

2023 – 2024



This Academic Bulletin contains information regarding admissions, curricula, related policies and procedures, graduation requirements, and fees. While every effort has been made to make the bulletin accurate as of the date of publication, St. John's College reserves the right to change policies or revise the information contained in this bulletin. All such changes will be effective at the time deemed appropriate by the proper institutional authorities and may apply to enrolled as well as prospective students.

The Dean is the official representative of the Junior College in all matters pertaining to the scholastic life of the student body.

The President of St. John's College has final authority in all matters pertaining to St. John's College. Regulations made by the President in addition to, in abrogation of, or in interpretation of the information contained in this Academic Bulletin have the same force as the information itself. In case of ambiguity, discrepancy, or disagreement, the regulations and requirements stated in this Academic Bulletin and any subsequent modifications or interpretations by the President of St. John's College will prevail.

To view an electronic version of this bulletin, please visit our website: www.sjc.edu.bz. In the event of discrepancies between the printed bulletin and other publications or academic information provided by any person or agent other than the President of St. John's College, the printed bulletin takes precedence.

It is the student's responsibility to read this bulletin and the college website, as well as college bulletin boards, to keep abreast of published changes to academic programs, policies, procedures, and regulations, and to be familiar with all the requirements for his/her degree program and to assume responsibility for meeting those requirements.

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**ABOUT ST. JOHN'S COLLEGE JUNIOR
COLLEGE**

I. HISTORY OF SAINT JOHN'S COLLEGE JUNIOR COLLEGE

St. John's College was established by the Society of Jesus in the year 1887 in Belize City. In 1922 the college was moved to an area outside the city known as Loyola Park. The 1931 hurricane destroyed the college, and once again it was brought back to the heart of Belize City on the Holy Redeemer compound. There it remained for twenty years. In the late months of 1952, a new site with new buildings formed a new St. John's College about one mile to the north of the city. Today this site is known as Landivar, named after the Guatemalan Jesuit poet and scholar, Rafael Landivar.

Early in 1952, a two-year program of post-secondary education called Sixth Form, in the British tradition, was inaugurated. The Sixth Form program prepared students for the Advanced Level Examinations set by Cambridge University. Three students made up the first class of the Sixth Form, which was under the direction of Fr. Robert Raszkowski, S.J. The program grew slowly during the first ten-year period. The Sixth Form used the same classrooms and library as the secondary school. During this period, St. John's College Sixth Form was granted the status of an Advanced-Level (A-Level) school by Cambridge University.

The Sixth Form program at St. John's changed dramatically in the 1960s. The secondary schools in the various districts now had graduates ready for advanced level work. The Sixth Form program at St. Catherine Academy was merged with that of St. John's College. Yearly enrollments grew, and the Sixth Form was moved across the campus to a nearby classroom building and science laboratory, and it began to develop its own library.

In the mid-1960s, in an effort to provide wider opportunities for further education for graduates of the Sixth Form, St. John's College broadened its program of studies to meet the requirements of the Associate Degree awarded by junior and community colleges in the United States and in 1969 became a member of the American Association of Junior Colleges (AAJC). In effect this enabled graduates of St. John's College Sixth Form to enter both Commonwealth institutions which require Cambridge University Advanced Level certificates and United States universities as transfer students into the third year of Bachelor Degree programs.

In 1996 the Board of Trustees of St. John's College voted to change the name of St. John's College Sixth Form to St. John's College Junior College in recognition of the fact that a tertiary institution had developed which exceeded its "Sixth Form" origins. In 2004 St. John's College made the decision to phase out the Cambridge Advanced Level Exams and introduce the Caribbean Advanced Proficiency Exams (CAPE) offered by the Caribbean Examinations Council (CXC). The switch provided students with a smoother transition from high school studies based on CXC syllabi and with a more regionally relevant curriculum.

The addition of three new buildings in the 1980s and 1990s significantly expanded campus facilities: the Science building, constructed in 1981, was shared with the High School for 26 years until the High School built its own science labs in 2007; Raszkowski Hall, built in 1991, houses nine classrooms, the College Library, the College Bookstore, and the Office of the Registrar. Weber Hall, constructed in 1992, is home to seven classrooms and the Junior College computer labs. In 2001 the Belize Center for Art Education and Cultural Understanding was added and became home to the arts program of the high school and junior college. In addition, the Center also offers community outreach programs. Planning for a new science facility and administrative block is underway.

In August of 1990 St. John's College Junior College established an Evening Studies Program somewhat similar to an earlier effort in the 1970s. The Evening Studies program provided working adults with the opportunity to pursue studies leading to an Associate Degree. In 2006 the School of Professional Studies, incorporating the Evening Studies program, was founded. In 2008 the "day programs" of the Junior College were formally organized into the School of Liberal Arts. In 2011, however, the Junior College was once more administratively and academically organized into a single entity serving both traditional students and working adults.

The Michelle Perdomo Art Gallery was inaugurated on November 26, 2016 in honor of the college's patron, St. John Berchmans, whose feast day is celebrated on November 26th. Michelle began her teaching career at the college in

January of 1970 and remained a fixture of the institution until her retirement in 2008; at that point she was affectionately known as Mrs. P. After retirement, Mrs. P reached out to the prisoners at the Kolbe Foundation, recognizing that learning to express themselves through art could be an important part of their road to rehabilitation. St. John's College dedicated the Michelle Perdomo Art Gallery in her name in the hope that it would serve as a beacon for the display of dynamic expressions for future generations.

On June 2, 2017 the college inaugurated its Music Center, the first of its kind in Belize. The development of the Associate Degree in Music was a joint collaboration between two Jesuit sister institutions, St. John's College and Loyola University in New Orleans. It was developed under the initiative of Mrs. Mirtha Peralta, President of SJC; Fr. Ted Dziak SJ, University Chaplain at Loyola University; and Dr. Victoria Vega, Associate Dean of the College of Music and Fine Arts. At the inauguration ceremony, the generous sponsorship of Mrs. Marie Alamilla Ross (deceased) was recognized. Mrs. Alamilla Ross held St. John's College in the highest esteem, as many of her family members have received a stellar education at the institution, affording them the ability to succeed in different fields. The music program commenced in the 2017-18 academic year with an enrollment of 14 students from across Belize.

In 2019, Pope Francis issued to the Catholic community worldwide a proclamation of the Four Apostolic Preferences. In response to these preferences, SJCJC established an educational presence in the Toledo District as a means of living its Jesuit mission of learning and service for the disenfranchised and marginalized. In partnership with St. Peter Claver Roman Catholic Diocese, this presence was effected through the offering of Associate Degree programs in Criminal Justice, Business Administration, and Biology/Chemistry via online classes, which commenced in January 2021 with a pilot cohort of students. Since the January 2021 launch, the college has seen an intake of approximately 25 students from the Toledo District each subsequent academic year with financial assistance provided to several.

The Association of Jesuit Colleges and Universities (AJCU) welcomed St. John's College as its 28th member institution in June of 2020. The college had previously been an associate member within the US Central and Southern Province and became the first institution outside of the United States to become a full member of the Association. Membership has opened doors, including an agreement inked late last year with Rockhurst University in Kansas City that lets SJC students complete doctoral studies in education and a partnership with Ohio's John Carroll University for students to complete degrees in finance or marketing.

With its full integration into AJCU, the college looks forward to increasing collaboration between itself and sister Jesuit colleges and universities in the United States and abroad. Membership offers an opportunity to grow, as the college seeks new and innovative ways to achieve a shared Jesuit mission of journeying with the youth in providing them a spiritual pathway through education. Importantly, the college and Belize also have much to offer other members of AJCU through a bounty of resources, heritage, the environment, and diverse people in providing unique opportunities for collaboration among AJCU institutions, ultimately enriching all participants.

After four tries and 40 years of rigorous attempts to gain approval by the Ministry of Education as a four-year institution in post-independent Belize, St. John's College was successful in obtaining a positive response in October of 2021. The college was given approval to offer both baccalaureate and graduate degrees and is now finalizing plans for implementation in August 2023 of bachelor's degree programs aligned to the professional needs of prospective students and employers, as well as the developmental needs of the country.

The college's first female president, Mrs. Mirtha Peralta, shared the following remarks: "We are blessed to be a part of the Jesuit network, which puts SJC on the global radar. The school will use a hybrid model with students enrolling in the junior college and then applying again for the final two years. This two-plus-two approach is practical and provides students with a quality Jesuit education that is affordable and enables us to live out our mission to make education accessible." This milestone in the college's history strengthens SJC's legacy not only in providing quality, affordable education to students who cannot pursue tertiary education abroad, but also in forging additional collaboration with local partners and with Jesuit universities in the United States.

II. COLLEGE PATRON

The Patron of St. John's College is St. John Berchmans, who was born in Belgium in 1599. The oldest of five children, he grew up in an atmosphere of political turmoil caused by a religious war between the Catholic and Protestant sections of the Netherlands. At the age of seventeen he entered the Society of Jesus, but after only five years of religious life, he died after a brief illness. During his life he was known for his diligence, p i e t y a n d e m p h a s i s on perfection, even in small things. Guided by his motto of "Do what you do wholeheartedly," St. John's College aspires to develop young men and women of character who strive to imitate St. John Berchmans in trying to do ordinary things extraordinarily well. Every year the college holds a school-wide community service day in honor of St. John Berchmans.

III. THE JESUITS

The Society of Jesus was founded in 1540 by a group of ten alumni from the University of Paris, all Roman Catholic priests with graduate degrees, among them a Basque from Spain named Ignatius of Loyola. These men met as students, became "friends in the Lord," and decided to dedicate themselves to the greater glory of God and the good of their fellow human beings. At first they intended to do this by going to the Holy Land to work there as Jesus had, but since a war made passage to Jerusalem impossible, the group of priest-scholars decided to place themselves at the service of the Pope.

The Jesuits originally started schools to train young men who wanted to become Jesuit priests, but almost from the start these schools started to admit other students whose parents wanted them to be educated by the Jesuits. The first Jesuit College established primarily for lay students was founded in 1547 in Messina, Sicily. By 1640, a hundred years after the Jesuits were founded, there were more than 300 Jesuit schools operating in Europe, India, Africa, and in parts of the New World. By 1773, the year the Jesuits were suppressed by Pope Clement XIV, there were 620 schools and colleges, 15 universities, and 176 seminaries sponsored by the Jesuits. Today there are more than 900 Jesuit educational institutions serving more than a million students in 70 countries throughout the world.

IV. SJC's MISSION STATEMENT

The primary purpose of St. John's College is to aid personal growth through education. St. John's College is a community of persons, students, administrators, faculty and staff, all brothers and sisters before God. Each member of this community should show concern for others' personal development, encouraging, stimulating, guiding and supporting one another so that each utilizes his/her talents and realizes his/her destiny as a free, creative, self-disciplined and responsible human being.

While every member of the community is important, the primary emphasis, as in all schools, is on the development of the students. St. John's College is privileged to share with parents and guardians the task of helping Belizeans attain a healthy maturity as integrated persons, Christian in their values and their vision of reality. Within the scope of its resources, it hopes to provide learning experiences which will encourage each person to develop, in an integrated way, all his/her faculties and talents -- for his/her own self-worth and to be of greater service to his/her family, the Diocese of Belize City and Belmopan, the Christian community at large, Belize and the world. The college fulfills its purpose by means appropriate to a school: personal witness, teaching and research, by the discovery, preservation and communication of knowledge and truth.

St. John's College affirms its commitment to the vision and values of the Roman Catholic Church and of the Society of Jesus, by whose members it was founded. It affirms its dedication to the people of Belize and strives to encourage a deeper understanding of and respect for their history and culture. And finally, it strives to broaden our vision and concern to include all our brothers and sisters around the world, especially those who are poor and struggling, to find that freedom in Christ which alone can bring peace to the human heart.

V. SJC's ETHOS STATEMENT

Choosing to come to St. John's College means making a choice to join a distinctive community. As a Jesuit and Catholic institution, St. John's College places special emphasis on the dignity and worth of every

person and the love of truth. Membership in this community carries with it high expectations regarding the ways in which each person will act both within and beyond the institution and its facilities. All members of the College community are expected to honor the following commitments in all their actions:

- A commitment to the highest standards of honesty and personal integrity both inside and outside of the classroom
- A commitment to treat others in a respectful manner, regardless of differences such as race, ethnicity, socio-economic standing, religion, gender, or sexual orientation
- A commitment to open discourse and the free exchange of ideas
- A commitment to mutual care and responsibility in all relationships
- A commitment to an active concern for the safety, security, and well-being of each individual and of communal and College property
- A commitment to serve society through education, the encouraging of faith, and the promotion of justice in order to achieve the common good

VI. JUNIOR COLLEGE MISSION STATEMENT (pending revision for August 2023)

St. John's College Junior College is a Belizean, Catholic, tertiary institution in the Jesuit Tradition. Through its commitment to God, academic excellence, humanity and service, St. John's College Junior College aims to foster an atmosphere of respect, growth, and spiritual awareness that will promote the development of multifaceted individuals who love and care for themselves and others, their environment and their community. St. John's College Junior College offers to traditional and non-traditional students an education that challenges the intellect and fosters the development of men and women in the service of others.

VII. PARTNERSHIP PROGRAMS

An Associate to Bachelor's Degree Program through Regis University (online) is available in the following areas: Accounting, Business Administration, Business Technology Management, Communication, Computer Information Systems, Computer Networking, Computer Science, Criminology, Finance, Human Resource Management, Marketing, and Public Administration.

A joint collaboration between St. John's College and Loyola University in New Orleans offers a 100% tuition scholarship to the top performer in the college's music program for the completion of a Bachelor's degree. The scholarship is tenable every two years or upon completion of the Bachelor's degree by the designated recipient.

On June 23, 2020 an articulation agreement was signed between St. John's College Junior College and John Carroll University (JCU) of Ohio, USA. The agreement enables past and present students of the college to receive course credits through the Boler College of Business at JCU at a discounted tuition rate for a period of two years from the date of enrollment.

Another historic milestone in the academic journey of the college was the signing of a Memorandum of Understanding in May 2023 between St. John's College and Rafael Landivar University in Guatemala City to offer a dual degree in Civil Engineering at the bachelor's level, the first of its kind in Belize. Other areas of collaboration to integrate St. John's College into the regional Jesuit network of Latin American universities, AUSJAL, are under discussion.

VIII. ACCREDITATION AND AFFILIATIONS

On August 9, 1966 the Government of Belize, through Cabinet action, approved the Associate Degree awarded by St. John's College and made the approval retroactive to June 1966 to include the first class that was awarded the degree. In 1969 St. John's College was granted membership in the American Association of Junior Colleges. The college is now a member of the Association of Tertiary Level Institutions of Belize (ATLIB), the Association of Caribbean Tertiary Institutions (ACTI), the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE), and the American Association of Community Colleges (AACC). The college is also affiliated with the Association of Jesuit Colleges and Universities (AJCU) in the United States. Both the Primary Education and the Early Childhood Education Programs are recognized by the Joint Board of Teacher Education (JBTE) and endorsed by the Belize Board of Teacher Education (BBTE).

IX. ALUMNI RELATIONS

Upon being admitted to St. John's College Junior College, each student is considered an "alumnus or alumna in training" and is eligible for future membership in the St. John's College Alumni Association and can look forward to formal induction at the time of graduation. Students may view the work of the Alumni Association with the expectation and pride that they too will become members. In preparation for membership, students are invited to visit the Office of Mission and Alumni Relations to learn more about the work of alumni which enables the college to fulfill its mission while providing opportunities for networking, service, and professional development. They may also volunteer to assist in planning special events and class reunions, publicizing the programs and mission of the College, and supporting fundraising activities and capital.

X. ST. JOHN'S COLLEGE ORGANIZATION AND ADMINISTRATION

The governing body of St. John's College is its Board of Trustees which is charged with setting policy and direction for the College. The Office of the President is the central administrative arm of the college and provides guidance and services to support the two academic divisions in carrying out the broad mission and objectives of the college. The following is a list of offices, centers and personnel of St. John's College Junior College:

Melhado Hall (223-3732)

President

Responsibility: The Chief Executive Officer of St. John's College; leadership and management of the entire college, including the High School and Junior College Divisions
Email: president@sjc.edu.bz

Accountant

Responsibility: financial management of the college and its divisions
Email: accountant@sjc.edu.bz

Director of Mission and Alumni Relations

Responsibility: alumni and advancement projects, alumni association, and college development planning
Email: advancement@sjc.edu.bz

Raszkowski Hall

Librarian

Responsibility: information services to support divisional curricula and student professional and personal development needs; promotion of climate which embraces learning
E-mail: librarian@sjc.edu.bz

Bookstore Manager

Responsibility: purchase and rental of college textbooks, sale of school supplies and apparel, maintaining inventory of stocks for the bookstore
Email: anicholson@sjc.edu.bz

Weber Hall

Director of Information Technology

Responsibility: maintenance of computer systems, labs, planning and organizing IT training for all divisions of the college
Email: itdirector@sjc.edu.bz

Yorke Hall (Telephone 223-3731)

Dean

Responsibility: leadership, management, and development of the Division
Email: dean@jc.sjc.edu.bz

Associate Dean for Academic Affairs

Responsibility: curriculum development, academic planning, faculty appraisal, academic standards, policies and procedures, and examinations
Email: academicaffairs@jc.sjc.edu.bz

Associate Dean for Student Affairs

Responsibility: recruitment, student support and development, discipline, student emergencies, student government, community service programs, student life, athletics, and social outreach

Email: studentaffairs@jc.sjc.edu.bz

Registrar

Responsibility: custody of student academic records, student registration for classes, collection and maintenance of grade information, student performance monitoring, issuing of official transcripts, graduation clearance, maintenance and management of academic records, and preparation of diplomas

E-mail: registrar@sjc.edu.bz

Director of Campus Ministry

Responsibility: direct ministry, community service, service learning, social justice education, liturgical celebrations and services, prayer and faith development activities, student leadership training and development

E-mail: campusministry@sjc.edu.bz

Director of Admissions and Enrollment

Responsibility: processing of applications, management of the admissions and enrollment database

E-mail: admissions@jc.sjc.edu.bz

Director of the Counseling Center

Responsibility: individual and group counselling services to students, support to student development and academic success, and wellness education

E-mail: counselling@sjc.edu.bz

Academic Support Director

Responsibility: provides academic support to students on academic probation, liaises with all academic department and offices in identifying and supporting students with academic needs

E-mail: kvarela@jc.sjc.edu.bz

Accessibility Services Director

Responsibility: assists and coordinates the academic accommodations needed for students with disabilities

E-mail: accessibilityservice@sjc.edu.bz

Student Life and Athletic Coordinator

Responsibility: coordinates all campus intramural and off-campus ATLIB athletic events in collaboration with the Office of Student Services

Email: jguerra@jc.sjc.edu.bz

ADMISSION TO THE COLLEGE

INTRODUCTION

St. John's College Junior College is interested in candidates who have earned diplomas from recognized four-year secondary schools (or equivalent certification such as GED) and who give evidence of capacity for continued growth, sensitivity to the moral and spiritual dimensions of life, and willingness to undertake rigorous academic work and personal development activities at the tertiary level. In addition, St. John's College Junior College seeks to enroll students who will uphold the ideals which the college values and who will become fully involved in the college community, contributing to the intellectual growth of this community while pursuing their own personal growth and development. St. John's College Junior College welcomes applications from men and women of character, ability, and motivation and offers admission to students without prejudice to race, gender, religion, or socioeconomic status.

