



ACADEMIC POLICIES

Office of the Registrar

2018

This document contains the Academic Policies approved by the Board of Trustees in 2009. Policy statements are listed along with the corresponding procedures for the implementation of the policies.

A	Grade Point Average
Absence from Final Exam (Moved to Deferred Exam)	Grade Report
Academic Advising	Grading System - UB
Academic Honesty	Graduation Application for Completion
Academic Load	Graduation Honors
Academic Overload	Graduation Exercises Attendance
Academic Probation	Graduation Requirements
Adding Course	I
Admission	Incomplete
Assessment Policy	Independent Study Courses
Attendance	L
Audit	Letters
Audit Switch	O
C	Off Sequence Course
Classes outside of UB	P
Challenge	Prerequisites
Conferral of Certificates, Diplomas, or Degrees	Program Change
Course Cancellation	Program Intake Suspension
Credit Definition	R
Credits	Record Keeping

Credits (classes outside UB)	Registering on Time
Credits Transfer	Registration
D	Repeating A Course
Deans Honor List	Residency Requirements
Deferred Final Exam	Resignation
Developmental Studies	S
F	Semester Off
Field Trip (Academic)	T
Financial Obligation	Transcripts
G	Transient Student Policy Proposed change
Good Academic Standing	W
Grade Appeal	Withdrawal
Grade – Final	
Grade Key (Letter)	

A

ACADEMIC ADVISING

Policy Statement

The University of Belize provides an academic advisor for each student. 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.

Definitions

Academic advisors are faculty members or professionals employed to provide academic counseling to students.

Procedures and Responsibilities

1. The responsibility for student advising rests with the Dean of the respective Faculties.
2. The Dean of the Faculty organizes and assigns students to advisors and monitors the implementation of the advising system.
3. New students should meet with their academic advisors for the first time during orientation and at least two times per semester.
4. Returning students should see their advisors at least once per semester.

ACADEMIC HONESTY

Policy Statement

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 (See the Student Handbook). 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.

Definitions

- **Cheating:** Improperly and intentionally obtaining or attempting to obtain, using or attempting to use, information or material in an academic exercise.

Examples: Copying another student's work; attempting to obtain or obtaining assistance during a quiz, test or examination without authorization; unauthorized use of books, notes, calculators, cell phones, computers or other such devices during a quiz, test or examination; obtaining without authorization, a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.

- **Plagiarism:** Presenting another person's idea or work and claiming it as your own (i.e., without properly acknowledging the source)

Examples: Using material or information from the web, books, or other sources without acknowledging the source of the material or information; Using quotes without making the proper citation; using charts, graphs, facts, figures, or other information without citing the source/s)

- **Unauthorized group work:** Collaboration and cooperation on assignments and activities without authorization.

Examples: Collaborating with another person or working in groups on assignments or activities that are intended as individual tasks when such collaboration is not authorized by the instructor.

- **Multiple submissions:** Unauthorized duplication of academic work for more than one course.

Examples: Submitting the same assignment, paper or activity for credit in two courses without the instructor’s permission; making revisions to an assignment (including oral presentations) and submitting it again as if it were new work without the instructor’s permission.

- **Fabrication, falsification, and misrepresentation:** Deliberately inventing, falsifying, or altering any information that is used in an academic exercise; unauthorized changing of grades; bribery; or forgery.

Examples: “Cooking” or inventing data or information; using false citations for sources; falsifying the record of events or activities related to academic work e.g. falsifying data; altering grade reports or academic records; submitting false excuses for absence or lateness for scheduled assignments or activities; lying to an instructor to obtain a grade change.

- **Abuse of academic materials:** Intentionally destroying, damaging, or stealing academic resource material.

Examples: Stealing or destroying library or reference materials; hiding library books, journals and other resource materials so others may not use them; damaging or destroying university or another student’s computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student’s notes or laboratory experiments.

- **Complicity in academic dishonesty:** Intentionally helping another person to commit an act of academic dishonesty.

Examples: Knowingly allowing another person to submit one’s assignment as if it their own, allowing another person to copy from one ‘s own paper during an examination or test; distributing test questions or substantive information about the test material before the scheduled exam or test; deliberately furnishing false information.

- **Attempting to commit** any offense as outlined above.

Procedures and Responsibilities

Procedures for resolving violations of academic honesty policy

Two types of penalties may be imposed for violation/s of the University’s Academic Honesty Policy—academic penalty, disciplinary penalty or both.

If a lecturer determines that a violation of the academic honesty policy has occurred, the faculty may recommend an academic sanction or that the university’s disciplinary procedures be invoked, or both. After the student is given the benefit of due process hearing, the faculty member may take any of the following options depending on the gravity of the violation.

- a. Assign a zero (0) for the assignment
- b. Have the student repeat any work affected by the academic violation
- c. Assign a grade reduction on the assignment
- d. Assign a grade reduction on the final grade for the course
- e. Assign a failing grade, “F” for the course. A grade of “F” should not be imposed by the faculty member or the Chair or Dean without the involvement of the Department of Student Affairs. This is to ensure that students’ right to due process is followed, that faculty members do not make themselves vulnerable to grade appeals, and that the relevant persons in the Student Affairs Department are aware of the violation.
- f. Where the violation is egregious, refer the matter to the Chair and Dean of the faculty for recommendation that the matter be sent to the Department of Student Affairs for disciplinary hearing. One or more of the following sanctions may be imposed after a disciplinary hearing: a) warning, written reprimand or discipline contract; b) community/university service hours; c) disciplinary probation, disciplinary suspension; d) disciplinary dismissal; disciplinary expulsion. These sanctions are defined in the Student Handbook.

