

STUDENT HANDBOOK

CNC



CARIBBEAN NAZARENE COLLEGE

Quality, holistic, higher education in a Christian environment

Office of the Dean of Student Services Development

2024-2027

CONTENTS

Preface	5
Notice of Disclaimer	6
CNC Motto	7
CNC Mission Statement	7
CNC Vision Statement	7
CNC Colours	7
CNC House System Names and Colours of Houses	7
Definitions and Explanations	8
A Brief History of Caribbean Nazarene College (CNC).....	9
An Overview of CNC House System.....	10
Organizational Structure of The College	11
Caribbean Nazarene College Offers.....	12
ACADEMIC INFORMATION	13
Admission	14
General Admissions Requirements	14
Regional Acceptance Requirements	14
International Acceptance Requirements.....	14
Music Ministry Major	15
Admission Requirements	15
Duration Of B.A. And M.A. Programmes	15
Mature Entry Policy	16
Non-Declared Student.....	16
Professional Development Students (PDS).....	16
Pre-Requisite Student	17
Class Attendance	17
Excused Absences	17
Unexcused Absences	17
Tardiness	18
Online Class Attendance	18
Excessive Absences	18
Prolonged Absence	18
Course Changes And Withdrawals	18
Academic Grievance Policy.....	19

Grade Point Average (GPA) And Dean’s List.....	19
GATE	19
Academic Probation	20
One Semester Suspension	20
Re-Admission	20
The Right To Appeal Suspension	20
Academic Disciplinary Policy	20
Online Information	22
IT Equipment	22
CNC Accounts	22
Sonis Accounts	23
Accounts On Hold.....	23
Microsoft Teams	23
Support Services For Students Of CNC.....	24
GENERAL INFORMATION	28
News And Information	28
Calendar	28
Official Opening Hours.....	28
The Office Of The Receptionist	28
Students’ Suggestion Or Grievance Box.....	28
Student Lounge	29
The Gym	30
CNC COMMUNITY ACTIVITIES.....	31
The Student Body	31
Chapel Services	31
Church Attendance.....	32
Spiritual Emphasis Week	32
Graduation Activities	33
FINANCIAL POLICY.....	33
Citizens Of Trinidad & Tobago.....	33
International Students	33
Summary Of Non—Tuition Fees For Students	34
Post Graduate.....	34
Room And Board	34

HALLS OF RESIDENCE AND APARTMENTS POLICIES AND PROCEDURES	35
Apartment Rental Policy	36
Halls Of Residence Policy	37
Care And Maintenance Of Hall Rooms & Apartments	38
Care And Maintenance Of The Appliances.....	39
List Of Items Which Students Must Provide For Themselves	39
Visits To Male & Female Halls Of Residence.....	39
Absence From The Campus	39
Sickness And Accidents	40
Dress Code.....	40
Awards And Scholarships.....	41
SECURITY POLICY	43
Over View	43
General.....	43
Students	44
International Students –Policies And Regulations.....	44
WESLEY HARMON LIBRARY	45
Policies And Regulations	45
General Regulations	45
Opening And Closing Hours	45
Student Identification Card Policies.....	46
Use Of Computers In The Library General Regulations	47
CARIBBEAN NAZARENE COLLEGE CODE OF CONDUCT	47
Student Relationships	48
Student-Staff/Faculty Relationships	48
Non-Academic Grievance Policy.....	48
GENERAL DISCIPLINARY PROCEDURE.....	49
Level I: Minor Infractions	49
Level II: Major Infractions.....	50
OFFICIAL SIGNATURE	53

Preface

This Student Handbook is designed to provide information relative to the activities and policies of the Caribbean Nazarene College. In addition to the Academic Catalogue, this Handbook will assist you in understanding the regulations which govern certain academic and non-academic policies and activities of the College.

The Administration of the College encourages active participation in the total life of the College. This will yield rich dividends for the general community of Caribbean Nazarene College. It is anticipated that each student will endeavor to give of himself/herself freely so that mutual growth is experienced during our time together.

We do hope that the years spent at Caribbean Nazarene College will be of great reward spiritually, mentally, emotionally, physically and socially.



Notice of Disclaimer

Caribbean Nazarene College makes every effort to keep its Catalogues, Handbooks and other official documents updated and accurate in order to provide general information. However, the College reserves the right to make necessary changes with regard to printed tuition fees, programme descriptions, schedules and policies.

This document is supplemented by more detailed guidelines in the following: The Manual of the Church of the Nazarene, the Wesley Harmon Library Handbook, the Academic Catalogue and the annual Minutes of the Board of Trustees.

CNC MOTTO

Our Utmost For His Highest

CNC MISSION STATEMENT

The Mission of the Caribbean Nazarene College is to: Equip Persons Through a Biblical Worldview and Quality, Holistic, Higher Education to be Effective Servant-Leaders in the Church and Community.

