



H. LAVITY STOUTT COMMUNITY COLLEGE

STUDENT HANDBOOK

2019 - 2021



H. LAVITY STOUTT COMMUNITY COLLEGE



Student Handbook
2019-2021 Edition published Fall 2019

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***Information is powerful.  
Take charge of your destiny.  
You do make a difference!***

**This Handbook belongs to:**

**NAME:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PROGRAMME:** \_\_\_\_\_

# TABLE OF CONTENTS

President’s Message..... 6

College Vision Statement ..... 8

College Mission Statement ..... 8

Core Values..... 8

General Information..... 9

Technology ..... 9

    HLSCC Email ..... 9

    SONIS ..... 9

    MOODLE App ..... 9

Emergency College Closings/Delayed Openings..... 9

Lost and Found..... 10

Photocopying and Printing..... 10

Student ID Cards ..... 10

Alumni Association ..... 10

Smoking..... 10

Parking on Campus ..... 10

Academic Information..... 13

Guiding Principles of General Education ..... 13

Academic Calendar ..... 13

Academic Complaints..... 14

Academic Standing ..... 14

Academic Warning, Probation and Suspension ..... 17

Admissions Policy - Associate Degrees ..... 19

Admissions Policy - Certificates, Dual Enrolment and Enrichment ..... 20

Basic Skills Assessment for..... 21

Class Attendance ..... 22

Course Cancellation..... 23

Course Substitution ..... 24

Faculty Availability to Students ..... 24

Grading Policy..... 25

Refund Policy..... 27

Student Code of Instructional Behaviour ..... 27

**Student Code of Personal Behaviour..... 29**

**Students with Disability ..... 31**

**Student Confidentiality ..... 33**

**Student Evaluation of Instruction..... 34**

**Tuition and Fees Payment..... 35**



# President’s Message



H. Lavity Stoutt Community College started with a vision – a vision that continues to be realised with each passing day that HLSCC opens its doors to students and the wider community of the British Virgin Islands. Just as the former Chief Minister Hon. H. Lavity Stoutt envisioned the reality we now live at the College, you too have begun to envision a future for yourself. It is because of that vision that you have come here, and it is because of our Founder’s vision that we are here to meet you.

Whether you come here in order to transfer later to a four-year institution or equip yourself with skills to take back immediately to the workplace, you will find that this is the right place to realise the vision you have of your future.

As a student at HLSCC, you will be taught by talented and passionate instructors who are dedicated to guiding you towards success. You will notice that they are a diverse and gifted group who are committed to their own professional development in order to ensure that you receive the best possible instruction. You will find in these pages all of the programmes and courses we have designed to train our students to be global competitors and we believe that our track record of creating graduates that make an impact in their communities speaks for itself.

Students who elect to transfer to four-year institutions make up the majority of our student body, and once you work closely with your academic advisor, you too can transfer or matriculate to the institution of your choice. Keep in mind that HLSCC is fully accredited with Middle States Council on Higher Education (MSCHE) which makes the transfer of your credits earned here easier.

Our Centre for Professional Development and Community Education offers Certificates of Achievement that seek to improve the student’s skills and awards certificates that endorse the student’s ability in those specific areas to an international standard. Many of these programmes and courses are affiliated with international bodies like the Chartered Management Institute, City and Guilds, or the Association of Chartered Certified Accountants to name a few.

We also recognise that sometimes you may face challenges and obstacles while you are on your journey. To that end, we happily provide a number of services including tutoring, counseling, career and college transfer advice, and services to the members of our community with disabilities. We also offer a number of opportunities to students including membership in Phi Theta Kappa - the international honour society for two-year colleges, various clubs and activities, as well as participation in the College’s performance ensembles.

You have made the decision to become a part of a growing tradition, to join a community committed to learning how to become a competitor on the global scene while simultaneously becoming a builder of our home here in the British Virgin Islands.

We invite you to join us as we envision our futures together. Your Tomorrow Begins Today!

Judith Vanterpool, MBA, MSc  
President (Ag.)

## **Your Tomorrow Begins Today at HLSCC**

We help you grow intellectually, socially, and professionally.

We increase your potential for earning a higher income.

We offer you the opportunity to excel.

We make learning fun.



|                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>College Vision Statement</b></p> <p>H. Lavity Stoutt Community College will be a regional college of choice for higher education and lifelong learning. It will aid in the improvement of life, a vibrant economy, and nation building.</p> | <p><b>College Mission Statement</b></p> <p>H. Lavity Stoutt Community College provides quality higher education and lifelong learning that is responsive to changing community needs, the global economy, and evolving technology. The offerings promote individual growth, economic, social, and cultural development.</p> |
| <p><b>Core Values</b></p>                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                             |
| <p><b>Student Centeredness</b></p> <ul style="list-style-type: none"> <li>• Educational, personal and social development</li> <li>• Honoring learning styles</li> <li>• Adapting teaching and learning behaviors</li> </ul>                       | <p><b>Responsiveness</b></p> <ul style="list-style-type: none"> <li>• Education and training opportunities</li> <li>• Community partnerships</li> <li>• Individual, industry and organizational participation</li> </ul>                                                                                                    |
| <p><b>Respect and Tolerance</b></p> <ul style="list-style-type: none"> <li>• Cultural and national diversity</li> <li>• Inclusiveness</li> <li>• Mutual respect</li> </ul>                                                                        | <p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• Integrated planning</li> <li>• Institutional assessment</li> <li>• Disclosure of College performance</li> </ul>                                                                                                                                       |
| <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Free exchange of ideas</li> <li>• Honor commitments</li> <li>• Honesty, fairness, personal responsibility</li> </ul>                                                             | <p><b>High Standards</b></p> <ul style="list-style-type: none"> <li>• Innovative and flexible teaching and learning opportunities</li> <li>• High quality teaching and learning experiences</li> <li>• Life-long learners</li> </ul>                                                                                        |
| <p><b>Decisions by data</b></p> <ul style="list-style-type: none"> <li>• Objective decision making</li> <li>• Data and information on College performance</li> </ul>                                                                              | <p><b>Cooperation</b></p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Resource sharing</li> <li>• Internal and external partnerships</li> </ul>                                                                                                                                                            |



# General Information

## Technology

### HLSCC Email

All students enrolled in credit bearing courses are issued an HLSCC e-mail account upon admission. Students are expected to activate this account once registered. The HLSCC E-mail is the only e-mail address college faculty/staff will use when communicating with students.

