

**T.A. Marryshow
Community College
Grenada, WI**

**Student Handbook
2007-2008**

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Mission Statement

The T.A. Marryshow Community College is committed to the provision of accessible quality tertiary education and training opportunities. Its primary purpose is to help individuals achieve their personal and professional goals, and to effectively respond to the changing needs of the national, regional and global communities.

GOVERNING BODY

The College Council

Dr. Denis Paul -Chairman

Jeanette Du Bois – Deputy Chairman

Mr. Russ Fielden

Mrs. Franka Bernadine

Mr. James Alexander

Mr. Carlyle Glean (Jr.)

Mr. Julien Ogilvie

Mr. Marvin Andall

Mr. Cecil Johnson

Mrs. Madonna Harford

Mr. Christopher De Allie

Dr. Jeffrey Britton – Acting Principal

Mr. Deloni Edwards – Student Representative

Mr. Nigel Gravesande – Registrar –Secretary to Council

Principal's Message

Dear Students,
On behalf of the entire College family,
I am pleased to welcome you to the
T. A. Marryshow Community College.
Congratulations as you begin or
continue your tertiary education!
We are here to help you realize the
dream you have, and find those yet to
be discovered.

We strive to create a learning environment where our students are able to acquire knowledge and advanced skills in their specialized fields, enabling them to fulfill their aspirations. We seek to maintain a student-centered ambiance and a service oriented culture which treats you like an individual, not simply "another student."

It is imperative that students understand that they have a role in the learning environment and that they are active rather than passive recipients of their education. We encourage you to develop a sense of responsibility with self-discipline.

Please, study and learn! Spend more time in the library; engage in active research and constructive academic discussions. Do not be confused by the "apparent freedom" away from the pampering and watchful eyes of secondary school Principals and staff. You are now in an environment of freedom to think critically and act responsibly. TAMCC will be for you and to you what you make of it.

I wish you continuous success in your studies and future endeavours.

Jeffrey Britton

Acting Principal

Calendar of Events 2007-2008

Semester I

AUGUST/SEPTEMBER	Ø Staff Convocation
	Ø Start of Academic School Year
	Ø Registration and Orientation of new students
	Ø Semester Begins
OCTOBER	Ø Registration of Caribbean Advanced proficiency Examination (CAPE)
NOVEMBER	Ø Marryshow Day Celebrations
	Ø College Fair
DECEMBER	Ø End of Semester Examinations
	Ø End of Semester I

Semester II

JANUARY	Ø Adjustments to Registration
	Ø Registration for Baccalaureate Courses
FEBRUARY	Ø Independence Holiday
MARCH	Ø Annual Athletic Sports Meet
	Ø Good Friday & Easter Holiday
APRIL	Ø Receipt of CAPE Time Tables
	Ø End of Semester Examinations
	Ø End of Semester II

SUMMER SESSION

MAY	Ø Commencement of Summer Session
	Ø CAPE Commences
JUNE	Ø CAPE / Pitman Examination
	Ø Job Training / Internship
	Ø College Skills Fair
	Ø End of Summer Session
JULY	Ø Graduands Meeting
	Ø Graduation
AUGUST	Ø Deadline for Applications

BASIC GUIDELINES FOR ALL STUDENTS

Student Affairs

From the Director of Student Affairs

Dear Student,

My Staff and I are pleased to welcome you to the T.A. Marryshow Community College.

The Student Handbook is designed to inform and acquaint you with the necessary details of our Institution; its programmes, policies and procedures. The Handbook also outlines your rights and responsibilities.

Please use this book as your constant guide and come in to see us at the Office of Student Affairs. We'll be happy to serve you. Remember, we are here to help you succeed!

Here are some important phone numbers.

Counsellors – 440-1389 Ext. 244, 314
405-2125

Other Office Numbers – 440-1389 Ext. 245, 246

Sports – Extension 277

Student Activities - 249

There are several things that you need to be aware of from the very first day that you become a student at the T.A. Marryshow Community College. It is essential that you familiarize yourself with the information that is contained within this section of the Student Handbook to ensure full orientation the college.

i. Every Student is responsible for:

- ✓ Registering for courses every semester / year
- ✓ Attending all formal classes
- ✓ Registering to repeat a course
- ✓ Adding and dropping a course in the specified time
- ✓ Obtaining Grade Reports
- ✓ Seeking Academic advising from the official sources (Student Affairs, Deans, Chairs)
- ✓ Completing clearance forms at the end of their study
- ✓ Seeking refund to caution fee
- ✓ Accessing information on higher education
- ✓ Accessing information on Student Life
- ✓ Accessing counselling
- ✓ Applying for financial aid (Office of Student Affairs)

ii. Students are required to have their ID CARDS at all times.

iii. Students are expected to adhere to the dress code (Students are not allowed to wear, sleeveless tops, midriffs and exposed backs.

iv. Students should not encourage or bring on Campus any non-student of the College without the consent of a Senior Administrator. Such action is considered a breach of College's security and could result in disciplinary action being taken against students guilty of this offence.

v. No smoking or alcohol consumption is allowed on the Campus.

vi. No student should participate or be coerced in any activity, event or trip in the name of the College without written approval of the Principal.

vii. Students with Medical conditions should complete a confidential file in the Health / Counselling Office. This information is critical in cases of emergency.

viii. The College strictly prohibits any form of Sexual Harassment.

COLLEGE PROFILE

The T. A. Marryshow Community College is a publicly funded institution established to provide tertiary level training in the tri-island state of Grenada, Carriacou and Petite Martinique.

As a national institution, benefiting from public funding, the College is dedicated to expanding and enriching educational opportunities for all citizens to enhance the overall development of the nation. T.A.M.C.C. Programmes of study lead to Certificates, Associate Degrees and Baccalaureate Degrees.

FOUNDING INSTITUTIONS

The College was established by the Government of Grenada on July 1, 1988 by an amalgamation of the following institutions:

The Grenada Teachers College (GTC)
The Grenada Technical and Vocational Institute (GTVI)
The Institute for Further Education (IFE)
The National Institute of Handicraft (NIH)
The Mirabeau Agricultural Training School (MATS)
The Domestic Arts Institute (DAI)
The Continuing Education Programme (CEP)
More recent additions are The School of Pharmacy and
The School of Nursing

STATUS OF THE COLLEGE

An Act to establish the T.A Marryshow Community College as a statutory body under the control of a council was passed by the House of Representatives on March 28, 1995 and by the upper chamber of Grenada's parliament, the Senate on April 4, 1995.

An amended act was passed in 1996 and implementation of this legislation began on January 8, 2001 with the establishment of the Council by the Minister of Education. The 1996 Act was proclaimed on March 1, 2001.

THE COLLEGE CAMPUS

The main Campus of the College is located in Tanteen, St. George's. The College operates an Agricultural Department at Mirabeau in the parish of St. Andrew's. A campus with selective programmes was established on the sister isle of Carriacou in October 2004 and the Multipurpose Centre in St. Patrick's was incorporated in September 2007.

INSTITUTIONAL STRUCTURE

The Principal is the chief Academic and Administrative Officer of the College.

The College is divided into three schools:

- The School of Arts, Science and Professional Studies (ASPS)
- The School of Applied Arts and Technology (SAAT)
- The School of Continuing Education (SCE)

The Senior College Officers are the Principal, the Deputy Principal, and the Vice-Principal, the Registrar, the Bursar, the Deans of the three schools, Director of Student Affairs.

