



THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA

*Responding to today's challenges,
creating tomorrow's opportunities*

STUDENT HANDBOOK

2019/2020

THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA



STUDENT HANDBOOK

Academic Year 2019/2020

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PURPOSE AND SCOPE

This Student Handbook is intended for use by staff, and prospective and continuing students. It is designed to serve as a general source of information for the policies, procedures, regulations and programmes of The Council of Community Colleges of Jamaica (hereafter called ‘CCCJ’).

All requirements are to be strictly followed by:

- i. the newly-admitted, that is, persons accepted by a community college during this academic year
- ii. students who transfer from one programme to another or from one college to another, during this academic year
- iii. students approved for a change of major during this academic year

It is the responsibility of students, upon enrolment, to familiarise themselves with all policies and regulations in this Handbook and any other publication governing students as well as the operations of the CCCJ and the specific college.

The CCCJ reserves the right to make changes at any time to any provision, offering or requirement appearing in this publication, and said changes shall be binding on students.

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ABOUT THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA (CCCJ)

The Council of Community Colleges of Jamaica (CCCJ), a statutory agency under the Ministry of Education, Youth and Information, was formed by an Act of Parliament passed in 2001 December, to supervise and coordinate the work of community colleges in Jamaica. The Council comprises representatives of the colleges, the secondary and tertiary levels of the education system, business and industry.

Ten affiliate colleges; five Community, three Multidisciplinary and two Polytechnic, offer programmes at the certificate, diploma, associate and baccalaureate levels, as well as several continuing education courses. Additionally, they offer professional and franchise programmes, and pre-university courses in collaboration with the University of the West Indies, Mona, the University of Technology, Jamaica, and other universities/colleges.

In pursuance of twin objectives to supervise and coordinate the work of the colleges, the CCCJ is mandated to exercising essentially three main functions; Regulatory, Promotional and Developmental.

Regulatory Function

The CCCJ seeks to determine and implement common standards in all colleges to ensure the integrity of courses from one campus to the next, with the intention of addressing the need for articulation into other educational institutions, both locally and abroad. In this regard, the CCCJ:

- i. prescribes conditions under which persons may be admitted as students of community colleges

- ii. considers, recommends and approves curricula to be used in affiliate colleges
- iii. determines the conditions for holding examinations
- iv. examines and assesses students' work in the institutions

Promotional Function

This role covers:

- i. advising the Minister of Education, Youth and Information on policy and educational matters relating to community colleges
- ii. promoting the interests of community colleges
- iii. implementing public awareness programmes relating to community colleges

Developmental Function

This function relates to:

- i. providing professional development opportunities for members of staff of the colleges
- ii. collaborating with other institutions, including those of further and higher learning, in the provision of educational opportunities
- iii. soliciting and receiving grants, donations, prizes or gifts on behalf of community colleges, subject to approval by the Minister of Education, Youth and Information



Vision Statement

A dynamic institution that is the epitome of high educational standards, while advancing the work of community colleges, developing the Jamaican workforce and promoting the benefits of obtaining a Community College Education





Mission Statement

Responding to today's challenges,
creating tomorrow's opportunities by
promoting intellectual discovery,
entrepreneurial skills, social and
ethical awareness, and economic
opportunities for all through
education that transforms lives,
builds communities, and improves
society locally and internationally



GREETINGS FROM THE EXECUTIVE DIRECTOR



A wholehearted welcome to all students! Choosing to study at a Community College is one of the wisest decisions you have ever made, in pursuit of academic fulfilment. This investment, as you will learn during your tenure, is

especially worthwhile due to the unique characteristic of a Community College education and the myriad avenues that will be open to you upon completion. Our programmes are industry-driven and our aim is to provide you with practical, industry-relevant experience not only for a dynamic local job market, but also to place you at an advantage in the global sphere.

In this current economic climate, employment opportunities are exceedingly rare, and where available, competition is just as fierce. Consequently, one of the main objectives of the Community College programme is to equip you with the necessary skills which will help you to live and work in this the 21st century and beyond.

I encourage you to take the time to familiarise yourself with this Student Handbook as it contains very useful information that you will need as you pursue your course of study at any of our affiliated institutions. Take this task seriously; read the Handbook to become acquainted with the procedures which govern Community Colleges, in addition to being au fait with your rights and responsibilities as a student.

Your investment in education is critical to your future, as well as that of our country. At the CCCJ, we are committed to providing you with the very best resources to assist you in charting a path to success in both your academic and professional pursuits.

Donna Powell Wilson PhD, JP

1.0 ADMISSION REQUIREMENTS AND PROCEDURES

1.1 Matriculation to Associate Level Programmes

To be considered for admission, applicants must satisfy Basic Matriculation Requirements as well as Programme Matriculation Requirements.

Basic Matriculation Requirements specify a minimum of five (5) passes in subjects at CXC/CSEC general proficiency grades I-III (grade III from June 1998), or GCE O'Level (grades A-C) with compulsory subjects English 'A' or English Language and Mathematics, or City and Guilds Stage III Mathematics and English Language.

Programme Matriculation Requirements are specific to a programme of study. As such, each applicant **MUST** be guided by the college Registrar.

1.1.1 Alternate Forms of Matriculation at the Associate Level

Applicants who are accepted into a programme of study with five (5) CSEC/GCE subjects including English 'A' or English Language but are trailing in Mathematics, may complete Foundation Concepts in Mathematics I, II and III or CSEC/GCE Mathematics. This, however, **MUST** be completed before the end of the first year of said programme.

1.2 Matriculation to Bachelor's Level Programmes

To be considered for admission to Bachelor's level programmes, applicants **MUST** possess an Associate degree from the CCCJ or any accredited institution. It should be noted, however, that this qualifying degree **MUST** be in an area relevant to the intended programme of study. Applicants who are accepted from another institution **WILL** be required

to complete the necessary bridging or prerequisite courses at the Associate degree level, in the first year of the Bachelor's programme. Students who fail to meet this requirement **WILL NOT** be promoted to year two of the Bachelor's programme.

1.2.1 Alternate Forms of Matriculation at the Bachelor's Level

The following conditions shall apply to a student who has ended the final semester of an Associate degree programme and is trailing no more than six (6) credits:

- i. The qualifying degree **MUST** be in an area relevant to the intended programme of study.
- ii. Outstanding credits **CANNOT** be from a first-year course and **MUST** be successfully completed in the first year of the Bachelor's programme.
- iii. Outstanding credits **CANNOT** be from a course leading to a specialisation or major.
- iv. Equivalent qualification(s) as approved by the CCCJ.
- v. Prior Learning Assessment Recognition/Mature Status as approved by the CCCJ.

2.0 PROGRAMME STRUCTURE

The CCCJ offers programmes at the Associate and Bachelor's levels, using a 2 + 2 concept. Under this concept, the first two years of a programme are at the Associate level and the final two at the Bachelor's level.

Programmes are structured to provide a mixture of:

- i. General education courses
- ii. Support courses
- iii. Specialised courses
- iv. Electives

- v. Work experience/practicum
- vi. Community service

2.1 Electives

An elective is a course which a student is free to select. For a course to be considered an elective, however, certain conditions must be met. The course **MUST**:

- i. have been approved by the CCCJ.
- ii. be offered at the same degree level as the programme being pursued.
- iii. not form part of the specialisation of the programme being pursued.

2.2 Prerequisites

A prerequisite is a course that must be completed before registration for another course or promotion to another level. Where a student fails a course, which is a prerequisite for his/her desired programme, he/she shall not be promoted into that specialisation until he/she has passed the prerequisite course. Operationally, this means that this student could opt for another specialisation, and therefore be promoted to the next year if he/she has the prerequisites for that specialisation.

2.3 Work Experience

All students (full-time or part-time) are required to complete two hundred and forty (240) hours of Work Experience at the Associate of Arts, Associate of Science and Bachelor of Science degree levels. Students completing Work Experience will be awarded three credits which will be applied in the calculation of their GPA. Failure to complete Work Experience will affect students' ability to be certified.

2.3.1 Work Experience Exemption

Students who are employed may be granted exemption, at the discretion of the CCCJ. Students who are granted exemption from Work Experience will **NOT** be awarded any credit. Exemption from Work Experience will not have any effect on the calculation of students' GPA.

2.3.2 Full Exemption – Working Students

A student who is employed in a field related to his/her programme of study, may be granted full exemption from Work Experience. But an exemption request **MUST** be submitted to the CCCJ through the college Registrar and **MUST** meet certain requirements.

