



***University of the Southern Caribbean***

***Student Services and Enrollment  
Management***

***Student Handbook***

***2008 - 2018***

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# UNIVERSITY OF THE SOUTHERN CARIBBEAN

(Formerly Caribbean Union College)

Maracas Royal Road, Maracas, St. Joseph,  
Trinidad, W.I.

Beyond Excellence \_\_\_\_\_

## ACKNOWLEDGEMENT

(To be returned to the office of Student Services and Enrollment Management)

I understand that the Student Handbook describes important information about student life at University of the Southern Caribbean, and that it sets forth the terms and conditions of my enrollment and supersedes and replaces all previous Handbooks.

I understand further, that I should consult the Division of Student Services and Enrollment Management regarding any questions not answered in the Handbook.

I also acknowledge that the information, policies and benefits described herein are subject to change; revisions to the Handbook may occur, and that those changes will be valid when voted by the Board of Trustees. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

I hereby acknowledge that I have received a copy of the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

\_\_\_\_\_  
Student's Name (Please print/type)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
I.D.#

**Note: This Handbook may be superseded by any announcement made by the University's Administration, in published or oral form, regarding any matter pertaining thereto.**

## **PURPOSE OF THE HANDBOOK**

This handbook outlines general information about services, policies and procedures applicable to student life at the University of the Southern Caribbean. For information concerning academic policies and procedures, please refer to the University Academic Bulletin.

The handbook is a guideline of our policies governing students conduct and is not a contract between the student and the University. Students should use it to understand how the University community functions.

The things outlined herein provide the framework for self-governance and the orderly operation of the community. They also enable the University to fulfill its spiritual and educational objectives. Every registered student is responsible for knowing the content of this Handbook, as well as pertinent information in other current university handbooks and bulletins.

The Office of the Vice-President for Student Services and Enrollment Management is authorized by the University Board of directors to enact the disciplinary rules in the Handbook, and to administer judicial processes and student life.

The University of the Southern Caribbean reserves the right to repeal, change, or amend the rules and regulations contained in this Handbook at any time, without prior notice as a result of official administrative actions.

The university does not accept any responsibility for errors contained herein, which may result from preparation for, or the course of printing.

# UNIVERSITY OF THE SOUTHERN CARIBBEAN MISSION STATEMENT

## MISSION

The University of the Southern Caribbean seeks to transform ordinary people into extraordinary servants of God to humanity through a holistic tertiary educational experience.

## VISION

A Seventh-day-Adventist University fully reflecting the character of God through spiritual, intellectual, physical, social and cultural development.

## OUR LEADERS

<b>UNIVERSITY ADMINISTRATION</b>	
<b>President</b>	Hilary Bowman, Ph.D.
<b>VP for Administration</b>	Robert Liverpool, Ph.D.
<b>VP Academic Administration</b>	Wanda Chesney, Ph.D.
<b>VP for Student Services &amp; Enrollment Management</b>	Onesi La Fleur, B.Sc.
<b>VP for Financial Administration</b>	Prakash Ramoutar, MBA, ACCA.
<b>VP for Spiritual Development</b>	Terry John, BA.,M.Sc.(Cand.)
<b>UNIVERSITY DEANS</b>	
<b>Dean, School of Education &amp; Humanities</b>	Laverne Jacobs-Browne, Ph.D.
<b>Dean, School of Sciences, Technology &amp; Allied Health</b>	Emmanuel Antwi, Ph.D.
<b>Dean, School of Social Sciences</b>	Letroy Cummings, Ph.D.
<b>Dean, School of Business, Entrepreneurship &amp; Continuing Professional Studies</b>	Ragavalu, Ramella, Ph.D.
<b>Dean, School of Theology &amp; Religion</b>	Fazaduddin Hosein, Ph.D.

**Dear Student,**

Welcome to the University of the Southern Caribbean. We are a private, co-educational University operated by the Caribbean Union Conference of Seventh-day Adventists. Our philosophy for education and rules of engagement are guided by Biblical principles as interpreted and understood by the Seventh-day Adventist Church. Individuals of any religious persuasion may come to the University, provided they contract to abide by the rules and regulations of the University.

Through its Student Services & Enrollment Management Division, the University now presents the most current compilation of the formal University rules, policies, and procedures concerning student life.

The office of Student Services & Enrollment Management is responsible for the University's social development curriculum, which is based on the developmental needs of young adults. The curriculum is guided by a mission statement that is based on the Seventh-day Adventist Church's overall philosophy of education, which promotes a balanced development of the mental, physical, social, and spiritual aspects of human existence.

The avenues used to teach this curriculum are the "classes" of Student Services & Enrollment Management, and the sub-departments: **residence hall living, food services, health services, social and cultural activities, counseling services, safety and security services, ASB, and international student services.** The professionals in these areas are instructors in development curriculum, which we believe are as important as those in Academic Services.

This Handbook is a rich compendium that introduces essential things you would want to know about student life at the University of the Southern Caribbean. The Student Handbook is also, and most importantly, required reading on code of conduct and other campus policies. Finally, it is an invaluable reference on many services and opportunities that are available to students, whatever their needs or ambitions.

Your acquaintance with the Handbook may not solve all problems, but will help you to adjust to the challenging new experiences of university life. Read it carefully, and keep it at hand for quick and easy reference.

It is my hope that these pages will not only inform, but also encourage and inspire readers to explore the University fully, to recognize and celebrate both the privileges and the responsibilities that we all share as members of this Christian, learning community. Get actively involved in extracurricular activities. You may even be blessed in the process. Welcome to our second Curriculum. Welcome to USC.

.....

**Onesi K. La Fleur**  
**Vice President, for Services & Enrollment Management**  
**University of the Southern Caribbean**

## WHO TO CONTACT

University Phone Number:

**(868) 662-2241, 2242**

Business Hours: Mon. – Thur. 8 a.m. - 5 p.m.

Fri. 8 a.m. – 12:00 noon

- On any academic matter, after checking the academic bulletin, see your Department Chair for guidance. The Academic Vice-President handles all matters dealing with classes and your program, but Department Chairs and Faculty Deans will serve you well in your discipline.
- Although the Library and the Admissions Office come under the supervision of the Vice-President for Academic Administration, individuals with questions on these areas can speak directly to the heads of these departments.
- On any matter concerning student life, see a Residence Hall Dean, the Administrative Assistant to the Vice-President for Student Services & Enrollment Management, or ASB personnel. The University Counselor is also available for consultation. As a last resort, make an appointment to see the Vice-President for Student Services & Enrollment Management.
- The Vice-President for Student Services handles all matters relating to the Cafeteria, the Residence Halls, International Students, Counseling Services, Health Services, and the social life of students in general. See him only after you have engaged the help of an immediate supervisor and you have not had a resolution to a particular problem.
- On matters relating to the general administration of the office of Student Services & Enrollment Management, please contact the Administrative Assistant for Student Services & Enrollment Management, or the Secretary for Student Services & Enrollment Management.
- On matters relating to International Students, please contact the Coordinator at the office of International Student Services located in the office of Student Services & Enrollment Management.
- On health matters, see Campus Health Services, located opposite the first gate on the Maracas Royal Road. However, for health emergencies, depending on where you are on campus, please immediately see the respective Residence Hall Dean for first-aid. For emergency transport to the hospital, please immediately contact the Director for Health Services or a Residence Hall Dean.
- With respect to academic records, the Registrar's office has established a day for students to receive information regarding their grades.
- On matters of finance, consult with the Business office staff or the Vice-President for Financial Administration. Students should not wait until a problem assumes major proportions to see

someone in charge. Students desirous of working on campus should also see the Director for Student Finance.

- On spiritual or emotional matters, consult with the Vp for Spiritual Development, Residence Hall Deans, Campus Chaplain, any member of the pastoral staff, or a faculty/staff member of your choice.
- For general information about the University, visit the office of Student Life and Enrollment Management.
- Normally, the President's office will refer students to those specific offices that will implement a decision on their behalf. If all else fails, an appointment may be made to see the President, **Dr. Hilary Bowman**, or one of the designated Vice-Presidents.

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***University of the Southern Caribbean,***  
***Student Handbook***

***Section I***

***Introduction***

## **History of the University of the Southern Caribbean**

The University of the Southern Caribbean (USC) is a private, co-educational institution with a diverse student body drawn from approximately 41 nations. It is operated by the Caribbean Union Conference of Seventh-day Adventists, which consists of the following territories: Barbados, Guyana, Suriname, Trinidad & Tobago, the British and US Virgin Islands, and the Windward and Leeward Islands, excluding the French Dependencies.

Two years after its founding in 1927, the institution's name was established as Caribbean Training College. In 1945, the University developed a well-defined University preparatory instructional program. In 1947, Caribbean Training College was officially declared a Junior College, and it offered two-year post-secondary courses in Theology, Teacher Training, Business and Secretarial Science. The second name change of the institution took place in 1956 when Caribbean Training College became Caribbean Union College.

In September 1970, an important academic extension was instituted at Caribbean Union College. The two-year junior University course in Theology was extended to a four-year course, leading to the Bachelor of Theology degree. Other changes followed, including the conferral of Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, and Associate degrees in a wide range of major fields of study, in affiliation with Andrews University, Michigan, USA, since 1995.

“Another name change occurred in 2006, when Caribbean Union College was proclaimed University of the Southern Caribbean (USC), by the Accreditation Council of Trinidad & Tobago (ACTT), and became a recognized tertiary institution in Trinidad & Tobago. Also, USC is fully accredited by the Adventist Accreditation Association (AAA) of the Board of Regents, Department of Education, General Conference of Seventh-day Adventists, Washington D.C., USA and continues to be an affiliate site of Andrews University, Berrien Springs, Michigan, USA.”

## **Fundamental Core Values of University of the Southern Caribbean**

**LOVE** – The love of Christ constrains us to love as Christ loved

**COMPASSION** –Sympathetic willingness to be engaged in the ministry of caring for our students, and going beyond the call of duty, is biblically based, as portrayed in the story of the Good Samaritan.

**INTEGRITY** – The eminence of backing positive conviction with commensurate action.

**HONESTY** –The commitment of the family to honesty in all its dealings

**EXCELLENCE** --The commitment to exceed the minimum standards and expectations

**COMPETENCY** –The freedom and privilege to perform competently under any circumstances.

**JUSTICE** - The commitment to equality and treating others fairly, without discrimination.

**PURITY AND SELF-CONTROL:** We strive to be morally upright and moderate in all things, with complete control over our emotions, desires, and actions.