Procedures in cases where the faculty member recommends an academic sanction

1. If the student accepts guilt and does not contest the academic sanction, the faculty member may give the reduced grade unless the University decides to impose disciplinary sanction. The reduced grade may apply to the particular assignment to which the violation occurred or to the course grade, at the faculty member’s discretion. The faculty must submit written notification to the Dean of the Faculty with the student’s signature accepting guilt and the consequences imposed.
2. If the student denies guilt or contests the particular grade awarded by the faculty member, then the matter shall be handled using the University’s grade appeals process. The process must, at a minimum, provide the student with an opportunity to be heard and to present evidence.

Responsibilities:

1. If the faculty member determines or suspects that one or more of the academic policies have been violated, the faculty member should inform the student of the suspected violation by filling out the appropriate form. A copy of the form should be sent to the Chair of the Department of the respective faculty with supporting evidence and with a recommendation for appropriate sanction.
2. The Chair will review the submission and forward his/her recommendation to the Dean within five (5) days of discovering the violation.
3. The Dean will review the submission and make a determination whether only an academic sanction will be imposed or whether the University’s disciplinary proceedings should be invoked.
4. If disciplinary proceedings should be invoked, the Dean will forward the relevant documentation to the Coordinator of Student Services within five (5) days after he/she received the complaint.

ACADEMIC LOAD

Policy Statement

The university has established an academic load policy to facilitate students' management of their academic pursuits. 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.

Definitions

Fulltime students are those who register for a minimum of 12 and a maximum of 18 credits of course work.

Part time students are those who register for 11 credits or less in a regular semester.

In Summers, students (FT and PT) can only take a maximum of 6 credits (2 courses) per session. These students are required to apply for an overload for additional credits.

ACADEMIC OVERLOAD

Policy Statement

Based on the academic performance of the student and the demand of the course/s the student is attempting to register for, the Dean or Campus Administrator may approve an overload (1 course over the required load) for students who request it.

Definitions

An academic overload is defined as course load in excess of 18 credits which is the maximum course load allowed for full time students, and in excess of the 11 credits which is the maximum load allowed for part time students.

Procedures and Responsibilities

1. When calculating academic load, the Dean should include any course/s a UB student takes outside UB with intention of transferring into UB.
2. The Dean or Campus Administrator may allow up to 24 credits for full-time students. Deans may also give permission for a part time student to register for more than 11 credits in which case the student will switch to full-time status.

ACADEMIC PROBATION

Policy Statement

Students whose cumulative grade point average (CGPA) falls below 2.0 are placed on academic 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 must sit out for at least one regular academic semester and may register thereafter. Students will be on academic 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.

Definitions

Academic probation is a trial period in which a student is given time to try to redeem failing grades. A student will be placed on academic probation during a period of low performance.

Procedures and Responsibilities

1. 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.
2. Students on academic probation are expected to repeat the courses in which they achieved their lowest grades to increase their cumulative grade point averages.
3. Students who were asked to withdraw from the university because they failed to improve their CGPA to 2.0 or above must settle all prior financial obligations with the accounts office before re-entry is made possible
4. 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.
5. Students who were asked to withdraw and would like to re-enter the university (within two semesters) must fill out the “Application for Re-entry after Probation” form which can be obtained from the Record’s Office.
6. Students must also make an appointment for an interview with the Dean of Faculty/Students to seek academic counseling before re-entry is made possible.
7. Students who are out for more than two semesters (excluding summer) will have to re-apply for admission following the re-admission policy and procedures in effect at the time of their re-application for admission [See Admission Policy below].

ADDING A COURSE

Policy Statement

Students may add or drop courses within the first ten class days of the semester by following the procedures for registering online. Students will be billed for any new courses added. Students are responsible printing their new schedules to show that they have been added or dropped.

Procedures and Responsibilities

1. Students are advised to **ADD** a course before **DROPPING** one. This will avoid losing their space in a class. If a student drops a class and then cannot get back in, this means that the class is closed or the place has been taken.

ADMISSION POLICIES

Policy Statements

Admission Principles

- A. The University of Belize encourages applications from candidates with strong academic achievement, leadership potential, demonstrated commitment to excellence and a genuine interest in learning.
- B. The University does not discriminate against applicants based on race, color, physical ability, gender, sexual orientation, religion, political beliefs, nationality, or ethnic origin.
- C. 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.
- D. As the national university, the University of Belize strives to create a student body profile ideally reflecting the demographic profile of the country.

Definitions

Deferred Admissions

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.

Readmissions

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

Statute of Limitations

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.

Admission Procedures and Requirements

1. All credentials 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. In requesting deferral, students should take note that some programs accept new and deferred students only once per year. Requests to defer for one or two semesters must be made in writing to the Coordinator of Admissions with a required BZ\$30 (US \$15) fee. If not paid before, this fee will be charged at the time of entry. 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's program are required to make a deposit of \$175 by June 30th for the August intake and November 30th for the January intake where applicable. Payment can be made at the Belmopan, Belize City or Toledo Campuses. Students who fail to do so may lose their space for the upcoming semester. This deposit is applied towards the first semester fees. However, students who fail to register (or who request deferral) forfeit \$30 of that deposit for every semester they differ.
4. Students in good academic standing may transfer from one academic major to another without reapplying. Changes of Program Application Forms are available at any University of Belize 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 or Pharmacy programs must have a cumulative grade point average of 2.0 in Biology and Chemistry at a high school.

