

Examples of sexual harassment may include, but are not limited to the following:

- Non-sexual slurs about one's gender
  - Repeated unwanted touching, patting or pinching
  - Repeated inappropriate social invitations or request for sexual favors
  - Repeated unwanted discussion of sexual matters
  - Use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work situation
- Touching, fondling or deliberate brushing against another person

- Ogling, leering or prolonged stares at another's body
  - Display or use of sexual graffiti or sexually-explicit pictures or objects
- Sexually suggestive jokes, comments through emails, or other social media, written or oral communications

Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the College Officials designated to receive these complaints. No person shall be subject to restraints, interference or reprisal for actions taken in good faith to report or to seek advice in matters of sexual harassment. In the course of the investigation of a complaint, the College will maintain confidentiality for all parties involved.

However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the investigation. A grievant whose complaint is found to be false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to suspension or expulsion.

#### **Procedures for Sexual Harassment Claims**

Students who believe they have a grievance in this respect, may discuss their concern in confidentially with an appropriate person. They may see:

- a lecturer or any member of staff in whom they have confidence
  - the Principal or Vice Principal (s)
- any member of the Student Services Department

If a complaint is made, confidentiality will be maintained and action will be taken informally, if appropriate. Should official action be required, the Principal will give advice on the necessary procedures.

#### **Appeal**

Any party to a case involving claims of sexual harassment, who is aggrieved by the decision arrived at after formal investigations are carried out, may appeal in writing to the Chairman of the Board of Management for the intervention of the Board.



# Bethlehem Moravian College

*(A Multidisciplinary Institution)*

*Founded 1861*



# Student Handbook

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Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct by an individual is used as the basis for an academic or other decision affecting such individual.
2. submission to such conduct by an individual is forced on another individual.

2. Submission of such conduct by an individual is forced on another individual.

3. Such conduct has the purpose or effect of unreasonable interfering with an individual's right to achieve an educational or work-related objective in an environment free of intimidation, hostility or threats stemming from acts or language of a sexual nature.

**NB:** Other forms of harassment based upon race, religion, national origin, or age may have the same impact as sexual harassment. In the absence of other policies addressing these specific issues, the College encourages the use of the steps and procedures in this policy in reporting other types of harassment. The College will generally conduct investigations of those complaints in the same manner.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (e.g. faculty member and student), it may also occur between persons of the same status (e.g. student and student). Both men and women may be victims of sexual harassment and sexual harassment may also occur between individuals of the same gender. Staff relationship in the workplace and on campus should at all times remain professional, because of the unique situation which exists among students, faculty and supervisors. In particular, due to the professional power differential between faculty and students, faculty members are encouraged to remain professional in all relationships with students.

Sexual harassment may create a hostile, abusive, demeaning, offensive or intimidating environment. It may be manifested by verbal and/or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always obvious and overt; it can also be subtle and covert. Previously welcomed advances may become unwelcome, and would constitute sexual harassment.

**Organization Responsibility:** Student organizations who sponsor off campus social events shall at all times be responsible for the actions of their members, pledges or associates and guests.

**Enforcement:** In addition to any civil or criminal action taken by local authorities, alleged violations of this policy will be dealt with through the College’s disciplinary system. If the organization is affiliated with a national group, the national office will be notified of alleged violation of this policy.

**Loan of College Property & Equipment Policy**

Students may borrow some items of College property for individual and group use. These are normally facilitated on a first-come-first-served basis. Consideration will also be given to the nature of the event for which the items are requested. The College Property Loan Application Forms must be duly completed and submitted to the Operations Manager, or the Student Development Manager.

**Conservation Policy**

All students must see to the conservation of electricity and water. Lights in classrooms and bedrooms must be turned off when not needed. Students are not to remove light bulbs unless they are blown. In case of any electrical defect, the matter must be reported immediately to a Resident Advisor on duty, the Director of Household Services, the Operations or the Plant Manager. New bulbs for bedrooms must be provided by the students themselves. A light monitor must be nominated on each floor of the respective Hall. All electrical equipment must be unplugged before leaving the room.

Students are advised that the supply of water is not always guaranteed at the College and so every effort must be made to conserve on this commodity. Leaking taps and faucets, broken pipes, and over-flowing tanks should be reported immediately to the Plant Manager, or the Security Officer.

**Sexual Harassment Policy**

Sexual harassment by any faculty member, staff member, or student is violation of both national law and college policy and will not be tolerated at Bethlehem Moravian College. The College considers sexual harassment a very serious issue and shall subject the offender to dismissal or other sanctions following the College’s investigation and substantiation of the complaint and compliance with due process requirements.

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be present from the beginning to the end of the event

- work with and through the leaders of the organization in adhering to the policies of the College; and

act in accordance with the regulations of the College, and call the attention of students in charge of the event to undesirable situations for which corrective measures are needed. The organization may be required to cancel the event if an advisor or substitute cannot attend the entire activity.

**Door Persons:** The organization will provide four (4) doorpersons for the event, unless specified otherwise by the Student Development Manager. Duties of the doorpersons are to:

- introduce themselves to the advisor and College Security personnel
- administer admissions' procedures established for the event in keeping with policies governing the use of the building and college regulations; and

report any infraction of school policy to the advisor or College Security personnel.

#### **Off-Campus Social Events Policy**

Recognized student organizations are required to abide by the laws of the country concerning the use of alcohol and other drugs when sponsoring social events off campus. Those organizations which are affiliated with national groups must follow any additional alcohol or open events policies set forth by their respective national organizations.

**Definition:** Social events are defined as functions or activities, open or closed to the public that are provided by an organization to meet the social needs of members and/or guests. Such events may include, but are not limited to, dances, movies, comedy nights, picnics, camp-outs, exchange, walk-a-thons, member/date functions, and membership recruitment functions.

**Registration:** All off-campus social events open to non-members must be registered with the Vice-Principal for Administration at least seven (7) working days prior to the date of the scheduled event. Registration must include the signatures of the advisor and president of the organization sponsoring the event. Any organization who registers an off-campus event must sign a statement indicating that they have read and understood the Off-Campus Social Events Policy, and agreed to abide by the policy.

**SECTION 6  
POLICIES**

**On-Campus Social Events Policy**

The following are specific information regarding on-campus parties and social events:

**Registration of Events:** The sponsoring organization must register any on-campus event with the Vice-Principal of Administration, and must complete an On-Campus Event Form. The event form must have the signature of the President/ Advisor of the organization, Faculty or Staff who will attend the event, and Doorpersons. This form must be returned to the Vice-Principal of Administration at least seven (7) days before the event. Once permission is granted, it is the responsibility of the President of the students' organization to advise the Security personnel of the details of the event.

**Number of Events:** Only one major student social event is allowed on campus per day. Any exceptions to this policy must be approved in advance by the Vice-Principal of Administration.

**Event Times:** Frivols/Parties/Social Events should be held on Friday and Saturday nights on campus. Events must be scheduled to end no later than 11:00 p.m., unless special permission is received, with the understanding that the event or activity occurring on a week night must end by 10:30 p.m., unless extended by the authorization of the Vice-Principal of Administration.

**Outdoor Events:** Outdoor events should not disturb or interfere with academic activities, other college events, quiet periods for Halls of Residence, or residents living on or near the campus. Students should consult with the Vice-Principal of Administration for appropriate times and locations for such events.

**Guests:** All social events sponsored by student organizations are held on campus primarily for BMC students. Students are reminded that they are responsible for the behaviour of their invited guests.

**Advisor:** It is the responsibility of each organization to have an advisor present at the event. In cases where the advisor cannot attend, another faculty/staff member may substitute. The role of the advisor or substitute is to:

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The volume of radios and other similar equipment should be controlled, and should not affect the regular routines of the Halls and overall College activities. Indoor and outdoor activities should not be conducted in a manner that is disruptive to the residents and the general public. The College Administration reserves the right to require the cancellation or cessation of

any such activity. It is expected that all co-curricular activities, religious or otherwise, will end by 11:00 p.m. There should be no recreational activities in the vicinity of the Halls of Residence after 10:00 p.m. There should be no sporting or recreational activities on the College campus on Sundays.

## **SECURITY**

### **Safety and Security**

Safety and security are primary responsibilities of each resident. Students are therefore advised to seek to ensure their personal safety by observing safety rules, including the following:

- not allowing non- residents access to keys
  - following guidelines regarding safety drills
  - allowing visitors to always enter and exit the residence via the front door
  - keeping their ID cards with them at all times
  - cooperating with the Security Guards by showing their ID cards when requested.
  - not walking alone late at nights.
  - taking all necessary precautions while moving about the campus, especially at nights.
  - reporting strange persons and suspicious activities to the Security personnel.
  - Signing in and out when entering or leaving the campus.
- ALL visitors should wear a visitor's pass while they are on the College Campus.

## INTRODUCTION

Students who violate this stipulation are liable to lose their boarding privileges.

The possession of a computer and peripherals will attract a fee that will be determined by the College and communicated through the Student Development Manager. Students are required to register their equipment with the Student Development Manager

### Telephone

The telephone lines in the Administrative Offices serve the College's business purposes, only. In extreme cases, a student may be allowed to use these lines with permission of the Administration.

Students are expected to use their cellular phones in a responsible manner at all times. Such use should not disturb classes or corporate gatherings. Students who are found to be in breach of this regulation will be censured.

### Laundry Policy

Each student is responsible to do his/her own laundry. All laundry must be done up to Saturday. **NO LAUNDRY MUST BE DONE ON SUNDAYS.** Every effort is to be made to avoid having clothes on the lines on Sundays. Failure to comply will result in appropriate disciplinary measures being taken against the culprit.

NB. THERE SHOULD BE NO WASHING OF LAUNDRY IN THE BATHROOMS ON THE HALLS OF RESIDENCE. ALL WASHING OF LAUNDRY SHOULD BE DONE IN THE WASHROOMS PROVIDED ON EACH HALL.