CNC VISION STATEMENT

Caribbean Nazarene College is to be recognized as a premier academic institution equipping persons for effective Servant-leadership in the church and wider community

CNC COLOURS

Red and White

CNC HOUSE SYSTEM NAMES AND COLOURS OF HOUSES

EVERSLEY HOUSE – BLUE

LAWRENCE HOUSE – PURPLE

PEMBERTON HOUSE – YELLOW

QUIMBY HOUSE – GREEN

DEFINITIONS AND EXPLANATIONS

The Administration reserves the right to change and /or amend any or all of the Policies, Rules or Procedures in this Handbook without prior consultation or notice. The definitions and explanations of the following abbreviations and terms will be limited to the meanings given in this Handbook.

Abbreviations

★ CNC	Caribbean Nazarene College
★ AdCo	Administrative Council
★ StuCo	Student Council
★ DOAA	Dean of Academic Affairs
★ DOSS	Dean of Student Services
★ FMMD	Facilities Management and Maintenance Department
★ QSM	Quality Systems Manager
★ DUS	Dean of Under Graduate Studies
★ DOPG	Dean of Post Graduate Studies

Definitions

International Students - Refers to persons who are not citizens or permanent residents of Trinidad and Tobago.

Student - Refers to any person who is currently enrolled in any of the following programmes or Courses at the Caribbean Nazarene College: Certificate Programme, Diploma programme, Undergraduate Degree Programme, Postgraduate Programme, LifeLong Learning Programme (formerly DCSP), Undeclared Programme Courses or Professional Development Courses or Programme.

A BRIEF HISTORY OF CARIBBEAN NAZARENE COLLEGE (CNC)

Nestled among the mountains of the beautiful, serene Santa Cruz Valley, located in the twin island of Trinidad and Tobago, Caribbean Nazarene College is poised in the midst of thirty-five acres of precious land. In this setting of lush, green foliage, Caribbean men and women have the choice of diverse programmes, which prepare them for varying ministries within the church and other organizations.

Established in 1951, by the veteran missionaries, Raymond and Ruth Miller, Caribbean Nazarene College (CNC) is a training and academic institution of the Global Church of the Nazarene. In the initial years of existence, it was known as Nazarene Training College (NTC) and catered to students from Trinidad and Tobago, Guyana and Barbados. The CNC constituency was later expanded to include students from Jamaica, Belize, Bahamas, the Windward Islands, Leeward Islands and the French Antilles.

In the year 1974 the name was changed to Caribbean Nazarene Theological College (CNTC). The Bachelor of Arts (Theology) was the first degree to be offered with accreditation from Canadian Nazarene College. Mr. Wilvin Clarke, a Barbadian, (now deceased), was the first recipient of the Bachelor of Arts in Theology from Caribbean Nazarene College (then CNTC). CNC was accredited by the Caribbean Evangelical Theological Association (CETA) in 1996.

The Caribbean Nazarene College is one of the private tertiary institutions currently registered with the Government of Trinidad and Tobago. It has been incorporated since November 2006. In 2008, the College was registered with the Accreditation Council of Trinidad and Tobago (ACTT).

In July 2013, Caribbean Nazarene College earned accreditation from the Accreditation Council of Trinidad and Tobago (ACTT) and re-accreditation in 2019 for a period of five (5) years.

AN OVERVIEW OF THE CNC HOUSE SYSTEM

The CNC House System was reintroduced in keeping with their mission statement to develop holistic students. The rationale for naming the houses was based on the longstanding association and significant contributions of these individuals to the development of the College.

Eversley House—Blue

Drs. Scofield and Margaret Eversley are graduates of the then Nazarene Training College (NTC). Dr. Scofield Eversley served as Chairman of the Board of Trustees for 10 years (1988-1998) while District Superintendent of Barbados. He served as President of the College for 16 years (1998-2014) and served as Field Strategy Coordinator for 11 of those years. His wife, Dr. Margaret Eversley, served on the Board of Trustees for two terms as the Lay Representative from the Barbados District. She later served alongside her husband as Dean of Student Services Development, Campus Hostess and Chaplain. As students of the College, the Eversleys participated in volleyball and table tennis. To date (2014) they have been associated with the College for forty-eight years.

Lawrence House—Purple

Rev. Mark Lawrence graduated from the then Caribbean Nazarene Theological College in 1981. After returning to Jamaica, he married his beautiful wife Ruth Watson. He served as a member of the Board of Trustees during his tenure as the District Superintendent of Jamaica East District. He always felt a call to the teaching ministry and prepared himself for this call. After completing his Masters in Caribbean Ministries he returned to Trinidad with his wife in 1993, where both of them taught at the College. In addition to teaching, Rev. Mark Lawrence was the former Dean of Students and one of the Administrators of CNC. The Professorship was conferred on him in May 2012. He has also been involved in sports at the highest level, specializing in cricket; and is a qualified West Indies Cricket umpire. Ruth served as Registrar, Admissions Director, Promotions Director, Work & Witness Coordinator, Reservations Coordinator and Campus Hostess. Currently, she serves as the Executive Secretary to the President, as well as, fulfills responsibilities as the Office Manager of the College.

