

# **REGENT COLLEGE OF THE CARIBBEAN**

Formerly Jamaica Bible College



## **STUDENT HANDBOOK**

**“Modelling the Values of Christ in Today’s World”**

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## SECTION A

### WELCOME

#### **Regent College of the Caribbean**

This handbook is your reference tool to the Regent College of the Caribbean and will provide you with information throughout your time here. It contains information on finance and student support, which is relevant from the moment of registration, through to graduation.

Most of the information will be generally pertinent to your life as a student and it is advisable to read through all sections and understand their implications. However, make sure that you read the sections on examinations, assessment regulations and procedures so you know what is expected of you at the institution and also what support you can expect to receive.

More generally, the handbook includes information on the aspects of life here beyond examinations and regulations. There is information on the Students Union as well as guidance on support networks and services, and the facilities on the compound.

Your time at the institution will be unlike any other period of your life. This handbook aims to make that time as enjoyable and trouble-free as possible.

## **PRESIDENT'S MESSAGE**

Congratulations! You have made a wise decision to attend a tertiary institution to continue your education. Amidst all the choices you had, you have chosen Regent College of the Caribbean which is very wise and commendable choice. Welcome to all our new students. We are very happy to have you as a part of the family. To our returning students, welcome back to the campus.

Our College is committed to the philosophy of total education for the whole person. We are convinced that you possess the necessary potential for personal, social and intellectual advancement. It is therefore, our commitment and responsibility to ensure that the necessary environment is created to enable you to fulfill your ultimate goal. To this end, we encourage you to engage in personal discipline and hard work and to utilize all the available resources possible.

In our attempt to meet the growing needs of all our students, the Learning Resource Centre, the sporting facilities, the clubs, the Student Council and the Student Centre are just a few of the many opportunities available to enhance your academic and personal growth. Ensure that you are familiar with the Student Handbook. It is your best reference source. Read it, know it, and consult it regularly.

All of us face financial challenges. We encourage you to ensure that you get the full value of every dollar spent. Respect and appreciate the sacrifices of parents, spouses or sponsors who have made great sacrifices to give you this very special opportunity. Check out and seek to qualify for your special scholarship offers.

Welcome again to our beautiful campus! May the grounds, the halls and the chapel provide sweet sacred memories as you journey with your hands firmly placed in God's hands. Envision yourself graduating with excellence as you move to the next stage of your personal growth and academic development. You have the potential - Go for it!

I can do all things through Christ who strengthens me. (Phil 4:13)

## **IMPORTANT NOTICE**

Upon orientation, each student at the College formally agrees to observe and obey all the policies and rules governing students and the operation of the College.

The College has the right to alter any information appearing in this or any other publication relating to admission, its programmes, continuation of study, fees and the requirements for the granting of degree, diploma or certificates and any other matter.

New and returning students are expected to familiarize themselves with the information in the Student Handbook.

## HISTORY

The Regent College of the Caribbean dates back to the year 1945, when it was first established as Jamaica Bible School. The institution was the outcome of a vision to establish an institute in central Jamaica for the training of pastors and other Christian workers for the Evangelical Church. The visionaries, Messers Arthur Lord, Oscar Lord and Ernest Clark, donated seventeen acres of prime property in the hillside town of Mandeville, and in partnership with the West Indies Mission, a North American based missions organization, the school began its work for the Kingdom of God.

In 1967 the school's name was changed to Jamaica Bible College, and the work continued, as ministers were trained as evangelists, pastors, and missionaries for service in Jamaica, the Caribbean, and as far away as Asia. Students not only from Jamaica, but from the wider Caribbean applied and were admitted. Many returned to their homelands, while others went into missions in other lands.

By the year 1976, the school could boast of having successfully prepared an appreciable number of men and women for ministry. Although at that time the original founders believed their season to be over, the College continued under the auspices and support of the major local evangelical denominations.

The Community Institute was developed in 1978 with a view to serving a wider cross-section of the immediate community with the introduction of a Secretarial department. Since then, the Jamaica Bible College has been operating as Jamaica Bible College and Community Institute. In the mid 1980's vocational areas including auto mechanics, welding and woodwork were added.

In the 1990's, adults and school leavers who wanted to upgrade themselves at the secondary level, were given the opportunity to prepare for overseas examinations (CXC and GCE).

At the turn of the century the college sought to strengthen its commitment to providing quality tertiary programmes by aligning itself with various quality assurance agencies as well as developed an academic relationship with Huntington University in Indiana, USA. In order to maximize its resources, the college also partnered with the HEART Trust NTA and the Ministry of Education and expanded its programme offerings.

On August 3, 2012 the name of the college was change to Regent College of the Caribbean. The college now has a unique blend of College programmes, Pre-College programmes, and programmes at the secondary education level. Offerings include Certificates in Business, General Studies and Ministry, NVQ-J Certificates in Early Childhood Care and Development, Diploma in Theology, Associate Degree in Business, and a Bachelor Degrees in Theology with a minor in Business Management. In spite of this diversity, the College continues to educate students broadly for a life of moral and spiritual integrity, personal responsibility and a continued quest for wisdom.

## **PHILOSOPHY**

We believe the education provided by Regent College of the Caribbean must be geared toward preparing participants to meet the needs of society and to demonstrate intellectual aptitude, integrity and professionalism at the highest level.

## **MISSIONS STATEMENT**

Regent College of the Caribbean is a Christ-centered Educational Institution that is committed to providing the highest quality training in theology and other disciplines, equipping students with the requisite knowledge, skills, attitudes and professionalism, through a cadre of highly trained and committed staff.

The college's mission will be accomplished as we...

- Develop in students a commitment to scholarship that is persistent in its pursuit of truth and is sensitive to the concerns of the Christian church, the scholarly and educational community, and the world at large.
- Educate students broadly for a life of moral and spiritual integrity, personal and social responsibility, and a continued quest for wisdom.
- Equip students for the variety of vocations so that they may glorify the Creator, who charged humanity with the care of His creation;
- Help students develop their abilities for a life of God-honouring service to others and for personal fulfillment.

## **STATEMENT OF FAITH**

1. We believe that the Scriptures, consisting of the Old and the New Testaments, are fully inspired by God, that they are inerrant in the original writings, and that they are the supreme authority in faith and practice.
2. We believe in the one holy, almighty God, eternally existent in three co-equal persons: Father, Son and Holy Spirit.
3. We believe that Jesus Christ, as the Scriptures affirm, is the eternal Son of God and Son of Man, was born of a virgin, and is Himself very God. He is one person, having two distinct natures, and shed his blood in substitutionary sacrifice when he died for our sin according to the Scriptures. We believe in the bodily resurrection of Jesus Christ.
4. We believe in the personal visible and premillennial return of our Lord Jesus Christ.
5. We believe that the whole human race fell into sin in Adam, the head and progenitor of mankind, and that, because of sin, all men are totally depraved, at enmity with God, eternally lost.
6. We believe that salvation is only by grace, a free gift of God, through faith in the shed blood of the Lord Jesus Christ.
7. We believe in the final bodily resurrection of all the dead – those that are saved into eternal life, and those that are lost into eternal damnation in the Lake of Fire.
8. We believe in the reality and personality of Satan, the enemy of God, and the destroyer of men.
9. We believe that those who have never heard the Gospel are lost and that it is therefore our solemn responsibility to preach the Gospel to every creature.
10. We believe that all Christians should walk worthy of Christ in an overcoming, victorious life provided for them on a basis of faith in His redemptive work. We believe that Christians should grow daily in grace and in the knowledge of the Lord, constantly being filled with the Holy Spirit, who indwells every believer.
11. We believe in the Church universal, consisting only of those who are born again, the body and bride of Christ, evidenced today in local congregations for whom He now makes intercession in heaven, and for whom He shall come again.



## **AFFILIATION AND ACCREDITATION**

Regent College of the Caribbean is fully registered with the University Council of Jamaica. The College recently obtained accreditation for the Diploma in Theology and the Associate Degree in Business Studies from the University Council of Jamaica (UCJ), the accreditation agency for tertiary institutions in Jamaica. We are registered as an independent school with the Ministry of Education Youth and Culture.

We have membership with the Caribbean Area Network for Quality Assurance in Tertiary Education (**CANQATE**), the Joint Committee for Tertiary Education (**JCTE**), the Evangelical Training Association (**ETA**) as well as the Caribbean Evangelical Theological Association (**CETA**) - the Accreditation agency for Bible Colleges and Seminaries throughout the Caribbean.

The College enjoys a working relationship with Huntington University (HU), Huntington, Indiana, USA. In this relationship, faculty members from HU regularly offer their services as guest lecturers.

The College also partners with the HEART TRUST NTA, the national training agency in Jamaica, in delivering the Early Childhood Care and Development levels I, II & III programme.

## **SECTION B**

### **FACILITIES**

#### **The Library Complex**

The Library complex houses the Founders' Library, a multimedia conference centre, the computer lab, the College Registry, academic offices as well as classrooms.

#### ***The Founders' Library***

The Founders Library, dedicated in 1967, is a member of the College Library Network in Jamaica (COLINET). It has served as a great resource centre for students and community members throughout the years. There are over 10,000 hard copies of books, journals and other periodicals in the library. In addition, students have access to Questia, the world's largest online library with over 72,000 volumes.