**HUMILITY:** The willingness to serve others in a sacrificial manner, with self-respect that renounces haughtiness or arrogance.

### **USC SCHOOL SONG**

#### **Verse**

In our quest for knowledge and dignity,  
With our hearts aflame we have come;  
Called to serve the Church and society,  
We will join our hands as one.  
As we foster friendship and unity,  
Our identity we'll maintain;  
God before us, our goals in focus;  
Great achievements we will attain!

#### **Chorus**

Beyond excellence, t'ward the light,  
In truth and loyalty, we'll do the right;  
To always honour our Alma Mater—  
Our beloved USC!  
Our beloved USC!

Words: *Transition Launch Committee*

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***Section II***

***Student Life and Services***

## **THE DIVISION OF STUDENT SERVICES & ENROLLMENT MANAGEMENT**

The office of the Vice President for Student Services & Enrollment Management is responsible for establishing programs and services to support the all-round development of the individual student, and to enhance the quality of campus community life.

The current departments within the division include Food Services, Counseling Services, Campus Health, Resident Life (including the two main residence halls and extension), Student Life and Enrollment Management, International Student Services, Commuter Student Services, Campus Safety and Security, and the Associated Student Body.

### **MISSION STATEMENT**

The Division of Student Services & Enrollment Management of the University of the Southern Caribbean encourages, promotes, facilitates and assists in the total development of each student, through the provision of exemplary models of conduct, quality services and goal-oriented activities aimed at producing self-actualized individuals who are physically fit, mentally alert, emotionally stable, spiritually vibrant, culturally refined, socially viable, and service-oriented.

### **AIM**

Adventist education prepares students for a useful and joy-filled life, fostering friendship with God, holistic development, Bible-based values, and service, in accordance with the Seventh-day Adventist mission to the world.

### **GOALS AND OBJECTIVES**

1. To foster a stronger spiritual program for the students and maintain a high standard of spirituality and morality on campus.
2. To provide a wide range of relevant services to the campus family.
3. To increase the level of customer services to students and other customers.
4. To continue the fight against secularism on campus.
5. To provide healthy social and cultural activities for the students.
6. To provide adequate housing for our students, both national and international.
7. To provide proper and updated facilities for our students.
8. To encourage good governance among our student leaders.
9. To maintain the uniqueness of a Seventh-day Adventist Institution.

### **Equal Opportunities Clause**

The University of the Southern Caribbean (USC) is committed to a policy of equal opportunities in accordance with its mission and philosophy for acceptance and matriculation of all potential and actual

students regardless of race, religion, creed, color, sex, ancestry, nationality, age, marital status, disability, political affiliation or socio-economic background.

## **STUDENT LIFE**

### **ACADEMIC POLICIES**

Please consult the USC Academic Bulletin for academic information, including grading system, course loads, attendance policies, admission requirements, and other academic policies. If there are questions, students should ask their major advisors, the Dean of Admissions and Records, Registrar, or dean of their respective school.

### **ACTIVITIES**

Students have the opportunity to participate in a variety of social, cultural, professional, and service clubs. They can also take part in a broad spectrum of interclub and intramural sports. USC Sports include soccer, cricket, volleyball, basketball, netball, lawn tennis and table tennis. Social programming is coordinated through the Office of Student Life and Enrollment Management & the Sports and Physical Education department. These programs include Thursday and Saturday night activities, ASB events, concerts and pageants, banquets, sporting activities and tournaments. There is also a wide variety of life-enhancing social programs for students.

### **ASSEMBLY PROGRAMS**

The University believes that a balanced curriculum will address the major developmental needs in the spiritual, intellectual, physical, social, emotional, and vocational realms. Consequently, assembly programs are integral to the educational experience of the student's life on campus. Assembly serves many important functions. It is a time in the day when we can, collectively as a university family, meet for a period of devotion, reflection. Assembly is also a community-driven time of association, fellowship, and togetherness. By assembling weekly in the main auditorium, the students, faculty and staff are afforded a unique opportunity to share, strengthen relationships and are also informed about University happenings through informative announcements and conversations. The content of the Assembly is always values-based and espouses spiritual, moral, ethical, and social values. It will also address Academic concerns and will be used on occasions to celebrate national and international events.

#### **Assembly Attendance Policy**

Assembly is held from 3:05 p.m. to 4:20 p.m. every Monday in the main auditorium. Attendance is required for all undergraduate students, full-time and part-time. Graduate students are encouraged to attend but are exempt from mandatory attendance.

Occasionally, the school's Administration may call an assembly on a Wednesday afternoon. Such assemblies will also be compulsory. Adequate notice will be given.

Assembly attendance records are kept for each registered student. Students are allotted up to 3 absences from assembly each semester for sick days, family emergencies and personal emergencies. There will be no makeup assembly. Three ‘tardies’ will count as one absence. Students arriving up to fifteen minutes after the scheduled commencement time will receive a tardy. Students arriving after the first fifteen minutes will receive an ‘absence’. Leaving before the end of assembly is not accepted, and may lead to the students receiving an absence.

**Exemptions:** Students with special circumstances such as documented work conflicts, or family needs may apply for an exemption. Request forms for Assembly exemptions are available in the Student Services and Enrollment Management Office. Students must file an exemption form each semester at the time of registration. Students must file exemptions with appropriate documentation within five business days of the close of regular registration. Excused absences for prolonged or serious illness or injury may be granted. Written confirmation must be submitted to the Student Services and Enrollment Management Office within three business days of the absence. For the purpose of this section, business days do not include Saturdays or Sundays.

### **Consequences for Assembly Absences**

Students with no exemptions will receive the following consequences:

- 3 absences—Courtesy e-mail to students.
- 4 to 7 absences – a warning letter from the Student Services and Enrollment Management office.
- 8 absences or more — Disciplinary Sanctions as outlined below.

### **DISCIPLINARY SANCTIONS**

Students receiving disciplinary sanctions for the absence levels indicated above will:

- forfeit institutionally funded scholarships, discounts or any housing incentives.
- not be allowed to function in campus clubs. Members of any campus-sponsored organizations will be placed on inactive status. Club officers must relinquish their post.
- be restricted from participation in other campus activities including sports, exchanges, Blitz, etc.
- attend Assembly the next semester without exceeding the minimum absence limit. If such a student exceeds their Assembly absence limit in consecutive semesters, the student may be suspended for one semester.

*Students continuing to show blatant disregard for Assembly attendance policies will be subject to long-term suspension.*

### **ASSOCIATED STUDENT BODY (ASB)**

The ASB is our form of student government. It is a student organization for the total student body that provides opportunity for leadership training. ASB officers are responsible for planning specific student activities on the University campus and for acting as a voice for the student body. The officers are elected and appointed each spring to serve for the following school year. All registered undergraduate students are members of the Associated Student Body, and are eligible to hold office and benefit from the various services provided by the Associated Student Body.

## **ATTRACTIONS**

Some of our major attraction sites throughout Trinidad and Tobago are listed below:

- Emperor Valley Zoo
- Botanic Gardens
- St. George's Fort
- Lopinot
- Light House (Toco)
- Caroni Swamp
- Asa Wright Nature Center
- The Wildfowl Trust
- Pitch Lake
- Brian Lara Promenade
- Maracas Waterfall (No Bathing Allowed)
- Arena Dam
- Devil's Woodyard
- San Fernando Hill
- San Jose De Oruna Park
- Piparo Mud Volcano
- Lighthouse (Tobago)
- Buccoo Reef (Tobago) (No Bathing Allowed)
- Argyle Waterfall (Tobago) (No Bathing Allowed)
- Fort James (Plymouth – Tobago)
- Fort King George
- Charlottesville Lighthouse (Tobago)

In some instances, students have traveled to Tobago, Margarita, and Caracas, Venezuela between breaks. Travel insurance and the appropriate permission from parents/guardians and the University are required for such trips.

## **BANKING SERVICES**

In the St. Augustine area (the town east of Curepe), the RBTT Bank operates a branch with automated machines. In Tunapuna, east of St. Augustine, there are other banks such as Scotia Bank, First Citizens Bank and two branches of Republic Bank (Tunapuna East and West). Students are advised to keep only small sums of money on their persons.

## **BARBER SHOPS/HAIR DRESSING SALOONS**

Barbershops and hairdressing saloons may be found on the USC campus or in Curepe, just five (5) miles from the University; in Port of Spain, or at some of the major malls.

## **BOOKSTORE**

There is a small bookstore on campus where most of your text and stationery needs may be met.

## **BULLETINS, DISPLAYS, AND ANNOUNCEMENTS**

The Office of the Vice President for Student Services and Enrollment Management must approve all displays, announcements, and leaflets before they are published in the Bulletin and/or pasted on notice boards.

## **CAMPUS HEALTH SERVICE**

The Health Services Department assists the campus family in fostering and maintaining good health through daily services, as well as periodic and annual health programs, lectures and other health-related features, and makes referrals when necessary. Health is a student's most precious possession. Good health means self-awareness, self-control, self-satisfaction, loving relationships and a stable sense of well-being, even in the most trying times. Illness must be reported immediately to the Campus Health Center, on the day it occurs. Residence hall students should report illnesses to the respective residence hall dean, who will then contact the Campus Nurse. The Center normally opens from 8: a.m. to 5 p.m., Monday to Thursday, and 8:a.m to 12 p.m. on Friday. A registered nurse is usually 'on call' on weekends. A physician is on campus once a week, from 9: am - 12 noon. However, appointments to see the physician should be scheduled one day in advance.

### **Healthy tips:**

1. Have daily personal devotions
2. Get a minimum of 6 hours sleep nightly
3. Exercise regularly
4. Bathe daily
5. Eat well-balanced meals at regular times
6. Avoid foods and beverages high in sugar
7. Drink 6-8 glasses of water daily -- between meals

## **CAMPUS SAFETY**

A Health and Safety Team supports the University of the Southern Caribbean. Students are expected not only to develop safe working habits, but also to respond to any emergency fire and disaster drill announcements, or any campus-wide announcement requesting the immediate evacuation of any building. It is also expected that students shall comply with directives regarding security and safety given by authorized personnel. It is an offense to tamper with, damage, or remove any safety equipment belonging to the University.

## **CAMPUS SECURITY**

The Security Unit's main responsibility is to monitor and maintain order and safety on campus. This is accomplished by the following:

1. Ensuring student safety on a daily basis, and at the same time providing a safe study environment for all
2. Ensuring that students adhere to the rules and regulations of the University
3. Conducting investigations as necessary
4. Acting in emergencies; controlling and regulating the flow of human and vehicular traffic on campus.