The student **MUST**:

- i. be working in a field related to his/her programme of study for a minimum of six (6) months.
- ii. submit a letter from his/her current employer confirming employment and position.
- iii. provide a job description.
- iv. submit a Resume and Cover/Application letter.
- v. prepare and **SUBMIT** an essay of his/her core job functions and experience gained (essay must be a minimum of three typed pages).
- vi. execute a presentation/exhibition for the Work Experience Coordinator or designated Faculty Supervisor on his/her employer and how his/her work helps that organisation to achieve its strategic objectives. This presentation should be for a maximum of fifteen (15) minutes.

2.3.3 Part Exemption – Working Students

Students who are employed in a field not related to their programme of study, may be granted exemption from one hundred and sixty (160) hours of Work Experience. These students **MUST**, however, complete eighty (80) hours of Work Experience in an area related to their field of study.

These students will be evaluated based on completion of the following:

- a. Work Experience Attendance – Attendance Register **MUST** be returned to Work Experience Coordinator (10%).
- b. Work Experience Report – **MUST** be typed and submitted along with other supporting documents, such as job letter from place of employment and job description (45%).
- c. Resume and Cover/Application letter – **MUST** be typed (20%).
- d. Personal Journal – **MUST** be typed (25%).

2.3.4 Non-Working Students

These students are required to complete two hundred and forty (240) hours of Work Experience and will be evaluated as follows:

- a. Work Experience Attendance – Attendance Register **MUST** be returned to Work Experience Coordinator (10%).
- b. Work Experience Report – **MUST** be typed and submitted along with supporting documents (45%).
- c. Resume and Cover/Application letter – **MUST** be typed (15%).
- d. Daily Work Log/Time Sheet – **MUST** be typed (10%).

- e. Personal Journal – **MUST** be typed (15%).
- f. Employer Thank You letter – **MUST** be typed (5%).

Each College will provide its students with all necessary documentation for Work Experience.

3.0 METHODOLOGY

3.1 Methods of Delivery

Methods of delivery/modes of instruction will include a combination of two or more of the following approaches:

- i. Lectures
- ii. Guest lectures
- iii. Group discussions
- iv. Debates
- v. Case studies
- vi. Audiovisual presentations
- vii. Independent study
- viii. Individual/group research
- ix. Individual/group projects
- x. Individual/group presentations
- xi. Seminars
- xii. Field trips
- xiii. Professional training by relevant organisations
- xiv. Regular site visits
- xv. Laboratory work
- xvi. Blended delivery to include use of the Internet/Intranet

Methods of delivery/modes of instruction are intended to:

- i. increase the independence of learners.
- ii. create critical thinkers.
- iii. equip learners to function in the corporate world.

- iv. assist learners to:
 - a. develop research skills.
 - b. analyse and evaluate data.
 - c. plan, design and implement projects.

Faculty members or teams will determine for themselves the appropriate teaching/learning strategies for each curriculum unit based on intended learning outcomes, needs of their learners and availability of resources. It is intended that teaching/learning strategies utilised will be those which encourage progressive development of learners' independent learning skills in all courses.

4.0 REQUIREMENTS OF STUDENTS

Every learner is required to:

- i. attend classes at the prescribed dates and times.
- ii. exercise intellectual honesty.
- iii. acquire prescribed textbook(s)/resource material.
- iv. purchase the required safety equipment for labs/workshops.
- v. attend at least 90% of lectures for each course.
- vi. participate in class activities.
- vii. undertake work in his/her assigned group.
- viii. successfully undertake all assignments and examinations.

5.0 PROMOTION

Promotion to the subsequent year of a programme is based upon the number of credits attained and successful completion of required courses. Students with more than nine (9) credits outstanding **WILL NOT** be promoted to the *second year* of

an *Associate degree* programme, or in the case of the **Bachelor's degree**, **WILL NOT** be promoted to the *fourth year*.

Students who are required to repeat an academic year may be allowed to do a maximum of fifteen (15) credits in each semester, provided there is no timetable clash (no special arrangement will be made to accommodate these students for classes or examinations).

6.0 AMANUENSIS

Any student who, for reason of permanent or temporary incapacity, desires special arrangements during examinations, should apply to the college Principal/President via the CCCJ Coordinator. The desired arrangements should be specified, and the Coordinator may require a Medical Certificate as proof of such incapacity.

A request **MUST** be made in writing to the Principal/President or his/her designate, at least **forty (40) working days** prior to the examination period:

- i. Where the incapacitation is predictable both in its form and time of occurrence.
- ii. Where the incapacitation is predictable in its form but not in its time of occurrence.

Discretion will be exercised where incapacitation is not predictable in either form or time of occurrence, but that is solely the responsibility of the Principal/President or his/her designate.

A candidate suffering from a disability which may inhibit the completion of an examination in the normal time, may apply for/request extra time. A Medical Certificate may be required as proof of disability and the quantum of such extra time shall not exceed thirty (30) minutes.

7.0 AWARD OF DEGREES

There are six (6) possible awards available:

- i. Associate of Arts
- ii. Associate of Science
- iii. Associate of Applied Science
- iv. Bachelor of Education
- v. Bachelor of Science
- vi. Bachelor of Applied Science

To be awarded any of the above, a student must have:

- i. earned all credits as specified by the programme.
- ii. completed all courses as stipulated by the programme.
- iii. satisfied the required two hundred and forty (240) hours of Work Experience.
- iv. done thirty (30) hours of Community Service.
- v. met all other requirements as outlined by his/her college and the CCCJ.
- vi. satisfied all requirements (credit and non-credit) in the maximum time allowed, that is, the normal two (2) years plus three (3) additional years (students who complete outside of this period will not qualify for the award of a degree).
- vii. achieved a minimum Grade Point Average (GPA) of 1.67.

In addition, the following are programme specific:

- i. The Associate of Science in Social Work requires three hundred and twenty (320) hours of Practicum (80 in Year I and 240 in Year II).
- ii. It is mandatory for students of the Associate of Science in Psychology to complete two hundred and forty (240) hours of Practicum (80 in Year I and 160 in Year II).
- iii. Students pursuing studies in Hospitality and Tourism Management must obtain First Aid certification training.
- iv. Students who have been accepted into the Hospitality and Tourism Management programme at the Bachelor's degree level, using an Associate degree from an accredited institution, but who have not received First Aid certification training, must complete same to qualify for the award of the degree.

7.1 Dating of Degrees

Effective 2017 September 01, dates will be affixed to degrees awarded to students, as follows:

- i. Students completing all requirements in May will receive a certificate dated May 30.
- ii. Students completing all requirements in August will receive a certificate dated August 30.
- iii. Students completing all requirements in December will receive a certificate dated December 30.

8.0 PROGRAMMES OVERVIEW

8.1 BACHELOR'S DEGREES

8.1.1 Applied Computer Science

This programme focuses on students interested in becoming computing professionals with knowledge in relevant

application areas and covers a wide spectrum of the field of computing. Students will do coursework in specialised areas such as Relational Databases, Web Development, Electronic Commerce and Software Engineering. Graduates of this programme are typically suited for careers in Software Development.

8.1.2 Business Administration

Graduates of the Associate degree in Business Administration or equivalent qualification, will get an opportunity to buttress their knowledge and become specialists in any of the following areas: Accounting, Finance and Management, Human Resource Management and Marketing. This programme provides students with knowledge, skills and attitudes necessary to embark on a journey; whether as a key player in an existing organisation or as owner of a business.

8.1.3 Criminal Justice

Criminal Justice focuses on the relationship of the criminal justice system with individuals, professionals and communities. Students will learn central issues which face this system as well as several innovative, creative and positive changes possible in handing down justice. At the end of their training, students would have developed skills in research, critical thinking and effective communication.

Relating theory, knowledge and competencies to the real world, this programme concentrates on preparing graduates for careers in criminal justice. It adds a new perspective to what was learnt at the Associate level and has special significance for learners who would wish to engage in specialised study in Criminology. In designing this

programme, qualitative and quantitative comparative analyses were done locally, regionally and internationally to ensure currency and relevance of the content and competencies articulated in each course.

8.1.4 Education (Primary)

This programme was designed in accordance with a World Bank Report which stated that education is one of the most powerful instruments for reducing poverty and inequality, and for laying a foundation for sustained economic growth. This is particularly true for the Caribbean and this programme therefore seeks to expose teachers at the primary level to training that will equip them with skills, knowledge and competencies necessary to prepare students for pursuing higher levels of education.

Duration of this programme is four years. It covers current learning methodologies, theories and psychosocial courses along with the sciences, mathematics and language components relevant at the primary level. The programme is aligned with international educational standards and the government's Standard Curriculum for Primary Education. Opportunities for observation and practical activities relevant to teaching and learning at the primary level have been integrated into several courses.

