



**T.A. Marryshow Community College**

# **STUDENT HANDBOOK**

**2017 - 2019**



## **Mission Statement**

“The T.A. Marryshow Community College is a public tertiary institution committed to providing accessible quality education and training opportunities to help individuals achieve their personal and professional goals, and to effectively cater to the dynamic needs of the domestic, regional and global communities.”

## **Vision Statement**

“The T.A. Marryshow Community College is the principal provider of tertiary level training education and human resource development in our Tri-island State. It aspires to develop and nurture the creativity and productivity of the citizenry and to prepare individuals to fill the training gap needs as these become evident. It prepares individuals for fulfilling lives, rewarding careers and lifelong learning while being an advocate for the enhancement of communities. As a tertiary institution, it will promote intellectual discourse, the development of well-informed citizens who can critically analyze and respond to the challenges facing our society. It will produce research, scholarship, innovation and educational excellence. The College will provide a wide range of excellent programmes leading to various levels of certification through the effective utilization of resources, science and technology, and high quality committed faculty and staff’.

## **Principal's Welcome 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. T.A.M.C.C. 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, PhD**

## Table of content

Mission Statement	2
Vision Statement	2
Principal's Message	3
Academic Calendar	5-20
Guidelines for all students	21
Academic Programmes	22-23
Academic Regulations	24
The College Year	24
Credits	24
Transfer of Credits	24-25
Course Load	25
Auditing Courses	26
Adding a Course	26
Withdrawal	26-27
Leave of Absence	27
Grading System	28-32
Repeating Courses	32
Academic Warning	32
Academic Probation	32
Academic Dismissal	32
Dean's and Honours List	32-33
Attendance at Classes	33
Academic Grievance	34
Grade Appeal Procedures	34
Academic Advising	35
Student Records	35
Grade Reports	35
Transcripts	35
Evaluation Procedures	35-36
Examinations	36
Graduation	36-37
Student Services	37
The Learning Resource Centre	37-38
Finance Matters	38
Code of Conduct	39-52
Glossary	57
College Song	

## **Basic guidelines for all students**

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. Marrayshow 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 at the College.

- i. Every Student is responsible for:
  - Registering for courses every semester including repeated courses;
  - Familiarizing themselves with the Student Handbook, Examinations Policy and Manual, Records Policy and the Academic Integrity Policy;
  - Attending all formal classes;
  - Adding and dropping a course at the specified time;
  - Obtaining Grade Reports;
  - Seeking Academic advising from the official sources (Director of Student Affairs, Deans, Chairs Deputy Registrar);
  - Completing Clearance Forms at the end of their study;
  - Accessing information on Higher Education;
  - Accessing information on Student Life;
  - Accessing Counseling;
  - Applying for Financial Aid (Dept. 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 as stipulated in this handbook.
- iv. No smoking or alcohol consumption is allowed on the Campus except in approved public events by the College.
- v. No student should participate or be coerced in any activity, event or trip in the name of the College. All activities, events or trips must be authorized in writing by the Principal.

- vi. Students with Medical Conditions should complete a confidential medical form in the Department of Student Affairs once he/she reports to the Department as feeling unwell. This information is critical in cases of emergency.
- vii. The College strictly prohibits any form of sexual harassment or assault.

## **Academic Programmes**

### **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 Grade Point Average (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 with a minimum passing grade of C. At least, 30 credits must be earned 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
- Philosophy/Religion

Thirty (30) hours of Community Service (COS 101) is a mandatory graduation requirement. Selected courses in the following areas however, will depend on the student's specific programme discipline.

- Humanities
- Math/Sciences
- Social Sciences

To earn an Associate of Applied Science Degree in the School of Applied Arts and Technology a student must successfully complete a minimum of 72 credits with a minimum passing grade of C. This includes major courses, related courses and general education courses. A minimum Grade Point Average of 2.00 is required for any Associate Degree as well as a pass in Internship & Community Service respectively.

