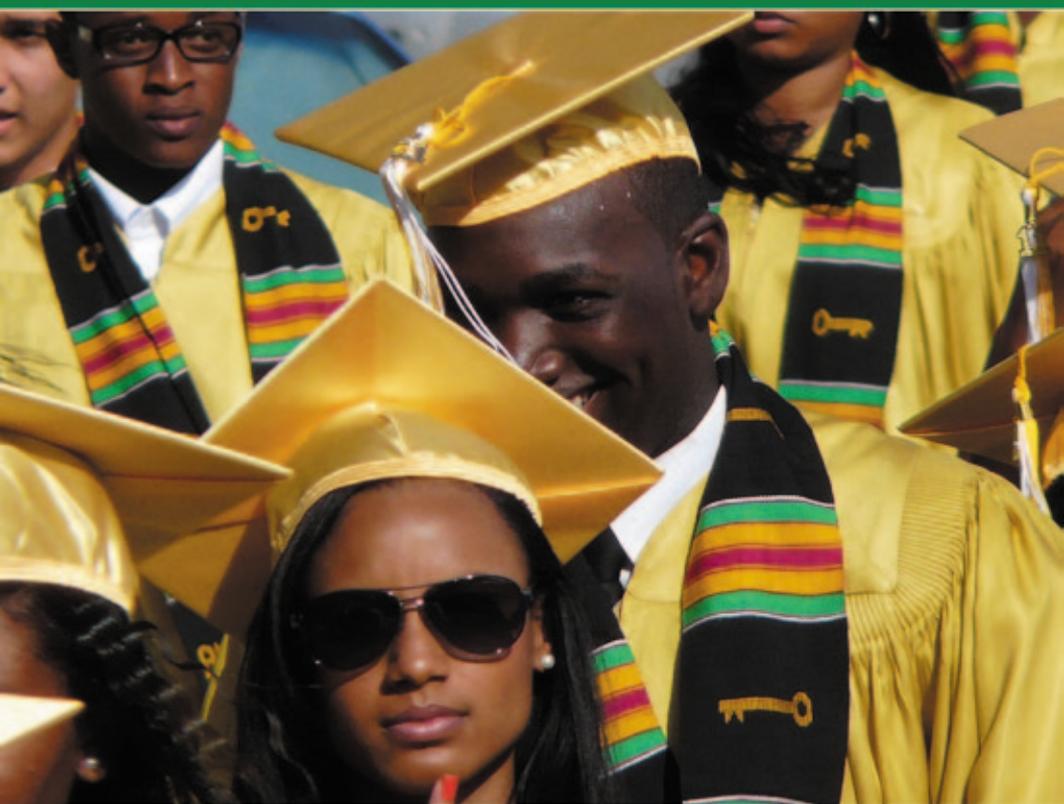


ANTIGUA STATE COLLEGE



STUDENT HANDBOOK
2015-2017

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THE ANTIGUA STATE COLLEGE

COLLEGE PROFILE

In April 1977, the Antigua State College was established through the merger of two pre-existing colleges which were 'on the hill' at Golden Grove.

The first of these, the Leeward Islands Teachers Training College, had been in operation for about 18 years prior to the merger (1959 – 1977). This school continued the excellent traditions of its mother institution, The Spring Gardens Moravian Teachers' Training College and served students from the Turks and Caicos Islands in the north to Barbados in the south. This college contributed extensively to the educational development of these islands as it was the premier regional institution for the training of their teachers.

The Golden Grove Technical College was the second educational institution involved in the merger. Through British sponsorship, the college was launched in 1972 with three departments:

1. Hotel and Catering
2. Commercial and
3. Engineering

In 1978, the Advanced Level Department became the college's fifth department when all Sixth Forms in the secondary schools were brought together at the State College. The combination of these five departments under the able leadership of the principal, Dr. Alister Francis, spoke well for the future. In 1981, the Hotel and Catering Department was moved to Dutchman's Bay to become the new Hotel Training Centre.

The Business Teacher Education Department also came into being in 1988. Its objective was to train teachers to work in the Business Departments of secondary schools in the OECS territories. However, after a three year life span the programme was discontinued due to lack of funding. Closely following this disappointment, the Business Studies Programme project added a new dimension to the Commercial Department. The new curriculum took this area of study to a dynamic level, through the Training Office concept, designed to make technical-vocational training more effective and relevant to the world of work.

Approximately ten years later the birth of the First Year University Programme marked a significant step forward for the college. It established a partnership with the University of the West Indies, Cave Hill campus allowing students to take the University's first year courses while at home. With the incorporation of second year courses in 1997 this department was renamed the Department of Undergraduate Studies. Students were then able to take courses in three faculties and in many cases spend a single year at Cave Hill to complete their Bachelors degree.

The School of Nursing, coming out of its own long tradition of training in its field, and the School of Pharmacy have become important parts of the College's programme options. On completion of the three-year programme of study, students in both these programmes gain professional certification in their field on successful completion of qualifying examinations.

Today the Antigua State College exists as the premier tertiary level institution in the country. It continues to grow, offering a wider variety of courses to the students within its six departments. Associate degrees are being offered in the Department of Teacher Education, the Department of Business and the Advanced Level Department. By providing training relevant to the specific needs of our society, the College continues to play its part in the development of our nation.

MISSION STATEMENT

The Antigua State College, in collaboration with its stakeholders, is committed to providing the academic, technical vocational and paraprofessional needs of the country, through the delivery of its programmes in all of the practical and modern technology modes, while providing continuing education to satisfy the human development requirements of all its citizens with ongoing quality assurance.

VISION

The Antigua State College will become a degree granting institution providing the citizens of Antigua and Barbuda and the Caribbean region with greater opportunities to access tertiary level education and training by creating the environment for quality instruction in the delivery of its courses and programs. In addition, the college will develop a student friendly environment designed to enhance human potential and promote lifelong learning.

MANAGEMENT TEAM

Principal *Mr. Hiram Forde*
Vice Principal *Mrs. Patricia Benn*

HEADS OF DEPARTMENTS

Advanced Level Department *Mr. Gordon George*
Department of Business (DOB) *Mrs. Jacinta Meade (ag)*
Department of Engineering (DOE) *Mr. Albert Collins*
School of Nursing (SON) *Miss Margaret Smith*
Department of Teacher Education (DTE) *Miss Orna David*
Department of Undergraduate Studies (DUS) *Miss Denise Gardiner*
Library Services *Miss Jacqueline Farquhar*
Registrar *Mrs. Sharon Potter*
Counsellor *Miss Farrell Charles*
SONISWEB *Mrs. Jacqueline Martin-Jarvis*
Director of Student Affairs *Miss Anika Kentish*

CALENDAR OF ACTIVITIES FOR ACADEMIC YEAR 2015– 2016

SEMESTER 1

AUGUST

Deadline for receipt of CXC results
General Staff Meeting
Departmental Staff Meetings
Meeting with A Level Year 2 students
Distribution of letters to prospective students
Selection of subjects by Year 1 (A Level)
Orientation for New Students
Registration for Year 2 students who have paid fees
Deadline for payment of fees

SEPTEMBER

Classes begin (Golden Grove Campus)
Classes begin for returning students (SON)
Classes begin (DTE & A Level)
Classes begin for new students in the SON
Deadline to change subjects/programmes
Students evaluation of classes

OCTOBER

Regional Examination for Nurse Registration
Teaching Practicum Seminars (DTE)
Deadline for Out-of-Semester Examination Requests
Registration for CAPE (A Level)
Final Internal Midwifery Examinations (SON)
Students check CAPE computer registration forms
Semester Break

NOVEMBER

Independence Day – No Classes
Last day of classes (DTE)
Deadline for submission of CAPE exam fees
International College Fair
Second student evaluation of classes

DECEMBER

Final Exams
National Heroes Day – No Classes
Midwifery Board Examinations
Semester 1 ends

SEMESTER 2

JANUARY

New Year's Day
General staff Meeting
Online Registration open for DOB and DOE
Classes begin (Golden Grove Campus & SON)
Enrolment/Registration
Classes begin

FEBRUARY

First student assessment of classes
Dr. Alister Francis Memorial Day
Registration for Re-sit exam (for A Level Year Two students)
CARD
Sports/Fun Day
Leeward Islands Debate Competition
Semester Break

MARCH

Application period for next academic Year CAPE pre-tests

APRIL

Semester 2 exams (DOB)
Regional Examination for Nurse Registration
Good Friday
Easter Monday
Easter break (SON)
Submission of SBAs
Summer School begins for (DOB – Evening students)
Summer School begins for (DOB – Day students)
Online registration
Final exams (A Level Year 1 & 2)
Feedback to student re Internal Exams
Semester 2 Examinations (DTE, DOB, Alevels)

MAY

Re-sits (for A Level Year Two students)
Labour Day
Semester 2 Ends (DTE)
CAPE examinations
Summer School session (DTE)
Job practice/Internship (DOB, DOE)

JUNE

Final Exams for Department of Business
Whit Monday
Deadline for Students to register for re-sits. Graduation list posted.
Summer School ends for Department of Business
Summer School begins for Department of Teacher Education
Awards ceremony/Thanksgiving service
Graduation
Semester II ends

JULY

Summer Session Examinations (DTE)
Final Exams (Evening students)

ACADEMIC ADMINISTRATION

ACADEMIC PROGRAMMES

The six departments at the Antigua State College offer a variety of programmes which are examined locally and by regional and international organisations.

DEPARTMENTS

- Advanced Level
- Business
- Engineering
- School of Nursing
- Teacher Education
- Undergraduate Studies

CERTIFICATION

Certificates

Diplomas

Associate Degrees

Post Graduate Diploma in Education

EXTERNAL EXAMINATIONS AND PROGRAMMES

University of the West Indies (UWI)

Edexcel BTEC: Business and Technician Education Council (BTEC)

Originally BTEC was an organisation, the Business and Technician Education Council, which was set up in 1983 to nationally validate and accredit high quality, consistent vocational qualifications. In 1996 following a merger of BTEC and the University of London Examinations and Assessment Council (London Examinations) a new company, Edexcel, was born. BTEC remains a brand for work-related qualifications owned and offered only by Edexcel.

http://www.edexcel.com/quals/introd/Documents/BTEC_Parents_Guide.pdf

Caribbean Advanced Proficiency Examinations (CAPE)

ADVANCED LEVEL DEPARTMENT

Head of Department: *Mr. Gordon George*

The Advanced Level Department teaches the Caribbean Advanced Proficiency Examination (CAPE) subjects. CAPE is the CXC equivalent of Cambridge Advanced Level Examinations, and is recognized as such nationally, regionally and internationally. Students registered in the Advanced Level Department take CAPE subjects except for Art and Government and Politics.

The programme consists of Level One and Level Two courses, and the programme should normally be completed in two academic years. However, a maximum of three years is allowed in some circumstances.

Disciplines: *Humanities, Science and Technology, Fine Arts, and Social Sciences.*

Students can pursue the CAPE Associate Degree in the A Level Department in eight areas: Business Studies, Computer Science, Environmental Science, General Studies, Humanities Natural Science, Mathematics and Modern Languages.

Subjects Offered

These subjects are two-unit subjects. Students take one unit at the end of their first year in the department, and another unit at the end of their second year.

Humanities

*Food & Nutrition
French
History
Literatures in English
Spanish
Performing Arts*

Fine Arts

Art & Design

Science and Technology

*Biology
Chemistry
Computer Science
Environmental Science
Geography
Information Technology
Mathematics
Physics
Geometrical and Mechanical
Drawing
Physical Education & Sports
Electrical and Electronic
Technology*

Social Sciences

*Accounting
Economics
Government & Politics
Law
Management of Business
Sociology
Spanish
Entrepreneurship
Tourism*

Compulsory Courses

- Caribbean Studies (one-unit subject)
- Communication Studies (one-unit subject)
- A computer literacy course. A student who successfully takes Computer Science (Level One), or who has received an acceptable grade for CSEC IT or EDPM has satisfied the requirement for the computer literacy course and will receive transfer credits. These credits will not count towards the student's GPA.