8.1.5 Environmental Studies

The objectives of this level of the programme are to inspire and empower students with competencies and knowledge to create healthier and more sustainable environments; provide formal certification of persons working in environmental disciplines in Jamaica and the world; and provide a core of

personnel in Jamaica to act as a catalyst or vehicle to heighten environmental awareness throughout the Jamaican and Caribbean populations, as well as the rest of the world.

This programme will attempt to satisfy the environmental needs of Jamaica and the Caribbean by allowing students to acquire hands-on environmental field experiences in urban and rural settings in Jamaica and by empowering them to apply their academic training to help solve environmental problems.

8.1.6 Hospitality and Tourism Management

This degree is designed with industry participation and advice and seeks to cater to those needs by providing students with an opportunity to develop knowledge, competencies and skills that are relevant to the field. This programme is dynamic, as it exposes students to industry practices and experiences and because of the methods of assessment that are used throughout. Students will conduct research-based activities, complete application assignments and go through a period of internship in the industry.

8.1.7 Information Technology

This programme provides a broad perspective on how to use and apply the knowledge and tools of Information Technology, Computer Science and/or Information Systems, to both self and the society. Students will be encouraged to grapple with the complexities, as well as the advantages and disadvantages of these fields in everyday life and at the workplace. Majors are premised on the notion that Information and Communication Technology (ICT) is best

developed within the context of application. Prominent features of the courses are practical labs and projects that emphasise replication of real-life situations and require the use of a variety of resources for learning.

As technological advancement becomes more pervasive, its use has expanded worldwide. ICT careers are therefore more in demand as persons seek better ways to enhance and alter their activities, and to live, work and think in ways previously thought impossible. Since Information Technology has an increasingly significant impact upon organisations, and has such broad implications for everyone – individuals, groups, entire nations – students must be prepared to understand, use and apply ICT in effective, efficient and ethical ways.

8.1.8 Management Information Systems

To meet the challenges of the 21st century, there is a crucial need for a programme that is on the cutting edge of computer technology. Students will be able to work, both locally and internationally, as well as move on to the Masters level. This programme is more cost-effective and offers a wider variety of attractive modules or units not offered in other Bachelor's programmes. This diversity produces well-trained, well-rounded computer professionals who should possess both theoretical and practical understanding of the use of Information Technology in everyday life. Also, students get an opportunity to embrace the concept of lifelong learning.

8.1.9 Nursing

This dynamic programme provides a comprehensive academic foundation essential to preparing students for a general nursing role at the beginner's level as well as for

graduate study. It integrates knowledge from nursing, the biological and behavioural sciences and the humanities, in the assessment, planning, implementation and evaluation of patient care. The curriculum is formulated to assist the student to develop an understanding of others and self, to stimulate intellectual curiosity and to cultivate the discipline of working as part of a multidisciplinary team, to identify and resolve health issues experienced by individuals, families and groups in society.

Additionally, this pre-service nursing course is designed to assist each learner to become a skilled and ethical practitioner, creative thinker and responsible citizen, adaptable to societal and health changes, with an ability to use critical thinking and clinical judgment consistent with best practices in the 21st century. Graduates will have a wide range of employment opportunities open to them. Once duly registered by the Nursing Council of Jamaica, they will be readily employable as Registered Nurses in the private and public health sectors in Jamaica and in the global landscape.

8.1.10 Social Work

Students in this dynamic programme will be exposed to industry practices and experiences which will prepare them for immediate entry into human service positions. Learners will develop the capacity to demonstrate a professional problem-solving approach that encompasses engagement, assessment, intervention, evaluation and follow-up, as they work with a clientele which may consist of individuals, families, organisations or communities.

Upon completion, graduates will be expected to function in primary as well as secondary social work settings. They will be, among other things, competent at counselling, interviewing, research and data collecting, complying with laws and regulations governing social services and applying ethical principles in decision-making.

8.2 ASSOCIATE DEGREES

8.2.1 Business Administration

Students with an aptitude for business and commerce will find this programme an excellent training option. It aims to address the needs of a wide cross section of individuals, whether there exists a long-term objective to pursue a career in the field of management with a business organisation, or to become entrepreneurs. In both situations, knowledge of the world of business will keep you in good stead.

This degree provides graduates with the fundamental tools needed for entry-level jobs and for venturing into the entrepreneurial arena. Graduates will be equipped with communication and technology skills, in addition to being exposed to an excellent mix of courses in Accounting, Management, Entrepreneurship and Spanish.

8.2.2 Criminal Justice

This 60-credit blended learning programme will provide learners with a solid understanding of developing trends and practices in the Criminal Justice system, as well as criminal procedures and processes. Learners will also be introduced to standard social science research and designs and methodologies as they apply to Criminal Justice.

8.2.3 Electronics Engineering

This programme aims at preparing students for a growing market of telecommunication services, the micro-computer and its application, an emerging cable television industry and networking and troubleshooting. It is designed to conform to accepted industry standards and practices. With the convergence of technology, options available for telecommunications, computer maintenance and cable television systems provide the framework for graduates to be effective, functional and productive in a growing industry dominated by broadband communication.

In the design of the curriculum, developers paid close attention to career paths. This resulted in a systematic series of self-paced courses to give students the training necessary to understand the technology behind their evolving responsibilities. This programme will allow students to acquire the knowledge, skills and competencies that are required to sit Professional Certificate Programmes to include A+ Plus, Microsoft, and the Society of Cable Telecommunications Engineers Course.

8.2.4 Environmental Studies

This programme is designed to prepare students to become work-ready to function in the critical area of environmental management with respect to human activities and natural catastrophes; ensure sustainable development; ensure that the population is extensively environment-literate and demonstrate a responsible attitude towards the environment; produce skilled environmentalists; empower students to solve problems within their own environment beginning with

cleaner, more attractive College campuses and contribute to the global well-being of flora and fauna.

8.2.5 Hospitality and Tourism Management

Hospitality and Tourism Management offers a variety of options for the student interested in gaining employment in the hospitality industry at an entry level or as a management trainee. This programme is offered over a two-year period, but students have a maximum of five (5) years within which to complete their studies.

8.2.6 Information Technology

This degree was developed to make graduates ready for the world of work, specialising in Networking and Systems Administration. The increasing use of computers in all aspects of life implies a need for well-trained computer professionals who can demonstrate competencies in the use of Information Technology at the workplace. Today's business environment demands workers who can design and prepare graphical documents and use multimedia application. This degree will produce graduates who are microcomputer specialists, as well as individuals competently prepared for the growing business market in microcomputer applications, networking and troubleshooting.

8.2.7 Library Technical Studies

Designed to train and prepare paraprofessionals of the highest quality to work in the field of Library and Information Studies, both locally and internationally, graduates will be able to work in Special, School, Public and National Libraries, as well as in Archives, Registries, Museums and General Offices. This programme aims to equip students with the technical expertise

necessary for providing support services in libraries and to operate as paraprofessional library personnel who can effectively and efficiently carry out tasks assigned to them.

8.2.8 Management Information Systems

Management Information Systems (MIS) is both a practical and a theoretically-based course. It will prepare students to respond to the rapid move in globalisation which has dictated new demands from industry. These demands are skills, knowledge and competencies with which graduates of any certified and accredited programme should enter the world of work.

8.2.9 Performing Arts

Education in the arts is not only supplemental, but fundamental, to intellectual, aesthetic and personal development. Performing arts are an integral component of all cultures, and this programme spans three subject areas: dance, drama and music. The programme is primarily interdisciplinary but there are opportunities for specialising in one discipline. The focus is on current and innovative interdisciplinary arts practices at the post-secondary level and is specifically designed to equip students with skills and knowledge applicable to a variety of performing arts employment contexts. Graduates therefore gain first-hand experience of collaboration and self-management skills and will have opportunity to work in a wide range of performing arts organisations, including performing, creative work, arts management, entertainment management, teaching, research and community work.

Additionally, this programme considers the technical, academic and artistic needs of students. Faculty provides learners with access to a diverse performing arts experience that covers history and theory, as well as technical and performance contexts. Students are given a chance to learn and harness individual skills and collaborative approaches to arts practices. This process involves training in the crucial aspect of performing arts fundamentals that is further expanded into a series of increasingly complex projects, employing various frameworks. This degree also provides a good foundation for those who are desirous of articulating into a four-year Fine Arts Bachelor's programme or in other related fields of study.

