



# MONTEGO BAY COMMUNITY COLLEGE

## CODE OF CONDUCT AND STUDENT POLICY

**(This is a binding contract.)**

**Please keep this document and refer to it frequently to remind you of the agreements to which you have signed.**

Be sure to read this document very carefully before you sign it. For the duration of your tenure at this institution, you will be bound by the rules and regulations included therein.

Montego Bay Community College strives for the highest standards of academic excellence and discipline. To this end, **ALL** members of the student body shall pay strict attention to, and faithfully observe, all the guidelines set out by the Disciplinary Committee of the college as listed hereunder.

**The infringement of any of these guidelines shall incur a penalty, which will be imposed, after due deliberation by members of staff, the Disciplinary Committee, Vice Principal, Principal or the Board of Management of the Institution**  
**Students who have been involved in serious disciplinary infractions may be denied the privilege to participate in the Graduation or Valedictory Service at the end of their course of study.**

### 1. All students are expected to observe the guidelines relating to the College's dress code.

*(Please refer to Uniform Requirements)*

- ◆ Shirts and blouses must be neatly tucked into skirts and pants at all times.
- ◆ Pants and skirts must be worn at the waist
- ◆ Under garments should not be conspicuous.

**NB. Once the College is in session, day students MUST be in uniform at all times, whether or not they have a class or visiting to conduct business on the college campus.**

**Part-time students should be modestly dressed in business attire whenever they enter the College compound (Please refer to Dress Code).**

- ◆ Sleeved shirts and blouses must be appropriately fitted with skirts and pants at all times.
- ◆ Pants and skirts must be worn at the waist
- ◆ Undergarments should not be conspicuous.

### 2. CONDUCT

#### (i) Behaviour Conducive to Learning and Positive Campus Life

Once a student joins the College, he/she is expected to share in the responsibility for creating an environment in which everyone can learn and enjoy the social and academic life of the college, as such:

- ◆ Students must be quiet and orderly when moving in the vicinity of the auditorium, lecture rooms, conference room, corridors, offices, reception area, lecture theatre and car park.
- ◆ Excessive noise making and any behavior that disrupts the educational process will not be tolerated, and will be grounds for disciplinary action.
- ◆ There should be no playing of games during lecture time. There are designated times set aside for student's recreational activities, after which there should be no loitering on the compound.
- ◆ Students must observe all traffic signs on the campus. This is to allow free access to service and emergency vehicles on the campus.
- ◆ Staff designated parking is for MBCC staff only. Failure to comply will result in vehicles being clamped.
- ◆ Dishonesty & Misrepresentation – defamatory statements such as libel, slander and all fraudulent activities are considered serious offenses; the appropriate measures will be applied for such offenses. All criminal offenses WILL be reported to the Police

- ◆ “Whatever is illegal in society is illegal in the school, and the school as the chief socialization agent of the State has a duty to ensure that the law is observed in its domain...The principal must report the offense to the relevant authority. There is no discretion to ignore or ‘cover up’ the offense designated as zero tolerated”.  
(Excerpt from Ministry of Education Security and Safety Policy Guideline, 2008)
- ◆ **Any student who has been convicted in a court of law for any criminal offence (except for minor traffic offenses) will be recommended for expulsion.**

## **(ii) Inappropriate Behaviour on Campus**

The following behaviours should NOT be demonstrated by students of the Montego Bay Community College at **any time**, and if so displayed, the perpetrator/s will be referred to the Disciplinary Committee and or treated in a manner prescribed below:

