WELCOME

We welcome our new students and our returning students. We are glad that you have decided to join and/or rejoin the family of the Samuel Jackman Prescod Polytechnic.

For the new student we know that you are excited and overwhelmed by the size of the campus, the workshops and laboratories and all of the new and unfamiliar faces.

We want you to be successful while enjoying all of the benefits which the Polytechnic has to offer. We encourage you to participate in the extra-curricular activities and let your voice be heard by taking an active part in the Student Council.

This handbook will provide for you insights into the Polytechnic and give you information about student services, academic and other general information which will be of importance to you.

The Samuel Jackman Prescod Polytechnic reserves the right to alter, without notice, any of the regulations and policies which are stated in this publication.
The Samuel Jackman Prescod Polytechnic appreciates and values diversity in all forms and does not discriminate on the basis of race; sexual orientation; nationality; religion; disability; ethnicity; political orientation; colour; social status or family background.

**DISCIPLINARY POLICY**

The guidelines and procedural steps outlined in the disciplinary procedures manual are intended clearly to indicate what the Institute deems to be acceptable standards of behaviour for the Polytechnic. It seeks to outline the areas of activity in which such conduct ought to be exhibited, the mechanism for dealing with breaches of the code, and the penalties deemed appropriate for such breaches.

The Polytechnic believes that all discipline should be student centered, and should include provision for the rehabilitation of offending students. However, the burden of responsibility is placed on the student to conduct him/her in accordance with the code.
**SJPP Mission**

The mission of the SJPP is to be the regional leader in the preparation of a highly trained workforce by providing qualified persons with quality competency-based technical and vocational training that responds to the future employment and lifelong needs of its students.

**SJPP Vision**

The Vision of the SJPP is to be the leading centre of excellence for technical and vocational training in the Caribbean region by 2016.

**Student Charter**

In keeping with its philosophy the Samuel Jackman Prescod Polytechnic provides a climate whereby students may:

1. broaden their interests, develop their capabilities and achieve realistic and worthwhile goals;
2. develop creative disciplined thinking;
3. develop the ability to communicate effectively;
4. receive guidance in choosing a career and prepare themselves for the chosen vocation;
5. develop trade skills and occupational competencies which will enable them to fulfil their roles as responsible citizens;
6. satisfy the requirements of the labour market for skilled operatives, craftsmen and technicians;
7. acquire an appreciation for the importance of distance & continuing education in a changing community;
8. acquire an understanding of, and an appreciation for their rights and obligations as citizens in a democratic society;
9. cultivate a healthy respect for themselves as responsible individuals along with a mutual respect for society, including conformity to law and order; and
10. become conscious of the need for moral, intellectual and physical development.

Institutional Values

In pursuit of our mission, the SJPP is guided by the following values and expects all management and staff, as part of the SJPP family, to rise in support of each one.

1. Increasing public and private sector value
2. Credibility, integrity, transparency and accountability
3. Excellence and innovation
4. Professionalism

The Samuel Jackman Prescod Polytechnic is a Department of the Ministry of Education, Science, Technology and Innovation and is managed by a Board of Management.
ADMINISTRATION

Mr. Hector Belle, M.Sc., B.Sc. MCGI Principal
Mr. Henderson Cadogan, M.Ed., LCGI Deputy Principal (Academic)
Mr. Ian Drakes, B.Ed. Deputy Principal (Administration)
Mrs. Julie Martindale, M.B.A., B.Sc. Registrar
Ms. Reva Martin, BSc. Senior Accountant
Dr. Chesterfield Browne, B.Ed, M.Sc. Systems Data Base Administrator
Mr. Grantley Robinson, M.Sc., B.Sc., LCGI Systems Database Administrator (Ag.)
Ms. Audrey Jones-Drayton, MEd. CPHE Curriculum Development/Liaison Officer
Mrs. Shawna Carter, M.Sc., M.Ed., B.Sc., Guidance Officer

Each Division is headed by a Senior Member of the Teaching Staff who is designated as Head of Division.

