

ACADEMIC POLICIES

**Academic Years
2009- 2011**



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Students are responsible for following the policies and procedures found in the current UB catalog and student handbook and all subsequent amendments issued by the University.

1. ADMISSIONS POLICIES

Admissions Principles

1. The University of Belize encourages applications from candidates with strong academic achievement, leadership potential, a demonstrated commitment to excellence and a genuine interest in learning.
2. The University does not discriminate against applicants based on race, color, physical ability, gender, sexual orientation, religion, political beliefs, nationality, or ethnic origin.
3. Applicants compete with each other to fill a limited number of seats; therefore, some students who meet the general requirements of the application criteria may not be accepted. Applicants who are not successful may reapply at a later time.
4. As the national university, the University of Belize strives to create a student body profile ideally reflecting the demographic profile of the country.

Application Requirements

1. Application may be downloaded from the UB website: www.ub.edu.bz. Application forms for admissions are also available at the Student Affairs Office at any of the four University of Belize campuses from two year ATLIB institutions and from guidance counselors at high schools in Belize Forms may also be obtained by writing to the following address:

University of Belize
Office of Admissions
P.O. Box 340
Belmopan City, Cayo District
Belize, Central America
Phone: 822-3680 ext. 214/216
Email: admissions@ub.edu.bz

2. To be considered for admissions an applicant must file a complete application form. Incomplete applications will not be accepted until they are completed. When the file is complete it will be evaluated.

3. The following items must be submitted by all applicants to be considered for admissions.
 - A. Completed admissions application form.
 - B. One (1) official transcript in a sealed envelope from all previous attended educational institutions.
 - C. Two (2) recommendations on the University of Belize forms provided from individuals with first hand knowledge of the applicant's academic ability.
 - D. Results of **CXC**, the ATLIB Math and English general tests or test scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT).
 - E. One Passport size photograph.
 - F. The completed application form must be submitted with a non-refundable application fee of BZ\$30 cash or credit card in person. Pay the fees at the Accounts Office at the campus nearest you and then drop off the application package at the Office of Admissions. Students submitting application forms by mail should use a bank draft, postal money order or institutional cheque payable to the University of Belize.

Admissions Requirements

1. The official transcripts submitted with the application materials must verify that the applicant graduated from any four year high school or any Junior College recognized by the University of Belize or the Ministry of Education or equivalent or a U.S. regional accrediting agency.
2. Applicants must have earned a minimum cumulative grade point average of 2.0 out of a 4.0 point grading system from their high school or junior college.

3. The University of Belize will accept test scores of 26/50 for ATLIB Math and 51/100 for ATLIB English. The University will also accept the following:
 - a. The University will accept four passes in CXC subjects which must include English and Mathematics in the place of the ATLIB general test requirement. The University will also accept a CXC pass in place of the required ATLIB test or the high school grade in Mathematics and English.
 - b. The University will accept a combined score of 890 on the Scholastic Aptitude Test (SAT) or 18 on the American College Test (ACT) from those students who were not able to take the ATLIB test.

Admission Process requirement

1. All credential and documents submitted to the Office of Admissions in the application process become the property of the University of Belize. Originals or copies of originals will not be returned to the applicant or forwarded to another institution, agency or person.
2. Once accepted for admissions to the University of Belize, a student may defer his or her acceptance for up to two semesters and still meet the current admissions and program requirements. Requests to defer for one or two semesters must be made in writing to the Coordinator of Admissions with a required \$30 fee. Applicants will be notified in writing within three weeks of their request for deferral.
3. To secure their space at the university students accepted into any University of Belize program are required to make a deposit of \$175 by June 30th for the August intake and November 30 for the January intake.. Students who fail to do so may lose their space for the upcoming semester. This deposit is applied towards the first semester fees. Students who fail to register forfeit this deposit.
4. Students in good academic standing may transfer from one academic major to another without reapplying. The Change of Program Forms are available in any University Records Office.
5. The University may call any applicant for an interview as part of the admission process. .
6. Applicants applying for the Nursing, Medical Laboratory Technology or Pharmacy programs must have a cumulative grade point average of 2.0 in Biology and Chemistry at high school.

Application Requirements for Transfer into Baccalaureate Programs

The University of Belize accepts students for transfer from a recognized a Ministry of Education recognized junior college.

1. One official transcript (in sealed envelopes) from any Junior College recognized by the Ministry of Education with a cumulative grade point average of 2.0 out of 4.0.
2. Cumulative grade point averages of 2.0 or above out of 4.0 in English and Mathematics at Junior College.
 - a. A cumulative grade point average of 2.0 or above in the core courses or.
 - b. two GCE A Level passes in core courses, or
 - c. two 2-unit CAPE passes in core courses to replace the 2.0 grade point average requirement or
 - d. The University will accept a City & Guilds pass in the academic program the applicant is applying for to replace the subject specific grade point average requirement.
3. Two recommendations from individuals with first hand knowledge of the applicant's academic abilities.
4. One passport sized photograph.
5. The University may call any applicant for an interview.
6. BZ\$30 non-refundable application fee.

