulics/ Hydro Lab	60
79.		Highway Transportation Lab	60
80.		Environmental Lab	60
81.		Computation Lab	30

82.	CIVIL ENGINEERING	Structures Lab	50
83.		Geotechnical Lab	60
84.		Concrete and Materials Lab	60
85.		DSN Studio	115
86.		MECHANICAL ENGINEERING	MEC Hall 5
87.	MEC Hall 4		69
88.	MEC Hall 3		59
89.	CNC classroom		96
90.	Thermodynamics/Heat transfer Lab		30
91.	Fluid Mechanics Lab		60
92.	Strength of Materials/Control Lab		60
93.	Mechanics of Machine Lab		60
94.	Refrigeration & Air Conditioning Lab		30
95.	Corrosion Lab		60
96.	Aerodynamics Lab		60
97.	Metallurgy and Material Lab		60
98.	General Machine Workshop		100
99.	Welding & Fabrication		30
100.	Automobile Lab	30	
101.	R & A Workshop	20	
102.	Engineering Drawing Room	50	
		Computer lab	40
103.	CHEMICAL ENGINEERING	C28/29 200level	60
104.		C31 300level	25
105.		C32/34 400level	52
106.		C37 500level	94
107.		General Lab for Chemical Eng.	70
108.		Final Year Project Lab	10
109.		Transport Phenomena Lab	50
110.		Reaction Control Lab	60
		Pilot Plant	60
111.	PETROLEUM ENGINEERING	Drilling Mud Lab	50
112.		Core Lab	50
113.		Reservoir Lab	60
114.		P23/66	36
115.		P28/29	21

#### **4. Centre for Entrepreneurial Development Studies (CEDS)**

The Centre for Entrepreneurial Development Studies (CEDS) is an Enterprise Development Centre established by Covenant University in 2002 to consciously create job creators not job seekers. It is a Centre borne from a passion to equip individuals and organizations to create and secure the future by creating values, opportunities and wealth.

Our mission is to drive the culture of enterprise and innovation. This we achieve by equipping our students, individuals and organizations through relevant and strategic trainings, research, and startup incubation and development.

It is well-proven that our graduates represent a good fraction of the leading entrepreneurs in Nigeria and Africa. Investors' feedback reveals that our graduates usually procure about 50 percent of their funds because of their ability to create value, wealth and opportunities. This explains why we have become the place for leading startup accelerators to set up shop on our campus so they can make meaningful, rewarding and impactful investments.

#### **What We Do**

We equip individuals to sharpen their ideas and take them from concept to product and to the market.

#### **Our Programmes**

Our programmes are tailored to equip startups and organizations to operate optimally, push the boundaries of innovation as well as create value, wealth and opportunities. These programmes include the following:

#### **Enterprise Learning & Development**

- Making Innovation Happen Short Course
- Venture Creation Short Course
- Entrepreneurial Leadership Short Course
- Startup Class
- Creating an Innovation Venture Bootcamp
- Certificate in Entrepreneurship
- Diploma in Entrepreneurship
- B.Sc. Entrepreneurship and Innovation
- MBA Entrepreneurship and Innovation

#### **Hebron Startup Labs (HSL): Startup Development, Incubation and Acceleration**

The HSL is Covenant University's Startup incubator and accelerator. It houses the Dreamers, Visioners, and ENACTUS team. The activities there

include:

- Research and Development;
- Product Development;
- Team Building;
- Business Model Development; and
- Spin off

### **Vocational Education**

Students get to learn vocational skills apart from the knowledge of entrepreneurship they get in the classroom. Some of the skills we equip our students with include the following:

- Public Speaking;
- Social Media & Digital Marketing;
- Multimedia Programming;
- Web & Mobile App Development;
- Event Management;
- Fashion & Lifestyle;
- Copywriting, Editing and Blogging; and
- Hardware fabrication.

### **CEDS Product Lines**

The CEDS product lines include fresh and smoked fish, soap and cosmetics, hairdressing, fashion designing, tie and dye, aso oke and scrubbing powder (waste to wealth).

### **Student Activities**

The Centre engages students in 21 vocations, empowering them to be wealth creators.

S/N	Practical Fields	Venue
1.	Water Production and PET bottle blowing	Hebron Water
2.	Printing and Publishing	Dominion Publishing House
3.	Metal Work and Fabrication	Metal Work/Mechanical Workshop
4.	Pastries/Restaurants Management	Canaan Cuisine
5.	Bakery	Canaanland Bakery
6.	Fish Farming	Fish Farm - EDS Village

7.	Tie and Dye	Tie and Dye Workshop - EDS Village
8.	Grass-cutter Rearing	Grass Cutter Farm - EDS Village
9.	Soap and Cosmetics	EDS Village
10.	Beads and Wire Jewelry Crafting	Hall G301- CBSS/CLDS Building
11.	Fashion Designing	Hall B401 - CLDS, EDS Village
12.	Events Designing and Decoration	H401 and E301 - CBSS/CLDS Building
13.	Beauty Enhancement and Health	B301 and C301 - CBSS/CLDS Building
14.	Public Speaking	Hall 401- CBSS/CLDS Building
15.	Bags and Leather Work	EDS Village
16.	Feature and Films Documentary Production	Hall 301- CBSS/CLDS Building
17.	Salon and Hairdressing	EDS Village
18.	Graphics and Web Designing	CSIS Computer Lab
19.	Photography and Video Coverage	Lecture Theatre
20.	Snail Farming	EDS Village
21.	Book Writing	E401- CBSS/CLDS Building

## 5. Information and Communications Infrastructure

### (a) Computer Laboratories

The Centre for Systems and Information Services (CSIS) guarantees the running of computer laboratories, servers and information systems within the University. Computer laboratories are located at the CBSS/CLDS Building, CoE and CST Building.

- **ICT Centre**

The ICT Centre has several dedicated computer systems networked for use by students.

- **AutoCAD Laboratory**

This is a dedicated AutoCAD lab with 30 units High Performance HP Computer Systems, 1GB RAM systems, providing a robust platform for architectural and engineering design requirements. This lab is multimedia compliant.

- **CLR Multimedia Laboratory**

This laboratory is located at the Centre for Learning Resources and hosts 40 units of Dell GX 520 Optiplex PIV 3.0 GHz systems

with 15" Dell TFT Screens and printers. This is a resource centre for faculty, instructors and students' research, using multimedia as well as access to the virtual Library and University-subscribed databases.

- **Cybercafés**

Cybercafé is an operational unit of CSIS. Its purpose is to provide internet services to students, faculty, staff, researchers and the University at large. The University has two cybercafés equipped with scanners and printers located at ICT Centre and CEDS Building. They have a combined installed capacity of about 100 computers which are connected via a dedicated single mode fibre optic link to high speed internet access. These essentially cater for paid commercial services.

- **Language Laboratory**

This laboratory is equipped with 3D device interconnected high performance computers and is essentially optimized for language instruction and learning.

**(b) Data Centre**

The Data Centre houses and coordinates the IT automation and operation of the University. It stores, manages, and disseminates data and information for the University. The centre generates relevant data and information needed for the running of the University and decision making using appropriate tools and technology.

Other responsibilities and activities of the unit within Centre for System & Information Services (CSIS) include:

- Software Development
- Data Reporting
- Data Administration
- Data Analysis

**(c) College Portal**

The creation and management of accurate information regarding a student's academic career is critically important in Covenant University. Covenant University Portal provides a simple interface for maintenance of student—faculty information. It is used to maintain the records of students easily. It deals with all kinds of student details, student online payment, student evaluation, academic related reports, college details, course details curriculum, and other resource related details. It tracks all the details of a student from the

point of application to their graduation. The portal is used for reporting, tracking of attendance, progress in the course, completed semesters, course registration details, exam details (transcripts).

Computer account, password and other type of authorization are assigned to individual users and should not be shared with others. Students are responsible for any use of their account. If an account is shared or the password divulged, the holder of the account may lose all account privileges and be held responsible for any action that arises from the misuse of the account. Breach of security includes, but is not limited to: configuring software or hardware to internationally allow access by unauthorized users, creating or knowingly propagating viruses, hacking, password cracking, unauthorized monitoring of electronic communications, or unauthorized viewing of other persons' files or information.

#### **(d) Internet Connectivity**

The ever growing hi-tech landscape of Covenant University has been revolutionized over the years by advances in technology especially in the area of internet access. Information is exponentially increasing and so there is a need for constant access to the web to foster top-notch researchers to deliver ground-breaking solutions.

Covenant University's network provides the infrastructure to connect all computers on campus which is achieved using both wired and wireless connections. The network also provides access to the internet. Our enterprise network consists of the following:-

- LAN cable and wireless enterprise dual-band internet facility for our end-users in all our academic buildings.
- Fiber optic back bone network which links all buildings in Covenant University.
- Enterprise dual-band WIFI network in all our student hostels.
- Each end-user is provided with 10GB of internet data every month for research and learning.
- Support Desk where internet access queries can be submitted to be resolved.
- Rapid migration from traditional telephony technology to hi-tech VOIP in our academic buildings.
- Teleconferencing equipment which makes it possible for students to interact with the external context for innovative problem-solving conferences.
- IP cameras, which provide security footage 24 hours, are for safety on campus.

Covenant University's network has a zero tolerance for down-time and laxity which helps improve research and innovation. This is why both academic and non-academic areas are covered. With all the above in place, the campus enjoys higher bandwidth optimization, outstanding quality of service and upgraded security on data communication both via the University's intranet and internet platforms

**(e) Webometrics**

The webometric initiative began as a mandate to ensure an acceptable ranking in the overall webometric rating of Universities and Institutions of Higher Learning Worldwide. This resulted in a revamp of the University website with increased content and visibility and definite move towards the deployment of dynamic content management systems across departments. This, no doubt, makes readily accessible in one location, documents, publications and other information that relate to the University's academic development and social activities.

**(f) Wireless Hotspot**

Wireless hotspots currently exist on a permanent basis at the Centre for Learning Resources and on an Occasional Use (OU) basis at the College of Science and Technology Upper Quadrangle. With these zones, wireless LAN-enabled devices, ranging from laptops, desktops fitted with wireless cards and handheld devices connect seamlessly to both the intranet and internet for effective communication and collaboration.

**(g) Electronic banking and Transactions**

The University's Community Bank is the Covenant Micro-Finance Bank (CMFB). Other Commercial banks are also available for the students' banking needs. The complete installation and commissioning of the electronic transaction has made possible a near cashless environment in the University. Every student of Covenant University is provided with an account and personalized electronic card for financial transactions, including cash withdrawals when required at the ATM machines located within the University community.

**(h) Biometric Machines**

There is the deployment of biometric machines to effectively monitor presence in the Halls of Residence and attendance at core University programmes. This has in no small way enabled better management of



students' activities and movement.

**(i) Storage**

The installation and upgrade of snap server farms to provide well over 1.5 Terabyte of Fault Tolerant storage space (1,500 Gigabytes) in managing, protecting and archiving files, records and images has been completed.

**(j) Telecommunications**

There exists a network of telecommunication links which interconnect the existing colleges, hostels and residential areas through two main units of TD 500 Panasonic PABX. This has an installable capacity of 1000 extensions. One unit is located at the CBSS/CLDS Building and the other unit at the CST Building. There is currently an installed capacity of over 700 extensions. This robust bandwidth has afforded the installation of Voice over IP (VoIP) gateways on the network to convey traditional voice over a data network.

**6. Covenant University-Strategic Business Unit (CU-SBU)**

Some of the products from the CU-SBU include the following:

**Hebron Drinks**

Hebron produces and packages products such as Hebron sachet water, Hebron table water (50cL, 75cL,1.5L), apple drink, orange drink, pineapple drink and blackcurrant drink. The products are certified by National Agency for Food and Drug Administration and Control (NAFDAC) and Standards Organization of Nigeria (SON).

**Covenant Bakery**

The Covenant Bakery produces high quality bromate-free products which include Covenant delight, fruity bread, wheat bread, croissant bread, coconut bread and corn bread. Covenant bread is certified by NAFDAC.

**7. Sports Complex**

Covenant University recognizes the value of a sound body through worthwhile sporting and recreational activities. This represents the body component of the University's custom-built Total Man Concept (TMC). The University maintains a well-rounded programme of sporting and athletic activities under the supervision of experienced Coaches. The administration of sports in the University is vested in the Sports Council.

The Council organizes intramural, competitive and recreational sporting activities for students; conducts TMC physical fitness jogging and aerobic exercises and organizes sports lectures and seminars. Competitions among the Halls of Residence and Colleges are encouraged. Friendly competitions with other Universities are also encouraged.

The Sports Complex is located at the left side of the main entrance to the University. It provides for students and staff the following facilities some of which are located around the Halls of Residence:

### STADIUM COMPLEX

S/No	FACILITY	NOS
1	FIFA Standard Soccer Pitch with about 9,000 seats capacity	1 Pc
2	Basketball Courts Standard (Outdoor)	2 Pcs
3	Hockey Pitch (WHF Standard)- Awaiting grassing and wire mesh fencing	1 Pc
4	Tennis Courts (ITF Standard)	3 Pcs
5	Volleyball Courts (FIVB Standard)	2 Pcs
6	Swimming Pool (Semi- Olympic Size)	1 Pc
7	Seating Pavilion (9,000 capacity)-under construction	
8	Proposed 400m Synthetic Tartan running track - in the pipeline	
9	Handball Courts – earmarked for construction	2 pieces

### HALLS OF RESIDENCE SPORTS CENTRE

S/No	FACILITY	NOS
1	Soccer Pitch	1 Pc
2	Basketball Courts Standard (Outdoor)	2 Pcs
3	Handball Court (IHF Standard)	2 Pcs
4	Tennis Courts (ITF Standard)	2 Pcs
5	Volleyball Courts (FIVB Standard)	3 Pcs
6	Badminton Courts (Outdoor)	2 Pc
7	Badminton Court (Indoor)	Cafeteria 1
8	Table Tennis & Board Games (indoor)	Cafeteria 1

University Teams are available in the following Sports and Games

- Football –(Male and Female)
- Basketball –(Male and Female)
- Volleyball –(Male and Female)
- Handball –(Male and Female)
- Athletics: Track and Field –(Male and Female)
- Table Tennis - (Male and Female)

- Badminton -(Male and Female)
- Tennis -(Male and Female)
- Chess - (Male and Female)
- Swimming Team - (Male and Female)
- Golf - (Male and Female)
- Scrabble – (Male and Female)

Interested students are encouraged to join any of these University teams where their talents will be nurtured and developed. There is the compulsory physical fitness jogging exercise for every student; therefore, students are required to have sporting wear such as T-shirts, tracksuit or shorts and canvas shoes. However, exemptions are granted to students with pronounced health challenges, upon presentation of medical proofs exempting them from rigorous activities. The University Health Centre must also have a record of such health challenges during registration. There is also the Red Cross Society in the University.

### **Indoor Games**

Equipment are also provided within the male and female halls of residence common rooms such as Chess, Scrabble, Monopoly, Table Tennis, Drafts and Ayo.

### **Rules Guiding the Use of Indoor Games**

- The games materials shall be kept in the custody of the Hall Officers.
- Under no condition should any of the games materials be removed from the hall of residence to which it belongs.
- There shall be a register in the hall office for signing. Any student collecting any games material must drop his/her identity card.
- No student is permitted to hold on to a particular game material for more than 2 hours.
- None of the game materials should, under any condition, be with any student overnight.
- Misplacement and damage of any of the games items will attract these penalties:

Loss of games material: immediate replacement.