### **Safety tips:**

- Keep valuables out of sight. Lock them in a safe place.
- Do not walk or jog alone, especially at night and early in the morning when it is dark and there are few people around.
- Off-campus students should avoid traveling alone after sunset.
- When using public transport, make sure to use the "hired vehicles" (H) only.
- Let someone know where you are and when you plan to return
- Ladies who need to be escorted to the extension dorm at nights can request this from the Security Department.
- Sign the leave form or book provided by the deans every time you leave the residence hall.

## **CHAPLAINS OFFICES,**

The Chaplains offices are located on the ground floor of the Administration Building. The personnel in these offices are available to assist with your spiritual life while you are a student here. Various spiritual programs and activities are available both on campus as well as off campus. Confidential counseling is available, as well as premarital preparation options, directed Bible study, prayer focus, and small group involvement. The Student Missions program is also managed from the Chaplain's office. Campus Ministries programs are often student-led and organized through the Office of Spiritual Development.

## **COLLEGE HEALTH FOODS OUTLET**

This outlet provides a wide variety of vegetarian foods, snacks and drinks. It is located in the north of the campus.

## COUNSELING SERVICES

The University operates a Counseling Center staffed by a trained counselor. Services are designed to foster mental and emotional health and skills. The center also provides career guidance and counseling to assist students to adjust to University life, together with intervention in crises situations. It also assists students in charting success courses.

Please note that the Counseling Center is not a disciplinary unit. It is available for those who desire to have a better understanding of self, acquire time-management or study skills, improve interpersonal skills, and develop coping mechanisms.

## CRIME REPORTING

The University of the Southern Caribbean is required by law to report **all criminal activities** occurring on campus, extension campuses, or University residences to the nearest police station via the relevant authorities. Faculty, staff, and students are expected to report any known or suspected criminal activities to the Campus Safety Department/Campus Security.

## DRESS CODE

The dress code of the University of the Southern Caribbean (USC) is informed by the traditionally accepted understanding of modesty and decency, **as understood by the Seventh-day Adventist Church**. Critical factors in the total educational process involve learning to use socially acceptable manners, and selecting attire appropriate for specific occasions and activities. When one understands and employs these behaviors, the result is improved quality of life, optimum morale, a beautiful image of the University, and a sense of integrity and appreciation for values, morals, and ethics.

The University's administration recognizes that the question of what is modest or appropriate is somewhat subjective, but it reserves the right to establish a standard for the University. On this premise, USC students are expected to dress and behave appropriately at all times, on campus or off-campus, or in any off-campus activity conducted under the auspices of the University. A summary of the dress code is as follows:

1. Wearing of Pants by Women
  - Only loosely fitting, full-length pants may be worn to classes, the cafeteria, and offices.
  - Low riders (hipster) pants and skirts and their kind, tights and their kind are prohibited in classrooms, the library, the cafeteria, and campus offices.
  - Pants must not be worn to any Religious/Church Service, inclusive of Week of Prayer.
  - Denim jeans pants are allowed for men and women, that are modest, clean and not tight, or form-fitting; not cut-offs, short jeans pants, or ragged jeans or cut-outs, or faded jeans are permitted. It is understood that appropriate denim jeans skirt are permitted for women.
  
2. Extreme immodesty and extravagance is not allowed.

This includes:

- Short skirts and dresses (any garment more than an inch above the knee)
  - Short tops that reveal the waistline and navel
  - Short/three quarter pants (men and women)
  - Sleeveless tops and dresses, halter back, tube tops, or Spaghetti straps.
  - Low necklines that reveal the breast and cleavage
  - Tight fitting or transparent clothing
3. Male and female hair must be well groomed and well contained at all times.
  4. Conspicuous make-up such as brightly colored lipstick, rouge, eye shadow, eyeliners and nail polish must not be worn.
  5. Wearing of ornamental jewelry, other than wedding bands, engagement rings and medical bracelets or necklaces, is strictly prohibited at all times on campus.

**Please note also:**

- **The dress code is always in effect at the University of the Southern Caribbean.**
  2. **No student will be served at any of the offices of the University, if he or she is in breach of any of the above regulations.**
  3. **All members of staff, including ancillary staff have the right to require any student to comply with the above regulations.**
- **A student may be asked during lectures, either not to enter or to withdraw from a classroom if he or she is in contravention of any of the above regulations.**
  5. **A student who repeatedly fails to comply with any regulation is subject to discipline.**
  6. **In every case of dispute, the Vice President for Student Services and his designees - not the student - are the interpreters, whether or not a breach of regulations has occurred.**

## **E-Mail**

Students may each have a USC e-mail address and account assigned to them. Please read the rules and regulations in the computer policy book on e-mail.

## **ENTERTAINMENT**

Students are encouraged to make positive choices concerning entertainment. Entertainment choices at USC should not include dances, gambling, nightclubs, birthdays, worldly parties, and carnivals; visiting calypso tents or partying associated with substance abuse, as well as pornography in any form.

## **FINANCIAL SERVICES**

The University maintains a Student Finance Office, which advises students on the availability of loans, grants, and scholarships both from private and government sources, as well as account payment matters. Most financial aid is awarded based on “need”. Therefore, students are encouraged to fill out a financial aid package in order to qualify. After accurate information is supplied, the University’s Student Finance office will process it and send the student an award letter, indicating which financial aid can be received. Once the aid is accepted and the student enrolls at the University of the Southern Caribbean, the financial aid, including any loans applied for from the Federal Family Educational Loan program, will be credited to the student’s account. All students are required to make an advance payment at the beginning of the school year, even though they may have been awarded financial aid. USC offers a 10% discount for paying the yearly or semester’s estimated expenses in advance.

## **FOOD SERVICE**

It is believed that a healthy body is the foundation for intellectual and spiritual development (the prerequisite to all learning). The Food Service department, therefore, is more than a preparation and service point for meals. It serves as a teacher of variety, refinement, excellent table manners, cleanliness, and tolerance for a wide variety of tastes and ethnic dishes.

The cafeteria provides a service three times a day, seven days a week, primarily to dormitory students and for the University family. In keeping with its objectives, the Food Service department endeavors to serve healthy, well-balanced, nutritious, and tasty meals. The following are some of the goals of this department:

1. Preparing and serving attractive, appetizing meals that adequately meet the requirements of the recommended daily allowance of nutrients for all persons served.
2. Providing a lacto-ova-vegetarian diet, thus avoiding the harmful effects of flesh foods, while allowing the **use of milk and eggs**.
3. Excluding beverages containing alcohol or caffeine.

Cafeteria checkers and hosts may advise persons using this facility on how to conduct themselves. The cafeteria dress code is always in effect. The management of the cafeteria has the right to refuse to serve any student who violates the dress code, and to make a report to the department of Student Services and Enrollment Management.

All users of this facility are required to adhere to these directives. The Director of Food Service is vested with the authority to initiate disciplinary actions such as refusal to allow any disruptive student to eat until the behavior of the student (or students) is corrected.

## **GAMBLING/GAMES**

Gambling in any form is prohibited throughout the University premises. This includes bingo, raffles, card playing, or any other games played for the purpose of receiving cash or kind. The University of the Southern Caribbean wishes to advise its students, faculty, staff, and friends that all group games must be in keeping with Christian standards. Students found guilty of violating these guidelines will be disciplined, which may include dismissal.

## **GYM**

The University operates a gym with facilities for weight lifting, aerobics, and other forms of exercises. The mission of the University gym is to provide a quality physical fitness facility aided by professional staff, by giving customers the best option in fitness training and other related services, so that they can lead a healthy lifestyle.

## **HONOR SOCIETY**

To be eligible for membership in the Society, students must demonstrate excellence in the academic and co-curricula programs of the University. A cumulative Grade Point Average (GPA) of 3.50 and above is one of the requirements for membership. In addition, students pursuing a major or minor in English may, on attaining a GPA of 3.00, be recommended for induction into *Alpha Gamma Nu*, the local chapter of the English Honor Society, *Sigma Tau Delta*.

## **IDENTIFICATION CARDS**

Each registered student is assigned a USC identification card. The student is required to keep that card in his/her possession at all times, and to produce it at the request of any authorized personnel, which includes staff and faculty members, security officers and administrators. There is no cost attached to the first identification card received; however, the cost of replacing an identification card is twenty dollars (TT\$20.00). The office of Admission and Records is responsible for the processing and distribution of USC identification cards.

## **INTERNATIONAL STUDENT SERVICES AND ACTIVITIES**

The office of International Student Services (ISS) seeks to secure the legality of all international students into the University via student permits. It is therefore compulsory for all international students to expeditiously take all necessary steps to apply for the student permit, therein

complying with the immigration law of the Ministry of National Security of Trinidad and Tobago. Please note that Student Permits are granted on an annual basis, and that student permit forms should be collected, completed and submitted at the ISS office within one week of collecting the forms.

International students are required to produce at registration, a valid passport and an open one-year return ticket. The passport is returned to the student as soon as the necessary information is recorded, but the ticket remains in the ISS office until it is needed by the student to travel. ISS is also responsible for making the entry of international students into University life much easier, through orientation, island tours, the formation of international clubs and the recognition of independence days of the various nationals at the University. The University recognizes the international dimension to campus life through the integration of the various cultures, and endeavors to value each one represented. The ISS office is located in the Press Building, within the office of Student Services & Enrollment Management

Please note that the University has the right to have a permit canceled if the student is not registered for classes in any semester. If a student is having any difficulty in registering, the student must check with the Student Services & Enrollment Management office before dropping out of USC.

### **LAUNDRY SERVICES**

There are washing machines and dryers in the residence halls for use by dormitory residents. There are dry-cleaning services and laundry services in Curepe, St. Augustine, in San Juan, and in the mall areas. Articles sent for dry-cleaning can normally be collected within three to four days.

### **LIBRARY SERVICES**

The library offers access to a plethora of information as well as provides numerous services to patrons. It houses over 50,000 volumes in addition to over 4,000 bound periodicals and over 200 periodical subscriptions along with subject indexes. In addition, students have electronic access to academic databases, electronic books and digital books. Patrons also have access to the library's online catalog, the Internet and multimedia CDs. The library provides network printing and photocopying services. Orientation sessions are held at the beginning of every semester and each student is required to attend. At these sessions, students are registered as members of the library and are introduced to the collections, services, policies and staff of the library. Copies of the library's handbook and informational brochures are also available. Students who attend orientation sessions are better able to navigate themselves through the library and maximize use of the library's resources.