Students are encouraged to use the library as a place for study and research and should regard it as a "silence zone." It is important that students become familiar with the use, facilities, and policies of the library.

#### ***Multimedia Conference Centre***

There is a multimedia conference centre suited with a television where students have access to over 400 videotapes and audiocassettes, which will help them in the learning process.

#### ***Computer/Internet Access***

Students have access to computers and the internet at the library, and at the computer lab. There is also a wireless internet system on campus where students may access the internet via their personal computers provided that their computers are wired for the service.

Students should not attempt to altar programmes on the computers that are provided in the library and the computer lab in any shape or form. Students are also strongly advised to use the internet responsibly.

It is unacceptable for a student to use, submit, publish, display, or transmit any information which contains, defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material. Any student who violates the guidelines set will be subject to disciplinary actions.

#### ***Copyright Guidelines***

Although students and staff may download copyrighted material it must be used strictly within the agreement as posted by the author or current copyright law. It should be noted that the International Copyright Agreement protects and prohibits misuse of all original works of authorship in any tangible medium of expression.

## **The College Registry**

The Registry is responsible for the safe keeping of student's records including applications, examinations, progress reports, and transcripts. This office shares responsibility with the Student Affairs department for the orientation and graduation exercises as well as student recruitment.

## **Student Counselling**

The College has a Counselling Office with a Guidance Counsellor. The administrative and teaching staff also assist in giving counsel and guidance to students on an ongoing basis. Students can benefit from individual and group counselling, educational counselling, career counselling, personal and social counselling as well as spiritual counselling.

## **Cafeteria**

Cooked lunches are prepared and sold daily at the cafeteria. Snacks are also available. Tables, chairs and other furniture that are in the cafeteria must not be removed from the designated area unless permission is granted by the Property Manager or an authorized member of staff. Users of the facility should not remove trays and utensils which are the property of the college from the cafeteria.

## **Recreational Facilities**

The school has a large playfield as well as an area for volleyball, netball, football and basketball. As part of its holistic approach to education the college has fitness programme and all students are encouraged to participate.

## **Notice Boards**

There are several notice boards on campus. Students are encouraged to read the notice boards regularly as these provide valuable information on community activities. Permission must be sought from the main office re use of the main notice boards, and from the student's council re other notice boards before any information is placed on these.

## **Boarding Accommodation**

A limited number of spaces are available on campus for students. It should be noted, however, that residents are required to provide their own meals, and to contribute service toward campus maintenance. Students who wish to board on campus are expected to adhere to the rules and regulations for resident students. (See *Resident Students*).

## SECTION C

### CAMPUS AND COMMUNITY LIFE

The college strives to create and promote an atmosphere that encourages students to develop academically, spiritually and socially. The school year is filled with exciting activities, and the physical grounds will provide many resources.

#### **Chapel Services and Small Groups**

Chapel services are held on Tuesdays and Thursdays. Aside from attending chapel, all students and staff are assigned to small groups that meet on Wednesdays. On Mondays the departments meet separately for devotion.

Both chapel services and small group meetings are **compulsory** for all students regardless of their religious affiliation or beliefs. Loitering on the campus during chapel sessions is strictly prohibited.

#### **Work Study Programme**

The Work Study programme is an integral part of the students' college experience. The focus of this programme is to provide training in practical work, which will help students to become more comprehensive and thereby enhance their ability to function effectively in their area vocation and ministry. It provides students with the opportunity to develop and demonstrate the attitude of servant-hood taught and exemplified by Christ Jesus.

#### **Christian Service**

Final year Bible students are required to do practical Christian service in their chosen field. It allows students the opportunity to perform services that respond functionally to situations of need in the lives of people. Successful completion of the Christian Service is required for graduation and will earn a student one credit hour.

#### **Work Experience**

This is an integral part of the business students' college experience. It gives students the opportunity to put what they have learned into practice and to develop other skills that will prove helpful in the field of work. The second year students are normally assigned to businesses and other institutions in Mandeville and its environs. Some students have often gained employment with these institutions after graduation. Successful completion of the Work Experience is required for graduation and will earn a student two credit hours.

#### **Extra Curricular Activities**

There are a number of extra-curricular activities that students can get involved in. These include the Drama Club, the College Choir, Music Club and the Universities and Colleges Christian Fellowship (UCCF). More information can be had from the Students' Union.

#### **Student Health Information**

All students are required to complete a Student Health Information form upon registration for their first semester. The forms are kept on file to provide emergency information, and are updated yearly at the first registration of the school year. It is also recommended that students establish a relationship with a local doctor of their choice.

All illnesses should be reported to the School Nurse or Guidance Counsellor. The School Nurse or Guidance Counsellor will use his/her discretion in granting written permission for absence from class due to a minor illness. If there is a serious illness or injury requiring significant (at least 1 week) class absence, please notify the Registrar. If a student is absent from class while under a physician's care, a certificate of excuse should be obtained from a physician and submitted to the Registrar.

All resident students are strongly encouraged to have medical insurance. This is available through the school's group programme. Medical insurance is recommended for non-resident students as well.

### **Accident Insurance**

All full-time students are enrolled in an accident insurance. Payment is included in fees. Students are advised that this is a reimbursement policy and there is a one-time deductible of one thousand dollars (\$1,000.00) which is considered to be the student out-of-pocket expense. Emergency care is available at the Mandeville Hospital.

All claims regarding accidents should be made within thirty days from the occurrence of the accident. Only claims related to or derived from the accident will be processed. Claim forms can be obtained at the Main Office.

## **Resident Students**

When living with other people in a community setting, guidelines must be formulated that will enable a congenial living environment. Students who are unable to abide by these criteria should consider living off campus. All resident students are expected to adhere to the general code of conduct for campus living. Resident students are required to sign and return a copy of the Regulations for Resident Students.

The administration reserves the right to withhold accommodation from students who do not conform to the spiritual regulations or whose level of conduct fall below required standards.

### **Resident Advisor**

Each school year Resident Advisors are appointed by the School's administration to help with the administration of the Dorms. The role of the Resident Advisors include helping, advising and counseling fellow students as they seek to achieve harmonious relationships in the residences. This will include reminding boarders of the rules, regulations and principles that the school requires them to observe. The Resident Advisor will also be responsible for drafting lists of specific duties assigned to boarders relating to the upkeep of the residence. Each boarder will be expected to cooperate with the Resident Advisors. Failure to cooperate may result in termination of boarding privilege.

### ***Guidelines for Resident Students***

#### **Care of Dorms**

Students are required to keep their rooms and bathrooms clean and tidy. There will be periodic room inspections and infractions will be noted and penalties applied if necessary. Lounge,

kitchen, and bathrooms are to be maintained by a roster arrangement supervised by the Resident Advisors. Sheets must be used on the beds and no mattresses will be allowed on the floor.

Furniture and equipment must not be moved from room to room or from building to building. Cooking and heating units should be used only in kitchenette. Perishable food items should be stored in the kitchenette area of the lounge and not in the rooms. This is essential so as to avoid infestation of pests. Noted infestations should be reported immediately to the Resident Advisor.

The following are prohibited:

- i. The driving of nails, screws, etc. into walls, doors, furniture, etc. Permission may be sought from maintenance personnel for walls to be drilled and plugged to receive nails, screws, etc.
- ii. Defacing of walls, doors, furniture, etc. by scratching, marking, etc.
- iii. Pasting stickers, pictures, etc on walls, doors, furniture, etc.
- iv. Ironing on beds or on any surface that could be damaged.

### **Security and Visitors**

Strict security measures are to be maintained. Keep all doors and windows closed and locked whenever possible. Visitors are not to be encouraged into the Dorms, but should be entertained in the areas provided. The Dorms are out of bounds to the opposite sex.

### **Laundry Facilities**

Regular washing facilities are provided and students are encouraged to use areas provided. The tidiness of the laundry area is the joint responsibility of all its users.

### **Holiday Period**

Students are encouraged to move out of the dorms during holidays. If a student desires to remain on campus, permission must be obtained from the Property Manager and the Business Office. Students are expected to adhere to the general code of conduct for campus living as previously stated.

### **End of School year**

At the end of each school year, all rooms are to be cleaned and inspected before departure. Students will be liable for any damage found during inspection.

All personal belongings are to be removed from the rooms prior to inspection. Students may store their belongings (if returning) in the space provided, at their own risk. They should be boxed with the name and address of the student clearly visible. Keys must be returned to the Business Office. If keys are not returned it will be assumed that the student is still occupying the room and appropriate charges will be applied.

Boarding is not automatically renewed because a student is accepted to continue in school. Returning students must make reservation to live on campus at the start of each school year. Boarding will be provided on a first come first serve basis.

## SECTION D

### GENERAL CONDUCT EXPECTATIONS

#### **Conduct**

In an effort to create an effective teaching and learning environment and to develop self-discipline in the lives of our students Regent College of the Caribbean has established the following standards of conduct for all students. These standards have been developed from direct guidelines found in the Scriptures, or have been implemented for the protection of the students and the orderly operation of the College.

