

**FACULTY OF SOCIAL SCIENCES (MONA)**  
**GENERAL REGULATIONS FOR THE DEGREE OF BACHELOR OF SCIENCES IN THE**  
**SOCIAL SCIENCES**

In these Regulations,

“**anti-requisites**” refers to courses where content overlap precludes courses being taken together for credit. Students should consult Department guidelines for further information.

“**pre-requisite**” means a course listed in the Faculty handbook or Department Brochure which must be completed before registration for another course is permitted.

“**free electives**” means courses listed in the Faculty Handbook or Department brochure which are optional in the degree programme concerned and may be selected from any Faculty.

“**Level I, Level II, Level III**”, represent the different standard of courses that must be completed in the undergraduate degree programme. Levels II and III are however equally weighted for the assessment of class of degree. (Note registration for level II/III courses are permitted once pre requisites have been satisfied)

“**summer school sessions**” refer to the sessions of the summer school as governed by the Summer School Regulations. (see 17)

**1. QUALIFICATION FOR ADMISSION**

1.1 Before registration and before entering upon a programme of study in the Faculty, the candidate must have satisfied the University Matriculation requirements for entry to a degree programme (See University Matriculation requirements - UWI Calendar Vol. II Part II). See also 1.4 below on the English Proficiency Test Requirement of the University of the West Indies.

1.2 On entry to the University at the Mona and St. Augustine Campuses students may be required to take a prescribed course in English as a prerequisite to the compulsory Foundation Course, **FD10A (FOUN1001)-English for Academic Purposes**.

1.3 With reference to Mona Campus, applicants for entry into Africa and African Diaspora Studies, Banking and Finance, Business, Economics and Social Statistics, Chemistry and Management, Demography, Economics, Statistics, Management Studies (General, Accounting, Marketing, Human Resource Management, and Operations), Hotel Management, Tourism Management, Public Sector Management, Labour and Employment Studies, International Relations and Political Science degree options (specializations and majors) are required to have a Grade II pass in CXC General Proficiency Mathematics (and Grade III from June 1998 and after) or equivalent.

Applicants accepted for all the degree programmes in the Department of Sociology, Psychology and Social Work must complete the mathematics requirement stated above or the equivalent UWI course Remedial Mathematics-EC08A no later than the end of the second year of their studies. (Social Work students who may have successfully completed the required statistics and research courses may be granted exemption at the discretion of the Department).

**1.4 English Language Proficiency Test Requirement**

The English Language Proficiency Test is used to assess whether persons applying to pursue **undergraduate degree** programmes at the University of the West Indies, Mona campus possess a satisfactory level of writing and reading proficiency in English for university academic purposes. Applicants’ test results will be taken into consideration by individual faculties before offers of

entry are made. The results of applicants who pass the test will remain valid for a period of five years. Results will **NOT** be issued until the UWI Mona admissions process is complete.

The following categories of applicant **ARE ALSO REQUIRED TO SIT THE TEST:**

- a. Persons in Jamaica, the Bahamas, Belize and Cayman who are applying to pursue **Part 1 of the BSc. degree programme** either through Distance Education (UWIDEC) or at the Management Institute of National Development (MIND).
- b. UWI Challenge/Community College students applying to Level I **campus-based** UWI programmes.
- c. Persons applying to enter Level II of the B.Sc. programme in Hotel and Tourism Management in the Bahamas proceeding from a regional Tertiary Level Institution.

For information on test registration procedures and test format, kindly contact the Admissions Section of the Registry on the Mona Campus.

#### 1.4.1 Exemptions

Applicants in the following categories (a-h) are **NOT** required to sit the test:

- a. Persons with any ONE of the following English Language qualifications:
  - Grade 1-CXC English A examination
  - Grade A-GCE O'Level English Language examination
  - Grades A or B- GCE A/O'Level General Paper examination
  - CAPE (Caribbean Advanced Proficiency Examination) Communication Studies Grade 1
- b. Persons who are already holders of an undergraduate degree from the UWI or from an approved university.
- c. Persons holding a UWI Certificate in Advanced Nursing Education and Administration OR a UWI Licentiate of Theology.
- d. Persons holding a UWI Diploma in Media and Communications **who have passed the course "Media and Language"(MS52A)**
- e. Persons who passed the 1998 and 1999 UWI Mona English Language Proficiency Tests **and those who were given a UC010 placement** on the basis of the test results.
- f. Persons who successfully completed any ONE of the following UWI English Language courses since (i.e. 1994): UC010; UC10A; UC10B; UC10C; UC10H; UC120; FD10A; FD10B; CM10A; CM10B.
- g. Persons who have passed English 120- at the College of the Bahamas.
- h. Nationals of non-contributing Caribbean Territories who are required to do a diagnostic test instead.

**Note: UWI Contributing Territories:** Anguilla, Antigua & Barbuda, the Bahamas, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Jamaica, Kitts and Nevis, Montserrat, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago).