Application Requirements for Entering Undergraduate Certificate or Diploma Programs

1. One official transcript from High School proving completion with 2.0 grade point average out of a 4.0 system or equivalent.
2. Applicant must meet the following program specific requirements set by the faculty.
 - a. Applicants seeking entrance into the Midwifery Certificate Program must be Registered or Practical Nurses.
 - b. Applicants seeking entrance into the Psychiatric Nurse Practitioner Certificate Program must be Registered Nurses.
3. Two recommendations from individuals with first hand knowledge of the applicant's academic abilities.
4. One passport sized photograph.
5. The University may call any applicant for an interview.
6. BZ\$30 non-refundable application fee.

International Student Requirement

All international students seeking enrollment must meet the general requirements set out by the Admissions Office of the University of Belize. The following additional information must also be submitted by the applicant.

1. All applicants applying from countries whose official languages are not English need to provide satisfactory evidence that their competency in English is adequate.
2. All academic credentials should be in English and evaluated by an international evaluating agency. Applicants are required to obtain and pay for the services of such agencies. A recommended agency is Josef Silny & Associates, Inc. at www.silny.com.
3. All international students are required to furnish the University of Belize with proof of financial support for the entire duration of the program for which the student is seeking admissions. An official letter from a bank or other financial agency should be submitted to document resources.
4. The University of Belize will assist students upon arrival in Belize with acquiring student visas. All other travel arrangements must be handled by student.

2. READMISSION

Students who have interrupted their studies for more than two consecutive semesters, excluding summer semester, must reapply for admission under the admission criteria and procedures in effect at the time of their re-application for admission.

Students should complete all degree programs they enter within ten years with effect from the date of their first registration in the program regardless of any number of readmissions they undertake.

3. DEFERRED ADMISSION

Students who have been accepted into the university may defer their entrance for up to two regular semesters. Students must enter the University by the third consecutive semester after being accepted. (See number 1 above).

4. TRANSIENT STUDENT POLICY

For the purpose of self-enrichment, members of the public not enrolled in any of UB's programs may take courses at UB as transient students. Transient students can enroll for a maximum of nine credits per semester. A maximum of fifteen credits taken as a transient

student can be transferred to a UB program. Transient students can enroll into any course for which they have the required prerequisites or with the approval of the Dean of the Faculty that offers the course for which they intend to register. Transient students pay the university's full registration fees and pay a tuition rate of \$90.00 per credit hour. Transient students cannot vote in student elections. Registration of transient students is dependent on space availability. Transient students are required to comply with all policies of the university. In no way should the transient status be interpreted as admission to a UB program.

5. DEVELOPMENTAL STUDIES

The University of Belize provides developmental courses to students through its Adult and Continuing Education (ACE) Unit. Applicants who do not meet UB's academic entrance requirements may be recommended to take remedial courses by the ACE Unit to better prepare them for college. After taking such courses applicants may reapply for admission into one of UB's programs.

6. DEFINITION OF CREDITS

A university credit or credit hour is a label used to reflect the number of contact hours that a student has with a university lecturer in a given university course per week for a fifteen week semester. A 3-credit course meets three contact hours per week while a 4-credit course meets four contact hours per week. At the University of Belize, a contact hour is 50 minutes. For lab, internship, and field experiences consult program guidelines.

7. CREDIT TRANSFER FOR UB STUDENTS

Students who complete a Certificate, Diploma, Associate or Bachelor Degree at the University of Belize and then pursue a second UB academic program will have their relevant UB credits transferred into their second academic program as they are seen as continuing their studies in one institution. These UB students are not held to the credit transfer procedure for students entering the university from outside institutions.

8. CREDIT TRANSFER FOR NON-UB STUDENTS

All credit transfers for students transferring into UB from outside institutions are done in the academic faculties under the supervision of the Dean. UB accepts credits for courses completed at all ATLIB junior colleges in Belize and from recognized tertiary-level institutions abroad. Credit for courses successfully completed at recognized tertiary level

institutions may be transferred into a given UB academic program subject to the following conditions:

1. Students with recognized associate degrees completed more than 10 years before the date of application may be required to take additional professional core as determined by the relevant faculty.
2. The courses for which credits are being considered for transfer are equivalent to those required by a given UB academic program.
3. Courses must have a minimum grade of a C to be transferred.