Pemberton House—Yellow

Mr. Daniel Pemberton's father was a former student of the Nazarene Training College (NTC). Mr. Pemberton joined the staff of the Caribbean Nazarene College in 1992 and has made a sterling contribution to the infrastructural development of the Caribbean Nazarene College. His dedication to the College is demonstrated in the fact that he avails himself 24 hours a day. During vacation, he also makes himself available for emergency cases. His daughter is a graduate of the College.

Quimby House—Green

Dr. Quimby graduated from the then Caribbean Nazarene Theological College. As a student, from Barbados, Dr. Quimby lived on campus with his wife Marcia. After graduation, he remained in Trinidad and Tobago where he continued his pastoral ministry. Dr. Quimby was an avid cricketer and assisted the College in winning several competitions. He served as the General Alumni President for the Caribbean Nazarene College and was also one of the adjunct lecturers. His wife Marcia worked at the College as Assistant to the Librarian. While she was District NMI President she influenced the District Council to make contributions to the College.

ORGANIZATIONAL STRUCTURE OF THE COLLEGE

The Organizational Chart of the College clearly defines the chain of command. You are advised to familiarise yourself with this chart to assist you in your knowledge of this organisation. **Please see Caribbean Nazarene College Self-Study Document 2018, page 37. (Located in the College's Library)**

The Board of Trustees serves as the Governing Body of the College within the region. It comprises the District Superintendents of the College's constituencies and two lay representatives from each of the phase three districts. These are districts that are fully self-supporting.

The Administrative Council is responsible for the daily administration of the College and is chaired by the President of the College.

This Council is made up of the following:

President	Chairman
Dean of Academic Affairs	Responsible for all academic matters
Dean of Student Services	Responsible for all student matters and the development of the Student Services
Bursar	Responsible for all financial matters of the college
Quality Systems Manager	Responsible for quality systems management
Registrar	Responsible for registration matters
Student Body Representative	Selected by the President in consultation with the DOSS
Three Programme Directors	Selected by the President of the College.

CARIBBEAN NAZARENE COLLEGE OFFERS...

A Quality Holistic Higher Education in a Christian Environment through the following Programmes:

Postgraduate Studies

- Master of Arts in Counselling Psychology*:
Emphases in: **School Counselling, Marriage and Family Therapy, Trauma and Crisis Interventions, Forensic Counselling, Addiction Counselling, Mediation Studies**
*(In December 2023, the Accreditation Council of Trinidad and Tobago (ACTT) acknowledged approval from the old title “MA in Counselling” to new title “**MA in Counselling Psychology.**”)
- Master of Arts in Social Work

Undergraduate Studies

- Bachelor of Arts in Theology
- Bachelor of Arts in Christian Education
- Bachelor of Arts in General Studies Degree with Majors and Minors in the following: **Music, Psychology and Counselling, Management of Human Resources, Theological Studies, Early Childhood Care & Education (ECCE), Primary School Education, and Special Education**
- Bachelor of Arts in Social Work
- Bachelor of Education with a Major in Religious Education
- Diploma in Christian Education
- Diploma in Theology

Lifelong Learning Programme

- Certificate in Ministerial Studies
- Certificate in Biblical Studies
- Certificate in Theological Studies*

New Undergraduate Certificates Effective 2018

- Counselling
- Child Psychology
- Advance Certificate in Crisis Intervention
- Behavioural Science
- Leadership Management
- Family Counselling
- Life Coaching Skills

New Undergraduate Diplomas effective 2018

- Psychology & Counselling
- Early childhood Care & Education (ECCE)
- Special Education
- Strategic HR Management
- Social Work

ACADEMIC INFORMATION



Admission

General Admissions Requirements

1. The Admission Requirements of Caribbean Nazarene College for **Certificate** Studies:

A prospective student must have 2 CXC passes one of which must be English A or equivalent.

- Two (2) passes in recognized high-school equivalency examinations
- All applicants are required to do CNC's English Language course. Exemption will be allowed for passes at CXC/GCE at Grade I only/Grade A or CAPE/A levels in General Paper and Communications
- Students with A level/CAPE passes in related undergraduate courses may be granted exemption on application

2. The Admission Requirements of Caribbean Nazarene College for **Diploma** Studies:

A prospective student must have 3 CXC passes one of which must be English A or equivalent.

