



"Eyrie", Howell's Cross Road, St. Michael, Barbados, W.I., BB11058  
☎ (246) 426-2858 📠 (246) 429-5435  
[bcc.edu.bb](http://bcc.edu.bb)

## **Mission Statement**

To meet the changing developmental, educational and training needs of stakeholders through the provision of relevant, high-quality programmes

## **Vision**

To be a world-class centre of excellence in education and training.

**Table of Contents**

Principal’s Message .....10

Registrar’s Message .....14

COLLEGE PROFILE .....16

    Brief History.....16

    Diversity of Student Body.....17

CAMPUSES OF THE COLLEGE.....18

    THE JEAN & NORMA HOLDER HOSPITALITY  
    INSTITUTE (JNHHI) .....19

    INDUSTRY SERVICES UNIT .....19

THINGS YOU NEED TO KNOW .....20

    STUDENT IDENTIFICATION CARDS .....20

    Obtaining your Identification Card .....21

FORBIDDEN ACTIVITIES .....21

    Dress Code .....22

    Smoking and Vaping.....22

    Non-Students.....22

ACADEMIC MATTERS.....23

    ACADEMIC STATUS .....23

    Special Students .....23

    Special Needs Students .....23

ACADEMIC STRUCTURE .....24

    Notice Boards.....25

## **Student Handbook**

ATTENDANCE AT CLASSES .....	26
PROGRAMMES OF STUDY .....	27
The Credit System.....	27
Enrolment Status .....	28
Bachelor Degrees .....	28
Associate Degree.....	29
Definition of Terms.....	30
RESIDENCY RULE .....	31
GRADING SYSTEM.....	33
Other Grades .....	35
STUDENT'S GRADE POINT AVERAGE .....	36
Academic Warning (AW) .....	39
Automatic Academic Dismissal (AAD).....	39
Academic Merit.....	39
Academic Excellence .....	40
ADVANCED STANDING .....	40
Withdrawal from a Course/Elective.....	41
Withdrawal from a Major (First Years only) .....	42
Official Withdrawal from the College .....	43
Unofficial Withdrawal from the College .....	44
Enforced medical withdrawal .....	44
TRANSFER TO NEW PROGRAMME/MAJOR .....	45
ABSENCE / LEAVE OF ABSENCE .....	45
Absence from Classes / Leave from Classes.....	45
Leave of Absence .....	47

# Student Handbook

---

Pregnancy .....	47
READMISSION .....	47
EXTENDED STUDIES .....	48
FINAL EXAMINATIONS .....	48
CHECKING THE EXAMINATION NOTICE FOR DATES.....	48
INSTRUCTIONS TO FINAL EXAMINATION STUDENTS .....	49
SUPPLEMENTAL EXAMINATIONS .....	53
REPEATING OF COURSES .....	54
ACADEMIC DISHONESTY .....	55
Definition of Plagiarism.....	55
Verification .....	57
Sanctions .....	58
GRADE REVIEW/APPEAL PROCEDURES .....	59
STUDENT RECORDS .....	61
Release of Information.....	61
GRIEVANCE PROCEDURE.....	63
INTRODUCTION.....	63
PRELIMINARY STEPS.....	63
GRIEVANCE COMMITTEE .....	64
COMMITTEE ACTION .....	65
RESPONDENT.....	66
HEARING DECISION .....	66

## **Student Handbook**

---

GRADUATION ATTIRE .....	67
GRADUATION COST .....	67
GRADUATION REQUIREMENTS .....	68
Bachelor Degree Requirements (Cumulative G.P.A.) .....	68
Associate Degree Requirements (Cumulative G.P.A.) .....	69
COLLECTION OF CERTIFICATES .....	69
MONEY MATTERS .....	70
REGULATIONS CONCERNING PAYMENT OF FEES ...	70
Refund for Course Cancellation.....	71
PAYMENT BY CHEQUE.....	71
LATE FEES .....	72
OUTSTANDING FEES.....	72
FINANCIAL AID .....	72
Barbados Association of Retired Persons (BARP) .....	72
THE STUDENTS' CONTINGENCY FUND .....	73
ENABLING GRANT.....	73
Value of Enabling Grant .....	73
PARTIAL PAYMENTS .....	74
THE STUDENT REVOLVING LOAN FUND .....	74
SCHOLARSHIPS & AWARDS.....	75
Academic Requirements .....	76
BARBADOS EXHIBITION.....	77
Academic Requirements .....	77
SEMESTER ABROAD PROGRAMME.....	78
STUDENT SERVICES.....	79

## **Student Handbook**

---

STUDENT AFFAIRS .....	79
STUDENT AFFAIRS STAFF .....	79
COLLEGE LIBRARY .....	80
Library Opening Days/Hours .....	80
LIBRARY LOANS .....	81
Caribbean Heritage Collection (CHC)/Reserve Loans .....	81
Library Fines .....	82
EBSCOhost .....	82
Information, Research & Instructional Services (IRIS) Unit .....	83
Cultural Events.....	83
Facilities for Special Needs.....	83
Library Conduct .....	83
THE BOOKSOURCE .....	85
Special Order Service.....	86
Online Database .....	86
Printing & Binding Services .....	86
More than a BookSource.....	86
COUNSELLING AND PLACEMENT CENTRE.....	87
Academic Advising.....	87
Personal Counselling.....	88
Career Counselling.....	88
Higher Education Advising.....	88
Job Placement.....	89

## **Student Handbook**

---

Student Success Centre (SSC) .....	89
EducationUSA.....	90
STUDENT HEALTH CLINIC .....	92
Our Team .....	92
Location and Office Hours.....	92
PANDEMIC PROTOCOLS.....	93
Services .....	94
Doctor’s Schedule .....	94
Parental Consent.....	94
Clinical Services Offering.....	95
Routine Services.....	95
Referral Services .....	96
BCC Health Record/Immunization requirements .....	97
Confidentiality.....	98
Pandemic Protocols.....	98
Practice preventive action – stick to the basics.....	99
What to do if you are feeling ill .....	99
STUDENTS’ GUILD.....	100
The Guild Council.....	100
Purpose of the Guild Council.....	100
Guild Council Membership.....	100
Guild Council Election.....	101
GYMNASIUM.....	101
AUDITORIUMS.....	102
PAVILION.....	102

## **Student Handbook**

---

ART GALLERY .....	102
CAFETERIA.....	103
PARKING FACILITIES.....	103
CLUBS & SOCIETIES.....	105
FELLOWSHIP (U.C.C.F.).....	105
BCC STUDENT AMBASSADOR PROGRAMME.....	106
Student Ambassador Requirements .....	106
CIRCLE K CLUB .....	107
Circle K Activities.....	108
To Become a Member .....	108
Benefits of Membership.....	108
Meetings (Where & When).....	108
THE POLITICAL SOCIETY ASSOCIATION.....	109
Membership.....	109
Major Activities .....	109
Meetings.....	110
EMERGENCY PROCEDURES.....	112
SICKNESS & INJURY.....	112
ACCIDENT.....	115
FIRE.....	116
POWER FAILURE.....	117
BOMB THREATS.....	117
INFORMATION TECHNOLOGY POLICY .....	123

## **Student Handbook**

---

LIFE BEYOND COLLEGE .....	125
MEMORANDA OF UNDERSTANDING.....	126
CONTACT INFORMATION .....	128
VOICE CONTACT.....	128
“Eyrie” Campus .....	128
Jean & Norma Holder Hospitality Institute .....	129
Industry Services Unit.....	129
E-MAIL CONTACT .....	129
Appendix I.....	130
CHARTER OF STUDENTS’ RIGHTS.....	130
General Rights.....	130
Academic Rights .....	131
Procedural Rights .....	132
Students’ Responsibilities .....	133
CODE OF STUDENT CONDUCT .....	134
A. Category I: Gross Misconduct .....	138
B. CATEGORY 2. GENERAL MISCONDUCT .....	142
C. THE DRESS CODE.....	143

### Principal's Message

Dear Students



I am delighted to welcome you to Barbados Community College (BCC), where each year, a vibrant influx of students enroll in associate degrees, bachelor's degrees, diplomas, and certificate programs.

At BCC, we embrace an interdisciplinary and collaborative approach to learning, fostering an environment that values both teamwork and self-sufficiency. We are committed to celebrating our rich traditions, heritage, and culture, where we provide spaces for that diverse tapestry of voices, ideas, and experiences that spark creativity and drive innovation.

In today's world, we face numerous international, regional, and local challenges that can influence our quality of life. As a tertiary institution, we have a vital role to play in responding to the current and future needs of society. For instance, we are implementing sustainable practices, such as waste management initiatives and recycling programs and we are focusing on increasing our community engagement in order to address current social issues. We invite you to join us in these efforts that emanate from our three (3) pillars; *Community*, *Service*, *Sustainability*; and make a positive impact.

We encourage you to get involved beyond the classroom. We have an active Students' Guild and there are a variety of student

## **Student Handbook**

clubs, organizations, and activities to help you discover your passions and develop leadership skills. Remember, this journey is about more than academic achievement; it's about self-discovery, resilience, and discipline. While you may not use all of your acquired knowledge directly in the workplace, the skills you develop, such as adaptability, perseverance, and teamwork, will be invaluable.

Make your time with us meaningful. Be bold, dream big, and break down any barriers that stand in the way of reaching your full potential. You are meant to thrive and live a limitless life, and we are here to support you every step of the way.

Ms Annette Alleyne  
Principal

### Deputy Principal's Message



Dear Students

Welcome to the Barbados Community College!

You are embarking on an exciting new chapter—an investment in your personal growth, academic journey, and future career. Whether you're transitioning from secondary school, balancing part-time or full-time study with work and family commitments, or returning to retool and upskill, your decision to build your future with us is a commendable one—and we are honoured to be part of your journey.

As the oldest community college in the Caribbean, established by an Act of Parliament in 1968, we are proud to carry forward a strong legacy of excellence. Our mission is rooted in providing quality education and training that empowers global citizens with deep local roots. We remain committed to developing creative, knowledgeable graduates who are ready to shape and change the world.

## **Student Handbook**

---

At Barbados Community College, your voice matters. Your feedback plays a vital role as we strive for institutional accreditation, enhance our curriculum with industry-experienced professionals, and prioritize exceptional student care.

As you move through your studies, I am confident you will discover a supportive and inspiring environment—one where you will gain valuable skills, form meaningful friendships, and foster mentorships that last a lifetime.

As Deputy Principal, my foremost priority is to help cultivate an enriching educational experience—one that not only meets your expectations but also ignites your ambition and drives you toward your goals. Thank you for choosing the Barbados Community College. We believe in your potential, and we are confident you are going places. Enjoy the journey ahead.

Samuel Bowen  
Deputy Principal

### **Registrar's Message**



Dear Students

Welcome to the Barbados Community College family and thank you for selecting the College for your tertiary education.

The Student Handbook is provided as a guide to you during your period of study at the College. It is designed to ensure that you have available general information relating to the College's courses and programmes of study, as well as its policies, procedures and regulations.

Please note, that by registering as a student, you agree to abide by the rules and regulations of the College, and we as a College, promise to provide you with as safe and secure an environment as possible within which you can succeed.

You should also note that the policies, rules and regulations (inclusive of fees) are subject to change.

If you have any questions, concerns or suggestions regarding the contents of this Handbook, please contact the Office of

## **Student Handbook**

---

the Registrar at 429-5609 or 426-2858 Ext 5225, 5226 or 5227.

On behalf of the staff in the Office of the Registrar, best wishes for your academic success.

Roger M. Worrell  
Registrar

## **COLLEGE PROFILE**

### **Brief History**

The Barbados Community College is a tertiary level institution, established by an Act of Parliament – the Barbados Community College Act, 1968-23. The Act was amended in 1990 to empower the College to grant Bachelor Degrees, Associate Degrees, Diplomas and Certificates, to students who successfully complete approved programmes of study.

The Act made provision for the institution to offer education and training in the following areas:

- Agriculture
- Fine Arts
- Science
- Commerce
- Liberal Arts
- Technology

and in “such other fields of education as the Minister of Education may determine from time to time”.

The College, which is managed by a Board of Management, presently has an enrollment of more than 4,500 students - this number includes both part-time and full-time students.

## **Student Handbook**

---

### **Accreditation**

In June, 2004, the Barbados Accreditation Council was established by an Act of Parliament, the Barbados Accreditation Council Act 2004-11 with two (2) broad roles:

1. The registration and re-registration of institutions offering post-secondary or tertiary education and training.
2. The accreditation and re-accreditation of programmes of studies and institutions in Barbados and related functions, such as recognition and equivalency of foreign-based qualifications to local awards, articulation and conferral of institutional titles.

The College has been registered by the Barbados Accreditation Council (BAC) since 2017 and has therefore complied with the government's requirements that all institutions offering post-secondary or tertiary education and training meet the Council's guidelines and procedures for institutions seeking accredited status. The College is presently in the process of seeking accreditation.

### **Diversity of Student Body**

The College provides students with the opportunity to study in a truly Global Community. There are over 20 countries (regional and extra-regional) represented among the student body. Students are therefore exposed to persons from diverse sociocultural, ethnic and religious backgrounds, thus enriching their learning experience. The College prepares students to function as

true “Global Citizens”, with the ability to make significant contributions to the development of the region.

### **CAMPUSES OF THE COLLEGE**

The College occupies two campuses, the main one being Eyrie Campus, located at “Eyrie”, Howell’s Cross Road, St. Michael, where the Divisions of Commerce, Computer Studies, Fine Arts, General and Continuing Education, Health Sciences, the Barbados Language Centre, Liberal Arts, Science Technology and the Department of Physical Education are housed.

#### **“EYRIE” CAMPUS**

“Eyrie”, Howell’s Cross Road, St. Michael, BARBADOS, BB11058, W.I.

(PBX): (246) 426-2858

Fax: (246) 429-5935

Website: [www.bcc.edu.bb](http://www.bcc.edu.bb)

## **Student Handbook**

---

### **THE JEAN & NORMA HOLDER HOSPITALITY INSTITUTE (JNHHI)**

The second campus, the Jean & Norma Holder Hospitality Institute, is located at Marine Gardens, Christ Church.

The Barbados Jean and Norma Holder Hospitality Institute is a full-service hospitality training facility offering a wide range of hospitality-related courses and programmes. It is the first training facility of its kind in Barbados and the Eastern Caribbean.

The Institute consists of the Hotel PomMarine, a twenty-four hour operation with 20 guest rooms, the Golden Apple Café, the Muscovado Restaurant and a number of purpose-built classrooms. The Institution therefore plays an important part in meeting the human resource needs of the tourism industry.

Marine Gardens, Christ Church, BARBADOS, W.I.

PBX: (246) 228-0900

Fax: (246) 228-0907

E-mail: [bcchi@bcc.edu.bb](mailto:bcchi@bcc.edu.bb)

### **INDUSTRY SERVICES UNIT**

The Industry Services Unit is located at the “Eyrie” Campus. Its mandate is to provide customized training to business and industry that would enable Barbados to become globally competitive in the 21st century.

The Unit also provides consultancy services such as:

## **Student Handbook**

---

- Training needs analysis
- Training plan development
- Custom-designed courses
- On-going evaluation
- Feasibility studies
- Market research

“Eyrie”, Howell’s Cross Road, St. Michael, BARBADOS,  
BB11058, W.I.

Phone No.: (246) 426-3351/54

Fax: (246) 426-3356

### **THINGS YOU NEED TO KNOW**

There are several things that you need to be aware of from the very first day that you become a student at the Barbados Community College.

**It is essential that you familiarise yourself with the information that is contained within this section of the Student Handbook to ensure full orientation to the College.**

### **STUDENT IDENTIFICATION CARDS**

Valid identification cards (ID) are required to enter the College gates, as well as access all student services. The ID card is also needed to write examinations, whether internal or external. A valid ID **MUST** have the current academic year and semester the student is registered in.

