



**BARBADOS
COMMUNITY
COLLEGE**

MANY STUDIES: ONE BROTHERHOOD



**Student
Handbook
2019-2020**

The College's Mission Statement

“The Barbados Community College contributes to the personal, professional and intellectual development of its students, staff and external stakeholders, by providing robust, relevant and high-quality programming and services that meaningfully contribute to meeting the diverse needs of its national, regional and international communities.”

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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.

Mission Statement

“The Barbados Community College contributes to the personal, professional and intellectual development of its students, staff and external stakeholders, by providing robust, relevant and high-quality programming and services that meaningfully contribute to meeting the diverse needs of its national, regional and international communities.”

Accreditation

The Ministry of Education is presently the accrediting body of the College, and its courses and programmes of study. 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 begun the registration process to comply with 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 for particular programmes.

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 socio-cultural, 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 “The 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. The second campus, Hospitality Institute, is located at Marine Gardens, Christ Church.

“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

E-mail Address: eyrie@bcc.edu.bb

The Barbados 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.

THE HOSPITALITY INSTITUTE

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

PBX: (246) 228-0900

Fax: (246) 228-0907

E-mail: bcchi@bcc.edu.bb

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:

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

INDUSTRY SERVICES UNIT

“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) Cards 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.

Each student is required to have his/her ID card visibly displayed on his/her person at all times while on campus. They 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.

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

Students are **NOT** permitted to wear:

1. Shorts more than three (3) inches above the knees except in the gym.
2. Skirts more than three (3) inches above the knees.
3. Sleeveless or spaghetti strap tops.
4. Hats to class or in the library.
5. The wearing of **deeply cut** sleeveless blouses or outfits displaying midriffs or exposed backs is expressly forbidden.
6. Undergarments must not be exposed.
7. The wearing of “cut up” jeans is prohibited.
8. Outfits that bear vulgar, offensive or obscene prints or language.

In addition to the above, students are asked to note that they must adhere to all stipulated dress code guidelines as outlined in Divisional/Department handbooks or information sheets.

Smoking

Smoking is 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.

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).

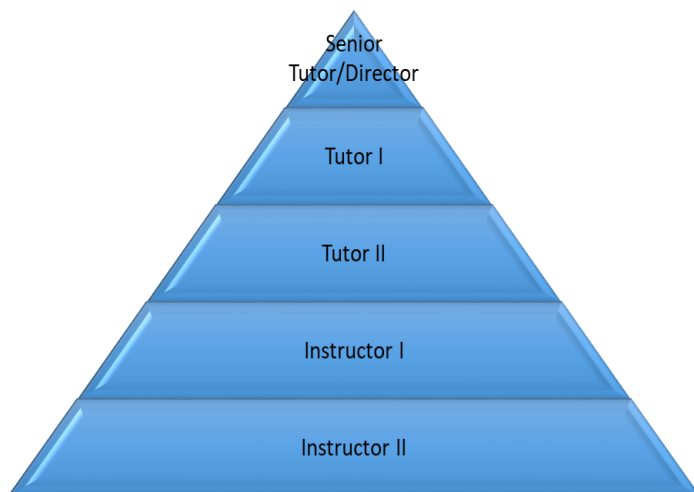
ACADEMIC STRUCTURE

The College is organised administratively into ten (10) Academic Divisions and the Department of Physical Education.

Commerce	DIVISIONS/ DEPARTMENTS	Technology
Computer Studies	Health Science	The Hospitality Institute
Fine Arts	Liberal Arts	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 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.

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 will not 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 information required**

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.

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.

Required 120 credits, General Education Core courses

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 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.

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 wishing to extend their period of study must request permission. The relevant form is available from the Office of the Registrar and must be approved by the appropriate Divisional Head(s). Extensions of one academic year or part thereof are usually granted.

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.

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.

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- 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).

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.

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
F	0-44	Failing	0

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.

*Amendments to the grading system commenced at the start of Academic Year 2011.