- Three (3) Ordinary GCE/CXC passes [grades A, B or C, or General I, II or III (after June 1998)], including English Language; The Pitman Advanced Level English Language Certificate may be accepted in lieu of a GCE "O" level pass; or
- A U.S. high school graduation transcript with a C or higher in English and at least a cumulative average of C from a nation that recognizes its high school diploma as a minimum requirement to enter a university-level institution; or
- Two (2) Passes in recognized high-school equivalency examination

3. The Admission Requirements of Caribbean Nazarene College for **Undergraduate** Studies:

Regional Acceptance requirements:

- Caribbean Secondary Education Certificate (CSEC): –I, II, III (1998)
- Caribbean Advanced Proficient Examination (CAPE): I, II, III
- General Certificate of Education (GCE): O & A 'levels

International Acceptance Requirements:

CNC accepts equivalent international matriculation requirements for entry into tertiary institutions. Determination of which, is approved by the Registrar in consultation with the Dean of Academic Affairs.

Equivalency is based upon parallel evaluations at the Post Primary, Secondary Level, High School or College Level. For this to be done, the prospective student must submit an official transcript and notarized certificates.

Applicants for these degrees should have at least 5 Ordinary (O) GCE/CXC passes [grades A, B or C or General I, II or III (after June 1998)] or equivalent. A pass in

English Language is compulsory. A person with only 4 passes may be accepted provided three are on the Advance (A) Level and one of the passes is in English. The Pitman Advanced Level English Language Certificate may be accepted in lieu of a GCE “O” level pass.

A U.S. high school graduation with C or higher in English and at least a C cumulative average also fulfils entrance requirements. Passes in recognized high school equivalency examinations may be accepted.

Music Ministry Major

Applicants applying for a Major in Music Ministry should have preparatory piano or keyboard or the permission of the Director of the Music Department.

4. The Admissions requirements of Caribbean Nazarene College for **Post Graduate Studies:**

Requirements are programme specific. (Need to confirm with postgraduate department)

The application deadlines for the Caribbean Nazarene College are:

Undergraduate students

1. *Deadline for the receipt of applications to ensure placement for Semester I is July 31st. Exemptions may be allowed up to the first week of Semester I.*
2. *Deadline for the receipt of applications to ensure placement for Semester II is November 30th. Exemptions may be allowed up to the first week of Semester II.*

Post Graduate Students

- Deadline for receipt of applications to ensure placement for the January Cohort is November 30th.

Admission Requirements

Duration of B.A. and M.A. Programmes

A student's programme requirements are those established in the College Catalogue at the time of entrance into the program.

The **Undergraduate** students, who have not completed their programme within seven (7) years will be required to pay an annual continuation fee, together with registration and outstanding tuition fees.

The **Post Graduate** students, who have not completed their programme within five (5) years will be required to pay an annual continuation fee. In addition, student must re-register for outstanding courses for each year of incompleteness.

Mature Entry Policy

(For Applicants without the Prescribed Academic Qualifications)

Such an applicant will not be permitted to enter a declared programme unless the following criteria are met:

- Such an applicant should be at least 25 years of age.
- The applicant would be granted provisional acceptance in the first instance.
- The applicant would be permitted to do English Language at CNC as the first required course and must have a minimum passing grade of (C+), based on CNC's new grade scale effective 2019, in order to continue.
- Once successful, the student would be allowed to do a maximum of two courses in the subsequent semester, including Research Methods I course under Academic Probation.
- Should the student perform well and maintains the minimum C+ average or above, the student would be allowed to do an additional maximum of 3 courses of choice.
- Should the student continue to show consistency or improved performance having successfully completed five (5) CNC's Courses with a minimum of C+ average, the student would be removed from Academic Probation.
- The student would then be removed from provisional admission to full admission to the student's declared programme of interest, pending any other specific programme prerequisite for the particular programme of interest.

Non-Declared Student:

Any student not officially enrolled in a Certificate, Diploma, or Bachelor program: WITC cooperative class student, transient, CETA institution student and mature students without the prescribed academic qualification. The non-declared programme student is limited to 9 credits hours, after which the student must enrol in a program or receive written permission from the Dean of Academic Affairs to continue.

Professional Development Students (PDS):

Professional Development Student is any new student applicant or current student who enrolls in any professional development course or programme offered by CNC.

Professional Development Student Applicants should note the following:

- N.B. Entry requirements for such courses or programmes will be strictly course-specific or programme-specific when advertised at the specific time of their offering e.g. some may have entry requirements, and some may not; some may need a prerequisite, while some may not.
- Transferability of such courses for exemption or transfer credits to a degree programme of study will be based on similarity of the course content, course requirements, credit value of the course, and student grade. Full transfer credits would only be granted for grade B and above. Students with a lower passing grade would be considered for exemption but would be required to do a substitute course in its place.

Pre-Requisite Student:

Any student who is required to take bridging courses to meet the required pre-requisite courses in any Master of Arts program.

Class Attendance

Each student is responsible to attend class in keeping with the academic policy of this school. This responsibility is intended to include participation in class discussion, as well as, attendance at class lectures and the completion of course requirements. An absence is the equivalent of one class hour (55 minutes). A student is allowed two absences (1 excused, 1 un-excused) however, three tardies constitute an absence. These absences cannot be taken consecutively.

