Information is powerful.
Take charge of your destiny.
You do make a difference!
This Handbook belongs to:

Name: ___________________________________________

Phone No.: ___________________________________________

Address: ___________________________________________

E-Mail: ___________________________________________

Programme: _________________________________________
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Dear Students,

I take great pleasure in welcoming you to the H. L. Stoutt Community College. I applaud you on your decision to pursue post-secondary education with us and assure you that our aim is to help you succeed in your educational and general developmental pursuits.

This handbook is designed to help you settle at HLSCC and become familiar with life at the College, the services we offer – both at the Virgin Gorda Centre and the Paraquita Bay Campus – and, more particularly, your rights and responsibilities as students. At College, a student is expected to take responsibility for matters that affect him/her. This can only be done if you are well informed. You should be aware of policies that affect you such as the Students’ Code of Conduct and the Attendance Policy. I, therefore, urge you to read this handbook carefully and refer to it throughout your College life.

There are many services available at HLSCC that will assist you in reaching your goals but your success depends greatly on you. Our College faculty will always be willing to help you, and other academic support will be at your disposal. We will help as you make choices for your careers or further education. Counselors are available to help if you encounter personal difficulties. I encourage you to use every resource that we have to aid you in your journey towards your goal. Feel free to visit the Student Success Centre to further understand the range of services offered.

A potentially fruitful aspect of your college life is involvement in clubs on campus. The clubs at HLSCC are diverse and support physical development, intellectual curiosity, skill development, and service to others, all in an atmosphere of fun. I encourage you to strive for good grades so that you would eligible to join the Chapter of Phi Theta Kappa – the honour society for two-year colleges – on our campus. This group continues to make its mark and would welcome you as a member.

On behalf of the faculty and staff, I pledge that we will do our part to support you as you grow as a student and an individual. We wish you every success.

Karl Dawson, Ph. D.
President
HLSCC Pays You Dividends

• We help you grow intellectually, socially, and professionally.
• We increase your potential for earning a higher income.
• We offer you the opportunity to excel.
• We make learning fun.
• Come aboard and let the good times roll!
The College's Mission

H. Lavity Stoutt Community College provides quality higher education and life-long learning that is responsive to changing community needs, the global economy and evolving technology. The offerings promote individual growth, economic, social and cultural development.

Precepts

H. Lavity Stout Community College strives to fulfill its mission through adherence to the following precepts:

1. To involve students in the richest and diversity of ideas in order to broaden their understanding of themselves and the world.

2. To lead students in examining the value of knowledge for its own sake and in developing an appreciation for the scholarly pursuit of truth.

3. To provide learning experiences designed to enable students to develop their abilities to think critically; to analyze, synthesize and integrate knowledge; to undertake self-directed and life-long learning; and to engage in scholarly inquiry and problem-solving strategies.

4. To help students build their skills in effective communication; enhance their appreciation of the cultural and the aesthetic; and to realize a sense of self-worth, self-confidence citizenship.

5. To provide educational opportunities leading to the acquisition of knowledge and skills which will allow students to successfully compete and find meaningful employment in an ever-changing world.
The H. Lavity Stoutt Community College (HLSCC) was established in 1990 as the British Virgin Islands Community College under the College Act of that year. The institution was subsequently renamed in honour of the founding Chairman of the College, the late Chief Minister, Hon. H. Lavity Stoutt.

The concept of the British Virgin Islands Community College had been developed as far back as 1982 by the founding Chairman. A Focus Committee, chaired by the late Dr. Norwell Harrigan, was organised to hold discussions with the general public and to obtain feedback on the viability of an institution of tertiary education for the British Virgin Islands. Preceding the establishment of the College, a College Project Office was opened in January, 1989 and staffed by Mrs. Eileene L. Parsons, who later became the Registrar/Bursar of the College. Dr. Nolen Ellison, President of Cuyahoga Community College, in consultation with Dr. Janet Smith also of Cuyahoga, used the report of the Focus Committee as a critical component of the resource material necessary to get the College Project off the ground. On recommendation of Drs. Smith and Ellison, four Task Forces were instituted to begin the preliminary planning stages at the College.

The inaugural meeting of the first Board of Governors took place on March 10, 1989. At that meeting, an Executive Committee was appointed to manage the daily operations of the College. That same year saw the appointment of Dr. Theodore Provo as President, rental of classroom space, and approval of the College’s initial curriculum. Dr. Charles Wheatley succeeded Dr. Theodore Provo as President on February 1, 1991. Dr. Michael E. O’Neal was appointed third President on August 1, 2005 and served until December 31, 2008. Dr. Karl Dawson was appointed Fourth President on August 1, 2009. On August 15, 1993, the College moved from its original location in Road Town to its current campus at Paraquita Bay.

The College is now in its second decade and continues to exhibit steady growth. Whereas it began its operations in 1990 with 135 students, steady increases have brought the number enrolled to 1034 students this semester. The College’s growth is also reflected in the continuing development of existing academic programmes and the creation of new offerings to address identified needs. In the hospitality studies area, the College launched a culinary programme in collaboration with the New England Culinary Institute in 2000. Recognizing that the financial services sector of the economy is a particularly dynamic one, HLSCC launched the Financial Services Institute in 2002. In November 2004 the College, in collaboration with the U.K-based Chartered Management Institute, began offering their Certificate, Diploma and Executive Diploma in Management.

The College’s Virgin Islands Studies Project, established in 1997 to serve as a source of information and analysis on the Virgin Islands, continues to encourage and stimulate research on Virgin Islands heritage. In keeping with its commitment to enhancing appreciation of the cultural and the aesthetic, the College mounts a vibrant Performing Arts programme, incorporating “Classics in the Atrium,” “Jazz Showcase,” and the an-
annual British Virgin Islands Summer Arts Institute. Through articulation and other collaborative arrangements with external tertiary institutions such as the University of the Virgin Islands, Wright State University, Missouri Southern State University and the State University of New York at Buffalo, the College has delivered baccalaureate and master’s degree programmes in such areas as education, business administration, and nursing.
Who’s Who on Campus

President                                 Dr. Karl Dawson
Vice President                           Dr. Bryan Penn
Associate Vice President                 Dr. Christine Hodge
Bursar                                   Mrs. Italia Penn
Registrar/Director of Enrolment Management Dr. LuVerne Baptiste
Dean of Arts, Sciences & General Studies  Dr. Clarisssa Layne
Dean of Workforce Training Division       Dr. Derry Hodge
Director of the Virgin Gorda Centre      Dr. Almein O’Neal
Director of Planning and Institutional Effectiveness Ms. Emma K. Baker
Director of the Student Success Centre   Vacant
Human Resources Manager                  Mrs. Surbhi Ann Williams
Director, Learning Resource Centre       Mrs. Bernadine Louis
Director of Centre for Teaching & Learning Dr. Jasmattie Yamraj
Director of Outcomes Assessment          Dr. Patricia Johnson
Director of Student Life & Special Events Mrs. Debra Hodge
Director of Buildings and Grounds        Mr. Henry Prince
Director of Information Technology       Mr. Billy Lettsome
Bookstore Manager                        Mrs. Oleanvine Maynard
Head of Business and Computer Studies    Mrs. Marva Wheatley-Dawson
Head of Humanities, Social Science and Communications Department Dr. Sauda Underwood-Smith
Head of Mathematics and Natural Sciences Department Mr. Keith Kassarie
Head of Teacher Education Department     Mrs. Kirlin Lettsome
Director of the Virgin Islands Studies Institute Dr. Angel Smith
Director of Communications, Public Relations and Marketing Mrs. Derecia Scatliffe-Thomas
Auditorium Coordinator                   Mrs. Linette Smith-Baa
Campus Health Nurse                      Mrs. Patricia Hanley
Director of the Culinary Arts Programme  Mr. Neil Cline
Director of Technical Studies            Dr. Spencer Grant
Director of the Financial Services Institute Mr. Rajasegaran Krishnan
Maritime Programme Manager               Capt. Martin Cherry
University of the West Indies Programme Officer Mrs. Carla Johnson Brown
How to Contact the College