Entry requirements

A minimum of 7 passes at CSEC Grades 1, 2, or 3 (General or Technical) including English A or Mathematics **OR**

Six (6) CSEC subjects Grades 1, 2, 3, (General or Technical) including English A and Mathematics

The prerequisites for the Level One courses:

CSEC subjects above (or their equivalent). Where CSEC does not have a subject which is offered by the Department, the Department will decide upon the prerequisite.

General Information

- The prerequisites for the Level One courses are usually the CSEC subjects (or their equivalent) of those courses. Where CSEC does not have a subject which is offered by the Department, the Department will decide upon the prerequisite.
- The prerequisites for the Level Two courses are the Level One courses in the subject. However, some courses offered only in Level Two that do not have corresponding Level One courses may have a CSEC prerequisite, or may have no prerequisite.
- All Level One and Level Two courses are four-credit courses.
- A Level One student must take at least four courses (16 credits) each semester.
- A student who is allowed to take more than the minimum number of courses (and takes those courses for credit, not audit) must maintain an overall cumulative GPA of 2.0 or higher in order to graduate.

Course Information

Coursework

- Coursework counts for 40% of the semester grade in each course, and the exam is worth 60% of the semester grade.

Attendance

- Each student must fulfil an 85% attendance requirement for each course, including all lectures - and tutorials and labs, where applicable - in order to write the end-of-semester exam or any re-sit exam in that course. **Responsibility for ensuring this requirement is being met rests with the student.**

A student may submit a written excuse for an absence, but the Department reserves the right to check all excuses, and to decide which ones are acceptable. A student will not be penalized for an excused absence.

Re-sit

- A student who passes a course with a D, D+, or C- may choose to take a May/June re-sit.
- A student who has 35%-39% in a course is required to take a May/June re-sit.
- No student with less than 35% in a course will be allowed a May/ June re-sit.
- Students are eligible for resit of their grade fall between 40 and 49.
- Re-sit fee is \$50

Level One

Requirements for the Level One

- The prerequisites for the Level One courses are usually the CSEC subjects (or their equivalent) of those courses. Where CSEC does not have a subject which is offered by the Department, the Department will decide upon the prerequisite.
- All Level One courses have CSEC prerequisites, and those prerequisites are accepted for the semester one course in a subject, as well as the semester two course in that subject.
- Every semester one course in a subject has a complementary semester two course in that same subject, and both courses must be taken in the first year in Level One.
- No student can register for the semester two course in a subject without first doing the semester one course.
- A student must have a D average or higher in both Level One courses of a subject in order to register for that subject in Level Two.
- A grade of D or higher in both semesters of all courses a student takes in Level One is required before that student can register for any course offered in Level Two.
- A student cannot register for a Level One course in a subject and the Level Two courses in the same subject at the same time. The student who chooses to register for Level Two with less than a C average in any Level One course will therefore be unable to improve the Level One grade attained in that course.

- The Level One student who fails to attain a cumulative GPA of 1.0 or higher after two semesters will be required to withdraw from the College. The re-sit grades of May/June and/or August will be taken into account when the GPA is calculated.
- No student may spend more than two years in Level One. If a student, after two years, is not eligible to proceed to Level Two, that person will be required to withdraw from the College.
- A student who is not allowed to retake a Level One subject in Level Two cannot sign up for the external exam for that subject at the College.

Re-sit

- Level one students re-sit in August. The student who passes an August re-sit exam will be given a grade of C 50%.
- A student will be permitted to repeat a Level One course only once.
- Re-sit exams for Level One will normally be held in August.

Level Two

The prerequisites for the Level Two

- The prerequisites for the Level Two courses are the Level One courses in the subject. However, some courses offered only in Level Two that do not have corresponding Level One courses may have a CSEC prerequisite, or may have no prerequisite.
- A student who has passed all his College exams with a grade of C or higher, and has passed all his external exams, may be allowed to take both Caribbean Studies and Statistical Analysis.
- A student who attains a grade C or higher in Politics or Art may be allowed to do an extra Level Two subject, with special permission from the Head of Department and the subject lecturer.
- The student who has not satisfied the computer literacy requirement must take a one semester course in computer literacy.
- A student who does not want to take both semesters of Caribbean Studies must do a one semester course in the subject in order to qualify for the Advanced Level Associate Degree
- A first year student must pass both semesters of three subjects for the student to be promoted. The student who fails either or both semesters of a course may write a summer re-sit to fulfill the promotion criteria.

Re-sit exams & Graduation

- Re-sit exams for semester one courses will be held in February, and re-sits exams for semester two will be held in May.
- A student who still does not meet graduation requirements after the May re-sit exams may take an August re-sit exam. Once the graduation criteria are met the student will graduate the following year.
- The student who does not graduate at the end of Level Two may formally request, in writing, to return to complete the programme. Acceptance by the Department is not automatic, and depends upon the student's record and other matters.

Requirements For Successful Programme Completion

In order to graduate and therefore to qualify for the Diploma in Advanced Level Studies, a student must meet the following criteria:

- A minimum GPA of 2.0
- Fifty credits (apart from CIS 110 and CSEC Math, all A level courses are four credit courses)
- Included in the 50 credits must be: (a) eight credits in Communication Studies, and (b) the Computer Literacy course CIS 110 or its equivalent (CSEC IT or EDPM, or CAPE Computer Science Unit One).
- 85% attendance requirement for each course

- If a student is suspended, the period of suspension will be regarded as an absence that counts against the student for the attendance requirement.
- Students will forfeit the marks awarded for any work due or for any tests given during the period of suspension.

Awards

- Every student who receives a GPA of 3.85 or higher will graduate with High Honours.
- Any student who has a GPA of 3.6-3.84 will graduate with Honours.
- Other Departmental prizes and awards may be offered.
- The Advanced Level Department awards Associate Degrees in four areas: Humanities, Social Sciences, Science and Technology, and General Studies. The student who meets the graduation criteria and who has passed two or more subjects in Humanities, Social Sciences, or Science and Technology will graduate with an Associate Degree in that option e.g. a student who has passed Math and Physics will graduate with an Associate Degree in Science and Technology.
- A student who does not have two subjects in a particular option will be awarded an Associate Degree in General Studies.
- The Island Scholar will still be chosen from results based on the external exams (CAPE, Cambridge, Edexcel).

Specific Awards

- 1) The Top Academic Performer Award. This award will be given to the graduating student with the highest GPA in each department. The student will receive a revolving plaque* which he/she will return to the College by the beginning of the next academic year. The student will also receive a replica which he/she will keep and a tablet.
- 2) The Outstanding Academic Award. This award will be given to the graduating student with the highest GPA in each programme. Each student will receive a plaque.
- 3) Meritorious Award. Students who are graduating with high honours or honours will each receive a certificate along with the cord which he/she will wear to the graduation ceremony. Honours 3.6 – 3.84; High Honours 3.85+. Students will also receive pens with the College logo and the words meritorious award engraved on them.
- 4) Academic Achievement Award. First and second year students who achieve a minimum cumulative GPA of 3.6 will receive certificates.

Non-academic awards

- Library Patron of the Year
- Leadership (to be selected by Miss Kentish)
- Volunteer (departmental)
- Professional/Department (departmental).

*The revolving plaques will be displayed in the library.

CAPE ASSOCIATE DEGREE REQUIREMENTS

CAPE awards associate degrees in the following nine areas: Business Studies, Computer Science, Environmental Science, General Studies, Humanities, Mathematics, Modern Languages, Natural Sciences, and Technical Studies. The A Level Department offers the first eight.

Seven units must be completed for the award of associate degree for the nine associate degrees that CAPE offers.

Caribbean Studies and Communication Studies are required for the award of associate degree in all nine areas.

Below are SOME of the units that constitute the associate degrees in the different areas. For MOST associate degrees there are compulsory units, and students can choose from the other units which ones they want to do in order to complete the associate degree in that area.

The Advanced Level Department requires that students pass ALL their external exams at the end of their first year in the department in order to be allowed to take any of the CAPE associate degrees.

Business Studies

Management of Business (Units 1, 2) – compulsory

Choose 3 units from: Accounting (1, 2), Economics (1, 2), and Law (2)

Computer Science

Computer Science (Units 1 and 2) – compulsory

Choose 3 units from: Pure Math (1, 2), Applied Math (1, 2) and Physics (1)

Environmental Science

Environmental Science (Units 1 and 2) – compulsory

Choose 3 units from: Geography (1, 2), Biology (1, 2), Chemistry (1), and Applied Math (1)

General Studies

Any five units

Humanities

Choose at least 4 units from: History (1, 2), Literature (1, 2), Sociology (1,2), Law (1,2)

You may choose only one of the following: Geography (1), French (1), and Spanish (1)

Mathematics

Pure Mathematics (Units 1 and 2), Applied Mathematics (Units 1 and 2) – both compulsory

No more than one unit from: Physics (1, 2), Computer Science (1, 2), Chemistry (1, 2)

Modern Languages

Spanish (Units 1 and 2), French (Units 1 and 2) – both compulsory

No more than one unit from: Literature (1, 2), History (1, 2), Sociology (1)

Natural Sciences

Choose at least four units from: Biology (1, 2), Chemistry (1, 2), Physics (1, 2)

No more than one unit from: Pure Mathematics (1, 2), Computer Science (1, 2)

Students have received credits from other institutions in North America though no formal arrangements have been made.

FEE INFORMATION

		Year One	Year Two
College Fees & Funds	Registration	\$100	\$100
	Insurance	\$25	\$25
	Student Development & Activities Support	\$75	\$75
	Technology Support	\$200	\$200
	Programme Administration Support fee	\$250	\$250
	Lab Science(s)*		
	Graduation		\$500
	TOTAL	\$650	\$1150
TOTAL DUE FOR TWO YEARS		\$1800	

**Students who pursue science subjects pay an additional \$150.00 for each science subject.*

DEPARTMENT OF BUSINESS

Head of Department: *Mrs. Jacinta Meade*

The Department of Business aspires to have its programme offerings provide stimulation for the entrepreneurial spirit and become synonymous with innovation, excellence and effectiveness as the Department takes a key role in generating human capital that is able to raise the local and regional economy to the requisite level of global competitiveness.

Full Time Programmes

Associate Degrees – 2 years

Accounting

Business Administration

International Business

Marketing

Certificate programmes

Business Accounting

Business Administrative Assistant

Part Time Programmes

Associate Degrees – 3 years

Associate Degree programmes

In order to meet graduation requirements, the student pursuing these programmes must successfully complete 78 credits with a minimum grade point average of 2.0. With a normal semester load of 18 credits, this is possible in 4 semesters or 2 academic years. The student can expect to take at least one course in the summer semester of the initial academic year. The applicant wishing to pursue this programme must have at least 5 CSEC passes including English A and Math. The student must take one elective course.