Mrs. Alicia Clarke, M.Phil., B.Sc. Agriculture
Mr. Gregory Brewster, AAS, LCGI (On Leave) Automotive and Welding
Mr. Wayne Maycock, LCGI Automotive and Welding
Mr Euclid Sivers, LCGI, BTEC Building
Mrs. Brenda Osbourne, MBA., B.A. PSC Business Studies
Mr. Edwin Gibson, HND Electrical Engineering
Mr. George Herbert, M.Ed., BSc. General Studies
Mrs. Chandie Alleyne, MCGI, LCGI Human Ecology
Mr. Andrew Gittens, B.Ed., LCGI Mechanical Engineering And Printing
Mr. George Renee, M.Ed., B.Sc. Distance and Continuing Education
PHILOSOPHY AND GOALS

PHILOSOPHY

The Samuel Jackman Prescod Polytechnic is a technical/Vocational Institution whose mission is to meet the needs of its students through the provision of rich and diversified curricula which emphasize career education and training.

The primary purpose of the institution is to provide an atmosphere where individuals are stimulated to further their intellectual, social and personal development in order that they may become productive and effective citizens.

To this end, the Samuel Jackman Prescod Polytechnic strives to provide its students with an applied theoretical base in communication arts, relevant sciences, technical/vocational and business education upon which they may build (or change) careers, pursue further educational goals, and contribute as citizens and workers to the social and economic life of their country.

The Institution is committed to maintaining a flexible curriculum which can respond to social changes as well as developments in business, industry and other professions.

It is committed also, to providing an environment which recognizes and emphasizes the responsibilities of the teacher and learner as joint participants in the educational process.
GOALS

In keeping with its philosophy the Samuel Jackman Prescod Polytechnic provides a climate whereby students may:-

1. broaden their interests, develop their capabilities and achieve realistic and worthwhile goals,

2. develop creative disciplined thinking,

3. develop the ability to communicate effectively,

4. receive guidance in choosing a career and prepare themselves for the chosen vocation,

5. develop trade skills and occupational competencies which will enable them to fulfill their roles as responsible citizens

6. satisfy the requirements of the labour market for skilled operatives, craftsmen and technicians,

7. acquire an appreciation for the importance of continuing education in a changing community,

8. acquire an understanding of, and an appreciation for their rights and obligations as citizens in a democratic society,

9. cultivate a healthy respect for themselves as responsible individuals, respect for their society, and their environment in general, and for law and order in particular,

10. become conscious of the need for moral, intellectual and physical development.
OFFICE OF THE REGISTRAR

The Registrar’s office provides support to the Academic Divisions of the SJPP and is responsible for the recruitment, retention and support of students of the Institution from recruitment and registration to graduation. In addition, the Office ensures adherence to the Institution’s academic policy and safeguards the academic records of student.

STUDENT AFFAIRS DEPARTMENT

Functions of the Department

This Department provides student-centered services by ensuring that students’ needs and requests are met. A wide range of student support services is provided on request from students such as:

- reference letters
- student performance reports
- confirmation of attendance statements
- academic transcripts
- examination results

The Department operates within the same business hours as the Polytechnic and can be reached at Telephone number 5352200. Below is the contact information for the various Student Affairs personnel:

<table>
<thead>
<tr>
<th></th>
<th>Ext 52231</th>
<th><a href="mailto:jmartindale@sjpp.edu.bb">jmartindale@sjpp.edu.bb</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td></td>
<td>Julie Martindale</td>
</tr>
<tr>
<td>Senior Clerk – Student</td>
<td>Ext 52232</td>
<td><a href="mailto:jcadogan@sjpp.edu.bb">jcadogan@sjpp.edu.bb</a></td>
</tr>
<tr>
<td>Affairs</td>
<td></td>
<td>Joan Cadogan</td>
</tr>
<tr>
<td></td>
<td>Ext 52233</td>
<td><a href="mailto:scadogan@sjpp.edu.bb">scadogan@sjpp.edu.bb</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suzette Cadogan</td>
</tr>
<tr>
<td></td>
<td>Ext 52235</td>
<td><a href="mailto:ljones@sjpp.edu.bb">ljones@sjpp.edu.bb</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lorraine Jones</td>
</tr>
<tr>
<td>Clerk/Typists Stenographer</td>
<td>Ext 52236</td>
<td><a href="mailto:vlayne@sjpp.edu.bb">vlayne@sjpp.edu.bb</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Valda Layne</td>
</tr>
<tr>
<td></td>
<td>Ext 52234</td>
<td><a href="mailto:jclarke@sjpp.edu.bb">jclarke@sjpp.edu.bb</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Janice Clarke</td>
</tr>
<tr>
<td></td>
<td>Ext 52310</td>
<td><a href="mailto:kwilliams@sjpp.edu.bb">kwilliams@sjpp.edu.bb</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Katrina Williams</td>
</tr>
</tbody>
</table>
STUDENT FORMS