The College’s Main Campus is located in the Paraquita Valley on the Sir Kenneth Blackburn Highway. Buses operate regularly between Road Town and the eastern end of the Island. Students use this service to get to and from the main campus. For students on Virgin Gorda, the Centre is located in the Enid Pickering Building in the Valley. To contact the Paraquita Bay campus the telephone number is 284-494-4994 or facsimile is 284-494-4996 and to contact the Virgin Gorda Centre the telephone number is 284-495-5251 and the facsimile is 284-495-6686. We’re on the Internet too! Sign on to http://www.hlscc.edu.vg.

The Learning Resource Centre is located at the Paraquita Bay Campus. The College’s Auditorium is also located opposite to the Learning Resource Centre.
Academic Calendar

The academic year begins in late August and ends in July the following year. The academic year consists of two semesters and a summer term.

- **Fall Semester**: August to December (17 weeks)
- **Spring Semester**: January to May (17 weeks)
- **Summer Term**: June to late July (6 weeks)

Classes are held during the day and in the evening. On public holidays and Sundays no classes are held, and no other College services are offered. An Instructor may opt to give the lecture forfeited on a public holiday at another time. Please consult the College catalogue for important dates and events for each semester of the academic year.
How We Can Work Together

The College’s Pledge

When you join us, we believe that we will share many happy times working our hardest together. We want you to bring out the best in us; we want to bring out the best in you.

We pledge our dedication and philosophic commitment to listen to your needs and to provide the best education, services and facilities we can for you. We pledge our commitment to building a college community of goodwill among our students, staff, faculty and administration - a community in which the rights of every individual are protected.
Students Rights and Responsibilities

General Statement of Student Rights and Responsibilities:

The purpose of the Student Rights and Responsibilities statement is to define a student’s basic rights within the college community, state what actions students may expect from the college to protect those rights, and explain the college’s expectations of its student members, including the standards by which student behavior are measured. This statement describes unacceptable student behavior and outlines the procedures by which students are disciplined if they engage in unacceptable conduct.

Students have the right to be treated fairly by the college, to accomplish the goals for which they came to the college in a conducive environment, harmonious of the college, and to be informed of college policies and/or regulations affecting them. Any student accused of violating college policies and/or regulations is entitled to fair and balanced procedural protection.

Student Code of Conduct:

1. General Jurisdiction

Application to Academic Students: A person must be officially admitted and/or currently registered for an academic credit course to be considered a student under this policy.

2. Student Code of Conduct

    a. Jurisdiction

    i. The jurisdiction of the college shall extend to personal behavior and conduct which occurs on H. Lavity Stoutt Community College property, or at any official college function or activity whether those activities are social, professional, or academic.

    ii. The Director of Student Life shall have original jurisdiction over all complaints involving Section 2. b. (Prohibited Behavior). The College Review Board shall have exclusive jurisdiction over all appeals under Section 2.

    iii. The Academic Dean shall have original jurisdiction overall complaints involving Section 3, Academic Code of Behavior.

    b. Prohibited Behavior: The following behavior and conduct is prohibited. This list is not intended to be exhaustive and the college reserves the right to impose discipline for personal behavior and conduct that may not be expressly identified in Section 2. b. if the student knew or should have known that the conduct was not appropriate under the circumstances.

    i. Interference with the teaching and learning process, including the use of profanity toward another student or faculty/staff member.
ii. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, including sexual assault against any student, faculty, staff, or guest of the college.

iii. Discrimination based on age, color, disability/handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, or weight.

iv. Interference by force, threat, harassment, or duress with an individual’s personal safety, academic efforts, employment, or participation in college sponsored activities and/or creating a reasonable apprehension that such interference is about to occur.

v. Disruption of college activities and college business, including, but not limited to, classes, convocations, and student services.

vi. Continued occupation of a college facility after being requested to leave by any person acting as an authorized agent of the college.

vii. Defacement, damage to, or theft of college property and/or that of an other student, faculty, staff, or guest of the college.

viii. Tampering with fire alarms, safety systems, or the unauthorized setting of fires.

ix. Dishonesty, including, but not limited to, cheating, furnishing false information to the college, forgery, misuse or alteration of any college document, or misuse of the college computer system. Academic dishonesty is covered in the Academic Code of Behavior as set forth in Section 5.

x. Making a false report concerning a fire, bomb, or other alleged emergency.

xi. Use, possession, manufacture, or distribution of drug paraphernalia, controlled substances, and look alike drugs. The use of alcoholic beverages on as prohibited by HLSCC policies and Virgin Islands law.

xii. Possession, while on campus or at a college sponsored function, of any weapons, or look alike weapons, including, but not limited to, firearms, explosives, dangerous chemicals, knives, brass knuckles, licensed weapons, or objects or instruments possessed for use as a weapon or for direct or in direct delivery to another person for use as a weapon.

xiii. Willful disobedience of college officials or authorized agents acting in the performance of their duties.

xiv. Willful violation of college rules, regulations, procedures, and policies as promulgated in college policy statements.
xv. Any violation of Virgin Islands law.

xvi. Unauthorized possession, duplication, or use of keys to any college premises, or unauthorized entry to or use of college premises, or tampering with any door or door locking mechanism.

xvii. Bringing animals into the classrooms or buildings, with the exception of Seeing Eye dogs, or dogs trained to assist persons with a disability recognized under BVI law.

xviii. To maintain classroom integrity, only those students registered for an HLSCC class may attend that class, except for authorized guests.

xix. Conduct which is disorderly, lewd, or indecent; which includes the use of electronic/digital recording and/or imaging devices used to take images and/or recordings of persons without their knowledge and/or consent; breach of the peace; aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by the college, or participated in by the college.

xx. Theft or other abuse of computer time including, but not limited to:

1. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.

2. Unauthorized transfer of files.

3. Unauthorized use of another individual’s identification or password.

4. Use of computer facilities to interfere with the work of another student, faculty/staff member, or college official.

5. Use of computer facilities to send or publish threatening, obscene, or abusive messages.

6. Use of computer facilities to view and/or print obscene or offensive images.

7. Use of computer facilities to interfere with normal operations of the college computer system.

xxi. Abuse of the disciplinary process, including, but not limited to:

1. Failure to obey the summons of a disciplinary body or college official.

2. Falsification, distortion, or misrepresentation of information before a disciplinary body.

3. Disruption or interference with the orderly conduct of a disciplinary proceeding.
4. Interruption of a disciplinary proceeding.

