



**BARBADOS
COMMUNITY
COLLEGE**

MANY STUDIES • ONE COMMUNITY

2021-2022

Student Handbook



Mission Statement

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

Vision

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

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Principal's Message

Dear Students

Welcome to the Barbados Community College (BCC), a student-centred, inclusive institution of learning. We are honoured that you selected this College and accorded us a



place in your journey on the path to lifelong learning and self-discovery. It is noteworthy that you have made this decision at a time when the world is confronted with the COVID-19 pandemic. The College has implemented strategic changes to maintain the delivery of a quality education in addition to measures which ensure the safety of our valued stakeholders as we traverse these unprecedented, uncertain times. Adversity presents a unique opportunity to bring about change and together we will face the challenges, we will adapt, and we will thrive.

It is hoped that during your time at BCC, that in addition to attaining your educational and training objectives, your experience will also be transformative. Get involved in extra-curricular activities and be an active participant in your classes. You will learn from your tutors, just as they will learn from you. Create. Reflect. Question. Be curious. Read extensively. Explore.

Allot time to care for your body, mind, and spirit. Don't just go on social media and post about self-care... do it. Remember that a major hindrance to your development and achievements will be the limits you place on yourself. Win that battle in your head, overcome those negative inner voices and the other battles will pale in comparison.

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Your time at this institution is meant to provide you with the requisite skills and knowledge to allow you to function effectively in the world beyond these environs and enhance your employability.

How you manoeuvre in that world and your demonstration of soft skills such as compassion, empathy, gratitude, critical thinking, emotional intelligence, and problem-solving combined with the hard skills you acquire, will have implications for national and regional development.

I encourage you to not only think in terms of the qualification to be awarded at the end of your studies, but in terms of how you could innovatively apply the skills acquired to address the needs of the society, while engendering the deepest sense of fulfilment. We aim to produce graduates who are competitive on a global level; who are producers not just consumers; who understand the importance of financial management; who are accountable; who can navigate the global digital environment; who recognize that we are stewards with the responsibility of caring for our environment and who are activists using their influence to effect positive social change.

You have grasped this opportunity and made an investment in yourself. I wish you success.

Ms Annette Alleyne
Principal

Deputy Principal's Message

Dear Students

It is with great pride that I offer congratulations to you the students of the Barbados Community College for allowing the College to play a pivotal role in your pursuit of academic excellence. The College has served the local, regional and international community for the past fifty-two years, and has amassed a wealth of experience in the delivery of quality tertiary education in a wide cross section of fields of study and professional disciplines.



The College has demonstrated its commitment to the pursuit of excellence through the quality of the teaching and non-teaching staff, who are committed to ensuring that each student is able to achieve their full academic potential.

The College offers and delivers a wide range of programmes which prepare the graduates to be employable and fit for purpose upon graduation. It also ensures that the students receive a sound educational footing which allows them to pursue higher academic studies both locally and abroad. The College is happy to have increased the number of Bachelor Degree programmes and will continue to expand its offerings in the future.

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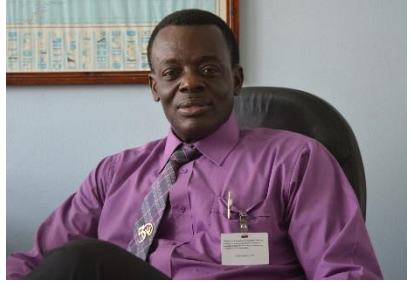
This handbook provides a wealth of information which will assist you in making wise decisions in charting your future. We stand ready to assist you in achieving your various goals and aspirations. Be assured that you will experience a journey that will not be found anywhere else. We look forward to welcoming you to the BCC family.

Dr Cheryl Weekes
Deputy Principal

Registrar's Message

Dear Student

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



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

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

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

If you have any questions, concerns or suggestions regarding the contents of this Handbook, please contact the Office of the Registrar at 429-5609 or 426-2858 Ext 5225, 5226 or 5227.

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

Roger M. Worrell
Registrar

COLLEGE PROFILE

Brief History

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

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

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

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

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

In 1970, under the principalship of Charlie Best, there was a national competition to choose a design for crest and the motto of the College. An Art Teacher at the Springer Secondary School, Aurea Kirton, won the competition for the design of the Crest and the Motto for the College. Ms Kirton later became the

second Principal (1981) of the Springer Memorial Secondary School.

The Crest

The Crest consists of two halves; one half is black, and the other half is white. This illustrates unity and harmony similar to the keyboard on a piano. The colour signified that the College had an equal opportunity stance in relation to the colour or creed of staff, students, and other stakeholders. In addition, the symbols of a head (mental), a heart (emotion) and hands (physical) represent the total commitment necessary for the diverse student body to achieve success in their various programmes and courses while at the College.

The Motto

The original Motto “Many Studies One Brotherhood” as conceptualized by Ms Kirton, was meant to convey the idea that the newly established College would offer a number of different programmes. She envisaged that the student body would be diverse and would eventually form a harmonious bond despite coming from different ethnic and social backgrounds.

The Motto was changed in April 2019 to “Many Studies One Community”. This change was intended to reduce the likelihood of the perception that the College was sexist. However, the change to ‘One Community’ is very much in keeping with the original concept as articulated by Ms. Kirton, of harmony and togetherness, but sought to remove the gender reference which was considered outdated.

Accreditation

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

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

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

Diversity of Student Body

The College provides students with the opportunity to study in a truly Global Community. There are over 20 countries (regional and extra-regional) represented among the student body. Students are therefore exposed to persons from diverse socio-cultural, ethnic and religious backgrounds, thus enriching their learning experience. The College prepares students to function as true "Global Citizens", with the ability to make significant contributions to the development of the region.

CAMPUSES OF THE COLLEGE

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

“EYRIE” CAMPUS

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

(PBX): (246) 426-2858

Fax: (246) 429-5935

Website: www.bcc.edu.bb

THE JEAN & NORMA HOLDER HOSPITALITY INSTITUTE

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

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

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

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

PBX: (246) 228-0900

Fax: (246) 228-0907

E-mail: bcchi@bcc.edu.bb

INDUSTRY SERVICES UNIT

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

The Unit also provides consultancy services such as:

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

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

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

Fax: (246) 426-3356

THINGS YOU NEED TO KNOW

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

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

STUDENT IDENTIFICATION CARDS

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

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

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

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

Obtaining your Identification Card

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

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

FORBIDDEN ACTIVITIES

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

Dress Code

Students are **NOT** permitted to wear:

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

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

Smoking and Vaping

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

Sale of Items on Campus

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

Non-Students

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

ACADEMIC MATTERS

ACADEMIC STATUS

Audit Students

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

Special Students

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

Special Needs Students

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

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

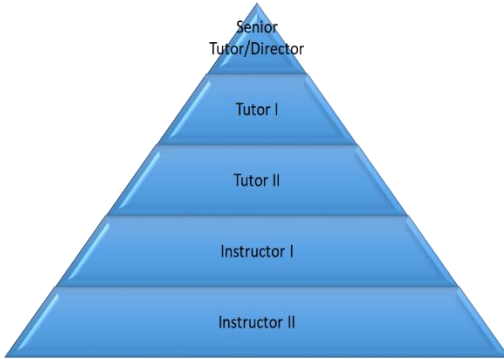
ACADEMIC STRUCTURE

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

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

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

Divisional/Department Structure



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

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

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

Notice Boards

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

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

ATTENDANCE AT CLASSES

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

A student will not be allowed to write examinations if his/her attendance is less than 80%, **except for where approved leave had been granted.**

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

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

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

PROGRAMMES OF STUDY

The College offers certification in seven (7) categories:

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

The Credit System

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

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

Enrolment Status

Persons registered as full-time students in the Associate Degree programme must enroll for a minimum of twelve (12) credits each semester. However, a student may enroll for fewer credits provided he/she has already completed the required number of

Cores and Electives.