### Quiet/Study Period Policy

Individual students are strongly encouraged to establish their study periods so as to consolidate the day's lectures and read ahead as course outlines dictate. This will make preparation for tests/examinations far less stressful.

Students should show consideration to their room-mates and other occupants of the residence by observing the following quiet periods:

- after 9:00 p.m. from Mondays to Fridays
  - Saturday mornings
- all day on Sundays

*Welcome to the Official Student Handbook of Bethlehem Moravian College, prepared by the Office of Administrative Affairs in collaboration with Student Services. The handbook will provide you with information relative to campus resources, student life, and college processes and procedures.*

*The College makes this handbook available to each student, and it is your responsibility to familiarize yourself with its contents. By becoming a student of Bethlehem Moravian College, you agree to comply with all rules and regulations which ensure a smooth transition through your programme of study. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it. The College reserves the right to alter the regulations and policies through the proper channels, as often as the need arises, and will endeavour to communicate those changes promptly.*

## SECTION 1

### HISTORY OF BETHLEHEM MORAVIAN COLLEGE

Bethlehem Moravian College, which is situated in the parish of St. Elizabeth, in the cool hills of Malvern at the Peak of the Santa Cruz Mountain was established in 1861, under the auspices of the Moravian Church in Jamaica. Over the years, Bethlehem has been one of the foremost tertiary institutions offering quality Teacher Education Programmes to young Jamaicans. Bethlehem started as a female institution and has since become co-educational with a rapidly growing population, contributing to the development of not just the Malvern community through employment, and continuing education for adults, but the entire nation.

In 1998, the name of the College was changed to reflect the multidisciplinary status which allowed the institution to better serve the needs of its diverse constituents and to mould the lives of young Jamaicans. The offerings include: Associate Degrees in Business Studies, Hospitality Tourism Management, Centre of Occupational Studies (COS), Criminal Justice, Library Technical Studies, Early Childhood Education; Undergraduate Programmes in Business Studies, Human Resource Management, Computer Science, Office Systems and Administration, History and Social Studies, English Language and Literature, Double Major Mathematics, Primary and Early Childhood Education. There is also Continuing Education for high school repeaters, short courses in Cake Baking and Decoration, Soft Furnishing, Computer Repairs and Career Advancement Programme (CAP).

In an effort to remain relevant to the community, the College has a vibrant Outreach Programme, through which resources are provided for Cooperating Schools in the areas of Mathematics, Language Arts, Music, Information Technology, Physical Education and Professional Development. Over time, the College has forged linkages with tertiary institutions, nationally and internationally (Canada, the United States of America and England). Students have been exposed to cross-cultural experiences, and to a variety of pedagogical techniques and cutting-edge technology. Through the organization of the Council of Community Colleges' Work Experience Programme, students are also given the opportunity to work overseas and earn financial returns as well as academic credits

Bethlehem Moravian College has a great reputation in Teacher Education and the delivery of programmes in Business and Hospitality Tourism Management.

Students will be held fully responsible for the behaviour of their guests, especially, for damage of College premises and disobeying orders given by Security Officers or other authorized persons. Students are expected to conduct themselves appropriately when entertaining their visitors.

#### **Checking In/Out Policy**

Students MUST first be registered before being considered for residence on campus. Registered students should report to their respective Resident Advisor or his/her representative on the day prior to the beginning of classes for the semester. The Room Inventory Form must be duly completed at check in and checkout times.

The Student Development Manager or Accommodations Officer will allocate rooms, which will be shared by other students. No student is allowed to change his/her room without the permission of the Student Development Manager. No single rooms will be allotted.

Each student will be assigned a key upon checking in to his/her room. The key remains the property of the College and students are required to sign in this key to the Household Matron, Resident Advisor or their designees at the following times:

- Termination of residence
- At Easter Break
- End of each semester, and

On any other occasion as instructed by the College.

**ON VACATING ROOMS, STUDENTS ARE EXPECTED TO REMOVE ALL THEIR BELONGINGS AND LEAVE ROOMS THOROUGHLY CLEAN.**

#### **Electrical Gadgets**

The following electrical gadgets are NOT permitted for use in the rooms.

- Hot Plates
  - Refrigerators
  - Television sets
  - Washing Machines
- Clothes Dryers

### **Cross Hall Visits**

Students are allowed to visit across Halls but male students should not visit female students in their bedrooms, nor are female students allowed to visit male students in their bedrooms. The lounges on the respective Halls are designated for this purpose. Every effort should be made to maintain the highest levels of propriety at all times. Students are required to sleep in their assigned rooms. Visitors are not permitted to sleep on halls. Students who are in breach of these regulations will lose their boarding privileges.

All Halls of Residence must be closed at 11:00 p.m. each night. Students will not gain access to the Hall after this time.

The rules and regulations are intended to facilitate the smooth functioning of the housing facilities with due consideration for the responsibilities of the management of the institution and the comfort of the residents.

Students are urged to accept the regulations in that spirit, and assist by conforming to them.

### **Institutional Liability**

The College is not responsible for, nor will accept liability for theft, loss, or damage to any student's personal property.

### **Weekend Duties**

Domestic duties, including weekend Hall duties are the responsibility of the students and should be carried out. Residents who fail to adhere to the responsibilities of the duty roster will lose their boarding privileges.

### **Visiting Hours**

Students are allowed to entertain visitors on week-days, weekends, and public holidays up to 10:00 p.m. in the lounges provided ON THE FIRST FLOOR OF THE HALLS. Visiting hours on week-days are from 5:00 p.m. to 10:00 p.m.

Visitors will not normally be allowed in the utility areas, e.g. kitchenettes and bathrooms. The Resident Advisor, Operations Manager, Security Officers, Director of Household Services, Student Development Manager, Members of Administration and or Student Leaders reserves the right to require any visitor whose behaviour is considered inappropriate to leave the hall or campus. Visitors are required to seek permission from Administrative Office if they desire to see students during class hours.

Graduates can be found at all levels of the education system here in Jamaica, across the Caribbean Region and in the Diaspora. It is one of the best of its kind in the region and continues to maintain the high standards of excellence for which the institution is known. The College has earned accreditation for its Associate of Science Degree Programmes in Business Studies and Hospitality Tourism Management.

### **VISION STATEMENT**

By 2020, BMC will be a Centre of excellence, recognized for innovation, quality in teaching, learning and research with a commitment to service.

### **MISSION STATEMENT**

A Multidisciplinary Institution preparing leaders who are developed academically, spiritually and professionally, enabling them to function effectively in their chosen fields and rendering service to the community

### **CORE VALUES**

Fair Play  
Honesty  
Integrity  
Trustworthiness  
Accountability  
Transparency  
Efficiency  
Effectiveness  
Equity

### **DIVERSITY STATEMENT**

Bethlehem Moravian College is committed to providing equal educational opportunities to all students. Opportunities are provided for students to learn in an environment where there are individuals from varied backgrounds and with differing characteristics. These include, but are not limited to race/ethnicity, religion, spiritual beliefs, nationality, age, gender, marital status, socio-economic background, disability, political affiliation and intellectual perspective.

Bethlehem Moravian College does not condone harassment or other forms of inappropriate conduct against any student, employee, or visitor.

### **Access to Rooms by Authorized Personnel**

Authorized staff reserves the right to enter and inspect room(s) as needed for the purpose of verifying compliance with health and safety standards, to investigate probable violations of the College regulations, for inventory purpose, and for making necessary repairs to rooms and furnishing periodically throughout each semester. Students may be required to be present in their rooms for such inspections. Students who install bolts on the inside of their doors or tamper with door locks to prevent the entry of authorized persons will lose their boarding privileges.

### **Care of Facilities**

The facilities in each room are to be shared equally by all students assigned to the room. No individual student has the right to determine or monopolize what happens in the room shared by others. Residents must endeavour to consult for collaborative decision making in their rooms. This makes for healthy communal living and camaraderie.

Residents are requested to keep their rooms and all areas of their Halls in a clean and tidy condition. The rooms will be inspected at regular intervals during the year. A general inspection will be carried out at the end of each semester to check for damage and default, and financial charges made where necessary.

In addition, it is mandatory for all residents to perform specific duties as stated in the weekly duty roster. Failure to execute assigned duties could result in loss of boarding privileges.

In order to facilitate the safety and security of their belongings, residents should ensure that room doors are locked whenever they are absent. The College is not liable for losses and damage however caused.

No alterations may be made to furniture and fittings in rooms, lounges, bathrooms, kitchens, or hall way. College property should be kept in a good condition and should not be removed from the Halls of Residence without permission. Particular care should also be exercised in the use of utilities in order to avoid waste. Students must not leave taps running in bathrooms or during washing.

Any fault in electrical installation or other defects should be reported immediately to the Operations Manager, Plant Manager, Director of Household Services, Resident Advisor(s) or Student Development Manager. In case of electrical outage, students are encouraged to use battery operated flashlights and lanterns. The use of candles and other open flames is prohibited.

### **Hall Affiliation**

Non-resident students will be assigned to particular Halls and are expected to participate in the activities of their Halls. Non-resident students may use the lounge of the Halls to which they are attached with the permission of the Resident Advisor(s) for the Hall.

**NB. NO UNAUTHORIZED PERSON IS ALLOWED TO SLEEP IN THE HALLS WITHOUT PERMISSION FROM THE ADMINISTRATION, AND PRIOR CONSENT FROM ALL ROOMMATES.**

Students who have children should take special note.

### **Kitchenettes**

Kitchenettes with cooking facilities are provided on the Halls. Cooking must therefore NOT be done in rooms and students will not be allowed to keep hot-plates or other cooking gadgets.

### **Keys**

The keys are the property of the college and should be returned upon request. Students are therefore not permitted to duplicate keys. Failure to adhere to this regulation will result in appropriate sanctions. The loss of keys must be reported immediately to the Resident Advisor, the Student Development Manager or Accommodations Officer so that arrangements for replacement can be made. Students are responsible for the costs incurred for the replacement of the lost keys.