5. Attempting to discourage an individual’s proper participation in, or use of, the disciplinary system.

6. Attempting to influence the impartiality of a member of a disciplinary body prior to, and/or during the course of, the disciplinary proceeding.

7. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after a disciplinary proceeding.

8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

9. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

c. Report of Violations – Initial Inquiry

i. Any person may report that a student has allegedly violated the Student Code of Conduct to the Director of Student Life, or his/her designee.

ii. Upon receiving such a report, the Director of Student Life or his/her designee may conduct an informal inquiry to determine:

1. If there is jurisdiction over the alleged violation;

2. Whether the accused is a student, as defined in Section 2;

3. Whether the alleged conduct is prohibited; and

4. Whether a sanction is probable, if the allegation is proven.

d. Procedures: Following an informal inquiry, if the Director of Student Life or his/her designee determines that the alleged violation, if proven, would result in a written warning, the procedures as set forth in Section 2. d. i. of the Student Code of Conduct shall apply. If the Director of Student Life or his/her designee determines that the alleged violation, if proven, could result in the imposition of a sanction or sanctions more severe than a warning, the procedures as set forth in Section 2. d. ii. of the Student Code of Conduct will apply.

i. If the Director of Student Life or his/her designee determines after discussing with the student that a violation has occurred and the sanction for the violation should be a written warning, the following procedures shall be used:

1. A written warning shall be administered and presented to the student by the Director of Student Life, or by his/her designee, or any
other authorized employee of the College.

2. Written notice of the conduct constituting the violation and the nature of the warning shall be filed by the Director of Student Life or his/her designee or any other authorized employee with the College.

3. There shall be no appeal from this written warning.

4. All written warnings and notices will be securely stored in the office of the Director of Student Life. This material will be held for a minimum of three years.

ii. If the Director of Student Life, or his/her designee, has a reasonable basis to believe a sanction more severe than a warning could be imposed, then the following procedures will be used:

1. **Complaint.** All proceedings other than the administration of a warning shall commence with the filing of a written complaint with the Director of Student Life as soon as reasonable following the date of the alleged violation. A complaint may be filed only when there is a good faith belief that there has been a violation of prohibited behavior.

2. **Form of Complaint.** The complaint shall include (1) facts alleged to constitute a violation; (2) the provision(s) of the Student Code of Conduct alleged to have been violated; and (3) the name of the student alleged to have committed the violation.

3. **Who May File.** The complaint may be filed by (1) a college administrator or staff person; (2) faculty member; (3) student; or (4) other individuals as designated or confirmed by the Director of Student Life.

4. **Service.** The student against whom the complaint is made shall be personally notified and provided a copy of the complaint and the probable sanctions by the Director of Student Life or his/her designee, as soon after the complaint is filed as possible.

5. **Response.** A student served with a complaint shall elect one of the following options within five (5) college business days after service of the complaint by completing, signing, and returning the Student Response form to the Director of Student Life.

   a. The student may admit the alleged violation and be sanctioned accordingly.

   b. The student may request mediation, if the Director of Student Life and other affected parties agree to mediation. If mediation fails or is not agreed to by the Director of Student Life or any of the other parties, the individual shall proceed under options (i) or (iii) of this section.
c. The student may deny the alleged violation.

If the Student Response Form is not completed and returned within five (5) college business days after service, the Director of Student Life may treat such action as an admission of the violation and administer a sanction.

6. Investigation. If the student denies the allegations, the Director of Student Life will, within a reasonable period of time, but not more than fifteen (15) college business days, begin the investigation process. The Director of Student Life shall take the following action:

a. Meet with the student and other relevant parties.

b. If necessary, assign an impartial investigator to conduct further investigation pursuant to the College’s “Investigation Guidelines.”

c. Present the student with all of the evidence upon which a decision will be made and an opportunity for the student to refute the evidence.

7. Findings. Following completion of the Investigation provided under ii. (6) above, the Director of Student Life shall evaluate all evidence provided and, either:

- Dismiss the complaint for lack of clear and convincing evidence that a violation of the Student Code of Conduct occurred or that the accused did not commit the act that resulted in a violation, or

- Based on a finding of clear and convincing evidence, determine that a violation of the Student Code of Conduct was committed by the accused and impose an appropriate sanction.

8. Notice. As soon as the Director of Student Life makes a finding, he/she shall notify the student in writing.

e. Sanctions: A sanction is an action taken when the Student Code of Conduct has been violated. One or more of the following sanctions may be applied. If the student expressly waives his/her right to be sanctioned under this section, the college may impose a different sanction than those listed.

i. Warning. Notice, orally or in writing, that continuation or repetition of conduct in violation of Section 2. b. may be cause for more severe disciplinary action.

ii. Censure. A written reprimand, including the possibility of more severe disciplinary sanctions in the event of a subsequent violation of a college regulation within a stated period of time.

iii. Letter of Apology. The student will prepare and send a letter of apology to the victim(s) of the misconduct.
iv. Probation. Exclusion from participation in privileges or extra curricular college activities for a period not to exceed one academic year from date of offense or infraction.

v. Restitution. Reimbursement for defacement, damage to, or misappropriation of property, or personal injury expenses.

vi. Community or College Service. The performance of an appropriate amount of public service that is both beneficial to the college or community and which will likely assist the individual in understanding the harm caused by his or her conduct.

vii. Attendance. Enrollment and completion of a class that helps the person understand the harm caused by his or her conduct. This sanction may be required for alcohol, substance abuse, or psychological assessments.

viii. Restricted Student Status. The student will be allowed to go to and from classes only and will not be allowed to participate freely in any other campus activity. Campus security services may be required, if deemed appropriate. This sanction may remain in effect until completion of the disciplinary process.

ix. Disciplinary Suspension. Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time. A disciplinary suspension will be held in abeyance during an appeal.

x. Emergency Suspension.

1. Exclusion from campus and/or classes and/or other privileges or activities for purposes of investigation, and/or relieving the tension of the student body or class due to a serious infraction of campus rules; or removing a threat to the well-being of the students, or removing for the good of the order of the college a student or students whose presence would prevent the continued normal conduct of the academic community.

2. Emergency Suspension may be imposed immediately by the Director of Student Life or by his/her designee without the filing of a complaint. Emergency Suspension will continue until reviewed by the Director of Student Life. If the Emergency Suspension is continued for more than five (5) college business days, the student shall have the right to appeal to the College Review Board within three (3) college business days following the emergency suspension. Students who are suspended for disciplinary reasons will receive a grade of WP or WF (depending on the current status in the course) for all classes in which he/she is enrolled. If the suspension is overturned and the student does not wish to finish the semester, tuition, and fees paid for that semester may be applied toward future enrollments or refunded.
xi. Expulsion. Termination of student status. Readmission may not be sought before the expiration of one academic year from the date of expulsion.

xii. Permanent Expulsion. Permanent expulsion is for the most severe cases, with no rights for future readmission considered.

f. Appeal: An appeal of the Director of Student Life’s finding that a violation occurred and/or the imposed sanction or sanctions may be taken to the College Review Board. (See Section 5). A notice of appeal must be filed with the office of the Director of Student Life within five (5) college business days after the student has received notice of the decision of the Director of Student Life.