## **Student Handbook**

---

Each student is required to have his/her ID card visibly displayed on his/her person at all times while on campus. Students are also required to hand the ID over to Senior Administrative staff, members of faculty or Security personnel, when they are requested to do so.

*Students who do not comply with this request may be disciplined (See Student Code of Conduct).*

The ID card is the property of the College and should be returned on completion of your studies.

### **Obtaining your Identification Card**

After you have registered at the College, you should take your receipt to the Student Affairs office to obtain your Identification Card.

Registered students who seek to attend classes without their valid ID cards will have to pay a fee of **\$10.00** for a day pass. The replacement cost for a lost or misplaced ID card is \$30.00.

### **FORBIDDEN ACTIVITIES**

Students are expected to adhere fully to the following regulations relating to the items mentioned below. Failure to do so could result in suspension or even dismissal from the College.

### **Dress Code**

Please see the **Student Code of Conduct**, pg 132.

### **Smoking and Vaping**

Smoking and vaping are not permitted on any part of the College's campuses at Eyrie or the Hospitality Institute. This includes the classrooms, the corridors, the gymnasium, auditoriums, workshops, laboratories or the Library, or in any of the offices of the College.

### **Sale of Items on Campus**

Students are **not allowed** to sell any items on the College premises without written permission from the Office of the Registrar.

### **Non-Students**

Students should not encourage or bring on campus persons who are not students of the College without the consent of a senior administrative officer. Such action is considered a breach of the College's security and could result in disciplinary actions being taken against students guilty of this offence.

# **ACADEMIC MATTERS**

## **ACADEMIC STATUS**

### **Audit Students**

1. An audit student will receive no grade and the course taken may not revert to credit basis at any time.
2. A student may change from credit status within the first four (4) weeks in the semester.
3. The auditing of programmes or courses is limited to theory courses ONLY, and does not extend to practical classes.
4. Persons are not eligible to audit Studio and Performing Arts courses.

### **Special Students**

Persons who wish to pursue studies that do not lead to the award of any College certificate may apply for admission as Special Students.

### **Special Needs Students**

The College makes special provisions for students with disabilities where possible. These provisions may include but are not limited to additional time for completion of assignment/examinations, facilitating access to classrooms, and sourcing equipment to assist with studies.

Applications for additional time, etc., should be made to the office of Assistant Registrar (Examinations).

## **ACADEMIC STRUCTURE**

The College is organised administratively into nine (9) Academic Divisions and the Departments of Liberal Arts and Physical Education.

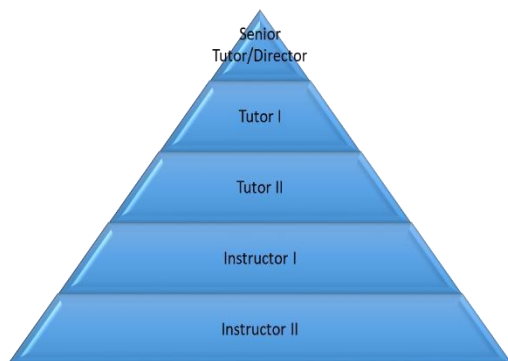
Commerce	<b>DIVISIONS/ DEPARTMENTS</b>	Technology
Computer Studies	Health Science	The Hospitality Institute
Fine Arts	Liberal Arts Department	The Barbados Language Centre
General & Continuing Education	Physical Education Department	Science

Each Division/Department is responsible for the delivery and management of several programmes and courses of study. The heads of the Divisions/Departments are known as Senior Tutors, except in the Barbados Language Centre and Hospitality Institute where they are known as Directors. You will find the Senior Tutor for your Division/Department in the            divisional/departmental office.

## Student Handbook

---

### Divisional/Department Structure



*The diagram above depicts the nomenclature and seniority of the faculty in the Divisions.*

Each student accepted into the College will be placed in one or more of the Divisions or Departments. Your Division/Department will reflect the area(s) of study that you have chosen. Students can pursue studies that are associated with only one Division or they could pursue studies that span across several Divisions.

Problems or queries should be communicated to your Senior Tutor at the earliest possible time. If you want permission to do something in the classroom or to organise an event, you should first consult with your Senior Tutor. If he/she is unable to give permission, he/she will direct you to the appropriate authority.

### Notice Boards

One of the main ways in which your division will communicate with you will be through the divisional notice boards, usually located in the same building as the divisional office. You should

familiarise yourself with the location of your divisional notice board(s) and ensure that you check it/them regularly. Some of the things that would be placed on the notice boards are examination timetables and examination results.

### **ATTENDANCE AT CLASSES**

Your division/department will provide you with a copy of the timetable. You should ensure that you know when and where all classes will take place. Clashes in your timetable should be reported immediately to your Senior Tutor.

A student may be allowed to write examinations if his/her attendance is less than 80%, **except for where approved leave had been granted.**

**You should ensure that you attend all classes because non-attendance could result in disciplinary action being taken against you. Actions could range from exclusion from examinations to dismissal from the College.**

If you encounter any problems during the course of your programme that would prevent you from attending classes for any extended period, you should communicate them to the Senior Tutor of your division as soon as possible.

It is your responsibility to ensure that you are available for the duration of the semester because examination timetables are subject to change. Therefore, you should not arrange to take holidays during semester time.

### **PROGRAMMES OF STUDY**

The College offers certification in seven (7) categories:

1. Bachelor Degree in Arts/Science/Education
2. Associate Degree in Arts
3. Associate Degree in Applied Arts
4. Associate Degree in Science
5. Associate Degree in Applied Science
6. Associate Degree in Science and Arts
7. Non-Associate Degree Courses (Certificates & Diplomas)

### **The Credit System**

The programmes at the College are assessed based upon a credit system. Your respective divisions/department will provide the information on the number of credits that are required for your programme of study. The majority of the courses are three (3) credit courses.

- A minimum of 15 lecture hours is equivalent to one (1) Credit.
- A minimum of 30/45 laboratory/studio/workshop hours is equivalent to one (1) Credit.
- 60 – 100 hours for one credit for work attachments, practicums or labs. There is a cap of 10 credits.

### **Enrolment Status**

Persons registered as full-time students in the Associate Degree programme must enroll for a minimum of twelve (12) credits each semester. However, a student may enroll for fewer credits provided he/she has already completed the required number of Cores and Electives. Students may be granted a reduced workload after consulting with the Counselling and Placement department.

A student who is currently enrolled in a programme at the College **IS NOT ALLOWED** to send in an application to a new programme. To apply for a new programme, students must withdraw from their current programme or be in the final semester of their course of study.

### **Bachelor Degrees**

The programme requirements for the award of the various Bachelor Degree programmes are available from the Divisions in which the degree is offered.

Please refer to the College Catalogue.

## Student Handbook

### **Associate Degree**

The Associate Degree will be awarded to a student who satisfies the following requirements:

1. Accumulates a minimum of seventy (70) credits including at least forty-eight (48) in his/her major areas of study
2. Passes the general education core courses
3. Passes the relevant general education elective courses
4. Satisfies the graduation requirements as stipulated for the particular programme.

#### 1. Associate Degree in Arts/Applied Arts

- i. Where the major courses are fewer than sixty-three (63) credits:
  - a) Four (4) electives, including one elective in each of the Physical/ Biological Sciences and Social Sciences and two (2) electives chosen from any other category.
- ii. Where the major courses are sixty-three (63) or more credits:
  - a) A minimum of one (1) elective chosen from either the Physical/ Biological Sciences OR Social Sciences.

#### 2. Associate Degree in Science/Applied Science

- i. Where major courses are fewer than sixty-three (63) credits:
  - a) A minimum of four (4) electives, including one(1) elective in each of the humanities and social sciences and two (2) electives chosen from any other category.
- ii. Where the major courses are more than sixty-three (63) or more credits:

- iii. A minimum of one (1) elective chosen from either the humanities or social sciences.

### **3. Associate Degree in Science and Arts**

- i. Where major courses are fewer than sixty-three (63) credits: a minimum of four (4) electives, including one (1) elective chosen from the Social Sciences and three (3) from any other category.
- ii. Where major courses are sixty-three (63) credits or more credits: a minimum of one (1) elective chosen from the Social Sciences.

**The elective(s) chosen by students must be unrelated to their major course of study. For e.g. A student taking the major in Economics must not select the elective “Introduction to Economics.”**

## **Definition of Terms**

### **What is a Programme?**

A Programme is a set of courses grouped together and organised as a specialisation leading to Barbados Community College (BCC) Certification.

### **What is a Course?**

A Course is a defined set of units of study within a particular subject area.

## **Student Handbook**

---

### **What is a Core?**

A Core is a compulsory course identified by the College as essential for the educational development of all graduates.

### **What is an Elective?**

An Elective is a course selected outside of the major area of study that is chosen by the student to enhance his/her educational development.

## **RESIDENCY RULE**

Students are expected to complete their programmes of study within the period stipulated in their Letters of Acceptance.

Students who were unable to complete their programmes within the time specified by the Residency Rule, and wish to return to complete their programmes, must have their transcripts evaluated for relevance to current programme requirements and may be required to make up additional courses.

Students who are unable to complete their programmes of study within the period specified in the Residency Rule due to the non scheduling of courses by the College will be allowed to complete their programme of study. Programmes are offered every other year.

Students seeking to extend their studies must apply for Extended Studies. Forms are available online or in the Student Affairs Office.

The maximum period for the completion of Barbados Community College's Programmes are as follows:

- Two (2) years from the first date of enrolment for a one year programme.
- Four (4) years from the first date of enrolment for a two year programme.
- Five (5) years from the first date of enrolment for a three year programme.
- Seven (7) years from the first date of enrolment for a bachelor degree.
- Two (2) years from the first date of enrolment for a one year upgrade (bachelor degrees).
- Four (4) years from the first date of enrolment for a two year upgrade (bachelor degrees).

## Student Handbook

---

### GRADING SYSTEM

The table below gives an outline of the grades and codes that are used at the Barbados Community College and description of their meanings. When you look at your academic record these are the codes that you will see.

#### BCC's Grade Structure:

Letter	Mark	Definition	Points
A+	90 – 100	Exceptional Performance	4.0
A	80 – 89	Excellent	4.0
A-	75 – 79	Very Good	3.75
B+	70 – 74	Good	3.5
B	65 – 69	Fairly Good	3.0
B-	60 – 64	Fairly Good	2.75
C+	55 – 59	Satisfactory	2.5
C	50 – 54	Satisfactory	2.0
D	45 – 49	Passing	1.0
F2	0 - 44	Failing	0.0

Continuing students will remain under this system for one year. However, this will be phased out by the end of the academic year 2025-2026 and the new system will be implemented full scale for all students, both new and continuing.

### BCC's NEW Grade Structure - 2025-2026:

Letter	Mark	Definition	Points
A+	90 – 100	Exceptional Performance	4.3
A	80 – 89	Excellent	4.0
A-	75 – 79	Very Good	3.75
B+	70 – 74	Good	3.5
B	65 – 69	Fairly Good	3.0
B-	60 – 64	Reasonable Performance	2.75
C+	55 – 59	Satisfactory (Moderate)	2.5
C	50 – 54	Satisfactory (Passing)	2.0
F1	45 – 49	Failing	1.0
F2	0 - 44	Failing	0.0

The new grade structure applies **ONLY** to incoming students for the 2025-2026 academic year. From academic year 2026-2027 it will apply to **ALL** students.

### Grading Regulations

Continuing students repeating Year 1 courses or students extending studies who are taking Year 1 courses will be graded by the new criteria.

**All Cores and Electives** will be under the new grading system from this academic year.

## Student Handbook

Grade Points are used to calculate the Grade Point Average and Cumulative Grade Point Average of Students. The method for calculation would be explained later in this section.

### **Other Grades**

**I** will be assigned where a student has **not completed** an assignment or examination due to certificated medical illness, or has been officially granted additional time to complete outstanding requirements. The student will be required to complete the course within the period of time stipulated by the Divisional Head. Should the student fail to meet this deadline, the student will be assigned a grade of 'F' or other such grade assessed as appropriate for the work done in the course. The period of completion may be extended in exceptional circumstances and only with the written consent of the Divisional/Departmental Head.

**AR** will be assigned when a student is **awaiting the results** for a course.

**WD** will be assigned when a student **withdraws** from the College.

**AU** will be assigned to a student who is permitted to **audit a course**.

**AB** will be assigned when a student is **absent from final examinations**.

**P** will be assigned when a student successfully **completes a course** which is graded **Pass/Fail**.

**F** will be assigned when a student **fails** a course which is graded **Pass/Fail**.

## **STUDENT'S GRADE POINT AVERAGE**

A student's academic standing is determined by his/her Grade Point Average (GPA) for the programme of study. Below is an example of the method that is used to calculate the Grade Point Average and the Cumulative Grade Point Average for students.

Please note that Grade Points are related to the Grade you receive for assignments and examinations.

Name: John Doe	Number: 0000000
Programme: Business Studies (Full-Time)	

## Student Handbook

SEMESTER 1				
Code	Course	Credits	Grade	Grade Points
ACCT100	Principles of Accounting 1	3	B+ = 3.5 points	$3 \times 3.5 = 10.5$
ACCT 101	Financial Accounting 1	3	A = 4.0 points	$3 \times 4.0 = 12$
BUST 100	Principles of Management	3	A = 4.0 points	$3 \times 4.0 = 12$
BUST 102	Mathematics (c)	3	B+ = 3.5 points	$3 \times 3.5 = 10.5$
CORE 100	English & Communication	3	B+=3.5 points	$3 \times 3.5 = 10.5$
MKTG 100	Marketing & Buyer Behaviour	3	B = 3.0 points	$3 \times 3.0 = 9$
	Total Credits	18	Total Grade Points	64.5
Semester GPA = $64.5/18 = 3.58$				

## SEMESTER 2

## Student Handbook

---

Code	Course	Credits	Grade	Grade Points
ACCG 100	Introduction to Management Accounting	3	B+ = 3.5 points	$3 \times 3.5 = 10.5$
ACCT 102	Financial Accounting 2	3	C+ = 2.5 points	$3 \times 2.5 = 7.5$
BUST 101	Organizational Behaviour	3	B+ = 3.5 points	$3 \times 3.5 = 10.5$
CORE 101	Ethics & Citizenship	3	B = 3.0 points	$3 \times 3.0 = 9$
CORE 103	Practical Mathematics	3	B+=3.5 points	$3 \times 3.5 = 10.5$
ECON 100	Elements of Microeconomics	3	A = 4.0 points	$3 \times 4.0 = 12$
	Total Credits	18	Total Grade Points	= 60
SEMESTER G.P.A = $60/18 = 3.33$			CUMULATIVE GPA = $(64.5+60)/(18+18)=3.46$	

## Student Handbook

### **POLICY FOR ACADEMIC STANDING**

---

#### **Academic Warning (AW)**

A student whose G.P.A. falls below 2.00 but is not lower than 1.50 at the end of the semester.

#### **Academic Probation Pending Dismissal (APPD)**

A student whose G.P.A. falls below 1.50 at the end of a semester.

#### **Automatic Academic Dismissal (AAD)**

A student whose semester G.P.A. is 1.49 or below for two consecutive semesters.

Where a student facing academic dismissal attends summer school, he/she will be allowed to return to College, provided that his/her cumulative G.P.A. is improved to 1.50 or above when the new grades are added.

A student who is on Academic Probation Pending Dismissal (APPD) is **required** to present himself/herself to a Counsellor for academic advising.

A student who is dismissed on academic grounds may apply for readmission to the College no earlier than **ONE academic year** after dismissal from the programme.