Entry requirements*

5 CSEC subjects including English A and Mathematics both with (General Grades 1, 2, 3)

OR

5 LCCI Level II (Pass, Credit or Distinction) or 5 GCE Ordinary Level (Grades A, B or C)

OR

CAPE certification at grades 1 to 5 in related subjects which can give exemptions in Semester I and Semester II courses in some areas

OR

Mature students, 24 years and above, who have at least 5 years of experience in a responsible business related position

OR

Graduates from the Certificate Programme in the Department of Business who graduate with at least a 3.5 Grade Point Average

****Applicants are advised that possession of the basic requirements is not a guarantee of acceptance into the desired programme.***

COURSES

Total Credits Required: 78

Core Courses

Applied Communication I
Applied Communication II
Business Law
Business Mathematics
Financial Accounting I
Financial Accounting II
Introduction to Academic Writing
Introduction to Business
Introduction to Microcomputer Applications
Introduction to Marketing
Microeconomics
Macroeconomics
Psychology
Principles of Management
Public Speaking
Spanish I
Internship
Elective*

Accounting Option

College Algebra
Cost Accounting
Managerial Accounting
Calculus for Business
Introduction to Auditing
Introduction to Accounting Information Systems
Introduction to Finance and Statistics
Taxation

Business Administration Option

Administrative Office Management OR
Small Business Management
Business Administration
College Algebra
Calculus for Business
Human Resource Management*
Introduction to Finance and Statistics
Quality Customer Care
Administrative Office Management OR
Organisational Behaviour

Certificate programmes

In order to meet graduation requirements, the student pursuing these programmes must successfully complete 36 credits with a minimum grade point average of 2.0. With a normal semester load of 18 credits, this is possible in 2 semesters or 1 academic year. The applicant wishing to pursue this programme must have at least 5 CSEC passes including English A and THREE business subjects.

Administrative Office Management Practicum
OR

Capstone Project

*This course meets the elective requirement

Marketing Option

Advertising and Promotions
Cost Accounting I
Creating Effective Business Plans
Elementary Statistics with Business Applications
Internet Marketing
Introduction to Visual Communication in Marketing*
Marketing Research
Marketing in a Global Economy
Quality Customer Care
*This course meets the elective requirement

International Business Option

Caribbean Studies
College Algebra
Cost Accounting
Elementary Statistics with Business Applications
Introduction to International Business
Introduction to Politics
Marketing in a Global Economy
Small Business Management*
*This course meets the elective requirement

Elective Courses

Database Administration and Techniques
Gender Studies
Introduction to Auditing
PowerPoint– A Professional Approach
Small Business Management
Music
Basic Principles of Insurance
Property Insurance
Introduction to Sociology
Legal Aspects of Insurance
Human Resource Management
Spanish II
Business Law II

Entry requirements*

A minimum of 5 CSEC subjects:

- English A (compulsory). Grades I,II, or III at the General Level.
- Any three Business Subjects at CSEC level (General/ Technical) Grades I, II and III (i.e. Principles of Business, Principles of Accounts, Information Technology, Office Procedures, EPDM and Economics)
- One other subject

**Applicants are advised that possession of the basic requirements is not a guarantee of acceptance into the desired programme.*

Transfer credits awarded

CSEC IT for CIS110

CSEC Spanish for SPA100 and SPA110

CSEC French for SPA100 and SPA110

CSEC EDPM for CIS120

COURSES

Total Credits Required: 36

Core Courses

Introduction to Business Communication

Business Writing and Formats

Introduction to Business Mathematics I

Introduction to Business Mathematics II

Administrative Office Management

Introduction to Microcomputer Applications

Quality Customer Care

Spanish/French I

Life Skills

Additional Courses for Administrative Assistant Concentration

Introduction to Accounting

Word Processing—Beyond the Basics

Text Production

OR

Additional Courses for Accounting Concentration

Spreadsheet—Beyond the Basics

Financial Accounting I

Financial Accounting II

Re-sits

Re-sits will be done only for courses that are pre-requisites for other courses within the specified programmes. The highest score possible on a re-sit is 52% (the highest C). If a student receives a lower grade in the re-sit than the original sitting the original grade remains.

Students who are not eligible for a re-sit but who wish to improve their grade must re-take the course.

Re-sits are done for courses only where there is a final cumulative exam.

Where there is no final exam, the lecturer is responsible, where they deem it relevant, for giving students the opportunity to improve their lowest grade(s) within the semester period.

Affiliations

The Associate Degree offered by the Department of Business has been accepted at:

University of the West Indies

University of the Virgin Islands

Monroe College, N.Y. and St. Lucia

Middlesex University (London and Trinidad & Tobago Campuses)

St Georges University (Grenada)

Students have received credits from other institutions in North America though no formal agreement exists between both institutions.

FEE INFORMATION

		Year One	Year Two
College Fees & Funds	Registration	\$100	\$100
	Insurance	\$25	\$25
	Student Development & Activities Support	\$75	\$75
	Technology Support	\$200	\$200
	Programme Administration Support fee	\$250	\$250
	Tuition	\$150	\$150
	Graduation		\$500
	TOTAL	\$800	\$1300
TOTAL DUE FOR TWO YEARS		\$2100	

Students enrolled in the Evening Programme pay a total of \$9,100.00.

Tuition and Fees (annual)

Other Fees:

Repeat a course++	\$150.00 per course \$400.00 (evening students)
Additional course**	\$150.00 per course \$400.00 (evening students)
Audit a course***	\$150.00 per course \$400.00 (evening students)

Notes:

- ++Students who take a required course and repeat the course (*by choice or due to having failed the course*) will pay this fee.
- **Students who have completed their required number of credits and choose to do another course (*particularly elective courses*) will pay this fee.
- *** You may register to audit classes, which allows you to preview or review courses without receiving a grade or credit hours, but the choice to audit must be made and identified at the time of registration. Space availability will affect your ability to audit a course. HOD authorization required.

NB. Course offerings are subject to the availability of instructors and other required resources

Caribbean Insurance (Elective): Students opting to take insurance courses should be aware that there is a fee which covers the cost of the text and a professional exam at the end of the course. This course is delivered by professionals in the insurance industry.

Awards

- Students who maintain a cumulative GPA of 3.5 or above at the end of the 1st year and/or the 2nd year (3 year programme) of study will be recognised at the Department's Annual Award Ceremony held in June of the academic year.
- A student who fails a course 3 times will be asked to withdraw from the College.

DEPARTMENT OF ENGINEERING

Head of Department: *Mr. Albert Collins (Ag.)*

The Department of Engineering offers two programmes: **a) Engineering Practice**, which focuses on the practical and technical aspects of the discipline and leads to a Diploma from the Edexcel Business and Technician Education Council (BTEC). (The Antigua State College is now an approved BTEC Center), and **b) CAPE Associate degree in Technical Studies**.

BTEC Diploma programme

Students may obtain diplomas in the following areas:

- Building Services
- Civil Engineering
- Electrical and Electronics Engineering
- Mechanical Engineering
- Vehicle Technology

CAPE Associate degree programme in Technical Studies

Courses

- Caribbean Studies
- Communication Studies
- Electrical and Electronic Technology
- Geometrical and Mechanical Engineering Drawing
- Information Technology
- Physics
- Applied Mathematics
- Pure Mathematics

Entry requirements

A minimum of 5 passes at CSEC General Proficiency Grades 1, 2, 3 OR 5 'O' Level subjects including English A, Mathematics, and Physics.

There are also specific entry requirements for specializations in the various disciplines

BTEC Nationals –

- Mathematics, English, Physics or Integrated Science **AND two** (2) of the following:
- Building Technology, Technical Drawing
- Information Technology, Mechanical Technology, Electrical Technology

Associate degree

- Mathematics, English, Physics, Technical Drawing **AND one** (1) of the following:
- Building Technology
- Mechanical Technology
- Electrical Technology
- Information Technology

Associate Degrees and Certificate programmes

In order to meet graduation requirements, the student pursuing these programmes must successfully complete the entire requirement for the specific department or division.

Associate Degree Requirements

- The minimum passing grade is D, which carries a grade point of 1.0; a student must complete at least 60 credits with a GPA of 2.0 or higher in order to graduate.
- All Level One and Level Two courses are four-credit courses.
- The Department awards an Associate Degree in Technical Studies to its graduates who complete 60 credits or more with a cumulative GPA of 2.0 or higher.

Course Information

Coursework

- Coursework counts for 40% of the semester grade in each course, and the exam is worth 60% of the semester grade.

Attendance

- Each student must fulfil an 85% attendance requirement for each course, including all lectures - and tutorials and labs, where applicable - in order to write the end-of-semester exam or any re-sit exam in that course. Responsibility for ensuring this requirement is being met rests with the student.
 - o *A student may submit a written excuse for an absence, but the Department reserves the right to check all excuses, and to decide which ones are acceptable. A student will not be penalized for an excused absence.*

Re-sit

- A student who passes a course with a D, D+, or C- may choose to take a May/June re-sit.
- A student who has 35%-39% in a course is required to take a May/June re-sit.
- No student with less than 35% in a course will be allowed a May/ June re-sit.

BTEC Requirements

Assessment

Assessment has two purposes

- To provide you with regular feedback about how your work is progressing
- To measure and record your achievement of units towards the qualification

Assessment briefs

Your assessment is carried out through various types of assignments. Assignments and their briefs are issued at the start of a unit. They are your reference point for assessment throughout the unit and therefore should always be at hand; especially when writing your assignments.

Each assignment brief will tell you:

- Assignment number and title
 - Which unit(s) the assignment relates to
 - What the assignment is about
 - What tasks you have to complete with a relevant scenario for you which informs you how to set out the assignment
 - The grading criteria and learning outcomes: The assessment will help you produce evidence for suggestions and ideas on how to achieve the grading criteria
- If you have any doubt about the requirements of an assignment, you should ask your module tutor for clarification, well before the deadline.

Assessment Malpractice by Learners

All assessments should be completed by you (the student). To copy someone else's work is known as plagiarism and will not be accepted in any part of your assessment. Any work which is downloaded and used as evidence of research should be referenced to acknowledge the author.

On completion of each assignment you will sign a front cover sheet which declares all work submitted is your own work.

Procedure in dealing with plagiarism and malpractice

Learner Malpractice Stage One

- Programme Leader is informed of the malpractice
- Learner is given the opportunity remove the plagiarized material from the assignment and produce their own work

Learner Malpractice Stage Two

- If the learner fails to remove plagiarized material, parents will be contacted and a meeting will be arranged between the student, parents, assessor and Programme Leader to discuss the situation.
- A learner can only be assessed and graded for the assignment if the assessor is confident that the work is wholly that of the learner.

Instances of malpractice include:

- Copying some or all of another person's written work with or without their consent
- Getting someone else to help you complete the assignment
- Deliberate failure to reference work properly

Learner Appeal Procedure

Appeals Procedure Stage One

If you are unhappy with the assessment decision you should speak to your teacher/assessor of the assignment. Your assessor will give you a more detailed explanation of your result and where the work can be improved.

- If you still feel the work has been unfairly assessed, you can complete a formal Learner Appeals Form.
- Fill in the Learner Appeals Form and forward it to the assessor.
- The assessor will reply within 5 days, having re-checked the work, and provide additional written explanation of the decision
- If you agree with the assessor, the appeal ends at this stage.

Appeals Procedure Stage Two

If you are still not satisfied with the decision, the assessor must speak to the Internal Verifier (IV) for the assignment within 5 days.

- The IV will examine the assessment evidence and assessment feedback from the assessor.
- The IV will fill in stage 2 of the Learner Appeal Form within 10 days and forward a copy to you and the assessor
- Agreement at this stage ends the appeals procedure.

Appeals Procedure Stage Three

If you are still not satisfied with the decision, an appeals panel will meet within 10 days to study the assignment brief and the work.

- The panel will consist of Head of Faculty, the Assessor, the Internal Verifier, the Programme Leader and an IV from another programme.
- The decision of the panel will be final and should be logged on the Learner Appeal Form and you will be informed within 5 days.

Submitted Work

- You should always check the brief to ensure that you have completed all the necessary tasks.
- Work should be word processed unless otherwise stated on the assignment brief.
- All electronic copies of your work should be submitted on canvas and a hardcopy given to the appropriate assessor/lecturer.
- All assignments graded and returned to you must be placed in your own student file which must remain in school.
- All work within the assignments must be your own work. It should not be copied from another student nor cut & pasted from articles on the internet. This is regarded as malpractice and a formal enquiry will follow.
- All work must be submitted online using our Learning Management System called Canvas.