- ◆ Insubordination and disobedience to all categories of staff are grounds for severe disciplinary action.
- ◆ Discourteous and insolent behaviour to any member of the administrative, ancillary and/or academic staff, as well as any general show of poor manners is grounds for severe disciplinary action.
- ◆ Sexual harassment as well as inappropriate physical contact are grounds for severe disciplinary action.
- ◆ Sharing or viewing of pornographic materials on the campus is not permitted.
- ◆ Downloading of non-academic material in the Library or computer labs is not permitted.
- ◆ Acts of violence including intimidation or aggressive behavior may be reported to the police, and are grounds for disciplinary action, including suspension. Non-violent techniques should be used to resolve conflicts. Students are expected to be courteous to each other at all times.
- ◆ The use of indecent language, acts of vulgarity, loud boisterous and other inappropriate behaviour are prohibited both on and off campus.
- ◆ Students who engage in the following activities will be severely punished:
- ◆ Littering the compound
- ◆ Spitting, defecating, or urinating in anything other than an appropriate receptacle and in the proper place.
- ◆ Engaging in any act which is associated with gang membership on or off the college campus, is grounds for severe disciplinary action and will be reported to the Police.

## **3. WEAPONS AND DRUGS**

**The Administration reserves the right to search student on campus at any time. Students who fail to comply with this request could face disciplinary action. Students should note carefully the following:**

- ◆ The carrying of knives, sharp implements, guns and other weapons is prohibited. The matter will be reported to the police and students involved may be suspended or expelled from the College, subject to the discretion of the Board of Management.
- ◆ The possession, use of, or trading in illicit drugs (including marijuana and its by-products) on the campus is strictly prohibited. Students may be expelled and are warned that such actions will be brought to the attention of the police.
- ◆ Gambling, smoking, consumption of alcoholic beverages and all illegal activities are prohibited on the campus, and are grounds for severe disciplinary action including expulsion.

## **4. ATTENDANCE AND PUNCTUALITY**

Students are required to attend academic instructional activities related to the performance of their programme of study. The College **CANNOT** assume responsibility for problems encountered by students who, without good reason, fail to attend classes. It is expected that students will make every effort to fulfill the requirements of the College.

- ◆ Students are expected to be punctual for lectures, tests and examinations. The lecturer reserves the right to NOT admit a student in a class if he/she is more than 15 minutes late for any of these.
- ◆ Students are required to attend at least 90% of lectures for each course. Failure to do so may result in a student being debarred from writing the examination.
- ◆ Students who become pregnant during their course of study will receive no special privileges and / or arrangements for classes
- ◆ **Special College Requirements for both Full-Time and Part-Time students:**
  - ⇒ All first-year Full-Time students are required to attend **Personal Development** classes
  - ⇒ All first-year students are required to perform 30 hours of **Community Service**. The objective of Community Service Project is to afford students the opportunity to carry out their social responsibilities through voluntary community service. *The Community Service Project card must be submitted along with a report to the Guidance Counselor by **March 31** of their first year.*
  - ⇒ **Successful completion of these two exercises is a requirement for valedictory service and graduation.**
- ◆ Assignments and Presentations should be delivered ON TIME. The lecturer reserves the right to penalize or not to accept late assignments.

## 5. PLAGIARISM

**Plagiarism is the use of another person's work as if it were your own, without adequate acknowledgement of the original source.** Students are encouraged to engage in research and to seek information from various sources, but failure to acknowledge these sources will be seen as grounds for serious disciplinary action as set out in the Plagiarism Policy. Academic violations include:

- ◆ Using identical words, ideas and arguments as those found in a text, article, brochure, internet article or any writing other than the student's own work.
- ◆ Paraphrasing sentences or paragraphs of another person's work without due acknowledgement.
- ◆ Obvious omission of citations and references.
- ◆ Use of personalized vocabulary and writing style of others, such as is not normally used by the student.
- ◆ Citing the source but not distinguishing between student and author's work, in such a way as to suggest that what is written is really the view of the student.
- ◆ Submitting the same work for two or more courses without the permission of the lecturer.
- ◆ Allowing another person to write large quantities of the work for him or her – this will include the use of electronic assistance.
- ◆ Permitting impersonation in the examination.
- ◆ Presenting the work of another person completely as one's own.
- ◆ Presenting research that was not carried out as if it had been done by the student.
- ◆ Falsifying data from questionnaires, experiments and any other research activities to make it fit a given hypothesis or premise, or for any other reason.
- ◆ Inventing citations and references in the term paper or essay.
- ◆ Persisting in plagiarizing, after being found blameworthy for a previous Level I or Level II violation (see Plagiarism Policy).