### **CARICOM VOCATIONAL QUALIFICATION (CVQ)**

To be awarded the CVQ qualification a candidate's performance/knowledge competence is determined by assessors, against National Occupational Standards, using various methods of assessment performed to established quality standards. Internal Verifiers (IV) will ensure the assessment evidence is reliable and the External Verifiers (EV), independent of TAMCC, will audit the assessment and internal verification process to ensure that they meet the Grenada National Training Agency (GNTA) quality standards.

### **CERTIFICATE IN FURTHER EDUCATION (CFE) IN THE SASPS PROGRAMME**

The C.F.E. requires students to complete a minimum of 45 credits, 30 of which must be within their major, 6 credits in Communication, 3 credits in Religion or Philosophy, 3 credits in Caribbean Studies and 3 credits in an approved support area. A minimum GPA of 2.00 and a pass in Community Service are also required.

### **OTHER CERTIFICATE PROGRAMMES**

Requirements for successful completion of other certificate programmes vary and can be found on the College's Website.

### **COMPLETION TIME**

A full time student should complete a Certificate Level programme in a maximum of two (2) years, an Associate Degree in a maximum of four (4) years and a Bachelor's/Baccalaureate degree in a maximum of seven (7) 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 REQUIREMENTS**

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 Students must take a minimum of 20 credits at T.A.M.C.C. Diploma/Associate Degree Students must take a minimum of 30 credits at



T.A.M.C.C. Degree Students must take a minimum of 60 credits at T.A.M.C.C

## **Academic Regulations**

### **THE COLLEGE YEAR**

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

### **CREDITS**

Credits earned at T. A. Marryshow Community College are based on semester hours. One credit is awarded for every fifteen (15) hours of instruction on the successful completion of the course. Thirty (30) hours of laboratory/practical work is required for one credit.

### **TRANSFER OF CREDITS**

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 fifteen (15), at the Associate Degree level thirty (30) and at the Baccalaureate Degree level sixty (60). Courses with a grade C or better will be accepted for transfer. Credits may be transferred for specific courses or for General Education requirements.

### **Procedures for Credit Transfer**

1. A student who wishes to request the transfer of credits for a particular course should:
  - a) Have obtained a grade “C” or higher in the particular course from an external institution or any passing grade from the T.A. Marryshow Community College;
  - b) Register for the Course;
  - c) Apply to the Dean of the respective School requesting the credit transfer in time for the first Meeting of the Academic Board of the Semester in which the course is to be offered. In addition, the student should provide an official transcript and a copy of the course outline for the course(s) requested (course outlines are required only for courses taken at another institution other than the T.A.

Marryshow Community College). Transcripts must be submitted from the institution directly, and sent to the Office of the Registrar.

2. The Dean of the School should effect an assessment of the documents from external institutions and present the findings to the first meeting of the Academic Board in that particular Semester for consideration and approval;
3. Once approved, the student should receive only the credits for the course and a grade “T” which translates to Transfer. Hence, courses for which credits are transferred will not be calculated in the GPA;
4. The Dean of the respective School should inform the student of the decision of the Board as per the request.

Application of credits gained at the T. A. Marryshow Community College 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. Marryshow Community College 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.

In the case of mature students a maximum of eighteen (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 a 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/DROPPING A COURSE**

Adding a course (s) is permitted within the first two weeks of commencement of classes except for the Summer Session when it is within the first week. Dropping a course (s) is permitted within the first six weeks of commencement of classes only in the first and second semester. To add or drop a course the student must complete an Add / Drop form, which must be signed by the Chair of the relevant department and approved by the Dean of the School. Once approved, the fee to add/drop the course(s) must then be paid at the Bursar's Office and the add/drop form subsequently 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 Counselor and the Chair of the Programme. An add/drop form should be completed, fees should be paid at the Bursar's Office and the form submitted to the Office of the Registrar.