## 2. TRANSFERS

Applications for transfer must be submitted to the Admissions Office on any Campus by March 31 of each academic year.

### 2.2 Inter and Cross Campus Transfers

2.2.1 Students in another Faculty (UWI) who have completed all Level I courses relating to the intended Major in the Faculty of Social Sciences are eligible for transfer to Level II of the degree programme offered by the Faculty of Social Sciences.

2.2.2 Students registered in the Faculty of Social Sciences on another Campus who have completed Level I of a degree programme are eligible for transfer to Level II-Faculty of Social Sciences, Mona Campus.

- 2.2.3 Consideration for transfer may also be offered to any student indicated in 2.1 or 2.2 above who has completed some of the required Level I courses for the intended Major or Special.

### 3. COURSE OF STUDY

- 3.1 Candidates for any of the degree programmes must pursue a course of study comprising **at least** 90 credits: **at least** 30 credits at Level I (Part I) and **at least** 60 credits at Levels II and III (Part II) for full-time students. The Faculty Board may require that the timing of registration in particular courses be such as to ensure that the course of study extends over either at least five (5) semesters and two (2) summer sessions or six (6) semesters.

#### 3.2 Academic Programme Requirements by Courses

Students **MUST** complete **ALL** the requirements for Part I and Part II of their degree programmes as indicated here.

#### **PART I**

Consists of a minimum of 30 credits normally ten (3 credits) level I courses, depending on the choice of degree i.e. a single Major, a double Major, one Major and one **or** two Minors, an Option or a Special. (the choice made will determine whether or not additional courses must be taken).

Requirement for Part I of the degree are as follows:

- 3 University Foundation Courses
- Pre-requisites for Part II courses and/or free electives.
- Any other courses designated by the respective Departments which are not included in the above. (See Department programmes).

(**Part I** may therefore require from 30-42 credits i.e. (10-14) 3-credits courses)

#### **PART II**

Consists of 60 credits normally a combination of 20 levels II and III courses designated for each student's degree programme, as follows:

- 30 credits for **ONE** Major and 30 credits of free electives
- 30 credits for each of **TWO** Majors **OR**
- 30 credits for **ONE** Major, 15 for each of **TWO** Minors **OR**
- 30 credits for **ONE** Major, 15 for **ONE** Minor and 15 free electives **OR**
- a minimum of 45 course(s) for **ONE** Special and a maximum of 15 free electives
- number for courses for each Option may vary

**NB: - 6 credit courses are equivalent to two 3 credit courses.**

Where the same course(s) is listed for both Majors/Minors it

is

counted only **ONCE** and an alternative approved course (s)

must

be chosen to complete the required total of **60 credits**.

### 4. FOUNDATION COURSES

As of 1998-99 all students registered in the University of the West Indies will be required to complete a minimum of nine (9) credits of Foundation Courses. These courses are Level I courses designed to promote sensitivity to and awareness of distinctive characteristic features of Caribbean cosmologies, identities and culture.

**4.1 The Foundation courses are:**

- a. FD10A (FOUN1001)-English for Academic Purposed (Faculty of Humanities and Education)
- b. FD11A (FOUN1101)-Caribbean Civilization (Faculty of Humanities and Education)
- c. FD12A (FOUN1201)-Science, Medicine and Technology in Society (Faculty of Pure and Applied Sciences)
- d. FD13A (FOUN1301)-Law, Governance, Economy and Society (Faculty of Social Sciences)
- e. Any other course approved for the purpose by the Board of Undergraduate Studies.

4.2 Students registered in the Faculty of Social Sciences are required to do FD10A, FD11A and FD12A. However, persons doing a Social Work (Special) will be required to take FD13A instead of FD11A.

4.3 The elective Foundation course-FD13A-Law, Governance, Economy and Society will not count for credit in the programme of the Faculty of Social Sciences except with the permission of the Dean or as is in 4.2 above.

4.4 Exemption in whole or in part from the requirements under (4.1-4.2) may be granted from time to time by the Board for Undergraduate Studies.

**5. REQUIREMENTS FOR ENTRY TO LEVELS II AND III**

Students are required to satisfy prerequisites (where they exist) for levels II and III courses. (See courses listed under each Department)<sup>1</sup>.

**6. REQUIREMENTS FOR THE AWARD OF THE DEGREE**

- 6.1 In order to qualify for the award of the degree a student must:
- Have completed the academic year programme as outlined in above.
  - Have satisfied the requirements for their specific degree programme. (See 6.2 below)
  - Students registered prior to 1998-99 must include, among courses passed, **Essentials in English (UC010, UC001)** or **Use of English (UC120)**.

6.2 Degrees are offered in the following categories:

- Special
- Option
- Major
- Double Major
- Major and minor
- Major and two minors

A student must be formally registered in one of these categories.

A **special** comprises a minimum of forty-five (45) credits in the subject area at Levels II and III.

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<sup>1</sup> Students do not have to complete all courses at one level before taking a course at another level as long as the prerequisites for the course(s) have been met. (This can be important consideration to avoid possible timetable clash).