Class attendance and participation is part of your final course grade. (Refer to your specific course syllabus)

The development of good habits confirming Christian character and a sense of Christian commitment implies that each student is responsible to attend class. This responsibility is intended to include participation in class discussion as well as attendance at class lectures and the completion of course requirements. An absence is the equivalent of one class hour (55 minutes); three tardies constitute an absence. Students are only allowed to miss 2 classes: 1 excused absence and 1 unexcused absence.

Excused absences (with permission to make up class work at the discretion of the instructor) will be granted in the following cases listed below; however, more than three of these absences (that is, three hours) will require a special ruling from the Dean of Academic Affairs. A written application for an excused absence must be presented to the Dean of Academic Affairs within two school days of the class missed. Students are advised to contact their lecturer prior to the date of class (at least 1 day before or in rare cases of emergency on the day itself) via email for an excused absence. The Academic department must be copied on the correspondence.

1. Admittance to a hospital or confinement to one's home or lodging. More than three absences for the same illness will require approval by a doctor.
2. Serious emotional illness, verified by the Dean of Students, who will issue a statement to the Dean of Academic Affairs.
3. Group Absence for academic events previously approved by the Dean of Academic Affairs. Student lists will be prepared by the appropriate faculty sponsor, given to Dean of Academic Affairs, and distributed to the instructors.
4. Death of a family member or hospitalisation of an immediate family member.
5. Very unusual circumstances as evaluated by the Dean of Academic Affairs

Unexcused absences are permitted (with permission to make up course work at the discretion of the instructor) within the limits of one fifty-five minutes period per credit hour of the course (that is, a 1 credit hour course is allowed a maximum of 1 unexcused absence; a 3-credit hour class is allowed a maximum of 3 unexcused absences).

Cuts are designed for such reasons as travel difficulties, conflicting schedules, oversleeping, minor sickness (e.g. headaches, cold) and doctor or dentist appointments. When a student enrolls in a course after the semester has begun, each session missed should be considered an excused absence which should not exceed the maximum number with no penalty.

Tardiness is defined as time not present in the classroom. Anyone arriving after the scheduled class meeting time will be considered tardy, or leaving during or before the class is dismissed will be considered tardy. A student must be in the class a minimum of 35 minutes for a 55 minute, 70 minutes for a 110 minutes class, in order to be counted present. Being tardy three times constitutes an unexcused absence.

Online class attendance

It should be noted that Online class attendance requirements remain the same as face to face with respect to tardiness and absences.

Excessive absences from class will affect the performance of the student and may adversely affect the final grade. Should excessive absences i.e. (4) occur, a credit hour penalty will be applied, thus increasing the number of credit hours needed to graduate. An instructor may also determine in each course syllabus grade penalties for unexcused absences. A student who has been absent from one —third (1/3) or more of the class sessions is considered as having failed the course and is suspended from it. If there are unusual circumstances, the student may appeal to the Academic Affairs Committee, and may continue to attend class until that committee has rendered its decision.

Prolonged Absence does not constitute a withdrawal and will be treated as a failure in the course. However, where there are extenuating circumstances the student can appeal to the Dean of Academic Affairs, who will consider the merits of matter on the grounds listed under subtitle “Excused absences” and make the final decision.

Absence from a previously announced or scheduled test, project, presentation, or examination will require consent from the Dean of Academic Affairs before the assignment may be made up. A fee in cash payment will be required before the make-up, which may be waived in the case of unavoidable circumstances, for examinations taken before or after their scheduled time.

Course Changes and Withdrawals

Add and Drop

All adjustments of academic schedules must be made through the Registrar’s Office. Full tuition will be charged for a course being added. This will also apply for changes made by the second class day of each short semester (Module). No changes will be applied unless fully approved by the Academic office using the required form.

Request for course changes must be made no later than add and drop week, which is the first week of each regular semester. In addition, changes must be made no later than the

first class day of each short term i.e. Modules. Please note, there will be a fee charge for each course change after the required period.

Courses dropped after the sixth week of a regular semester or the equivalent hours in a short term will automatically be recorded as F. In such cases, the F may be commuted to a W only by action of the Dean of Academic Affairs. However, where there are extenuating circumstances as listed under Excused absence, the Dean of Academic Affairs may change F to W.

Students who for any reason consider withdrawing from the College must indicate their intention to withdraw in writing to the Registrar and complete the required withdrawal procedures. A student's financial responsibility to the business office continues until withdrawal has been cleared with the Office of the Registrar.

Academic Grievance Policy

Students who have grievances or problems with the delivery of a particular course and with the assignment of their grades, should first seek a solution with the lecturer of the course. If there is not a satisfactory solution, the student should request the intervention of the Dean of Undergraduate studies or Dean of Postgraduate Affairs where applicable to assist in solving the problem.

The student/ students should use the Official Complaint form to document the particular grievance. In a case where the problem is still not resolved, the student should go to the Dean of Academic Affairs, who will seek to appoint a second marker or third marker if necessary with the consent of the student concern. The result of which will be considered final.