The admissions policy of St. John's College Junior College gives fair educational opportunity in accordance with the Constitution of Belize, prohibiting discrimination on grounds of sex, race, place of origin, political opinions, color, or creed.

I. COMPLETING THE ADMISSIONS PROCESS

Applicants who are accepted to St. John's College Junior College receive provisional acceptance only until they meet the obligations outlined below. Failure to fulfil these obligations by the stated deadlines may result in acceptance being revoked or in registration being blocked.

1. Sit placement exams, as stipulated.
2. Complete and submit the Confirmation of Acceptance Form together with the Confirmation of Acceptance fee by the stipulated deadline.
3. Submit a certified copy of the high school diploma or equivalent certification.
4. Attend Orientation.
5. Enroll in courses in the semester for which acceptance was granted. If for any reason, enrollment is not possible in the semester for which acceptance was granted, contact the Office of Admissions and Enrollment to request permission to defer enrollment for a period not exceeding one year.
6. Submit a copy of CXC results by the specified date in the college's Academic Calendar.

II. ADMISSION AS A TRANSFER STUDENT FROM ANOTHER INSTITUTION

Students who are in good standing at another post-secondary institution within or outside of Belize may be admitted to SJCJC as transfer students. Such students follow the normal application procedures via the Office of Admissions and Enrollment. All transcripts from previous post-secondary institutions, along with official course outlines for all courses taken, must be presented at the time of application.

Transfer credits will only be considered for courses in which grades of C or better were obtained. Not more than thirty (30) credit hours toward the SJC degree will be allowed for work done at another junior college, college or university. Courses completed ten (10) or more years before the date of application cannot be transferred. Students transferring into any degree program at St. John's College Junior College are advised that a course with the same name from another institution is not automatically transferable. The Office of Academic Affairs, in consultation with the Office of the Registrar, will review the respective course descriptions, course objectives and course content to determine course equivalency and transferability.

Please note that it is the applicant who has the final responsibility of liaising with the Associate Dean of Academic Affairs to ensure that his/her academic record is evaluated and that qualifying courses are transferred to a degree program before the applicant's FIRST REGISTRATION.

III. ADMISSION AS A TRANSIENT STUDENT

Any person who has earned a high school diploma or GED and is not currently enrolled in a degree program at St. John's College Junior College may request permission from the Office of the Dean to register as a transient student. A transient student is limited to taking 12 credit hours of classes per semester, or four (4) non-credit courses, or any combination that does not exceed 12 credit hours or four courses per semester. Transient students register on a space-available basis after degree-seeking students have registered. Registration for transient students starts on the date specified in the Academic Calendar as soon as registration is closed for degree-seeking students and continues up to

seven working days before the start of classes. Transient students must pay in full for classes and are not eligible for the College's Payment Plan.

A transient student may seek enrollment at the college for any of the following reasons: (i) is enrolled at another institution and intends to transfer credits to that institution
(ii) for personal enrichment

In either of the above two circumstances, the transient student is not required to submit a formal application to the college, but visits the Office of the Dean ahead of the relevant semester registration deadline to seek permission for course enrollment.

(iii) is seeking to meet matriculation requirements for a degree program at St. John's College Junior College, as specified by the Office of Admissions and Enrollment. In this event, the transient student must earn a minimum grade point average of 2.0 in courses for which he/she enrolls and must follow normal application procedures to subsequently matriculate into a degree program. *See Developmental Program in Academic Regulations section.*

Students who have been denied admission to the college cannot enroll as transient students without permission from the Office of the Dean. A transient student's registration will be revoked, if it is discovered that he/she was denied formal admission and is enrolled without permission.

IV. ADMISSION AS A MATURE STUDENT

Any person 21 years or older who has not fulfilled the normal criteria for admission to a degree program may be considered for admission to St. John's College Junior College on a mature student status. The applicant must have attained at least one of the following:

- a high school diploma
- grades 1 - 3 on three (3) CXC examinations at the General Proficiency level (including Math and English)
- a GED certificate
- a First Class Teacher certificate
- at least three (3) years of work experience and completion of a certificate program at a post-secondary institution and earned a grade of C or better on every course completed
- at least three (3) years of work experience and completion of an adult and continuing education program, earning a minimum cumulative GPA of 2.0 or C average

Applicants considered for admission on a mature student status may be required to attend an interview with the Director of Admissions and Enrollment.

V. ADMISSION OF AN APPLICANT WITH A CRIMINAL HISTORY

All applications for admission include the question whether or not the applicant has ever been charged with a criminal offense. If the applicant answers "yes" to this question, then he/she should provide brief details of the offense, as per instructions on the application form. If the college deems the submission insufficient, the Office of Admissions and Enrollment will contact the applicant to request further information. This information better informs the college of the nature of the applicant's involvement with infractions of the law and, consequently, whether the applicant poses any risk to the school community. An applicant may be denied admission to the college, if the review indicates a potential threat to persons or property of the school community.

VI. RE-ADMISSION OF AN SJCJC ALUM

Previously enrolled students of St. John's College who take an extended leave from the college for two or more consecutive semesters may subsequently seek readmission. Such students must follow the normal application procedures via the Office of Admissions and Enrollment. Upon re-admission, credits for courses in which a grade of "C" or better was earned are counted toward degree requirements, but credits earned ten (10) or more academic years before the date of readmission are not carried forward. Calculation of the readmitted student's grade point average will begin at the time readmission is gained.

(i) Readmission as a Continuing Student in Good Standing

Students who are readmitted to St. John's College Junior College are governed by the academic requirements stated in the Academic Bulletin at the time of re-entry. Readmitted students who have four or less courses to complete requirements and who wish to complete under their original program must apply in writing to the Associate Dean for Academic Affairs. Approval is dependent on availability of the courses required. The college will not grant approval, if the required courses have been discontinued.

(ii) Readmission as a Continuing Student on Academic Probation Status

Students who leave St. John's College Junior College on academic probation status and who later seek readmission to continue existing or new program requirements may apply for readmission under the **FORGIVENESS AGREEMENT**. Such students are readmitted on new program requirements at point of re-entry. The forgiveness agreement for students returning to complete an associate degree program makes it possible for a former student whose academic performance at the Junior College was below standard, i.e., cumulative grade point average below 2.0, to complete his/her studies without the encumbrance of the previous low grades. Academic forgiveness will be granted only once to a student of the junior college. See *Forgiveness Policy in Academic Policies and Procedures Section*.

(iii) Readmission After Academic Dismissal

A student may seek readmission to the college after being previously dismissed for inadequate academic performance. A student who was academically dismissed is not eligible to apply for readmission to the Junior College until a minimum of one academic year has elapsed from the date of dismissal. Readmission after academic dismissal is not automatic and is at the discretion of the Dean. Pending the Dean's approval, the student may apply for readmission under the **Forgiveness Agreement** outlined in (ii) above.

(iv) Readmission of a Graduate to Pursue an Additional Degree Program

A graduate of the junior college may seek readmission to pursue another degree program of choice. Such students must follow the normal application procedures via the Office of Admissions and Enrollment. Upon re-admission, credits for courses in which a grade of "C" or better was earned are counted toward the new degree requirements, provided that the program was fully completed and that the graduate earned the relevant associate degree. Calculation of the readmitted student's grade point average will begin at the time readmission is gained.

ACADEMIC POLICIES AND PROCEDURES

I. REGISTRATION

Registration for students who are accepted to St. John's College Junior College takes place each semester a few weeks before the start of classes on dates scheduled in the Academic Calendar. Each full-time student is assigned a faculty academic advisor who will assist him/her in selecting courses. Academic advisors make every attempt to give effective guidance on course selection and academic program requirements to students and to refer them to other college resources for help in other matters. However, the final responsibility for meeting all academic requirements and registering for the appropriate courses for a selected program rests with the student.

The registration process entails selecting courses, enrolling in those courses, and paying the relevant tuition and fees. Once courses are selected and students have registered for a set of courses for the semester, a preliminary invoice will be issued, and payment must be made at the designated bank within the time frame specified in the academic calendar. The registration process is complete only when all tuition and fees are paid.

Registration will be cancelled for those students who do not complete payment by the specified deadlines. When a student's registration is cancelled, the space provisionally reserved for him/her in the particular courses will be made available to other students.

Once a student has completed the registration process, his or her name will be placed on the official class list for each course. If a student's name does not appear on the official class list for a course, he/she will not be allowed to remain in the class.

II. ADJUSTMENTS AFTER REGISTRATION

Adding/Dropping a Course

By the first week of the new semester, students may adjust their initial registration by adding a course, dropping a course, or changing sections of a course. When necessary, any change made to a student's course schedule in this period is dependent on availability of class space and the eligibility of the student to make the change in terms of their program requirements, pre-requisites and approved credit load guidelines. The change is effected using the official Drop/Add form in the Academic Bulletin during the time period indicated in the Academic Calendar. The academic advisor indicates approval of the proposed change in schedule by signing the Drop/Add form. Changes made to a student's schedule may also mean an adjustment to the student's financial statement of account with the college. The student is responsible for checking with the Finance Office for any adjustments made to his/her account.

Adding a Course Outside of Program Requirements

A student who wishes to add a course that is not required by his/her degree program may do so with the permission of the Dean. The student may request the addition of the course for personal enrichment or with the intention of changing programs or majors in a subsequent semester. The student must obtain an **Exception Form** at the Office of the Dean and submit the completed form to the Office of the Registrar before being allowed to register for the course.

Withdrawal From a Course While in Good Standing

After the official Drop/Add period has ended, a student may later choose to withdraw from any course(s) in the given semester. Withdrawing from a course signifies the termination of attendance and course requirements for the specific course, as well as the loss of credit hours for the course. To initiate a course withdrawal, the student completes the Withdrawal Form located in the Academic Bulletin. The completed form requires the signatures of the course instructor, the student's academic advisor, and the Associate Dean of Academic Affairs. The course instructor also records a course grade of either WP (Withdrawal while Passing) or WF (Withdrawal while Failing). A course withdrawal must be initiated and completed at the Office of the Registrar on or before the official withdrawal deadline, as indicated in the Academic Calendar. Under no circumstance will a student be allowed to withdraw from a course once the deadline has passed. A student is allowed a maximum of THREE course withdrawals per semester.

Students who discontinue attendance to classes without officially withdrawing from such classes are marked absent in violation of class attendance policy. A grade of "F" is also assigned to all assessments not submitted during the period of absence, generally resulting in a failing grade for the course.

Withdrawal From a Course While on Academic Probation Status

After the official Drop/Add period has ended, a student on academic probation status may later wish to withdraw from courses because of low performance. Generally, a student on academic probation is not permitted to withdraw from courses and must seek special approval from the Dean to do so. If approval is granted, the student initiates and completes the withdrawal process, following the guidelines stated above.

Withdrawal from the College

A withdrawal is a formal notification by a student of the decision not to continue at the Junior College in the foreseeable future. A student is considered in attendance until he/she formally notifies the Dean of his/her decision to withdraw from the college by completing the **Notification of Withdrawal or Leave of Absence** form in the Academic Bulletin. A student withdrawing from the college during any semester or summer session before final examinations forfeits the credit hours of work done in that semester. The official date of the withdrawal will be recorded as the day the completed form, with the required documentation attached, is received by the Office of the Registrar.

A student who does not register for courses for two consecutive semesters and who has not formally notified the Dean in writing of the intention to withdraw from the college is deemed to have withdrawn. The student must subsequently follow normal application procedures to gain re-admittance.

N.B. Students are directed to the Refund Policy in the Financial Information section to determine any tuition refund applicable at the time of withdrawal.

III. CREDIT LOAD GUIDELINES

In addition to attending class, students are obliged to complete assignments and study for their courses. Each credit hour of class is expected to generate not less than one and a half hours of additional work. Students, who fail to complete assigned tasks, including reading, cannot have a reasonable expectation of passing a course.

The minimum number of credit hours required for full-time students is twelve (12) credit hours per semester. As a general rule, the maximum credit load per semester for full-time students is eighteen (18) credit hours or the number indicated in the degree guide. Fundamental or zero-credit courses are counted as part of the course load for the semester.

Any student who wishes to register for more credit hours (credit overload) than recommended by the degree guide must complete the Overload Request form in the Academic Bulletin. The form requires the approval of the student's Academic Advisor, the Academic Chairperson or Program Coordinator within the respective department, and the Associate Dean for Academic Affairs. Generally, students must have a minimum cumulative grade point average of 3.50 to register for a credit load above the normal maximum. Special consideration may be given whereby the overload enables a student to meet graduation requirements in the given semester. The student must complete and submit the overload form to the Office of the Registrar on or before the calendared advising day or during the drop/add period. Credit overload to meet graduation requirements is not automatic for students whose cumulative GPA is below the minimum 3.50 requirement.

IV. CREDIT BY EXAMINATION

Enrolled students may obtain credit by examination in a course for which they have not previously registered or attended classes. The completed application for Credit by Examination form found in the Academic Bulletin requires the permission of the course instructor and the Associate Dean for Academic Affairs and is submitted at the time of registration. Approval for credit by examination will be based on evidence of prior achievement, the nature of the course, and the number of transfer credits already earned, if applicable.

A student may be allowed to undertake credit by examination in preparatory and introductory level courses. (This applies only to general core courses.) The maximum number of courses for which a student may undertake credit by examination is one.

Students take examinations constructed and approved by a department or its approved designee in specified subject areas in which they believe they have the necessary preparation. These exams are administered during the first week of the semester in which the credit is being sought. The results of the examination are reported to the Office of the Registrar and become the student's final grade for the course, except in instances of a grade appeal. Failed examinations cannot be retaken, and the student may not register for the same course in that semester.

V. CHANGE OF PROGRAM OR MAJOR

A student may choose to change his/her program or major after enrollment in a degree program at the college for at least one semester. Any exception for permission to change program/major prior to the end of the first semester must be given by the Office of the Dean. To initiate a change of program/major, the student must do the following:

1. Complete the "Change of Program/Major" form located in the Academic Bulletin.
2. Request approval signatures from his/her academic advisor, the Academic Chairs or Program Coordinators of both the current program/major and the proposed program/major for which the change is sought, and the Associate Dean of Academic Affairs.
3. Submit the completed form to the Office of the Registrar no later than two (2) working days before the next registration period.

The approved change of Program/Major becomes effective at the start of the semester following the request for change. The student must note well that a change to a new program/major may result in his/her being out of sequence and, consequently, may delay degree completion.

This does not apply to incoming students enrolled in introductory courses in Biology & Chemistry, Mathematics & Pre-engineering, Computer Science or Interdisciplinary Science during Summer Session II.

VI. AUDITING COURSES

Students who wish to audit a course must get permission from the course instructor and from the Associate Dean for Academic Affairs. Not all courses are open to audit. Only courses that are not a part of your program can be audited. Students auditing a course are not held responsible for the same workload expected of regular students who are taking the course for credit. Regular attendance at class is required, and a student auditor is subject to removal from the course for excessive absences. Students pay for the audited course at regular tuition rates.

A student auditing a course, but who later wishes to take the course for credit, or a student taking a course for credit, but who later wishes to audit the course, must get permission from the course instructor and from the Associate Dean for Academic Affairs. A request for an Audit Switch is made at the Office of the Registrar before the end of the Drop/Add Period specified in the Academic Calendar.

VII. DIRECTED STUDY

Directed Study courses are custom-designed academic experiences which provide curricular enrichment and flexibility. Not all courses, because of their nature and structure, can be offered using the Directed Study method. Applications for Directed Study are approved by the Dean. Once a Directed Study is approved, the student and supervising instructor must meet and arrange a specific program of study and regular one-on-one conference times. Instructors, in collaboration with the Dean, are responsible for the academic soundness of Directed Study courses and so are limited in the number of Directed Study courses they may supervise in a given semester. A Directed Study may not be approved, if the number of credit hours for which the student will be enrolled exceeds the student's recommended credit load for the particular semester, including summer sessions. *Refer to the Financial Information section of the bulletin for the relevant cost.*

Unless a program is being phased out, a maximum of six (6) credits of Directed Study may be earned toward degree requirements with no more than three (3) credits being earned in any single semester.