Bachelor Degrees

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

Required: 120 credits, General Education Core courses

Associate Degree

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

1. Accumulates a minimum of seventy (70) credits including at least forty-eight (48) in his/her major areas of study.
 2. Passes the general education core courses.
 3. Passes the relevant general education elective courses.
 4. Satisfies the graduation requirements as stipulated for the particular programme.
-
1. Associate Degree in Arts/Applied Arts
 - i. Where the major courses are fewer than sixty-three (63) credits:
 - a) Four (4) electives, including one elective in each of the Physical/ Biological Sciences and Social Sciences and two (2) electives chosen from any other category.
 - ii. Where the major courses are sixty-three (63) or more credits:
 - a) A minimum of one (1) elective chosen from either the Physical/ Biological Sciences OR Social Sciences.

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2. Associate Degree in Science/Applied Science

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

3. Associate Degree in Science and Arts

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

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

Definition of Terms

What is a Programme?

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

What is a Course?

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

What is a Core?

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

What is an Elective?

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

RESIDENCY RULE

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

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

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

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

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

GRADING SYSTEM*

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

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

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

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

Other Grades

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

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Divisional/Departmental Head.

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

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

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

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

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

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

STUDENT'S GRADE POINT AVERAGE

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

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

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Name: John Doe		Number: 8888		
Programme: Business Studies (Full-Time)				
SEMESTER 1				
Code	Course	Credits	Grade	Grade Points
ACCT100	Principles of Accounting 1	3	B+ = 3.5 points	$3 \times 3.5 = 10.5$
ACCT 101	Financial Accounting 1	3	A = 4.0 points	$3 \times 4.0 = 12$
BUST 100	Principles of Management	3	A = 4.0 points	$3 \times 4.0 = 12$
BUST 102	Mathematics (c)	3	B+ = 3.5 points	$3 \times 3.5 = 10.5$
CORE 100	English & Communication	3	B+=3.5 points	$3 \times 3.5 = 10.5$
MKTG 100	Marketing & Buyer Behaviour	3	B = 3.0 points	$3 \times 3.0 = 9$
	Total Credits	18	Total Grade Points	64.5
Semester GPA = $64.5/18 = 3.58$				

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

POLICY FOR ACADEMIC STANDING

Academic Warning (AW)

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

Academic Probation Pending Dismissal (APPD)

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

Automatic Academic Dismissal (AAD)

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

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

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

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

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

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

Academic Merit

A student will receive notification of Academic Merit if he/she earns a semester Grade Point Average of 3.75 or more but his/her Cumulative Grade Point Average is less than 3.75.

Academic Excellence

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

ADVANCED STANDING

- I. Advanced Standing is defined as course exemption awarded upon the recommendation of the Divisional Head by virtue of previous acceptable experience and/or qualification.
- II. Applicants who hold qualifications additional to the minimum entry requirements for a programme (College, University, Continuing Education courses) may apply for Advanced Standing. Such students may be given credit for courses in certain programmes, but credits so awarded will not be calculated into the student's Grade Point Average.
- III. Application for Advanced Standing may be made at the Office of the Registrar (with appropriate transcripts) at the time of registration. If Advanced Standing is granted, the Registrar, in consultation with the appropriate Divisional Head, will designate the course(s) from which exemption is granted and the number of credits allowed.
- IV. Students will have one chance to apply for Advanced Standing which will be within the first **four (4) weeks** of the Academic Year in which they entered the BCC.

- V. Students will not be granted Advanced Standing in more than one-third of the total credits required for the programme.**
- VI. Advanced Standing will not be awarded based on any course in which the student obtained the equivalent of the College's Grade D or lower.
- VII. In situations where students are dissatisfied with the outcome of their application for advanced standing, the matter should be referred to the Academic Board for consideration.
- VIII. The decision of the Academic Board is final.

REGULATIONS GOVERNING WITHDRAWAL

Withdrawal from a Course/Elective

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

Students desirous of withdrawing from a course of study should complete a Withdrawal Form. These forms are available from the Office of the Registrar or Office of Student Affairs. Students must seek the approval and signature of the Director, Counselling and Placement and the appropriate Divisional/Department Head(s).

Once the form has been completed and signed, it should be submitted to the Office of the Registrar.

Students cannot withdraw from a course after the semester break.

Withdrawal from a Major (First Years only)

1. Two Subject Majors
 - a) Students may drop a Major within the first two weeks of the first semester. Another Major MUST, however, be added.

2. Three Subject Majors
 - a) Students may drop a Major within THE FIRST TWO WEEKS of:
 - The first semester of the first year or,
 - The first semester of the second year, after consultation with their Divisional/Department Head and the Counsellor. Another Major MAY be added.

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

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

Official Withdrawal from the College

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

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

When the form is completed and withdrawal is approved by the Director, Counselling and Placement, and by the appropriate Divisional Head(s), the form should be submitted to the Office of the Registrar. Withdrawal will be considered official only when the completed form has been approved.

Unofficial Withdrawal from the College

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

TRANSFER TO NEW PROGRAMME/MAJOR

A student may be permitted to transfer to another programme or major at the beginning of the academic year after consultation with the Counsellors and the relevant Divisional Heads. Requests for transfers must be made between **July 1st and 31st** of that year. Transfer forms can be collected from Student Affairs or downloaded from the College's website (www.bcc.edu.bb).

ABSENCE/LEAVE OF ABSENCE

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

Absence from Classes

The following rules govern absence from classes by students:

- a) Students who require leave of absence should apply in writing to the appropriate Division/Department Head for permission to be away from classes. In the case where the leave is to be spent outside the island, permission should be sought in writing from the Registrar through the appropriate Division/Department Head.
- b) A student who is absent from classes in excess of two consecutive days, must submit a medical certificate to the appropriate Senior Tutor.
- c) All students are required to report to Divisional Heads on returning to the College after periods of absence.

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- d) A student will not be permitted to write an examination for a course if the attendance during the semester is less than 80% for that course, EXCEPT when the absence is:
 - i. Certified by the submission of a medical certificate from an approved doctor;
 - ii. Due to performance of National Duty, e.g.: jury service, participation in sporting events;
 - iii. Due to time-table conflicts arising from the College's scheduling of courses.
- e) In those instances when the student does not meet the 80% attendance rule, the student would be given an "F" grade for the course and he/she would not be allowed to write the supplemental for the course.
- f) A student who is absent from a class test or an examination must submit a medical certificate not later than one (1) day after the test or examination. Failure to do so will result in the assignment of an "F" grade for the test or examination.

Pregnancy

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

Leave of Absence

In special circumstances, a student may be granted Leave of Absence for a period not exceeding one year. Each case will be considered on its own merit. Requests for Leave of Absence must be forwarded to the Registrar through the relevant Division/Department Head after consultation with the counsellor. Relevant documentation should be submitted where required.

Leave of Absence Forms can be collected from Student Affairs or downloaded from the College's website (www.bcc.edu.bb).

Readmission

Former students may apply for readmission to complete previous studies or to pursue another programme of study. The relevant forms are available from the Office of Student Affairs and must be returned by the official deadlines.

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

Extended Studies

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

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

EXAMINATION

CHECKING THE BOARD FOR EXAMINATION DATES

Students who miss an examination due to: (1) late attendance or (2) attendance on the incorrect date should note that this will constitute their first attempt and will be awarded a failing grade.

INSTRUCTIONS TO FINAL EXAMINATION STUDENTS

1. Students must display a valid BCC student identification card
2. To qualify to sit a final examination in any course, students must satisfy 80% class attendance or must obtain the permission of the Division/Department Head on the recommendation of the course tutor.
3. Examination timetables are posted on the Examination Notice Board located outside the Registrar's Office and in your Division. Please be sure to check for the correct day, time, and room for the examination before the actual day of the examination.
4. If there is a clash with other examinations please notify your Division/Department Head immediately. Clashes relating to Cores and Electives should be reported to the

Division of General and Continuing Education.