An **option** comprises a minimum of thirty (30) credits each in the subject area at Levels II and III.

A **major** is made up of a minimum of thirty (30) credits each in the subject area at Levels II and III.

A **double major** is made up of a minimum of thirty (30) credits each in two (2) subject areas at levels II and III.

A **minor** comprises a minimum of fifteen (15) credits in the subject area over Levels II and III.

A **major/minor** comprises a minimum of thirty (30) Levels II and III credits in the subject area of the major and fifteen (15) Levels II and III credits in the subject area of the minor.

A student who, having registered for a major, fails to obtain passes in all the designated courses will be considered for a Minor in the discipline if she/he has passed eight (8) of the ten (10) courses which include at least three (3) of the requirements for the Minor (see special requirements for Economics in Department regulations).

6.3 A **Special** is available from among the following subject areas only:

- Accounting (*CH, SA*)
- Economics (*CH, M, SA*)
- Banking and Finance (*M*)
- Business, Economics & Social Statistics (*M*)
- Hotel Management (*CH, B*)<sup>2</sup>
- Hospitality and Tourism Management (*CH, M*)
- Management Studies (*CH, SA*)
- Public Sector Management (*CH*)
- Psychology (*CH*)
- Sociology (*CH*)
- Social Work (*M, CH, SA*)
- Tourism Management (*CH, SA, M*)<sup>3</sup>

6.4 An **Option** is available from among the following subject areas only:

- Management Studies-General (*M*)
- Management Studies-Accounting (*M*)
- Management Studies-Marketing (*M*)
- Management Studies-Human Resource Management (*M*)
- Management Studies-Operations (*M*)
- Tourism Management Tourism Management-Marketing (*M*)
- Tourism Management-Entertainment & Cultural Enterprise Management (*M*)
- Tourism Management-Language-Spanish or French (*M*)
- Tourism Management-Media & Communication (*M*)
- Tourism Management-Coastal Zone Management (*M*)

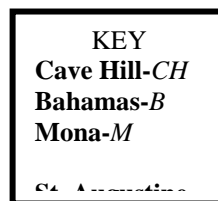
6.5 A **Major** is available from among the following subject areas only:

- Accounting (*CH, M*)
- Africa and African Diaspora Studies (*M*)

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<sup>2</sup> Level I of the programme is offered only at Mona, Cave Hill and St. Augustine. Levels II/III of Hotel Management are offered at the CHTM-Bahamas and Cave Hill. Levels II/III of the Tourism Management are offered at CHTM-Bahamas, Cave Hill, Mona and St. Augustine.

- Anthropology (*M*)
- Demography (*M*)
- Economics (*CH, M, SA*)
- Government (*SA*)
- International Relations (*M*)
- Management Studies (*CH, SA*)
- Labour and Employment Studies (*M*)
- Political Science (*CH, M*)
- Public Sector Management (*CH, M*)
- Psychology (*M, SA*)
- Social Policy and Development (*M*)
- Social Work (*SA*)
- Sociology (*M, SA, CH*)
- Statistics (*M*)



6.6 **Minors** may be declared from among the following subject areas:

- Accounting (*CH, M, SA*)
- Africa and African Diaspora Studies (*M*)
- Anthropology (*M*)
- Criminology (*M*)
- Demography (*M*)
- Economics (*SA, M, CH*)
- Finance (*SA*)
- Gender Studies (*M*)
- History (*CH*)
- International Relations (*M*)
- Law (*CH*)
- Marketing (*SA*)
- Management Studies (*CH, SA*)
- Management Information Systems (*SA*)
- Mathematics (*CH*)
- Political Science (*CH, M*)
- Public Sector Management (*CH*)
- Psychology (*SA, M*)
- Sociology (*M*)
- Social Policy Administration (*M*)
- Social Policy (*SA*)
- Social Psychology (*M*)
- Sports Management (*SA*)
- Statistics (*M*)

6.7 The degree majors with which the above minors may be combined will be approved by Faculty Board and Board for Undergraduate Studies and published under programme offering in the Faculty or Department Handbook.

6.8 **Cross Faculty Majors and Minors**

Students may also request to combine a Social Science major with a minor offered by another Faculty. To do this, the permission of the Deans of both Faculties must be sought and obtained. At St. Augustine and Mona students may register for a double major comprising a major in the Faculty and a major offered by another Faculty. By special arrangement with the Faculties, students may register for a double major comprising any of the majors offered in the Faculty of Social Sciences and the Department of Mathematics. Students may also apply to register for a double major involving any of the Faculty of Social Sciences majors and any other majors offered in another Faculty on the St. Augustine campus.

6.9 **Eligibility for the Minor in Gender Studies**

Students from any faculty on the campus are eligible for undertaking the Minor in Gender Studies. Although grounding in Social Sciences or the Humanities complements Gender Studies, students from any faculty where such a minor is allowed in the degree structure will be eligible.