Admission Requirements for freshmen

A. Freshmen entering Associate Degree Programs

1. Applicants must have earned a minimum cumulative grade point average of 2.0 out of a 4.0 grading system from their high school or junior college.

The official transcripts submitted with the application materials must verify that the applicant graduated from any four year high school recognized by the University of Belize or the Ministry of Education, or equivalent, or a U.S. regional accrediting agency.

2. Applicants must complete the ATLIB General Tests in Mathematics and English and obtain minimum scores of 26/50 for Math and 51/100 for English. The University will also accept the following:
 - a. Four passes in CXC subjects which must include English and Mathematics in the place of the ATLIB general test requirement OR
 - b. A combined score of 890 on the Scholastic Aptitude Test (SAT). OR
 - c. A score of 18 on the American College Test (ACT)

3. Additional Program Admission Requirements

In addition to the general requirements for admission, there are several program specific requirements.

- a. Applicants to the Associate Degree Programs in Medical Laboratory Technology or Pharmacy programs must have a cumulative grade point average of 2.5 in Biology and Chemistry from high school.
- b. Applicants entering the Natural Resource Management Program requires

B. Freshmen entering Bachelor's Degree Programs:

1. 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.

The official transcripts submitted with the application materials must verify that the applicant graduated from any high school recognized by the University of Belize or the Ministry of Education or equivalent or a U.S. regional accrediting agency.

2. ATLIB General Test Scores of 26/50 for Math and 51/100 for ATLIB English. The University will also accept the following:
 - a. Four passes in CXC subjects which must include English and Mathematics in the place of the ATLIB general test requirement OR
 - b. A combined score of 890 on the Scholastic Aptitude Test (SAT). OR
 - c. A score of 18 on the American College Test (ACT)

3. Additional Program Admission Requirements

In addition to the general requirements for admission, several faculties require program specific requirements.

- a. Applicants to the Bachelor's Degree Programs in Nursing must have a cumulative grade point average of 2.0 in Biology and Chemistry at high school.

Admission Requirements for Transfer Students

The University of Belize accepts students for transfer from any Ministry of Education recognized junior college. Students transferring to Baccalaureate programs must:

1. Have a cumulative grade point average of 2.0 or above out of 4.0 in English and Mathematics at the Junior College level.

Applicants must submit one official transcript (in a sealed envelope) from any Junior College recognized by the Ministry of Education.

2. Have a cumulative grade point average of 2.0 or above in the core courses relevant to the program the student is applying for. Students should have.
 - a. two GCE A Level passes in the core courses, OR
 - b. two 2-unit CAPE passes in the core courses to replace the 2.0 grade point average requirement OR
 - c. A pass in City & Guilds in the academic program the applicant is applying for to replace the subject specific grade point average requirement.

Admission Requirements for Certificate and Diploma Programs

Applicants to Certificate or Diploma Programs must submit the following:

1. One official transcript from High School proving completion with 2.0 average out of a 4.0 grading system or equivalent.
2. Additional Program Admission Requirements

In addition to the general requirements for admission, several faculties require program specific requirements. Applicants must meet the following program specific requirements set by the faculty.

- a. A 2.5 or C+ in English and other program required subjects, e.g. Biology and Chemistry for Bachelor in Nursing Program.
- b. Applicants seeking entrance into the Midwifery Certificate Program must be Registered or Practical Nurses.

- c. Applicants seeking entrance into the Psychiatric Nurse Practitioner Certificate Program must be Registered Nurses.
- d. Applicants seeking entrance into the Diploma in Education program must have a bachelor degree.

Admission Requirements for International Students

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 from countries whose official language is 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 students. Applicants should email the Government of Belize - Immigration Department website http://www.belizegateway.com/db_clients/2243.php to determine visa requirements for the citizens of various countries who wish to visit or study in Belize.

Application Requirements

1. Application forms 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
City of Belmopan, Cayo District
Belize, Central America
Phone: 822-3680 ext. 214/216
Email: admissions@ub.edu.bz

2. To be considered for admission, all applicants must submit the following documents to the Office of Admissions. Applications will not be processed until the application form is completely filled out and all relevant documents are received.

- A. Completed admissions application form.
- B. One (1) official transcript in a sealed envelope **from all previous attended educational institutions.**
- C. Two (2) recommendations from individuals with firsthand knowledge of the applicant's academic ability and completed on the University of Belize forms provided.
- 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 to the Office of Admissions along with a non-refundable application fee of BZ\$30 or US \$15. Payment can be made in cash or credit card at the Accounts Office at the campus nearest you. Students submitting application forms by mail should use a bank draft, postal money order or institutional cheque payable to the University of Belize. International students should submit payment by a bank draft or international postal money order payable in US dollars.

ASSESSMENT POLICY

Policy Statement

Students are required to take all tests and other forms of assessment. If a student misses a course test or assessment due to unforeseen circumstances such as illness, personal emergencies or death of an immediate family member, 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 is received. If a student misses a test assessment without any excuse or without permission, s/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.