8.2.10 Psychology

This two-year introductory programme focuses on enabling students to understand preliminary psychological principles and methodologies. It provides graduates with enough knowledge for entry-level in professions where basic psychology is needed, such as assistants to social workers, coaches, researchers, counsellors and entry-level marketers. Other professionals who may benefit from this course are police officers, prison warders, teaching assistants in private elementary and infant schools, and persons who already have qualifications in areas of business but need a basic understanding of psychology to enhance their job functions.

Furthermore, this degree can act as a foundation for persons who would like to use it as a springboard to higher education, for example, to enter a Bachelor's programme at an advanced stage. In some institutions, however, graduates of this programme may be asked to acquire additional entry-level

credits where weak academic passes were obtained, or where this programme does not include a required entry-level course for that institution. Applicants should possess good analytical skills, as well as passes in the required CSEC subjects.

8.2.11 Social Work

The Associate degree in Social Work is designed to provide training for persons interested in social work and other related fields; to prepare them for work within communities and organisations. This course addresses theories, principles and practices of social work, law and legal regulations, as well as human needs and behaviour.

This programme is offered full-time across 4 semesters; or part-time across 4 semesters and 2 summers, to incorporate a Practicum, which is a mandatory aspect of training. Students are required to complete all specified credits, unless otherwise exempted (see Prior Learning Document). This degree equips graduates with skills needed to pursue various careers.

8.3 APPLIED ASSOCIATE DEGREES

8.3.1 Agro-Processing and Business Management

Designed to produce a cadre of competent, well-rounded professionals for entry-level employment in agro-processing and agribusiness industries, this dynamic programme guarantees that graduates will be able to successfully start and manage small businesses as well as improve the process flow of existing operations.

During their course of study, students will acquire knowledge and develop skills, competencies and attitudes necessary to meet the needs of the agro-processing sector. They will gain

hands-on experience to complement theoretical frameworks of a variety of subject areas, will explore various approaches to agro-processing/agribusiness, and study concepts, values and applications of this exciting field of agricultural science.

8.3.2 Architectural and Construction Technology

This is a two-year degree which provides individuals with theoretical, technical and vocational knowledge and skills that will lead to employment and further studies in the field of architectural technology. Courses will enable graduates to work in related areas or continue towards a Bachelor's degree in an associated field of technology, such as Construction Management, Architecture, Quantity Surveying and Land Surveying.

A building technician who graduates with this degree, will be able to undertake work requiring knowledge of drafting, construction materials, mechanical and structural systems, estimating, site and building design fundamentals and presentation methods, building codes and specifications, and computer applications.

8.3.3 Automobile Repairs and Engineering

Automobile Repairs and Engineering combines experience and knowledge of mechanical, electronic, fuel and computer systems, to inspect, maintain and repair engines and related components in all states of disrepair. Motivated by the challenge of diagnosing the problem, automotive engineers and technicians rely on their senses and computerised testing to identify problems. Customer service skills are also essential, as many clients are negatively impacted by a car or

truck that does not work and are in dire need of fast, flexible, effective service.

Knowledge of electric power systems and alternative fuels is a relatively new requirement for automotive mechanics and technicians. As diagnostic and engineering technologies continue to emerge, mechanics must stay up-to-date to meet the needs of their customers. A programme in automotive engineering, which includes engine repair and maintenance, is therefore imperative for the industry.

8.3.4 Computer Applications and Business Studies

This programme provides skills and competencies needed to understand and analyse problems and find solutions in the areas of Human Resource Development, Marketing and Information Technology, in a competitive and ever-evolving marketplace. It equips learners with the knowledge and expertise to function in the technological world of business.

8.3.5 Computer Servicing and Electronics

This course is designed to provide an in-depth understanding of the architecture of computer systems and specific knowledge of PC architecture. Graduates will be able to troubleshoot and define problems; use the relevant software to determine hardware problems; carry out basic PC repairs and assembly, demonstrate a basic knowledge of the ISO reference model and develop other relevant skills.

8.3.6 Culinary Arts

Culinary Arts has a curriculum that is designed to provide students with the basic skills and knowledge they need to succeed as junior culinarians. This programme combines the classical elements of an apprenticeship-based education with

a contemporary classroom style education, selecting the best elements that each style of education offers.

Primary focus is on developing culinary skills with additional coursework in basic business management. Students will gain valuable industry experience by working in a variety of food service operations including fast casual, quick serve, banquets and fine dining. Ultimately, this programme prepares graduates to enter the workforce, ready to succeed.

8.3.7 Digital Forensics

This degree will provide learners with the skills, knowledge and attitude required to become private investigators. It is a legal requirement for practicing private investigation in Jamaica. As a prerequisite for probing digital crimes, an investigator needs to have a reasonable background in legal and ethical issues involved in these delicate cases. Investigators will also require a sound background in computer systems, as well as storage devices. An introductory course in investigative techniques is added to expose the learner to the fundamentals of professional enquiries. The programme is offered over a two-year period; **FOUR (4)** semesters full-time or **SIX (6)** part-time.

8.3.8 Fashion Designing

Fashion Designing focuses on developing an understanding of key theoretical concepts and on practicing skills associated with the areas of clothing, textiles and fashion. There is a balance of personal and work-based skills promoted throughout the guide. Practical application of knowledge and

competence will be demonstrated in projects reflected at both the personal and College levels, through a Practicum exercise.

8.3.9 Health and Wellness Tourism

This programme was designed in extensive consultation with private sector stakeholders who identified critical skills and competencies that graduates will require. To facilitate this, courses will provide students with a theoretical framework as well as content and activities to ensure hands-on learning and practical experiences through field trips, study tours and internships.

The key objectives of this programme are for graduates to secure employment in the health and wellness tourism sector or to create employment opportunities for themselves. This, after a solid understanding of the various sub-sectors of health and wellness tourism. At the end of their studies, students will be able to successfully demonstrate teamwork and project management skills, work with a diverse group of people and manifest critical and creative thinking on issues in the health and wellness tourism industry.

8.3.10 Hospitality Studies

This specialisation prepares leaders for working in a dynamic and multifaceted field that is essential to local and regional economies around the world. Graduates will acquire the expertise to identify opportunities, develop strategies and implement best-practice models for a single property or a global brand. Integrating the needs of all key stakeholders/clients, employees, corporate partners, shareholders and host communities, students will learn innovative strategies to guide an organisation. The hospitality

industry offers a wide range of employment opportunities for graduates of the Hospitality Studies programme. These include accommodation manager, catering manager, event organiser, fast food restaurant manager, hotel manager, public house manager, restaurant manager, etc.

8.3.11 Plumbing Services and Technology

This programme spans two and a half years. It integrates the theories and applications of today's plumbing principles, materials, technology and installation practices with requirements of the local and international plumbing code. Graduates are prepared for entry into the field of plumbing as junior plumbers. Plumbing, one of the oldest trades, is perpetually in demand.

In the Caribbean, there is a growing demand for competent plumbers in the construction and residential/commercial building industries, and government agencies such as Parish Councils and the Ministry of Labour, under the Canadian Employment Programme. This plumbing degree contains general education core courses, technical/applied courses, and plumbing courses to provide the learner with a comprehensive course of study designed to make the programme's graduate an asset to the plumbing industry while endowing him/her with a lifetime career.

8.3.12 Resort Studies

This specialisation provides classroom and hands-on instruction in catering, lodging and special events operations. To expose students to the inner-workings of accommodation establishments, the curriculum includes field trips to resorts, hotels, restaurants and theme parks, where students meet with

managers and go on tours. This resort studies programme includes internship with local hotel chains, resorts or golf courses, providing students with opportunities to network and garner professional experience.

8.3.13 Tourism Studies

Tourism Studies is a two-year programme that equips students with the broad knowledge and skills needed for establishing, organising and managing a successful tourism industry. It provides them with theoretical and technical competencies to understand the causes and nature of travel, along with the effects of tourism on nature and society. In addition to required courses, students may take electives in areas of interest to afford them a wider knowledge base. An integral part of this programme is practical study in the field, followed by a systematic reasoning of results. To satisfy an increasing need for trained personnel in the tourism field, specialists in Tourism Studies have access to work in a broad sphere; in both public and private sectors.

8.4 CERTIFICATES

8.4.1 Certificate in School Business Management

This course offers a variety of options to working individuals in school business administration, as well as students interested in gaining employment in school business management at the entry level. The course is offered full-time for two semesters; with an additional summer semester for the part-time component.

The Certificate in School Business Management prepares students for a variety of entry-level careers in schools, colleges and universities at the local and regional levels,

especially those that are funded by the public purse. Upon completion, graduates can matriculate to the relevant Associate of Science degree programme offered by the CCCJ.

