



University of the Southern Caribbean
Guyana Campus

Student Services & Enrollment Management

Student Handbook

2021 - 2025

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University of the Southern Caribbean

Student Handbook

Section I : Introduction

University of the Southern Caribbean

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

UNIVERSITY ADMINISTRATION	
President	Hilary Bowman, Ph.D.
Associate Provost	Wanda Chesney, Ph.D.
VP for Student Services & Enrollment Management	Onesi La Fleur, B.Sc.
VP for Financial Administration	Prakash Ramoutar, Ph.D.
VP for Spiritual Development	Terry John, BA. M.Sc.(Cand.)
UNIVERSITY DEANS	
Dean, School of Education & Humanities	Laverne Jacobs-Browne, Ph.D.
Dean, School of Sciences, Technology & Allied Health	Emmanuel Antwi, Ph.D.
Dean, School of Social Sciences	Edward Clarke, Ph.D.
Dean, School of Business, Entrepreneurship & Continuing Professional Studies	Sherri-Lyn Legall, MBA, Ph.D.(Cand.)
Dean, School of Theology & Religion	Fazaduddin Hosein, Ph.D.
Dean, School of Distance Education	Leroy Hill, Ph.D.

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UNIVERSITY GUYANA CAMPUS ADMINISTRATION	
Coordinator	Mignon Maynard-Sancho, MBA
Administrative Assistant	Dawn Archer

University of the Southern Caribbean

FUNDAMENTAL CORE VALUES OF THE UNIVERSITY

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.

EXPECTATIONS OF THE USCIAN MAN/WOMAN

The following guidelines and regulations are the basis of acceptable conduct at the University of the Southern Caribbean. Each student is required to sign an agreement committing him/her to abide by the said rules and regulations, as a condition for acceptance as a student, and for retaining student status at the University of the Southern Caribbean.

1. Students must be honest in all dealings, whether academic, social, personal, or spiritual.

This rule speaks against cheating, stealing, lying, forgery, and all forms of dishonesty and untruthfulness.

2. Students must show respect for others in public and private expression, and for others' property, as well as that of USC.

This rule speaks against stealing, defacing of property, and any negative manner of speaking to one's peers and any other person.

University of the Southern Caribbean

- 3. Students must not use or have in their possession any harmful or dangerous substance or objects/articles prohibited by the laws of the country, or prohibited by the University's administration.**

This refers to the carriage, use or possession of illegal drugs, weapons, and/or substances, tools or implements such as knives, and sharp objects, upon one's person, which can be reasonably interpreted to be threat to self or others. Possession or carriage of drugs is not limited to the person, but also refers to the person's dwellings and belongings.

- 4. Students must practice appropriate and acceptable moral conduct between the sexes, avoiding inappropriate activities such as lingering holding of hands in public, kissing, french kissing, caressing, necking, petting, clandestine meetings, and pre-marital and extra-marital sexual relations.**

This rule is in keeping with the Bible-based lifestyle principles taught and practiced by the Seventh-day Adventist Church.

- 5. Students must dress in conformity with the University's code of modesty and propriety on campus, and at any off campus activities conducted under the auspices of the University.**

Immodest or inappropriate attire such as tight-fitting or transparent clothing, short dresses or skirts, sleeveless shirts, tops, or dresses; outfits that expose the midriff or other parts of the body that should be covered, dresses and skirts with immodest splits, (see Dress Code). This is in keeping with the biblical teaching against ornamentation and gaudiness. Functional items such as watches do not fall in the category of ornamental jewelry.

- 6. Students must not access or have in their possession, read, or view lewd or pornographic matter on campus, and are discouraged from attending public places or social events of a similar nature.**

Videos and films for public viewing must first be previewed through the Division of Student Services and Enrolment Management. The public places and social events referred to include carnival, gambling halls, pool houses, cinemas, saloons, dance halls, or any place of activity that is not in harmony with the principles and practices of the Seventh-day Adventist Church.

