

**NORTHERN CARIBBEAN UNIVERSITY**  
A Seventh-day Adventist Institution

**STUDENT GUIDE**

**DIVISION OF**  
**STUDENT SERVICES**

**2014**

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**NORTHERN CARIBBEAN UNIVERSITY**  
**PHILOSOPHY, MISSION AND OBJECTIVES**

Northern Caribbean University is a private, liberal-arts institution which is owned and operated by the Jamaica Union Conference of Seventh-day Adventists (JAMU) and the Atlantic Caribbean Union (ATCU) of Seventh-day Adventists. Occupying a 200-acre property located two miles south of the town of Mandeville in Manchester, Jamaica, this university offers a number of professional, pre-professional and vocational programmes in a spiritually wholesome and physically aesthetic atmosphere. NCU currently enjoys an average yearly enrolment of over five thousand students from approximately 24 countries and is one of the largest Seventh-day Adventist tertiary institutions in the world.

Northern Caribbean University adopts the philosophy that "true education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." (*Education*, p. 13)

In harmony with this concept of education, Northern Caribbean University has sought, through formal and informal means, within and without the classroom, to emphasize the role of spiritual values in the lives of its students, and to encourage them in the acquisition of the highest moral and ethical standards and values as held by the Seventh-day Adventist Church. As a result, the following objectives have been developed:

- To lead each student into a personal relationship with Jesus Christ.
- To guide students in the development of Christian character marked by loyalty to God, nation and mankind.
- To engender in students a love for humanitarian deeds of selfless service, similar to those of Jesus.
- To inspire students to intellectual excellence, creativity and independent thought.
- To instill in each student a sense of responsibility and self-discipline.
- To cultivate in students tolerance and respect for the rights and opinions of others.
- To train students to appreciate and practice the highest levels of culture and refinement.
- To create in students an appreciation for beauty as revealed in nature, the sciences and the humanities.
- To cultivate within students, respect for the dignity of labour.

## **MISSION STATEMENT**

Northern Caribbean University, a Seventh-day Adventist institution, has as its mission quality Christ-centred education achieved through academic excellence, social interaction, physical and spiritual development and a strong work ethic, thereby fitting each student for committed service to country and to God.

## **VISION STATEMENT**

Strategically located, Northern Caribbean University aspires to be the centre of holistic higher education, upholding Christian values in an intellectually stimulating environment.

## **VALUE STATEMENT**

*Ubi Semper Discimus* - Where Learning Never Ends

## **CORE VALUES**

“NCU CARES”

C – Christ-centredness

A – Affirmation

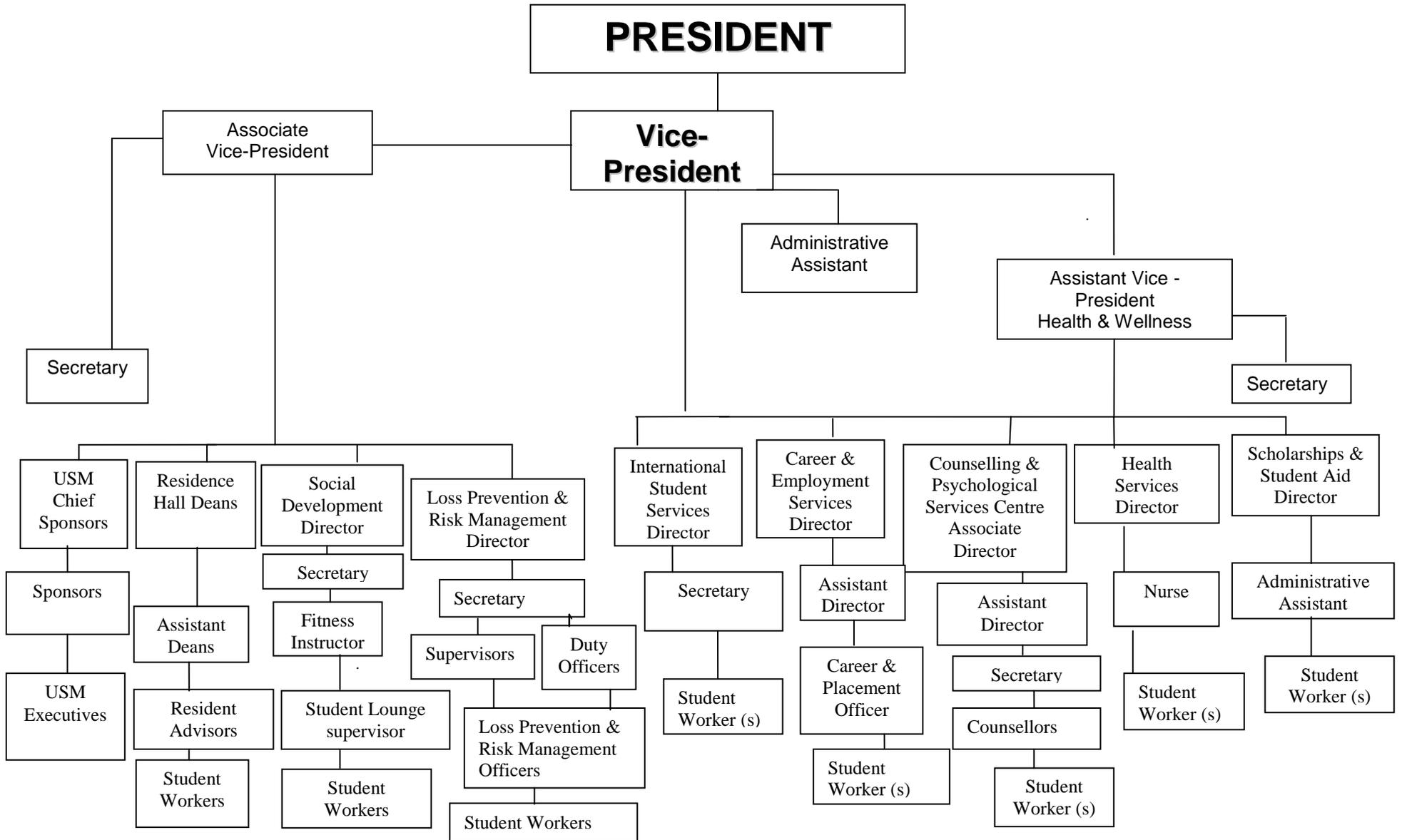
R – Respect

E – Excellence

S – Stewardship

# ORGANIZATIONAL CHART

## DIVISION OF STUDENT SERVICES



## **STUDENT SERVICES**

### **STATEMENT OF MISSION**

In harmony with the mission of Northern Caribbean University, the goal of the Division of Student Services is the holistic development of students from diverse backgrounds accomplished by fostering Christian principles in an atmosphere of mutual respect, while preparing each individual for a productive and meaningful life of service.

### **VISION STATEMENT**

The Division of Student Services of Northern Caribbean University strives to improve its services and operations continually through quality customer service, fostering an ethos of spiritual integrity and respect for students and the various publics served by NCU.

## **STANDING COMMITTEES**

Standing Committees are important channels that provide the basic groundwork for most administrative decisions.

The life of these committees extends from August of the year of appointment to August of the following year. Students appointed by various clubs and organizations, as well as members of faculty and staff serve on the following committees:

- Academic Board
- Administrative Council
- Alumni Relations
- Mediation Panel
- Calendar
- Campus Family Life Council
- Citizenship
- Critical Incident Management
- Corporate Communications, Marketing & Public Relations
- Culture & Heritage
- Curriculum Development
- Environmental
- Examinations Councils
- Facilities Planning
- Finance
- Honours & Awards
- International Relations
- Master Plan
- Mentoring Council
- Programme Development & Review Committee
- Registration
- Retention & Academic Advising
- Scholarships
- LPRM
- OSH
- Social Development & Sports

These committees are appointed annually, and copies of lists of committees are usually obtained from the President's office.

## ADMISSION POLICY

To be considered for admission to Northern Caribbean University (NCU), applicants are required to complete the application form and pay the appropriate application fee. All sections of the application form should be completed. Incomplete or false information may result in non-acceptance of an applicant.

For each applicant, two recommendations are required for review by the Admissions Committee. These are best given by a principal/school counsellor/form teacher, supervisor/manager, or by a minister of religion/church elder. Applicants must meet university entry requirements and must be persons of integrity. Being a student at NCU is considered a privilege, and those students who fail to live up to their recommendations in character or academics may be asked to withdraw. Students are required to sign a pledge form indicating their willingness to abide by the guidelines by which the university is governed.

Registration is held four (4) times per year, and a procedure sheet is given to all students. Each line on this sheet shall be signed and the form itself completed and collected by the appropriate stations before registration is considered complete. Please note that completion is not possible without activation and financial clearance. Only students duly registered **shall** attend classes.

## ACADEMIC INFORMATION

The course load is expressed in semester credits. A semester credit represents one sixty-minute class meeting per week for the duration of the semester. A three-credit course would however have two one and a-half hour class meetings per week. It is expected that the student will spend at least two hours in preparation for each class meeting.

Students' academic load is governed by the status of their grade point average, financial standing, and programme of study.

The normal course load is 16 credits per semester, but sophomores, juniors or seniors may, with the approval of the Vice-President for Academic Administration, register for 17 credits if the grade point average is 3.0 or better; or for 18 if their grade point average is 3.5 or higher. Correspondence courses are included in the computation of the students' course load.

## **Class Standing**

At the beginning of each academic year, students are classified according to the number of semester credits earned up to that time.

<b>Class Standing</b>	<b>Credit Hours Completed</b>
Freshman	31 credits or less
Sophomore	32-63 credits
Junior	64-95 credits
Senior	More than 95 credits

A senior is one who can complete all degree requirements by the end of the first summer session of the current academic year.

Students will be enrolled in classes based on class standing. For example, 300 level courses are for students who are classified as juniors, having completed at least 64 semester hours.

## **Exit Procedure**

For complete withdrawal from all current classes, students must complete a **Withdrawal Form** which may be obtained from the Office of University Records. Several check points have been designated in an effort to provide students with an opportunity for counselling. Several signatures must therefore be obtained by the student before the exit procedure can be completed.

*Students occupying university housing (including residence halls) must in addition check out of those houses/rooms.*

## **Academic Probation and Review**

Satisfactory academic standing is achieved by maintaining a cumulative GPA of at least 2.0. Students are automatically placed on academic probation if their cumulative GPA falls below 2.0. Whenever students' current semester's GPA falls below 2.0, their programme is automatically placed under review by the Vice-President for Academic Administration, at whose discretion the students' load for the ensuing semester may be reduced. This will normally be done during the registration period.

If students' current GPAs fall below 1.5 for two consecutive semesters, they will be asked to withdraw and will be considered for re-admission only after one academic year has passed. If re-admitted, the students must maintain a minimum GPA of 2.0 each semester in order to continue in their programmes. Extracurricular activities must be minimized while a student is under academic probation or review.

## **Field Trips**

Requests for off-campus academic field trips shall be made in writing to the Vice-President for Academic Administration for submission to the Administrative Council and copied to the Vice-President for Student Services at least six (6) months before the event. For club trips, requests shall be made in writing, to the Vice President of Student Services, at least six months before the event. The letters of request should include the date, destination and duration of the trip, as well as the names of the sponsor and all students and accompanying faculty members. There should be one (1) faculty or staff member for every fifteen (15) students.