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 OR SWITCHING PROGRAMMES BETWEEN SCHOOLS**

After consultation with the Counselor and approval from the course instructor or chair a student may drop or add a major or switch programmes within the first two (2) weeks of the first semester. Students may be required to enroll in additional courses in order to satisfy the graduation requirements. All of these are subject to the approval of the Dean. Students 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 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 Counselor and complete the required paperwork. After the approval of the Counselor 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 “F” grades for all 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 instructor 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 parent or guardian to the appropriate Chair. Mature students must communicate in writing to their Chair. A student however who is absent for an entire week

will be required to present a medical certificate or a reference from the Counselor 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 make-up examinations.

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 Certificate/Associate Degree (AD) areas and another for Competency Based Training (CBT).

#### **Grading Scheme for Certificate/AD**

<b>GRADE</b>	<b>MARKS</b>	<b>POINTS PER CREDIT</b>
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

### **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.
- E. 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.

### **Grading Scheme for CBT**

<b>SCORE</b>	<b>RATING</b>	<b>DESCRIPTION</b>
100-85	5	Learner has demonstrated a working knowledge of the subject and can perform adeptly, with initiative and adaptability to problem situations with a mastery of technical knowledge.
84-79	4	Learner has demonstrated sufficient knowledge and ability in the subject to perform satisfactorily and apply working rules for problem solution with correct related language usage
78-70	3	Learner has demonstrated sufficient knowledge and ability to perform in some aspects of the subject.
69-65	2	Learner has demonstrated limited knowledge and ability to perform in some aspects of the subject.
Less than 65	1	Learner has not demonstrated sufficient evidence of the knowledge, ability and attitudes in the subject to facilitate a judgment to be made.

## PERFORMANCE LEVELS RATING SCALE

<b>RATING</b>	<b>DESCRIPTION</b>
5	Can perform the task with initiative and adaptability to problem situations.
4	Can perform the task satisfactorily without assistance and /or supervision.
3	Can perform the task but requires periodic assistance and/or supervision.
2	Can perform limited parts of the tasks satisfactorily, requires considerable assistance.
1	Has not demonstrated sufficient evidence on which judgment can be made.

### **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 and the appropriate grade awarded if the student completes the unfinished work by the sixth week of the following semester. If not, an “I” is changed to “F”.

### **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 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 is calculated by multiplying the points per credit (determined by your grade) by the credit value of the course.

### *Example of GPA Calculation*

<b>Course</b>	<b>Credit Value</b>	<b>Grade</b>	<b>Points per Credit</b>	<b>Quality Points</b>
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

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 Grade Point Average is:  
(Total QP Semester 1 + Total QP Semester 2 etc.)

---

(TCA Semester 1 + TCA Semester 2 etc.)

### **D AND F GRADES**

Grade C is the minimum acceptable College grade. Students receiving C<sup>-</sup>, D<sup>+</sup> and 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 approved replacement is taken and passed.

A student should repeat a course in which he/she 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 resit an exam for a C, D or D<sup>+</sup> grade.

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

#### **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. The student will also be ineligible for graduation until he/she has passed the repeated course or that which has replaced it if that course is a requirement for graduation.

#### **RESIT EXAMINATIONS**

A student eligible for a Resit Examination must apply for an obtain approval from the Dean of the School, Department Chair and Course Instructor within the first week of any semester. All Resit Examinations must be taken within the first two weeks of the following semester or Nine week Session.

#### **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. Academic Dismissal Letters will be issued at the end of the:

- Second Semester for the School of Arts, Sciences and Professional Studies;
- First Semester for one year programmes;

- Summer Session for the School of Applied Arts and Technology.

All students in these categories will be required to attend academic advising from their respective academic advisor and counseling from the Office of Student Services.

#### **DEANS LIST AND HONOURS**

Recognition of academic excellence at the T.A. Marryshow Community College includes the following:

- Deans List
- Honours Roll
- Graduation with honours

#### **DEANS LIST/HONOURS ROLL**

Each semester and academic year students who have earned a GPA of 3.5 or higher will be placed respectively on a Dean's List and Honour's Roll.

This list will be publicized both within the College and outside of the College.

