



ACADEMIC RULES AND REGULATIONS

The unit of credit is the semester hour. A semester hour represents 55 minutes of class work per week for one 16 week semester or its equivalent. A school year consists of two semesters.

1. A minimum grade of C must be obtained before students can progress to the next level of English courses and in all Communication Studies courses.
2. If a student is required to do Preliminary English or Preliminary Mathematics, these courses must be passed before he/she can go on to the English Grammar and Composition1 or College Algebra courses. The passing grade is a C (70%)
3. Preliminary English and Preliminary Mathematics courses do not count towards the credit hours required for an Associate degree.
4. **ATTENDANCE:** Three or more absences from a course in any semester will result in a drop of 0.5 in the semester grade e.g. A grade of B will become a C+. Students may not successfully complete a semester in which they are absent for more than two weeks. Extended absences must be supported by certification e.g. in the case of illness, a doctor's certification to that effect should be submitted to the office when the student returns to classes. Absences due to work related matters must be supported by a letter from the students' place of work or employer.
5. **HONOUR ROLL** Students achieving a GPA of 3.00 or above each semester will be recognized by the presentation of an Honour Roll Card at the General Assembly. The Honour Roll list will be posted each semester on the notice board and on the WJC web site
6. Teachers are available for private consultation between 6:50 and 7.10pm on the days they teach. Arrangements must be made by students directly with the teacher or through the office.
7. If a student is absent for a test (without documentary evidence to prove that his/her absence was unavoidable) and the lecturer needs to give a make-up test, this will incur a fee of \$20.00, which will be disbursed to the lecturer. A student will not be allowed to do a make-up test until the lecturer sees the receipt as proof of payment. Verbal explanations of absences of the type 'family emergency' will not be accepted without substantive proof.
8. **GRADING SYSTEM**

PERCENTAGE	LETTER GRADE	QUALITY POINT EQUIVALENT	DESCRIPTION
90-100	A	4.0	Excellent
85-89	B+	3.5	Very Good
80-84	B	3.0	Good
75-79	C+	2.5	Average
70-74	C	2.0	Satisfactory
65-69	D+	1.5	Below Average
60-64	D	1.0	Below Average
0-59	F	0.0	Failure
	WF	0.0	Withdrew Failing
	WP	0.0	Withdrew Passing
	P	0.0	Pass (For non-degree course)
	NP	0.0	Failing (For non-degree course)

GRADE POINT AVERAGE (GPA) COMPUTATION

To determine both the semester and the cumulative grade point averages, students should use the following formula: the number of hours attempted in courses in which a grade of A,B,C,D,F, or WF was earned is divided into the total number of grade points earned on those hours.

Please see the table below for a typical computation of semester grade points.

COURSE	GRADE	POINTS X HOURS	=GRADE POINT
EGC01	B	3 X 3	=9
CAI01	A	4 X 3	=12
IT01	C+	2.5 X 3	=7.5
LW1.1	D	1 X 3	=3

CREDIT HOURS= No. of hours per week for a course

Total number of hours=12; Total Grade Points =31.50

Grade Point Average (GPA) = grade points/credit hours =31.50/12 =**2.625**

The Cumulative GPA is the sum of the GPA's for all semesters in which a student has attended classes divided by the total number of semesters for which the student attended classes.

9. Students may add/drop courses in the first 2 weeks at the beginning of each semester.
10. A student who wishes to withdraw from a course may do so in the time allotted by filling in a Course Withdrawal Form which can be obtained from the office.

11. WITHDRAWAL FROM SCHOOL

There are two types of withdrawal from school.

Student Initiated Withdrawal: Students who wish to withdraw from school must apply to do so by filling in a withdrawal form at the office. On withdrawal if a student wishes to return to school he /she must apply to do so by filling out an 'Application for Re-entry' form. A student who withdraws after mid-semester will receive a grade of WF, unless the Dean deems otherwise.

Administrator Initiated Withdrawal: The President or Dean may instruct a student to withdraw from school for a variety of reasons including inappropriate conduct, health issues, non-payment of fees and poor academic grades over two consecutive semesters. Students may apply to re-enter school.