Damage of games materials: repairable items will attract 50% of replacement cost.

Damage of games materials beyond repair will attract payment or surcharge of the total cost of replacement.

- Time for collection and making use of the indoor games items
 

Monday–Friday:	3pm–8pm
Saturday:	10am–5pm
Sunday:	2pm–8pm

The above timing does not suffice when there is any special University assembly.

## **8. Covenant University Medical Centre**

Covenant University is committed to combining the prayer of faith and medicine as the best means of regaining and maintaining good health. The University Medical Centre has well qualified experienced and God-fearing medical personnel and high-end equipment like colposcopy, mammogram, digital x-ray and a CT scan with dedicated staff to operate the equipment to cater for students' health needs. There are also specialised clinics, with visiting consultants covering areas such as obstetrics and gynaecology, psychiatry, orthopaedics, general surgery; with the full complement of a consultant family physician, who is employed on a full time basis. The University therefore reserves the right to know the health status of each student from time to time. This shall be through the conduct of tests and medical examinations that will facilitate this knowledge.

All students, upon admission into the University, are required to register at the University Medical Centre. Registration is mandatory for all fresh students. This is to help identify those who would require immediate medical attention, including persons with cases of hypertension, heart diseases, sickle cell anaemia, bronchial asthma, etc, who may need frequent, urgent treatment at the Medical Centre or for special medical consideration.

Students are encouraged to be detailed and truthful in completing the medical registration form. Those receiving specialist care or who are on special medication should inform the University Medical personnel in order to facilitate appropriate follow-up visits. During medical registration, students are expected to submit two passport photographs and evidence of payment of the medical examination fee. Each student is issued a Patient Reference Card with his/her medical number and photograph on it. Students are encouraged to present the registration card on each visit to facilitate prompt medical attention.

## **Early Presentation and Compliance**

Students are admonished to present themselves at the Medical Centre early in the course of illness and avoid self-medication. They are also encouraged to adhere strictly to prescriptions and instructions from the Medical Centre. This will help reduce the cost of health care delivery occasioned by the use of more expensive second and third line drugs due to the abuse of the first-line drugs. A student who is unable to report at the Medical Centre should intimate another student to report to the Hall Staff who shall arrange for the Medical Shuttle immediately. Students suffering from infectious or contagious diseases shall be required to take a leave from the University during the time of illness.

The Disease Prevention and Control unit of the Medical Centre addresses issues of public health importance including notification of epidemiological trends and proffering evidence based advice on appropriate measures, responding to outbreaks and epidemics, delivering health promotion and disease prevention programmes and engaging in infection control measures.

## **Medical or Psychological Evaluation**

Every student on resumption shall be certified medically fit by undergoing mandatory medical and/or Psychological evaluation. However, students may be directed to participate in a prescribed medical screening as directed by the University Management from time to time.

Students with peculiar medical condition or prescription must present same on resumption at the University Medical Centre for verification. Without which, the student will still be liable for drug abuse offences and penalties.

# 3

## CHAPTER THREE

### COVENANT UNIVERSITY AT A GLANCE

The University campus is an ultra-modern new generation campus. Her luscious lawns, beautifully planned gardens and architectural masterpiece buildings provide a unique, stimulating and empowering context for inspiring research and creative activities. This chapter shows some landmark facilities in the University.

#### 1. Covenant University Chapel

The Covenant University Chapel is an ultra-modern architectural masterpiece, situated in the heart of the University campus. It has a seating capacity of 3,500. The Chaplaincy, Covenant University-Strategic Business Unit (CU-SBU), Directorate of Physical Planning and Development and the Student Council offices are located within the Covenant University Chapel complex.





*Covenant University Chapel*  
*Inside View of Covenant University Chapel*

## **2. Senate Building**

The Senate building consists of six floors with a pent house and is 26.9 m high, making it the tallest building on campus. The whole site stretches almost 4396.9 m<sup>2</sup>. The Senate chamber has capacity to seat 240 members of Senate. The building is the main administrative hub of the University which houses offices of the Principal Officers.



*The Senate Building*

### 3. Centre for Learning Resources (Covenant University Library)

The University's Centre for Learning Resources (CLR) which is the University Library, is an imposing ultra modern glass structure on three floors reputed to be one of the largest in Africa. The total floor area of the complex is 11,300 m<sup>2</sup>. It is strategically located amidst the College buildings, University Chapel and the Students' Halls of Residence. It can accommodate about 2,500 readers and 500 staff and postgraduate students.



*Centre for Learning Resources*

### 4. Colleges

(a) College of Business & Social Sciences (CBSS) and College of Leadership Development Studies

The two Colleges are housed in a three-storey ultra-modern structure conceptualized from the marriage of two U-shaped forms. It has a total floor space area of 12,748 m<sup>2</sup>.



*CBSS/CLDS Building*



**(b) College of Science & Technology (CST)**

This College building has a floor area of 11,980 m<sup>2</sup>. It is a three storey complex comprising 25 lecture rooms, 17 specialized Science laboratories and 45 Single/Executive offices. Other spaces include 4 conference rooms, utility spaces and general conveniences. The building also has state-of-the-art Computer laboratories that are equipped with a total of about 250 branded PCs, fully networked and linked to the Internet.



*College of Science & Technology Building*

**(c) College of Engineering (CoE)**

The College of Engineering building having a total square area of 4,116m<sup>2</sup> each of three (3) almost identical structures for Civil having 7 laboratories, 1 workshop, 4 classrooms, 26 offices, Mechanical having 11 laboratories, 5 workshops, 3 classrooms, 40 offices, and Electrical and Information Engineering having 11 laboratories, 1 workshop, 3 classrooms, 46 offices in that particular order was built in 2007.



*College of Engineering Building*

## 5. Lecture Theatre

The Lecture Theatre is located close to the College of Science & Technology and accommodates two major lecture halls, separated by a courtyard. Hall 1 with a large floor area of 2244.7 m<sup>2</sup> seats 2,500 students, with a standard tiered arrangement of fixed seats with writing benches. The Hall 2 floor area is 1464.9 m<sup>2</sup> and seats 1,400 students. Both halls cover the ground, first and second floors. There is also a pent house. The theatre is air-conditioned with modern lighting facilities, full multimedia teaching and learning facilities.



*Side Elevation of the Lecture Theatre*

## 6. Centre for Entrepreneurial Development Studies (CEDS)

The CEDS building is a state of the art facility housing eight Lecture Rooms, three workshop spaces, a one hundred and fifty (150) capacity multipurpose hall, and nineteen (19) office spaces.



*Centre for Entrepreneurial Development Studies (CEDS)*

## 7. African Leadership Development Centre (ALDC)

A beautiful imposing state of the art facility named African Leadership Development Centre is also available on campus to provide adequate services for conferences, seminars and symposia. The building houses two main halls, made up of one conference hall with a gallery that can accommodate 500 people, one seminar room, two dining halls and one gymnasium. It consists of two floors, the ground and first floors of 12.9 m high while the main building area is 2256.9 m<sup>2</sup>.



*African Leadership Development Centre*

## 8. Staff Residential Quarters

### (a) Graduate Assistant Quarters

The Graduate Assistant Quarters are located near the Covenant University Secondary School and occupied by Graduate Assistants and other staff. The Quarters comprise one-bedroom blocks of six flats, totalling 10 blocks. A single block of six flats sits on 228.4 m<sup>2</sup> area with walkways connected to each flat.



*Side Elevation of Graduate Assistant Quarters*

### **(b) Staff Residential Complex**

There is also a Staff Residential Complex, a composite structure of four-floor levels, grouped into three complexes. Each complex has 32 two-bedroom flats and 8 one-bedroom apartments. The total capacity of the complexes is 96 two-bedroom flats and 24 one-bedroom flats.



*Staff Residential Complex*

### **(c) Senior Staff Quarters**

These are nine (9) blocks of eight (8) flats, with each block consisting of 3-bedroom flat accommodation available for senior category of faculty and staff of the University. All the three bedrooms in these flats are provided with toilet facilities ensuite.



*Senior Staff Quarters*

**(d) The Professors' Village**

Each of these blocks of duplexes has 4-bedrooms built ensuite with toilet facilities for the senior echelon of the University faculty and staff. There are 22 of this category of buildings all endowed with plush lawns.



*Professors' Village*

**(e) Covenant University Staff Suites**

This is made up of 64 Suites of two-bedroom duplexes made available to Senior faculty and staff of the University.



*Covenant University Staff Suites*

**(f) New Estate Staff Quarters**

This newly developed Staff Quarters provide additional 32 two-bedroom flats, 48 three-bedroom flats and 26 four-bedroom duplexes for the different categories of staff.



*New Estate Staff Quarters*

## **9. Students' Halls of Residence**

### **a. Undergraduate Students' Hostels**

The University has a total of ten Halls of Residence comprising 5 male Halls and 5 female Halls. The halls have a carrying capacity for 9,236 students. In each of the ten Halls of Residence, there are ancillary spaces such as common rooms, butteries, telephone rooms, beauty salons and administrative offices. All Covenant University Students reside in the halls on campus. There are 3 designs of the students' Halls of Residence.



*One of the Male Halls of Residence*



*One of the Female Halls of Residence*

#### **b. Postgraduate Halls of Residence with Cafeteria**

The male and female postgraduate students' hall of residence is an architectural edifice with a unique design built in 2015. Each of the two (2) buildings has four (4) floors of 200 rooms each able to accommodate 400 students (2 students per room) measured at 2,502 m<sup>2</sup> respectively. It is serviced by a cafeteria of 1,282 m<sup>2</sup> big enough to accommodate 1,000 to 1,500 persons.



#### **10. Covenant University Guest House**

This caters for the guests of the University that come in from time to time either for meetings or special events. The facility boasts of executive suites, mini suites and standard rooms with modern facilities. The Guest House also has two (2) Conference Halls that can accommodate up to 300 guests for conferences, seminars, workshops and other events.



*Outside view of Guest House*

### **11. Cafeteria**

There are three (3) major strategically located cafeterias on the Covenant University Campus providing both local and continental dishes for staff and students of the University.



*Covenant University Cafeteria 2*

### **12. Covenant University Medical Centre**

Covenant University Medical Centre with modern facility offering primary, secondary and certain tertiary health services. It is strategically located close to students' halls of residence for easy access.





### **13. Centre for Research Innovation and Discovery (CUCRID)**

CUCRID Building is a new generation research complex functioning as a hub of the University's research efforts.



### **14. Other Infrastructural Support**

The University enjoys constant power and water supply, including the campus water works, comprising large overhead tanks, underground reservoirs, a water treatment plant, and a central sewage treatment plant, all powered by a 6 megawatts turbine.

# 4

## CHAPTER FOUR

### STUDENTS' SUPPORT SERVICES

#### 1. Students' Orientation Programme

This shall be organized at the beginning of every session. It is a programme where fresh students are taken through the culture, practices, philosophy and vision of Covenant University. It also introduces them to spirituality which is the arrow head of the University's operations. It is compulsory for all fresh students of the institution.

#### 2. General Oversight of Halls of Residence

The Student Affairs Department handles the allocation of students into the Halls of Residence. This is usually done online as such; all returning students that meet the studentship requirements are allocated accommodation which reflects on their portal. Each hall has Hall Officers and assistants who provide guidance to the students. The hall allocation process takes into cognizance the following:

- The courses offered by students assigned to specific halls, wings, floors and rooms.
- The character and core value alignment of each student in order to forestall the pairing of students with conflicting characters.
- The University's drive for good peer mentorship and academic advising.

#### 3. CU-SBU Quality Control

The Quality Control arm of the Covenant University Strategic Business Unit (CU-SBU) is responsible for approving or rejecting all consumables produced, processed or packaged for distribution on campus. The activities of the team centres on environmental inspection, quality control in food, drugs, meat and dairy products, health care, waste control and management.

#### **4. Buttery/Salon Services**

The University has put in place affordable buttery services in each of the Halls of Residence and the College Buildings to help attend to students' daily needs. In addition to these, laundry services, barbing and hairdressing salons are also operational in the Halls of Residence.

#### **5. University Bookstore**

The Covenant University Bookstore is supplied with latest professional, academic, and spiritual texts for sale to the University Community and visitors.

#### **6. Telephone Services**

Telephone services are available in the Halls of Residence and the College Buildings. Each student is issued a free call card to make use of these services.

#### **7. Photocopying**

Photocopiers are available in the College Buildings, Bookstores, Centre for Learning Resources and some business locations for student photocopying needs.

#### **8. Postal Agency**

The University provides postal services for all students and staff of the University. Postage stamps and other postal services are available at the Mail Room located at the College of Business and Social Sciences/College of Leadership Development Studies Building.

# 5

## CHAPTER FIVE

### STUDENT LEADERSHIP

#### 1. Student Council

The students' body is represented by the Student Council which is a multi-level administrative structure covering both the academic and residency life of the students. Membership of the Student Council is subject to Godly character (no member should have any disciplinary action against him/her) and a proven spirituality with a minimum CGPA of 3.50.

At the apex of the Student Consultative Assembly is a Student Executive Council, comprising:

- (a) Chairman
- (b) Vice-Chairmen (Male & Female)
- (c) General Secretary
- (d) Financial Secretary
- (e) Public Relations Officer
- (f) Press Secretary
- (g) Students' Activities Officers (Male & Female)
- (h) Community Development Coordinators (Male & Female)
- (i) Work-Study Officers (Male & Female)
- (j) Sport Coordinators (Male & Female)
- (k) Student Chaplain (Male)
- (l) Assistant Student Chaplain (Male)
- (m) Student Chaplain (Female)
- (n) Assistant Student Chaplain (Female)
- (o) College Representatives (one from each College)
- (p) Hall Representatives (one from each Hall)

They shall represent the students in all matters. Covenant University Students are not represented on union basis. Offices shall be filled by consultation and spiritual search. Election into any of the offices is of grace and their duties are well spelt out in the instrument setting them up.

## **Functions of the Student Council**

- (a) Bridging the gap between the University Management and the students.
- (b) Monitoring the implementation of University rules and regulations.
- (c) Encouraging creative initiatives and creating a campus public opinion system through which healthy students' views are expressed.

To help in the discharge of their responsibilities, a Leadership Advance Programme is usually put in place for the training of the Student Leadership and identifying with their challenges with the aim of proffering appropriate solutions.

## **2. Student Consultative Assembly (SCA)**

The mission of the Student Consultative Assembly is to provide more opportunities for students to express themselves as leaders. The Assembly will further drive discipline and stability and enhance positive influence over students. The SCA will ensure better information flow to the student body as well as improve the administrative structure of student leadership in Covenant University. Ultimately, the SCA will provide a pool of tested students for subsequent administration of the Student Council.

### **Membership of the Student Consultative Assembly**

Membership of the Student Consultative Assembly will be subject to Godly character with willingness to work and a minimum CGPA of 3.50.