For further information please check with the Centre for Gender and Development Studies.

**NB:** A student may, change specials/ majors/minors with the initial permission of the relevant Head of Department which must then be ratified by the Dean. Students will be informed of the deadline in which they must make a final choice before graduation.

## **7. REGULATIONS FOR FULL-TIME AND PART-TIME PROGRAMMES**

### **7.1 Full-Time Students**

- 7.1.1 Full-time students are required to register for thirty (30) credits in any one year.
- 7.1.2 A request for three (3) additional credits to a total of thirty-three (33) will only be considered for students who have demonstrated a level of performance indicative of achieving first class honours.
- 7.1.3 Finalizing students may be allowed thirty-three (33) credits if that will permit them to graduate by the end of the summer session. They may only be allowed thirty-six (36) credits if **(i)** they have a level of performance indicative of achieving first class honours **or (ii)** if they reside outside of Jamaica and would experience hardship to remain for the summer session.
- 7.1.4 A full-time student will be required to withdraw from the Faculty unless he/she has gained:

**Fifteen credits at the end of the second semester**  
**Thirty-three credits at the end of the fourth semester**  
**Fifty-one credits at the end of the sixth semester**  
**Sixty-nine credits at the end of the eighth semester**  
**Ninety credits at the end of the tenth semester**

### **7.2 Part-Time Students**

- 7.2.1 A **part-time** programme is offered for Level I of the BSc. degree at all campuses. Levels II and III are available in all programmes offered at the Cave Hill and Mona Campuses. Students registered part-time in other programmes must be prepared to attend classes during the day. Part-time registration is not normally permitted at Levels II and III at the St. Augustine Campus.
- 7.2.2 Part-time students shall usually be expected to register for up to eighteen (18) credits in any one year. However, they may opt to register for twenty-one (21) credits if they have maintained an average of 50% (representing a C in the new grading system) or are finalizing.
- 7.2.3 A part-time student will be required to withdraw from the Faculty unless he/she has gained:

**Six credits at the end of the second semester**  
**Eighteen credits at the end of the fourth semester**  
**Twenty-four credits at the end of the sixth semester**  
**Thirty-nine credits at the end of the eighth semester**  
**Fifty-four credits at the end of the tenth semester**  
**Seventy-two credits at the end of twelfth semester**  
**Ninety credits at the end of the fourteenth semester**

**N.B.** Credits gained from courses done in another programme will not be counted towards the rate of progress.

7.2.4 Once a Part-time student transfers into the Full-time programme, he/she is required to maintain the rate of progress associated with the Full-time programme.

7.2.5 Students with lower level matriculation accepted into the Faculty as Part-time students must complete two years before they are eligible to transfer to full-time. If they have achieved an average of at least fifty-seven percent in their level I courses, (57% represent a B- in the new grading system) they are eligible for transfer after one year.

## **8. REGISTRATION AND EXAMINATION**

### **8.1 Registration**

8.1.2 Students must register for courses at the beginning of each academic year or lose their status as students at the University.

8.1.3 Registration for a course constitutes registration for the examinations in that course.

8.1.4 A student is not deemed to be fully registered for a course unless his/her financial obligations to the University have been fulfilled.

8.1.5 Deadlines for changes of registration including withdrawal from or addition of courses will be as prescribed in University Regulations.

### **8.2 Examination**

8.2.1 All optional courses (electives) listed in the various degree programmes in the Faculty Handbook will not necessarily be available in any one year.

8.2.2 Students will be examined during each semester and the summer session in the courses for which they are registered.

8.2.3 A course may be examined by one or more of the following methods:

- a. written examination papers
- b. coursework (which shall include one or more of the following written in-course tests, practical work, research paper, essays, projects, studies and other forms of coursework exercise as approved by the Faculty Board, or the Campus Committee on Examinations as appropriate).
- c. oral (under the conditions in Regulation 9 below)

8.2.4 A student failing a course may be allowed to substitute another approved course in a subsequent semester or repeat the failed course.

8.2.5 A student who does not take an examination in a course for which he/she is registered is deemed to have failed that examination unless permission to be absent has been granted.

8.2.6 A student who, on grounds of illness or in other special circumstances as referred to in Examination Regulation 25 fails to take an examination in a course for which he/she is registered, may be given special consideration by the Board of Examiners to take examination at the next available opportunity, without penalty.

### **8.3 Course Registration Enquiries**

Faculty office is responsible for:

- “Credit Limit Exceeded” only if eligible for extra course.
- Dean’s Approval of Academic Programme when all courses are approved.

Department offices are responsible for all other indications of non approval for course registration. (i. e. prerequisites not satisfied, quota limit reached, special approval for entry, change of stream in large courses).

#### **8.4 Coursework**

8.4.1 In the case of examination by course work only, a student gaining an overall mark higher than 40% but passing in only one component will be required to repeat at the next available sitting the component that was failed.