The Halls are closed during semester breaks. Students are expected to vacate their rooms by midday of the day following their final examinations unless otherwise directed by a member of Administration. Other dates for vacating the Halls will be communicated by the College's Administration and all residents are expected to adhere to this schedule.

### **Rights and Responsibilities of Resident Students**

Each resident student is responsible for knowing and complying with all regulations. Each student must realize that his or her rights and privileges extend only so far as they do not infringe upon those of another individual, or upon the standards of the College.

### **Hall Log**

A log book will be placed at the entrance of each Hall of Residence; students are required to sign out before leaving the campus and sign in upon return to the halls.

## **SECTION 2**

### **ADMISSIONS**

#### **MATRICULATION INFORMATION**

The matriculation requirements for the various programmes are indicated in the Examining Bodies' Handbooks: Teachers Colleges of Jamaica (TCJ), Council of Community Colleges of Jamaica (CCCJ), University of the West Indies (UWI) and their respective programme brochures.

#### **Special Matriculation Provision**

Under special circumstances, a student may be admitted to a programme without having the full entry requirements. In this case, the student is expected to obtain the necessary qualification by the end of his/her first year in the programme. Students who fail to obtain the additional qualification will be deemed to be Entry Qualification Barred (EQB). EQB students will not advance to year two without the requisite qualification.

Mature students may be admitted to the TCJ Programme. Further details may be obtained from the TCJ Handbook of Regulations for Bachelor in Education

#### **ACADEMIC INFORMATION**

#### **Application Procedure**

Prospective students can apply online or purchase application forms at the College. Application forms are available throughout the year. These forms must be completed and submitted to the Registry for processing. Online applicants have the option of scanning their accompanying documents such as: birth certificates, academic qualifications, recommendations and photographs. Those applicants who have hard copies of their forms can also scan and email same to the Registry. Shortlisted applicants will be informed of their interview time and date. All shortlisted applicants are required to sit an English Language Proficiency Examination.

Details regarding application deadlines may be obtained through the College's website as well as through the Press.

The following documents are to be submitted with the application form:

- a) Proof of academic qualification
- b) Two (2) letters of recommendation – at least one of which should be from the last school attended
- c) Two passport-sized photographs

### **Registration Procedure for New Students**

Registration of students for any programme at the College entails the following:

- a) receipt of an acceptance letter from the College
- b) payment of requisite fees at the respective banks
- c) completion of the Registration Form
- d) submission of the Payment Vouchers along with the completed Registration Form at the Registry.

Nb. Registration for courses means that the students have also registered for examinations.

Registration is scheduled for a two-week period prior to the start of the first semester, a week prior to the start of classes in the second semester and the first week of the summer semester. The dates are indicated in the students' registration package, the College's website, RenWeb and the Calendar of Events. Unregistered students will not be allowed to attend classes or to occupy campus housing.

### **Late Registration**

Registration after the designated period will attract a late payment of one percent (1%) of the current school fee. Students who have not completed the registration process because of extenuating circumstances will be required to appeal in writing to the Principal before the expiration of the stipulated two-week period. Failing this, the student will be required to withdraw for that semester.

### **Special Registration for Students Trailing Courses**

Students who are outstanding in one or more courses to complete the requirements for the various Examining Bodies (CCCJ, TCJ and UWI) are required to register within the first four weeks of the beginning of each semester.

### **Transfer**

Students who are desirous of transferring from one programme to another within the institution, must make their request in writing to

## **THE FOLLOWING ITEMS ARE NEEDED FOR RESIDENT STUDENTS.**

### **ITEMS NEEDED**

- 3 fitted sheets
- 3 flat sheets (single or twin)
- 1-2 bed spreads (three-quarter size)
- 3 pillow cases
- 2 bath towels
- 2 face towels
- 2 wash cloths, clothes pegs, clothes hangers
- 1 blanket
- 1 laundry bag/basket
- 1 pillow
- 2 dish towels
- 1 mattress cover for single bed (Female students)
- 1 mattress cover for twin bed (Male students)
- Sponge/Swab and detergent to wash dishes
- Curtains, Clothes Iron
- 1 small garbage bin (preferably with cover)
- 1 Bedside Table (**This should be of standard size with a drawer and a small cupboard space, both having good locks. This is necessary for (a) securing personal belongings and (b) tucking away snacks and utensils.**)

### **UTENSILS**

- 1 drinking glass (Huge beer mugs are unacceptable)
  - 1 dinner plate
  - 1 breakfast plate
  - 1 soup/porridge bowl
  - 1 coffee cup
  - 1 pair knife and fork
  - 1 teaspoon
  - 1 dessert/porridge spoon
  - 1 soup spoon
  - 1 sturdy draw- string bag to keep utensils
  - 1 igloo (for drinking water)
  - 1 place mat
- These nine eating tools are essential parts of your training in table manners. If stolen, they must be replaced immediately.

### **Other personal items must include the following;**

- a sturdy umbrella
- a navy-blue blazer – THIS IS A MUST.** No windbreakers or other warm clothing for professional wear i.e. to classes, etc.
- a rain coat
- a flash light
- 2 dressing gowns/house dresses **N.B. Students must have their bath robes or dressing gowns**
- a plastic bath
- toiletries (including toilet paper) **N.B. Use crockery. Plastic utensils are not acceptable**

### Terms of Occupancy

The following basic guidelines are college requirements for those accepting places on the Halls of Residence:

- Acceptance of the rules and regulations
- Payment of the requisite boarding fees
- Payment of Caution Fees
- Agreement to be part of the regular work roster of the Hall (which includes on-going kitchen and bathroom duties and upkeep of surroundings)
- Agreement to discourage ragging on the Halls
- Regular attendance at hall meetings
- Active participation in hall activities

Signing agreement to take care of College property and replace or repair any damage caused.

New rules for governing the well-being of their residential life may be agreed on by the students but these must conform to the College regulations and must be approved by the Student Development Manager, the Resident Advisor(s) and the Vice Principal for Administrative Affairs before being adopted.

Students who desire to terminate their boarding privileges must indicate in writing. Refunds of Caution Fess and other boarding charges cannot be returned until after a room evaluation is done. If after the evaluation, it is found that there are damages to the colleges' facilities, or items of furniture are missing, then fees will be held until such replacement costs are determined. These costs will be levied against Caution Fees and other boarding charges. If there are no incurred costs, the following table indicates the terms under which refunds will be paid.

100%Refund	90%Refund	50% Refund	No Refund
Before classes begin	Week one to four	Week five to eight	After week eight

Only in exceptional cases will there be a deviation from the above stated terms.

Students who are deprived of housing because of disciplinary reasons will not be entitled to any refund of boarding charges.

the Registrar

within the first four weeks of the academic year. Transfer is subject to approval. If transfer is granted, students are required to re-register to reflect the new status. (This will not attract a fee). Students who fail to adhere to the required procedure will not be allowed to remain in the new programme.

Students desirous of transferring from Bethlehem to another institution must make their request in writing to the receiving institution as well as to the Registrar of the Home College. The Registrar, upon receipt of notification from the receiving institution, will forward the necessary documents.

Students transferring from another institution to Bethlehem Moravian College, and whose documents have been forwarded, will go through the normal registration procedure.

### **Withdrawal**

- 1) **From Programme:** Students who are desirous of withdrawing from a particular programme need to make the request in writing to the Registrar within four weeks of registration.
- 2) **Leave of Absence:** Students who are desirous of breaking their period of studies due to extenuating circumstances need to make the request in writing to the Registrar, before the beginning of the academic period for which the break is needed. According to CCCJ and TCJ Regulations, this period cannot exceed one year. Students who fail to comply with these guidelines will be asked to withdraw from the programme.

### **Official Class Lists**

Class lists of the names of students who are duly registered will be prepared by the Registry and submitted to all Department Heads and lecturers in the specific programmes. Class lists will be ready by the end of the first month in the semester. Students whose names do not appear on the class lists will not be admitted to classes, neither will they be able to access college facilities, such as library, Computer Lab, RenWeb and Medical Services. Students must therefore ensure that their registration status is current.

### **Student Identification**

Every student will receive a valid identification card at the end of the registration process. This card is the property of the College and must be surrendered on request by the Administration. At all times students should be wearing their identification cards in order to access the various areas. The card is also important for examination purposes. Replacement of lost ID cards will attract a cost to be borne by the student.

## **SECTION 5**

### **HOUSING FACILITIES AND POLICIES**

The college provides a number of housing facilities for students. These are Fleming (males) Ashton, Hastings, Beacon, and Deepdene.

#### **Allocation of Residence**

Students who wish to be in residence on the halls must either collect or complete an online application form and submit it to the Student Development Manager by the end of semester examinations in May. Applicants will be notified by the end of the summer semester.

#### **Admission**

Consideration will be given to students who are from outside of the parish. In addition, students who are offered accommodation are those likely to make a real contribution to the College life through:

- a good example of personal integrity
- positive work attitudes and
- contribution to clubs, societies, sports programmes, and other student or community activities.

The retention of space on campus will also depend on the student's conduct. A serious attempt will be made to maintain a balance in the allocation of space among year groups.

Residence is for the Academic Year. The College reserves the right to terminate the accommodation of any student whose behaviour or conduct is considered detrimental to other students or the College.

A special contractual arrangement will apply for residence during the summer semester. Those students who desire accommodation at this time will need to dialogue with the Vice Principal for Administrative Affairs.

- Microwaves
- Toaster Ovens
- Crockpots/Skillets

### **Science Laboratory**

The Science Laboratory is primarily for the use of the students who are pursuing science courses. Students are not allowed to use the Laboratory without the supervision or presence of a lecturer. They are expected to adhere strictly to the guidelines for the use of the Laboratory which are posted in conspicuous places in the Laboratory. The College does not accept liability for any injury or damage to personal property that may result from the use of the facilities.