The next few pages show some of the forms that can be accessed from the Student Affairs department that you may find useful.
TRANSFER REQUEST

STUDENT NAME: ________________________________________________

ADDRESS ______________________________________________________

________________________________________________

Telephone (h): ___________________ (c): ___________________

Email _________________________________________________________

Current Student Registration Number: _____________________________

CURRENT DIVISION: ___________________________________________

CURRENT PROGRAMME: _________________________________________

I request to be transferred to:

______________________________________________________________

(Programme)
Qualifications

<table>
<thead>
<tr>
<th>Year</th>
<th>Exam Body</th>
<th>Level</th>
<th>Subject</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Applicant’s Signature ___________________________ Date _______________
FORM OF WITHDRAWAL

STUDENT NAME: ______________________________________________

STUDENT REGISTRATION NUMBER: ___________________________

PROGRAMME: _________________________________________________

DIVISION: _____________________________________________________

I request to withdraw from the current Programme.

Please give the reason:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

I expect to reapply in the Academic Year: __________________________

__________________________________________________________________

Signature                                                                 Date
REQUEST TO REPEAT COURSE

STUDENT NAME: __________________________________________

ADDRESS:  
__________________________________________________
__________________________________________________

Telephone No. __________________ Email address ______________

Academic History

STUDENT NUMBER: ______________________________________

PROGRAMME OF STUDY: ________________________________

DIVISION: ___________________________ YEAR: ____________

I request to repeat the following course(s) in Semester _____, Academic year ________:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE</th>
<th>For Official use ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>APPROVED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

__________________________
Signature

__________________________
Date
FOR OFFICIAL USE ONLY

Approved Courses

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE</th>
<th>DAY(S)</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Start Date of courses ________________________________________________

________________________________________________________

________________________________________

Head of Division Date
Name of Applicant: ____________________________________________________________

Address: ____________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student Registration Number: ________________________________________________

Current Programme: ____________________________________________________________________

Programme(s) completed at the S.J.P.P.: Year

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

<table>
<thead>
<tr>
<th>EXEMPTION SOUGHT</th>
<th>FOR OFFICIAL USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE NAME</td>
<td>COURSE CODE</td>
</tr>
<tr>
<td></td>
<td>APPROVED</td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
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<tr>
<td>6.</td>
<td></td>
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</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
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<tr>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
</tr>
</tbody>
</table>

Students who hold CXC or similar qualifications and wish to seek an exemption on this basis must attach a certified copy of the qualification.
Samuel Jackman Prescod Polytechnic
Student Affairs Department

CHANGE OF STUDENT PERSONAL INFORMATION

Please attach proof of name change to this form.

STUDENT NAME: ________________________________________________________________

STUDENT REGISTRATION NUMBER: ________________________________________________

PROGRAMME: __________________________________________________________________

DIVISION: _____________________________________________________________________

I request for my personal data to be modified on your records:

Name Change ________________________________________________________________

Change of Address

NEW ADDRESS:                                                                 OLD ADDRESS:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

New Telephone Number ________________________________________________________

Signature ___________________________ Date ____________________________
SAMUEL JACKMAN PRESCOD POLYTECHNIC