Procedures and Responsibilities

1. Students must first 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.
2. The student must provide appropriate documentation (e.g., medical certificate) to substantiate his/her claim.

3. Once the student returns to school s/he should contact the lecturer to apply for and make arrangements for a deferred test or examination.
4. The lecturer will prepare the deferred test and maintain a copy in his or her file for future reference in case the student lodges a grade appeal.
5. 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.

ATTENDANCE

Policy Statement

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.

AUDIT

Policy Statement

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. No grades or credit hours are computed for audited courses.

Definitions

Auditing a class is a student option to attend the course as an observer and without expectation of a grade.

Procedures and Responsibilities

1. Any student auditing a course must register for and pay the regular tuition for the course.
2. Students should follow the same procedures for selecting courses when registering to Audit a course.
3. When registering to audit a course, students must indicate this intention by placing an AU on the in the column labeled status.
4. A student can opt to have his/her work evaluated by the instructor. If requested by the student, the lecturers should provide auditing students with formal evaluation of their work.

AUDIT SWITCH

Policy Statement

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 (during the drop-add period) at the beginning of the semester

Procedures and Responsibilities

1. Students make this switch from audit to credit or credit to audit by filling out and submitting an Audit Switch Form available in the Records Office.
2. Records assistants should ensure that the change in status is duly recorded in the student records management system.
3. Students should maintain a copy of the Audit Switch form for their records.

C

CHALLENGE

Policy Statement

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 procedures below. 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.

Procedures and Responsibilities

1. The student meets with his or her Dean to get approval for the challenge.
2. 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 that the results of the challenge examination are posted for the students no later than the end of the first week of classes
3. If a student fails the challenge, he or she can re-register for the course and take it for credit in the same semester.
4. 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.
5. To take a challenge examination, a student applies, registers, and pays regular tuition for the course.

6. No more than four courses may be challenged in any given academic program and no more than two in any semester.
7. A course cannot be challenged to improve a previous grade.
8. Professional core courses can only be challenged under exceptional circumstances with the permission of the student's faculty Dean.
9. When registering for a course as a challenge, students must include the code CH in the column labeled status.

CLASSES OUTSIDE UB

Policy Statement

The University of Belize supports students who wish to progress through their program in a timely manner by allowing them to take classes at other institutions approved by the University. Students must get approval from the faculty Dean to take classes outside of UB for credit towards a program based on UB's articulation system within ATLIB or on syllabus evaluation. Grades received for courses taken outside of UB will be calculated as part of the student's GPA.

Procedures and Responsibilities

1. A student who wishes to take a course at another institution should first contact the Dean of the faculty to ensure that the course they wish to take is transferable to UB.
2. Students should then fill out the External Credit Transfer form available at the Records office.
3. After completing the course the student should request and submit an official transcript from the institution he or she attended. The university will not accept transcripts submitted in opened envelopes.

CONFERRAL OF CERTIFICATES, DIPLOMAS, OR DEGREES

Policy Statement

The UB Board of Trustees, 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 bi-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.

COURSE CANCELLATION

Policy Statement

The University of Belize reserves the right to cancel any course which does not meet UB's minimum enrollment criteria. Students, who are enrolled in a cancelled course, will not be charged for that enrollment and are entitled to a refund or a credit to their UB account.

Definitions

Course cancellation is an action initiated by the respective faculty Dean and the Registrar to cancel a course offering for an upcoming semester.

CREDIT(S) - DEFINITION

Definition

A university credit or credit hour is a measurement used to calculate 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. Consult program guidelines for lab, internship, and field experiences.

CREDIT TRANSFER FOR NON-UB STUDENTS

Policy Statement

UB accepts credits for courses (which have been evaluated as equivalent) from 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.

Procedures and Responsibilities

1. Credit transfers for students transferring into UB from outside institutions are done by the academic faculties under the supervision of the Dean.

2. The faculty reviews course outlines to determine equivalency with UB's courses.
3. During the application process students' transcripts are reviewed by the faculty to which the student is applying. The faculty determines which courses can be transferred and they prepare and submit to the Admissions office, a memorandum listing these courses. This memorandum is further submitted to the Registrar for input into the Student Records Management System.

CREDIT TRANSFER FOR UB STUDENTS

Policy Statement

Students who complete a Certificate, Diploma, Associate, or Bachelor Degree at the University of Belize (amalgamated institutions included) and then pursue a second UB academic program will have the 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.

D

DEAN'S HONOR LIST

Policy Statement

All full time students taking 12 credit hours or more and all part time students taking 11 credit hours or less, 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.

DEFERRED FINAL EXAMINATION

Policy Statement

A deferred final examination may be given to students who provide written justification of reasons for their absence from a final exam, 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.

Definitions

A deferred final examination is a test prepared for a student who for acceptable reasons is unable to sit the final exam set for the group of students registered in a course.

Procedures and Responsibilities

1. The student must fill out and submit a “Deferred Examination” request form available from the Records Office within a week of the scheduled date of the examination.
2. The student pays to the accounts department, a fee of \$50 for each deferred examination
3. The Accounts Department will pay the faculty member/s \$50 for making each deferred examination.
4. The student must sit the exam by date and time set by the instructor, within 10 days of the end of exam period. (Prior to date set for submission of grades). If requires a later date, an "Incomplete Form" should be submitted.