3. Academic Code of Behavior

a. Cheating or Plagiarism: Cheating or plagiarism on written or oral examinations, quizzes, papers, or other academic work is prohibited. Cheating is defined as falsifying data on a report, exam, summary, or paper; the giving or receiving of aid in an examination situation; and/or the use of unauthorized materials as an aid during an examination. Plagiarism consists of offering as one’s own work, the words, ideas, or arguments of another person, without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgment, and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. All faculty or test invigilators shall have the right to examine materials in the student’s possession during any academic exercise. In instances of academic misconduct during an academic exercise, the faculty or invigilator shall have the right to immediately suspend from further work on the academic exercise students who are suspected of engaging in such acts of misconduct.

b. Procedures and Sanctions

i. If the faculty member has substantial evidence that a student has cheated or plagiarized academic work in violation of Section 3. a., the faculty member, after a good faith effort to contact the student, may impose the following sanctions:

1. Warning. Written notice that continuation or repetition of wrongful conduct may result in further disciplinary action.

2. Censure. A written reprimand for breach of the Academic Code of Behavior, including the possibility of more severe disciplinary sanctions if there is further violation of any part of the code.

3. Course-level Sanctions. Repeat relevant course requirements or lower grade on relevant course requirements by deducting the value of the examination paper or other evaluation instruments in which the violation occurred in part or in its entirety in the determination of the final grade for the course. Sanctions may also include but not be limited to failure for the assignment or exam where the dishonesty occurred and/or failure for the course.
ii. The act of academic dishonesty also will be reported to the Academic Dean who may do one or more of the following:

1. Conduct conferences with the student, the faculty member, and the Academic Head to try and resolve the matter.

2. If the Academic Dean determines that the act of academic dishonesty is egregious, then he/she may impose an appropriate sanction pursuant to Section 3. b. iii.

iii. If the Academic Dean finds a violation of Section 3. a. of the Academic Code of Behavior, based on substantial evidence, he/she may impose one of the following sanctions:

1. Suspension from the College, which constitutes ineligibility to continue at the College for a specified period of time not to exceed one calendar year.

2. Dismissal from the College, which constitutes ineligibility to continue in the college, normally with no opportunity for readmission.

c. Appeal: If the Academic Dean finds that a student has violated the Academic Code of Behavior, the student may appeal the decision to the Academic Review Board pursuant to Section 6. Notice of appeal must be submitted to the office of the Academic Dean, in writing, within five (5) college business days after receiving notice of the decision.

d. Unfair Grading: Unfair grading practices by faculty members are prohibited. It is recognized that in college level instruction, some reasonable non-quantifiable judgments must be made in determining grades.

i. Unfair grading practices are defined as:

1. the assignment of a particular grade to a student because of the student's age, color, disability/handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, or weight;

2. and/or the failure to apply equal standards of academic evaluation to all students in a course;

3. and/or the assignment of a grade on the bases of standards other than those announced in the syllabus or by the instructor.

ii. Students who wish to protest a faculty grading decision must do so in writing within twenty (20) college business days after assignment of the grade to the faculty member involved and the Academic Head, with a copy delivered to the Academic Dean.
iii. The student complaint of unfair grading will be addressed through a series of informal conference(s) until the complaint is resolved. The order of the conferences is as follows: (1) the student and the faculty member; (2) the student, the faculty member, and the Academic Head; (3) the student, the Academic Head, and the Academic Dean. The conferences shall be held expeditiously.

iv. If the conferences fail to resolve the dispute, the Academic Dean shall uphold the grade unless there is compelling evidence that warrants overturning the faculty member’s decision. If a decision is made to overturn a grade, the Academic Dean shall be mindful of the following:

1. Under no circumstances shall the Dean review the quality of an instructor’s teaching methods, the course content, the appropriateness of the standards established for the course, or the right of the instructor to establish standards for the course.

2. The due process system does not deny that the right and responsibility to assign grades rests with the faculty member. The responsibility to apply disciplinary rules related to the classroom and programs of instruction rests with the faculty member and, as appropriate, with administrators charged with program responsibility.

v. Either the faculty member or the student may appeal the decision of the Academic Dean to the Academic Review Board pursuant to 6. Notice of appeal must be submitted to the Academic Dean in writing within five (5) college business days after receiving notice of the decision.

4. Off-Campus Misconduct

a. The College may take action regarding off campus misconduct that does not occur at any official college function when that conduct constitutes a flagrant disregard for any person’s health, safety, and/or property, and there is probable cause to believe that it is a violation of law.

b. The Director of Student Life will provide written notice to the student of any disciplinary action and the evidence upon which the college relied to impose the discipline. The student shall have ten (10) college business days to refute the evidence and request a rehearing in front of the Director of Student Life.

5. College Review Board

a. Jurisdiction: Appellant jurisdiction over a student’s appeal from a disciplinary decision made by the Director of Student Life under 2. (Student Code of Conduct) shall be vested in the College Review Board.

b. Parameters: The College Review Board is not a court of law. Its procedures
are informal and its reviews shall not be perceived as an adversary process. The College Review Board shall have the right to make appropriate judgments about procedural questions as they arise. These judgments shall be made in light of the need for a fair, expeditious, and orderly review. In its deliberations, the College Review Board shall not consider the appropriateness of College rules and regulations or the right of faculty and administrators to enforce College rules and regulations. The right to define and establish appropriate standards, rules, and regulations, which govern various college functions and activities shall be reserved to the administrators and faculty members charged with the implementation and supervision of those functions and activities.

c. Membership: The College Review Board shall be composed of one Dean (Academic or Workforce) as appointed by the Vice President, a staff person appointed by the Vice President, and the President of the Student Government Association. If any of the College Review Board members are involved in Board proceedings or have a conflict of interest, or cannot be present for the hearings, the appropriate body shall provide a substitute. The Dean, or the Dean's substitute, shall serve as Chair and shall call the meetings.

d. Procedures:

i. The aggrieved student, within five (5) college business days, must file a notice of appeal with the Director of Student Life.

ii. The Director of Student Life will notify the Chair of the College Review Board that a notice of appeal has been filed and that the Chair shall set a date for a hearing within twenty (20) college business days of the filing of the notice unless all parties agree to an extension.

iii. Not less than five (5) college business days prior to the hearing, the student and the College Review Board shall be provided with a copy of (1) the complaint; (2) the investigation file; and (3) the Director of Student Life’s decision, including the sanction.

iv. The student shall be allowed to review and supplement the file with his/her statement, any witness statements, or any other relevant evidence, within five (5) college business days before the hearing.

v. The College Review Board’s proceedings shall be closed to the public to maintain confidentiality. The Board may request the presence of the accused student or any other person to clarify evidence on the record.

e. College Review Board Decisions:

Decisions of the College Review Board shall be based upon the record of all material required to be furnished to the Board as set forth in Section 5. d. ii-iv. The College Review Board shall decide cases by a majority vote. After following the procedures described in this section, the Board may:
1. Accept the decision of the Director of Student Life and support the penalty imposed;

2. Reverse the decision of the Director of Student Life and dismiss the case because the evidence did not meet the standard of proof or there was a flagrant abuse of the process;

3. Accept the decision of the Director of Student Life, but reduce the sanction because it is too severe.

The student shall be provided with written explanation of the reasons for any decisions rendered against him/her.