9.0 METHODS OF ASSESSMENT AND EVALUATION

Evaluation of student learning is aligned with stated intended learning outcomes for each course. This involves a multifaceted approach which is used to assess students' critical thinking as well as attitudinal skills. For this reason, evaluation is a blend of practical and theoretical tasks determined by a pre-defined ratio of coursework to end-of-semester examination.

9.1 Evaluation

9.1.1 Coursework

Coursework will be a combination of any of the following:

- i. Weekly tests
- ii. Laboratory activities
- iii. Field work reports
- iv. Projects (individual or group)
- v. Condensed or summary reports
- vi. Oral reports and presentations in class
- vii. Graphical displays
- viii. Self and peer evaluations
- ix. Class participation
- x. Portfolio

9.1.2 Final Examination

To enhance quality, there is a standardised examination for each course, which is common to all colleges. There are typically three (3) examination sessions within an academic year; December, May and August.

The end-of-semester examination (final examination) will be a combination of any of the following:

- i. Multiple Choice Questions (MCQs)
- ii. Structured Questions (SQs)
- iii. Practical Assignments (PAs)

The applicable ratio of coursework to end-of-semester examination is to be found in course outlines.

9.1.3. Examination Grading System

The following took effect 2014 September 01:

Percentage Scale	Grade	Grade Point	Description of Student Performance
90-100	A	4.00	Excellent
80-89	A-	3.67	
75-79	B+	3.33	Good
70-74	B	3.00	
65-69	B-	2.67	
60-64	C+	2.33	Satisfactory
55-59	C	2.00	
50-54	C-	1.67	
45-49	D+	1.33	Marginal Fail – Resit/ Supplemental
40-44	D	1.00	Fail – Redo
0-39	U	0.00	Unsatisfactory

9.1.4 Levels of Award

Bachelor of Science		Associate of Science	
<i>GPA</i>	<i>Classification</i>	<i>GPA</i>	<i>Classification</i>
3.70 - 4.00	First Class Honours	3.70 - 4.00	Honours
3.30 - 3.69	Second Class Honours (Upper)	2.70 - 3.69	Credit
2.70 - 3.29	Second Class Honours (Lower)		
1.67 - 2.69	Pass	1.67 - 2.69	Pass

9.1.5 Academic Certificates and Diplomas

These will be available to learners, on request, upon successful achievement as follows:

- i. Students who complete thirty (30) credits in Year I of an Associate degree may receive an Academic Certificate.
- ii. Year III students in a Bachelor's programme will be eligible for an Academic Diploma, upon completion of forty-five (45) credits.

10.0 GENERAL REGULATIONS

10.1 Number of Failed Courses Permissible for Promotion

Students shall **NOT** be allowed to trail more than three (3) courses (not exceeding 9 credits) or otherwise stipulated by the CCCJ, to be able to move to the next year of a programme. Passes can be attained by sitting supplemental examinations, subject to the rules governing same.

Operationally, this means that if a student sits supplemental examinations and passes only one of four failed courses

(thereby trailing the 9-credit maximum), that student would be promoted to the next year.

10.2 Supplemental Examinations

Candidates have one year from the date of failing an examination, to do a resit. Applications for supplemental examinations **MUST** be submitted at least **fifteen (15) working days** before the start of an examination session.

10.3 Supplemental Grade Computation

Coursework grades can be transitioned to grades attained for supplemental examinations.

Both failing and supplemental grades will be used to compute the final GPA.

10.4 Number of Supplemental Sittings Allowed

Students shall be allowed to sit a supplemental **ONLY ONCE**, after having undergone an approved course of instruction. It is also understood that the privilege of re-sitting an examination shall be available **ONLY** during the academic year within which a student was under instruction. A student who fails to obtain a passing grade in a supplemental examination shall be required to re-do the entire course of study.

10.5 Number of Courses Examinable by Supplemental Examinations

Candidates **WILL NOT** be allowed sit more than four (4) supplemental examinations in one examination session.

10.6 Qualifying Grades for Supplemental Examinations

Students **MUST** have attained a combined coursework and final examination grade of between 45% and 49% to qualify to sit supplemental examinations.

10.7 Extenuating Circumstances

- i. A student who, for extenuating cause, has not been able to complete the required coursework, might, at the discretion of the Academic Committee of the CCCJ, be allowed to sit the supplemental examination, and have that grade accepted as the total and final grade for that course. Such extenuating cause might include, inter alia, serious medical illness or psychological trauma.
- ii. A student who, for extenuating cause, is unable to sit the final examination, might, at the discretion of the Academic Committee of the CCCJ, be allowed to sit the supplemental examination and have that grade stand in place of his/her final examination grade. This means that such grade obtained for the supplemental examination would be computed along with the coursework grade in the relevant ratio to produce the final grade obtained for that course. Such extenuating cause might include, inter alia, serious medical illness or psychological trauma.

In both instances, the appropriate committee at the college should forward a recommendation to the Academic Committee of the CCCJ. The student is required to provide adequate documented evidence of the nature of the extenuating circumstance, and the college must certify that said student has completed the relevant course of instruction.

10.8 Period Allowable for Completion of a Programme

The maximum time span for completion of a programme shall be taken to be the normal duration of the programme (2 years) plus three (3) additional years, except in extenuating circumstances to be determined by the Registrar at the CCCJ, in consultation with the Principal/President of the college. At

the end of this 5-year span, the studentship of the student would have expired.

A person who wishes to continue studying after the expiration of his/her studentship may re-apply to the institution. Upon acceptance, he/she may apply for a transfer of credits earned in the previous period. The application for transfer of credits must be submitted to CCCJ through the College Registrar and must include an official copy of said student's transcript.

11.0 EXAMINATIONS POLICY

11.1 General Examination Regulations – Student Affairs

The following rules and procedures govern the activities of all students pursuing CCCJ programmes:

11.2 Viva Voce

These are oral examinations. The viva may be an integral part of an assessment (all students being involved), or it may be selective (to assess a borderline candidate). Where a viva is selective, examiners may raise a candidate's mark/grade or leave it unaltered; they may not lower it. Where all candidates are given a viva, examiners have full discretion on any adjustment to marks/grades within the Regulations.

A viva relating to a single course should be conducted by two examiners in the specialist area (one from the institution and one external examiner) and must be used to determine the classification of an individual candidate with marks at borderline. Vivas are used for finalising students who may have failed no more than one (1) course needed to finalise their certification. Students cannot be awarded a letter grade above 'C', using this method.

11.3 Proctor Arrangements

A candidate who, under special circumstances, needs to take his/her examinations at a site other than his/her campus, must have an approved proctor administer those examinations. It is the responsibility of this candidate to secure an acceptable proctor, and both will be required to submit a Proctor Agreement Form (available at all colleges) to the Examinations and Assessment Department of the CCCJ, through the college's CCCJ Examinations Coordinator, no less than **fifteen (15) working days** prior to the start of the examination period.

Colleges will be advised by the CCCJ if a proctor has been approved, within **ten (10) working days** of receipt of the Proctor Agreement Form. Upon approval, all examination materials will be sent to the proctor. All associated costs of proctoring shall be borne by the candidate.

It is recommended that a proctor should be one of the following:

- i. Full-time college, university or professional testing centre
- ii. College or university faculty member
- iii. High school Principal/Superintendent
- iv. Professional librarian
- v. State-certified elementary or high school teacher
- vi. Full-time member of the clergy

Any recommendation outside of the above, is subject to approval by the CCCJ.

The following are not eligible to serve as proctor:

- i. Fellow candidate

- ii. Relative of candidate
- iii. Resident at same address as candidate
- iv. Direct supervisor of candidate
- v. Co-worker of candidate
- vi. Employee/employer of candidate
- vii. Friend of candidate

11.4 Dyslexia

Dyslexic students may be granted additional time in written examinations. The scripts of dyslexic students will be flagged. Scripts should be assessed ‘as seen’ and no mark should be deducted for poor sentence construction, punctuation or spelling, unless these are factors that are being assessed in the examination.

11.5 Students Who Miss Examinations

Where examinations are to be missed, candidates should write to the college Principal, who would then request the CCCJ to consider same. Requests must be received at least **ten (10) working days** prior to the start of the examination period, except in extenuating circumstances. Candidates will be notified of a decision within **ten (10) working days** of receipt of said submission.

11.6 Leaving Before End of Examination

No candidate will be allowed to leave an examination room within the **last 30 minutes** of the examination.

12.0 RULES ON ACADEMIC MISCONDUCT

Academic honesty is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of another’s work and honestly report findings obtained. Academic dishonesty/misconduct is a serious offence which can lead to severe penalties, up to and

including expulsion. Understanding what constitutes academic honesty and respecting the rules on Academic dishonesty/misconduct will help students to be successful during their stay at the college and in their careers.