DEVELOPMENTAL STUDIES

Policy Statement

The University of Belize provides opportunities for applicants who do not meet UB’s academic entrance requirements by offering remedial courses that would better prepare them for college. These courses are offered through UB’s ODL Unit (formerly the Adult and Continuing Education (ACE) Unit). After taking such courses applicants may reapply for admission into one of UB’s programs.

F

FIELD TRIP (ACADEMIC)

Policy Statement

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

See the Student Handbook/catalog for requirements for Field Trips.

FINANCIAL OBLIGATIONS

Policy Statement

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.

G

GOOD ACADEMIC STANDING

Policy Statement

To be in good academic standing, students are required to maintain a cumulative grade point average (CGPA) of 2.0. This is the university's indication that a student is performing at an acceptable standard. If a student's CGPA falls below 2.0 the student will be placed on academic probation. (See Policies Definitions and Procedures for **Academic Probation**)

GRADE APPEAL

Policy Statement

Students may request a review of a grade from a course if they believe that they have a valid reason for challenging the grade, This is based on the assumption that sometimes human errors are made that can be resolved through communication.

Procedures and Responsibilities

1. Students should first consult with the lecturer to resolve the issue ***within ten (10) business days*** after the semester grades are released. The lecturer must document the response and both the lecturer and student must sign the documented response.
2. If there is no resolution at this level, a student appeals the grade in writing to the Chair of the department in which the course was offered. The Chair then meets with the instructor and student. 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 determines if a grade adjustment is warranted. The results of this meeting must be documented and signed by all parties involved. If all parties agree, the process stops. This process must take place within ***ten (10) business days*** after meeting with the lecturer.
3. 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.
4. If a 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's report with the Chair, etc.). The letter of appeal is to be written and submitted to the Dean of the Faculty in which the course in question was offered, along with a receipt for the \$50 Grade Appeal Fee.
5. This appeal must be filed within ***one (1) business week*** after the meeting with the Chair. The fee is refunded if the appeal is successful. ***Appeals filed after this time period will not be considered.***

6. Upon receipt of the documentation and copy of the receipt, the Dean will submit documentation to the Vice-President who appoints a Dean outside the faculty from which the grade appeal arises as chair of the Grade Appeals Committee.
7. The members of the Grade Appeals Committee are: the Dean appointed by the VP who acts as Chairperson, the student's faculty Dean, a Department Chair (selected by the Dean chairing the Grade Appeal Committee), the Dean of Student Affairs, and a student appointed by the Student Government of the campus where the appeal is made. The committee may keep the grade or recommend a change. The decision is final. The decision must be communicated to the student within **ten (10) business days** of receiving the formal Grade Appeal.
8. After the outcome is communicated to the student, the Chair of the Committee writes a detailed report of the proceedings.

This report with all documentation submitted by student and faculty, minutes of the sessions, outcome communication and any other communication are submitted to the Office of Student Affairs for centralized safekeeping. All documentation relating to the grade appeal are confidential and shall be disclosed only to those persons who have a right to the information by virtue of their role in the grade appeal process. After ten (10) years, the file shall be destroyed.

**This process shall be expedited if the student filing the appeal is hoping to graduate.*

GRADE - FINAL

Policy Statement

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 "Change of Grade 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 grades have been 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.

GRADE KEY (LETTER)

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 average.
- WF:** Withdrawn while failing after deadline for unqualified withdrawal. These courses have no impact on students' grade point average.
- 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?
- NG:** "Not Graded. This may also be submitted by instructor to demonstrate that the student did not attend sessions beyond the drop/add period, thus was not allotted a grade.

GRADE POINT AVERAGE

Policy Statement

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.

GRADE REPORT

Policy Statement

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

GRADING SYSTEM - UB

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

APPLICATION FOR PROGRAM COMPLETION/GRADUATION

Policy Statement

During the semester prior to the semester in which students expect to complete their programs, they must review their program record and formally apply for completion. Only upon formal application can students' records be reviewed, a determination of their completion status made, and commencement information be forwarded to them. A candidate for any certification is required to file a formal application by completing the appropriate form available in the Records Office.

The university clears students three times a year (at the end of the each semester and at the end of the summer); and distributes certificates and degrees two times a year (at each graduation ceremony). Since 2010, the university hosts two public graduation ceremonies per year—one in February and another in June.

Procedures and Responsibilities

1. Students must apply within the application deadlines (last Monday of February for Summer completion; last Monday of April for December completion; and the last Monday of September for May completion). If a student does not apply on schedule then his or her application for completion will be put forward to the next graduation cycle.
2. The application must be submitted to the Records Office by the specific deadline listed in the Academic Calendar, and must be accompanied by the appropriate graduation fee.
3. 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.
4. The Records Office responds to every application for graduation in writing to inform students of the courses left for them to fulfill graduation requirements. If a student's application for graduation is denied, then he or she will have to reapply subsequently to be cleared for graduation.
5. Students, who have completed their program requirements, must apply for completion/graduation within the 7/10 years span as explained in the Graduation Requirements Section.

GRADUATION HONORS

Policy Statement

The university gives special honors to graduates who complete their academic programs with excellence. This is applicable only to students who complete a bachelor degree. 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. 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. **(This is NOT applicable for the Master's Students).**

ATTENDANCE AT GRADUATION CEREMONIES

Policy Statement

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

GRADUATION REQUIREMENTS

Policy Statement

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. *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.