5. When large numbers of students are being examined such as for Cores and some Electives, several rooms are used for examinations and more than one group assigned to a room.

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

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

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

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

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

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17. There will be an instruction sheet on the front of each question paper. Please be sure to complete the instructions when instructed to do so.
18. Students should make sure that they understand the correct number of questions to be answered and whether or not there are any compulsory questions.
19. The Invigilator will inform students when to begin writing the examination.
20. The Invigilator will inform students when there are 30 minutes and 5 minutes left before the end of the examination. When the invigilator instructs students to stop writing, they should immediately cease writing.
21. No student may in any circumstances speak to or communicate with another student in the examination room. Strict silence must be observed during the examination.
22. All enquiries must be addressed to the Invigilator.
23. A student is not permitted to make use of any unauthorized book, manuscript or other extraneous aid, nor communicate with any person other than the Invigilator, nor attempt to complete his or her examination by any unfair means.

SUPPLEMENTAL EXAMINATIONS

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

The following conditions apply to Supplemental Examinations:

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

REPEATING OF COURSES

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

A student who fails a course will be permitted **to repeat the course**. The new grade and credits earned will be included in the student's cumulative grade point average.

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

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

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

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

ACADEMIC DISHONESTY

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

Definition of Plagiarism

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

- a) The use of another person's work (whether or not copyrighted), the incorporation of that work in one's own work, and the submission of such work for credit without due Acknowledgement.

- b) Submitting as one's own effort in the fulfillment of a course requirement any research paper, semester paper, project, report, essay, other written work, drawing, design, painting or other artwork which has been prepared totally or in part by another.
- c) Any other devious means of securing a mark or grade which will be recorded as part of the course work of the student.

Definition of Academic Cheating

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

- a) Copying or obtaining information from another student's test/ examination paper.
- b) Using during a test/examination, materials and or equipment not authorised by the Invigilator or Tutor giving the test/examination.
- c) Collaborating, conspiring or cooperating during a test or examination with any other person by giving or receiving information without authority.
- d) Obtaining or causing any other person to obtain all or part of an un-administered test.
- e) Substituting for another student or permitting any other person to substitute for oneself in the taking of a test.
- f) Altering the records of marks or grades.

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- g) Having information related to the examination being written on their person or any electronic device.
- h) Accessing courses notes during an **online** test or examination (for example, using Moodle platform or any other platform).
- i) Two or more students accessing an **online** test or examination having the same location or IP address, where the IP address is not the established BCC IP address.
- j) Sharing of information during an **online** test or examination before the time allocated for the submission of the test or examination has expired.

Discipline

Verification

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

- a) When a student is suspected of plagiarism, the course tutor shall inform him/her of this allegation and that the matter will be reported to the Division/Department Head and the disciplinary committee for further disciplinary action.
- b) Students suspected of cheating in an examination shall, after investigation by the invigilator, be asked to surrender immediately all evidence. They shall then be issued with a new booklet or writing paper and a copy of questions to continue the examination.

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- c) The course Tutor/Invigilator, who is satisfied that the dishonesty has taken place, shall submit a written report to the Head of the Division in which the student's programme of study is taken. The student must sign the report before leaving the exam.
- d) When the student admits to the offence, the student should respond in writing to the allegation and submit the correspondence to the Division/Department Head.
- e) When the student contests the allegation, the Division/Department Head shall convene a disciplinary committee consisting of the Deputy Principal, Registrar or his nominee, the Division/Department Head, a representative of Counselling and Placement, a member of the Students' Guild, one other persons of their choice and himself/herself. The Committee, chaired by the Head of the Division or his nominee shall review the evidence presented and allow the student to present his or her defence.
- f) It shall then be determined whether or not the student has a record of previous offences.
- g) Based on the results of the investigation, the level of discipline, if any, shall be determined;
- h) A full report of the incident and the outcome of the investigation shall be submitted to the Principal.
- i) All offences of which a student is found guilty will be noted on the student's record.

Sanctions

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

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

GRADE REVIEW/APPEAL PROCEDURES

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

- i. Confer with the course Tutor who assigned the grade and make every effort to resolve the difference.
- ii. If the problem is not resolved, the student should then file a written Grade Review to the head of the Division/ Department in which the course grade was assigned. This must be done not later than four (4) weeks after the grade is posted on the notice board or release through the

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Trident Learning platform. A fee of \$10.00 is charged for the processing of Grade Revisions. Fees are to be paid to the Accounts Department. The appropriate form may be obtained from the Office of the Registrar or the Office of Student Affairs.

- iii. If either party (course Tutor or student) is dissatisfied with the outcome, a Grade Appeal is forwarded to the Registrar who will call upon the Grade Appeals Committee to hold a hearing within three weeks on the matter. Both the course Tutor and the student will be given at least four school days prior notice of the date, time, and place of the hearing. At the hearing, both the course Tutor and the student will appear, will be allowed to present their cases and will be allowed to introduce into evidence, tests, papers, grade reports and records of class procedures, in support of their cases. If the committee feels that further evidence is needed, other witnesses may be called to give additional information.
- iv. Should the committee rule in favour of the student, it will recommend the appropriate grade change.
- v. The committee will deliver its written recommendation to the Registrar, the Division/Department Head, the course Tutor, and the student involved.
- vi. The decision of the Grade Appeals Committee will be regarded as final.

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

STUDENT RECORDS

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

Release of Information

- a) Only the Registrar or persons authorised by the Registrar will be allowed access to student records which are lodged in the Office of the Registrar.
- b) Approved agencies such as Universities and prospective employers will be informed only of the date of students' registration at the College, the programme in which the student is registered and the duration of the programme.
- c) Any other information will be released only at the student's written request. (This regulation also applies to the release of examination results and certificates.)
- d) Transcripts will be forwarded directly to Universities and Colleges at the request of the student.
- e) **A student's record/transcript may be withheld if the student is in violation of any College regulation, for example, payment of College fees.**

- f) The College reserves the right to give information on students to parents, guardians, persons in loco parentis or to agencies/organizations funding the students' studies.

Issuing of Certificates

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

GRIEVANCE PROCEDURE

INTRODUCTION

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

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

PRELIMINARY STEPS

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

- i. The aggrieved student (complainant) shall first discuss the matter with the person involved (respondent) and attempt to resolve the grievance through informal resolution.
- ii. If there is no resolution, the aggrieved student shall request his/ her Division/Department Head to assist in the informal resolution of the grievance.
- iii. If, after five (5) working days, there is still no resolution, the aggrieved student shall request the Deputy Principal to assist in the informal resolution of the grievance.
- iv. If the matter has not been satisfactorily resolved through the informal process, the aggrieved student shall submit a written statement of the grievance to the Grievance Committee through the Office of the Deputy Principal within fifteen (15) College days after his/her meeting with the Deputy Principal.

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

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

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

GRIEVANCE COMMITTEE

The Grievance Committee shall be ad hoc and shall consist of two (2) members of staff who shall be chosen by the Staff Association, two (2) students who shall be chosen by the Executive members of the Students' Guild from among themselves or from among Divisional representatives and a Chairman who shall be a member of the Administration, but who shall not be the Deputy Principal.

COMMITTEE ACTION

- i. The Grievance Committee shall meet no later than ten (10) College days after receiving the written statement in order to review the facts of grievance and to render a decision as to whether sufficient grounds are present to warrant a hearing. It shall ensure that the issues in the written statement of the aggrieved student were discussed at all levels and shall consider any recommendations made by the Division/Department Head and the Deputy Principal.
- ii. If the Grievance Committee decides that there are insufficient grounds to accept a case for hearing, it shall notify in writing, all persons directly involved of its decision and of the reason for its action. The decision of the Grievance Committee in this regard shall be final and binding on all parties.