- 7. Students must obey all regulations of the University of the Southern Caribbean, whether written or communicated orally.**

University of the Southern Caribbean

USC SCHOOL SONG

Verse

In the 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*

University of the Southern Caribbean

HISTORY OF THE UNIVERSITY

The University of the Southern Caribbean (USC) is a private, co-educational institution with a diverse student body drawn from approximately 30 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, the University of the Southern Caribbean 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.”

The University of the Southern Caribbean (USC), Guyana Campus was established in 2006 under the direction of Dr. Trevor Gardner, the President of USC at that time, Dr. Phyllis Andrews, Continuing Education Director and Pastor Alexander Isaacs, the first Site Coordinator. The campus was established to provide a high quality holistic tertiary education for the next generation of innovative leaders. The Guyana campus is a Satellite site of the USC's main campus in Maracas Valley, Trinidad. This local campus is located in Georgetown, Guyana and offers services to all three counties, Demerara, Essequibo and Berbice.

University of the Southern Caribbean

CAMPUS DIRECTORY

PRESIDENT'S OFFICE

PRESIDENT	1000
ADMINISTRATIVE ASSISTANT TO PRESIDENT	1001/1100

ACADEMIC ADMINISTRATION

VICE-PRESIDENT FOR ACADEMIC ADMINISTRATION	2000
ADMINISTRATIVE ASSISTANT TO VICE PRESIDENT	2001
ADMINISTRATIVE ASSISTANT	2002

GUYANA CAMPUS

COORDINATOR	592-223-9380 2350/2351
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REGISTRAR'S OFFICE

REGISTRAR	2207
ADMINISTRATIVE ASSISTANT	2201
ADMISSIONS	2210
RECORDS	
2205	

LIBRARY SERVICES

DIRECTOR, LIBRARY SERVICES	2100
ASSOCIATE DIRECTOR, LIBRARY SERVICES	2103
ASSISTANT DIRECTOR, LIBRARY SERVICES	2101

ACADEMIC DEANS:

FACULTY OF BUSINESS AND OFFICE MANAGEMENT	
DEAN	2900
ADMINISTRATIVE ASSISTANT	2902

FACULTY OF SOCIAL SCIENCES

DEAN	2600
ADMINISTRATIVE ASSISTANT	2601

FACULTY OF EDUCATION AND HUMANITIES

DEAN	2400
ADMINISTRATIVE ASSISTANT	2401

FACULTY OF SCIENCES, TECHNOLOGY AND ALLIED HEALTH

University of the Southern Caribbean

DEAN	2700
ADMINISTRATIVE ASSISTANT	2701
FACULTY OF THEOLOGY AND RELIGION	
DEAN	
2803	
ADMINISTRATIVE ASSISTANT	2801
FINANCIAL ADMINISTRATION	
VICE-PRESIDENT FOR FINANCIAL AFFAIRS	1200
ADMINISTRATIVE ASSISTANT TO VICE PRESIDENT	1201
DIRECTOR FOR STUDENT FINANCE	1205
CHIEF ACCOUNTANT	1202
STUDENT LABOUR	1218
RECEPTIONIST/CLERK	1225/1221
CASHIER	1215
SWITCHBOARD OPERATOR	400
STUDENT SERVICES & ENROLLMENT MANAGEMENT	
VICE PRESIDENT FOR STUDENT SERVICES & ENROLMENT MANAGEMENT	
4000	
ADMINISTRATIVE ASSISTANT TO VICE PRESIDENT	4002
ADMINISTRATIVE ASSISTANT	4080
TRANSPORTATION SERVICES	4081/4050
INTERNATIONAL STUDENT SERVICES (ISS)	4001
STUDENT LIFE AND RETENTION	4051
COUNSELING SERVICES	
COUNSELOR	1575
DIVISION OF SPIRITUAL DEVELOPMENT	
VICE PRESIDENT	1500
ADMINISTRATIVE ASSISTANT	1502
CHAPLAIN	4052
FEMALE CHAPLAIN	1170

**Division of Student Services and Enrolment
Management**

***University of the Southern Caribbean
Guyana Campus***

Student Handbook

Section II: Student Life and Services

Division of Student Services and Enrolment **Management**

Dear Student:

Welcome to the University of the Southern Caribbean. The University of the Southern Caribbean is 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. Our University is open to individuals of any religious persuasion who desire to come to the University, provided they contract to abide by the rules and regulations of the University. Through the Student Services and Enrolment Management Division, the University now presents the most current compilation of the formal University rules, policies, and procedures concerning student life.