**Sanctions for these infractions are found in the Plagiarism Policy.**

## 6. MAJORS and ASSESSMENT

- ◆ The offerings of majors are subject to majority demand, depending on the number of students' registered in the programme.
- ◆ Students are required to submit all assignments on the dates and in the manner specified by Lecturers. Failure to do so will result in sanctions being applied
- ◆ Students are expected to be present for ALL examinations and tests. Absence on account of illness or death in the immediate family **must** be substantiated with a MEDICAL CERTIFICATE or death certificate and proof of relation within FIVE working days of the absence. Where an acceptable explanation is not presented, the lecturer will award a zero for the test or examination that has been missed.
- ◆ Students must adhere to the stated examination policy, and special attention is drawn to the following :
  - The Chief examiner reserves the right NOT to admit a student if he/she is more than 30 minutes late for an examination.
  - Examination Cards and Students IDs must be presented in the examination center. Students will NOT be permitted to sit an examination without an examination card.
  - Examination cards are issued to students who are in good financial standing with the college.
  - Cheating in examinations is a serious offence and will be treated with the strictest disciplinary measures in accordance with the guidelines provided for that particular examination.
  - **Students caught cheating may not be allowed a re-sit for two years.**
  - Bags and books must be left in the Bag Room provided.

## 7. CELL PHONES/LAPTOPS & OTHER ELECTRONIC DEVICES – these devices are taken onto the campus at owner's risk. The college will not accept responsibility for the loss of these items.

**The following policy guidelines should be strictly adhered to and failure to comply could result in disciplinary action:**

- ◆ Cell phones must be turned off during lectures, all general assembly and in the library.
- ◆ Phones and any other audible electronic devices should not be used in the auditorium and on the corridors.
- ◆ The use of all electronic devices is restricted to educational purposes. Class use is permissible ONLY as directed by the lecturer in charge
- ◆ **Electronic devices must not be taken to examinations.**
- ◆ The charging of **all** electronic devices is prohibited. Students found charging devices may be fined.

## 8. SAFETY AND SECURITY

**A high premium is attached to the safety and security of our College family and students are expected to play their part in maintaining this**

- ◆ Theft and vandalism of other persons' or college property (including graffiti) will be reported to the Police and are grounds for severe disciplinary action including restitution.

- ◆ Students must take care of the college furniture and college property in general. Students will be charged for the damage they incur or cause to the college's furniture or property.
- ◆ Students in the Food, IT, Electronics and Science Labs are required to adhere strictly to the regulations governing the use of these labs. Failure to do so will attract the appropriate sanctions.
- ◆ For their own security, students are required to display their identification cards at all times, and present them for inspection at the request of authorized personnel. The college reserves the right to withdraw ID cards when students fail to adhere to the College's rules and regulations.
- ◆ Unauthorized persons are not permitted on the campus. Students who invite or facilitate the entry of such persons onto the campus without approval will be subject to suspension and / or expulsion

## **9. MBCC SOCIAL MEDIA POLICY**

This policy provides guidance for students use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to the use of social media by students of the Montego Bay Community College:

- Students should be aware of the effect their actions may have on their images, as well as the College's image. The information that you post or publish may be public information for a long time.
- The College may observe content and information made available by students through social media. Students should not post material that is inappropriate or harmful to the College, other students or staff.
- The posting of inappropriate commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile school environment is prohibited.
- Students must receive appropriate permission before referring to or posting images of current or former students and staff of the College. Permission must also be received by the student to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Cyber bullying is considered an act of harassment. The use of electronic communication by students to intimidate or threaten others online is strictly prohibited.
- Use of the College's logo or images on personal social networking sites is strictly prohibited.
- The College reserves the right to request school-related images or content posted without permission to be removed from the internet.

Failure to adhere to the above policy may result in suspension or expulsion, subject to the discretion of the Board of Management.