The site can be accessed at www.asc-canvas.com. You will be given a username and password to access this site.

- A hardcopy of the assignment must be submitted the next day.

Deadlines

- Assessments have to be in by the pre-set deadline.
- Approval for late submission is at the discretion of the assessor, and will only be approved for genuine reasons.

Marking and Moderation

- All assessments are marked by the unit tutor in relation to the set criteria appropriate to each unit learning outcome. The assessment process is then subject to internal verification from a second marker from within the department.
- Verifiers second mark samples of work to ensure that marking is consistent and reflects appropriate standards of achievement.
- If you are dissatisfied with the result, you will have the opportunity to appeal to your tutor.
- An external verifier allocated by Edexcel then also checks the grading of randomly selected assignments, alongside the general operation of the assessment process.

FEE INFORMATION (BTEC NATIONAL DIPLOMAS)

		Year One	Year Two
College Fees & Funds	Registration	\$100	\$100
	Insurance	\$25	\$25
	Student Development & Activities Support	\$75	\$75
	Technology Support	\$200	\$200
	Programme Administration Support fee	\$250	\$250
	Tuition	\$970	\$970
	Graduation		\$500
	TOTAL	\$1620	\$2120
TOTAL DUE FOR TWO YEARS		\$3740	

FEE INFORMATION (ASSOCIATES DEGREE)

		Year One	Year Two
College Fees & Funds	Registration	\$100	\$100
	Insurance	\$25	\$25
	Student Development & Activities Support	\$75	\$75
	Technology Support	\$200	\$200
	Programme Administration Support fee	\$250	\$250
	Tuition	\$150	\$150
	Graduation		\$500
	TOTAL	\$800	\$1300
TOTAL DUE FOR TWO YEARS		\$2100	

SCHOOL OF NURSING

Head of Department: *Ms. Margaret Smith*

PURPOSE

To provide educational experience which will equip students with the cognitive, interpersonal and technical skills necessary, to assist clients/patients at any stage of the life cycle; in meeting their health needs

AIM

The program is aimed at producing competent, efficient, responsible graduates, who within the framework of the nursing process, provide health care to individuals and families in the preventive/promotive, curative and rehabilitative settings; while at the same time making meaningful contribution to positive growth of the nursing profession.

Duration of Programmes

Registered Nursing (RN) programme. The duration of this programme is three (3) years and 6 months. The last 6 months is a period of preceptorship/internship. There are

Entry requirements

For the **RN programme**, applicants are required to have a minimum of 5 CXC passes at the General Proficiency Grades 1, 2, 3 OR 5 O Level subjects grades A, B or C. The 5 subjects must include English A, a Science subject preferably Biology - General /Human and Social and Mathematics. Applicants must be between the ages of 17 – 45 years old.

For the **Midwifery programme**, applicants must have successfully completed an RN programme at a reputable institution, have a minimum of three (3) years clinical experience and have current licensure and registration in the country in which they practice.

Licensing and Certification

Both the RN and the Midwifery Programmes are approved by the Antigua and Barbuda General Nursing Council, the licensing and Registration body for professional nursing in Antigua and Barbuda and the Government of Antigua and Barbuda.

On satisfactory completion of the RN programme, students receive a Diploma and are eligible to take the Regional Nurse Registration Examinations which students must pass in order to obtain Licensure and Registration necessary for practice.

Successful students in the Midwifery programme must take a certification examination offered by the Midwifery Board of Antigua and Barbuda which allows for successful candidates to receive Midwifery Registration and enable them to practice midwifery legally.

three (3) terms in each year. During the first 3 years, all theoretical input are given and basic nursing skills are taught. Opportunities are provided for students practice their skills during simulation exercises in the practice lab as well as in various clinical settings during clinical attachments.

Upon successfully completing all course requirements, students are allowed to commence the final leg of the RN programme ie the preceptorship/internship period, which is comprised exclusively of clinical attachments geared towards facilitating their transition from the student role to that of the RN. During the preceptorship period, students enhance their performance in all the competency areas with emphasis on management and leadership skills.

Midwifery Programme. The duration of the Midwifery programme is fifteen (15) months with the last three (3) months being a period of preceptorship with a Midwifery focus, structured similarly to the RN programme.

COURSES

Registered Nursing Programme

First Year Courses

- Nursing Foundation
- Fundamentals of Nursing
- Anatomy and Physiology
- Environmental Health
- Biochemistry
- First Aid and BLS
- Nutrition and Dietetics
- Psychology
- Pharmacology For Nurses
- Sociology
- Introduction to Computers
- Communication Studies
- Microbiology

Second Year Courses

- Introduction to Critical Care Nursing
- Operating Theatre Techniques
- Accidents and Emergency
- Obstetrical Nursing
- Paediatric Nursing 1
- Paediatric Nursing 2
- Paediatric Nursing 3
- Medical-Surgical Nursing 1

Third Year Courses

- Medical-Surgical Nursing 2
- Geriatric Nursing

Specialized Nursing

- Health Assessment
- Pathophysiology
- Mental Health Nursing

Functional Nursing

- Disaster Preparedness
- Leadership and Management in Nursing
- Management/Administration
- Introduction to Nursing Research
- Principles of Teaching and Learning

Midwifery Programme

The Midwifery programme is offered in 10 modules.

Module I	Introduction to Midwifery
Module 11	Anaomy and Physiology of the Male and Female Reproductive Systems
Module 111	Preconception and Preconceptual Care
Module 1V	The Needs of the Woman in the Prenatal Period
Module V	The needs of the Woman in Normal Labour and Delivery
Module V1	The Needs of the normal Neonate
Module V11	The Needs of the Woman and Family in the Post-Natal period

Module V111

The Needs of the Woman with Abnormalities in Pregnancy

Module 1X

The Needs of the Woman with Abnormalities in Labour and Delivery

Module X

The Needs of the High Risk Neonate

FEE INFORMATION

Fee Structured Registered Nursing	Year 1			Year 2			Year 3			Preceptorship Period	
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2
Registration/Orientation	\$60										
Insurance	\$25			\$25			\$25				
Student Development and Activity Support	\$75										
Technology Support	\$200										
Programme Administration Support	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Lab Fee	\$75	\$75	\$75	\$50	\$75	\$75	\$50	\$75	\$75		
Curriculum Implementation	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$100	\$100
Graduation											\$500
Sub-Total	\$660	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$700
Incidentals	\$500										
Total	\$4560, plus cost for books which may vary from a small to a large amount depending on whether used or new										

DEPARTMENT OF TEACHER EDUCATION

Head of Department: *Orna David (Ag.)*

Philosophy

The Department of Teacher Education is committed to developing individuals who recognise that theirs is the responsibility of shaping the nation's future.

The programmes are designed to develop reflective professionals who are armed with a repertoire of basic teaching models, strategies and skills that they can apply to the range of learner needs that they will encounter in the classroom. Participants are also challenged to be innovative problem solvers who are flexible and have a positive orientation to change. To this end participants are challenged to commit themselves to continuous and lifelong learning.

PROGRAMMES OFFERED

Associate Degree (ADE)

Teacher Education Primary

(Part time – 3 years and full time – 2 years)

Teacher Education Early Childhood

(Part time – 3 years)

Teacher Education Secondary

(Full time – 2 years)

(CAPE subject the highest qualification)

Areas of Specialisation

- English
- Mathematic
- Social Studies
- Home Economics
- Industrial Arts
- Music
- Geography
- Science
- Foreign Languages
- Business Studies

Post Graduate Diploma

(Minimum qualification – Bachelor's degree)

Areas of Specialisation

- English
- Mathematic
- Social Science
- Science
- Foreign Languages
- Business Studies

Entry Requirements

ADE Primary and Early Childhood

A minimum of 5 passes at CXC General Proficiency Grades 1, 2, 3, & 3 (from 1998 OR 5 'O'

Level subjects including

- English A
- Mathematics
- Social Studies or History or Geography,

- Science - Integrated Science or Human & Social Biology or Agricultural Science or Pure Science
- One (1) additional subject

Candidates for Mature Entry

Candidates who do not possess the qualifications above must

- be over 30 years
- have completed at least 5 years of teaching in one or more recognised schools
- establish clear evidence of their competence in the field
- Submission of a portfolio which documents competence/accomplishments in the following ways:
 - representative sample of work (where applicable) over the three-year period immediately preceding application.
 - written 500 word account of life history and a vision of their role in education.
 - Documentation to substantiate certificates/awards obtained in the informal setting, e.g., on-the-job courses.
 - Recommendations from professional educator(s) and person(s) who have supervised him/her in his/her area of competence.

SECONDARY PROGRAMME

ADE Secondary (Regular)

Two (2) units of CAPE and a minimum of five (5) CSEC subjects at General Proficiency grades 1-3 or the equivalent "O" Level passes including English A

There are also specific entry requirements for specializations in the various disciplines

- A levels or CAPE - 2 Units in the Specialist subject (Major) At least CXC or equivalent in the minor
- English B is required if the candidate wishes to pursue English as a minor
- A" levels or 2 units of CAPE in either Geography or History or Caribbean Studies or Sociology will qualify someone to major in Social Studies
- Minimum of five (5) CSEC subjects at General Proficiency grades 1-3 or the equivalent "O" Level passes including English A, Math and a Technical and Vocational Education and Training (TVET) subject

ADE Secondary (Music)

- Minimum of five (5) CSEC subjects at General Proficiency grades 1-3 or the equivalent "O" Level passes including English A, CSEC Music Grades 1, 2, 3 or Theory of Music (RSM Grade 4)
- Instrumental skills: Minimum Grade 3 or 4 RSM

ADE Secondary (TVET)

Minimum of five (5) CSEC subjects at General Proficiency grades 1-3 or the equivalent "O" Level passes including English A, Math and a TVET subject

Majors and Minors

In the Secondary programme, students shall select one (1) specialist subject which will comprise their teaching Major, and one (1) other subject as their Minor. The Major shall consist of five (5) courses in the specialist subject (15 credits), and the Minor will consist of three (3) courses (9 credits) in the other subject. There are no Minors offered in the TVET and Music programmes. Students pursuing these programmes will take eight (8) courses (24 credits) in Major area (TVET or Music).

Change in Major, Minor or Programme Focus (Primary or Secondary)

Students may change their **MAJOR** or **MINOR** a maximum of two times, no later than Week 2 in Semester I of Year 1 or Year II. A student has the right to change his or her programme focus from **PRIMARY** to **SECONDARY** or vice versa within the first 2 weeks of **Year I Semester I** of the programme.

The student should give oral and written notice of the requested change to the Department Head and must obtain academic counselling in order to ensure that the change is in accordance with contractual and other previous agreements. The Department Head should ensure that the student possesses the prerequisites to make the requested change.

PROGRAMME STRUCTURE

The structure of the programme to be followed by students pursuing the primary and secondary routes is outlined below.