To be included on the Dean's List/Honour's Roll a student must be registered in a full time programme of study and must have taken a minimum of fifteen (15) credits in the given semester. Additionally, there should be no "F" grades on the student's record for that semester.

A student who makes the Dean's List/Honour's Roll for a semester/year will be allowed the privilege of auditing courses in the following semester in addition to other privileges as determined appropriate by the Dean or Director of Student Affairs.

#### **HONOURS DESIGNATIONS WILL BE AS FOLLOWS:**

- Summa cum laude 3.900 or higher;
- Magna cum laude 3.75 to 3.89;
- Cum laude 3.500 to 3.74

#### **ATTENDANCE AT CLASSES**

Every student is expected to attend, on time, all lectures and course work exercises 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 two consecutive weeks of the class;
- Fails to report to class after an instructor has received a “Notification from the Registrar’s Office to Add” his/her name to the class list;
- Has been absent or late for fifteen (15) minutes or more or five (5) contact hours per month.

**A MINIMUM OF 85% ATTENDANCE AT 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 semester;
- The Dean will confer with the course instructor 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 Instructor and the student will be given four school days’ notice prior to the date of the hearing.

At the hearing, both the Course Instructor 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 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, Director of Student Affairs, 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 Department of Student Affairs, Office of the Registrar, the Deans and departmental 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 the 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. A student's record may be withheld if the student is in violation of any College regulation or owes 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.

Requests for transcripts should be made at least three days 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. A Student may request a Transcript within 24-48 hours. In such cases additional charges may be incurred.

Transcripts will be sent directly to universities and colleges at the written request of the student.

### **EVALUATION PROCEDURES**

Students are normally assessed on the basis of their performance during the semester and on a 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 instructor will inform students of the ratio that he/she will use. The instructor is also required to provide timely and continuous feedback to students about grades and class performance.

### **EXAMINATIONS AND INDEPENDENT STUDY**

Examinations form part of the evaluation process of the majority of College Courses. Some courses have regular class tests, which contribute towards the final grade in that particular course. Others have Mid-Semester Examinations and Final Examinations. Although significant importance is attached to Final Examinations, all examinations do contribute in some measure towards the final grade earned by the student.

The College's Examinations Policy and Manual found on the College's Website provides details on Independent Study, Examination Guidelines for students, Make-up Examinations, Challenge Examinations and Resit Examinations among other guidelines.

### **GRADUATION REQUIREMENTS**

In order to become eligible for graduation a student must complete all requirements as stipulated by the respective programme including 30 hours of Community Service.

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 graduands will be posted on the College's official notice board and website following approval by the Academic Board. For further information please check Admissions or the College Website at [www.tamcc.edu.gd](http://www.tamcc.edu.gd).

### **GRADUATING WITH HONOURS**

The College will recognize those students who have demonstrated academic excellence by an honors notation on the permanent record, transcripts of the permanent record, diploma, and in the program for the graduation ceremony. The cumulative grade point average will be the measure of academic achievement.

## **Student Services**

The Department of Student Affairs provides administrative and supportive service to all students. These services include but are not limited to personal and group counseling, career guidance, academic advising, peer tutoring, scholarships and financial assistance, disability, sports, health, co-curricular activities and further education. Come see us for further information or check the College's Website at [www.tamcc.edu.gd](http://www.tamcc.edu.gd) and your College's Email for updates.

### **STUDENT ASSOCIATION**

The T. A. Marrayshow 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. The Student Association votes into office the

members of the Student Executive Council (SEC) who benefit from privileges including an honorarium.

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, and the Chairperson of the SRC, Chairperson of each of the SRC's current standing Committees, a member of the Department of Student Services and a member of Staff.

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.

The Student Association is governed by a constitution.

#### **LIBRARY SERVICES**

Library services at the College provide several avenues to assist students with their studies. For an outline of the location, products, opening hours, services, policies and regulations please visit the College's Website at [www.tamcc.edu.gd](http://www.tamcc.edu.gd).