A Directed Study will be considered for eligible students for any of the following reasons:

- Unavoidable clashes with major courses in a given semester
- Related course not offered at the Associate Degree level

- Research project for a student's own enrichment
- Course is being phased out and is required for graduation (not applicable for students readmitted with four or fewer courses for completion)
- Course is not offered in the subsequent semester and thus may delay graduation
- Course is a prerequisite for a course needed to complete program in the subsequent semester

To be eligible for a Directed Study, a student must be in good standing at St. John's College Junior College and must have:

- Earned a minimum cumulative grade point average of 2.50
- Accumulated adequate background to support the area of desired independent study
- Consulted with the potential supervising instructor and the Associate Dean for Academic Affairs for approval
- Submitted the required Directed Study Application form in the Academic Bulletin to the Office of the Registrar no later than the end of the Drop/Add period in the given semester

VIII. TRANSFER CREDIT POLICY FOR ENROLLED STUDENTS

A student enrolled at St John's College Junior College who wishes to earn credits towards the St. John's College degree at another tertiary level institution may do so, providing that:

- an Application for Approval of Transfer Courses form, located in the Academic Bulletin, is submitted to the Office of the Registrar before the start of the course at the institution indicated on the approval form
- enrolment in the course(s) does not violate the student's allowed course load for the semester
- the course is equivalent in credits and must reflect a minimum of 70% content coverage to that of St. John's College Junior College

Procedure:

- Complete the Approval of Transfer Courses form with approval of the Associate Dean for Academic Affairs.
- Register for the approved course at the junior college/university for which the approval was granted.
- Return the form **ALONG WITH PROOF OF REGISTRATION** to the Office of the Registrar before the start of the course, or the student risks not earning credits toward his/her degree program.
- Submit a sealed, official transcript from the institution where the course is completed to the Office of the Registrar no later than 15 days after completion.

IX. INADEQUATE ACADEMIC PROGRESS

St John's College Junior College offers two-year degree programs which are offered in four consecutive semesters. All students of St. John's College Junior College are expected to meet specified academic standards and degree completion within two years. Failure to meet these standards may lead to academic probation, a change of program, or dismissal. In any of the preceding circumstances, the student is offered the option of filing an appeal (*see Appeal Procedures in Academic Regulations section*). The following are policies and procedures relating to various academic deficiencies:

Repeating Courses

A student who fails to earn the minimum grade of C required for a course must repeat and pass the course, or in the case of an elective, take and pass an equivalent course of the same or greater credit value, as required by the program of study. No single course may be attempted more than three (3) times. Course withdrawals are included in the number of attempts allowed. Courses dropped during the drop/add period are not included.

Although all grades for courses, whether repeated or not, are included in the calculation of grade point averages, the credits earned in repeated courses are not included in the total number of credits needed to meet graduation requirements. Additional credits can also not be earned by repeating courses in which a student has already earned a grade of C or higher.

Academic Probation

At the end of each semester, the Dean reviews the status of students' records to make decisions about probation. A

student may be placed on academic probation because of one or more of the following circumstances:

- the student's cumulative grade point average falls below 2.00
- the student's semester grade point average in his/her major or program falls below 2.00
- the student failed more than half of attempted credits in the semester or term
- the student's record shows course repetitions, incompletes, and/or withdrawals exceeding those allowed by college policy

A student who is placed on academic probation will be required to do the following:

1. Meet with the Academic Probation Coordinator to discuss conditions for continued enrollment.
2. Obtain permission from the Dean before adding, dropping, or withdrawing from courses or before requesting incomplete grades.
3. Limit the number of credits taken while on probation to twelve (12) credits for full-time students and six (6) for part-time students.
4. Participate in the required workshops, courses, tutorials, or other academic initiatives aimed at improving study approaches.
5. Meet other stipulated requirements at the discretion of the Dean or Academic Probation Coordinator.

Generally, a student is placed on academic probation for one semester. If the Dean determines that the student has not satisfied the conditions of the probation, the Dean will determine the student's status including, but not limited to, whether the student will be allowed to continue on probation and under what circumstances, or will be dismissed, as per the criteria set forth for academic dismissal. The student is notified in writing of the Dean's decision at the end of the respective semester, usually at the time of report card distribution.

A student placed on academic probation may not appeal the decision unless he/she is able to produce specific documentation demonstrating an error in the data underlying the probation decision. If such documentation is available, the student must submit it to the Dean or inform the Dean of notice of intention to appeal the academic probation status within five (5) working days of receipt of the notice of probation.

Academic Dismissal

At the discretion of the Dean, a student may be dismissed for academic deficiencies, if he/she:

- a. does not meet the criteria for probation in any two semesters of enrollment (including summer, if enrolled); the semesters need not be consecutive
- b. is not able to meet the Junior College's standards for progression
- c. does not obtain a minimum GPA of 1.00 in the first semester of enrollment
- d. has not fulfilled probation requirements from the previous semester
- e. has had three reports recorded of his/her disregard for academic integrity

When the decision for academic dismissal has been made, the Dean informs the student in writing of the academic dismissal and the reasons. Students who are dismissed for academic deficiencies are eligible to apply for readmission after a minimum of one academic year has elapsed from the date of dismissal, using the **Forgiveness Agreement Form** available in the Office of the Dean. Re-admission after academic dismissal is not automatic and is at the discretion of the Dean.

A student may appeal an academic dismissal decision by presenting a written appeal to the President of the college no later than five (5) working days following the date of the dismissal decision. A copy of the notice of academic dismissal must accompany the appeal.

Administrative Withdrawal

Administrative withdrawal refers to withdrawing a student from enrollment in classes for reasons deemed good and sufficient by the college's administration. An administrative withdrawal from courses or from the college may occur at any point during the semester. Although a student may voluntarily withdraw from a course in which he/ she no longer wishes to remain enrolled, circumstances may arise where the school must exercise its right to administratively withdraw a student from courses or from the college. Reasons for such a decision include, but are not limited to, the following:

- Instances when the school deems it necessary to protect the health or safety of the student and/or others or
- the integrity of the learning environment. This may include, but not be limited to, situations such as suicidal
- threats, self-injurious behavior, threats of bodily harm to others, damage to school or personal property, and
- disruption to the normal operations and activities of the school, its students, faculty, or staff.
- Inability to attend due to such occurrences as catastrophes, illness, accident or incarceration
- Registering for courses for which the prerequisites have not been completed
- Failure to adhere to conditions or restrictions on registration due to unacceptable academic performance
- Registering for a credit overload without the documented authorization of the Associate Dean of Academic Affairs
- To correct administrative/clerical student record errors
- To close a deceased student's file

A grade of AWF or AWP will be recorded for students who are withdrawn administratively, indicating passing or failing status at the time of withdrawal, unless the student is on academic probation.

The student who is administratively withdrawn from a course or from the College remains responsible for any financial obligations to the College and for any academic consequences of administrative withdrawal. An Administrative Withdrawal will be granted only once in a student's academic career at the college.

X. FORGIVENESS AGREEMENT

To qualify for forgiveness of grades, Associate Degree candidates who seek readmission must meet the following conditions:

- a. The student must have been absent from the Junior College for a minimum of one academic year from the date the last grades were assigned.
- b. The student must request and submit the completed Academic Forgiveness Agreement Form, along with the Confirmation Letter, to the Director of Admissions and Enrollment.
- c. The student will not have completed more than 45 credit hours of course work.

Conditions and procedures for academic forgiveness for the approved applicant include the following:

- a. Is provisionally readmitted on academic probation
- b. Must earn a minimum GPA of 2.00 in the semester of re-admittance
- c. Pending a review of performance during the probationary semester, the Dean notifies the Registrar whether or not the applicant's academic record should be modified.
- d. After the modification of the applicant's academic record, qualifying credits, i.e., those that are consistent with program requirements, are brought forward and are included in the calculation of the updated cumulative grade point average.
- e. The student is eligible for the Dean's List or Honor Roll each semester and at the completion of the program.

XI. APPLICATION FOR DEGREE COMPLETION

A student must file the Application for Degree Completion Form (available in the Academic Bulletin) with the Office of the Registrar **ONE** semester before he/she expects to complete graduation requirements. The deadline for application is set in the Academic Calendar each semester, as follows: the last Friday in March for December completion; and the last Friday in October for the next June/Summer completion. Upon receipt of the application, the Office of the Registrar provides the student applicant with a response letter that indicates eligibility for graduation, as well as a list of outstanding courses for completion in the final semester. The student must file the application for completion, even if he/she does not intend to participate in the college's Commencement Exercises. The degree awarded at Commencement Exercises represents the successful completion of a curriculum that includes general and professional courses, electives, and other requirements pertaining to the student's degree program.

ACADEMIC INFORMATION AND REGULATIONS

I. OFFICIAL COLLEGE TRANSCRIPT

A transcript is the official documentation of a student's academic record. Every attempt is therefore made to ensure the security and validity of the document. Official transcripts are printed on official paper with security features and are issued in a sealed envelope that bears the official seal of St. John's College. Transcripts are issued by the Office of the Registrar and include the date of issuance and the signature of the Registrar. Students requesting official transcripts from the Junior College should complete a transcript request form (soft or hard copy) and submit it with the required fee at the Finance Office.

St. John's College Junior College releases only its own transcripts and not those on file supplied by other colleges or universities, as in the case of transfer students. All financial obligations to the college must be cleared before a transcript is released. There are no exceptions to this policy.

II. OFFICIAL COLLEGE VERIFICATION CORRESPONDENCE

All verification correspondence must be issued from the Office of the Registrar. Examples of verification correspondence include, but are not limited to, letters to insurance companies, loan agencies/banks, and embassies. A small fee is charged for official verification correspondences, except for letters intended for the Social Security Board and/or the Treasury Department of Belize.

III. COLLEGE EMAIL

All enrolled students of the Junior College are issued an SJC email account which serves as the official means of communication between the college and its students. It is expected that students will read and respond to these emails in a timely manner. The college recommends that students use the college's email system; however, students may redirect the email to another email address. Redirecting of email is done at the student's risk. The College will not be held responsible for emails by outside service providers. Having an email redirected does not excuse a student from the responsibilities associated with communication sent to his or her official email address. It is also expected that all communication via the college's email remain respectful and professional and used ONLY for school-related correspondence.

IV. DEVELOPMENTAL PROGRAM

An applicant may be invited to participate in a Developmental Program at the college to provide him/her with the academic skills necessary to be successful in the college experience, as a condition of enrollment in a subsequent semester. The program's purpose is to give the applicant a unique head start that will ease the transition into college.

Applicants who are referred to the Developmental Program complete a recommended sequence of developmental courses in the first semester of acceptance as a transient student, pursuing intensive, targeted coursework and tutoring that may include lab or other support work and campus services. The program's content includes accelerated instruction in general developmental math, reading and writing skills, study skills, as well as academic instruction in computer studies. Participants are provided the opportunity to make connections and to bond with others, as well as to develop relationships on campus with mentors, advisors, members of the support community, and others who may help them during the academic year.

Acceptance into a degree program in the subsequent semester may be contingent upon successful completion of all coursework in the Developmental Program, particularly into programs that are challenging.

V. COLLEGE SEMINAR 101

St. John's College Junior College offers a course designed to help all new entrants make a positive adjustment to college through discussing, writing, and critically thinking about a variety of relevant topics, engaging with faculty and other students in class, and attending campus events and programs. Students explore the purposes of higher education and the expectations of an academic community; review the college's resources, policies, and procedures; investigate personal interests and strengths while setting academic and personal goals; and explore their identity and the multiple dimensions of diversity.

VI. CLASSIFICATION OF STUDENTS

A Full-time Student is one who has enrolled in 12 or more credits of coursework during the current semester. All other students are part time. A student may change from being a full time to a part time student, or vice versa, at any time.

Admitted students are classified as First Year or Second Year, according to the number of credits earned. This classification is:

- ✓ 0 – 30 credits First Year
- ✓ 31+ credits Second Year

VII. ACADEMIC ADVISING

Academic advising at the Junior College is intended to provide ongoing help to students in the transition from secondary to tertiary level and to help them stay on track in the program to which they have been admitted. Students are encouraged to familiarize themselves with their academic programs and their respective academic requirements and procedures.

Official academic advising begins during the student orientation and registration periods. Students are assigned advisors who explain the details of the programs of study, course sequences, and registration procedures. Each first-year student is assigned an advisor, a faculty member from within the admitted program. Each semester the advisor helps the student to select courses that will lead to the fulfilment of requirements for the Associate Degree in the program. Within the first week of each semester, the Academic Chair or Program Coordinator of each department posts a schedule of office hours of the teachers outside the department office. A copy of this schedule is provided to the Dean, the Associate Dean for Academic Affairs, and the Registrar. Students are encouraged to confer regularly with their instructors and/or academic advisors during their office hours.

Mid-semester and end of semester reports are distributed via the academic advisors; this gives advisors the opportunity to discuss academic performance and any problems students may be having. Advisors have access to the students' academic records in the Office of the Registrar and via the school's local area network and keep close watch over advisees' progress to assist them in making prudent judgements and to recommend measures (e.g., adjustment in their course load and course selection) which will help them to successfully complete their academic programs. In some cases, if a student is not performing satisfactorily in his/her program of studies, an advisor may recommend a change in major to the Associate Dean for Academic Affairs.

At the time of registration, the advisor approves a student's course selections for the semester by signing the registration form. Although advisors assist students in drawing up class schedules and checking for completion of applicable requirements, it is the student who has the final responsibility of fulfilling the academic requirements set forth in the Academic Bulletin and elsewhere in the college's publications and notices.

VIII. ACADEMIC HONORS

To encourage academic excellence, the Junior College publishes an Honor Roll and Dean's List at the end of each semester. Students who have obtained a grade point average of B (3.00-3.49) on at least twelve (12) semester hours of work will be placed on the Honor Roll. Students who have obtained a grade point average of B+ (3.50 or more) on at least twelve (12) semester hours of work will be placed on the Dean's List. In addition, an Honors Assembly is held each semester to recognize students on both the Honor Roll and the Dean's List. Graduates who obtain an overall grade point average of 3.00 or better will graduate with honors and be recognized at the Commencement Exercises.

IX. COMMENCEMENT EXERCISES

Commencement Exercises for the Junior College are held once each academic year, usually in June. All degree requirements must be 100% completed at the end of the semester preceding the Commencement Exercises for a student to be eligible to participate in the exercises and for conferral of the degree.

X. DELAYED DEGREE COMPLETION

Each semester St John's College Junior College offers courses based on the sequence of the published degree programs. This allows a student to complete the academic requirements of his/her program, as set out in the Academic Bulletin in the year of enrollment. Failure to progress, as per the bulletin, may result in delayed degree completion.

St John's College reserves the right to make changes to the degree programs offered and is not committed to continue programs or offer courses to accommodate students who do not progress towards degree completion, as outlined in the bulletin. Any student who is unable to complete a program due to delayed degree completion may need to apply for a Change of Program/Major.

XI. LATENESS TO CLASS

A student is late once the class has officially started. If a student is not present at the beginning of the class period, he/she is late. A student who enters the class fifteen minutes or more after the class session has begun is considered absent. Four lates constitute the equivalent of one absence.

XII. CLASS ATTENDANCE POLICY

The content of a course encompasses the development of knowledge, skills and attitudes through both assignments and face-to-face, in-class contact between teachers and students. A student who is excessively absent or late cannot, therefore, be considered to have adequately covered a course's content, even though he or she might have satisfactorily completed all assignments, unless compensatory work has been verifiably completed. The attendance policy at St. John's College is based on regular, punctual, and continuous attendance at all lecture, laboratory, seminar and other class periods. Students are expected to attend all class sessions and to complete all work assigned by the instructor.

Instructors will clearly articulate all regulations governing class attendance, punctuality, missed tests and assignments in writing in the course outline and verbally during the first class meeting of the semester. Such regulations will be consistent with the college's attendance policy and will include an indication of the number of class sessions which correspond to the percentage of absences delimited in the attendance policy. Instructors will maintain class attendance records for all classes.

Penalties for Infringement of Class Attendance Policy

The college imposes a penalty on students who infringe on the college's attendance policy, as per the following guidelines:

<i># of Credits in Course</i>	<i>Verbal Absence Warning</i>	<i>Written Warning Using Absence Warning Form</i>	<i>Referral to the ADAA using Excessive Absence Warning Form</i>
One	1	2	3
Two	2	3	4
Three	3	4	5
Four	4	5	6

Use of the Absence Warning Form

Once a student has been absent for the number of sessions indicated in the table above or has accumulated TWO absences in a 3-credit course that meets on a two-day rotation per week (approximately 7% of the semester contact hours), he/she will be issued a written warning by the course instructor. A copy of this warning is also submitted by the instructor to the Associate Dean for Academic Affairs, who discusses the situation with the student and makes a determination of conditions for re-admittance to class.

Use of the Excessive Absence Warning Form

Once a student has been absent for the number of sessions indicated in the table above or has accumulated FOUR absences in a 3-credit course that meets on a two-day rotation per week (approximately 12% of the semester

contact hours), he/she will not be permitted to return to class and will be referred immediately by the course instructor, using the Excessive Absence Warning Form, to the Associate Dean for Academic Affairs, who may take one of the following actions:

- a) Instruct the student to withdraw from the course. A grade of WP or WF, as recommended by the instructor to indicate passing or failing status, will be recorded.
- b) Reinstate the student to the class on conditions set by the Associate Dean of Academic Affairs.

If reinstatement is effected, the Associate Dean for Academic Affairs will provide the student with a signed re- admittance slip to be handed to the course instructor. Any breach of the conditions may result in immediate withdrawal from the course and/or the awarding of an F grade.

Students who are not reinstated to class by the Associate Dean for Academic Affairs may appeal the decision to the Dean. Appeals will generally only be considered in situations of extended illness or emergency. The appeal must be made in writing within two (2) school days of the notification that reinstatement was denied.

