

STUDENTS' RULES AND REGULATIONS

1.0 Preamble

1.1 The Sir Arthur Lewis Community College exists for the pursuit of learning and for the pursuit of excellence as its motto states. In order for it to achieve its purpose, students and staff must be able to work peacefully in an atmosphere which is conducive to freedom of thought and expression, respectful of the rights of others and the acceptance of constituted authority.

1.2 The Rules and Regulations for students, which follow, are intended to maintain the conditions necessary for learning and teaching, and to maintain the reputation and standing of the College.

1.3 Students who believe that they have been aggrieved must not take the law into their own hands but must report the matter immediately to:

- a) their respective Dean or Co-ordinator OR
- b) the Assistant Registrar (Student Affairs)

Students will be advised about the form of action, informal or formal, that might be taken by the individual and/or the College.

The College will promptly investigate any such complaints and will institute disciplinary proceedings against the offending individual(s) where necessary. Additionally, criminal matters will be dealt with as indicated in Section 12.11 of the Students Rules and Regulations.

1.4 Students must familiarize themselves with the Rules and Regulations of the College.

1.5 All disciplinary actions will be recorded in the student's official file in the Divisions and Departments, as well as in the Registry.

2.0 General

2.1 No students of the College shall:

- a) Disrupt teaching, study, research, administrative work, or prevent any member of the College and its staff from carrying on his/her work, or act in any way likely to cause such disruption or prevention;

- b) Engage in the use of insulting or obscene language, or acts of insolence to members of the College community;

- c) Engage in acts of extortion, bribery, blackmail or harassment against any members of the College Community;

- d) Physically assault any member of the College community. The penalty for physical assault shall be automatic expulsion. Mitigating circumstances will not be ignored, however. The College shall refer all cases of serious physical assault to the police;

- e) Engage in threatening violence to the person of any member of the College Community or his/her property;

- f) Engage in fighting on the College campus or at any event organised by the College or at which the College is formally represented;

- g) Engage in acts of immorality or behaviour likely to be considered as sexual misconduct;

- h) Use the College premises contrary to the Rules and Regulations or act in any way likely to cause such use;

- i) Engage in sexual harassment at the College. Sexual harassment includes any unwanted or inappropriate touching, pulling, calling, physical contact, verbal remarks of a sexually suggestive or derogatory nature, or any such behaviour that can be interpreted as unacceptable by a reasonable person;

- j) Engage in overt sexual involvement such as kissing, petting, fondling and any other such activity whether it be consensual or not;

- k) Use cell-phones or other such communication devices during class or official meetings and gatherings at the College;

- l) Have in his/her possession cell-phones or other such communication devices during College examinations;

- m) Obstruct corridors, stairs, and entrances. In particular, sitting on stairs or in corridors or standing at entrances is strictly forbidden;
- n) Engage in prankish, frolicking behaviour in workshops, laboratories or classrooms. Any action likely to endanger the health, safety and welfare of other students or staff is strictly forbidden;
- o) Engage in any conduct, at or outside of the College, which is, or is likely to be detrimental to the purpose and function of the College or likely to bring the College into disrepute.

2.2 ID Card Rules are as follows:

- a) Students are required to carry valid ID cards at all times while on the College premises.
- b) Students are required to show their ID cards when requested to do so by Management staff, Library staff, Laboratory staff, Security Officers or any other person(s) duly authorized by the College.
- c) Failure to produce a valid ID card when requested to do so by authorised personnel may result in expulsion from the College premises.
- d) Students are required immediately to report the loss of ID cards to the Registry and shall pay the necessary fee for such replacement.

2.3. Parking and Use of Motor Vehicles

- a) Students who drive motor vehicles on campus are expected to do so with due care and attention.
- b) Parking or driving is prohibited on grass plots, tree plots, construction areas, or any place that will mar the landscaping of the campus, create a safety hazard, or interfere with the use of the College facilities.
- c) The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid reason for violation of regulations.
- d) All traffic and parking regulations must be obeyed at all times.

- e) Loud music or loud noise from motor vehicles or from any other source is strictly prohibited on campus, save as otherwise permitted.
- f) The College shall not be responsible for loss or damage to motor vehicles or any other private property.