N.B. Students querying a grade and request for their work to be remarked will be charged a fee (Effective immediately).

Grade Point Average (GPA) and Dean's List

A student must maintain a cumulative GPA of 2.0 (C) in the diploma and certificate programme and a cumulative GPA of 2.5 in the bachelor program to be considered doing satisfactory work.

Full time students who earn a GPA of 3.35 or above are placed on the Dean's List that is issued at the end of each semester.

Students must have a 2.5 or above GPA to be approved for election or appointment to any major office. (this includes leadership of committees)

GATE

A Student wishing to continue receiving GATE funding, must maintain a 2.0 GPA at the end of the academic year for which clearance is sought. Failure to maintain the 2.0 GPA would mean the student will have to pay for courses during the following year in order to bring their GPA up. Once the GPA is above the minimum, the student can reapply for GATE clearance for that following year.

Academic Probation

A student may be placed on probation

- If the GPA is under 2.0 for successive semesters
- If there are reports of academic offences.

A student who is on probation cannot serve as an official representative of the College.

One Semester Suspension

Failure to raise one's cumulative GPA to the required level or higher by the end of the second semester on probation, or failure to make a substantial reduction in grade point deficiencies while on probation, will be cause for one-semester suspension from the College.

Re-Admission

Application for re-admission to the College will be considered only if re-admission is warranted by exceptional circumstances and reasonable grounds are given for an expectation that the student can remove grade point deficiencies within one regular semester. No application for re-admission will be reconsidered until the passing of one regular semester after academic suspension.

The Right to Appeal Suspension

If there were extenuating circumstances (illness or family emergency) during a semester previous to suspension, a student may appeal in writing to the Dean of Academic Affairs for a waiver of the suspension. The extenuating circumstances and their probable solution should be documented in writing by a doctor, pastor, or appropriate college official. If a waiver is granted, failure to maintain the minimum GPA for his/her programme in the semester in which the waiver was granted or any subsequent semester prior to being removed from probation automatically moves the student to a suspension designation.

Academic Disciplinary Policy

Academic honesty is expected of all students at Caribbean Nazarene College. It is an integral part of the education process where learning takes place in an atmosphere of mutual trust and respect. Each student is responsible for maintaining high standards of ethics, personal honesty and integrity. Infractions of this policy will be dealt with fairly and firmly. Examples of infractions of this policy are:

- Plagiarism - using another's statements or thoughts without giving the source appropriate credit.
- Cheating on an examination
- Unauthorized multiple submission of papers
- Submitting for credit a borrowed or purchased paper
- Defacing or unauthorized removal of course materials from the classroom or Wesley Harmon Library
- Dishonesty in reporting reading assignments

- Inappropriate behaviour or disregard of rules in academic settings (e.g. offices, library, classroom, forum)

Penalties for Any of the Above Types of Infractions

First Report: Lecturer or Administrative Options

1. Rewrite paper
2. Failing grade on paper
3. Warning and name sent to the Dean of Academic Affairs and Dean of Student Services Development
4. Replace or pay for materials
5. A Fine
6. Loss of Library privileges

Second Report: Same Lecturer or Administrator options apply as in first report plus the below