Upon submission of an appeal to the Dean, the student will be allowed back in class until the final decision on the appeal is made. If the Dean upholds a denial of reinstatement, the final appeal is to the President. The student must file a written petition for review within two (2) working days of notification of the Dean's decision. The President will respond in writing to the appeal within two (2) working days of receipt of the appeal. The decision of the President is final.

XIII. NOTIFICATION OF EXTENDED ABSENCE

Notification of extended absence refers to a student's absence from classes for a week or more. Such absence must be reported by completing the *Notification of Absence Form* available from the Office of the Dean. Such notification does not exempt a student from SJCJC's attendance policy and course responsibilities. It is the responsibility of the student to contact instructors for coursework and assessments missed during the absent period.

XIV. WORK MISSED BECAUSE OF ABSENCE

It is the student's responsibility to notify the college and the instructor when an absence is necessary and to make arrangements for missed notes, assignments, and/or tests. These arrangements should be made prior to the absence when possible. If arrangements are not made prior to the absence, the student is responsible for meeting with the instructor upon returning to class to determine when missed assignments and/or tests can be completed.

When a student misses a test or an assignment, alternative work may be given, but the decision to do so is at the discretion of the course lecturer. A student who wishes to make up work due to absence must provide documentation to the lecturer supporting his/her reason for the absence. A student may appeal the teacher's decision with the Associate Dean of Academic Affairs. All outstanding coursework must be submitted before the start of the official examination period in the respective semester.

XV. EXAMINATIONS

Formal written and, in some cases, oral examinations are given in most courses at the end of each semester in the academic year. A mid-semester examination may also be given at the discretion of the instructor as part of a determination of a student's mid-semester grade. The nature and scope of an examination must be defined by a table of specifications that appears in the course outline. Alternative assessments may only be used in place of a final examination, if the nature of this assessment has been agreed before the beginning of the course with the Associate Dean for Academic Affairs, and if a description of it appears in the course outline. Due to the need for uninterrupted concentration by instructors and students, no college facility can be used during final exams for non- academic activities which have the potential for disruption.

Final examinations with their relevant times and locations are specified in the semester's examination schedule. In exceptional circumstances the Office of Academic Affairs may, with reasonable notice, change the scheduled,

published date of an exam. Permission for an instructor to change a final examination time or location from the one officially scheduled must, in every case, be obtained from the Associate Dean for Academic Affairs.

Missing an Exam

Students who miss an exam must apply to the Associate Dean for Academic Affairs for permission to take it another time. This permission will only be granted, if the absence was due to an illness, accident, the death of a close family member, involvement with the judicial system, or another circumstance beyond the control of the student. Such circumstances must be verified by an appropriate third party, for example, by means of a police report, funeral notice, or medical document. The Dean reserves the right to exercise discretion in determining any issues concerning the aforementioned matters. If the student is unable to take the exam within the official examination period, then an Incomplete grade (I) may be awarded.

Exam Regulations

Students and instructors are expected to strictly adhere to the rules for examinations published by the Office of Academic Affairs. The following examination rules apply as soon as the student enters the exam room and continue in force until he or she has left.

1. Students should arrive at the examination room at least ten minutes before the scheduled start time.
2. The exam supervisor has the right to determine where students will sit.
3. All book bags, purses, backpacks, caps, electronic communication devices, including cell phones (turned off), must be placed in a designated area (e.g. at front of the room) before the exam starts. It is preferable that these are not brought to the exam room at all.
4. Any use of an electronic communication or recording device, including looking at a cell phone, is absolutely forbidden. A ringing/vibrating phone, receiving/sending text and or answering calls, or handling such devices anytime during an exam will disqualify a student from continuing with the examination.
5. Students should sign the attendance sheet upon entry to the examination room. They should present their official identification card when doing this.
6. Students are not allowed to leave the exam room before the first fifty (50) minutes of the scheduled exam time has expired.
7. Students are not allowed to leave the exam room for any reason and later return, including for use of the bathroom. If students leave the room, they must submit their exam script. Once these scripts are submitted, they may not be returned to the student.
8. Students are not allowed to enter the exam room after the first thirty (30) minutes of the scheduled exam time has expired. No extra time will be given to late students arriving within the thirty-minute time frame.
9. Unless otherwise instructed by the supervisor, students may only use writing paper issued by the school.
10. Once the exam starts, students are not allowed to converse or communicate with others in any way, not even to borrow writing supplies.
11. If an exam requires the use of a calculator, this shall be a device that can only perform mathematical and scientific calculations. The examination supervisor shall have the discretion to decide what constitutes an acceptable device.
12. Any student who is caught cheating receives an F grade for the course and is subject to further disciplinary action.

XVI. FINAL GRADE REPORT & GRADING SYSTEM

After instructors submit grades, grade reports are assembled and issued by the Office of the Registrar. Grade reports are made available to students at the mid-point and end of every regular semester and at the end of every summer session. Grade reports are given to students via their academic advisors. A copy of a grade report can be made available to a parent or guardian of a student who is a minor. Individual sponsors or agencies that provide financial assistance also receive a copy of the end of semester report for their respective students. In instances whereby a student is unable to collect his/her grade report in person, a proxy may be appointed with prior permission from the Associate Dean for Academic Affairs. The proxy must present a letter of authorization and the original student's college identification card.

SJC Connect

St. John's College utilizes an online platform, sjconnect.sjc.edu.bz, that serves as a course management and communication medium among instructors, students, and parents. Students are advised to note that this online portal is also the college's official grade management system. A student's only official grade report is that which is released from the Office of the Registrar (OTR).

Official Grade Scale

The final grade given to the student in any course is a symbol of the degree of the student's mastery of the course. Tests, quizzes, written and oral assignments, projects, term papers, participation in class discussions and activities, attendance, and a semester examination, among other assessments, may all be utilized in determining the final grade for a student. The minimum passing grade for all courses is a C.

Course instructors award and report the final grade result in accordance with the following grading system:

A (4.00 Quality Points) 90% - 100% EXCELLENT. This signifies the highest level in the attainment of course objectives that can be reasonably expected of a student at this level. It indicates consistently high level of performance throughout the course.

B+ (3.50 Quality Points) 85%-89% VERY GOOD. This signifies a consistently high level of attainment of course objectives. A student who has minor weaknesses in some areas may still be awarded a B+.

B (3.00 Quality Points) 80%-84% GOOD. This signifies that although some course objectives may have been attained at a high level, this level of achievement was not consistently maintained throughout the course.

C+ (2.50 Quality Points) 75%-79% SATISFACTORY. This signifies the demonstration of satisfactory competence in the attainment of course objectives.

C (2.00 Quality Points) 70%-74% MINIMAL PASS. This signifies performance that demonstrates the minimum acceptable level in the attainment of course objectives.

D (1.00 Quality Point) 60%-69% INADEQUATE. This signifies performance below the minimum acceptable level, although there was some attainment of course objectives. A "D" does not earn credits toward graduation requirements.

F (0.00) 0%-59% FAILURE. This signifies one or more of the following:

- (i) a failure to demonstrate a grasp of the concepts, skills and attitudes implied by the course objectives
- (ii) a failure to complete a sufficient number of the required course tasks and assessments
- (iii) a failure to adhere adequately to course and/or college policies.

FG FORGIVEN GRADE. This signifies that the student has been awarded academic forgiveness for a course and that the credits earned in a previous unsuccessful attempt is not calculated in the student's current GPA.

NR (No Record). This signifies that a student registered for a course, but never attended class or withdrew from the course. An NR is not calculated in the Grade Point Average, nor is it counted as an attempt at the course.

WP (Withdrawal while Passing). This signifies a student-initiated withdrawal from a course while achieving or exceeding minimum course requirements. WP is not calculated in the Grade Point Average, but is counted as an attempt at the course.

WF (Withdrawal while Failing). This signifies a student-initiated withdrawal from a course while failing to meet minimum course requirements. WF is not calculated in the Grade Point Average, but is counted as an attempt at the course.

AWP (Administrative Withdrawal while Passing). This signifies an administrator-initiated withdrawal while achieving or exceeding minimum course requirements. AWP is not calculated in the Grade Point Average, but is counted as an attempt at the course.

AWF (Administrative Withdrawal while Failing). This signifies an administrator-initiated withdrawal while failing to meet minimum course requirements. AWP is not calculated in the Grade Point Average, but is counted as an attempt at the course.

AU (Audit). This indicates that the student registered for a course for personal enrichment and not to earn credits toward graduation requirements. The student may subsequently choose to do the course for credit by the specified deadline in the Academic Calendar.

TC (Transfer Credit). This signifies that a course was successfully completed at another institution and that the credits were approved as meeting degree requirements at SJJC.

I INCOMPLETE. This signifies that all course requirements have not been met and must be rectified by the specified deadline in the Academic Calendar. An "I" is not calculated in the semester Grade Point Average and does not earn credits toward graduation requirements.

An "I" grade is only given by the instructor with approval of the Associate Dean for Academic Affairs when the instructor is satisfied that an emergency clearly beyond the student's control prevented the student from completing the final examination or other essential portion of assigned work. When the instructor assigns an "I" grade at the end of a semester, a concurrent provisional grade is also submitted to the Office of the Registrar, which automatically becomes the assigned grade, should the deadline stipulated in the Academic Calendar expire without student action to rectify. This provisional grade includes all work completed to the date of the student's last class attendance, plus a failing grade for all graded assessments the student does not subsequently complete.

Students who are given an "I" grade must complete the outstanding course requirements by the end of the ADD/DROP period of the following semester. When the specified work has been completed and submitted, the instructor files with the Registrar a Change of Grade form in order to have the final grade posted to the transcript on or before the date stipulated in the Academic Calendar. Under unusual circumstances, however, an instructor or the student may request of the Associate Dean for Academic Affairs an extension of the time to complete the outstanding requirements. Although an I grade carries no penalty and is not computed in the semester GPA, students should be aware that receiving an I grade may affect their status for financial aid, scholarships, and honors.

Grade Point Average (GPA)

The term "grade point average" is synonymous with "quality point", "grade point" and "quality-point average". The "grade point average" is abbreviated as "GPA". The semester grade point average is computed by dividing the total credit points earned by the total number of credit hours attempted, including hours for courses failed. For example, 18 hours of all B grades would give 54 credit or quality points. Therefore, the Grade Point Average (GPA) would be 3.00 (54 credit points earned divided by 18 credit hours attempted). The GPA computation excludes credit hours for courses graded NR, WP, WF, AWP, AWF or I.

Note: Students must earn a semester and cumulative GPA of 2.00 or higher to remain in good academic standing at the college. Individual programs may also have additional minimum grade requirements for academic progression.

XVII. ACADEMIC INTEGRITY POLICY

Academic integrity is of vital concern to all members of the St. John's College community. Dishonesty undermines the very mission of the school, which attempts to prepare students to seek the truth and to live virtuous and honorable lives. Acts of academic dishonesty are contrary to the mission of the college and constitute a serious breach of trust among community members. St. John's College Junior College therefore requires and expects academic honesty from all members of the college community.

Students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them, and students are deemed to know and be familiar with this policy on academic integrity. Any student who attempts to compromise or devalue the academic process will face penalties. Potential grade penalty for academic dishonesty is an 'F'.

Definition

Academic dishonesty includes any form of unethical behavior that includes, but is not limited to, the following:

A. *Cheating* - the attempted or unauthorized use of materials, information, notes, study aids, devices, or communication during an academic exercise. Examples include, but are not limited to:

- Copying from another student during an examination or allowing another student to copy one's work
- Unauthorized collaboration on a take-home assignment or examination
- Using unauthorized notes during a closed book examination
- Taking an examination in place of another student
- Asking or allowing another student or person to take an examination in one's place
- Consulting notes and other aids without authorization during an examination
- Allowing others to research and write assigned papers
- Unauthorized use during an assessment or examination of any electronic devices, such as cell phones, tablets, computers, or other technologies to retrieve, receive, or send information.

B. *Plagiarism* - the act of presenting another person's ideas, research or writing as one's own. Examples include, but are not limited to:

- Copying another person's actual words without the use of quotation marks and footnotes
- Presenting another person's ideas or theories in one's own words without acknowledging them
- Using information that is not considered common knowledge without acknowledging the source
- Failing to acknowledge collaborators on homework and laboratory assignments
- Submitting papers or part of papers downloaded from the Internet, paraphrasing or copying information from the Internet without citing the source, and "cutting and pasting" from various Internet sources without proper attribution

C. *Obtaining an Unfair Advantage* – any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student. Examples of obtaining an unfair advantage include, but are not limited to:

- Stealing, reproducing, circulating, or otherwise gaining prior access to examination materials
- Depriving other students by stealing, destroying, defacing, or concealing library materials
- Intentionally obstructing or interfering with another student's work

D. *Falsification of Records and Official Documents* – the act of intentionally putting something on record that is not true. Examples include, but are not limited to:

- Forging signatures of authorization

- Falsifying information on an official academic record
- Falsifying information on an official document such as a grade report, drop/add form, or other college document

E. Collusion – the conscious collaboration of two or more individuals to carry out unethical activities or to protect those engaged in unethical practices. Examples include, but are not limited to:

- Lending assistance to another student to engage in or conceal academic misconduct
- Failing to report witnessed acts of academic misconduct

F. Inappropriate Use of Computer Technology – use of technology for any activity that is not consistent with college mission and which undermines the educational process. Examples include, but are not limited to:

- Unauthorized entry into another person’s computer file for the purpose of using, reading, or changing its contents
- Use of computing facilities to interfere with or alter the work of another student, faculty member, or staff member
- Bullying or other infractions of proper Netiquette

XIX. ELECTRONIC COMMUNICATION POLICY

Definition of Electronic Communication

For the purpose of this policy, Electronic Communication is the passing of information from one individual to another using an electronic communication device, as described below. This may take the form of, but is not limited to, emailing, texting, instant messaging, web surfing, and video recording.

Definition of Use of an Electronic Communication Device

Use of an Electronic Communication Device implies any activity that requires the student to touch or look at the device, including making and receiving calls, sending text messages, playing games, and consulting information displayed or stored in the memory.

Electronic Communication Device Use During Class

- Students may not view or use an Electronic Communication Device during a class session, unless such use has been authorized by the lecturer for a specific educational activity.
- Students are not allowed to record audio or video segments of a class session without the permission of the lecturer.
- Permission must be granted by the Dean for the distribution of recordings of class sessions or segments thereof.
- On the first occasion that a student uses or views an Electronic Communication Device during a semester, he or she may receive a verbal warning. For any subsequent use of an Electronic Communication Device,
- whether in the same class session or later in another, the student will be asked to leave the class and will be marked absent from the class session.
- Students may not request and lecturers may not grant permission for a student to leave a classroom for the purposes of using an Electronic Communication Device. A student who leaves a classroom to answer a cell phone will not be readmitted and will be marked absent from that class session.
- A student who is marked absent for a class session because of cell phone use may appeal to the Associate Dean for Academic Affairs, if he/she wishes to be registered as having been present. Such an appeal must be submitted in writing by the end of the following school day.

Electronic Communication Device Use During Tests and Examinations

- Students are advised not to bring cell phones or other Electronic Communication Devices to tests or examinations. SJJC accepts no liability for an Electronic Communication Device brought into a test or examination room contrary to this advice.

- Students may not have access to an Electronic Communication Device during a test or examination. All devices must be turned off and left in a place designated by the test or examination supervisor before the start of the test or examination.
- The penalty for accessing an Electronic Communication Device during an examination will be disqualification from that examination.
- An examination supervisor who witnesses that a student has access to an Electronic Communication Device during an examination must:
 - immediately inform the student that he or she is in contravention of examination rules
 - remove the device from the student
 - allow the student to complete the examination
 - inform the student, as he or she leaves the examination, that he or she will be reported to the Associate Dean for Academic Affairs
 - return the device to the student as he or she leaves the examination
 - submit a report, in writing, to the Associate Dean for Academic Affairs within one (1) working day of the end of the examination

Electronic Communication Device Use for Online Courses

Saint John's College Junior College continues to offer its students a quality education in the context of a global pandemic. In circumstances when an online mode of schooling is necessary, Google Classroom is incorporated as the college's official digital platform. Students are expected to have a digital learning device, preferably a desktop computer, Chromebook, or laptop with a reliable internet connection to participate in their online classes, as a mobile device such as a cell phone or tablet may have different formats and accessibility. A further requirement is that a student's device must have both microphone and camera access; devices must be updated to the latest plug-in version (e.g., Java) to access video or audio files. Some classes may require the download of additional software apps to access course content. It remains the student's responsibility to acquire class content and complete any class assignments or assessments, as specified by the class instructor. *Refer to SJCJC's Online Classes Addendum and Technical Requirements for Online Classes.*

In the event whereby the college offers online courses, the use of electronic communication devices by students is allowed under the following guidelines and virtual classroom routines:

Be present and ready – have relevant textbook, handouts, and course materials

Be respectful – arrive on time, mute microphone, and keep the chat on the topic only

Be attentive – camera should be focused on student; be prepared to answer questions

Be responsible – submit assignments on due dates; inform lecturer of absences or when running late

XX. PENALTIES FOR INFRACTION OF COLLEGE POLICY

St. John's College is committed to maintaining an atmosphere of academic integrity. Students found guilty of violating the college's Electronic Communication Policy or Academic Integrity Policy are subject to any one or a combination of the following penalties, depending on the severity of the offence:

1. Warning – a written notice to the offender that he or she has violated a specific college policy and that continuation or repetition of the misconduct, within a period of time stated in the warning, may be cause for more serious disciplinary action
2. Grade Loss – a grade of F or zero (0) for the particular assignment or assessment that was dishonestly done
3. Administrative Withdrawal – removal from the course and the assignment of a grade of AWF or AWP
4. Disciplinary Probation – exclusion from participation in privileges for a specified period of time, as set forth in the notice of probation and conditions for more serious disciplinary action, in the event of further violations of the College Code of Conduct
5. Suspension – exclusion from classes and other privileges or activities for a specified period of time, as set forth in the notice of suspension
6. Expulsion – termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the notice of expulsion.