### **College Library**

The opening hours for the library are:

- Mondays to Thursdays 8:30 a.m. – 7:00 p.m.
- Fridays 8:30 a.m.- 6:00 p.m.
- Saturdays 9:00 a.m. – 1:00 p.m.

The Library is a place for quiet study. Personal textbooks and bags should not be taken into the library but should be left at the baggage room. Those who are desirous of borrowing books must endeavour to follow the prescribed guidelines. Failure to return books at the specified time will attract a fine.

Other guidelines regarding the use of the library are available from the Librarians.

### **Production Centre**

The Production Centre has facilities for students to duplicate material, purchase books as well as personal supplies. Staff Offices and store rooms in the Centre are out of bounds to students and other unauthorized persons. Students who disregard these restrictions will be subject to the appropriate disciplinary measures. The schedule for the opening of the Production Centre is posted on the door. The Production Centre is closed to students during Assembly or Principal's Hour.

## **PROGRAMME OFFERINGS**

*For programme offerings, please consult the relevant Examining Bodies' Handbooks.*

### **Electives**

In addition to Core Courses, students are required to take electives (courses for self-development) which, though not timetabled, are examined for official record. Each student is required to complete at least one elective during the first year of his/her College career. Electives are normally offered during the first semester of the academic year.

### **Absence from Classes**

Students are required to attend all classes. Students who are absent for more than ten percent of contact hours for any course will be deemed non-compliant and will not be eligible to sit the respective examination/s. Students who are deemed non-compliant for a particular course may appeal in writing to the Academic Vice Principal, at least one week before the examination.

Students are free to visit the environs of the college outside of class hours. However, students who will leave the premises during class hours must ensure that they have a leave of absence duly signed by an authorized person, such as an Administrator or a Resident Advisor. Leave of absence forms will be signed only for those who have legitimate reasons.

### **Plagiarism**

- Plagiarism is defined as an attempt to present work, whether written, oral or otherwise which does not constitute the students own creation. This may include but is not limited to: cutting and pasting information from web sources, printed texts, newspapers, journals, magazines, books and other printed materials, without recognizing the author of such works.
- Reproducing work previously done by others or using previously submitted and or graded material for other courses.
- The Turnitin system has recently been implemented at the College to electronically test students work for signs of plagiarism.

### **Cheating**

- Cheating is defined as any act, which contravenes examination rules and regulations, with intent to benefit unfairly by:

- having extraneous material lesson notes (whether clearly displayed or in pockets), electronically prepared material, cellular phones, laptops and or other recording devices.
- writing on body parts, clothing, examination cards and other conceal materials.
- verbal and visual exchange of information between students.

Students who submit academic work (including, but not limited to written examination, presentations, course work, visual and performing arts, photographs, electronic documents) that does not constitute their own development, creation or original thought without acknowledging the source (in keeping with copyright laws) will be deemed to have plagiarized.

Penalties: Students who are found in breach of these regulations will be subjected to the sanctions as prescribed by the requisite examining bodies TCJ, and CCCJ.

#### **Cancelling of Programme, Course or Specialization**

The College reserves the right to cancel any programme, course, or specialization which is under-subscribed, non-viable or for which adequate resources are unavailable.

#### **Pre-Requisite Courses**

This refers to courses that students must complete successfully before they can register for other courses at a higher level. These courses are usually indicated on programme syllabi. Students must adhere to these guidelines for successful completion of their course of study.

### **GRADUATION PROCEDURES**

In order to be eligible for graduation, students must satisfy the programme requirements as stipulated by the relevant Examining Bodies. Students must have an overall Grade Point Average of 2.3 in the area of specialization. Students who have met the requirements must apply to the Registrar for eligibility by the end of August of the expected year of graduation. Students will be informed of their status by the end of September. Failure to apply for graduation will render a student ineligible to attend the ceremony.

Graduation Ceremony is usually held in November of each academic

Principal or Vice Principals.

- Reasonable grounds exist to suspect that a violation of law or College policy is occurring. Access will take place only after a reasonable effort has been made to obtain consent. Responsibility for authoring access lies with the Principal or Vice Principals.

If necessary to maintain the integrity of the computer system or to protect the rights or property of the College. Responsibility for authorizing access lies with the Principal or Vice Principals.

#### **Disclaimer**

The College does not manage the Internet and is not responsible for offensive material that maybe encountered. It is the policy of the College to abide by and follow the laws of the country. Disclaimers regarding departmental and individual pages are addressed in the Web Site Usage Policy. Views and opinions expressed in e-mail or other social media are strictly those of the authors. The College is not responsible for the content of e-mail or other social media communications.

#### **Hospitality and Tourism Management (HTM) Lab**

The HTM Laboratory is primarily for the use of the students enrolled in the HTM Programme. Other student groups who desire the use of the laboratory may make their request in writing to the Head of the HTM Department.

The guidelines regarding the use of the Hospitality Laboratory must be strictly adhered to. These include having a staff member in the Laboratory while it is being used by other groups. The College does not accept liability for any injuries or damage to personal property that may be encountered in the use of the Laboratory.

- any activity that would negatively affect the use of the network by others (e.g., games or excessive use of the social media )
- copying or transmitting copyrighted software or other material licensed or otherwise protected by copyright
- any activity that would cause another user to lose control or usage of a computer or account
- commercial or profit-making activities unrelated to the College's mission
- any activity that violates national laws, polices or regulation
- fundraising for any purpose unless sponsored by an official College organization with appropriate College approval
- Promoting political or religious positions or activities unless sponsored by an official College organization with appropriate College approval
- permitting another person to use an account
- accessing or using another person's account for any reason
- removing or defacing hardware, software, manuals, etc. from open computer labs
- abusing computer networks or computers at other sites connected to the networks
- the unauthorized use of amplifying equipment, including sound boxes, on College property
- the unauthorized use of the college's logo by student organization or individual student for the solicitation of gifts from persons or agencies off campus without written permission from the College Administration
- unauthorized selling or peddling on College property
- engaging in any activity that violates the Computer Use policy

### **Right to Privacy**

The right to privacy of e-mail and other electronic files against unwarranted or unreasonable entry or search is a basic tenet of College policies. Authorized College officials may access or enter electronic files (including e-mail files) under one or more of the following conditions:

- The user request or gives permission to the College to access an account
- pursuant to a valid search warrant or court order
- An emergency situation exists in which the physical safety and /or wellbeing of a person(s) may be affected or College property may be damaged or destroyed. Responsibility for authorizing access lies with the

year for the TCJ Programmes. All students who have successfully completed their programme of study are eligible for attendance at graduation.

Prospective Graduands must receive clearance from the College prior to the awarding of certification. The following must be addressed.

- Financial obligations to the College such as; tuition fees, library fines, obligations to the Production Centre, mini-mart, payment for health services, and any other financial obligations.
- gears and other equipment from the Physical Education and other departments must be returned.
- all prospective graduands who intend to participate in the Graduation Ceremony are required to pay a graduation fee.

Information relative to the Graduation Exercise will be placed on the college's website, Facebook Page as well as in the media.

### **Issuance of Degrees, Diplomas, and Certificates**

Degrees, Diplomas, and Certificates are issued on the morning of the annual Graduation Ceremony. Students who do not participate in the Ceremony should contact the Registry for information regarding collection times for their certificates and or other documents.

## **EXAMINATIONS**

### **Submission of Coursework Pieces**

All coursework pieces are collected at the Deans Office. Coursework pieces are to be submitted to the Dean's Secretary who will issue a receipt to students as proof that their work has been collected

The final examination periods for both TCJ and CCCJ are December, May and July of each academic year. Students who are referred in particular courses have the opportunity to resit those exams during one of the examination periods.

There are three categories of referrals:

- a. Students who have completed the academic year but cannot be promoted because the number of outstanding credits exceed the number permitted under TCJ, and CCCJ
  - b. Students who are promoted and carrying courses
- Students who have completed the program but are outstanding in courses

In some instances a particular course may not be offered. Students therefore need to consult with the Office of the Vice Principal of Academic Affairs to ascertain the list of courses that will be offered for that particular semester. Students pursuing TCJ Programmes who are referred in any course, are required to do an intervention before resitting the examination. Students who are referred in any of the categories identified above should consult with the Registrar so that

Where a student withdraws from an examination in course(s) prior to the date set, that student shall be classified as incomplete. A student withdrawing from an examination must do so in writing to the Principal of the College no less than 48 hours before the examination is held and provide justifiable reason for the request.

A student classified as incomplete would be treated in the same way as a candidate sitting for the first time; that is, the student is not referred.

#### **Absence from Examinations**

Candidates who have not officially withdrawn from a course and who do not sit an examination for which they have been entered shall be deemed to have failed with a grade of E.

#### **Resitting Examination**

**Students are responsible for the following:**

**Pay the re-sit fee at the Bursary**

**Register for the course the Registry**

**Attend classes**

**(the time of the re-sits will depend upon the discretion of the College, the desires of the individual; and whether the course is being offered and examined in that semester)**

#### **Clearance for Examinations**

The following are the steps to which students must adhere prior to the sitting of the examinations:

- **obtain Financial Clearance from the Bursary**
- Students who have not fully met their financial obligations are required to have consultation with the Principal or the Vice Principals.
- **collect Examination Cards from the Registry**

are removed with permission are returned to their designated areas as soon as possible after use.

Students who are found guilty of damaging or defacing College property will be liable for the repairs or replacement necessary and may lose their boarding privileges.

### **USE OF LABORATORIES AND OTHER FACILITIES**

#### **Computer Laboratory**

The College provides opportunities for students and other members of the College community to enhance educational experiences and expand academic knowledge by making available access to computer facilities and resources, including the Internet with wireless networking. The computing resources which are to be utilized for College-related purposes include but are not limited to the following:

- direct and indirect support of the college's teaching, research, and service missions
- support of College administrative functions
- support of student and campus life activities

support of the free exchange of ideas among members of the College community, as well as the local, national, and world communities.

All technological resources are personally owned computers, for all of the computers and

the property of the College. Except for the College owns, or has responsibility internal computer networks used on campus.