1. The student appears before the Dean of Academic Affairs.
2. A written notice of academic warning is issued

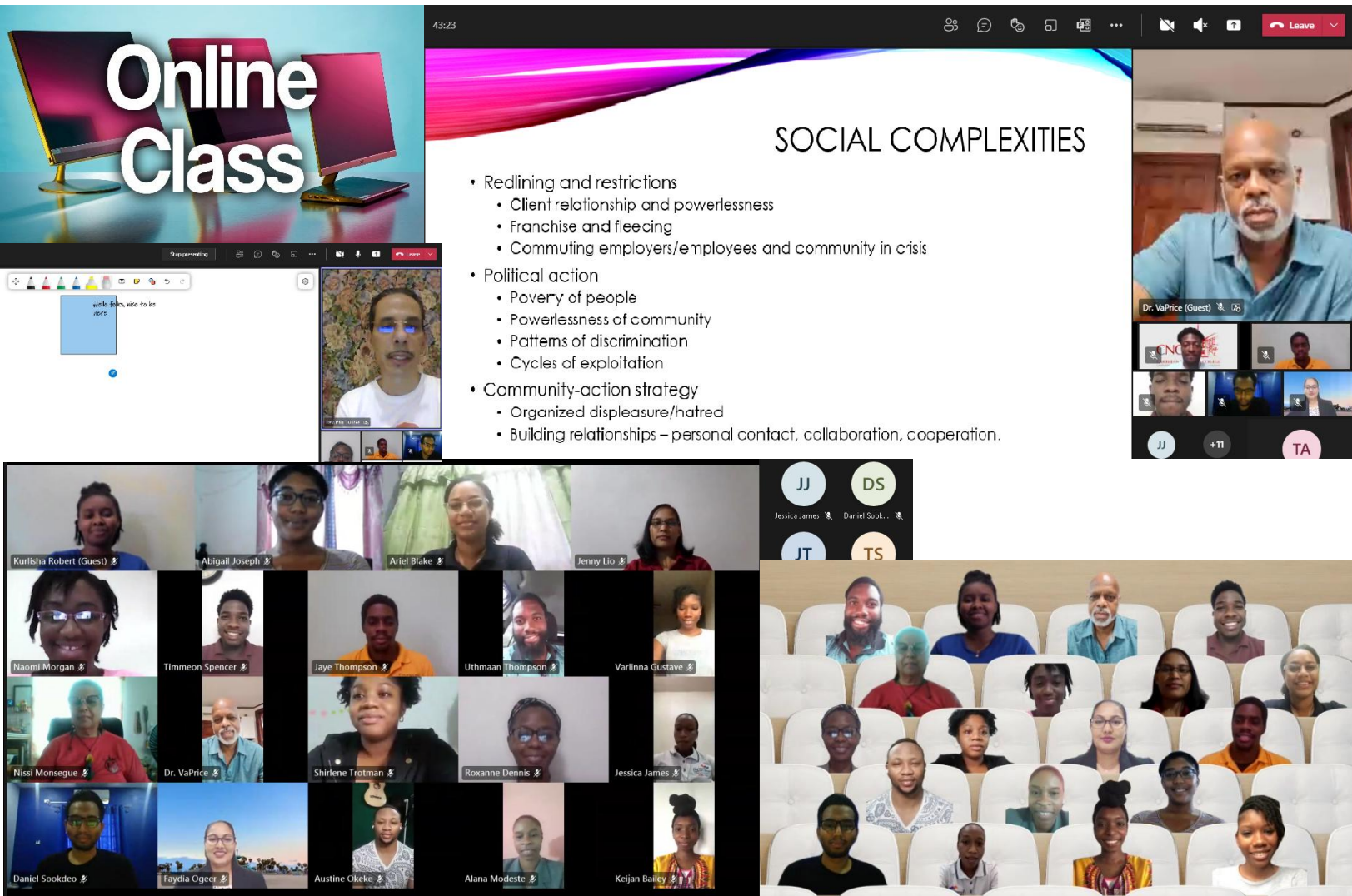
Third Report: The student appears before the Academic Affairs Committee which will administer discipline from one or more of the following:

1. A failing grade for the course
2. Academic probation
3. Suspension or Dismissal from the College
4. Academic credit hour penalties (student must take extra credit hours to graduate)

Appeals may be expressed by submitting a written letter to the President.

For a more comprehensive explanation of the academic policy, please refer to the current Academic Catalogue.

Online Information



IT equipment

In order to engage with any of our online platforms, students must ensure they have compatible IT equipment before they commence their programmes of study, and throughout their studies at CNC. The campus is equipped with wireless internet service however, in the presence of remote learning, students are encouraged to acquire a strong, reliable internet service provider to experience the best quality of our online platform.

CNC Accounts

Every student of CNC will be issued a CNC account. This is a Microsoft 365 student account that is affixed to our cnc.edu domain. This account enables the use of the office 365 applications such as Outlook, Forms, Planner, OneDrive, Teams, Word online, Excel online, PowerPoint online and more. The Outlook app will also serve as the primary mode of communication that the institution will use to send pertinent information and your account information would be used to access various institutional software.

GENECsis Accounts

GENECsis is the current student information system. This account will be used for housing all your student records and used to interact with your academic information. You can view your courses, past and present, as well as register for new courses for coming semesters. You can also find out your billing information and outstanding balance through GNECsis. Other financials such as awards, scholarships or payment plans can be found here. Finally, it allows for the opportunity to fill course evaluations where students can give feedback about their experience with us.

Accounts on Hold

GENECsis accounts can be placed on hold for several reasons. There are registration holds, GATE holds, evaluation holds and academic holds. Registration holds are applied to an account at the end of every semester and prevent a student from registering for any new courses until they have satisfied any financial obligations with the business office. GATE holds are applied if a student is denied a GATE claim or only received partial coverage and would need to seek out the GATE officer to speak about their options. Evaluation holds are placed on an account every semester that courses were done. The student is unable to view their course records until they complete all the feedback surveys for the courses, they were a part of. This is a mandatory process as it is a necessary component in the monitoring and evaluation process of the institution.

Microsoft Teams

Microsoft Teams is one of the many applications under the office 365 umbrella and is one of the main virtual learning platforms at CNC. Courses are created by the Teams Administrator however; **the student will only be added once officially registered on GNECsis**. Accessing MS Teams or any of the other applications in office 365 requires the use of your CNC account login details.