The College has assumed that students accepted are familiar with the common rules governing the proper conduct of mature, responsible adults and they will voluntarily observe these rules as a matter of training and habit. This concept formulates a basic standard of behaviour, which requires that a student will not:

1. Violate any social or statutory laws, and
2. Interfere with or disrupt the orderly educational training processes of the institution.

All students share facilities with other students, instructors and administrators serving at the institution. Students must therefore respect the rights of others and honour the established regulations. Students are advised to adhere to the procedures outlined below as failure to uphold the rules may result in action to face the Disciplinary Committee for a ruling.

#### **Behavioural Standards**

In order to facilitate the smooth running of the Institution, students are expected to adhere to the following guidelines:

1. Chapel attendance is compulsory for all students of the college, regardless of their religious background/beliefs.
2. Students are expected to regularly and punctually attend classes except in circumstances beyond their control, which must be reported to the school.
3. Students are expected to cooperate with the expectation of the lecturer with regard to the learning process. Disruptive behaviour will result in disciplinary action.
4. All students are expected to adhere to the requirements regarding the wearing of uniforms and other related matters such as jewelry.
5. Students are to be courteous and respectful to all faculty and staff members as well as to each other.
6. The rules of the library must be adhered to by all students and others who use it. Violations will incur penalties.
7. Cellular phones are permitted on the campus but must not be used in class, chapel or in the library. Once in a class, all phones must be concealed.

8. Students are not allowed to take radios, tape recorders, walkmans, CD players or any apparatus similar to the above on the campus. Authorization should be received where the need arises.
9. Gambling is prohibited.
10. There is to be no questionable physical display of affection between male and female students on or off the Campus. RCC believes that certain physical involvement between men and women is reserved for marriage only.
11. Any student who changes his/her marital status during the course of his/her studies at RCC should inform the President and produce a Marriage Certificate to verify this, so that the necessary changes can be made on his/her file.
12. Students should refrain from swearing, using vulgar language and telling dirty jokes.
13. Lying, cheating, stealing and any other dishonest acts or attempts to deceive will not be tolerated.
14. Fighting, threatening, intimidating or harassment of others in any form will not be tolerated.
15. Students are asked to respect the rights and property of other students, as well as school owned property. Any defacing or destruction of school property and other acts of vandalism will not be tolerated.
16. Students are not allowed to carry knives or any dangerous weapons or substance on to the campus.
17. Students are not to possess or use narcotics, excessive amount of alcoholic beverages, tobacco or illegal drugs in any form. Students who violate this rule either on or off campus will be expelled. The administration of the College is obligated to report criminal breaches to the police.

## **Conflict Resolution Procedures**

### ***Conflict between Student and Student***

- ❑ Where conflict arises between student groups or one student and another, party/parties involved should first seek mediation with a member of the Students' Council Executive.
- ❑ If the student is not satisfied he/she should seek the intervention of the Guidance Counsellor
- ❑ If a student remains dissatisfied the case should be presented in writing to the President.



### ***Conflict between Student and Staff***

- ❑ Should a conflict arise between a student and a member of staff, the student should first seek resolution with the member of staff in question.
- ❑ If the student is not satisfied with the outcome, he/she should contact the Academic Dean and submit a written report of the incident.
- ❑ The Academic Dean should convene separate meetings with students and staff members involved to obtain individual report of the incident. The Academic Dean should then convene a meeting with all parties involved to try and resolve the matter.
- ❑ If the student remains dissatisfied then he/she should present the issue in writing to the President.

### **Offences and Disciplinary Actions**

Our student population is made up of adults and from time to time, it is anticipated that students may breach the institution's code of conduct. Where such breach occurs, the institution reserves the right to apply the appropriate sanctions. Offences are categorized in three (3) areas namely, "Minor", "Major" and "Gross" and the corresponding sanctions are as follows:

#### ***Minor Offences***

Minor offences and punishment are classified as, but not limited to the following:

- i. The use of cell phones is not permitted during lectures. The use of these instruments during lectures can result in the student being asked by the lecturer in charge of the course to leave the classroom. The matter should be reported to the Head of Department.
- ii. Unauthorized vending on the premises is not allowed. Violation of this rule can result in either seizure of the item sold or a fine not exceeding \$2,000.00.
- iii. An unacceptable manner of dressing (as outlined at the orientation process and in the handbook) can result in the restriction of the individual (s) from entering the institution's compound.
- iv. The use of obscene, offensive or abusive language on the premises is considered an offence. Punishment for this behaviour can range from verbal reprimand, written warning to suspension not exceeding five (5) days.
- v. Students are expected to comply with any reasonable instruction given by an employee of the institution. Failure to do so can result in exclusion from some of the institution's activities or designated areas.
- vi. Gambling on the premises of the institution is an offence and violation will result in immediate suspension for a period reflecting the gravity of the incident.
- vii. Disruption or an attempt to disrupt any legitimate activity of the institution is not allowed. Any attempt to do so will result in restriction from designated areas as well as other disciplinary actions in accordance with the Offence.

## *Major Offences*

Major offences are, but not limited to:

- i. Repeated Offences under category one above.
- ii. Persistent refusal to follow the College's dress code.
- iii. Being consistently negligent in attendance at chapel and duly required gatherings
- iv. Spreading atheistic ideas or acts intended to undermine the religious ideals of the College
- v. Smoking on campus is prohibited. Failure to comply will result in not less than two weeks suspension from the institution. (See below for repeated offences).
- vi. Being negligent in attendance at classes as well as making no significant effort to meet scholastic requirements
- vii. Students are expected to display honesty and integrity. Students caught stealing, whether it is property of the institution, employees or other students could be banned for up to one year from their programme of study. The offender could also be taken within the realms of the court for prosecution, if the crime warrants such action.
- viii. Malicious damage to the institution's property (computers, desk, chairs etc.), property of employees or other students is unacceptable. Violation of this will result in those involved taking full financial responsibility for cost of the item/s within an agreed time limit.
- ix. Academic dishonesty in any form will not be tolerated. The Institution's rules with respect to examinations should be observed. (See examination irregularities and sanctions)
- x. Sexual harassment on the campus is not tolerated. This includes unwelcome sexual advances, unwanted request for favours of a sexual nature, and any other verbal or physical conduct of a sexual nature. Persons violating this rule can be expelled depending on the circumstances. If the incident goes beyond the point mentioned above (examples: physical assault and battery), then it becomes a criminal offense, which is a legal matter and will be dealt with accordingly. All allegations of sexual harassment against staff members or students must be submitted in writing to the Guidance Counsellor, and will be thoroughly investigated. Disciplinary action will be taken where necessary.
- xi. Students should refrain from any activity that is likely to cause injury to persons or property as such involvement will result in a fine to recover, repair damages or cover medical bills.
- xii. Students should not threaten any employee of the institution as this could result in a written warning or report to be placed on the student's personal file, a suspension, and/or the matter will be reported to the police.

## ***Gross Offences***

Gross offences are but not limited to:

1. Repeated offences from Categories one and two above
2. Weapons (knives, ice picks, guns etc.) should not be brought on campus. The use of any of these items to wound anyone will automatically result in expulsion from the institution. It is also a criminal offense to be in the possession of any unauthorized firearm, lethal weapon or instruments, hence the police will be notified if any such item is found on the property.
3. Fights should not occur between students or student and members of staff, as there are alternative measures in place to clarify misunderstandings and/or resolve conflicts. If this occurs, offenders will be subject to disciplinary action. Where this exceeds the institution's jurisdiction, the matter will be reported to the relevant authority (the police).
4. Unacceptable behaviour which goes beyond the institution's boundary
5. Offences occurring on or outside the institution's compound which may reflect negatively on the overall image of the institution.

## ***Punishment for Minor Offences***

The Regent College of the Caribbean reserves the right to punish minor offences either individually or with the combination of the following:

1. Exclusion from designated areas and/activities of the College.
2. Suspension from the College not exceeding one week.
3. Oral reprimand.
4. Written warning.
5. Order/instruction to write and publish letter of apology.
6. Withdrawal of College privileges.
7. Withdrawal from College representation or Students' Union representation.

## ***Punishment for Major Offences***

The College reserves the right to punish major offences either individually or with the combination of the following:

1. Exclusion from the College property or activities.
2. Suspension not exceeding one year from the College.
3. Written warning.
4. Binding students over to be of good behaviour.
5. Order/Instruction to write and publish letter of apology.
6. Withdrawal of College privileges
7. Withdrawal from College representation or Students' Union representation.
8. Reimburse College/Employee/Student/Third party for damage at replacement cost.

### ***Punishment for Gross Offences***

This could range from an expulsion from the programme of study for a specific period to a permanent withdrawal from the premises or course of study. In addition the College reserve the right to punish gross misconduct either individually or with the combination of the following:

1. Withdrawal of College Certificate
2. Reimbursement of College/Employee/Student/Third party for damage at replacement cost.
3. Reimbursement of medical expenses resulting from physical injury.