12. A student carrying a course load of 4 courses or 12 credit hours is considered to be a full time student. Students carrying less than 4 courses per semester are considered as part-time students.

13. TRANSFER OF CREDITS

Students wishing to transfer to Wesley Junior College from another institution may do so by submitting the usual application form. This must be accompanied by a sealed transcript from the tertiary level institution which the student last attended.

The transcript will be evaluated and the student will be informed of the courses which are transferrable to WJC. Students may transfer a maximum of 48 credits with a minimum grade of C (GP 2.00).

14. COMPUTERS FOR STUDENT USE:

The computer laboratory situated next to the Office is available from 3.30pm each day, Monday to Thursday and from 4.30pm on Fridays.

TRANSCRIPTS:

Transcripts of students' grades are available upon requests from the office. Transcripts will normally be ready forty eight (48) hours after the request is made.

15. ACADEMIC DISHONESTY

Plagiarism, cheating and collusion will not be tolerated. A faculty member may impose a grade sanction for academic dishonesty, which may range from a drop in grade to a grade of F. This matter may also be reported to the Dean who will note the incident in the student's file.

16. END OF SEMESTER EXAMINATION

Students must settle all outstanding debt to the school before they can sit the End of Semester Examinations/Evaluations. Students who are owing fees for tuition, books etc at the time of examination will have two days after examination week to complete all outstanding examinations. **Exams done outside of the examination schedule will be marked out of 80%.**

GUIDELINES FOR DIRECTED INDEPENDENT STUDIES

A Directed Independent Study is a course that is undertaken by a student outside the formal classroom. The student is guided by the lecturer throughout the course and submits work to him/her on a timely basis.

A student may submit an application to do a course by means Of Directed Independent Study if the course cannot be fitted into the normal schedule or If a student needs to do one more course to complete graduation requirements in the year that the course is requested. Independent Studies cannot

be used to improve a grade in a course that has been completed. WJC reserves the right to not approve a request for an Independent Course of study.

Not all courses lend themselves to being studied efficiently by means of an Independent Study.

The following courses may be sat by means of Independent Study:

Caribbean Studies 1 CARS 110

Caribbean Studies 2 CARS 111

Intro to Ancient Civilization ANCV110

Intermediate Algebra MATH 110

Intermediate Spanish SPAN 110

In addition to the above, students should note the following guidelines carefully.

1. Students seeking to access a course through Independent Study must first apply to do so during the Registration Process. (Application forms are available from the office)
2. The student will be notified within two days whether the application is successful or not.
3. The teacher of the course must agree to supervise the student before he/she can register for independent study in that particular course.
4. A student is only allowed to do a maximum of 2 independent courses (6 credit hours) over the 3 year period of study for an Associate degree. Only one Independent Study may be done in any one semester.
5. The student must meet with the lecturer face to face on at least 4 occasions during the semester. Two occasions must be before mid semester, and two after mid-semester.
6. The student must be given a course outline.
7. A grade must be submitted at the end of the semester. A grade at mid-semester is optional.
8. If there are more than one student doing an Independent Study in a given course in the same semester, then the teacher may meet them as a group, and group work and projects may be given as additional forms of evaluation.
9. Students will pay for Independent Study before the commencement of the study.



GRADUATION REQUIREMENTS

In order to obtain an Associate degree a student must:

1. Complete 78 credit hours of work in Business Studies, General Studies, Paralegal Studies or Information Technology.
2. Obtain a minimum cumulative GPA of 2.00
3. Students having one course (3 credit hours) outstanding but who have a minimum cumulative GPA of 2.00 may take part in the graduation exercise. They will receive their degree on completion of the required semester hours.
4. Meet all financial obligations to WJC
5. Return all books obtained from the College on rental or pay for the book/s.
6. Return all sports jerseys or pay for any outstanding ones.
7. Complete 15 hours of Community Service.
8. Students having a Cumulative GPA of 3.00 or above will be recognized by the addition of a gold sash to their gown upon graduation. Outstanding students in each program will be recognized at the graduation ceremony.
9. The most outstanding student (academically) and the student who has contributed most to the life of WJC will be recognized upon graduation by a special award.
10. ACE students must pass English Language, Mathematics and Computer Studies and have a minimum GPA of 2.00 for both semesters of work. The most outstanding student in this program will be recognized at the graduation ceremony.