8.4.2 A student who is absent from a coursework examination may apply to the Dean of the Faculty for exemption from this examination **no later than one (1) week following the date of this examination**. He/she must at the same time submit to the Assistant Registrar (Examinations) justification for such absence (such as, in case of illness, a medical certificate complying with any applicable Examination Regulations). The Dean shall consider any such request for exemption in consultation with the relevant Head of Department and course lecturer. If the exemption is granted, the percentage mark available to be awarded for the final examination will be increased correspondingly.

8.4.3 Students are asked to pay special attention to Examination Regulation 25, which states:  
*“Any candidate who has been absent from the University for a prolonged period during the year for any reason other than illness or whose attendance at prescribed lectures, classes, practical classes, tutorial or clinical instructions has been unsatisfactory or who has failed to submit essays or other exercises set by his teachers may be debarred by the relevant Academic Board, on recommendation of the relevant Faculty Board, from taking any University examinations”.*

### **9. ORAL EXAMINATION FOR FINAL YEAR STUDENTS**

9.1 The Board of Examiners may recommend to the Department concerned that a student who has failed the last one or two courses(s) required to complete the degree be offered an Oral Examination in that one or those two courses provided that he/she has obtained in each instance a mark of at least 35% for the course(s).

9.1.1 If an Oral Examination is granted the student may choose to decline the offer and opt for **Exams Only** instead. (See 10 below).

9.1.2 The Oral Examination will be held as soon as possible after the previous examination. The student must contact the department concerned immediately so that arrangements may be made for the Oral.

9.1.3 The Oral Examination will concern the course as a whole, and not be restricted to the questions set in the examination, which the student did. The First Examiner and at least one other Examiner must be present at an Oral Examination.

9.1.4 If the examination is passed, the student cannot be awarded a mark higher than 40 a marginal pass for the course.

9.1.5 If he/she fails the Oral, the student will not have any right of appeal or review.

9.1.6 A student will be allowed only **one** Oral Examination for any **one** Course.

**NB:** In the Department of Economics, students who qualify for an oral will be required to sit a supplemental exam instead. If successful the student will receive a marginal passing mark of 40.

## 10 “EXAMS ONLY” REGULATIONS

10.1 Students will only be entitled to register for “Exams Only” in the following circumstances after having been registered for and attended classes in a course(s).

- a. She/he has failed **one or two of the final courses** needed to complete the degree programme and obtained a mark of no less than 35% in each course.
- b. She/he has obtained a medical excuse, certified by the University Health Centre, for not having attempted an exam.
- c. In exceptional circumstances, the Dean may grant a student a deferral from sitting an exam and permission to take it on a subsequent occasion, by virtue of special assignments overseas for an employer (part-time students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

### 10.2 Missing an Exam

If a student misses an examination for **any other reasons**, she/he will be obliged to **register again for the full course**. However, in this Faculty, Departments may, on being advised of the situation, allow the student’s coursework/mid-semester marks to be applied and she/he will only have to write the final exam.

## 11. PLAGIARISM

11.1 “Plagiarism is a form of cheating. Plagiarism is the unauthorized and/or unacknowledged use of another person’s intellectual efforts and creations howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form. Plagiarism includes taking passages, ideas or structures from another work or author without proper and unequivocal attribution of such source(s), using the conventions for attributions or citing (eg. MLA: Chicago: ACS; AIP; ICMJE etc) used in this University. Since any piece of work submitted by a student must be that student’s own work, all forms of cheating including plagiarism are forbidden”<sup>4</sup>

11.2 Plagiarism also involves the case of material taken from the internet without acknowledgment or giving proper credit-Cyber cheating. Any plagiarism violates academic integrity.

11.3 Any instance of plagiarism that is established will be subject to a penalty.<sup>5</sup> Students are referred to the UWI Examinations regulations 73-79 for further information.

## 12. LEAVE OF ABSENCE

12.1 A candidate who for good reason wishes to be absent from an academic programme for a semester or more must apply for formal leave of absence to the Campus Faculty Board, through the appropriate Dean, stating the reason for the application.

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<sup>4</sup> UWI Examinations Regulations 73 (iv)

<sup>5</sup> Students are all urged to read Appendix I at the end of this Handbook (pp 180) for invaluable information in a paper “Presenting and Documenting Material in Course Essays” by Dr. L. Stirton, a former lecturer in the Department of Government.

- 12.2 The length of such leave of absence, if granted, will be subject to approval by the Academic Board of the Campus concerned, but will not exceed one academic year in the first instance terminating at the end of the academic year for which the application is approved.
- 12.3 Leave of absence will not be granted for more than two consecutive academic years.
- 12.4 Leave of absence may be granted for one semester or for an academic year.
- 12.5 Applications for leave of absence for **Semester I** must be made **no later than October 10, 2005.**
- 12.6 Applications or leave of absence for **Semester II** must be made **no later than February 20, 2006.**
- 12.7 Applications made after dates indicated above will be subject to a fine to be determined by the Academic Board Sub-committee on Student Matters. The amount of the fine will increase depending on the lateness of the request.
- 12.8 Students who have been attending classes and who requested leave of absence after the above-mentioned dates **will normally have to pay a fine equivalent to 50% of the regular tuition fee** if their requests are recommended by the Faculty and approved by the Academic Board.