9. TAKING CLASSES OUTSIDE UB

To take classes outside of UB for credit towards a program, student must get approval from the Dean based on UB's articulation system within ATLIB or on syllabus evaluation. Grades will be calculated as part of the student's GPA.

10. RESIDENCY REQUIREMENTS

Students transferring into the University of Belize to complete an Associate Degree Program must enroll in at least two regular semesters of studies at UB and take a minimum of 50% of their academic program's professional core at UB to qualify for a UB degree. Students transferring into the University of Belize to complete a Bachelor Degree Program must enroll in at least two academic years of full time studies at UB and take a minimum of 50% of their academic program's professional core at UB to qualify for a UB degree.

11. COURSE CANCELLATION

The University of Belize reserves the right to cancel any course which does not meet UB's minimum enrollment criteria. See Item 11. Students who register and pay for a course that is cancelled are entitled to a refund or a credit to their UB account.

12. PROGRAM INTAKE SUSPENSION

The University of Belize may suspend any intake for a program that does not meet UB's minimum enrollment criterion of 25 tuition paying associate degree students and/or 15 tuition paying Bachelor degree students. Students who apply for programs that are suspended will be invited to switch their application to another program. Students who

are entering a program and who register and pay for courses in a program that is suspended are eligible to receive the tuition and fees they paid for the course/s either refunded or credited to their UB account.

13. PROGRAM CHANGE

Students may change majors by completing the appropriate form obtained from the Records Office at their respective campus/center. The completed Program Change Application Form must be signed by the Dean of the Academic Program the student is leaving and then submitted, along with an updated transcript, to the Dean of the Academic Program into which the student is seeking entrance. Once the Dean of new program signs the form, the student must return the completed form to the Records Office. Students keep their copy and the Records Office changes students' academic programs in their permanent academic records at UB.

Students who change majors will have to transfer classes from their earlier program into their new program following the credit transfer policy. Their grade point average in the new program will not include the work done in the previous program, except for the courses transferred into the new program.

Associate Degree students who are within nine credits of completing their degree can apply for transfer into a Bachelor Degree program. If they can register for the final courses and requirements of their Associate Degree programs during their last semester, they can also change their program to the Bachelor level and start taking courses from their bachelor program. Once they make the program change, they will have to pay the bachelor tuition for all courses they take from that point on including their final Associate Degree courses.

Students who have been accepted into a program must complete one semester in that program before he/she can change program.

14. ACADEMIC ADVISING

Each student has an individual academic advisor. New students meet with their academic advisors for the first time during orientation. These advisors counsel students on a variety of issues such as selecting areas of concentration, choosing electives, preparing for graduation, seeking admission into graduate school and seeking employment after graduation. In addition, academic advisors keep a check on the number of credits students take, act as mentors, update and track students' academic progress and clear students for academic overloads. Each student should meet with his/her individual advisor at least two times a semester.

15. ACADEMIC LOAD

Students are expected to spend an average of two hours a week preparing for each contact hour in a given course. This volume of academic work allows for the adequate use of library resources, fieldwork, assignments, study and consultation time with instructors. Time thus spent should yield scholarly excellence. The university has established an academic load policy to facilitate students' management of their academic pursuits.

Fulltime students are those who register for 12 credits of courses or more. Part time students are those who register for less than 12 credits.

16. ACADEMIC OVERLOAD

When calculating academic load, the university includes any course a UB student takes outside UB with intention of transferring into UB. See Section 9.

Based on the academic performance of the student and the demand of the courses the student is trying to register for, the Dean or Campus Administrator may approve up to 24 credits for fulltime students or give permission for a part time student to switch to fulltime status.

17. INDEPENDENT STUDY COURSES

These courses provide students with opportunities for specific instruction/guidance in an area of study relevant to their program but not included in their approved program sequence. Students who wish to apply for an Independent Study Course must first seek the approval of their faculty Dean who, in consultation with the instructor, makes the arrangements for the independent study. The instructor must submit a full syllabus with anticipated methodology, evaluation system and outcomes for approval by the Dean before the contract is approved. The syllabus must include no fewer than 10 and no more than 15 meetings between the instructor and the student throughout a semester. Instructors should meet with each student for a minimum of 30 contact hours and a maximum of 45 contact hours

Students must complete an Independent Study Contract. Students cannot enter into a contract for an independent study after registration. Students can register for any number of independent study courses.

When registering to take a course as an Independent Study, students must place the code IS in the column labeled status.

A fee of \$500.00 additional to regular tuition will be charged at registration for each independent study course. A maximum of two students can register for an independent study course and the \$500 fee is divided among them.

18. OFF SEQUENCE COURSE

In extreme cases as judged by the student's faculty Dean, courses regularly offered by the university may be made available to students as an off sequence courses. In such cases, a student can take only two regularly scheduled course as an off sequence course within his or her entire UB program. If a course is scheduled for a particular semester that course will not be made available for off sequence course during that semester.