The membership of the Student Consultative Assembly shall include:

#### **Student Council Members**

##### **Chaplaincy Representation**

- (a) Heads of service units
- (b) Hall chaplains
- (c) Wing chaplains
- (d) Floor chaplains
- (e) Course chaplains

##### **Academic & Social Representation**

- (a) Heads of approved academic associations
- (b) Course representatives
- (c) Heads of approved social associations

## Residency Representation

- (a) Wing representatives
- (b) Floor representatives

The Student Consultative Assembly shall be presided over by the Vice-Chairman (Male) of the Student Council. The Clerk shall be elected by members to take charge of secretarial responsibilities. Resolutions and recommendations from the Student Consultative Assembly shall be passed through the Student Council to the Dean of Students. Meetings shall be held bi-monthly at specified times and two thirds of members shall form a quorum at meetings. Members will not serve for more than two academic sessions. A meeting of the University Management with the Student Consultative Assembly shall be held once a Semester.

## Functions of the Student Consultative Assembly

- (a) To discuss academic and welfare matters of interest to students and make recommendations to the Student Council for the attention of the University Management.
- (b) To further propagate the Vision and Mission of Covenant University and recommend reviews of the Student Handbook.
- (c) To serve as an intelligence arm of the student body, providing information on the activities of students who are not Core Value compliant.
- (d) To take disciplinary cases involving lateness to University assemblies & academic lectures, dress code violation, violation of the great silence rule, violation of interactive time and mode, squatting, environmental sanitation and illegal sales in the Halls of Residence and recommend penalties as stated in the Student Handbook.

## 3. Student Associations

It is the policy of the University to encourage students who desire to organize themselves into associations that contribute to the academic, social and spiritual life of the students. Covenant University is committed to creating opportunities for students to express themselves in and outside of the classroom. The Faculty/ Staff advisers will provide valuable resources for registered associations. The Student Activities Unit of the Student Affairs Department oversees the registration and operations of all approved student associations in the University.

## Requirements for becoming a Registered Student Association

Any group of students coming together to form an association must submit

the following to the Dean, Student Affairs:

- (a) Two copies of the proposed constitution and by-laws.
- (b) Names, matriculation numbers, and departmental addresses of the officers. Such officers' CGPA should not be less than 3.50 and they must be of good christian character.
- (c) Signatures of full-time, senior academics, administrative or technical staff of the University who agree to serve as Advisers/Patrons to the association and who must have been cleared by the Management.
- (d) Certification by the Adviser/Patron that at least twenty students will form the nucleus of the association.
- (e) Statement of purpose and proposed programme of activities as they relate to the expected contributions to the academic, cultural, social or recreational life of the students.
- (f) Affiliations, if any, to any outside association.

### **Registration and Re-registration Procedures**

All Associations are to be registered at the commencement of a new session. No unregistered Students' Association would be allowed to operate within the University; any unregistered Association found operating within the University shall be subject but not limited to the following:

- i. The proscription of the Association,
- ii. Issuance of penalty ranging from letter of warning to expulsion of the student(s)' officials involved as may be determined by the Student Disciplinary Committee (SDC).

Associations must complete all the steps in the annual registration process to be considered as or to maintain their status as registered student associations. All registered associations shall adhere to all University policies and regulations as published in the Student Handbook and student association manual that may be reviewed from time to time.

### **Steps for Annual Registration**

- (a) Every registered Student Association must re-register with the Student Affairs Department at the beginning of every session
- (b) Existing Associations must submit a copy of their reviewed documents, containing vital information on its members as noted in the registration requirement.
- (c) Existing Associations must be able to give valuable account of its previous year's achievements, i.e. success and impacts.

- (d) Associations must submit a copy of their reviewed by-laws or constitutions.
- (e) Failure to re-register on or before the third week of the Alpha Semester will result in the association's loss of privileges until the next annual re-registration period.
- (f) Previous year audited financial statement must be submitted for re-registration.

### **Deregistration of an Association**

The University does not encourage or recognize any student association which discriminates on account of race or sex. For this reason, tribal and ethnic student associations are not encouraged or given any recognition by the University. The University has the right to deregister any association. An association found responsible for a major infraction of University policies may be placed on probation or have its registration revoked by the University. In addition, student associations may be dissolved at the request of the association itself or by a decision of the Dean, Student Affairs, when the association fails to register for two consecutive academic sessions, or for any violation of University regulations governing student associations. Such proscribed association executive will be made to face the Students Disciplinary Committee (SDC) as prescribed under Registration and Re-registration Procedures.

## **4. Community Development**

### **(a) Community Development Impact Initiative**

The University engages in community development initiatives to support the immediate environment with the virtues and values of Covenant University. All students are expected to participate in these initiatives.

### **(b) Project 1 Million Souls**

Project 1 Million Souls, an arm of the Community Development Impact Initiative is a Student Council initiative which engages in outreach programmes to orphanages, remand homes, hospitals and prison houses, etc.



# 6

## CHAPTER SIX

### STUDENT ACADEMIC INFORMATION



#### 1. Definition of a Student

A student in Covenant University is anyone who has been duly registered, having met all the requirements for admission to a programme of choice in the University and is actually involved in all academic and non-curricular activities on campus.

Such a person must be duly matriculated and resident on campus, except otherwise declared by termination/cessation of studentship or official policy declaration by Management, sequel to imposed penalty as contained in the Student Handbook.

If in the course of the semester or session a student is suspended, such a student shall lose all the rights of studentship during the period of suspension.

Again, if a parent indicates an intention to withdraw his or her ward from the University, such a student will be so allowed.

#### 2. Admission Policy

The undergraduate programmes of the University are focused on raising a new generation of leaders equipped in their total personality to positively

influence their community and restore hope to the citizens of their nations and to mankind. Assessment of academic potentials is not the only basis for a candidate's admissibility. As a Christian Mission University, intending students of the University must be God-fearing. Prospective students are expected to demonstrate in their conducts the Core Values of the University.

### **3. Undergraduate Admission Requirements**

The minimum entry requirement for undergraduate programmes in Covenant University is the possession of credit level passes in 5 subjects at the Ordinary Level examination of WAEC/NECO/NABTEB/IGCSE. The subjects must include English Language and Mathematics.

These must have been obtained at not more than two sittings. There are other requirements that may be specific to a College and/or a Programme.

In addition to the above, candidates must fulfill the statutory requirement of sitting for the UTME examination of the Joint Admissions and Matriculation Board (JAMB) in the year they intend to apply for admission. It is mandatory for applicants to attain the prescribed cut-off mark in the UTME examination.

Applicants must also undergo the post-UTME screening exercise conducted by the University, i.e., the Covenant University Scholastic Aptitude Screening (CUSAS).

### **4. International Admissions**

An international student in Covenant University is defined as any intending student applying to the University for consideration for admission who is:

- (i) a foreigner, i.e. a citizen of a country other than Nigeria;
- (ii) a Nigerian who resides in a foreign Country/a Nigerian who is a citizen of a foreign Country;
- (iii) a Nigerian, in diaspora, whose School Certificate, High School or O'Level examinations is /was not sat for or obtained in Nigeria but which has been translated or equivalent to Nigerian O'Level standards;
- (iv) a Nigerian, who is also a citizen of another country, this shall be supported with documentations such as, international passport, birth certificate, etc.

To be eligible for consideration, applicants must fulfill the following requirements:

- Obtaining, completion and return of the admission application form.

- Submission of relevant results/certificates, and satisfying the minimum academic entry requirements.
- Submission of a letter of reference from a spiritual leader.

Application forms for International Applicants can be completed online at <http://admission.covenantUniversity.edu.ng> at the prescribed fee. Payment can be made online through electronic payment platforms or through cash deposits at designated banks.

## 5. Course-Unit System

Covenant University runs the Course-Unit System, meaning that courses are quantified in units. Courses are run on semester basis. Each academic session is divided into two semesters, namely Alpha Semester and Omega Semester. The Alpha and Omega semesters consist of 14 teaching weeks and three weeks of examination.

### i. Status of a Course

A course is classified into three categories as follows:

- Core or Compulsory courses are courses that must be taken unconditionally and passed.
- Required courses are those courses registered for at the department and must be passed.
- Optional or Elective courses include those courses that may be taken to make up the minimum number of credits to be passed in order to graduate.

### ii. Grading System

Each course has three grading components. These include:

- Percentage score grade.
- Letter grade.
- Grade point.

See below the tabular picture of these grading components.

PERCENTAGE SCORE	LETTER GRADE	POINT GRADE
70 – 100	A	5
60 – 69	B	4
50 – 59	C	3
45 – 49	D	2
0 – 44	F	0

### **iii. Course Registration**

Bona-fide students of Covenant University must first meet the necessary requirements of having paid the prevalent tuition fees among others, before they are qualified to embark on the course registration exercise of each semester/session. The modalities of course registration currently operational in the University are listed below:

#### **a. Registration within Approved Limits**

- A student is required to register and pass all prescribed courses from any programme for which he/she is enrolled in the University. However, all cases of failed courses shall be carried over at the next available opportunity.
- Students who are carrying over courses shall be required to register the failed or dropped courses first. A combination of all failed/dropped courses and current semester's courses shall not exceed 25 units per semester.
- The maximum number of units a student shall be allowed to register per semester is 25 units while the minimum is 15 units.

#### **b. Excess Unit Loads**

- To address the registration challenges being faced by students, especially those in the graduating class, the registration of six (6) extra units above the 25 maximum units per semester may be allowed provided such students' CGPAs are not below 3.0 on a scale of 5.0 scale or 2.4 on a 4.0 scale.
- All applications for consideration to register extra credit units above the approved maximum limit shall be directed to the Registrar for onward processing to the Senate Business Committee (SBC).
- Any other request related to the aforementioned should be directed to the office of the Vice-Chancellor.

## **6. Academic Progression of Students**

The following shall apply regarding the academic progression of students from one level to another in Covenant University:

### **(i) Academic Classification**

The rating of a student's performance and categorisation of the class of the degree shall be based on the cumulative grade point average obtained by each student in all prescribed courses and approved electives taken at Covenant University. The existing class of honours degree are as indicated below:

First Class	4.50–5.00
Second Class Upper Division	3.50–4.49
Second Class Lower Division	2.40–3.49
Third Class	1.50–2.39

#### **(ii) Academic Standing**

A student who has satisfactorily completed all requirements for the degree with an end of session Cumulative Grade Point Average (CGPA) of not less than 1.50 and less than 20 credit units of failed courses, shall be deemed to be in **Good Standing (GS)**, and thus shall be promoted to the next academic level in the same course. A student whose **CGPA is less than 1.50 or has minimum 20 credit units of failed courses** shall be deemed to be **Not in Good Standing (NGS)**. This category of students shall not be promoted to the next academic level.

#### **(iii) Probation**

Probation is a status granted to a student whose academic performance falls below an acceptable standard. A student that is Not in Good Standing (NGS) but with CGPA of 1.0 - 1.49 is deemed to be on Probation and shall be allowed to remain in the same course level in order to retake only the courses that are failed during the first attempt at that level, while already passed courses are retained. In addition, he/she will be allowed to register for any outstanding dropped courses. This provision is subject to the residency policy of the University.

However, the grade earned for a repeated course shall be recorded and used in the computation of the Grade Point Average (GPA) in the usual way. Please note that no student is allowed to be on probation twice.

#### **(iv) Withdrawal**

A student with a Cumulative Grade Point Average (CGPA) of less than 1.0 at the end of the session in his/her first attempt in a particular programme shall be asked to withdraw from that programme. Also, a student whose Cumulative Grade Point Average (CGPA) was below 1.5 at the end of a particular year of probation shall be required to withdraw from the University. However, in order to minimise waste of human resources, consideration is given to withdrawal from programme of study and possible

transfer to another programme in the University bearing in mind the residency policy of the University. **In the circumstance of a change of programme of study, the student must satisfy the basic entry requirement (BRQ) for the new course.**

**(v) Repeating Failed Course Units (Non-Graduating Class)**

Subject to the conditions for withdrawal and probation, a student could retake the failed course units at the next available opportunity, provided that the total number of credit units carried during that Semester shall not exceed 20, and the Grade Points earned at all attempts shall count towards the CGPA. Also, at the point of registration of courses, the failed/dropped courses MUST be registered first.

**(vi) Prerequisite for Progressing into the Graduating Class**

The maximum number of units a student shall be allowed to register per semester is 25 units while the minimum is 15 units. This provision is subject to the Residency policy of the University. Please note that no student that is not likely to graduate on any ground should be allowed into the final class. All outstanding issues must be resolved at the penultimate year (300L and 400L respectively for a 4-year and 5-year programme).

Consequently, only students in the penultimate year with a minimum CGPA of 2.0 and pending units (failed/unregistered courses), which can be accommodated in the 25 units per semester of final year workload, shall proceed to the final year.

Students with more than 25 units of courses per semester shall remain in the penultimate class but may be allowed to register few final year courses, after they have registered the failed/unregistered courses.

**(vii) Penultimate Class**

Students in penultimate class would be allowed to register and take all failed and unregistered courses; if less than 25 units, they will be allowed to take courses from the final year.

**(viii) Review of Academic Status for Spillover Students**

All spill-over students who have not exceeded residency should note that they would come from home to write their exams as they will not be allowed to stay in the halls of residence. It is also worthy of note that alpha semester courses will be taken in alpha semester and omega semester courses will be taken in omega semester. To this end, all affected students should,

- register for all pending failed and unregistered courses;
- use the online Moodle platform to access lecture materials and

assessments

- be assessed over 100% in all courses;
- come to the University on scheduled dates for examinations in the registered courses;
- and pay fees as may be communicated.

**(ix) Probation for Lower Level**

100 level, 200 level and 300 level (for 5 years program) on probation would take only failed and unregistered courses for the semester.

**(x) Transfer**

100 level students who could not make up a CGPA of 2:0 in College of Engineering are expected to transfer to College of Science and Technology. They would be accepted in the departments of industrial physics, industrial mathematics and industrial chemistry. Concerned students should please pick their change of course forms from the academic affairs office.

**(xi) Release of Examination Results**

(i) At the end of each semester, the Registrar shall publish a provisional list of successful students in course examinations soon after the recommendations of the College Boards to the Senate Business Committee have been considered and approved by Senate.

(ii) The Registrar shall publish the final year results of students for the award of degrees after Senate approval.

**(xii) Special Graduation Requirement**

For any student to be adjudged qualified to be certificated by Covenant University as her graduate, he/she is expected to have successfully gone through the Towards A Total Graduate (TTG) Course which is specially designed as a consolidated approach towards raising a new generation of leaders equipped in their total personality to positively influence their community and restore hope to the citizens of their nations and to mankind in general. This course shall partly examine and provide teachings and counsel on the character status for Covenant University Students. There shall be lecture component for this programme as well as appropriate examinations/tests to validate levels of comprehension in the course and the character disposition of the intending graduate. Attendance at all lectures and examinations/test is compulsory for graduating students. Students who fail the TTG Programme shall not be deemed to have graduated until the failure is remedied.

### **(xiii) Award of Covenant University Degree**

Covenant University has the right to refuse the award of its Degree to any student who has exhibited gross acts of misbehaviour in the University. The award of the University's Degree is subject to both good academic and behavioural performance of the student throughout his/her studentship. A graduate of Covenant University must therefore be found worthy in character and learning.

## **7. Regulations on Students' Examinations**

This section presents the regulations governing all examinations in the University. This is to avoid those pitfalls that have tended to erode the public's confidence in University Degrees. Students are admonished to study well, attend lectures and cultivate the habit of personal reading and studying. All students should observe the regulations, as ignorance of them shall not be entertained.



### **Admission to Examinations**

Only students who have been duly admitted, registered and matriculated with signed Student Code of Honour and payment of the required fees will be allowed to take examinations, subject to the clauses below:

- All such students must have a minimum of 75% physical attendance in the courses selected, before being allowed to take their examinations. Each lecturer keeps a class attendance register for courses taught. Any student that fails to meet the 75% lecture attendance in any course, would be deemed to have failed the course.