## **EXAMINATIONS**

During the week before final examinations, **no off-campus field trips or extra-curricular activities requiring students' participation may be scheduled.** This week should be devoted to the completion of course projects and preparation for examinations.

Students duly registered and who have received financial clearance from the Student Finance Department shall be allowed to attend classes and be granted permits to sit final examinations. Before being permitted to sit semester/final examinations), students whose accounts are not cleared must make satisfactory arrangements with the Student Finance Department. Students will be issued permits, which will be submitted at the time of examinations, based on the number of examinations being considered.

Students are expected to sit all examinations in each course for which they are registered. Where the students have failed to sit any or all of the examinations for a course, an "F" grade may be recorded.

Students who wish to petition the Academic Board to sit a missed final examination shall do so within **two (2) weeks** after the final examination period, by providing plausible reasons and properly documented supporting details. Petition forms are available in the office of Academic Administration.

## **Cheating, Dishonesty on Examinations**

Students guilty of examination irregularities, such as cheating, falsifying entry documentation, obtaining examination questions fraudulently at or before the examination time, will be subject to disciplinary actions.

## **Computer Usage**

Northern Caribbean University (NCU) provides the Internet as a tool for students of the university who agree to use the resource in a considerate and responsible manner. The Internet may be used to:

- Exchange information with persons who share similar interests, and with the general public.
- Facilitate the use of various email systems.
- Provide sources of data to assist students in accomplishing their course requirements and programme goals.

## **Internet**

### **Responsible Use of Internet**

It is unacceptable for a student to use, submit, publish, display, or transmit any information which:

- Violates or infringes the rights of any other person, including their intellectual property rights and the right to privacy.
- Contains defamatory, false, abusive, obscene, pornographic, profane, , , illegal material
- Violates the university's regulations prohibiting sexual harassment.
- Restricts or inhibits other users from accessing the services or the efficiency of the computer systems.
- Encourages the use of illegal substances or use of the system for criminal purposes.
- Uses the system for any other illegal purpose
- Uses the system in any manner which contravenes the ethos of the university. Please see Ethos document.

It is also unacceptable to use the facilities and capabilities of the system to:

- Conduct any unapproved business.

- Solicit the performance of any activity that is prohibited by law or the ethos of the university
- Transmit material, information, or software in violation of any law.
- Conduct any political activity.
- Conduct any personal fundraising or public relations activities.
- Engage in any activity for personal gain or personal business transactions or make any unauthorized purchases.

### **Electronic Mail**

Northern Caribbean University Electronic mailing system is provided to support open communication and the exchange of information between students and other appropriate entities that have access to the network. This means of communication allows for the collaboration of ideas and the sharing of information. Email is a necessary component of teamwork at NCU. This is one of the ways in which communication is facilitated by the university. Therefore students are required to access the NCU emails every day.

E-mail is subject to all policies regarding acceptable and unacceptable uses of the Internet.

#### *Statements regarding monitoring e-mails:*

- For security, technical maintenance and other related purposes, NCU reserves the right to monitor or log all network activity with or without notice, including email and all website communications. Therefore, users should be aware that privacy in the use of these resources cannot be guaranteed.
- Email transmissions on a regular basis, through the construction, repair, operations and maintenance of electronic messaging systems may occasionally result in randomly monitoring transmitted or stored messages.
- Messages may be monitored during the course of investigations of illegal activity.
- NCU will permit third party access to private email only where written consent has been obtained from both the sender and recipient except when it is necessary to investigate illegal activity or misuse of the system, or to resolve a technical problem, or in similar circumstances.
- NCU students shall not read the email of other students without legitimate business purposes consistent with NCU's policies and business practices. Doing so will result in disciplinary action.

## **Unacceptable Uses of Email**

### **Some activities considered to be inappropriate use of email are listed below:**

- Sending/forwarding chain letters, viruses, hoaxes
- Sending/forwarding or opening executable files (.exe) or other attachments unrelated to specific work activities, as these frequently contain viruses
- Use of abusive or profane language in messages
- Violating the university's email etiquette policy.

## **Email as a Public Record**

- The university will attempt to provide an electronic messaging environment that provides data confidentiality and integrity. The university cannot be responsible for guaranteeing privacy for web-based email. Students are to be aware of the risks associated with the use of these systems.
- Users should take note that the university's business generated on email is a public record, subject to public inspection, and is not confidential, unless specifically cited by statute. When an email message is a public record, it shall be retained in accordance with the country's statutes. Email messages of only transitory value need not be saved. In fact, the failure to routinely delete these messages clogs information systems, strains storage resources, and creates agency liability risks.

## **Copyright Guidelines**

Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law of Jamaica, the jurisdiction (s) from which the information is transmitted, whether directly or indirectly, and any other applicable international laws. The Berne Convention which is the international copyright agreement protects and prohibits misuse of all original works of authorship in any tangible medium of expression. This includes a prohibition on plagiarism.

### **NCU's statement addressing copyright issues**

- Each user is responsible for observing all local and international laws, especially in regard to the university will not be responsible for the cost of any legal action taken against any user who violates copyright or any other intellectual property laws, regardless of the situation or the intent or purpose of the user.
- All staff Individuals who use software owned by the university shall abide by the limitations included in the copyright and license agreements entered into with software providers. It is unlawful to copy most software products.

## **Public Domain Material**

Any user may download public domain programmes for job-related use, or may redistribute a public domain programme non-commercially however, doing so assumes all of the risks regarding the determination of whether or not a programme is in the public domain and all of the legal liability that may result.

## **Regulation, Enforcement and Penalties**

NCU Directors (or their delegated representatives) are responsible for enforcing compliance with provisions of this policy and investigating suspected non-compliance. Penalties for non-compliance include, but are not limited to:

- Suspension of Internet service to users with or without notice.
- Internal disciplinary measures, including dismissal or expulsion
- Initiation of criminal or civil action, if appropriate.

## **UNIVERSITY SERVICES**

### **Loss Prevention & Risk Management**

The Loss Prevention & Risk Management (LPRM) Department is open 24 hours daily, including holidays. Its main objective is to protect and assist you. The office is located at the main entrance. LPRM may be reached at extension **7704** for the main gate or extension **7703** for the Director's Office.

This department has been authorized by the university to ensure the safety and security of both persons and property. **All persons leaving or entering the campus may be subject to a security check.** This includes checking of all motor vehicles, persons, packages, etc.

Students shall be required to show unexpired NCU student identification cards to LPRM officers, as a requirement for entry to the campuses. . Students who are unable to present current student IDs, may be instructed by LPRM officer not to enter the premises. If they ignore this instruction, they shall be subject to severe penalties.

Visitors to the campuses are required to show some form of valid identification. They will be given temporary identification cards that will enable them to enter. These temporary cards are to be returned to the LPRM personnel at any exit point upon departure from the campuses.

Entering these premises without the appropriate ID severely compromises and hampers the efforts of the LPRM to ensure the safety of those who work, study and legitimately visit the campus.

## **Incidents to be reported**

The Loss Prevention & Risk Management Department (LPRM) treats all threats as serious offences and will report any issued threats to the relevant personnel. Any person who, directly or indirectly, whether verbally, in writing or by actions explicitly or implied, issues a threat to any other person while on the university's campus, will have all privileges concerning access and use of facilities, immediately revoked until the reported matter is investigated and settled.

Other incidents to be reported may include but are not limited to the following:

Suspicious activities  
Potential fire hazards  
Crimes  
Harassment  
Phone abuses  
Thefts  
Safety concerns

Vandalism – abuse or destruction of University property  
Traffic accidents  
Possession of illegal weapons and drugs  
Sexual and physical abuses  
Threats  
Loitering

## **Motor Vehicle Policy**

Vehicles should be parked in the area designated for student parking in the area northwest of the Security booth at the main gate. Cars parked in **unauthorized areas** will be towed away at the owners' expense. **Vehicles are parked in the campus parking lot at the owners' risk.**

Further, all students who drive must observe the following procedures:

- All motor vehicles must be registered with the Loss Prevention & Risk Management Department upon the student's entry to the university and at the beginning of each academic year.
- The fee of \$500 must be paid to the Cashier in the Business office. A receipt will be issued which the student must then present to the LPRM Department. An application form is then completed and approved by the Director of LPRM. Once approved, the student is issued with a student parking sticker.
- The speed limit for all vehicles using the campus is 10 kilometres per hour km/h. Those who exceed the speed limit will be fined.
- No parking is allowed in unauthorized areas of the campus.

## **CRITICAL INCIDENT MANAGEMENT**

Occasionally, institutions such as schools, colleges and universities will be involved in crisis situations that have a serious effect upon the institution and the community. These are called “critical incidents.” A critical incident (C.I.) can be defined as any situation faced by members of the university community that causes them to experience strong emotions which could overwhelm their ability to cope. The effects of a critical incident can be long-lasting, and resolution depends, in part, on appropriate responses and the extent to which support is given. Some examples of critical incidents that might affect the University are as follows:

- Sudden death of a student or worker
- Suicide of a student or worker
- A disaster on school premises
- Natural or community disaster
- Unusual and unfavourable media attention
- Fires, explosions or bomb scares on campus
- Campus unrest
- Kidnapping
- Thieves breaking into residence halls
- Major vandalism of the institution’s property.

It is not possible to anticipate, predict or prepare for specific critical incidents, but should they arise, it is the responsibility of the institution to have a plan for their management. With this in mind, the Department of Student Services has formed a Critical Incident Management Team (CIM). Students will be informed about such incidents as the university deems necessary.

Team Members are:

President

Vice-President for Student Services (Chair)

All other Vice-Presidents

Associate Vice President, Student Services

Associate Vice President, Health and Wellness

Assistant Vice President, University Business Services

Assistant Vice President, Facilities

Marshall – (Co-Chair)

Student Representative

Chaplain or Church Pastor

Director, Purchasing and Procurement

Director, Plant Services

Director, Corporate Communications, Marketing and Public Relations

Director, Human Resource

Director, Food Services

Associate Director of Counselling and Psychological services.

LPRM Director  
Director, Health and Wellness  
Administrative Assistant – Student Services  
Director, Freshman Advisement  
Residence Hall Deans.  
Occupational Safety and Health Office (OSHO)

### **Spot Checks**

The University reserves the right to perform spot checks in the residence halls and on the campus at any time. Forbidden substances or contraband will be confiscated and could be handed over to the police. Beware!

## **Lost and Found**

Students may check with the Office of Student Services and/or Loss Prevention and Risk Management for items lost on campus. Unclaimed items may be sold or otherwise disposed of at the end of the academic year.

## **TIPS FOR DISASTER PREPAREDNESS**

Disasters can happen at any time. To minimize harm to your person, please note the following practices:

### **Earthquake**

- Stand in a doorway and brace your hands and feet against each side of the doorframe.
- Get under a desk or heavy table.
- Stand flat against an interior wall.
- Do not seek cover under laboratory tables or benches as chemicals could spill and cause burns.
- Stay calm and do not run outside.
- If the house shows sign of breaking up, stay under a table or stand in a door frame.

### **After an Earthquake**

- Evacuate the building.
- Do a head count.
- Check for fires or fire hazards.
- Listen to the radio for damage reports and other information.
- Keep away from the following: walls, trees, utility lines, bridges and overpasses.