#### **Regular Library Hours**

Monday to Thursday: 8am – 11:00pm

Friday: 8am – 12:30pm

Sunday: 8am – 12pm

Closed on Sabbaths and Public Holidays

Hours vary during summer sessions and mid-semester break. Email: [library@usc.edu.tt](mailto:library@usc.edu.tt)

## **LOCKERS**

Limited lockers are available to students through the ASB office.

## **LOST AND FOUND**

When you find a lost article, please take it to the security office. If you lose something, enquire at the office of Campus Security before or after school. The University of the Southern Caribbean is not responsible for lost articles, but will cooperate with you in trying to find what is lost.

## **Medical Services**

The University operates a health insurance plan for students, preferentially arranged through the Seventh-day Adventist Hospital and Pharmacy in Cocorite. However, the plan is not limited to these two institutions only. Medical services are also available at nearby medical institutions such as Maracas Health Center, Medical Associates, Mount Hope Medical Science Complex, and St. Augustine Private. X-rays and Blood tests can also be done at these institutions.

Doctors' services are also offered in Curepe and nearby St. Augustine. The insurance plan is compulsory, except for the individual who already has adequate insurance coverage (which must be produced in writing upon registration to the Office of Insurance and Investments). For more information on Health Insurance Plan, **see Student Health Insurance Plan booklet.**

## **MISSIONARY OPPORTUNITIES**

Information on student missionary and taskforce opportunities is available at the Office of Spiritual Development.

## **Music**

At the University of the Southern Caribbean, every effort is exerted to encourage a taste for the finest and highest form of music. "Rightly employed, music is a precious gift of God, designated to uplift the thoughts to high and noble themes...." Ellen White, Education, p.167.

The music programs contribute to the development of an appreciation for the best contemporary and past, but timeless secular and sacred compositions. Musical organizations such as the choir, special singing groups, orchestra and band, provide musical opportunities for students of varied talents and interests.

### **The University has adopted the following guidelines:**

1. Music should be played at a level, in a manner, and at a time when it is not disturbing to others.
2. Music played for individual enjoyment should be played in such a manner that only the individual listener hears it.
3. Music associated with lewd and questionable practices is not permitted.

## **NEW STUDENTS' ORIENTATION**

All new students are required to participate in the New Students Orientation program. Students who do not complete the schedule of orientation activities may be denied the opportunity to register for the following semester, until the requirement is met.

The orientation program consists of instructions and information that will assist the new student in understanding and adjusting to his/her new home, while getting the maximum benefits from the unique cross cultural environment the University offers. Among other benefits are the opportunities students have to become acquainted with the University's philosophy of education, its administrative structure as a Seventh-day Adventist tertiary educational institution, and how it relates to their particular program of study.

## **OFF-CAMPUS PLACES TO DINE**

There are several places for dining which offer Creole, East Indian, Chinese, and other cuisines. A number of these are located in Curepe, just five miles from campus. Since flesh foods are not allowed on campus, meat products purchased at any of these locations may not be brought on campus.

## **PHOTOCOPYING**

Students can make their own copies, using the machine located in the Library. Electronic Xerox copying card is available at the front desk at the Library for sale. Users are reminded of observing the copyright law of the state.

## **RESTRICTIONS TO HOLDING OFFICE POLICY**

In order to hold student office, students must have a cumulative G.P.A. of at least 2.5. Students on scholastic or citizenship probation should not be appointed for any office, either in student organizations or in the University Church. A student who is placed on such probation must relinquish his/her posts.

## **SNACK SHOPPES**

These outlets provide a wide variety of vegetarian foods, snacks, and drinks. They are located in central and northern parts of the campus.

## **SHOPPING**

Besides Curepe, there are several malls for shopping. These are Trincity Mall (near the Airport), Valpark Mall (nearest to the University), Grand Bazaar (on the Churchill-Roosevelt Highway), Long Circular Mall (St. James), West Mall (near the Seventh-day Adventist Hospital in Cocorite), Ellerslie Plaza (near the Caribbean Union Conference office in Maraval), Gulf City (San Fernando), and other mall-type areas in Diego Martin, San Fernando, Chaguanas, Arima, Sangre Grande, and around Port of Spain.

## STUDENT EMPLOYMENT/LABOUR

Students at the University of the Southern Caribbean are encouraged to obtain part-time employment at the University's industries, services, or academic departments in order to help pay for their school expenses. Students accepting employment at the University are expected to be punctual to work appointments and to maintain their work schedule during the entire semester, including examination week. To be absent from work appointments without cause or previous arrangement, or without notification in the case of illness, is sufficient reason for discharge.

## STUDENT HOUSING

Living in one of the residence halls at the University of the Southern Caribbean is an important component of a student's total learning and personal growth experience. It provides a unique opportunity for students to participate in campus life to the fullest.

Residence hall living provides a variety of challenges and opportunities for each resident student. Although this unique living environment offers a large degree of freedom, it is obligatory for the resident student to use this freedom wisely. In addition to assuming responsibility for his/her own behavior, every resident must respect the needs and concerns of others.

The University is responsible under immigration regulations for housing all international students who come to Trinidad to pursue studies. We are, however, restricted in the number of spaces available in the Residence Halls for international students and we realize that some international students may have to live off campus, but only after receiving special permission from the office of Student Services & Enrollment Management. The University is a resident boarding school, and reserves the right to determine the housing of its international students. All first year international students are required to live in University Housing.

All international students registering at the University are to check in at their prospective Residence Halls (male or female). After the first year all international students wishing to live off campus must seek prior approval from off campus housing from the office of the Vice President for Student Services & Enrollment Management. All first year international students are required to be in Trinidad at least one week before registration. No off-campus permission will be granted to any student who is under any disciplinary investigation or action until the matter is dealt with. The administration reserves the right to approve place of residence and to visit all residences where its students live.

The following is pertinent information on student housing:

- **Female Residence Halls:** Linda Austin Hall  
*Location:* South campus beyond the Food Services (Cafeteria) building.  
*Available to:* Female Students  
*Living Arrangement:* Two – four students per room

*For further information, see Linda Austin Hall & Annex Residence Hall Handbook*

- **Male Residence Hall:** Timothy Greaves Hall  
*Location:* Central campus between the Science Complex and the Library  
*Available to* Male students  
*Living Arrangement:* two – three students per room  
*For further information, see Timothy Greaves Residence Hall Handbook*
  
- **Ladies Extension Residence Hall:** Mountain View  
*Location:* above the river, at the back of Linda Austin Hall.  
*Available to* adult female students  
*Living Arrangement:* two – four students per room  
*For further information, see Extension Residence Hall Handbook*
  
- **Married Students Complex**  
The University owns and operates a married students' complex apartment building, which houses twelve families. If your family will accompany you to the University, application for an apartment can be made to the Division of Student Services & Enrollment Management prior to your coming. It will be advisable to contact the office for final arrangements before traveling.  
  
*Location:* North Campus beyond the Secondary School.  
*Available to* married students and their families  
*Living Arrangement:* Semi furnished - two-bedroom Apartment

#### **HOUSING IN THE COMMUNITY**

Single and married students who live outside the residence halls are expected to follow in the spirit and practice of the University's housing regulations and standards. The parents, relatives or guardians, with whom single students live, shall be asked to share responsibilities in these requirements with the University's Administration. A signed document to this effect shall be filed with the Office of Student Services & Enrollment Management. All students living off campus are expected to maintain high moral standards in their choices of guests and entertainment. The University reserves the right to immediately recall any international student to a residence hall for misrepresenting the institution by his/her lifestyle, or, discipline any such student who refuses to comply with the rules and regulations of the institution.

#### **LIVING WITH A MEMBER OF FACULTY OR STAFF**

Any student offered room or boarding at the home of a member of faculty or staff must remember that the faculty or staff member who agrees to assume responsibility for the student's well being is also required to apply for approval from the Office of Student Services & Enrollment Management.

#### **NON-UNIVERSITY HOUSING**

All students applying to live off campus must have the written consent (where applicable) of parents or guardians, and be twenty-three years (23) old or over. Application is made to the Office of Student Services & Enrollment Management. If approval is granted, it will be for the current academic year only, and may be terminated if extenuating circumstances warrant it. The Vice-President for Student Services & Enrollment Management, in collaboration with the Student Services & Enrollment Management Council will decide on each case. It is the policy of the University not to give freshmen permission to live off campus. Students who are living off campus are expected to maintain the standards of the University in their daily transactions. Both Nationals and non-Nationals are held responsible for the upkeep of the policies, rules and regulations according to the agreement they sign with the University of the Southern Caribbean.

### **OFF CAMPUS HOUSING CONTRACT**

All students who receive permission to live off-campus in non-University housing are advised that they must obtain a valid lease or contract from their proposed landlords before making any payment for the house/apartment. Student Services has drafted contract for this purpose and students are encouraged to collect a copy and seek to have their landlords approve it. The Division of Student Services & Enrollment Management requires a signed copy of your lease agreement before permission can be given. The University will not be responsible for the student's rent in any way. Any student who receives permission to live in off campus housing must supply the department of Student Services with all relevant information regarding their address, the lease, etc. before they register for that semester. Failure to do so will adversely affect the registration process.

All registered students of the University of the Southern Caribbean living at any off-campus housing/apartments are not allowed to have members of the same sex or opposite sex at their apartments for the purpose of romantic/sexual relations.

### **STUDENT LOUNGE**

The Student Lounge is designed to serve as a USC community-building focal point. This space belongs to all members of the USC community, for all of their various potential uses, including dining, general relaxation, and entertainment. However, the Lounge also serves as overflow space for the various needs of community members, including student clubs, student academic groups, and occasional administrative events/functions. The following rules govern the use of the student lounge:

- 1) For the proper administration of the facility, a Lounge Supervisor and a number of Assistants have been employed. Users must comply with all instructions given by the supervisor and the assistants.
- 2) No one student or group of students shall have any priority of use over any other student or group of students in the student lounge.
- 3) Notwithstanding anything aforesaid, the lounge may be reserved by students for a particular purpose on a given day only after written permission is sought and granted by the VP for Student Services. The permission will spell out all the terms of reference for usage.