**The College reserves the right to dismiss a student who has not attained a Cumulative G.P.A. of 2.00 or more over a period of two or more years.**

#### **Academic Merit**

A student will receive notification of Academic Merit if he/she earns a semester Grade Point Average of 3.75 or

more but his/her Cumulative Grade Point Average is less than 3.75.

### **Academic Excellence**

A student will receive notification of Academic Excellence if he/she earns a Cumulative Grade Point Average of 3.75 or more.

## **ADVANCED STANDING**

- I. Advanced Standing is defined as course exemption awarded upon the recommendation of the Divisional Head by virtue of previous acceptable experience and/or qualification.
  
- II. Applicants who hold qualifications additional to the minimum entry requirements for a programme (College, University, Continuing Education courses) may apply for Advanced Standing. Such students may be given credit for courses in certain programmes, but credits so awarded will not be calculated into the student's Grade Point Average.
  
- III. Application for Advanced Standing may be made at the Office of the Registrar (with appropriate transcripts) at the time of registration. If Advanced Standing is granted, the Registrar, in consultation with the appropriate Divisional Head, will designate the course(s) from which

## **Student Handbook**

---

- exemption is granted and the number of credits allowed.
- IV. Students will have one chance to apply for Advanced Standing which will be within the first **four (4) weeks** of the Academic Year in which they entered the BCC.
- V. **Students will not be granted Advanced Standing in more than one-third of the total credits required for the programme.**
- VI. Advanced Standing will not be awarded based on any course in which the student obtained the equivalent of the College's Grade D or lower.
- VII. In situations where students are dissatisfied with the outcome of their application for advanced standing, the matter should be referred to the Academic Board for consideration.
- VIII. The decision of the Academic Board is final.

## **REGULATIONS GOVERNING WITHDRAWAL**

### **Withdrawal from a Course/Elective**

Students considering withdrawal from a course/elective/major should discuss the matter in advance with (a) the Counsellor and (b) the Divisional/Department Head. Such decisions should not be made lightly.

Students desirous of withdrawing from a course of study should complete a Withdrawal Form. These forms are

available from the Office of the Registrar, Office of Student Affairs or online. Students must seek the approval and signature of the Director, Counselling and Placement and the appropriate Divisional/Department Head(s). Once the form has been completed and signed, it should be submitted to the Office of the Registrar.

**Students cannot withdraw from a course after the semester break.**

### **Withdrawal from a Major (First Years only)**

#### 1. Two Subject Majors

- a) Students may drop a Major within the **first two weeks** of the first semester. Another Major MUST, however, be added.
- b) After two (2) weeks, students may only withdraw from a Major after consultation with their Divisional Head and the Counsellor. They will, however, be required to enrol in additional electives in order to satisfy the graduation requirements for two-subject majors.
  - i) A second Major MUST be added at the start of the student's second year.

#### 2. Three Subject Majors

- a) Students may drop a Major within THE FIRST TWO WEEKS of:
  - The first & second semester of the first year OR,

## Student Handbook

---

- The first semester of the second year, after consultation with their Divisional/Department Head and Counsellor. Another Major MAY be added **during the transfer period**. In the case where another major is not added, students will need to complete the required number electives to satisfy the requirements of the Associate Degree.

Students pursuing three (3) majors may not be permitted to drop a major after the first semester of the second year unless they are able to pick up the electives to complete two (2) majors for the Associate Degree. This may result in students having to extend their studies.

### Official Withdrawal from the College

A student who withdraws officially from a programme will be permitted to “store” credits earned, provided he/she re-registers within a period that is consistent with the residency rule applicable to the programme of study (see page 30).

In order to withdraw officially from the College, a student must complete an official ‘Withdrawal from College Form’, which is available from Student Affairs or downloaded from the College’s website ([www.bcc.edu.bb](http://www.bcc.edu.bb)).

When the form is completed and withdrawal is approved by the Director, Counselling and Placement, and by the appropriate Divisional Head(s), the form should be

submitted to the Office of the Registrar. Withdrawal will be considered official only when the completed form has been approved.

The College ID Card must be returned to the Student Affairs Office.

### **Unofficial Withdrawal from the College**

A student, who without good reason, discontinues studies for **four consecutive weeks** without informing the Office of the Registrar, will be considered to have withdrawn unofficially from the College and will receive all “F” grades for enrolled courses. Such a student will also be liable to the College for any outstanding fees that are unpaid for the semester in which the withdrawal takes place. Should such a student wish to re-enter the College, he/she will be required to apply for re-admission.

### **Enforced medical withdrawal**

The Board of Management of the Barbados Community College reserves the right to temporarily withdraw a student from the College for misconduct that has its basis in a psychological or medical condition. Such action will be taken with the appropriate professional consultation and in accordance with the rules of natural justice.

## **Student Handbook**

---

### **TRANSFER TO NEW PROGRAMME/MAJOR**

A student may be permitted to transfer to another programme or major at the end of their first year ONLY after consultation with a Counsellor and the relevant Divisional Head(s). Requests for transfers must be made no later than **July 1<sup>st</sup>** of that year. Transfer forms can be collected from Student Affairs or downloaded from the College's website ([www.bcc.edu.bb](http://www.bcc.edu.bb)).

#### **Transfer GPA Requirement**

At the end of the first year, the student's GPA must be at least:  
Associate Degree – 2.0  
Bachelor's degree – 3.0

### **ABSENCE / LEAVE OF ABSENCE**

Students are expected to attend all classes and complete all programme requirements.

#### **Absence from Classes / Leave from Classes**

The following rules govern absence from classes by students:

- a) Students who require a leave from classes (less than a semester) should apply in writing to the Registrar through the appropriate Division/Department Head.
- b) A student who is absent from classes in excess of two consecutive days, must submit a medical certificate to the Student Affairs, who will forward documentation to the respective divisional heads.

- c) All students are required to report to Divisional Heads on returning to the College after periods of absence.
- d) A student will not be permitted to write an examination for a course if the attendance during the semester is less than 80% for that course, EXCEPT when the absence is:
  - i. Certified by the submission of a medical certificate from an approved doctor;
  - ii. When the leave is 4 weeks or more continuously a student may be disallowed from taking the examination
  - iii. Due to performance of National Duty, e.g.: jury service, participation in sporting events;
  - iv. Due to time-table conflicts arising from the College's scheduling of courses.
- e) In those instances when the student does not meet the 80% attendance rule, the student would be given an "F" grade for the course and he/she would not be allowed to write the supplemental for the course.
- f) A student who is absent from a class test or an examination must submit a medical certificate not later than one (1) day after the test or examination. Failure

## **Student Handbook**

---

to do so will result in the assignment of an “F” grade for the test or examination.

### **Leave of Absence**

In special circumstances, a student may be granted Leave of Absence for a period not exceeding one year. Each case will be considered on its own merit.

#### **Steps for Leave of Absence**

1. Collect the Leave of Absence Form from Student Affairs or download from the College’s website ([www.bcc.edu.bb](http://www.bcc.edu.bb)).
2. Complete the form & make an appointment to meet with a Counsellor.

The Counsellor will forward the Leave of Absence form to the relevant divisional/departmental head.

#### **Pregnancy**

Pregnant students registered in the Department of Nursing, and who are assigned to the Clinical area, are required to apply for Leave of Absence at the beginning of the third trimester of pregnancy. Failure to comply with this requirement will result in the student being required to withdraw.

### **READMISSION**

Former students may apply for readmission to complete previous studies or to pursue another programme of study.

The relevant forms are available from the Office of Student Affairs or can be downloaded from the college's website and must be returned by the official deadlines.

If a student has completed a programme which has been subsequently modified, and which is now the pre-requisite for the course of study that the student wishes to pursue, the student will be required to make up any deficiencies prior to being admitted to the new programme of study.

### **EXTENDED STUDIES**

Students wishing to extend their period of study must request permission. The relevant form is available from the Office of the Registrar, Student Affairs or can be downloaded from the college's website, and must be approved by the appropriate Division/Department Head. Extensions of one academic year or part thereof are usually granted.

Applications for extended studies must be submitted no less than one (1) month preceding the semester or academic year for which the extension is sought.

### **FINAL EXAMINATIONS**

#### **CHECKING THE EXAMINATION NOTICE FOR DATES**

## **Student Handbook**

---

**NOTE:** Examination notices are placed on the College's website & emailed to all students.

Students who miss an examination due to: (1) late attendance or (2) attendance on the incorrect date should note that they may be awarded a failing grade.

### **INSTRUCTIONS TO FINAL EXAMINATION STUDENTS**

1. Students must display a valid BCC student identification card.
2. To qualify to sit a final examination in any course, students must satisfy 80% class attendance or must obtain the permission of the Division/Department Head after consultation with the Registrar.
3. Examination timetables are posted on the College's website, sent to your email and posted on your Division's notice board. Please be sure to check for the correct day, time and room for the examination before the actual day of the examination.
4. If there is a clash with other examinations please notify your Division/Department Head or Assistant Registrar (Examinations) immediately. In addition, clashes relating to Cores and Electives should be reported to the Division of General and Continuing Education.
5. When large numbers of students are being examined such as for Cores and some Electives,

several rooms are used for examinations and more than one group assigned to a room.

**Please be sure to know your group, group number, and tutor and proceed to the correct room assigned as indicated on the examination notice.**

6. Students must present themselves at the examination room at least 20 minutes before the scheduled start of the examination.
7. Students must wait outside the examination room until they are invited by the invigilator to enter the room and must sit where directed.
8. A student who does not sit the examination for a course for which they are registered, will be deemed to have failed that examination. This regulation will not apply in the case of illness supported by a medical certificate or other justifiable cause duly reported to the Division/Department Head. Such a student will be allowed to write the alternate examination.

**Please note that missing an examination because due care and attention was not given to the dates and times as set out in the final examination timetable is not a justifiable cause.**

9. No student will be permitted to **ENTER** the examination room after the first 30 minutes of the

## Student Handbook

---

examination period, unless permitted by the Registrar.

10. No student will be permitted to **LEAVE** the examination room during the first 30 minutes or during the last 30 minutes of the examination period.
11. Students will be permitted to bring into the examination: pens, ink, coloured felt-tip, pencils, pencil sharpeners, rulers, erasers, calculators (unless specifically prohibited).
12. Unless separately advised, students will not be allowed to bring into the examination room: books, note or scrap paper, calculators, iPads, tablets, smart watches, mobile phones, laptops or any other electronic gadget or equipment. All phones must be completely turned off and placed in bags.
13. Personal belongings such as bags, pencil cases, handbags must be placed in the area designated by the Invigilator. Once the examination has started, any student who wishes to remove anything (such as tissue or a pen) from his/her bag must raise their hand and seek the permission of the Invigilator.
14. Students will be given a supply of paper or examination books on which to write the examination.
15. All answers should be written on the paper or examination books provided by the Invigilator.
16. Additional paper or books may be obtained by raising a hand to attract the attention of the

Invigilator, not by a verbal request or movement away from the desk.

17. There will be an instruction sheet on the front of each question paper. Please be sure to complete the instructions when instructed to do so.
18. Students should make sure that they understand the correct number of questions to be answered and whether or not there are any compulsory questions.
19. The Invigilator will inform students when to begin writing the examination.
20. The Invigilator will inform students when there are 30 minutes and 5 minutes left before the end of the examination. When the invigilator instructs students to stop writing, they should immediately cease writing.
21. No student may in any circumstances speak to or communicate with another student in the examination room. Strict silence must be observed during the examination.
22. All enquiries must be addressed to the Invigilator.
23. A student is not permitted to attempt to complete their examination by any unfair means.

### SUPPLEMENTAL EXAMINATIONS

Supplemental examinations are mandatory for all courses with the exception of Cores & Electives. To be eligible, students must satisfy the following criteria:

NEW COURSE PASS MARK	NEW ELIGIBILITY MARK
50%	45%
60%	54%
75%	65%
Effective <b>August 2025</b> for ALL students.	

The following conditions apply to Supplemental Examinations:

- a) A fee of \$25 is charged for EACH supplemental examination.
- b) Supplemental examinations will be held before or during the fourth week of the semester or a period agreed upon by the divisional head.
- c) Students who pass supplemental examinations will not be awarded a grade higher than C, with the exception of the Bachelor Degree Programmes in the division of Health Sciences.
- d) Students who fail a supplemental will be required to repeat the relevant course.
- e) Students are only permitted to write ONE supplemental examination for each course in which they are enrolled.

### REPEATING OF COURSES

When a student repeats a course, the new grade and credits earned will be included in the student's cumulative grade point average.

A student who fails a course will be permitted **to repeat the course once only**. However additional repeats may be granted at the discretion of the Senior Tutor after consultation with the Registrar. The new grade and credits earned will be included in the student's cumulative grade point average.

A student who fails a course will not be permitted, under normal circumstances, to enroll in any course for which the failed course is a prerequisite, nor will he/she be eligible to graduate until he/she has passed the course or that which has replaced it. However, in special cases, this regulation may be waived at the discretion of the relevant Division/Department Head.

A student who is repeating a course and who submits assignments and sits examinations and tests but does not attend at least 80% of the course, will not be awarded a grade higher than C in that course.

Students will be allowed provisional entry into a Semester II course for which they have failed the prerequisite course, provided that they qualify to take the supplemental examination for the failed course.

## **Student Handbook**

---

Students who fail the supplemental examination for the failed course will be automatically dropped from the course for which they have provisional entry.

### **ACADEMIC DISHONESTY**

The Barbados Community College defines Academic Dishonesty, i.e. Plagiarism and Academic Cheating, as follows:

#### **Definition of Plagiarism**

Plagiarism includes an attempt at, or accomplishment, of any of the following:

- a) The use of another person's work (whether or not copyrighted), the incorporation of that work in one's own work, and the submission of such work for credit without due Acknowledgement.
- b) Submitting as one's own effort in the fulfillment of a course requirement any research paper, semester paper, project, report, essay, other written work, drawing, design, painting or other artwork which has been prepared totally or in part by another.
- c) Any other devious means of securing a mark or grade which will be recorded as part of the course work of the student.

### Definition of Academic Cheating

Academic cheating includes an attempt at, or accomplishment of, any of the following:

- a) Copying or obtaining information from another student's test/ examination paper.
- b) Using during a test/examination, materials and or equipment not authorised by the Invigilator or Tutor giving the test/examination.
- c) Collaborating, conspiring or cooperating during a test or examination with any other person by giving or receiving information without authority.
- d) Obtaining or causing any other person to obtain all or part of an un-administered test.
- e) Substituting for another student or permitting any other person to substitute for oneself in the taking of a test.
- f) Altering the records of marks or grades.
- g) Having information related to the examination being written on their person or any electronic device.
- h) Accessing courses notes during an **online** test or examination (for example, using Moodle platform or any other platform).

## **Student Handbook**

---

- i) Two or more students accessing an **online** test or examination having the same location or IP address, where the IP address is not the established BCC IP address.
  
- j) Sharing of information during an **online** test or examination before the time allocated for the submission of the test or examination has expired.

## **Discipline**

### **Verification**

The following procedures shall be followed for the verification of an alleged incident of plagiarism or cheating:

- a) When a student is suspected of plagiarism, the course tutor shall inform him/her of this allegation and that the matter will be reported to the Division/Department Head and the disciplinary committee for further disciplinary action.
  
- b) Students suspected of cheating in an examination shall, after investigation by the invigilator, be asked to surrender immediately all evidence. They shall then be issued with a new booklet or writing paper and a copy of questions to continue the examination.
  
- c) The course Tutor/Invigilator, who is satisfied that the dishonesty has taken place, shall submit a written report to the Head of the Division in which the student's programme of study is taken. The student must sign the report before leaving the exam.