- Students who are serving any disciplinary action will not be allowed to retake any examination already written during the course of serving such penalties, except as decided at the discretion of University Management. Such examinations will be carried over to the next academic session by such students.

### **Use of Assigned Seats by Students**

The invigilators shall assign seats to candidates. A candidate shall neither choose a seat for himself/herself, nor refuse a seat assigned to him/her by the Invigilator.

### **Dress Code during Examinations**

Students must comply with the dress code regulations during examinations, including hanging of their current identity cards.

### **Punctuality during Examinations**

Students are expected to report at the Examination Hall at least 30 minutes before the commencement of the examination. Students who report late to the examination hall may be admitted at the discretion of the Chief Invigilator, but no student shall be admitted 30 minutes after the commencement of the examination.

### **Prayer before Examinations**

It is mandatory that students must pray before the commencement of Examinations

### **Visiting the Conveniences during Examinations**

No student is allowed to leave the examination hall with the intention of returning, except to visit the conveniences. An appropriate examination attendant will accompany such a student.

### **Unauthorised Communication during Examination**

Students must maintain utmost silence during examinations. No student is allowed to communicate with any other student during examinations. Students who need clarification are advised to raise their hands to draw the attention of the Invigilator.

### **Personal Requirements**

Students are expected to go into examination halls with their biros, erasers, rulers, pencils and any other materials that are permitted. No borrowing of any material is allowed during examinations. Students are not allowed to

bring any papers, books or bags into the examination hall. However, where a particular course requires the use of tables, graphs, etc., the University shall supply these during examinations. Also, scientific calculators, organisers, etc., are not allowed during examinations unless specifically permitted by course lecturers. Students are advised to search themselves before entering the examination halls.

### **Use of Wrong Matriculation Number**

It is unlawful to sign in a wrong matriculation number, hence it is important for students to memorise their matriculation numbers.

### **Use of Scrap Paper**

The use of scrap paper is not permitted in the examination hall. Students are advised to do rough examination work in their answer booklets. Similarly, no rough work is permitted on the question paper, the desk, the student's palm, handkerchief or anywhere else.

### **Legible and Neat Writing**

Students are advised to write neatly and legibly.

### **Filling of Examination Answer Booklets**

Students are advised to ensure that the necessary documentation and instructions are followed before submitting their answer scripts to the Invigilator.

### **Possession of Used or Unused Scripts**

Students are not allowed to take away any used or unused scripts from the examination hall as it constitutes gross violation of Examination conduct. Such student will be made to face Students Disciplinary Committee (SDC). This is viewed as unauthorized access to Examination material.



### **Submission of Examination Scripts**

No Student is allowed to leave the examination hall without handing over the examination script to the Invigilator. On handing over the script, the student must ensure that he/she signs out on the attendance register. However, students are not permitted to leave the examination hall without the permission of the Invigilator, who may wish to reconcile the number of scripts with the number of students present in the hall.

### **8. Processing of Visa and Sitting for Professional Examination**

No student would be given permission to go out of campus to process his/her visa or attend any professional examination during the Mid-Semester or end-of-semester examinations.

While not against students' participation in professional examinations, the University may not be directly involved in students' participating in such Examinations.

Students are to note that all academic activities have priority over and above any professional examination/programme. Thus, students are strongly advised to schedule their professional examination/programme during vacation periods. However, where students are interested in any of the professional programmes, they should ensure that the timing does not conflict with their basic academic activities.

The University would not organise any make-up examination/test for students who miss their examinations as a result of external examination/programme.

Since the academic curriculum remains the major focus of the University, permissions to attend to issues that may arise on the platform of meeting the requirement of professional examinations, which may come in the course of the academic session, can only be granted by the Management of the University.

# 7

## CHAPTER SEVEN

### REGULATIONS ON STUDENTS' CONDUCT

A high standard of personal discipline and integrity is expected of every student. Covenant University regards all acts of un-ethical, immoral, dishonest or destructive behaviour as well as violations of University regulations, as serious offences. It is the responsibility of each student to know these regulations.

#### **1. Guidelines for Chapel Service Conducts**

##### **(a) Chapel Attendance Regulations**

- i. Chapel attendance is mandatory for all students. All students are expected to maintain decorum during Chapel services.
- ii. Students are expected to be on their seats at least fifteen minutes prior to the beginning of the service.
- iii. Provisions are made for the signing of attendance in the Chapel.
- iv. Excuses from Chapel Service require a permission from the office of the Dean, Student Affairs. In addition, class trips, college/departmental-sponsored activities and emergency cases are excusable absences. Also, students with health challenges who are unable to attend any University general assembly are expected to report to the Hall staff and proceed to the University Health Centre for medical attention.
- v. Dress code must be strictly observed.
- vi. No distraction of any kind shall be tolerated. Movements in and out of the Chapel and along the walkway during services are not allowed.
- vii. All students must obey and take instructions from Chapel officials.
- viii. Students must attend Chapel services with their Bibles and writing materials.

**(b) Use of Chapel Facilities**

- I. Decorum and deep reverence for God is expected at all times within and around the Chapel auditorium, therefore no indecent behaviour will be tolerated.
- ii. Eating and/or drinking are not permitted within the Chapel auditorium and all materials used around the premises should be appropriately disposed of.

**(c) Chapel Service Unit Membership**

- I. Every student is encouraged to be part of a Chapel Service Unit and effectively serve from 100 level. This is to foster spiritual growth, give a sense of belonging and also serve as a prerequisite for Chaplaincy clearance towards graduation
- ii. Only recognized Chapel units are permitted by Chaplaincy to engage in spiritual activities on Campus. Due authorization in writing must be obtained from the Chaplaincy before any group will be allowed to operate on Covenant University grounds. Para-service Units are prohibited.
- iii. All activities of the various service units are supervised by the Chaplaincy; therefore, all activities require the written approval of the Chaplain or whosoever is delegated to do so.

**2. Residency Conducts**



*Halls of Residence*

The residence life of students is a communal life where a student's moral character and conduct can be moulded. The residency policy is to enhance peaceful coexistence amongst the students and facilitate good administration in the Halls of Residence.

**(a) Resumption and Closure**

Students are expected to resume and vacate the campus as publicized by the University Management. Any student who refuses to resume on the set date of resumption, except for cases of ill health and other mitigating circumstances, which must have been duly reported to the Dean, Student Affairs prior to resumption, shall be liable for violating the Responsibility Core Value.

**(b) Eligibility for Accommodation**

No student shall be granted accommodation unless he or she has completed the residency agreement forms, paid all required fees and been properly registered as a student of the University. It is the Dean, Student Affairs or his representative who assigns accommodation to students.

**(c) Change of Hall/Room**

A student shall not transfer from one room or Hall to another without the prior authorization of the Dean, Student Affairs.

**(d) Transfer or Sale of Rooms**

The right of a student to occupy a room is non-transferable or sellable.

**(e) Guidelines for Peaceful Residence**

- (i) A student who accepts residence in the hall also accepts to abide by all the rules of residence
- (ii) There shall be the Great Silence (Magna Silencio) in the Halls of Residence from 12 midnight to 5.00 am. During that period, students are expected to be in their rooms and not to engage in any activity that may disturb or distract other students.
- (iii) The light in all rooms is expected to be put off from 12.30 am. However, students are allowed to use their reading lamps for their private study.
- (iv) No student shall duplicate, loan, or transfer possession of any room key.
- (v) Pets and all kinds of animals are prohibited in the University.
- (vi) Quarrelling and fighting are absolutely forbidden in the Hall, and in any other part of the campus.
- (vii) No student should engage in commercial activities/solicitation without clearance from the Dean of Student Affairs.
- (viii) Students are strictly warned from jumping or flying over the reception desk.
- (ix) No person shall create a safety or health hazard within and around any Residential Hall. Examples of prohibited behaviour

include opening outside doors, unlocking lounge windows, using windows or balconies to enter and exit building, using unauthorized doors for entering or leaving the buildings, accumulating excessive garbage or filth, changing electrical wiring, throwing, pushing objects off windows or balconies, sitting or playing on the railings.

**(f) Bed Space Trafficking**

This is defined as unauthorized transfer and receipt of bed-space gratis or by direct sale. It is an offence to squat or permit squatting within the hall or across the halls. It is also an offence to squat non-students.

“**Squatting**” is the act of a student harbouring another student or 'visitor', or being harboured in a room that has not been officially allocated to him/her. Being found in the room that is not officially allocated to a student any time between 12 midnight and 5am shall be viewed as squatting.

The penalties for this category of offences are listed below:

i. **Unauthorized Transfer of Bed space**

\* Letter of Caution for both offenders.

ii. **Direct Sale**

\* Suspension for a maximum of one session for both offenders.

iii. **Squatting within Hall**

\* This shall attract a Letter of Caution for both offenders (the squatter and the person squatting him/her). Any repeat of same offence shall attract suspension for one academic session.

iv. **Squatting within Hall with personal mattress**

**Letter of Caution. If repeated the offender shall be suspended for one year.**

v. **Squatting across Halls**

\* Letter of Caution for both offenders (the squatter and the person squatting him/her). If students on a second note commit the offence, the offenders shall be suspended for one session.

**(g) Exit Procedures During Vacation**

- (i) All students are expected to remove their luggage from their rooms in the Halls of

Residence during vacations.

- (ii) Students on vacation must submit all keys to the main door and wardrobes of their rooms to the Hall Officials.
- (iii) All students are expected to vacate the Halls of Residence not later than 4.00 pm on the vacation date except a formal application has been made and due approval given by the Dean, Student Affairs. Inventory and verification of the University's properties will be undertaken by the Hall Officials.

**(h) Staying in the Halls of Residence During Vacations**

- (i) A student who wishes to stay in the Hall during vacation shall apply in writing to the Dean, Student Affairs at least two weeks before the vacation begins.
- (ii) A student whose application to stay in a Hall during vacation is approved, shall pay an appropriate fee before being granted access into the Hall.
- (iii) A student permitted to stay in a Hall during vacation can only be accommodated in the Hall assigned to him/her for the period.
- (iv) Students permitted to stay in the Halls during vacations must vacate the Halls latest by 4 pm on the day before official resumption for the new semester or any other day so specified. Only on exceptional cases that warrant student(s) to stay behind till resumption, as such, a request for permission must be forwarded in writing to the Vice-Chancellor for executive approval.
- (v) All students permitted to stay in the Halls of Residence during breaks or vacations must abide by the subsisting rules in the Halls of Residence.
- (vi) Students who stay in a Hall of Residence without due authorization are considered unauthorized occupants, and shall be sanctioned as appropriate.

**(i) Spiritual Harmony**

With the purpose of fulfilling the founding philosophy of the University and as a Christian Mission School, all students are expected to comply with all regulations designed to ensure spiritual harmony in the University. For this reason, no instrument, document, property or substance of any form, contravening the chapel service requirements is allowed.

Any student found violating this rule shall be issued a letter of warning and where there is recurrence of such violation, the student shall be expelled.



**(j) Hall of Residence Functions**

- (i) The University acknowledges the students' need for social functions and interaction apart from the University events. However, everything must be done within the acceptable boundaries of decency and purity.
- (ii) No social function shall be permitted within the Halls of Residence. Any student or association wishing to organize any social function should forward an application for such an event to the Dean, Student Affairs at least two weeks before the date of the event. Where such an application is successful, the University shall not permit any such function around the residency beyond 8.00 p.m.
- (iii) Those involved in organising the function must ensure that the venue is cleaned up immediately after use.

**(k) Exeat**

- (i) Exeats are given to students as necessary. There are three types of exeat: Canaanland Exeat, Day Exeat and Home Exeat. Canaanland Exeats are given to students by their Hall Officers on request while the day and home exeats are given on application to the Dean, Student Affairs through the Hall Officers. Applications for day and home exeats are only granted by the Dean or his representative, subject to parental confirmation. No student is allowed to be absent from the Hall of Residence without exeat.
- (ii) No student is allowed to visit the Staff Quarters without exeat.
- (iii) No student is allowed to extend his/her exeat without due permission from the Dean, Student Affairs or his representative before the expiration of the exeat.
- (iv) No student is allowed to be in possession of used exeat.
- (v) No student is allowed to transfer his/her exeat to another student.
- (vi) Exeat paper is only to be used on the date of issuance.
- (vii) Students are not allowed to leave their Halls of Residence for another Hall to collect exeat paper.
- (viii) A student on exeat must sign out at the Hall Office and sign in upon return, after submitting the exeat paper.
- (ix) No student is allowed to proceed on Exeat outside Nigeria in the course of the semester except on Medical grounds. In the event of all such Exeat applications on medical grounds, approval shall be granted by the University Management based on the recommendations of the Chief Medical Officer, Chaplain and Dean, Student Affairs of the University.

**(l) Cleaning of Rooms/Halls**

- i. Every student shall take responsibility for cleaning his / her room and keeping it tidy. This responsibility shall be shared among all occupants in the room.
- ii. Unwashed materials should not be found in any room, bathrooms, toilets or Kitchenettes.
- iii. All dirt and waste papers, etc., should be emptied in the waste paper basket /dust bins provided by the University. This is to ensure easy evacuation by the Campus Keepers.
- iv. All electrical appliances/lights should be switched off when leaving the room. Also, all corridor and toilet lights must be switched off by the Halls staff every morning.
- v. Every student shall participate in the general cleaning of the Hall environment every Saturday.

**(m) Defacing of University Walls**

No student shall deface the walls of the University, or Halls/rooms with any posters, nailing the wall for purpose of hanging bags or clothes, bills, writings, drawings, graffiti, etc.

**(n) Use of Printers**

Students are allowed to use printers for academic purposes on the following conditions:

- (i) Such printers must be portable and configured to print documents only.
- (ii) Printers with other facilities such as photocopying, scanning, etc., are not allowed.
- (iii) Printers shall not be used for commercial purposes.

**(o) Use of Mobile Telephones/Communication Equipment**

- (i) No student is allowed to disturb his/her roommates with radios, cassettes and other musical equipment.
- (ii) No student is allowed to possess or use mobile phones or any other gadgets or devices that are capable of placing and receiving calls on campus within or outside the Halls of Residence. Mobile Devices with SIM-slots and SIM-enabled capabilities not allowed for use in the University.
- (iii) No student is allowed to make use of the phones belonging to a staff or service providers in the Halls of Residence. There are phone centres available within and outside the Halls of Residence.
- (iv) The use of data transmission devices and computer systems for committing fraud, slander, libel, harassment or invasion of privacy

is prohibited in Covenant University.

- (v) No Student is allowed to be in possession of indecent films, pornographic materials and secular music, either stored directly in the computer or listening through the use of the computer, stereo set, radio or any other electronic device etc.

These provisions are also applicable when students are on campus for any University-approved programmes such as Easter Break, Summer Programmes, Student Work Experience Programme (SWEP) etc.

#### **(p) Electrical Appliances/Candles**

In order to prevent domestic hazards and accidents, the use of electrical appliances such as electric boiling rings, shavers, driers, cookers, toasters, grillers, electric beds, mattresses, or electric blankets, etc., is not permitted in the Halls of Residence. However, students are allowed to use electric kettles for water boiling purposes; such kettles must have a wattage of maximum 1500Watts, must be the types that can automatically switch off, and should have 13Amps 3 pin plug. Students are not allowed to bring any type of washing machine into the Halls of Residence. The use of lighted candles, kerosene lamps or any naked light is prohibited.