#### **Inappropriate Uses**

Faculty, staff, and students must use good judgment in the use of all computing resources, including but not limited to those available through Internet access. Electronic messages must be appropriate in type, tone and content. Staff and students' use of the Internet and the social media must be able to withstand public scrutiny without embarrassment to the College.

### **COMPUTER USE POLICY**

Computing and telecommunications may be used only for legal purposes. They may not be used for any purpose which is illegal, unethical, dishonest and or damaging to the reputation of the College. These include, but are not limited to, the following:

- students who are persistently absent from Assembly will be censured by letter
  - persistent absence from classes without permission from Administration could lead to suspension, after due process. If the absence reaches the maximum indicated by the TCJ , or CCCJ, the student will not be eligible to sit the examination, or other measures as stated by the relevant Examining Body
- persistent negative conduct and poor attitude will result in a student being withdrawn from the programme regardless of the student's academic prowess

### **Other Offenses Subject to Disciplinary Action**

Students should note that the following offences are subject to disciplinary action:

- the possession or use of any weapon capable of inflicting bodily injury upon other persons
- physical abuse, assault, battery or threat to any person
- willful, wanton and reckless damage to the property of the college, a member of the College community, or littering of College premises
- involvement in, or accessory to all forms of dishonesty including theft, lying, forgery, alteration or misuse of College documents, records or ID cards
- disorderly conduct such as, water throwing or fighting, use of illicit substance, eg smoking, on campus
- Indecent, lewd expression, obscene or immoral conduct such as cross hall sleep-over, inappropriate behavior in classrooms or other places on campus
- the possession or use of firearms, fire crackers, knives, or other lethal weapons on campus
- the possession, buying, selling, use, or keeping of illegal drugs and/or drug paraphernalia
- unauthorized entry into College facilities, including other students' rooms
- inappropriate use of the social media, E-mail, Facebook, Twitter, Google Plus, Watts App, Instagram, Skype
- any other criminal or civil offence

### **Care of College Building and Furniture**

All Students should seek to protect the property of their College. Furniture and other items should not be removed from designated areas without authorization. Care should be taken to ensure that all items which

The schedule for the distribution of Examination Cards is issued by the Registrar. Students who are financially cleared will go directly to the Office of the Registrar to collect examination cards. Those students who have not met their financial obligations must be given approval by the Principal or Vice Principals before their cards are distributed.

Students who do not collect their cards at the scheduled times will be required to pay a fee of \$200. Loss of cards will attract a replacement fee to be borne by the student.

Students are expected to check the accuracy of the information printed on their Cards and report errors and omissions immediately to the Registrar. Examination Cards along with ID Cards must be presented at each examination.

NB. Students are allowed to use other forms of identification, such as; Passport, National Voters' ID

- **Consult Notice Boards for Schedule of Examinations**

Examination schedules are posted on the notice boards in drafts at least one month prior to the beginning of the examination period. This is to allow students to identify clashes, omissions or other irregularities. Students are responsible for reporting these irregularities to the Academic Vice Principal immediately. Students are expected to check the notice boards for the final dates and times of their respective examinations and clearly record these on their Examination Cards.

## EXAMINATION POLICIES

- **Examination Compliance:** Students must have attended ninety percent (90%) of their classes in order to sit their examination.
- **Identification:** Students must be properly identified in order to sit an examination, and must be in possession of a valid examination card.
- No student will be allowed to sit an examination without an examination card
- **Late Arrival:** Students who arrive late may be admitted during the first thirty (30) minutes of an examination. Those who arrive after the first thirty (30) minutes will not be admitted. No extra time will be allowed for late entrants.
- **Leaving the Room:**
  - ⇒ Students are not allowed to leave the examination room during the first or last thirty minutes of the examination unless there are exceptional circumstances.
  - ⇒ Whenever a student is to leave the examination room he or she must be accompanied by an invigilator.
  - ⇒ A student may be allowed to leave the examination room after and before the last thirty minutes provided that he or she surrenders his or her question paper and answer booklet. In this case, there will be no re-admittance of that student to the examination. If a student leaves the examination room without permission, he or she will be penalized and such action may be treated as an automatic failure.
- **Extraneous Material:** Students are not allowed to take any of the following into the examination room: bags, books, notes, cell phones, Kindle, iPad, iPod, Tablets, calculators, other electronic devices, or rough work paper. An area will be provided for the safe storage of bags for the duration of the examinations.
- **Removal of Examination Material:** Examination material must not be removed from the room by students. This constitutes a breach of the examination policy.
- **Absence from Examination:** If a student deliberately absents him or herself from an examination without proper or valid excuse, such an act may be treated as failure of that examination.

## STANDARDS OF STUDENT CONDUCT

### Disciplinary Procedures – Non-Academic Committee

Those who breach the rules and regulations of the College will be dealt with by the Ethics Committee within fourteen days of the breach. This Committee, which is chaired by the Principal, comprises the Vice-Principals, the Student Development Manager and the Guidance Counsellor who are student advocates, other members of Faculty, and a representative from the Student Council. The Committee deliberates and takes decisions on individual disciplinary cases.

The Principal may issue any of the following in his/her capacity as Principal or on behalf of the Ethics Committee:

#### Letter of Counsel

This letter informs the student of the violation of the rules and regulations of the College. It suggests appropriate measures to allow for remediation. These may include sessions with the Guidance Counsellor, Vice Principals, any other member of the College's Ethics Committee, the Chaplain, or any other recognized professional.

After a student receives one (1) such letter, the second offence will result in a letter of warning.

#### Letter of warning

A letter of warning indicates the student's more serious disregard of the rules and regulations of the College. This letter immediately places the student on probation for a minimum of four (4) weeks. While on probation, the student shall be relieved of certain privileges. In addition, he/she will be required to have sessions with a counselor. Any further deviant behaviour will lead to suspension or expulsion.

#### Letter of Dismissal

A letter of dismissal indicates that the student will be permanently excluded from this institution. This is with the approval of the Board of Management after due process, in accordance with the Ministry of Education Code of Conduct. A copy of any such letter to a student will be placed in the student's file and the faculty be duly advised.

Students who have received a letter of suspension WILL BE INELIGIBLE TO HOLD ANY PUBLIC OFFICE IN ANY OF THE COLLEGE'S STUDENTS' ORGANIZATION AND WILL NOT BE ALLOWED TO REPRESENT THE INSTITUTION.

Students are advised to note carefully the following penalties which will be incurred for breaches of certain specific regulations:

4. slogans or images and merinos are not considered appropriate attire
5. Skirts must be worn knee length and must not be tight
6. Shirts and blouses must be worn inside the skirt or pants at all times
7. Shoes must be neat and clean and must be either black or dark brown loafers. No open shoes or slippers are allowed with uniforms. Wearing of stiletto heels is not recommended
8. Pants must be worn at the waist and must not be tight or too loose.

Undergarments should not be conspicuous

9. Only females are allowed to wear earrings. This is limited to one pair, which should be worn in the ear lobe. Nose and tongue rings are strictly prohibited
10. Hair must be well groomed at all times. This applies to both males and females. Elaborate hair styles will not be permitted
11. Brightly coloured – hair, hair extensions, or wigs are strictly prohibited
12. Make-up with uniform should be inconspicuous
13. Nail polish should be pastel shades. The colours should not be glaring: black, blue, red, green, yellow or spotted. The length of students' finger nails should be modest as befits professionals
14. All students are required to have at least two professional attires in order to facilitate professional development exercises. The College hosts a variety of special functions and ceremonies each year and these require additional clothing outside of the regular daily wear. Some of these are: Hall Dinners, Athletic Sports, Valedictory Service, Graduation, Carol Service, and Club Meetings.
15. All students are required to comply with the dress code. Exceptions will be made for special cases

The wearing of caps whilst in uniform is strictly prohibited.

- For information regarding cheating and other policies, please consult the relevant Examining Bodies' Handbooks.

### **Grading System**

For grading policies please consult the respective Examining Bodies' Handbooks.

### **Grade Point Average (GPA) Calculation**

The GPA is a quantitative measure of a student's performance. It is the average obtained by dividing the total number of grade points earned by the total number of credits attempted.

### **Posting of Grades**

Provisional examination results are posted on the notice boards at least one month after the examination period. All students are required to check.

RenWeb for their final results. Course work grades are issued by the course lecturers before students sit examinations.

### **Promotion**

According to TCJ Regulations, no student can progress to year two having failed courses totaling more than twelve (12) credits. No student can progress to year three having failed courses totaling more than twelve (12) credits. Permission to be promoted with credits exceeding these numbers must be given by the Vice Principal of Academics. Each request will be assessed on its own merit.

Students who are required to repeat the Academic Year will be placed on an Academic Plan, and may be allowed to do a maximum of fifteen credits per semester. Such students need to have consultation with the Vice-Principal of Academics prior to registration.

Under CCCJ Regulations, student promotion is based on the number of credits attained. Students with more than nine (9) credits outstanding will not be promoted to the second year of the programme.

### **Issuance of Grade Slips**

As soon as grades are submitted, students may view their unmoderated grades on RenWeb. Students will be notified when moderated grades are available. The process will take about three months for completion. At such time, moderated grades can be viewed on RenWeb. Where a

printed grade slip is needed, students must appear in person or submit a letter to the Registrar.

### **Query of Grades**

Students who are dissatisfied with or need clarification of grades have the right to consult with the Registrar. All queries must be submitted within five days of receipt of grades.

### **Appeal of Grades**

Bethlehem Moravian College respects the right of students to appeal their grades in any course. Appeals should be made in writing to the Academic Vice Principal, immediately after grades are received.

Students are to consult the respective Examining Bodies' Handbooks for further details.