When registering to take an Off Sequence course, students must place the code OS in the column labeled status.

A fee of \$500 additional to regular tuition will be charged at registration for each off sequence course. A maximum of two students can register for an off sequence course and the \$500 fee is divided among them.

19. AUDIT

Subject to space availability, fulfillment of prerequisites, and any other special conditions in force at the time, a student may attend a course as an observer, or "audit" the course. Any student in good academic standing or any transient student may audit a course subject to the stipulations.

1. Any student auditing a course must register for and pay the regular tuition for the course.
2. When auditing a course, a student can opt to have his/her work evaluated by the instructor. Lecturers provide auditing students with formal evaluation of their work if the work is submitted for evaluation.
3. No grades or credit hours are computed for audited courses.
4. When registering to audit a course, students must indicate this intention on their registration form by placing an AU on the form in the column labeled status.

20. CHALLENGE

With approval from the faculty Dean, students may register to challenge a course to prove their mastery of the subject matter subject to the conditions in the sub-section below. The student meets with his or her Dean to get approval for the challenge. The challenge will be arranged by the Dean and will be administered at the beginning of the

semester no later than the first week of classes to ensure the results of the challenge examination are posted for the students no later than the end of the first week of classes. Students must achieve the grade prescribed by the graduation requirement policy for it to be considered acceptable. The grade the student receives on the challenge examination is recorded on the student's transcript.

1. If a student fails the challenge, he or she can re-register for the course and take it for credit in the same semester.
2. If a student fails a challenge and takes the class for credit, both grades will appear on the transcript according to the repeat-a-course policy.
3. To take a challenge examination, a student applies, registers, and pays regular tuition for the course. No more than four courses may be challenged in any given academic program and no more than two in any semester.
4. A course cannot be challenged to improve a previous grade.
5. Professional core courses can only be challenged under exceptional circumstances with the permission of the student's faculty Dean.

When registering for a course as a challenge, students must include the code CH in the column labeled status.

21. PREREQUISITES

Students are responsible for proceeding through the university following the curriculum in a sequential manner. Students must ensure that they have the pre-requisites for every course in which they plan to register.

22. PRE- REGISTRATION

There are three phases to the registration process. These are advising, which happens during pre-registration; confirmation of course request, which happens during registration; and the payment of all registration costs, which also happens during registration. A detailed description of each follows.

Registration for an upcoming semester starts the semester before with advising. This is called Pre-Registration. Students are to make appointments to meet with their advisors during weeks 13 and 14 of every semester to prepare for their registration for the upcoming semester.

During this advising session, students the advisors and students will together discuss the students' academic performance, their progress through UB and their curricula using the student's sequence and student handbook. Once students have made their initial selection of classes from the official schedule of classes, their advisors will input these initial requests of the classes and sections students select into the Xen-Direct computer system.

No one signs the form at this early stage.

When filling out the form, students must place one of the following codes, CR, CH, IS, OS or AU in the column labeled status to indicate that they are registering to take these courses for Credit, as a Challenge, as an Independent Study, as an Off Sequence or for Audit, respectively. Students must remember that they are not guaranteed space in any of these classes until they return to their advisors during registration period to confirm their course request and then pay for their classes.

During these advising sessions, students should discuss any interest they have in changing their majors and fill out the appropriate forms according to the program change policy.

With effect from academic 2010-2011, all new and returning students must pay a registration deposit of \$175 to secure their space in their program. Returning students pay this deposit at Pre-registration while new (prospective) students pay by 30 June for the first semester and by 30 November for the second semester. This deposit is applied towards the semester fees. Students who fail to register forfeit this deposit.

23. REGISTRATION

Students are to bring their pre-registration forms to registration for the new semester. This is the official registration period before the start of classes every semester. The advisors will check the official schedule of classes for updates or changes and then make any resulting changes that become necessary to the students' registration forms. This is based on the availability of sections of courses, any possible changes made to the official schedule of classes and the students' personal schedule. Once the advisors and students become satisfied with a selection of courses, the advisor finalizes the classes and choice of section in the computerized registration system (XenDirect). Only after the registration form is printed and signed, is the class request procedure officially completed. The student and the advisor must then sign the form. This completes the second phase of registration.

To complete registration, students must then pay the various registration costs.

The students will then take the official registration form to the nearest Scotia Bank or the nearest University accounts office to pay their fees and tuition and complete the registration process. Students must pay all fees at registration but can select the two-payment plan to pay half of their tuition at registration and the other half becomes payable on the Friday of week eight. Students must complete all their tuition payment to be allowed to take their mid-term examinations or continue into the second half of the semester. Students must pay their registration costs (fees and tuition) on the same day that they confirm their course requests with their advisors. Once students have paid their fees and tuition, the accounts office will stamp their registration forms REGISTERED.