Any withdrawal, suspension, dismissal or expulsion, without exception, requires the expressed approval of the President. All instances of violation of college policy must be reported in writing by the instructor to the Associate Dean of Academic Affairs, who keeps such reports of incidents on file until the student leaves the college.

Procedures for Imposing Penalties

When an instructor (or other college personnel) believes that a violation of college policy has taken place, he/she executes the following steps:

1. Documents the commission of the act, writing down the time, date, place, and a description of the act
2. Collects evidence, such as photocopying the plagiarized assignment and assembling various samples of the student's work, showing a radical disparity in style or ability. The instructor has the right, without incurring any liability, to temporarily detain any property of the student or other persons for purposes of documenting or recording evidence of suspected academic dishonesty.
3. Reports the incident in writing to the Academic Chair or Program Coordinator and the Associate Dean for Academic Affairs.
4. Along with the Academic Chair or Program Coordinator and the Associate Dean for Academic Affairs, meets with the student as soon as possible after the incident. In the meeting, the Academic Chair or Program Coordinator explains to the student the purpose of the meeting, the penalties for academic dishonesty, and the procedures to be followed. The instructor informs the student of the accusation, reviews the evidence with the student, then allows the student reasonable time to present evidence or comment on the evidence that has been presented.
5. The Academic Chair or Program Coordinator, the instructor, and the Associate Dean for Academic Affairs then review the evidence and determine whether or not an act of violation has taken place and, if so, document the events, determination, and recommendation for penalty.

The Associate Dean for Academic Affairs thereafter executes the following steps:

6. Decides on the penalty to be imposed, taking into account the instructor's recommendation and other pertinent circumstances that may exist
7. Informs the student in writing, copied to the instructor and the Academic Chair or Program Coordinator, of the determination and the penalty
8. Imposes the penalty as soon as the student is informed in writing of the determination and penalty

XXI. THE APPEAL PROCESS

An appeal is a formal request from a student, in writing, that a decision made by authorized college personnel be reconsidered. Appeal processes are clearly laid out in this Academic Bulletin. An appeal may be made in any circumstance in which a student can present compelling new information that was not considered when the original decision was made. The sections below detail the instances in which appeals may be made to the Dean or to the President of the college.

Appealing a Course Grade

The ultimate responsibility for the integrity of the academic grading process belongs to the college as an institution. Individual instructors act as agents for the institution in evaluating the student's academic performance and in assigning final course grades. In the event of a student's challenge to a final course grade, the burden of proof lies with the student who claims the grievance. The instructor has an obligation to award course grades on the basis of standards set at the beginning of the course. The appeal process will guide the college's response to allegations that an instructor acted arbitrarily and capriciously in assigning course grades. The procedure does not apply to mathematical errors in calculating the grade, academic dismissals from the college, or questions of professional judgment concerning course content, instructional methods, and appropriateness of performance standards. To the greatest extent possible, grievances should be resolved at the level of authority closest to the classroom.

Students who want to challenge their course grade must do so within FIVE (5) days of the calendared date of the distribution of semester grade reports. The student is first advised to do the following:

- Schedule a meeting with the course instructor to discuss course requirements and his/her performance in the course
- If the challenge cannot be resolved at this level and the student wishes to proceed further, then he/she initiates the formal appeal process outlined below. The student may, at any time during the formal process or the appeal, withdraw his or her grievance. If the student withdraws his or her grievance, the process will immediately stop.

Appealing an Administrative Withdrawal

Administrative withdrawals are initiated by the Associate Dean for Academic Affairs after consultation with instructors and the Associate Dean for Student Services. A student who has been administratively withdrawn is notified in writing of the withdrawal and its reasons. The student may petition in writing to the Dean for reinstatement within five (5) calendar days of the notification. The Dean will respond to the petition in writing within five (5) working days of receiving the written petition, either confirming the withdrawal or reinstating the student. The student may appeal the decision of the Dean by filing a written petition for review to the President within five (5) working days of the notification of the Dean's decision. The President issues a final determination in writing.

Appealing Non-Reinstatement to Class

Students who are not reinstated to class by the Associate Dean of Academic Affairs after excessive absence from the class may appeal the decision to the Dean. Appeals will generally only be considered in situations of extended illness or emergency. The appeal must be made in writing within two (2) school days of the notification that reinstatement was denied. Upon submission of an appeal to the Dean, the student will be allowed back in class until the final decision is made. If the Dean upholds a denial of reinstatement, the final appeal is to the President.

Appealing Placement on Academic Probation

A student placed on academic probation may not appeal the decision unless he/she is able to produce specific documentation demonstrating an error in the data underlying the probation decision. If the student has specific documentation demonstrating an error in the data underlying the decision, the student must submit such documentation to the Dean or inform the Dean of notice of intention to appeal academic probation within five (5) working days of receipt of the notice of probation.

Appealing an Academic Dismissal

A student may appeal an academic dismissal decision by presenting a written appeal to the President of the college no later than five (5) business days following the date of the dismissal decision. A copy of the notice of dismissal must accompany the appeal. In the written appeal, the student should discuss the following concerns:

- the student's perception of what led to the unsatisfactory academic performance
- the steps the student will take to address the factors outlined above
- any extenuating or mitigating circumstances which the student believes warrant consideration

Upon receipt of the written appeal, the President reviews the student's academic records and college policies before making the final decision regarding the appeal. There is no appeal of the decision of the President. During the appeal process, the Dean determines whether the student will be allowed to register or attend classes or continue any activities reserved for students in good academic standing.

Steps in the Appeals Process

A. Mediation with the Associate Dean for Academic Affairs

Step 1: The student should file his or her request for mediation with the Associate Dean for Academic Affairs, using the Appeal Form available at the Junior College Office. The request must be submitted by the deadline stipulated in the appeals process.

Step 2: Once the request has been made, the Associate Dean for Academic Affairs will then select a method for resolving the dispute.

Step 3: Within five (5) working days after the end of the mediation process, the Associate Dean for Academic Affairs will send the instructor and the student a written recommendation. If both the instructor and the student agree with the recommendation, the recommendation will become binding. If, however, either the instructor or student disagrees with the recommendation, the recommendation will not be effected. In such instances, the student may choose to appeal to the Dean.

B. Appeal to the Dean

A student who is dissatisfied with the determination resulting from the decision or penalty of the Associate Dean for Academic Affairs may file a written appeal to the Dean.

Step 1: The written appeal must be submitted to the Dean within five (5) working days of the date of the determination. The appeal must include the date of the appeal, the student's name, instructor's name and the name of the course (as applicable), and must bear the student's signature. The appeal must describe the grievance in detail, the evidence that supports that grievance, and the remedy that the student proposes.

Step 2: After receiving the appeal, the Dean will send each party a copy of the appeal.

Step 3: After reviewing the documentation submitted by the student (and evidence from the instructor, as applicable) and after consulting with the Associate Dean for Academic Affairs, the Dean will prepare and deliver to the student a written document setting out one of three decisions:

- a. uphold the determination and/or the penalty
- b. dismiss the determination and/or the penalty
- c. uphold the determination and modify the penalty or impose a new one

C. Petition for Review by the President

A petition for review is a formal written request from a student to the President of the college that the response to an appeal be reviewed. The petition must be submitted within the timeframe specified herein and must state the grounds or reasons for the petition for review. A copy of the written decision of which review is requested must accompany the petition. A petition for review will be considered only when one or more of the following three conditions exist:

- There is new and significant evidence which was not available for the appeal and which may further clarify and support the defense of the student.
- There is clear reason to believe that the penalty imposed is inconsistent with the seriousness of the violation.
- There is substantial credible evidence that the consideration of the appeal was not fair or impartial, or that the established process was not followed.

Step 1: If the student wishes to appeal the decision of the Dean, he/she must file a petition for review with the President within five (5) working days of the date of the notification of the decision of the Dean.

Step 2: The President reviews the written records and issues a written decision. The President's decision is final.

Petition for Exception

A petition for exception is a formal written request from a student that a published policy or procedure or requirement not be applied in a particular case. A petition for exception must be accompanied by clear and compelling evidence of extenuating circumstances which justify the exception. Petitions for exception in the following areas may be made to the Dean:

Admission

Transfer Students

Placement

Change of Program

Readmission

Examinations

Directed Study

Forgiveness Policy

Transfer Courses

Course Registration and Adjustments after Registration

The Dean or Associate Dean for Academic Affairs, as appropriate, will communicate the decision in writing to the petitioner. No exception may be made in any area not specified above.

STUDENT INFORMATION, SUPPORT AND RESOURCES

INTRODUCTION

St. John's College Junior College seeks to safeguard the rights of each student, as well as instill in each student an understanding of and appreciation for responsible action. Each student, by virtue of his/her enrollment at St. John's College Junior College, is entitled to certain rights and must accept the responsibilities accompanying these rights. In order for the student body to function in an atmosphere where the rights of its members are respected and the spirit of community is nurtured, each student must also accept responsibility for his or her actions.

I. STUDENT RIGHTS

Each student at St. John's College Junior College shall have the following rights:

- ✓ the right to respect at all times of his/her integrity, personal reputation and property
- ✓ the right to study, socialize and function in an atmosphere of mutual respect
- ✓ the right to an education hallmarked by professional instruction for the transmission of knowledge, the discovery of truth, and the development of intellectual, social and spiritual capabilities
- ✓ the right to exercise freedom of discussion, inquiry and expression, as a means of developing habits of critical thinking and a means for enhancing capacities for critical judgment
- ✓ the right to appropriate opportunities and conditions of learning in all aspects of student life, including opportunities for leadership among the student body
- ✓ the right to be treated with equal favor, to privacy - especially in the conduct of service requiring the use of information by school personnel - and the right to a system of discipline with a focus on the individual needs of students

II. THE STUDENT GOVERNMENT

Student governance invites students to self-directed activities that develop leadership through practice and empowerment through service. The Student Government is recognized by St. John's College as the official organization representing the collective views of the entire student body on all matters of interest. Accordingly, the Student Government, mandated by provisions of a constitution and by-laws, provides the means for a clear and continuous exchange of ideas among students, faculty, and college administration. In this way all students can contribute to the college's decision-making and policy-formulating processes on matters of student concern.

The Student Government is constitutionally elected at large by the student body. The Student Government serves the mission of St. John's College by:

- a) listening to student concerns
- b) representing student concerns to other students, faculty, staff, and administrators
- c) coordinating and promoting a diverse program of entertainment and educational activities for the Junior College's student body

It is worthy to note that although members of the Student Government are both directly and indirectly involved in service to the school community on behalf of all students, their involvement can only be as good as the commitment demonstrated by each student to the well-being of the entire student body. Thus, the college encourages students to commit themselves to service in action that affirms a vision of life essential to creative student development.

Students wishing to run for Student Government should visit the Student Services Office.

III. CAMPUS SERVICES

St. John's College Junior College aims to provide quality service that considers the good of its students as its chief administrative responsibility. Providing students with instant information about all aspects of administrative support enables all students to have equal access to the work of Junior College personnel.

Changes in Address or Telephone Number

Each student is responsible for notifying the Office of the Registrar of changes in address or contact numbers.

Community Service

Community Service is organized by the Student Services Office, where information regarding community service projects is available. Each student must complete a minimum of 100 community service hours to meet graduation requirements. It is advised, therefore, that each student register for community service, obtain a community service card, get information regarding current community service projects, and visit the Student Services Office.

Health Emergencies

If you feel sick or notice someone who is ill or injured, contact the Student Services Office; however, while the Student Services Office has primary responsibility for emergencies, any member of faculty, staff or administration can provide assistance.

Lost and Found

Every month a list of lost and found items is posted on the Student Services Office bulletin board located in Zinkle Hall. To claim an item, visit the Student Services Office and present a valid ID.

Please note: *St. John's College is not responsible for any items stolen or lost on campus. Full responsibility for unattended items left in classrooms and other college facilities lies solely with the owner.*

Mail and Deliveries

Visitors are not allowed to disturb classes. If you need something to be delivered to you, contact the Student Services Office to make arrangements. Refer to Visitors' Policy.

Scholarships for Further Study

Information about scholarships and financial aid for further study is made available by the Dean's Office and the Student Services Office. The Student Services Office also organizes a College 101 Workshop in the August-December semester to familiarize students with the matriculation requirements to enter colleges and universities locally, regionally, and internationally.

IV. STUDENT CLUBS AND ORGANIZATIONS

There are a large number of student clubs and organizations on campus. Students who wish to start a new club or organization must submit an "Intent to Organize" form to the Student Services Office.

Campus Clubs

- ✓ *BIONIC (Believe It or Not I Care)* - An organization of students who are trained by the Counseling Center to assist their peers with various social and personal issues to assist the college counselor in providing psycho-educational information and workshops about social issues affecting the student body.
- ✓ *Ecology Club (GECO)* – The club's main objective is to increase environmental awareness in Belize. This is done by means of guest speakers, educational trips, clean-up campaigns, and work with primary and secondary schools on environmental projects.
- ✓ *Newspaper Club (Verbatim)* - The Newspaper Club provides the school with an informative, educational, interesting, and exciting newspaper known as "Verbatim". This newspaper highlights issues of concern to students, as well as entertains and informs.
- ✓ *Campus Ministers* - This is a training program that focuses on social and spiritual growth, as well as leadership and personal responsibility. Campus Ministers perform numerous hours of community service and add to the spiritual dimension of the college through their assistance with the planning of liturgies, retreats, and other activities.
- ✓ *Servant Leadership Program* – The program is a form of stewardship in which individuals are enriched by the vision of community service. St. John's Junior College strives to develop leaders who will serve the community in unique ways, by providing opportunities to learn leadership skills and apply the knowledge acquired in the classroom to real community issues. There are three components to the program: Academics, Community Service, and Leadership Development.
- ✓ *Yearbook Club (Pandanus)* - The yearbook serves as an exciting account of the year's activities on/off campus. The Yearbook Club works to produce the SJCJC "Pandanus" which displays campus and academic life. The Yearbook Club seeks the active participation of students, faculty, and staff.

- ✓ *Model United Nations Club* – The club simulates an authentic United Nations system by exposing students to how the UN systems work, the skills of diplomatic debate, compromise, conflict resolution, and negotiation in an international arena.
- ✓ *Wildcat Connectors* – A group of students who actively assist the Student Government with executing events on campus
- ✓ *Travel Club* – This is a club that seeks to offer students a social medium to express themselves and to travel across Belize and its neighboring communities.
- ✓ *Pool Club* – The club exists to further a common interest in a physical activity through competition, instruction, participation, or performance.

Athletics and Sports

Student athletes are encouraged to contact the Athletics Coordinator in the Student Services Office or the Sports Director of the student government to participate in sports competitions. Various opportunities for participation include:

- ✓ ATLIB Sports - competitions in volleyball, basketball, football, and softball among the junior colleges and universities in Belize yearly
- ✓ Intramural Sports - intramural competitions in volleyball, basketball, football, marathons, other games and events among the Junior College departments, particularly on Sports Day.

V. CAMPUS RESOURCE CENTERS

St. John's College provides an array of services and resources to support the full and constructive engagement of students, faculty, and staff in the college community. Designed to support the academic mission of the school, all the student resources focus on enhancing scholarship, promoting wellbeing, encouraging personal as well as professional development, and stimulating intellectual vitality. The programs and services offered by the Campus Ministry Office, the Academic Support Center, the College Library, the Counseling Centre, the Music Center, and the Art Centre are integral to and invite involvement in fulfilling the college's mission of enhancing personal growth through education.

Belize National Center for Art Education and Cultural Understanding

The center teaches a cross-section of subjects in the Fine Arts. The ground floor of the center has a ceramic and sculpture studio, gallery, and a kiln room. The first floor includes the drawing, painting, printmaking, and graphic design studios. The courses offered at the Art Center are accessible to students from other educational institutions at both the secondary and post-secondary levels. Specific courses are also offered to members of the public. The center also houses the Michelle Perdomo Art Gallery.

Campus Ministry

Guided by the Catholic and Ignatian tradition, Campus Ministry serves all faiths by:

- discovering the spiritual needs of students and faculty both in and outside the classroom
- providing the college community with opportunities for worship, study, pastoral counseling, and faith formation activities, both Catholic and ecumenical
- offering direct ministry, community service, service learning, social justice education, liturgical celebrations and services, prayer and faith development activities, and student leadership training and development
- working collaboratively with all college divisions to foster the college's Catholic identity, mission and heritage
- fostering a college atmosphere of inclusion of all faiths through liaison with various religious groups and encouraging nonviolence and global concern by offering retreats, liturgies, and other activities in integration with divisional academic programs

College Library

St. John's College Library promotes learning, teaching, and scholarship by providing materials and resources that promote the curriculum of all academic divisions, both for professional development and to meet personal interests. The library contains over 11,000 books, reference and circulating collections, as well as local newspapers and periodicals.

There is also a continuously updated vertical file, as well as access to websites and databases. Photocopying and computer printing services are also available.

Counseling Center

St. John's College Junior College has a Counseling Center which provides services and a safe, comfortable environment for all students. The mission of the Counseling Center is to ensure the development of the whole person emotionally, socially, and psycho-educationally. It also provides students with wellness and counseling services aimed at maximizing personal growth and development. These services include a wide variety of preventive, curative, psycho-educational, and crisis management activities. Any student of St. John's College may access the counseling services provided by making an appointment or dropping in. Students may also be referred to the center by teachers, administrators, and/or parents. Referral forms are available at the Dean's Office, the Student Services Office, the Counseling Center, online on the Counseling Center webpage at the website, www.sjc.edu.bz, or may be requested by email at counselling@sjc.edu.bz.