- d) When the student admits to the offence, the student should respond in writing to the allegation and submit the correspondence to the Division/Department Head.
- e) When the student contests the allegation, the Division/Department Head shall convene a disciplinary committee consisting of the Deputy Principal, Registrar or his nominee, the Division/Department Head, a representative of Counselling and Placement, a member of the Students' Guild or one other person of their choice and himself/herself. The Committee, chaired by the Head of the Division or his nominee shall review the evidence presented and allow the student to present his or her defense.
- f) It shall then be determined whether or not the student has a record of previous offences.
- g) Based on the results of the investigation, the level of discipline, if any, shall be determined;
- h) All offences of which a student is found guilty will be noted on the student's record.

### **Sanctions**

The following sanctions shall be applied to acts of plagiarisms and cheating:

- a) A minimum sanction of zero shall be imposed on the work in question.

## **Student Handbook**

---

- b) A sanction of 'F' may be imposed in that course.
- c) The student may be disqualified from all examinations of the College for a specified period.
- d) A student who has recorded clear instances of academic dishonesty in a programme, may not be awarded a Bachelor's Degree, Associate Degree or Certificate of Achievement in that programme and may be dismissed from the College.
- e) Students may be suspended or dismissed from the College.

### **GRADE REVIEW/APPEAL PROCEDURES**

A student who feels that the final grade received in a course is incorrect or unreasonable should proceed as follows:

- i. Confer with the course Tutor who assigned the grade and make every effort to resolve the difference. If the student is unable to meet with the course Tutor, then they should reach out to the relevant Senior Tutor.
- ii. If the problem is not resolved, the student should then file a written Grade Review to the head of the Division/Department in which the course grade was assigned. This must be done not later than four (4) weeks after the grade is posted on the notice board, released through the Trident Learning platform or posted electronically. A fee of \$10.00 is charged for the processing of Grade Revisions. Fees are to be paid to the Accounts Department. The appropriate form may be obtained from

the Office of the Registrar , the Office of Student Affairs or can be downloaded from the College's website.

- iii. If the student is dissatisfied with the outcome, they may apply for a Grade Appeal. Grade Appeal forms can be obtained from the Office of the Registrar, the Office of Student Affairs or can be downloaded from the College's website. A fee of \$20.00 is charged for the processing of the Grade Appeal.
- iv. The Grade Appeal form is forwarded to the Registrar who will call upon the Grade Appeals Committee to hold a hearing within three weeks on the matter. Both the course Tutor and the student will be given at least four school days prior notice of the date, time, and place of the hearing. At the hearing, both the course Tutor and the student will appear, will be allowed to present their cases and will be allowed to introduce evidence, tests, papers, grade reports and records of class procedures, in support of their cases. If the committee feels that further evidence is needed, other witnesses may be called to give additional information.
- v. Should the committee rule in favour of the student, it will recommend the appropriate grade change.
- vi. The committee will deliver its written recommendation to the Registrar, the Division/Department Head, the course Tutor, and the student involved.
- vii. The decision of the Grade Appeals Committee is final.

## **Student Handbook**

---

- viii. The Grade Appeals Committee should be chaired by the Deputy Principal and, should comprise the Assistant Registrar for Examinations, the Director, Counselling and Placement, the Division/Department Head in which the course was taken, course Tutor and, when appropriate, an external course moderator.

### **STUDENT RECORDS**

Academic Records are issued each semester and may be collected from the Divisional Office.

#### **Release of Information**

- a) Only the Registrar or persons authorised by the Registrar will be allowed access to student records which are lodged in the Office of the Registrar.
- b) Approved agencies such as Universities and prospective employers will be informed only of the date of students' registration at the College, the programme in which the student is registered and the duration of the programme.
- c) Any other information will be released only at the student's written request. (This regulation also applies to the release of examination results and certificates.)

## Student Handbook

---

- d) Transcripts will be forwarded directly to Universities and Colleges at the request of the student.
- e) **A student's record/transcript may be withheld if the student is in violation of any College regulation, for example, payment of College fees.**
- f) The College reserves the right to give information on students to parents, guardians, persons in loco parentis or to agencies/organizations funding the students' studies.

### Issuing of Certificates

- a) A person who loses their original certificate may be issued with a new certificate which carries the word **DUPLICATE**. The charge for providing the new certificate is \$250.00. The College will provide written evidence of a student's academic achievement where a certificate has been misplaced or destroyed.
- b) Where a student is known by a name other than his/her first, he/she should inform the Registrar in writing of the name which should appear on his/her certificate/diploma prior to the issuing of the certificate/diploma.

## **GRIEVANCE PROCEDURE**

### **INTRODUCTION**

The Deputy Principal has been delegated the responsibility for informing the students of their rights and obligations under the grievance procedure, and he/ she shall seek to resolve informally as many grievances as possible.

Students who believe that they have been treated unfairly, discriminated against, or who have had their rights as stated in the Statement of Student Rights and Responsibilities impinged, may lodge a grievance with the Deputy Principal.

### **PRELIMINARY STEPS**

To resolve a grievance concerning matters within the College, the following steps of the grievance procedure shall be observed:

- i. The aggrieved student (complainant) shall first discuss the matter with the person involved (respondent) and attempt to resolve the grievance through informal resolution.
- ii. If there is no resolution, the aggrieved student shall request his/ her Division/Department Head to assist in the informal resolution of the grievance.

## **Student Handbook**

---

- iii. If, after five (5) working days, there is still no resolution, the aggrieved student shall request the Deputy Principal to assist in the informal resolution of the grievance.
- iv. If the matter has not been satisfactorily resolved through the informal process, the aggrieved student shall submit a written statement of the grievance to the Grievance Committee through the Office of the Deputy Principal within fifteen (15) College days after his/her meeting with the Deputy Principal.

The statement shall be submitted on the prescribed form and shall contain:

- i. A brief narrative of the condition giving rise to the grievance;
- ii. The name(s) of the person(s) involved;
- iii. A statement of the expected outcome.

The Deputy Principal shall forward with the statement of the aggrieved student, reports from himself/herself and the relevant Division/Department Head to the Grievance Committee.

### **GRIEVANCE COMMITTEE**

The Grievance Committee shall be ad hoc and shall consist of two (2) members of staff who shall be chosen by the Staff Association, two (2) students who shall be chosen by

## **Student Handbook**

---

the Executive members of the Students' Guild from among themselves or from among Divisional representatives and a Chairman who shall be a member of the Administration, but who shall not be the Deputy Principal.

### **COMMITTEE ACTION**

- i. The Grievance Committee shall meet no later than ten (10) College days after receiving the written statement in order to review the facts of grievance and to render a decision as to whether sufficient grounds are present to warrant a hearing. It shall ensure that the issues in the written statement of the aggrieved student were discussed at all levels and shall give careful consideration to any recommendations made by the Division/Department Head and the Deputy Principal.
- ii. If the Grievance Committee decides that there are insufficient grounds to accept a case for hearing, it shall notify in writing, all persons directly involved of its decision and of the reason for its action. The decision of the Grievance Committee in this regard shall be final and binding on all parties.
- iii. If the Grievance Committee decides that a hearing should be held, all parties involved, including witnesses, shall be given five (5) College days' notice of the date, time and place of the hearing. This shall take place within fifteen (15) College days of the Committee's first meeting.
- iv. The hearing shall be closed to everyone except the members of the Grievance Committee, the aggrieved student, the respondent, advisors, and witnesses during the actual time of their testimony. Strict rules of evidence

shall not apply. The Committee reserves the right to allow the presence of a recording secretary.

- v. After all information is exchanged, the Committee, with its recording secretary, shall meet in closed session to decide on its recommendation.

### **RIGHTS OF AGGRIEVED STUDENT AND RESPONDENT**

The aggrieved student and the respondent shall each have the right to:

- i. Be present at the hearing.
- ii. Present evidence by witness.
- iii. Bring an advisor to the hearing. The advisor shall serve in an advisory capacity only, and shall not address the Committee individually or as a whole, unless requested to do so by the Committee.
- iv. Question all witnesses.

### **HEARING DECISION**

The Grievance Committee shall submit its report to the Deputy Principal, the aggrieved student and the respondent within five (5) College days of the conclusion of the hearing. The report shall contain the Committee's recommendation(s) and the reason(s) for its decision. The Deputy Principal shall cause the recommendation(s) of the Grievance Committee to

## **Student Handbook**

---

be implemented within five (5) College days after the receipt of the report. The decision of the Grievance Committee shall be final.

### **GRADUATION**

The College's Graduation Ceremony is usually held within the second week of November of each year. Students wishing to graduate at that time must satisfy the requirements for graduation by the end of the previous academic year.

### **GRADUATION ATTIRE**

All persons wishing to take part in the graduation ceremony are required to wear the official graduation gown and hood where necessary. Those who fail to comply with the dress requirements would be excluded from taking part in the ceremony.

### **GRADUATION COST**

Students are not charged for attending the graduation ceremony; the only expense would be the cost of renting the graduation gown from the College. Currently the rental fee is \$340.00.

Students are refunded \$40.00 provided that they return the gowns in good condition and in the specified time.

### **GRADUATION REQUIREMENTS**

In order to become eligible for graduation a student must complete all programme requirements, as stipulated by the College as a whole and by the respective Divisions.

See Section “PROGRAMMES OF STUDY” for the programme requirements. Please note that the College reserves the right to change these requirements if, or when it deems the change necessary. It is therefore your responsibility to ensure that you are aware of the current requirements of your programme.

#### **Bachelor Degree Requirements (Cumulative G.P.A.)**

- i. A cumulative G.P.A. of 2.00 or more is required for graduation; a minimum grade of C is compulsory for some courses. This information is given in the Divisional requirements.
- ii. A student with a G.P.A. of 2.00 to 3.25 will graduate with a Pass.
- iii. A student with a G.P.A. of 3.26 to 3.74 will graduate with Lower Second Class Honours.
- iv. A student with a G.P.A. of 3.75 to 3.99 will graduate with Upper Second Class Honours.
- v. A student with a G.P.A. of 4.00 to 4.03 will graduate with First Class Honours.

## **Student Handbook**

---

The conditions for the award of first class honours for all bachelor degrees are as follows:

- i. Required GPA of 4.0
- ii. No repeat of courses
- iii. No supplemental examinations
- iv. Complete the programme within the required period (medical exceptions allowed)

### **Associate Degree Requirements (Cumulative G.P.A.)**

- i. A cumulative G.P.A. of 2.00 or more is required for graduation; a minimum grade of C is compulsory for some courses. This information is given in the Divisional requirements.
- ii. A student with a G.P.A. of 3.50 to 3.74 will graduate with Credit.
- iii. A student with G.P.A. of 3.75 or more will graduate with Distinction.

**N.B: A STUDENT IS NOT ELIGIBLE FOR GRADUATION IF HE/SHE HAS A GRADE OF “F” IN ANY COURSE OF STUDY.**

### **COLLECTION OF CERTIFICATES**

Students are reminded that they are required to collect their certificates from the Office of Student Affairs within ONE (1) year of graduation.

**Students cannot collect their certificate if they are indebted to the College.**

## **MONEY MATTERS**

### **REGULATIONS CONCERNING PAYMENT OF FEES**

Students are required to comply with the regulations relating to the payment of fees. Failure to do so may result in de-registration.

1. All students are required to make full payment of fees for courses/programmes of study before the start of the course/programme.
2. Provision to pay fees by installment, determined by the Registrar, may be made **ONLY** in special cases when a student is unable to make full payment of fees. Non-nationals are required to pay the fees in full.
3. Students granted permission to pay fees by installment **MUST** pay the quantum of fees for the semester before the date of semester examinations in order to be eligible to write said examinations.
4. Students failing to comply with the payment schedule will not be permitted to write examinations, **EXCEPT**

## **Student Handbook**

---

in special circumstances (to be determined by the Registrar or his/her designee).

5. In any situation when a student is unable to comply with the schedule of payment, he/she should discuss the matter with the Registrar or his/her designee.

## **REFUND OF FEES**

Students (local, regional, and international) who register for a programme/course of study at the college and withdraw officially before the end of the third week of the first semester should be refunded 75% of fees paid. **After the third week there will be no refunds.**

### **Refund for Course Cancellation**

In the event that an advertised course/programme is not offered, students would be entitled to a refund of all fees paid. (This does not include the application fee.)

## **PAYMENT BY CHEQUE**

Students who pay their fees by cheque are asked to note that in the event that cheques tendered for payment of fees are dishonoured, the student will be required, with immediate effect, to pay the required fee and the administration fee of \$50.

Failure to do so will result in withdrawal from the programme.

### **LATE FEES**

There is a late fee of \$60.00. This fee will apply after the registration deadline date.

### **OUTSTANDING FEES**

**Students who have outstanding fees will not be permitted to write final examinations and may be asked to withdraw from the College until all fees have been paid. Failure to pay outstanding fees will result in Students not being eligible to receive transcripts, letters of completion and certificates. In addition, students will not be allowed to participate the graduation ceremony.**

### **FINANCIAL AID**

#### **Barbados Association of Retired Persons (BARP)**

BARP discount of 15% will only be considered for those persons pursuing courses of less than one (1) year's duration. The BARP discount does not apply to courses that have been extended.

**N.B.: Applications for the discount cannot be applied retroactively. This discount of 15% is subject to change.**

## **THE STUDENTS' CONTINGENCY FUND**

This is a small fund set aside by the Barbados Community College to support students who are in financial need. Students wishing to avail themselves of this facility should consult the Director, Counselling and Placement.

### **ENABLING GRANT**

Enabling grants, are payable to students pursuing full-time study at a tertiary institution, and experiencing financial difficulties.

#### **Who is Eligible?**

1. Applicants must be citizens of Barbados, and in their final year of study;
2. Applicants must also demonstrate financial need.

#### **Value of Enabling Grant**

A maximum grant of up to Bds\$2,000.00 is payable to eligible persons.

For further information and application forms, you can contact the Ministry at the address below:

**Tertiary Section (Awards & Scholarships)**

**Ministry of Education, Technological and Vocational Training**

**Elsie Payne Complex, Constitution Road, St. Michael**

### **PARTIAL PAYMENTS**

Part-time students who are unable to pay the full amount of their tuition fees at registration may request permission to pay in instalments. The relevant form may be obtained from the Office of the Registrar.

### **THE STUDENT REVOLVING LOAN FUND**

The Student Revolving Loan Fund is funded by the Government of Barbados and administered by the Ministry of Education, Technological and Vocational Training (METVT).

#### **Who is Eligible?**

Barbadian citizens (between the ages of 18 and 35 years) who have enrolled or have gained acceptance to technical/vocational training programmes at the College are eligible. Taken into consideration would be the level of the student's family income as well as the level of education to be financed.

#### **Which Programmes qualify as technical/vocational?**

All courses offered in the Divisions of Technology, The Hospitality Institute, and Health Sciences, as well as professional and vocational courses in the Division of Commerce.

## **Student Handbook**

---

### **What does the loan cover?**

The amount of the loan will be determined by the expenses expected to be incurred in pursuing the particular courses of study and will cover costs of tuition, books, materials, equipment, tools, travel and living expenses associated with studies.

For further information and application forms, you can contact the Ministry at the address below.

#### **Student Revolving Loan Fund**

**Ministry of Training & Tertiary Education**

**Elsie Payne Complex, Constitution Road, St. Michael.**

**Telephone: 535-0834/35**

## **SCHOLARSHIPS & AWARDS**

Specific categories of students undertaking the Associate Degree may be eligible for Barbados Scholarships, Exhibitions and Awards for Outstanding Achievement. The criteria governing such awards are as follows:

### **Who is Eligible?**

To be eligible for the award of the Barbados Scholarship, Exhibition and Awards of Excellence the individual must satisfy the following requirements:

1. Citizens of Barbados
2. Children of a citizen of Barbados

3. Children of a person who is ordinarily resident in Barbados and has been so for a period of at least seven years.
4. For Barbados Scholarships and Exhibitions, persons who are 20 years old or under on the date on which they complete the requirements in the relevant examinations.
5. For Awards of Excellence, persons over 20 years of age but under 30 years of age on the date on which he/she completes the requirements of the Associate Degree.