Students who do not pay will be removed from all their requested classes. This purging occurs at the end of registration. All students who confirm their course request and pay on the same day will be properly registered and will be guaranteed spaces in all the classes for which they registered. The accounts office will stamp their registration form REGISTERED and give them their copy.

Students on scholarships must make sure the accounts office authorizes their scholarships and bills their sponsors. In these cases, the accounts office will then stamp the scholarship recipients forms REGISTERED. Regardless of being on scholarship of any kind, all students must go to the accounts office and get their registration form stamped REGISTERED to complete the registration process. If the donor reneges the student becomes liable.

If a student cannot afford at least half of his or her tuition at the time of registration, he or she cannot use this excuse to register after the late registration period. Such students must visit the Chief Financial Officer before or during registration to seek a payment contract that allows them to register.

Students are not allowed to register for one section of a course and then attend another. Any student who attends a section of a class that is not on his registration form may end up with a grade of F for the course section he or she abandons.

All students must keep their copies of their registration forms to prove they registered. These forms should be kept for the duration of students' academic careers at UB.

24. REGISTERING ON TIME

Late registration is defined as the period from the first to the twelfth calendar day of the semester (The end of the second week of classes). Students are hereby expressly warned that failure to register during the specified deadline, either at registration, or late registration, shall preclude their attendance for the semester in question. In order to guarantee space in their desired classes, students must pay their registration costs and must do so on the same day that they finalize their course requests with their advisors. Students who register late must pay a late registration fee of \$50.

In any instance, a student is not considered registered and will not be placed on any class list until he or she has paid all registration fees and the appropriate tuition or signed a payment contract. Under normal circumstance no one will be allowed to register after the twelfth calendar day of a semester.

Students may not attend classes without completing the registration process. All faculty members are required to block students from entering class if their names are not on the class lists. If students' names do not appear on a class list, the students should check with the Registrar's or Records Office immediately.

25. REPEATING A COURSE

Students may repeat any course up to four times or as determined by his/her faculty. If a course is repeated, all grades remain on the student's record. The highest grade will be used to compute the student's grade point average. To repeat a course students go through the regular registration process.

If a new course is approved by the Dean as equivalent to a previous course - then the grade received in the new course can be used in place of the old grade on the previous course as a repeat. When a student registers for a new course that has been determined to be equivalent to a previous course, the Dean of the faculty in question submits documentation of this equivalence to the Registrar. The grade on the new course will be treated as a repeat course.

26. ASSESSMENT POLICY

Students are required to take all tests and other forms of assessment. If a student misses a test or assessment due to unforeseen circumstances such as illness, personal emergencies or death of an immediate family member, she or he must inform the lecturer either in person or via a representative (if the student is ill or unavailable) no later than the next meeting of the class. The student must provide appropriate documentation (e.g., medical certificate) to substantiate his/her claim. In such cases, the lecturer may arrange a deferred test or assessment or other appropriate means of evaluation. The deferred test or assessment must be a new test or assessment written specially for the student after the request for a deferred test or assessment. If a student misses a test assessment without any excuse or without permission, she or he will automatically receive a grade of 0 for the test or assessment. In the event that a lecturer does not accept a student's justification for a deferred test or assessment, the student can appeal this decision with his or her academic dean.

27. UB GRADING SYSTEM

Description	Letter	Range	Quality
Excellence	A	95 - 100	4.00
	A-	90 - 94	3.75
Exceeds Professional Standards	B+	85 - 89	3.50
	B	80 - 84	3.00
Professional Standards	C+	75 - 79	2.50
	C	70 - 74	2.00
Marginal Performance	D+	65 - 69	1.50
	D	60 - 64	1.00
Failure	F	00 - 59	0.00

28. LETTER GRADE KEY

- A- to A:** Work of the highest quality. Students have mastered nearly all to all of the course material.
- B to B+:** Work of high quality. Students have mastered most of the course material.
- C to C+:** Work of acceptable quality. Students have mastered the majority of the course material.
- D to D+:** Work of barely acceptable quality. Students have mastered some of the course material.
- F:** Work of unacceptable quality. Students have mastered little of the course material.
- I:** Incomplete
- W:** Withdrawn after the drop/add deadline but before the deadline for unqualified withdrawal.
- WP:** Withdrawn while passing after deadline for unqualified withdrawal. These courses have no impact on students' grade point averages.
- WF:** Withdrawn while failing after deadline for unqualified withdrawal. These courses have no impact on students' grade point averages.
- P/F:** Pass/Fail. A "P" grade is given for work of acceptable quality in these classes. An "F" grade in one of these courses means that the course must be repeated. P/F grades have no quality points associated with them and as such do not affect students' G.P.A.s.
- NR:** "Not Reported" This code means that no grade has been reported to the records office by the lecturer at, time of printing the semester grade report.