### SONIS

SONIS stands for Student Online Information System and is the Web-based student system at HLSCC. SONIS enables you, the student, to have access to your personal, academic and financial information. You can view the status of grades, print unofficial transcripts and class schedules, interact with your advisor and run your own degree audits. Newly admitted students are provided with the SONIS login information as part of the acceptance package. Students having difficulty accessing SONIS should contact the Registry at 542-8302.

### MOODLE App

Once the MOODLE app is downloaded students will be able to:

- See their course at a glance
- Connect with other participants in the classes; via messaging or email
- View grades
- Receive notifications on academic calendar events, course specific due dates, lecturers' posts
- Access to course content
- Ability to take tests and quizzes through app
- Access to discussion forum

Faculty members would be able to:

- Ability to have access to grades and input grades instantly
- Send direct messages to students who has the app downloaded
- Access to discussion forum
- Access to live chat with students

### Emergency College Closings/Delayed Openings

It is the practice of the College to hold all regular classes according to the schedule. Should an emergency arise that requires the cancelation of classes and activities, this information will be shared with the following radio stations ZBVI and ZKING. Information concerning the College closing will also be accessible on the College website at [www.hlsc.edu.vg](http://www.hlsc.edu.vg), on the HLSCC App, and on HLSCC's Facebook page.

In instances of hazardous weather, advance notification on the status of classes will be issued through the media previously noted.

### **Lost and Found**

Lost items can be returned or claimed at the Student Success Centre front desk or with Security services. The Student Success Centre hours are Monday to Thursdays 8:30 a.m. - 7:00 p.m. and Fridays 8:30 a.m. - 4:30 p.m.

### **Photocopying and Printing**

Photocopying and printing services are available for a fee. All students are allotted \$20.00 every semester. Costs in excess of that amount must be paid by the student to the Fiscal Services Department. Photocopying and printing machines are available in the Learning Resources Centre.

### **Student ID Cards**

All students must obtain and carry a College-issued phot ID card. The College expects that students will be able to provide their College photo ID upon request, especially on weekends. Access to College facilities and services may be restricted if the requested ID cannot be presented.

ID cards for new students are made available during the registration process. A receipt to show payment for courses and another photo ID must be presented before obtaining a new ID card. Returning students should visit the Student Success Centre every semester to have their ID cards validated.

Students who lose an ID card must pay a \$20.00 re-issue fee.

### **Alumni Association**

The Alumni Association of the H. Lavity Stoutt Community College was established in 2018. The objectives of the chapter shall be threefold: to promote, in an organized manner, the best interest of the H. Lavity Stoutt Community College in establishing closer contacts between the College and the BVI community, to engage former and current students and friends in the ongoing life and well-being of the College Community; and to support the continuing professional growth and development of alumni as they seek to contribute to the development of the Territory. The Chapter provides equal opportunity to all alumni and friends, regardless of race, color creed, gender, sexual orientation, age, national origin, ability, political affiliation, or any other basis. For additional information or membership application, please contact the Office of Institutional Advancement.

### **Smoking**

In accordance with BVI Law, the College prohibits smoking in public places as well as within 50 feet of public spaces. Anyone wishing to smoke on the College’s property must therefore do so at least 50 feet from campus buildings or other structures where visitors, students, faculty and staff gather. If found violating this policy, smokers will be asked to stop in compliance with the law which carries a fine of not more than \$1,000.00 for the first offence and \$2,000 for any subsequent offence and conviction.

### **Parking on Campus**

Parking on campus is available for free to all students, employees and visitors to the College. Parking and traffic regulations apply to all who drive on any part of HLSCC property.

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **Students are responsible for:**

### **1. Awareness of all College Rules and Processes**

- a. Students should seek advice from the Student Success Centre if they have any questions about the purposes or intent of College rules and processes.

### **2. Civil Conduct**

- a. Students are expected to conduct themselves in a manner that is civil and reflects openness to educational experiences.

### **3. Academic Discipline**

- a. Students are expected to give due time and attention to prompt and regular attendance at class meetings and activities, and ensure adequate preparation for meetings and assessments

### **4. Academic Honesty**

- a. Students are expected to conduct academic affairs in an honest manner.
- b. Students are expected to refrain from dishonesty in academic issues and other misconduct that is seriously harmful to the objectives and ideals of other students or the institution.

### **5. Financial Obligations**

- a. Students are expected to pay monies owed to the College in a timely manner.

## **Students have the right to:**

### **1. A quality educational experience**

- a. Students have a right to expect the H. Laverty Stoutt Community College to deliver educational experiences that enlighten, challenge, and prepare them for transfer to other colleges and universities and to lead lives of significance in changing global communities in accordance with the College's mission.
- b. Students should be given due time and attention to the prompt and regular meeting of classes and appointments as an ethical obligation of effective teaching and service and ensure adequate preparation and the delivery of current subject matter in the most effective manner.