SENIOR MANAGEMENT

Principal (Ag.)

Dr. Jeffrey Britton B. Ed, M.A, Ph.D.

Interim Dean Applied Arts and Technology

Mr. Martin Williams B.Sc

Registrar

Mr. Nigel Gravesande B.A, M.A.

Interim Dean School of Continuing Education

Mr. David Fleming Cert. Edu.

Bursar

Mr. Kenrick Bhola

Director of Student Affairs

Ms. Elsia Ferguson B.A, M.A, MBE

Dean Arts, Sciences & Professional Studies

Dr. Dunbar Steele B.Sc, Ph.D.

ACADEMIC PROGRAMMES

SCHOOL OF ARTS, SCIENCE & PROFESSIONAL STUDIES

Dean- Dr. Dunbar Steele

Full-Time Programmes

Associate Degrees – 2 years

Arts and Cultural Studies

Agriculture

Business Studies

Environmental Studies

Food Technology

General Studies

Horticulture

Information Technology

Modern Languages

Natural Sciences

Nursing – (3 Years)

Pharmacy – (3 Years)

Secretarial Science

Social Sciences

Teacher Education (Primary & Secondary)

Two-Year Certificate Programmes (CFE) in all of the above programmes.

Diploma

Early Childhood Education – (3 Years)

External Examinations

Caribbean Advanced Proficiency Examination: Accounting, Biology, Business Management, Chemistry, Literatures in English, Economics, French, Geography, History, Mathematics, Physics, Spanish, Law, Communication Studies, Caribbean Studies, Environmental Science.

Cambridge A' Level: Art

Pitman Exams (Secretarial)

Part-Time Programmes

Associate/Bachelors Degree - Social Work,
Education Administration

Certificate Programme – Paralegal Studies
Preparation for ACCA Examinations

SCHOOL OF APPLIED ARTS AND TECHNOLOGY

Interim Dean- Mr. Martin Williams

Associate of Applied Science Degrees – (2 Years)

Building Technology

Consumer Electronics Technology

Food and Beverage Operations

Hospitality Studies

Industrial Engineering Technology

Micro Computer Repair

Nutrition and Food Management / Education

Certificate Programmes – (2 Years)

Automotive Collision Repair

Automotive Technology

Electrical Engineering Technology

General Machine Shop Technology

Plumbing Technology

Refrigeration and Air Conditioning/Technology

Welding Technology

Certificate Programmes- (1 year)

Food Beverage Operations

Front Office Operations

SCHOOL OF CONTINUING EDUCATION

Interim Dean – Mr. David Fleming

Competency Certificate Programmes – (1 Year)

General Maintenance

General Office Administration (Office Clerk)

Hospitality Services

Certificate Programmes / Courses – (1 Year)

Elementary School Leaving Certificate

Legal Secretarial Studies

Management

Marketing

Part- Time Associate Degree Programmes – (3 Years)

Business Studies

Management

Marketing

Short Term courses take place from time to time in:

Principles of Advertising, Criminology, Labour Laws, Critical thinking and investigation methods, Introduction to individual and group counselling, Quantity surveying, Introduction to financial accounting, Computer literacy, Grenadian culture and heritage, National building code and guidelines, Computer-aided draughting (CAD), Bidding and contracts, Cost estimating, Entertainment marketing, Producing entertainment events, Web page development and design, Network operating systems, Fundamentals of communication and Project risk analysis and risk management.

These course offerings are available based on demand.

Foundation and Access programmes include A Level's/CXC/GCE Courses in Mathematics, English, Chemistry, Physics, Geography, Biology, Information Technology, Food & Nutrition

Other Courses include Functional/Work place literacy and Professional Development Workshops.

BACCALAUREATE / BACHELOR'S DEGREE

The Baccalaureate Degree is the highest College award. In general, candidates are required to earn a minimum of 120 credits which includes a general education component in specified areas as determined by the programme. A minimum GPA of 2.00 is required. Details of degree requirements are distributed by specific schools.

In the Baccalaureate programme a certificate will be issued for completion of a fifteen (15) week course in a particular area if the student is not a registered student in the programme of which that course forms an integral part.

ASSOCIATE DEGREE

To earn an Associate degree, in the **School of Arts, Sciences and Professional Studies and the School of Continuing Education** a student must successfully complete a minimum of 60 credits. At least, 15 credits must be earned in each of two disciplines within the student's major and the student must complete general education requirements consisting of courses from the disciplines listed below.

- Communication Studies
- Caribbean Studies
- Community Service or Physical Education
- Philosophy/Religion.

Selected courses in the following areas however will depend on the student specific subject disciplines.

- Humanities
- Natural Sciences
- Social Sciences

To earn an Associate of Applied Science Degree in the **School of Applied Arts and Technology** a student must successfully complete minimum of 72 credits. This includes major courses specific programme requirements and General Education Courses.

A minimum GPA of 2.00 is required for any Associate Degree.

CERTIFICATE IN FURTHER EDUCATION (CFE)

The C. F. E. requires students to complete a minimum of 45 credits, 30 of which must be with in their major, 6 credits in Communication and the remaining credits in approved support areas. A minimum GPA of 2.00 is required.

OTHER CERTIFICATE PROGRAMMES

Requirements for successful completion of other certificate programmes vary and are described in the College's Catalogues.

COMPLETION TIME

A full time student should complete a Certificate Level programme in a maximum of three years, an Associate Degree in a maximum of four years and a Bachelor's/ Baccalaureate degree in a maximum of seven of years. A student will be asked to withdraw if that student did not complete his/her programme within these time limits. Students doing part time study are granted longer periods for completion of a programme.

RESIDENCY PROGRAMME

Students can transfer credits from another institution, but there is a minimum residency qualification expressed in terms of the minimum number of courses/credits that must be taken at the institution.

One Year certificate – Student must take a minimum of 20 credits at TAMCC

Diploma / Associate Degree – Students must take a minimum of 40 credits at TAMCC

Degree – students must take a minimum of 60 credits at TAMCC

ADMISSIONS & REGISTRATION

ADMISSION POLICY

Admission to the T.A. Marryshow Community College is open to all persons aged sixteen years and over.

Students wishing to enter the college must meet the academic entry requirements specific to their course of study (see table below).

Programmes	Entry Requirements
Baccalaureate Degree	5 CXC passes including English Language
Associate Degree (General)	4 CXC passes including English Language & Subjects to be studied
Associate of Applied Science	4 CXC passes including English Language & a Science or Technical subject
Associate of Applied Science in Hospitality Studies & Food & Beverage Operations	5 CXC passes including English Language
Associate Degree in Teacher Education Primary	4 CXC passes including English Language
Diploma Early Childhood Education	5 CXC passes including English Language & Mathematics
Associate Degree in Nursing	4 CXC including English A, Chemistry & Mathematics
Associate Degree in Pharmacy	5 CXC/GCE passes including English Language, Mathematics, Chemistry and Biology
Associate Degree in Agriculture	4 CXC passes including English Language Mathematics & Biology
Associate Degree in Food Technology	4 CXC passes including English, Mathematics, Biology, Chemistry
Associate Degree in Secretarial Sciences	4 CXC passes including English Language
Certificate in Further Education	4 CXC passes including English Language
Technicians / Other Certificates	3 CXC passes including English Language
Certificate in Food and Beverage	School Leaving Certificates
Continuing Education and Skills Training/ Programmes	Varies according to Course

Mature applicants (over 25 years old) may be admitted based on relevant experience.