## 10. MBCC FEE PAYMENT POLICY

As part of our commitment to the nation, we make every effort to offer programmes at the most affordable rates. We therefore depend on students to play their part by paying their tuition fees, which forms part of the contractual relationship they have with the College. Additionally, it is our expectation that while planning to attend College, students organize the funding for their tuition fees.

Currently, two payment options exist:

Option	Terms of Payment
<b>OPTION 1 Full Payment</b>	Payment of all fees is made <b>IN FULL</b> in one payment by or before the payment deadline for registration in the first semester.
<b>OPTION 2 Partial Payment</b>	Payment is made in two parts:  1 <sup>st</sup> payment: 50% of programme delivery fees <b>PLUS</b> all other fees (including franchise fees, Educrosoft fees, JamCopy fees, a partial payment fee and miscellaneous fees) are paid by or before the payment deadline for registration in the first semester.  2 <sup>nd</sup> payment: remaining 50% of programme delivery fees is paid by or before the payment deadline for registration in the second semester.
<b>OPTION 3 Two Part Payment (applicable to Part Time students only)</b>	Payment is made in three parts:  1 <sup>st</sup> payment: 40% of programme delivery fees <b>PLUS</b> all other fees (including a partial payment fee and miscellaneous fees are paid by or before the payment deadline for registration in the first semester.  2 <sup>nd</sup> payment: 30% of programme delivery fees is paid by or before the payment deadline for registration in the second semester.  3 <sup>rd</sup> payment: remaining 30% of programme delivery fees is paid by or before the payment deadline for registration in the third semester.

Students who select payment option two (and three for part time students) must complete the partial payment form in duplicate and have them duly signed by the authorized signatories.

### Payment Methods

Payments can be made at the College's cashier via debit card or at the National Commercial Bank on the payment voucher issued at the Registry and provided in the student packages. No cash payments for tuition will be accepted at the cashier.

### Registration

An individual is considered a student of the Montego Bay Community College only after the relevant fees have been paid and all registration documents have been submitted. In other words, tenure becomes official and effective once registration is completed. Students who select payment option two are only considered to be registered for semester two when they have paid the second payment as outlined above and have submitted the supporting documents to the Registry.

### Non-payment of fees

While we will try to facilitate students who may encounter unforeseen financial difficulties, please understand that the College will not accept liability for any individual who is not a registered student. As such, only registered students **will be entitled to the use of the College's services and facilities and will be eligible to take part in College activities.**

Please also note that **only registered students are covered under the Schoolmate Life Insurance.**

In the event that tuition fees are not paid by the established dates, charges will be added to the student's account in the following manner:

**MBCC FEE PAYMENT POLICY CONT'D**

<b>Late Online Course Selection (Registration)</b>	A flat fee will be imposed for the selection of courses on the Student Management System immediately following the normal course selection (registration) period in each semester.
<b>Late or Missed Payment</b>	<p>Students who make tuition payment/s after the normal registration period has ended, will be charged a late payment fee. This fee is charged per semester.</p> <p>Students who select option two or three or have approved special payment arrangements but miss their agreed payment date will forfeit the payment plan arrangement and must pay the remaining tuition <b>in full</b>.</p>