### **2. Fair assessment of their work**

- a. Students should be given a timely, just and unprejudiced appraisal of all their work in terms of whatever grading system may be commonly accepted throughout the institution and given the right to request a review of work and grades with faculty given as allowed by policy.

### **3. Professional working relationships**

- a. Faculty, staff, and administrators should foster professional relationships with other students and faculty.

### **4. Credit for their contributions to academic work**

- a. Students should be given credit for the use of student contributions in lectures and publications as well as for borrowed material from other sources, and under no circumstance should students be exploited.

### **5. Freedom of Expression**

- a. Students should be able to express divergent views within the academic setting.

### **6. Freedom from Discrimination**

- a. Students shall not be discriminated against because of age; sex; race; color; religion; physical or mental disability; national origin; marital status; sexual orientation; pregnancy; familial relationship; expunged juvenile record; nor association with anyone of a particular race, color, sex, national origin or economic status.

## **7. Privacy of Student Records**

- a. Students have the right to expect that the College will abide by the regulations set out by local laws and accrediting bodies to maintain the privacy of their records and to regulate access to them.
- b. Students have the right to expect faculty and staff members to respect confidential information acquired about them during the course of work.

# Academic Information

## Guiding Principles of General Education

General Education refers to the educational foundation of skills, knowledge, and values that help students gain a wider view of the world and prepare them for success in their majors and personal and professional lives. HLSCC has established the following General Education Learning Outcomes, which represent the skills, knowledge and values which students who complete an associate degree at the College should attain:

- 1. **Written Communication** Write effectively in a range of contexts and for a variety of different audiences and purposes, with a command of the English language.
- 2. **Oral Communication** Verbalize and present ideas clearly and concisely so that they are heard, understood, and acted upon.
- 3. **Communication in a Foreign Language** Communicate in a foreign language and at the same time acquire and use knowledge of foreign cultures to enhance intercultural understanding.
- 4. **Critical Thinking** Think critically and use those skills to think effectively about questions, problems, and decisions both inside and outside of the classroom.
- 5. **Quantitative Reasoning** Use quantitative methods to solve real-world problems.
- 6. **Scientific Reasoning** Use the scientific method to logically solve problems in the natural world.
- 7. **Ethical Reasoning** Think logically about right and wrong human conduct.
- 8. **Historical and Cultural Awareness** Examine and display sensitivity to the practices of everyday life that shape the history of a particular people and be able to critically evaluate the history that is presented.
- 9. **Information Literacy** Recognize when information is needed and can identify, locate, evaluate, and effectively and responsibly use and share information for a problem at hand.
- 10. **Technological Competence** Use technology, communication tools, and networks appropriately to solve problems or compile information in order to function in an information and technology driven world.

## Academic Calendar

The academic year begins in late August and ends in July the following year. The academic year consists of two semesters and a summer term.

|                 |                    |            |
|-----------------|--------------------|------------|
| Fall Semester   | August to December | (17 weeks) |
| Spring Semester | January to May     | (17 weeks) |
| Summer Term     | June to late July  | (6 weeks)  |

Classes are held during the day and in the evening. On public holidays no classes are held, and no other College services are offered. An Instructor may opt to give the lecture forfeited on a public holiday at another time. Please consult the College catalogue for important dates and events for each semester of the academic year.

The official academic calendar for each semester is published on the College’s website [www.hlsc.edu.vg](http://www.hlsc.edu.vg) and is available from the Registry and Enrolment Management Office.



## Academic Complaints

Complaints of an academic nature are expected to be initially addressed and resolved within the department offering the course in which the complaint occurs. Questions about grades and performance in class should be discussed first with the instructor, then the Head of Department if necessary. Complaints that are not resolved in this manner, or that are not suitable for resolution in this manner, should be referred to the Dean who will examine the complaint and provide a ruling. Appeals of decisions in academic matters may be directed to an Academic Review by submitting a notice of appeal to the Office of the Vice President.

Appeals of other matters, particularly those related to student conduct, may be referred to the Student Success Centre.

## Academic Standing

Students whose cumulative minimum Grade Point Average (GPA) is 2.0 are considered to be in good academic standing. Those who fail to meet this criterion are placed in one of three other categories, depending on semester grades, semester credit hours attempted, and their status at the end of the previous semester. These categories are as follows:

- **Academic Warning** This category is applied to a student who has attempted at least nine credit hours and has not achieved a cumulative GPA of 2.0. Academic Warning is issued once for a student and does not appear on the student's transcript.
- **Academic Probation** This category is applied to a student who has been placed on academic warning and has not achieved a cumulative GPA of 2.0 in a subsequent semester. Academic Probation remains in effect until the student has increased the GPA to at least 2.0.
- **Academic Suspension** This category is applied to a student who has not made satisfactory academic progress while on academic probation. Enrolment is prohibited for one or more semesters.

For both academic Warning and Academic Probation, students may take up to 12 credits as prescribed by special advisors assigned. A complete explanation of the categories, as well as the criteria for good academic standing and College options to accomplish such, can be found at the Student Success Centre.

International students should be mindful of the standards for progress, as the Immigration Department regularly requests information on student academic progress.