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- iii. If the Grievance Committee decides that a hearing should be held, all parties involved, including witnesses, shall be given five (5) College days' notice of the date, time and place of the hearing. This shall take place within fifteen (15) College days of the Committee's first meeting.
- iv. The hearing shall be closed to everyone except the members of the Grievance Committee, the aggrieved student, the respondent, advisors, and witnesses during the actual time of their testimony. Strict rules of evidence shall not apply. The Committee reserves the right to allow the presence of a recording secretary.
- v. After all information is exchanged, the Committee, with its recording secretary, shall meet in closed session to decide on its recommendation.

RIGHTS OF AGGRIEVED STUDENT AND RESPONDENT

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

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

HEARING DECISION

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

ENFORCED MEDICAL WITHDRAWAL

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

GRADUATION

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

GRADUATION ATTIRE

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

GRADUATION COST

Students are not charged for attending the graduation ceremony; the only expense would be the cost of renting the graduation gown from the College. Currently the rental fee is \$200.00.

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

GRADUATION REQUIREMENTS

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

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

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

- i. A cumulative G.P.A. of 2.00 or more is required for graduation; a minimum grade of C is compulsory for some courses. This information is given in the Divisional requirements.
- ii. A student with a G.P.A. of 2.00 to 2.99 will graduate with a Pass.
- iii. A student with a G.P.A. of 3.00 to 3.49 will graduate with Lower Second Class Honours.

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- iv. A student with a G.P.A. of 3.50 to 3.74 will graduate with Upper Second-Class Honours.
- v. A student with a G.P.A. of 3.75 to 4.00 will graduate with First Class Honours.

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

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

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

COLLECTION OF CERTIFICATES

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

MONEY MATTERS

REGULATIONS CONCERNING PAYMENT OF FEES

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

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

REFUND OF FEES

Local Students

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

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

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

International Students (Regional and Extra Regional)

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

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

All Students

Refund for Course Cancellation

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

PAYMENT BY CHEQUE

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

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

OUTSTANDING FEES

Students who have outstanding fees will not be permitted to write final examinations and may be asked to withdraw from the College until all fees have been paid. Failure to pay outstanding fees could seriously affect requests for transcripts, or participation in the graduation exercise.

FINANCIAL AID

Barbados Association of Retired Persons (BARP)

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

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

THE STUDENTS' CONTINGENCY FUND

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

ENABLING GRANT

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

Who is Eligible?

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

Value of Enabling Grant

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

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

**Tertiary Section (Awards & Scholarships)
Ministry of Education, Technological and Vocational
Training
Elsie Payne Complex, Constitution Road, St. Michael**

PARTIAL PAYMENTS

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

THE STUDENT REVOLVING LOAN FUND

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

Who is Eligible?

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

Which Programmes qualify as technical/vocational?

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

What does the loan cover?

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

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

Student Revolving Loan Fund
Ministry of Education, Technological and
Vocational Training
Elsie Payne Complex, Constitution Road, St. Michael.
Telephone: 535-0834/35

SCHOLARSHIPS & AWARDS

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

Who is Eligible?

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

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

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

BARBADOS SCHOLARSHIP

Academic Requirements

Students pursuing the BCC Associate Degree must:

1. Pursue courses totalling 72 credits, including 60 credits in their main field of study.
2. Attain grade A in the core subjects, Caribbean Politics and society and English and Communication.
3. Attain a minimum G.P.A. of 4.00 over 72 credits and meet criteria (1) and (2) above.

BARBADOS EXHIBITION

Students pursuing the BCC Associate Degree must:

1. Pursue courses totalling 72 credits, including 60 credits in their main field of study.
2. Attain at least A in each of two-thirds of the courses in their main field of study.

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

BARBADOS AWARD OF EXCELLENCE

Academic Requirements

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

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

SEMESTER ABROAD PROGRAMME

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

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Canadore College, St. Lawrence College, Sheridan College Institute of Technology and Advanced Learning and Lakeland College. Applications can be obtained from the Registrar's office.

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

Students are required to have:

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

STUDENT SERVICES

STUDENT AFFAIRS

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

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

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

STUDENT AFFAIRS STAFF

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

Sharon Bourne-Callender: **General & Continuing Education, Physical Education**

Jennifer Weekes: **Fine Arts, Hospitality Institute, Tech Voc Education**

Twena Cumberbatch: **Commerce – Programmes**

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

Natalie Medford: **Health Science and Technology**

Kathy-Ann Shorey: **Computer Studies**

Vrecia Webb: **Transcripts**

COLLEGE LIBRARY

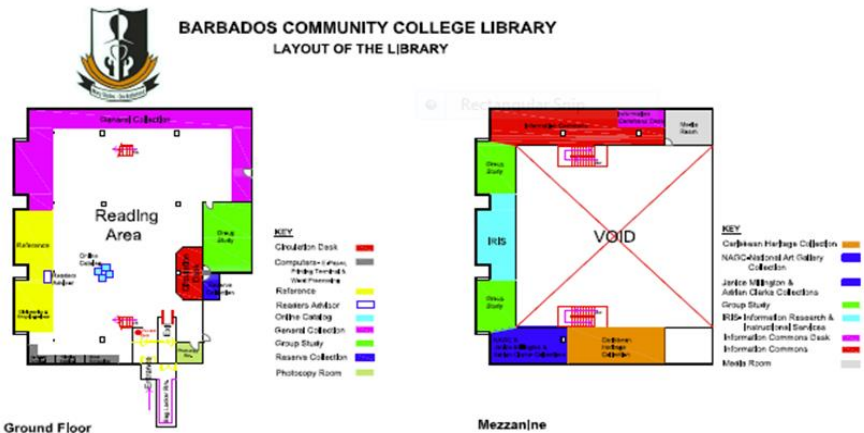
The College has a library of over 30,000 volumes. It offers a wealth of additional learning resources including databases, newspaper clippings, journals, pamphlets, past examination papers and supplementary readings in print and/or electronic formats. It caters to all Divisions/departments and membership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

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Library Opening Days/Hours

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

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



LIBRARY LOANS

Regular Loans

Students are permitted to borrow a maximum of four (4) books at a time for a period of two (2) weeks. Book loans can be

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renewed for a further two weeks on the due date. The College Librarian, however, reserves the right to recall any book on loan if a request is made for it.

Caribbean Heritage Collection (CHC)/Reserve Loans

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

Library Fines

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

Regular Loans for Two Weeks	CHC/Reserve
15c per day	50c per hour or part thereof

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

EBSCOhost

EBSCOhost is a library database which is accessible through the library's website and provides access to magazines, journals, news sources, primary sources, and various media in broad and diverse subject areas. It can be accessed on campus and remotely. The website to log on to the system is <http://search.ebscohost.com>. Please visit or contact the library for login credentials.

Information, Research & Instructional Services (IRIS) Unit

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

Cultural Events

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

Facilities for Special Needs

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

Library Conduct

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

- A. Silence must be observed at all times in the library.

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

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- K. Do not plug in any electrical devices in the library's electrical outlets. All personal devices should be fully charged before entry into the library.

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

Contact information

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

Email: library@bcc.edu.bb

COLLEGE BOOKSHOP

CONTACT INFORMATION

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

Fax: (246) 426-1855

Website: www.booksourcemonline.com

Email: booksourcemonline@caribsurf.com

The Bookshop caters to the needs of over 3900 students and staff offering required and recommended materials for courses as well as a broad range of services. You can save up to 60% on many books when you shop at the College Bookshop.

Special Order Service

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

Online Database

You can visit the Bookshop's website at www.booksourceonline.com to view the large selection of titles that are readily available, or you can place an order from the comfort of your homes.

Printing & Binding Services

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

More than a Bookshop

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

- Nursing Uniforms & Lab Coats
- Daily Newspapers
- Art Supplies (Brushes, paints, etc.)
- Snacks (Fruit juices, candy, sweet biscuits)
- Postal Stamps (On-site Post Box)

COUNSELLING AND PLACEMENT CENTRE

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

Academic Advising

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

Personal Counselling

- Helps students make decisions and learn strategies to help cope with difficulties.
- Targets issues such as stress and anxiety management, self-confidence, family problems, interpersonal relationships, personal crises, depression, and inability to concentrate.