Since a good therapeutic relationship in counseling depends upon a trusting relationship between student and counselor, the Counseling Center is committed to ensuring that information resulting from counseling contacts is held in strict confidence. No information is released without the student's permission, except in situations which legally or ethically require that confidentiality be breached. These include situations such as knowledge of ongoing abuse or neglect of a minor or elderly person; serious risk of suicide or harm to other individuals; and subpoena of information. Counseling is done in a safe, comfortable, and private environment. Students and parents are invited to contact the Counseling Center for further information.

Academic Support Office

The purpose of the Academic Support Office is that students on academic probation feel seen, supported, and empowered to overcome challenges that restrict them from reaching full academic potential and succeed at SJCJC. Each student on academic probation is paired with a mentor who serves as an ally to connect, support, and empower the students through their education. The office's vision is: to embody the Men and Women for Others mission of SJC through student-centered mentorship practices catered towards empathetic listening and goal-oriented coaching; and to empower all students in reaching their full academic potential through guided paths of self-discovery and equitable, holistic methods aimed to support students toward academic sustainability.

Accessibility Services Office

The Office of Accessibility Services fosters the holistic development of students, as it partners along with them to create equal opportunities on campus. The office coordinates with students who self-disclose their disabilities and who require academic accommodations. Students wishing to access these services can email accessibilityservice@sjc.bz.

STUDENT CODE OF CONDUCT

INTRODUCTION TO THE CODE OF CONDUCT

The Student Conduct Code seeks to encourage students to contribute to the creation of a climate that builds a sense of individual responsibility and self-discipline. It aims to provide guidelines for student behavior in order that all members of the student body can exercise self-control and discretion in their daily school lives and yet be afforded freedom of expression and activity. In its primary emphasis on educating for responsible behavior, the college provides guidance, counseling, and advising; students are expected to behave in a manner which promotes the educational purposes of the college.

Any act which violates any stated student right or any tenet of this code of conduct will merit a disciplinary response. Any act that results in the violation of national laws for which a student may be detained by the police will prompt appropriate administrative investigations. In the event that there arises ambiguity or need for clarification, such interpretation or clarification will be determined at the discretion of the Dean or the Associate Dean for Student Services.

Purpose

In order for the student body to function in an atmosphere where the rights of its members are respected and the spirit of community is nurtured, the Student Conduct Code is established for the preservation of these rights which are central to the college's mission.

Jurisdiction

This code applies to on-campus and off-campus conduct of all students and registered student organizations in direct connection with:

- Academic discourse requirements or any credit-bearing experiences, such as field trips, internships, seminars, forums, lectures, or student teaching
- Any activity in support of the pursuit of a degree, such as research at another institution or a professional practice assignment
- Any activity sponsored, conducted, or authorized by the college or by registered student organizations

Students are subject to the Laws of Belize, and violations of those laws may also constitute violations of the Code of Conduct. In such cases the college may proceed with disciplinary action independently of any criminal proceeding involving the same conduct and may impose sanctions for violations of the code, even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

I. PROHIBITED ACTS

The following actions demonstrate a lack of respect and will not be condoned by the Junior College:

Lack of Respect for the Safety of Others

1. Actions that could result in harm to the physical or emotional well-being of others
2. Acts of physical assault, intimidation, or bullying
3. Any form of harassment or pranks, including actions that could result in physical or emotional harm, ridicule, embarrassment for others, hysteria, common panic, or alarm
4. Discriminatory statements, implied, expressed or circulated through verbal, written, or electronic means, which injure the reputation of others and cause persons to be regarded with feelings of hatred and/or contempt
5. Reckless driving, speeding, or car surfing on or off campus, including but not limited to: campus grounds, campus roads, campus parking lots, public parks, public feeder roads, major highways and public streets
6. Offensive statements, expressed or circulated through verbal, written, or electronic means, which injure the reputation of others and cause persons to be regarded with feelings of hatred and/or contempt
7. Riding bicycles on verandahs and on walkways
8. Sexual harassment, defined as unwelcome verbal or physical conduct of a sexual nature including, but not limited to, the deliberate making of unsolicited gestures or comments, unwelcome sexual advances or requests for sexual favors, or the deliberate display of offensively sexually graphic material not necessary for institutional purposes

9. Abusive behavior which may include, but is not limited to: swearing, verbal or physical threats to any member of faculty, administration, student body, or staff of the college
10. Maliciously sharing or publishing on the World Wide Web or any other network any degrading material which may result in physical, mental or emotional harm of others or to the college's reputation

Lack of Respect for the College Community

11. The use of smoking, vaping, and tobacco products is prohibited on the college campus, property, and grounds and within college jurisdiction, for example, while on field trips or activities sponsored by the college. Such use includes but is not limited to cigarettes, cigars, pipes, smokeless tobacco, vaporizing/vapor producing devices, and e-cigarettes.
12. Consuming, possessing, selling or being under the influence of alcohol, illegal or controlled drugs, medication in non-therapeutic doses, pornography, or any other harmful substances or images on campus or within college jurisdiction
13. Possessing, bringing, or attempting to bring onto campus any weapon, including knives, and/or any legally prohibited item
14. Performing acts of vandalism, such as the destruction of the property of the school; this may include but is not limited to: defacing of furniture, marking of walls, and littering
15. Gambling on campus or within college jurisdiction
16. Violation of the student dress code
17. Unauthorized use of the school logo or name or campus facilities
18. Intentionally using authorized student identification for fraudulent purposes including, but not limited to, furnishing ID card to a third party
19. Playing sound by the means of radios/IPODS/Cell Phones/MP3/MP4 players/laptops/portable DVD or CD players on campus without the use of earphones, except when authorized to do so
20. Loitering outside of lecture halls and in hallways, making loud noises while classes are in session
21. Inappropriate display of affection on campus, such as kissing, heavy petting, sexual intercourse, or sexual contact
22. Displaying or distributing on campus sexually explicit materials which may include, but is not limited to: photos, videos, words, signs, digital images, animated depictions
23. Unauthorized entry to college premises, facilities or properties
24. Loitering in the parking lots, in and around parked vehicles
25. Abusive language offensive to the dignity of persons, including vulgar or obscene language
26. Participation or involvement in criminal acts of violence, theft, or destruction of property

Lack of Respect for Community Authority

27. Failing to comply with reasonable directions of college officials, including security officers, faculty and staff acting in performance of their duties
28. Failing to produce college identification on request

II. STUDENT DRESS CODE

St. John's College Junior College strives to be a community of courtesy, consideration, and respect. Students are required to adhere to the prevailing standards of good judgment in their choice of attire and are expected to conduct themselves in a way that best represents themselves and the college. While the following explicit guidelines are provided, the Associate Dean for Student Services reserves the right to forbid any other attire the school deems inappropriate:

1. Dresses, skirts, and trousers must fall below the knee.
2. Shirts, blouses, and dresses must have sleeves. Strapped, strapless, halter top, low-cut, tank tops, cut-up jeans and undershirts used as outer-wear are not allowed.
3. Tops should be long enough to cover belly and lower back even when wearer is seated.
4. Sagging and excessively baggy trousers are not allowed.
5. Underwear should not be visible.
6. Obscenities or depictions of drugs, hate, or violence on clothing or jewelry are not allowed.

7. Appropriate outdoor footwear should be worn at all times. *Slippers are not allowed for either female or male students.*
8. No caps are to be worn in classrooms or at any official sessions on campus.
9. No gym clothing, including exercise leggings, should be worn as school attire on campus.

III. CAMPUS FACILITIES AND USAGE POLICY

St. John's College considers the physical environment an important dimension of its work in providing quality educational services to students and its community life. Students wishing to use college facilities must seek approval from the Associate Dean for Student Services. Students will be held financially responsible for any damage to property or equipment which results from its usage.

Eating and Drinking in the following facilities is prohibited in order to maintain sanitary upkeep of these areas:

- the College Library
- classroom lecture areas in Raszkowski Hall & Weber Hall
- Computer and Science Labs
- the Art Center
- the Music Center

IV. CAMPUS SECURITY POLICY

All members of the college community are required to wear SJC identification cards in plain view at all times while on campus. Security booths are located at the two main entrances to the campus, one at the High School entrance and one near the Marion Jones Stadium.

The security and safety of students on campus are the responsibility of all members of the college community. College administration encourages all students to assume responsibility for looking after each other. The college also reserves the right to conduct routine searches of student vehicles, property and person, as deemed necessary. Students are expected to comply with the following:

1. Immediately report any observation of strangers on campus to the nearest source of help, including the security guard, faculty members, other students, or the Student Services Office.
2. Bicycles are to be kept securely locked in the bike racks at all times; any bicycle found parked on a walkway, verandah, classroom, or corridor will be impounded; students are to provide secure locks to ensure safety and security of their bikes.
3. For the safety of pedestrians, bicycle riding is prohibited on walkways or verandahs.
4. Vehicles must be locked at all times; items will not be replaced by the college, if stolen or damaged.
5. Vehicles brought onto campus are subject to search and inspection, if there is reasonable cause to suspect that evidence of a violation of the school rules or the law will be revealed by the search.
6. Any incident of mugging, robbery or violence should be reported to the security guard and the Student Services Office immediately, so that law enforcement authorities can be appropriately notified.

V. CAMPUS ACCESS POLICY

All students who drive to the college campus are required to obtain a Vehicle Pass at the beginning of the academic year. Students who wish to drive their vehicles with unrestricted access to campus during the normal course of the school day must make their payment at the Finance Office. The pass must be visibly displayed on the windshield of the vehicle.

Any student who gives his/her campus access Vehicle Pass to another person to be used in another vehicle will be subject to disciplinary action of fraudulently deceiving security personnel. In such an event both vehicles, that of the giver and the receiver, will be placed on a list of vehicles banned from accessing the campus for the remainder of the semester.

VI. IDENTIFICATION CARDS

All students are required to hold an official SJC photo identification card during the time of their enrollment. The student ID card is non-transferable and should be visibly worn by the student at all times while on campus. This card is required for social events and to access services at any of the campus support offices or resource centers. All photo IDs are taken at the time of orientation and are distributed through the Student Services Office. ID cards are the property of the college and may be taken away at any time. Students are required to show their ID cards to security personnel, faculty, staff, administrators and Student Government members upon request.

VII. ILLNESS POLICY

Students who become ill on campus are expected to notify someone - a faculty or staff member, a student, or a security guard – in the immediate area at once, so that help can be provided. Such incidents of illness should be reported to the Student Services Office.

Any student suffering from a contagious disease or complaint deemed by medical authorities likely to be injurious to the health of other students must stay away from school until a medical certificate from a doctor is presented, verifying that the student is fit to return to school.

VIII. POSTING AND DISTRIBUTION OF LITERATURE

Information posted on bulletin boards is provided exclusively for students. Such information includes notices addressed to students through college offices, student organizations, the Student Government and, periodically, by members of the general student body. Notices require prior approval from the Student Services Office before their posting. Any student who defaces a sign or tampers with notices will be subject to disciplinary action. Approval must be obtained from the Student Services Office for any flyer to be distributed to the student body. Magazines, newspapers or notices to be posted on college bulletin boards are subject to inspection by the Associate Dean for Student Services.

IX. MATERNITY POLICY

Pregnant students are responsible for reporting their pregnancy to the Dean, the Associate Deans for Academic Affairs and Student Services, as well their teachers, so that discussions about changes that may be necessary to their academic program or progress may take place in a timely manner.

X. SALES AND PRIVATE BUSINESS POLICY

No sales or private business on campus by students may be conducted without the approval of the Associate Dean for Student Services. No student may carry on any form of business undertaking on campus without such approval.

XI. SCHOOL TRIP POLICY

Student trips that have specific educational advantage for students are encouraged by the college. The proper management of trips safeguards the safety and well-being of each student on the trip, while meeting guidelines prescribed by the Ministry of Education. All school trips coordinated by student organizations must be approved by the Associate Dean for Student Services in consultation with the Dean. A trip planned by an individual student or a group of students on their own, without specific communication channeled through the Student Services Office, will not be considered a school trip; in those instances, the name of the college should not be used, and the college will not assume any responsibility in matters connected to such trips.

Procedures to be followed for school trips include the following:

1. Complete and submit the *Application Form for School Trip* to the Associate Dean for Student Services office a minimum of TWO weeks before its scheduled departure.
2. Written approval must be given by the Associate Dean for Student Services and the Dean for the trip organizers to proceed with the necessary plans and preparations.

The trip organizers must demonstrate a willingness to assume various responsibilities, including the following:

- be willing to carry out specific roles of coordinating all aspects of the trip, including supervising students and ensuring adherence to expectations of student conduct
- obtain from each student a notice of permission and a waiver note, legitimately signed by parents or guardians
- review and submit a checklist outlining major considerations for the proper organization of the trip

XII. SOLICITATION/FUNDRAISING

No solicitation or fundraising may be conducted by students without the permission of the Associate Dean for Student Services, who will seek such approval on the students' behalf through the Office of the Dean and/or the President. No student may use the name of St. John's College to solicit financial or other contributions without such approval.

XIII. USE OF SCHOOL NAME AND LOGO

No individual student or student organization may use the name or logo of St. John's College in any print, electronic or other communication medium to express any views or to promote any activity or event—on or off campus—without the written authorization of the Associate Dean for Student Services.

XIV. VISITORS' POLICY

As a way of safeguarding the general interest of students with attention to both the safety of students and the integrity of the college community, St. John's College Junior College administration has developed the following policy on visitors:

Any visitor wishing to see a student must report to and leave a photo ID, such as a social security card or driver's license, at the appropriate security booth entrance. The visitor will then be given a guest pass. Thereafter, the visitor must proceed to the Office of the Dean or the Associate Dean for Student Services to be put in contact with the student he/she intends to visit. The visitor must NOT proceed directly to the class or location of the student. This policy applies only to the friends or family members of students and not to persons invited to the college by students and faculty as guest presenters, project facilitators, etc.

Visitors must be escorted by the person they are visiting at all times. It is the responsibility of the students to inform their guests of this policy and to ensure that they comply with it. Visitors on campus are expected to comply with all school policies.

XV. DISCIPLINARY PROCEDURES AND APPEAL

St. John's College is committed to maintaining an atmosphere of mutual respect and safety. All violations of the Student Conduct Code and college policy must be reported to the Associate Dean for Student Services, who keeps reports of incidents on file for the duration of the student's enrollment at the college.

The college seeks to preserve flexibility in the imposition of sanctions, so that each student or group offender is afforded the greatest possibility for appropriate and just treatment. Significant mitigating or aggravating factors shall be considered, which may include the current demeanor and the presence or lack of a disciplinary or criminal record of the offender, as well as the nature of the offense and the extent of any damage, injury, or harm resulting from it. All serious/major violations are reviewed by a disciplinary committee.

In situations that may involve violation of the Laws of Belize, the Associate Dean for Student Services or the Dean will notify the police.

Penalties for Violating the Student Code of Conduct

Whenever it has been determined that a student has violated the Student Code of Conduct or college policy, any one or a combination of the following penalties may be imposed by the Associate Dean for Student Services or the Dean. The penalty to be imposed is determined by the severity of the violation and the student's previous history of misconduct.

1. Verbal Warning- a verbal report and reprimand
2. Censure - an official written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct will be cause for additional disciplinary action
3. Disciplinary Probation - The college may limit and /or monitor student participation in academic, privileged, or extracurricular activities for a specified period of time. Violation of the terms of disciplinary probation may result in suspension or expulsion from the college.
4. Suspension - exclusion from classes and other privileges or activities, including access to college premises or college-sponsored activities off campus, as set forth in the notice of suspension, for a specified period of time
5. Expulsion - termination of student status and exclusion from college privileges and activities, including access to college premises or college-sponsored activities off campus in perpetuity
6. Restitution - repayment to the college or to an affected party for damages, loss, or injury resulting from a violation of the Code of Conduct.
7. Other Sanctions – Other sanctions that may be imposed instead of or in addition to those specified above include:
 - restrictions upon or denials for college parking privileges for violations involving the use or registration of motor vehicles on campus
 - assignment of service projects
 - restriction on contact with other students and/or access to specified areas of the campus
8. Counseling - Where a student’s behavior raises concern, counseling sessions are mandatory.

Procedures for Addressing Violations

When any violation of the Student Code of Conduct is reported to the Student Services Office, the Associate Dean for Student Services executes the following:

1. Documents the violation, noting the time, date, place, and description of the act, and then collects evidence and pertinent details for the files
2. Meets with the student as soon as possible after the incident. In the meeting, the Associate Dean:
 - informs the student of the accusation,
 - reviews the evidence with the student, and
 - allows the student to present evidence or comment on the evidence that has been presented
3. In cases where substantial grounds exist to accuse a student of use of illicit drugs or alcohol, the Associate Dean may require the student to undergo an alcohol breath analyzing test or a laboratory substance screening at the student’s expense. Refusal to submit to such test or screening may be grounds for immediate suspension or dismissal.
4. Gives the student up to two (2) instructional days in which to respond to the evidence presented or to present evidence in his/her favor
5. Determines, based upon a preponderance of the evidence (which may include the student admitting to committing a violation of the Code of Conduct), whether or not a violation of the code has taken place
6. informs the student, in writing, of the determination and the penalty. The student, in writing, acknowledges receipt of the communication.

XVI. THE APPEAL PROCESS

An appeal is a formal request from a student, in writing, that a decision made by authorized college personnel be reconsidered. Appeal processes are clearly laid out in this Academic Bulletin. An appeal may be made in any circumstance in which a student can present compelling new information that was not considered when the original decision was made. The sections below detail the instances in which appeals may be made to the Dean or to the President of the college.

Steps in the Appeal Process

A. Appeal to the Dean

A student who is dissatisfied with the determination resulting from the decision or penalty of the Associate Dean for Student Services may file a written appeal to the Dean.

Step 1: The written appeal must be submitted to the Dean within five (5) working days of the date of the determination. The appeal must include the date of the appeal, the student's name, and must bear the student's signature. The appeal should clearly state the grounds upon which the appeal is based.

Step 2: After receiving the appeal, the Dean will send each party a copy of the appeal.