# **QUICK REFERENCE GUIDE FOR STUDENTS RELATED POLICIES**



**Contents**

**Academic Warning, Probation and Suspension ..... 17**

**Acceptance of Credits from Other Institutions ..... Error! Bookmark not defined.**

**Admissions Policy – Associate Degrees ..... 19**

**Admissions Policy – Certificates, Dual Enrolment and Enrichment..... 20**

**Basic Skills Assessment for College Placement ..... 21**

**Class Attendance ..... 22**

**Course Cancellation..... 23**

**Course Substitution ..... 24**

**Faculty Availability to Students ..... 24**

**Grading Policy..... 25**

**Refund Policy..... 27**

**Student Code of Instructional Behaviour ..... 28**

**Student Code of Personal Behaviour..... 29**

**Students With Disability.....33**

**Student Confidentiality ..... 33**

**Student Evaluation of Instruction..... 34**

**Tuition and Fees Payment..... 35**

**Withdrawal from Class Policy.....38**



# Academic Warning, Probation and Suspension

Failure to meet standards of satisfactory progress (minimum “C” average or 2.00 GPA) will result in a student being placed on academic warning, academic probation or academic suspension.

- Academic Warning - a status assigned to a student at the end of any Fall or Spring semester when their GPA is less than 2.00. This shall not become part of a student’s official transcript.
- Academic Probation – a status assigned when their GPA is less than 2.0 for more than one semester. This shall become part of the student’s official transcript.
- Academic Suspension - a restriction placed on a student to prevent them from registering for classes after being on academic probation for multiple semesters. This shall become part of the student’s official transcript.

Following academic suspension, the student must apply for readmission to the College which requires the permission of the appropriate Dean. If readmitted, students are automatically placed on academic probation until a cumulative GPA of 2.00 or higher is achieved.



Students who have completed college level course work at accredited or recognised postsecondary institutions may be eligible to receive credit(s) toward a certificate or degree through a transfer credit evaluation.

Students must apply for admission to the College and request that an official copy of their previous academic transcripts be sent to the Office of the Registrar. The Registrar and appropriate Dean will review transcripts and course outlines/syllabi in order to determine course equivalencies and compare measured outcomes with those in the College’s curriculum.

Students must receive a minimum grade point of 2.0 on a 4.0 scale or a C in an A to F scale to receive credit for courses to be transferred. No more than 50% of credits required by HLSCC for a programme completion can be transferred; credits assigned to high school, and/or developmental or remedial courses cannot be transferred; and credits obtained at other institutions will not be eligible for transfer after seven (7) years have elapsed.





## **Admissions Policy - Associate Degrees**

The College offers Associate Degrees to assist individuals in academic and career success, whether this means transfer to a four-year school or immediate employment or advancement upon completion of course requirements. To participate in the Associate Degree programmes, persons are required to submit:

- the completed relevant application form;
- current government/Legal documentation;
- an official copy of the high school/college certificate in English, and where applicable, transcript and/or five CXC subjects including English and Mathematics;
- the requisite application fee;
- and recent medical records (due within first two months of attendance).

International applicants will also have to submit a signed statement verifying adequate financial support to the College, and may be required to submit TOEFL scores.

Applicants who are at least sixteen (16) years old and do not have or cannot produce the requisite documentation may be granted provisional acceptance and will be required to take the placement test and complete all recommended pre-college courses prior to participation in College level courses. Applicants can either apply for a certificate programme and complete all the requirements with a minimum grade of 'C', or successfully complete twelve (12) general education credits with a minimum 'C' grade to matriculate into associate degree programmes. Once students have met those requirements, they can enter into any associate degree programme.

Any student who has not taken classes at HLSCC for two or more semesters (excluding the Summer Term) and is in good standing with the institution may resume their studies by submitting a letter requesting to return to the College and provide current government/legal documentation.

## **Admissions Policy - Certificates, Dual Enrolment and Enrichment**

Individuals are able to earn a certificate or diploma in a field that prepares them for immediate employment or career advancement upon completion of course requirements, participate in College courses while enrolled in high school, or enroll in individual classes for personal enrichment. Persons are required to submit the completed relevant application form; current government/legal documentation; and requisite application fee, if applicable.

- Certificate Programmes are open to any student seeking specialized information in a specific area/field for personal or career development. Applicants may be subject to placement testing to be appropriately enrolled in the proper reading, writing, and mathematical courses.
- The Dual Enrolment Programme provides opportunities for high school students to enroll concurrently at the College. Students may take a maximum of six credits in any given semester and are to register during the Late Registration and ADD/DROP period without paying any late charges.
- HLSCC understands and supports the pursuit of lifelong education and learning and provides Enrichment Programmes that may be: Non-Credit/Non-Semester Hours or Credit/Non-Degree.

Auditing a class allows a student to take a class without the benefit of a grade or credit for a course. Audited courses carry the same cost as credit courses.

Any student who has not taken classes at HLSCC for two or more semesters (excluding the Summer Term) and is in good standing with the institution may resume their studies by submitting a letter requesting to return to the College and provide current government/legal documentation.

## Basic Skills Assessment for

The placement process is comprised primarily of but not limited to course placement in Mathematics and English based on established criteria, and on the placement test. Student scores on the General Education Development (GED) test, SAT, ACT and the West African Council Examination may also be used.

Every applicant who declares a programme of study (degree or certificate) is subject to the Placement Process. All matriculated students, full- or part-time must furnish the Registry and Office of Enrolment Management with one or more of the following in order to ascertain their placement:

- an official transcript of previous college courses or
- a high school certificate with transcript or
- CXC transcript or
- GED or high school equivalent report or
- ACT or SAT scores less than 2 years old.

Placement tests will be administered for students whose documentation is incomplete or outside of the College's established criteria. Once a student is requested to take a placement test, it should be completed before the student can register for classes.



## Class Attendance

All students are required to attend and participate in all class meetings and laboratory sessions. It is the responsibility of students to know the College's attendance policy. Failure to attend class can result in dismissal from class. Drops or withdrawal must be processed through the Registrar's Office. Any student who stops attending a class without officially withdrawing may receive the grade of "F".