Other Applicants who do not have the formal qualifications for entry into their programme of choice may take Foundational and Access Programmes offered by the School of Continuing Education. Successful completions of these programmes may allow a student to matriculate into the programme.

ADMISSIONS PROCEDURES

All applications for admission to the college must be submitted by the published deadline, normally mid-August. For some programmes applicants may be required to do a personal interview or placement test before the final selection.

APPLICATION FEE

A non-refundable application fee of \$35.00 must accompany all applications. Late applications will be charged an additional fee of \$40.00.

SCHOLARS & BURSARS

Students whose College Fees will be met through a Government, private scholarship or bursary must submit this information along with their application for admission.

TRANSFER APPLICANTS

Transfer applicants from other academic institutions are required to submit copies of their certificates and official transcripts from tertiary institutions attended. A letter of recommendation along with their application form is also required.

INTERNAL TRANSFERS

A student may be permitted to transfer to another programme at the beginning of an Academic year after consultation with the Counsellor and appropriate Deans. The student will complete the Registration process for the new programme at the beginning of the Academic Year.

REGISTRATION

Successful applicants must register for classes in the programme for which they have been accepted.

Registration takes place at the beginning of each academic year. There may be other registration times for some programmes or courses.

Second year students must also register for second year courses at the specific time designated by the College.

At the time of registration, students will be required to meet their financial obligations to the College for tuition and other fees.

STUDENT IDENTIFICATION CARD

At the time of registration, students are issued with identification cards. Students are required to wear identification cards at all times.

ACADEMIC REGULATIONS

THE COLLEGE YEAR

The College Year consists of two sixteen-week semesters and a seven/eight week summer session.

CREDITS

Credits earned at TAMCC are based on semester hours. One credit is awarded for every 15 hours of instruction on the successful completion of the course. Thirty hours of laboratory work or Community Service is required for one credit.

TRANSFER CREDIT

Students entering the College from another accredited tertiary institution may apply for transfer of credits. At the Certificate level the maximum number of credits that can be transferred will be 30; at the Associate Degree level 45; and at the Baccalaureate level 60. Courses with a grade of C or better will be accepted for transfer. Credits may be transferred for specific courses or for general requirements.

In the Baccalaureate programme, credits obtained for T.A.M.C.C. Certificates and Associate Degrees, UWI Teachers Certificate, UWIDITE awards, and courses taken at the St. George's University (SGU) credits are all transferable.

Application of credits gained at T.A.M.C.C. or elsewhere to an Associate Degree or to a Baccalaureate degree would only apply if the credits are applicable to the particular award sought. As a general rule, a credit accepted for advanced standing must be within the desired major of the applicant and must be at the appropriate level. The Course must match or be equivalent to a course on the T.A.M.C.C. curriculum. Only courses with a grade C or above will be accepted. A course not granted specific credit for advanced standing may however be accepted for satisfaction of a general education requirement (non specific credit)

Under the SGU/TAMCC affiliation agreement credits earned at one institution may be applied at the other. The Advanced Standing Committee on presentation of an appropriate portfolio will submit a written document to the Academic Board for final approval of credits.

In the case of mature students a maximum of 18 credits may be granted for Life Experience Learning.

COURSE LOAD

A student may register for 12 to 18 credits during a sixteen-week semester and 9 credits in the summer term. Students wishing to take greater load must have had a GPA of 3.0 or above in the previous semester. The student must also obtain written permission from the Dean to do so. A student on academic probation will not be allowed to carry more than 12 credits during the regular semester and 4 credits during the summer session.

AUDITING COURSES

With the recommendation of the Dean a student may audit a course. The student must register to audit the course at the time of Registration. Part-time students will pay applicable fees. Students will be allowed to audit only a limited number of courses. A student may change from credit status before the date set for withdrawal from courses without penalty. Courses taken under the audit status will not be counted to the full-time status of a student.

ADDING A COURSE

This is permitted within the first two weeks of commencement of classes except for the summer session when it is within the first week. To add a course the student must complete an Add / Drop form, which must be signed by the Chair and approved by the Dean of the School. Approved forms must then be submitted to the Record's Office. Approval of such requests will be subject to availability of space in the class to be joined.

WITHDRAWAL FROM A COURSE

After the registration period students considering withdrawal from a course should discuss the matter with the Counsellor and the Chair of the Programme. An add / drop form should be completed and submitted to the office the Dean.

Students who withdraw from a course during or before the seventh week (7th) of a semester or the second (2nd) week of the Summer Session will receive a grade W and credits for this course will not be taken into account when calculating the student's GPA. A student withdrawing from a course after the seventh (7th) week will receive a Withdrawal failing (WF).

WITHDRAWING FROM A MAJOR

After consultation with the Counsellor and approval from course instructor a student may drop a major within the first two (2) weeks of the first or second semester. Another major may be added at this time. Students may be required to enroll in additional courses in order to satisfy the graduation requirements. All this is subject to the approval of the Dean.

Normally a student will not be permitted to withdraw from a major after the first two weeks of the second (2nd) year or in semester three (3) of the second year.

ADMINISTRATIVE WITHDRAWAL

Administrative withdrawal may be based on the following: Lack of prerequisites for the particular course in which the student is enrolled or any behavior that interferes with the instructional process.

OFFICIAL WITHDRAWAL FROM THE COLLEGE

In order to withdraw officially from the College the student must consult with the Head of Counselling and complete the required paperwork. After the approval of the Head of Counselling and appropriate Dean, the form will be submitted to the Office of the Registrar. The student may be eligible for a refund as specified by the current refund policy.

A student withdrawing for compelling reasons such as illness after the stipulated period will have a "W" recorded on his/her transcript.

UNOFFICIAL WITHDRAWAL

Any student who discontinues studies for four consecutive weeks will be considered to have withdrawn unofficially from the College and receive all "F" grades for enrolled courses. Should such a student wish to reenter the College he / she will be required to apply for re-admission.

LEAVE OF ABSENCE

If a student knows he / she will be absent from a class, the student should consult with the lecturer in advance. It is in the student's best interest to do so. A student who is absent from classes for two consecutive sessions must submit a letter of excuse from his / her parents or guardian to the appropriate Chair.

Mature students must communicate in writing to the Chair.

A student however who is absent for an entire week will be required to present a medical certificate or a reference from the Counsellor to the appropriate Dean.

Students who require longer periods of leave must apply in writing to the Principal through the appropriate Dean.

In cases where leave is to be spent outside the Country and or exceed one week, relevant documents must be surrendered along with the application to the Principal.

Where approved leave of absence coincides with Examinations, arrangements will be made for students to write supplemental examinations upon the expiration of the leave of absence.

Leave of absence is not granted for periods that exceed an academic year, except in special circumstances such as illness.

GRADING SYSTEM

Generally two schemes are used, one for academic areas and another for practical / skill areas. A separate grading system is used for professional nursing courses.

Grading Scheme for Academic Areas:

Grade	Marks	Points Per Credit
A	85-100	4.00
A-	80-84	3.67
B+	75-79	3.33
B	70-74	3.00
B-	65-69	2.67
C+	60-64	2.33
C	55-59	2.00
C-	50-54	1.67
D+	45-49	1.33
D	40-44	1.00
F	00-39	0.00

Grading Scheme for Nursing Courses 2006/2007

Grade	Marks	Points per Credit
A	100-90	4.00
A-	89-85	3.67
B+	84-80	3.33
B	79-75	3.00
B-	74-70	2.67
C+	69-65	2.33
C	64-60	2.00
C-	59-55	1.67
D+	54-50	1.33
D	49-46	1.00
F	45-0	0.00

Note also that a different grading scheme is used for the baccalaureate programme and courses offered in conjunction with St. George's University.

