

**UNIVERSITY OF CAPE COAST**  
**COLLEGE OF HUMANITIES AND LEGAL STUDIES**  
**FACULTY OF ARTS**  
**DEAN'S OFFICE**

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UNIVERSITY POST OFFICE  
CAPE COAST, GHANA

Our Ref: FA/E/1<sup>A</sup>/Vol.4/30

Your Ref:

10<sup>th</sup> January, 2017

Faculty Examinations Officer  
Ag. Director, CAIS  
Heads of Department/Unit  
Departmental Examinations Officers  
Faculty of Arts  
UCC

Dear Colleagues,

**TIME LINES FOR DEPARTMENTAL AND FACULTY EXAMINATIONS BOARD MEETINGS**

In accordance with the regulations governing release of examination results in the University and as directed by the Vice-Dean of Faculty of Arts, we would like to suggest the following time lines for Departmental Examinations Board meetings and also inform you about the following schedules for the Faculty Examinations Board meeting:

Departments are kindly requested to arrange to hold their Examinations Board meetings between Monday 23<sup>rd</sup>- Thursday 26<sup>th</sup> January, 2017 and submit all approved results to the Dean's Office latest by Monday 30<sup>th</sup> January, 2017.

The Faculty Examinations Board meeting is as follows:

- Tuesday 31<sup>st</sup> January, 2017 (first session)
- Thursday 2<sup>nd</sup> February, 2017 (second session)

As it has been the practice, Departments are also requested to take notice of the following:

- i. Departments should submit two (2) comb-bound copies of detailed results **only** to the Dean's Office to be given to the Vice-Dean and the Faculty Examinations Officer at the meeting.
- ii. Departments that will delay the submission of their results will be surcharged with the cost for convening another meeting and approving those results respectively.
- iii. Departmental Examinations Officers are kindly requested to save all results in **PDF format** and prepare for overhead projection of the results during the Faculty Examinations Board meeting.

We would like to urge all Heads of Department and Examinations Officers to take the necessary steps to enable us meet the schedules stated above.

On behalf of the Dean, we welcome all colleagues back to campus and wish all a prosperous New Year and incident free semester.

Thank you.

Yours faithfully,

**Prof. P.K.T Grant**  
**VICE-DEAN**

*for:* Dean

**cc:** Faculty Officer, Faculty of Arts  
Ag. College Registrar, CHLS