ACADEMIC OR OTHER TYPES OF GRIEVANCES

A student who believes that a faculty member has failed to meet reasonable standards of academic propriety may register a grievance with the Dean of President.

The student should first attempt to resolve the grievance on an informal basis with the faculty member.

Should the grievance not be resolved at this level, the student should discuss it with the Den or President.

If a student feels that he/she has been unfairly treated by the Dean or President then the grievance may be taken to the Chairman of the Board of Governors, Rev. Roosevelt Papouloute.

POLICIES ON CONDUCT

In order to maintain a safe and healthy learning environment at WJC, we ask that all students commit themselves to demonstrate self-respect and respect for others.

Indiscipline in class or disrespect to lecturers **WILL NOT** be tolerated. Such conduct will result in students being asked to withdraw from that class for the semester. All cell phones must be turned off in class. Repeated violation of this rule can result in a mandatory request for withdrawal from the course.

WJC is in the business of preparing students to be self-respecting members of society. Self respecting, educated persons are able to communicate without the use of obscene language. The language used for communication in and out of the classroom must be free from obscenities, crude gestures, threatening words and sexual harassment. Students guilty of any violations in these areas will be subject to a penalty.

DRUG USE:

The campus and the surrounding areas (e.g. the wall across the street from the campus) must be kept free of alcohol, cigarettes, marijuana and all other drugs. Students may not drink alcohol or use any other type of drugs during the 20 minute break between classes. Students who enter the campus showing signs of drug use will be asked to leave the campus immediately. A second offence will be subjected to a suspension of one week. A third offence will be subjected to exclusion. Use of any illegal drugs will result in immediate exclusion and report of the offence to the Police Department. The use of alcohol and all other drugs is prohibited on field trips and sporting activities.

WEAPONS:

A student may not bring any form of weapon on campus. If your work involves you carrying a weapon and you come directly to school from work, please report this to the Dean. Any student bringing a weapon on campus will be liable for suspension for a first offence. A second offence will result in exclusion. The actual use or attempted use of a weapon on campus will result in an immediate expulsion. Pepper Sprays are seen as weapons.

VIOLENCE

WJC has a policy of zero tolerance for violence. Threats of violence are taken very seriously. Violence, threats to commit violence and physical assault will all incur consequences ranging from suspension to exclusion.

All disputes/confrontation between students must be reported to the Dean so that the matter can be settled. All in-school disputes must be settled without the inclusion of others from outside the school.

Students who choose to include others eg. family and friends who in turn threaten another student will be liable for expulsion.

DESTRUCTION OF PROPERTY

Students are expected to treat the property of others with respect. This includes all furniture and equipment made available to students. The penalty for any violations will range from restoration of the destroyed item to exclusion.

CRIMINAL ACTIVITIES

Students convicted of criminal activities will be asked to withdraw from WJC permanently. Students whose conduct causes embarrassment or public shame to the institution will incur a penalty which can range from suspension to exclusion.

SAFETY AND COMFORT

The safety and comfort of all our students is our priority. In order to achieve this, we ask that students:

- Drive at 5mph when entering the campus, and turn off all loud music in their vehicles. Students who fail to do this will be asked to park outside the campus.
- Refrain from riding their bicycles on campus. Students must dismount from their bikes at the gate and walk the bikes to the bike stand. Please ensure that your bikes are locked. WJC will not take responsibility for any bikes lost which were not locked in place on the bike stands.
- Refrain from playing music on laptops or other devices.

- Personal displays of intimacy between members of the same sex or of the opposite sex are not activities that others find comfortable to observe. Kissing, sitting on the laps of others and intimate embraces are examples of such activities. Students involved in these activities will be liable to penalties ranging from verbal warnings to exclusion.