CALENDAR OF EVENTS
ACADEMIC YEAR 2016-2017

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Meeting</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; August 2016</td>
</tr>
<tr>
<td>Student Orientation (full-time)</td>
<td>August 18&lt;sup&gt;th&lt;/sup&gt; 2016</td>
</tr>
<tr>
<td>*Semester I Begins</td>
<td>22&lt;sup&gt;nd&lt;/sup&gt; August, 2016</td>
</tr>
<tr>
<td>SJPP Church Service</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; September 2016</td>
</tr>
<tr>
<td>Annual Samuel Jackman Prescod Memorial Lecture</td>
<td>22nd September 2016</td>
</tr>
<tr>
<td>Mid-Semester Break</td>
<td>22&lt;sup&gt;nd&lt;/sup&gt; - 23&lt;sup&gt;rd&lt;/sup&gt; October 2016</td>
</tr>
<tr>
<td>Graduation Ceremony</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; November 2016</td>
</tr>
<tr>
<td>Independence Day</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; November 2016</td>
</tr>
<tr>
<td>Reading Week</td>
<td>Dec. 1&lt;sup&gt;st&lt;/sup&gt; - December 4&lt;sup&gt;th&lt;/sup&gt; 2016</td>
</tr>
<tr>
<td>Semester Examinations</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; - 18&lt;sup&gt;th&lt;/sup&gt; December, 2016</td>
</tr>
<tr>
<td>Semester I Ends</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; December 2016</td>
</tr>
<tr>
<td>Semester II Begins</td>
<td>11&lt;sup&gt;th&lt;/sup&gt; January, 2016</td>
</tr>
<tr>
<td>Ash Wednesday</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; February 2016</td>
</tr>
<tr>
<td>Mid-Semester Break</td>
<td>10&lt;sup&gt;th&lt;/sup&gt;-11&lt;sup&gt;th&lt;/sup&gt; March, 2016</td>
</tr>
<tr>
<td>Good Friday</td>
<td>25&lt;sup&gt;th&lt;/sup&gt; March 2016</td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>27&lt;sup&gt;th&lt;/sup&gt; March 2016</td>
</tr>
<tr>
<td>Reading Week</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; – 22&lt;sup&gt;nd&lt;/sup&gt; April, 2016</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Entrance Examination</td>
<td>20th April, 2016</td>
</tr>
<tr>
<td>Heroes Day</td>
<td>28th April 2016</td>
</tr>
<tr>
<td>Semester Examinations</td>
<td>25th April – May 6th 2016</td>
</tr>
<tr>
<td>Semester II Ends</td>
<td>6th May 2016</td>
</tr>
<tr>
<td>Summer School</td>
<td>6th June – 22nd July, 2016</td>
</tr>
</tbody>
</table>

**2016-2017**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I Begins</td>
<td>22nd August, 2016</td>
</tr>
<tr>
<td>Semester I Ends</td>
<td>16th December 2016</td>
</tr>
<tr>
<td>Semester II (2017) Starts</td>
<td>9th January 2017</td>
</tr>
<tr>
<td>Semester II (2017) ends</td>
<td>5th May 2017</td>
</tr>
</tbody>
</table>

*Semester:* At the Polytechnic this comprises 14 consecutive weeks of study followed by one Reading Week (Study Week) and two weeks of examinations resulting in a total of 17 weeks.
Other important dates for maritime operations and marine diesel engineering students

All registered full-time students of the Maritime Operations Certificate programme and those of the Marine Diesel Engineering Diploma programme are required to complete a course in Basic Safety Training to the standards of the STCW Convention. This training is recognized by the International Maritime Organization.

The training is usually conducted in May of each year at the end of the second semester. Some of the training takes place at the Wildey Campus but may also take place at the Coast Guard Locations and at one of the local Fire Departments.

Arrangements will be made by the Samuel Jackman Prescod Polytechnic for students of these two programmes to have physicals conducted in a doctor’s office. Students must register for this training, by completing the appropriate form which will be made available to students before the end of the second semester. A passport-sized photograph is required and must be submitted with the registration form and a current Police Certificate of Character.
The scholarships listed below are available exclusively to students of the Samuel Jackman Prescod Polytechnic

- **The Barbados Public Workers’ Cooperative Credit Union Limited**
  
The Barbados Public Workers’ Cooperative Credit Union Limited offers three scholarships yearly to registered full-time students in the Plumbing diploma programme.

- **Ministry of the Environment and Drainage Scholarship**
  
  This scholarship is open to full-time and part-time registered students of Refrigeration and Airconditioning.

- **Basil Willoughby Annual Scholarship**
  
  Awarded annually to a Mechanical Engineering student

- **National Petroleum Corporation Scholarship**
  
  The National petroleum Corporation scholarship targets students who are registered in the Welding programme

- **Basil Willoughby Annual Scholarship**
  
  A student of the Mechanical Maintenance Engineering programme is offered this scholarship each year.

- **Hipac Limited Annual Agriculture Scholarship**
  
  Students of the Agriculture Division are eligible to apply for the Hipac Limited Scholarship.
ACADEMIC REGULATIONS

Grading System

The Samuel Jackman Prescod Polytechnic’s grading system is as follows:

<table>
<thead>
<tr>
<th>MARK</th>
<th>GRADE</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>80-89</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>75-79</td>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>70-74</td>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>65-69</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>60-64</td>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>55-59</td>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>50-54</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>40-49</td>
<td>D</td>
<td>0 (Fail/Sup)</td>
</tr>
<tr>
<td>0-39</td>
<td>F</td>
<td>0 (fail)</td>
</tr>
</tbody>
</table>