### **Hurricane**

- Procure adequate emergency equipment and supplies such as: tape, garbage bags, batteries, flashlights, matches, bottled water, canned food and blankets.

- Keep updated on infrastructure and other necessary accommodation facilities.
- Unplug electrical appliances.
- Know the nearest shelter location.
- Secure personal and other important documents in plastic bags.
- Be calm, your ability to act logically is important.
- Secure outside objects that could be tossed around.

### **Fire**

- Know the location of the nearest fire alarm and how to use it.
- Upon the discovery of an outbreak of fire, make an alarm without hesitation.
- Try to make a complete evacuation of the building on fire.
- Descend stairs in single file.
- Do not go back into a burning building.
- If you are trapped in a building, lie flat on the ground and try to creep out, the air is clearer near the floor.
- Call the fire brigade.
- Familiarize yourself with all exits, including windows.

### **Fire Emergency**

- Students are expected to respond immediately when there is a fire alarm, and should evacuate the building with dispatch.
- No student shall disregard a fire alarm signal or refuse to evacuate a building.
- Students shall **NOT** enter or exit from a fire escape except during a fire drill or in the case of an actual fire.
- All faculty, staff, employees, students and visitors are expected to facilitate safe and orderly evacuation according to the Fire Emergency Procedure.

**If your Clothes are on Fire:**

- Do not run as running will increase the flame.
- Stop, drop and roll.
- Cover your face with your hands to protect your face from burning.
- Make sure flames are out before removing clothes. Never remove clothes by pulling over your head.

**Flood – General Precautions**

If a flood warning is given or heavy rain has been experienced for several days:

- Stay tuned to the radio for news and weather reports.
- Know the quickest route to move to higher ground and safer locations.
- Shut off electrical power, gas and water supplies in areas in immediate danger of flooding.

**Safety Actions after a Flood**

- Remain calm.
- Do not use the telephone except in an emergency.
- Boil drinking water (for ten minutes), or purify by adding bleach (two drops bleach to one litre of water) until water supply is safe.
- Keep garbage sealed tightly.
- Report illnesses to the nurse on duty.
- Do not walk bare-footed outdoors, during or after the flood – wear shoes.
- Do not touch loose or dangling electrical wires.

**Lightning**

- Avoid using telephone.
- Do not look at the lightning.

- Stay in a darkened area.
- Move away from windows and electronic devices.
- If outdoors – Avoid water, the high ground, open spaces, all metal objects including electric wires, fences, machinery, motors and power tools.
- Avoid unsafe places which include underneath canopies, or near trees. Where possible, find shelter in a substantial building or fully enclosed metal vehicle such as car, truck or a van with the windows completely shut.

## **COUNSELLING AND PSYCHOLOGICAL SERVICES**

The Counselling and Psychological Services Centre (CPSC) is located on the first level of Robinson Hall overlooking the Information Science Department.

Christian practitioners provide professional counselling and psychotherapy for students, faculty and staff. The wide range of services is designed around four major areas: Spiritual, Educational, Career and Personal/Social.

### *Spiritual Counselling*

Spiritual counselling is designed to empower individuals to recognize and appreciate their eternal worth and the purpose of their existence, as well as to create awareness that help and healing are possible only through Christ.

### *Educational Counselling*

Educational counselling involves personal empowerment in recognizing and maintaining the highest levels of academic success.

### *Career Counselling/Guidance*

Career Counselling/Guidance involves empowering the individual to understand how personality traits, interests, abilities, aptitude, and personal values influence career choices. The ultimate goal in career counselling/guidance is to produce Christian professionals who are able to function at an optimal level in their chosen careers.

### *Personal and Social*

Counselling Psychotherapy is designed to facilitate a better understanding of self and others. It enables one to examine pertinent issues that impact one's holistic development.

Focus is on the following: self-empowerment, self-awareness, assertiveness training, relationship enhancement, individual and group counselling, personal growth counselling, family counselling, drug abuse counselling, grief and loss therapy, conflict resolution, anger management training, stress reduction training, and management mediation counselling, prevention education, problem solving, and decision making.

### **Additional Services**

- Peer counselling training – Training is offered every semester. All club presidents and two officers, all residence advisors, security officers and other interested sophomores and juniors are encouraged to participate in training that exposes them to basic peer-helping skills and the way to utilize these skills efficiently in schools, churches and other social settings.
- Students are trained in appropriate ways of relating to persons confronting sensitive issues, such as HIV/AIDS, STIs, suicidal ideation, drug use, abuse and misuse, and domestic violence.
- Residence Hall Visitation – Counsellors are assigned to each residence hall to facilitate discussions on counseling-related issues intended to enhance health, coping and adjustment skills, stress management, and to increase tolerance among residents.
- Psychological and Educational Assessment.
- Motivational talks, workshops and seminars on counselling and psychological issues and concerns.
- Motivational Enhancement Training Seminars/Workshops – PET seminars/workshops are held for all students. These seminars/workshops are designed to enrich students' educational experiences.
- Suicide attempts – When there is an attempt or intent, there will be immediate intervention which may lead to medical or psychological evaluations.

## **Group Counselling Therapy**

Group Counselling Therapy is available to all students, faculty and staff who can benefit from shared experiences. Our groups focus mainly on grief recovery, domestic violence, self-esteem, anger management, assertiveness training, time management and conflict management.

## **Office Hours**

Monday – Thursday: 9:00 a.m. – 5:00 p.m.

Friday: 9:00 a.m. – 1:30 p.m.

## **FOOD SERVICES**

Food Service Food Services are designed to meet the varied tastes of the individuals, and provide tasty and wholesome vegetarian meals.

Students are to make every effort to ensure congenial, dignified conduct in the cafeteria.

Students can do much to make mealtime a pleasant and rewarding experience by observing the following:

- Appearing neatly, modestly and attractively dressed
- Having a valid meal ticket
- Presenting ID if requested
- Speaking softly
- Engaging in uplifting conversation
- Being kind and courteous to peers as well as to those who serve
- Displaying proper table manners
- Not doing school work or using laptops in these facilities.

Students who lack good conduct and “social graces” may be barred from entering the cafeteria, and negative actions may even incur further sanctions.

Community students will pay cash on a per meal basis, unless alternative arrangement is made with the Student Finance Office. Students who accommodate guests on Sabbath should make financial arrangements with cafeteria prior to that day.

## General Rules

- There should be no eating or drinking on the service line. Students caught doing so will be fined.
- Dishonesty constitutes a terminal offence.
- Trays and utensils are the property of the university's cafeteria and therefore, they should not be removed. If they are found in students' rooms or on their person, disciplinary actions will be taken against them.
- Chairs and tables must not be removed from their places unless arrangements have been made by the host or the management.

## HEALTH AND WELLNESS

The Department of Health and Wellness is located on the East Campus. A registered nurse is on duty between the hours of 8:00 a.m. and 10:00 p.m., Mondays to Thursdays, and between 8:00 a.m. and 1:30 p.m. on Fridays. A nurse is on call for the weekend. An ambulance service is available for emergencies.

Students' medical records are to be updated every two (2) years. This is the responsibility of the student. Failure to update one's medical record can result in the forfeiture of registration.

### Insurance

The Student Health Insurance Plan ensures adequate coverage during the semester. It is compulsory that all students subscribe to the Health Insurance Plan. **Exemptions will be granted only if a student can show valid evidence of other insurance coverage at the time of registration.** There is also an accident insurance which covers all students. Accidents must be reported to Health Services.

### Procedure for Doctor's Visit:

Non-resident students who become ill shall relate directly to the Department of Health and Wellness

- A resident student who becomes sick is to report to the Dean or Resident Advisor immediately; either directly, or by a note through a room-mate.

The Department of Health and wellness Nurse is then to be called by the Dean or Resident Advisor. A student may visit the public general hospital, private hospital and/or the doctor, preferably after screening and referral by Health Service. After a visit to a medical facility or to medical personnel, the student is to report to the Health and Wellness Department and provide the report given by the medical facility or personnel.

- Health Services and Wellness is not responsible for purchasing drugs prescribed for individual students.
- When a student is referred to a specialist by a doctor, the student is responsible for making the appointment and paying related expenses.
- Health and Wellness does not grant excuses for absence from class or work, but will verify illness treated by the staff, or other health practitioner after the submission of a doctor's certificate. Students are responsible for relating absences to teachers, work supervisors and the deans.
- Please note that parents/guardians of students under the age of eighteen (18) years may give notification of illness in writing. Students over the age of eighteen (18) years shall submit their own notification by the indication of their names and signatures at the end of the notification.

### **Other areas offered**

- The Department of Health and Wellness offers health counselling and first aid assistance.

### **Health Tips**

Your health is a precious possession. Good health doesn't just happen. You have to make it happen. The following are ideas to help you maintain good health:

1. Establish a trusting relationship with God through a programme of daily, personal communion (devotion).
2. Get on a programme of regular exercise (sweat type) preferably in the fresh open air and sunshine, three to five times weekly.
3. Eat healthy, well-balanced meals at regular intervals. Include an abundance of fresh fruits and vegetables, whole grain cereals, peas, beans, and nuts. Avoid refined, processed and preserved foods and foods high in sugar, salt and saturated fats.
4. Get adequate rest, relaxation and wholesome recreation. Students need at least six to eight hours of sleep each night.
5. Drink six to eight glasses of water daily, spaced between meals.
6. Practise proper personal and environmental hygiene. Be well groomed at all times.

7. Abstain from harmful habits of intemperance, such as alcohol consumption, drug abuse, sexual immorality and overwork.
8. Dress modestly and appropriately for the Mandeville climate.
9. Be cheerful, positive, and optimistic in your outlook. Practice good mental health.
10. Be friendly, helpful, kind and respectful to others – practice good social health.
11. Be diligent, honest and upright in all your endeavours.
12. Establish consistency, nurture creativity, encourage curiosity, work, study, trust and pray to God.
13. Keep careful watch on your health.

## **HOUSING**

### **Off-campus Housing Criteria**

Northern Caribbean University provides limited on-campus residence for students. Cedar Hall houses male students; Leila Reid Hall houses first year female students, and Jamaica Hall houses second to fourth year female students. Because of the scarcity of boarding facilities, reservations are strongly recommended. **Acceptance to the University does not guarantee a place in the residence halls, even though a student might indicate a desire to reside on campus.** Further, four years' accommodation in residence hall is not guaranteed for full-time students. Prospective students are encouraged to note the following:

1. Returning students must make reservations to live in the residence hall at the end of each semester. Boarding is not automatically renewed because a student is accepted to continue studies. Returning students are not guaranteed on-campus residence until they have received official notification from the respective Deans that a place has been reserved for them.
2. Students who do not give adequate notice of seeking alternative accommodation will be charged one month's rent.

## **On Campus**

Living on campus provides ready access to the services and facilities that facilitate learning such as the following;

Access to library facilities

Proximity to Computer labs

Easy access to events

Availability of gymnasium and recreational facilities

Safe and secure environment

Culturally diverse social environment

Boarding in the approved University residence hall is on a first-come-first-serve basis

Students under the age of eighteen (18) years are required to live in campus housing.

Such students will enter a fixed term Licence agreement. In specific cases such students may be permitted to live off campus. Where such students wish to move off campus an eligibility assessment will be carried out by the Residence Hall Deans and all outstanding agreements are to be fulfilled.