The CCCJ and the colleges have a responsibility to educate students about academic dishonesty/misconduct. Students are therefore required to pay keen attention to this matter. Academic dishonesty/misconduct includes, but shall not be restricted to:

- i. Plagiarism, that is, failure to properly acknowledge use of another person's work, or submitting for assessment, material that is not a student's own work.
- ii. Misrepresentation of a piece of group work as the student's individual work.
- iii. Acquiring, distributing, attempting to distribute, or causing to be distributed, any examination material in advance of the legitimate distribution period, or acquiring such material from a source other than that legitimately established to distribute such examination material.
- iv. Copying from another candidate's material.
- v. Assisting, attempting to assist, or communicating with another candidate during an examination without due authorisation from the Invigilator.
- vi. Taking unauthorised material into an examination or being in possession of any such material during an examination.
- vii. Disregarding or disobeying an Invigilator's instructions relating to the conduct of an examination.

- viii. Use of fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means.
- ix. Impersonating another student at a test or an examination or allowing oneself to be impersonated.

Any disciplinary action by the CCCJ or its affiliate colleges shall not preclude the possibility of further action as prescribed by the laws of Jamaica.

12.1 Initial Procedure – Allegation

12.1.1 Academic Dishonesty Occurring During an Examination

The Invigilator shall:

- a. advise the student of the infraction.
- b. indicate (wherever possible) on the student's answer sheet where the student had reached in his/her response at the time of the discovery of the alleged infraction and said student shall be permitted to complete the examination.
- c. complete a report of his/her observations and conclusions.
- d. lodge a report with the college authority designated to deal with such matters (Chairperson of the Disciplinary Committee).

The Invigilator's Report shall be written immediately after the examination in question.

12.1.2 Academic Dishonesty Occurring Outside an Examination

(student protest; malicious behaviour; plagiarism; cheating discovered during the marking of examination scripts)

The CCCJ Coordinator shall:

- a. advise the student of the infraction.
- b. prepare a report on the incident.

- c. lodge such a report with the college authority designated to deal with such matters.

The appropriate college committee shall invite the student to respond, in writing, to allegations brought by the Invigilator or Coordinator.

12.1.3 Infractions with Legal Implications

- i. Infractions having legal implications shall be referred to the Principal/President of the college to be dealt with in accordance with the Education Act and the Code of Education.
- ii. The college in which the alleged infraction was discovered shall convene a meeting of its Disciplinary Committee, to which the student alleged to have committed an offence is invited. Notice, in writing, of at least **seven (7) working days**, shall be delivered to the student. The notice shall set out the:
 - a. allegation/infraction.
 - b. date, time and place of the hearing.
 - c. requirement that said student should respond to the allegation in writing.
 - d. right of the student to be accompanied by a family member, friend or legal counsel.

Where said student intends to be represented by an Attorney-at-Law, he/she shall be required to give notice to the Secretary/Chairperson of the committee, no less than **seven (7) working days** before the date of the hearing, in the event the college, too, might want to seek legal representation.

- iii. At the meeting of the Disciplinary Committee, the Invigilator or CCCJ Coordinator or other personnel who

- laid said allegation shall be invited to attend, to provide explanations concerning his/her observations and conclusions.
- iv. The college's Disciplinary Committee, after having heard the evidence, shall decide if there is sufficient evidence/proof of the occurrence of cheating.
 - v. If the student does not appear at the meeting, the college's Disciplinary Committee shall consider the allegation in his/her absence.
 - vi. A report summarising the evidence examined (allegations and explanations, as well as any physical evidence), along with the conclusion of the Disciplinary Committee shall be forwarded to the Examinations and Assessment Officer at the CCCJ.
 - vii. The Examinations and Assessment Officer shall convene a meeting of the Examinations and Assessment Committee of the CCCJ, at which said matter shall be examined for fairness and conformity with the regulations governing examinations.
 - viii. Once satisfied with the appropriateness of the process, the Examinations and Assessment Committee shall submit a recommendation to the Academic Committee of the CCCJ.
 - ix. The Academic Committee of the CCCJ shall carry out a second examination of details of the hearing and shall either return the matter to the Examinations and Assessment Committee for clarification or re-assessment, or overturn or support the Committee's recommendation. In the latter case, the Academic Committee shall report its findings to the Council for ratification.

- x. Once the Council has approved or disallowed a recommendation coming from a college, the Executive Director shall write to that college, setting out the Council's ruling and any action consequent upon that decision.

12.1.4 Duration

The student should be notified of the Council's decision within **forty (40) working days** from the date of the allegation's being lodged.

Working days refer to Mondays to Fridays (excluding public holidays).

12.2 Subsequent Procedure – After Findings

In the event the Council finds that said student committed an academic dishonesty, he/she shall be notified thus:

- i. All work (coursework, examination, practical, etc.) submitted by him/her for the course in which he/she was found to have cheated, and any grade previously assigned for that course shall be rendered void and of non-effect, and the student shall not be eligible for any re-sit or supplemental examination for said course.
- ii. The student shall be required to repeat the entire course to acquire requisite credits.
- iii. Repeating the course shall be entirely at the student's expense. He/she shall pay all administrative, examination and per credit costs to gain re-admission to the course and shall only be allowed to do so in a year after the one in which the infraction was committed.
- iv. The college shall have no obligation to make any special effort, in scheduling or otherwise, to accommodate this student when he/she chooses to repeat the course or

- complete a substitute course should that option be made available by his/her College, or any other College.
- v. Any repeat of this or similar infraction could lead to the student's being barred from the programme and this information becoming part of his/her permanent academic record or transcript.
 - vi. The student shall be required to meet with the Guidance Counsellor of the college for a minimum of two (2) counselling sessions relating to this infraction, prior to being re-admitted to any course at the College.

13.0 PROCEDURE FOR CONTESTING A GRADE

13.1 Grade Appeal Process

A student who receives a grade which is perceived to be capricious, unfair or erroneous must, within **fifteen (15) working days** of the posting of that grade, initiate the process of contesting that grade in the following manner:

- i. The student must notify the college in writing, within **five (5) working days** of receiving the grade. The CCCJ Coordinator shall contact the course lecturer and arrange to have him/her, along with the student, review the work for which the disputed grade was received. The student shall be entitled to an explanation of how said grade was determined and shall be allowed to examine any test paper, or other information pertinent to the appeal.
- ii. The Head of Department shall meet with the lecturer and the student to review the script. If this results in a change of grade, this should be communicated, in writing, by the Head of Department to the Head of Academic Affairs who will then submit a request to the college Registry or related college authority, to modify the grade.

- iii. If, however, the student is still dissatisfied with the outcome of the review, he/she may then formally request a re-mark of his/her script and pay to the college Bursary the approved fee for the re-mark of scripts.
- iv. In the request for a re-mark, the student **MUST** set out adequate justification for a re-mark. This request must be lodged with the Principal/President or his/her designee, along with a copy of the payment receipt from the college Bursary, within **fifteen (15) working days** of the student's grade having been published by the college.
- v. The approved fee shall be that fee determined by the CCCJ to be the cost of contracting an independent assessor, external to the College, and covering all attendant costs to have the student's work re-marked.
- vi. The judgement of the independent assessor shall be deemed to be final. If the independent assessor concludes that the mark should be improved, the student shall benefit from the improved grade, and shall be refunded all monies paid to cover the re-assessment, and the college shall be liable for this cost. If, however, the grade is upheld or lowered by the independent assessor, the assessor's grade shall be deemed to be the final grade and said student shall forfeit the cost of the assessment.
- vii. Upon receipt of a formal request, the Principal/President shall advise the lecturer concerned that he/she has received such a request and shall then acquire all relevant documentation/evidence pertinent to the matter, which he/she shall forward to the Examinations and Assessment Officer at the CCCJ.
- viii. The Examinations and Assessment Officer at the CCCJ, once provided with the appropriate documentation, shall

make all necessary arrangements to contract a suitable independent external examiner, and shall manage the process to ensure that a response is received from the external assessor within **five (5) working days** of his/her being commissioned.

- ix. When results of the assessment have been ascertained by CCCJ, the Examinations and Assessment Officer shall apprise the Chairpersons of the Examinations and Assessment Committee and the Academic Committee, along with the CCCJ Executive Director, of the findings.
- x. The Executive Director shall write to the college's Principal/President, the CCCJ Coordinator, student and course lecturer, to advise them of the results. The entire matter shall have been concluded within **thirty (30) working days** of the Principal/President having received initial notification from said student.
- xi. Based on the Executive Director's letter, the appropriate college Registry authority shall make the appropriate adjustment to student's grade, and shall issue the new grade to the student, to reflect the independent external examiner's assessment.