Grade Points are used to calculate the Grade Point Average and Cumulative Grade Point Average of students. A grade point of 0 – 4 is awarded for each course taken within a programme. The table below shows how the Grade Point Average is calculated for a student who is pursuing the Mechanical Engineering diploma programme:- (First year)

<table>
<thead>
<tr>
<th>COURSE COMPLETED</th>
<th>UNIT OF CREDIT/COURSE</th>
<th>GRADE OBTAINED BY STUDENT</th>
<th>GRADE POINTS/COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Mechanical Engineering Theory</td>
<td>7</td>
<td>C+ 2.5</td>
<td>17.5</td>
</tr>
<tr>
<td>*Mechanical Engineering Practical</td>
<td>6</td>
<td>A 4.0</td>
<td>24.0</td>
</tr>
<tr>
<td>*Preventative Maintenance</td>
<td>0.5</td>
<td>B 3.0</td>
<td>1.5</td>
</tr>
<tr>
<td>*Engineering Science Calculations</td>
<td>1</td>
<td>D 0</td>
<td>0</td>
</tr>
<tr>
<td>*Engineering Drawing</td>
<td>2</td>
<td>C+ 2.5</td>
<td>5.0</td>
</tr>
<tr>
<td>Welding</td>
<td>2</td>
<td>B 3.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Grade</td>
<td>Points</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>Basic Auto mechanics</td>
<td>2</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>Basic Electricity</td>
<td>2</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>General Science</td>
<td>1</td>
<td>D</td>
<td>0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>2</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>Business Education</td>
<td>2</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>30.5</strong></td>
<td></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

*Majors*

The student above would be awarded a total Grade point Average (GPA) of 2.36

\[
\text{Grade Points Total} = 72 \\
\text{Course Credits Total} = 30.5
\]

**Definition of Terms**

**Unit of Credit**: a numerical award for the number of contact hours for a course per semester.

**Grade Point**: Numerical value between 0 and 4 that expresses a student’s level of attainment per course. The number of grade points for a course is calculated by multiplying the number of credits assigned to the grade letter attained for a course.

**Grade Point Average**: A numerical value between 0 and 4 that expresses a student’s level of attainment for a course. This is the total number of grade points in a semester divided by the total number of credits in a semester. The GPA determines the academic standing of the student for the programme.

**Cumulative Grade Point**
This is the total number of grade points divided by the total number of credits completed to date.

**Programme**: A set of courses required to complete a given area of specialization.

**Course**: One subject area within a programme.
**Semester**: Seventeen consecutive weeks of study.

**Major**: A course relating to the main content of programme of study/area of specialization

**Minor**: A secondary area of specialization that will provide content that will enhance ones performance or product in the major.

**Elective**: A course that is optional and may or may not relate to the cognate group of courses but is one that will provide content that will enhance ones performance or product.

**Absence from an Examination**

Students who are unable to write an End of Semester Examination due to illness must present a medical certificate from a registered medical Practitioner. If the absence is due to Jury Duty or National Duty the students must provide evidence of this to the Registrar’s Office. No other reasons for absence from any examination will be considered.

**Enforced Withdrawal**

A student may be required to withdraw from the programme at the end of the First Semester, if the student:

- (a) has a cumulative Grade Point Average of less than 2.0 and
- (b) fails three or more courses. Or if
- (c) attendance falls below 80% for any course

**Academic Warning**

An Academic Warning will be issued at the end of the semester if the student:

- (a) fails a single major course, or
- (b) fails more than two general studies courses, or
- (c) has a Cumulative Grade Point Average of below 2.0, or
- (d) has an attendance of below 80%

**Academic Probation**

A student will be placed on Academic Probation if, after having been given an Academic Warning, any of the following occurs:
(a) The Cumulative Grade Point Average falls below 2.0 for two consecutive semesters or
(b) The student fails two courses

Academic Excellence

A student will be awarded distinction if he/she earns a cumulative Grade Point Average of between 3.76-4.00. For a GPA between 3.00-3.75 notification of a merit will be awarded and for a GPA between 2.0-2.99 a pass will be awarded.

Supplemental Assessment

(i) A Student who receives a final mark of between 40-49 in any course is entitled to a supplemental assessment. Supplemental assessments for courses done in semester 1 will be held during the first four weeks of semester 2. Supplemental assessments for Semester 2 should be completed by the 31st July.

ii) Students who pass supplemental examinations will not be awarded a grade above C.

iii) Students with a final mark in a course of between 40-49 after a supplemental assessment, will be considered to have failed the course and will be required to repeat the course. The programme fee will be charged.