## **Off-campus (community) Housing Criteria**

Parents and students must make every effort to ensure that the safety of the student is made a priority when selecting community housing. The University, will provide assistance and information, (where available) to parents and/ or students on prospective landlords **The university cannot be held responsible for any arrangements made by parents, students or a third party acting on their behalf.**

## **RESIDENCE HALL POLICIES**

The residence halls are for the benefit of resident students. Therefore, a visitor, relative or friend who needs overnight accommodation is required to make arrangements with the residence hall Dean and the Student Finance Department. This privilege is restricted to weekends only, and visitors must abide by the policies of the university as outlined in the guide. Exceptions and/or violations will be dealt with at the discretion of the residence hall Dean and/or administrators. Students are responsible for the conduct of their visitors. **The sharing of beds is strictly prohibited in the residence halls.**

Students should be aware that males are not allowed in restricted areas at the female dorms. The same concept applies in the male dorm where females are not permitted in restricted areas. The areas considered “restricted” may change from time to time according to the needs and security of students. Students visiting those of the opposite sex on their respective dorms are therefore asked to check with the front desk in order to be cognizant of the areas they are allowed to access at the respective dorms.

**Students who have been suspended or expelled will not be allowed access to the residence halls unless authorized by the Deans.**

## **Expected Behaviour on Residence Hall**

The University community expects all to be kind, courteous, and respectful of other people's rights. No student should enter the room of other students without the occupants' consent.

## **Curfew and Room Check**

All resident students must be in their rooms by the time specified each night.

- Sunday through Thursday – 10:30 p.m.
- Friday – 9:45 p.m.
- Saturday – 12:00 midnight

All students should also be in their rooms on Friday evenings for the pre-vespers room check which is done approximately two hours before sunset. Students who are not in their rooms at room check time will be required to give an account, to the residence hall deans, concerning their whereabouts.

## **Quiet Hours**

Reasonable quietness should be maintained on the residence hall at all times.

## **Daily Worship**

Your choice of Northern Caribbean University implies your willingness to attend the required religious services in the residence halls and to this end all students are informed and must sign upon acceptance a form recording their willingness to attend such worship services. All unexcused worship absences must be cleared with the residence hall Dean within 48 hours.

## **Room Care**

The residence hall is not just a place where you rest after classes. It is also a place where you will experience new dimensions of personal development. You will not only learn to live with and appreciate people of varying cultures, but will also make decisions that will help to shape your future.

You are, therefore, required to keep your room and surroundings clean and orderly. They should be free from garbage and obnoxious odors. The University reserves the right to conduct room inspection as might be deemed necessary. Your overall development is very important to us. Please help us to help you to develop good habits.

**Room windows** – Residents may not enter or leave through windows or remove panes from windows at any time. No objects of any type may be thrown, dropped, or pushed out from any residence hall window. Violation of this policy will be dealt with severely.

## **Decoration of Rooms**

The university administration respects the creativity and individuality that you express in the decoration of your room; but any form of decoration that alters, defaces, damages, or ruins the walls, ceiling, tiles, furnishings or light fixtures is prohibited. **All mounted wall posters should be in keeping with the philosophy and standards of the institution.**

## **Approved Electrical Appliances**

The following are approved electrical appliances that may be used in the residence halls: clocks, hair dryers, kettles, radios shavers, study lamps and computers. Electric irons should be used in the pressing rooms where provided. **Hot plates are strictly prohibited** and if discovered, will be seized and the owner fined. If confiscated, hotplates that are not collected at the end of the semester will be disposed of by the institution.

Students must use surge protectors for ALL electrical and electronic appliances. The institution **WILL NOT ACCEPT** liability for any damage resulting from power surges.

## **Televisions**

Students are not allowed to have television sets (radio television included) in their rooms. Any unauthorized television sets found in any room will be confiscated, and a fine of \$7,500 will be charged for its retrieval.

## **Laundry**

Laundry facilities are available at the Tai Centre. Additionally, token operated washers and dryers are available in each residence hall for the use of the residents. It is expected that these will be treated as if they were your very own. Tampering with these appliances is a terminal offence.

## **Other Facilities**

The Tai Centre offers Laundromat, superette, hotel, bookstore and post office facilities as well as courier services.

## **Rights of Entry**

Living in the university's residence hall is a privilege, not a right. The university, therefore, reserves the right for the Residence Hall Deans, an Officer of the Administration, or any other authorized person to enter a student's room to inspect or search personal property or verify residency, and to find out if health and safety conditions are being maintained. The student who accepts a room in the residence hall acknowledges the university's right of management.

The Dean may have occasion to enter a room without prior notice.

### **Personal Property**

Students must make every effort to secure their property. The university cannot be held responsible for that which is lost or stolen, though it may assist in attempting to retrieve such items.

### **Campus Leave**

**Residence hall students who want campus leave must have authorization from the Deans and, in their absence, from a university administrator.**

Since the whereabouts of students must be accounted for in case of any emergency or inquiries from parents or guardians, students who wish to leave campus are required to fill out a "Campus Leave Request" Form. **Students are expected to go to the place stated on the signed leave permit.**

### **Mandeville Day Pass**

Students who live in campus housing and wish to leave campus shall obtain the written permission of the Residence Hall Dean. Students must ensure that they sign out when leaving the residence hall and sign in upon return. Any student who wishes to go beyond Mandeville shall follow the regular campus leave procedure for an evening, overnight or weekend pass.

### **Evening Pass**

Students wishing to leave campus after evening worship shall follow the leave procedure as indicated under the Mandeville Day Pass. They are expected to return before curfew.

### **Overnight and Weekend Leave**

Any campus leave which involves a night away from the residence hall is an overnight leave. Such leave may be granted at the discretion of the Dean. Leave requests must be presented at least 48 hours in advance. **An overnight or weekend pass shall be accompanied by the, written permission of the parents/guardian of students under the age of eighteen, and a personal written request by students over eighteen. Students shall also present a written invitation from the host/hostess of the place they will be visiting.** The permission letter should be sent by post, email or fax directly to the Dean, and is subject to verification.

Weekend leave will be permitted four times per semester (excluding public holidays). This leave may begin with the end of the last class of the week. Students are expected to leave and return as specified in the leave application.

In the event of any emergency that would delay a student's return; the student is expected to notify by telephone or email, the residence hall dean or his/her representative immediately.

**NB. Students going on weekend leave are required to leave the campus before the beginning of Sabbath – that is, by 4:00 p.m. on Friday afternoon.** They should not return between the hours of 4:00 p.m. on Friday and 7:00 p.m. on Saturday.

## INTERNATIONAL STUDENTS

Students from different countries are enrolled on our campus. If you are a registered student, the Office of Student Services is responsible for helping you with your concerns.

International students are required to have:

1. A valid passport
2. An acceptance letter from Northern Caribbean University
3. A deposit equivalent to the cost of a return ticket, lodged with the Business Office.

### **Jamaica's Immigration Requirements for Foreign Students**

1. A valid passport
2. Acceptance letter from the educational institution
3. Valid visa for non-Commonwealth nationals and nationals of Commonwealth countries on which a visa requirement has been imposed.

**NB** Upon arrival, a student is landed as a visitor and is thereafter required to visit the Immigration Head Office where his/her status is changed to that of a student.

### **Processing of application for Extension of Stay as a Student**

1. Status letter from the educational institution addressed to the Chief Executive Officer
2. Completed Extension of Stay Form
3. A non-refundable processing fee of J\$10,000
4. A multiple entry visa is also granted to all nationals of non-commonwealth countries and nationals of commonwealth countries on which a visa requirement has been imposed. This allows departure and re-entry to the island during the period of validity of student status. Without this an entry visa would be required for re-entry once the student has departed.

5. Students from non-commonwealth countries (aliens) over the age of sixteen (16) are required to be registered. A certificate of Registration will be given. Two (2) passport sized photographs are needed for persons residing in Kingston and St. Andrew and three (3) for persons residing in all other parishes. The process attracts a fee of J\$2,000.00.

Student status is granted for the duration of the programme of study or to the validity date of the individual's passport, whichever comes first.

1. The Student Services Office takes responsibility for extensions if the above criteria are met.
2. At registration, all passports, return tickets and other travel documents must be surrendered to the Office of Student Services. This includes all students who reside overseas but travel on Jamaican passports.
3. A student who fails to comply with the above will not be allowed to complete registration. **Please note carefully the list of Northern Caribbean University INTERNATIONAL STUDENTS REGULATIONS included in your application package.**

### OFFICE OF CHAPLAINCY SERVICES

Chaplaincy exists to promote the spiritual growth and development of all students and workers at Northern Caribbean University – irrespective of their faith or religion. The Office develops and implements spiritual programmes for in-reach purposes, for the university family as well as for the community, at large. The intent is to provide students and workers with opportunities to grow socially as they develop spiritually. Thus, the motto of the Office of Chaplaincy Services is “*Seeing the Saviour through Service.*” Such interaction and involvement are made possible through the implementation of programs geared at Reaching Up, Reaching In, and Reaching Out. These ministries include:

1. *In-Reach Ministries*
  - Monday afternoon worship service (2:00 – 3:15 p.m.)
  - Friday evening vesper service (at sunset)
  - Pause for Prayer (Weekdays from 11:55-12:00 noon)
  - Noon Power Hour prayer and testimony service (Monday – Thursday at noon)
  - Upper Room Experience (every Thursday evening from 6:00 – 8:00)
  - Small Groups ministry
  - Bible Study Class (Wednesdays at 2:00 p.m. and by appointment)
  - Bible Correspondence Courses (Online and in office)
  - Individual Counselling
  - Meal assistance
  - Unit Chaplaincy Program

- i. (Unit Chaplains and Chaplain Aides offer friendly source of pastoral support: located in all dormitories and divisions on campus)

2. *Out-Reach Ministries*

- Touch of Faith – hospital visitation
- Loaves of Love – feeding of the homeless at the Park in Mandeville.
- Sunshine Band – visits to children’s homes and orphanage ministry.
- Prison Ministry – Visits to Holding Centers at Police Stations.
- Student Association of Literature Evangelists (SALE) – spreading the gospel through the distribution and sale of literature, locally and abroad.
- Peer Partners Program – NCU students ministering to students at selected high schools in Manchester.
- Taxi Driver Ministry – conduct devotion at noon with taxi drivers at the university gate.
- Youth-Senior Connect – Visits to Infirmary and Nursing Homes.
- Arise & Shine Music Ministry - Visits to churches and conducts worship services.

**JOIN A MINISTRY TODAY!!**

**Register at the Office of Chaplaincy Services  
(Located at the back of the Main Chapel)**

**For more information contact: [chaplaincyservices@ncu.edu.jm](mailto:chaplaincyservices@ncu.edu.jm).**

## **WORSHIP AND SABBATH OBSERVANCE**

An important objective of the university's administration is to provide opportunities to enable our students to develop a personal relationship with Jesus Christ. All students are therefore encouraged to participate in the religious life of the campus.

### **Daily Devotions**

All residence hall students are required to attend daily worship services held in the campus residence halls. Worship times are as follows:

- Morning worship - Monday to Thursday 6:30 a.m. - 7:00 p.m.
- Evening worship - Sunday to Friday at the following times:

Sunday: 7:00 p.m. – 8:00 p.m.