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 **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 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: 19720121-0155-2002		
Programme: Business Studies (Full-Time)				
SEMESTER 1				
Code	Course	Cred-	Grade	Grade
ACCT100	Principles of Accounting 1	3	B+ = 3.5 points	3x3.5 = 10.5
ACCT 101	Financial Accounting 1	3	A = 4.0 points	3x4.0 = 12
BUST 100	Principles of Management	3	A = 4.0 points	3x4.0 = 12
BUST 102	Mathematics (c)	3	B+ = 3.5 points	3x3.5 = 10.5
CORE 100	English & Communication	3	B+=3.5 points	3x3.5=10.5
MKTG 100	Marketing & Buyer Behaviour	3	B = 3.0 points	3x3.0 = 9
	Total Credits	18	Total Grade Points	64.5
Semester GPA = $64.5/18 = 3.58$				

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SEMESTER 2				
Code	Course	Cred-	Grade	Grade
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 = $64.5/18 = 3.58$				

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.

Students on academic probation will be required to attend academic advisement.

A student who is on Academic Probation Pending Dismal (APPD) may avail himself/herself of academic guidance from the Counsellor.

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 less 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 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 Student 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. 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.

Withdrawal from a Major

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.

2. Three Subject Majors
 - a) Students may drop a Major within THE FIRST TWO WEEKS of:

- The first semester of the first year or,
- The first semester of the second year, after consultation with their Divisional/Department Head and Student Counsellor. Another Major MAY be added.

After two (2) weeks, students may only withdraw from a Major after consultation with their Divisional Head and the Student Counsellor. They will, however, be required to enrol in additional electives in order to satisfy the graduation requirements for two-subject majors.

Students will not be permitted to drop a major after the first semester of the second year.

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 23).

In order to withdraw officially from the College, a student must complete an official ‘Withdrawal from College Form’, which is available from the Office of Student Affairs or from the Department of Counselling and Placement.

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.

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.

TRANSFER TO NEW PROGRAMME

A student may be permitted to transfer to another programme at the beginning of the academic year after consultation with the Counsellors and the relevant Divisional Heads. Requests for transfers must be made between July 1st and 31st of that year. Such transfers must be recorded on a form provided for that purpose by the Director, Counselling and Placement, or the Registrar. The completed form must be submitted to the Office of the Registrar before the end of the second semester. A formal request for Advanced Standing/Transfer of grades must be made at this time.

ABSENCE/LEAVE OF ABSENCE

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

Absence from Classes

The following rules govern absence from classes by students:

- a) Students who require leave of absence should apply in writing to the appropriate Division/Department Head for permission to be away from classes. In the case where the leave is to be spent outside the island, permission should be sought in writing from 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 appropriate Senior Tutor.
- 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. Due to performance of National Duty, eg: jury service, participation in sporting events;
 - iii. 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 to do so will result in the assignment of an "F" grade for the test or examination.

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.

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. Requests for Leave of Absence must be forwarded to the Registrar through the relevant Division/ Department Head and should be accompanied by documents that support the request.

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 Student Affairs Office 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 and must be approved by the appropriate Division/ Department Head. Extensions of one academic year or part thereof are usually granted.

EXAMINATIONS

CHECKING THE BOARD FOR EXAMINATION DATES

Students who miss an examination due to: (1) late attendance or (2) attendance on the incorrect date should note that this will constitute their first attempt and will 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 on the recommendation of the course tutor.
3. Examination timetables are posted on the Examination Notice Board located outside the Registrar's Office and in your Division. 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 immediately. 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 name and number and to go to the correct room assigned as indicated on the examination notice board.

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 he/she is 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. **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 examination period.
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 pens, 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 make use of any unauthorized book, manuscript or other extraneous aid, nor communicate with any person other than the Invigilator, nor attempt to complete his or her examination by any unfair means.

SUPPLEMENTAL EXAMINATIONS

Supplemental examinations are mandatory for all courses. To be eligible, students must obtain no less than 40% (over all) in the final examination. Divisional Heads (Senior Tutors) are permitted to use their discretion with respect to the 40% qualification mark.