PRIMARY	SECONDARY	TVET (Industrial Arts)
A. General Education (6 credits) - English for Communication I - English for Communication II	A. General Education 6 - English for Communication I - English for Communication II	A. General Education 6 - English for Communication I - English for Communication II
B. Education Foundations (9 credits) 51 - Educational Psychology (2 courses) - Introduction to Social & Cultural Foundations of Education 3	B. Education Foundations (9 credits) 51 - Educational Psychology (2 courses) 6 - Introduction to Social & Cultural Foundations of Education 3	B. Education Foundations (9 credits) 51 - Educational Psychology (2 courses) 6 - Introduction to Social & Cultural Foundations of Education 3
Curriculum & Instruction (42 credits) - Language & Literacy (4 courses) 12 - Mathematics (2 courses) 6 - Science (2 courses) 6 - Social Studies (2 courses) 6 - Classroom Investigation 3 - Teaching Practicum 9	Curriculum & Instruction (42 credits) to include courses related to: - Major Area (5 courses) 15 - Minor Area (3 courses) 9 - Assessment 3 - Classroom Investigation 3 - Literacy Instruction 3 - Teaching Practicum 9	Curriculum & Instruction (42 credits) to include courses related to: - Major Area (8 courses) 24 - Assessment 3 - Classroom Investigation 3 - Literacy Instruction 3 - Teaching Practicum 9
C. Electives 9 Three (3) electives selected from, for example: - Physical Education 3 - Health and Family Life Education 3 - Facilitating Democracy in the Classrooms 3 - Drama and Theatre Education 3 - Guidance and Counselling 3 - Early Childhood Education 3 - Catering to Students with Special Educational Needs 3 - Matriculation French 3 - Matriculation Spanish 3	C. Electives 9 Three (3) electives selected from, for example: - Physical Education 3 - Health and Family Life Education 3 - Facilitating Democracy in the Classrooms 3 - Drama and Theatre Education 3 - Guidance and Counselling 3 - Early Childhood Education 3 - Catering to Students with Special Educational Needs 3 - Matriculation French 3 - Matriculation Spanish 3	C. Electives 9 Three (3) electives selected from, for example: - Physical Education 3 - Health and Family Life Education 3 - Facilitating Democracy in the Classrooms 3 - Drama and Theatre Education 3 - Guidance and Counselling 3 - Early Childhood Education 3 - Catering to Students with Special Educational Needs 3 - Matriculation French 3 - Matriculation Spanish 3 - TVET course options 3
Total Number Of Credits 66	Total Number Of Credits 66	Total Number Of Credits 66

Requirements For Successful Programme Completion

To obtain the UWI Associate Degree in Education, candidates must successfully complete ALL 66 credits.

FEE INFORMATION for Associate Degree in Education (ADE) [Government Scholarship]

Year 1	\$ 1,540.00
Year 2	\$ 1,805.00
TOTAL	\$ 3,245.00

		Year 1	Year 2
COLLEGE FEES AND FUNDS	Registration/Orientation	\$100	---
	Insurance	\$25	\$25
	Student Development & Activities Support	\$75	\$75
	Technology Support	\$200	\$200
	Programme Administration Support Fee	\$200	\$200
	Teaching Practicum Support	---	\$400
	Summer School Support	\$400	---
	Graduation	---	\$500
UWI EXAM FEES	Semester 1 and 2	\$405	\$405
	Summer School	\$135	---
	TOTAL	\$1540	\$1805
TOTAL DUE FOR TWO YEARS		\$3245	

Plus cost of text books each semester

PAYMENT SCHEDULE

YEAR 1 - SEMESTER 1	\$805.00	August 29, 2014
YEAR 1 - SEMESTER 2	\$735.00	January 2, 2015
YEAR 2 - SEMESTER 1	\$905.00	August 25, 2015
YEAR 2 - SEMESTER 2	\$900.00	December 31, 2015

Receipts verifying the full payment of fees for an academic year shall be submitted to the office on or before the first day of the semester.

All Fees are subject to change during the course of study.

FEE INFORMATION for Associate Degree in Education (ADE) [NON-SCHOLARSHIP]

Payments Due By Semester

PAYMENT SCHEDULE

YEAR 1 - SEMESTER 1	\$2800.00	August 29, 2014
YEAR 1 - SEMESTER 2	\$2605.00	January 2, 2015
YEAR 1 - SUMMER	\$935.00	May 29, 2015
YEAR 2 - SEMESTER 1	\$2700.00	August 25, 2015
YEAR 2 - SEMESTER 2	\$1905.00	December 31, 2015

		Year 1	Year 2
COLLEGE FEES AND FUNDS	Registration	\$100	---
	Insurance	\$25	\$25
	Student Development & Activities Support	\$75	\$75
	Tuition for Semester 1 & 2 (\$400 per course)	\$4800	\$3200
	Summer School Tuition	\$800	---
	Teaching Practicum Support	---	\$400
	Graduation	---	\$500
UWI EXAM FEES	Semester 1 and 2	\$405	\$405
	Summer School	\$135	---
	TOTAL	\$6340	\$4605
TOTAL DUE FOR TWO YEARS		\$10,945	

DIPLOMA IN EDUCATION

The Diploma in Education (Secondary) is an In-Service programme designed for secondary school teachers who possess a first degree but have not been exposed to any professional training in teaching. Since the programme assumes that the student teachers have achieved a high level of knowledge of content in the undergraduate degree programme, the student teacher will spend a third of the time in face-to-face sessions with instructors (one day per week) and two thirds of

Applicants for this programme must be recommended by the Ministry of Education and must complete the application online at <https://www.cavehill.uwi.edu/gradstudies/programmes.aspx> by January 31 of the year the applicant wishes to pursue the programme.

Applicants for admission who are not graduates of the University of the West Indies must, at the time of their application, arrange for the submission of official transcripts of their university record to the Campus Registrar.

Entry requirements:

- A university degree or its equivalent in the specialisation which you teach with a G.P.A of at least 2.0
- This specialisation must be clearly identifiable (based on official transcript details) and would be evidenced by proof of successful completion of at least eight courses, (equivalent of 24 credits) in the specialisation.
- The candidate must teach in the specialisation for the full duration of the programme

FEE STRUCTURE DIPLOMA IN EDUCATION

		Year 1
COLLEGE FEES AND FUNDS	Registration	\$100
	Insurance	\$25
	Student Development & Activities Support	\$75
	Technology Support	\$200
	Programme Administration Support Fee	\$200
	Teaching Practicum Support	\$500
TUITION	Summer Session/Semester 1	\$1500
UWI EXAM FEES		BDS \$500
	TOTAL	\$3275
TOTAL DUE FOR ONE YEAR		

Plus cost of text books each semester

Payment Schedule

	Deadline	Amount Due
Summer	May 30, 2014	\$500.00
Semester 1	August 30, 2014	\$1,600.00
Semester 2	December 30, 2014	\$1,175.00
		\$3,275.00

Receipts verifying the full payment of fees for the academic year shall be submitted to the office on or before the first day of the semester.

THE DEPARTMENT OF UNDERGRADUATE STUDIES

Head of Department: Denise Gardiner

The Department of Undergraduate Studies emerged out of an initiative between the Government of Antigua and Barbuda and The University of the West Indies in 1988. Today, the department offers Level 1 and Level 2 programmes throughout the faculties of Humanities, Social Sciences and Science and Technology.

ADMISSION REQUIREMENTS

Subjects at CXC General/GCE O'Level

- Minimum of five (5) CSEC (CXC) General Proficiency (Grades I-III) or GCE O-Level subjects
- Compulsory - English Language
- Caribbean Advanced Proficiency Examination (CAPE)/GCE O'Level/Other Requirements.
- Passes in at least two 2-unit CAPE/GCE Advanced Level subjects

Or

- an Associate Degree from an approved College with a Grade Point Average of 2.50 or above

English Language requirements for all programmes:

Candidates who do not possess a grade 1 in CXC (now CSEC) English A, a grade A in GCE O'Level English Language, a grade 1 in CAPE Communication Studies or a grade A in the GCE General Paper, are required to take an English Language Proficiency Test on entry.

PROGRAMMES OFFERED

Faculty of Science & Technology Formerly (Pure And Applied Sciences)

Degree Programmes Offered:

Bachelor of Science (B. Sc.) The degree is awarded with majors and minors chosen from the following subject areas: Biology, Biochemistry, Chemistry, Computer Science, Information Technology, Mathematics, Microbiology and Physics. Joint majors combining two of these subjects or double majors in a single subject area are also allowed. Minors may include subject areas from other Faculties viz. Economics, Accounting, Management Studies, Psychology and Spanish.

The following options are available:

Computer Science & Accounting
Computer Science & Management
Computer Science & Economics
Information Technology & Accounting
Information Technology & Management
Information Technology & Economics
Mathematics and Accounting
Mathematics and Economics

Faculty of Humanities & Education

Degree Programmes Offered:

Bachelors of Arts with the following majors:

Literatures in English
French
Spanish
Psychology

Majors may be taken in conjunction with other subjects viz. Economics, Management Studies, and Political Science.

Faculty of Social Sciences

Degree Programmes Offered:

Bachelor of Science (B.Sc.) The degree is awarded with Specials, Majors and Minors chosen from among the following subject areas:

Accounting
Accounting & Finance
Economics
Banking & Finance
Political Science
Psychology
Social Sciences
Sociology
Public Sector Management
Hotel Management
Tourism Management
Tourism and Hospitality Management

Management Studies with specializations in Entrepreneurship, Finance, Human Resource Management, International Business, Marketing, & Tourism & Hospitality.

Hotel and Tourism Management Programme

Degree Programmes Offered:

Bachelor degrees are usually offered over a three-year period with students completing the first year at the Antigua State College (ASC).

On successful completion, students travel to UWI Mona Campus, Jamaica to complete the second and third years of the programme.

Programme Structure

At the Antigua State College, the Hotel and Tourism Management programme operates on semester basis in accordance with all degree programmes conducted under the auspices of The University of the West Indies (U.W.I.), Cave Hill Campus. Courses are offered in the fall (August to December) and the Spring semesters (January to May).

APPLICATION DATES:

Full-time Programmes:
November to January

COST OF PROGRAMME

Currently fees to this department are as follows:

- A) University of the West Indies' registration fee BDS \$500
- B) Departmental fee EC\$1000.00 per semester
- C) Approximately EC\$2,500.00 per year should be allocated for purchasing of text books for the respective courses.

MARKING SCHEME

Grades and quality points will be awarded according to the following scheme. Quality points will be awarded only for the overall percentage obtained for each course.

Grade Letter	All Non-Skill Courses	Skill Courses	Quality Points
A+	90-100	95-100	4.3
A	80-89	90-94	4.0
A-	75-79		3.7
B+	70-74	85-89	3.3
B	65-69	80-84	3.0
B-	60-64		2.7
C+	55-59	75-79	2.3
C	50-54	70-74	2.0
F1	45-49	65-69	1.7
F2	40-44	60-64	1.3
F3	0-39	0-59	0.0
I	Incomplete		
W	Withdraw		
FX	Fail due to violation of college policy		
IP	In Progress		

Skill Courses

Information Technology Courses

Administrative Office Management Practicum

Internship (Department of Business)

All courses in the BTEC programme (Engineering Department)

Non-Skill Courses

All other courses

STUDENT SUPPORT SERVICES

College Libraries

Library Director: *Miss Jacqueline Farquhar*

The main library of the Antigua State College, otherwise referred to as “The Hub of the Hill,” is located on the bottom floor of the Administrative building of the Golden Grove campus, and it caters to the research and information needs of the entire college community. Other services include:

- *Alexandria Librarian search engine*
- *Loans and renewals for registered patrons*
- *Internet access*
- *Photocopier and printing access*
- *Open collection*
- *Reserve collection*
- *Quiet study lab*
- *Undergraduate Reading Room (New in 2012)*

While the main library is found on Golden Grove Campus, there are satellite libraries at the School of Nursing (at the Fort Road campus), and the Department of Teacher Education, at the Antigua and Barbuda International Institute of Technology (ABIIT) campus at Coolidge. Antigua State College Library offers an extensive academic library.

Library Hours

Golden Grove Campus

Monday - Thursday 8:00 am - 9:00 pm

Friday 8:00am - 3:00 pm

The library is closed on weekends and public holidays.

Email: antiguastatecollegetlibrary@gmail.com

Follow us on Facebook: “Like” - The Antigua State College library

Fort Road Campus

Monday - Thursday 8:00 am – 4:00 pm

Coolidge Campus

Monday-Thursday – 8:00 am - 4:00 pm

Book store

The college Bookstore is located on the ASC main campus at Golden Grove in the building below the Undergraduate Department. You may purchase textbooks, stationery, and other college supplies.