## **Finance Matters**

#### **TUITION AND OTHER FEES**

In addition to tuition, there are other fees which are payable by the student such as to add or drop a course, late submission of Student Assessment, student letter etc. Visit the College's website at [www.tamcc.edu.gd](http://www.tamcc.edu.gd) to find detailed information on all applicable fees.

#### **REFUND POLICY**

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

- Before the scheduled beginning of classes – 100%
- By the end of the third week of classes – 75%
- By the end of the fifth week of classes – 50%
- By the end of the eighth week of classes – 25%
- 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 will be effective from the new start date.

Refunds will be granted in circumstances where the College is at fault, the student is ill, or other justifiable reasons.

Requests for refunds must be received in writing indicating the reasons for the withdrawal and must be accompanied with a receipt. Where receipts are not presented a fee of \$10.00 will be charged.

Refunds will not be given to students who fail to attend classes without justifiable reasons.

Application fees, registration fees, credit authorization fees and fees for Student ID cards are non-refundable.

## **Code of Conduct for Students**

### **Zero Tolerance Policy**

It is the policy of the College to maintain a learning and working environment that is free from violence, bullying, sexual harassment and explicit or subtle sexual overtures. Save in defense of one's person, it is further the policy of the College that violence against another constitutes abuse. Furthermore, it is the clear policy of the College that on the issue of violence and the carrying or storing of weapons within the precincts of the College, the College will be guided by and act in accordance with the Criminal Code and the Restriction of Offensive Weapons Act, respectively Chapters (CAP) 1 and 288 of the 2010 continuous revised Laws of Grenada.

The Code of Conduct for Students aims to protect the general student body from the minority of students who may behave anti-socially or cause damage to property. Your time at the T.A. Marryshow Community College should be fun, creative and productive. The objective of the code is to help in



ensuring that there is a conducive, learning environment at the College, by defining a range of unacceptable behaviour, and setting out a procedure for formally dealing with such behaviour.

If a student is believed to have behaved in any of the prohibited ways listed or identified, then the College will conduct an investigation, and expeditiously come to a resolution. If the behaviour is found to be unacceptable, mediation may be the chosen method to deal with the matter. This might include payment for damage caused, which is not a fine but intended as restitution, apologizing to those affected, or reaching an agreement with those affected by the behaviour, and holding them a high standard of behaviour in the future. If a resolution is not possible, the procedure would move towards a formal disciplinary hearing.

If you are concerned about a possible breach of the Code, please contact either the Dean of your School, the Campus Director or the Director of Student Affairs.

### **UNACCEPTABLE TYPES OF CONDUCT**

The College recognizes the following three groups of behaviours as being unacceptable. Such forms of conduct will not be tolerated and the persons exhibiting such behaviours will be disciplined.

#### **GROUP A: CRIMINAL MISCONDUCT**

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 criminal misconduct;
5. Theft;
6. The use of violence or the utterance of threats of violence against persons;
7. Possession of dangerous weapons;
8. Possession, use or distribution of illegal drugs.
9. Sexual harassment and assault;

10. The use of profane or abusive language;
11. Possession and distribution of pornographic materials including child pornography;
12. Other offences deemed criminal under the Laws of Grenada.

### **GROUP B: GENERAL MISCONDUCT**

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures or any other authorized activities on the College premises;
2. Gross repeated insolence to members of staff;
3. Bullying;
4. Failure to comply with the lawful verbal or written directions of any College official including Security Officer acting in the performance of his/her employment;
5. Braiding and Plaiting of hair outside of the designated places;
6. Smoking, gambling, playing cards and dominoes on the College premises;
7. Unwelcomed sexual behaviour on campus;
8. The use of cellular phones in formal settings such as the library, computer and other laboratories, class rooms, administrative offices and during lectures and student assemblies;
9. Possession, consumption or distribution of alcoholic beverages on the College premise;
10. Other misconduct deemed unacceptable by the Principal, Dean or Director of Student Affairs that may interfere with the teaching process or the mission of the College.

### **GROUP C: 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. 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 courses of action are to be taken.