Step 3: After reviewing the documentation submitted by the student and after consulting with the Associate Dean for Student Services, the Dean will prepare and deliver to the student a written document setting out one of three decisions:

- a. uphold the determination and/or the penalty
- b. dismiss the determination and/or the penalty
- c. uphold the determination and modify the penalty or impose a new one

Step 4: The Dean informs the student, in writing, of the determination. The student, in writing, acknowledges receipt of the communication.

B. Petition for Review by the President

A petition for review is a formal written request from a student to the President of the college that the response to an appeal be reviewed. The petition must be submitted within the timeframe specified herein and must state the grounds or reasons for the petition for review. A copy of the written decision of which review is requested must accompany the petition. A petition for review will be considered only when one or more of the following three conditions exist:

- ✓ There is new and significant evidence which was not available for the appeal and which may further clarify and support the defense of the student.
- ✓ There is clear reason to believe that the penalty imposed is inconsistent with the seriousness of the violation.
- ✓ There is substantial credible evidence that the consideration of the appeal was not fair or impartial, or that the established process was not followed.

Step 1: If the student wishes to appeal the decision of the Dean, he/she must file a petition for review with the President within five (5) working days of the date of the notification of the decision of the Dean.

Step 2: The President reviews the written records and issues a written decision. The President's decision is final.

FINANCIAL INFORMATION

INTRODUCTION

Tuition and fees alone do not cover the entire cost of educating a student at St. John's College. The difference is made up through support of donors, fundraising, and investments. To ensure that students are aware of both the obligation which they have to the school and which the school has to them, the following information is provided.

I. TUITION AND FEES

The schedule of tuition and fees is subject to change annually and is published during the time of registration. The schedule may also be obtained from the college's Finance Office. At the time of registration, the student receives an invoice with the semester's bill for tuition and fees. Subsequent adjustments made to a student's schedule after registration point may imply an adjustment to the invoiced total. The cost of books is not included in the total.

Tuition and fees are generally due 1-2 weeks after the actual dates of registration, which occur in June and December of each academic year. Payment can be made at any branch of Atlantic Bank or Belize Bank countrywide. Registration is not complete until full tuition and fees have been paid. The college also offers a payment plan option, available through the Finance Office, for the payment of tuition and fees. Full tuition and fees, or the first installment on the payment plan, must be made no later than the posted dates.

Students who do not pay full tuition and fees or who do not make appropriate arrangements by the dates indicated will have their registration cancelled and will be blocked from receiving transcripts of grades, copies of diplomas, letters of recommendations, or credit at the SJC bookstore.

II. PAYMENT PLAN SYSTEM

For students who are unable to pay tuition and fees at the time of registration, St. John's College offers a payment plan system which requires an agreement between the parent/guardian and the Finance Office. The plan generally stipulates the payment options offered and the schedule of payment dates offered by the Finance Office each academic year. There is no payment plan agreement for summer sessions or for transient programs.

Application for the Payment Plan arrangement is set by the Finance Office and is communicated to enrolled students each semester prior to the scheduled registration date.

III. REFUND POLICY

Students who officially drop or withdraw from classes no later than the last day of the official Drop/Add Period set by the Office of the Registrar are eligible for a full refund of tuition and fees. Students who officially withdraw from classes within three weeks of the start of the semester are eligible for a one-third (1/3) refund of tuition only, but not fees. No refunds are applicable beyond this point.

Students who are asked to withdraw from school for disciplinary reasons (or any other reason) no later than the last day of the official Drop/Add Period set by the Office of the Registrar are eligible for a full refund of tuition and fees. Students who are asked to withdraw from classes within three weeks of the start of the semester are eligible for a one-third (1/3) refund of tuition only, but not fees. No refunds are applicable beyond this point.

Students who have paid an excess of tuition and fees and have met graduation requirements are asked to sign-up during the refund period to receive such excess of funds. Details regarding the refund sign-up period is emailed to the students.

During the Summer Session

Students who officially drop or withdraw from summer classes no later than the last day of the official Drop/Add Period set by the Office of the Registrar receive a full refund of tuition. Students who officially withdraw from courses beyond this point are not eligible for a refund.

IV. BOOK RENTAL

Most courses at the college will require the use of a textbook and other supplementary resources; a list of all courses and their relevant textbook information is available at the bookstore webpage at www.sjc.edu.bz.

Students may choose to purchase textbooks on their own or, where available, may choose to rent textbooks from the SJC College Bookstore at a rental cost of \$50-\$60 per semester. The college reserves the right to change the published book rental fee, as deemed necessary. Students are required to bring their registration schedule when renting textbooks, as only books appearing on the schedule will be rented. Book rentals are non-refundable.

Book Rentals: Returns

Rented books are to be returned to the SJC Bookstore on the last day of final exams. Books not returned by the deadline will incur a late fee of \$20 per book rental.

Book Rentals: Damaged/Not Returned

Books rented that are not returned or that are returned in a damaged condition will incur the full cost of the textbook. The cost of the textbook will be added to the student's account.

V. DIRECTED STUDY

The college offers directed or independent study to assist a student in meeting program requirements. Directed Study is billed at \$325 for a 1-credit course, \$525 for a 3-credit course, and \$700 for a 4-credit course, inclusive of the semester registration fee; additional fees may apply if the course requires the use of the science/computer lab and art materials.

VI. FINANCIAL AID AND SCHOLARSHIPS

GOB Tuition Waiver

Full-time, first-year students who pass three or more (3+) CSEC examinations, including English A and Mathematics, and who are Belizeans by birth or nationality, must submit a copy of their CSEC results along with their social security card at the Finance Office to receive a \$300 tuition scholarship from the Government of Belize. To maintain the scholarship, students must earn a GPA of 2.50 or above per semester. Students are responsible, however, for the payment of all fees and cost of books.

The Government of Belize provides a \$300 tuition scholarship for all full-time, second-year students at the Junior College, as long as they achieve a successful pass in their first semester and a GPA of 2.50 or above in their second semester. The Finance Office requires that students wishing to access the Tuition Scholarship complete and submit a *Second Year Tuition Form* provided by the office. Students are responsible, however, for the payment of all fees and cost of books.

Financial Assistance from Sponsors

Students whose employers, the Government of Belize, or any other sponsoring organizations that have made arrangements with St. John's College's Finance Office to pay tuition, fees, and/or cost of books should bring a signed letter of commitment from the sponsor to the Finance Office no later than FIVE (5) business day after registration. If the sponsor's commitment does not provide for full payment, the student is required to appropriately settle the balance either by paying the balance him/herself or using the college's Payment Plan System. Any student who receives a scholarship after having paid the college at the time of registration is reimbursed upon graduation.

St. John's College Financial Aid Program

In the provision of financial aid to students, St. John's College is guided by the belief that the responsibility of financing an education rests primarily with the student and his or her family. Appreciating, however, that the cost of education is beyond the reach of some students and their families, St. John's College is committed to assisting students and families who demonstrate a measurable level of financial need, but who are also willing to assume as much responsibility for tuition and fees as possible.

The purpose of the college's financial aid program, therefore, is to supplement the student or family contributions, not to replace them. Because financial aid funds, which come entirely from the generosity of individuals who support the mission of the college, are limited, the college seeks to distribute these funds in the fairest way possible. Financial aid

to students will include any combination of tuition, fees, and books. Generally, no student will receive 100% financial aid coverage in any of these areas.

Landivar Work Scholarship Program

Students who wish to receive financial assistance from St. John's College through its Landivar Scholarship program must consult with the Associate Dean for Student Services to apply. Application forms are available at the Student Services Office and must be submitted by the published deadline for each semester in which assistance is sought. Students must verify their financial assistance package and must have a current, approved SJC Financial Aid commitment on file at the time of registration before any financial assistance is applied to the payment of tuition and fees. For work scholarships, students will be expected to maintain a minimum GPA of 2.50 each semester. All benefiting students must, in turn, meet a minimum weekly requirement of service to the college or community.

VII. FUNDRAISING

Government grants, tuition, and fees are the main sources of income for the school, but these do not enable the school to meet all its expenses. Without additional income St. John's College cannot provide all the programs essential for its mission, including the campus ministry and community service programs, maintain sporting fields and other facilities, provide training and development of its faculty, or offer financial assistance to its students. Additional income is necessary for all these activities; fundraising, therefore, is a necessary part of the college's operations.

From time to time a class or group may undertake other fundraising activities for specific purposes or causes. These activities must have the prior approval of the Associate Dean for Student Services (Dean). Participation in these activities is entirely voluntary.

ASSOCIATE DEGREE PROGRAM INFORMATION

INTRODUCTION

Students at St. John's College Junior College may choose from a range of Associate Degree programs in preparing for employment in the workforce and for further tertiary studies. Each program of study leading to the Associate Degree assures breadth of knowledge in the skills of an educated person and depth in an area of competence through the college's General and Professional Core courses. Additionally, many of the college's degree programs incorporate the knowledge and skills that offer students the opportunity to prepare for the Caribbean Advanced Proficiency Examinations (CAPE), while earning the Associate Degree.

I. ST. JOHN'S COLLEGE JUNIOR COLLEGE'S INSTITUTIONAL LEARNING OUTCOMES

All academic and co-curricular programs of St. John's College Junior College are designed, implemented, and assessed to foster the development of the following knowledge, skills, and values in students:

✓ ***Speaking and Writing Skills***

Students will use appropriate verbal, visual, nonverbal, written, symbolic, graphical and numeric forms to convey critical and creative thinking in academic, work, family and community settings for expository, narrative and persuasive purposes.

✓ ***Quantitative Skills***

Students will use concepts of quantity and space and associated reasoning methods to interpret, analyze and explain issues in quantitative terms.

✓ ***Comprehension Skills***

Students will attend to, receive, interpret and respond appropriately to verbal, visual, nonverbal, written, symbolic, graphical and numeric forms in academic, work, family and community settings for literal, inferential, insightful and critical comprehension.

✓ ***Critical Thinking and Problem Solving***

Students will use comprehension and quantitative skills in new situations to analyze problems, conceptualize theses, develop arguments, gather and weigh evidence, derive conclusions and solutions, and evaluate consequences.

✓ ***Information and Technological Literacy***

Students will access and process information from multiple sources, using appropriate information technology applications. Students will demonstrate the computer skills necessary to achieve professional, educational, and personal objectives in a dynamic, technologically progressing society.

✓ ***Personal and Interpersonal Skills***

Students will exhibit sense of purpose, lifelong learning, integrity, diligence, perseverance, teamwork, and respect for diverse peoples and cultures. Students will apply self-assessment, reflection and improvement strategies to their physical, emotional, intellectual, social and physical well-being.

✓ ***Aesthetic Sensitivity***

Students will produce, respond to, value, and enjoy forms of artistic expression.

✓ ***Spiritual Integrity***

Students will search for truth, have a clear sense of their own spiritual values, and evaluate the significance of faith traditions and spiritual formation in decisions. Students will possess high ideals and goals that motivate their actions, so that they are seen to be persons whose presence in this world reflects the love of God for mankind.

✓ ***Ethics***

Students will demonstrate the ability to make ethical and moral decisions and will be able to articulate and practice right conduct and understand the impact of their behavior on others. Students will be able to act in

accordance with the principles of honesty, fairness, objectivity, responsibility, respect and compassion, and apply these values to decision-making.

✓ **Citizenship, Leadership and Commitment to Justice**

Students will demonstrate responsibilities of living in community with others and the natural environment. Students will be informed, ethical participants in the wider community, Belize, the region, and the world. Students will be positive change agents both alone and in cooperation with others towards creating a more just world.

✓ **Disciplinary Grounding**

Students will demonstrate a solid grounding in discipline -specific knowledge with understanding, skills, and habits of mind in their chosen field of study.

II. CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONS (CAPE)

CAPE is a set of Advanced Level examinations administered by the Caribbean Examinations Council (CXC) for sixth form and junior college students. The exams are offered in units which may be taken at the end of the first or second year of junior college. Students who sit and pass these exams may access opportunities for entrance into universities in the Caribbean and may be eligible to compete for national and regional scholarship awards. Passing eight (8) or more units of CAPE leads to a simultaneous Associate Degree from the Caribbean Examinations Council.

CAPE preparation is available in the following areas:

Subject	Number of Units	Subject	Number of Units
Accounting	2	Information Technology	2
Biology	2	Law	2
Caribbean Studies	1	Literatures in English	2
Chemistry	2	Management of Business	2
Communication Studies	1	Physics	2
Economics	2	Pure Mathematics	2
Entrepreneurship	2	Sociology	2
Environmental Science	2	Tourism	2
History	2		

Students who wish to sit CAPE should inform the subject instructors early in their programs of study, as all examinations carry an Internal Assessment (IA) component which must be completed prior to scheduled exam dates. Exam syllabi may be purchased from the Ministry of Education.

Unless they obtain prior written permission from the Associate Dean of Academic Affairs, students may not register for units of CAPE examinations under the auspices of St. John’s College, if they have not enrolled in and completed courses relevant to those units. Students in violation of this rule cannot expect St. John’s College instructors to grade Internal Assessments or to help them prepare for the exams in any way. Students who wish to sit CAPE examinations without enrolling and completing related courses are advised to register as private candidates.

III. GENERAL REQUIREMENTS FOR THE ASSOCIATE DEGREE

All entering students, freshmen and transfer, are held to the requirements stated in the Academic Bulletin of the year of entrance to the college. All prospective applicants for the Associate Degree from St. John’s College Junior College must:

- 1.) Pass ALL courses in their program of study with a grade of C or above.
- 2.) Complete the General Core and Professional Core requirements of the college for the program of study to which they have been admitted with a minimum cumulative grade point average of 2.00.
- 3.) Achieve a cumulative grade point average of 2.00 for all courses taken at the Junior College.

- 4.) Complete at the Junior College a minimum of sixty percent (60%) of the credit hours required for the degree, transferring no more than a maximum of thirty (30) credit hours of study from other institutions, if applicable.
- 5.) Complete a minimum of one hundred (100) hours of service learning by the deadline published in the Academic Calendar prior to commencement exercises.
- 6.) Complete and submit an Application for Degree Completion, as per instructions and deadline indicated on the relevant form.
- 7.) Fulfill all financial and other obligations to the college before graduation.

IV. ASSOCIATE DEGREE PROGRAMS

St. John’s College Junior College offers the following Associate Degrees:

Associate in Arts Degree (A.A.)

Awarded for the completion of two-year degree programs in Fine Arts, the Liberal Arts, and the Social Sciences in which the major falls within the Humanities or Social Sciences Department. The A.A. degree is designed for those who plan to transfer to a four-year, degree-granting institution for the completion of a Bachelor of Arts (B.A.) degree.

Associate in Science Degree (A.S.)

Awarded for the completion of two-year degree programs in the Natural, Physical, Business, and Computer Sciences in which the major falls within the Math & Science, Business, or Computer Science Department. The A.S. degree is designed for those who plan to transfer to a four-year, degree-granting institution for the completion of a Bachelor of Science (B.S.) degree.

Unless otherwise noted, the term *program* refers to an Associate Degree with its own curriculum code and all related specializations. A *major* is a grouping of courses that define a discipline or interdisciplinary specialty. A *degree program* is a broadly structured curriculum leading to the award of an Associate Degree and is listed on a student’s diploma.

The following degree programs are offered by St. John’s College Junior College:

Department	Academic Track	Degree Program
Business	Business Administration	Business Administration
		Business Administration with Accounting
		Business Administration with Economics
		Business Administration with Acct & Econ
		Business Administration with Graphic Design
	Tourism Management	Tourism Management
	Aviation Management	Aviation Management
	Entrepreneurship	Entrepreneurship
Computer Science	Computer Science	Computer Information Systems
		Computer Networking
		Computer Science
		Management Information Systems
		Information Technology
Humanities & Education	Commercial Graphic Design	Commercial Graphic Design

	Liberal Arts	Liberal Arts
	Music	Music
Math & Science	Biology & Chemistry	Biology
		Chemistry
		Biology and Chemistry
		Environmental Science
	Math	Math
		Math and Chemistry
	Interdisciplinary Science	Interdisciplinary Science
Engineering	Pre-Engineering	
Nursing	Pre-Nursing	
Social Sciences	History & Economics	History
		Economics
		History and Economics
		History and Sociology
		International Relations
	Sociology & Psychology	Sociology
		Psychology
		Sociology and Psychology
		Sociology and Economics
	Criminal Justice & Law	Criminal Justice
		Law

V. THE GENERAL CORE

The general core serves all students pursuing the Associate Degree by providing a basic foundation that facilitates learning in a variety of curricular areas that expose students to various fields of thought, life skills, and character development. Through the general core, students develop into well-rounded individuals who are literate, intellectually sound, adaptable, innovative, and persons of integrity and good character. The general core consists of a minimum of 37 credit hours of various disciplines in alignment with the college's Institutional Learning Outcomes. A student may be allowed one or more exemptions from the General Core in the following circumstances: when degree program requirements would exceed 80 credits; and when a course in the Professional Core aptly satisfies the requirement.

General Core Courses

Department	Discipline	Credit Hours	Course	Pre-requisite
Humanities	<i>Composition & Literature</i>	9	ENG 110	*As per course placement
			ENG 120	ENG 110
			ENG 200 Elective	ENG 120
	<i>Theology</i>	6	THE 103	None
			THE 200 Elective	THE 103
	<i>Philosophy</i>	3	PHIL 101	None
<i>Foreign Language Elective</i>	3	SPA 111 OR Other Foreign Language	None	
Math & Science	<i>Mathematics</i>	6-7	MTH 103 or MTH 105	*As per course placement
			Other MTH Elective:	
			MTH 106	None
			MTH 109	MTH 103
			MTH 116	MTH 103
			MTH 225	MTH 103
Social Sciences	<i>Belizean History Or Equivalent Elective</i>	3-4	HIS 145	None
			HIS 148	None
			HIS 151	None
			CRS 207	ENG 120 & SOC 121
	<i>Social Research</i>	3	SOC 121	None
Computer Science	<i>Computer Elective</i>	3	CGD 118	None
			CIS 106	None
			CIS 113	None
			CIS 125	None
			CIS 130	None
			CNT 125	None
Other	<i>College Seminar</i>	1	COLL 101	None

***A student may be required to enroll in specific remedial courses before attempting these general core courses.**

VI. THE PROFESSIONAL CORE

Students are required to successfully complete a series of courses intended to develop knowledge, critical thinking, interaction with information, problem-solving, and theoretical foundations of the particular program of study in which they seek a degree. The disciplinary grounding necessary for the Professional Core may at times include interdisciplinary coursework drawn from one or more degree programs. Students need to pay close attention to course sequencing and prerequisites when registering for professional core courses.