THEFT

No one likes to experience the loss of their personal property through theft. Honesty is still the best policy, and what you do to others will be done to you. Please refrain from taking other people's property. Please exercise the self-discipline and principles that will allow you to hand over to the office any item that you happen to find on campus. Students involved in theft will incur a range of penalties ranging from restoration of the item to exclusion.

DRESS CODE

FEMALES: outfits worn to school must be modest at all times. **ALL TOPS WORN TO SCHOOL MUST CONTAIN SLEEVES.** The list of prohibited outfits includes tops which are strapless, off the shoulder,

back out, belly-out. Tops that are too tight and that reveal cleavage are not allowed. Bermuda shorts must be knee length. Clothing that reveal your underwear when you stand or sit are not allowed. Short skirts must not be worn to school. Any top that allows the brassiere to show is totally inappropriate for school. Outfits consisting of short skirts with leggings or tights are not allowed.

Females who choose to come to school inappropriately dressed but carrying a blouse or jacket in their bags will be seen as violating the dress code. Pulling out a jacket or blouse to cover oneself when confronted about one's attire will not be allowed. The student will be asked to leave the campus immediately.

MALES: all outfits must contain sleeves. Pants that reveal the underwear are not allowed.

Clothes for both sexes must not carry rude or suggestive slogans. They must not display illegal drugs or gang insignia.

PLEASE NOTE THAT THIS CODE IS IN FORCE WHENEVER A STUDENT COMES ON THE CAMPUS FOR ANY REASON AT ALL (EXCEPT FOR A SOCIAL EVENT OR COMMUNITY SERVICE)

THE FIRST VIOLATION OF THE DRESS CODE WILL RESULT IN THE STUDENT BEING ASKED TO LEAVE THE CAMPUS IMMEDIATELY. THE SECOND OFFENSE WILL RESULT IN A ONE WEEK SUSPENSION. THE THIRD OFFENSE (IF ONE WOULD BE SO BOLD) WILL RESULT IN EXCLUSION.

STUDENTS' AFFAIRS

PERSONS WITH DISABILITIES

WJC can facilitate students who need to use a wheel chair. Ramps provide access to all class rooms on the ground floor. Special toilet facilities are in place for wheelchair-bound students.

ATHLETICS

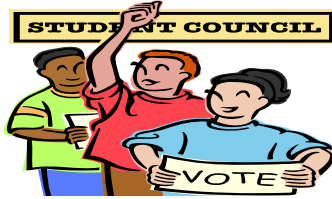
WJC participates in ATLIB (Association of Tertiary Level Institutions of Belize) Competitions in the following sports:

Volleyball

Basketball

For the 2011-2012 academic year, Volleyball competition takes place in the first semester August to December). Basketball competitions take place in the second semester (January to May).

If you wish to play on any of the teams, please see the Sports Coordinator for Work-Out dates and times.



STUDENT GOVERNMENT

The purpose of the Wesley Junior College Student Government is to work for the best interests of students. The Student Government Body cooperates with and advises the administration in all matters of common interest to the Institution. The Student Government is responsible for planning activities e.g. Social Evenings, Fund Raising and arranging for teams to represent WJC in the ATLIB sporting competitions.

Elections are held in the second semester for the positions of President, Vice President, Treasurer, Public Relations Officer, and Sports Coordinators-male and female.

COUNSELLING SERVICES

The Counselor, Nurse Bennett is present in school on Tuesdays and Thursdays. Students can make appointment to see her at the office or directly with her. Her office is located on the ground floor under the main administrative building of Wesley College. Matters discussed in consultation with the Counselor remains private and confidential. For urgent matters, the Counselor can be contacted outside of the official hours by making such a request at the office.



CHILD CARE SERVICES

WJC provides Child Care services for children of students from age 3 to 14. Children who are in school should take along books and homework to work on while awaiting their parents. Parents should provide a snack for younger children. Students requesting this service should register for it at the time of registration.