## **IMPORTANT TERMS**

### **Drugs**

Unauthorized or illegal substances which can influence or alter ones ability to function and is deemed dangerously by the law

### **Gross Offences**

Offences, which have to be dealt with by the law and are beyond the authority level of the institution's power

### **Harassment**

Repeated attacks on opponents

### **Malicious**

Intending harm or acts representing harmful intentions

### **Minor Offences**

Offences that can be dealt with within the bounds of the institution

### **Reasonable**

Expected level of behaviour

### **Sanction**

Punishments imposed to reduce or hinder unacceptable behaviours

## **Sexual Harassment**

Unwanted encounters or advancements, of a sexual nature, on other persons

## **Wounding**

Cuts, bruises or abrasions inflicted on another individual

## **Written Warning**

A written notice to the student that continuance or repetition of specific conduct may cause further and more severe disciplinary action

## **DRESS CODE**

All students are expected to comply with the requirements regarding uniforms as outlined below. If at any time a student is unable to wear the appropriate uniform he/she will need to submit a written explanation at the main office or at the registry so that he/she may obtain a class pass. Lecturers are under no obligation to admit any student in class who is not in the appropriate uniform. (See Uniform Guidelines)

On special occasions, and for activities that require students to be out of uniform, students are advised that they should be appropriately dressed. Students will wear clothing appropriate for their varied activities. Males and females should avoid clothing that is tight fitting and clothing that exposes their cleavage; midriff as well as those that are too short. Although jewellery is permitted, nose rings, toe rings, and anklets are unacceptable. Males are not permitted to wear earrings, bandanas, head ties, or tams. Avoid the dance hall culture and appearance.

## **Uniform Guidelines**

### **Uniform Guidelines – College Women**

The ladies and gentlemen who attend Regent College of the Caribbean are expected to display professionalism in their dress and deportment. All students are expected to comply with the requirements regarding uniforms as outlined below. Lecturers are under no obligation to admit any student in class who is not in the appropriate uniform. Therefore if at any time a student is unable to wear the appropriate uniform the student will need to submit a written explanation at the registry so that a class permit may be obtained. Failure to do this will result in the student being barred from classes.

On special occasions and for activities that require students to be out of uniform, students are advised that they should be appropriately dressed. The Regent College of the Caribbean will not allow students to enter the campus in clothing that is tight fitting and clothing that exposes cleavage, midriff, as well as those that are too short. Students should therefore avoid such clothing.

## **Jewellery and other Accessories**

Although jewellery is permitted for females, tongue rings, nose rings, toe rings, and anklets are **unacceptable and prohibited**. The wearing of multiple earrings in one ear is **not allowed**. In addition, earrings should not be too big, (too long, or too wide) or too outlandish. Earrings **should not** be bigger than or wider than a five-dollar coin. Make-up and nail polish when worn should be moderate. Bright and outlandish make up and nail polish will not be tolerated.

Socks are not a part of the uniform. Our ladies are strongly encouraged to wear stockings. Shoes should be black (enclosed with comfortable heels). Hairstyles should be simple. Hair colour should be shades that could be grown naturally. Bright and outlandish hair dyes and hairstyles are strictly prohibited.

### **School of Business**

The uniform for our ladies in the **School of Business** consists of a sky blue inside shirt blouse with short sleeves, a navy skirt or tailored navy pants, and a tailored navy jacket (long sleeves) or a tailored navy vest (see attached pattern). The pockets of the jacket and vest should be trimmed with ½ inch sky blue and the sleeves of the jacket should also be trimmed with ½ inch sky blue (see attached pattern). The collar and sleeves of the blouse should also be trimmed with ½ inch navy blue. The hem of the skirt **should rest on the knee or below the knee**. **Enough allowances** should be given in the uniform sides to allow for any weight gain. Tight and short uniforms will **not be tolerated**. The female students in the School of Business are also permitted to wear a polo shirt or an oxford shirt with the college's logo.

### **School of Bible and Theology**

The uniform for **our ladies** in the School of Bible and Theology consists of a white inside shirt blouse with short sleeves, a navy skirt or tailored navy pants, and a tailored navy jacket (long sleeves) or a tailored navy vest. The collar and sleeves of the blouse should be trimmed with ½ inch navy blue. The hem of the skirt **should rest on the knee or below the knee**. **Enough allowances** should be given in the uniform sides to allow for any weight gain. Tight and short uniforms will **not be tolerated**. The female students in the School of Bible and Theology are also permitted to wear a polo shirt or an oxford shirt with the college's logo.

### **Uniform Guidelines – Men**

The ladies and gentlemen who attend Regent College of the Caribbean are expected to display professionalism in their dress and deportment. All students are expected to comply with the requirements regarding uniforms as outlined below. Lecturers are under no obligation to admit any student in class who is not in the appropriate uniform. Therefore if at any time a student is unable to wear the appropriate uniform the student will need to submit a written explanation at the registry so that a class permit may be obtained. Failure to do this will result in the student being barred from classes.

On special occasions and for activities that require students to be out of uniform, students are advised that they should be appropriately dressed. The Regent College of the Caribbean will not allow students to enter the campus in clothing that is tight fitting and clothing that exposes cleavage, midriff, as well as those that are too short. Students should therefore **avoid** such clothing. Student will wear clothing appropriate for their varied activities. Our gentlemen who

attend Regent College of the Caribbean are not permitted to wear earrings, bandanas, head ties, or tams. They should not be seen on campus shirtless or in shirts that do not cover the arm.

### **Jewellery and other Accessories**

Shoes for all gentlemen who attend the Regent College of the Caribbean should be black and socks should be black or navy blue. Belts should be black and should not have elaborate buckles. Males are NOT allowed to wear jewellery apart from a wristwatch and a wedding band (for married students only). All gentlemen should be well groomed. Hair should be cut low, no higher than ¼ inch.

#### **School of Business**

The uniform for the gentlemen in the School of Business consist of navy blue pants with a light blue oxford shirt with the College's logo. Male students are also encouraged to invest in a black or dark blue tailored jacket to be worn on special occasions.

#### **School of Bible and Theology**

The gentlemen in the School of Bible and Theology are required to wear navy blue pants and white bush jackets. Students are also permitted to wear a white oxford shirt with the College's logo. Shirts should be tucked in at all times. Male students are also encouraged to invest in a black or dark blue tailored jacket to be worn on special occasions.

#### **School of Education and School of Continuing Education**

The uniform for the gentlemen in the School of Education and the School of Continuing Education consist of navy blue pants with a light blue oxford shirt with the college's logo. Students are also permitted to wear a polo shirt with the College's logo. Shirts should be tucked in at all times.

### **Uniform Guidelines – Women**

#### **School of Education and School of Continuing Education**

The ladies and gentlemen who attend Regent College of the Caribbean are expected to display professionalism in their dress and deportment. All students are expected to comply with the requirements regarding uniforms as outlined below. Lecturers are under no obligation to admit any student in class who is not in the appropriate uniform. Therefore if at any time a student is unable to wear the appropriate uniform the student will need to submit a written explanation at the registry so that a class permit may be obtained. Failure to do this will result in the student being barred from classes.

On special occasions and for activities that require students to be out of uniform, students are advised that they should be appropriately dressed. The Regent College of the Caribbean will not allow students to enter the campus in clothing that is tight fitting and clothing that exposes cleavage, midriff, as well as those that are too short. Students should therefore avoid such clothing. Student will wear clothing appropriate for their varied activities.

## **Jewellery and other Accessories**

Although jewellery is permitted for females, tongue rings, nose rings, toe rings, and anklets are **unacceptable and prohibited**. The wearing of multiple earrings in one ear is **not allowed**. In addition, earrings should not be too big, (too long, or too wide) or too outlandish. Earrings **should not** be bigger than or wider than a five-dollar coin. Make up and nail polish when worn should be moderate. Bright and outlandish make up and nail polish will not be tolerated.

Socks are not a part of the uniform. Our ladies are strongly encouraged to wear stockings. Shoes should be black (enclosed with comfortable heels). Hairstyles should be simple. Hair colour should be shades that could be grown naturally. Bright and outlandish hair dyes and hairstyles are strictly prohibited.

## **School of Education**

The uniform for our ladies in the **School of Education** consists of a navy skirt or a tailored navy pants, a tailored navy jacket (short sleeves). The collar and pockets of the jacket should be trimmed with ½ inch sky blue (see attached pattern). The hem of the skirt should rest on the knee or below the knee. Enough allowances should be given in the uniform sides to allow for any weight gain **Enough allowances** should be given in the uniform sides to allow for any weight gain. Tight and short uniforms will **not be tolerated**. The female students in the School of Education are also permitted to wear a polo shirt or an oxford shirt with the college's logo.

## **School of Continuing Education**

The uniform for our ladies in the School of Continuing Education consists of a navy skirt or pants, a navy vest and a sky blue inside shirt blouse with short sleeves. The collar and sleeves of the blouse should be trimmed with ½ inch navy blue. (See attached pattern). The hem of the skirt should rest on the knee or below the knee. Enough allowances should be given in the uniform sides to allow for any weight gain. Tight and/or short clothing will **not** be tolerated Please see attached pattern for the specification for the uniform in your department. The female students in the School of Continuing Education are also permitted to wear a polo shirt or an oxford shirt with the college's logo.