PROFESSIONAL CORE COURSES BY DEPARTMENT

BUSINESS DEPARTMENT			
Course	Course Title	Credit Hours	Prerequisites
Accounting			
ACC 101	Principles of Accounting I	3	None
ACC102	Principles of Accounting II	3	ACC 101
ACC 215	Intermediate Cost & Managerial Accounting I	3	ACC 102
ACC 216	Intermediate Cost & Managerial Accounting	3	ACC 215
Aviation Management			
ASCI 1300	Aviation Weather	3	None
ASCI 1510	The Air Transportation System	3	ASCI 1300
ASCI 1850	Safety Management Systems	3	ASCI 1300
ASCI 2250	Aviation and Airport Security	3	ASCI 1510 & ASCI 1850
ASCI 2750	Accident Investigation	3	ASCI 1510 & ASCI 1850
PHYS 1350	Aviation Physics	3	ASCI 1300 & MTH 109
ASCI Elective	Aviation Science Elective	3	ASCI 1300
Business Administration			
ACC 205	Computer Applications in Accounting	3	ACC 102
BUS 105	Principles of Management	3	None
BUS 213	Principles of Marketing	3	BUS 105 & ENG 120
BUS 222	Business Law	3	ENG 120
BUS 223	Business Finance	3	ACC 102
BUS 224	Business Ethics	3	ENG 120
BUS 251	Business Communication	3	ENG 120
BUS 252	Small Business Management	3	BUS 213 & BUS 223
BUS 253	Business Internship	1	BUS 251
Economics			
ECO 105	Principles of Microeconomics	3	None
ECO 106	Principles of Macroeconomics	3	None
ECO 210	Intermediate Microeconomics	3	ECO 105
ECO 220	Intermediate Macroeconomics	3	ECO 106
Entrepreneurship			
ENT 105	Creativity, Innovation and Collaborative Thinking	3	None
ENT 110	Introduction to Entrepreneurship	3	None

ENT 210	Social Entrepreneurship	3	ENT 110
ENT 230	Entrepreneurship Capstone Project	3	BUS 213 & BUS 223
Tourism Management			
THM 120	Introduction to Tourism and Hospitality Management	3	None
THM 236	Tourism Planning & Policy	3	THM 120
THM 255	Destination Planning & Product	3	THM 236

COMPUTER SCIENCE DEPARTMENT			
Course	Course Title	Credit Hours	Prerequisites
Computer Science, Information Systems & Networking			
CIS 125	Principles of Programming I	3	None
CIS 126	Principles of Programming II	3	CIS 125
CIS 130	Systems Analysis & Design	3	None
CIS 135	Introduction to Database Design Using SQL	3	CIS 130
CIS 233	Operating Systems	3	CIS 125
CIS 240	Data Structures	3	CIS 126
CIS 261	Hardware Fundamentals & PC Repair	3	CIS 125 & CNT 125
CIS 283	Object Oriented Programming with Java	3	CIS 125 & CIS 135
CIS 284	GUI Programming	3	CIS 125
CIS 286	WWW Interactive Programming	3	CIS 125
CIS 288	Application Development	3	CIS 285
CIS 290	CIS Project	3	CIS 126 & CIS 135
CNT 125	Introduction to Networking	3	None
CNT 135	Intermediate Networking	3	CNT 125
CNT 225	Routing & Switching	3	CNT 135
CNT 235	Network Design & Support	3	CNT 225
CNT 250	Server Management	3	CNT 135
CNT 290	Computer Networking Project	3	CIS 260 & CNT 225
MIS 290	Management Information Systems Project	3	CIS 125 & CIS 135

HUMANITIES AND EDUCATION DEPARTMENT				
Course	Course Title	Credits		Prerequisites
Commercial Graphic Design				
ART 105	Foundations in Drawing	3		None
ART 110	Foundations in Painting	3		None
ART 118	Art Appreciation	3		None
CGD 118	Graphic Design	3		None
CGD 217	Design Communication	3		CGD 118
CGD 220	Digital Publishing	3		CGD 118
CGD 226	Computer Imaging & Animation	3		CGD 118
CGD 230	Script & Video Editing	3		None
CGD 255	Digital Photography	3		None
Music				
MUEN 100	Music Ensemble	1		None
MUEN 101	Music Ensemble	1		None
MUEN 200	Music Ensemble	1		None
MUEN 201	Music Ensemble	1		None
MUGN 200	Music Instruction	3		MUTH 100
MUHL 106	Music in Belize	2		None
MUHL 201	Introduction to Music Literature	3		MUHL 106
MUPC 110	Class Piano I	2		None
MUPC 111	Class Piano II	2		MUPC 110
MUPR 100	Applied Study I	1		None
MUPR 101	Applied Study II	1		MUPR 100
MUPR 200	Applied Study III	1		MUPR 101
MUPR 201	Applied Study IV	1		MUPR 200
MUTH 100	Basic Musicianship	3		None
MUTH 101	Elements of Theory	3		MUTH 100
MUTH 200	Music Theory I	4		MUTH 101
MUTH 201	Music Theory II	4		MUTH 200

MATH AND SCIENCE DEPARTMENT				
Course	Course Title	Credits		Prerequisites
Biology				
BIO 131	Cellular Biology	3		None
BIO 131L	Cellular Biology Lab	1		Corequisite with BIO 131
BIO 231	Evolution & Biodiversity	3		BIO 131 & BIO 131L
BIO 231L	Evolution & Biodiversity Lab	1		Corequisite with BIO 231
BIO 232	Genetics	3		BIO 131, BIO 131L & CHE 140, CHE 140L
BIO 240	Plant Physiology and Anatomy	3		BIO 131 & BIO 131L
BIO 241	Human Anatomy & Physiology	3		BIO 131, BIO 131L & CHE 140, CHE 140L
BIO 241L	Human Anatomy & Physiology Lab	1		Corequisite with BIO 241

BIO 242	Human Health & Disease	3	CHE 140 & CHE 140L
Chemistry			
CHE 123	Principles of Chemistry I	3	As per course placement
CHE 123L	Principles of Chemistry I Lab	1	Corequisite with CHE 123
CHE 129	Principles of Chemistry II	3	CHE 123, CHE 123L & MTH 103
CHE 129L	Principles of Chemistry II Lab	1	Corequisite with CHE 129
CHE 136	Fundamental Organic Chemistry	3	CHE 123 & CHE 123L
CHE 140	Biochemistry	3	BIO 131, BIO 131L & CHE 123, CHE 123L
CHE 140L	Biochemistry Lab	1	Corequisite with CHE 140
CHE 230	Analytical Methods in Chemistry	3	CHE 129, CHE 129L & CHE 136
CHE 234	Organic Chemistry	3	CHE 136
CHE 234L	Organic Chemistry Lab	1	Corequisite with CHE 234
CHE 239	Inorganic Chemistry	3	CHE 129, CHE 129L & CHE 136
CHE 239L	Inorganic Chemistry Lab	1	Corequisite with CHE 239
Environmental Science			
ENS 120	Fundamentals of Ecological Principles	4	None
ENS 121	Environment & Society	3	ENS 120
ENS 122	Geography of Environmental Systems	4	ENS 120
ENS 212	Sustainable Agriculture/Agroforestry	3	ENS 121 & ENS 122
ENS 216	Environmental Chemistry and Monitoring	4	ENS 120 & CHE 123
ENS 217	Marine & Fish Ecology	4	BIO 131, BIO 131L & ENS 120 Corequisite with BIO 231
ENS 221	Tropical Ecology Research	3	ENS 121 & ENS 122; SOC 121 & MTH 116
ENS 241	Internship in Environmental Science	1	ENS 120 Corequisite with ENS 221
Mathematics			
MTH 105	Algebra for the Sciences	3	Strong Math placement
MTH 115	College Algebra	4	MTH 105
MTH 119	Trigonometry	4	MTH 105
MTH 140	Analytic Geometry	3	MTH 115 & MTH 119 Corequisite with MTH 145
MTH 145	Calculus I	4	MTH 115 & MTH 119
MTH 236	Calculus II	4	MTH 145
MTH 246	Probability & Statistics	4	MTH 145 Corequisite with MTH 236
MTH 250	Further Sequences & Mathematical Modeling	3	MTH 145 & MTH 236
MTH 260	Linear Algebra	3	MTH 115
MTH 265	Calculus III		MTH 236
Pre-Engineering			
CIS 125	Principles of Programming I	3	Strong Math skills

ENGR 105	Technical Drawing	3	None
ENGR 110	Computer-Assisted Drawing	1	ENGR 105
PHY 105	Physics I	3	MTH 115 & MTH 119
PHY 105L	Physics I Lab	1	Corequisite with MTH 145
PHY 210	Physics II	3	PHY 105 & PHY 105L
PHY 210L	Physics II Lab	1	Corequisite with PHY 210
PHY 220	Physics III	3	PHY 210 & PHY 210L
PHY 220L	Physics III Lab	1	Corequisite with PHY 220
Pre-Nursing			
BIOL 1300	Human Anatomy & Physiology I	3	
BIOL 1300L	Human Anatomy & Physiology I Lab	1	
BIOL 1320	Human Anatomy & Physiology II	3	
BIOL 1320L	Human Anatomy & Physiology II Lab	1	
BIOL 2200	Microbiology	3	
BIOL 2200L	Microbiology Lab	1	
CHEM 1161	Life Science Chemistry	3	
CHEM 1161L	Life Science Chemistry Lab	1	
NURS 2070	Introduction to Professional Nursing	2	
NURS 2080	Human Health & Disease	3	
NURS 2120	Acute Adult Health I	3	
NURS 2122	Health Assessment Across the Lifespan	3	
NURS 2122L	Health Assessment Across the Lifespan Lab	1	
NURS 2122C	Health Assessment Across the Lifespan Clinical	3	
NURS 2205	Pharmacology	3	
NURS 2206	Nutrition	3	
NURS 2230	Family Health	3	
NURS 2230C	Family Health Clinical	3	

SOCIAL SCIENCE DEPARTMENT

Course	Course Title	Credits	Prerequisites
Criminal Justice			
LAW 110	Caribbean Legal Environment	3	None
LAW 111	Introduction to Criminology	3	LAW 110
LAW 215	Introduction to Criminal Law	3	LAW 111
CRJ 235	Criminal Investigation	3	LAW 111
CRJ 240	Juvenile Justice	3	LAW 111
CRJ 245	Introduction to Corrections	3	LAW 111
CRJ 250	Criminal Justice Research Paper	3	LAW 111 & SOC 121
CRJ 255	Internship in Criminal Justice	3	LAW 215, CRJ 235, CRJ 240 & PDV 210
PDV 210	Professional Conduct, Ethics & Mediation	3	ENG 120
History			

HIS 153	Indigenous Societies of Latin America & the Caribbean	3	None
HIS 161	Atlantic World Interactions	3	None
HIS 242	History of Belize's International Relations	3	HIS 145
HIS 251	Caribbean Slave Systems	3	HIS 153
HIS 252	Transformations in Caribbean Societies	3	HIS 153
HIS 261	Atlantic Development: Identity & Industry	3	HIS 161
HIS 262	Conflict & Liberation in International Relations in the 20th Century	3	HIS 161
International Relations			
GOV 105	Introduction to International Relations	3	None
GOV 115	Introduction to Government and Politics	3	None
GOV 200	International Relations Theories and Approaches	3	GOV 105 & GOV 115
LAW			
LAW 110	Caribbean Legal Environment	3	None
LAW 111	Introduction to Criminology	3	LAW 110
LAW 210	Contract Law	3	LAW 110
LAW 215	Introduction to Criminal Law	3	LAW 111
LAW 225	Real Property Law	3	LAW 110
LAW 230	Law of Tort	3	LAW 110
Psychology			
PSY 115	Introduction to Psychology	3	None
PSY 125	Developmental Psychology	3	PSY 115
PSY 135	Personality Psychology	3	PSY 115
PSY 220	Health Psychology	3	PSY 125 & PSY 135
PSY 225	Social Psychology	3	PSY 125 & PSY 135
PSY 230	Abnormal Psychology	3	PSY 220 & PSY 225
Sociology			
SOC 134	Sociology, Society and Culture	3	None
SOC 144	Education, Social Stratification and Mobility	3	SOC 134
SOC 214	Population Studies, Poverty and Development	3	SOC 134
SOC 234	Social Control, Crime and Deviance	4	SOC 134

VII. COURSE OPTIONS FOR ELECTIVES

Where a student's program indicates an OPEN elective or where an eligible student wishes to do additional coursework outside the scope of his/her program to explore other areas of interest and broaden knowledge base, the following courses fulfill such requirements. The student must have the necessary prerequisite(s) to take the course and, where

necessary, must seek instructor approval before enrollment. Consideration for courses other than those listed may be given to students who meet relevant prerequisites. It is important to note that individual departments and/or programs may require enrollment in specific course electives to fulfil degree requirements.

COURSE ELECTIVES

Course	Credits	Description	Prerequisite
ART			
ART 105	3	Foundations in Drawing	None
ART 110	3	Foundations in Painting	None
ART 118	3	Art Appreciation	None
BUSINESS			
ACC 101	3	Principles of Accounting I	None
AVM 1300	3	Aviation Weather	None
BUS 105	3	Principles of Management	None
BUS 222	3	Business Law	ENG 120
BUS 224	3	Business Ethics	ENG 120
BUS 251	3	Business Communication (no internship for non-Business students)	ENG 120
ECO 105	3	Principles of Microeconomics	None
ECO 106	3	Principles of Macroeconomics	None
ENT 105	3	Creativity, Innovation and Product Development	None
ENT 110	3	Introduction to Entrepreneurship	None
THM 120	3	Introduction to Tourism and Hospitality Management	None
COMPUTER ELECTIVE (CGD/CIS/CNT ELECTIVE)			
CGD 118	3	Graphic Design	None
CGD 255	3	Digital Photography	None
CIS 106	3	Fundamentals of Computers and Platforms	None
CIS 113	3	Intermediate Information Technology	None
CIS 120	3	Business Information Systems	None
CIS 125	3	Principles of Programming I	None
CIS 130	3	Systems Analysis and Design	None
CNT 125	3	Introduction to Networking	None
ENG 200 OPEN ELECTIVE			
ENG 216	3	Critical Thinking	ENG 120
ENG 218	3	The Art of Public Speaking	ENG 120
ENG 220	3	Language and Linguistics (CAPE students only)	ENG 120
ENG 240	3	Belizean Literature in Caribbean Context	ENG 120
ENG 260	3	Multicultural Literature	ENG 120
ENG 265	3	Women Writers	ENG 120
ENG 275	3	Latin American Literature	ENG 120
FOREIGN LANGUAGE			
FLA 112	3	Beginning Garifuna	None
FLA 113	3	Beginning French	None
FLA 115	3	Beginning Mandarin	None
SPA 111	3	Intermediate Spanish	None

HISTORY			
HIS 145	3	Belizean History	None
HIS 148	3	History of Western Civilizations	None
HIS 151	3	History of African Civilizations	None
HIS 153	3	Indigenous Societies of Latin America and the Caribbean	None
HIS 161	3	Atlantic World Interactions	None
HIS 223	3	Human Rights Conventions, Belize's Constitution and Laws	None
HIS 242	3	History of Belize's International Relations	HIS 145
MATH			
MTH 106	3	Mathematics for the Contemporary World	None
MTH 109	3	Pre-calculus	MTH 103/105
MTH 115	4	College Algebra	MTH 105
MTH 116	4	Probability and Statistics for the Social Scientist	MTH 103
MTH 119	4	Trigonometry	MTH 105
MTH 216	4	Calculus for the Life Sciences	MTH 109
MTH 225	3	Business Statistics	MTH 103
MUSIC			
MJEN 100/101	1	Music Ensemble	None
MUHL 106	2	Music in Belize	None
MUPC 110	2	Class Piano I	None
MUTH 100	3	Basic Musicianship	None
SCIENCE			
BIO 131	3	Cellular Biology (1-credit lab can be added)	None
BIO 240	3	Plant Physiology & Anatomy (1-credit lab can be added)	BIO 131 & BIO 131L
ENS 120	4	Fundamentals of Ecological Principles	None
ENS 216	4	Environmental Chemistry & Monitoring	ENS 120 & CHE 123
SCI 101	4	Ecology, Evolution & the Environment	None
SCI 102	4	Basic Concepts in Science	None
SCI 104	3	Environmental Conservation and Development	None
SCI 111	3	Introduction to Scientific Inquiry	None
SOCIAL SCIENCES			
LAW 110	3	Caribbean Legal Environment	None
CRS 207	4	Caribbean Society and Development	ENG 120 & SOC 121
GOV 105	3	Introduction to International Relations	None
GOV 115	3	Introduction to Government and Politics	None
PSY 115	3	Introduction to Psychology	None
SOC 134	3	Sociology, Society & Culture	None
THEOLOGY			
THE 219	3	Issues in Moral Decision Making	THE 103
THE 220	3	Catholic Social Ethics	THE 103
THE 245	3	Christology	THE 103
THE 280	3	Religions of the World	THE 103