### **DEFINITIONS**

For the purpose of this Code or Policy, the following definitions shall have effect:

### **VIOLENCE**

Violence is defined to include the use of force whether accompanied by the use of an instrument or weapon or not and whether resulting in physical harm or injury or not. It also includes verbal threats and abuse.

### **BULLYING**

Bullying is defined as the intimidation of a weaker person or mistreatment of an individual who is in a more vulnerable

situation than the person committing the act of bullying. Imposition of one's will on another include but is not limited to, disparaging comments and obscene language or even verbal aggression.

### **SEXUAL HARASSMENT**

Sexual Harassment is defined as unwelcomed sexual advances, requests for sexual favours and or other verbal or physical conduct of a sexual nature which includes but not limited to:

1. Subtle pressure for sexual activity;
2. Unwelcomed physical touches;
3. Offensive sexual graffiti;
4. Repeated requests or pressure for dates;
5. Unwanted offensive contacts;
6. Disparaging sexual remarks about one's gender or sexual orientation;
7. Physical aggression such as pinching or patting;
8. 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 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 for help from the Director of Student Affairs, Dean of the School or Counselor.

### **DRESS CODE**

#### **Rationale**

The reasons for implementing a dress code for the College are to:-

- Establish basic guidelines for appropriate attire;
- Promote a positive image of the College while acknowledging individual rights and freedom;
- Ensure that students are comfortable at the College while maintaining a professional image.

These guidelines are meant therefore to determine what should be the appropriate attire for the institution.

### **Students with Uniform**

All students in the School of Applied Arts and Technology (SAAT), School of Continuing Education (SCE), and the School of Arts, Sciences and Professional Studies (SASPS) are required to wear the stipulated uniform at all times.

### **Students enrolled in Programmes with Safety Requirements**

Students enrolled in Programmes where personal protective equipment, uniform or dress considerations are in place due to occupational health and safety reasons, must adhere to those safety standards.

### **Students without Uniform**

Students in programmes without a uniform are required to adhere to the dress code/guidelines indicated below:-

### **ALLOWED**

#### **Male Students**

- Sleeved tops, shirts and t-shirts
- Long trousers, professional soft pants and jeans are permitted (long refers to angle length)
- Three quarter pants (knee length)
- Hair must be well groomed. Long hair must be neatly braided or kept back in one. It should never be loose.

### **Female Students**

- Sleeved tops, blouses, shirts and t-shirts (All tops must completely cover the breast and be long enough to cover the hips.)
- Long trousers, professional soft pants and jeans are permitted (long refers to angle length).
- Three quarter pants (knee length)
- If skirts and dresses are worn, they should be at least knee length.
- Hair must be neatly groomed.
- Cigarette pants, sweat pants
- Flip flops except in laboratories

### **DRESS DOWN**

For students in uniform: Dress down is only permitted when sanctioned by the respective Dean. It must be in keeping with the regulations for acceptable attire as stipulated above. Thursdays have been designated Mansion Day. Students are encouraged to wear mansion T-shirts and long jeans.

### **NOT ALLOWED**

Students should **NOT** wear caps and other headgear (unless authorized by Deans or Chairs of Departments), or opaque sunglasses during lectures or in administrative offices.

### **INAPPROPRIATE FORMS OF DRESS INCLUDE BUT ARE NOT LIMITED TO:-**

- Dirty or disheveled clothing
- Leggings, tights, and mini fashions.
- Over-sized pants falling off the waistline
- Open, cut or damaged jeans
- Shorts of any kind
- T-shirt, blouses, tops or shirts with derogatory writing
- Halter tops, off-the-shoulder tops, cut offs, midriff length
- Transparent, see-through or mesh clothing
- Underwear as outer wear
- Beach wear, gym attire

- Unkempt hair, brightly coloured hair
- No large loop earrings or stoppers larger than a ten cent.

Additional regulations and stipulations may differ based on the programme of study or the department to which you belong.