The College's mandatory attendance policy requires that attendance be recorded from the first day of class through the final exam and each class shall incorporate as part of its grading scheme an attendance component of no less than 5% and not to exceed 10% OR assess a penalty of no less than 5% and no more than 10% at the end of the semester. A student should maintain attendance of 80%. Special circumstances may arise and in all such cases it is the student's responsibility to contact his/her lecturer or Head of Department and the Student Success Centre.



## **Course Cancellation**

The decision to cancel a class must be approved by the Vice President for Academic Affairs and made by the second day of late registration.

The criteria for class cancellation due to the small number of students enrolled (under-subscription) is as follows: Paraquita Bay = 10 students; Virgin Gorda Centre = 5 students.

If a class is under-subscribed, but it is a graduation requirement for even one registered student, the class must be offered.

Students affected by course cancellations will be notified before the third day of late registration (by the relevant Dean's Office) and will be given additional time to select substitute classes if desired.

A list of cancelled courses will be distributed to faculty and staff.



## Course Substitution

Students are limited to a maximum of two (2) course substitutions for required courses in each programme of study in which they are enrolled, and these may not be made across unrelated academic disciplines. Substitutions for general education requirements may be granted under extenuating/special circumstances. These reasons must be fully documented and approved by the relevant Dean.

Course substitutions will be considered primarily for the following reasons:

- a required course is no longer offered due to a change of curriculum;
- a required course is not offered when the student could reasonably schedule it; or
- a course taken at another school is not an exact match for a requirement but is deemed by the student's advisor to be acceptable.

Course substitution requests must be submitted and approved by the end of the ADD period of the relevant term (within 5 days of the start of classes). They must be initiated as part of the advising process, and documentation must originate from the academic advisor. Final approval is made by the relevant Dean.

## Faculty Availability to Students

Full time faculty shall maintain office hours of at least eight hours each week during the semester and are required to spend at least thirty hours per week, including teaching time, on the campus.

Part-time faculty are also expected to make themselves available to students by maintaining a reasonable presence on campus by holding office hours for 3-4 hours per week. Adjunct faculty are also encouraged to be accessible to students for face to face consultations.

All faculty are required to provide students with contact information (email address and telephone number) together with information concerning reasonable hours during which students may contact them by phone.

# Grading Policy

The following grading system reflects the expected performance standards of the College.

| GRADE                               | GRADE POINTS | PERCENTAGE |
|-------------------------------------|--------------|------------|
| A+ Superior                         | 4.0          | 100        |
| A Outstanding                       | 4.0          | 99 - 95    |
| A- Excellent                        | 4.0          | 94 - 90    |
| B+ Very High                        | 3.0          | 89 - 85    |
| B High                              | 3.0          | 84 - 80    |
| B- Good                             | 3.0          | 79 - 75    |
| C+ Above Average                    | 2.0          | 74- 70     |
| C Average                           | 2.0          | 69 - 65    |
| C- Below Average                    | 2.0          | 64 -60     |
| D Weak                              | 1.0          | 59 -54     |
| F Failure                           | 0            | 53 - 0     |
| I Incomplete                        | 0            |            |
| W Withdrawn                         |              |            |
| WP Withdrawn Passing                | 0            |            |
| WF Withdrawn Failing                | 0            |            |
| WA Administrative Withdrawal        |              |            |
| Q Dropped by President’s Permission |              |            |
| AU Audited                          | 0            |            |

## Explanation of non-grade letters

**A grade of Pass or Fail** will be administered at the end of the semester for Pre-College or non-credit offerings.

**P**- Pass or permission to move to credit course

**F** - Repeat skills course or failure on enrichment course

The **“I”** (Incomplete) is permitted when some unavoidable circumstance(s) prevent the either the instructor or the student from completing the final assessment of a course. The **“I”** becomes an **“F”** if the student does not complete the final assessment within one semester after the end of the course.

A **“W”** indicates withdrawal from the course. If withdrawal occurs after two-thirds of the course has elapsed,

A **“WP”** or a **“WF”** will be recorded. A **“WP”** indicates that the student was doing work that qualified for a passing grade at time of withdrawal, and a **“WF”** indicates that the student was failing the class at the time of withdrawal. (See Withdrawal from Class Policy)

An **“AU”** indicates the student audited the course and was not required to participate in taking examinations in the course. All required fees must be paid, regular attendance and completion of class assignments expected, no grades or credits will be issued, and on the transcript and cumulative records only **“AU”** will be recorded and this will only be done if all other requirements are fulfilled.

A **“WA”** indicates the student was withdrawn from the course for administrative reasons.

A **“Q”** indicates the student was withdrawn from the course at the behest of the President.

### **Repeated Courses**

Students receiving an **“F”** in a course are allowed to repeat the course twice to enable him/her to receive a satisfactory grade. The student is responsible for notifying the Office of the Registrar when a course is repeated. Only the last letter grade earned in the repeated course will be used in computing the cumulative grade point average.

### **Assessment of Student Progress**

The timing of examinations and tests shall be given at the discretion of the lecturer. However, at least two major evaluations inclusive of the final exam are required for each course. One of these must be completed with the results returned to the student by the date established for the posting of mid-term grades.

Each course must have a mandatory oral, written or practical final examination that accounts for 40% - 60% of that course's final grade.

### **Supplemental Examinations**

A student with a passing grade up to the time of the final examination may request to take supplemental examination not having passed the final examination for a course. Supplemental examinations will be given and graded before registration in the Spring semester and within one week of grades being due at the end of the Spring semester. The Department Head is responsible for the supplemental examination process.