3.0 Attendance

3.1 Students shall be required to attend classes at the hours prescribed by the College and to be regular and punctual in their attendance. In particular:

- a) Students shall seek permission to be away from classes on any day or part thereof;
- b) Students shall be required to attain the prescribed percentage of attendance in order to qualify for an award representing completion of studies from the College;
- c) Students who require leave of absence for periods exceeding five (5) school days at any one time, must apply in writing to the Principal through the Dean/Co-ordinator, as applicable. They shall absent themselves neither before they have received a letter from the Principal approving the request nor for days in excess of the period authorized by the Principal;
- d) Students who have been absent from classes for three (3) consecutive weeks without having submitted a medical certificate to the Dean of the Division or Co-ordinator as is applicable, shall be considered as having withdrawn from the College.

4.0 Maternity

- 4.1 A full-time student who is pregnant shall notify the College authorities and produce a Medical Certificate stating that the student is fit to pursue normal studies. Such notification must be submitted to the Registrar through the respective Dean or Co-ordinator.
- 4.2 A full-time student who is pregnant during the course of an academic year, is expected to satisfy all requirements governing courses, assignments, examinations and the award of certificates.

4.3 Programmes at the College can require significant movement between buildings; participation in laboratory sessions, farm work, and sometimes strenuous activity in technical courses. Pregnant students who choose to pursue normal studies as stated above, therefore, do so at their own risk.

5.0 Dress

5.1 Students are expected to be neatly attired at all times. In addition, they are required to wear the mode of dress or uniform approved by the College for regular class sessions and for occasions specified by the College.

5.2 Departure from the prescribed uniform or mode of dress requires the permission of the Dean or Co-ordinator.

5.3 Students are not permitted to wear oversize clothing, tank tops with deep cuts, see-through clothing, navel breakers, and ex-rated prints on campus, . . . or any other article of clothing deemed to be inappropriate or offensive by the College.

5.4 Students on clinical practice or other activity requiring uniform or special attire are expected to wear such uniform or items of dress or attire as may be prescribed by the Dean/Co-ordinator of the Division/ Department concerned.

5.5 The College reserves the right to debar from classes, students who do not comply with rules 5.1 to 5.4.

6.0 Use and Care of College Property and Premises

6.1 No student of the College shall:

- a) Use either the College's logo or the stamp of the College or that of any of its Divisions or Departments without the permission of the Principal.
- b) Have access to any key of the College without the authority of the Dean/Co-ordinator of the Division/ Department. In particular, under no circumstances must any key of the College be reproduced/duplicated or caused to be reproduced/duplicated by a student, nor should any student use, or have in his/her

possession any such duplicate key.

6.2 Every student shall be required to comply with the procedures prescribed from time to time for the cleanliness of the buildings, premises and grounds. In particular, students shall not contribute in anyway to unsanitary or unclean conditions at the College.

6.3 a) Students must not damage or deface or mark any property belonging to the College, or property for which the College has responsibility; or remove without College permission any such property, or act in any way likely to cause damage to, or the defacing of, or the removal of such property.

b) Students shall not move furniture such as chairs, desks, from regular classrooms, offices, or other rooms at the College without the express permission of their Dean or Co-ordinator. In particular, desks, chairs and other furniture must not be moved to balconies and corridors. Any student found sitting on or using such furniture in balconies and or corridors or who is known to be responsible for moving such furniture, to balconies or corridors, shall be liable to disciplinary action including a fine (not exceeding \$50.00) imposed by the College.

6.4 The library is available for use by any registered student of the College on the presentation of the Student's Identification Card.

6.5 Students using the Library are required to observe such rules as are approved for the Library, and members of the Library Staff are empowered to require users of the Library to comply with such rules.

6.6 In general, however, the Library must at all times be regarded as a quiet place of study and investigation.

6.7 Food and beverage consumption is strictly forbidden in the Library area. The use of Walkman, Discman, radios or any other personal sound systems in the Library is strictly forbidden. Students are therefore not allowed to take such equipment into the Library.

6.8 Stealing, ripping, mutilating library books or documents, or the wilful damaging of library equipment and materials are very serious offences liable to penalties of suspension or even expulsion in extreme situations; minimally, students shall be required to replace or restore or pay for such documents, equipment or materials.

6.9 Computer labs are available for use by any registered student of the College on the presentation of the student's ID card and at such times as stipulated by the staff of the Information Technology Services Unit (ITS).

6.10 Students using these labs are required to observe the rules as are approved for the computer labs. Members of the ITS staff are empowered to require users to comply with such rules.

6.11 In particular, computer users must:

- a) Use computer resources lawfully and responsibly;
- b) Not tamper with facilities and avoid any actions that interfere with the normal operations of computers, networks and facilities;
- c) Refrain strictly, from consuming food and/or beverages of any kind in any computer lab.

6.12 In general, students must refrain from consuming food and/or beverages of any kind in laboratories or in any room or space designated or marked as a no-eating area.