14.0 TRANSFER OF CREDITS

14.1 Introduction

Transfer of credits or credit transfer is used by colleges and universities to grant credits to students for educational experiences or courses undertaken at another recognised and registered institution and from an accredited programme that carries the same credit hours and credit value.

14.2 External Transfer of Credits

Effective 2017 September 01, the CCCJ recognises training received at an accredited institution, once the following conditions are satisfied:

- i. A student who desires to transfer credits to a CCCJ programme must obtain **PRIOR** approval from CCCJ.
- ii. For such approval to be granted, said student **MUST** submit the relevant course outline to CCCJ's Registry Department, for assessment for equivalency in content, credit hours and credit value.
- iii. The student **MUST** obtain a passing grade of at least '**B**' for the course or module.
- iv. A student may not transfer more than 50% of total credit requirement for the programme.

14.3 Internal Transfer of Credits

An internal transfer of credits concerns students who are pursuing a programme of study at a community college and wish to transfer credits:

- i. from one college to another.
- ii. from one programme to another.
- iii. where studentship has expired and students desire to continue towards completion.

Where students have started a programme of study at one college within the community college network and would like to complete at a different college, any of the following may apply:

- i. Where the lifespan of a programme has not expired (within 5 years of commencement), a student may transfer all credits obtained regardless of the passing

- grade achieved, if the course content has not changed significantly.
- ii. Grades will contribute to the calculation of student's GPA and class of award.
 - iii. Where the lifespan of a programme or studentship has expired (two years plus an additional three years), a student will not be able to transfer any grade below 'C' to the new programme of study, and all grades transferred will be used in the calculation of student's GPA.
 - iv. A grade that has been transferred will be calculated on a new grade scale, considering that CCCJ has been using a 4-point GPA system from 2007 September 01, and has revised the passing grade from 45% to 50%, effective 2014 September 01. Therefore, the transferred grade will be given its equivalent value and ranking on this new scale.
 - v. A student may transfer credits (with grades) from the Associate level to the Bachelor's level if the course was not used to ratify said student. If, however, the Associate course was already used to ratify the student, it will only count as an exemption and no grade will be recorded.
 - vi. Students **MUST** complete the official CCCJ Transfer of Credits form before any transfer will be granted.
 - vii. Students are only allowed to transfer a maximum of 50% of total credits required for an Associate degree programme if the lifespan has expired.
 - viii. There will be no partial transfer of credits. Courses may be combined, however, to have an equivalent to the course that is being requested for exemption.
 - ix. Where a student transfers credits from one community college to another, the awarding institution will be that

institution where the student would have completed a minimum of 50% of credit requirements for the programme.

- x. Students who wish to transfer credits from an expired Bachelor's degree programme will only be able to do so for General Education courses.

15.0 EXEMPTION

An exemption eliminates the need to pursue a course within a programme, due to successful completion of a similar course within the same or another completed programme of study.

15.1 External Students

Students leaving a recognised tertiary-level institution that offers accredited programmes of study are not eligible for a transfer of credits. They may, however, obtain exemptions from courses within CCCJ programmes. They are not eligible for transfer of credits because all grades are ratified by the CCCJ before an award is issued and it is inappropriate to ratify grades obtained at another institution.

Rules governing exemptions are as follows:

- i. Using non-CCCJ qualifications, students may be exempted from a maximum of 50% of credit requirements at the Associate degree level.
- ii. Where an application for exemption exceeds the maximum allowed, a student will be given the option of choosing the courses to which exemption will be applied.
- iii. Courses may be combined in cases where proposed external courses do not adequately meet the requirements of a CCCJ course.

- iv. The CCCJ offers *exemption without credit*, otherwise called *course exemption*, **ONLY**. Exemption without credit refers to cases where students are granted exemption from CCCJ courses because they have already passed an equivalent course at another recognised institution or from other examination bodies. Students granted exemption without credit may be required to take replacement courses.
- v. No grade will be recorded for exemptions received using external qualifications.
- vi. Courses proposed for equivalency **MUST** be:
 - a. at least 75% equivalent and current/relevant in content.
 - b. equivalent in credits and credit hours.
 - c. from an accredited institution and programme.
 - d. of a passing grade of '**B**' or above.
- vii. Exemptions are **NOT** automatic; they **MUST** be applied for.
- viii. All exemption requests **MUST** be submitted to the CCCJ Secretariat for evaluation and approval, through the college Registrar.

15.2 Exemption Request Protocols

- i. Exemptions can only be granted by the Secretariat of the CCCJ, via an official letter.
- ii. Only students who have been officially accepted into a CCCJ programme may apply for exemptions.
- iii. No request for exemption will be processed unless the official CCCJ exemption request form has been completed by the student and signed by both student and college Registrar.

- iv. Students must submit, along with the CCCJ exemption request form, appropriate course outlines, transcripts, certificates and any other supporting document deemed necessary.
- v. Students applying for exemptions using CCCJ courses they have previously completed, must have achieved a minimum grade of ‘C+’, for the request to be considered.
- vi. Students applying for exemptions using external or non-CCCJ courses must achieve a minimum grade of ‘B’.
- vii. All external courses must have a minimum of 70% similarity in content (including core areas) for a request for exemption to be considered.
- viii. External courses being proposed for equivalency must be accredited by the University Council of Jamaica or any other international accrediting body.
- ix. Official/Certified copies of all documents must be submitted. In the case of transcripts, the student must request same, and ask that it be forwarded to the college.
- x. Course outlines must be stamped by the external institution, if applicable.
- xi. It is left to the discretion of the college to determine if a refund should be given for courses for which students have obtained exemptions.
- xii. The CCCJ Exemption forms are available at all institutions.

15.3 CAPE Exemption

A student who has obtained grades **1-5** in the following Caribbean Advanced Proficiency Examinations (CAPE) subjects may receive exemption without credit, from corresponding CCCJ courses, as follows:

CAPE SUBJECTS	CCCJ COURSES
Accounting (Unit 1)	Fundamentals of Accounting (ACCT1101)
Building and Mechanical	Building Science (BLDG1201)
Caribbean Studies (Unit I)	Caribbean Studies (CARS2301)
Communication Studies (Unit I)	Communication 1 (COMM1101)
Economics (Units I & II)	Microeconomics (ECON1101)
Environmental Science (Units I & II)	Agriculture and the Environment (ENVR1202) OR Introduction to Ecology (ENVR1201)
Fundamentals of Food and Nutrition (Units I & II)	Fundamentals of Food Preparation (FBEV1102)
Geography (Units I & II)	Geography I (ENGE1101)
Information Technology (Units I & II) OR Computer Science (Units I & II)	Fundamentals of Information Technology (ITEC1104)
Integrated Mathematics	Pre-Calculus (MATH1201)
Management of Business (Units I & II)	Introduction to Management (MGMT1101)
Physics (Units I & II)	Physics I (PHYS1101)
Sociology (Units I & II)	Introduction to Sociology (SOCI2301)
Spanish (Units I & II)	Foreign Language 1 (LANG2301)
Technical Drawing	Technical Drawing (DRAW1101)

15.4 A-Level Exemption

A student who has obtained grades ‘A–E’ in the following A-Level Examinations, may receive exemptions, without credit, from corresponding CCCJ courses, as follows:

A’LEVEL SUBJECTS	CCCJ COURSES
Accounting	Fundamentals of Accounting (ACCT1101)
Computing	Fundamentals of Information Technology (ITEC1104)
Economics	Microeconomics (ECON1101)
Sociology	Introduction to Sociology (SOC12301)
Spanish	Foreign Language 1 (LANG2301)

15.5 Exemption Application Period

Exemption applications **MUST** be submitted to the college Registrar within **six weeks** of the start of the semester.

- i. Applications received after that deadline will **NOT** be accepted.
- ii. Students **MUST** apply for exemption in semester 1.
- iii. This application period applies to both full-time and part-time students.

Students are required to attend all classes and to participate in any form of assessment until official notice is received from the CCCJ.

15.6 Non-Credit Courses/Requirements

- i. Students completing the Community Service component of an Associate degree will not be required to complete it at the Bachelor's level.
- ii. Community Service is transferrable across programmes.
- iii. Students are **NOT** allowed to transfer the Work Experience component if they are transferring credits from one programme of study to another (e.g. Business Studies to Hospitality and Tourism Management).
- iv. Students enrolled in Hospitality and Tourism Management may transfer their TPDCO/First Aid Training to the new programme, upon providing evidence that it was completed.
- v. To obtain an exemption, a student who has completed First Aid Training at a certified institution, as well as Community Service, must provide evidence of same.