## **BARBADOS SCHOLARSHIP**

### **Academic Requirements**

Students pursuing the BCC Associate Degree must:

1. Pursue courses totalling no less than 72 credits, including 60 credits in their main field of study.
2. Attain grade A in the core subjects, Caribbean Politics and society and English and Communication.
3. Attain a minimum G.P.A. of 4.00 over 72 credits and meet criteria (1) and (2) above.

## **BARBADOS EXHIBITION**

Students pursuing the BCC Associate Degree must:

1. Pursue courses totalling no less than 72 credits, including 60 credits in their main field of study.
2. Attain at least A in each of two-thirds of the courses in their main field of study.
3. Attain at least B+ in each course in the remaining other one-third of the courses in their main field of study.
4. Attain a grade A in one of the core courses Caribbean politics and society and English and Communication and no less than a B+ in the other.
5. Attain a minimum G.P.A of 3.81 over no less than 72 credits while including 60 credits in their main field of study.

## **BARBADOS AWARD OF EXCELLENCE**

### **Academic Requirements**

No candidate may be awarded an Award of Excellence unless he/she:

1. Is over 20 years of age but under 30 years of age on the date on which he/she completes the requirements of the Associate Degree;
2. Achieves a cumulative G.P.A. not lower than 3.75;
3. Obtains a minimum Grade A in the Core 100 (English and Communication) and Core 102 (Caribbean Politics and Society);
4. Is not the holder of any higher degree or qualification.

### **SEMESTER ABROAD PROGRAMME**

The Barbados Community College in collaboration with the Canada CARICOM Leadership and the (ELAP) Emerging Leaders in America's scholarship programme, facilitates successful applicants' participation in the exchange programme for a period of one to two semesters at a Canadian college/university. Some of the Colleges participating in this programme are Fanshawe College, St. Lawrence College. Applications can be obtained from the Registrar's office.

Applications are usually made between February and March. Students under 18 years of age must have a custodian in Canada.

Students are required to have:

- A valid Barbados Passport
- A G.P.A. of 3.00 or above
- Satisfactory conduct record

## **STUDENT SERVICES**

### **STUDENT AFFAIRS**

The Student Affairs section of the Registry handles many aspects of students' relationship with the College, from application to graduation and beyond.

The following is a list of some of the many activities carried out in Student Affairs:

- Academic Records
- Change of Name/Address
- Grade Review
- Leave of Absence
- Transfer to New Programme
- Advanced Standing
- Extended Studies
- Graduation
- Letters to Embassy
- Transcripts
- Withdrawal from a Course/Major/College

### **STUDENT AFFAIRS STAFF**

Below you are introduced to the staff of Student Affairs and their areas of responsibility.

Sharon Bourne-Callender: **General & Continuing Education, Physical Education** (Non-national students)

Twena Cumberbatch: **Commerce – Programmes**

Indrid Devonish: **Request for Letters, Transcripts**

## **Student Handbook**

---

Charmaine Estwick: **Commerce, Science, Liberal Arts, and Language Centre - Majors**

Natalie Medford: **Health Science**

Kathy-Ann Shorey: **Computer Studies and Technology**

Vrecia Webb: **Transcripts**

Jennifer Weekes: **Fine Arts, JNHHI, Tech/Voc Education**

### **COLLEGE LIBRARY**

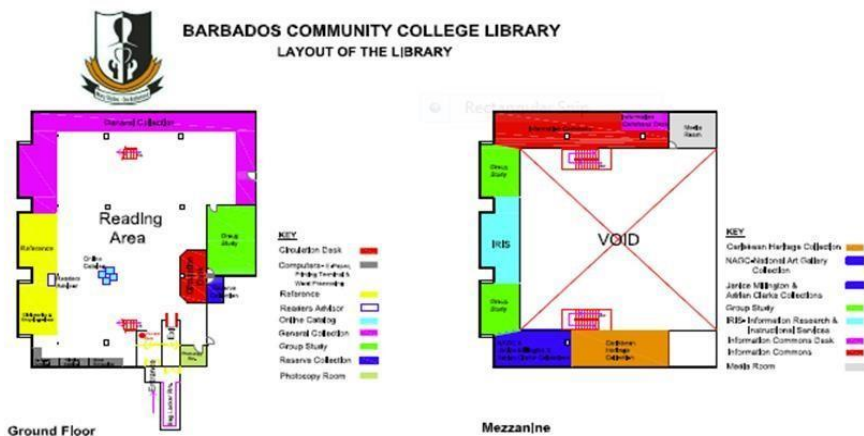
The College has a library of over 30,000 volumes. It offers a wealth of additional learning resources including databases, newspaper clippings, journals, pamphlets, past examination papers and supplementary readings in print and/or electronic formats. It caters to all Divisions/departments and membership is open to all members of the academic, administrative and ancillary staff and to all registered students upon the completion of library registration.

#### **Library Opening Days/Hours**

Semester:	Monday - Thursday	9:00 am – 8:30 pm
	Fridays	9:00 am – 5:00 pm
	Saturdays	9:00 am – 4:00 pm
Vacation:	Monday - Friday	9:00 am – 4:00 pm

# Student Handbook

The library is closed on public and College holidays. All departments are closed 15 minutes before the library closes. In special circumstances, a notice of changes to these hours will be posted on the entrance and exit doors.



## LIBRARY LOANS

### Regular Loans

Students are permitted to borrow a maximum of four (4) books at a time for a period of two (2) weeks. Book loans can be renewed for a further two weeks on the due date. The College Librarian, however, reserves the right to recall any book on loan if a request is made for it.

### Caribbean Heritage Collection (CHC)/Reserve Loans

Books and material are loaned for two (2) hours at a time and must not be removed from the Library.

### **Library Fines**

Fines are imposed for the late return of, damage to and loss of books and multimedia. Readers should check their books carefully before leaving the Library and report any damage noticed since they will be deemed liable for any damage discovered when the books are returned. For late return of books the fines are:

#### **Regular Loans for Two Weeks**

15¢ per day

#### **CHC/Reserve**

50¢ per hour or part thereof

N.B. No books will be issued to any student who has a \$10 outstanding fine or has received three (3) notices for material borrowed.

### **EBSCOhost**

EBSCOhost is a library database which is accessible through the library's website and provides access to magazines, journals, news sources, primary sources, and various media in broad and diverse subject areas. It can be accessed on campus and remotely.

The website to log on to the system is <http://search.ebscohost.com>. Please visit or contact the library for login credentials.

## **Student Handbook**

---

### **Information, Research & Instructional Services (IRIS) Unit**

The IRIS Unit provides one-on-one and group instruction regarding the preparation and presentation of assignments/dissertations, the research process, project work, plagiarism, bibliographies and the use of online databases and computer software etc.

### **Cultural Events**

Throughout the year, the library celebrates certain events through the erection of library displays and cultural showcases of diverse talents.

### **Facilities for Special Needs**

There is a designated area for persons with special needs within the library. The Student Affairs department, the Counselling and Placement Centre and Academic Divisions/Departments liaise with library staff to assess the student's individual needs re internet use, information resources and information literacy. In accordance with the College's mission, the Library endeavours wherever possible to provide or incorporate adaptive/assistive technology of its resources and services to ensure inclusion and access of its students/patrons who are physically or visually challenged.

### **Library Conduct**

Students using the Library are expected to observe the following rules:

- A. Silence must be observed at all times in the library.
- B. Bags, briefcases, handbags or parcels must not be brought in to the library. These must be deposited in the lockers provided by the College. Students are advised to provide their own locks to secure lockers which must be removed by the end of the day.
- C. No liquids of any kind should be brought into the library;
- D. Readers must not mark, deface or damage any book or other library material or furnishings in any way.
- E. Readers must not rearrange chairs, tables or any other fillings.
- F. Smoking is strictly forbidden.
- G. Food or drink must not be brought into the library or consumed there.
- H. All books, periodicals, etc. taken from the shelves and used in the library should be left on the tables and not replaced on the shelves.
- I. All readers leaving the library are required to show at the circulation desk all books, periodicals, etc. in their possession whether these belong to the College or not. Readers may also be required to open for inspection any receptacle being carried out of the Library.

## **Student Handbook**

---

- J. It is advised that the use of mobile devices should not disturb other patrons/students in the library. No calls should be made or taken in the library.
  
- K. Do not plug in any electrical devices in the library's electrical outlets. All personal devices should be fully charged before entry into the library.

All members of the Library staff are empowered to require readers to comply with the above rules. Anyone breaking these rules may be excluded or suspended from the use of the Library.

### **Contact information**

Phone: (1246) 426-2858 Ext. #5161

Email: [library@bcc.edu.bb](mailto:library@bcc.edu.bb)

## **THE BOOKSOURCE**

### **Contact information**

**Tel: (246) 426-2858 Ext. 5400 / (246) 431-0379**

**Fax: (246) 426-1855**

**Website: [www.booksourceonline.com](http://www.booksourceonline.com)**

**Email: [booksource@caribsurf.com](mailto:booksource@caribsurf.com)**

The BookSource caters to the needs of over 3500 students and staff offering required and recommended materials for courses as well as a broad range of services. You can save up to 60% on many books when you shop at the BookSource.

### **Special Order Service**

In the event that a book is not in stock at the BookSource, students can place a special order for it. Books bought on special order can be collected within three to four business days depending on the availability of the book.

### **Online Database**

You can visit the BookSource's website at [www.booksourceonline.com](http://www.booksourceonline.com) to view the large selection of titles that are readily available or you can place an order from the comfort of your homes.

### **Printing & Binding Services**

The BookSource provides a facility where students can have their assignments/ projects printed in colour and professionally bound. There is also a photocopying service offered at the BookSource.

### **More than a BookSource**

The BookSource offers much more than just books. The following items are also available:

- Nursing Uniforms & Lab Coats
- Daily Newspapers
- Art Supplies (Brushes, paints, etc.)
- Snacks (Fruit juices, candy, sweet biscuits)

## **Student Handbook**

---

- Postal Stamps (On-site Post Box)

## **COUNSELLING AND PLACEMENT CENTRE**

Counselling and Placement Centre assist students in developing skills that will help them apply themselves effectively to College studies, enhance their personal development and prepare them for career success.

### **Academic Advising**

- Provides individual consultation with counsellors.
- Provides assistance to students who are experiencing challenges with their courses or programmes e.g. too heavy workloads, etc.
- Helps students on academic warning/probation.
- Advises students with respect to dropping/adding courses, choice of electives, programme transfers, and graduation requirements.
- Teaches effective approaches to study skills.
- Offers success skills seminars that cover topics such as: Study Skills, Time Management, Note Taking, Test Anxiety and Exam Preparation.

### **Personal Counselling**

- Assist students in identifying strategies to cope with difficult situations.
- Targets issues such as stress and anxiety management, self-confidence, family problems, interpersonal relationships, personal crises, depression, and inability to concentrate.
- Provides referral services: counsellors assist students by connecting them to community agencies equipped to address their unique concerns.

Performing well in College can sometimes be difficult when personal problems arise. Discussion of personal concerns is always kept strictly confidential with the exception of legal and ethical obligations.

### **Career Counselling**

Assists students in selecting a major field of study and planning a career. Encourages students to develop realistic goals.

### **Higher Education Advising**

- Provides comprehensive information on College/Universities and scholarships in the Caribbean, U.K., Canada and the U.S.A.

## **Student Handbook**

---

- Assists students in the research and selection of a programme of study.
- Provides guidance with College applications and pre-admission tests.

## **Job Placement**

- Offers a free job placement service for students and graduates.
- Assists with the job search process: résumés, cover letters, interview techniques.
- Enriches learning and skills development through the integration of internship opportunities.
- Prepares students for part-time, full-time, summer and graduate employment.

## **Student Success Centre (SSC)**

The SSC provides free tutoring in select subject areas.

Presently our main subject areas are:

- Mathematics - Practical Mathematics & 1st Year Mathematics Major
- Engineering—Mathematics

Additional subjects are offered by Peer Tutors; however, this selection varies by Semester.

## **Student Handbook**

---

Students and teachers can volunteer to provide free tutoring by contacting the Counselling & Placement Centre via our email ([counselling@bcc.edu.bb](mailto:counselling@bcc.edu.bb)) or visiting us in the Centre.

### **EducationUSA**

EducationUSA is a US Department of State network of over 425 international student advising centres in more than 175 countries. One of these advising centres is located in the Counselling & Placement Centre. The College's Counsellors are EducationUSA advisers.

The EducationUSA network promotes US higher education to students around the world by offering accurate, comprehensive, and current information about opportunities to study at accredited post-secondary institutions in the United States. EducationUSA also provides services to the US higher education community to help institutional leaders meet their recruitment and campus internationalisation goals.

### **Student Ambassador Programme**

The Student Ambassador Programme is facilitated by the Counselling & Placement Centre team. For further information please see page 111.

Current information on the programme and the ambassadors, can be found on the College website. <https://www.bcc.edu.bb/Administration/Counselling/Student-Ambassador-Programme/>

### Staff

Dr. Racquel Collymore	Director	5135
Faith F Callender	Counsellor	5139
	Counsellor	5136
Faylene Nurse	Job Placement	5138
Asha Johnson	Stenographer	5137

### Contact Us

To make an appointment with a Counsellor or the Placement Officer,

- visit the Counselling & Placement Centre, located directly under the main library, or
- complete the relevant intake form on the College website via this link:  
<https://www.bcc.edu.bb/Administration/Counselling/Intake-Forms/>
- contact us by phone
  - 426-2858 Ext: 5137 or
  - 426-3278 (direct line)
- Scan the QR Code



SCAN ME

### **STUDENT HEALTH CLINIC**

The Student Health Clinic is a confidential, student-centred health care service available to all registered students of the Barbados Community College (BCC). We care for BCC students by providing essential medical and mental health care with referrals, prevention and wellness programming, health advocacy and other services tailored to the unique health needs of students. We are the primary health care providers on campus and continuously work to create a safe, healthy and supportive learning environment. We aim to enhance student growth and development by empowering students to build capacity for lifelong health and wellness behaviours for their success.

#### **Our Team**

An experienced team comprising of a family physician, registered nurses and administrative officer manage the clinic's operations; adjunct clinical medical and other health services are provided through referrals to public health agencies and private health partners.

#### **Location and Office Hours**

The clinic is located directly opposite the Library, and adjacent to the Security and Student Guild offices. Office Hours are Monday to Friday 9:00 am to 7:00 pm. The clinic is closed during College and public holidays.

## **Student Handbook**

---

Clinic visits are primarily managed by an appointment system, though emergency walk-in visits are accommodated. Please note priority will be given to those persons with urgent medical concerns and scheduled appointments. Persons are encouraged to arrive 10 minutes prior to their scheduled appointment for assessments. To cancel or reschedule an appointment please do so at least one hour prior to the scheduled appointment.

### **Telehealth Appointment** (on consultation with the Nurse)

What is a telehealth appointment?

Telehealth is the delivery of health care services through an interactive video conferencing or by telephone. This service allows you to see and speak to your clinician (or other health care service provider) without having to travel away from home or to the clinic.

The benefits of telehealth appointment include:

- Convenience and expedience. By avoiding exposure of infectious diseases in clinical setting
- Ability to meet with a clinician and determine if an in-person visit is necessary or even advisable.
- A secured, confidential application is utilized.