## SECTION E

### GENERAL INFORMATION

#### **Admission Policy**

The Regent College of the Caribbean reserves the right to screen applicants for entry to various programmes in order to ensure that they meet the necessary requirements. Applicants should make sure that they are familiar with the requirements for their specific programme and that all the documentation is submitted and the necessary fees paid so that their application can be processed.

#### **The General Admission Requirements are:**

1. Application fee
2. A completed application form
3. Two or three references (depending on the programme of study)
4. Transcript (or last school report)
5. Copy of birth certificate
6. Copy of marriage certificate where applicable
7. RCC health form(s) completed with a physician's certificate of good health.
8. Interview
9. Formal Decision by the Academic Committee

In addition applicants for the tertiary programmes must have a minimum of five subjects including English Language at the General Certificate of Education (GCE) ordinary level at grade C or above, or the Caribbean Examination Council (CXC) at grade III or above (grade III after 1998).

#### **Registration**

All students must be duly registered before they begin attending classes. There are two formal registration periods – one at the start of each semester. New students are issued with an enrolment package when they are accepted to the institution. For subsequent semesters registration packages can be collected at the registry (for College students) or at the main office (for Pre-College students). Students who do not complete their registration and obtain the necessary class permit will be barred from classes.

## **Pre-Registration**

The pre-registration process involves payment of fees. Fees may be paid in cash or manager's cheque at any branch of the Bank Of Nova Scotia (BNS). The bank voucher, which is enclosed in the enrolment or registration package must be presented to the bank when payment is being made. Upon receiving payment, the bank returns two copies of the voucher to the student, which must be presented to the business office in order for registration to be effected. Students who are being sponsored should obtain a sponsorship letter from their sponsors to be presented upon registration. Students who are deferring their fees need to make the necessary arrangement at the business office.

## **Registered Students- Definition**

A student will not be considered "registered" unless all the following have been met:

- 1) All or a part of fees have been paid (depending on agreed payment plan).
- 2) Registration forms are completed in duplicates and handed in to the registry representative.
- 4) An identification card has been issued.
- 5) A class permit has been received

Payment of fees alone does not constitute registration.

Upon registering students reaffirm their commitment to abide by the rules and regulations of Jamaica Bible College and Community Institute. It is therefore the responsibility of registered students to ensure that they obtain a copy of the student handbook containing the required information.

## **Late Registration**

Registration dates for each semester is set ahead of time, however, late registration may be permitted in special cases. Students are advised that a late registration fee will apply to students who fail to register within the scheduled period. Students are eligible to attend classes only when they have been duly registered and have received official authorization. (see Registered Students – Definition)

## **Withdrawals**

If a student needs to cancel his or her registration, or withdraw from the College, he or she **must** do so in writing. Correspondence should be handed in at the Business Office. The date on which the withdrawal request is received at the Business Office will be used as the withdrawal date for computing any refund. Where correspondence is received through the mail, the postmark on the envelope will be used as the withdrawal date. (See refund policy)

## SECTION F

### FINANCIAL INFORMATION

Student fees are set for the school year. These can be paid at the start of the school year or on a semester basis. Students who opt to pay by the semester are advised that fees are due and payable **before** the start of each semester. A deferred payment plan is available for students who are unable to pay the total semester fees at the stated dates. This however attracts a fee.

#### Fee Structure

- a. Tuition
- b. Boarding (optional)
- c. Miscellaneous (non-refundable)
  - Accident Insurance
  - Student Council fee
  - Library fee
  - Registration

#### **Deferred Payment**

Students who are registering by the semester and who are unable to pay the full semester fee should apply for the Deferred Payment Plan. Under this plan students must make an initial payment of at least 70% of their semester fees in addition to the deferred charge. The balance must be paid on/before the stipulated dates – October 31 for semester I and March 31 for semester II. Students who fail to meet these deadlines may be suspended from classes and/or barred from examinations. In addition, a penalty for late payment will be added.

The application forms for the deferred payment, which must be completed in duplicates, can be obtained at the business office. Any short payment on the semester fee will constitute a deferred payment and the deferred charge will automatically apply. Students who have short payments on the semester fees without making the necessary arrangements at the business office may be barred from classes.

#### **Outstanding Accounts**

Students with outstanding accounts will not be allowed to register for a new semester or school year without first clearing those accounts. Please note that final grades, external examination results, official transcripts, letters of recommendations, and other official documents cannot be issued to students with outstanding accounts. In addition, candidates for graduation will not receive their awards (certificates, diplomas, or degree) until all outstanding fees (including library charges) have been paid.

#### **Refund Policy**

The College's policy regarding refund of **tuition** is outlined below:

- a. Withdrawal before the first week of the semester– 100% refund
- b. Withdrawal before the second week of the semester–75% refund
- c. Withdrawal before the third week of the semester– 50% refund
- d. Withdrawal before the fourth week of the semester– 25% refund

No refund will be made if withdrawal is done during or after the fourth week of the semester. It should be noted that the refund policy is based on the total tuition charge for each semester. Miscellaneous fees are non-refundable. Request for refund MUST be done in writing. (See Withdrawal)

## **Financial Aid**

### *Scholarships*

A limited number of full and partial scholarships are available for students who meet the requirements. Among these are:

- Alumni Association's Scholarship: this is a partial scholarship that is given to an exemplary final year student
- President's scholarship: this is a partial scholarship given to first or second year students to assist with tuition.
- Wilber and Mossie Sites' scholarship: this is a full scholarship that assist second year theology students with boarding and tuition.
- North Point scholarships: this is a partial scholarship given to second year students to assist with tuition

### *Criteria for Scholarships*

Scholarships are normally granted to students who have complete at least one semester. The general criteria for the receipt of a scholarship are academic performance, Christian character and financial need.

Below are some specific requirements:

1. At the time of application, applicants must have a cumulative grade point average (GPA) of at least 3.0.
2. Applicants must display consistent exemplary behaviour.
3. Applicants must be involved in extracurricular activity(-ies)
4. Financial need must be documented in writing. The application must include a complete list of all funds received by the student and a letter of reference pertaining to financial need.
5. Applicants must be available for an interview.

Persons on scholarship should seek to maintain a GPA of at least 3.0. Those on scholarship, whose average falls below this, may have their scholarship discontinued.

At the time of their availability, scholarships will be announced to the student body so that the necessary application may be made to the Scholarship Committee. In addition, students on scholarship will be expected from time to time to assist in the offices or elsewhere as the need arises.

### ***Enrolment Incentive Scheme***

Students can participate in this scheme, which seeks to increase enrolment, by encouraging other candidates to enroll at the College. Successful students will receive a discount in their tuition

### ***Work and Earn Programme***

A few Work and Earn opportunities are available on campus, which include part-time work in the library and in maintenance. Contact the Property Manager for further information.

## SECTION G

### GENERAL ACADEMIC INFORMATION

#### **Class attendance**

At least 80% of class attendance is required for all courses. Promptness in attendance is also required as three unexcused lateness constitutes an absence. Students who fail to observe these regulations will be barred from final examinations and will receive a failing grade for that course/s.

Students who missed a class in which an examination is scheduled or coursework is due as a result of illness, medical appointments or death in the family or similar special circumstances, may receive an official excuse. A medical certificate is needed in the case of illnesses. All absence other than those for which an official excuse is presented will be considered unexcused and any work missed cannot be made up resulting in no grade being given for those assignments.

#### **Cancellation of Class**

Without prior notice, the administration reserves the right to cancel a class if there are too few students registered for that class or if there is some emergency that hinders the offering of the course.

#### **Purchase of Books**

Purchase of textbooks is highly recommended. Library copies are usually available but limited in number.

#### **Progress Report**

Every student will receive a report at the end of each semester. A completed transcript is given at the time of graduation from a programme. Note that transcripts will only be released after all accounts have been settled. Extra copies can be requested at an additional cost.

#### **Academic Probation**

A student comes under academic probation if his/her GPA falls below a minimum of 1.7. The student will be referred for academic counseling and will be required to fulfill specific conditions within a certain time-frame. Any student who is on academic probation for two semesters may be suspended or dismissed from the institution by action of the Academic Committee.

#### **Honours**

Any student earning a Grade Point Average of 3.7 or above for any semester shall be mentioned on the Honour's List to be made public at the beginning of the next semester.

#### **Transfer of Credits and Course Exemptions**

A transfer of credit or course exemption may be awarded to a student on the basis of academic achievement earned at another approved educational institution. This, however, is subject to the judgment of the Academic Committee.

Transfer of credits will be done on a case-by-case basis in view of the following considerations:

1. The educational quality of the institution from which the student transfers.
2. The comparability of the nature, content, and level of credit earned to that offered by the College.
3. The course must be completed with at least a Grade Point Average of 3.0.
4. The student must have satisfied the necessary prerequisites for the programme.
5. Not more than 50% of the credit required for a programme may be transferred into that programme.

Requests for transfer of credits must be done in writing. Furthermore, it will be the student's responsibility to provide original certified transcripts and course outlines to assist in the determination of course equivalence.

Note: Credits granted on a transfer basis will appear in the student's academic record as Transfer Credit with no grade or grade point value.