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- Provides referral services: counsellors are able to put students in touch with community agencies if special help, including health concerns, is needed.

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

Career Counselling

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

Higher Education Advising

- Provides comprehensive information on College/Universities and scholarships in the Caribbean, U.K., Canada and the U.S.A.
- Assists students in the research and selection of a programme of study.
- Provides guidance with College applications and pre-admission tests.

Job Placement

- Offers a free job placement service for students and graduates.
- Assists with the job search process: résumés, cover letters, interview techniques.

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- Enriches learning and skills development through the integration of internship opportunities.
- Prepares students for part-time, full-time, summer and graduate employment.

LIME Academic Enhancement Centre (LAEC)

The LAEC provides free tutoring in select subject areas. This list sometimes changes each semester.

- Mathematics - Practical Mathematics & 1st Year Mathematics Major
- Statistics
- Physics
- Biology
- Chemistry
- Engineering—Mathematics and Physics

Students and teachers can volunteer to provide free tutoring by contacting the Director, Counselling & Placement Centre.

Education USA

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

The Education USA network promotes US higher education to students around the world by offering accurate, comprehensive, and current information about opportunities to study at accredited post-secondary institutions in the United States. Education USA

also provides services to the US higher education community to help institutional leaders meet their recruitment and campus internationalisation goals.

To make an appointment with a Counsellor or the Placement Officer, visit the Counselling & Placement Centre, located directly under the main library, or contact us by phone at 426-2858 Ext: 5137 or direct line 426-3278.

STUDENT HEALTH CLINIC

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

Our Team

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

Location and Office Hours

The clinic is located directly opposite the Library, and adjacent to the Security and Student Guild offices. Office Hours are Monday to Friday 9:00 am to 4:00 pm. The clinic is closed during College and public holidays.

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

Unscheduled visits will not be accommodated at this time due to the COVID-19 pandemic.

Telehealth Appointment (For appointments not requiring a physical assessment)

What is a telehealth appointment?

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

The benefits of telehealth appointment include:

- Convenience and expedience. By avoiding exposure of infectious diseases in clinical setting

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- Ability to meet with a clinician and determine if an in-person visit is necessary or even advisable.
- A secured, confidential application is utilized.

To make a telehealth appointment email bcctelehealth@bcc.tl.edu.bb.

COVID-19 PROTOCOL REMINDER

To reduce potential exposure to COVID-19 social (physical) distancing measures will be instituted to limit the number of persons occupying the clinic space at any given time. Students are strongly advised to CALL and make their appointment for ALL services including doctor's appointments.

Services

Clinic services are free at the point of care; however, students, their parents or donors are responsible for the cost of prescribed medicines and other provider-initiated special investigations (tests), if these are unavailable through the National Drug Service or public health system. Please note regional and international students will be required to use their Student Health Insurance Plan or personal financial resources to access health services within the public and private health sector within Barbados outside the Student Health Clinic.

Doctor's Schedule

A doctor is assigned to the clinic for medical consultations by appointment ONLY. A medical clinic is assigned every Wednesday from 3.00-5.00pm. Appointments should be made on or before 11.00 am the Wednesday.

Parental Consent

Parental consent is required for students under the age of 18 years. In emergencies, treatment for injury or serious illness will be given if delays would jeopardize the patient's health and safety. For other medical services, parental consent must be obtained before treatment or medical procedures. A Parental Consent form can be downloaded*, completed and returned to the clinic, or via fax or email.

Clinical Services Offering

Routine Services

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

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- Referral/Links to care
- Pregnancy Tests
- Wound management
- Accessible Health Education and health promotion materials. (On loan to students for presentations and assignments)
- Medical Clinic by appointment only
- Medical Examinations and physicals
- Physician written prescriptions
- Provider-initiated special investigations (X-rays, ECGs, ultrasound, blood investigations)
- Phlebotomy (on-site) and laboratory services (external referral)
- On campus wellness and health education campaigns

Referral Services

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

What to do in a medical emergency?

Medical emergencies including injury and illnesses often occur when we least expect them. Responding to these occurrences readily would ensure that prompt medical attention is rendered

with favourable health outcomes. If you are incapacitated and unable to ambulate to the clinic request medical assistance from the clinic by calling 426-2858 EXT 5320/21 or request another party to summon the nurse on your behalf.

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

You should report to the clinic, your division or department as soon as possible after the injury or incident.

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

You will be assessed in clinic and may require a medical assessment and examination. Have the physician complete the Incident form and return it to the clinic for processing.

Medical History

BCC Health Record/Immunization requirements

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

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

Confidentiality

BCC health records are maintained through a secure electronic health recorder and are stored separately from all other college records. The privacy of this information is protected by law.

BCC clinic staff refers to the information in your health record only as needed to provide integrated care for you and communicate with each other about your care through the secure system.

Coronavirus (COVID-19 protocols)

This interim guidance is for new students and those returning in new programmes and forms part of BCC health and safety protocols to contain the spread of COVID-19.

The new academic year will be anything but normal as new health and safety protocols will be instituted to ensure a safe, healthy learning and working environment at the Barbados Community College. Together we will face this new reality in a way that supports the health, well-being and success of all students, faculty and staff.

At the BCC Student Health Clinic your health and safety will remain our top priority on campus throughout the school year. The reality is that the COVID-19 pandemic may last for an extended period of time. This is therefore the call to action for our students, to practice care, compassion, understanding and respect by taking the practical steps to help protect and support our campus community to keep us all safe. Through your commitment to the public health practices and guidelines, together, we will help keep our community healthy, reduce exposure to COVID-19 and slow the spread of the virus.

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This is a shared responsibility and necessitates for EACH and EVERY ONE of us to abide by the recommended College health and safety protocols and the Ministries of Education and Health guidelines and protocols with respect to COVID 19.

Practice preventive action – stick to the basics

- Always stay at home when you are sick, regardless of the symptoms and especially if symptoms are fever, cough, and sore throat. Call the Student Health Clinic (SHC) or a health care provider to see if you can get a telehealth appointment or call the COVID hotline if you suspect your symptoms may be COVID and are worsening. Telephone 536-4800
- Make a habit of continuing everyday preventive actions such as frequent hand hygiene which includes washing your hands with soap and water for at least 20 seconds or using at least 60% alcohol- based hand sanitiser; avoid touching your face; cover your cough and sneezes with tissue or use the inside of your elbow for proper cough and sneeze etiquette; sanitize surfaces and equipment you intend to use, especially those shared by others, at home, work, and on campus.
- Practice physical distancing on and off campus. Continue to keep at least 6 feet between yourself and others.
- NEVER leave your home without your face covering (mask). Wear your mask correctly and whenever you are indoors or in close proximity to others, on and off campus. NOTE: Wearing a face covering is not a substitute for physical distancing. Persons unable to wear face coverings for medical reasons should present

documentation to the College and should travel with it while on the College compound. Be mindful of the risks involved with this practice and consider a remote learning option if available in your course of study.

- When possible, exercise and engage with others outdoors, instead of indoors.
- Avoid large gatherings. The risk of transmitting infection or exposing others is much higher in group settings.
- Follow BCC policy prohibiting all social get-togethers, indoors and outdoors, on-campus that are over 10 people.
- Limit unnecessary travel.

Tips for living in shared spaces

- Avoid sharing personal items (food, eating utensils, pens, water bottles, etc.).
- Clean shared areas after each use (counter surfaces, desks, tables, bathrooms, kitchens) – keep disinfectant wipes handy at all times.
- Take care of your emotional health. Physical distancing doesn't mean social isolation. Connecting with nature on a daily basis will help, as will connecting with friends and family outdoors whenever possible. If you are experiencing a challenge where your mental health is concerned, visit the clinic or speak to one of our counsellors in the Counselling & Placement Centre.

- Connect with the College programs and services available. Utilize BCC tools like Microsoft teams and Zoom for meetings with your faculty, departments, student support services and student organizations if available.