The following conditions apply to Supplemental Examinations:

- a. Supplemental examinations will be held before or during the fourth week of the semester or a period agreed upon by the divisional head and the students.
- b. Students who pass supplemental examinations will not be awarded a grade higher than C.
- c. Students who fail a supplemental will be required to repeat the relevant course.
- d. Students are only permitted to write ONE supplemental examination for each course in which they are enrolled.
- e. Students who have failed Cores or Electives are not permitted to take Supplemental examinations for those courses.

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. 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 to a course for which they have failed the prerequisite course, provided that they qualify to take the supplemental examination for the failed course.

Students who fail the supplemental examination for the failed course will be automatically dropped from the course for which they have provisional entry. (Provisional Entry will only apply in the case of Semester II, if the policy is set to hold supplemental examinations in the summer for courses failed in Semester II).

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.

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 a final 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, one other persons 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. A full report of the incident and the outcome of the investigation shall be submitted to the Principal
- i. 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.

- 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.
- 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 one (1) week after the grade is posted on the notice board. The appropriate form may be obtained from the Office of the Registrar.
- iii. If either party (course Tutor or student) is dissatisfied with the outcome, a Grade Appeal 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 into 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.

- iv. Should the committee rule in favour of the student, it will recommend the appropriate grade change.
- v. The committee will deliver its written recommendation to the Registrar, the Division/Department Head, the course Tutor, and the student involved.
- vi. The decision of the Grade Appeals Committee will be regarded as final.
- vii. The Grade Appeals Committee should be chaired by the Deputy Principal and, should comprise the Assistant Registrar, the Director, Counselling and Placement, the Division/Department Head in which the course was taken 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.)

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

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.

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.

HOW MUCH DOES IT COST TO GRADUATE?

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 \$200.00.

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 2.99 will graduate with a Pass.
- iii. A student with a G.P.A. of 3.00 to 3.49 will graduate with Lower Second Class Honours.
- iv.
- iv. A student with a G.P.A. of 3.50 to 3.74 will graduate with Upper Second Class Honours.
- v. A student with a G.P.A. of 3.75 to 4.00 will graduate with First Class Honours.

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.

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.
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** 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

Local Students

Barbadian students who register for a programme of study at the College and withdraw officially before the end of the second week of the first semester should be refunded two hundred and seventy dollars (\$270.00) Bds.

Barbadian students who register for a one-year programme and withdraw officially after the first two weeks of the first semester are not entitled to a refund.

Barbadian students who register for a programme of two years' or three years' duration and withdraw officially between weeks three (3) and four (4) of the first semester, first year, will be refunded 50% of the quantum of fees paid. No refund will be made after this period.

International Students (Regional and Extra Regional)

Non-Barbadian students, who register for a programme of any duration and withdraw officially before the end of the second week of the first semester should be refunded 95% of the quantum of fees.

Non-Barbadian students who withdraw officially after the first two weeks of the first semester but before the last six weeks of that semester are entitled to a refund of half ($\frac{1}{2}$) his/her course fees only. No refund of the Registration Fees will be given.

All Students

Refund for Course Cancellation

In the event that an advertised course is not offered, students would be entitled to a refund of all fees. (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.

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 could seriously affect requests for transcripts, or participation in the graduation exercise.

FINANCIAL AID

Barbados Association of Retired Persons (BARP)

BARP discount 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 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. The fund is supported through the annual collection of fees from the rental of lockers. Students wishing to avail themselves of this facility should consult the Director, Counselling and Placement, or their Divisional Representative.

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)
Minister of Education, Technological and Vocational Training
Elsie Payne Complex
Constitution Road, St. Michael

PARTIAL PAYMENTS

Students who are unable to pay the full amount of their 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, Science, Technology and Innovation.

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.

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,
Minister of Education, Technological and
Vocational Training
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 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 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;

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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; and
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, University of Winnipeg, Canadore

College, St. Lawrence College, Sheridan College Institute of Technology and Advanced

Learning and Lakeland 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.

Below is a list of some of the many activities carried out in Student Affairs.