The Division of Student Services and Enrolment 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 the departments within the Division of Student Services and Enrolment Management: (**Office of the Vice President, Department of Student Life and Support Services, Timothy Greaves Residence Hall, Ladies Residence Hall, Department of Admissions and Enrolment Management, Department of Health Safety and the Environment, Department of Corporate Communications, Department of Counselling Services, Sports and Physical Education Department, Department of Campus Health, Department of Lyceum and Student Activities and The Associated Student Body**) The professionals in these departments are instructors in developing the curriculum, which we believe is as important as the Academic Curriculum.

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 the 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 you 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. Be actively involved in co-curricular activities. You may even be blessed in the process. Welcome to our second Curriculum. Welcome to USC.

Vice-President, for Student Services & Enrolment Management
University of the Southern Caribbean

Division of Student Services and Enrolment Management

INTRODUCTION

The office of the Vice President for Student Services and 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 are Office of the Vice President, Department of Student Life and Support Services, Timothy Greaves Residence Hall, Ladies Residence Hall, Department of Admissions and Enrollment Management, Department of Health Safety and the Environment, Department of Corporate Communications, Department of Counselling Services, Sports and Physical Education Department, Department of Campus Health, Department of Lyceum and Student Activities and The Associated Student Body

MISSION STATEMENT

The Division of Student Services and 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 service to students and other customers.
4. To provide healthy social and cultural activities for the students.
5. To provide adequate housing for our students, both national and international.
6. To provide proper and updated facilities for our students.
7. To encourage good governance among our student leaders.
8. To maintain the uniqueness of a Seventh-day Adventist Institution.

Division of Student Services and Enrolment

Management

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

GENERAL INFORMATION

This handbook is a publication of the University of the Southern Caribbean (USC). It is meant to be a guide for students who have chosen the University of the Southern Caribbean as their choice for higher education learning. The student who accepts admission to the University of the Southern Caribbean becomes a member of the community and agrees to abide by all that is written in this handbook.

During the school year it may become necessary to make adjustments to the policies, guidelines or regulations within the handbook. Once announced to the campus community at Chapel or via the website, they become applicable as if published in this handbook.

Ignorance to what is written in the handbook will not be accepted as an excuse from those who violate the regulations.

STUDENT ADVISEMENT

Students are encouraged to contact via email or zoom the Student Advisement Center. The Center provides academic guidance suited to meet the needs of students. It is the responsibility of all students to become familiar with information provided in the academic bulletin. Additional information and clarification of issues from the bulletin can be gathered from the respective Deans of Academic Schools.

CHAPEL 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, Chapel programs are integral to the educational experience of the student's life on campus. Chapel 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 and spiritual reflection. Chapel is also a community-driven time of association, fellowship, and togetherness.

Division of Student Services and Enrolment

Management

ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body is our form of student government. It is a student organization for the total student body that provides opportunity for leadership training. The Associated Student Body officers are responsible for planning specific student activities on the University of the Southern Caribbean Guyana Campus and for acting as a voice for the student body. The officers are elected and appointed in semester II 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.

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. In the event of an injury on campus, please fill out the health and safety form which can be retrieved from the Office of the Director of the University of the Southern Caribbean Guyana Campus. It is in your best interest to report injuries and fill out the necessary documentation.

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.

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 crisis 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.

Division of Student Services and Enrolment **Management**

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. The nearest police station to the University of the Southern Caribbean Guyana Campus is the Albertain Police Station, located at Albert Street Georgetown Guyana. The telephone contact is 592-225-2672.

DRESS CODE POLICY

The University of the Southern Caribbean welcomes you to a holistic tertiary educational experience. This is a Seventh-day Adventist university and all faculty, staff, students and visitors on the campus should be appropriately dressed at all times.