What to do if you are feeling ill

1. If you have symptoms such as, COUGH, FEVER, or other respiratory problems, contact your primary doctor before going to the emergency room. They may need to possibly prepare for your visit, if warranted. Call the COVID hotline or 511 and await instruction if you are experiencing a health emergency or emergency warning signs for COVID 19. If you are showing these signs seek medical attention immediately like trouble breathing, persistent pain and pressure in the chest, confusion or inability to wake or stay awake. Please call your medical provider for any other symptoms that are severe or concerning to you as this list is not exhaustive.
2. **CALL** your healthcare provider. **Where non-emergent complaints exist, we recommend you call ahead rather than show up at a clinic, including the STUDENT HEALTH CLINIC.** If you are exhibiting, have or may have COVID-19 relate this to the clinic.
3. **TELEMEDICINE** may be an option depending on your primary complaint. Schedule an appointment with Student Health Services by calling **(246) 426-2858 EXT 5320/5321** or emailing us at bcctelehealth@bcc.tl.edu.bb.

4. Stay in contact with others by PHONE and EMAIL. This includes reporting to your programme coordinator, Divisional head (Senior Tutor).
5. MONITOR your symptoms and follow care instructions from your healthcare provider(s).
6. Get rest and stay hydrated. By all means boost your immune system by eating nutritious foods

STUDENTS' GUILD

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

The Guild Council

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

Purpose of the Guild Council

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

Guild Council Membership

In order to hold office in the Student Council, students must have a Cumulative Grade Point Average of 2.75 and above. They must uphold the values of integrity, respect for the person and property of others, and the commitment to intellectual and personal growth.

Guild Council Election

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

STUDENT FACILITIES

GYMNASIUM

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

AUDITORIUMS

There are two auditoriums at the College, the main one being the Liberal Arts Auditorium that is designed for dramatic

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productions, seminars and conferences. The other auditorium is in the Division of Science and is used for the holding of examinations.

PAVILION, STUDENTS' COMMON ROOM

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

ART GALLERY

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

CAFETERIA

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

Monday to Friday

8:00 am - 3:00 pm

PARKING FACILITIES

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

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and students are expected to use them. Students must park their vehicles in the designated parking areas ONLY.

Students are asked to note:

1. One sticker will be issued per student; however, students with access to more than one vehicle will be allowed to transfer the sticker from vehicle to vehicle, but the additional vehicles must be registered with security.
2. Students who have issues with affixing the sticker to the windshield of the vehicle will now be allowed to display dis or mount the sticker on the dashboard in a conspicuous position.
3. All student parking vehicles on the compound must have the sticker prominently displayed at all times while on campus.
4. Students losing their stickers will now have to pay a fee of \$20.00 replacement.
5. Students with parking Stickers are asked to note that they are still required to present their student IDs at the gates as the sticker is not intended to be a replacement for identification.

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

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

CLUBS & SOCIETIES

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

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

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

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

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

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

BCC STUDENT AMBASSADOR PROGRAMME

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

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

Student Ambassador Requirements

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

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

CIRCLE K CLUB

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

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

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

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

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

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

Circle K Activities

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

To Become a Member

To become a member, you must:

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

Benefits of Membership

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

Meetings (Where & When)

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

THE POLITICAL SOCIETY ASSOCIATION

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

Membership

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

Major Activities

In October 2001, a group of students from the Association visited Ecuador to participate in a United Nations Model Assembly. Nations such as Germany, the United States of America and

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China were represented. Since that time, the College has been represented at each annual UN Model Assembly.

Two of the past awardees of the Association were: the former Prime Minister of Barbados, the Honourable Owen Seymour Arthur with “Politician of the Year; and entrepreneur Mr. Robbie Robinson, the proprietor of Ajax Construction, for his commitment to community development.

Meetings

Time: Tuesdays 12:00 pm – 1:00 pm

Venue: Commerce, Room 201

EMERGENCY PROCEDURES

SICKNESS, INJURY

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

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

ACCIDENT

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

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

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

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

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

FIRE

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

Hand-held extinguishers are also available for fighting a blaze. These are to be found in certain rooms in each campus,

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particularly in laboratories and work areas in the Division of Science, Health Sciences and Hospitality Institute.

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

The following drill should be observed by students:

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

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

POWER FAILURE

Drill

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

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

Do not leave the campus until the Tutor dismisses you.

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

BOMB THREATS

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

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

INFORMATION TECHNOLOGY POLICY

1. By signing into the Barbados Community College’s network/WIFI you are bounded by the policies of the College and all local or international laws.
2. Students may not use the Internet or e-mail systems to transmit offensive, obscene, harassing or defamatory messages. Personal information about other individuals must not be transmitted without their authorization.
3. Provided below is a non-exclusive list of prohibited activities in which e-mail and internet users may not engage. When considering the propriety of engaging in a particular act, students should be guided by both the specific prohibitions provided below and the general objectives and guidelines expressed in this Policy

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Statement. Prohibited activities include:

- a) Using college system/network resources to store, access or send material that is obscene, illegal, discriminating, derogatory, sexually offensive, ethnically offensive, or intended to defame or harass others.
- b) Creating, accessing, downloading or transmitting messages or images that might be considered inappropriate, including but not limited to:
 - i. Messages or images that are lewd, obscene or pornographic.
 - ii. Messages or images that might be considered offensive or harassing due to their reference to race, sex, age, sexual orientation, marital preference, religion, national origin, physical or mental disability or other protected status.
 - iii. Using E-mail or the internet to harass, intimidate or annoy other persons.
 - iv. Spreading “chain mail”, “Spam”, “Junk mail” and other frivolous communications.
 - v. Downloading, copying or transmitting software and/or documents protected by copyrights.
 - vi. Downloading any other software or materials (such as on-line publications) on the College’s computers unless the College’s Management Information Systems department has approved such download and has taken appropriate anti-virus measures.

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- vii. Using encryption devices and software that have not been expressly authorized by the Management Information Systems department.
 - viii. Downloading massive amounts of information, that causes system degradation.
4. Students are free to bring their devices to log onto the College's WIFI system. The College will not be responsible or liable for any damages incurred while using the College's WIFI or network.
 5. Any electronic damages done to the student's devices while using the College's power sources will be the sole responsibility of the owner of the device.
 6. The College's email assigned to the student remains the property of the College and maybe revoked.
 7. Network and Internet usage maybe revoked for any violation of the College's Policies.

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

LIFE BEYOND COLLEGE

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

FORMAL ARTICULATION AGREEMENTS

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

Birmingham College of Food, Tourism and Creative Studies
Florida International University
Florida Institute of Technology*
Florida Culinary Institute
Howard University (Mass Communication) *
Johnson and Wales University (Hospitality Institute)
Jefferson Community College, Louisville, Kentucky
LOMA
Mitchener Institute for Applied Sciences
Monroe College, New York
Mount Allison University
Okanagan College
Penn State University (Division of Technology)
Shaw University
University of Miami*
Wilberforce University
Centennial College

MEMORANDA OF UNDERSTANDING

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

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Okanagan College
Red River College
Sheridan College of Applied Arts
St. Lawrence College
Tompkins Cortland Community College
University of North Carolina at Wilmington (Department of Nursing)
University of Technology, Jamaica
University of the West Indies*
University of Winnipeg

INFORMAL AGREEMENTS

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

Acadia University
American Intercontinental University
Georgia
Atlantic Union College, Massachusetts
Barry University
Boston University
Brescia University College
Bristol University
Brown University (Soccer Scholarship) *
Central Connecticut State University
(Volleyball)
City University, London
CUNY, New York
Duquesne University
Florida International University, Florida
Heriot-Watt University