Grading Scheme for Practical / Skills Areas:

Grade	Marks	Points per Credit
A	90-100	4.00
B	81-89	3.00
C	70-80	2.00
D	55-69	1.00
F	00-54	0.00

Grade	Marks	Points per Credit
A+		4.00
A	90-100	4.00
B+	85-89	3.50
B	80-84	3.00
C+	75-79	2.50
C	70-74	2.00
D	65-69	1.00
F	Less than 69	0.00

INCOMPLETES

The Grade I may be submitted in lieu of a final grade when a student's work in a course is satisfactory but not complete. An "I" grade will be removed if the student completes the unfinished work by the sixth week of the following semester. If not an "I" is changed to "F" at the end of that semester.

PASS / FAIL

Only grades of "P" or "F" will be given on a pass / fail basis. Students will receive the appropriate credit / credits for a passing grade. No other grade will be assigned in such cases.

GRADE INTERPRETATION

- (A) Performance excellent: mastery of subject matter, principles, techniques and applications.
- (B) Performance good to very good: high level of competence in subject matter, knowledge, principles and applications.
- (C) Performance satisfactory: moderate competence in subject matter, principles and applications.
- (D) Performance below acceptable standards in many critical areas. Minimum acceptable competence in subject matter, knowledge, techniques and applications.
- (F) Failure: performance below acceptable standards in most critical areas. A failing grade indicates inadequate demonstration of knowledge of the subject matter, principles, techniques and applications.

Grade Point Average

Grade Point Average is calculated by dividing the Total Quality Points (TOP) by the Total Credits Attempted (TCA). The Quality Points (QP) for each course are calculated by multiplying the points

per credit (determined by your grade) by the credit value of the course.

Example of GPA Calculation

Course	Credit Value	Grade	Points per Credit	Quality Points
MAT100	3	A	4.00	12.00
BIO100	3	B	3.00	9.00
SOC141	3	C	2.00	6.00
HPE 106	1	D	1.00	1.00
PSY101	3	F	0.00	0.00

Total Credit Attempted=13
Total Quality Points= 28.00
GPA=TQP divided by TCA=28/13 =2.15

CUMULATIVE GRADE POINT AVERAGE

The Cumulative G.P.A. (Cum GPA) is calculated by adding together the total Quality Points for all courses taken at the College and dividing this total by the sum of the credit values of all the courses attempted. The grade point average does not include hours or quality points transferred from other institutions except as noted earlier under the section on "Transfer Credit"

The formula for Cumulative GPA is ...
Cumulative G.P.A.=
$$\frac{(\text{Total QP Semester 1} + \text{Total QP Semester 2 etc.})}{(\text{TCA Semester 1} + \text{TCA Semester 2 etc.})}$$

(TCA Semester 1 + TCA Semester 2 etc.)

D AND F GRADES

Grade D is the minimum acceptable College grade. Students receiving D grades are strongly advised to resit these courses. A Grade F is not acceptable for fulfillment of course requirements. However, F grades are calculated in your G.P.A., and would continue to be so unless the course is repeated and a better grade is earned or an acceptable replacement is taken and paused.

A student should repeat a course in which the student obtained an F, particularly if it is in the student's major area as soon as the course is offered again. The student may also repeat a course for which the student obtained a D.

When a course is repeated both grades will be recorded on the student's transcript and ONLY the better grade will be used in calculating the student's GPA.

RE-SITS

A student whose grade in a course is a grade D,D+ or C- may be allowed to do a resit in that course. A student who qualifies for a resit must apply and obtain approval to do so by the Dean of the school, the Department Chair. Once the application is approved the student is required to pay a fee of \$20.00 to the Office of the Bursar. The form is then submitted to the Office of the Registrar for the scheduling of resits in collaboration with the Dean of the respective School.

All re-sits must be taken within the first two weeks of the following semester. Applications for re-sits are available in the offices of the Deans.

A student is allowed only one re-sit for a given course. A student will not be allowed more than two re-sits in any one term.

A student cannot attain higher than a grade 'C' based on a re-sit. The responsibility for remediation prior to re-sits rests with the student.

REPEATING COURSES

A student who fails a course will only be permitted to repeat that course twice. A student failing a course will not be permitted to enroll in any course for which the failed course is a prerequisite, nor will he / she be eligible for graduation until he / she has passed the repeated course or that which has replaced it.

ACADEMIC WARNING

The Dean of the appropriate School will issue letters of **Academic Warning** at the end of a semester when a student's grade Point Average ranges from 1.50 to 1.99.

ACADEMIC PROBATION

The Dean will issue letters of Academic Probation at the end of the Semester if a student's Grade Point Average falls below 1.49.

ACADEMIC DISMISSAL

The Dean will issue Letters of **Academic Dismissal** from a programme if the student's Cumulative G.P.A. is less than 1.49 for three consecutive semesters.

All students in these categories will be required to attend academic advising and counselling from the Office of Student Affairs.

ATTENDANCE AT CLASSES

Every student is expected to attend, on time, each meeting of all courses for which they are registered. Regular attendance, consistent application and punctuality constitute three of the most important factors, which promote success in College work.

Registration may be cancelled and a student dropped from class if he / she:

- Fails to attend the first two meetings of the class;

- Fails to report to class after an instructor has received a “Notification from the Chair of the to Add” his / her name to the class list;
- Has been absent or late excessively

A MINIMUM OF 85% ATTENDENCE IN ALL CLASSES IS A REQUIREMENT FOR GRADUATION.

ACADEMIC GRIEVANCE

Grade appeals or appeals of graduation decisions must be directed in writing to the Dean of the school and copied to the Registrar.

GRADE APPEAL PROCEDURES

A student who wishes to appeal a final grade should proceed as follows:

- The student should file a written **Grade Appeal** to the Dean of the School in which the course was taken. This must be done within the first three weeks of the following term.
- The Dean will confer with the course tutor who assigned the grade and attempt to resolve the difference.
- If the attempt to resolve the issue is unsuccessful the Dean will arrange for a second marker.
- If a student is dissatisfied with the outcome, the appeal is then forwarded to the Registrar who will call upon the **Grade Appeals Committee** to hold a hearing within three weeks. Both the Course Tutor and the student will be given four school days notice prior to the date of the hearing.

At the hearing, both the Course Tutor and the student will be allowed to present their cases and introduce as evidence test papers, grade

reports, records, class procedure and other relevant course materials in support of their case.

The committee may call other witnesses to give additional information. Should the Committee rule in a favour of the student it will request that the Dean make the appropriate grade change and inform all parties. The decision of the Grade Appeals Committee is final.

The Grade Appeals Committee will be chaired by the Principal or his appointed representative and shall comprise the Registrar, Counsellor, the Dean of the School in which the course was taken, a representative of the Student’s Association and , where appropriate, an external course moderator.

ACADEMIC ADVISING

The College offers an Advising Service to students. Students may access this service from the Office of Student Affairs, Deans and Chairs.

STUDENT RECORDS

Records pertaining to students will be kept in the Records Office in the strictest confidence. Only the Registrar and persons authorized by Registrar will be allowed access to students Records.

Approved agencies such as universities, colleges and prospective employers will be informed only of the date of the student’s registration at the college, the programme studied and the duration of the programme. Any other information on a student will be released only at the student’s written request.