### **ENFORCEMENT**

Faculty, Chairs, Deans, and the Director of Student Affairs are responsible for monitoring and enforcing the dress code. The procedure for the administration of the Code is as follows:-

1. If questionable attire is worn, which is not in keeping with the Dress Code, Faculty or staff of the Department of Student Affairs would hold a private discussion with the student to advise and counsel the student about the appropriateness of the attire, and ask them to report to the Chair of their Department.
2. If there is a valid reason for the infraction, the Chair may issue a day pass to the student.
3. If the reason is invalid or if the problem persists, the Chair should report the matter to the Dean or Director of Student Affairs. A written warning will be issued to the student who would then be requested to go home and change into an acceptable form of dress.
4. Repeated violations of the Dress Code would be deemed to be behaviour necessitating disciplinary action.

### **NON-EXCLUSIVENESS OF DEFINITIONS**

The foregoing definitions are not intended to be exclusive or definitive and students must adhere to all Laws, Rules, Codes or Regulations, at any given time in force and authorized by T.A. Marryshow Community College or the State.

### **INVESTIGATION OF ALLEGED BREACHES OF THE CODE OF CONDUCT FOR STUDENTS**

After an alleged breach of the Code of Conduct, the Dean of the School in which the misconduct occurred will conduct an internal investigation to establish the facts. During the

investigation the student and any witnesses to the incident may be summoned for an interview and the applicable sanction will be applied.

If, however, the student's misconduct give causes 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 immediately be suspended. A suspension of this type is called an Interim Due Process Suspension. Such suspension will take effect immediately upon direction of the Dean of the School where the misconduct occurred, the Campus Director or the Director of Student Affairs. This suspension will last for no more than ten (10) College days in two (weeks). A procedural due process hearing with proper notifications will be established during this ten (10) day period.

In any case of arrest or charge by the police, such a student may immediately proceed on Interim Due Process Suspension and the College's action will be guided by the advice of the police and legal counsel.

### **PROCEDURAL DUE PROCESS HEARING**

After investigation, the College will try to come to a resolution with the student or students. This process is to be initiated by the Dean of the School in which the misconduct occurred with the collaboration of the Director of Student Affairs. If a resolution is not possible, the procedure will move towards a formal disciplinary hearing.

### **FORMAL DISCIPLINARY HEARING**

The College is governed by the College Council as established by Section 7 of the T.A. Marryshow Community College Act No. 41 of the 1996 Laws of Grenada. The functions of the College Council are laid out in Section 8 of the Act and include adjudicating upon disciplinary charges against students. Section 16 of the said Act states, "The Principal may exercise disciplinary control over students of the College and in this regard may consult the Council or any committee of the



Council appointed pursuant of this Act.” In pursuance of the foregoing, the Council holds that a student will remain suspended during a formal disciplinary hearing as provided in this Policy document until a decision on the fate of the student has been reached.

The hearing shall be carried out by a Disciplinary Committee as set up by the College Council. At a disciplinary hearing all evidence and documents to be used in the hearing will be disclosed to the student in advance. The student may challenge the evidence, question the panel and argue his/her case. The student is also entitled to parental support or representation from Counsel of their choice. The hearing, however, shall not be treated by such Counsel as a formal Courtroom hearing. To reach a conclusion, the panel will have to be satisfied that the student has done what has been alleged. If the entire allegation is proven, one or more sanctions may be applied, including the following:

- Full restitution by way of payment or part payment for any damage caused to property of the College, Staff, student or any person lawfully on the Campus of the College;
- Suspension for such period as directed by the College Council on the recommendation of the committee through the Principal that may deem fit
- And/or
- Expulsion.

## **APPEALS**

### **APPELLATE COMMITTEE**

There shall be an Appellate Committee appointed by the College Council to hear and determine appeals. Once notified of the Disciplinary Committee’s decision, the student has five days to lodge an appeal. Only one appeal is allowed and the decision of the Appellate Committee of such appeal shall be final.