6.13 Every student shall be required upon termination of his/her course or programme to return to the Dean, Co-ordinator or Librarian, as the case may be, any property belonging to the College.

6.14 A student who fails to return any property belonging to the College upon termination of his/her course or programme may be debarred from graduating by the Dean or Co-ordinator of his/her Division or Department.

7.0 Gambling, Substances and Weapons

7.1 No smoking is permitted in any College building and other areas on campus designated from time to time as non-smoking areas.

7.2 No student shall sell or use alcoholic drinks on the College premises. In exceptional cases, where the need to use or sell alcoholic drinks on College premises may arise, application must be made to the Principal. The written permission of the Principal must be obtained before any alcoholic drinks can be sold or consumed on the premises.

7.3 A student shall not, under any circumstances whatsoever, have in his/her possession, or cause to be used, possess, or sell illegal drugs and substances on the College premises. Violation of this rule will result in automatic suspension and possible expulsion.

7.4 Using or possessing firearms, explosives, dangerous chemicals or other weapons is forbidden on the College campus or within any of the College's facilities. Violation of this rule will result in automatic suspension and possible expulsion from the College. Except that the use or possession of a dangerous chemical or chemicals in an authorized place and for use in authorised laboratory research or assignments is not an offence under these rules and regulations.

7.5 A student shall not engage in gambling, or knowingly be part of a group activity involved in gambling anywhere on the College compound. Violation of the rule will result in automatic suspension and possible expulsion.

7.6 Except in organized College situations, playing-cards shall not be used at the College. Students found using playing-cards in classrooms, in offices, at the multi-purpose court or pavilion, on the College grounds, or any other areas at the College without authorisation, shall be automatically suspended.

8.0 Students' Council

8.1 The Students' Council shall be the representative body for all students at the College and shall represent them on all student-related matters.

8.2 Every student upon registration as a full-time student shall automatically become a member of the Students' Council of the College and shall be expected to observe the constitution of the Students' Council.

8.3 The Students' Council through its organising body, namely the Executive of the Students' Council, shall apply for permission to use College buildings and premises for meetings or social functions, except in cases where premises have been allocated to the Students' Council.

8.4 The Principal reserves the right to withhold or withdraw permission for a meeting or function to be held, or for any visitor(s) to come on the College's premises.

9.0 Notice Boards

9.1 Official, lockable Notice Boards shall be available in every Division/ Department of the College. Information or instructions posted on these Notice Boards when signed by the Dean/Co-ordinator, or authorized Staff Member shall be considered official and should be acted upon. Tampering with official Notice Boards is a major offence.

10.0 Fundraising

10.1 The Executive of the Students' Council, or a Divisional Council, or a class group, or a student club, may organise a fund-raising activity on Campus, only with the express permission of the Principal.

10.2 A student or group of students shall not use the name of the College to raise funds for any purpose whatsoever, whether on or outside the College's premises, without the express permission of the Principal.

11.0 Academic Matters

11.1 The Principal may refuse to allow any student to renew his attendance as from the beginning of any Semester on grounds of the student's lack of ability or of industry, or his/her unsatisfactory performance in a course, including failure in an examination relating to a course, or failure, without adequate reason to enter for an examination after completing the normal course or for any other good cause.

11.2 In cases where a student has been denied attendance under regulation 11.1, he/she may appeal to

the Board of Governors against the decision of the Principal, provided that a letter of appeal is submitted to the Registrar within ten (10) days after the date of the letter from the Principal conveying the decision.

11.3 Students who have been refused permission to renew their attendance at the College shall be deemed ineligible to write internal or external examinations for which the College is responsible to prepare students.

11.4 Students must ensure that they are familiar with the special procedures and requirements for coursework, regular examinations, supplemental examinations, resits, attendance and repeats as these apply to the College and to their Division.

11.5 The College reserves the right to approve academic programmes and timetables, and to control access to courses, programmes and individual classes.

11.6 It is the particular responsibility of students to ensure that the courses which they take are appropriate for their academic programme; involve as far as possible no timetabling conflicts; and collectively satisfy all the requirements of their programme.

12.0 Dealing with Misconduct (Minor and Major Offences)

12.1 Any breach of the Rules and Regulations of the College by a student constitutes misconduct and renders the student liable to disciplinary action. Misconduct shall not be excused on the grounds that the offender acted on behalf of, or on the instructions of any other persons or organisation or was not aware of these Rules and Regulations.

12.2 Misconduct can be of two types: minor misconduct (sometimes referred to as a minor offence) or major misconduct (sometimes referred to as a major offence). Major misconduct (major offences) may carry penalties of suspension or expulsion.