Transcripts will be sent directly to universities and colleges at the written request of the student. A student’s record and transcript may be withheld if the student is in violation of any College regulation or is owing money to the College.

GRADE REPORTS

At the beginning of each semester, grade reports of the previous semester will be issued to students. The report will list all courses attempted in that semester and will show each final grade.

TRANSCRIPTS

The Registrar's Office, on written authorization by the student, will issue a transcript of a student's academic record to any named recipient. Each transcript costs \$20.00.

Requests for transcripts should be made at least three weeks in advance of the date on which the College must send it. A transcript will not be issued if the student owes money to the College.

ASSESSMENT PROCEDURES

Students are assessed on the basis of their performance during the semester and on final examination. Continuous assessment will be on the basis of in-class tests, home assignments, projects, practical work, oral presentation as well as class participation.

The ratio of final examination / continuous assessment will normally be 60/40, though this may vary depending on the course. The lecturer will inform students on the ratio that he / she will use. A minimum of 85% attendance in all classes is a requirement for obtaining a course grade.

CHALLENGE EXAMINATIONS

A student who believes that he / she has already covered the content and acquired the knowledge in a particular course offered by the College may request a challenge examination to gain exemption from that course. If the student earns a C grade or better in this examination, he / she will be awarded the credits for the course. Procedures for challenge exams and payment of fees are available in the Registrar's Office.

INDEPENDENT STUDY

In extraordinary situations, a student may wish to enroll in a course as an independent study. In such cases, a petition must be submitted by the Dean to the Academic Board for its consideration.

Students should note that faculty members are not required to provide independent studies and do so only on a voluntary basis. Credits will be awarded for successfully completing courses through independent study.

EXAMINATIONS

Examinations form part of the evaluation of the majority of TAMCC courses. Some courses have regular class tests, which count towards the final grade. Some have Mid-Semester Examinations and most have Final Examinations.

Although greater importance is attached to the Final Examination, all examinations are counted towards the final grades earned by the student.

Many of the regulations governing the conduct of Final Examinations are applicable Mid-Semester Examinations.

Final Examinations are normally held during the last two weeks of each semester and the summer session. The actual date will be published in the College's Academic Calendar as well as in the timetable of courses.

Examination results will be posted on the appropriate notice boards using student identification numbers.

If a student is absent from a Final Examination, the student will receive a Grade F for that Examination.

Makeup Examinations will be permitted only under special circumstances that must be approved by the Dean.

Request for make-up examinations must be made to the Dean within five days from the date of the examination missed with a copy to the Registrar.

Final Examinations timetables will be posted at least three weeks in advance of the start of the final examination period.

STUDENT EXAMINATION GUIDELINES

1. Students should be in the examinations room fifteen (15) minutes before the start time of the examination. During this time all necessary forms / answer sheets will be completed to facilitate the timely commencement of the examination.
2. Students are not allowed to enter the examination room without permission prior to an examination.
3. Students will be admitted up to half an hour after the commencement of the examination.
4. No extra time will be allocated to students arriving late for an examination.
5. Students should display their student's ID to the invigilator upon entering the examination room. If a student is unable to display his / her ID, he / she should fill the appropriate form presented by the invigilator. If a student fails to display his / her ID or refuses to sign the form he / she will not be permitted to write the examination.
6. Students are not allowed to leave the examination room before thirty (30) minutes has passed after the examination has started except in a case of emergency.
7. If a student leaves the examination room without the permission of the invigilator he / she forfeits his / her right to return to the examination room.
8. Students are not allowed to leave their seats during an examination. If a student wishes to signal the attention of an invigilator he / she should do so by remaining quietly in his / her seat and by raising his / her hand.
9. Students are not allowed to hand in their examination papers before 30 minutes has passed after the scheduled commencement of an examination.
10. Failing to comply with instructions given on the question paper may result in the loss of marks by students.
11. No student is allowed to sit an examination for another student.
12. Physically impaired students will be assigned a scribe for the purposes of writing an examination.
13. Students are not allowed to leave the examination room with any examination resource.
14. An invigilator has the right to request a student to empty his / her pencil case, pockets and to roll up his / her sleeves.
15. Unauthorized material including, but not limited to, calculators (unless needed for the exam), notebooks, MP3 Players, PDA, laptops, cell phones and pagers are not allowed in the examination room.
16. If a student completes an examination before the scheduled time and wishes to hand in his / her paper he or she can do so. After collecting the paper the invigilator will ask that student to leave the examination room. The student will not be allowed to re-enter the examination room.

17. At the end of an examination students must quietly remain in their seats until dismissed by the invigilator.

GRADUATION

The College's Graduation Ceremony is usually held in July of each year.

GRADUATION REQUIREMENTS

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

These vary between department and programmes –:

Associate Degree

- A Cumulative GPA of 2.00 or more is required for graduation.
- A minimum of sixty (60) credits with fifteen (15) credits in at least two disciplines within the major or any stipulation as outlined by a specific programme.
- Associate of Applied Science Degree requires a minimum of 72 credits and varies according to specific programmes.
- Successful completion of six (6) credits of Communication and the other requirements of general education and programme requirements.
- Successful completion of the College's Clearance Form.

Students in debt to the College will not be granted a Degree, Certificate, or any other award, nor will any transcripts be issued until the debt is paid.

The list of graduates will be posted on the official College's notice board following approval by the Academic Board.

All persons wishing to take part in the Graduation Ceremony are required to wear the official graduation gown and hood. The current graduation fee is \$225.00.

STUDENTS RIGHTS AND RESPONSIBILITIES

CODE OF CONDUCT

Students attending the College are required to obey the laws of the State and to set and observe a proper standard of conduct both within and out of the College. Conduct detrimental to the interest and good name of the College and to society will not be tolerated.

DRESS CODE

Some Departments of the College have uniforms, which must be worn. Students in departments without a uniform are required to adhere to the dress code / guidelines.

Students may wear sleeved tops, Blouses, Shirts and T-shirts. All tops must be long enough to cover the torso. Exposure of the upper parts of the body is unacceptable. The wearing of "shorts" is strictly prohibited. In general, sleeveless tops, "mini" fashions and tights are not acceptable. Student should not wear caps, other headgear or opaque sunglasses during lectures or in administrative offices. Trousers (including jeans) are permitted.

Cell Phones should be turned off in all classes, library, labs and offices.

DISCIPLINARY ACTIONS

The College reserves the right to take disciplinary actions against any student whose conduct, academic standing, financial responsibility, job performance, or any combination of these, is deemed undesirable.

Disciplinary action will be taken against any student who commits any of the following offences as outlined in Groups A, B, C, D and E:

GROUP A:

1. Violation of civil or criminal laws.
2. Possession, consumption or distribution of illegal substances or narcotics on College property.
3. Using, or threatening violence to any person; or being party to such an act.
4. Possessing or using a dangerous weapon.
5. Resisting a security officer while acting in the performance of their duties.
6. Gambling.

(These violations in group A warrant Police Intervention. All other violations in group B, C, D and E will be handled by the College's Judicial System.)

GROUP B:

1. Knowingly furnishing false information to the College.
2. Forgery, alteration, misuse or mutilation of College documents or being party to such an act.
3. Willful destruction of College property.
4. Aiding, abetting or inciting others in committing any act of misconduct.
5. Theft.
6. Possession, consumption or distribution of alcoholic beverages.
7. Smoking on the College premises.