Monday, Tuesday and Thursday: 7:45 p.m. – 8:15 p.m.

Tuesday, Deans' Meeting: 8:15 p.m. – 8:45 p.m.

Wednesday: 7:00 p.m. – 8:00 p.m. (prayer service)

Friday – Sunset.

All weekday evening worship sessions end by 8:45 p.m. Sunday, Wednesday and Friday evening worship sessions are held in the Main Chapel under the direction of the Church Pastor. Students are expected to attend scheduled worship services and are allowed four (4) unexcused absences per month. An excuse for absence may be obtained from the Dean after due consideration.

### **Sabbath Worship**

Seventh-day Adventists believe that God made the Sabbath as a special day dedicated to rest and worship. According to the Scriptures, Sabbath begins at sunset Friday, and ends at sunset on Saturday. Consequently, all secular activities must be suspended on Sabbath. However, works of mercy or acts of benevolence are in accordance with the purpose of Sabbath keeping. Students are encouraged to make this day a special one by honouring it as God's Holy Day and to make every effort to be on time for all worship sessions.

To make this a special day, students are expected to:

1. Put away all academic and/or secular material and prepare themselves for communion with God.
2. Refrain from playing secular music instead, use their equipment to bring blessings not only to themselves but to others, by playing music that will lift another person's thoughts and mind to the Creator.
3. Ensure that clothes are ironed and all necessary hairdressing is done.

4. Attend all Sabbath services faithfully and punctually.
5. Wear proper attire in keeping with the sacredness of the Sabbath. Modesty should always characterize students' mode of dress.
6. Limit group activities to missionary projects, nature walks, and study groups based on spiritual topics or such programmes as are approved by the university. Those activities that tend to violate the sacredness of the Sabbath should be avoided.
7. Residence Hall students must obtain permission from the Deans if arranging for off-campus activities.

**N.B. Loitering on the campus during worship services is strictly prohibited. Students should always remember the sacredness of the Sabbath hours.**

## **CHAPEL AND ASSEMBLY POLICY**

The University desires that students engage in Chapel and Assembly sessions as a significant experience in their educational and spiritual formation while attending NCU. In keeping with the mission of the university, Chapel and Assembly sessions are held as a part of the curriculum. Regular attendance by undergraduates is required.

### **Chapel and Assembly Attendance Procedures**

Chapel and Assembly sessions are held every Monday and Thursday, from 2:00 p.m. to 3:20 p.m., during the Fall and Spring Semesters, except as otherwise indicated. Students are required to attend Chapel and Assembly sessions each Semester. Attendance at College and School Assemblies is also required.

### **Chapel and Assembly Exemptions**

Students shall apply for exemptions preferably before the start of the Semester but no later than the first two weeks of same. Exemptions will be processed and the students notified via NCU student e-mail. Exemptions are granted for reasons such as employment and diagnosed chronic illnesses. Students shall submit documentation based on the reason given for the request for exemption; for example, if work-related, a letter from your employer on company letterhead and, if medical, a note from your doctor. The forms required for exemptions are available in the Office of the Vice President of Student Services and online. Students who do not submit exemptions by the appropriate deadline and who do not attend Chapel and Assembly Sessions will be subject to disciplinary sanctions.

## **Attendance Registration**

Attendance for Chapel and Assembly will be taken at each session. Students will be required to swipe in and out each time they leave the gymnasium after swiping in.

## **Consequences for Failure to Fulfill Chapel and Assembly Attendance Requirements**

Students are responsible for monitoring their own Chapel and Assembly credits online. It is recommended that students check their Chapel and Assembly records on a weekly basis.

Three unexcused tardies will be equal to one unexcused absence.

Three unexcused leaving earlies will be equal to one unexcused absence.

After one unexcused absence, the student will receive a Letter of Notification.

After two unexcused absences, the student will receive a Letter of Censure.

After the third unexcused absence, the student will be placed on Citizenship Probation, restricting participation in certain extracurricular activities, including, but not limited to, all student productions, intramurals, leadership positions, and/or award nominations. Students who participate in extracurricular activities while on Citizenship Probation will be subject to stricter sanctions.

After the fourth unexcused absences, the student will be issued an alert. The alert will indicate to the student that this is the fourth unexcused absence and that, after the fifth unexcused absence, a hold will be placed on the student's access to Aeorion.

After the fifth unexcused absence, a hold will be placed on the student's access to Aeorion.

After the sixth unexcused absence, the student will appear before the Citizenship Committee and will be placed on Suspension for two weeks.

After the seventh unexcused absence, the student may be expelled from the University.

Excuses for absences, tardies, and leaving earlies, are to be submitted online or turned in at the Office of the Vice President of Student Services within two days after the absence, tardy, or leaving early has been incurred.

## **Chapel and Assembly Integrity Violations**

Students are not permitted to scan someone else's card to indicate Chapel or Assembly attendance, scan their own cards and not attend all of Chapel or Assembly or, in the case of College and School Assemblies, sign their names and not attend or sign in for someone

else who is not there. Students who engage in this practice will be subject to disciplinary sanctions.

### **Rewards for Fulfilling Chapel and Assembly Requirements**

Students who fulfil Chapel and Assembly Requirements will be eligible for rewards including, but not limited to, awards, scholarships, prizes and surprises.

## **CAMPUS CLUBS**

The Office of Student Services considers student organizations/clubs as integral to helping students develop leadership and other skills necessary for adult and professional life. The clubs are expected to cater to the educational, cultural, social and spiritual development of students. All activities are expected to reflect the ethos of the Seventh-day Adventist Church in general, and Northern Caribbean University in particular. Organizations/clubs that violate the standards and policies of the University will have their operations suspended.

### **Purpose**

The university encourages the growth and development of academic as well as other student organizations for the purpose of:

1. Serving the university community, thereby contributing to a fuller unfolding of the Adventist programme of education.
2. Enabling students to articulate views and/or express opinions.
3. Functioning as a channel for organizing student activities, thereby developing and strengthening student talent.
4. Enabling a welcome release of stress.
5. Fostering the development of creative leadership, as well as skills in organization and administration.

### **New Organizations/Clubs**

The following criteria should be satisfied when forming a new organization:

1. Every new organization/club must be registered with the Office of Student Services.
2. Membership must be a minimum of fifteen (15) persons.

3. A letter requesting permission for the formation of the club should be written to the Office of Student Services.
4. A constitution for the prospective club must be submitted to the Department of Student Services
5. A list of prospective sponsors must be submitted to the Department of Student Services.

Individual students who violate the policies governing campus organizations will be subject to disciplinary actions.

**All organizations must be registered by the second week of each new academic year.**

### **Academic Qualifications for Officers**

A student holding an office in any organization must maintain a cumulative GPA of 2.5 or above and must have a good citizenship record.

### **Activity Request**

When planning on-campus functions, all organizations, including USM, must submit an activity request with the sponsor's signature, to the Office of Student Services. Activity requests should be made one week prior to the scheduled functions. Sponsors are required to be at all club functions.

### **Field Trip/Retreats/Overseas Trips**

Clubs or organizations planning trips should ensure that they are carefully planned. Field trips and retreats must be headed by a full-time member of the NCU staff. Field trips/retreats must be taken on the dates for which they are calendared. Requests should be made in writing, at least two (2) weeks in advance, at which time the objectives and purpose of the event must be stated. The names of students and sponsors, and the method of travel and any cost involved must be stated.

For weekend retreats, the written request must include the following information:

- A statement of the objectives to be achieved
- Theme
- An outline of all activities for the weekend
- Venue
- A list of students (ratio of one worker/facilitator to fifteen (15) students)
- Accommodation details
- Sponsors
- Keynote speaker

- Mode of transportation
- All costs involved

If the above information is not provided in the written request or within a reasonable time before the event, the request will be denied.

All programmes must reflect the ethos of the University. Items must be carefully vetted by sponsors and workers who are assigned or are asked to serve clubs.

### **Overseas Trips**

Request for an overseas trip must be made at least one (1) semester before the event. This is to ensure that all the details are considered and fine-tuned. The ratio of teachers to students for trips is 1:15. This requirement will be rigidly enforced. Students going on overseas trips must have settled all outstanding fees at the Office of Student Finance.

### **Activities Involving Water**

Written permission must be received by the Office of Student Services from parents/guardians for individuals under the age of (18) eighteen who request to participate in activities involving water (e.g. beach trips). Failure to observe this directive will result in such requests being denied.

### **Expectations**

It is expected that students who wish to participate in field trips or retreats will exhibit the type of behaviour, conduct and dress that are appropriate for such occasions. It is also expected that the deportment and behaviour of students will conform to the university's regulations and ethos in every respect.

## **Student Lounge**

The Student Lounge provides opportunities for relaxation, socialization, and entertainment. The lounge is situated in the University's Gymnasium and offers a variety of games, cable television viewing, and gym facilities. Exercise activities are provided at the Fitness Centre.

Students should present ID when entering the Lounge. Recreation equipment must not be taken from the Lounge.

## **Music and Entertainment**

The dangerous effect of music on the lives of young people cannot be overlooked. One writer had this to say about popular music:

*“I feel alarmed as I witness everywhere the frivolity of young men and women who profess to believe the truth. God does not seem to be in their thoughts. Their minds are filled with nonsense, their consideration is only empty, vain talk. They have a keen ear for music and Satan knows what organs to excite, to animate, engross and charm the mind so that Christ is not desired. The spiritual longings of the soul for divine knowledge, for a growth in grace, are wanting.”* E.G. White, *Adventist Home*, p. 407.

As a Christian institution, Northern Caribbean University remains committed to the ideals and standards God has entrusted to us. Our love for God cannot allow us to participate in leisure activities that do not meet His approval. It is therefore imperative that all members of the campus family do the following:

1. Refrain from listening to, or possessing music that is not uplifting. This music may include but is not limited to the following: music possessing profane lyrics, music with themes that are vulgar and/ or contrary to the ethos and philosophy of the university, music that speaks to themes such as atheism, violence, terrorism or that express anger, violence or bias against a gender, race or group of people etc. Students should use the above information to carefully and prayerfully consider the music they listen to.
2. Ensure that music which is permitted does not destroy the positive spiritual atmosphere of the rooms.
3. Take special care that other forms of entertainment are conducive to the development and maintenance of a wholesome atmosphere that leads to spiritual and cultural growth.
4. Remember that each individual has a choice as to the type of music that he/she would like to hear; therefore, play music at moderate levels so that it does not disturb your neighbours.

## **Reading Material**

Young people are to “resolutely discard all trashy reading – keep the mind free from everything that would lead it in a wrong direction.” E.G. White, *Messages to Young People*, pp. 271-272.

## **Refinement**

### *Lyceums*

These are activities that are designed to engender culture and refinement in our students. Therefore, twice per semester, activities including musical recitals, verse, prose and drama will be presented. Dress is semi-formal to formal. Every student is expected to share in these experiences. Valid identification allows students entry to these activities.

### *Banquets*

An annual banquet takes place in the second semester. This activity is a special feature in the university's calendar and the intent is to engender culture, refinement and social decorum. Dress for banquets is expected to be in accordance with the university's guidelines.

## **WORK STUDY AND SERVICE LEARNING**

Work Study and Service Learning programmes are designed to enable students to appreciate labour, acquire requisite skills, and to have an appreciation for volunteerism.