29. GRADE POINT AVERAGE

The grade point average, or GPA as it is commonly known, is the numerical representation of students' accumulated academic performance at the university. Each letter grade has a numerical equivalence as detailed in the university's grade scheme. At the end of the semester, the Records Office calculates the GPA as per example below:

Name of Student: **John Doe**

Course	Grade	Credit	Quality Weighting	Total Quality Points
MATH121	B	3	3	9
ENGL111	A	3	4	12
NRMP101	C+	3	2.5	7.5
SPAN102	B	3	3	9
Total	-	12	-	37.50

$$\text{GPA} = 37.5/12 = 3.125 = \mathbf{3.13}$$

The University of Belize rounds off G.P.A. to two decimal points so this student's grade report would show a G.P.A. of 3.13 for the grades shown.

30. GOOD ACADEMIC STANDING

To be in good academic standing, students are required to maintain a cumulative grade point average of 2.0. This is the university's indication that a student is performing at an acceptable standard.

31. ACADEMIC PROBATION

Students whose cumulative grade point average (GPA) falls below 2.0 are placed on academic probation. Students on academic probation are required to reduce their course load to a maximum of 9 credits for full time students and 3 credits for part-time students. To increase their cumulative grade point averages, students are expected to repeat the courses in which they achieved their lowest grades when choosing their courses during probation. Students on academic probation who fail to restore their cumulative grade point averages to 2.0 within two consecutive semesters of being placed on probation will be asked to withdraw from UB. Such students may register after one regular academic semester. All prior financial obligations must be settled with the accounts office and an interview must be held with the Dean of Students before readmission is made possible. Students will be on probation during the semester in which they are readmitted. Students readmitted after academic dismissal who fail to restore a cumulative grade point average of 2.0 in two semesters will be dismissed and will not be eligible for return.

Students are encouraged to contact the Office of Student Affairs during their leave of absence to get assistance in identifying and overcoming problems contributing to their low academic performance.

32. ATTENDANCE

If students are to obtain maximum benefits from taking a course, regular attendance is essential. The responsibility of meeting all course assignments lies with students. Students must attend no less than eighty percent of the classes scheduled for the course. Lecturers are to keep attendance and use that information to advise students and to respond to any possible grade appeal.

33. RECORD KEEPING

To keep abreast of their academic progress at UB, students are responsible for keeping copies of their registration forms, drop/add slips, grade reports, record of academic transfer and semester sequence of courses. Students should update their academic records

with their grade reports at the end of each semester. Students must bring their semester sequence of courses with them to every advisory session.

34. ACADEMIC HONESTY

The University of Belize believes that the administration of student discipline in the university community is a responsibility shared by students, faculty, and administrative staff. As such academic faculty members are responsible for establishing orderly procedures for academic discipline of students in matters of classroom integrity or demeanor. Lecturers and academic department chairpersons are primarily responsible for academic discipline. Lecturers are expected to consult with academic department chairpersons to prevent and respond to incidences of unauthorized duplication of academic work for more than one course, plagiarism and cheating, while ensuring that the students' rights to due process are upheld and that sanctions are appropriate to infractions. In more serious cases of repeated cheating, unauthorized acquisition or use of examinations, unauthorized changing of grades, bribery, or forgery, allegations are automatically forwarded to the Coordinator of Student Services for the invocation of the University Judicial Process. Students wishing to dispute a charge of academic dishonesty or a sanction made upon them because of such allegations can do so by appealing to the Dean of Student Affairs to invoke the Discipline Appeals Process as detailed in the Student Handbook.

As in the case of all discipline appeals of the university, the decision of the Discipline Council is final.

35. ADDING A COURSE

Students may add a course within the first ten class days of the semester by completing the official drop/add form available in the Registrar's Office and following the procedures outlined on the form. Students will be billed for any new courses added. Students are responsible to turn in the signed drop-add forms to Records to complete the process and must keep their copies of their drop-add forms to prove they properly added their classes.

36. AUDIT SWITCH

Students in good academic standing may switch their registration for a course from audit to credit or credit to audit within the first two weeks of classes at the beginning of the semester (during the drop-add period). Students make this switch by filling out an Audit Switch Form available in the Records Office.

37. WITHDRAWAL

After the drop/add period stipulated in the academic calendar, students who choose to withdraw from a course must first obtain the approval of the course instructor and their academic advisors. This is done on the official withdrawal form available in the Records Office. Neglecting to officially withdraw from a course results in an “F” (fail) grade for the abandoned course.