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Humber College
Jacksonville University
New York University
Medical Centre at Galveston
International Fine Arts College
Mount Saint Vincent University
Oakwood College, Alabama
Pace University, New York
Queens University
Ryerson University
Salem State College
University of Technology, Jamaica
Seneca College
Simon de Montfort University,
Leicester
St. Georges University
University of Warwick
St. Mary's University
Tampa University, New York
Temple University
Towson University, Maryland*
University of Guelph
University of Louisville, Kentucky
University of Luton
University of Texas – Medical Branch
University of West England
University of Western Ontario
University of Western Florida
(Psychology)
Westminster University
York University

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

CONTACT INFORMATION

VOICE/FAX CONTACT

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

“Eyrie” Campus

PBX 1-246-426-2858

Fax 1-246-429-5935

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

Principal 1-246-426-3186 Ext 5205

Deputy Principal 1-246-429-5607 Ext 5150

Finance Officer 1-246-429-5607 5101

Registrar 1-246-429-5609 Ext 5225

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

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

Department of Nursing 1-246-426-5944

Counselling Department 1-246-426-2858 Ext 5137

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

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

Student Guild 1-246-427-5424 Ext 5406

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

Cafeteria 1-246-430-2151

Student Health Clinic 1-246-426-2858 Ext 5320/21

Management Information Systems 1-246-426-2858 Ext 5185

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Hospitality Institute

PBX 1-246-228-0900

Fax 1-246-228-0907

Director 1-246-228-0905 Ext 3118

Tutor I 1-246-228-0906

Storeroom 1-246-228-0908 Ext 3129

Industry Services Unit

Voice 1-246-426-3351

Fax 1-246-426-3356

E-MAIL CONTACT

Barbados Community College: eyrie@bcc.edu.bb

Principal: annette.alleyne@bcc.edu.bb

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

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

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

Registrar: roger.worrell@bcc.edu.bb

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

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

Assistant Registrar, Examinations: makeda.hart@bcc.edu.bb

WEBSITES

www.bcc.edu.bb

www.barbadoslanguagecentre.com

Appendix I

COVID-19 HEALTH AND SAFETY PROTOCOL STUDENTS (Revised September 21, 2020)

This Health and Safety Protocol (HSP) is prepared and adopted pursuant to the Barbados Emergency Management (COVID-19) Order, 2020, Recovery and Containment Phase.

The protocol applies to the Barbados Community College's campuses at Eyrie, Howell's Cross Road, St. Michael and the Hospitality Institute at Marine Gardens, Christ Church.

Health and Safety Protocol (HSP)

The HSP is a public health safety intervention used to reduce the likelihood of transmitting communicable disease, but with specific reference to COVID-19. The protocol is divided into several sections for ease of implementation and enforcement.

Social or Physical Distancing

Social or physical distancing involves minimizing exposure to infected individuals by avoiding large public gatherings and adhering to specific spacing requirements in the workplace.

“Social Distancing” means maintaining at least six feet of physical distance between individuals (staying about two arms' length from others).

Measures to Promote Social Distancing

BCC may limit the number of persons on campus at any one time to allow for all persons including students and visitors to

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maintain at least six feet distance from one another at all practicable times.

While on campus, all students have been instructed to maintain the physical distancing requirement of at least 6ft from staff and each other, except in cases where you may momentarily come into close contact. In such cases, students **MUST** be wearing a mask.

Students are reminded that strict physical distancing **MUST** be observed at all times while on campus. This includes but is not limited to the cafeteria, bookstore, pavilion and all other public spaces. Students are advised to minimize the amount of time spent on campus except in cases of face-to-face classes and practical sessions. Thus, students who have completed their classes for the day should exit the campus and avoid congregating in the classrooms, along the hallways, and all other communal areas.

Guiding Principles to Keep in Mind (Adapted from CDC website)

The more persons an individual (staff, student, and visitor) interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in the College settings as follows:

- **Lowest Risk:** Personnel engage in virtual meetings and limited face-to-face interaction, including activities such as team meetings and events.
- **More Risk:** Small group, in-person activities, meetings, classes, and events. Groups of individuals stay together throughout workday/across all days.

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- **Highest Risk:** Full-sized, in-person classes, activities, meetings and events. Individuals are not spaced apart, they share equipment, materials or supplies, and mix between activities.

Measures to Protect the Health of Everyone

All students and visitors should avoid entering the campus if they have fever, cough, chills, aches, nausea, vomiting or diarrhoea, and all other signs and symptoms associated with Covid-19. Temperature checks will be conducted by designated personnel prior to entry into the College. Persons with elevated temperatures will be repeated in five minutes and if still elevated, will not be permitted on the compound and will be encouraged to seek medical attention which may also include contacting the COVID-19 hotline at 536-4500. Please note that temperature checks are MANDATORY for entry on to the campus.

Vulnerable students may determine that they need not attend face-to-face sessions if they have pre-existing medical conditions or are considered to be immunocompromised or immunosuppressed. Individuals with immunocompromised immune systems are encouraged to consult with their personal physician to assess their level of safety on the campus. A medical practitioner may make an assessment of their vulnerability to severe COVID-19 and make a recommendation of their risk category. This information from the medical practitioner should be submitted to the divisional office.

The following procedures should be observed and adhered to by ALL students on BCC campuses:

- Wash hands frequently with soap and water for at least 20 seconds or use hand sanitizers that contain at least 70%

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alcohol especially after using commonly touched objects or coming into contact with someone that is ill;

- Wear a mask or cloth face covering while in public, on the campus, and when in contact with others.
- Avoid all social interaction when sick with fever, chills, aches, nausea, vomiting or diarrhea. (Persons should also be mindful of the loss of taste and smell for some individuals outside of the usual COVID-19 symptoms).
Stay at home and away from work if you are sick and have the above COVID-19 symptoms or have had recent contact with a person with COVID-19! Monitor your health!
- Avoid touching your face, nose and mouth and rubbing your eyes unless hands have been washed.
- Practice proper coughing and sneezing etiquette.
- Properly dispose of anything that comes in contact with your mouth such as tissue or plastic eating utensils.
- Avoid coming into contact with individuals displaying symptoms of illness.
- Keep a distance of approximately six feet from the nearest person while interacting.
- Avoid congregating in public venues.
- Students who are unwell while on Campus should call the Student Health Clinic first. Do not report to the clinic unannounced as preparation may be required for your

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visit. For the time being all visits other than emergencies will be seen by APPOINTMENT only.

- Students should avoid sharing desks, work tools and other equipment whenever possible. However, in the event where equipment must be shared, the items should be sanitized before and after use.
- Students should avoid drinking from communal receptors such as water fountains and should travel with an adequate supply of water for daily usage.

Personal Responsibility for Classrooms, Laboratories and Equipment

To create and maintain a safe, comfortable and healthy teaching and learning environment and community, all spaces will be sanitized as far as practical. General sanitization involves general cleaning (use of soap or detergent to remove dirt and germs) followed by disinfection (using approved agents to kill remaining germs). General cleaning will be maintained by maid cleaners and custodian cleaning services, but students are encouraged to sanitize their personal spaces or work areas.

Measures to Increase Sanitation

Restrooms on campus will be supplied with the necessary soap, or hand sanitizers. Hand sanitizing stations have been installed across all campuses especially in highly trafficked offices/departments. Look for the sanitation decal signs across the campus for these stations.

Signage

Signage has been placed at each entrance of the campus to inform ALL persons entering that they should avoid entering if they have symptoms of COVID-19 and must maintain a distance of six feet from another person.

Signage (distancing decals) have been placed at the highly trafficked locations to encourage persons to maintain the six-foot physical distancing when conducting business at the College.

Wearing of Masks or Face Coverings in the Classroom

All students are required to wear their masks or face coverings while attending face-to-face classes. However, Tutors may allow students to take short breaks outside of the classroom in order to remove their masks or face coverings for a very short period of time, if they are experiencing breathing difficulties.

Contact with Possible Covid-19 Positive Persons

Students who may have had active contact with a person known to be Covid-19 positive, suspected to be positive, or a person who has returned to the island from a high or medium risk location should inform the Senior Tutor of such an occurrence. Students who have travelled must also inform their Senior Tutors of their travel history. This information will be critical in cases where contact tracing becomes necessary.

