

Standards of Satisfactory Academic Progress

Students must show satisfactory academic progress according to the following criteria:

- I. Evaluations of all academic progress will take place at the end of the semester.
- II. Students must successfully complete 55% of all credits attempted at the first evaluation point and 60% of all credits attempted thereafter.
- III. Students must have earned the indicated minimum grade point average at the evaluation points in their programs.
- IV. Students whose cumulative GPA is below that required for the successful completion of their programs (2.0 for undergraduates) will be placed on academic probation unless mitigating circumstances apply.
- V. Students whose GPA falls below 1.75 for two consecutive semesters will be placed on academic probation. After a period of one semester's probation, barring improvement of academic performance the student will be discontinued with the option of re-registering after one semester's academic probation leave.

Mitigating Circumstances

- All students should sit the examinations at the prescribed time, yet accommodations are made in extenuating circumstances.
- Students who did not sit an examination and did not withdraw formally will receive a Failing grade. Where a medical certificate is produced to the Student Officer no later than 5 days after the examination is conducted, and is approved, a supplemental examination will be given. The same rule applies for a student who has taken ill before 50% of the paper is completed.
- A student who has taken ill during an examination after 50% of the examination is completed may on the discretion of the Academic Dean, after investigations, be assessed for the final course grade through assessing the portion of work completed in the examination along with the coursework grade contributing towards a final grade.

Procedure for non-timetabled sitting of exams:

- I. The Student should immediately contact the lecturer with extenuating circumstance.
- II. The lecturer assesses the merit of the circumstance then advises the student accordingly. If the lecturer believes the evidence sufficient, the *Special Considerations Form* must be completed noting the student reason/s and evidences produced.
- III. The form and fees are then submitted to the registrar.
- IV. The Registrar confers with the Dean, who recommends or does not recommend approval.
- V. After approval, the student pays the required fees and confirmed for the next sitting of the examination at the prescribed time.

Appeal

Students may appeal a determination of unsatisfactory academic progress by submitting a written petition to the Campus Academic Committee. Their decision is final.

Withdrawal

It is the responsibility of the student to inform the Campus Registrar in writing that he/she wishes to withdraw from the college. Any refunds that may be due to the student are governed by the refund policies described below. Any refunds due to a student will be made within thirty calendar days of the student's official withdrawal date on the refund policy.

Programme Development and Assessment

There are two committees at the governing levels engaged in quality assurance specific to academic programmes and curriculum design and development;

- **Quality Assurance**

- I. **Academic Board, chaired by Chairman of Academic Affairs**

The ultimate academic authority within the College is the Academic Board with independence in the designs and reviews of programmes, curriculum, examinations and institutional assessment of the performance of the college in

general Academics. Recommendations are submitted to the Board of Directors for action. The Chair, Chief Examiner, Principal and other members appointed by the Board of Directors sit on the Academic Board. The Academic Board has direct management of the Curriculum and Examination Committees.

II. The Curriculum Committee and the Examinations Committee

The Examination committee has memberships of Second Markers who are courses specialists appointed by the Executive Chair, in consultation with the Board. The Committees meet twice per semester to provide independent assessment for the objectives of; ascertaining that the academic standards of our courses achieve the desired outcome, and are comparable to similar standards in other colleges and universities, and that our examinations and other assessment are fair and conducted in accordance with Higher Education standards. The Curriculum and the Examinations Committee prepare formal reports to the Academic Board through the respective Chairs. These Reports are assessed to influence actions regarding the curriculum, examination structures and grading scheme.

Graduation Requirements

Petitions for graduation should be submitted at least one term before the proposed graduation date. The Director of Student Affairs will approve these petitions if all degree requirements are met and if all required documents have been submitted.

This examination assesses the maturity of thought, content knowledge and communication skills of the student. Students who fail this evaluation must re-sit.

Students must have a cumulative grade point average of 2.00 and satisfactorily all courses and credit requirement.

Credit Transfer to another institution

Students transferring their credits to a college/university before completing the UK L5 HND you must first talk to the Admission advisor at that Institution if they will accept the credits without completing the Diploma. Colbourne provides Grade Reports only. Transcripts are awarded directly by Pearson BTEC when the Diploma is successfully completed. Once you earn the Diploma, the University Council of Jamaica can provide the local equivalency, at a cost. This will guarantee that it is accepted by employers and universities in Jamaica.