To make a telehealth appointment email [bcctelehealth@bcc.tl.edu.bb](mailto:bcctelehealth@bcc.tl.edu.bb).

## **PANDEMIC PROTOCOLS**

To reduce potential exposure to contagious diseases, persons will be expected to follow national protocols to prevent infection or

illness while using the environs or while engaging the services of departments or divisions within the College.

### **Services**

Clinic services are free at the point of care for all registered students. Students, their parents or donors are responsible for the cost of prescribed medicines and other provider-initiated special investigations or tests, not covered through the National Drug Service or public health system.

Please note regional and international students will be required to use their Student Health Insurance Plan (SHIP) or personal financial resources to access health services within the public and private health sector within Barbados.

### **Doctor's Schedule**

A doctor is assigned to the clinic for medical consultations by appointment **ONLY**. Appointments should be made at least one week prior to medical visits.

### **Parental Consent**

Parental consent is required for students under the age of 18 years. In emergencies, treatment for injury or serious illness will be given if delays could jeopardize the patient's health and safety. For other medical services, parental consent must be obtained before treatment or medical procedures. A Parental Consent form can be accessed via the College website.

### **Clinical Services Offering**

#### **Routine Services**

- Registered nurse assessments and screenings
- Blood pressure, blood glucose, cholesterol and urine screenings
- Administration of medication (over-the counter) for minor ailments and physician ordered medications
- First Aid assessments and treatment
- Prehospital Emergency care with Medical Direction and Oversight prior to the arrival of Emergency Medical Services
- Assessment of Acute illness
- Acute allergy management
- Infirmary for ill students during regular office hours
- Nutritional advice/counselling referrals
- Community Health Referrals to external health agencies and clinicians
- Counselling referral
- Sexual Reproductive Health Counselling inclusive of Sexually Transmitted Infection (STI) Counselling and Testing including HIV, chlamydia, gonorrhoea, syphilis and hepatitis B&C
- Referrals to health agencies and Links to care
- Pregnancy Tests
- Wound management
- Accessible Health Education and health promotion materials. (On loan to students for presentations and assignments)
- Medical Clinic by appointment only
- Medical Examinations and physicals

## **Student Handbook**

---

- Physician written prescriptions
- Provider-initiated special investigations (X-rays, ECGs, ultrasound, blood investigations)
- Phlebotomy (on-site) and laboratory services (external referral)
- On campus wellness and health education campaigns

### **Referral Services**

- Emergencies – Accident and Emergency Department, Queen Elizabeth Hospital; Urgent Care Clinic, Winston Scott Polyclinic
- Family planning – advice/referral
- Ophthalmic – Harcourt Carter Optical: Discounted Service to students under the age of 25 years on presentation of a valid BCC Student Identification.
- Dental – Tender Dental Services Inc., Two Mile Hill, St. Michael: 50% discount on complete oral examination inclusive of panoramic x-ray and full mouth exam.
- Special investigations

### **What to do in a medical emergency?**

Medical emergencies including injury and illnesses often occur when we least expect them. Responding to these occurrences readily would ensure that prompt medical attention is rendered with favourable health outcomes. If you are incapacitated and unable to ambulate to the clinic, request medical assistance from the clinic by calling 426-2858 EXT 5320/21 or request another party to summon the nurse on your behalf.

### **What to do if you sustain an injury while on campus?**

If you are injured and incapacitated request help or report to the clinic, your division or department as soon as possible after the injury or incident.

Note the time, location and any witnesses of the incident to complete the Incident Report.

You will be assessed in clinic and you may be required to have a medical examination. If seen by an external physician complete the Incident form and return it to the clinic for processing.

### **Medical History**

#### **BCC Health Record/Immunization requirements**

All registered students are required to have an Incoming Medical Health History/Immunization Verification form on file with Student Health Services.

To keep your medical information current please report to the nurse any changes to your medical history or treatment especially if this has occurred after your submission of your medical form at registration.

**All students registered in the division of Health Sciences MUST comply with the immunization requirements.**

### **Confidentiality**

BCC health records are maintained through a secure electronic health recorder and are stored separately from all other college records. The privacy of this information is protected by law. BCC clinic staff refer to the information in your health record only as needed to provide integrated care for you.

### **Pandemic Protocols**

*This guidance is for all students and forms part of BCC health and safety protocols to contain the spread of any infectious or contagious diseases.*

Health and safety protocols are instituted to ensure a safe, healthy learning and working environment at the Barbados Community College.

At the BCC Student Health Clinic your health and safety will remain our top priority. Students are encouraged to commit to the public health practices and guidelines, to keep our community healthy, reduce exposure to infectious diseases and slow their spread.

This is a shared responsibility and necessitates for EACH and EVERY ONE to abide by the recommended College health and safety protocols and to national health protocols. \*

## **Student Handbook**

---

### **Practice preventive action – stick to the basics**

- Always stay at home when you are sick, regardless of the symptoms and especially if symptoms are fever, cough, and sore throat. Seek medical attention from your personal health care provider.
- Make a habit of continuing everyday preventive actions such as frequent hand washing; avoid touching your face; cover your cough and sneezes with tissue or use the inside of your elbow for proper cough and sneeze etiquette; sanitize surfaces and equipment you intend to use, especially those shared by others.
- Wear a face mask if presenting with respiratory symptoms (cough, sneezing, runny nose).

### **What to do if you are feeling ill**

1. Do not come on campus.
2. **CALL** your healthcare provider.
3. **TELEMEDICINE** may be an option depending on your primary complaint. Schedule an appointment with Student Health Services by calling **(246) 426-2858 EXT 5320/5321** or emailing us at [bcctelehealth@bcc.tl.edu.bb](mailto:bcctelehealth@bcc.tl.edu.bb).
4. **MONITOR** your symptoms and follow care instructions from your healthcare provider(s).

5. Get rest and stay hydrated. By all means boost your immune system by eating healthy, nutritious foods

### **STUDENTS' GUILD**

All registered students of the College shall be full members of the Guild whether pursuing studies on a full-time or part-time basis.

#### **The Guild Council**

The organizing body of the Students' Guild is the Guild Council which comprises several executive positions (e.g. President, Vice President) and a representative from each Division. Also included in the Council are committees responsible for sports, cultural activities, publications and welfare.

#### **Purpose of the Guild Council**

As taken from the Constitution of the Students' Guild, the purpose of the Guild is to "...promote, foster and develop the educational, social, cultural and economic interests of Guild members and represent such interests in the College community and at the national level."

#### **Guild Council Membership**

In order to hold office in the Student Council, students must have a Cumulative Grade Point Average of 2.50

## **Student Handbook**

---

and above. They must uphold the values of integrity, respect for the person and property of others, and the commitment to intellectual and personal growth.

### **Guild Council Election**

#### **Key Election Dates:**

Nominations: March

Elections: April

Assumption of Office: August

Students interested in holding office should submit themselves for nomination at the appropriate time.

See Students Guild Council Constitution

## **STUDENT FACILITIES**

### **GYMNASIUM**

The College has a spacious gymnasium which can seat about 700 persons and which is used for games such as basketball, volleyball, badminton, table tennis and gymnastics. Other activities, which take place in the gymnasium, are karate, judo and dancing. The College Physical Education programme is organised by the Physical Education Department. Permission must be sought for the use of all Sports facilities and apparatus. Students also have access to state-of-the-art fitness

equipment to help them stay fit and healthy during their life at the College.

### **AUDITORIUMS**

There are two auditoriums at the College, the main one being the Liberal Arts Auditorium that is designed for dramatic productions, seminars and conferences. The other auditorium is in the Division of Science and is used for the holding of examinations.

### **PAVILION**

Students have the facilities of a Sports pavilion.

### **STUDENTS' LOUNGE**

A students' lounge containing an office for use by the executive of the Student Council. The lounge has facilities for the playing games for example, card games, dominoes, and chess.

### **ART GALLERY**

The Art Gallery is located in the Division of Fine Arts and is used for art exhibitions, seminars and fashion shows.

## **Student Handbook**

---

### **CAFETERIA**

The College's cafeteria is well equipped to cater to all students. It is conveniently located next to the students' common room. The hours of business are:

Monday to Friday

7:00 am - 7:00 pm

### **PARKING FACILITIES**

Students can register and obtain a student sticker for parking from the Office of the Chief of Security at the Security Department. Students' vehicles bearing the student sticker will be allowed to park in the student's parking areas located in the Pavilion car park, the Health Science Labs parking facility and at the back of Technology. The parking areas are clearly indicated and students are expected to use them. Students must park their vehicles in the designated parking areas **ONLY**.

Students are asked to note:

1. One sticker will be issued per student; however, students with access to more than one vehicle will be allowed to transfer the sticker from vehicle to vehicle, but the additional vehicles must be registered with security.
2. Students who have issues with affixing the sticker to the windshield of the vehicle will now be allowed to display/mount the sticker on the dashboard in a conspicuous position.

3. All student parking vehicles on the compound must have the sticker prominently displayed at all times while on campus.
4. Students losing their stickers will now have to pay a fee of \$20.00 replacement.
5. Students with parking Stickers are asked to note that they are still required to present their student IDs at the gates as the sticker is not intended to be a replacement for identification.

**Students are not allowed to park in areas designated for staff parking.**

The parking of vehicles on all access roads on the College campus is strictly prohibited. The College does not accept responsibility for damage to, or theft of vehicles while on College property.

## **CLUBS & SOCIETIES**

### **UNIVERSITY & COLLEGE'S CHRISTIAN FELLOWSHIP (U.C.C.F.)**

Our motto is "To Know Christ and to Make Him Known".

Therefore, we not only meet and have sessions where we worship and learn more about God, but we also let others know about our wonderful Saviour in whatever way we can.

We meet every morning in the Liberal Arts Auditorium from 8:00 am - 9:00 am where we have activities such as worship sessions and games. Speakers are sometimes brought in to speak on different topics, not only spiritual, but also topics to enhance the overall development of the students.

The U.C.C.F. is divided up into small groups (cell groups) for bible study. We also have dance, drama, chorale and prayer groups. Other activities held during the year are lunchtime concerts and an annual grand concert, where we not only highlight the talents within the U.C.C.F. but also reach out to students using various art forms.

There is also an annual retreat, usually held during the Easter vacation that is a mixture of fun, fellowship and spiritual development.

### **BCC STUDENT AMBASSADOR PROGRAMME**

The BCC Student Ambassador Programme is an exciting student organisation of highly selected first year students who represent the College in their second year.

A Student Ambassador is a positive, enthusiastic, well informed representative of the Barbados Community College student body. Ambassadors are interested in working with faculty, students and administration to promote the College's programmes and services. They assist with on-campus special events such as orientation, convocation, graduation and seminars, in addition to leading campus tours and participating in off-campus recruitment efforts.

#### **Student Ambassador Requirements**

- Must maintain a minimum “**Cumulative GPA of 2.75**”
- Be in your first year of College
- Full-time student
- Have a genuine interest in assisting others
- Strong work ethic
- Positive attitude and enthusiasm
- Excellent interpersonal communication skills (trainable)

Applications for this programme can be collected from the Counselling and Placement Centre when advertised.

### **CIRCLE K CLUB**

Circle K is a service organisation for students at the tertiary level. There is no age limit for persons willing to join. The club was chartered in 1999 by former students of the College. Since then, the club has been growing continuously. The Kiwanis Club of Barbados Central sponsors it.

There are more than 200 Circle K clubs all over the world, in countries like Canada, the United States of America and the Caribbean.

These clubs are divided into Districts, which are further subdivided into divisions to facilitate better communication. The Barbados Community College's Circle K club is part of the Paradise Division in the Eastern Canada & the Caribbean (E.C. &C.).

District. Other member countries of the E.C. &C. District are Jamaica, St. Lucia, Trinidad & Tobago, the Bahamas, Canada and Antigua.

Two conventions are held every year, District and International, for the purpose of electing new officers for posts, amending by-laws and any other Circle K business of that nature. District

Conventions are held in March, in one of the member countries of your district. International Conventions are held in the United States of America during the month of August. The Barbados Community College's Circle K is always strongly represented at these conventions.

### **Circle K Activities**

The Circle K club is committed to making vital contributions to the betterment of mankind. Some of the projects included feeding the homeless, visiting children's homes and beach clean ups. The club also has a mentorship programme for children at the primary school level.

### **To Become a Member**

To become a member you must:

1. Attend at least three (3) consecutive club meetings
2. Participate in at least one (1) service project
3. Pay semester dues.

### **Benefits of Membership**

Circle K offers members many avenues for personal development, including the acquisition of leadership skills and enhanced appreciation for cultural diversity.

### **Meetings (Where & When)**

The Circle K Club meets every Tuesday at 12:15 pm in Science 301.

## **Student Handbook**

---

### **THE POLITICAL SOCIETY ASSOCIATION**

(Suspended until further notice)

The Political Science Association was established in September 2000. It was felt that the formation of such an Association would afford students the opportunity to develop a greater understanding of the political processes fuelling government policies the world over. Its motto is “Moulding the Minds of the Future”. Association members devote time to researching, analysing and debating the issues that affect many aspects of their lives.

#### **Membership**

The Political Science Association is open to all present and past students of the Barbados Community College. The Association is particularly interested in attracting those students who are community minded, sharing and giving.

#### **Major Activities**

In October 2001, a group of students from the Association visited Ecuador to participate in a United Nations Model Assembly. Nations such as Germany, the United States of America and China were represented. Since that time, the College has been represented at each annual UN Model Assembly.

Two of the past awardees of the Association were: the former Prime Minister of Barbados, the Honourable Owen Seymour

Arthur with “Politician of the Year; and entrepreneur Mr. Robbie Robinson, the proprietor of Ajax Construction, for his commitment to community development.

### **Meetings**

Time: Tuesdays 12:00 pm – 1:00 pm

Venue: Commerce, Room 201

### **SCIENCE SOCIETY**

The Science Society was started in 2018 by the current Principal Ms. Annette Alleyne.

It has an executive made up of a President, Vice President, Treasurer, Secretary, Event Coordinator, PR specialist and at least two Faculty advisors.

Activities include beautification of the Division of Science, educational activities, fun experiments, mental health activities such as hiking and interactive lectures.

To join, students are required to complete a Science Society Membership form, which they can obtain from the office of the Division of Science.

## **Student Handbook**

---

### **STUDENT PHARMACIST ASSOCIATION (SPA) – BCC**

#### **Chapter**

The Student Pharmacist Association (SPA) at the Barbados Community College is a vibrant student-led group committed to fostering unity, growth, and professional development among Pharmacy students. We aim to create a well-rounded educational experience by balancing academics with engaging activities and meaningful partnerships.

SPA hosts interactive events such as game days to promote camaraderie, and we regularly invite practicing pharmacists to share insights into the profession, helping students bridge the gap between theory and real-world practice. We also collaborate with key stakeholders such as Armstrong Healthcare, Carlisle Laboratories, Bryden Stokes, and the Barbados Pharmaceutical Society, who generously donate essential items like fans, fridges, and kettles to support student comfort and well-being.

Following a recent security-related incident on campus, SPA took the initiative to place safety baskets at each entry point to the BCC grounds, helping to enhance student safety and contribute to a more secure environment.

Through community, collaboration, and continued learning, SPA strives to empower the next generation of pharmacists.

## **EMERGENCY PROCEDURES**

### **SICKNESS & INJURY**

The Student Health Clinic is situated next to the Student Guild Office. It is open to all regular students of the Barbados Community College, full-time or part-time. Only students with the appropriate Student ID Cards will be seen in the Clinic.

Students requiring first-aid treatment in the event of an injury or sickness should contact the office of the Nurse, in the Student Health Clinic. Any contact with a communicable disease such as COVID-19, measles, mumps or chicken pox should be reported at once.