If you have any queries concerning this document, please contact your Senior Tutor or the Student Health Clinic at telephone number 426-2858 Ext 5320/21.

Appendix II

CHARTER OF STUDENTS' RIGHTS

General Rights

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

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

Academic Rights

1. Every student has a right to a quality education.
2. The College shall provide students with sufficient course information to make an informed choice. This information shall include:
 - a) course descriptions/outlines
 - b) pre-requisite for courses
 - c) the methods of evaluation
 - d) course availability
3. Course tutors should provide students, no later than the second week of teaching, an approved course outline (soft or hard copy).

This should include:

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

Procedural Rights

1. No rule or regulation may be changed retroactively to the detriment of any student.
2. Every student is presumed innocent of any disciplinary matter brought against him or her.
3. Every student has a right to a fair hearing by an impartial committee for the determination of his or her rights under this charter and for the determination of the merits of a charge brought against him or her.

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4. Every student who is charged with a disciplinary offence has a right to present a full and complete defense.

Students' Responsibilities

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

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

Appendix III

CODE OF STUDENT CONDUCT

1. PREAMBLE

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

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

2. INHERENT AUTHORITY

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

3. VIOLATIONS OF LAW AND CODE OF STUDENT CONDUCT

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

4. INTERPRETATIONS

When used in this Code:

- i. The term “student” means any person undergoing a programme or course of study approved by the College.
- ii. The terms “College” or “institution” mean the Barbados Community College.
- iii. The term “Board” means the Board of Management of the Barbados Community College.
- iv. The term “Chairman” means the Chairman of the Board of Management of the Barbados Community College.
- v. The term “College premises” means buildings or grounds owned, controlled or supervised by the College.
- vi. The term “College sponsored activity” means any activity, on or off any of the College’s campuses, which is authorized, sponsored or supervised by the College.
- vii. The term “organization” means a number of persons who have formed themselves into a group/club and who have complied with the College’s requirement/for recognition.

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- viii. The term “consent” means freely given agreement by a competent person, such a person being mentally, physically and emotionally able to appreciate the nature of the consent.
- ix. The term “distribution” means giving, selling or exchanging.
- x. The term “intentionally” means the conscious pursuit of described conduct, whether or not under the influence of alcohol or any other drug.
- xi. The terms “transmit in writing” and “notify in writing” mean to mail under registered cover written or typed notice to the student’s most recent address as recorded by the College or to give typed or written notice to the student in person.
- xii. The term “reckless” means conduct which could reasonably be expected to result in harm to a person or property or to disturb College or College-sponsored activities.
- xiii. The term “sexual conduct” means physical conduct of a sexual nature.
- xiv. The term “sexual harassment” means unwelcome sexual advances or sexual innuendo.
- xv. The term “weapon” means any object designed to, or adapted to injure or to inflict a wound, or to incapacitate, including, but not limited to all firearms and knives.

- xvi. The term “discriminating harassment” means, but is not limited to physical acts, invectives or verbal slurs which refer to the individual’s race, ethnicity, religion, sex, creed, ancestry, age or handicap which are intended to embarrass or injure the person to whom the words or actions are directed.
- xvii. The term “complainant” means the person who reports alleged misconduct.

5. PROHIBITED CONDUCT

A. Category I: Gross Misconduct

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

- i. Intentionally or recklessly causing physical harm or threat of physical harm to any person or persons on the College’s premises or grounds, or at College sponsored activities.
- ii. Unauthorized storage, possession or use of firearms, explosive devices, dangerous or illegal weapons, hazardous materials and fireworks on the College’s premises or at College sponsored activities.
- iii. Intentionally or recklessly disrupting or obstructing the functions of the College or its members, College sponsored activities or any function or activity on the College’s property.
- iv. Intentionally or recklessly misusing or damaging fire equipment or other safety equipment.

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

misconduct, for example, misuse of academic facilities or resources, including equipment, chemicals and other hazardous materials, and misuse of computer software, data, or networks.

- xiv. Participation in any game of skill or chance for money or other stakes on the College's premises (i.e., gambling in any form).
- xv. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.

5.1 DISCIPLINARY PROCESS (GROSS MISCONDUCT)

- i. If the student's behaviour falls within the category of misconduct in the opinion of the Deputy Principal or his/ her designate, the Deputy Principal or his/ her designate may suspend the accused student from the College immediately and should inform in writing the parent(s)/guardian(s) where applicable; and the Principal and the Chairman of the Board of Management of the student's suspension.
- ii. Such a suspension should not exceed three (3) College days.
- iii. The accused student and the Senior Tutor or Departmental head should be notified in writing of the suspension.
- iv. A Disciplinary Hearing with the accused student(s) shall be held within five (5) College days of the date on which the alleged misconduct occurred.

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

5.2 RIGHTS OF THE ACCUSED

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

5.3 RIGHTS OF THE COMPLAINANT(S)

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

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

5.4 DISCIPLINARY MEASURES

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

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

B. CATEGORY 2. GENERAL MISCONDUCT

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

C. THE DRESS CODE

For the majority of programmes offered at the College, students are not required to wear any specific kind of dress. Nevertheless, such students are expected to exhibit some degree of sobriety in what they wear, avoiding styles which would in any way distract

or disturb other members of the student body and members of staff.

- i. In those Division (e.g., Health Sciences) where students are required to wear a specific form of dress, failure to do so constitutes an offence.
- ii. Students taking part in sports, games in the Gymnasium or on the playing field, are expected to wear appropriate clothing.
- iii. The wearing of deeply cut sleeveless blouses or outfits displaying midriffs or exposed backs is expressly forbidden.
- iv. Undergarments must not be exposed.
- v. The wearing of “cut up” jeans is prohibited.

6. DISCIPLINARY PROCESS (GENERAL MISCONDUCT)

- i. All incidents of misconduct should be reported to the appropriate Senior Tutor or Departmental Head.
- ii. A meeting of hearing with the accused student shall be held immediately or not more than one (2) College day after the date on which the alleged incident occurs.
- iii. The Senior Tutor or Departmental Head is required to submit a report of the incident and its outcome to the Deputy Principal and or his/her designate within two (2) College days.

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- iv. All appropriate rights under this code are preserved for the accused offender and the complainant (if any).
- v. Senior Tutors or Departmental Heads may impose one or more of the following sanctions:
 - a) Verbal reprimand
 - b) Request a verbal and or a written apology from the accused student.
 - c) Issue a written warning, a copy of which must be sent to the Deputy Principal.

6.1 DISCIPLINARY PROCESS (DRESS CODE VIOLATIONS)

- i. Security, Tutorial or Administrative staff may speak to the student about the inappropriate dress and refer the student to the Divisional/Departmental Head.
- ii. Senior Tutors or Departmental Heads may:
 - a) Issue a warning to the student
 - b) Request a change of attire
 - c) Where appropriate, contact the student's parents or guardians
 - d) Refer the matter to the Deputy Principal or his/her designate (in cases of repeated infractions).

7. APPEALS

- i. Decisions of the Hearing Committee are effective immediately.
- ii. Either party may appeal the decision of the Hearing Committee within three (3) College days after the written

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decision is made available. This appeal shall be submitted on the prescribed form. The Registrar shall refer the request for appeal to the College's Appeals Committee.

7.1 APPEALS COMMITTEE

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

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

Appeals must be based on the following:

- i. New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have a detrimental impact on the outcome of the hearing.
- ii. Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing.
- iii. Errors in the interpretation of College policy, such errors being so substantial as to deny either party a fair hearing.
- iv. Grossly inappropriate sanction having no reasonable relationship to the charge(s).

7.2 APPEALS PROCEDURE

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

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

7.3 APPEALS DECISION

The Appeals Committee shall have the authority to:

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

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

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

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

The decision of the Appeals Committee shall be final.



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