Procedures and Responsibilities

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, (50% of professional cores must be done at UB)
4. Apply using the appropriate form by the deadline which is 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 grade of C or above in all Professional Core Courses and an average of 2.5 for all Professional Core Courses,
8. Achieve a grade of C in all Math and all English courses from the General Core and Core and at least a minimum pass (D) in all other General Courses,
9. Achieve a grade of “D” or above in all Elective Courses.
10. Meet any additional requirements as set out in their program of studies.

INCOMPLETE

Policy Statement

In cases of illness, personal emergency of a student or an instructor, institutional demands, or other institutional constraints, a student may be given a grade of “I” to indicate that they did not complete the course.

Procedures and Responsibilities

1. To receive a grade of “I”, a student must first apply to the Lecturer with appropriate documentation before the last day of classes.
2. 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.
3. If an incomplete grade is granted, course requirements should be completed by the end of the following semester excluding summer.
4. 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 for
5. 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.
6. If course requirements are not completed by the end of the second semester, the incomplete grade will be automatically converted to “F”.
7. All instructors must consult with their department chairs before granting incomplete grades.

INDEPENDENT STUDY COURSES

Policy Statement

The University of Belize provides opportunities for students to explore areas of study that enhances their skills and knowledge beyond the courses in the programs in which they are enrolled. This is often done through Independent study courses.

Definitions

An Independent Study is a course that is relevant to but not included in any approved program sequence. Students receive specific instruction/guidance from a faculty member who is selected by the Dean and who agrees and is assigned to the course.

Procedures and Responsibilities

1. To apply for an Independent Study Course students must first seek the approval of their faculty Dean.
2. The Dean will identify an instructor, and in consultation with him/her will make arrangements for the Independent Study.
3. In consultation with the Registrar, the Dean and the instructor will assign an appropriate title and number to the Independent Study course if a title does not yet exist.

4. Before the contract is approved, the instructor must submit a full syllabus with anticipated methodology, evaluation system and outcomes for approval by the Dean. Instructors should meet with each student for a minimum of two-thirds of the regular contact hours and a maximum of the full number of credit hours (E.g. a minimum of 30 contact hours and a maximum of 45 contact hours for a 45 hour course)
5. Students must complete an Independent Study Contract which is filled out in triplicate. One copy is kept in the student's file at the Faculty and one copy is sent to the Registrar. The student should retain the third copy.
6. Students cannot enter into a contract for an Independent Study after registration.
7. A fee of \$500 additional to regular tuition will be charged at registration for each off sequence course.
8. A maximum of two students can register for an Independent Study course and the \$500 fee is divided between them. Each student must pay their portion of the fee to the Accounts department.

L

LETTERS

Policy Statement

Students must pay a fee of \$15 to the Account Department for each letter (in-school, embassy, completion, etc.) prepared by the Records Office before the document is prepared. An express fee of \$20 may be charged for urgent service.

N

NON-DEGREE SEEKING STUDENT

A non-degree seeking student is someone who is enrolled on a semester-by-semester or course-by-course basis and has not been accepted as a regular student pursuing a degree.

O

OFF SEQUENCE COURSE

Policy Statement

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 course. In such cases, a student **can take only two regularly scheduled courses** as off sequence within his or her entire UB program. If a course is scheduled for a particular semester, that course will not be made available as off sequence during that semester.

Definitions

An Off Sequence course is one that appears on a student's program sequence but which the student is requesting to take in the semester in which the course is not offered.

Procedures

1. To apply for an Off Sequence Course students must first seek the permission of their advisor/Chair and approval of their faculty Dean.
2. The Dean will identify/approve an instructor, and in consultation with him/her will make arrangements for the students to take the course as Off Sequence.
3. Before the contract is approved, the instructor must submit to the Dean a course outline following the university format. Instructors should meet with each student for a minimum of two-thirds of the regular contact hours and a maximum of the full number of credit hours (E.g. a minimum of 30 contact hours and a maximum of 45 contact hours for a 45 hour course)
4. Students must complete an Off Sequence Contract which is filled out in triplicate. One copy is kept in the student's file at the Faculty and one copy is sent to the Records' Office. The student should retain the third copy.
5. The Off Sequence Contract along with the Course Outline and evidence of Dean's approval must be submitted to the Records Office by the Dean's Office and should be entered in Xenegrade and paid for during the registration period.
6. A fee of \$500 additional to regular tuition will be charged at registration for each Off Sequence course.
7. A maximum of two students can register for an Off Sequence Course with a given instructor and the \$500 fee is divided between them. Each student must pay his or her portion of the fee to the Accounts department.
8. When entering the information in the SRM system, the records assistant must enter OS for Off Sequence
9. When registering to take an Off Sequence course, students must place the code OS in the column labeled status.
10. All financial obligations to UB must be cleared by student before allowed to take an Off Sequence Course. **(Instructors will NOT BE PAID for Off Sequence until ALL arrears are paid by student).**

P

PREREQUISITES

Policy Statement

Before taking upper level courses, students may be required to take pre-requisite courses. Students must ensure that they have the pre-requisites for every course in which they plan to register.

Procedures and Responsibilities

1. It is the students' responsibility to check with their advisors and the course instructors to ensure that they are eligible to sit in a course.
2. Students should ensure that grades for pre-requisite courses are "C" or above in order to register for any higher level courses.
3. Students will be unable to register online for higher level courses without the "C" grade for pre-requisites. Thus, may be unable to register for higher level courses during Early registration period until grades are released.