6. Academic Review Board

a. Jurisdiction: Appellant jurisdiction over a decision made by the Academic Dean pursuant to Section 3 shall be vested in the Academic Review Board.

b. Parameters:

c. The Academic Review Board is not a court of law. The purpose of the Board shall be the discovery of the truth and the rendering of a just and fair decision. The Chair shall have the right to make appropriate judgments about procedural questions as they arise. These judgments shall be made in light of the need for fair, expeditious, and orderly reviews or hearings.

d. Membership: The Academic Review Board shall be composed of the Department Head of the area within which the dispute arises; one member chosen from within the area which the dispute arises selected by the Vice President for; two faculty members (not from the area in question) selected by the Vice President; and one student chosen by the Student Government Association. If the Department Head is the instructor involved in the complaint, the Vice President shall appoint an alternate for the Department Head.

e. Procedures:

i. The aggrieved party, within five (5) college business days, must file a notice of appeal stating the reasons for an appeal and any evidence supporting his/her position with the Academic Dean.

ii. The Academic Dean will notify the Department Head of the decision within which the dispute arose and he/she will serve as the Chair of the Academic Review Board and shall set a date for a meeting of the Board within twenty (20) college business days of the filing of the notice.

iii. Not less than ten (10) college business days prior to the hearing, the Board shall receive (1) the complaint, (2) any material used by the Academic Dean upon which his/her decision was based, and (3) the notice of appeal along with any evidence supplied by the aggrieved party.
iv. The decision of the Academic Review Board shall be based upon the record of all material required to be furnished to the Board as set forth in Section 6.e. The decision will be by majority vote based on substantial evidence.

g. Notice: A written explanation shall be given to the aggrieved party of the reasons for any decisions rendered and/or any sanctions that have changed. The records of the proceedings are regarded as confidential. They are to be kept for a minimum of three years in the office of the Academic Dean and are available only to those approved by the Academic Dean and in accordance with applicable policies.

7. Student Complaints and Grievances: Students with complaints regarding College operations not otherwise covered in the prior sections should report their concerns using the procedures below.

a. Procedures:

i. The student should make a direct approach either verbally or in written format to the person or office the complaint or grievance is centered around;

ii. If the student's verbal or written complaint is not resolved to the student's satisfaction, the grievance should be directed to the immediate supervisor of the person and/or office;

iii. If there is no resolution from the immediate supervisor, or if the grievance is of a nature where the student wishes initially to remain anonymous, the Director of Student Life will receive a student's verbal or written complaint.

iv. The Director of Student Life will consider the merit of the complaint and will take any action considered appropriate or necessary. At this level, the student may remain anonymous.

v. If the student's verbal or written complaint is not resolved to the student's satisfaction and the student wishes to continue to pursue the complaint, the student must submit a request in writing to the Director of Student Life requesting further resolution. The written request must include the specific nature of the complaint, reasons for filing the complaint, and specific remedy requested. At this level, the student may no longer remain anonymous. The Director of Student Life will seek a resolution by using the following means:

1. Contact the appropriate college employee who is responsible for the College operation complained about and arrange a meeting between
the parties involved to discuss a possible resolution.

2. The written complaint will be forwarded to all appropriate parties involved in the conflict prior to the meeting.

3. Should resolution not be reached, the Director of Student Life will review the complaint and all supporting material and render a decision regarding the complaint.

b. Limitations:

i. Student complaints shall not be the basis for any discipline against a supervisor, staff member, or faculty member so long as there is no evidence of unfair treatment of the student or discriminatory practice against the student.

ii. A student may not appeal the decision of the Director of Student Life. All decisions of the Director of Student Life shall be in writing with rationale and are final. No further appeal will be considered.

**Campus Safety and Security**

Students are required to obey all emergency fire and disaster drill announcements, or any campus-wide announcement requesting the immediate evacuation of any building. It is also expected that students shall comply with directives regarding security and safety given by campus security personnel. In the unlikely event of an emergency please call 284-494-4994.
As a comprehensive Community College, we try to accommodate the widest range of needs, therefore we serve in many capacities.

**THE PRE-COLLEGE CURRICULUM**

In preparation for the college curriculum HLSCC offers pre-college courses in English and mathematics.

**ENRICHMENT PROGRAMME**

Persons interested in pursuing a course to obtain a skill or be enriched may enroll in a variety of courses based upon personal needs and interests.

**THE COLLEGE CURRICULUM**

The College awards Associate degrees (at least 60 semester hours), Certificates of Higher Education (at least 45 semester hours, and Certificates of Achievement (at least 30 semester hours) in a wide variety of programmes.
### Current Offerings:

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>Associate Degree</th>
<th>Certificate of Higher Education</th>
<th>Certificate of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration - Accounting Concentration</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Business Administration – Finance Concentration</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Business Administration – For Transfer</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Business Administration – Food and Beverage Management</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Business Administration – Small Business Administration</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Business Administration – Hotel Management</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Business Administration</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Financial Services Institute</td>
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<td>None</td>
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</tr>
<tr>
<td>Office Assistance</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Supervisory Management</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Computer Studies</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Disaster Management</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Education (Primary)</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>General Studies</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>General Studies/A-Level Option</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Human Services</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Science – General Science Concentration</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Science – Natural Science Concentration</td>
<td>None</td>
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<td>None</td>
</tr>
<tr>
<td>Maritime Studies</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

### WORKFORCE TRAINING PROGRAMMES

<table>
<thead>
<tr>
<th>Programme</th>
<th>Certificate of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technology</td>
<td>Certificate of Achievement</td>
</tr>
<tr>
<td>Engineering/Architectural Drawing</td>
<td>Certificate of Achievement</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>Certificate of Achievement</td>
</tr>
<tr>
<td>Electronic Engineering Technology</td>
<td>Certificate of Achievement</td>
</tr>
<tr>
<td>Marine Electrical and Mechanical Studies</td>
<td>Certificate of Achievement</td>
</tr>
<tr>
<td>Maritime Studies</td>
<td>Certificate of Achievement</td>
</tr>
</tbody>
</table>

### OTHER PROGRAMMES

<table>
<thead>
<tr>
<th>Programme</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maritime Studies</td>
<td>Courses and seminars for the purpose of personal improvement and not in pursuit of a Degree or Certificate Programme. Academic courses are graded.</td>
</tr>
</tbody>
</table>
GENERAL EDUCATION REQUIREMENTS
ASSOCIATE DEGREE

All students pursuing the Associate Degree Programme must complete all the general education requirements listed below, in addition to the specific requirements of the programme of study. No course/s taken as general requirements will be counted as programme requirements.