# Refund Policy

The refund policy applies to paid tuition and course related fees only. The refund percentage will correspond with the date on which the add/drop form was received at the Registrar’s Office.

**Refund Schedule by Percentage**

|     |                                             |
|-----|---------------------------------------------|
| 90% | 1 <sup>st</sup> WEEK                        |
| 75% | 2 <sup>nd</sup> WEEK                        |
| 50% | 3 <sup>rd</sup> WEEK                        |
| 25% | 4 <sup>th</sup> WEEK                        |
| 0%  | AFTER 4 <sup>th</sup> WEEK <b>NO REFUND</b> |
|     |                                             |

Refunds will be processed within 15 business days from the date that the reimbursement request is received by Fiscal Services Department or the date that a cancellation notification was received by Fiscal, as appropriate.



## Student Code of Instructional Behaviour

Cheating or plagiarism on written or oral examinations, quizzes, papers, or other academic work is prohibited. All faculty or test invigilators shall have the right to examine materials in the student's possession during any academic exercise and shall have the right to immediately suspend from further work on an academic exercise if students are suspected of engaging in cheating or plagiarism.

If the faculty member has substantial evidence that a student has cheated or plagiarized academic work they, at his/her discretion may impose: a verbal warning, a reprimand, or course-level sanctions such as: repeating the course, a reduced grade, failure of the assignment/exam, or failure of the course.

The act of academic dishonesty is reported to the Department Chair and one of the following actions may occur: conferences with the student and the faculty member to try and resolve the matter; determination if one of the actions could have been imposed by the faculty; or a report to the Dean for action.

If the violation is reported to the Dean, he/she may impose one of the following sanctions: any option that could have been exercised by the faculty or the Chair; suspension from the College for a specified period of time not to exceed two semesters; dismissal from the College. The decision of the Dean is final concerning the matter.

A student may, however appeal to an Academic Review by submitting a notice of appeal to the office of the Vice President, in writing, within five (5) College business days after a student has received notice of the decision of the Dean.



## Student Code of Personal Behaviour

Students have the right to be treated fairly by the College, to accomplish the goals for which they came to the College, and to be informed of College policies and/or regulations that affect them.

The Director of the Student Success Centre shall have jurisdiction over all complaints regarding prohibited personal student behavior. A College Review Board appointed by the Vice President for Academic and Student Affairs shall have jurisdiction over all appeals that are made by students in connection with the policy.

The following behaviours are prohibited:

- interference with the teaching and learning process, including the use of profanity toward another student or faculty/staff member;
- any form of abuse;
- discrimination;
- interference by force, threat, or harassment;
- disruption;
- continued occupation of a College facility after being requested to leave by any person acting as an authorized agent of the College;
- damage;
- tampering with fire alarms, safety systems, or the unauthorized setting of fires;
- dishonesty;
- false reporting;
- use, possession, manufacture, or distribution of drug paraphernalia, controlled substances, and look-alike drugs;
- smoking;
- weapons;
- willful disobedience;
- willful violation;
- any violation of Virgin Islands law;
- unauthorized possession, duplication, or use of keys to any College premises, or unauthorized entry to or use of College premises, or tampering with any door or door locking mechanism;
- bringing animals into the classrooms or buildings, with the exception of Seeing Eye dogs, or dogs trained to assist persons with a disability recognized under Virgin Islands law;
- breach of classroom integrity;
- disorderly conduct;
- theft; and
- abuse of the disciplinary process.

Under certain circumstances, it may be necessary to restrict the actions of students as follows: Exclusion from campus and/or classes and/or other privileges or activities. Emergency Suspension may also be imposed immediately by the Director of the Student Success Centre or by his/her designee without the filing of a complaint.

Following an informal inquiry, if the Director of the Student Success Centre determines, after discussing with the student that a violation has occurred, sanctions may be applied.

If the student denies the allegations, the Director of the Student Success Centre will, within a reasonable period of time, but not more than fifteen (15) College business days, begin the investigation process.

An appeal of the findings of the Director of the Student Success Centre that a violation occurred, and/or the imposed sanction or sanctions may be taken to a College Review Board. A decision by the College Review Board is the final step in the Appeal process.



## Students with Disability

The H. Lavity Stoutt Community College is committed to providing equal access to its instructional and social activities to all qualified students - including students with disabilities. We believe that the community will benefit from development of the skills and talents of all individuals, and welcome the opportunity to prepare everyone for their place in the society. This policy applies to every facet of the College's operations, including but not limited to student admissions, instructional requirements or any other college administered programme or service.

### **Special Accommodations for Students**

1. The College provides disabled students with such accommodations as the following:
  - (a) writing notes for students who are unable to do so themselves;
  - (b) taping lectures with the awareness of the instructor;
  - (c) writing or entering test responses provided by students;
  - (d) assigning time and location to administer assigned tests;
2. Faculty are required to cooperate with the administration in making special accommodation for students with disabilities that do not call for special training on the part of the faculty (e.g. taping of lectures, seating for interpreters, spacing for wheelchair, etc.)
3. The cost of any special accommodations for disabled students is the responsibility of the student;

### **Student Disclosure and Verification of Disabilities**

1. Students with disabilities who require accommodations are required to make known the condition and their need for accommodations on their Application for Admission providing documentation and evaluation of same when requested to do so.
2. In those instances where a disability becomes known after the student has enrolled at the College, it is the student's responsibility to advise the College of the condition, and of the need for special accommodations. Verification of the disability may be required.
4. Verification of a disability must be provided by a professional that is qualified to diagnose and assess such a condition. Such verification must reflect the student's current level of functioning in relation to the activities that are affected by the disabilities.
5. Medical information provided to the College by students or from a physician as part of a request for accommodation(s) is strictly confidential, and is subject to applicable laws of the Territory and policies of the College.