### **MENTAL ILLNESS**

If any time during the process of a hearing, whether it be informal, formal or an appeal, there is reason to believe that the student under investigation is suffering from mental illness or instability; a medical report may be requested. If there is medical evidence of mental health problems, the case may be suspended or concluded, possibly on condition that the student seeks immediate medical attention. If the College Council, upon expert medical evidence obtained in respect of a student, deems it necessary to suspend a student for the protection of the student-body and staff on ground of medical illness, the College Council may do so for such period as it shall deem necessary in the circumstances provided that the College Council will so act in consultation with the parents or guardian of the student.

### **SANCTIONS FOR CODE OF CONDUCT VIOLATIONS**

The following is a list of the sanctions which the College may apply in responding to breaches of the Code of Conduct for the students. A Dean in consultation with the Director of Student Affairs may recommend to the Principal to impose sanctions No. 1 to 7. Any case, however, that is referred to the Council may exercise sanctions 8 to 9.

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.
  - Exclusion from the campus and/or any campus building.
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.
  6. Disciplinary Probation
    - Notice to the students 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 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.

## **APPLICATION OF SANCTIONS**

### **GROUP A**

Violations in Group A warrant police intervention. In any case of arrest or charge by the police such a student may immediately proceed on Interim Due Process Suspension. In cases where no arrest or charges were laid such students should be summoned before the disciplinary committee who will further investigate this matter and take appropriate actions.

## **GROUP B**

Violations in Group B are administered by the Offices of the Deans.

At this level, sanctions 1 to 7 may be imposed. In principle, after having committed offences in this group on three occasions, the student should be brought before a Disciplinary Committee.

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

*For minor first offences the following sanctions may be imposed:*

1. Mandatory Counselling/Suspension.

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

2. Probated expulsion

*For major repeated offences the sanction is:*

4. Expulsion

## **GROUP C**

Violations in this group are administered by the Offices of the Deans.

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 7) in addition to the sanction zero.

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

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

### **GUEST SPEAKERS**

The college requires all Guest speakers or Guests at non-academic functions to be approved by the Dean and/or the Director of Student Affairs. Under no circumstances are members of the College community are to be forced to be audience.

### **FIELD TRIPS**

Students participating in any field trip or activity must adhere to all College regulations. All field trips or outings that are not part of a course must be approved by the Dean and the Director of Student Affairs. Guidelines for field trips and outings are outlined in the document entitled Student Life Policy and Procedures.

### **POSTERS AND NOTICES**

Anyone wishing to post notices on the College's notice boards that are not related to the College are required to have the approval at the Director of Student Affairs or Deans. The College reserves the right to deny or remove any poster which does not meet its approval.

### **SOCIAL EVENTS**

Clubs and other organizations are required to inform and get the approval of the Director of Student Affairs when planning a social event. The guidelines are outlined in the Student Life Policy and Procedures document

## **Glossary**

### **Academic Year**

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.

### **Bursaries**

Students who have received a scholarship award from the Government or other Funding Agencies.

### **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 Grade Point Average**

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 of 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 Services staff provide comprehensive information on further education opportunities in universities in 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 Counselors 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 a sixteen or seven 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.

**Department of Student Affairs**

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 credit course in a specific discipline that is normally written in year one. However it can also be written in year 2 (Example, Economics Unit 1).

Unit 2- Three credit course in a specific discipline that is written in year two. (Example, Economics Unit 2)

## College Song

Father of the federation  
And this noble institution  
We the young minds of this nation  
Look to you for direction  
Hold our minds for our future  
To live every minute every hour  
With God as our mentor  
We all shall strive together

Oh T.A. Marryshow  
A brotherhood of love  
Hand in hand in work and play  
With reverence to God above  
We strive for excellence  
In everything we do  
Oh Alma Mater  
We pay respect to you

Ever onward on life's Journey  
He will remember our integrity  
Stand up for our right and dignity  
For the good we will not become weary  
We will walk upright without compromise  
To lift society from its demise  
The future speaks, hear our cries  
Take us from where we are, together we will rise.

Written by:

Date: 15<sup>th</sup> July, 2009

Verlanna Williams