BIO, CHE, PHY Any 100 Level Science Course 3 or 4 CR
COM 100 College Study Skills 1 CR
CSC 104 Microcomputer Application Software 3 CR
ENG 104 English Composition I 3 CR
ENG 105 English Composition II 3 CR

HIS 1XX Any 100 Level History Course 3 CR
or
VIS 110 Virgin Islands History 3 CR

MAT 1XX Any 100 Level Mathematics Course (MAT 108 and MAT 109 will count as a single course) 4 CR
MAT 102 is for Teacher Education students only

PSY 100 Introduction to Psychology 3 CR
or
SOC 100 Introduction to Sociology 3 CR
or
ANT 100 Introduction to Anthropology 3 CR
or
PHI 100 Introduction to Philosophy 3 CR
or
Any one of the following music courses.
MUS 100 Music Appreciation 3 CR
MUS 101 Introduction to Jazz History 3 CR
MUS 130 Introduction to Music Theory 3 CR
MUS 131 Introduction to Jazz Music Theory 3 CR

SPA 100 Elementary Spanish 3 CR
and
SPA 101 Intermediate Spanish 3 CR
or
FRE 100 Elementary French 3 CR
and
FRE 101 Intermediate French 3 CR
The Grading System

How Work is Graded

When requirements for each course are satisfactorily completed, credits and grades are assigned. The quality of performance is indicated by the grade given at the end of the semester:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Very High</td>
<td>3.0</td>
</tr>
<tr>
<td>B</td>
<td>High</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Above Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Below Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Weak</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>0</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawn Passing</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn Failing</td>
<td>0</td>
</tr>
<tr>
<td>Q</td>
<td>Dropped by</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>President’s Permission</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audited</td>
<td>0</td>
</tr>
</tbody>
</table>

Skills and Enrichment courses which are non-credit are given:

- P: Pass or Permission to move to credit course
- F: Repeat Skills course or Failure on Enrichment Course

The “I” is permitted when some unavoidable circumstances prevent the completion of a course. An “I” becomes an “F” if the student does not improve on it within one semester after the end of the course.

A “W” indicates withdrawal from the course. If you withdraw after the two-thirds limit, a “WP” or a “WF” will be recorded.

A “WP” indicates the student is doing work that will qualify for a passing grade at time of withdrawal.

A “WF” indicated the student is doing failing work at time of withdrawal.

An “AU” indicates the student audited the course and was not required to participate in taking examinations in the course. All required fees must be paid, regular attendance and completion of class assignments expected. No grades or credits will be issued. On transcript and cumulative records only “AU” will be recorded and this will only be done if all other requirements are fulfilled.
My Pledge

I have read this handbook thoroughly and have a good understanding of that which is contained therein. I hereby agree to adhere to all the guidelines and regulations that form part of the code of operation and code of conduct.

I further understand that should I be unable to comply with the regulations as stated in the Handbook, that my attendance as a student at H. Lavity Stoutt Community College is subject to termination by the College administration, and that I will honourably withdraw should such become necessary.

I further understand that my failure to abide to withdraw in such circumstances does not prevent the administration from terminating my association with the college.

I am fully aware that attending H. Lavity Stoutt Community College is not a right but a privilege, and I therefore affix my signature as a promise of my pledge to follow the stipulated guidelines therein.

_________________________  Signature of Student

_________________________  Date
Repeat Courses

Students receiving an “F” in a course are allowed to repeat the course twice to enable him/her to receive a satisfactory grade. The student is responsible for notifying the Office of the Registrar when a course is repeated. Only the last letter grade earned in the repeated course will be used in computing the cumulative grade point average.

How Academic Work is Measured

Semester Hours (SH)
The semester hour is a unit of measurement for college work. Fifteen contact hours of instruction are equivalent to one semester hour.

A full-time student must carry a load of at least twelve (12) semester hours. Generally, fifteen (15) credits is advised. Exceptions may be made for over load in special circumstances with the approval of the student’s faculty advisor and the Academic Dean.

Grade Point (G.P.)
The numerical value of 1-4 assigned to the letter grades D-A (see section on Grading System). Grades or Grade Points represent the achievement of a student within a course.

Quality Points (Q.P.)
The result of Grade Points multiplied by the number of semester hours for one course.

Grade Point Average (G.P.A.)
The result of the sum of quality points divided by the sum of semester hours in one semester. This figure represents the average achievement of a student within one semester and is shown within the SEMESTER TOTALS of the Student Grade Report. (The average achievement of the overall study is shown as TOTALS TO DATE in the Student Grade Report.)
### Student Finances at the College

#### HLSCC Tuition, Fees and Classifications

<table>
<thead>
<tr>
<th>Description</th>
<th>IA</th>
<th>IB</th>
<th>II</th>
<th>III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>35</td>
</tr>
<tr>
<td>Late Application Fee</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free Gov. Tuition Asst.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>$55 Per Credit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$105 Per Credit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$110 Per Credit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Fees</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>Student Gov. Fee</td>
<td>$15</td>
<td>$15</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>*Orientation Fee</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>*Property Fee</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Science Lab Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$40 Per course</td>
<td></td>
<td></td>
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<tr>
<td>$40 Per course</td>
<td></td>
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<tr>
<td>$40 Per course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Production Lab Fee</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>per relevant course</td>
<td>$45</td>
<td>$45</td>
<td>$45</td>
<td>$45</td>
</tr>
<tr>
<td>Re-Admittance Fee</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$30</td>
</tr>
<tr>
<td>Registration Fees:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Students</td>
<td>$215</td>
<td>$215</td>
<td>$215</td>
<td>$215</td>
</tr>
<tr>
<td>Returning Students</td>
<td>$135</td>
<td>$135</td>
<td>$135</td>
<td>$135</td>
</tr>
</tbody>
</table>

All outstanding balances are required to be paid before the start of final examinations.

#### CATEGORY 1A
- BVIslanders
- Belongers
- Naturalized Citizens

#### CATEGORY 1B
- HLSCC Employee (Student Fees only)
- HLSCC Employee’s Spouse
- HLSCC Employee’s Dependent Child under 18 years of age
- Individuals granted Legal BVI Residency

#### CATEGORY 11
- Individuals residing in the British Virgin Islands for seven years or more.
- Dependent child under the age of 18 whose parent has been residing in the BVI for seven plus (7+) years.

#### CATEGORY 11I
- Individuals residing in the BVI for less than seven years.
- Dependent child under the age of 18 whose parents have been residing in the BVI for less than seven (7) years.
- Individuals in the Territory for the expressed purpose of attending HLSCC.

Students are considered registered when tuition and fees are paid in full.

* - one-time fee

** - per semester

All fees, except course associated fees, are non-refundable.
REFUND POLICY
When a student withdraws from a course, only a portion of the tuition is refunded. Student fees are non-refundable. The schedule of refunds is as follows:

FALL AND SPRING SEMESTER
1st Week 90% refund
2nd Week 75% refund
3rd Week 50% refund
4th Week 25% refund
After 4th Week - No Refund

SUMMER TERM
2nd day 90% refund
3rd day 75% refund
4th day 50% refund
5th day 25% refund
After 5th day - No Refund

How Monies are Refunded
The College recognizes that on occasion a student may be unable to pursue a course. It is to your financial advantage to withdraw as soon as possible.