### 13. EXEMPTIONS AND CREDIT EXEMPTIONS

Guidelines for granting exemptions and credit exemptions are as follows:-

#### 13.1 From UWI Certificates – CPA, CSS, CBA

A student who, prior to taking the Certificate has:

- a. normal level matriculation will receive **credit exemptions for all degree courses.**
- b. lower level matriculation will receive **credit exemptions for 5 courses/15 credits\***
- c. **no matriculation will receive credit exemptions for 4 courses/12 credits\***

**NB:** A student may receive **Exemption only** (i.e. must do another course instead) for any other degree course passed.

#### 13.2 From CAPE

A student who has obtained Grades I-IV in designated CAPE Examinations may receive exemption and credit from the following UWI Level I courses.

CAPE Courses	UWI Level I Courses
Accounting Unit 1	MS15D (ACCT 1005)
Accounting Unit 2	MS15B (ACCT 1003)
Economics Unit I	EC10C (ECON 1001)
Economics Unit 2	EC10E (ECON 1002)
Statistical Analysis	SY16C (SOC1 1005) or EC16A (ECON 1005)
Sociology Unit 1	SY14G (SOC1 1002)

Application for exemption and credit should be made through the Faculty Office.

#### 13.3 From Three Year Associate Degree Programme at Accredited Tertiary Learning Institutions (TLI)

Credit exemption will be granted for all courses that have been assessed by UWI (in 1998) for equivalency with specific UWI courses if a minimum B grade (TLI grading) has been achieved.

#### 13.4 From Other Universities <sup>6</sup>

- a. A student transferring from another University to register for a UWI degree will have to do a **minimum of two years of full-time study** (60 credits).
- b. Unless Departments already have a record of the particular courses, course outlines are to be submitted for Departments to make an assessment. Any course approved by Departments will earn students credit exemption from UWI equivalent courses-up to the limit indicated by (a) above.
- c. **Exemptions only** may be granted for any course(s) in excess of limit indicated.

#### 13.5 Students doing Study Abroad at other universities

##### 13.5.1 Exchange Programme

Students who seek to do part of their programme at another University (a maximum of two semesters which must not include the final semester of full time study) must have the courses they intend to do at the overseas university assessed for equivalence by the relevant Department at Mona **BEFORE** proceeding to study abroad.

The request to study abroad and the course approved by the Department must then be submitted through the Faculty to obtain Academic Board approval.

When the students' results are received from the overseas University, they will then receive credit for the courses as substitutes for the Mona equivalent. The grade recorded will be the UWI equivalent of that awarded by the examining university.

##### 13.6 Students doing a course(s) at other Universities- to complete their degree programme.

In an instance where students may be migrating must be away from the country for a significant period and have few courses to complete their UWI degree there may be discretionary decisions made by the Faculty and sanctioned by Academic Board to accommodate them.

#### 14. CO-CURRICULAR CREDITS

14.1 Students will be eligible for no more than 3 credits for involvement in co-curricular activities. The Activities may be Campus specific.

14.2 Co-curricular credits will be awarded on the following basis:

- a. Students must be involved in the activity for at least one (1) semester.
- b. Explicit learning outcomes must be identified for each activity.
- c. There must be clearly defined mode(s) of assessment for each activity.

14.3 The Office of Student Services and the School of Education on the campus will administer the award of credits.

14.4 The grading of co-curricular credits will be pass/fail.

14.5 All co-curricular activities/programmes must be approved in advance by the Faculty and Academic Board.

14.6 Subject to Faculty Regulations, co-curricular credits will form part of the 90 credits for a degree. However, in special circumstances, if credits are earned in excess of those required for the degree, these and the associated activity will be included on the student's transcript.

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<sup>6</sup> It should be noted that first year (100 level) courses in the American Four Year Undergraduate Programme will NOT usually warrant any exemption from UWI courses.

## 15. AWARD OF DEGREES

### 15.1 Notification of Results

A pass list shall be published and arranged alphabetically in the following categories:

- a. First Class Honours
- b. Second Class Honours
  - i. Upper Division
  - ii. Lower Division
- c. Pass

### 15.2 Award of Honours

15.2.1 The class of degree to be awarded shall be determined on the basis of performance at the Levels II and III only.

15.2.2 Until the new Grade Point Assessment (GPA) scheme introduced by UWI becomes applicable to finalizing students, who have completed the requirements of the BSc degree (i.e. 2005/2006 academic year), the minimum standard required for each class of Honours shall be the following:

- a. **For a First Class Honours Degree:**  
Either thirteen (13) 3-credit courses with the grade of A or twelve (12) 3-credit courses with a grade of A with good supporting B+ grades.
- b. **For an Upper Second Class Honours Degree:**  
Either thirteen (13) 3-credit courses with a grade of at least B+ or twelve (12) 3-credit courses with a grade of B+ with good supporting B grades.
- c. **For a Lower Second Class Honours Degree:**  
Either thirteen (13) 3-credit courses with a grade of at least B or twelve (12) 3-credit courses with a grade of B with good supporting C grades.
- d. A **Pass Degree** will be awarded to all other successful candidates.