#### **(q) Cooking in the Halls of Residence**

No student is allowed to cook in the Halls of Residence. Students are to purchase their meals from the University Cafeteria.

#### **(r) Students of Opposite Sex**

Students of the opposite sex must not go beyond the Hall reception desk. Female students are not allowed into the rooms in the male Halls of Residence and vice versa.

#### **(s) Overnight Visit**

No student is allowed to accommodate any male or female visitor/guest, or any student of the opposite sex in his/her room overnight.

#### **(t) Hall of Residence Attendance Register**

- (i) All students are expected to be present at their respective Halls/rooms at 9:00 p.m daily to sign the roll call as supervised by the Hall officials.
- (ii) Any Student who is unable to sign the roll call due to ill-health or for any other reason should report to the Hall Officer or through his/her Hall Representatives.
- (iii) Signing of the roll call register for other students is strictly prohibited.

#### **(u) Invitations to Students from other Institutions**

No student is allowed to invite a student or students of other tertiary institution(s) to the University or Halls of Residence to hold parties or meetings without written permission from the Dean, Students Affairs through the Hall Officer. Nocturnal activities are prohibited in the University.

#### **(v) Loss of Personal Property**

It is the responsibility of each student to take care of his/her personal property, as the University Management will not accept any responsibility for any loss of property in the Halls of Residence. Students are advised to register their valuable assets (e.g computers, electronic gadgets) in the Asset Registration Book in the Halls of Residence. Amounts of money more than ₦5, 000 should be deposited in the banks.

#### **(w) Sexual Immorality**

- (i) Anything that connotes sexual object in whatever form is prohibited in the University.
- (ii) No student is permitted to walk naked in the Halls of Residence or in the University environment.
- (iii) Public display, possession and viewing of pornographic films and photographs is strictly prohibited in the Halls of Residence, within the University and outside the University environment.
- (iv) Any act of lesbianism or homosexuality is strictly prohibited in the Halls of Residence, within the University and outside the University environment.
- (v) No student is permitted to indulge in premarital sex and any act of sexual immorality within the University and outside the University environment.

#### **(x) Gossiping and Backbiting**

Acts of gossiping or backbiting are forbidden in Covenant University.

#### **(y) Hall Management**

The Dean, Student Affairs, has oversight responsibilities over the Halls of Residence. Periodic visits and search could be carried out alongside accredited staff of the University to enforce the Hall Rules and Regulations.

##### **(i) Hall Representatives**

Every Hall has a Hall Representative who informs the Hall Officials of developments in the Hall, enforces rules, maintains discipline, prepares occupants for sports competitions, dinners,

quizes, drama, etc. There are Wing and Floor Representatives who complement the functions of the Hall officials.

### **(ii) Hall Officers**

Every Hall has at least two (2) Hall Officers. They co-ordinate the administrative and welfare needs of the students and enforce discipline. They ensure responsible issuance of exeat permits and monitor strict adherence to exeat terms. They monitor and appraise students' attendance registers in the Halls of Residence and supervise general cleaning up exercises. They are expected to hold regular meetings with the Hall Representatives to pass across relevant information and get feedback.

### **(iii) Hall Assistants**

Every Hall has four (4) Hall Assistants. They assist the Hall Officers to enforce discipline, take inventory of properties, take roll calls, mobilize students to participate in University activities, assemblies and cleaning up exercises and attend to the welfare needs of the students.

## **REQUIREMENTS FOR RESIDENCY**

Below is a list of the minimum required items that a student may need during his/her stay in the Halls of residence. This suggested list is highly recommended to ensure that the students enjoy a comfortable and stress-free stay in the Halls of Residence. Please keep in mind that storage space for each student is limited. Students must endeavour to bring only items of necessity to avoid congestion in the room.

<b>S/N</b>	<b>Items</b>	<b>Qty</b>
1.	Pillow	1
2.	Pillow Cases	2
3.	Blanket	1
4.	Bed Sheet 4'x7'	2
5.	Mosquito Net	1
6.	Set of Plastic Cutlery	1
7.	Plastic Buckets	2
8.	Padlock	1
9.	Torch light & Batteries	1 set
10.	Hangers	12
11.	School Bag	1
12.	Raincoat or Umbrella	1
13.	Toiletries	varied
14.	Reading Lamp w/ 40Wbulb or fluorescent tube	1
15.	Laptop PC	1
16.	Feeding/Upkeep Allowance	
17.	Writing Materials	

### List of Prohibited Items in the Halls of Residence

S/N	Items
1.	Indian hemp
2.	Cigarettes
3.	Hard drugs such as cocaine, heroin, Rophenol, Tramadol, Drugs with codeine and other illicit drugs
4.	Alcoholic drinks
5.	Lethal weapons / injection
6.	Bottles, knives, fork
7.	Guns or bullets
8.	Knock out of any kind
9.	Kerosene lamp, gas cooker, candles, matches, lighter
10.	Cooking utensils such as hot plates, rice cookers, toasters, micro waves, electric boiling ring, saucepans, blenders
11.	Refrigerators, grillers
12.	Any items meant for sale or business activities.
13.	Raw food items
14.	Jeans, chinos, corduroy and diabolic materials
15.	TV sets
16.	Ungodly musical tapes & CDs
17.	Video machines, tapes, DVD & VCD players
18.	TV card, antennas
19.	Phones, SIM card and other phone accessories
20.	Computer game (play station)
21.	Weight or shot put
22.	Condom and contraceptives
24.	Other contraband items that may be specified or published from time to time
25.	Washing Machines
26.	15amps/2 pin plug kettles

### **3. DRESS CODE**

The University attaches great importance to modest and decent dressing. Dressing adds value to a person's personality, self-confidence and self-worth. Indeed, "the way you dress is the way you are addressed." Dress code is one of the unique aspects of Covenant University's culture that students must imbibe to make their academic pursuits pleasurable. The dress code regulations subsist during the academic period, 8.00 am - 6.00 pm.

#### **DRESS CODE FOR FEMALE STUDENTS**

- (a) Female students must be corporately dressed during normal lectures, public lectures, special ceremonies, Matriculation, Founder's Day, Convocation and examinations. To be corporately dressed connotes a smart skirt suit, skirt and blouse, or a smart dress with a pair of covered shoes. Casual wear is not allowed during University assemblies.
- (b) All dress and skirt hems must be at least 5 -10 cm (2-4 inches) below the knees.
- (c) Female students may wear decent "native" attire or foreign wear outside lecture and examination halls.
- (d) The wearing of sleeveless native attires or baby sleeves and spaghetti straps without a jacket is strictly prohibited in the lecture rooms and in the University environment.
- (e) Any shirt worn with a waist coat or armless sweater should be properly tucked into the skirt or loose trousers. It should never be left flying under the waistcoat/armless sweater. The waistcoat /armless sweater must rest on the hip. "Bust coats", terminating just below the bust line are not allowed. However, shirts with frills are allowed.
- (f) Jersey material tops are not allowed for normal lectures and other University assemblies.
- (g) Skirts could be straight, flared or pleated. Pencil skirts and skirts with uneven edges are not allowed. Lacy skirts are better worn to church. None should be tight or body-hugging.
- (h) The wearing of dropping shawls or scarves over dresses or dresses with very tiny singlet-like straps (spaghetti strap) is strictly prohibited in the Chapel services, lecture and examination halls and in the University environment.
- (i) The wearing of strapless blouses or short blouses that do not cover the hip line is strictly prohibited in the lecture and examination halls and in the University environment.

- (j) The wearing of over-clinging clothing, including body hugs clothing made from stretchy or elastic material such as condom, bandage skirts, leggings and jeggings is strictly prohibited in the lecture and examination halls and in the University environment.
- (k) The wearing of revealing blouses, especially low-cut blouses and the type of blouse that does not fall below the hip line, is strictly prohibited in the lecture and examination halls and in the University environment. The wearing of ordinary transparent dresses is strictly prohibited in the lecture and examination halls.
- (l) The use of face-caps in the lecture rooms, examination halls, University Chapel and in the University environment is strictly prohibited.
- (m) Wearing of bathroom slippers is not allowed in the academic buildings, Library and Chapel.
- (n) Female students are advised to wear corporate hairstyles that are decent. Coloured attachments that are different from the student's hair are strictly prohibited in the University.
- (o) Female students may wear trouser suits; however, the jacket must fall below the hip line.
- (p) Earrings and necklaces may be used by female students, provided they are not the bogus and dropping types. The wearing of more than one earring in each ear is strictly prohibited anywhere in the University. Also, painting of nails, attaching artificial long nails are not allowed in and outside the University.
- (q) Wearing of ankle chains and rings on toes is prohibited in the University.
- (r) The possession and wearing of jeans or any jeans-like materials of any kind are strictly prohibited in the University.
- (s) Female students are expected to wear corporate shoes to lectures and University assemblies.
- (t) Sports shoes or sneakers may only be worn outside the Chapel, lecture and examination halls.
- (u) Piercing of any part of the body, other than the ear (for earrings), is strictly prohibited. Any other piercing done before admission into the University shall be declared during the first registration in the first year.
- (v) Tattooing of any part of the body is prohibited. Any tattoo done before admission into the University shall be declared during the first registration in the first year.
- (w) Skirt slits should not be unnecessarily long and should not expose any part of the body from the knees upwards.



- (x) Wearing of short trousers of any kind, tights, etc., to the lecture halls, Chapel services, and examination halls is strictly prohibited.
- (y) Wearing of boob tubes and camisoles under jackets should be done properly. No part of the chest should be revealed.
- (z) Wearing of tops, shorts or T-shirts with indecent inscriptions and other forms of indecent words is not allowed anywhere in Covenant University and Canaanland.

### **DRESS CODE FOR MALE STUDENTS**

Male students are expected to dress corporately to the lecture halls, examination halls and University assemblies. To be corporately dressed connotes wearing a shirt and necktie, a pair of trousers, with or without a jacket, and a pair of covered shoes with socks. The tie knot must be pulled up to the top button of the dress shirt.

- (a) For national days such as Independence Day, the national dressing code may be observed. Any shirt with indecent inscriptions or any sign with hidden meaning is strictly outlawed.
- (b) Bandless trousers must never be worn without suspenders. Singlets and shorts above the knee are not allowed.
- (c) No male student is allowed to wear jumpy trousers i.e. trousers above the ankle in the University.
- (d) Folding, holding and pocketing of one's tie along the road, lecture halls, University assemblies, etc., is strictly prohibited in the University.
- (e) Wearing of a tie with canvas is not allowed in the University environment. Jerry curls and treated hair are strictly prohibited.
- (f) Male students may wear "native" or traditional attire outside lecture hours and examination halls, especially during the weekend.
- (g) No male student is allowed to wear scarves, braided hair, earrings and ankle chains in the University.
- (h) Wearing of long-sleeved shirts, without buttoning the sleeves is not allowed.
- (i) Shirt collars should not be left flying while collarless shirts are not allowed.
- (j) Shirts must be properly tucked into the trousers.
- (k) The practice of pulling down one's trousers to the hip line (Sagging) is prohibited.
- (l) Students are advised to have low-cut hair that is combed regularly. Afro-looking or bushy hair style is strictly prohibited. Male students are also expected to be clean-shaven, as keeping of beards is prohibited. In addition, use of clippers should be restricted to the

barbing saloon.

- (m) The possession and, or wearing of corduroy, chinos, Jeans or Jeans-like materials of any kind is strictly prohibited in the University environment.
- (n) Wearing of slippers, short nickers, tight trousers are strictly prohibited outside the Halls of Residence.
- (o) The use of face caps in the lecture halls, examination halls and University Chapel is strictly prohibited, except for sports and other related events.
- (p) Piercing of any part of the body is prohibited. Any piercing done before admission into the University shall be declared during the registration in the first year; failure of which appropriate sanctions shall be applied.
- (q) Tattooing on any part of the body is prohibited. Any tattoo done before admission into the University shall be declared during the registration in the first year.
- (r) Jewelry such as neck chains, hand chains, bracelets finger and toe rings, ankle chains are prohibited for male students.
- (s) Wearing of slippers and sports shoes, tennis shoes, sneakers, or canvas shoes is not allowed in lecture and examination halls.
- (t) Students are advised to avoid cutting wordly hair styles like richo, all back, punk etc. All male students are also expected to be clean-shaven, as keeping of beards is prohibited. In addition use of clipper should be restricted to the barbing salon.
- (u) Slashing of eyes, wearing of earrings, putting chain on legs are strictly prohibited in and outside campus.

#### **UNIFORM DRESS CODE FOR PROFESSIONAL DISCIPLINES:**

If any Uniform Dress Code is prescribed for female and male students in any College/Department of the University, particularly those in the professional disciplines, all students involved must adhere to the Uniform Dress Code very strictly. **The University Administration will consider any violation of it as a very serious one and severe disciplinary action will be taken against the defaulters, which may include a written warning, suspension or expulsion.**

#### **PENALTIES FOR IMPROPER DRESSING**

- i. Erring students shall be sent out of the Lecture Room, examination halls or the academic area where such is not allowed at the time.
- ii. A warning letter shall be issued to the erring student and a copy of

the letter shall be filed in his/her personal file in the University/Department.

- iii. The parents/guardians of the erring student may be informed in writing, accordingly.
- iv. The student shall be suspended from the University if unrepentant, subject to (i), (ii) and (iii) above. A student is considered unrepentant of the bad dressing habit if he or she has been warned of the offence up to at least two times.
- v. Repeated case after two warnings or 3 weeks suspension shall attract suspension for one session or outright expulsion as the case may be.

### **SAMPLE PHOTOGRAPHS OF PROPER DRESSING**

The photographs below are just samples of proper and approved dresses in Covenant University. Proper and approved dresses may not be limited to the sample given hereunder, but just a representative of what is expected.





#### **4. EXAMINATION MISCONDUCT**

Students are admonished not to be involved in any form of examination misconduct as cheating of any kind during examinations is strictly prohibited. Any action by a student, which prejudices the integrity and sanctity of the University examinations, shall be considered to be examination misconduct, punishable by appropriate disciplinary action. This section summarises what constitutes examination misconduct. Examination misconduct not covered in this section shall be appropriately addressed by the Student Disciplinary Committee.

##### **(a) Impersonation**

Entering into an agreement with another student or any other person to undertake examination, test, laboratory work or other assignments on behalf of a student.

##### **(b) Plagiarism**

Plagiarism is the act of presenting the ideas or works of another as one's own without due acknowledgement. The acknowledgement of sources of information is the accepted academic behaviour.

##### **(c) Unorthodox Means**

Obtaining by any improper means examination papers and using such materials or distributing to other students.

##### **(d) Falsification of Academic Records for Admission**

Falsifying academic records or submitting false credentials and documents for purposes of gaining admission into the University or for any other academic purpose.

##### **(e) False Medical Certificate**

Submission of a false medical certificate, or obtaining such a certificate under false pretences for examinations or any other academic purpose.

##### **(f) Re-submission of Used Materials**

Submitting an essay, report or assignment to satisfy some, or all of the requirements of a course, when that essay, report or assignment has been previously submitted or is concurrently being submitted for another course whether in this University or any other institution.

##### **(g) Disruption and Harassment**

Behaving in a manner which infringes the orderly conduct of an examination.