Hours of Operation

Monday - Thursday 9:00 am to 12:30 pm

Closed: 12:30–1:30 pm

1:30–3:45 pm

Fridays 9:00 am– 2 pm

IT Service

IT staff will offer assistance with computer related matters. These include:

- *providing technical support*
- *resetting of password*
- *topping up of your account*

Computer labs

Lab 1 and 3 are available from 8:30 am – 8:30 pm once the lab is not being used for a class session. Students also have access to computer and internet service in the Library.

Counselling Service

While the ASC focuses on the academic development of the students, we are aware that the challenges students face are not just intellectual. Other challenges include those that involve the emotion, stress, relationships, family, and anxiety. Counselling sessions are confidential and are scheduled by appointment.

When students have questions related to personal or academic issues, they may 'walk in' to the office of the counsellor, who will then be able to make an appointment for follow-up visits.

Student Identification Cards

Each registered student is issued an Identification (ID) Card. These cards allow the students to access the college facilities such as the library and SONISWEB. ID cards should be worn at all times on campus. Lost IDs can be replaced at a cost of \$25.00.



Sonisweb is the information system used to manage student records. It is a web-based system. You have access to your grades through this system.

Go to www.ascsonisweb.com

Click on the Students link to go to the Student Access page.

The first time you log in, use your **student ID** and your **date of birth** in the format mmddyy eg. 050891 (May 8, 1991). The system will prompt you to create a new pin. The next time you login you will use your student ID and the new pin you created.

DO NOT attempt to login beyond 2 times if you forget your pin. This will automatically disable your account. Follow the instructions on the student access page below the login button to retrieve a forgotten ID and/or password.

When you login, the Bio tab is active and the courses for which you are registered, any completed courses and any transfer credits are shown here. You will not see grades here unless the registrar has made them official. To see grades that are in progress and those not yet official, go to the Schedule tab. If you click on the link of the asterisks over the dash you will see the details of the course work which make up your final average which determines your letter grade.

You can print your semester schedule from this page by clicking the Print icon. You can print your grades from the Bio page by doing the same thing.

You can update your contact information from the Bio page using the Update Bio icon. You are encouraged to keep your email and phone contact current.

The ASC Mail icon will take you to the login page to access your college email account. Your username is the same as that assigned for use on ASCNet, the local area network; that is, YourFirstNameYourLastName **eg. JohnDoe**. The initial password is **Welcome!** You are responsible for checking this account for information from teachers and the college.

If you have questions about Sonisweb or ASC Mail, please send an email to statecollege@candw.ag with the subject Sonisweb Question or ASC Mail Question.

Keep up with events on the Academic and Events Calendars

www.ascsonisweb.com—click on Calendars

Or

Use your student login and click on the Events icon to see, additionally, those events visible to current students and faculty only

STUDENT ACTIVITIES

CLUBS

There are a variety of Clubs designed to cater to the varying interests of the students. While some of the clubs are sponsored by larger civic organisations, each club is organised and run by the students with guidance from a staff representative. All students are encouraged to participate in at least one of the clubs. The clubs include the following:

- Dance
- Music
- Journalism
- Circle K
- Interact
- Debate
- UCCF
- Antigua State College Community Club
- Choir
- Sports

GRADUATION

All students who have successfully completed all the requirements for their particular department, including the attendance requirement, and have obtained a GPA of 2.0 are eligible for graduation. During the graduation ceremony which is normally held in June, students can also obtain academic awards and graduation honours.

Academic Awards and Graduation Honours

1. A student who has a cumulative GPA of **3.5 or above** at the end of the first year of study or second year (3 year programme) is recognized at Graduation for academic achievement.
2. A student who has a cumulative GPA of **3.60–3.84** at the time of qualifying for graduation will graduate with Honours.
3. A student who has a cumulative GPA of **3.85 or above** at the time of qualifying for graduation will graduate with High Honours.

GRADUATION CHECK LIST

- Verify that your name is on the graduation list (May)
- Verify that your name is spelled correctly (May)
- Fit for cap and gown (March)
- Get Clearance Form signed (dates will be given by the Head of Department or posted on Sonis Web)
- Attend graduation meeting
- Pick up Graduation gowns, caps (June). Dates, times and venues will be announced
- Attend Graduation Rehearsal (June)
- Attend Graduation Exercise (June)
- Return graduation gowns & caps (Dates and time can be found on the folder issued on graduation day)

Please note the following charges

- Returning a gown after the collection period has ended – \$50
- Failure to return the small cape with the gown – \$50
- Keeping the gowns for over a year – the cost of the gown

No certificate, transcript or letter of recommendation will be issues to students who have not returned caps and gowns or who have not paid all college fees.

Graduation Q & A Sheet

The Antigua State College Graduation Ceremony will be held in June. This Q and A sheet is designed to satisfy many of the concerns that you may have regarding graduation.

This information is also being provided so that you can have an idea of costs and begin saving for the event.

Q: Who qualifies for graduation?

A: In order to qualify for graduation, students must:

- have completed successfully all the requirements for their particular department or division including the attendance requirement.
- be in good standing at the College. In other words, they must have fulfilled all their financial obligations to the College and must have returned all library books borrowed or paid fines charged for lost books.

Q: How will I know right now if I am going to graduate?

A: You will not know for certain until later, but if you have been successful in your courses over the past semesters/ terms and you continue to do well in the semester/terms ahead, then you certainly will have met the academic criteria. If you are uncertain about your current standing, YOU ARE URGED to discuss the matter NOW with your Head of Department who will advise you about what you need to do in order to qualify.

Q: Suppose I can't meet the criteria in the remaining two terms? Will I have to leave the College without anything?

A: Most departments allow students to return to complete the particular course or component

failed and then the student will be eligible for graduation in the following year. You should discuss this with your Head of Department.

Q: When exactly will I know if I qualify?

A: Each department will prepare a list in the weeks prior to Graduation.

Q: How much will graduation cost me as a student?

A: Graduation costs are shared between the student and the College. It is however too early to know the exact Graduation Fee. The previous Graduation Fee of \$500 can be used as a GUIDE for planning purposes. Please note this is only a GUIDE.

SERVICES OFFERED BY THE ADMINISTRATIVE OFFICE

Transcripts

The Administrative Office, on written authorization by the student and a completed Transcript Request Form, will prepare a transcript of a student's academic record to any named recipient. To receive a transcript, your tuition and other fees must be paid up to date.

Requests for transcripts must be made at least two weeks in advance of the date on which the transcript is to be collected. There is a charge of \$50.00 for each transcript; however, a student may request a transcript within two days at an additional cost of \$50.00, or such fees that may be applicable from time to time. The official transcript will be addressed and sealed by the Antigua State College then forwarded by the student to the institutions and/or public corporations. For your own record-keeping purposes, you can request unofficial/ personal copies.

Letters

The Administrative office, on written request of the student, made through the Head of Department will prepare the following:

- **Visa/Student letter** – a letter to the Embassy or a named organisation indicating that the student is currently enrolled in a specific programme at the ASC. There is a \$30.00 charge for each of these letters.
- **Immigration letter** - letter to be submitted to the Immigration office indicating the student is currently enrolled in a programme at the ASC. There is a charge of \$50.00 for an Immigration Letter. To receive this letter, student must also submit the following information
 - a. Your Present Address
 - b. The Names of your parents
 - c. Your Date of Birth
 - d. Your Nationality
- **Insurance Letter** – A

N. B. All Forms Can Be Collected At The Administrative Office.

APPLICATION PROCESS

The regular application period is from March to May of each year and the cost is \$60. Please note that there is a late application period – the second week in August and the cost is \$120. This late application period does not apply to the following departments: Department of Teacher Education, the School of Nursing or the Evening Programme within the Department of Business.

(N.B. time and cost are subject to change)

A. APPLICATION FORMS

- a. All applicants for admission to the college must complete an official application form. Forms can be collected from the Administrative office of the ASC. (Applicants should also obtain a bank deposit slip at the office as the application fee is to be paid into the CIBC FirstCaribbean International Bank)
- b. All application forms must be returned to the Administrative office with the following documents:
 - i. Original CSEC results slip/certificate (original and two copies)
 - ii. Birth Certificate (original and 2 copies)
 - iii. Two Passport sized pictures
 - iv. Proof of bank payment

1. All fees are to be paid to the First Caribbean International Bank using the bank deposit slip which can be attained at the administrative office. These **MUST** be presented to the bank in order to make payments. The slips are in triplicate: the white copy is kept by the bank, the pink copy is to be presented to the College as proof of payment and the yellow copy is for your records.

B. APPLICATION FEE

a. A non-refundable fee of \$60.00 must accompany all applications. A late application fee of \$120.00 will apply during the late application period where applicable. However, fees are subject to change.

C. REGISTRATION

a. At the time of registration, first year applicants must bring their original CSEC results slip/certificate and a copy of birth certificate or passport if they were not submitted with application form.

D. REGISTRATION FEE

a. Annual fees vary depending on the programme the student wishes to pursue.
b. All fees are to be paid to the First Caribbean International Bank using the bank deposit slip which can be attained at the administrative office. These **MUST** be presented to the bank in order to make payments. The slips are in triplicate: the white copy is kept by the bank, the pink copy is to be presented to the College as proof of payment and the yellow copy is for your records.

E. OFFER OF ACCEPTANCE

a. Once the application has been processed, applicants approved by the ASC will receive a letter offering them a place in the respective departments.

F. REFUND POLICY

Refund entitlement is calculated on the total fees due, less the non-refundable application and registration fee. If the total fees have not yet been collected, the college is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due during the semester of enrollment.

ASC will refund fees after the student has met the following terms and conditions:

1. The student has completed the following:
 - Refund form
 - Withdrawal form
2. Refunds will be based on the criteria below:

Date of Withdrawal	Refund
On or before the last day of late registration	100%
Before the start of the semester	100%
First week of class	80%
Second week of class	70%
Third and Fourth week of classes	50%
During and after the Fifth week	0% - NO REFUND

3. If a student pays fees in excess of the amount due for the enrolled semester, the excess will be credited to the student's account.

STUDENT RIGHTS AND RESPONSIBILITIES

GENERAL GUIDELINES

All students at the ASC have the right and privilege to freely pursue their academic goals; however, this requires that each student accept the guidelines and responsibilities outlined below. Students are subject at all times to the discipline of the authorities of the College. The rules which follow are intended to maintain the conditions necessary for teaching and learning, and for maintaining discipline in the College.

The Principal is the final authority on the interpretation of these rules.

1. ATTENDANCE

1.1 Students are expected to attend all forms of co-operative assembly organized by the College. All College assemblies are non-denominational.

1.2 Students are expected to attend all general assemblies, whenever they are scheduled.

1.3 Students are expected to attend all specific assemblies that are scheduled for their Department, year, group, or class.

1.4 Students must attend punctually and regularly every class listed on their time-tables. They should inform the College authorities (i.e. Principal or Heads of Department) when they are unable to attend a class and why, in writing.

1.5 Students, who require leave of absence for periods exceeding two (2) days at any one time, must apply in writing to the Principal through the Head of their Department.

1.6 Absences, in excess of two (2) days due to illness must be supported by a medical certificate at all times.

1.6.1 Students must follow the following procedure when dealing with absence from any exam, test, or an in-class assignment that is given for marks.

1.6.2 The student must present a written excuse, signed by a parent or guardian (if the student is under eighteen years of age), explaining the reason for the absence, the first day that he/she returns after the absence.

1.6.3 If the student is eighteen or older, the student may write the excuse, but it must be signed by the parent or guardian as well. Mature students (those aged 24 and older) do not require a parent or guardian to counter-sign.

1.6.4 If a student comes to the College but does not present the excuse, or if it is not counter-signed (if student is under 24), the student will receive no marks for the work given.

1.6.5 The teacher of the subject will give the student the day he/she returns an exam, test, or class assignment of similar structure and level of difficulty as the one that was missed. The teacher has the option of giving the student the same work that was missed.