- Academic Records
- Advanced Standing
- Change of Name/Address
- Extended Studies
- Grade Review
- Graduation
- Leave of Absence
- Letters to Embassy

- Refund of Caution Fees
- Transcripts
- Transfer to New Programme
- 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 - Gen Ed/Phys Ed

Jennifer Weekes - Computer Studies/Tech/Vocational

Twena Cumberbatch - Commerce/Applied Arts

Charmaine Estwick - Arts & Science Majors

Sheron Ward - Technology/Hospitality

Kristina Estwick - Fine Arts

Vrecia Webb - Transcripts

Natalie Medford - Health Science

COLLEGE LIBRARY

The College has a library of over 26,000 volumes including periodicals. It caters to all Divisions and membership is open to all members of the academic and administrative staff and to all registered students upon the completion of a library registration card obtainable at the circulation desk.

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

The Library is closed on public holidays.

LIBRARY LOANS

Regular Loans

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

Overnight Loans

There are books that appear on the overnight shelf of the library. These books, when borrowed, must be returned by 9:30 am the day after which they were borrowed.

Reserve Loans

Books 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 books, damage to books and loss of books. 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	Overnight Books	Overnight Books Due at 5:30 pm
15¢ per day	25¢ if returned before 12:00	25¢ up to 7:00 pm
	50¢ if returned by 5:00 pm the same	50¢ up to 9:00 am the following day.

No books will be issued to any student who owes a fine.

Photocopying Services

The Library also offers a self-administered photocopying service. Photocopy cards can be purchased in denominations of \$7.00, \$14.00 and \$21.00. Payment for the cards is made to the Accounts Department, and a receipt issued. The cards are then issued in the Library on presentation of the receipt.

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 into the library. These must be deposited in the lockers provided by the college.
- C. No bottles of ink may be brought into the library; bcc student handbook 61
- D. Readers must not mark, deface or damage any book or other library material or furnishings in any way;
- E. Readers must not disarrange chairs, tables or any other fittings;
- 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.

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.

COLLEGE BOOKSHOP

CONTACT INFORMATION

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

Fax: (246) 426-1855

Website: www.booksresourceonline.com

Email: booksresource@caribsurf.com

The Bookshop caters to the needs of over 3900 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 College Bookshop.

Bookshop Opening Hours (Semester)

Mondays	8.30 am – 6.00 pm
Tuesdays & Thursdays	8.30 am – 6.00 pm
Fridays	8.30 am – 5.00 pm

Special Order Service

In the event that a book is not in stock at the Bookshop, 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 Bookshop's website at www.booksresourceonline.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 Bookshop 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 Bookshop.

More than a Bookshop

The Bookshop 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)
- Postal Stamps (On-site Post Box)

COUNSELLING AND PLACEMENT SERVICES

Counselling and Placement Services 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 eg too heavy work loads, etc.
- Helps students on academic warning/probation.
- Advises students with respect to dropping/adding courses, choice of electives, programme transfers, and graduation requirements.

- Offers success skills seminars that cover topics such as: Study Skills, Time Management, Note Taking, Writing Essays, Study Groups, Presentations, Improving Reading Skills, Test Anxiety and Exam Preparation.
- Teaches effective approaches to study skills via various audio/visual aids.

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.
- 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.

Personal Counselling

- Helps students make decisions and learn strategies to help cope with difficulties.

- 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 may be able to put students in touch with community agencies if special help, including health concerns, is needed.

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.

To make an appointment with a Counsellor or the Placement Officer, visit the Counselling & Placement Centre, located directly under the main library, or contact us by phone at 426-2858 Ext: 5135.

INFORMATION TECHNOLOGY POLICY

- 1) By signing into the Barbados Community College's network/WIFI you are bounded 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:

Student Handbook 2019-2020

- 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.
 - 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 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 maybe 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 or 426-2858 ext. 5388 with any comments, suggestions or concerns.

STUDENT HEALTH CLINIC

The Student Health Clinic is open to all students of the Barbados Community College, whether full-time or part-time. The Health Clinic is located directly opposite the Library.

A highly qualified registered nurse manages the Student Health Clinic. Make sure that you report any illness that is likely to affect your studies e.g. asthma, diabetes, epilepsy, high blood pressure and allergies.

Students under 18 years of age will need to obtain permission from their parent/guardian in order to receive treatment at the Clinic.