CITY AND GUILDS EXAMINATIONS

Students who are desirous of writing City and Guilds Examinations will be required to pay the full costs of doing so. Students must also meet all of the required assessments which are put in place by the Examining Body.
STUDENT GRADE APPEAL PROCEDURE

Definition of terms

- Assessment: This is the process of gathering evidence and making judgments on student performance.
- Appeal: A request for review and/or revision on assessment decision.

Each Student will have the right to appeal against an assessment decision, providing the correct procedure is followed as outlined below:

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student</td>
<td>Submits a completed, signed and dated appeal form to the instructor within one week from the date that the grade was awarded.</td>
</tr>
<tr>
<td>2</td>
<td>Instructor</td>
<td>Dates and stamps the appeal form as received</td>
</tr>
<tr>
<td>3</td>
<td>Instructor</td>
<td>Reviews appeal, within seven days</td>
</tr>
<tr>
<td>4</td>
<td>Instructor</td>
<td>Refers the appeal to the Head of Division</td>
</tr>
<tr>
<td>5</td>
<td>Head of Division</td>
<td>Investigates the appeal and resolves the matter if there is no resolution at this stage, it is referred to the Academic Board.</td>
</tr>
<tr>
<td>6</td>
<td>Academic Board</td>
<td>Reviews and investigates the appeal to reach a resolution.</td>
</tr>
<tr>
<td>7</td>
<td>Academic Board</td>
<td>Resolution is achieved and stakeholders are notified</td>
</tr>
</tbody>
</table>

Exemptions

A student who wishes to be considered for exemption from a course must complete a "Request for Exemption Form SA16".

The following conditions apply:

(a) Persons who have already completed a course at the SJPP within the last 3 years would not be required to repeat the course provided that the student gained at least grade “C” in the course.
Under these circumstances, there is no limit on the number of courses from which a student can be exempted.

(b) Students who enter the Institution having completed CXC examinations successfully would be exempted from no more than one-third of the courses in the entire programme. The student must have gained passes in the subject at General Level Grades I and II or III. Original examination Results slips and/or certificates or certified copies of certificates must be provided. Students may not be exempted from Communication Skills.

(c) Students who have completed courses at other Institutions and are desirous of receiving exemptions based on the equivalency of the courses would be assessed on a case-by-case basis. The student would be required to provide the syllabi and grades for those courses.

(d) Where exemptions are granted the credits would be allowed but the grade would not be included in the calculation of the student’s GPA.

(e) Exemptions from courses apply only to those completed by the student within the last three years.

Cheating and Plagiarism

The Samuel Jackman Prescod Polytechnic does not condone academic cheating or plagiarism of any sort. The penalties for these are as follows:

(i) First offence: A score of zero for the assignment/examination
(ii) Second offence: A failing grade will be assigned, for the course
(iii) Third offence: Further disciplinary action will be recommended

End of Semester Examinations

End of semester examinations are normally held during the last two weeks of each semester. Divisional timetables will be posted on notice boards in good time in advance of the examination dates.
Transfer to Other Programmes

A transfer to another programme can only be considered at the end of the Academic Year. Transfers are done within divisions only. An application form for transfer is available from the Student Affairs Department.

Summer school

Summer School is held during the months of June and July of each year. The dates for Summer School will be posted around the campus and on the website in good time for students to plan. The course fees for Summer School are listed below:-

- 15 Hour Theory Course - $200.00
- 30 Hour Theory Course - $330.00
- 30 Hour Practical Course - $425.00
- 60 Hour Practical Course - $750.00

As from this Academic Year, Summer School will be open to the General Public and will be advertised in the local press.

Caribbean/National Vocational Qualifications (C/NVQ’S)

The Samuel Jackman Prescod Polytechnic is an approved centre for the award of the Caribbean and National Vocational Qualifications (C/NVQ’s). Some students, upon recommendation by staff, will be allowed to pursue the C/NVQ’s in some disciplines. C/NVQ’s are certified by the Technical Vocational Education and Training Council (TVET) of Barbados.

Regulations Governing Withdrawals

A student who withdraws from a course or programme will be permitted to store credits earned provided that he/she re-registers within a period not exceeding three years.

In order to withdraw officially from the Polytechnic, a student must complete an official SJPP Withdrawal Form SA17 that is available from the Student Affairs Department.