6. Any student who, because of a disability, requires special accommodation with respect to a policy, practice, service or benefit, is requested to notify the College and provide appropriate confirmation of the reason for the requested accommodation.

### **Exceptions to Provision of Accommodations**

1. While the College does not discriminate against students with disabilities, such accommodations will not be provided under the following conditions:
  - (a) when their participation will alter the nature of the course or programme that will be provided to them;
  - (b) when accommodations (e.g. for field trips) will be unduly burdensome (financially or administratively) to the student or to the College;
  - (c) if accommodations will result in lowering academic and other essential performance standards;
  - (d) when accommodations will present a risk of safety to the student.

### **Additional Services for Students with Disabilities**

1. The Student Success Centre makes information concerning community base services available to students for disabilities – including their location, fees, services and facilities;
2. The Student Success Centre makes information concerning campus base services available to students with disabilities - including college policies, extracurricular activities, Phi Theta Kappa honor society, etc.;
3. The College will assist students in documenting the accommodations they have received during their time at the College as an aid in requesting such accommodations at other institutions.

### **Student Complaints**

1. Students who have concerns about a service, accommodation, modification of a practice or requirement are encouraged to bring these concerns to the attention of the Director of the Student Success Centre for resolution.
2. If a student concern cannot be resolved in a satisfactory manner, the student has a right to make use of the Student Grievance Policy.
3. The College strictly prohibits any form of retaliation against students who request accommodations, report, or participate in a complaint or otherwise exercises rights secured by this policy.

## Student Confidentiality

Administrative, faculty, and academic support staff who have a legitimate educational interest, and who require access to student records in the course of their normally assigned duties, shall have the right of access. Students also have the right to inspect their own official records and authorize their release to an outside source by signing the Authorisation for Release of Information Form.

If a student has not submitted such a form, the following information may be released: student's name, address, telephone number, date and place of birth, honours and awards, major field of study, dates of attendance, admission or enrolment status, campus, department, class standing, activities, sports and athletic information.

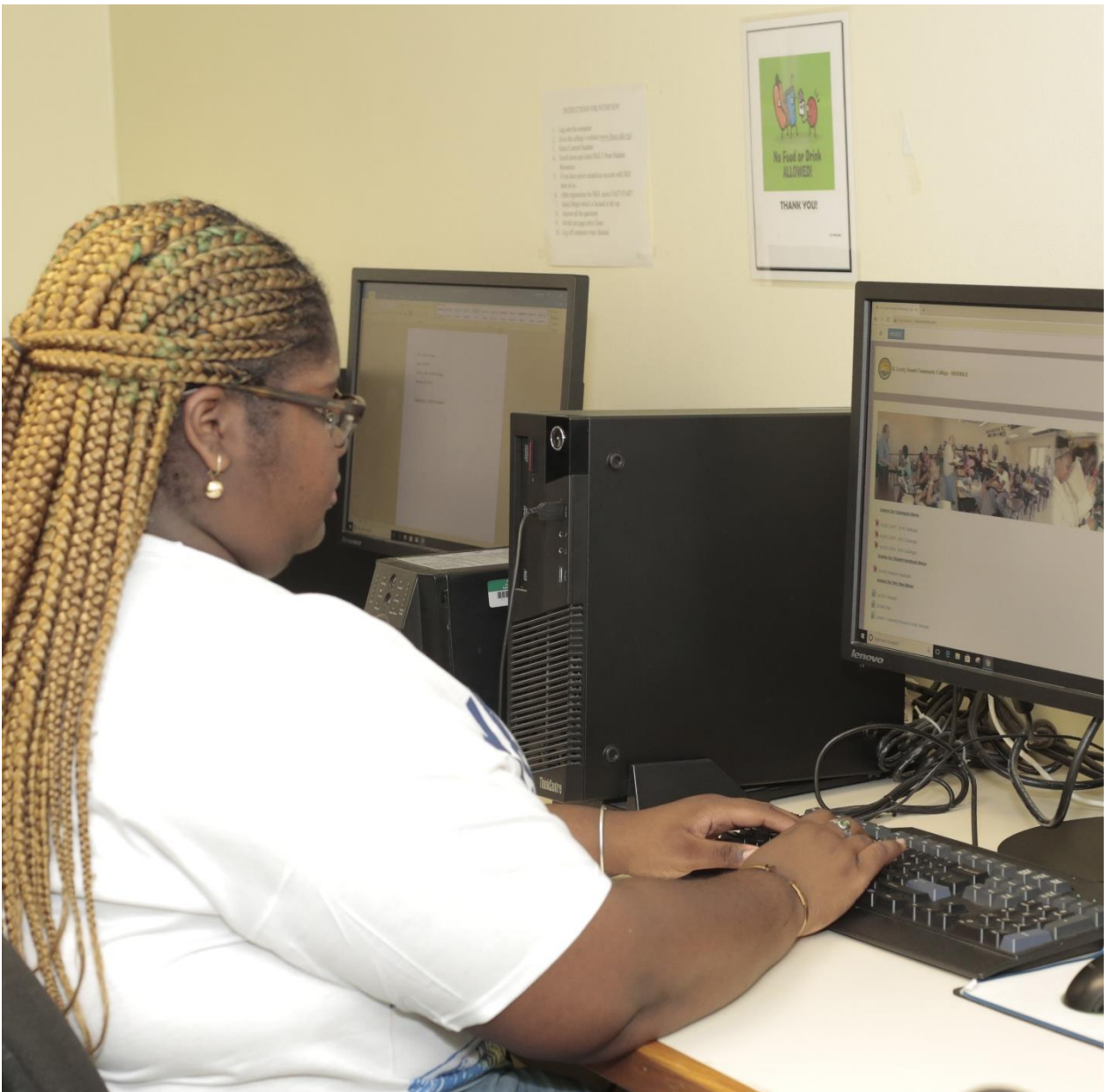
The College will maintain a record of all requests for and/or disclosures of information from a student's education records. Within ten (10) business days of submitting a request for release of information, the records custodian or designate will make the necessary arrangements for access and will notify the student of the time and place where the records may be inspected.