Clinic Opening Hours

The Student Health Clinic is closed during the vacation periods and on College and public holidays. During the semester, the opening hours are from 8:30 am - 4:00 pm, Monday to Friday.

Clinic Services

The services of the Health Clinic are free to all students of the Barbados Community College. The Clinic offers the following services:

- First Aid Treatment
- Limited Emergency Medications
- Blood Pressure Checks
- Blood Sugar Test
- Cholesterol Test
- HIV/AIDS Screening & Counselling
- Counselling (STDs, Substance Abuse)
- Nutrition & Weight Loss Counselling on any aspect of maintaining a healthy lifestyle.

Is there a Doctor at the Clinic?

The doctor will visit the Clinic every Tuesday from 1:30 pm – 3:30 pm. All students wishing to see the doctor should report to the Clinic between 9:00 am and 11:00 am on Tuesday. Please note, however, that appointments can be made any time before.

Medical History

Please report to the nurse any treatment that you may have received at the Queen Elizabeth Hospital or any other medical facility so that accurate and up-to-date medical information is available in the event of an emergency. If you are not diabetic but have immediate family members who are diabetic, you can be tested for the condition at the Clinic.

Any contact with a communicable disease such as measles, mumps, or chicken pox should be reported immediately.

Ophthalmic Care

Mr. N.K. Melville of Harcourt Carter Optical will give 10% off eye examinations to students of the College. You will need to request a letter from the Student Affairs office for this purpose.

Confidentiality

The medical reports of students are securely maintained and strictly confidential.

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 2.00 or an average academic performance of a C grade.

Guild Council Elections

The members of the Guild Council are elected by ballot within five weeks after the beginning of Semester II. Students interested in holding office should submit themselves for nomination at the appropriate time.

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' COMMON ROOM

Students also have the facilities of a Sports pavilion and a students' common room containing an office for use by the executive of the Student Council. The common room has facilities for the playing of table tennis, card games, dominoes, darts and chess. There is also a pay phone available there for use by the students.

ART GALLERY

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

LOCKERS

Locker facilities are available to students on a rental basis. The lockers are to be found in the blocks housing the Division of Commerce, Liberal Arts and Science, the Morningside extension, the Hospitality Institute and in the area of the gymnasium.

Students' personal effects should not be left in lockers over the weekends or during the holidays. The College accepts no responsibility whatever for loss of students' property from the College.

CAFETERIA

Monday to Thursday: 8:00 am - 8:00 pm

Friday: 8:00 am - 5:30 pm

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:

PARKING FACILITIES

Some parking may be available to students and alternative parking is available next to College (Eastern side). The parking areas are clearly indicated and students are expected to use them.

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.

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 sub-divided 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.

THE POLITICAL SOCIETY ASSOCIATION

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

EMERGENCY PROCEDURES

SICKNESS, INJURY

The Student Health Clinic is situated in the Language Centre at Morningside. It is open to all 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 measles, mumps or chicken pox should be reported at once.

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 ICB 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 Hospitality Institute.

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 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 pasture 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.

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.

FORMAL ARTICULATION AGREEMENTS

The Barbados Community College has formal Articulation Agreements with the following Colleges/Universities.

Birmingham College of Food, Tourism and Creative Studies

Florida International University

*Florida Institute of Technology

Florida Culinary Institute

*Howard University (Mass Communication)

Johnson and Wales University (Hospitality Institute)

Jefferson Community College, Louisville, Kentucky

LOMA

Mitchener Institute for Applied Sciences

Monroe College, New York

Mount Allison University

Okanagan College

Penn State University (Division of Technology)

Shaw University

*University of Miami

*University of the West Indies

Wilberforce University

MEMORANDA OF UNDERSTANDING

Bow Valley College
Canadore College of Applied Arts and Technology
Duke University
Fanshawe College of Applied Arts and Technology
Georgian College
Hillsborough Community College
Lakeland College
Lambton College of Applied Arts and Technology
New York University
Medical Centre at Galveston
International Fine Arts College
Mount Saint Vincent University
Oakwood College, Alabama
Pace University, New York
Queens University
Ryerson University
Salem State College
University of Technology, Jamaica
Seneca College
Simon de Montfort University,
Leicester
St. Georges University
University of Warwick
St. Mary's University
Tampa University, New York
Temple University
Loyalist College
Michener Institute of Applied Health Sciences
North Carolina Agricultural & Technical State University
Northern College of Applied Arts and Technology
Nova Scotia Community College
Okanagan College
Red River College
Sheridan College of Applied Arts
St. Lawrence College