- 4) Each reserved activity must have a sponsor who is a member of the University staff, who shall be present for the duration of the activity. During normal school hours, the lounge may only be reserved for 1 hour on any given day. Outside of normal school hours, the period of reservation shall not exceed 3 hours.
- 5) These reservations must be made at least two weeks in advance.
- 6) Any reservation that is not honored within 15 minutes of its reservation start time shall be considered immediately cancelled.
- 7) The regular opening hours for the student lounge shall be as follows:
  - Sunday to Thursday - 7:30 a.m. to 10:30 p.m.
  - Friday - 7:30 a.m. to 4:00 p.m.
  - After 4:00 p.m. on Fridays until sunset on Saturday, the lounge may only be used for religious purposes, consonant with the Seventh-day Adventist practice of Sabbath keeping.
- 8) The television in the lounge is only for news and sports. No student must attach any computer game, electronic or battery operated device, or any other kind of auxiliary equipment to any of the television terminals.
- 9) Absolutely no movies may be shown in the lounge without the expressed permission of the Student Services and Enrollment Management personnel.
- 10) Except in the case of a reserved event/activity, no music of any kind may be played in the lounge other than that which is provided by the lounge supervisor.
- 11) Users shall not play any game not provided by USC or otherwise approved by the lounge supervisor.
- 12) Occupiers of the facility must not put their feet up on furniture, mark or deface walls, appliances, or fixtures. In every case where it can be determined that a student has damaged any lounge property owned by the University, that student will be held liable for repairs or replacement of such property.
- 13) While the lounge may be used for dining, occupiers are expressly reminded to dispose of all garbage in the appropriate bins, and to clean tables and chairs if spillage occurs.
- 14) No student must remain in the lounge during a duly called Assembly session, Assembly, or Week of Prayer session.
- 15) Persons who are not registered members of the USC community are not permitted in the student lounge, except they are special invitees to an approved reserved event. In such cases the Student Services office must be informed of this at the time of application for approval. Occasionally, students may be asked to produce ID to verify their right to be in the lounge.
- 16) All policies and regulations generally applicable at USC, including the dress code, also apply to the use of the facility, and any breach of the school's rules is punishable in the manner described in the Student Handbook.

## **STUDENT MAIL**

Mail to resident students come through the Business Office, where they are processed and forwarded to the relevant residence halls for distribution. If you are not a residence hall student, you may have to make arrangements for collecting your mail at the Business Office. It is your responsibility to collect your mail.

## **STUDENT RECORDS**

Students have the right to inspect and review official records, files and data directly related to them and kept by any unit of the University. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within five days from the date the request is filed. A reasonable fee may be charged if copies of the material in the file are desired.

## **TRANSPORTATION**

The University offers little transportation services to its students. All first time international students to the University are picked up at the airport. Arrangement for pick-up is made at the office of the Freshman Advisor, or Student Services and Enrollment Management. The student must call in advance requesting that service. Returning students can make their own arrangement for pickup from the airport. Arrangements for transportation to and from the airport can be made at the Business Office in advance. Daily transportation to and from the University is very easy; there is a very reliable and effective public transportation service between Curepe (the nearest town) and the University.

## **WEBSITE**

The University of the Southern Caribbean operates Web Server at: [www.usc.edu.tt](http://www.usc.edu.tt) that has current information on University operations.

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***Section III  
Spiritual Life***

## **SPIRITUAL LIFE**

In Matthew 6:33, Jesus said, "Seek ye first the kingdom of God...." The goal of our Administration, faculty, staff and students reflects this aim.

In the USC community, various Christian denominations and other religious persuasions are represented. Even with this diversity, however, we promote a Christian philosophy as understood and taught by the Seventh-day Adventist Church.

The Office of Spiritual Development exists to create an atmosphere where administrators, faculty, staff, and students can become an interdependent community whose highest purpose is to offer service to Christ and humanity. This department is responsible for assisting in planning religious activities on campus, and works closely with the Church Pastor to accomplish the spiritual goals and objectives of the University.

### **COMMUNITY SPIRITUAL LIFE**

Students are encouraged to participate in the spiritual life of the campus:

1. Wednesday night prayer meeting for all faculty, students and community members of the University Church
2. Vesper on Friday at sunset for faculty and students
3. Sabbath School and Divine Worship are held at the auditorium and the press building on Saturdays.
4. Youth fellowship, fortnightly
5. Residence Hall worship, daily
6. Week of Prayer, annually
7. Blitz -- A time when the campus family visits churches located in various parts of the island (Trinidad and Tobago) for worship and sharing of faith. The University is now looking forward to taking this program to other Islands of the Caribbean, in an attempt to expose the student body to other cultures, and bring service to the whole University constituency.
8. Ingathering -- the campus is involved in the Annual Ingathering campaign with the South Caribbean Conference, distributing religious literature to many communities in Trinidad and Tobago.
9. Student evangelistic programs - the Ministerial students, as a part of their training, are sometimes involved in public evangelism
10. Sunday night meetings are held in the respective dormitories. All are invited to worship with the students.

The Department of Spiritual Development provides leadership, jointly with the Vice President for Student Services & Enrollment Management, and the University's administration in planning and implementing a plan for sharing the Gospel of Jesus Christ with all members of the University. The department provides spiritual guidance through:

1. Spiritual counseling - Chaplaincy
2. Pre-marital and post marital counseling
3. Bible study
4. Student missionary programs
5. Personal visitation
6. Community and worship
7. Mission, service and witness
8. Campus prayer ministries
9. Small group ministries
10. Friendship teams
11. Special spiritual and doctrinal monthly emphasis programs

#### **PERSONAL SPIRITUAL LIFE**

All members of the University community are encouraged to set apart time daily to seek God, and find guidance and renewal in Him. With the daily pressures of university life, each faculty and staff member can find rest in the spiritual environment. The students are encouraged also to enhance their spiritual life to face the daily challenges of secularism and postmodernism.

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***Section IV  
Code of Student Conduct and Discipline***

## PURPOSE OF THE CODE

The best interest of our students is the primary concern of the University of the Southern Caribbean. It is our goal to provide a safe and pleasant Christian environment for all students, which is conducive to excellence in academic endeavor and social and individual growth. We have therefore established rules, regulations and guidelines (code), which govern student conduct and delimit the student's relationship with the University. Upon enrollment at USC, the student implicitly thereby accepts this code and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. The code itself is subject to change with reasonable notice, and the student is held responsible for obtaining and becoming familiar with all published rules and guidelines.

Consistent with the mission of the Seventh-day Adventist Church, and the Division of Student Services & Enrollment Management, the goal of discipline is **character development** through the process of **the redemptive activity of Christ**.

Within the context of guiding students to the Redeemer, it is important to note that if one chooses to violate a policy of the University of the Southern Caribbean, one should also consider and expect the natural consequences. We know that sometimes, good people make bad choices, and forgiveness is always possible. But please remember that even when forgiven, you may still be made to bear the consequences of your choices.

The violation of any of the rules and regulations of the University of the Southern Caribbean may result in disciplinary action. Students will be given due process in dealing with such infractions.

## AUTHORITY FOR DISCIPLINE

The authority for discipline at USC is ultimately the purview of the Administrative Council, which has delegated authority to recommend a fair and just disciplinary program to the Office of Student Services & Enrollment Management. Consequently, the Vice President for Student Services & Enrollment Management and certain committees under the direction of his Office, have the authority to enforce all approved policies and to administer disciplinary procedures related to these policies.

## OBJECTIVES OF DISCIPLINE

Discipline is designed to:

- Help the student experience the **redemptive activity of Christ**.
- Assist the student in clarifying values.

- Help the student develop ethical behavior.
- Guide the student in the practice of responsible behavior.
- Identify patterns of behavior that may be developing.
- Help the student focus on tasks at hand.
- Encourage the student to follow Christian ideals and principles of living.
- Guide the student in developing maturity in decision-making.
- Redirect the student.
- Facilitate appropriate relationships with fellow students, faculty, and staff.
- Encourage internalization of values in preparation for the world community, i.e. “for life”.
- Provide for learning.
- Assist the student in developing self-government and self-discipline.
- Help the student develop the ability to make proper choices.
- Alert the student of infractions and seek for corrective response.

## **VIOLATIONS**

Some violations are considered to be of such a serious nature that even the first offense may result in strong disciplinary action. The University has a ZERO tolerance policy for acts of violence and any student who engages in violent behavior will be expelled forthwith.

University of the Southern Caribbean has a system, which informs you, your parents, and/or guardians, of violations of the University policies, and the consequences.

Based on the seriousness of the violation and the offender’s pattern of behavior, various lines of action may be taken. Individuals may be counseled, referred, warned, placed on citizenship probation, placed on residence hall probation, or other disciplinary action and, in extreme cases, suspended, asked to withdraw, or be expelled.

Depending on the severity of the situation, any of these steps may be by-passed at the discretion of the Vice President for Student Services & Enrollment Management, or the Student Services & Enrollment Management Council.

Misconducts for which students are subject to discipline include, but are not limited to the following categories:

### **A. Acts of Dishonesty:**

1. **Academic Dishonesty**, including but not limited to:
  - a. appearance of copying, or use of any other unauthorized assistance in taking quizzes, tests, or examinations
  - b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
  - c. the acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member or student of the University
  - d. plagiarism, that is, the knowing or negligent use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement, or
  - e. any other act designed to give a student an unfair advantage.
  
2. **Furnishing false or misleading information** to any USC office, official, faculty or staff member, or student acting in an official capacity, or giving false or misleading testimony or other falsified evidence at any campus disciplinary proceeding.
3. **Forgery, alteration, falsification** or misuse of any USC document, record, or instrument of identification in any way related to the student's education at USC.
4. **Attempted or actual theft** of USC property or damage to property of USC, other than accidental damage.
5. **Attempted or actual theft** of personal property of a member of USC community or of a campus visitor.
6. **Theft, unauthorized access or other abuse of computer systems or computer time** relating to USC.
7. **Unauthorized possession, duplication or use of keys** to any USC facility or unauthorized entry to, or use of USC premises.
8. **Conspiring, planning or attempting** any of the above acts.

**B. Conduct which adversely affects the USC community:**

1. **Obstruction or disruption** of teaching, research, administration, disciplinary procedures or other USC activities, including public service functions or other authorized activities on or off USC campus.
2. **Physical Abuse, verbal abuse, psychological abuse, threats, intimidation, harassment, coercion**, and/or other conduct, which threatens or endangers the health or safety of any person.
3. **Use or possession on campus of ammunition, firearms**, other offensive weapons, explosives, or other objects that are dangerous or flammable, or that could cause damage by fire or explosion to persons or property.
4. **Disruptive activities** such as intentionally obstructing, restraining, preventing or attempting to prevent passage of individuals on campus or into/out of campus buildings by force, by violence or by the threat of same; seizing control of a building/portion of a building to interfere with an administrative, educational, research or other authorized activity; preventing participation in, or the holding of a lawful assembly or attempting

to prevent same by force/violence, by threat or by causing reasonable fear of force/violence; or disrupting an assembly in progress by one or more of such means.