**NB. The above procedure also applies to the appeal of Teaching Practice grades.**

### **Honour Roll**

**Before the annual Award Ceremony, the Registrar's office will release the names of students obtaining the required GPAs for the Principal honour Roll and Honorary Mention. The Principal's Honour Roll includes those students obtaining a GPA of 3.6 and above. The Honorary Mention includes those students obtaining a 3.00-3.59 GPA.**

## **STUDENT RECORDS**

The Registrar is the custodian of all student records. These records are kept in the Registry.

### **Student Personal Data**

At the beginning of the academic programme, students must ensure that their personal data are accurate and should advise the Registrar of any changes.

### **Transcripts**

A College Transcript is a complete and unabridged academic record, without deletions or omissions, prepared for the purpose of communicating information concerning a student. The College prepares and

The Kitchen is out of bounds for all students except when they are student workers assigned there, cooking for student organized functions, or when they have the permission of the Director of Catering Services.

### **Mini Mart**

The College operates a mini mart on the campus, which offers a variety of snacks, cooked meals and personal items. The opening hours are posted on the door and students are expected to use this facility to their best advantage.

## **COLLEGE RULES AND REGULATIONS**

Students are urged to familiarize themselves with the following rules and regulations which are intended to ensure order, decency, and harmony in the institution.

### **Student Attire**

The uniform is a symbol of the college and as such should be worn with pride. All full-time college students with the exception of those in the Bachelors of Education with Advanced Standing Programme (BEASP) are required to wear the prescribed uniform. The regular daily attire is categorized by year groups and programmes.

Uniform patterns are available upon purchase of material at the Production Centre. Uniforms should be tailored. There is no standard pattern for male uniform; however, dark brown, black or navy blue pants and plain light shade shirts are suitable for regular classes.

In addition, there is a Dress Uniform, for special functions. For the male students, this is a grey suit or grey pants, long sleeved white or pastel shirt with a complementary tie. For the females, it is a grey skirt/jacket/dress suit and a pink blouse which is worn inside. The dress uniform for Continuing Education Students is a modest white dress for females and grey pants and white shirt with suitable tie for the males.

The following are guidelines governing the College's dress code:

1. the correct uniform must be worn while on campus and while travelling for official college business unless otherwise stated
2. in order to access campus facilities outside of regular classes, students must be appropriately attired
3. Shorts, halter tops, spaghetti straps, shirts displaying inappropriate

Students must take full responsibility for their health in seeking to keep their surroundings clean and tidy at all times. All members of the College community should cooperate with the College in maintaining standards of tidiness and cleanliness at all times.

### **College Duties**

Each week, a duty list indicating the House, Class, and Denominational group on Chapel duty is posted. All duties are compulsory. Where a student has to be unavoidably absent, he/she has the responsibility to make arrangements for his/her duties to be done. Special duties are assigned to students, for example, preparing the College for public functions and the Chapel for communal worship occasions.

### **MEALS**

The College does not provide meals for students. Students are expected to provide their own meals. Cooked meals can be purchased daily at the cafeteria, the mini-mart or in the community. Resident students may also prepare their own meals using the facilities provided on halls. Meals can be had during the period 11:00 a.m to 2:00 p.m on weekdays. A special effort will be made to provide a substitute for those who have dietary preferences. Those who need snacks can also purchase same at the mini mart.

Meals will be provided on weekends when students are required to be on campus to participate in College activities. Students are urged to take careful note of the schedule indicated as no provision will be made for those who report for meals outside of the times specified.

### **Etiquette and Dining Policy**

Students are required to purchase their meals at the designated times. Those who fail to adhere will not be able to access this service. Students **MUST** eat in the dining room. **NO FOOD** must be taken away from the dining room. All students must have the appropriate utensils for preparation of meals on the halls of residence. i.e. knives, forks, spoons, bowls, dinner plates, tea cups, and drinking glasses. The dining room is the area for eating meals. Students are not to take food to the classrooms. Appropriate sanctions will apply when students fail to comply with this stipulation.

### **College Kitchen**

issues three categories of transcripts.

- **Official**

This includes a statement of a student's status, the signature of an authorized official and the legal seal of the College. An Official Transcript is sent directly from the College to an institution, agency, or individual upon receipt of a written request from the student.

- **Unofficial**

This shows a listing of courses for which the student has enrolled. The academic achievement of the student is indicated in terms of a grade for each course. An Unofficial Transcript is issued on request of students for their personal use. It does not include the authorized signature or the official seal of the College.

### **Incomplete**

This is a partial transcript given to students while they are pursuing their programme of study. It shows a listing of the courses they have completed and the respective grades awarded for each course. These are usually distributed each semester.

### **Transcript Fees**

There is a charge for the original and each additional copy of a transcript. This is payable upon the submission of the request form.

### **Progress Report/Status Letters**

Applications for Progress Reports, Status Letters and recommendations must be directed to the Office of the Registrar. These applications can be made via email, or in person. The preparation of these documents will attract a fee to be borne by the student and which is payable at the Bursary.

Processing of these applications will require three to five working days.

## **STUDENT RECORD POLICY**

### **Privacy and Disclosure**

Student records are private and confidential documents. As such, these are held in safe keeping and can only be viewed by the Registrar and members of Administration. Student information cannot be disseminated to unauthorized persons without written permission from the said student. Each student may view his/her records after making the appropriate request to the Registrar.

## FINANCIAL INFORMATION

All students of the College have a financial responsibility which must be honoured before accessing the services and resources of the institution. Students who attend classes and /or access the resources of the institution without fulfilling their financial obligations are doing so illegally.

### Payment of Fees

- All tuition fees must be paid at the respective bank as indicated on the vouchers.
- All other fees are paid at the Bursary

Where a student is awaiting financial aid, proof of agreement must be presented and students may choose any of the payment options indicated below.

### Fees and Tuition

For the payment of fees and tuition, students MUST pay their tuition fee before they begin classes.

NB. Those students in the Bachelors of Education with Advanced Standing Programme (B.E.A.S.P) are required to pay their tuition by credit. This means, students will register for the number of credits they are able to finance in each semester. They are not subjected to the 60/40 payment plan.

All resident students are required to pay a Caution Fee of \$5000 (five thousand) dollars. This is a refundable fee payable at the end of the semester or the year, depending on the period of occupancy. If damages to the facilities are incurred by the student, the fee will not be refunded.

## FINANCIAL POLICY

**Non-Refundable Fees:** All students are required to pay various non-refundable fees. These fees act as service charges within the various departments for which they are charged. The following are the non-refundable fees:

- 1) Registration
- 2) Late registration
- 3) Guild Fee

- Students with Chronic Illness (es) requiring the usage of medications daily/ monthly should provide the College Nurse with a standing order from the doctor so it can be administered.

- Under no circumstance should students make use on another's prescription from the doctor.

- Students who are unable to attend classes as a result of illness, having seen the nurse must have a verification to certify absence or a medical certificate from the doctor which MUST be shown to the Lecturer (s).

Students are allowed to bring their own over-the-counter medications but they should still report all illnesses and be assessed by the nurse preferably before self-medicating.

### Illness at night

All illnesses after 11:00 pm should be reported to the Nurse, Dorm Mother/Father, and Accommodations Officer, who will then notify Administrators and the Student Development Manager before parents are called in or taken for medical attention.

### Transportation of Ill Students

Students who are ill and require transportation to the doctor or hospital, either in the day or at night-time must first report to the nurse, who, upon verification of the illness will make arrangement for transportation. Students who operate outside of this procedure will be required to finance their own cost for transportation and medical services. Students must ensure their parents or significant others are notified in cases of severe illnesses which require hospitalization. The nurse will also seek to ensure these persons are notified as they will be expected to assume responsibility of their ward or significant others while in medical care at the hospital.

### Insurance Coverage

All students are covered against accidental injury for 24 hours, wherever they are. This is not a Health Insurance.

### Health and Cleanliness

The need for and practice of food hygiene and standards of cleanliness are of paramount importance. All persons who operate in the Food Services section of the college must have a valid Food Handlers Permit. The Medical Suite is available to assist in health related matters, and students must endeavour to be mindful of this and report anything that threatens their health and safety. Students must be attentive to all matters of personal hygiene whether on the halls of residence, in classrooms, dining room, bathrooms, or in the general environment. Solid waste must be properly disposed of in the receptacles provided.

These include, Peer Leaders Training, Young Professionals Association, JAMVAT (Jamaica Values and Attitude Programme)

As a member of the College's Ethics Committee, the Guidance Counsellor facilitates the offering of any necessary and recommended individual or group counselling sessions.

### Accommodations Officer

The Accommodations Officer coordinates with the Student Development Manager to ensure the placement of students on Halls of Residence. He/She works with other Resident Advisors in the implementation of policies and procedures governing residential life. The Accommodations Officer conducts meetings to deal with housing challenges and related matters.

## HEALTH SERVICES

There is a Medical Suite (Sick Bay) seeks to provide health care to all students.

- All students should be fully immunized and a medical should be complete upon entry to the College for a comprehensive understanding of medical background.
- All illnesses should be reported to the Nurse on duty, if possible students should present themselves in person within office hours for proper health management and referral to relevant health services.
- The doctor's fee for visits to Dr. Kidd (College Doctor), are covered by the college once the referral comes through the college nurse.
- If a student is ill after office hours or is unwell to go to the sick-bay, they should contact the nurse promptly.
- Nurse's work number-**564-3891** is to be stored in every student's phone in cases of illness/incidents/emergencies. Calls are accepted 24/7.
- Office hours are Mondays-Fridays 8:30-4:30 am (Main Sick Bay).
- Windsor Sick Bay relieves the Main Sick Bay until 11:00 pm.
- Weekend Nurse is available 24/7 on call.
- The College Nurse should get a notification from a physician re: ne diagnosis/ medications (s)/ surgeries or any major changes in health during the tenure as student.

Under the advisory of the Nursing Council in Jamaica the Ministry of Education has outlined in 2017 that School Nurses are not authorized to administer any medication without a doctor's order.

**Failure to Honour Financial Obligations:** Students who fail to pay their tuition fees will be prevented from accessing the College's facilities, and from sitting examinations. Students who have outstanding tuition fees will not be able to collect their certificates, diplomas or degrees.