When the form is completed and withdrawal is approved by the relevant Divisional Head, the form must be submitted to the Registrar’s office.
Withdrawal will be considered only when the completed form has been approved.

A student who withdraws from a programme of study within four weeks of the commencement of the Semester may be entitled for a partial refund of registration fees.

A student who, without good reason discontinues studies for one semester or more, will be considered to have withdrawn from the SJPP and will receive all “F” grades for enrolled courses.

Such a student will also be liable to the Polytechnic for all outstanding fees which are unpaid for the semester in which the withdrawal takes place.

Should a student wish to re-enter the Polytechnic he/she will be required to apply for re-admission.

Transcripts

The Polytechnic will forward Transcripts to institutions on behalf of students when requested to do so. A student who requires a transcript should complete and return Form AS10 which is available at the Student Affairs Department. Transcripts will be sent directly to Educational Institutions on the student’s behalf since these Institutions will not normally accept transcripts which have been handled by students. The fees for transcripts are listed below:-

- Transcripts to local Institutions - $10
- Transcripts of overseas Institutions - $15
- International + cost of transcript - $20
- Certificates overseas - $25
- Non national students should be asked to pay $25 before they leave, to cover the cost of posting their certificates.

A student may also request a transcript for their personal use.
GRADUATION

The Graduation Ceremony is usually held the first Saturday in November. Successful students will be notified in good time about the arrangements for the Ceremony.

Details will include recommendations for dress and procedures for the ceremony. Since there is no rehearsal, the information must be thoroughly read.

Graduation Requirements

To be awarded a Certificate

A student must:

i) attend at least 80% of all courses assigned in the programme of study
ii) must pass all courses with the programme of study
iii) must satisfactorily complete a period of industrial attachment  
iv) have a cumulative grade point average of 2.0. A minimum grade of C is required for all courses  
v) accumulate a minimum of 28 credits.

To be awarded a Diploma:

A student must:

i) attend at least 80% of assigned courses in his/her programme of study
ii) must pass all courses within the programme
iii) must complete a period of industrial attachment
iv) have a cumulative grade point average of 2.0
v) accumulate a minimum of 60 credits.

A student will be awarded a Unit Certificate

If he/she

(i) attends at least 80% of the classes for the course.
(ii) have attained a grade C or above in the course

Definition of Terms

Certificate: An award given for successful completion of an area of specialization with a total of at least 28 credits.

Diploma: An award given for successful completion of an area of specialization with a total of at least 60 credits.

Unit Certificate: An award given for successful completion of a course. Unit Certificates can be accumulated towards certificates or diplomas.

Credit: Numerical award for the number of contact hours for a course per semester.
GENERAL INFORMATION

Attendance

All students are expected to attend classes punctually and regularly. Students who are absent for a period of under two (2) days must report to their class Instructor before rejoining class.

For a period exceeding two (2) consecutive days students must submit a letter from their parent/guardian. In the case of illness, a doctor's certificate will be required. Students who are absent from classes will be held responsible for materials or projects which are due.

Students must attend a minimum of 80% of all scheduled classes if they are to meet graduation requirements.

Lateness

Students are expected to be punctual for all classes. While it is possible that conditions beyond the student's control may result in the student being late, such occasions should be uncommon. All lateness must be explained. Persistent lateness may result in disciplinary action being taken.

Pregnancy

Pregnant students must complete a withdrawal form at the beginning of the third trimester. Credits earned will remain valid provided that the student re-registers within a period not exceeding three years.

Student References and Testimonials

Students, may request Testimonials from their Head of Division or Instructor. Testimonials will relate to general conduct and performance at the Institution.

A letter of reference can be requested from the Student Affairs Department.

Safety Equipment

Students will be denied access to workshops, laboratories and kitchens without the appropriate safety wear as required by the Division.

On registration day, students are issued with a list of books and stationery which must be purchased in time for the commencement of classes.
Arrangements are made with a local supplier to stock the necessary books and stationery for students.

**Health Services**

Each workshop is equipped with a First Aid Cabinet.

Students requiring medical attention should report this to the Student Affairs Department.

Students who become ill on campus or are injured will be referred to the Edgar Cochrane Polyclinic in Wildey or to the Queen Elizabeth Hospital. Parents/Guardians/Significant others will be informed immediately. Students who are under 18 years of age must be accompanied by an adult when seeking medical attention.