GROUP C:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures or any other authorized activities on the College premises.
2. Defacement or misuse of College property by any member of the College community.
3. Gross or repeated insolence to members of staff.
4. Engagement in conduct, which disrupts teaching, study, examinations or the administration of the College.
5. The use of profane or abusive language.
6. Failure to comply with the verbal or written directions of any College official acting in the performance of his / her employment.
7. Harassment (Bullying).
8. Braiding & plaiting of hair.
9. Card playing.
10. Violations against the dress code.
- 11. The use of cellular phones in formal settings such as the Library, Computer Labs, Class Room, during Lectures, Student Assembly and in Administrative Offices.**
- 12. Inappropriate sexual behaviour on campus.**

GROUP D: ACADEMIC DISHONESTY

1. Academic cheating includes attempts at, or accomplishment of any of the following:
 - a) Copying or obtaining information from another student's test / examination paper.
 - b) The use of unauthorized materials or equipment in the test / examination.
 - c) Conspiring or cooperating with any other person by giving or receiving information without authority during a test / examination.
 - d) Obtaining or causing any other person to obtain all or part of an un-administered test.

- e) The substitution of one student for another, to take a test.
 - f) Submitting as one's own effort in the fulfillment of a course requirement, any research paper, term paper, project, report, essay, other written work, drawing, design painting or other art work which has been prepared totally or in part by another.
 - g) Any other deceptive means of securing a mark or grade in a course, which will be recorded as part of the course work of the student.
2. Plagiarism is the use of another person's work (whether or not copyrighted); the incorporation of that work in one's own work; and the submission of such work for credit without due acknowledgement.

Any alleged instance of academic cheating or plagiarism shall be reported by the invigilator or Lecturer / Instructor, to the Dean or Judicial Officer. A written report should be submitted to the Dean of the School, in which the student's programme of study is taken. The Dean shall determine what further course of action is to be taken.

GROUP E: SEXUAL HARRASSMENT

Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1. Submission to such conduct or communication is made either explicitly or implicitly, a term or condition to obtain education, employment, or participation in college activities.
- 2. Submission to, or rejection of, such conduct or communication by an individual is used as a basis in decision affecting his / her education, or employment.
- 3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment for employment or study.

The College considers the following forms of unacceptable behaviour as Sexual Harassment.

- 1. Subtle pressure for sexual activity.
- 2. Unnecessary physical touches.
- 3. Offensive sexual graffiti.
- 4. Repeated requests or pressure for dates.
- 5. Unwanted offensive contacts outside the workplace or classroom.
- 6. Disparaging sexual remarks about one's gender or sexual orientation.
- 7. Physical aggression such as pinching or patting;
- 8. Offensive sexual jokes.
- 9. Obscene gestures.

What to do if you feel you are being Sexually Harassed

Exercise your right to study or work in an environment that is free from harassment by taking the following actions:

- 1. Let the offender know that the harassing behaviour is unwelcome and you want it to stop. You may convey this by phone or writing or face to face if you can do so in a calm, firm, manner. If you choose to write be sure to keep a copy with the date of delivery.
- 2. Keep a written record of the behaviour. Describe the incidents with time, places, dates and witnesses if any.
- 3. If the behaviour does not stop, you should ask help from:

The Counselling Service
or
The Principal
or
The Human Resource Manager

The College will make prompt and thorough investigation of any report of sexual harassment and will take effective action to discipline offenders.

If upon investigation accusation of sexual harassment is found to have merit, disciplinary action will be taken, including termination of enrollment or employment.

Anyone caught threatening or intimidating a student or an employee in order to suppress this kind of information will be disciplined.

Employees and students who feel that they have been the object of sexual harassment while engaged in activities at the College should report it to the Human Resources Officer. Students should likewise report their concerns to the Director of Student Affairs. Reports will be treated in confidence.

SANCTIONS FOR CODE OF CONDUCT VIOLATIONS

Violations in group A warrant Police intervention. All other violations in Group B, C, D, and E will be under the administration of the College's Judicial System.

1. **Reprimand**
 - Oral or written disapproval issued to the student
2. **Restrictions**
 - Exclusion from enjoying or participating in social activities, or from holding office in College clubs or organizations.
3. **Restitution**
 - Reimbursement for damage or misappropriation of property; this may take the form of appropriate service or other compensation.
4. **Community Service**
 - Assignment to work a specific number of hours at or through a community service agency.
5. **Additional sanctioning options**
 - Other appropriate sanctions may be utilized, as agreed to by the parties to a case and administered by the Dean and the Judicial Officer.

6. **Disciplinary probation**
 - Notice to the student that any further major disciplinary violations may result in suspension; this action might also include, but not be limited to, the following; the setting of restrictions on social activities, the issuing of a reprimand, restitution, and / or community service.
7. **Suspension**
 - Temporary severance of a student's relationship with the College.
8. **Probated expulsion**
 - Further violations of major offenses, as specified by the Board or Court, shall result in expulsion.
9. **Expulsion**
 - Permanent severance of student's relationship with the College.

The Dean in consultation with the Judicial Officer may impose sanctions **No. 1 to 6** in cases that can be resolved at the **initial and second level**. Any case however that is referred to the Judicial Board or Court may exercise sanctions **7, 8, or 9**.

INTERIM DUE PROCESS SUSPENSION

If a student's misconduct gives cause for belief that the physical or emotional safety of any member of the College community is threatened or that any personal or public property is jeopardized, the student's right to be on campus can be immediately suspended. A suspension of this type is called an Interim Due Suspension. Interim Due Process Suspensions will take effect immediately upon the direction of the Dean of the school where the misconduct occurred or the Director of Student Affairs.

The suspension will last for no more than ten (10) College days or two (2) weeks. A procedural due process hearing with proper notifications will be established during this ten (10) day period.

GROUP A

1. In any case of arrest or charge by the police such student will immediately proceed on Interim Due Process Suspension.
2. In cases where no arrest or charges were laid such students should be summoned before the Dean of their School and the Judicial Officer who will further investigate the matter and take appropriate actions.

GROUP B, C, D AND E

All other cases in groups B, C, D and E, will be under the administration of the Deans and, the Judicial Officer at the initial level and second level, wherein sanctions 1 to 6 may be imposed.

Cases that cannot be appropriately resolved at the initial level and second level will be brought before the Judicial Board.

GROUP D

In cases of Academic dishonesty, the Dean will impose the following sanctions:

For a first offence, a minimum sanction of zero shall be imposed on the work in question.

For a second **offence (whether committed in that or another course), the student shall receive a minimum disciplinary action (ranging from sanctions 1 to 6) in addition to the sanction of zero.**

For a third offence committed by a student, the case shall be brought before the Judicial Board for disciplinary action.

A student, who has recorded three clear instances of academic dishonesty in a programme, may not receive any Academic or other award from the College.

GROUP E

In cases of Sexual Harassment the following sanctions may be used:

For minor first offences the following sanctions may be imposed:

- (1) Reprimand
- (2) Restriction
- (3) Mandatory Counselling

For major offenses, all of the above sanctions may be imposed as well as:

- (4) Probated expulsion

For major repeated offences the sanction is:

- (5) Expulsion

GUEST SPEAKERS

The College requires all Guest speakers or Guests to be approved by the Dean and the Office of Student Affairs. Under no circumstances are members of the college community to be forced to be involuntary audiences.

FIELD TRIPS

Students participating in any field trip or activity must adhere to all College regulations. All field trips or outings must be approved by the Dean and the Office of Student Affairs. Guidelines for field trips and outings are outlined in Student Life Policy and Procedures.