Students who drop a course after the drop/add period but before the end of the seventh week of classes receive a grade of “W”, for the course. Students who withdraw from a course after the above period will receive either a “WP” (withdrew passing) or a “WF” (withdrew failing) to reflect their performance at the time the course is dropped. After the end of the thirteenth week, students must complete every course they register for unless they resign from the University. See Section 38.

38. INCOMPLETE

In cases of illness, personal emergency, institutional demands of either a student or instructor, or other institutional constraints a student may be given a grade of “I”. To receive a grade of “I”, a student must first apply to the Lecturer with appropriate documentation before the last day of classes. A lecturer assigns an “I” grade upon clear understanding that legitimate, extenuating circumstances prevent a student from completing course requirements in the regular time assigned. A student must initiate this agreement by applying to the lecturer using the Incomplete Contract Form available in any of the University’s Records Offices. If an incomplete grade is granted, course requirements should be completed by the end of the following semester excluding summer. If a lecturer awards an Incomplete grade, he or she must detail the work to be completed and the criteria against which it should be graded for the student to complete the course on the contract form. If more time is needed to remove the incomplete, a further one semester will be granted and a fee of \$166 per credit hour will be levied. If course requirements are not completed by the end of the second semester, the incomplete grade will be automatically converted to “F”.

All instructors must consult with their department chairs before granting incomplete grades.

39. RESIGNATION

Students may choose to terminate their enrollment for the semester. Resigning from the University cancels all registration for that given semester except for challenged courses and completed paralegal courses, but enables students to re-enter the University within two semesters (not including the summer semester) without having to apply for readmission. Students resign from the University by completing the appropriate form

available in the Records Office. Resignation will not be accepted after the last day of classes on the academic calendar.

40. ABSENCE FROM FINAL EXAMINATIONS

A deferred final examination may be given to students who provide written justification of reasons including personal health reasons and death in immediate family. The deferred examination must be prepared especially for the student after he or she requests it. A fee of \$50 for each deferred examination is paid to the faculty member for making a deferred examination. Students must submit a “deferred examination” request form available from the Records Office within a week of the scheduled date of the examination.

41. FINAL GRADE

Instructors design their course assessment schemes to reflect the standards prescribed by the UB Grading System and Letter Grade Key. Students are informed of such schemes of assessment in their course outlines during the first week of classes. All grades turned in to the Records Office at the end of the semester are final. Only an instructor can change a grade by completing the appropriate form available in the Office of the Registrar detailing the reasons for the change. For example, grade changes are approved for miscalculations but not for completion of work after the final grade is submitted. A grade change may be done by the instructor within one semester after the official release of grades with the permission of the Dean of the faculty that offered the course in question.

42. GRADE APPEAL

Department chairs are responsible to ensure that final examination papers are kept for at least one year after examinations are given, to allow students to review their performance and to facilitate grade appeals.

After consultation with the instructor in question has failed to resolve the matter, a student may appeal a grade in writing, within two weeks of the start of the subsequent semester. This is based on the assumption that sometimes human errors are made that can be resolved through communication. If there is no resolution at this level a student should meet with the instructor and Chair, if the lecturer in question is the Chair then an alternate chair is assigned by the Dean. The Chair will hear both sides, weigh the evidence and comments, and determine if a grade adjustment is warranted. The results of this meeting must be documented. If all parties agree the process stops.

If the student continues to believe that his or her grade is incorrect, the student must file in writing his/her side of the issue and include all supporting evidence (graded papers, tests, course outline, copy of meeting with Chair, etc.) This letter of appeal is to be

written to the Dean, along with a receipt for the \$50.00 Grade Appeal Fee. This appeal must be filed within one week after the meeting with the Chair. The fee is refunded if the appeal is successful.

Upon receipt of the documentation and copy of the receipt, the Dean will convene the Grade Appeal committee. If the Dean in question is the lecturer, then an alternate Dean is assigned by the Provost. The members are the Dean who acts as chairperson, the student's department chair, a second department chair (selected by the Dean leading the Grade Appeal Committee), the Dean of Students and a student appointed by the Student Government of the campus where the appeal is made. The committee can keep the grade or change the grade. Their decision is final.

43. TRANSCRIPTS

Official records of students' academic performances at the University of Belize are available in the Registrar's Office or Records Offices in the satellite campuses. Updated transcripts are available one week after the calendared date for grades to be submitted. Official transcripts cost \$10.00 each and can be mailed locally or internationally. A transcript can be picked up immediately after making payment at the Accounts Department. In the case of transcripts for studies done before 2000 from the Bliss School of Nursing, Belize Teachers' College, the Belize Technical College and the Belize College of Agriculture, transcripts may take as much as one week to be prepared from the pre-amalgamation archives.