- 12.3 Where a complaint is lodged against a student for misconduct, the Dean or Co-ordinator will investigate or cause the matter to be investigated and shall thereafter decide whether the misconduct constitutes a major or minor offence. The investigation of the matter shall include the scheduling of an interview with the student at which the student shall be informed of the complaint against him/her and shall be given an opportunity to be heard in his/her defence.
- 12.4 In case of an offence, deemed to be a minor offence, the Dean or Co-ordinator shall determine the penalty to be imposed on the student. Such penalties might include, but not be limited to a written apology, restoration, or payment for restoration of College property, or loss of privileges (e.g. in the Library, Science Laboratories, Computer Laboratories).
- 12.5 In the case of a major offence (i.e. an offence requiring possible suspension or expulsion) the Dean or Co-ordinator shall ensure that the complaint is put in writing and that the matter is referred to the Principal for action.
- 12.6 (a) Upon receipt by the Principal of the written complaint, the Principal may investigate the matter further, and if the matter is deemed to be one which might be easily resolved, the Principal may, along with an appropriate team of senior officials, conduct an informal hearing and determine, on the basis of the evidence available, what penalty might be imposed, if any. Such penalties might include but not be limited to a written apology, restoration, or payment for restoration of property, a fine, loss of privileges, or even suspension. The Principal may suspend a student for a period not exceeding ten (10) school days.
- (b) Only the Principal shall have the right to suspend a student.
- (c) If however, the matter is deemed to be a more serious offence, the Principal shall instruct the Registrar to engage a Disciplinary Committee to adjudicate on the matter.
- (d) A Disciplinary Committee shall include a student representative appointed by the Students' Council.
- (e) At the hearing, the student shall be entitled to be advised or represented by an advisor of his/her choice from within or without the College. The advisor may be a lawyer.
- 12.7 The Disciplinary Committee shall report to the Principal and shall recommend the penalty to be imposed, if any.
- 12.8 In every case where an expulsion penalty has been imposed on a student, the student may appeal to the Board of Governors against the penalty, provided that a letter of appeal is submitted to the Registrar within ten (10) days after the date of the letter from the Principal conveying the decision.
- 12.9 Any student expelled for disciplinary reasons will not be entitled to receive any refunds and will forfeit all fees and deposits.
- 12.10 A student awaiting the outcome of a hearing that could lead to expulsion, may be placed on suspension during the waiting period. The expulsion decision should be finalized before the end of the ten (10) day suspension limit. Other-wise, approval of the Board must be sought to extend the suspension, provided that the delay in arriving at a decision by the Disciplinary Committee is not caused by the student.
- 12.11 The College reserves the right to refer matters of a criminal nature to the police, or to initiate litigation against any student breaking the laws of St Lucia on campus, in any of the College's facilities, or at any College event.
- 12.12 Major misconduct include, but is not limited to:**
- (a) Conduct or action which may be considered a risk or danger to members of staff or other students.
- (b) Gross insubordination.
- (c) Being on the College premises under the influence of alcohol or any prohibited substance.

- (d) Destroying or damaging without lawful excuse, the property of the College.
- (e) Assaulting any member of staff or student, or explicitly or implicitly threatening to do so.
- (f) Possession of alcohol or illegal drugs and substances at the College. The College reserves the right to conduct searches.
- (g) Provoking or instigating a fight, or fighting on College premises or at any event sponsored by the College.
- (h) Use or possession of firearms, explosives, dangerous chemicals or other weapons.
- (i) Stealing or unlawful possession of College property or the property of other student or staff.
- (j) Removal of College property from the College unless authorized to do so.
- (k) Gambling anywhere on the College compound.
- (l) Engaging in acts of immorality or behaviour likely to be considered as sexual misconduct.
- (m) Possession of any article made or adapted for use for causing injury or intended by the student for such use by him or her or by some other person.
- (n) Unauthorised use or tampering with or breaking into College computer facilities.
- (o) Sexual harassment of any kind or the deliberate filing of false accusations of sexual harassment.
- (p) Tampering with official notice boards.
- (q) Involvement in acts of extortion, bribery, blackmail or harassment of any kind.
- (r) Persistent breach of College Rules and Regulations.

13.0 Miscellaneous

- 13.1 These Rules and Regulations were approved by the Board of Governors and became effective on 2006.
- 13.2 Copies of library and laboratory rules and special procedures and requirements referred to in Section 6 of this document may be consulted in the office of the Registrar or Dean or Librarian.