5. **Illegal use, possession, sale, manufacture, distribution or effective control** of chemical precursors, controlled substances, dangerous or illegal drugs; misuse, possession or effective control with intent to misuse a legal drug or other substance which, when not used in accordance with legal intent, could cause harm to the user; possession of drug paraphernalia; or being a party to any of the above, whether on or off campus.

6. **Use of, possession or distribution of alcoholic beverages** on campus, or being found drunk on campus or at an official USC function or activity.

7. **Conduct that is disorderly or obscene**; breach of peace, or aiding, abetting or procuring another person to breach the peace on USC premises or functions sponsored by, or participated in by USC.

8. **Gambling** on campus.

9. **Using, or listening to profane, obscene, adult, or vulgar language**, or indulging in lewd talk or conduct, or possessing or viewing, or distributing lewd pictures or movies, or telling lewd jokes.

10. **Public or clandestine meetings/relations with members of the same or opposite sex**, which may include illicit behavior such as homosexuality, lesbianism, rape, sexually indecent behavior. The policy of USC with respect to sex and sexuality are identical to the principles of the Seventh-day Adventist Church, and offenders will be treated in accordance with how the Church would relate to sexual misconduct.

11. **Violation of USC policies or regulations** which have been published and are readily available to the students, including, but not limited to those which govern academic matters, alcohol use, financial matters, student life, and the maintenance of the health, safety, and welfare of the USC community.

12. **Any act which constitutes a violation of local criminal law**, regardless of whether the act occurred on or off campus, and regardless of whether the individual is ultimately convicted of the act.

13. **Conspiring, planning or attempting** to carry out any of the above wrongdoing.

## LEGAL AWARENESS

For an adult, the consequences for breaking the law of the land are more serious. Many infractions, both on and off the property of the University of the Southern Caribbean may involve legal action by the authorities. For your information and protection, the following is a list of Criminal Offences. Keep in mind that this is not an exhaustive list.

## CRIMINAL OFFENCES

1. Sexual assault
2. Rape
3. Indecent assault
4. Indecent exposure
5. Indecent language
6. Buggery (sodomy)

7. Use of Obscene and/or indecent language
8. Incest involving minors (under 16)
9. Breaking and entering
10. Burglary
11. Larceny
12. Assault of any kind
13. Bad cheques
14. Forgery
15. Embezzlement
16. Possession of implements of house breaking
17. Trespassing
18. Traffic offenses
19. Driving while intoxicated
20. Driving without a license
21. Driving stolen property
22. Disorderly conduct
23. Falsification of accounts
24. Larceny of postal packages
25. Defacement of public place
26. Defacement of private property
27. Gambling and betting
28. Interfering with, or using a motor vehicle without owner's authorization

## **PENALTIES FOR MISCONDUCT**

**GENERAL PROBATION:** Places a restriction on student(s) pending an investigation

When a student is in violation of ***any*** of the rules and regulations of the institution, he/she may be placed on an automatic probationary period, during which all privileges are suspended pending the outcome of the disciplinary matter. Privileges include any institutional courtesies extended to students.

## **CITIZENSHIP PROBATION**

**Letter of Citizenship Probation:** Outlines the terms and conditions of the probation

For certain violations of the rules and regulations of the University, the Student Services and Enrollment Management Council, in consultation with the Citizenship Committee, may impose citizenship probation. At the time of implementation of the probation, the student will be given official notice in writing, of the terms and conditions of the probation.

During the probationary period, any or all of the following conditions may apply:

1. The student's enrollment shall be considered tentative. Additional infractions can be grounds for further consequences.

2. The individual shall forfeit his/her right to hold office in any University or student organization, and may not make any off-campus public appearances as a representative of the University, except when involved in activities of an academic nature. On campus, public participation by the student in extra-curricular groups shall be disallowed. **Where an individual completes his/her probation, he/she is ineligible for office in any student club or organization until an additional semester has passed.** The period of ineligibility allows him/her to demonstrate those normal traits and qualities necessary for student leadership.
3. It is the student's responsibility to report his/her limited status to individuals who may request his/her participation in any activity disallowed during his/her probationary status. This is extremely important to avoid embarrassing situations.
4. Residence hall students will forfeit such privileges as operating a motor vehicle, late passes, and off campus/residence hall leave of absence.
5. Regular consultation with the counselor may be required.
6. The student will be expected to adhere to the conditions of probation, and to faithfully carry out the conditions therein.
7. Citizenship probation necessitates re-application in the ensuing semester, unless it is lifted before the prevailing semester ends.
8. A student on citizenship probation in his/her final year may be denied graduation that year.

## SUSPENSION

**Letter of Suspension:** Suspends A Student from Classes and Work.

Suspension is utilized in cases of licentious nature, or where the offense is deemed to be in violation of certain laws of Trinidad and Tobago, or detrimental to the continued education of others. Suspensions may be either in school (out of class, but on campus/residence hall), or out of school (away from campus/residence hall).

In cases of extreme, unusual, and/or life-threatening situations, an officer of the University, (the President, or any Vice-President), may suspend a student for up to three (3) business days. In any event, the matter must be brought before the Student Services and Enrollment Management Council or the Citizenship Committee by the end of the three-day period.

## EXPULSION

**Letter of Expulsion:** Results in Permanent Separation from the University.

Expulsion is the final step taken by the University of the Southern Caribbean in dealing with a student's misconduct. The student who is expelled is not eligible to return to the University of the Southern Caribbean. Expulsion is by vote of the Administrative Council, upon the recommendation of the Student Services and Enrollment Management Council and the Citizenship Committee, and separates the student from the University, its activities, and its facilities.

The President of the University will give formal notification of expulsion.

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***Section V  
Disciplinary Procedure***

## **WORKING THE PROCEDURE (DUE PROCESS)**

These procedures have been established by the University to protect and support its mission as a Seventh-day Adventist educational institution, provide for the orderly conduct of its activities, and safeguard the interests of the University community. These disciplinary procedures are considered part of the University's educational process. Hearings or appeals conducted as part of this process are not courts of law, and they are not subject to many of the rules of civil or criminal hearings. Because some violations of the University's Student's Code of Conduct are also violations of law, students may be accountable to both civil and criminal authorities and to the University for their actions.

Disciplinary action at the University will normally proceed regardless of external civil or criminal proceedings, and may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

## **FORMAL COMPLAINTS**

Any student, staff, or faculty member may file a formal complaint against any student for violating the Student's Code of Conduct. Prior to initiating a formal complaint process, a student, faculty or staff member must attempt to informally resolve the complaint (exceptions to this will be determined by the appropriate University officials). Faculty and staff, depending on the severity of the violation, may elect to warn a student regarding violations of the Student's Code of Conduct, by completing a Student Conduct Warning form.

A formal complaint must be filed within five (5) working days of the date that the incident or event occurred that prompted the formal complaint. Complaints should be prepared and forwarded to the Office of the Vice President for Student Services and Enrollment Management.

## **INVESTIGATION OF COMPLAINTS**

The Vice President for Student Services and Enrollment Management, or his/her designee, will conduct an investigation to determine if the charges have merit, and/or if they can be resolved administratively by mutual consent of the parties involved. During the investigation of the charges, the status of the student shall not be altered, nor shall his/her right to be present on campus and to attend classes be suspended, except for reasons related to the safety and well-being of students, faculty, staff, or the University's property, or in cases where the student's presence interferes with the orderly operation of the University, as judged by the Vice President for Student Services and Enrollment Management.

## HEARINGS

There are two (2) levels of hearings: **informal** and **formal**. The informal hearing step shall be held for all violations of the Student's Code of Conduct, in which it has been determined that the charges have merit and cannot be discharged administratively without the consent of all parties involved. Formal hearings are held in cases where the violation of the Student's Code of Conduct could result in disciplinary action such as probation, short term suspension, and final expulsion, or indefinite or long-term suspension from the University.

## NOTICE

A student charged with a formal complaint for violating the Student's Code of Conduct or any of the University's policies or rules will be notified to meet with the Vice President for Student Services and Enrollment Management or his/her designee at a specific time, date, and place regarding the charges. Notification will be made in the most effective manner in view of the circumstances and timelines. Notification may include a phone call followed up by a letter, notification exclusively by postal service, e-mail, or any other method determined to be effective and expedient. In the case of a dependent student or a minor, a copy of such notice may also go to the parent or guardian.

## REQUIRED ATTENDANCE

Failure on the part of the accused student to appear as requested, without good cause and prior notification or a verifiable emergency, for an informal or formal hearing, will result in a decision being made in the student's absence. In all cases, evidence in support of the charges shall be presented and considered. The student shall be notified of the decision in writing.

## INFORMAL HEARINGS

If the Vice President for Student Services and Enrollment Management determines that the charges have merit and the situation cannot be resolved by mutual consent of the parties involved, he/she will conduct an informal hearing utilizing the following steps:

- Review the charges with the student and ensure that he/she receives, in writing, notification of the charges.
- Review the possible disciplinary action that could be taken if the student is found to have violated the Student's Code of Conduct.
- Set a follow-up meeting date/time for the student to respond to the charges. This date should not be less than three (3) working days or more than five (5) working days from the date of the initial meeting with the student.
- At this follow-up meeting, the Vice President for Student Services and Enrollment Management and the student will discuss the charges and the student's response.
- Within five to seven (5-7) working days of the meeting in which the student responds to the charges, the Vice President for Student Services and Enrollment Management will take one of the following actions:
  - Dismiss the charges

- Respond with counseling and behavior advice/referrals
- Order restitution or probation
- Reprimand the student in writing
- Invoke short-term suspension (no longer than one week)
- Order a formal hearing (to be held no more than fifteen (15) working days after the student is informed of this decision by the Vice President for Student Services and Enrollment Management.
- Recommend any other action or combination of actions short of long-term suspension or expulsion, directed at remedying the situation in accordance with the University's policy on violations of the Student's Code of Conduct
- The student will be notified, in writing, of the decision of the Vice President for Student Services and Enrollment Management.

## **APPEALS**

With the exception of an order for a formal hearing, a student may appeal the decision of the Vice President for Student Services and Enrollment Management. The request for an appeal must be made, in writing, within five (5) working days, to the Vice-President of Student Services and Enrollment Management or his/her designee. The Vice-President shall render a decision on the appeal, in writing, within ten (10) working days. The decision of the Vice-President for Student Services and Enrollment Management shall be final and not subject to further appeal.