PROGRAM CHANGE

Policy Statement

The University allows students to change their major after they have been admitted into the institution. 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.

Procedures and Responsibilities

1. Once the Dean of new program signs the form, the student must return the completed form to the Admission Office. Students keep their copy and the Records Office changes students' academic programs in their permanent academic records at UB.
2. 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.
3. 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 complete requirements of their Associate Degree programs during their last semester, they

4. can also change their program to the Bachelor level and start taking courses from their bachelor program.
5. Once they make the program change, they will have to pay the bachelor tuition for all courses they take from that point onward including their final Associate Degree courses.
6. Students who have been accepted into a program must complete one semester in that program before he/she can change program.
7. Students who wish to enter a second program (within one year—two semesters—after completing a previous program) should complete and submit the Program change which can be obtained from the Admissions Office. This will be considered application to the new program.

PROGRAM INTAKE SUSPENSION

Policy Statement

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.

R

RECORD KEEPING

Policy Statement

To keep abreast of their academic progress at UB, students are responsible for keeping copies of their registration forms, 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.

REGISTERING ON TIME

Policy Statement

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 the required late registration fee.

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. [See Registration Process below]

REGISTRATION

Policy Statements

The University of Belize Student Portal is an interface for students to review their personal records. Students can use this portal to access their academic record and other information as well as the tools needed to initiate several activities such as registering for courses, adding/dropping courses, changing sections of courses, viewing grade reports, viewing their program sequence and semester schedule and applying for graduation. A username and password is assigned to students during admission processing and is included in the letter of acceptance. Students use the username and given password to access the student portal. Students are urged to change their passwords after first log on. Students are also encouraged to keep their account information private and secure by changing their password on a regular basis. In addition students are strongly urged to keep a folder with all receipts, academic records and registration information for the duration of their studies.

1. Students may not attend classes without completing the registration process
2. 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.
3. Students are not allowed to register for one section of a course and then attend another section. Students who violate this policy may end up with a grade of "F" for the course section which they abandon and will not receive any grade for the course section they attended.
4. Students may be de-registered from the system if payment is not met by date set in the academic calendar.
5. Students who are de-registered can seek reinstatement by filling out the *Reinstatement after Purge Form* or a Registration Appeal form which can be obtained from the Records Office. Reinstatement cannot be made after the deadline stated in the academic calendar. Students **MUST** present a written note to the lecturer from the Registrar's Office to be readmitted into a course from which they were de-registered.
6. Students are not allowed to register for upper level courses that require pre-requisites if they have not completed those pre-requisites or receive a "C" or above on the pre-requisite course. Lecturers reserve the right to ask the student to drop the upper level course if by chance a student registers for an upper level course without the required pre-requisites.
7. Graduates from Junior colleges must confirm course transfers at the Registrar's Office. Students are reminded that only the Registrar's Office maintains students' official records.
8. Students are allowed to only drop courses or change sections during the Early Registration period. All other changes will have to be made during the Registration or Add/Drop period.

9. Students must pay at least the minimum payment shown on the invoice to complete the registration process. The minimum payment is 40% of total invoice (tuition and fees).
10. Students must complete all tuition and fees payment to be allowed to take their final exams.
11. Students must check their UB email and student portal frequently for information and updated balance.

Procedures and Responsibilities

THE REGISTRATION PROCESS

There are three steps in the Registration Process: Advising, Selecting courses and Developing a Schedule, and Making Payment

STEP 1: ADVISING

Registration for an upcoming semester starts with Advising in the previous semester. Students first consult with their advisor, who is assigned by their respective faculty, to determine the courses that they should take in the coming semester. Students who intend to change from one program to another **MUST** meet with their advisors to discuss the process and to receive guidance on how to proceed; they are required to fill out the Program Change Application Form by the announced deadline and in accordance with the program change policy. This policy is available in the Records Office and on the UB website.

STEP 2: DEVELOPING A SCHEDULE

Using information from the advising session, students can log onto Xenegrade via the Student Portal at www.ub.edu.bz and enter the courses they have selected with their advisors. Students are able to view only those courses specifically structured for their program. If students need to take courses that are outside of their program requirements or courses that are Open Electives they must see the department Chair for the program in which they are enrolled or the Dean of their Faculty for assistance in entering those courses. Students are not guaranteed a space in any of these classes until they have made payment by the dates announced in the Academic Calendar and posted on the university website.

Step 3: PAYMENT (Completion of the Registration Process)

a) Self-Pay

To complete the Registration process students must pay for the courses they have selected. Once they are satisfied with the selection of classes, students can print their invoices. To complete the registration process, students can also pay online through one of the three banks (Atlantic, Belize, Scotia), or they can take the invoice to participating banks (Atlantic, Belize, Scotia) to pay tuition and fees at the counter. When paying at the Banks, students should take their IDs (or provide their ID number and name exactly as it is in the Student Records System) to ensure that the funds are lodged in the correct accounts.