Tompkins Cortland Community College
University of North Carolina at Wilmington (Department of
Nursing)
University of Winnipeg

INFORMAL AGREEMENTS

The list that follows shows Universities to which BCC students have gained entrance with advanced standing based on the courses in their Associate Degree Programme. These would be courses which are the equivalent to courses in the first two years of the degree programme that they are going to pursue.

Acadia University
American Intercontinental University,
Georgia
Atlantic Union College, Massachusetts
Barry University
Boston University
Brescia University College
Bristol University
*Brown University (Soccer Scholarship)
Central Connecticut State University
(Volleyball)
City University, London
CUNY, New York
Duquesne University
Florida International University, Florida
Heriot-Watt University
Humber College
Jacksonville University
New York University
Medical Centre at Galveston
International Fine Arts College
Mount Saint Vincent University
Oakwood College, Alabama
Pace University, New York
Queens University

Ryerson University
Salem State College
University of Technology, Jamaica
Seneca College
Simon de Montfort University,
Leicester
St. Georges University

University of Warwick
St. Mary's University
Tampa University, New York
Temple University
*Towson University, Maryland
University of Guelph
University of Louisville, Kentucky
University of Luton
University of Texas – Medical Branch
University of West England
University of Western Ontario
University of Western Florida
(Psychology)
Westminster University
York University

***Indicates that BCC students gained scholarships from these universities.**

CONTACT INFORMATION

VOICE/FAX 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.

“Eyrie” Campus

PBX 426-2858

Fax 429-5935

Board of Management 429-5609 ext 5120

Principal 426-3186 Ext 5205

Deputy Principal 429-5607 Ext 5150

Finance Officer 429-5607 5101

Registrar 429-5609 Ext 5225

Assistant Registrar (Examination) 426-2858 Ext 5228

Assistant Registrar (Student Affairs) 426-2858 Ext 5233

Department of Nursing 426-5944

Counselling Department 426-2858 Ext 5254

Division of General & Continuing

Education 426-3312 Ext 5287

Division of Computer Studies 436-8187 Ext 5266

Student Guild 427-5424 Ext 5406

BCC Radio Station 106.1 FM 228-0547

Cafeteria 430-2151

Student Health Clinic 426-2858 Ext 5284

Management Information Systems 426-2858 Ext 5388

Chief of Security 426-2858 Ext 5215

Hospitality Institute

PBX 228-0900

Fax 228-0907

Director 228-0905 Ext 3118

Tutor 1 228-0906

Storeroom 228-0908 Ext 3129

Industry Services Unit

Voice 426-3351

Fax 426-3356

E-MAIL CONTACT

Barbados Community College: eyrie@bcc.edu.bb

Principal (Ag): cheryl.weekes@bcc.edu.bb

Principal's Secretary: Sherrol.gaskin@bcc.edu.bb

Deputy Principal: cheryl.weekes@bcc.edu.bb

Finance Officer: judith.newsam@bcc.edu.bb

Registrar: roger.worrell@bcc.edu.bb

Registrar's Secretary: dolores.clinton@bcc.edu.bb

Assistant Registrar (Ag.) (Student Affairs): caroline.woodroffe-holder@bcc.edu.bb

Assistant Registrar (Examinations): delores.lashley@bcc.edu.bb

WEBSITES

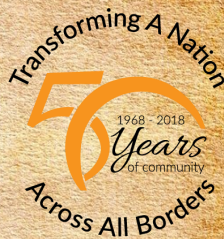
www.bcc.edu.bb

www.barbadoslanguagecentre.com



BARBADOS COMMUNITY COLLEGE

MANY STUDIES: ONE BROTHERHOOD



“Eyrie”, Howells Cross Road
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