BOOK RENTALS

In order to reduce the cost of textbooks to students, WJC offers textbooks for rental in the following courses:

Caribbean Studies

Management of Business

Accounting

Sociology

Ancient Civilization

Communication Studies

Intermediate Algebra

Economics

Nutrition, Fitness and Health

The cost of renting a book ranges from \$25.00 to \$35.00

All books must be returned at the end of the semester before Report Cards are issued. **Failure to return a book will result in the student incurring the full cost of the text. The late return of a book will incur an additional charge of \$15.00 per book.**

Modules/Workbooks are prepared by faculty for some courses eg. Spanish. These materials are sold for \$10.00-\$15.00.

PHOTOCOPYING AND PRINTING

This can be done at the office **before 5.25pm** and between **6.50pm to 7.05pm**. Work to be printed /photocopied can also be emailed to WJC at wesleyjuniorcolleg@yahoo.com. Students will collect and pay for printed work on arrival at school

FEES/TUITION COSTS 2011-2012

Administrative Fees (per semester)	\$50.00
Students' Activity Fee (per semester)	\$25.00
Computer Lab.Fee (per semester)	\$80.00
External Relations Fee (ATLIB)	\$10.00
Examination Fee (per semester)	\$20.00
Student ID and Lanyard	\$20.00
Security Fee (per semester)	\$25.00
WJC T-Shirt	\$20.00
Yearbook Contribution	\$35.00
Sports Fee (per semester)	\$25.00
Campus Development Fee (per semester)	\$30.00
TOTAL	\$340.00

TUITION: ACE- \$20.00 PER CREDIT HOUR.....\$240.00 per semester

ASSOCIATE DEGREE-\$30.00 PER CREDIT HOUR.....\$360.00 per semester

TOTAL COST- ACE PROGRAM..... \$580.00 per semester

TOTAL COST- ASSOCIATE PROGRAM..... \$700.00 per semester

In order for students to register, a **minimum of \$400.00** must be paid before registration dates. Payment must be made at the Bank of Nova Scotia using the I.D. number issued. The outstanding balance must be paid by the middle of the semester. Students can arrange to payment plan with the office for the **BALANCE** outstanding.

TUITION SCHOLARSHIPS: The Government of Belize grants tuition scholarships to all final year students having a minimum cumulative GPA of 2.5 after 4 semesters, or after having completed 48 credit hours of work. Students must maintain this GPA in order to get the tuition grant for the final semester. First year students obtaining 6 or more CXC passes including English Language and Mathematics are also eligible

for tuition scholarships from the Ministry of Education. Qualifying students should submit a copy of their CXC advisory slip to the office as soon as they receive the results of the examination.

Directed Independent Studies..... \$220.00 per course

Transcripts.....\$10.00 per copy, \$16.00 for two copies

Letter detailing Account Balance:.....\$3.00

Polo Shirts.....\$40.00

T-Shirts.....\$20.00

WJC Visor..... \$10.00

WJC Knap Sack..... \$10.00

YOUR RIGHTS AS A STUDENT OF WJC

As a student of WJC, you have the right to:

1. Be given a course outline within the first two weeks of the semester for all courses you are doing. This is a contract between you and the teacher detailing what they will deliver and what is expected of you.
2. To see the mark scheme and rubric for a test/assignment etc in order to understand how your marks are derived.
3. Appeal the grade given for an assignment. This appeal must first be made to the faculty member then if you are not satisfied the appeal must be made to the Dean with a copy of the assignment in question.
4. Express concerns about the delivery of a course by a faculty member without any fear of repercussions. Any such concerns should be brought to the attention of the Dean. Concerns about faculty expressed in the last weeks of the semester will not be entertained.
5. Evaluate the delivery of a course by faculty at the end of the semester. This evaluation is designed to improve the quality of teaching and address any areas of weaknesses.
6. Take advantage of the opportunity of a tertiary level education by coming to school regularly and on time, by doing and submitting assignments on time and by refraining from cheating and copying.

7. Bring to the attention of the Dean, the names of any students whose conduct continuously create a hostile environment in the class/school making it difficult for you to learn and function effectively.
8. Appeal any ruling by the Dean that you feel is unfair to the President, Mrs. Brenda Armstrong.
9. Protect the reputation of this institution by: your conduct in and outside of school; your representation of the school in sports etc and your representation of WJC in the media.