Students MUST PAY total invoice or at least 40% of total invoice at registration and sign a payment plan for remainder. The payment plan allows for remaining 60% be paid in installments. The total sum becomes payable on the Friday of week ten of the semester. The minimum payment (which is 40% of total invoice) is shown on the invoice. If the minimum amount is not paid, students will not be considered registered. Students who do not pay during the Registration Period may be removed (de-registered) from all their selected classes. All students who complete payment within the specified dates indicated on the invoice will be considered to be properly registered and will be guaranteed spaces in all the classes for which they registered.

Students who cannot afford at least minimum payment at the time of registration cannot use this excuse to register after the late registration period. Such students must visit the Accounts Supervisor in the Accounts Receivable Department before or during registration to seek a payment contract that allows them to register.

b) Students with Scholarships or grants

Student attending UB on scholarships or grants must go through Steps 1 and Step 2 of the registration process. To complete Step 3 of the registration process, students on scholarship MUST visit the Accounts Receivable Office and present a copy of the letter from their sponsor to ensure that the Accounts Office authorizes their scholarship and issues a bill to their sponsors. If the tuition and fees from a sponsor is less than the tuition and fees for the semester, students are responsible for paying the balance. Students will need to visit the Accounts Office to confirm their registration if they are on full scholarship. If the scholarship donor reneges the student is liable for all unpaid balances.

c) Students with Credit balances.

Student with a credit balance must go through Steps 1 and Step 2. To complete Step 3 they MUST go to the Accounts Receivable Office to confirm their balance. Students must pay any difference between their credit balance and the amount owed for the semester.

REGISTRATION PERIODS

EARLY REGISTRATION:

1. Current students are given the option of selecting their schedule early—in April for the Summer Semester sessions, and November for the Semester 2 session. This option is generally available after grades have been posted and students can review their academic standing. If a student is planning to change program for an upcoming semester s/he cannot utilize the early registration option.
2. Students who register early must make payment within the specified dates. Students can make payment in full or pay the minimum which is indicated on the student's Invoice.
3. Students who fail to complete their Early Registration by making payment during the specified dates may have their courses removed from the system. If this happens they will have to wait for the regular registration period to select their courses again. During the regular registration session they MUST do the following:

- a. Re-enter their courses based on spaces available at the time.
- b. Print the Invoice
- c. Make payment at Atlantic, Belize Bank or Scotia Bank within the specified payment dates.
- d. Students on scholarship or grants and students who have credit balances **MUST** follow the procedures outlined in STEP 3 (b) or (c) of the Payment procedures.

LATE REGISTRATION

Late registration is defined as the period from the first to the twelfth calendar day of the regular semester—Semester 1 or 2 or the second day of the third week of classes. Students who register late must pay a late registration fee. Students are expressly warned that failure to register during the specified deadline shall prevent them from attending classes for the semester in question. Students must pay their registration costs and must do so during the time specified in order to guarantee a space in their desired classes. Students must also remove unwanted classes from registration prior to the end of late registration so that they are not bill for these courses. Students may be de-registered from system if no payment is received during the dates specified in the Academic Calendar.

Under normal circumstance no one will be allowed to register after the fifteenth calendar day of a semester. However, if extenuating circumstances prevented a student from registering, s/he can fill out and submit the Waiver of University Policy Form with accompanying documentation.

Faculty members should not allow students who are not on their final class list to attend classes. If students' names do not appear on the final class list, the students should check with the Registrar's or Records Office immediately. The final class list is available on the sixteenth calendar day of the semester (the day after Drop/Add) via Quicktools.

Late registration fee will be assessed if courses are enter late or student did not met minimum payment on invoice.

REPEATING A COURSE

Policy Statement

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.

RESIDENCY REQUIREMENTS

Policy Statement

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.

RESIGNATION

Policy Statement

Students may choose to terminate their enrollment by resigning from the University for the semester. Resigning from the University cancels all registration for that given semester except for challenged courses and completed paralegal courses. Students may re-enter the University within two semesters (not including the summer semester) without having to re-apply for admission.

Definitions

To resign is to terminate enrollment in all courses for the semester.

Procedures and Responsibilities

1. Students resign for semester from the University by completing the appropriate form available in the Records Office.
2. Students who wish to resign but do not follow the appropriate procedures for resignation may receive F's for courses that they added.
3. Resignation will only be sign by Accounts personnel for process, if full payment was made for semester.
4. Resignation will not be accepted after the last day of classes on the academic calendar.

S

SEMESTER OFF

Students who wish to take a break in their studies may apply to take a semester off. Student must submit a completed Semester-Off Form to the Records Office.

T

TRANSCRIPTS

Policy Statement

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 \$20.00 each and can be mailed locally or internationally. A transcript can be picked up immediately after payment is received at the Accounts Department. Requests for 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, may take as much as one week to be prepared from the pre-amalgamation archives.

Procedures and Responsibilities

1. 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.
2. Official transcripts are sealed and stamped official. Transcripts delivered directly to students in an open envelope will be labeled student copy and are unofficial.
3. 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.

TRANSIENT STUDENT POLICY

Policy Statement

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.

Procedures and Responsibilities

1. Student meets with department chair for confirmation of courses to take.
2. Student visit Records Office on last day of registration for input of courses.
3. Schedule and invoice is printed and issue to student for payment at the bank.

W

WITHDRAWAL

Policy Statement

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 will result 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.

Procedures and Responsibilities

- 1) Obtain official withdrawal form from Records Office.
- 2) Complete the form, obtain relevant signatures and return to Records Office.
- 3) The information will be inputted immediately and a copy will be return to you.