**NB:** The above will be pro-rated to take into account courses other than 3-credit courses.

15.2.3 Where the supporting grades (minimum of four in the grade below) are not in the top half of the grade, an average is taken of all level II/III marks for a determination of the class of degree (e.g. 1<sup>st</sup> class = 70% minimum etc.)

15.2.4 Attention is drawn also to the **modified penalty principle (reduction by a grade)**, which stipulates that where a student has failed a Level II or III examination and subsequently resit that examination, or takes a substitute examination, a penalty (i.e. reduction by one grade level) will be applied to the examination result. The actual grade received in the subsequent examination will however appear on the academic record.

15.2.5 A course designated at registration as **Not For Credit** (NFC) shall not count for purpose of assessing Honours. Where a student fail to specify the course which is not for credit, the dates on which courses were registered shall be used to make a determination.

15.3 Marking Scheme for Examinations in the Faculty of Social Sciences for students admitted prior to the academic year 2003/2004.

The Authorised marking scheme is as follows:

**A**                      **70 and above**

<b>B+</b>	<b>60-69</b>
<b>B</b>	<b>50-59</b>
<b>C</b>	<b>40-49</b>
<b>F</b>	<b>0-39</b>

#### 15.4 Application of Grade Point Average (GPA)

The following regulations shall apply to all students admitted to the University **commencing academic year 2003/2004**. The GPA regulations shall apply to all other students from 2006/2007 onwards.

- The class of degree to be awarded shall be determined on the basis of weighted Grade Point Average (GPA).
- In the calculation of the weighted GPA, A weight of zero shall be attached to all level I courses.
- Levels II and III courses shall have equal weight (credit for credit) in the determination of the weighted GPA.
- Core courses satisfying the requirements of specials, majors and minors must be taken into account in the determination of the weighted GPA.
- A course designated at registration as Not for Credit (NFC) shall not count in the determination of the weighted GPA.
- The class of degree shall be awarded as follows:

First Class Honours -**Weighted GPA of 3.60 and above**  
Upper Second Class Honours -**Weighted GPA 3.00-3.59**  
Lower Second Class Honours-**Weighted GPA 2.00-2.99**  
Pass-**Weighted GPA 1.00-1.99**

#### 15.5 GPA Marking Scheme for Examinations in the Faculty of Social Sciences

In the determination of GPA, the grades with corresponding quality points shall be defined in the University Regulations governing the GPA.<sup>7</sup>

15.5.1 The authorized marking scheme is as follows:

<b>GRADE</b>	<b>GPA</b>	<b>MARKS</b>
A+	4.3	86 and above
A	4.0	70-85
A-	3.7	67-69
B+	3.3	63-66
B	3.0	60-62
B-	2.7	57-59
C+	2.3	53-56
C	2.0	50-52
C-	1.7	47-49
D+	1.3	43-46
D	1.0	40-42
F	0.0	Less than 40

15.5.2 Except where otherwise prescribed in the Faculty's regulations, a student whose GPA for a given semester is less than or equal to 0.75 shall be deemed to be performing unsatisfactorily and shall be

<sup>7</sup> No GPA will be applied to courses assessed only as 'Pass Fail' (e.g. Foundation courses).

placed on warning. A student on warning whose GPA for the succeeding semester is less than 0.75 shall be required to withdraw.

## **16. AEGROTAT DEGREE (also applicable to Diploma and Certificate)**

- 16.1 A candidate taking examinations in respect of a final degree, diploma or certificate programme and who had been absent through illness from one or more papers, may apply for the award of an aegrotat degree, diploma or certificate on the following conditions:
- 16.1.1 Where the whole of the final examination for a degree, diploma or certificate is taken at the end of the final year of the course and he/she has completed more than half of the examination but has been absent from the remainder of that examination.
- 16.1.2 Where the final examination is in two or more parts (the award of the degree, diploma or certificate depending on performance in each of these parts) and he/she has successfully completed the first one or two parts or more than half of the final part, but has been absent from the remainder of the examinations for the final part.
- 16.1.3 Where the final examination is in two parts and the student has completed the first part (second year) with a B average or higher and his/her course work during the final year of the course has been of a consistently high standard, but he/she has been absent from the other part of the examinations.
- 16.1.4 The Examiners consider that in the work which the candidate has submitted at such time of the final examination as he/she had attended, he/she reached a standard which, if also reached in the remainder of the examination, would have qualified him/her for the award of a degree, diploma or certificate.
- 16.2 All applications for an aegrotat degree, diploma or certificate must be referred by the Registrar to the Faculty Board of Examiners and the Board for Examinations for a recommendation to the Board of Undergraduate Studies (BUS). Applications from or on behalf of candidates must be accompanied by a medical certificate signed by (a) University Health Officer, or (b) the Dean of the Faculty of Medicine in consultation with the appropriate members of the Medical School, (c) or other medical personnel appointed for this purpose by the University, and shall reach the registrar not later than thirty days from the last examination paper written by the candidate.
- 16.3 In assessing an application for an aegrotat degree, diploma or certificate, reports from Heads of Department on the candidates work should be taken into consideration. Oral examinations where possible, by internal examiners may be an aspect of examinations for the award of an aegrotat degree.
- 16.4 An aegrotat degree, diploma or certificate will be awarded without distinct or class.
- 16.5 Holders of an aegrotat degree, diploma or certificate will not be permitted to re-enter for the same but may proceed to a higher degree if accepted by the Board for Graduate Studies.
- 16.6 In assessing an application for an aegrotat degree, diploma or certificate, reports from Heads of Department on the candidate work should be taken into consideration.