**(h) Anti-safety Behaviour**

Violation of safety-regulation in the workshop, studio room or laboratory.

**(i) Unauthorised Communication**

Engaging in any unauthorized communication (oral, written or sign) during examinations.

**(j) Influencing/Attempting to Influence an Examination Official**

Influencing or attempting to influence any examination official with a view to gaining an advantage in marks. Soliciting marks from the examiners.

**(k) Writing on Unauthorised Materials**

Writing on any unauthorised paper or material(s) during an examination.

**(l) Unauthorised Change of Seating Position**

Changing assigned seating position in the examination hall without the permission of the Invigilator.

**(m) Possession of Unauthorised Written Materials**

Possession of written or photocopies of relevant notes or notes written on any part of the body, clothing, instruments such as set square, slide rules, rulers, calculator, etc., or having notes written on chairs, tables, desks, neck ties or drawing boards during examinations.

**(n) Copying from Unauthorised Materials**

Copying from any book or note on to any part of clothing, body, table, desk or instruments like set square, slide rule, protractors, calculators etc.

**(o) Consulting Recommended Books or Lecture Notes**

Consulting lecture notes or recommended textbooks in any format including digital or electronic during examinations.

**(p) Passing Unauthorised Materials to Others**

Passing any unauthorized material to another student during examinations.

**(q) Receiving Unauthorised Help from Others During Examinations**

Receiving or giving help to another student.

**(r) Aiding and Abetting Others to Copy**

Aiding and abetting any other student to copy from you or any other unauthorized material.

**(s) Destruction of Unauthorised Materials**

Destruction of any unauthorised note or paper found on a student during an examination or refusal to hand over same.

**(t) Disobeying Examination Instructions**

Disobeying instructions from examination officials. This includes writing before the start of examination or after the call for students to stop writing in an examination.

**(u) Refusal to Complete Misconduct Form**

Refusal to complete examination misconduct form.

**(v) Illegal Possession of Examination Materials**

Illegal possession of any materials relevant to an examination.

**(w) Making Prior Arrangements for Help**

Making any prior arrangement to obtain help in connection with the examination.

**(x) Smuggling of Answer Scripts**

Smuggling in or out of the examination hall, any Smuggling, in or out of the examination hall, an answer script or continuation sheet or any question paper not meant to be taken out of the examination hall.

**(y) Attacking Invigilator(s) or Lecturer(s)**

Attacking an invigilator or any examination official in or out of the examination hall or exhibiting an unruly behaviour towards the Invigilator or Examination Official.

**(z) Failure to Return Examination Booklets**

Failure to return examination booklets after examinations constitutes examination misconduct.

## **5. GENERAL**

### **(a) University General Assemblies**

University General Assemblies include the following:

- (i) Sunday Worship Services
- (ii) Chapel Services
- (iii) Public/Inaugural Lectures
- (iv) Variety Night
- (v) Other Special Academic or Spiritual Programmes organised by the University Authority.

These assemblies are mandatory for all students of the University. No student is allowed to remain in the room whenever there is a University General Assembly. Students are expected to be seated at least fifteen (15) minutes before the commencement of any General Assembly. The University does not condone any act of lateness. Students must ensure that they sign attendance, in and out, during any such assemblies.

### **(b) Counselling Support**

Any student who experiences any emotional or social discomfort should feel free to speak with the Chaplain, the Director of the Counselling Centre, Dean, Student Affairs, Hall Mentors, Hall Officers, or any other officer designated to provide spiritual and emotional counselling to students. Every student is expected to relate well with other students and other members of the University Community. Covenant University shall perform its role as 'in-locoparentis' to students and shall assist students to develop spiritually, academically, emotionally, socially and physically during their studentship in the University. The Faculty Support Programme (FSP) also provides a rich anchor in this respect.

#### **(i) Cultural Ethics**

An important aspect of our culture is respect for elders. All Covenant University students are to give due respect and honour to their elders, faculty and staff of the University.

#### **(ii) Closing of Doors/Gates**

The main gates of the University shall remain closed from 11.00 p.m. to 5.00 a.m. Any student who arrives after the gates have been shut must give satisfactory explanation to the security men on duty before he/she will be allowed on Campus.



**(c) Accreditation of Visitors**

- (i) All visitors to the students' residential area shall be duly accredited before entry. Visitors are expected to wear the University visitor's cards for easy identification.
- (ii) All visitors shall report at the Hall Assistant's desk (the reception). The Hall Assistant shall then send for the student being visited.
- (iii) Visitors are not allowed into the Halls of Residence after 6 pm.
- (iv) No visitor is permitted to enter any of the rooms in the Halls of Residence.
- (v) No student is allowed to accommodate any visitor or any student of the opposite sex in his/her room.

# 8

## CHAPTER EIGHT

### THE STUDENT DISCIPLINARY SYSTEM

The power to discipline students who violate the University's rules and regulations is vested in the Student Disciplinary Committee (SDC). There is also an Investigating Unit within the Student Affairs Department which investigates alleged offences and submits a report to the SDC through the Dean, Student Affairs.

#### 1. STUDENTS DISCIPLINARY COMMITTEE (SDC)

##### (a) Membership

- Representative of Management - Chairman
- Representative of the Chaplaincy
- Representative of the University Legal team
- Representative of the Student Council
- Representative of the Department of Psychology/  
Counseling Unit
- Chairman of the Faculty Support Programme
- Representative of the Registrar - Secretary

The following could be in attendance as necessary.

- Dean, Student Affairs and Representatives of Monitoring, Security & Surveillance Unit of the Students Affairs Department
- Hall Officers
- Examination Officer(s)
- Heads of Departments of affected students
- Chief Security Officer or his representatives
- Any other person so invited

##### (b) Terms of Reference

The Terms of Reference of the Committee shall be:

- To deal with disciplinary cases involving students in line

with the rules and regulations in the Student Handbook and in respect of other policies and directives of the University Management.

- To make recommendations to the Vice-Chancellor on the nature of offences and the prescribed penalties.
- To review cases already concluded as may be directed by the University Management or when fresh information that was not available at the time the initial conclusions were reached, is received.

### **(c) Quorum**

For any sitting of the SDC, two-thirds of the members shall form a quorum, including the Chairman, representative of the Chaplaincy and representative of the University Legal team.

## **2. PROCEDURES AND PENALTIES**

In deciding a case, the SDC shall consider the following:

- Nature of the offence
- Gravity of the offence
- The penalty prescribed for the offence
- Frequency of the offence in the University
- Character of the offender (whether similar or other offences had been committed before).
- Position of the offender among his/her co-offenders.

### **(a) Filing of Complaints**

Complaints may be filed by any student, faculty or staff of the University or visitor to campus against any student(s) or recognised student organisation. One can file a complaint with a staff in the Student Affairs Department or directly to the Dean, Student Affairs for the attention of the SDC. The office of the Dean, Student Affairs will send an invitation to the defaulting student (s), student organisation or staff, indicating the complaint/charge/offence that has been filed. This correspondence requests an investigative meeting and/or hearing with the defaulting student(s) to review the allegations, and evidence.

If a student files a complaint or is accused of violating any aspect of the rules and regulations and an informal resolution is not reached, the student shall appear before the SDC as a complainant or respondent and personally present any testimony, evidence or witnesses within the University that he/she wishes to be considered in reaching its decision. All parties are expected to comport themselves, present the

truth and abide by any restrictions that may be put in place while the matter is pending. The parents are usually informed of the outcome of investigations and penalties after approval by the University Management.

The jurisdiction of the SDC extends to misconducts that take place within or outside the University-owned property; at any University-sponsored event or at any location where the misconduct has a significant impact on the mission and wellbeing of the University.

**(b) Procedure for Dispensing Disciplinary Cases**

A student who violates any University rule or regulation shall undergo the following procedure:

- Complete an offence form.
- If a plea of guilt is entered, the case shall be forwarded for consideration by the SDC.
- If a plea of innocence is entered by a student, he/she shall be subjected to further interrogation/cross examination by an in-house investigative panel within the Student Affairs Department.
- When a considerable level of guilt is established, the erring student shall be referred to SDC for determination under a “formal resolution”.
- Student will be issued a formal Letter of summon and the parent/guardian will be notified accordingly. However, where the erring student is unavailable, the summon will be:
  - a. Pasted on his/her wardrobe door
  - b. The parent will be further notified of the unavailability of the student to receive the summon, as the case would be heard as indicated.

**(c) Failure to Fill an Offence Form**

Failure to fill an offence form for any violated rule amounts to gross insurbodination, and the prescribed penalty shall be applied.

**(d) Failure to Appear Before SDC**

Failure to appear before the SDC to respond to allegations or to appear as a witness when reasonably notified to do so will not hinder the process of justice. This standpoint extends to all disciplinary hearings, investigations and appeals. The hearing will be held “in absentia”, and the SDC will review/hear the available evidence/witness(es) and reach a decision on the matters which shall be binding and not open to

pleas except in cases where the accused/witness has any genuine and tenable reason for failure to honour the summons. Failure to appear before the SDC would be viewed as gross insubordination and be tried appropriately.

**(e) Informal Resolution**

If a plea of guilt is entered by a student who appears before the Dean, Student Affairs, the case could be determined by an informal resolution which penalty does not attract suspension, expulsion or advice to withdraw. This resolution shall be read by the Dean to the concerned student who shall accept guilt and the penalty in writing. The appropriate penalty shall be communicated to the erring student(s) after approval by the University Management.

**(f) Emergency Student Disciplinary Committee Sitting**

For cases due to time constraint or other administrative procedures, an emergency SDC shall be constituted with the Chairman, Representative of the Chaplaincy and the representative of Legal team in attendance. It shall follow the normal SDC procedures.

**(g) Withdrawal by Administrative Action**

The Dean Student Affairs may initiate procedures for the administrative withdrawal from the University or Hall of Residence of any student with approval from Management, for the following reasons:

- i. Behaviour that poses a threat to the health and safety of such student, or others.
- ii. Completion of a mandated evaluation and behaviour that continues to pose a threat to the health and safety of such student, or others.
- iii. Inability to control the behaviour that poses a threat to the health and safety of such student, or others, as assessed in this evaluation procedure.

**(h) Accomplice to Offence**

- i. A student who is present at a scene of an offence and who has contributed directly or indirectly either by word of mouth, action or even silence would be deemed to be accomplice to the offence and may receive the same penalty as the principal offender.

- ii. A student who by accident is present at the scene of an offence, who has not made any contribution either directly or indirectly to the offence would be deemed as a witness.

### **(i) Penalties for Violation of Rules and Regulations**

The following are some of the penalties that may be imposed for violation of University regulations:

#### **(i) Letter of Warning**

This is issued to offenders by the Student Affairs Department with the knowledge of their parents. It must be collected promptly or further stringent actions shall be imposed. Copies of such letters shall be forwarded to the offending student's file.

#### **(ii) Letter of Caution**

The issuance of a second warning (Letter of Caution) requires the invitation of the parent/sponsor of the offending student for the signing of an undertaking. A Letter of Caution can also be issued for other offences depending on the nature of such offences. However, staff/faculty are not permitted to collect this letter unless a letter of authorization from the parent/sponsor is communicated to the Dean, Student Affairs.

#### **(iii) Fines**

These must be paid within specified periods to avoid further stringent actions being imposed by the Student Disciplinary Committee (SDC).

#### **(iv) Confiscation of Items**

Unauthorized items shall be confiscated from the concerned students. However, repeated use of unauthorized items by any student will attract summon to the Student Disciplinary Committee. All confiscated items which will not be returned to the erring students shall be disposed off as the University deems fit.

#### **(v) Reimbursement**

Reimbursement requires that a student pays for damage to the University's property or the property of a member of the University Community. Such reimbursement is charged to any student, who alone, or through group-concerted activities, organises or participates in events that cause the damage or costs incurred by another party.

**(vi) Loss of Privilege**

Loss of privilege is the withdrawal of a privilege or use of a service or facility (such as the Centre for Learning Resources, cyber café, sports complex) for a specific period of time.

**(vii) Disciplinary Probation**

Disciplinary probation is a period of observation during which a student must behave in a manner acceptable to the University. The Student Disciplinary Committee may impose terms that will restrict the student's participation in extracurricular and other activities.

**(viii) Definite Suspension**

Suspension is an action that excludes a student from registration, class attendance, residence in the Hall of Residence and the use of University facilities for a specified period of time, ranging from 3 weeks to 1-year suspension. This action means that the student must immediately leave the campus and shall not return to the University until the suspension period is over. A suspended student found on campus during the suspension period shall be penalized for gross insubordination, trespass/unlawful entry.

**(x) Indefinite Suspension**

This is an action that shall exclude a student from all University activities and programmes for undefined period of time within which further investigations shall be carried out to ascertain the level of guilt. This action shall necessitate the student leaving the campus immediately and shall not return until his/her case is brought up for review or recall. Indefinite suspension shall remain in force as long as the issue(s) necessitating the suspension has/have not been cleared.

**(xi) Advised-to-Withdraw**

Advised-to-Withdraw could be applied in peculiar situations at the discretion of the Student Disciplinary Committee. Such a student shall be given academic transcript if applied for.

**(xii) Expulsion**

Expulsion is the permanent withdrawal of studentship. This action means that the student must leave the campus immediately, as he/she is no longer a student of the University.

### 3. CATEGORIES OF OFFENCES:

The offences fall into two broad categories:

1. All cases of **misconduct**, which the Student Disciplinary Committee (SDC) could try.
2. **Criminal offences** which should be referred to the Law Enforcement Agencies by the University Management on the recommendation of the SDC.

**(1) Misconduct:** The following are misconducts for which the Student Disciplinary Committee can investigate and try students:

- A. Unruly Behaviour
- B. Indecent Behaviour
- C. Vandalism
- D. Disorderly Assembly
- E. Unauthorized displacement of University property
- F. Pilfering
- G. Stealing
- H. Insubordination
- I. Membership of Secret Cults
- J. Double Matriculation
- K. Damage of University property
- L. Giving false identity/Information
- M. Overt Sexual Behaviour
- N. Disregard for spiritual values, instructions and institutions
- O. Sexual Harassment
- P. Violation of Hall of Residence regulations (as discussed in Chapter Seven of this Handbook).
- Q. Violation of Dress code (as discussed in Chapter Seven of this Handbook)
- R. Examination misconduct (this is discussed in details in Chapter Seven of this Handbook).
- S. Infringement of other University Regulations
- T. Any other offence that is, in the opinion of the SDC considered to be contrary to what the University's vision stands for.
- U. Disregard for Cultural ethics and ethos

#### **A. Unruly Behaviour**

This shall include disorderly behaviour or acts of indiscipline indicating lack of self-restraint. Offences classified under unruly behaviour and the penalties they attract are as categorized below:



**Offences & Punishments** (Maximum penalty, unless otherwise stated):

**a. Driving and Keeping Vehicle on Campus without Permission:**

No student is expected to drive or keep any vehicle, personal or commercial within the University premises/Canaanland without due authorisation from the Dean of Student Affairs. Any violator of this section shall be referred to the Dean of Student Affairs for appropriate disciplinary actions. Such disciplinary actions shall range from suspension for Three (3) weeks/One (1) academic session, to outright expulsion.

**b. Crossing of Lawns.**

**Penalty:** Letter of warning.

**c. Urinating outside designated areas.**

**Penalty:** Letter of Caution. Any repeat performance will lead to Three (3) weeks' suspension in the first instance.

**d. Streaking.**

This is a quick run, half naked or naked, through a public place within or outside the Halls of Residence. This is not allowed except for approved physical exercise carried out at designated centres.