The benefits of these programmes are immeasurable, such as:

1. To help students appreciate work.
2. To enable the development of a positive work attitude by students.
3. To provide hands-on experience.
4. To sharpen focus on vocational skills.
5. To provide students with the satisfaction of earning part of their academic expenses.
6. To provide students with the opportunity to acquire more than one skill, thus making them flexible and marketable.
7. To help students secure the opportunity to access assistance and scholarships.
8. To create a reference point for students' job experience.
9. To assist students with the development of time management skills.

Why not join the student workforce while studying at Northern Caribbean University?

## **STUDENTS' RIGHTS**

### **Students' Rights and Freedoms**

Northern Caribbean University students are members of the academic community. As members of the NCU community, students are subject to special obligations and are to remember that, in this academic community, integrity, and the exercise of appropriate restraint and respect for the opinions and feelings of others are crucial. Behaviour that does not reflect the ethos of the university could reflect negatively on students.

### **Students' Right to Enquire**

A student who wishes to explore matters regarding university policies and procedures that affect personal life, or concerns of general interest, may address such to the appropriate administrator or committee.

If the student is unsuccessful in discussing the matter with the appropriate authority, a formal letter may be submitted to the Vice-President for Student Services who has the option of:

1. Contacting the appropriate administrator or faculty member to make an appointment for the student to discuss the matter personally.
2. Arranging with the student for a personal hearing of the issues.
3. Referring the matter to the Arbitration Panel or the Administrative Council for appropriate action.

### **Students' Right of Appeal**

When the student takes issue with an administrative decision, policy or regulation, there are appropriate ways to address such matters.

Actions are considered inappropriate when they promote sabotage, strikes, or undermine administrative policies.

Right of Appeal - Matters of public interest for student body

Where a student wishes to make representation on a point affecting all or a portion of the student body actions may be considered appropriate when the representatives of the student body present recommendations with adequate documentation to the Vice-President for Student Services.

The Vice-President will discuss the matter with the United Student Movement and will then:

- a. Attempt to work with the Arbitration Panel towards a satisfactory solution of the problem.
- b. Refer the matter and/or recommendations to the Administrative Council for resolution in the best way possible. The decision taken should be accepted as final.

### **Channels for student complaint – Personal**

Where a student believes that his/her academic or personal rights have been violated by another student, NCU worker or a third party connected to the institution, the following is the process to be followed;

- a) The student should speak personally with a faculty or staff member connected to the matter
- b) The faculty member should respond and seek an amicable resolution within seven (7) working days of the complaint.
- c) If (b) does not result in an acceptable resolution the student may resubmit his complaint in writing to the same faculty or staff member, one (1) working day after the deadline for the faculty member's original response referred to in (b).
- d) If (c) does not result in an acceptable resolution within seven (7) working days of the written complaint being received by the faculty member, the student may submit his or her complaint in writing to the Department Chairperson or the Dean of the College or School.
- e) The Department Chairperson or the Dean shall respond and seek an amicable and fair resolution within twenty one (21) days of the written complaint made to them.
- f) If (e) does not result in a reasonable resolution the student shall submit a complaint in writing to the Office of the Vice President of Student Services.
- g) The student may appeal to the Cabinet after all the above channels have been explored without reaching a satisfactory solution.
- h) Where the Cabinet is not able to reach a reasonable solution, the Cabinet shall make a recommendation to the Administrative Council within sixty (60) days of having received the said student's complaint.
- a. If the student is of the opinion that the matter has not been adequately addressed by the appeals process, he may enter discussions with the Ombudsman.
- i) All correspondences concerning the student's right of appeal must be copied to the Office of the Vice President of Student Services.

### **Student Worker**

Any complaint regarding treatment at work should be handled through the normal channels, beginning with the direct supervisor through to the Vice-President for the relevant sector.

## CODE OF CONDUCT

The codes of conduct, policies and regulations recorded in this handbook are applicable to all students.

In general, off-campus students should not be on campus after 10:30 p.m. or stay in the residence halls overnight, except with the permission of the residence hall Dean.

All off-campus students are expected to maintain the high moral standards of the institution.

### **Dating**

Dating is encouraged. It is our hope that students will make long-lasting, healthy associations while on campus. These friendships should be enjoyed to the fullest; nevertheless, they should be maintained within the parameters of acceptable Christian behaviour. Sustained contact and public display of affection is therefore not encouraged.

### **Attire and Personal Grooming**

Students of Northern Caribbean University are expected to be mindful and conform to the ethos of the University and the below mentioned policy, when considering their choice of apparel.

### **Women**

- Dresses and blouses must have sleeves that cover the underarm.
- Blouses must be long enough to cover midriff, thick enough to maintain privacy of person, and high enough to cover the cleavage.
- Mini-skirts are not allowed. Skirts should be long enough to cover the thighs when sitting. There should be no revelation as a result of tight apparel, high splits or clinging fabrics.
- Loose-fitting Slacks and jeans must cover all of the buttocks. They are appropriate in the classrooms but NOT at church services.
- Tank and tube tops are inappropriate, unless worn under a jacket or dress.
- Make-up and nail polish, if worn, should be natural looking and inconspicuous.
- **Hairstyles should be neat and conservative and should not include bright and outlandish hair colours**
- Jewellery is forbidden. The only exceptions to this are wedding and engagement rings, ornamental pins and watches. Ladies with wedding rings are asked to register them at the Office of VP of Student Services and to present a valid certified copy of the marriage certificates in support of their claim of marriage.

## Men

- Shirts should have regular sleeves that cover the underarm.
- Inner shirts should be neatly tucked inside trousers.
- Shorts and short pants are permitted only in the gym and sports areas on the campus, for the purpose of exercise or other sports or physical activities
- and head ties, are prohibited at all times Conservative, low-cut hair styles are appropriate
- Jewellery for men is also forbidden. The only exceptions to this are wedding rings and watches. Men wearing wedding rings are asked to register them at the Office of Student Services and present their marriage certificate in support of their marriage claim.

## Shoes

Students must wear shoes for appropriateness and to ensure their safety. The terrain of the university includes many hills and inclines and students, especially females, should take this into consideration when choosing footwear.

Footwear commonly considered as beachwear is prohibited except for in residence halls.

## Clothing (Sabbath Attire)

Sabbath dress for church shall be semi-formal. On Sabbath **students wearing clothing that are too tight, exposes cleavage or the midriff, or that is too short, may not be allowed in church services**

### *National Costumes*

National costumes may be worn at specific functions such as: Heritage Week, International Diversity Weekend, as well as national independence days, and any other specially designated occasions.

### **Attire (student worker)**

The Christian professional understands that clothes “contribute to the perceived image of the person. Students should therefore consider the following;

- Is this appropriate?
- Does it fit properly?
- Is it comfortable?
- Is it right for my profession?
- Is it modest?

## Faculty/Staff Responsibility

Faculty members are authorized to deny class admission to any student who might be inappropriately dressed as defined by this handbook. This authorization holds true for

any registered persons using the Library, Student Lounge, Food Services, Health and Wellness and all work departments.

## **POLICIES RELATED TO ETHICAL AND CHRISTIAN CONDUCT**

Inappropriate sexual acts and propositioning, both of the heterosexual and homosexual type, are subject to severe sanctions by the University. (See Terminal Offence No. 5)

### **Homosexuality**

“The Seventh-day Adventist Church recognizes that every human being is valuable in the sight of God, and we seek to minister to all men and women in the spirit of Jesus. We also believe that by God's grace and through the encouragement of the community of faith, an individual may live in harmony with the principles of God's Word.

Seventh-day Adventists believe that sexual intimacy belongs only within the marital relationship of a man and a woman. This was the design established by God at creation. The Scriptures declare: "For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh" (Gen 2:24, NIV). Throughout Scripture this heterosexual pattern is affirmed. The Bible makes no accommodation for homosexual activity or relationships. Sexual acts outside the circle of a heterosexual marriage are forbidden (Lev. 18:5-23, 26; Lev. 20:7-21; Rom. 1:24-27; 1 Cor. 6:9-11). Jesus Christ reaffirmed the divine creation intent: "Haven't you read,' he replied, 'that at the beginning the Creator "made them male and female," and said, "For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh?" So they are no longer two, but one" (Matt 19:4-6, NIV). For these reasons Seventh-day Adventists are opposed to homosexual practices and relationships.”

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*The excerpts of this statement were voted during the Annual Council of the General Conference Executive Committee on Sunday, October 3, 1999 in Silver Spring, Maryland. Revised by the General Conference Executive Committee, October 17, 2012.”*

The university is governed in its approach to homosexuality by the Seventh-day Adventist General Conference policy. The Church loves and values all persons including the homosexual but forbids all sexual acts outside of the marriage of a man and woman, including homosexual acts. Severe sanctions will be applied by the institution if individuals are found indulging in homosexual acts or if individuals are reported to be propositioning any member of the school family on campus for this purpose

### **HIV/AIDS**

The University will relate to the individual with HIV/AIDS as per the government's guidelines but recognizes that as a Christian institution it must act beyond these

regulations to include special compassion, guidance and love to those suffering with this virus/disease. It is to be understood that an applicant to the University cannot be refused acceptance because he/she is affected by HIV/AIDS. Discrimination against a person living with the HIV/AIDS virus is illegal. All students however, including those suffering from HIV/AIDS, are to be responsible in conduct and behavior. The university reminds all students, that sex outside of marriage, under any circumstance, is considered contrary to the ethos of the university and is an act contrary to the objective of wholesome, Christian development. If an individual is found to be irresponsible in conduct and behavior of this nature, including where applicable, in the wilful spreading of the HIV/AIDS virus, he or she will be terminated with immediate effect.

### **Marriage**

The University expects that wholesome relationships will be formed by students on or off the Campus. Students are requested to apprise the Office of Student Services of plans for marriage. , The marriage certificate should be taken to the Office of Student Services as well as the University Records Office for administrative and student service purposes.

### **Pregnancy outside of marriage**

The university possesses a mandate to display to the outside world and to students and staff, that it is mindful of and will uphold the highest standard of Christian conduct. Unmarried students, who become pregnant or cause another to become pregnant during their period of study at the university, will be subject to disciplinary sanctions by the university. If the student must take a leave of absence, a period of notice for withdrawal shall be given, however the period of notice is based on the discretion of the university. A valid marriage certificate shall be submitted to the office of Student Services by any student who gets pregnant and claims to be married. Simply wearing a wedding ring is not acceptable.

An unmarried female student may return to the university after the pregnancy has ended. A male student who causes the pregnancy may return only after the female has returned.

Adultery - Married Students who become pregnant by, or are found to have caused pregnancy to someone outside of their marriage.

Any married student, who is found to have become pregnant or fathered a child outside of marriage after beginning their time of study at NCU, will have committed an offence contrary to the regulations and provisions of the institution. The abovementioned sanctions concerning pregnancy of unmarried students will also be applicable to married student who becomes pregnant or causes pregnancy by someone other than their spouse.