## **17. SUMMER SCHOOL REGULATIONS <sup>8</sup>**

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<sup>8</sup> Students may only register for summer school courses after they have financial clearance for all prior

## **17.1 Purpose**

### **17.1.1 Students Registered in a Degree Programme**

- a. Faster recovery from failure permitting students who failed in Semester I or II to repeat both the instructional and examination components of the course in summer and not have to wait until the course is offered in the ensuing academic year.
- b. Faster rate of progress through a programme of studies.
- c. Additional educational experiences for students.

### **17.1.2 Specially Admitted or Occasional Students**

Access to courses of interest; or for obtaining credit in preparation for entry to UWI.

## **17.2 Period of Study**

- a. Classes in the Summer School and the attendant examinations shall normally be conducted during the period June 1 to July 31.
- b. The minimum contact period in the Summer School shall be no less than thirteen (13) hours per credit.-i. e. 39 hours for a three (3) credit course offered over six and a half (6 ½) weeks.

## **17.3 Eligibility for admission to the Summer School <sup>9</sup>**

The following categories are eligible for admission to Summer School:-

- 17.3.1 Registered students of the University who have not yet completed the requirements of the degree, diploma or certificate programme for which they are registered.
- 17.3.2 Students of the University who have been granted (a) leave of absence for semester I and/or Semester II or part thereof proceeding the summer school or (b) deferral of entry.
- 17.3.3 **Other persons not students of the University who are eligible to matriculate at either at one or other of the following.**
  - a. Normal Level
  - b. Lower Level
  - c. Mature
  - d. Others admitted at the discretion of the Dean

## **17.4 Registration**

- 17.4.1 Summer School students shall be required to pay the appropriate fees and to complete and submit their registration forms to the Registry no later than May 31. Late registration will be permitted in keeping with a schedule as determined by the Faculty.
- 17.4.2 Summer School students shall not normally be permitted to register for more than three one-semester courses (usually nine credits) in any given Summer School.
- 17.4.3 Registration for a course offered in the Summer School implies registration for the examination of that course.

## **17.5 Change of Registration <sup>10</sup>**

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semesters.

<sup>9</sup> For Categories (i) and (ii) of Clause 2.1 – students must submit a copy of their most recent grade slip. For category (iii) of Clause 2.1- Students must submit their original CXC and/or GCE “O” and “A” Level Certificates.

Summer School students may apply for a change of registration by submitting a change of registration (“add/drop”) form to the Registry no later than the end of the 2<sup>nd</sup> week of the Summer School session. Late penalty will apply for any requests after that, up to the end of June.

**17.6 Restrictions on Summer School Offerings**

All summer courses must meet a minimum registration total of twenty (20) and courses are sometimes dropped for lack of the required number. Students are advised not to leave required courses for a major or a minor to be attempted in their final summer prior to graduation as there is no guarantee that a needed course will be offered.

**17.7 Application for Withdrawal and Refund**

- a. Summer School students may apply to withdraw from a course or courses by completing a form in the Faculty Office.
- b. Applications for withdrawal from a course must reach the Faculty Office no later than **two weeks after teaching has begun. A penalty shall be instituted as follows:**
  - i. **25% of the fees up to the end of the 1<sup>st</sup> week of teaching**
  - ii. **30% of the fees up to the end of the 2<sup>nd</sup> of teaching**
- c. Students who withdraw from a course or courses after two weeks of teaching **will not be refunded any portion of the tuition fees.**

**18. ACADEMIC ADVISING**

- 18.1 The Academic Advising Programme is available to students. However, in the Faculty of Social Sciences it is particularly emphasized for new students. The primary purpose of this programme is to assist students in planning, monitoring and successfully managing their chosen field of study, in relation to clear career objectives. Students are guided to accept responsibility for their learning; to be informed of the services provided for them; to access information; and to be managers of their time.

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<sup>10</sup> Where registration for Summer School is done online, the change of registration must also be done online.