### **ACTIVE SUICIDAL IDEATIONS WITH STATED PLANS OR INTENTIONS**

**Active suicide ideations with stated plans or intentions** refer to a critical mental health state in which an individual is not only experiencing persistent thoughts about ending their life, but has also formulated specific plans or expressed a clear intention to carry them out.

**Active Suicide Ideations:** These thoughts are frequent, intense, and feel difficult to dismiss. The individual may be preoccupied with the idea of suicide.

## **Student Handbook**

---

**Stated Plans:** The individual has formulated a specific method or approach they intend to use to end their life. This plan may include details about the time, location, and means.

**Stated Intentions:** The individual has explicitly communicated a desire or resolve to act on their suicidal thoughts and carry out their plan. This indicates a higher level of immediate risk

### **Immediate Action by College Community Members**

Any student or staff who becomes aware of a student who has expressed suicide intentions or plans must immediately contact the **Counselling & Placement Centre at 5137, the Student Health Clinic at 5321 or Security at 5216.**

## **ACTIVE SUICIDAL BEHAVIOUR**

**Active Suicidal Behaviour** refers to actions taken by an individual with the intent to end their own life. This includes, but is not limited to:

- Preparing for a suicide attempt (e.g., acquiring a weapon, collecting pills, writing a suicide note).
- Engaging in a suicide attempt.
- Expressing a specific plan, method, and intent to die (e.g., stating "I am going to hang myself tonight" and obtaining a rope and location).

Active suicidal behaviour is distinguished from suicidal ideation by the presence of a specific plan, intent, and/or action towards

ending one's life. It represents a significantly elevated risk of imminent self-harm.

### **Immediate Action by College Community Members**

- Any student or staff who becomes aware of a student or staff who is engaging or has engaged in active suicide behaviour, should take the following steps:
- The student or staff should ensure that the environment for them is safe. Once safe, they should remain with the person.
- If imminent danger to self or other persons is perceived, then seek a safe space if possible and notify **Police Emergency** services at **211**. Following that notify **Security** at **5216**.
- If the person has already injured themselves contact **Emergency Medical** services at **511** and **Police Emergency** services at **211**. Following that, notify **Security** at **5216**.
- Once security is contacted, then the College Mental Health services, **Counselling & Placement Centre** at **5137**, the **Student Health Clinic** at **5321** and the Registrar at **5225** or **234-8527** should be immediately contacted.

## **Student Handbook**

---

### **ACCIDENT**

All Barbadian Students are currently required to purchase a Student Accident Policy that allows them to claim benefits for treatment and/or other services supplied when they are involved in any accidents during any period excluding vacations.

In order to request a refund of monies paid for medical attention obtained as a result of an accident, the student will be required to:

- I. Take a green ICBL Insurance Claim Form (with the official College stamp) to the Doctor's office. The student should ensure that the Doctor signs this form. The student will be required to pay the relevant fees.
- II. Submit the completed form, original receipt and a copy, and a report on the accident to Insurance & General Services (IGS), 8 Kinnor Place, Cheapside, Bridgetown, no later than one month after the accident occurred.

Queries concerning refunds should be directed to IGS at 429-8810.

If the accident occurred during a supervised class, the Tutor who was present must also submit a written report to the Office of the Registrar no later than one week after the accident occurred.

### **FIRE**

Fire hoses are installed at various points throughout the “Eyrie” Campus. In the event of fire, these hoses should be pulled from their drums and water will automatically flow through them.

Hand-held extinguishers are also available for fighting a blaze. These are to be found in certain rooms in each campus, particularly in laboratories and work areas in the Division of Science, Health Sciences and JNHHI.

In the event of fire, the person discovering it should immediately call the Fire Service by phoning 311.

The following drill should be observed by students:

- I. On hearing the alarm, all occupants of the building should remain calm.
- II. Those classes in session will be guided by their tutors to evacuate the building in an orderly manner and assemble on the playing field in a group with their classmates. There the register will be called.
- III. Students occupying all other buildings e.g. (Library, Cafeteria, Common Room, Gymnasium, Auditorium) should evacuate the buildings in an orderly manner and assemble on the playing field well away from the buildings. The persons in

## **Student Handbook**

---

charge of the evacuation would ensure that everyone is accounted for.

Students must appreciate that they should assume responsibility for their own safety.

### **POWER FAILURE**

#### **Drill**

Remain seated. The blackout may only be short-lived.

When instructed to do so by your Tutor, leave the classroom in a calm and orderly manner.

Do not leave the campus until the Tutor dismisses you.

Students in areas where emergency lighting is absent are advised to exercise extra calm and caution.

### **BOMB THREATS**

In the event of a bomb scare in any part of the campus, all persons will evacuate the buildings in an orderly manner and assemble on the playing field well away from the campus buildings. Students shall remain at the assembly point until the police give the “all clear”.

Students are again reminded that calm and order are imperative in crowd situations.

### ACTIVE SHOOTER

#### Definitions

- **Active Shooter:** An individual actively engaged in killing or attempting to kill people in a populated area, typically using firearms.
- **Lockdown:** A safety protocol involving securing individuals in a building or room to protect against a threat.

#### Emergency Response Protocol: Run – Hide – Fight

##### A. RUN (Evacuate)

If there is a safe escape path, evacuate immediately:

- Leave belongings behind.
- Help others escape if possible, but do not delay evacuation.
- Prevent others from entering the danger area.
- Keep hands visible to law enforcement.
- Call **211** or the BCC Security Emergency Line at **(246) 426-2858** Ext: 5216

##### B. HIDE (Shelter in Place)

If evacuation is not possible, find a place to hide:

- Lock and barricade doors with heavy furniture.
- Turn off lights, silence phones, and remain quiet.
- Hide behind large objects and away from doors/windows.

## **Student Handbook**

---

- Do not open the door unless law enforcement instructs you.

### **C. FIGHT (As a Last Resort)**

If confronted directly and your life is in imminent danger:

- Act aggressively and commit to your actions.
- Use improvised weapons (fire extinguishers, chairs, scissors).
- Work with others to subdue the attacker if possible.
- Aim to disarm and incapacitate the shooter.

### **Campus-Specific Procedures**

#### **A. Eyrie Campus (Howell's Cross Road, St. Michael)**

Houses the following divisions and departments:

- Commerce
- Computer Studies
- Fine Arts
- General & Continuing Education
- Health Sciences
- Industry Services Unit
- Barbados Language Centre
- Liberal Arts
- Natural Sciences
- Technology
- Physical Education

#### **Evacuation Routes:**

- Familiarize yourself with the nearest exits in your division/departments.
- Refer to posted evacuation maps in classrooms and hallways.

### **Safe Rooms:**

- Designated secure rooms are marked with a blue "Safe Room" sign.
- Locations include:
  - General staff room
  - Science Auditorium
  - Gymnasium storage rooms
  - Administrative offices with lockable doors.

### **B. Hospitality Institute (Marine Gardens, Christ Church)**

Includes:

- Hotel PomMarine
- Golden Apple Café
- Muscovado Restaurant
- Hospitality classrooms

### **Evacuation Routes:**

- Main exits through the front lobby and rear service doors.
- Emergency stairwells located at both ends of the building.

### **Safe Rooms:**

- Culinary storage rooms with reinforced doors.
- Administrative offices with lockable doors.

## **Student Handbook**

---

### **Notification and Communication**

- BCC will activate its **Emergency Notification System**, including:
  - SMS alerts
  - Email notifications
  - Public address system announcements
  - WhatsApp alert groups
- Designated staff will inform emergency services and coordinate communication.

### **Roles and Responsibilities**

#### **Students:**

- Familiarize yourself with campus evacuation routes and emergency exits.
- Follow Run-Hide-Fight protocol.
- Cooperate with faculty/staff instructions.
- Do not attempt to livestream or post on social media during an incident.

#### **Faculty & Staff:**

- Lock classroom or office doors immediately when notified.
- Account for all persons present and keep them calm and quiet.
- Do not leave until an "all-clear" is announced by law enforcement or security.
- Use the emergency communication systems to report status when safe.

#### **Campus Security:**

- Respond immediately to location reports.

## **Student Handbook**

---

- Assist law enforcement in neutralizing the threat.
- Secure the perimeter and support evacuation or lockdown procedures.

### **Post-Incident Procedures**

- Await the official “**ALL CLEAR**” signal from security or law enforcement.
- Participate in headcounts and debriefs.
- Provide support to those affected via **BCC’s Counselling Services**.
- File a written report within 24 hours.

### **Training and Drills**

- Annual active shooter drills for all departments.
- Mandatory orientation briefing for new students and staff.
- Refresher workshops each semester.

### **Additional Resources**

- **Barbados Police Service:** Emergency: 211
- **BCC Campus Security:** (246) 426-2858 Ext5216 or 5215
- **BCC Health & Counselling Unit:** (246) 426-2858 Ext 5320 or 5321
- **Emergency Evacuation Maps:** Posted in all buildings and on BCC

**INFORMATION TECHNOLOGY POLICY**

1. By signing into the Barbados Community College’s network/WIFI you are bound by the policies of the College and all local or international laws.
  
2. Students may not use the Internet or e-mail systems to transmit offensive, obscene, harassing or defamatory messages. Personal information about other individuals must not be transmitted without their authorization.
  
3. Provided below is a non-exclusive list of prohibited activities in which e-mail and internet users may not engage. When considering the propriety of engaging in a particular act, students should be guided by both the specific prohibitions provided below and the general objectives and guidelines expressed in this Policy Statement. Prohibited activities include:
  - a) Using college system/network resources to store, access or send material that is obscene, illegal, discriminating, derogatory, sexually offensive, ethnically offensive, or intended to defame or harass others.
  
  - b) Creating, accessing, downloading or transmitting messages or images that might be considered inappropriate, including but not limited to:
    - i. Messages or images that are lewd, obscene or pornographic.

## Student Handbook

---

- ii. Messages or images that might be considered offensive or harassing due to their reference to race, sex, age, sexual orientation, marital preference, religion, national origin, physical or mental disability or other protected status.
  - iii. Using E-mail or the internet to harass, intimidate or annoy other persons.
  - iv. Spreading “chain mail”, “Spam”, “Junk mail” and other frivolous communications.
  - v. Downloading, copying or transmitting software and/or documents protected by copyrights.
  - vi. Downloading any other software or materials (such as on-line publications) on the College’s computers unless the College’s Management Information Systems department has approved such download and has taken appropriate anti-virus measures.
  - vii. Using encryption devices and software that have not been expressly authorized by the Management Information Systems department.
  - viii. Downloading massive amounts of information, that causes system degradation.
4. Students are free to bring their devices to log onto the College’s WIFI system. The College will not be

## **Student Handbook**

---

responsible or liable for any damages incurred while using the College's WIFI or network.

5. Any electronic damages done to the student's devices while using the College's power sources will be the sole responsibility of the owner of the device.
6. The College's email assigned to the student remains the property of the College and maybe revoked.
7. Network and Internet usage may be revoked for any violation of the College's Policies.

Barbados Community College reserves the right to change this policy without notice. Please feel free to contact us at [mis@bcc.edu.bb](mailto:mis@bcc.edu.bb) or 426-2858 ext. 5388 with any comments, suggestions or concerns.

## **LIFE BEYOND COLLEGE**

On completion of their programme at the College, many students go on to further their studies at institutions of higher learning. Our students are happy to know that the Barbados Community College's programmes of study are held in very high esteem by many educational institutions in the Caribbean Region, the United Kingdom, Canada and the United States of America.

**MEMORANDA OF UNDERSTANDING**

The Barbados Community College has formal Memoranda of Understanding with the following Colleges/Universities.

<b>INSITUTION</b>	<b>PURPOSE/ AREAS</b>	<b>EXPIRY DATE</b>
Acadia University	General	1 Feb 2025
Academy Canada		14 May 2028
Anguilla Community College		18 Mar 2029
Barbados Associatio of Insurance & Finance Advisors		10 Jun 2027
Centennial College of Applied Arts & Technology		5 Mar 25
Department of Emergency Management		Indefinte
Duke University School of Nursing	Nursing in Barbados	Automatic Renewal
Delaware State University	Agriculture, Mathematics, Biology, Chemistry	31 Jul 2028
Fanshawe College of Applied Arts & Technology	ELAP Scholarship Programme	6 May 2027
Florida Culinary Institute, WPB	Culinary Arts	Open
Florida Institute of Technology	General	Open
George Brown University		6 Aug 2029
Institute of Chartered Accountants of Barbados		19 Sep 2027
Ministry of Youth, Sports and Communiyt Empowerment		7 Nov 2029
Quinnipac University		22 Jan 2025

## Student Handbook

Samuel Jackmna Prescod Institute of Technology	General	15 Jul 2025
Tompkins Cortland Community College & Walt Disney		Indefinite
The Regents of the University of Michigan on behalf of its School of Nursing		18 Jun 2028
University of West Canada		11 May 2026
University of Plymouth		14 Sep 2026
University of Waterloo		Automatic renewal
University of the West Indies		25 Aug 25
Clarence Fitzroy Bryant College		Office Administration & Management

## Pending Memoranda of Understanding

INSITUATION	PURPOSE/ AREAS	EXPIRY DATE
Barbados Film & Television Association		
Brock University		
Chamberlain University		
Sapienza University		
TVET Council		

## **CONTACT INFORMATION**

### **VOICE CONTACT**

Please note that if you are calling from outside of Barbados, you must place the area code of (246) before the seven digit number.

#### **“Eyrle” Campus**

PBX 1-246-426-2858

Board of Management 1-246-429-5609 Ext 5120

Principal 1-246-426-3186 Ext 5205

Deputy Principal 1-246-429-5607 Ext 5150

Finance Officer 1-246-429-5607 5101

Registrar 1-246-429-5609 Ext 5225

Assistant Registrar (Examination) 1-246-426-2858 Ext 5228

Assistant Registrar (Student Affairs) 1-246-426-2858 Ext 5240

Department of Nursing 1-246-426-5944

Counselling Department 1-246-4263278 / 1-246-426-2858 Ext 5137

Division of General & Continuing Education 1-246-426-3312  
Ext 5287

Division of Computer Studies 1-246-436-8187 Ext 5266

Student Guild 1-246-427-5424 Ext 5406

BCC Radio Station 106.1 FM 1-246-228-0547

Cafeteria 1-246-430-2151

Student Health Clinic 1-246-426-2858 Ext 5284

Management Information Systems 1-246-426-2858 Ext 5388

Chief of Security 1-246-426-2858 Ext 5215

## **Student Handbook**

---

### **Jean & Norma Holder Hospitality Institute**

PBX 1-246-228-0900

Director 1-246-228-0905 Ext 3118

Tutor I 1-246-228-0906

Storeroom 1-246-228-0908 Ext 3129

### **Industry Services Unit**

Voice 1-246-426-3351

### **E-MAIL CONTACT**

Barbados Community College: [eyrie@bcc.edu.bb](mailto:eyrie@bcc.edu.bb)

Principal: [annette.alleyne@bcc.edu.bb](mailto:annette.alleyne@bcc.edu.bb)

Principal's Secretary: [dolores.clinton@bcc.edu.bb](mailto:dolores.clinton@bcc.edu.bb)

Deputy Principal: [samuel.bowen@bcc.edu.bb](mailto:samuel.bowen@bcc.edu.bb)

Finance Officer: [judith.newsam@bcc.edu.bb](mailto:judith.newsam@bcc.edu.bb)

Registrar: [roger.worrell@bcc.edu.bb](mailto:roger.worrell@bcc.edu.bb)

Registrar's Secretary: [michelle.collymore@bcc.edu.bb](mailto:michelle.collymore@bcc.edu.bb)

Assistant Registrar (Ag.) Student Affairs:

[caroline.woodroffe-holder@bcc.edu.bb](mailto:caroline.woodroffe-holder@bcc.edu.bb)

Assistant Registrar, Examinations: [makeda.hart@bcc.edu.bb](mailto:makeda.hart@bcc.edu.bb)

### **WEBSITES**

[www.bcc.edu.bb](http://www.bcc.edu.bb)

[www.barbadoslanguagencentre.com](http://www.barbadoslanguagencentre.com)

## **Appendix I**

### **CHARTER OF STUDENTS' RIGHTS**

#### **General Rights**

1. Students have all the rights guaranteed by the Laws of Barbados (The Constitution), subject to such limitations as contained therein.
2. Every student has the right not to be discriminated against based on colour, class, race, ethnic or national origin, religion, creed, political views, sex, sexual orientation, age or disability.
3. Every student has a right to the safeguard of his person, property and dignity and a right to be protected by the College against discriminatory behaviours displayed by College officials.
4. The College has an obligation to maintain safe and suitable conditions for learning and study.
5. Every student has the right not to be subjected to abuse by any Tutorial, Administrative or Security official at the College.
6. Every student has a right to be free from sexual solicitation or advance and to be free from reprisal or threat of reprisal for the rejection of a sexual solicitation

## **Student Handbook**

---

- or advance, where the reprisal is made or threatened by a person who is in a position to offer or deny to the student an academic advantage.
7. Every student has a right to belong to any lawful association of his or her choice.
  8. Every student has the right to freedom of opinion, of expression and peaceful assembly, subject to such limitations that are lawful and reasonable.
  9. Every student has a right to access to his personal academic records kept by the College.
  10. No personal information should be disclosed by the College to a third party in a manner which permits the identification of the student or former student, unless such disclosure is required by law or such permission is expressly granted by the student or former student.