1.6.6 The College reserves the right to accept or reject any excuse presented.

1.6.7 Any exceptions to or interpretations of the above points will be determined by the Principal.

1.7 Students who have been absent from classes for three (3) consecutive weeks without having submitted a medical certificate to the Head of Department shall be considered as having withdrawn from the College.

1.8 Punctuality at all classes and assemblies is the only acceptable standard.

2. DRESS

2.1 All students are required to be neat, tidy and sober in their dress and appearance, in keeping with the dignity of the College and to project a good image of Antiguan youth.

2.2 Students are required to wear the mode of dress or uniform approved by the College for regular class sessions and on such occasions, as specified by the College. Uniforms must be made according to the specifications provided.

2.3 Whenever students are attired in their College uniforms, they must wear the uniform in the manner specified by the College.

2.4 Students at the College, registered in Departments without approved uniforms, must wear their shirts and blouses inside their pants and skirts. Skirts and blouses must at all times be properly buttoned up. Students whose dress is not suitable will not be permitted in class.

- 2.5 The wearing of T-shirts and blouses with names and advertising slogans and signs unauthorized by the College is forbidden on the College compound.
- 2.6 Students on clinical practice or other activity (e.g. internship) requiring uniform or special attire are expected to wear such uniform or items of dress or attire as may be prescribed by the Head of Department concerned.
- 2.7 Attention must be paid to proper grooming at all times. Students must wear hairstyles that reflect an acute sense of appropriate and high levels of grooming.
- 2.8 Students wearing jewellery must limit such wearing to a single piece of each kind e.g. one ring, necklace, and bracelet. Ankles (i.e. chains, beads, etc.) are prohibited.
- 2.9 Hats, and other headgear, are not part of the College uniform. Students on the College compound must not wear them. Special cases should be brought to the attention of the Head of Department and/or the Principal.
- 2.10 The wearing of any apparel or ornament, inconsistent with authorized uniform, is forbidden.
- 2.11 Students will not be admitted into class if they are out of uniform. Wearing of full official uniform is mandatory for all College activities, unless otherwise specified by the administration.

3. USE AND CARE OF COLLEGE PROPERTY AND PREMISES

3.1 No student shall:

- 3.1.1 Damage or break College property. Such damage could lead to a fine and/or expulsion.
- 3.1.2 Use either the College logo or the stamp of the College or that of any of its Division or Departments without the permission of the Principal.
- 3.1.3 Have any of the College keys without the authority of the Head of Department and/or the Principal. Under no circumstances must any key of the College be reproduced/ duplicated by any student.
- 3.1.4 Deface College property by writing telephone numbers, scribbling, drawing, carving or marking of any sort on the walls, chairs and tables.
- 3.1.5 Affix any posters, advertisements, etc. on the walls of any building, except with the direct permission of the Principal.
- 3.2 Every student shall be required to comply with the procedures prescribed from time to time for the cleanliness of the buildings, premises and grounds.
- 3.3 No student shall invite representatives of the press, radio, or television, or any person to the College, without the expressed permission of the Principal.
- 3.4 Every student shall be required upon termination of his/her course or programme to return to the Head of Department or Librarian as the case may be, any property belonging to the College. Failure to do this may result in the withholding of reports, transcripts, certificates, associate degrees, and testimonials.

4. FEES

- 4.1 All students must pay their tuition fees on or before the first day of each semester. Other fees must be paid on the dates specified by Administration.
- 4.1.1 Only those students who have paid fees will be allowed to continue in the programme.
- 4.2 All students must pay their fees upon registration. There will be a penalty for late registration.
- 4.3 Payment of fees is to be made to First Caribbean International Bank using the Deposit Slip provided by the college. Students should retain the yellow copy for their records and submit the pink copy to their Department Head.

5. ACADEMIC MATTERS

- 5.1 In order to be considered as having successfully completed any course, students must:
- 5.1.1 Attend a minimum of 85% of scheduled classes. Illness supported by a medical certificate may be taken into account.
- 5.1.2 Satisfy course work requirements.
- 5.1.3 Pass the required examinations.
- 5.2 The Principal may, after consultation with the Head of Department, refuse an application for admission to a course of study or refuse permission to continue in a course beyond the normal period for its completion.
- 5.3 The Principal may refuse permission to allow a student to renew his/her attendance as from the

beginning of any semester on any of the following grounds:

5.3.1 The student's unsatisfactory performance in semester or examination

5.3.2 The student's failure to attend an examination without an excuse satisfactory to the Principal.

5.3.3 For disciplinary reasons.

5.4 Students who have been refused permission to renew their attendance at the College shall be deemed ineligible to write any internal or external examination, which is administered by the College.

5.5 All students are expected to be in satisfactory academic standing.

5.5.1A student will receive an Academic Warning at the end of a semester if a failing grade is received in a single course. If the course is failed again the student will be placed on Academic Probation.

5.5.2 A student will be placed on Academic Probation at the end of a semester if a failing grade is received in two courses.

5.5.3 A student may be required to withdraw from the programme if a failing grade is received in three or more courses.

5.6 In order to advance to the next year in any programme a student must be in satisfactory academic standing.

5.7 Students are awarded certificates, diplomas and associate degrees based upon the recommendation from the Department.

6. EXAMINATIONS

6.1 Students registered at the College are allowed to take the College Examinations and prescribed Overseas Examinations.

6.2 Enrolment in a course does not entitle a student automatically to enter for an examination. The College reserves the right to enter a student for an examination only when it considers that the student is ready academically to sit the examination.

6.3 Whilst the majority of examinations are held at the College, it may be necessary to sit the examination somewhere else in the State.

6.4 Students should ensure that the entry forms for examinations are satisfactorily completed and the necessary fees are paid to the appropriate authorities at the specified time.

6.5 Students must ensure that they are familiar with the specific procedures and requirements for course work, supplemental examinations, re-sits and repeats.

6.6 Students found guilty of any academic dishonesty, such as plagiarism and any form of cheating will be subject to disciplinary action, which may include suspension or dismissal from the College.

7. CERTIFICATES, ASSOCIATES DEGREES, PRIZES AND AWARDS

7.1 All graduating students receiving Certificates, Diplomas, Associate Degrees, Prizes or Awards are expected to attend the Graduation Ceremony to receive such Certificates, Diplomas, Associate Degrees, Prizes or Awards.

7.2 All Certificates, Diplomas, Associate Degrees, Prizes or Awards earned by students from examinations taken under the auspices of the College will be withheld until students have fulfilled all outstanding obligations to the Institution.

8. RESPONSIBILITY OF STUDENTS

8.1 Students should

8.1.1 Provide correct information to the College. (They shall not knowingly provide false information to the College)

8.1.2 Ensure that they are correctly registered for the courses relevant to their programme and, where applicable, the examinations for which they are being prepared.

8.1.3 Be present for all scheduled examinations relevant to their course. (Failure to appear for an examination without a reasonable cause will be considered as failure to complete a course.)

8.1.4 Take note of messages provided by the college on the notice boards, Sonisweb and emails.

8.1.5 Attend all timetabled sessions

8.1.6 Read their course and module handbooks

8.1.7 Prepare for classes by reading set texts in advance

8.1.8 Undertake independent study and engage in research

8.1.9 Participate fully in group work whether face-to-face or on-line

- 8.1.10 Complete all assignments given and submit them by the set deadlines
- 8.1.11 Collect their marked work promptly and reflect on feedback to improve their future work
- 8.1.12 Take advantage of opportunities to participate in extra-curricular activity and work experience
- 8.1.13 Regularly check their ASC e-mail account and Sonis Web
- 8.1.14 Keep the College informed of anything that is affecting their studies so that the college can support and advise them
- 8.1.15 Proactively seek personal support, should they feel they need it.
- 8.1.16 Purchase all working materials.
- 8.1.17 Participate fully in all classroom activities.
- 8.1.18 Wear the College tee-shirts with jeans (black or blue) pants or skirts when attending classes after 3:00 pm.
- 8.1.19 Focus on the course being taught at the specified time and not engage in other work/ assignments during that class session.
- 8.1.20 Use cell phones outside the class sessions. Do not talk on cell phones or allow them to ring during class sessions.
- 8.2 Students shall not engage in
 - 8. 2.1 the use of insulting or obscene language, or any other acts of insolence to members of staff of the College.
 - 8.2.2 violent and any threatening behaviour to any person or his/her property
 - 8. 2.3 acts of immorality, or any behaviours likely to be considered as sexual misconduct.
- 8. 3 All students are required to behave in the College and its immediate vicinity with courtesy to, and consideration for others.
- 8.4 Students should:
 - 8.4.1 park vehicles on the College grounds only in the places allocated and drive a vehicle on the College grounds only if entitled to do so on the public highway. Neither the administration nor the staff holds themselves liable for loss, accident or damage of any kind to such vehicles.
 - 8.4.2 refrain from blowing horns or other warning devices within the College compound.
 - 8.4.4 refrain from lighting any fire on the College compound without the direct permission of the Principal.
 - 8.4.5 have adequate insurance coverage while at the College.

9. CLASSROOM BEHAVIOUR, ATTITUDE TO STAFF AND OTHER RELATED MATTERS

- 9.1 The display of disrespectful behaviour whether in words, gesture, or attitude, towards any member of staff, including towards members of the Ancillary, Library or Office Staff, is considered to be a transgression of the most grievous nature, and will be dealt with as such.
- 9.2 Repeated disrespectful behaviour will be recorded in the student's record and may eventually lead to expulsion.
- 9.3 Students should remember that classrooms, laboratories and workshops, are primarily for accommodating the teaching/learning process. They shall not leave garbage (i.e. lunch or snack wrappers, paper cups etc) in these areas.
- 9.4 Students must not interrupt another class period except in the case of emergency.
- 9.5 When changing classes, students should do so quickly and quietly, so as to cause the least disruption to other classes.
- 9.6 Students should not be completing any other assignment during instruction periods.
- 9.7 No student for whatever reason, shall enter or leave any class in session without first being granted permission from the lecturer.
- 9.8 If, for any reason, a student must be excused from classes, permission must be obtained from the Head of Department.
- 9.9 Students are responsible for the appearance of their immediate work area at all times.
- 9.10 Students should not write on the board nor post items on bulletin boards unless permission is granted by the Principal or Vice Principal.
- 9.11 Students should not use the lecturer's chair or table.
- 9.12 At no time should students enter the staff-room without permission of a member of staff.
- 9.13 Disorderly or indecent conduct or the use of indecent language is prohibited on the College compound.
- 9.14 The playing of indoor and/or outdoor games is prohibited on the College campus, except during

the lunch break. Students so involved will be disciplined.

9.15 There shall be no chewing of gum in class, laboratory, workshop, and library or at any official functions of the College.

9.16 Students in all Departments must obey the written or verbal instructions not only of staff members of their Department, but of any other faculty member at the College and the Administration of the Antigua State College.

10. USE OF THE NAME OF THE COLLEGE

10.1 Students, either individually or collectively, shall not, without the written consent of the proper authorities, use the name of the College in any activity outside of the regular work of the College.

11 LOSS OR DAMAGE TO STUDENTS' PROPERTY

11.1 Neither the Administration nor the staff of the College accepts any responsibility for the loss of or damage to property of any student, or for any injury which a student may receive.

12. LOITERING AND RELATED MATTERS

12.1 Students are not permitted to loiter in the following places:

12.1.1 Classrooms, workshops, laboratories, computer labs, library, examination rooms, staircases, galleries, corridors and dormitories.

12.1.2 Along the corridor that leads from the car park to the main entrance stairway of the administration building.

12.1.3 Corridors of the administrative building, or along the two stairways that give access to this building.

12.1.4 Administrative office or in the photo-copying room

(Access to classes and the computer labs upstairs the administrative building is via the wider stairway only.)