Our Dress Code is guided by Christian principles and the theory that modesty and appropriate attire are core Christian values. Thus, selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these principles not only improves the quality of one's life, but also contributes to individual character development and enhances the overall campus experience and influence.

GUIDELINES

Immodest and inappropriate attire are not allowed on campus, within classrooms, the library, the cafeteria, campus offices, on-and-off campus activities, and any religious / church services.

This includes **NO**:

- Low-rider (hipster) pants and skirts.
- Cut-off, short, ragged, or cut-out denim jeans pants.
- Short skirts, dresses or pants.
- Short tops that reveal the waistline and / or navel.
- Sleeveless tops and dresses, halter back, tube tops, or spaghetti straps.
- Revealing or low necklines.
- Tightly fitting or see-through clothing.

Division of Student Services and Enrolment Management

Please **DO** ensure:

- Male and female hair is well-groomed and well-contained at all times.
- No conspicuous makeup, such as brightly coloured lipstick, rouge, eye shadow, eyeliners, or nail polish is worn.
- Wearing of ornamental jewellery (**not** including wedding bands, engagement rings, or medical bracelets / necklaces) is not practiced.

All administrative, faculty and staff members will be expected to monitor student adherence to this dress code, and report any violations to the Division of Student Services and Enrolment Management.

Failure to comply with the University's Dress Code Policy is subject to disciplinary action.

The University of the Southern Caribbean reserves the right to deny entry on its premises to any person in breach of this Dress Code Policy.

ENTERTAINMENT

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

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.

FINANCIAL SERVICES

The University maintains a Department of Student Finance, 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 department of Student Finance 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

Division of Student Services and Enrolment

Management

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.

DEPARTMENT OF STUDENT FINANCE

The Student Finance Department offer a range of services for your student support and engagement:

- Financial Registration
- Payment Plans
- Financial Enquiries
- Collection of GATE Application Forms, Pre-registration forms, Receipts and Deposit Slips
- Refunds, Charge Slips, Cheque Requests, Bookstore Invoice, Balance Check
- Financial approval for Withdrawal, Transcript Request, Letter of Completion, and Diploma Clearance
- Scholarships
- Letters to Board of Inland Revenue, Statement of Fees, Outstanding Balance, and Statement of Fees Paid

MEET YOUR FRIENDLY AND COURTEOUS STUDENT FINANCE ADVISOR

Students are to meet their Student Finance Advisor during registration, during the course of the semester if there are questions or the need for advisement or when the Student Finance Advisor contacts the student on urgent/important matters. Appointments to see Student Finance Advisors can be made at sfappointments@usc.edu.tt or 1-868-662-2241/2, Ext. 1225.

Division of Student Services and Enrolment Management

LIST OF STUDENT FINANCE ADVISORS

<i>Student Finance Advisor</i>	<i>School</i>	<i>Email</i>	<i>Online Hours</i>
Curlene Alexander	Education & Humanities, ESL	sfaeh@usc.edu.tt	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – N/A
Shorn Wilson	Graduate Program	sfagp@usc.edu.tt	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – N/A
Taurean Joseph	Social Sciences	sfass@usc.edu.tt	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – N/A
Johann Small	Business; Theology & Religion	sfabt@usc.edu.tt	M-R: 8:30 am – 12:00 pm 1:00 pm – 5:00 pm Fri – N/A
Azaria Rambaran	Sciences & Technology	sfast@usc.edu.tt	M-R: 9:00 am – 12:00 pm 1:00 pm – 5:00 pm Fri – N/A
La Tricia Charles	Extension Campus	sfaec@usc.edu.tt	M-R: 9:00 am – 12:00 pm 1:00 pm – 5:00 pm Fri – N/A

Contact Information

Tel.: 1-868-662-2241/2, Ext. 1225

studentfinance@usc.edu.tt

For appointments: sfappointments@usc.edu.tt

Office Hours

Monday to Thursday: 8:30 a.m. to 5:00 p.m.

Friday: 8:30 a.m. to 12:00 noon

Cashier's Hours

- Monday to Thursday – 8:30 a.m. to 5:00 p.m.
- Friday – 8:30 a.m. to 11:30 noon
- CLOSED on weekends and public holidays.