Should you withdraw, refunds are made on the following schedule:

<table>
<thead>
<tr>
<th>Week</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>90%</td>
</tr>
<tr>
<td>2nd</td>
<td>75%</td>
</tr>
<tr>
<td>3rd</td>
<td>50%</td>
</tr>
<tr>
<td>4th</td>
<td>25%</td>
</tr>
<tr>
<td>After 4th week</td>
<td>No Refund is Possible</td>
</tr>
</tbody>
</table>

STUDENT TUITION ASSISTANCE PROGRAMME

At the start of the 2006/2007 academic year, the Government introduced the Tuition Assistance Programme, providing free tuition to British Virgin Islanders. Students are still responsible for paying all fees as noted. Eligibility requirements are as follows:

Applicant must be the holder of one of the following documents and submit same to the Registrar’s Office at HLSCC:

- British Passport issued by the Virgin Islands
- British Virgin Islands Belonger Card
- British Passport with place of birth as British Virgin Islands
- Certificate of Naturalization as a British Overseas Territory Citizen (BVI)
REQUIREMENTS

• Applicant must meet the normal admission requirements of H. Lavity Stoutt Community College.
• Recipients are responsible for all fees and book costs.
• Applicants must make appropriate and satisfactory arrangements with HLSCC to settle any pre-existing balance owed.
• Recipients must comply with all standards of student conduct outlined in the College catalogue and HLSCC Student Handbook.
• Recipients must maintain academic eligibility for enrollment at HLSCC.

ADDITIONAL INFORMATION

• Programme does not cover costs of summer school.
• Costs for repeated courses must be borne by the student.

General Office
The staff will assist with administrative needs and enquiries and will be glad to answer any general questions, refer you to the appropriate personnel or accept any suggestions you wish to leave orally or in writing. Photocopying and cutting services are also available for a fee.

The Bookstore
From the bookstore you can purchase all the texts relevant to your classes. A number of T-shirts, HLSCC memorabilia and other items are also available for sale.

Learning Resource Centre
The Learning Resource Centre is located at the main campus at Paraquita Bay. Among the library’s holdings is the Insular Systems Environmental Information Collection. Hours for the facility are Monday to Thursday 8:30 a.m. to 8:00 p.m., Fridays 8:30 a.m. to 6:00 p.m., Saturday 9:00 a.m. to 1:00 p.m. and Sundays 2:00 p.m. to 6:00 p.m. During the semester breaks, the hours are Monday to Friday 8:30 a.m. to 4:30 p.m.

A library facility is also located at the Virgin Gorda Centre.
Academic Advising

Students are required to meet with their academic advisor prior to registering for classes. During the advising session, the faculty member will review the student’s academic progress and approve the student’s course selection. The student along with the advisor will complete either an Academic Advising Form or a Registration Form to document the selections made.

If the individual is a continuing student, the advisor may remove the on-line registration hold and permit the student to register on-line if she/he so desires.

Phi Theta Kappa

The Beta Omicron Sigma chapter of Phi Theta Kappa International Honor Society was chartered on May 28, 2006 with 31 students. Today, the Beta Omicron Sigma chapter has seven advisors and over 50 members. The Chapter requires members to have at least 12 hours of degree course work and a minimum GPA of 3.6. However, to sustain membership, students must maintain a minimum GPA of 3.5. In addition to receiving the golden key membership pin and having membership noted on their 18 transcripts, members have the opportunity to apply for transfer scholarships to a number of educational institutions affiliated with Phi Theta Kappa International.

Transcripts

An official transcript shall be issued upon written request of the student and payment of the necessary fee, provided the student’s account is up to date. Official transcripts shall be sent directly to other colleges and universities, employers, agencies, etc. A student copy will be issued upon request and payment of the requisite fee but will be stamped as “released to student.”

Transfer Of Credits - IN

Students who have completed college course work at accredited or recognized post-secondary institutions may receive credit toward a certificate or degree from HLSCC. Students who wish a transfer credit evaluation must apply for admission to HLSCC and request that an official copy of their previous academic transcripts be sent to the Office of the Registrar.

Transfer of Credits - OUT

H. Lavity Stoutt Community College has linkages with many colleges and universities. Transfer students possessing an Associate Degree from HLSCC have been awarded up to two years advanced placement in their programmes by a number of US colleges and universities. Students wishing to apply for transfer to colleges and universities overseas may normally expect that their applications will be considered on merit on a course-by-course assessment of courses completed at the H. Lavity Stoutt Community College. It must be borne in mind, however, that institutions differ with respect to their policies regarding credit transfer. Each institution will, therefore, determine the transferability of credits, depending upon the contents of the applicant’s transcript and the requirements of the programme for which application is being made. Applicants should expect to supply the course descriptions (as they appear in the HLSCC catalogue) of those courses
for which they wish to have credits transferred. Some institutions may require additional information in the form of course syllabi, bibliographies, or samples of final examinations. These may be supplied upon receipt of written request to the College.

**STUDENT CLASS ATTENDANCE POLICY**

All students are required to attend and participate in all class meetings and laboratory sessions. The College’s mandatory attendance policy requires that attendance be recorded from the first day of class through the final exam. Attendance shall be recorded at every class, laboratory or any other scheduled activity that appears as part of the class syllabus. Absences due to late registration for a course shall not be counted as absences for the purposes of this policy.

The Lecturer will monitor class attendance, and any student who is found to be absent 20% of scheduled class time within the first five weeks during the Fall and Spring semesters, or a comparable period during a shorter term, shall be contacted by the Director of Student Success to remind the student of the mandatory attendance policy, and to offer counselling support if circumstances warrant. Should there be no change, and student attendance falls below 80% at any time during the sixth through tenth week of the Fall and Spring semesters, or a comparable period during a shorter term, and reminder by the Director of Student Success does not improve attendance, the student will be withdrawn from class with a “W P” or a “W F”. The Lecturer shall award a “W P” if the student was doing work that qualified as a passing grade at the time of withdrawal; if the student is doing failing work at the time of withdrawal a “W F” shall be recorded.

There will be no withdrawals after the end of the tenth week of classes during the Fall and Spring semesters, or a comparable period during a shorter term. The summer term represents an abbreviated class schedule therefore a total of 4 sessions of absence is permitted during the summer session. To be considered for reinstatement in class, a student must contact the Academic Dean within one week of the withdrawal notification. The student should provide any supporting documentation relating to the circumstances of absence. The Dean shall review all pertinent class records, academic work, and documentation provided by the student before making a decision. The decision of the Academic Dean shall be final.

**Student Identification Cards**

ID Cards are needed to access all student services at the College, as well as to write examinations, whether internal or external. Each student is required to have his/her ID card on his/her person at all times while on campus. They are also required to hand the ID over to Senior Administrative staff, members of faculty or Security personnel when they are requested to do so. Students who do not comply with this request may be disciplined.

**Cafeteria**

H. Lavity Stoutt Community College offers a full service cafeteria at the Paraquita Bay Campus. Hours of operation are Monday-Thursday 7:00 a.m. to 8:00 p.m. and Friday 7:00 a.m. - 5:00 p.m.
Security

The College provides a twenty-four hour security service. Students and visitors are re-encouraged to solicit the assistance of our security officers in ensuring your safety while on campus. Students entering the campus during the weekend or after hours must get permission from the campus security officers before entering the compound.

STUDENT SUCCESS CENTER

The Student Success Centre is a “one-stop shop” for support services that promote and enable student success. The purpose of the centre is to advocate for, provide and facilitate the delivery of services designed to meet the academic support, personal and career development needs of students. Through the Student Success Centre there will be an overall access to information, social, leadership and personal development activities offered through workshops, organizations and other student related opportunities.