**APPROPRIATE DRESS**



**APPROPRIATE DRESS**



## **Use of Drugs**

Illegal Drugs such as, but not limited to, marijuana, cocaine, crack and heroin, are prohibited on this campus. Persons found indulging in the use of any of the above on this campus will be reported to the police and they will be subject to severe penalties. The use of tobacco (cigarettes) and alcohol in any of their forms are also prohibited and students found using these drugs will be subject to disciplinary sanctions. **Our campuses are drug-free Campuses.**

## **SEXUAL HARASSMENT**

Enshrined within our Mission Statement and Philosophy is respect for individuals as created beings whose minds and bodies ultimately belong to God. Consequently, Northern Caribbean University strives to provide an environment wherein all students, faculty and staff are able to learn, study and work free from sexual harassment.

### **Definitions**

The official website of the Seventh Day Adventist church defines Sexual Harassment in terms of the employment relationship but this definition may generally extend to the relationship of students with academic, administrative and all other staff of the institution as well as the relationship between students themselves.

### **The General Conference of Seventh-day Adventist Church's Definition of Sexual Harassment Policy**

In this regard Sexual Harassment may be defined as a form of harassment that involves unwelcome sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature when:

- a. Submission to such conduct is made (either explicitly or implicitly) as a term or condition of an individual's achievements/success in studies or exams.
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting an individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

**Reporting Incidents** – Students who believe that they have been harassed should immediately take the following steps:

- a. Make it clear that such conduct is offensive and should be stopped immediately; and

- b. Report the incident to the relevant individual (please see Principles/Procedures Governing Sexual Harassment below) followed by a written statement describing the incident and identifying potential witnesses.

**Third-Party Reports** – Students who are aware of incidents of potential workplace harassment toward others are to report such incidents to the relevant person (please see Principles/Procedures Governing Sexual Harassment below).

**Investigation** - Complaints of harassment shall be promptly handled and maintained in confidence to the extent possible.

**Discipline** - A violation of this policy may result in discipline, up to and including dismissal from employment and /or expulsion from the university.

International Labour Organization (ILO)

The ILO in its official website defines sexual harassment as a sex-based behaviour that is unwelcome and offensive to its recipient. For sexual harassment to exist these two conditions must be present.

- 1) Quid Pro Quo, when a benefit - such as a pay rise, a promotion, or even continued Employment - is made conditional on the victim acceding to demands to engage in some form of sexual behaviour; or;
- 2) A hostile environment in which the conduct creates conditions that are intimidating or humiliating for the victim.

For more information please see

[http://www.ilo.org/wcmsp5/groups/public/---ed\\_norm/---declaration/documents/publication/wcms\\_decl\\_fs\\_96\\_en.pdf](http://www.ilo.org/wcmsp5/groups/public/---ed_norm/---declaration/documents/publication/wcms_decl_fs_96_en.pdf)

The Northern Caribbean University, in recognizing definitions given by the General Conference of the Seventh- day Adventists and the ILO, has more specifically defined sexual harassment as follows:

Sexual harassment is unwanted sexual attention, implied or expressed, of a persistent or abusive nature, made by a person who knows or ought reasonably to know, that such attention is unwanted.

AND/OR

Implied or expressed threat of reprisal in the form of actual reprisal or the denial of an opportunity with reference to matters such as:

- grades or promotion
- loss of employment

- financial rewards or other benefits for refusal to comply with a sexually oriented request.

AND/OR

Sexually oriented remarks and behaviour which may reasonably be perceived to create a negative psychological and emotional environment for work or study.

AND/OR

Any conduct that creates a sexually hostile, intimidating or offensive environment, or unreasonably interferes with an employee's or student's work performance.

- graphic representation,

In other words, sexual harassment can be either psychological or physical, or it can be a combination of both elements.

### **Obligations with Respect to Sexual Harassment Incidents**

- 1.0 Every person in the university community has a right to seek redress for perceived sexual harassment and is encouraged to do so.

### **Principles/Procedures Governing Sexual Harassment Investigations**

- 1.1 It shall be the university's obligation to promptly investigate and, where necessary, take corrective action regarding complaints of sexual harassment.
- 1.2 Complaints shall not be pursued when more than three (3) years have elapsed following the alleged incident unless the alleged victim is under the age of eighteen where there is an allegation involving sexual intercourse and under the age of sixteen where there is an allegation of sexual touching or fondling. (This is based on the Sexual Offences Act 2009).
- 1.3 Students should however, within twenty-four (24) hours, personally report all sexual harassment incidents involving minors to the Center for the Investigations of Sexual Offences and Child Abuse (CISOCA) and to the VP of Student Services .
- 1.4 All records relevant to the case shall also be kept as part of the sealed files of the SHCO for five (5) years.
- 1.5 Upon receipt of an allegation of sexual harassment, the Sexual Harassment Compliance Officer shall immediately begin its investigations, and the process shall be handled expeditiously.

- 1.6 Documentation shall be made at all steps, from the initiation of the complaint to its resolution. The detailed documents shall remain in the VP of Student Services file at all times. Where guilt has been established, a notation shall also be placed in the guilty person's official file, noting as well the disciplinary action administered and the written response, if any, by the said person.
- 1.7 Findings, decisions, and actions with respect to sexual harassment complaints shall in the end, be communicated in writing to both the complainant and the accused. If either party feels the report is not complete or unfairly represented, he/she may file a written statement of dissatisfaction with the VP of Student Services and the citizenship committee, and this letter shall become a part of the official file,
- 1.8 At all times throughout the procedures outlined in this policy, confidentiality shall be maintained, as far as is possible. The number of persons who need to know of the complaint shall be limited, usually only to the VP of Student Services and the person to whom the report was originally made
- 1.9 False accusations, whether malicious or otherwise motivated, have serious and far-reaching consequences and are subject to appropriate disciplinary action.
- 1.10 Persons making a complaint that they have been a victim of alleged sexual harassment (i.e. the complainant) may have their evidence corroborated by or make reference to, in their report, a witness who observed all and/or part of the alleged sexual harassment.
- 1.11 All instructions and provisions concerning procedures to be followed in sexual harassment reports which involve a minor shall require the agreement of the parent/ guardian of the minor. This will include but is not limited to the signature of the parent/guardian to any document necessary in expediting the process.
- 1.12 Any student who is aware of alleged acts of sexual harassment being meted out to other individuals on campus is strongly encouraged to report such sexual harassment incidents.

### **Handling of Sexual Harassment Complaints**

- 2.0 Any worker or student who wishes to seek redress with respect to sexual harassment may either file an official grievance report ( please see grievance procedure for students), or seek to resolve the problem by requesting either an informal or formal investigation, with the aid of the Sexual Harassment Compliance Officer.

## **Initial Filing of Sexual Harassment Complaint**

3.0 Students who allege that they have been subject to an incident of sexual harassment should report such incidents within forty-eight (48) hours of the alleged incident to **any** of the following University staff:

- The VP for Student Services
- Your Supervisor (if you are a student worker and the alleged harassment took place in your work capacity)
- Departmental Chair
- Residence Hall Dean
- Vice-Presidents of the Institution
- Administrator or
- USM President, mentors, counsellors
- Sexual Harassment Compliance Office (SHCO)

3.1 The receiver of the complaint, if not the Sexual Harassment Compliance Officer (SHCO), shall forward the complaint to the said Officer.

3.2 The SHCO shall obtain from the complainant, or shall, in consultation with the complainant and the witness, write a thorough case history of the complaint to date. The complainant shall sign the statement to attest that it is an accurate record of the complaint. If the complainant is a minor, his parent/guardian must sign on his behalf.

3.3 Subsequently, the SHCO shall follow one of the following procedures to resolve the sexual harassment problem.

### **Informal Procedure**

4.0 Depending on the seriousness of the allegations, the SHCO may recommend an informal procedure in settling the case, once both parties agree that such a system will seek to deal with the matter internally and will take the form of a mediation exercise. If the informal procedure satisfies both the complainant and the accused, the SHCO shall prepare a statement of findings and actions, and obtain the signatures of the persons attesting to the satisfactory resolution of the case. Where it is found that an offence has been committed, redress is sought through acknowledgement, admission, the demonstration of penitence and the asking and acceptance of forgiveness. Punishment deemed appropriate in the discretion of the Administration may be administered.

4.1 The SHCO shall, where guilt has been established, inform the supervisor of the accused, in brief, of the incident.

## **Formal Procedure**

- 5.0 The SHCO in consultation with the committee shall conduct an immediate and thorough investigation of the complaint
- 5.1 The investigation by the SHCO and committee in order to initiate a formal investigation may include interviews with the accused, classmates, or co-workers, as deemed necessary.
- 5.2 When the investigation is concluded a hearing shall take place within ninety (90) days of the formal filing of the investigation by the SHCO. During such hearing the complainant and the accused will have a right to be heard and to have preferred legal representation and or a family member. The Sexual Harassment Committee shall weigh the evidence, and determine if sexual harassment has occurred.
- 5.3 The SHCO shall prepare a statement of findings leading to the said committee's decision, and shall send copies of this statement to the complainant and the accused.
- 5.4 If the said committee decides that no sexual harassment has occurred, the case shall be dropped and the files sealed and kept in the office of SHCO.
- 5.5 If the said committee decides that sexual harassment has occurred, the SHCO shall make a full and confidential report with recommendations to the President and the appropriate Vice-President for determination of action. Such action may range from a recommendation for a period of counselling, relocation, suspension, and/or expulsion.
- 5.6 If the committee decides that no sexual harassment was established and there is evidence of malicious intent of the accused, appropriate disciplinary action shall be recommended by the Committee for the complaint. Appropriate disciplinary action may range from a recommendation for a period of counselling, suspension
- 5.7 If either the complainant or the accused feels that the statement of findings is not accurate or complete, or that the said committee's decision is not fair, he/she can respond in writing within three (3) days of receipt of the statement of findings<sup>i</sup>, and the response shall become part of the case file. If the complainant fails to report a response to the committee's findings within the three (3) day period, it will be considered that the party failing to do so was satisfied with the procedure. If the formal procedure satisfies both parties, the SHCO shall prepare a statement testifying that the case has been satisfactorily concluded. The SHCO should make every effort to obtain the signature of the complainant and the accused or the actual statement?

- 5.8 If the formal hearing does not satisfy one or both parties then a further appeal may take place before the President and two additional persons. One of the two persons, who will hear the appeal, shall be chosen by the President and the other may be chosen the complainant. The complainant must choose a member of the University staff findings and obtain the signatures of the complainant and the accused. There will be no further appeals in this matter and the matter will be considered to have been closed after this.

#### **Closure of Sexual Harassment Case**

- 6.0 When the case has been brought to a close through either the formal or informal procedure, and a decision has been rendered, and responses, if any, filed, where the matter was satisfactorily dealt with at the Committee level, the SHCO shall make a confidential report to the President.

A copy of the report and the president's action shall be kept sealed in the SHCO's file.

Access to the sealed file shall be governed by the rules and policies relating to employee and student files.

## DISCIPLINARY PROCEDURES

### Types of Sanctions

An individual or group found guilty of misconduct shall be subject to the following appropriate sanctions. A sanction may be imposed alone or in conjunction with others.