**Emergency Drills**

Emergency drills are held each Semester. On the sound of the alarm students must leave the buildings (classroom/workshop/cafeteria/kitchen/lab) in an orderly fashion on the advice of the Instructor and proceed to the appropriate safe area assigned. An individual will be appointed to ensure that everyone is accounted for. Under no circumstances should a student leave the safe area until the word is given by the person in charge of the emergency drill.

**Insurance**

All Students are covered by Public Liability insurance while on Campus. The coverage is also extended to students who are engaged in certain authorized activities off campus.

**Tools**

Students *must* purchase some basic tools for use in their course. Such tools eventually go towards building up their own kits to be used on Job Attachment.
**PaperCut**

The SJPP has implemented a print management solution named PaperCut across student labs. PaperCut is a comprehensive solution designed to assist students and faculty members in making the most out of every print job.

To print in the computer labs across the SJPP campus, students are required to purchase pre-paid printing cards from the cashier in the admin area, or alternatively, from the Distance and Continuation Education office after normal working hours. These cards are available in denominations of $2, $5, and $10 dollars. A $2.00 dollar card enables students to print eight black & white single sided copies or 5 single sided color copies.

Staff members who are required to work or teach within student labs will be assigned a print credit of $10.00 dollars.

The following examples demonstrate how **PaperCut** works:

1. Adam is a student at SJPP. He is logged onto the student network and is surfing the Internet. He would like to print out a web page for his school assignment.

2. Adam has a **printing credit budget of $1.00 for the semester.**

3. Adam prints the web page. One (1) page comes out of the printer.

4. Black & White single-sided prints cost $0.25. Adam’s 1-page document costs $0.25.
5. Adam’s account balance is now at $0.75. He may continue to print until his account is out of funds; at which time Adam may purchase a Pre-Paid Print Card from the cashier or the Distance & Continuing Education office.

For additional information please visit the IT Department for assistance.

<table>
<thead>
<tr>
<th>Print Charges</th>
<th>Teaching Labs</th>
<th>Internet Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; white single</td>
<td>$0.25</td>
<td>$0.25</td>
</tr>
<tr>
<td>Black &amp; white duplex</td>
<td>$0.40</td>
<td>$0.40</td>
</tr>
<tr>
<td>Color</td>
<td>$0.45</td>
<td>$0.45</td>
</tr>
<tr>
<td>Color duplex</td>
<td>$0.80</td>
<td>$0.80</td>
</tr>
</tbody>
</table>

**Student Identification Cards**

The student identification card is the property of the Samuel Jackman Prescod Polytechnic and must be returned to the Institution upon withdrawal or at the end of studies. Documentation on the student will not be released until this requirement is met.

Students are required to wear their I.D cards on Campus and to display them in such a way that the student number is visible.

The loss of an I.D Card must be reported to the Student Affairs Department. A fee is charged for the replacement.

The student I.D. card must be presented:

a) first at the gate and whenever requested by campus security.
b) when requested by Samuel Jackman Prescod Polytechnic staff
c) at the library
d) when taking examinations
THE LIBRARY

The Samuel Jackman Prescod Polytechnic library is open Monday, Tuesday and Friday from **8:30 am - 4:30 pm** and Wednesday and Thursday from **8:30am - 6:00 pm**. During the school vacation, the library is open Monday to Friday from **8:30 am - 4:30pm**. Seating accommodation is provided for sixty-seven (67) students. There are over 9,000 books in stock, thirty-five (35) periodical titles as well as pamphlets and other miscellaneous materials covering various subjects and disciplines.

Membership is open to all enrolled students and to staff. Students who wish to borrow books must produce a valid student I. D. Card and complete a library registration card. Books are borrowed for a period of fourteen (14) days.
The following services are offered by the Library:

a. **Reference Services**

Patrons can carry out research with the help of a variety of sources available to them in the library. These services include “Quick Reference” which is a collection of dictionaries, yearbooks, etc. “Reference” consists of encyclopedias and information sources in various subjects. The “Vertical File” is another source of research information, which consists of pamphlets, standards and documents published by government ministries and non-governmental organizations (NGOs) in Barbados. Another source of information includes **Newspaper Clippings** which are filed by subject area. All reference materials are available for use in the library only.

b. **Computer Services**

An internet lab is available to all patrons. Registered members are issued with a password which allows access to the computers, where they can research information and work on projects. Printing and scanning are also provided.

c. **Wireless access**

Wireless internet access is available to all users. The library also provides a limited number of laptops and patrons may also use their personal laptops in the library.