SERVICES OFFERED

COUNSELLING SERVICES
Counseling services facilitate your personal and academic growth and development. Professional Services are available through personal and group counseling to help you explore effective ways to manage the problems and pressures in your personal life. Among other services being planned for your welfare are the proposed Health Services Centre and the International Student Services Programme. The Annual Career Planning and Placement Fair bring together recruiters, prominent business representatives and professionals to assist HLSCC in counseling students about career decisions preparations and opportunities.

HLSCC STINGRAY MENTOR PROGRAMME
The H. Lavity Stout Mentoring Programme assists new students with a successful transition to college life and ensures that these students are retained. The program provides new students with an opportunity to develop a unique relationship with a fellow student - a relationship that will serve to enrich their first year at HLSCC.

ACADEMIC SUPPORT SERVICES
- Student Orientation
- HLSCC Stingray Mentor Programme
- Tutoring and study skills
- Student advising
- Transfer counseling

PERSONAL GROWTH & DEVELOPMENT
- Personal counseling
- Transfer counseling
- Student Activities & Special Events
- Student Success Seminars
CAREER DEVELOPMENT
- Career Assessment - SIGI3
- Career Planning and Counseling
- Resume Builder - OPTIMAL RESUME
- Job Placement

CAMPUS HEALTH SERVICES
Regular Daily Hours: Monday - Friday 10:00 a.m. to 5:00 p.m.
- Acute illness care
- Health Promotion & Wellness Care
- Health Maintenance Monitoring
- Weight & Height
- Body Mass Index (BMI)
- Blood Pressure
- Blood Sugar
- Urinalysis
- Women’s Health
- General Health Counseling and Referrals
- Immunization and Referrals
- Self Care Station
- Self Monitoring, Education and Support
- Other services sourced as needed

STUDENT LIFE AND SPECIAL EVENTS
The Office of Student Life and Special Events is committed to providing each student with the essential support services required to ensure total student development and success. By working closely with the academic and administrative areas, as well as with the Student Government Association, the Office of Student Life and Special Events aim at enriching the lives of ours students, our college and our community. HLSCC is committed to providing each student with the essential support services required to ensure total student development and success.

WE CAN HELP YOU
- Manage your time
- Resolve personal difficulties
- Join or form a student organization
- Organise student activities
- Develop leadership skills
- Plan your career

NEW STUDENT ORIENTATION
Get off to a good start at HLSCC. The programme includes:
- Campus Tours
- Seminars
- Social Activities
- Sports Events
- Adult Orientation
- Walk-in Visits with Faculty and Administrators
STUDENT ACTIVITIES AND ORGANISATIONS
- WOPAHP (Women of Power and High Potential)
- Stingray Singers
- Male Basketball Team
- College Chorale
- Hospitality Club
- Spanish Club
- Renewable Energy Club
- Environmental Club
- Teacher Education Club

STUDENT ACTIVITIES AND ORGANISATIONS
- College Chorale - Poetry Club
- Male & Female Basketball Team - HLSCC Debating Team
- Stingray Softball Team - Drama Club
- HLSCC Men’s Volley Ball Team - Track & Field Club
- HLSCC Women’s Volley Ball Team - Book Club
- HLSCC Student Newsletter Club - Step Club

OTHER SERVICES AND ACTIVITIES
Cultural programmes and community outreach such as the Performing Arts Series, and the College Talent Extravaganza enriches campus life and are an important part of the college experience.

If you would like to join or form a Student Organization, visit the Office of Student Life and Special Events in the Student Success Centre.

Regular Daily Hours:
Monday - Thursday: 8:30 a.m. to 7:00 p.m.
Friday: 8:30 a.m. to 4:30 p.m.
Paraquita Bay, Tortola
Phone: 852-7102
Location: Downstairs of the Auditorium, adjacent to the Student Lounge

HLSCC CAMPUS HEALTH SERVICES LOCATION
Directly across from the Campus Cafeteria - The white double doors on the concrete ramp.

STUDENT SUCCESS CENTRE STAFF
Director of Student Success Centre: Vacant
Director of Student Life and Special Events: Mrs. Debra Hodge - dhodge@hlscc.edu.vg
Clinical Staff: Nurse Patricia Hanley - phanley@hlscc.edu.vg
Student Success Officer: Ms. Cara Christopher – cchristopher2@hlscc.edu.vg
Administrative/Special Needs Assistant: Ms. Phillis Inniss – plinniss@hlscc.edu.vg
Student Government Association

The Student Government Association (SGA) is the voice and governing body of the students. All students, including our part-time students, are members of the SGA and are strongly encouraged to get involved.

**Purpose:**

- Enhance the educational, social and cultural experience of students attending the H. Lavity Stoutt Community College;

- Give students the opportunity to govern their own activities by providing leadership from within the student body of this institution;

- Provide a link between the students of this institution, and the outside community, as well as the Administration and Faculty of this institution;

- Be recognized as a major intellectual body in the community with the views of students being respected and appreciated by establishing programs whereby the student body becomes involved in the development of the British Virgins and the region.

Student Activities and You...

Your fellow students have begun certain co-curricular activities which enrich our lives. Our receptionist can always brief you on what is happening or you may visit the Office of Student Life & Special Events for details. You can also look for posters and bulletins on the notice boards and in the cafeteria. A few examples of existing organizations are as follows:

**The College Chorale**
If you enjoy singing, you are invited to join the chorale.

**HLSCC Stingray Singer**
If you enjoy singing, you are invited to join the HLSCC Stingray Singers. This group is made up of students only and they showcase their talents annually by hosting two concerts.

**The College Jazz Band, Chamber Players and Brass and Woodwind Ensembles.**
Expect our concert postings and be sure to attend as our ensembles entertain. Look out for the Performing Arts series which includes “Classics” and Jazz Showcase” and most recently “The Virgin Islands Cultural Showcase” productions. Students are invited to join.

**HLSCC Student Newsletter**
Here lies a golden opportunity to be involved in making sure that everyone knows what is going on in and around the campus community.
College Sport Teams
The College Softball Team - Practices are held on the Road Town softball field: Fridays and Sunday 4:00 - 6:00 p.m.

The College Basketball Teams - Practices are held at the Belle Vue Gym on: Fridays 12:00 - 2:00 p.m. and Saturdays 2:00 - 4:00 p.m.

The College Volleyball Team - Practices are held on campus check the notice boards for times and dates.

Track and Field - Practices are held on the A. O. Shirley Recreation Grounds in Road Town - check the notice boards for times and dates.

Our teams are already winners on the local scene.

Hospitality Club

HLSCC Hospitality Management Club is an organisation for student professionals in the tourism industry. The club provides students with the opportunity to develop professional and social skills while exploring the hospitality industry. To join this Club you can contact Club Advisor Mrs. Keshia Davis-Barnes at 284-852-7237 or kDavis@hlscc.edu.vg.

Graduation Checklist

Additionally students are to check the notice boards for graduation meetings scheduled through the Office of Student Life & Special Events. Graduation planning activities include the graduation reception, practice sessions for graduation day and taking the Measure of Academic Proficiency and Progress Test (MAPP).