12.1.5 Lecturers' washrooms

13. OBSTRUCTION

13.1 A student shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor should he/she interfere with any of the College's educational processes or facilities, or the rights of those who wish to avail themselves of any of the College's instructional, administrative, recreational and community services.

13.2 Unauthorized occupancy of College facilities or the blocking of access to or egress from such areas is prohibited.

14. THEFT

14.1 Theft of College property or theft of or damage to property of any person on the College compound is a serious offence and will be dealt with accordingly. The offender may be suspended or expelled by the Principal on the advice of the Antigua State College Disciplinary Committee or Heads of Department.

14.2 Removal, re-location and use of college equipment and/or supplies without the permission from appropriate College authorities will be regarded as theft.

15. DRUGS

15.1 The laws of the State have made the possession, sale and/or purchase of certain drugs or other substances without the proper authorization a crime. ALL students are expected to abide by the laws of the STATE. The College will not serve as a sanctuary and cannot insulate its students from the consequences of illegal acts. The ANTIGUA STATE COLLEGE will NOT PROTECT students from prosecution under the law. HENCE, all illegal drugs are banned from the College compound.

15.2 Students who choose to use, sell, purchase or keep illegal drugs in their possession must be prepared to accept complete responsibility for their actions.

15.3 Any student found using or selling illegal drugs in his or her possession on the College compound will be expelled forthwith on the recommendation of the Disciplinary Committee.

16. SMOKING AND THE USE OF ALCOHOL AND ILLEGAL DRUGS

16.1 No student may smoke or use alcoholic drinks on the College premises.

16.2 No student may sell or distribute alcoholic drinks or illegal drugs on the College premises.

17. FIREARMS OR LETHAL WEAPONS

17.1 No individual shall have in possession a rifle, shotgun or firearm or knowingly have in possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon the equipment, buildings or grounds of the College.

18. GAMBLING

18.1 Gambling is prohibited on the College compound.

19. PARTICIPATION IN ORGANISED GAMES OF THE COLLEGE

19.1 Students are expected to participate in the Physical Education Programme and to participate in games organized by the College when selected to do so except they are ill or declared unfit on medical grounds.

19.2 All students at the College must play on the College team when selected to do so.

19.3 Playing for an outside team in any sport, or competition, while being a student at the College, is strictly prohibited without the written permission of the Principal. Permission will not be granted if the College requires the services of the student for the same competition.

19.4 Students should not be selected to play for the College team during class periods without permission of the Department Head/Principal.

19.5 Students who are selected to play in a match for the College and do not turn up will be subject to disciplinary action.

19.6 Students who behave before, during or after any game in an inappropriate manner likely to bring disrepute to the name of the College will be subject to disciplinary action.

20. LABORATORY RULES

20.1 Students who are attending practical classes/sessions that are being conducted in a laboratory must wear white laboratory coats and protective eyeglasses.

20.2 Students must, on no condition, tamper with or remove any equipment, reagents, or any material laid out for practical work or experiments.

20.3 Students are to use materials, equipment etc. only under the instructions and supervision of the Lecturer or the Lab technician.

20.4 Students who violate (20.2 & 20.3) above and damage materials will be charged a fee that covers the replacement of such materials.

20.5 Neither "horseplay" nor playing of games is permitted in the laboratories.

20.6 Unauthorized experiments are prohibited.

20.7 Proper disposal practices must be followed. Garbage bins that are provided must be used.

20.8 With regard to all laboratory-related matters, no student must, under any circumstance, violate the instructions of Laboratory Technicians.

20.9 The preparation rooms used by Laboratory Technicians are out of bounds for students.

20.10 A student who cannot obey Laboratory Rules will not be allowed to continue in any subject that includes laboratory work.

21. LIBRARY

21.1 Borrowing Rules

21.1.1 All staff and students should be registered with the library and should present the college ID for library transactions.

21.1.2 Patrons are not allowed to borrow on another patron's ID.

21.1.3 Patrons may borrow a maximum of 2 books for Overnight loan and a maximum of 4 books for the duration of 2 weeks from the Open Collection.

21.1.4 A fine of 25 cents a day is incurred for overdue books borrowed from the Open Collection and 50 cents an hour for overdue books borrowed on Overnight loan.

21.1.5 Books borrowed on Reading Room policy are automatically charged \$2.00 in

addition to the regular overnight late charges if they are not returned by the end of the day borrowed.

21.1.6 Books in high demand during peak periods e.g. just prior to examinations, are subject to additional overdue fines at the discretion of the Director.

21.1.7 Books are loaned on a first come first served basis.

21.1.8 Dictionaries, thesauruses and reserve books bearing a blue ball must not leave the library

21.1.9 Patrons may make advanced booking for Overnight loan by placing a hold on the item(s).

21.1.10 Students are only allowed to renew books once from the Open Shelf Collection. If the book is not in demand, then the student may be allowed to borrow the book at a later date.

21.1.11 Patrons in default (fines or overdue books) are not allowed to borrow additional material.

21.1.12 Patrons must replace or pay for items lost or damaged while in their possession.

21.1.13 Patrons are required to always ensure that their assigned locker is secured before they receive their locker card.

21.1.14 The Undergraduate Reading Room provides accommodation for ASC undergraduate students, all staff of the ASC, visiting lecturers, and with the Director's permission, persons engaged in research

21.1.15 Material from the Undergraduate Reading Room may not be borrowed on overnight loan

21.2 Behavior in the library:

21.2.1 Respect all library staff

21.2.1.1 Library staff is empowered to request those outside the library who disturb those using the library to remove from its immediate environs.

21.2.2 Ensure that your cell phone is on 'vibrate' only as audible ringing of cell phones is distracting.

21.2.3 Do not use your cell phones for audible conversations.

21.2.4 Do not smoke, eat or drink in the library - this includes the drinking of water and the chewing of gum or candy.

21.2.5 Do not re-arrange the furniture in the library.

21.2.6 Conduct group discussions in undertones while in the Open Collection Room.

21.2.7 Comply with the restriction of conversation in the Reference Room and the Computer Room.

21.2.8 Leave all bags and parcels in the lockers provided.

21.2.9 Ensure that all materials taken out of the library have been properly checked out. .

21.2.10 Comply with the request to show at the door all books and papers in your possession if required.

21.2.11 Do not deface or vandalize library materials or furniture.

21.2.12 Use headphones when listening to audio devices.

21.2.13 Keep the library clean; be considerate of the persons coming after you.

21.2.14 Adhere to the college dress code while in the library.

22 Teaching Practice

22.1 To engage in Teaching Practice students must pass all the methods courses.

22.2 Students must fulfil the number of hours stipulated by UWI. Those who are absent in excess of two days from teaching practice must fulfil the time at a date stipulated by the Antigua State College.

22.3 Students must attain a B grade to be considered to have passed Teaching Practice.

23. Rules for the Students in the Nursing Programme

23.1 Students may be asked to withdraw on the following grounds:

23.1.1 Unsatisfactory performance

23.1.2 Abuse of patients, colleagues, faculty, workers at the hostel, clinical areas, whether verbally or physically.

23.1.3 Stealing

23.1.4 Abandoning patient(s) while carrying out nursing care in a clinical area

23.1.5 Failure to report any unsafe practices(s).

23.1.6 Disclosing confidential information about patient(s)

23.1.7 Falsification of records in respect to the observation or treatment of patient(s).

23.1.8 Conduct or actions, while giving nursing-care to patient(s), that would bring the

Programme, Institution or Agency into disrepute.

23.2 Students in the Nursing Programme should give at least one month's notice of intention to withdraw from training.

24. RULES FOR THE COMPUTER DIVISION

24.1 There is to be no congregation of students in the lab except for class sessions. Students visiting other students who are working in the labs should complete their business with these students outside of the room.

24.2 Only students reporting for a computer class or those who have been assigned for lab work in specific labs should be in those labs. Other students should seek permission of a member of staff.

24.3 There should be ABSOLUTELY NO EATING OR DRINKING in the labs. To this end students are not allowed to bring food or drinks into the lab. Food and drink containers should not be disposed of in the garbage container in the labs. Those are for paper only.

24.4 Students are not allowed to insert disks into the drives without permission.

24.5 Students are not allowed to insert CDs into the CD-ROM drives without the permission of a computer staff member. To open the CD-ROM drives, students must always use the open/close button.

24.6 Students should not attempt to remove the mouse or any other peripherals from their assigned stations.

24.7 Students should advise the lecturer or an IT staff member of any inconsistencies that they observe with their workstation and its peripherals. Students should under no circumstances attempt to fix machines.

24.8 Each student will be assigned to a particular station and that student is not allowed to change his station assignment except by permission of the lecturer. That student is responsible for the tidiness of his/her assigned workstation area.

24.9 Students should not attempt to change the settings on the Windows desktop. Files should not be saved to the desktop, except when so instructed by the lecturer.

24.10 Students using software with sound must disable the sound from the software in the computer labs or use headphones. Students with assignments have priority in using the computers over students are not so engaged.

25. PENALTIES

25.1 Any student who breaks the College Rules shall be subject to any of the following range of penalties – warning, fine, censure, restitution, suspension, expulsion, ejection and/or arrest by civil authorities.

25.2 Any student who has been expelled from the College shall not be eligible to receive any certificate or diploma or transcript of courses from the College.

25.3 Any student who is arrested by the police for any offence will be suspended until the College can receive satisfactory information from the police.

25.4 Any student who is convicted in a Court of Law may be asked to withdraw by the Administration or may be dismissed from the College.

26. INTERNSHIP

26.1 All students must fulfill the requirements for Internship for their specific department.

27. ACADEMIC WARNING

27.1A student who has a cumulative GPA of 1.0-1.99 at the end of any semester will be put on academic warning, and will be required to attend academic advising and counselling sessions.

28. ACADEMIC PROBATION

28.1A student with less than a 1.0 GPA after semester one will be placed on academic probation, and will be required to attend academic advising and counselling sessions.

28.2 In the event that a lecturer is unavoidably detained, students may leave the assigned room for that lecture/tutorial/lab 30 minutes after the scheduled start of the session.

29. ACADEMIC SUSPENSION

29.1 If a student is suspended, the period of suspension will be regarded as an absence that counts against the student for the attendance requirement.

29.2 Students will forfeit the marks awarded for any work due or for any tests given during the period of suspension.

30. CHANGE IN MAJOR WITHIN A DEPARTMENT

30.1 Students may change their MAJOR no later than Week 2 in Semester I of Year 1.

31. TRANSFER FROM ONE DEPARTMENT TO ANOTHER

31.1 Student who wish to transfer from one department to another must apply during the specified application period.

32. EMERGENCY RESPONSE

32.1 All students must follow the emergency response guidelines set out by the college.

33. CHANGING OF RULES

33.1 The College administration reserves the right to:

33.1.1 Modify a rule whether by omitting or amending any of its provisions.

33.1.2 Revoke any rule, with or without re-enactment thereof or the making of different provision in lieu thereof.

33.1.3 Suspend the operation of any or all the rules for any period or terminate any such suspension

34. ACCEPTANCE OF RULES

34.1.All prospective students must sign the student declaration as set out in Section 35.2 before he/she can be registered as a student at the Antigua State College.

35. DECLARATIONS

35.1 The following declaration shall be signed by all students entering the Antigua State College. The signing of this declaration is the first step of registration and an absolute requirement before registration can be completed and the prospective student is enrolled.

Sample Document below

35.2 Student Declaration

I have read, understood and accept the rules, regulations and conditions of studying at the Antigua State College, and I agree to be bound by them.

I further understand that the college will communicate with me electronically (via the web) and that my failure to check my college email and SonisWeb cannot be used as an excuse for not complying with the rules and regulations of the institution.

Name in Full (Print): _____

Department: _____

Date: _____

Student Signature: _____

Parent/Guardian Signature (if student is under 18 years of age).