POSTERS AND NOTICES

Anyone wishing to post notices on College's notice boards which are generally located in the Resource centre and hallways, are required to have to the approval by the Office of Student Affairs. The College reserves the right to deny or remove any poster which does not meet its approval.

SOCIAL EVENTS

Any clubs and organizations are required to inform and get the approval of the Office of Student Affairs when planning a social event. The guidelines are outlined in the Student Life Policy Procedures.

STUDENT SERVICES

MISSION

The mission of Student Affairs is to provide administrative and supportive service to all prospective, enrolled and graduating students. The aim is to help students to achieve their personal and professional goals as articulated by the College's mission statement. Student Affairs is committed to enhancing academic success, student wellness and general campus life.

Administrative and support services include the following areas:

- Counselling, Health Disability
- Educational and Academic Services
- The Judicial System
- Student Life Programmes
- Sports

COUNSELLING HEALTH AND DISABILITY

This service is staffed by professional counsellors and health personnel who can help students to make the choices required to be successful in their College lives. Assistance is provided in the following areas:

- Educational Concerns
- Academic Advising
- Career Guidance
- Personal and Social Concerns
- Health Issues

- Disability

Counselling, Health and Disability Service provide long-term and short-term Individual Counselling, Peer Counselling, Group Counselling and Health services. A student may request help directly or may be referred by faculty or staff.

Students with Medical conditions are required to provide the Counselling and Health services with a self declared health data report.

ACADEMIC SERVICES

The Office is responsible for organizing Orientation programmes, Freshman seminars, Community Service and Developmental Seminars.

Higher Education Advising

The Office has a collection of books including: College Catalogues and Directories. There is a limited supply of videos, cd's and audio cassettes which students can use or borrow for short periods.

Information may be obtained on:

- Two, three, and four year programmes at Colleges and Universities, Locally, Regionally and Internationally.
- Application forms for the SAT, GRE and other standardized tests.
- Grants and Scholarships
- Brochures and application materials for various Colleges and Universities.

The College now holds an Annual College Fair hosting local, regional and international universities.

Academic Advising

Counsellors assist students with selection of programmes, courses, transfers, graduation requirements and academic failure.

Career Counselling

Counsellors assist students in career choices and setting realistic goals through Career Keys Seminars and Workshops.

Financial Aid

Assistance is provided to needy students to help them meet the cost attending College (tuition, books, travel, exam fees etc.)

The Government of Grenada has established a Transportation Assistance Programme for students attending the College.

Application forms are available in the Office of Student Affairs.

THE JUDICIAL SYSTEM

The Judicial System has administrative responsibility for discipline.

The administration of the Judicial system will be as follows:-

The Initial Level

At the Initial Level – The Lecturer / Instructor and the Student

The Second Level

At the Second Level – The Dean, the Judicial Officer and the Student

The Third Level

At the Third Level – the Judicial Board

The purpose of the Judicial Board is to guarantee Due Process, which prevents students or staff rights from being taken away from the individual without a fair hearing.

All issues and complaints will be lodged with the Judicial Officer or the Dean.

STUDENT LIFE PROGRAMMES AND ACTIVITIES

These programmes and activities include co-curricular activities, College celebrations, Groups and Organisations including Student

Government, Student developmental workshops and Recreational sports:

CO-CURRICULAR ACTIVITIES

Students at the College have the opportunity to participate in a number of co-curricular and sporting activities. The designated Co-curricular time is Monday through Friday 4.30 p.m. to 6.30 p.m. Students may participate in the following: Choir, Latin Dance, Folk Dance, Steel Pan, Aerobics, Karate, Kung Fu, Swimming, Traditional Drumming, Drum Corps and Photography.

Clubs include Community College Christian Fellowship, Debating, Drama, Chess and Campus Ministry.

COLLEGE CELEBRATIONS

The College observes the birth date of Theophilus Albert Marryshow, on the 7th November. The celebrations consist of intellectual forums on the contribution and impact of Marryshow's work. Artistic expressions and sporting activities are usually part of the Celebrations. Whenever the day falls on a Saturday or Sunday the Celebration takes place on the day nearest to the 7th November.

STUDENT GOVERNMENT

The T.A. Marryshow Community College Student Association provides an avenue through which students participate in the decision making process of the College.

All registered students of the College are members of the Association. There are two administrative arms within the Association: **the Student Representative Council (SRC) and the Student Executive committee (SEC).**

The SEC takes care of the daily functions of the Association. Its officers are: President, Vice-President, Treasurer, Secretary, Assistant Secretary-Treasurer, Public Relations Officer, the

Chairperson of the SRC and Chairperson of each of the SRC's current standing committees.

The SRC is the main decision-making body of the Association and comprises representatives from each class on the basis of one representative for every twenty students.

SPORTS

The T.A. Marryshow Community College has an extensive Sports Programme geared to providing opportunities for National & Regional competition as well as recreation.

The Sports Programme includes team activities such as cricket, football, netball, basketball. Individual activities include tennis and track and field disciplines.

All sporting events are contested on a “**Mansion**” system basis. There are four Mansions Francis, Radix, Pitt and Friday. Mansion meetings are held on a regular basis.

Each year during the second semester the College holds its **Annual Track and Field Championships**. The College also participates in the National games and the Caribbean Tertiary Institutions Athletics Sports Meeting.

OTHER STUDENT SERVICES

LEARNING RESOURCE

The Learning Resource Centre comprises of a Library, an Audio Visual Unit, two Computer Laboratories, two Language Laboratories and other administrative offices.

COMPUTER AND INTERNET FACILITIES

In addition to using the computer labs during classes, students also have access to computing facilities in the Library and in the Computer Labs when classes are not in session.

LOCKERS

Students may rent a locker for their personal items. Cost and conditions may be obtained from the Bursar's Office.

FOOD SERVICES

Two small food outlets are available on the Campus.

LIBRARY SERVICES

The College has a library of more than 12,000 volumes which can be accessed at www.search.epnet.com. It is open to all registered students of the College, members of the academic and administrative staff and general public. T.A.M.C.C. students also have limited access to the library services of the St. George's University.

Opening Hours

Monday – Friday
8.30 a.m. to 6.45 p.m.

All users must complete a Library Registration Card, which is obtained at the Library Circulation Desk.

LOANS

Regular Loans

Students are permitted to borrow a maximum of two books for three days.

Overnight

Overnight books are to be returned by nine 9a.m. the following day

Reserved

Reserved Books are used for maximum period of four (4) hours in the Library and **must** be returned to the Issue Desk.

FINES

Books in Circulation - \$1.00 per day

Reserved books - \$5.00 per day

Reference material -\$5.00 per day

Library users are expected to observe the following rules:

1. Identification cards must be shown to the staff on duty in order to obtain materials from the library.
2. Silence must be observed at all times in the Library;
3. Bags, briefcases, handbags or parcels must not be brought into the Library. These must be deposited in the lockers or at the security desks.
4. Food or drink must not be brought in the Library or consumed there.
5. Library users entering with personal books must have a firm card measuring "5X4" with names(s) of their books (s) and present date. Failure to produce same, the book (s) should be left outside.
6. When leaving the library, users are required to have ALL books in their possession checked by staff.
7. Readers must not mark, deface or damage any book or other Library materials or furnishings in any way.
8. Students may not remove reference materials from the library. All these materials are clearly marked.
9. Part-time students may borrow books once they can produce a valid I.D. card to the staff – on – duty.
10. Visitors must apply to the Librarian for permission to use the library. Such persons would be admitted at the discretion of the Librarian.
11. The Library Staff reserves the right to deny students usage of computers for the following reasons: inserting diskettes, using computers without the first signing up at the desk, playing games on the computers, writing foul / lewd language or showing disrespect in any manner.
12. Students must be aware that there is a charge when they need printed material from the computer.