**Refund Policy:** All refunds to a student who withdraws from the College will be based on the date on which the Registrar's Office receives the request in writing from the student. There will be no refund of registration, service charges, and other fees which are expressly stated as being non-refundable. The table below illustrates the terms of payment under this policy:

Semester	100% Refund	90% Refund	50% Refund	No Refund
First or Second	Before classes begin	Week one to four	Week five to eight	After week eight

Full refund within the first eight weeks is granted in cases of documented medical reasons.

## FINANCIAL AID

Students may access financial assistance from institutions/programmes, including those listed below. Information relative to application and eligibility may be obtained from the Student Services Department.

- Jamaica Values and Attitudes (JAMVAT)
- Student Loan
- PATHE Programme
- Alumina Partners of Jamaica
- Counseling Department of the College
- National Youth Service

### Scholarships and Bursaries

Consistent with the College's commitment to ensure academic excellence, efforts are made to secure financial assistance for students in the form of Scholarships and Bursaries. Those currently available are:

- NCB Award for outstanding Associate Degree student(s)
- JTA Credit Union Award
- Courts Junior Management Programme (JUMP) Award
- Capital and Credit Merchant Bank Award
- Student Council
- Bonnie Hoy and Associates Fund
- Carreras Award
- Bethlehem Moravian College Mini Mart
- BEMCAA (College Chapter)
- BEMCAA (New York Chapter)

### Grants

Based on the needs of students and the availability of resources, a limited number of students may benefit from grants obtained through the Student Services Department.

### Work and Study

A limited number of job opportunities exist on campus for students to work and supplement their finances. This is not applicable to students in the Continuing Education Programme, Career Advancement Programme, or those in the Bachelors of Education with Advanced Standing Programme (BEASP). In addition there are existing opportunities provided for students to be involved in the Travel and Work Overseas Programme. Information is posted on the notice boards as

serve on the Non-Academic Board of the College

### The Registry

The Registry is a custodian of all academic records for students. Students are advised to ensure the accuracy of the demographic and other information that they indicate on their application forms and other documents which are submitted at the Registry. The Registry is responsible for the processing of the following documents:

- Status Letters
- Academic Transcripts
- Referral Letters
- Letters of withdrawal
- Letters of Credit Exemption
- Approval for Change of Programme Letters requesting Grade Point Average

The Registrar provides academic advice to students regarding their status in the respective programmes.

### Guidance and Counselling

The Colleges' Guidance and Counselling Section is dedicated to the belief that a student's college years are a time of challenge, enquiry, experimentation, productivity and change. The services are therefore designed to help students not only manage crisis, but to thrive in meaningful ways and to grow in self-understanding in order to make more satisfying and better use of their personal and interpersonal resources. These services include:

- Individual counselling
- Group counseling
- Faculty and staff consultation
- Peer counseling
- Crisis and grief counseling
- Personality and career exploration

All matters discussed in the individual counselling session will be held in confidence by the Guidance Counsellor. Divulgence of any such information can only be done with permission from the student.

The Guidance Counsellor is one of the facilitators of the Personal Development Course. The section is also responsible for the planning and execution of a number of programmes for student leadership.

stration is expected to meet with the Student Council at least once per term.

### **Elections**

The election of students as House Leaders, Student Relations Officer, Student President, and Sports Representative, takes place at the beginning or end of each academic year. The College Administration must be advised, in writing, at least fourteen (14) days before elections are held within the College. Failure to adhere to this constitutes a breach and may result in a postponement of the election.

## **STUDENT SERVICES**

The Student Services Department is comprised of the Student Development Manager, Registrar, Guidance Counsellor, Senior Resident Advisor, Nurse, Operations Manager and Librarian.

The purpose of the Students Services Department of Bethlehem Moravian College is to contribute to students' emotional and physical well-being, intellectual, cultural, and social development outside the context of formal instruction. Consequently, the Department is committed to collaborate with students, administrators, members of faculty and the various departments for the enhancement of students' learning and development through various activities. The Student Services Team is expected to meet at least once per semester.

### **Student Development Office**

This office will:

- seek opportunities for student development and learning through leadership and co-curricular experiences in environments that are supportive, challenging, and inclusive
- plan workshops and seminars in conjunction with members of the Department, Administrators, external agencies, and students. These workshops will be geared towards students' social development

work with other members of staff to ensure students' professional

- development and adherence to the College's rules and regulations
- serve as Chair for meetings of the Student Services Department.
- listen and respond to students' concerns
- serve as an advocate for students' grievances

well as on RenWeb. Students who have an interest in this programme need to must submit an application to the Office of the Vice Principal for Administrative Affairs or the Student Development Manager.

## **SECTION 3**

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

#### **Rights**

All students of the College have the following rights:

- The right to expect an education of the highest quality
  - The right to develop their potential to the best of their abilities
  - The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students. This right is best exercised through the fullest use of the appropriate mechanisms provided through student government
  - The right to a campus environment characterized by safety and order
  - The right to a fair hearing when disciplinary action is applied to an individual or a group.
- The right to a re-mark of his coursework, project, examination script or other as long as he/she is dissatisfied with the process.

**Nb. This request must be submitted in writing to the Office of the Vice Principal of Academics.**

#### **Responsibilities**

All students of the College have the following responsibilities:

- The responsibility to be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community.

The responsibility of knowing that one's conduct reflects not only upon him/herself but also upon the College and its community.

The responsibility to follow the tenets of common decency and acceptable behaviour commensurate with the aspirations implied by a College education

- The responsibility to respect the rights and property of others.
- The responsibility to attend classes, complete assignments and be fully immersed in the programme of study for which they have been registered.

The responsibility to see to the preservation of all college facilities.

## SECTION 4

### GENERAL INFORMATION

#### STUDENT LIFE

Bethlehem Moravian College is committed to create a student-centred environment that will maximize the fullest potential of all students. The College strives to ensure that the necessary resources and facilities are adequate to enhance the teaching/learning process. Through a competently qualified academic staff, the College ensures that students' academic goals are realized.

While the students' first priority is to succeed academically, there is however, much more to College life than just classes, assignments, exams and grades. There are various activities which are organized for the holistic development of all students. Students are therefore encouraged and in specific instances are required to take full advantage of all the educational, professional and creative programmes and activities that the College offers.

#### **Worship**

Students are encouraged to attend corporate worship at the church which is the meeting place of the local Moravian Congregation on campus. They are also encouraged and are free to attend any church of their choice according to their religious persuasion.

The Minister of the local Moravian Congregation is also the Chaplain of the College, who leads the Devotional Exercise at least once per week. His/her services as a counselor are available to the college and students are encouraged to take full advantage of this opportunity.

#### **College Functions**

The functions of the College are an integral part of the institution's culture. All students are required to attend and participate in these functions.

Among these are:

#### **Principal's Hour**

During this period, the Principal interacts with the students and Faculty in a significant way. This session is usually held every Monday at 11:00 a.m.–12:00 noon. Principal's Hour will be on the first day of resumption after an official college break. Attendance is compulsory for all students.

#### **General Assembly and Devotions**

General Assembly and Devotions are held in the Chapel on Tuesdays, Thursdays and Fridays from 10:30 a.m. to 11:00 a.m. Attendance is compulsory for all students. The classes preceding this exercise will end at 10:25 a.m. to facilitate the punctual attendance of all students.

ensure that the advisor has a clear understanding of the organization's purpose, as well as what would be required pertaining to the duties and time involved. The person must be allowed a reasonable length of time to give a response.

#### **Withdrawal of Recognition**

Recognition and all privileges thereof may be withdrawn after due process. Withdrawal of recognition will be decided upon by the Student Services Department or through the College's disciplinary process. Request for withdrawal of recognition or for other sanctions are filed by the Student Development Manager with the College administration who will make the final decision.

#### **Grounds for Withdrawal of Recognition**

The following are grounds for withdrawal of recognition:

- When the recognized students' organization fails to conduct its activities in accordance with its constitution/purpose statement and/or the procedures and limits set forth by the College for student organizations
  - When the students' organization does not comply with the College regulations as documented in the Student Handbook
- When the recognized students' organization fails to submit the required documents.

An organization must request reactivation by application to the Student Development Manager by reaffirming its existing constitution/purpose statement and showing reasonable prospects of organizational continuity.

#### **Student Council**

The Student Council is the primary representative voice for Bethlehem Moravian College students. The Student Council also works closely with Administration on issues that directly affect BMC students, giving them the chance to express their opinions about the matters that directly affect them.

General Student Council meetings are held at those times indicated by the Executive and are open to all students. There is an open forum section in the meeting for students to express their concerns and ideas. Election for various offices is held towards the end of the second semester. Students are encouraged to get involved in Student Council leadership positions and sponsored activities. The Admini-

- Listing of the organization in appropriate College publications
- Opportunity to participate in the Organizational Fair, John Amos Comenius Day, Leadership Workshop, and other campus-wide events
- Receipts of leadership materials and other informational publications

Fund raising privileges.

### **Affiliation**

Recognized students' organizations may be affiliated with organizations off campus, where affiliation is:

- clearly indicated, either by title or by its constitution at the time of recognition
- consistent with the purpose set forth in the constitution/purpose statement of the organization, and with College guidelines for student organizations.

### **Staff Advisor**

All student organizations must have at least one staff advisor. The advisor must be a faculty or staff member of the College. When the membership exceeds twenty-five, organizations are urged to obtain additional advisors. A secondary advisor may be selected from the external community. This choice should be guided by the existing staff advisor.

An organization that does not have an advisor will immediately become inactive until one is obtained. Any faculty or staff member who agrees to the request of a students' organization to serve as its primary advisor thereby accepts responsibility for ensuring that the organization's purposes, activities, and projects are within the confines of the policies which governs the process.

Advisors should therefore be familiar with:

- this policy and other College regulations pertaining to students' organizations
  - the Constitution and Purpose Statement of the students' organization they are advising
- the activities and projects of their organization.