To obtain a transcript a student fills out a transcript request form in the records office and then pays the cost in the accounts office.

Official transcripts are sealed and stamped official. Transcripts delivered directly to students in an open envelope will be labeled student copy and are unofficial.

Scholarship students are required to sign a waiver form available in the Records Office to allow the University to release their grades to their sponsors.

44. LETTERS

Students must pay a fee of \$10 to the Account Department for each letter (in-school, embassy, completion, etc.) prepared by the Records Office before the document is prepared.

45. GRADE REPORT

Each student is entitled to one free copy of his/her grade report per semester.

46. DEAN'S HONOR LIST

All full time students taking 12 credit hours or more and all part time students taking 9 credit hours or more, who achieve GPAs of 3.5 or better in a given semester, will be placed on the Dean's Honor List for the semester. Dean's Honor Lists are posted by Deans of the Four Faculties and by Registrar.

47. GRADUATION APPLICATION FOR CERTIFICATION

The university clears students and distributes certificates and degrees three times a year, at the end of the January semester, at the end of the summer semester and at the end of the August semester. In addition, the university hosts one public graduation ceremony a year in June at the end of the January semester.

During the semester prior to the semester of their expected completion of their programs, students must review their program record and apply for graduation. A candidate for any certification is required to file a formal application by completing the appropriate form available in the Records Office. This application must be submitted by the specific deadline listed in the Academic Calendar and accompanied by the appropriate graduation fee. Such candidates follow the specific guidelines for graduation clearance. A proof of name change must be submitted for one's name to appear differently on the diploma from what is currently in the student's permanent record. The Records Office responds to every application for graduation in writing to inform students of the courses left for them to fulfill graduation requirements. Students must apply within the application deadlines. If a student does not apply on schedule then his or her graduation application will be put forward to the next graduation cycle. If a student's application for graduation is denied, then he or she will have to reapply subsequently to be cleared for graduation.

48. REQUIREMENTS FOR GRADUATION

This policy is only applicable to students who entered UB from January 2008. Students who entered the university before January of 2008, will be cleared for graduation using the graduation criteria in effect at the time of their entrance into UB. All students in Bachelor programs must complete their program of study within 10 years. All students in Associate programs must complete their program of study within 7 years.

To be eligible for any certificate, diploma, or degree, students are required to comply with the following:

- 1) Successfully complete all courses prescribed by their respective academic program, or equivalent courses recognized by UB,
- 2) Achieve a cumulative grade point average of 2.0 or above,

- 3) Meet the minimum residency requirement stipulated by UB,
- 4) Apply using the appropriate form by the deadline one semester before anticipated graduation,
- 5) Clear all financial obligations to UB,
- 6) Achieve a grade of C or above in all Support Core Courses,
- 7) Achieve a GPA of 2.5 for all professional courses and a grade of C or above in all Professional Core Courses,
- 8) Achieve a grade of C in all Math and all English courses from the General Core and
- 9) Achieve at least a passing grade in all the other courses of the General Core.

49. ATTENDANCE AT GRADUATION EXERCISES

Candidates for any certificate, diploma, or degree are expected to participate in Graduation Exercises.

50. CONFERRAL OF CERTIFICATES, DIPLOMAS, OR DEGREES

The UB Board of Regents, by authority of the UB Act, 2000, has the power to confer certificates, diplomas, and degrees. The Board delegates this authority to the President who formally confers certificates, diplomas and degrees at the annual June Commencement Exercises. Such certificates are conferred on the recommendation of the UB faculty through the four academic Deans.

Students who complete all program requirements for a certificate, diploma or degree at the end of the Summer Semester or First Semester, may request an official letter from the Registrar's Office stating that they have met all graduation requirements and are due all rights and privileges granted to such graduates. Such letters cannot be written until after all courses have been completed.

51. GRADUATION HONORS

The university will give special honors to only bachelor degree graduates who complete their academic programs with excellence. The university will recognize graduates who achieve cumulative grade point averages between 3.50 and 3.64 as graduated Cum Laude, 3.65 and 3.84 as having graduated Magna Cum Laude and will mark this distinction on their diplomas. The university will also recognize graduates who achieve

cumulative grade point averages from 3.85 to 4.0 as having graduated Summa Cum Laude and will mark this distinction on their diplomas.

52. FINANCIAL OBLIGATIONS

Transcripts, diploma and certificates will not be released to any student who has not settled all financial obligations to the University or who is in unauthorized possession of University property. The University reserves the right to review the fees it charges to students on an annual basis, with the intent to increase and/or add new fees.

53. ACADEMIC FIELD TRIPS

All academic requirements and regulation apply to all academic field trips.

54. SEMESTER OFF

Students wishing to take a semester off must submit a completed Semester-Off Form to the Records Office.