## **Academic Rights**

1. Every student has a right to a quality education.
2. The College shall provide students with sufficient course information to make an informed choice. This information shall include:
  - a) course descriptions/outlines
  - b) pre-requisite for courses
  - c) the methods of evaluation
  - d) course availability

3. Course tutors should provide students, no later than the second week of teaching, an approved course outline (soft or hard copy).

This should include:

- a) A description of the topics
  - b) A list of the required and recommended texts
  - c) Evaluation methods
  - d) Distribution of marks
  - e) Tutors' office hours for consultation
  - f) Learning outcomes.
4. Every student is entitled to a fair and reasonable evaluation of his or her work.
  5. Every student has the right to be informed, upon request, of his or her performance in a course before the completion of that course, and to receive his or her final mark and grade within a reasonable time after the completion of that course.
  6. Every student has the right, within a reasonable time, after a mark has been assigned to any course work, to consult with the Tutor concerning the given mark.

### **Procedural Rights**

1. No rule or regulation may be changed retroactively to the detriment of any student.

## **Student Handbook**

---

2. Every student is presumed innocent of any disciplinary matter brought against him or her.
3. Every student has a right to a fair hearing by an impartial committee for the determination of his or her rights under this charter and for the determination of the merits of a charge brought against him or her.
4. Every student who is charged with a disciplinary offence has a right to present a full and complete defense.

### **Students' Responsibilities**

1. Every student must obey the general Laws of Barbados.
2. Every student is required to adhere to the College's dress code.
3. Students must comply with all rules and regulations of the College, especially with regards to rules pertaining to: Gambling, fighting or the use and or possession of illegal drugs on the College premises.
4. Students must comply with all lawful directives issued by College Officials - Security Officers, Administrative and Tutorial Staff.
5. Students are required to attend all of their scheduled classes, submit assignments on time and present themselves for all scheduled examinations.
6. Students must not purposefully or recklessly damage the property of the College.

7. Students must respect the rights, freedoms and opinions of staff and fellow students of the College.
8. Students must fully pay all fees owed to the College for courses/programmes/registration.

*This charter must be read in conjunction with the BCC's Student Code of Conduct.*

## **Appendix II**

### **CODE OF STUDENT CONDUCT**

#### **1. PREAMBLE**

Students of the Barbados Community College (BCC) are expected to conduct themselves in a manner that is supportive of the mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth, are essential to the quality educational environment the BCC seeks to maintain on all of its campuses.

The Code of Student Conduct is the College's policy regarding the discipline of students and is intended to give general notice of prohibited conduct. It does not however, define prohibited conduct in exhaustive terms.

### **2. INHERENT AUTHORITY**

The College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the campus communities. The Board of Management, therefore, in exercise of the powers conferred on it by Paragraph 10(1) of the Schedule to the Barbados Community College Act, Cap. 38, has delegated authority to the Principal or his/her Designate and Appeals Committee to adjudicate cases alleging violations of the Code of Student Conduct.

### **3. VIOLATIONS OF LAW AND CODE OF STUDENT CONDUCT**

Students may be accountable to both civil and criminal authorities, and to the College for acts that constitute violations of law and of this Code.

### **4. INTERPRETATIONS**

When used in this Code:

- i. The term “student” means any person undergoing a programme or course of study approved by the College.
- ii. The terms “College” or “institution” mean the Barbados Community College.
- iii. The term “Board” means the Board of Management of the Barbados Community College.

- iv. The term “Chairman” means the Chairman of the Board of Management of the Barbados Community College.
- v. The term “College premises” means buildings or grounds owned, controlled or supervised by the College.
- vi. The term “College sponsored activity” means any activity, on or off any of the College’s campuses, which is authorized, sponsored or supervised by the College.
- vii. The term “organization” means a number of persons who have formed themselves into a group/club and who have complied with the College’s requirement/for recognition.
- viii. The term “consent” means freely given agreement by a competent person, such a person being mentally, physically and emotionally able to appreciate the nature of the consent.
- ix. The term “distribution” means giving, selling or exchanging.
- x. The term “intentionally” means the conscious pursuit of described conduct, whether or not under the influence of alcohol or any other drug.
- xi. The terms “transmit in writing” and “notify in writing” mean to mail under registered cover written or typed notice to the student’s most recent address as recorded

## **Student Handbook**

---

by the College or to give typed or written notice to the student in person.

- xii. The term “reckless” means conduct which could reasonably be expected to result in harm to a person or property or to disturb College or College-sponsored activities.
- xiii. The term “sexual conduct” means physical conduct of a sexual nature.
- xiv. The term “sexual harassment” means among other things unwelcome sexual advances or sexual innuendo.
- xv. The term “weapon” means any object designed to, or adapted to injure or to inflict a wound, or to incapacitate, including, but not limited to all firearms and knives.
- xvi. The term “discrimination harassment” means, but is not limited to physical acts, invectives or verbal slurs which refer to the individual’s race, ethnicity, religion, sex, creed, ancestry, age or handicap which are intended to embarrass or injure the person to whom the words or actions are directed.
- xvii. The term “complainant” means the person who reports alleged misconduct.

## **5. PROHIBITED CONDUCT**

### **A. Category I: Gross Misconduct**

The following acts, once proven, will lead to immediate suspension or dismissal from the College.

- i. Intentionally or recklessly causing physical harm or threat of physical harm to any person or persons on the College's premises or grounds, or at College sponsored activities.
- ii. Unauthorized storage, possession or use of firearms, explosive devices, dangerous or illegal weapons, hazardous materials and fireworks on the College's premises or at College sponsored activities.
- iii. Intentionally or recklessly disrupting or obstructing the functions of the College or its members, College sponsored activities or any function or activity on the College's property.
- iv. Intentionally or recklessly misusing or damaging fire equipment or other safety equipment.
- v. Illegal purchase, use, possession, distribution or manufacture of alcohol, drugs or controlled substances.
- vi. Offering for sale of alcohol, drugs or any controlled substance on the college's premises or at college sponsored events.

## **Student Handbook**

---

- vii. Forgery, alteration, fabrication or misuse of identification cards, records, grades, diploma and College documents or misrepresentation of any kind to a College Division/Department or official.
- viii. Theft and or misuse of the property of staff, students, lawful visitors to the College or College property.
- ix. Failure to comply with the lawful directives or College officials who are performing the duties of their office, especially as they relate to the maintenance of safety or security. This includes, but is not limited to, refusal to show Student Identification (ID) when requested to do so by Security, administrative or Tutorial staff.
- x. Engaging in sexual conduct with another person with or without the consent of that person on the College's premises or grounds.
- xi. Exposing the person or indulging in indecent exposure on the College's premises or grounds, or at College sponsored activities.
- xii. Use of abusive language towards members of Staff - Administrative, Tutorial, Security, Ancillary.
- xiii. Academic dishonesty, including, but not limited to plagiarism and cheating, and other forms of academic misconduct, for example, misuse of academic facilities or resources, including equipment, chemicals and other hazardous materials, and misuse of computer software, data, or networks.

- xiv. Participation in any game of skill or chance for money or other stakes on the College's premises (i.e. gambling in any form).
- xv. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.
- xvi. Sexual harassment of student to student or student to staff, whether in person or via electronic means.

### **5.1 DISCIPLINARY PROCESS (GROSS MISCONDUCT)**

- i. If the student's behaviour falls within the category of Gross misconduct in the opinion of the Deputy Principal or his/ her designate, the Deputy Principal or his/ her designate may suspend the accused student from the College immediately and should inform in writing the parent(s)/guardian(s) where applicable; and the Principal and the Chairman of the Board of Management of the student's suspension.
- ii. Such a suspension should not exceed three (3) College days.
- iii. The accused student and the Senior Tutor or Departmental head, should be notified in writing of the suspension.

## **Student Handbook**

- iv. A Disciplinary Hearing with the accused student(s) shall be held within five (5) College days of the date on which the alleged misconduct occurred.
- v. A Disciplinary Committee, consisting of the Deputy Principal as Chairperson the Registrar, Director, Counselling and Placement, applicable Senior Tutor or Departmental Head and a representative of the Student Guild Council shall hear the disciplinary issue.
- vi. Whenever a Disciplinary Hearing is to be held regarding an alleged incident of gross misconduct, the accused student(s) and complainant(s), if any, shall be given no less than three (3) College days written notice, of the charges against the accused student, his/her rights and the date and place of the hearing.

### **5.2 RIGHTS OF THE ACCUSED**

- i. To be present at the hearing and to be heard in his/her own defence.
- ii. To present evidence through a witness or witnesses.
- iii. The right to have a representative present.

### **5.3 RIGHTS OF THE COMPLAINANT(S)**

- i. To be present at the hearing and to be heard.
- ii. To present evidence through witness or witnesses.
- iii. The right to have a representative present.

The Disciplinary Committee may issue a verbal decision but the decision must thereafter be in writing and communicated to the parties.

### **5.4 DISCIPLINARY MEASURES**

If the student is found to have committed an act of gross misconduct, the committee shall impose the appropriate disciplinary measure from among the following:

- i. Verbal or written reprimand and an apology (verbal or written)
- ii. Disciplinary restriction: restriction from any or all college activities.
- iii. Disciplinary suspension (Not exceeding forty-two (42) College days), from the College.
- iv. Disciplinary dismissal – Immediate expulsion from the College.

### **B. CATEGORY 2. GENERAL MISCONDUCT**

- i. Unauthorized presence on or use of College premises, grounds, facilities or property.
- ii. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual and likely to cause an immediate breach of the peace.
- iii. Conduct which threatens the mental health, physical health or safety of any person or persons, including drug or alcohol abuse and other forms of destructive behaviour.
- iv. Engaging in discriminatory harassment.

## **Student Handbook**

- v. Wearing of clothing that is prohibited by the College's dress code as outlined in the document.

### **C. THE DRESS CODE**

Part of the mandate of the Barbados Community College is to take a holistic approach to preparing the student for the next stage in life. In addition to your academic development, the college is invested in your overall well-being. This includes how you present yourself when you appear in person on campus or online. Therefore, here are a few guidelines:

1. Tops that cover the entire torso are preferred. Items of clothing such as back out/strapless or crop tops that would cause midriffs to be exposed are not allowed.
2. Skirts, dresses, or pants should be at least knee length.
3. Distressed jeans/pants/skirts with cut-outs should fully cover the skin above the knee.
4. Leggings must be worn with a thigh-length top.
5. Underwear should be fully covered.
5. Messages or images on articles of clothing should be positive.

### **6. DISCIPLINARY PROCESS (GENERAL MISCONDUCT)**

- i. All incidents of misconduct should be reported to the appropriate Senior Tutor or Departmental Head.

- ii. A meeting of hearing with the accused student shall be held immediately or not more than one (2) College day after the date on which the alleged incident occurs.
- iii. The Senior Tutor or Departmental Head is required to submit a report of the incident and its outcome to the Deputy Principal and or his/her designate within two (2) working days.
- iv. All appropriate rights under this code are preserved for the accused offender and the complainant (if any).
- v. Senior Tutors or Departmental Heads may impose one or more of the following sanctions:
  - a) Verbal reprimand
  - b) Request a verbal and or a written apology from the accused student.
  - c) Issue a written warning, a copy of which must be sent to the Deputy Principal.

### **6.1 DISCIPLINARY PROCESS (DRESS CODE VIOLATIONS)**

- 1) Security officers, tutorial, and administrative staff should escort a student suspected to be in breach of the dress code to the Office of the Registrar.
- 2) Registry officers (Registrar/Assistant Registrars) should record the names of students who are in breach of the dress code.

## **Student Handbook**

---

- 3) The parents of students in breach of the code should be contacted and informed of the breach (where appropriate).
- 4) A breach of the code can lead to the Registrar or designee asking the student to leave the campus. Where appropriate, the parent will be contacted and informed that the student has been asked to leave the campus.

### **7. APPEALS**

- i. Decisions of the Hearing Committee are effective immediately.
- ii. Either party may appeal the decision of the Hearing Committee within three (3) College days after the written decision is made available. This appeal shall be submitted on the prescribed form. The Registrar shall refer the request for appeal to the College's Appeals Committee.

#### **7.1 APPEALS COMMITTEE**

The College's Appeal Committee shall consist of the following:

- The Principal or his designate ...'
- One Senior Tutor or Departmental Head.
- One Student (Guild President or Designate)
- One Administrative Representative

Appeals must be based on the following:

- i. New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have a detrimental impact on the outcome of the hearing.

- ii. Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing.
- iii. Errors in the interpretation of College policy, such errors being so substantial as to deny either party a fair hearing.
- iv. Grossly inappropriate sanction having no reasonable relationship to the charge(s).

### **7.2 APPEALS PROCEDURE**

An appeal should be scheduled no later than five (5) College days from the date of the request for an appeal.

The appealing student and complainant shall have all applicable rights as stated in this Code. The Appeals Committee may appoint a recording secretary.

### **7.3 APPEALS DECISION**

The Appeals Committee shall have the authority to:

- i. Sustain the decision of the Disciplinary Committee, including the penalty imposed.
- ii. Sustain the decision of the Disciplinary Committee, but impose a lesser or greater penalty.
- iii. Return the case to the Disciplinary Committee for further consideration.

## **Student Handbook**

---

- iv. Reverse the decision of the Disciplinary Committee.

The Appeals Committee may reserve its decision – only the Committee and Recording Secretary, if any, shall be present.

To reverse or modify a decision of the Disciplinary Hearing requires a vote of the majority of the full panel.

The decision of the Appeals Committee shall be conveyed to the Principal and to the Board of Management for its ratification, and must be communicated in writing to the appellant within three (3) College days of the date of the Appeal Hearing.

**The decision of the Appeals Committee shall be final.**



“Eyrie”

Howells Cross Road

St. Michael, Barbados

Tel: (1-246) 426-2858

[eyrie@bcc.edu.bb](mailto:eyrie@bcc.edu.bb)

[www.bcc.edu.bb](http://www.bcc.edu.bb)