**Penalty:** Letter of Caution. Any repeat performance will lead to Three (3) weeks' suspension in the first instance.

**e. Brushing of Teeth outside designated area.**

**Penalty:** Letter of warning.

**f. Hijacking** of a private or public vehicle on campus or off campus, under any action of complaints, protest or demonstration;

**Penalty:** Suspension for a minimum of one session or outright expulsion and surcharge for repair of any damage done to vehicle, public or University property as appropriate.

**g. Use of threat of violence of any kind on anybody**

**Penalty:** Suspension for a maximum of one session.

1. *Fighting:* Any attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. (It is not a defense that the person (or group) against whom the physical abuse was directed) consented to, or acquiesced to, the physical abuse.
2. *Offences against persons.* No student shall threaten, assault, haze or otherwise physically, psychologically, verbally, or in writing by electronic means or otherwise, abuse any other person. This includes

but is not limited to, incidents of bias-related acts of assault or abuse, or any incidents of verbal, written, physical, psychological harassment or abuse.

3. *Stalking*: No student shall perform any acts that harass, annoy, threaten, intimidate or alarm another person or persons. Examples include but are not limited to repeatedly following such person(s); repeatedly committing acts that alarm or seriously annoy such other person(s) and that serve no legitimate purpose; and repeatedly communicating by mechanical or electronic means, or any form of written communication with such person(s) in a manner likely to harass, intimidate, annoy or alarm.

**Penalty for the above offences shall range from letter of warning to suspension for one session, or expulsion, depending on the gravity.**

4. Illegal detention of people:  
**Penalty: This shall range from suspension for one session to expulsion from the University.**
5. Any other behaviour that may be classified from time to time as unruly behaviour by the University authority.  
**Penalty: This shall range from Letter of Warning to expulsion depending on the gravity of the offence.**

## **B. Indecent Behaviour**

The identified acts that constitute indecent behaviour and the recommended punishment for each act are listed as follows:

**Offence & Punishment** (Maximum, unless otherwise stated):

- i. *Defecating outside* designated areas or any other indecent behaviour:

**Penalty: Letter of warning. If offence is committed on a second occasion, the offender shall be suspended for one academic session.**

- ii. *Spitting in public places* / Littering of University premises:

**Penalty: Letter of Warning.**

**\* Ranges from Letter of Warning to Suspension for one academic session, depending on the gravity of the act.**

- iii. *Violation Of Interactive Time And Mode*

*(Pairing / Interactive Time, Mode and Location)*

Pairing is defined as two students of opposite sex being together outside interactive hours. The interactive hour shall be between 6.00am and 7.00pm daily. However, students of opposite sex found

in compromising position during interactive hours shall also be liable of pairing.

In addition, Students of opposite sex shall be allowed to interact at the Covenant University Chapel between 5.30am and 9.00pm under strict surveillance and monitoring to ensure decency and decorum after which they shall proceed separately to their various Halls of Residence. **Note:** Violation of Interactive mode includes students of opposite sex walking hand-in-hand, kissing or being found in any other compromising positions.

**Penalty: Violation of this rule shall attract Three (3) weeks suspension in the first instance. A repeat of the act shall attract penalty ranging from One (1) year suspension to expulsion.**

iv. *Any other behaviour that may be classified as indecent:*

**Penalty: Ranges from Letter of Caution to suspension for one academic session, and even expulsion, depending on the gravity of the offence.**

### C. **Vandalism**

Offence and Punishment (Maximum, unless otherwise stated):

Willful or malicious damage or destruction of University or private property.

**Penalty:** Suspension for one academic session or expulsion, depending on the gravity of the offence.

\*Payment for the repair or replacement of damaged or destroyed property is mandatory.

### D. **Disorderly Assembly**

Students are forbidden from gathering in a manner that disturbs the public peace, incites public alarm, results in violence to a person or property, disrupts the function of the University, interferes with faculty or staff in the performance of their duties, or otherwise brings disgrace or disrepute to the University.

**Penalty:** Any student who encourages or participates in the formation or prolonging of such a gathering is subject to immediate suspension from the University for one academic session or expulsion from the University, depending on the gravity of his involvement in the event.

### E. **Unauthorised Displacement, Use or Damage of University or Private Property.** Three possible offences are listed below:

- Unauthorized transfer of private or University property
- Unauthorized transfer and use of such property.

-Unauthorized transfer, use and damage of such property.

**Penalty:** These offences shall attract a Letter of Caution and replacement of the property removed, together with the repair of any attendant damage(s).

#### **F. Pilfering**

This is the unauthorised and habitual removal of small things/items belonging to another person or the University, seemingly of little value. This shall be considered as Stealing as in (G) below.

#### **G. Stealing**

This is the unauthorised removal of a property that belongs to another person. Stealing is a criminal offence and may be referred to the Police after the student had first been dealt with according to the Disciplinary Procedures in this book.

Penalty: Expulsion from the University.

#### **H. Insubordination**

This is defined as unwillingness to submit to, or willful disrespect of, constituted authority.

Penalty: Ranging from letter of warning/Letter of Caution at the first instance. A repeat act shall attract suspension ranging from Three (3) weeks to One (1) academic session depending on the frequency, and severity of the offence.

#### **I. Violation of the University Cultural Ethics**

A man's culture influences his future. Thus, Covenant University has a formidable culture of nurturing a good future for the leaders that are being raised. An important aspect of our culture is respect for law and order as well as mutual respect for one another within the community. All covenant University students are to give due respect, honour and benevolence to their elders at whatever time and whatsoever context. Specifically, students are to note that:

- a. their smart and business-like comportment shall not lack respect in their countenance to senior or elderly member of the community whether in the class, in the halls of residence or anywhere on the campus;
- b. helps and courtesies must be extended to the elderly or seniors wherever possible, practicable or affordable;
- c. their countenance and composure to enquiries and instructions by faculty, staff and visitors must be devoid of arrogance, but, rather show respect, care and love.

**Penalty: Failure to abide by this shall attract severe punitive measures ranging from letter of warning to outright expulsion from the University.**

## **J. Secret Cult**

### **i. Undertaking/renunciation of Membership**

All students shall sign an undertaking denouncing or renouncing (as the case may be) their membership of any secret cult within or outside the Campus. In the event of the discovery of any violation of the clause in the undertaking, such violator shall be expelled from the University forthwith.

### **ii. Membership and Possession of Cult Related Materials**

Since all secret cults have been proscribed, it is an offence to belong to a secret cult on or outside campus or engage in any cult related activity or be found to be in possession of any cult-related item or material in or outside the Campus.

## **The Definition of Cult Related Materials**

Cult related materials shall be defined as:

- a. Materials such that has DIABOLICAL connotations. This may include but is not limited to: Bracelets, Amulets, Talisman, Occult Rings, Waist beads and bands etc;
- b. Unconventional clothing materials carrying inexplicable signs and symbols;
- c. Signs and emblems of known cults or secret societies/organizations in other Universities/Institutions in Nigeria or elsewhere; and
- d. Body signs such as incisions, lacerations/cuts, piercing/perforations of parts of the body e.g. nose, ear (for males), deep cuts, strange shaping of beards/hair cut etc.

It is also a contravention of Decree 47 of 1989 to belong to any secret cult on campus.

**Penalty** - This shall attract summary expulsion from the University such student expelled shall also be subject to trial by the appropriate organs under the Decree.

## **K. Double Matriculation**

Double matriculation is a very serious offence in which a matriculated student retakes a JAMB examination in order to change to another

course in Covenant University. This offence shall attract summary expulsion.

#### **L. Damage to University property**

This is any willful damage or destruction of University property or asset either in the halls of residence, Library, Lecture halls, Cybercafé, laboratories or any part of the University premises. Behaviour that destroys, damages, or litters any property of the University, of another institution, or of another person, on University premises or at University-sponsored activities.

The punishment of this offence is as stipulated under vandalism (as discussed in the Appendix of this handbook).

#### **M. Giving False Identity/Information**

Every student is expected to always provide correct and adequate information as and when demanded. Therefore any wrong or misrepresentation of self for whatever reason with the intent that such information be acted upon as true, is strictly prohibited. Forgery, unauthorized alteration or misuse of any document, record or instrument of identification is prohibited. Also includes withholding material information from the University, misrepresenting the truth before a hearing of the University and making false statements to any University official. The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action. Students are required to conspicuously carry and present valid University identification at all times.

Student(s) found guilty of this offence(s) shall be suspended for Three (3) weeks while a repeat of same act shall attract suspension from the University for One (1) academic session.

Please note: that

1. The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action.
2. Students are required to conspicuously carry and present valid University identification at all times. Failure will attract Letter of Caution or Three (3) weeks suspension for repeated cases as appropriate.

#### **N. Overt Sexual Behaviour**

Student overt sexual misconduct is defined as unwelcome acts of a sexual nature committed by a student against another student with or without consent.

This includes but is not limited to:

- i. Touching of body of student of opposite sex, directly or through clothing such as patting, pinching, brushing against the body, attempted or actual kissing or fondling and any other inappropriate and/or unwelcome touching or feeling.
- ii. Unwelcome sexual remarks about body, clothing or sexual activities and humour or jokes about sex that denigrate women or men in general.
- iii. Unwelcome sexual propositions, invitations, or other pressure for sex.
- iv. Students are to shun unhealthy relationships that could culminate into unapproved pairing for interactions at unapproved locations such as on the walkways along the roads, front of Halls of residence, cafeteria etc.

**Violation of this clause shall attract Three (3) weeks suspension for the first offender and one academic session or outright expulsion for repeat of the offence depending on the gravity of the harassment.**

#### **O. Disregard for Spiritual Value and Institution**

**Penalty:** Ranges from Three (3) weeks suspension to suspension for one session depending on the gravity of the offence.

#### **P. Sexual Harassment**

Sexual harassment means unwelcomed sexual advances, requests for sexual favours, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:

- i. Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of an individual's education (including co-curricular activities) or employment;
- ii. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
- iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education

(including co-curricular activities) or work environment.  
No student is allowed to sexually harass (or be harassed by) his/her colleague or staff for whatsoever reason.

**Violation of this clause shall attract Three (3) weeks suspension for the first offender and one academic session or outright expulsion for repeat of the offence depending on the gravity of the harassment.**

**Q. Violation of Hall of Residence regulations**

(This is as discussed in Chapter Seven of this Handbook).

**R. Violation of Dress Code.**

(This is as discussed in Chapter Seven of this Handbook)

**S. Identification Cards:** Students are required to conspicuously carry and present valid University identification cards at all times. Failure to produce the ID card on demand by any University Official shall attract a Letter of Caution. A repeat of violation shall attract Three (3) weeks suspension.

**T. Examination misconduct**

All cases of Examination Misconduct will attract an EXPULSION penalty except otherwise indicated.

**U. Infringement of other University Regulations**

This refers to any violation of rules and regulations given to students at all and sundry times by the University Management. Appropriate penalty shall be meted to the erring student.

**V. Refusal to undergo prescribed drug screening will attract expulsion.**

**W. Any other offence shall be penalised as appropriate.**

**(2). Criminal Offences**

These are acts that contravene the laws of the land. They are offences that can warrant expulsion and, as such, shall be handled by the law enforcement agents on the recommendation of the SDC. Student(s) involved in such acts shall be expelled. The offences include::

**(i) Fraud/Forgery**

This is when a person makes or presents a false writing, statement



or document knowing it to be false with the intention that it be acted upon as genuine. This shall include signing of roll call, class/lecture attendance, Chapel, TMC attendance, etc or signing for an officer of the University or other persons in authority outside the University with the intent of validating the genuineness of such document e.g. Exeat, Letters, Certificates, Bank documents, Medical reports. This shall include all forms of alterations on the Exeat form, etc.

**(ii) Robbery (Theft)**

This is an act of forceful and violent removal of a property that belongs to another person.

**(iii) Burglary**

This is an act of forcefully gaining unauthorized access into a building, offices, rooms, enclosure/closet, etc (e.g. locker, wardrobe, boxes, safes, cabinet, stores, etc).

**(iv) Assault**

This is an act of striking, touching, moving or otherwise applying force of any kind to the person of another directly or indirectly without his consent or with his consent if the consent is obtained by fraud, or as defined by the Criminal Code of Nigeria.

**(v) Murder**

This is an act where a person unlawfully kills another or the intentional extermination of another person's life as defined by the Criminal Code of Nigeria.

**(vi) Membership of secret cult**

**(vii) Possession of firearms/live bullets or any other compliment of a firearm.**

**(viii) Arson**

This is where a person willfully sets fire or attempt to unlawfully set fire to any building, part of building, fittings, appliances, offices, room, vehicles or any part of the University premises, etc.

**(ix) Rape**

Any person who has or attempts to have an unlawful carnal knowledge of anyone woman /or girl, man / boy without her / his consent or with her/ his consent if the consent is obtained by force or by means of

threat or intimidation of any kind or by means of false and fraudulent representation as to the nature of the act.

**(x) Possession and/or use of hard drugs and drug trafficking**

This shall include Indian hemp, Cocaine, Heroine, Cannabis etc and drug trafficking shall include any exchange, dealing, buying and selling of same.

In addition, refusal to undergo prescribed drug screening will attract expulsion.

**(xi) Hazing:**

Whether by omission or commission, no student shall take any action, or create, or participate in the creation of any situation that recklessly or intentionally endangers another person's psychological, mental, or physical health or that involves the forced or expected consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Examples of hazing activities include, but are not limited to: paddling, branding, tattooing, shaving of hair, or other physical abuse or brutality; activities that involve excessive fatigue and/or stress; verbal and/or psychological abuse that compromises the dignity of any individual. **Any student/group of students found in such act shall be expelled from the University.**

**(xii) Internet fraud/other hi-tech fraud**

This shall include breaking or attempting to break or hacking into the data base of the University or any other Computer System assigned to other persons or offices within or outside the University. This shall also cover such areas as unauthorized transaction or usage via the use of internet services i.e. otherwise known as hi-tech fraud, inclusion or conversion of restricted IP addresses to one's use.

**(xiii) Any other criminal offence committed in/outside the University.**

This shall include any other criminal offence in/or outside the University not herein listed or adjudged to put the University in disrepute. **Violation of any of these clauses shall attract outright expulsion from the University.**

**4. MODALITIES FOR IMPLEMENTATION OF PENALTIES**

- (a) Students involved in disciplinary action ranging from suspension to expulsion are to report to the Student Affairs Department for counseling and specific instructions before their departure.

- (b) The parents shall be contacted and informed of the offence committed and the attendant penalty.
- (c) The disciplinary letter shall be collected by the parent/guardian of the concerned student and the student must leave the Campus immediately.
- (d) The I.D. Card and other University property shall be withdrawn from the student.
- (e) The contact addresses of the Parents shall be documented.
- (f) The Corporate Affairs Unit shall take a photograph of the Student.
- (g) Retrieval of luggage and belongings from the Hall of Residence shall be supervised by the Hall Officer and Security Operatives.
- (h) Confiscated items such as phones, laptops, appliances, etc., of a suspended or expelled student shall be returned to the parent/guardian.