## **FORMAL HEARINGS**

Formal hearings are held in cases where alleged violations of the Student's Code of Conduct could result in such disciplinary action as expulsion or long-term suspension from the University. The Vice President for Student Services and Enrollment Management, or his/her designee, will convene the Citizenship Committee for formal hearings. The charge of the Committee is to consider student conduct cases in which the potential sanction being considered is Citizenship Probation, long term suspension or expulsion. This Committee will make recommendations to the Vice President for Student Development, utilizing the following structure and processes:

1. Membership of the Committee will include:
  - Vice President for Student Services and Enrollment Management or his/her designee (Chairperson)
  - Three (3) Faculty & Staff Representatives (Selected by the SDS Council)
  - Two (2) Student Representatives (Male & Female) (Selected by the ASB)
2. Members will serve for one academic year at any given time, and will be used only when given notice; vacancies that occur during the year shall be filled as they arise.
3. A quorum shall consist of five members for student discipline hearings, and four for non-discipline related sessions.

4. All committee members shall have voting rights. In the case of a student discipline hearing, however, the Vice President for Student Services and Enrollment Management or his/her designee (Chairperson) will abstain from voting.
5. The Committee shall select a recording secretary and establish rules for conducting regular meetings.

During a formal student hearing, the Vice President for Student Services and Enrollment Management or his/her designee serves as chairperson of the Committee, and meetings are conducted utilizing the following formal hearing guidelines:

1. The hearing process employed by the Citizenship Committee is not subject to the formal procedures or technical rules of evidence found in a court of law. All hearings and meetings, however, will be conducted in an atmosphere of fairness and concern for all parties involved.
2. Hearings are not open to the campus community, general public, or press/media.
3. The deliberations and decisions/recommendations of the Citizenship Committee are considered confidential, in compliance with student rights.
4. Admission of any eligible person to the hearing shall be at the discretion of the Vice President for Student Services and Enrollment Management.
5. The accused student will be provided with a list of the names and titles of the Committee members prior to the date of the scheduled hearing.
6. Students may be assisted at hearings by an advisor (any faculty or staff member or student enrolled at the University of the Southern Caribbean), but must conduct all aspects of their own defense. **Advisors are not permitted to speak or to participate directly in any hearing.** This process is not a court of law, and legal counsel is not part of the student's judicial process. The student may seek legal advice at his/her own expense, but to avoid an adversarial situation and to maintain an educational environment and not the appearance of a court of law, neither the University nor the student will be represented by a lawyer during the hearing. An exception regarding legal counsel will be made in the event that criminal charges against a student are either pending or potential. **The attorney will be allowed to advise the student, but not allowed to speak at, or participate directly in the hearing.** The cost of such counsel shall be borne by the student. If such legal counsel is required, the student must provide, in writing, sufficient notice to the University, so that the University may also arrange for its legal counsel to be present.
7. Written statements, exhibits, academic records or any other documentation relevant to the proceedings may be accepted as evidence for consideration, at the discretion of the Vice President for Student Services and Enrollment Management or his designee.

Evidence commonly relied upon by reasonable people in the conduct of their daily business affairs shall be admissible.

8. All involved parties have the right to present witnesses and evidence, subject to the approval of the Vice President for Student Services and Enrollment Management. Witnesses also have the right to have an advisor present, subject to the same restrictions as the accused student's.
9. The accused student will have the opportunity to hear and question all participants at the hearing by directing questions through the Citizenship Committee Chairperson.
10. In no case will the Committee consider written statements adverse to the accused student, unless the content and names of those making the statements are available to the student.
11. The hearing shall proceed in the following order:
  - Declaration of the charges against the student.
  - Presentation of evidence and witnesses in support of the charges.
  - Opportunity for the accused student to ask witnesses questions by directing them through the Committee's chairperson.
  - Opportunity for the Committee members to direct questions to witnesses.
  - Accused student's evidence and witnesses in opposition to the charges.
  - Opportunity for the Committee to direct questions to witnesses and the accused student(s).
  - Summary statement from the accused student.
  - Summary statement from the Citizenship Committee Chairperson.
12. The final decision for all procedural questions regarding the hearing rests with the Vice President for Student Services and Enrollment Management or his/her designee.
13. A record of the proceedings shall be kept. The record shall be the property of the University of the Southern Caribbean.
14. If the accused student decides not to appear at the hearing, a hearing considering all available evidence will be held in the student's absence and the matter determined.

## **OUTCOME OF HEARINGS**

Upon conclusion of the hearing, in a closed session, the Citizenship Committee shall determine by majority vote whether it is more likely than not (balance of probabilities) that the student has violated the section or sections of the *Student's Code of Conduct* with which he/she is charged. The Chairperson for the Citizenship Committee or his/her designee will abstain from voting. The Citizenship Committee will then present, in writing, to the Vice-President for Student Services and Enrollment Management its findings, conclusions, and recommendations.

The record of the hearing, findings, and recommendations of the Citizenship Committee shall be reviewed by the Vice-President for Student Services and Enrollment Management. If the Vice-President concludes that additional evidence should be considered, he/she may request further investigation by the Committee. If the Vice-President is satisfied the record is complete, he/she may affirm or modify the recommendation of the Committee and pass it on to the President's Council and the Administrative Council.

## **NOTIFICATION OF OUTCOME**

The student will be notified, in writing, within ten (10) working days, of the decision of the Vice-President for Student Services and Enrollment Management

. This will facilitate the recommendations going to the following voting processes:

- Student Services and Enrollment Management Council
- The President's Council
- The Administrative Council

## **FINAL APPEAL**

Appeals of disciplinary sanctions imposed by the Vice-President for Student Services and Enrollment Management, The Student Services and Enrollment Management Council or the President's Council may be made only when the student has been suspended for more than one week, or expelled. The only grounds upon which an appeal of the decision of the Vice-President for Student Services and Enrollment Management and the Administration will be considered are:

- A procedural error or irregularity, which materially affects the decision.
- New evidence of a substantive nature not previously available at the time of the hearing that would have materially affected the decision.
- Demonstrated bias on the part of the Committee that materially affects the hearing. Evidence of such bias must be included with the appeal.
- The sanction imposed is clearly excessive when compared to the findings established during the hearing process.

If the student feels that he/she has grounds for an appeal, the student must appeal the decision of the Vice-President and the relevant committees by filing a written appeal with the University's President within ten (10) working days of receipt of the Vice-President's decision. The President shall (in consultation with whomever he chooses) render a decision, in writing, regarding the appeal within ten (10) working days. The decision of the President shall be final and not subject to further appeal.

**(All deadlines indicated in this procedure may be extended or reduced with the agreement of both parties.)**

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***Section VII***  
***Policy Statements***

## LETTERHEAD AND OFFICIAL STATIONERY POLICY

The use of official stationery, ink stamps, stickers, logos or any Trade Mark is limited to those who are employed at the University of the Southern Caribbean, or are an integral part of the University's structure. Such items cannot be used for personal business or to express personal opinions. Students must never use such items, including the use of the University's reserved insignia, on class assignments and projects.

## GRIEVANCE POLICY

Grievances of any type shall be pursued in accordance with the University's policies specifically relating to the issue.

The philosophy of education upon which the University of the Southern Caribbean is built does not condone placard protests, strikes, sit-ins or any form of mass protest known to the world at large. As a sign of Christian virtue, a grievance should be expressed in the following sequence:

1. Direct approaches to the person or around whom the grievance is centered.
2. In the event of unsatisfactory resolution, the individual's grievance may be expressed:
  - i) To the individual's immediate supervisor
  - ii) Through the Associated Student Body to the relevant authority
  - iii) To the Office of Student Services and Enrollment Management
  - iv) Through letters to the respective University officers responsible for the area.

The administrators may be requested to address the student or group of students regarding any urgent matter, at an appropriate time and place, and in a manner consistent with Christian values and protocol. It is recognized that in situations of emergency, both parties will try to meet with dispatch, to solve a problem.

3. If after all of these efforts, the student is still dissatisfied, he/she may directly approach the President, who upon hearing the matter may take it to the President's Council and/or the Administrative Council. The determination of the Administrative Council shall be final on all aspects of the case.

## FREEDOM OF EXPRESSION POLICY

The policy on **freedom of expression** is designed to provide information and direction for students and for student organizations, as they plan and conduct non-classroom-related learning experiences for the academic community. It is designed for the further purpose of maintaining the philosophy and objectives, both educational and spiritual, of this University.

The University of the Southern Caribbean encourages students, as responsible citizens, to study contemporary issues and to state their convictions through acceptable modes of expression, such as public discussion, debate and petition. Those who avail themselves of this privilege are under

obligation to examine controversial issues thoughtfully and to learn the art of reasoned dissent. As individuals or as organized groups, they are expected to conduct themselves responsibly, and to respect the basic educational and spiritual goals of the University.

Freedom to engage in the exchange of ideas does not, however, include the right to interfere with the regular activities of the University. The University recognizes a concurrent obligation to maintain an atmosphere conducive to academic work, to preserve the dignity and seriousness of its ceremonies and public exercises, and to respect the private rights of all individuals. Individuals and groups who have an enlightened sense of responsibility are willing to engage in the free examination of viewpoints, without hindering others from making progress toward the educational goals to which they were committed when they chose this University.

Students or student organizations that wish to engage in any public effort, using the name of the University or the name of any organization within the University, must obtain the permission of the Office of the Vice President for Student Services and Enrollment Management.

Students may exercise their rights of free speech in mature and responsible ways, as long as they do not cause a material disruption of the University. The right to free speech does not include obscene, insubordinate, disrespectful, hostile or libelous material. It is highly recommended that material or materials not produced by students, but intended to be distributed, published, or broadcast within the school or on school grounds, must first be submitted to the Office of Student Services and Enrollment Management. Only after permission is granted should in-school distribution take place. Material that is libelous, or that can cause material disruption to the University or the state may not be published.

## **SUBSTANCE ABUSE**

The University of the Southern Caribbean is committed to providing a drug-free environment for learning and working. Such a commitment led the University to establish a Drug-Free Policy to educate its student body on the benefits of avoiding drugs, to assist chemically dependent students, and to discipline users.

A student enrolled at the University of the Southern Caribbean will be expected to remain drug-free. "Drug-free" means abstaining from the use of alcohol, tobacco, other mind-altering drugs, and from abuse of prescription drugs. The University also upholds all laws of the government of Trinidad and Tobago, which prohibit the possession, use, manufacture, sale, and or distribution of controlled substances. The possession of drug paraphernalia and use of "look alike" or designer drugs are also prohibited and considered a violation of the drug-free policy.