### **Leave of Absence**

Students who request permission to sit out a semester or more must note that this will affect the time it will take to graduate. Students who sit out more than two semesters may be subject to the school's re-admission procedure.

### **Re-Admission**

A student whose enrolment has been interrupted for two semesters or more needs to file an application for readmission. Transcripts will be needed from any other schools attended in the intervening period.

### **Completion of Course Evaluation Form**

One week before each semester ends, each student will be asked to complete a course evaluation form during class time. These should be returned to the Secretary. These responses are analyzed and will assist in the development of the students and lecturers.

### **Programme Completion Requirements**

Students should complete their programme in the time specified as scheduled.

### **Valedictorian**

A valedictorian may be chosen from persons with the highest overall grade in subjects pursued during the course of study. Institutional involvement, development, and discipline will also be considered.

## **Graduation**

Graduation is held annually. Prospective graduates must fulfill all the academic requirements. In addition, all obligations to the library and the financial department must be fulfilled. A list of all students eligible for graduation will be ready at least two (2) weeks prior to the graduation date. The institution recognizes that students sometimes make graduation a memorable moment by including families but can only facilitate a minimum number of persons. The number of guests allowed is therefore limited.

## **Award of Certification**

The award of certification will be issued at the graduation ceremony. Students who are unable to attend the graduation and valedictory service, may collect their award of certification from the institution at a later date, once the relevant fees are paid.

## **DEGREES, DIPLOMAS, AND CERTIFICATES**

### **Associate and Bachelors Degrees**

#### ***With Honours***

- (a) A minimum GPA 3.7
- (b) All courses in the final programme year of study must have been passed at the first attempt.
- (c) The programme must be completed within the prescribed time-frame.

#### ***Credit***

- (a) A minimum GPA of 3.0
- (b) All courses in the final programme year of study must have been passed at the first attempt.
- (c) The programme must be completed within the maximum permissible time-frame.

#### ***Pass***

- (a) A minimum GPA of 1.7
- (b) The programme must be completed within the maximum permissible time-frame.

### **Diplomas and Certificates**

#### ***Diplomas With Honours & Certificate of Distinction***

- (a) A minimum GPA of 3.7
- (b) All courses in the final programme year of study must have been passed at the first attempt.
- (c) The programme must be completed within the prescribed time-frame.

#### ***Diplomas With Credit & Certificate of Merit***

- (a) A minimum GPA of 3.0
- (b) All courses in the final programme year of study must have been passed at the first attempt.
- (c) The programme must be completed within the prescribed time-frame.



**Pass**

- (a) A minimum GPA of 1.7
- (b) The programme must be completed within the maximum permissible time-frame.

**IMPORTANT TERMS****Absent**

Failure to attend exam for which student is registered

**Associate Degree**

A minimum of 60 credits should comprise the associate degree. The duration is normally two (2) years full time study. The structure of the associate degree is such that the holder will be able to move from the associate degree to the bachelors by doing two additional years of study, a minimum of 60 additional credits.

**Bachelor Degree**

A minimum of 120 credits beyond post-secondary certification comprises a bachelor degree. Normally, the duration of the bachelors degree should be four (4) years full time study.

**Certificate**

An award that is given upon completion of an approved course that does not constitute a diploma or an degree. The certificate is normally a first level qualification.

**Core Course**

A compulsory number of courses in fulfillment of a particular programme

**Credit Course**

An approved College course for which credit toward a degree, diploma or certificate may be earned: a credit is granted when a student achieves a grade within the College's grading scheme for a course approved as a credit course

**Credit hour**

The amount of time that is spent for each course: one academic credit (or credit hour), is given for every 15 hours of lecture, tutorial or seminar instruction during a semester.

**Diploma**

A post-secondary qualification usually comprised of a 60 credit or more. The theological diplomas, like the teaching diplomas, are normally comprised of a minimum of 90 credits. The tendency is for the diploma programme/courses to be vocational in nature, offering training in very specialized fields of study.

**Discontinue**

A College requirement to give up studies in the current programme for two years because of unsatisfactory academic performance based on counseling sessions with students. A discontinued student cannot re-apply for entry into the original programme until after a period of two (2) years has elapsed. The student may, however, re-apply to the College for admission to another programme.

**Elective**

An optional course in a particular programme: an elective may be available in one year but not in another. Students should check their time tables re availability.

**Expired**

Failure to meet the requirements for an award within the maximum permissible time-frame

**Full- Time Student**

A student who is taking 34 – 43 credits during the academic year 16 – 21 credits per semester

**Grade Point**

A mark or rating for a course

**Grade Point Average**

The Grade Point Average (GPA) is determined by dividing the total number of grade points earned by the number of credit hours taken.

**Incomplete**

When a student does not have a final grade for a course since the lecturer has given permission for a late submission

**Leave of Absence**

Temporary withdrawal from the College, normally for one or two semesters

**Leave Without**

To withdraw from programme without notifying the College or without being authorized to do so

**Make- Good**

A provision which allows a student to clear outstanding course requirements in order to satisfy promotional status, or for final year student to meet the requirements for an award

**Module**

A work-intensive course of short duration carrying on completion similar credit as other courses

**Progress Report**

A statement detailing the grades received by a student for the period of one semester

**Promote**

To advance to the next programme year

**Re-admission**

Admission by the College of a past student who is required to comply with the College's application procedures: this means presenting all the documents that accompany initial registration

**Re-sit/re-submit**

To repeat examination or re-do coursework with permission

**Statement of successful completion**

A statement given to those who have successfully completed a course or set of courses: credit may or may not be given towards a Diploma or Associate Degree.

**Students**

Persons enrolled in programmes offered by the institution.

**Transfer of Credit**

A transfer credit is awarded to a student on the basis of academic achievement earned at another approved educational institution.

**Transcript**

A statement detailing the grades received by a student for the period spent at the college

**Vocational**

Of a related to a particular occupation, and its skills and competencies.

**Withdrawal letter**

A student's written request to leave a programme for a period of time

**Withdraw**

To cancel one's registration

## SECTION H

### COURSE ASSESSMENT/ EVALUATION

#### Grading System

		*(GPA)	
A	= 90-100%	Distinction	4.0
A-	= 80-89%		3.7
B+	= 75-79%	Credit	3.3
B	= 70-74%	Credit	3.0
B-	= 65-69%	Pass	2.7
C+	= 60-64%	Pass	2.3
C	= 55-59%	Pass	2.0
C-	= 50-54	Pass	1.7
D	= 40-49%	Re-sit	1.3
E	= 0-39%	Fail	0.0

**\*Grade Point Average** – The Grade Point Average (GPA) is determined by dividing the total number of grade points earned by the number of hours taken.

#### Assessment Process

1. Students are given a course outline at the beginning of each semester with details of assessment procedures. This includes weighting of coursework and assignments, schedule of delivery, methods of assessment, reading list and references to additional reading materials. Each module is assessed through coursework and/or tests.
2. The course work component represents 60% of the final grade; the test component represents 40%. (Flexibility can be exercised depending on the nature of the course)
3. There is a formal examination period each semester. One at the end of the semester.
4. In order to pass a module/course a student must achieved at least:
  - 50% of the grade for the coursework component **and**
  - 50% of the grade for the test/examination component
5. At the end of each semester a final grade is calculated for each module and hence each course. This is done by calculating the grade(s) for the coursework component (i.e. total out of 60) and the grades(s) for the exam component (total out of 40) and then summing them to arrive at the total out of 100 (for each module).

#### Notification of Results

Grades are posted on the official notice board four (4) weeks after Examinations. Individual progress reports can be collected at the Registry. These reports are normally checked, copied, and placed on individual files. In instances where there are queries regarding discrepancies between the individual report and the posted grades, these will be re-checked by the Registrar.

## **Standard Procedures for Student Academic Progress**

Subject to the final authority of the Academic Committee, the academic progress of candidates is judged on the basis of their performance in examination and course work assessment. A student must maintain a satisfactory academic standing to progress from year to year in his/her programme. Students who fail to make satisfactory progress may be placed on academic probation and must meet specific conditions within specified time periods, in order to complete that programme. For a student to progress from one year to another all courses should be passed in the current programme. Students who are failing/trailing up to two courses with a GPA of 1.7 and above may also advance.

### **Course Failure — Re-sit /Redo/ Resubmission**

Students who obtain marks between 40-49% on a test or coursework are eligible to two re-sits and/or resubmissions. If a student receives below 40% in a test or coursework, the student is **NOT** entitled to a Re-sit or re-submission. *The student should redo the module/course the next time it is offered*

#### ***First Re-sit***

If in the first re-sit a student scores below 40% he/she must redo the module/course. However, if in this re-sit the student receives between 40%-49 he/she is eligible for a second re-sit/re-submission.

#### ***Second Re-sit***

A student who fails a course twice is required to register for the course and attend classes before making his/her final attempt. Therefore, if in the second re-sit/re-submission the student receives below 50% he/she should redo the module/course.

Re-sit examinations are held twice per year (January and July). Students who need to redo modules must register for these on a per course basis. All re-sits and redos attract an administrative fee. These fees must be paid prior to the re-sit/registration dates.