A staff advisor is expected to attend business meetings of the organization and actively participate in the organization. All actions of an organization are subject to review by the advisor and /or the College. When approaching a potential advisor for the first time, the group must

The Production Centre, Mini Mart, Computer Laboratories, Library and Literacy Centre and all Administrative Offices are closed to all students during this period.

### **House Devotions/Batch Devotions**

These are held on Wednesdays from 10:30 a.m. to 11:00 a.m. and facilitate camaraderie, bonding, group identity and organization of activities. Attendance is compulsory for all students.

### **Week of Spiritual Emphasis**

This is held during the first full week of October in each Academic Year. It facilitates spiritual reflection and enhances and enhances cooperate planning and worship among all denomination groups as well as places a focus on topical issues affecting student's spiritual growth.

### **College Sundays**

To further reinforce the essence of corporate worship in the life of the College family, one Sunday each semester is dedicated to College Worship. Here, students and staff assemble for worship and fellowship with the members of the local Moravian Congregation. Student Leaders in collaboration with the Chaplain and the Office of the Administrative Vice Principal, are responsible for the planning and execution of these services. All members of the college are expected to attend irrespective of their various denominations.

### **John Amos Comenius Lecture and Research Day**

This is an annual Academic Event which provides a forum for the College to showcase and advance its research agenda. The objectives are to create awareness of the contributions of John Amos Comenius to the development of education worldwide enhance the teaching/learning environment, engage the entire college family in research and development exercises inspire student involvement contribute to community development to build and maintain community relations.

The forum brings together scholarly Educational Researchers from across the region as well as the Diaspora. Students are usually integrally involved in the planning and implementation of this important event.

### **Carol Service**

This is usually held in the College Chapel in the first week of December. Members of the community and the church join with the College family for a worship exercise of celebration and praise.

An Attendance Register should be signed by students at each function. Non-attendance to College functions will result in students being given a Letter of Counsel.

NB. Merits are given for attending functions.

### **Commencement Service**

This is an Academic Ceremony which marks the beginning of the College Year. It brings together all members of the College Family for the following:

- Launch of the academic year by the Principal
- Introduction of Faculty
- Introduction of Board Members
- Induction of the new students
- Inauguration of the Student Council and Class Representatives
- Welcome of the returning students

The Commencement Ceremony is held on the second Monday in September in the Chapel.

### **Awards Ceremony**

This is an Academic Ceremony which is held annually in the month of April.

In recognition of the importance of academic excellence and outstanding performance in various other areas of College life, certificates, incentives and bursaries are awarded to deserving students.

### **Heritage Week Celebrations**

In order to ensure that the legacy of our forebears is not forgotten, the College, through the leadership of the Social Studies Department, celebrates Heritage Week in October and Reggae Month in February of each Academic Year. Activities include presentation by guest speakers, college exhibition, dramatic and cultural presentations, among others. The events also serve to sensitize and heighten students' awareness of our cultural heritage.

### **Bethlehem Week**

This is a special week of activities, held biennially and is geared toward showcasing the College, emphasizing academic and cultural work, displaying achievement, attracting prospective students and advancing community relationships. A Health and Wellness Fair and an entertainment package are usually hosted during Bethlehem Week.

### **Sports Houses**

Bethlehem Moravian College has three competitive sport houses (Aggrey (Red) Ashton (Yellow) Washington (Blue)). The main function of the sport house system is to develop a sense of identity or belonging and to celebrate achievements. Students have the opportunity to play an active role and contribute to a community within their school, which allows them to develop skills and talents and acknowledge their successes in a wide range of ways. We encourage students to play an active role in the success of their house. Individual

Manager who will verify that all College requirements for recognition have been met. If everything is in order, the Manager will notify the Student Council of the group's request to be recognized. Two weeks from the date of this notification, the group will be recommended to the Administration for recognition if the Student Council does not challenge the application for recognition. The Student Development Manager will indicate to the group concerning the organization's recognition or denial thereof.

Before it is officially recognized, the new group may reserve space for one organizational meeting and conduct publicity for that meeting only. Recognition requires that local organizations affiliated with national/international organizations must have a local constitution and/or by-laws that are in accordance with and do not conflict with the College's policies and procedures.

National and International constitution/by-laws imposed upon the local organization may not conflict with the College's policies and procedures. If there are any questions involving the above stated conditions, recognition of the group will not be completed until it is referred to the Student Services Department.

Recognition signifies that the organization agrees:

- To provide equal opportunity to all students
- To prohibit discrimination against any potential member because of race, gender, colour, religion, age, nationality or disability

### **Maintaining Recognition Status**

Recognition of any students' organization will be on an academic year basis and shall be subjected to renewal through the Student Services Department. The appropriate form for this purpose must be completed and submitted to the Student Development Manager.

### **Recognition of Student Organizations**

Recognized students' organizations will be entitled to the following privileges:

- Use of College meeting facilities, equipment and services on a regular basis; this is subject to availability
- Use of College's name in publicity and press releases, subject to the requirement that the organization secures approval for use of the institutional name in off-campus fundraising events

**Purpose Statement:** A declaration of the purposes, goals, and activities of the organization.

**Listing of Officers by Title and Specific Functions:** Officers should be exemplary in conduct and deportment, and in good academic standing;

**Election of Officers:** A statement of the terms of office and the time and method of election.

**Membership Eligibility Requirements:** Full membership is limited to enrolled BMC students only. Persons from the community may become associate members and will be expected to adhere to the rules and regulations of the institution.

**Frequency of Meetings:** Specifications for a special or called meeting and what constitutes a quorum.

**Provisions for Primary Advisor:** Full-time and part-time faculty/staff are eligible to serve as primary advisors. Residence hall coordinators are eligible to serve as advisors. The selection of the advisor and his/her role must be stated.

In case of difficulty in identifying an advisor, the Student Development Manager may permit a group to complete the recognition process, however, the organization will be inactive until one is obtained.

**Financial Arrangements:** A statement of membership dues, agreement of location for the receipt and disbursement of all funds and provision for disposition in the event of dissolution of the organization. It must also state what constitutes a fiscal year, a binding contract, and the signatories for the accounts, who must be the appropriate officers and advisor.

**Standing Committees:** Arrangements for Standing or other Special Committees must be specified.

**Constitutional Amendments:** Provisions for amendments to the constitution.

Financial records for all clubs/societies must be kept and report submitted to the Bursary before the end of each academic year.

### **Recognition Process**

The request for Recognition Form and any other required informational items should be submitted to the Student Development

and team efforts are rewarded and students are expected to contribute to Inter-house competitions throughout the year.

### **Sports House Assignment**

- Students are assigned randomly using the class list and employing the ABC method.

Students are assigned once in their lifetime at the College (this means you can never be reassigned to another House once your permanent assignment is made).

### **House Assignment Exceptions**

- Students can request to be placed in the house of their sibling currently enrolled in the institution
- Students can request to be placed in the house of their parent who is an alumnus of the College

These requests must be made using the requisite form and ahead of the house assignment process

### **House Trades**

Although we encourage our students “to remain where they are planted” we recognize student rights to appeal their placement and request a trade.

- Trade requests are made via the captain of the House to which students are assigned
- Request must be made within 7 days of the first posting of the House List
- House Captains should give consideration to requests and meet with other House Captains to review trade requests
- Requests can only be honoured where there is an equal request (male for male, number for number)

No more than five trades can be initiated by each house

### **Sports and Recreation**

There are opportunities for our students to be engaged in recreational activities on campus. Our students participate in the National Inter-Collegiate Football and Netball Competitions. The campus has a field that is used for exercise and casual football a cricket games. There are two multi-purpose courts which are used for netball, basketball and volleyball.

#### **Use of Play Field and Multi-purpose Courts**

- During preparation for intercollegiate activities the or interhouse competition the Play Field and Multipurpose of Court can only be used for recreation when not in use.

Please pay attention to the recreational activity schedule for the use of both facilities.

#### **Prohibition of Play**

- In order to create a safe living environment, the playing or participating in sporting events or activities in rooms, hallways, balconies, courtyards, lounges and lobbies is prohibited.
- The use of athletic equipment in rooms is prohibited due to the disruption and damage it may cause.

Bouncing or throwing athletic equipment at or off buildings is also prohibited.

#### **Student Organizations**

Through these co-curricular activities, students develop leadership, social and communication skills, interact with other leaders, administrators, faculty, and all other staffs; increase their awareness of available campus resources, and enhance their development while at College. There are various established students' organizations in which students can become involved. A listing of the currently recognized organizations appears in the following table:

#### **List of Clubs/Societies**

The Universities and Colleges Christian Fellowship (U.C.C.F.)	Choir/Music
Dance	Drama
Sign Language	Denominational Groups
The Literacy and Debating Club	4-H Club
Research Club	Sports - football, netball, cricket, athletics
Science/ Math	Circle K
Environmental Club	Moravian Tertiary (MTSA)
Public Speaking Club	Rotaract

#### **Leadership Development**

The various student organizations on Bethlehem Moravian College campus enhance the College experience. We encourage students to get involved and take advantage of the opportunities to learn more about themselves and develop leadership skills.

The Student Services Department offers leadership development workshops throughout the academic year. Guest speakers from different local organizations, as well as experts on our own campus, present on important issues that assist students in developing their leadership skills. Additional information from resources including videotapes, pamphlets, and articles are available to student leaders and can be accessed from the offices of the Guidance Counsellor and the Student Development Manager.

#### **Forming New Student Organizations**

There are procedures which must be followed in forming a Bethlehem Moravian College Student Organization. A group wishing to be recognized by the College must submit to the Student Development Manager, a typed copy of a constitution stating the purposes for which the organization is to be formed. A form with the signatures of at least eight (8) qualified members and the faculty/staff advisor must also be submitted.

The following information is required in the constitution:

**Name of Organization:** No organization shall use a name identical to or closely similar to the name of a previously recognized organization.