Division of Student Services and Enrolment

Management

HONOR SOCIETY

Membership shall be limited to students of the University of the Southern Caribbean who are registered for a minimum of twelve (12) credits and possess an accumulated Grade Points Average (GPA) of 3.33 and above. The Registrar's Office / Student Advisement Centre shall verify GPA eligibility for members into the Programme. However, students who are accepted with GPA of 3.33 to 3.49 shall be accepted provisionally and would have one semester to bring their GPA's up to a minimum of 3.50 before regularization.

Students, who apply, and are accepted and regularized, automatically, become members of the Programme. Transfer students who have completed a minimum of twelve (12) credits in residence may also be eligible for membership.

Membership becomes void upon five (5) irresponsible absences from the meetings of the Society or in the event that the accumulated GPA as well as the GPA for honours courses falls below 3.50 for two (2) consecutive semesters.

Only members with a minimum GPA of 3.60 and who are active participants of the Programme shall be eligible for election to the offices of President and Vice President. Such a person shall also have completed a minimum of twenty-four (24) credits in residence and at least one (1) semester of membership.

IDENTIFICATION CARDS

Each registered student is assigned a University of the Southern Caribbean 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 Department of Campus Security is responsible for the processing and distribution of the University of the Southern Caribbean identification cards.

Division of Student Services and Enrolment **Management**

INTERNATIONAL STUDENT SERVICES (ISS)

The office of International Student Services encourages students to embrace the enriched cultural diversity of approximately 30 countries represented at the University of the Southern Caribbean.

The office of International Student Services works to secure the legality of all international students who are accepted to study at the University by facilitating the process for students to acquire permits. The office acts as the liaison between the Immigration Division of the Republic of Trinidad and Tobago and the University.

All International Students studying in Trinidad and Tobago are required to apply for a student visa/permit. International students are to expeditiously take all necessary steps to apply for the student permit, therein complying with the immigration laws of the Republic of Trinidad and Tobago. Student permits are granted on an annual basis. Permit application forms must be collected, completed and submitted together with all supporting documents to the ISS office within the first week of school. Students' permits are issued to full time students only.

Students are required to leave Trinidad and Tobago on or before the expiry date of the permit.

STUDENT PERMIT REQUIREMENTS

1. An official Letter of Acceptance
2. A Valid passport
3. A Return Ticket
4. Completed student permit application forms, including the medical examination forms
5. Be registered for 12 -16 credits.
6. Receipt with proof of payment of required fee.
7. Sponsor's letter of responsibility, bank statement, job letter (if employed) and a copy of his/her national ID or Passport's bio-data page.
8. A copy of CXC certificate or high diploma.
9. USC grades (returning student)

(See USC Website for additional Information)

Division of Student Services and Enrolment Management

LIBRARY SERVICES

The Forde Library offers access to a plethora of information as well as provides numerous services to patrons. It houses over 30,000 volumes in addition to over 6,000 bound periodicals and over 200 periodical subscriptions along with subject indexes. In addition, students have electronic access to academic databases, electronic books, electronic journals and digital books. Patrons also have access to the library's online catalog and the Internet. The range of services provided by the library includes: ask-a-librarian, easy print, self-check, holds, reference queries, printing and photocopying. 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. Instruction sessions are also provided. These sessions are geared towards empowering patrons in accessing, assessing and synthesizing information for their various research needs.

Regular Library Hours

Monday Tuesday and Thursday: 8:00am – 10:00pm

Wednesday: 8:00am to 7:30pm

Friday: 8:20am – 12:00pm

Sunday: 8:00am – 4:00pm

Closed on Sabbaths and Public Holidays

Hours vary during summer sessions and mid-semester break

Contact us.

Email: library@usc.edu.tt

Website: www.library.usc.edu.tt

Find us on Facebook: The Forde Library

Phone: 662-2241 x 2101

MEDICAL SERVICES

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The University established a Memorandum of Understanding with the Davis Memorial Hospital to allow students to access emergency medical services while attending classes or any other University approved event or activity.

INSURANCE

Enrollment in the medical insurance plan is compulsory for all students, except in cases where students are insured otherwise. Proof of insurance must be given upon registration at the beginning of the semester.