The University of the Southern Caribbean will take certain disciplinary actions against students found violating the policy. Any offence will result in the following disciplinary action according to the Handbook. In addition, if the student has violated laws regarding controlled substances, this will be reported to the proper authorities. All students have the choice, however, of voluntarily seeking assistance in remaining drug-free. Faculty members, staff counselors, or Student Services personnel are available for conferences, which are kept completely confidential.

The use or possession of drugs (cigarettes, marijuana, cocaine, or any like substance), drug paraphernalia, tobacco, alcohol, and alcoholic beverages (beer, wine, champagne, rum, or alcohol in any form) or any abuse of prescription drugs is unacceptable at the University of the Southern Caribbean, and will result in immediate suspension, pending investigation. Re-admittance to the University of the Southern Caribbean will depend on:

1. The student's willingness to be assessed by a professional Substance Abuse Counselor.
2. The decision made by the Vice President for Student Services and Enrollment Management following the assessment.
3. The student's willingness to complete the follow-up activity or therapy program as outlined by the Substance Abuse Counselor.
4. A letter from the student's parents/guardians accepting full responsibility for the student's bills and any additional expenses.

If substance abuse is suspected, the student may be required to participate in drug screening. Refusal to cooperate may result in separation from the University of the Southern Caribbean.

In a situation where the student responds to a specific question about past abuse or use, the student will be asked to have an assessment by the Substance Abuse Counselor. Failure to meet these appointments will result in disciplinary procedure being implemented. Students desiring help with a substance abuse problem are encouraged to call the Counselor for a confidential assessment. We are anxious to work with students who desire to recover, since these voluntary situations are dealt with in a non-disciplinary manner.

#### **SUICIDAL GESTURES OR INTENT**

The University of the Southern Caribbean is committed to taking suicidal gestures or intent seriously. In such cases, intervention will be effected, parents and significant others will be notified, and the student will be given a leave from the University to provide time for care, with withdrawal from the residence halls to the student's home, unless parents arrive immediately to stay with the student throughout the assessment process.

Following the psychiatric evaluation, a designated committee will determine, on a case-by-case basis, the student's readiness to return to the University family, provide a date for return, and prescribe any aftercare program. Unless the health and safety of the individual and others around is jeopardized, confidentiality will be maintained.

#### **TOBACCO-FREE POLICY**

The University is dedicated to providing a healthy, smoke-free environment for staff, students and citizens. We believe that Christian education plays a critical role in establishing life-long health habits for its students. The University emphasizes the dangerous effects of the use of tobacco, drugs and alcohol upon the body. Therefore, smoking is not permitted on campus, and students enrolled at the University are asked to avoid the above substances.

#### **WEAPONS & FIREARMS POSSESSION POLICY**

In order to provide a safe environment for students, faculty, staff and visitors, no patient, student, visitor, faculty, or staff member shall be allowed to have in his/her possession while on the premises of the University of the Southern Caribbean, any firearms or any illegal weapons as defined in the Laws of Parliament of Trinidad and Tobago. All persons not in compliance with the above policy will be asked to leave the premises by Campus Security, if a clear violation of the law can be established.

“Possession” for this policy is defined as *on one’s person* or *in one’s motor vehicle, residence hall, or work area*.

Students found to be in violation of the **weapons possession policy** will be subject to immediate expulsion.

## **SEXUAL HARASSMENT**

### **1. Rationale**

- a. Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and employees. Relationships involving sexual harassment or discrimination have no place within the University. In both obvious and subtle ways, the mere suspicion of sexual harassment is destructive to individual students, faculty, employees, and the University community as a whole. When, through fear of reprisal, a student, faculty member, or employee submits, or is pressured to submit to inappropriate sexual attention, the University’s ability to carry out its mission is undermined.
- b. Sexual harassment is especially serious when it threatens relationships between teacher and student, supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member’s, supervisor’s or student’s position. In matters like grades, wage-increases, recommendation for graduate study, promotion, and the like, a person in a position of power can have a decisive influence on the future of the student, faculty member, or employee.
- c. Sexual harassment often takes place in situations of a power differential between the persons involved, which creates an unacceptable educational, working, or clinical environment.

### **2. Prohibited Acts - Sexual Harassment**

For the purposes of this policy, sexual harassment is defined as inappropriate sexual advances, such as requests for sexual favors, or other unwanted verbal or physical conduct of a sexual nature. Harassment is considered to have occurred if:

- a. Submission to such conduct is made explicitly or implicitly to determine an individual’s employment or status in a course, program or activity;
- b. Submission to or rejection of such conduct by an individual is used as a basis for educational, employment, or clinical decision affecting an individual;

- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic status, work, or clinical performance, or of creating an intimidating, hostile, or offensive environment for learning, work, or therapy;
- d. There are inappropriate or unwanted sexual approaches.

### **3. Examples of Sexual Harassment**

Sexual harassment encompasses any sexual attention that is unwanted or inappropriate. Examples of verbal or physical conduct prohibited by section two (2) above (request for sexual favors or unwanted verbal or physical conduct of a sexual nature) include, but are not limited to:

- a. Physical assault
- b. Direct or implied threats that submission to sexual advances will determine grades, or letters of recommendation, employment, promotion, or therapy.

### **Sexual Standards Policy**

Faculty, staff, administration, trustees, and students of the University of the Southern Caribbean are expected, in their teaching, influence, and example, to uphold Christian sexual standards as held by the Seventh-day Adventist Church.

We believe that God's ideal for sexuality is achieved when sexual expression is limited to a man and woman who, as husband and wife, are committed to a lifelong marriage. All expressions of premarital and extramarital friendship are to be chaste, and behaviors, which suggest otherwise, are to be avoided. All forms of sexual expression between homosexuals are contrary to the ideals of the University and will result in disciplinary action. Further, every form of promiscuity, sexual abuse, and exploitation is contrary to the ideals of the University, and will result in disciplinary action. University of the Southern Caribbean honors an ideal of sexual purity, which transcends mere legal enforcements. Any student, faculty member, or staff member who may be troubled with a sexual issue is encouraged to seek confidential counseling.

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***Section VII***  
***Appendices***

University of the Southern Caribbean (USC)  
**Application for Undergraduate Admission**  
Citizenship Agreement

We at the University of the Southern Caribbean are pleased to know you desire to be a member of our community. USC is a Christian institution with very high standards and we intend to keep it that way. The University is passionate about its mission: “To transform ordinary people into extraordinary servants of God to humanity.” Accordingly, it educates its students for generous service to the Church and society, in keeping with a faithful witness to Christ and to the worldwide mission of the Seventh-day Adventist Church.

Students are not required to become Seventh-day Adventists; but they are challenged to embrace a lifestyle that supports the harmonious development of the mental, physical and spiritual health of the individual; to heed the invitation to personal and moral integrity and to adhere to the dress, health and moral codes of the institution. The core values are outlined below and students are required to be aware of these values and to make a decision as to whether or not they want to study in such an environment, before enrolling at USC. While, our standards for conduct are non-negotiable, USC Administration has provided channels through which changes can be initiated.

The core values fundamental to the University have their base in Biblical principles, and require that all students:

- Maintain personal integrity
- Maintain a drug, alcohol and tobacco-free lifestyle
- Refrain from any form of verbal, physical, or sexual harassment or abuse
- Refrain from sexual immorality
- Exhibit appropriateness and modesty in deportment, speech and dress; refrain from using conspicuous make-up such as bright-colored lipstick, rouge, eye shadow, or nail polish and from wearing any form of ornamental jewelry such as rings (except wedding or engagement rings), earrings, nose rings, necklaces, pendants (except medical), bracelets (except medical), anklets, etc. on campus or to any off-campus activity conducted under the auspices of the University
- Refrain from the use or possession of firearms, explosive devices or other dangerous weapons
- Exhibit respect for the property of other students
- Protect institutional property

Additional expectations that support the Mission of the University:

- All single international undergraduates are expected to live in one of the residence halls and to adhere to expectations outlined in the Student and Residence Hall Handbooks (Please refer to these for further information). Students are expected to refrain from entering the living area of a student of the opposite sex.
- The food served in the cafeteria and snack shops is vegetarian. No flesh food is to be brought on Campus except where a student can show that he/she needs to do so for medical reasons. Proof of this fact will be required in the form of a doctor’s letter.
- All full-time [minimum of 12 credits] students are expected to meet together at the scheduled date and time for Assembly, and other published University forums including lyceum events, where faith, values and ethics are nurtured and examined. Additional morning and evening sessions are required for residence hall students. A pattern of failure to meet these appointments will negatively impact citizenship and student status.



## **STATEMENT OF ACKNOWLEDGEMENT FOR STUDENTS ATTENDING USC ON A VISA OR STUDENT PERMIT**

The Immigration Authority of Trinidad and Tobago now requires all institutions which enroll international students to report legal issues relating to student visa status. Institutions are also required to give a semester-by-semester report of students' study program; grades earned and related activities while they study at USC.

Your signature on this document verifies that you have been made fully aware of your responsibility as an international student, to adhere to the immigration laws of Trinidad and Tobago. Your signature on this form verifies that you have read all of the information supplied to you by the USC officer responsible for immigration matters. By signing this form, you thereby indicate that you understand the regulations and requirements for foreign students. It is very important that you fully understand these regulations, for a very pleasant stay in Trinidad and Tobago, free from embarrassing legal issues related to deportation.

You are required to:

- Register with the residence hall office
- Register with the USC Officer (or his/her designee) with responsibility for immigration matters
- Complete the USC registration process, and register for a minimum of 12 credits
- Register for less than 12 credits only with written authorization from the Vice President for Student Services and Enrollment Management or his/her designee

You must be aware that the International Student Services office is required by law to report all of the following to the Trinidad and Tobago Immigration Authority:

- Change of program
- Number of credits completed each semester
- Termination date and reason, if known
- Change of address [it is the student's responsibility to update this information regularly at the Records Office and the office of Student Development]
- Selected degree program and field of study
- Failure to register, maintain status, or failure to complete the selected major
- Disciplinary action taken against the student due to criminal conviction
- Withdrawal from the Residence Halls or classes without completing the Official Withdrawal form

To maintain current regulations with University policies, this statement is subject to change without notice. Changes in current regulations are generally published via the "Valley Voice" news-letter or announced at worship periods in the residence hall, or at the weekly Assembly sessions. They will also be placed on the USC website. Further information may be obtained from the office of the Vice President for Student Services & Enrollment Management .

**Please Print Your Full Legal Name**

Name: \_\_\_\_\_  
Last First Middle

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
Last First Middle

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
**(If applicant is under 18 years)**