1. *Warning* – A written or oral notice to the student that continuation or repetition of specific conduct may cause further and more severe disciplinary action.
2. *Censure* – Written reprimand, coupled, where appropriate, with a warning that further instances of such misconduct will result in more severe disciplinary action.
3. *Restitution* – An order that the student make a compensatory payment to an appropriate party for damages or loss. In the case of property damage, restitution shall be limited to the actual cost of repair or replacement.
4. *Work Reparation* – An order offered to the student as an appropriate alternative to other specified sanctions.
5. *Educational Alternatives* – An order or option that the student issues an apology, or carries out research, or participates in counselling, or attends a workshop/seminar, or performs any other reasonable assignment intended to achieve an educative or rehabilitative effect.
6. *Fine* – An order that the student pays the university a designated sum of money. This has to be mentioned specifically and so far is mentioned nowhere.
7. *Restriction of Privileges* – Denial, withdrawal, or limitation of one or more privileges
8. university to students for a designated period of time, such as access to, and use of specific facilities, and/or participation in an activity
9. *Voluntary Withdrawal* – An option offered to the student to voluntarily withdraw from the university or from class, upon the condition that readmission not be sought within two calendar years. Readmission of the student must be approved by the Vice-President for Student Services.
10. *Citizenship Probation* – Placement of the student in probationary status for a designated period of time. Certain restrictions shall accompany probation, including:
  - A. Ineligibility for the school year to hold or run for public office.
  - B. Ineligibility to appear as a participant in any public performance, or to participate in any intramural events, athletic, musical, or other.

- C. Ineligibility for late leave, or weekend leaves; the student must not be absent from the campus without approval by the Dean of men or women.
11. *Disciplinary Suspension* – Suspension of the student from the University for a designated period which should **not exceed two years**. During the period of suspension, the individual is banned from the campus with a no-trespass directive, and from participating in any activity or function of the University.
  12. *Expulsion* – Students who engage in felony or any of the terminal offences listed below may be eligible for this sanction. Any request for readmission must be made in writing through the Office of Student Services.

Procedure for reporting and disciplining of students:

- A. Any academic or administrative official, faculty/staff or student may file an academic or administrative official, faculty/staff or student may file a report against a student for misconduct or violation of the Student Policy and University Ethos. The person filing the report may do so in relation to an offence committed against him/her or an offence committed against the school community. When a violation by a student is observed, and any student present is presumed to be involved in the alleged violation, a report can be filed against each student considered to be party to the alleged violation.
- B. After a report has been filed, the Vice-President for Student Services, or anyone designated, may investigate the matter to determine if there is sufficient evidence to lay charges against the individual (s). This determination is arrived at based on university policy.
- C. All formal charges shall be presented to the accused student in the form of a written incident report.
- D. The matter will then be passed to the Citizenship Committee/Arbitration Panel for further consultation.
  - (i) The Citizenship Committee/ Arbitration Panel shall hold a disciplinary hearing and the accused student along with a person recording the hearing must be present.
  - (ii) The accused student shall have the opportunity to speak to any and all complaints and to present witnesses on his/her behalf. In addition, the student may have a faculty/mentor accompany him/her to the hearing.
- E. The Arbitration Panel will be appointed by the Vice President of Student Services and one member on the panel shall be agreed upon by both the accused and the Vice President.

- F. A time shall be set for the hearing which shall be communicated to the student charged, upon notice of the formal charge being given by Student Services.
- G. The Arbitration Panel shall hear only those cases assigned by any member of the workforce or referred by the Vice-President for Student Services or his/her designee.
- H. A file shall be maintained by the Citizenship Committee/ Arbitration Panel recording the final decision in each case in which a verdict of guilt is found.
- I. During the interim period of the school year between regular academic semesters, sessions and modules, all disciplinary sanctions rest with the Vice-President for Student Services or designee in consultation with the Citizenship Committee.
- J. Failure to comply with sanctions within the specified time shall result in additional sanctions being levied.
- K. A student's failure to attend mediation and/or a disciplinary hearing he/she has been given written notice of, shall result in sanctions being levied.

#### Appeals against a decision

Any student found guilty of an offence, may file an appeal against the decision with the Office of the President.

The file compiled concerning the matter will be presented before the Cabinet who shall review the evidence and make a final decision concerning the matter.

In this capacity, the Cabinet will have the option of:

1. reversing the decision of the Citizenship Committee/Arbitration Panel and in such a case, issuing a new sanction against the student.
2. upholding the decision of the Citizenship Committee/ Arbitration Panel
3. directing the accused Student to appear before them for further investigation, discussion or clarification.
4. directing that the matter should be re heard by the Citizen Committee/Arbitration Panel.

#### **Standards of Conduct**

Each student at Northern Caribbean University is required to act in harmony with the guidelines as stipulated in the *Student Guide* and not to affect adversely the educational process and mission of the university, or the rights of members of the university

community. Violations of the standards of behaviour in the *Student Guide* shall be termed misconduct.

When the governing policies outlined in the *Student Guide* are breached, the student places himself under consideration for disciplinary action. The particular instance involved and the conduct records already established will be considered, as well as the student's influence on the campus community. Appropriate disciplinary sanctions will then be determined.

The following types of misconduct are specifically prohibited, and individuals or groups found guilty of any such misconduct shall be subject to disciplinary sanctions.

1. Disorderly conduct - conduct which breaches the peace: fighting or engaging in violent behaviour, making unreasonable noise, obstructing vehicular or pedestrian traffic, or disturbing normal university operations.
2. Wilful and obvious disrespect and/or failure to comply with a directive of an official of the university, or a duly authorized agent, with the intent to create public disorder, and/or inciting other students to disregard university policies and regulations.
3. Obstruction or disruption of teaching, research, administrative or disciplinary procedures, or other university services.
4. Spreading atheistic ideas or acts intended to undermine the religious ideals of the university.
5. Taking of Property - Theft, embezzlement, misappropriation, or the unauthorized temporary taking of property of another, including the property of the university.
6. Permitting to enter or accommodating a person of the opposite sex in one's dormitory living quarters without permission or approval from the residence hall Dean or his/her designee.
7. Harassment – subjecting a person to physical contact or directing language which is abusive or obscene toward a person with the intent to harass, annoy or alarm. This includes sexual harassment.
8. Proposition of persons for sexual favours – This includes but is not limited to homosexual propositioning or practices.
9. Hazing. Participation in any form of hazing. Hazing is defined as any action taken, requirement or coercive expectation imposed, or situation created by a student organization, its members, or persons associated with it, with respect to prospective, trial, or new membership, which is hazardous, insulting,

humiliating, or abusive, and which could reasonably be expected to produce mental, physical, or emotional discomfort, embarrassment, pain or injury.

10. Unlawful conduct. Conduct in violation of local law, whether resulting in conviction or not.
11. Academic dishonesty in any form.
12. Fire mischief, including tampering with fire safety equipment, such as fire extinguishers, smoke detectors, fire exit doors, and fire alarms.
13. Questionable amusements. - Gambling in any form, attendance at dances or night clubs.

### **Terminal Offences**

Students who engage in felony or any of the offences or violations listed below, both on or off campus, may find their status terminated immediately.

1. The possession and/or use of knives and guns or any other weapon capable of inflicting bodily injury upon other persons.
2. Physical abuse, assault, battery or threat to any person.
3. Involvement in or assisting others in any form of dishonesty, including stealing, cheating, lying, forging, alteration or misuse of university documents, records or identification cards, furnishing false information to the institution or to any of its officers, as well as failure to comply with the directives of the university's officials in the performance of their duties.
4. Possession or use of any drug or drug-related paraphernalia, excepting that which is administered by permission of a current, *bona fide* licensed physician.
5. Any violation of the biblical teaching on sexual morality, including all deviant sexual practices, as well as clandestine meetings with members of the opposite sex or same sex.
6. Sexual Propositioning or practices including homosexual propositioning and practices.
7. Sexual conduct leading to pregnancy outside of marriage, whether a male or female student is involved.

8. Individuals who knowingly or willingly spread sexually transmitted diseases through their conduct and who are therefore deemed to be irresponsible in their behaviour, thus threatening the health and well-being of others.
9. Gambling in any form as well as the possession and use of gambling devices.
10. Wilful damage or destruction of institution or community property.
11. Involvement in spreading ideas or acts intended to undermine the religious ideals of the institution, including those principles that govern Sabbath observance.
12. Patronizing night clubs, dance halls gambling places, as well as any other place of questionable amusement.
13. Disorderly, indecent, lewd, obscene, immoral conduct, distribution of lewd pictures and the use of profanity.
14. Absence from the residence hall without proper authorization.
15. Persistent refusal to follow the university's standard of attire.
16. Being consistently negligent in attendance at religious services, residence hall worship, assembly exercises, as well as any duly required university gatherings.
17. Being negligent in attendance at classes, as well as making no significant effort to meet scholastic requirements.
18. Misuse of university network or computing devices, e.g. visiting pornographic sites, computer fraud, creating a false identity, invasion of privacy or any other related violations.
19. When expelled, an appeal may be considered after **two calendar years**.

### **Written communication between NCU and student:**

<sup>1</sup> Students should be aware that under Jamaican legislation it is considered that communication mailed has been received upon being mailed. Therefore the date of the letter being mailed will be considered the date of receipt. Students are therefore advised to collect communication directly from the Office of Student Services so as to avoid the possibility of missing the deadline for the period of response.

## INFORMATION

- *Hill Top Trumpet*: The United Students Movement (USM) monthly newspaper
- *Weekender*: A weekly publication by Student Services.

NCUFM 91.1 – Broadcasts 24 hours daily from studios located at NCU Media Group.  
NCU TV – Broadcasts from FLOW Channel 188.

### **Ellen G. White Seventh-day Adventist Research Centre**

The Ellen G. White SDA Research Centre at NCU, opened on July 10, 2003, preserves the writings of Ellen G. White, as well as other materials relevant to Seventh-day Adventist theology and history.

At the Research Centre one may:

- Find published and unpublished writings of Ellen G. White
- Access resources – books, pamphlets and periodicals on Adventist history and theology and on Ellen White's life and work
- View a full range of denominational publications, journals, General Conference of Seventh-day Adventist bulletins and yearbooks, duplicated and original documents from the White Estate, Document files, Question and Answer files, manuscript and letter files, manuscript releases and appropriate indexes
- Have access to Ellen G. White online writings on CD-ROM
- Gain Internet access
- Find various resources on the pioneers of the Seventh-day Adventist church.

### **Library**

The Hiram S. Walters Resource Centre, completed in August 1991, offers a wide range of library facilities to students, faculty, staff and the community at large.

Boasting some 33,000 square feet of floor space for offices and library functions, it has a seating capacity of approximately 636 students. It has more than 58,791 volumes, with over 570 subscriptions to printed periodicals. In addition, patrons have access to various databases and e-books via the Internet.

## **THE ALMA MATER**

To the blessed hill you brought us  
Where we've had our hopes and dreams fulfilled.  
Oh the glorious things you taught us  
'Midst the pine trees and the wind  
We will rise and call you blessed  
As we strive to serve mankind.  
And we'll praise our God each moment  
For the love in you we find.  
And we'll praise our God each moment  
For the love in you we find.

### **Chorus**

Oh dear beacon on the hill  
A bastion so true  
We pledge our love and loyalty  
In gratitude to you.  
March onward ever upward,  
Alma Mater NCU.

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This handbook is prepared and published by the Office of Student Services, Northern Caribbean University, Mandeville, Jamaica. Every effort has been made to ensure accuracy in its content. The University Administration reserves the right to institute and give public notice of any change it deems necessary during the period for which this handbook is in effect.

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## Notes