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 non-contemporary, both 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 STUDENT ORIENTATION

All new students are required to participate in the New Student Orientation. The Orientation program consists of instructions and information that will assist the new student in understanding and adjusting to campus life, while getting the maximum benefits from the unique cross cultural environment the University offers.

Division of Student Services and Enrolment Management

The department of Student Life and Enrollment Management oversees the management of the clubs on the campus.

<u>Territorial Clubs</u>	<u>Academic Clubs</u>	<u>Co-Curricular Clubs</u>
Latin American Club	Club SoSci	Debating
French Club	Gnostai	Photography
Guyanese Club		Drama
Bajan Club		
Trinidad & Tobago Club		
VINADA Club		
Suriname Club		
St Lucian		
Northern Caribbean Club		

Our sport teams represent the university at various sporting events. They are open to all students:

Sports Teams

Football
Basketball
Volleyball - Male
Volleyball - Female
Netball
Cricket
Tennis (to be formed soon)

Students can get involved in various activities organized by the departments of Student Life & Support Services, Department of Lyceum and Student Activities and Sports & Physical Education throughout the semester.

- Hikes
- Cook outs
- Olympiad (sports Day)
- La Coupe (basketball tournament)
- Football

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- Cricket
- Movie Nights
- Know Your Country Tours
- Socials
- Novelty events
- Debating competitions

STUDENT LABOUR/EMPLOYMENT

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 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 records. 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.

WEBSITE

The University of the Southern Caribbean operates Web Server at: www.usc.edu.tt, or visit guyana.usc.edu.tt that has current information on University operations.

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Section III: Spiritual Life

Division of Student Services and Enrolment Management

GENERAL 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 University of the Southern Caribbean 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 Division 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 Division is responsible for assisting in planning religious activities on campus, to accomplish the spiritual goals and objectives of the University.

The Division of Spiritual Development provides leadership and works with the University's Administration in planning and implementing a program for sharing the Gospel of Jesus Christ with all members of the University. The Division 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**

Division of Student Services and Enrolment Management

PURPOSE OF THE CODE

The University of the Southern Caribbean seeks to provide a safe and pleasant Christian environment for all students whose safety and security are our prime concern. We have therefore established rules, regulations and guidelines (code), which govern student conduct. Upon enrolment at University of the Southern Caribbean, 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 and Enrolment 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 the University of the Southern Caribbean is ultimately the purview of the Administrative Council, which has delegated authority to recommend a fair and just disciplinary program to the Office of the Vice-President of Student Services and Enrolment Management. Consequently, the Vice-President for Student Services and Enrolment Management, and certain committees under the direction of that Office, have the authority to enforce all approved policies and to administer disciplinary procedures related to these policies.

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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.
- 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 and Enrollment Management, or the Student Services Council, after consultation with the President of the University.

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

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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 office/department of the University of the Southern Caribbean, 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 document of the University of the Southern Caribbean, record, or instrument of identification in any way related to the student's education at the University of the Southern Caribbean.
 4. **Attempted or actual theft** of the University of the Southern Caribbean's property or damage to the property of the University of the Southern Caribbean, other than accidental damage.
 5. **Attempted or actual theft** of personal property of a member of the University of the Southern Caribbean's community or of a campus visitor.
 6. **Theft, unauthorized access or other abuse of computer systems or computer time** relating to the University of the Southern Caribbean.
 7. **Unauthorized possession, duplication or use of keys** to any University of the Southern Caribbean's facility or unauthorized entry to, or use of the University of the Southern Caribbean's premises.
 8. **Conspiring, planning or attempting** any of the above acts.

B. Conduct which adversely affects the University of the Southern Caribbean Community:

1. **Obstruction or disruption** of teaching, research, administration, disciplinary procedures or other University of the Southern Caribbean activities, including public service functions or other authorized activities on or off the University of the Southern Caribbean 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

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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 University of the Southern Caribbean 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 the University of the Southern Caribbean premises or functions sponsored by, or participated in by University of the Southern Caribbean.
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 University of the Southern Caribbean 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 the University of the Southern Caribbean 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 University of the Southern Caribbean 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 (age specific to Cooperative Republic of Guyana), 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.