- ◆ Students with outstanding semester fees will be barred from laboratory classes, field trips, sitting Unit Tests and end of semester examinations. Failure to meet the payment requirements may also result in students being barred from accessing College facilities, resources and services (including on and off campus activities/events); and **WILL** prevent the issuance of examination cards, the degree or certificate of the programme as well as official documents (eg. transcripts and status letters).
- ◆ Students wishing to withdraw or take a leave of absence from the programme **MUST** submit an official letter outlining same to the Principal.
- ◆ Students who withdraw from the programme **BEFORE October 31** of the academic year in which they register will be entitled to a refund of the amount paid less thirty percent (30%) of the ancillary fees due for the academic year. All miscellaneous costs (including partial payment / administrative charges, ID, college pin, handbook, JAMCOPY fee and franchise fees) will not be refunded. Students who withdraw after this date are **NOT** entitled to any refund. Similarly, this same refund policy is applicable to students joining the college in January; however, withdrawal **MUST** take place on or **BEFORE February 28** of the same year. It should be noted that students who withdraw after the stipulated deadlines for a possible refund are still liable for paying all outstanding tuition fees.
- ◆ Students wishing to resume their programme of study must clear any outstanding fees before they can be considered for re-entry.
- ◆ Where it is proven that a student has submitted fraudulent registration documents (knowingly, intentionally or negligently) to the College in an effort to gain acceptance into any programme, such a student will be immediately de-registered and will **NOT** be entitled to a refund of fees paid. As this is a criminal matter, it will be referred to the police.
- ◆ Similarly, where it is proven that student has submitted tampered or fraudulent payment vouchers knowingly, intentionally or negligently), such a student will be immediately de-registered and the matter referred to the police.

**11. FOREIGN/INTERNATIONAL STUDENT POLICY**

**CARICOM and Commonwealth Countries Nationals**

Nationals of CARICOM countries as well as citizens of all Commonwealth Countries are allowed entry to Jamaica without a student visa.

**Non-Commonwealth and Non-CARICOM Nationals**

Prospective students of non-Commonwealth Countries must obtain a valid student visa prior to entry into Jamaica. Such persons should make their request at the nearest Jamaican Diplomatic Mission or Consulate in their homeland.

Before traveling to Jamaica, you should ensure that your passport is valid to cover at least the period up to the end of the academic year. You should also travel with proof of your student status (that is, a Student ID card) or if a new student, with

## **FOREIGN/INTERNATIONAL STUDENT POLICY CONT'D**

the official Letter of Offer from the College. At the airport you will be issued a temporary visitor's visa. After entry, the student is required to obtain an Extension of Stay and visa. To do so, the student must visit the Extension Office of the Passport Immigration & Citizenship Agency office along with a status letter addressed to the Chief Executive Officer (stamped and duly signed by the Principal of the College) as well as the appropriate processing fee. For further information on this process, contact should be made with the Passport Immigration & Citizenship Agency office, Overton Plaza, Montego Bay, St. James.

### **Non-Jamaican Nationals with Jamaican Parentage**

Students of Jamaican parentage may obtain an "unconditional" stamp in their passport by visiting the Extension office of the Passport Immigration & Citizenship Agency office in Kingston, Jamaica. Such students must present proof of their Jamaican parentage (i.e. their birth certificate AND their parent's birth certificate/or parent's valid Jamaican Passport) and the relevant processing fee at the Extension office. For further information on this process, contact should be made with the Passport Immigration & Citizenship Agency office, Overton Plaza, Montego Bay, St. James. Once the stamp is obtained, it must be presented to the Registry in order for the student's account to be billed appropriately for the subsidized tuition fees.

### **Fees for Non-Jamaican Nationals**

Non-Jamaican students, who have not obtained an "unconditional" stamp in their passport, must pay the full, unsubsidized cost of their education. This amount is 1.5 times the normal ancillary fee, plus other additions to the school fees.

## **12. FIELD TRIPS**

- ◆ All students wishing to participate in approved off-campus activities/events must submit either a permission slip or a consent form (in the case of mature students) for each activity/event to their Head of Department at least one (1) day prior to the event/activity
- ◆ Students are expected to adhere to the dress code of the College when they are representing the College at approved off-campus activities/events. Except in special circumstances where special permission is granted, students should wear the College uniform. In cases where the uniform is not being worn, clear guidelines for dress must be outlined in the permission letters and consent forms. Students who are inappropriately dressed for these occasions (not in conformance with guidelines provided) **should not be allowed to participate in these events/activities.**

**We expect all students to conduct themselves at all times with decorum and dignity.**

**Any behavior that brings the college into dispute will attract  
strong disciplinary measures including expulsion.**

NB. All new and returning students are required to carefully read this document as well as sign the Code of Conduct and Student Policy Agreement and submit it along with the relevant registration documents at the time of registration.