



ACADEMIC RULES & REGULATIONS

1. A passing grade in English Grammar and Composition (1st Semester and 2nd Semester) must be obtained by all students before any further studies can be done in these courses. Students who fail these courses are required to attend summer school.
2. If a student is late for a class by 15 minutes or more, he/she may enter the class but will be marked absent from the class.
3. Three absences or more from any course without an acceptable excuse will result in a drop of 0.5 in the semester grade for that subject e.g. a Grade B will become a Grade C+.
4. An unacceptable number of absences from a course will result in a Semester Grade of F or compulsory withdrawal from the course.
5. Students achieving a Grade Point Average (GPA) of 3.0 or above each semester will be recognized by the presentation of an Honour Roll Card at the General Assembly, and having their names posted on the notice Boards in the office and downstairs of the main building.
6. Students having a cumulative GPA of 3.0 or above will be recognized by the addition of a gold sash to their gown upon graduation. Also, outstanding students in each program—Business Studies, ACE, General Studies and Computer Science will be recognized at the graduation ceremony.
7. The most outstanding student (academically) and the student who has contributed most to the life of WJC will be recognized upon graduation by delivery of a speech.
8. Teachers are available for private consultation between 6:50 and 7:10 p.m. on the days they teach. Proper arrangements must be made by students directly with the teacher or through the office for appointments.

9. Marking Scheme:

Percentage	Letter Grade	Grade Point
90-100%	A	4.0
85-89	B+	3.5
80-84	B	3.0
75-79	C+	2.5
70-74	C	2.0
65-69	D+	1.5
60-64	D	1.0
0-59	F	0.0

A cumulative GPA of 2.0 is necessary for graduation. The graduation fee applies to all graduates whether or not they participate in the Graduation Ceremony.

Rules and Regulations

Code of Conduct

1. In order to maintain a healthy learning environment at WJC, we ask that all students commit themselves to demonstrate self-respect and respect for others.
2. The campus must be kept free of alcohol, cigarettes, marijuana and all other illegal drugs.
3. The language used for communication must be free from obscenities, crude gestures, threatening words and sexual harassment.
4. All cell phones must be turned off before entering classes.

Dress Code

1. Females: Outfits worn to school must be modest at all times. No strapless, off shoulder, backout, belly-out, short-shorts, short-skirts, tight pants or skirts must be worn to school. No tops that reveal too

- much cleavage or clothing that reveal your underwear must be worn to school here at WJC.
2. Males: No excessively baggy pants and sleevesless tops are allowed.
 3. The Administrative and Faculty members have the right to deny entry to class to any student who fails to comply with the dress code.

STUDENTS GOVERNMENT

You are invited to share the life and development of WJC. The Student Government is the opportunity to do so. Elections will be held in the Second Semester for the positions of, President, Vice-President, Secretary, Treasurer and Sports Coordinators (male and female).

The Student Government is responsible for the planning of different activities e.g. Social Evenings, fund raising and arranging teams to represent WJC in the Association of Tertiary Level Institutions in Belize (ATLIB), sports Competitions e.g. Basketball, softball, volleyball, football etc.

ACADEMIC 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 or the President.

The students 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 Dean or the President.

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

PERSONS WITH DISABILITIES

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

ATHLETICS

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

- Football
- Volleyball
- Softball
- Basketball

If you wish to play on any of the teams above, please see the sports coordinators for information on work-out and dates.

TUITION AND FEES

In order for students to register, a minimum of \$400.00 must be paid before the registered dates. Payments must be made to the bank of Nova Scotia using the I.D. Number issued. The balance outstanding must be paid by the middle of the semester. Students may arrange a payment plan with the office for the Balance Outstanding.

BOOK RENTALS

In order to reduce the cost of text books to students, WJC offers textbooks for rent for the following subjects:

- Caribbean Studies
- Accounting
- Ancient Civilization
- College Algebra

The cost of renting a book is \$25.00 per semester.

All books must be returned at the end of the semester before report cards are issued.

PHOTOCOPYING AND PRINTING

This can be done at the office before 5:25 pm and between 6:50 pm and 7:05 pm. Work to be printed/photocopy can be emailed to WJC at wesleyjuniorcollege@yahoo.com and collected on arrival at school.

ACADEMIC DISHONESTY

Plagiarism, cheating and collusion will not be tolerated. A faculty member may impose a grade sanction for academic dishonesty and may refer the matter to the Dean.