MONEY MATTERS

CURRENT FEES

Application	\$35.00	Caution	\$ 40.00
Registration	\$30.00	Late Registration	\$ 50.00
Student I.D.	\$20.00	Graduation Fee	\$200.00
Activity Fee	\$30.00	Course Outline	\$ 3.00 per pg
Student Handbook	\$20.00	Visa Letters	\$ 10.00
Transcripts	\$20.00	Graduation Absentia	\$100.00
Baccalaureate Application	\$40.00	Baccalaureate Registration	\$ 50.00
Replacement of Certificate	\$75.00		
Replacement of Receipt	\$10.00		

School of Arts, Science and Professional Studies

	<i>First Year</i>	<i>Second Year</i>
Science	\$405.00	\$390.00
I.T.	\$405.00	\$390.00
Agriculture	\$405.00	\$390.00
Horticulture	\$405.00	\$390.00
Secretarial	\$365.00	\$340.00
Non Science	\$355.00	\$340.00
Nursing	\$165.00	_____
Pharmacy	\$905.00	\$880.00
Pharmacy (CS)	\$615.00	\$615.00
Pharmacy (GB)	\$165.00	\$140.00
Teacher Ed.	\$165.00	\$140.00

Staff Dependents

Science & I.T.	\$255.00	_____
Non Science	\$205.00	_____
Nursing	\$165.00	_____

School of Applied Arts and Technology

	<i>First Year</i>	<i>Second Year</i>
Hospitality Arts	\$ 365.00	\$340.00
Technical Pro.	\$ 365.00	\$340.00

School of Continuing Education

Competency Certificate	\$365.00
Associate Degree Courses	\$275.00 per course
School Leaving	\$365.00

Short-Term Certificate Courses

Computer Draughting (CAD)	\$960.00
Criminology	\$400.00
Quantity Surveying	\$400.00
Other Courses	\$275.00

Baccalaureate Programme

	Grenadian	Regional	International
Full time Annual	4,000	11,000	29,570
Part Time per 3 Credit Course	150.00	150.00	400.00

REFUND POLICY

Refund of fees for courses dropped by a student will be made according to the following schedule:

- Withdrawal before the scheduled beginning of classes – 100%
- Withdrawal by the end of the third week of classes – 75%
- Withdrawal by the end of the fifth week of classes – 50%
- Withdrawal by the end of the eighth week of classes – 25%
- Withdrawal after the eighth week of classes – No Refund

In a case where a course for some reason started later than the scheduled start date the withdrawal policy would be effective from the new start date.

Refunds will only be given in circumstances where the College is at fault, illness of the student (medical certificates must be presented), or other justifiable reasons.

Requests for refunds must be accompanied by a written statement of the reasons for the withdrawal and by receipts. Where receipts are not presented a search fee of \$10.00 will be charged.

Refunds will not be given to students who fail to attend classes without justifiable reasons. Applications fees, registration fees and fees for Student ID cards are non-refundable.

Claims for refund of caution fee must be made within six (6) months of graduation.

CONTACT INFORMATION

TANTEEN CAMPUS

PBX – 440-1389 (All Departments)

Fax – 440-3093

Principal –Ext.300

Acting Principal-Ext.272

Bursar –Ext.301

Registrar- Ext. 302

Dean –ASPS – Ext. 267

Dean SCE – Ext. 275

Dean – SAAT- Ext. 305

Director of Student Affairs – Ext. 244

Director of I.T. – Ext. 202

Teacher Education – Ext. 210

Technical – Ext. 274

Hospitality –Ext. 270

Records – Ext. 268

Library – Ext. 251

Quality Assurance Officer - 257

Examinations Officer - 313

Facilities / Security – Ext.223

Counselling – Ext.244 /314

Sports- Ext. 277

Mirabeau Campus - 442-7824

Carriacou Campus - 443-6753

St. Patrick's Campus - 442-1228

GLOSSARY

Academic Calendar

The period that make up the school year—two semesters (16 weeks each) and a seven / eight-week summer session.

Audit

Attendance in a course without requesting credit for it.

Bursar

The College's treasurer and accountant. The term is also applied to students who have received a scholarship award from the Government.

Co-Requisite

A course that must be taken together with another specified course.

Course Load

The number of courses/credits taken in a semester. Minimum and maximum numbers are specified.

Cumulative GPA

The Cumulative GPA is an index used to determine the academic standing of a student. It is computed by dividing the total quality points earned at the College by the total number of credits attempted at the College.

Elective

A course chosen by the student to fulfill a requirement for graduation or just for interest.

Faculty

The teaching staff or the College.

Grade

The indication of the quality of a student's academic work. Points are awarded for each grade and are used to compute a student's Grade Point Average.

Grade Point Average (GPA)

A system of scoring student achievement. A student's GPA is computed by dividing the quality points earned for the grades by the total number of credits taken.

Grade Report

A report listing all the courses attempted in a semester showing the final grade for each one.

General Education Requirements

A specified set of courses that must be taken in addition to courses in the area of a student's major, in order to meet graduation requirements.

Graduation

The formal ceremony where degrees and awards are distributed.

Higher Education

Student Affairs staff provide comprehensive information on further education opportunities in universities the Caribbean, U.S.A., U.K and Canada.

Major

The academic area in which a student chooses to concentrate. e.g Associate Degree in Natural Science

Major Subject

A discipline e.g. Economics which has a minimum of 15 credits.

Orientation

A period prior to the beginning of classes, set aside for new students to participate in organized programmes. These programmes are designed to familiarize students with academic regulations and to introduce student life activities.

Plagiarism

The use of the work of another person (whether by paraphrase or direct quotation) without full or clear acknowledgement.

Prerequisite

A particular requirement that must be met as a condition for taking a specified course.

Personal Counselling

Professional Counsellors help students to learn to cope with issues such as stress, family problems, low self esteem, relationships, exam anxiety, depression etc.

Quality Points

The points per credit (determined by your grade) multiplied by the credit value of the course. Quality Points are used to calculate the GPA.

Registration

The formal process of enrolling students into courses.

Re-sits

Taking an examination in a subject for which a D, D+ or C- was obtained.

Semester

A unit of the academic year consisting of sixteen week period.

Student Representative Council (SRC)

The main decision-making body of the Students Association. It consists of representatives from each department of the College.

Student Affairs Office

The department of the College that is responsible for students administrative and support services.

Summer Term

The third session of an academic school year comprising of seven to eight weeks.

Support Courses

A course in the curriculum of a programme that is considered necessary for the proper understanding of the subject matter in the programme.

Transcript

The official record of a student's academic work.

Transfer Credit

Credit awarded towards a degree on the basis of studies done at another institution.

Transfer Student

A student who changes enrolment from one educational institutional to another.

Unit 1

Three, 3 credit courses in a specific discipline, e.g. Caribbean Studies is regarded as a unit in the CAPE (Examinations) normally written in the first year.

Unit 2

Three, 3 credit courses in a specific discipline, e.g. Chemistry and is regarded as a unit in the CAPE (Examinations) normally written in the second year.