#### ***Post semester Re-sits***

Open to student who may have missed previous test assessments and have presented a valid cause with supporting documentation. Please note that this is not automatic. This will be taken to the Academic Committee for assessment. The student will receive a response in writing from the Academic Dean within (10) days after the Academic Committee meets.

#### ***Re-sit Clashes***

Students with more than one paper will possibly experience clashes in examination dates. If this occurs, the Registrar should be notified immediately so that arrangements can be made to address the problem.

### **Repeated Failure**

When a student is underachieving in a course (for example, by approximately 75 percent), the following procedures must be applied:

- a) The student is referred for academic counseling with the Head of Department.
- b) The student will be placed on probation by special committee and be required to fulfill specific conditions within a certain time-frame, in order to complete his/her programme studies.

- c) If the committee is satisfied that a student is unable to complete a programme of studies in the prescribed time, (as agreed on for the probation) the committee will recommend to the Academic Committee that the student be withdrawn from the RCC. The final decision is to be communicated to the student by the Academic Dean.
- d) A student may re-apply to enter the RCC after one-year of withdrawal. He/she may re-apply to enter the same programme or a new programme.
- e) A student may appeal the decision of the special committee by submitting his/her case to the Academic Committee.
- f) The decision taken by the Academic Committee is final.

### **Failure by final year students**

If a final year student passes in all the course work but fails in the examination, that person must pay the necessary fees and re-sit the examination.

### **Grievance and Appeals of Results**

Students are entitled to appeal any academic or other decisions made related to their performance. Appeals will be considered if they are lodged at least two weeks after the posting of the results. Appeals must be made in writing to the Academic Committee.

### **Reappraisal of Grades**

Any request for reappraisal of a piece of graded work must be directed to the Registrar in writing within five (5) working days after the grades have been posted. This will attract an administrative fee. The issue will be investigated and addressed by a Special Committee. The Registrar will discuss the outcome with the student. If the student is dissatisfied with the outcome then he/she can appeal to the Academic Committee. A response will be given to the student within twenty working days after the appeal is submitted. The decision of the Academic Committee is final.

### **Procedures for the Presentation of Coursework and Test**

Students are privy to meaningful coursework activities that will enable them to acquire the relevant competencies associated with the module being taught. In cases where the course work is associated with a module that will be tested in the examination period, lecturers will ensure that students are given feedback on the coursework activity, before the examination period. Additionally, lecturers are required to prepare students adequately prior to examinations. For example, mock tests and quizzes may be used as a means of adequate preparation.

Coursework can take a variety of forms, including:

- Written assignments
- Projects
- Demonstrations
- Presentations
- Simulations

### **Academic Honesty**

RCC expects its students to show a commitment to academic integrity through the strict adherence of standards for academic honesty.

Students must acknowledge any help that they have received in the form of work done by another person. Ideas and concepts taken from academic literature must be properly referenced. Original work may include the ideas and words of another author but if that is the case, those ideas or words must be quoted in a manner, consistent with the institution's recognized form and style guide.

### **Plagiarism**

Students must avoid plagiarism. Plagiarism is a form of cheating in which you are using the words and the ideas of another person without due recognition.

Presenting another student's work as if it were your own is also plagiarism. Using information from the Internet without due acknowledgement is also considered to be plagiarism. All this will be severely penalized and may result in failure as well as referral to the necessary authorities.

### **Submission of Assignment**

All students should present assignments directly to the lecturers at the specified time. Lecturers should have a listing of students' names to which each student, upon submission of assignment attached their signature. Students are allowed to submit the assignment to the Registrar. Upon submission the assignment logbook is signed by the student. Request for extension should be directed to the lecturer.

### **Late submission of Assignment**

Permission for late submission of papers is at the discretion of the course lecturer. Please note that extensions will only be granted in cases where valid reasons (which can be sustained) are given. Appeals on medical grounds may be granted when made through the lecturer to the Academic Dean.

Late submission has two possible outcomes, either an extension granted to the student based on the situation, or he/she will be advised to redo the module/course when it is offered in the next assigned time. Late work may also attract penalties, not exceeding ten (10) per cent grade received.

If a student has been granted an extension and is unable to meet the extended deadline, then he/she will be advised to redo the module/course when it is offered again. No work will be accepted after the final week of semester unless previous permission was granted by the lecturer.

## **General Procedures for Sitting Examination**

### ***Examination Sessions***

**College:** Semester 1 - January  
Semester 2 - June

**Continuing Education:** Semester 1 – December  
Semester 2 – June

### ***General Information***

- 1) Candidates will be informed of the written papers and practical examination timetable, which will be posted on the official notice boards two weeks in advance.
- 2) Any Clashes should be reported to the Registrar at least one (1) week prior to Examinations.
- 3) Candidates who suffer from allergies and/or illness should bring such matter to the attention of the chief invigilator so that proper arrangements can be made for the taking of medication if this becomes necessary.
- 4) Candidates sitting any IT Examinations are prohibited from using the Internet during the examination. Any candidate found with the Internet screen open will be deemed to have the intension to cheat, and will be dealt with according to regulations governing examination irregularities.

Examination cards should be collected from the Registry at least one day before schedule examinations.

### ***ID Numbers, ID Cards Examination Cards and Examination Receipts***

- 1) Candidates must write their ID numbers on the cover of every answer booklet and /or on any separate pages submitted.
- 2) For each examination the candidate shall be required to complete a form (exam receipt) at the beginning of the examination. The chief invigilator shall collect these forms not later than half an hour after the start of the examination and issue a copy to the student in return for an examination script.
- 3) Candidates must bring to the examination room their ID cards and their exam cards and must produce them on the request of the invigilators or any other authorized persons.

### ***During the Examination***

- 1) Candidates should be in place at the examination room fifteen (15) minutes before the advertised time of the examination.
- 2) Each examination must operate with a ratio of one invigilator to twenty-five (25) students. Examinations with more than twenty-five (25) students will require a minimum of two (2) invigilators, one being the chief invigilator.
- 3) While in the examination room, candidates are required to comply with all the instructions of the chief invigilator. Failure to comply with the invigilators instructions will result in candidate being subsequently disqualified.
- 4) A candidate arriving more than half an hour late may be admitted to the examination room, but no extra time will be allowed for completion of the examination.
- 5) Candidates are required to supply themselves with pens, pencils, rulers, erasers and usual geometrical instruments. No unauthorized aid/materials may be taken into or received in the examination room by any candidate, unless permitted by Academic Committee.
- 6) The use of scrap paper is not permitted. All rough work must be done in an answer booklet or in a supplementary booklet that must be submitted to the chief invigilator.



- 7) A candidate shall not remove from the examination room any material supplied without the permission of the examiner.
- 8) Candidates are not allowed to directly or indirectly give or receive assistance during the examination. The chief invigilator shall inform a candidate who is found to be demonstrating any irregularities in the examination room that the matter will be reported to the Disciplinary Committee.
- 9) Candidates may be permitted by the chief invigilator to leave the examination room during the course of an examination provided that half an hour has elapsed, or where candidates have an urgent reason to do so. If they wish to return, they should be supervised by a responsible member.
- 10) Candidates who are permitted to leave before the end of an examination period must not leave scripts or other completed examination exercises on their desk, they must hand them to the chief invigilator.
- 11) At the end of the time allocated, all candidates shall stop writing or working when instructed to do so by the chief invigilator, they shall however, gather their answer booklets and submit them to the invigilator.

### **Examination Irregularities**

If any student is caught cheating in an examination, or infringing on the general RCC regulations governing examinations the circumstances will be carefully noted and documented by the invigilator. A written statement shall be requested from the student at the end of the examination.

A formal report shall be made to the Registrar who upon receiving the report will take the matter to a Disciplinary Committee. Depending on the nature of the infringement the matter may be referred to the Academic Committee.

The Disciplinary Committee will within three weeks after receiving a formal complaint on the matter, conduct an inquiry into the allegation. At the hearing the candidate has a right to representation if so desired.

If the candidate does not offer a satisfactory reason or does not attend the investigation, the committee shall officially report:

- a. The disqualification of the candidate from the examination;
- b. Subject to the candidate's right of appeal to the Academic Committee, his/her exclusion from all subsequent activities at the RCC, depend on the severity of the offence.

The findings and sanctions recommended by the Disciplinary Committee shall be in accordance with the level and categories of penalties as laid out in the RCC regulations governing examination cheating.

If the candidate is not in agreement with the decision and wishes to appeal, he/she must within one week appeal the decision by writing to the Academic Dean who shall refer the matter to the Academic Committee. The Academic Committee's decision is final.

## ***Cheating***

Examination cheating generally defined represents a form of academic dishonesty and constitutes an attempt on the part of the student/candidate to defraud the RCC examination process by dishonest (unfair) means. That is, any form of misrepresentation by a student at the RCC for the purpose of obtaining credit to which he/she is not entitled or any act so designated by the Academic Committee.