Students have the right to request a review and/or amendment to an education record that they believe is incomplete, inaccurate or misleading. Such requests must be submitted in writing to the Registrar, or other records custodian.

In instances where a student wishes to grant access to a third party, the student must give specific, written consent via the Authorisation for Release of Information Form.

## Student Evaluation of Instruction

Evaluations of teaching will be administered during the tenth (10th) week of each semester. Student evaluation of instruction forms will be administrated and collected under controlled conditions in order to ensure students' anonymity. Student evaluations are designed to enhance methods of instruction and are an integral part of the formal evaluation process of faculty. The results of student evaluation of instruction will provide a direct link to the professional development needs of the faculty.



## **Tuition and Fees Payment**

The registration process is completed only when students have paid their tuition and fees in full. Payment plans do not apply to payment of fees. Ultimately, it is the student's responsibility to be aware of tuition and payment obligations in accordance with the schedule below:

- For students who pre-register, payments are due two weeks before normal registration.
- For students who register during regular and or late registration, tuition and fees must be paid by the second business day after the add/drop period.
- For students who register for a summer class, payment is due one week before the start of the summer class.

Failure to receive a statement of account does not release a student from financial obligation.

Failure to attend class does not constitute a drop, a withdrawal, or an exemption from payment.

Students will be dropped for nonpayment, from all courses where payment in full has not been received in accordance with the payment requirements. Students may be reinstated to classes upon full payment of tuition and fees and a reinstatement fee will be charged.

Students with unpaid balances will not be permitted to register for a subsequent semester until obligations have been met, or payment arrangements have been made. The College will withhold the issuance of diplomas, grade reports, enrolment verification letters, and transcripts until all monies due to the College have been paid.

Payment plans can only be initiated during active registration periods, including pre-registration and late registration.



## **Withdrawal from Class Policy**

There may be circumstances that require a student to voluntarily withdraw or be administratively withdrawn from a class(es) previously registered for. The policy places the ultimate responsibility of the decision to voluntarily withdraw from a course with the student. The role of the adviser and the instructor in this process is to discuss, challenge, and advise on the long-range implication of such a decision.

### **Voluntary Student Withdrawal**

Students may wish to voluntarily withdraw from a class(es) and may do so in accordance with the stated timeframes and required documentation.

Only students or student authorised individuals are permitted to execute a voluntary withdrawal.

Under special circumstances, excluding academic matters, a student may request, with supporting documentation, an exception or extension to the withdrawal deadline. Students must be prepared to justify the request with supporting information and documentation to the Director of the Student Success Centre, indicating:

- a. The direct “cause and effect” relationship between the student’s extenuating circumstances and the inability to meet drop/withdrawal deadlines or the student’s inability to continue his/her course(s);
- b. The extenuating circumstances were severe, not foreseeable and/or could not have been reasonably prevented during the time period in question; and
- c. Relevant documentation, as available, from an approved authority to support the students claim.

This exception may allow the student to receive a “Q” grade, which is only granted with the written permission of the President, based on the nature and completeness of the documentation supporting the withdrawal request.

### **Administrative Withdrawal**

The College reserves the right to withdraw a student from a course(s) under certain circumstances, and the student’s grade or status is reflected accordingly. The student must be notified in writing of the reason for an administrative withdrawal, together with any financial implications of the action taken.

Further, if a student registers for a course, and does not report to the course by the fourth week, the student will be administratively withdrawn. Tuition and fees will not be refunded in such instances.

### Refunds

The date of the withdrawal will be the date of the receipt of the withdrawal form. It is this date that will determine the grade assigned and the nature of the refund, if any, according to the Refund policy.

### Re-enrolment

A student who chooses to re-enrol in a class must pay the cost of all applicable tuition and fees. Any existing credit would apply towards the account.

### Student Grades

Students’ grades are impacted by withdrawal decisions, and the grade assigned is linked to the withdrawal period. Such grades, while reflected on the student’s transcript, do not affect the student’s grade point average (GPA).

### Withdrawal Conditions

| Status/Grade<br>Acronym                       | Withdrawal Conditions                                                                                                                                                                       |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>WD –<br/>Withdrawn<br/>Status</b>          | This is an enrolment status and not a grade. It indicates that a student withdrew from a course(s) during the designated add/drop period. This does not appear on the student’s transcript. |
| <b>W - Withdrawn</b>                          | The grade assigned to a student who voluntarily withdraws from a class during the regular withdrawal period.                                                                                |
| <b>WP –<br/>Withdrawn<br/>Passing</b>         | The grade assigned to a student who withdraws from a class during the late withdrawal period with satisfactory academic standing.                                                           |
| <b>WF –<br/>Withdrawn<br/>Failing</b>         | The grade assigned to a student who withdraws from a class during the late withdrawal period with unsatisfactory academic standing.                                                         |
| <b>Q</b>                                      | This indicates that withdrawal from this course was granted by special permission from the President of the College and is applied after the regular withdrawal period.                     |
| <b>WA –<br/>Administrative<br/>Withdrawal</b> | The grade assigned to a student who has been administratively withdrawn from a class.                                                                                                       |