16.0 LOST SCRIPTS

Where the CCCJ concludes that examination scripts have been lost, students will be given the following options:

- i. Re-sit an equivalent examination, at no cost to them.
(Where such examination is set for a date far removed from the time when students underwent instruction, the college shall provide instruction free of charge.)
- ii. Accept a grade, determined as follows:
 - a. The coursework grade used as the final grade.
 - b. Where part of an examination or an entire coursework assessment is lost, the remaining part of the examination used as the final grade.

17.0 PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR)

17.1 Introduction

The CCCJ, in its bid to provide various modes of accessing high-quality post-secondary educational opportunities, recognises that learning is a lifelong process which comes in many different forms. Taking into consideration the dynamic global environment in which we operate, it is understood that some persons will not benefit from what is regarded as formal education where a structured educational programme, approved by a local or regional accrediting body, is completed. Acknowledgement is therefore given to what is considered non-formal learning, where students complete structured programmes of study that do not lead to official, accredited qualification; and informal learning, whereby students learn through work, leisure and social or family-related activities.

By acknowledging these alternative methods of learning, via PLAR, CCCJ seeks to improve the standard of the Jamaican workforce by providing access to tertiary-level training where such opportunities were previously out of reach.

17.2 Submission of PLAR Portfolio

17.2.1 September Intake

- i. Portfolios for the September intake of students must be submitted for assessment no later than the first week of February of the same year.
- ii. Portfolios will be subject to preliminary assessment by the CCCJ Registrar who will make recommendations to the PLAR Committee.

- iii. The PLAR Committee will meet in the first week of March, at a date to be decided by the Chairperson, and confirmed with the other committee members.
- iv. After assessment, the CCCJ Registrar will inform the colleges of all decisions, within **ten (10) working days**.

17.2.2 January Intake

- i. Portfolios for the January intake of students must be submitted for assessment no later than the final week of September of the previous year.
- ii. Portfolios will be subject to preliminary assessment by the CCCJ Registrar, who will make recommendations to the PLAR Committee.
- iii. The PLAR Committee will meet in the first week of November, at a date to be decided by the Chairperson, and confirmed with the other committee members.
- iv. After assessment, the CCCJ Registrar will inform the colleges of all decisions, within **ten (10) working days**.

17.2.3 General Information

- i. The PLAR Committee will meet twice per year, as stipulated within this policy.
- ii. No special consideration will be made for any student who did not submit his/her portfolio within the specified time frame.
- iii. PLAR applicants must have attained the age of 25 by the start of the semester in which their period of study will commence.

17.3 PLAR Portfolio

The PLAR portfolio **MUST** include the following:

- i. Evidence of day-to-day work

- ii. Previously certified learning
- iii. Official Transcript
- iv. Certificates of qualification
- v. References, to provide evidence of on-the-job performance, responsibilities, achievements and skill levels
- vi. Job Description
- vii. Work Journal, to provide evidence of tasks, activities or other achievements accomplished at the workplace
- viii. Evidence of work sample
- ix. Certified copy of Birth Certificate
- x. Job letter
- xi. Essay demonstrating that the student is competent across the full range of activities, as per the Job Description

17.4 Incomplete Applications

- i. All incomplete applications will be rejected.
- ii. In exceptional circumstances, where a student was misinformed or a portion of a document was inadvertently omitted, he/she may be given an opportunity to submit the missing documentation.

17.5 Use of PLAR

- i. Students can use PLAR to gain matriculation to any Associate or Certificate programme offered by the CCCJ.
- ii. Exemptions may also be granted where deemed applicable by the PLAR Committee.
- iii. PLAR cannot be used to obtain advanced placement at the Bachelor's level, nor can it be used to grant exemptions from Bachelor's level courses.
- iv. Students can only benefit from exemptions not exceeding 30% of the programme for which they have applied.

- v. Students who obtain exemptions from a course that carries a prerequisite will be mandated to do that prerequisite upon entry to a programme.

17.6 Responsibilities of the PLAR Committee

The committee:

- i. will determine if additional methods of assessment are required. Assessment is inclusive of challenge examinations, interviews and on-the-job observations, where necessary.
- ii. shall be impartial and assess each application independently of another.
- iii. must ensure that credits are not awarded twice for the same subject/course.

17.7 Responsibilities of the Student

The student **MUST**:

- i. upon displaying an interest in applying, ensure that he/she receives the CCCJ PLAR Handbook from the college Registrar.
- ii. read the PLAR Handbook and make sure that all grey areas are clarified by the college Registrar, before applying for PLAR.
- iii. secure written confirmation from the college regarding acceptance, **BEFORE** he/she begins classes.
- iv. abide by the deadline set by the college, as no late submission will be accepted.
- v. ensure that all documents within the portfolio are accurate, relevant and authentic.
- vi. provide testimonials and recommendations from credible sources, which must be up to date.

17.8 Verification and Fraudulent Documents

- i. It is the responsibility of the college Registrar to examine and verify all documents submitted by individuals who apply for PLAR.
- ii. The Registrar shall submit the original portfolio as prepared by the student. The CCCJ Registrar, in preparing portfolios for presentation to the PLAR Committee, shall carry out additional checks to verify that all documents submitted are relevant, legal and authentic.

18.0 LEAVE OF ABSENCE (LOA) REGULATIONS

- i. A candidate who does not wish to commence studies during the year he/she was offered a place, may apply for deferral of entry through the college's Registry Department.
- ii. A student who, for good reason, desires to be absent from an academic programme for a semester or more, must apply to the Principal/President of the college or his/her designee, through the Registrar, stating the reason(s) for LOA. The Registrar **MUST** then inform the CCCJ Registrar of approval of such LOA.
- iii. Length of the LOA is subject to approval by the Principal/President or his/her designee, but will not exceed one academic year in the first instance and terminating at the end of the academic year for which the application is approved.
- iv. Leave of absence will not be granted for more than two academic years or four semesters over the life of a student's programme.
- v. Applications for LOA for Semesters I and II must be made before the end of the first week of October and the end of the second week in February, respectively, for courses to be removed from the record.
- vi. Approved LOA will not impact the normal life of a programme.

GLOSSARY

Academic Year

A period of twelve (12) months which normally starts in September. It is divided into two Semesters and a Summer Term.

Amanuensis

Someone employed to write what a student dictates or to copy what he/she writes.

Assessment

Tests, coursework, examinations and other activities used to evaluate students' progress through courses and to assign final grades.

Core or Compulsory Courses

Courses which students must complete to be awarded a degree.

Course

The basic unit of instruction for which students are registered and for which grades are assigned. Each course is identified by a unique code which comprises letters and numerals.

Credit

A unit of study that count towards the award of a degree or diploma. Courses in the Associate and Bachelor's degree programmes usually carry a weighting of three (3) credits. Some courses may, however, carry six (6) credits.

Elective

A course which a student may freely select, that is, it is not compulsory. An elective must be offered at the same degree level as the programme being pursued and must not form part of the specialisation of said programme.

Equivalent Courses

Courses at the same level with sufficient overlap in content, credit units and credit hours.

Leave of Absence (LOA)

A student who is unable to continue his/her studies for a semester or more, may apply for LOA.

Mode of Study

This describes whether students are enrolled full-time or part-time. Students' modes of study govern their maximum and minimum study loads.

Programme

Students enrol in a programme, which is that structured academic course of study, which leads to a named award. It comprises several courses.

Specialisation

A course or structured group of courses that forms the core of an area of study and which is unique to a particular programme.

Transfer of Credits or Credit Transfer

Enables reallocation of credits and grades obtained in a previous programme of study, to a current CCCJ programme.

Working Days

Mondays to Fridays, excluding Public Holidays.

ORGANISE YOUR COURSES

Semester I		
Code	Course Name	Cr
TOTAL		
Semester II		
Code	Course Name	Cr
TOTAL		

Summer		
Code	Course Name	Cr
TOTAL		
Semester I		
Code	Course Name	Cr
TOTAL		

Semester II		
Code	Course Name	Cr
TOTAL		
Summer		
Code	Course Name	Cr
TOTAL		

LOCAL COLLEGES CONTACT INFORMATION

JAMAICA



<p>BETHLEHEM MORAVIAN COLLEGE Malvern P.O., St Elizabeth Tel: 876-966-5148 Email: bethlehem@bmc.edu.jm Website: www.bmc.edu.jm</p>	<p>BROWN'S TOWN COMMUNITY COLLEGE P.O. Box 556 Brown's Town, St Ann Tel: 876-975-2339/2457 Email: info@btcc.edu.jm Website: www.browntowncommcoll.edu.jm</p>
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