### ***Levels and Categories of Cheating***

Examination cheating includes the following:

- a) Obtaining examination papers prior to Examination. This is a serious offence. Any student who engages in such activity or who is an accessory to this act is liable to be expelled from the institution. This offence will form part of their permanent record.
- b) Any candidate or student representing another candidate for the purpose of taking a test or examination by allowing himself/herself to be represented by another.
- c) Copying from another candidate's paper.
- d) Collaborating with another student during a test/examination without permission.
- e) Directly or indirectly giving assistance to another candidate or permitting another candidate during the examination to copy from or otherwise use his/her papers.
- f) Accepting assistance, whether directly or indirectly, from another candidate.
- g) Using material not authorized by the person administering the test or examination.
- h) Infringement of any other examination rules and regulation not specified in the RCC regulations governing general conduct of Examination, but for which academic dishonesty can be proven. Also considered as cheating are:
  - I. Commencing the answer paper before the official "start" time for the examination
  - II. Non-observance of the official "stop" time for examination.

### **Sanctions for Examination Irregularities**

Examinations include end of semester final examinations and many other special tests/examination duly designed by the institution. Sanctions apply to those levels of categories specified in Levels and Categories of Cheating:

- a) For infringement under (a and b): automatic expulsion from the RCC.
- b) For infringement under (c to g), the following sanctions apply:

#### ***First Offence: -***

1. Automatic zero for course ***and*** the student will be required to redo the course.
2. Pay for course by credits.
3. Attend 3 hours of counseling.

***Second Offence: -***

1. All courses automatic zero, null and void in semester affected.
2. Repeat all courses in semester and pay all relevant fees per credit.
3. Attend 6 hours of counseling.

***Third Offence: -***

1. Cancellation of the course examination under which the infringement occurred with automatic zero.
  2. Barred from programme for one year.
- (c) If the candidate is found guilty of any infringement under the categories (c to g) either during the current series of examinations or any other occasion, then the Academic Committee has the power to recommend and apply a minimum sanction of automatic zeros for all test/examination, suspension from the RCC and debarment from sitting any further examination for a period of two years.

***Other Categories***

Infringement under (h) i and ii are considered of less severe nature than those previously specified and shall be dealt with at the department level. For these categories the following will apply:

- (a) The candidate will be warned by the invigilator that an infringement has occurred and the necessary documentation made in the invigilator's report.
- (b) The Registrar will be advised of the infringement and an institutional hearing conducted into the allegation.
- (c) If the candidate is found guilty, an appropriate sanction outside of those prescribed above will be applied.
- (d) Institution tests/examinations infringements and procedures taking place with respect to these examinations will be dealt with as under 'Sanctions for Examinations Irregularities' above, at the institution level.

In all cases the student has the right of appeal to the Academic Committee on sanctions/penalties handed down at the department level.

**Mitigation— Absenteeism from Examinations and Re-sits**

If a student is absent from a final examination/re-sit, the reason for absence must be reported to the Registrar within the following frame:

1. Informally, (i.e. telephone call or message within 24 hours of the examination in question).
2. Formally, (i.e. written 5 working days after the due date of the examination in question).

If the reason is illness, a medical certificate must be submitted within 5 working days. Under such circumstances, a student would receive "absent" but with the opportunity to do the examination/re-sit on the next formal occasion. If no legitimate reason is given then the student will be required to redo the module/course (if appropriate) the next time it is offered.

## SECTION I

### STUDENTS' UNION

#### **Organization**

Every student that is enrolled for classes at the College is a member of the Students' Union that is led by a group of officers referred to as the Student Council. The Council officers, who are elected annually, seek to foster a harmonious relationship between students and the College personnel.

#### **Officers**

The officers are:

A. Members of the Executive committee:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer

B. Class Representatives

#### **Selection of Officers**

To be eligible for election to the position of an officer under category A, a candidate should be a member of the student in the College department for at least one semester.

The elections for the officers under category A are done at the Annual General Meeting (AGM) held in April. Students first nominate persons to vie for the positions. Campaigning for the positions is normally done in the weeks leading up to the elections. At the AGM the candidates for the presidency present their manifestos. Students then vote for the candidates. The candidate with the most votes will be the new President and the candidate with the second highest number of votes will be the Vice President.

The candidates for the positions of secretary and treasurer are also elected at the Annual General Meeting. Class Representatives on the other hand are selected by their classmates at the start of the school year.

#### **Functions**

The Council seeks to provide constructive leadership among the student body. It also seeks to explore and promote ways and means of upgrading student life in general.

**The President** represents the students in all areas where student representation is needed.

He/she serves as the liaison between the administration and the student body. In addition he/she:

- Gives leadership in ensuring harmonious and smooth operations for daily student life.
- Chairs the meetings held by the Student Council.
- Sits on the Disciplinary Committee and has the right to carry out disciplinary measures as prescribed by the school's administration.

**The Vice President** supports the President in carrying out the mandate of the Union and deputizes for President in his/her absence.

**The Treasurer** provides proper accounting for all finances handled by the Council.

**The Secretary** is responsible for the documentation of all meetings held by the Council, as well as the preparation of correspondence on behalf of the Council.

**Class Representatives** are responsible for bringing the concerns of the class to the attention of the council and ensuring students compliance with institutional rules and regulations.

**The Council meets regularly and seeks to:**

1. Monitor the relevance and the observation of the Institution's regulations as they relate to students.
2. Make suggestions for general improvement.
3. Provide avenues for social, economic and spiritual development of its members.
4. Administer disciplinary measures where necessary as these relate to students' compliance with the College's regulations.
5. Provide continuity in relation to subsequent councils.
6. Forge relationships with the Alumni Association.
7. Encourage student enrollment.

**Past Students' Association**

The school seeks to maintain contact with its graduates and as such there is an Alumni Association. Each year it seeks to honor past students who are making significant contributions in various fields.

**Mentorship Programme**

There is a mentorship programme geared to give guidance and support to our students in areas of personal development, career development, values and attitudes and general training to equip them with the necessary life skills.

## SECTION J

### GOVERNANCE AND ADMINISTRATION

#### **Board of Directors**

The college is governed by a board of directors, which has legal responsibility for the college's affairs. The membership consist of representatives from various fields. The current Board of Directors are:

#### **Chairman**

Rev. Dr. Peter Spencer,  
*Minister of Religion*

#### **Honorary Secretary**

Mrs. Diana Tomlinson  
*Business woman*

#### **Other Members**

Rev. Dr. Lloyd Spencer  
*Minister of Religion*

Rev. Dr. Bryan Wallace  
*President (Actg)*

#### **Rev. Jacob Powell**

*Minister of Religion/Guidance Counselor*

#### **Ms. Joan Scott**

*Health Practitioner*

#### **Senior Management Committee**

The Senior Management Committee comprises the heads of each segment of the College. It is chaired by the President and its members include the Academic Dean, the Property Manager, the Guidance Counsellor, the Bursar, the Librarian and the Head of the Secondary Department.

#### **Academic Committee**

This committee is responsible for curriculum development, maintenance of academic standards, and evaluation. Its membership includes the Academic Dean who chairs the committee, the head of the Business Department, the head of the Biblical Department, the Pre-College

Coordinator, the Librarian, the Bursar and a Senior Lecturer. The President also serves as an ex-officio member.

### **Administrative and Ancillary Staff**

<b>President (Actg)</b>	Rev. Dr. Bryan Wallace
<b>Associate Director of Academic Affairs</b>	Ms. Phillan Cole
<b>Bursar</b>	Mrs. Rhoda Wallace
<b>Property Manager</b>	Mr. Dwight Elliott
<b>Registrar</b>	Ms. Janise Rowe
<b>Secretary</b>	Mrs. Kerry-Ann Brown
<b>Librarian</b>	Mrs. Dede Welsh
<b>Library Assistant</b>	Mrs. Paula Mayne
<b>Nurse</b>	Mrs. Lois Conway
 <i>Ancillary</i>	
<b>Cleaner</b>	Ms. Elvie Williamson
<b>Cleaner</b>	Mrs. Christine Patrick
<b>Grounds man</b>	Mr. Leston Henry
<b>Grounds man</b>	Mr. Carl Thomas

### General Faculty List

Dr. Bryan Wallace Dip. Th., B.Th., M.Ed. Ph.D. Postgraduate Diploma in Education
Ms. Annette Salmon BBA, MBA
Mrs. Jennifer James B.Sc., M.Sc.
Rev. S. Nesbeth M.A. M.Div.
Rev. P. Smith M.A., M. Th.
Rev. J. Powell M.A., M.Div.
Rev. E. Brissett B. Th., M.A. (Can)
Aleshia Ramharrack-Hibbert, MSc.
Ms. Phillan Cole M.Ed
Rev. Lloyd Cooke Dip. Th., B.A.
Pastor Ernst Samuels MA, MDiv
Mr. Dwight Elliott Dip.Th., B.Th.
Tomlinson, Rhoma, M.A.
Judith Davy B.Sc., M.Sc.
Rowan Wade, B.Sc.
Rev. Bob Conway M.Div.
Judicia Soltau B.Sc. Postgraduate Diploma in Education
Ms. Velma Waite Dip. Ed., B.Ed.
Keron Tooma, MSc.
Rev. Kenneth Snider B.A. M.Div.
Mrs. Patricia Thompson Dip. Ed.,BSc.,MBA
Ms. Sharon Salmon AAT, ACCA, BSc.,MBA
Mrs. Sharon Robinson BSc., MBA