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CRIMINAL OFFENCES

- Sexual assault
- Rape
- Indecent assault
- Indecent exposure
- Indecent language
- Buggery (sodomy)
- Use of Obscene and/or indecent language
- Incest involving minors (under 16)
- Breaking and entering
- Burglary
- Larceny
- Assault of any kind
- Bad Cheques
- Forgery
- Embezzlement
- Possession of implements of housebreaking
- Trespassing
- Traffic offenses
- Driving while intoxicated
- Driving without a license
- Driving stolen property
- Disorderly conduct
- Falsification of accounts
- Larceny of postal packages
- Defacement of public place
- Defacement of private property
- Gambling and betting
- Interfering with, or using a motor vehicle without owner's authorization

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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. This is communicated in writing to the student by the Vice President of Student Services and Enrolment Management.

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 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 Co-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. Re-application requires the student to communicate with the

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Vice-President for Student Development and Services to ensure that they have completed his/her probationary period with no further infractions before enrolling the subsequent semester.

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 the Cooperative Republic of Guyana, 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 seven (7) business days. In any event, the matter must be brought before the Student Services Council or the Citizenship Committee by the end of the seven-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 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

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WORKING THE PROCEDURE (DUE PROCESS)

These procedures have been established by the University of the Southern Caribbean 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 Citation 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 Enrolment Management.

INVESTIGATION OF COMPLAINTS

The Vice-President for Student Services & 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 & Enrollment Management.

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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 Development & Services 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 Enrolment Management or his/her designee (Committee) 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.

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- At this follow-up meeting, the Vice President for Student Services and Enrolment 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 Enrolment 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 Enrolment 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 Enrolment Management. The request for an appeal must be made, in writing, within five (5) working days, to the Vice-President for 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 Enrolment Management shall be final and not subject to further appeal.

FORMAL HEARINGS

Formal hearings are held in cases where alleged violations of the Students 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 Enrolment 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.

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This Committee will make recommendations to the Vice President for Student Services and Enrolment Management, 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
 - Three (3) Staff Representatives
 - Two (2) Student Representatives (Male & Female)
2. Members will serve for two academic years 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 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, 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 Chairperson.
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.

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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 Chairperson. 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 Chairperson. Witnesses also have the right to have an advisor present, subject to the same restrictions as the accused student.
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 Chairperson.
13. A record of the proceedings shall be kept. The record shall be the property of the University of the Southern Caribbean. Record of the proceedings may be shared if a formal request is made to the Vice-President for Student Services and Enrolment Management. The Vice-President makes this decision.
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, discussions, recommendations, and 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 shall pass on the

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

- Student Services Council
- The President's Cabinet
- The Administrative Council

FINAL APPEAL

Appeals of disciplinary sanctions imposed by the Vice-President for Student Services and Enrolment Management, The Student Services Council or the President's Cabinet 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 Enrolment 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 Administration and the relevant committees by filing a written appeal with the University's President within ten (10) working days of receipt of the Administration 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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University of the Southern Caribbean

Student Handbook

Section VI : Policy Statements

Division of Student Services and Enrolment **Management**

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:
 - To the individual's immediate supervisor
 - Through the Associated Student Body to the relevant authority
 - To the Office of the Vice President of Student Services and Enrolment Management
 - 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 Cabinet and/or the Administrative Council. The determination of the Administrative Council shall be final on all aspects of the case.

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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 Development & Services. 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.

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 will not be appointed for any office, either in student.

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SEXUAL HARASSMENT

1. Rationale

- a. Sexual harassment is reprehensible and will not be tolerated by the University of the Southern Caribbean. 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.

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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.

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 Cooperative Republic of Guyana, 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.

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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 Enrolment 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

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aftercare program. Unless the health and safety of the individual and others around is jeopardized, confidentiality will be maintained.

TOBACCO-FREE POLICY

The University of the Southern Caribbean 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.

Organizations or in the University Church. A student who is placed on such probation must relinquish his/her posts.