### **Conditions for the Re-absorption/Recall of a Student**

Any student that has served his/her penalty or been recalled shall be required to come with the parent/guardian to have audience with the Dean, Student Affairs who will assess his/her suitability for re-absorption. In addition, the following underlisted formalities would be observed. The student must:

- (a) have served the penalty;
- (b) show high level of remorse;
- (c) have passed through spiritual rehabilitation, which must be validated by a letter of attestation from a Pastor/Minister, detailing any spiritual training or programme the student had embarked upon during the period of suspension;
- (d) have a comprehensive evaluation report of his/her performance during the period of suspension and the attendant spiritual growth from the Resident/Senior pastor in Charge of his/her church;
- (e) go through medical/ psychological screening as prescribed
- (f) sign an undertaking to be of good character and
- (g) The parent/guardian must sign an undertaking of good behavior for his/her child/ward.

Students on any disciplinary action shall not participate in any excursion during the session of subsisting penalty and shall not participate in any external engagement/exchange programme of the University.

### **Follow-up Programme on Campus after Recall**

- (a) Collection of Letter of Re-absorption for pursuit of academic activities from the Registry.
- (b) Presentation of evidence of payment of the required or outstanding

fees.

- (c) A Letter of Undertaking to be of good behaviour duly signed by both the student and the Parent and submitted at the Student Affairs Office.
- (d) Presentation of a brief report on how the student in question has been able to maximize the period of suspension for a change of attitude and display of Godly character must be submitted by the Student and the Parent before resumption.
- (e) Issuance of Clearance letter of re-absorption to the Hall of Residence.
- (f) To undergo six (6) months of intensive Counseling and Spiritual supervision from the University Counseling Unit and the Chaplaincy. A report of attendance and general conduct during the period will be forwarded to the Dean, Student Affairs for further processing.
- (g) Six (6) months supervision by the Head of Department of the student. The HOD supervises and monitors the student's classroom attendance and general attitude to his/her academic pursuit. A monthly report and a summary report and recommendation should be submitted by the HOD to the Student Affairs Department.
- (h) The Hall Officer should also keep the student under surveillance and comment monthly on his/her character and conformity to rules and regulations of the University. The Hall Officer shall also give a report on the student to the Dean, Student Affairs, at the end of the six months probation.

## **5. STUDENTS' RIGHT OF APPEAL**

Covenant University has provided these rules and regulations to guide and reform students' behaviour. Any student who has been placed on corrective measures but feels he/she has not been given a fair hearing or has additional information to guide the University's decision, has the right to send in a letter of appeal to the Appellate Committee, copying the Vice-Chancellor, Registrar and Dean, Student Affairs for reference.

### **(a) Appellate Committee**

The Appellate Committee shall include but not be limited to the following:

- (i) The Deputy Vice-Chancellor - Chairman
- (ii) The Chaplain
- (iii) A staff of the University's Legal Team, who is not a member of

## SDC

- (iv) Representative of Faculty Support Programme, who is not a member of SDC
- (v) A member of the Counselling Unit who is not a member of SDC
- (vi) A representative of each College
- (vii) A representative of the Registrar, who is not a member of SDC
  - Secretary

Any decision by SDC can be appealed. The Appellate Committee of the University shall review the appeal in line with the provisions in the Student Handbook and make recommendations to the University Management.

## 6. PREROGATIVE OF MERCY

The Prerogative of Mercy shall only be discharged by the Chancellor. The Chancellor exercises discretionary power and final authority on any such considerations. Mercy is a compassionate or a kindly forbearance shown towards an offender. The Chancellor's Prerogative of Mercy shall only be extended to students who have shown evidence of penitence and remorse, sequel to the rehabilitative counselling and spiritual measures undertaken within such periods. The Chancellor's prerogative of mercy shall therefore be predicated on credible evidence of rehabilitative measures undertaken.

### Prerogative of Mercy Committee

The Appellate Committee members shall also constitute the Prerogative of Mercy Committee (PMC). Any beneficiary of the Chancellor's Prerogative of Mercy shall:

- (i) present Letter of Affirmation of good conduct from a Pastor;
- (ii) sign an undertaking to be of good behaviour throughout his/her studentship in Covenant University to be completed by both Student and Parent;
- (iii) sign the re-absorption to campus form;
- (iv) sign the re-absorption to Hall of Residence form;
- (v) sign the re-absorption to Academic Activities form;
- (vi) In addition to the above, the student must also comply with the conditions for re-absorption previously stated.
- (vii) operate under restricted exeat permit of 2 per session or 1 per semester;
- (viii) operate a defined reporting line which makes him/her interact with the Dean, Student Affairs and the Chaplain on alternate weekends throughout his/her stay in Covenant University, except otherwise reviewed. Further to this, he is to be registered with the Covenant University Counselling Centre with a

- periodic report submitted from the Centre to the Office of the Registrar; and
- (ix) attend all academic lectures, assemblies, Chapel services, etc., and shall have a designated seat at such occasions, usually in the front row to make his presence/absence conspicuous to enhance monitoring.

## APPENDIX

### Students' Disciplinary Issues in Summary

#### (a) Chaplaincy: Misconduct and Penalties

S/N	Misconduct	Penalties
1.	Unauthorised religious practice or activity	Ranging from letter of warning to suspension, depending on the gravity of offence.
2.	Absence from Chapel and Sunday services	Ranging from letter of warning to advised-to-withdraw, depending on the gravity of offence.
3.	Non-compliance with expected conduct in the Chapel	Ranging from letter of warning to suspension, depending on the gravity of offence.
4.	Lateness to Chapel services	Ranging from letter of warning to suspension, depending on the gravity of offence.
5.	Absence from or lateness to any other chaplaincy authorized programme.	Ranging from letter of warning to suspension, depending on the gravity of offence.

#### (b) Residency: List of Prohibited Items in the Halls of Residence and their Penalties

S/N	Items	Penalties
1.	Possession of mobile phone, SIM card enabled devices and other phone accessories	Three (3) weeks suspension
2.	Bottles, knives, fork etc.	Ranging from letter of warning to suspension, depending on the gravity of offence.
3.	Fireworks and explosives of any kind	Ranging from letter of warning to Expulsion, depending on the gravity of offence.
4.	Kerosene lamp, gas cooker, candles, matches, lighter etc.	Ranging from letter of warning to Expulsion, depending on the gravity of offence.
5.	Cooking utensils such as hot plates, rice cookers, toasters, micro waves, electric boiling ring, saucepans, blenders etc.	Confiscation of items and payment of ? 10, 000 fine.
6.	All hair dryers, straighteners	Confiscation of items and payment of ? 10, 000.
7.	Refrigerators, grillers	Confiscation of items and payment of ? 10, 000.
8.	Any unauthorized items meant for sale or business activities.	Confiscation of items and payment of ? 10, 000.
9.	Jeans, chinos, corduroy and diabolic materials	Ranging from letter of warning to suspension, depending on the gravity of offence.

10.	TV sets	Ranging from letter of warning to suspension,
11.	Video machines, tapes, DVD & VDC players	Ranging from letter of warning to suspension,
12.	TV card, antennas etc	Ranging from letter of warning to suspension,
13.	Computer game (play station)	Letter of warning
14.	Weight, hot put, discus or javelin	Ranging from letter of warning to suspension, depending on the gravity of offence.
15.	Other items that may be considered as contraband from time to time	Ranging from letter of warning to suspension, depending on the gravity of offence

### Residential Misconducts and Penalties

S/N	Misconducts	Penalties
1.	Squatting	Letter of caution at first instance while a repeat of the act shall lead to Three (3) weeks suspension.
2.	Inability to live peacefully in the Hall	Ranging from letter of warning to expulsion, depending on the gravity of offence.
3.	Non-observance of Great Silence rule	Ranging from letter of warning to suspension, depending on the gravity of offence.
4.	Refusal to submit keys/Unauthorised possession, use, duplication of keys	Ranging from suspension to expulsion, depending on the gravity of offence.
5.	Loss of key	Payment of a fine of ₦ 10, 000
6.	Fighting	Ranging from Three (3) weeks suspension to advised-to-withdraw, depending on the gravity of offence.
7.	Jumping the fence or reception desk	Three (3) weeks suspension
8.	Violation of safety and health regulations	Ranging from letter of warning to suspension, depending on the gravity of offence.
9.	Unauthorized transfer of bed space/rooms	Ranging from letter of warning to suspension, depending on the gravity of offence.
10.	Violation of exeat rule	Ranging from Three (3) weeks suspension to 1 year suspension, depending on the gravity of offence.
11.	Non-signing of attendance register	Ranging from letter of warning to expulsion, depending on the gravity of offence.
12.	Violation of sanitation rule	Letter of warning
13.	Defacing of walls	Provision of cost of painting and letter of caution
14.	Possession and watching of indecent films and listening to indecent tapes	Ranging from letter of caution to suspension, depending on the gravity of offence.
15.	Cooking in the Hall of Residence	Ranging from letter of caution to suspension, depending on the gravity of offence.
16.	Accommodating student of opposite sex/visitor in a room	Ranging from suspension to expulsion, depending on the gravity of offence.

17.	Holding of nocturnal activities	Ranging from suspension to expulsion, depending on the gravity of offence.
18.	Nudity	Ranging from suspension to expulsion, depending on the gravity of offence.
19.	Sexual Immorality	Expulsion
20.	Lesbianism/homosexualism	Expulsion
21.	Possession/viewing of pornographic materials	Expulsion and confiscation of such materials and device used.
22.	Gossiping/Backbiting	Ranging from letter of warning to suspension, depending on the gravity of offence.
23.	Staying in the Hall of residence during University General Assembly	Ranging from suspension to expulsion, depending on the gravity of offence.
24.	Theft of items during University General Assembly	Students found in the Hall are liable and must replace the items plus penalty ranging from suspension to expulsion, depending on the gravity of offence.

**(c) Dress Code**

- (i) Dress code violators shall be sent out of lecture halls, examination halls, etc.
- (ii) Penalty for all categories of dress-code violation attracts a letter of caution at the first instance while a repeat of the act shall lead to Three (3) weeks suspension.

**(d) Examination**

Penalties for examination misconducts range from warning to expulsion.

S/N	Misconduct	Penalties
1.	Cheating during examinations, tests, assignments, etc	Cancellation and forfeiture of marks plus penalty ranging from letter of caution to expulsion, depending on the gravity of offence.
2.	Impersonation	Expulsion
3.	Plagiarism	Cancellation and forfeiture of marks plus penalty ranging from letter of caution to expulsion, depending on the gravity of offence.
4.	Unauthorised access to examination materials	Expulsion
5.	Unauthorised collection of item from another student during an examination without the knowledge of the invigilator	Letter of caution
6.	Falsification of evaluation form and other academic records or documents	Expulsion
7.	Appearing for examination, without meeting attendance requirement	Letter of caution
8.	Disobedience to instructions/disruption during an examination/harassment of invigilator	Disqualification from the examination plus penalty ranging from letter of caution to expulsion, depending on the gravity of offence.
9.	Anti-safety behaviour during practicals, workshops, studio work, etc	Letter of caution
10.	Attempted inducement of examiners and invigilators	Disqualification from the examination plus penalty ranging from suspension to expulsion



11.	Possession/copying of any written materials relevant to the examination	Expulsion
12.	Aiding and abetting examination misconduct	Expulsion
13.	Destruction of evidence of examination misconduct	Expulsion
14.	Refusal to complete examination misconduct form	Penalty ranges from suspension to expulsion, depending on the nature of examination misconduct.
15.	Any previous arrangement made for access to examination materials whether it succeeds or not	Suspension to expulsion, depending on the nature of examination misconduct.
16.	Refusal to submit examination scripts	Failure in the examined course plus penalty ranging from suspension to expulsion
17.	Any other misconduct recorded from time to time	Letter of warning to expulsion, depending on the nature of examination misconduct.

### (f) General

#### General Misconduct and Penalties

S/N	Misconduct	Penalties
1.	Unruly behaviour	Ranging from warning to expulsion, depending on the gravity of offence.
2.	Indecent behaviour	Ranging from warning to expulsion, depending on the gravity of offence.
3.	Violation of interactive mode and time	Ranging from letter of caution to suspension, depending on the gravity of offence.
4.	Smoking	Ranging from suspension to expulsion, depending on the gravity of offence.
5.	Possession/Use of Alcohol	Ranging from suspension to expulsion, depending on the gravity of offence.
6.	Possession/Use of Hard Drugs	Expulsion
7.	Vandalism	Ranging from suspension to expulsion, depending on the gravity of offence.
8.	Disorderly Assembly	Ranging from suspension to expulsion, depending on the gravity of offence.
9.	Damage to University property/Unauthorised Transfer	Replacement of the damaged property, plus penalty ranging from letter of caution to suspension, depending on the gravity of offence.
10.	Pilfering/Stealing	Return of the materials, plus penalty ranging from suspension to expulsion, depending on the gravity of offence.

11.	Insubordination/Gross Insubordination	Ranging from letter of caution to suspension, depending on the gravity of offence.
12.	Possession of Cult-Related Materials	Ranging from suspension to expulsion, depending on the gravity of offence.
13.	Membership of Cult/Secret Society	Expulsion
14.	Double Matriculation	Advised-to-withdraw
15.	Giving of False Identity/Information	Ranging from letter of caution to suspension, depending on the gravity of offence.
16.	Non-hanging of Identity Card	Letter of warning
17.	Sexual Harassment	Ranging from suspension to expulsion, depending on the gravity of offence.
18.	Pairing	Letter of caution
19.	Overt Sexual Behaviour	Ranging from suspension to expulsion, depending on the gravity of offence.
20.	Fraud/Forgery	Expulsion
21.	Internet Fraud/Hi-tech Fraud / ATM and other bank fraud	Expulsion
22.	Use of Fireworks	Ranging from letter of caution to suspension, depending on the gravity of offence.
23.	Robbery/ Possession of Firearms	Expulsion
24.	Burglary	Expulsion
25.	Assault	Ranging from letter of caution to suspension, depending on the gravity of offence.
26.	Murder	Expulsion
27.	Arson	Expulsion
28.	Rape	Expulsion
29.	Breach of University Peace	Ranging from letter of caution to expulsion, depending on the gravity of offence.
30.	Any other criminal act	Ranging from suspension to expulsion, depending on the gravity of offence.

## **National Anthem**

Arise O' compatriots  
Nigeria's call obey  
To serve our fatherland  
With love and strength and faith

The labour of our heroes past  
Shall never be in vain, to serve with heart and might  
One nation bound in freedom, peace and unity.

Oh God of creation,  
Direct our noble cause:  
Guide our leaders' right  
Help our youth the truth to know  
In love and honesty to grow  
And living just and true  
Great lofty heights attain  
To build a nation where peace and justice shall reign.

## **The National Pledge**

I pledge to Nigeria, my country,  
To be faithful, loyal and honest,  
To serve Nigeria with all my strength  
To defend her unity and uphold  
Her honour and glory  
So help me God.

## **Covenant University Anthem**

We're a Covenant Generation  
Pursuing excellence  
Redeemed to reign  
Learning to lead

We are bound by an oath  
Obeying rules to rule  
Making Kings of youth  
Flying high on covenant wings

Wisdom's call for change  
Inspired on fire  
With courage  
Marching on in grace  
God's own arrow  
Shot for glory.  
Covenant generation arise  
Light and knowledge to shine  
Glorious foundation stone  
Leadership skills to show

Departing from knowledge  
To empowerment  
Legalism To realism

Wisdom's call for change  
Inspired, on fire  
With courage  
Marching on in grace  
God's own arrow  
Shot for glory.