Support Services for Students of CNC

A. Academic Services

- Dean of Academic Affairs is responsible for all academic matters of the College and serves on the Administrative Council.
- Dean of Undergraduate Studies is responsible for the development of the Undergraduate Department.
- Dean of Postgraduate Studies is responsible for the development of the Graduate department.
- The Registrar and Registrar Assistants
- Library Assistants
- Teams Administrator and Tech Support Staff for Online Assistance

B. Learning Resources

- Practicum for students
- Field Trips
- Exit interviews
- Workshops
- Video conferencing
- Portable multi-media and stationary multimedia in two classrooms
- Projectors
- Electronic White Board
- Televisions
- Videos
- Information Technology Department- Manager, Tech support and Teams administrator
- Wireless Internet System
- Textbook Service
- Library - library supervisor and library assistants
- Computers, Printers, photocopiers and updated software to assist students with library needs
- Online research platform (EBSCOhost, Wesleyan-Holiness Digital Library)
- Online learning platforms (Microsoft Teams, Moodle)
- Microsoft Office 365 accounts with multidisciplinary collaborative applications.
- Software for chapel
- Musical instruments
- Financial Aid-See 2010 Catalogue, Pages

C. Dean of Student Services Development

The Dean of Students Services Development is responsible for **non- academic** matters and the coordination of students' activities in conjunction with the Student Council. This person is a member of the Administrative Council. He/she gives guidance to the Student Council (StuCo). He/she is responsible for ensuring that all students' needs are met in a satisfactory manner.

D. Chaplain

Responsible for maintaining the spiritual atmosphere of the college, planning for the weekly Chapel services in conjunction with the Chapel committee. The Chaplain also makes sure that the chapel is cleaned, sound systems are in working condition, and musical instruments are treated with care. He/she also makes recommendations for the general improvement in the ambience of the chapel.

E. The Student Chaplain

Selected by the Chaplain from among students who are registered in the Theology or Christian Education Programme. The Administrative Council must approve the nominee. He/she assists the Chaplain in fulfilling his/her duties.

F. Chapel

Services are held twice per week. These services are coordinated by the Campus Chaplain with the assistance of the Chapel committee.

G. Counselling Services

There is a Counselling Department. A Campus Counsellor provides and organizes counselling for students.

Policy for Full time Counsellor

Students who have to participate in the 16 PF evaluation session will receive their report directly online from the online agency. They will decide if they will attend the campus' counsellor or an external counsellor for therapy sessions. Those students who opt to engage the services of the campus counsellor must pay at the Business Office and then take the receipt to the counsellor. The cost of the 16 PF online psychological evaluation is currently TT \$500.00(\$75US).

The 16 PF is compulsory for the students in the following programmes: -

- M.A. Counselling Psychology
- M.A. Social Work, B.SW
- Early Childhood and Special Education

Students are advised to complete the 16 PF within their first year and have the 10 sessions of counselling earlier to avoid a rush and overwhelming the counsellor. Students in the Psychology and Counselling and Human Resource Management Program must do three sessions of counselling before graduation. The cost per session is TT \$100.00. Payment must be made to the Business office first and then the receipt taken to the counsellor.

Please note the **option** to complete the 16PF along with the 10 sessions of counselling is open to all students, but compulsory for the students in the programmes listed above.

Exit Interviews—Compulsory for all students in the following programmes:

- Theology
- Christian Education
- Biblical Literature
- Children's Ministry
- Music

H. Student Centre

- The J.P Murugan MultiPurpose Centre houses a Student lounge, equipped with furniture, television, cupboards, refrigerator, microwave etc.
- An office for the Student Council in that building
- A gym is available to students who have access free of cost.
- A pool table is also available.

I. Housing Facilities

- Furnished apartments for resident married students.
- Mahala Clarke Hall of Residence, which has a furnished kitchen. Resident students prepare their own meals when they desire.
- Theophilus Harlow Hall of Residence also includes a furnished kitchen
- Reception areas for guests in both Halls
- Wayne Knox Cafeteria –students may purchase food at a lower cost

J. Recreational Facilities

- Football and Cricket Field
- Hard Court for Basketball, Netball and Volleyball
- Students' Gym

K. Health Services

- A Campus Nurse who is on twenty-four-hour call, offering free health care services.
- Subsidized health Insurance for resident students who do not have medical insurance at the time of enrollment
- Well-stocked Emergency First Aid Kits in the Halls of Residence, the Library and the main offices of the Administration Building.
- Limited Medical Scholarships
- Norma Sorzano Medical Unit

L. Sanitary Services

- Janitorial services are provided by the College
- Janitors assist students living in the halls with cleaning the halls, but students are mainly responsible for the upkeep of their surroundings.
- Students are provided with free cleaning supplies and toilet paper for the halls
- Sanitary bins for the ladies' rest rooms

M. Miscellaneous Services

- Free Counselling Services for students
- Transportation available for taking students to the doctor, Clinic and hospital in emergency cases only.
- Telephone Extensions in the Halls
- Water Fountains
- Twenty-four-hour Security
- Limited Work Scholarships
- Limited Tuition and Book scholarships
- Partial scholarships available dependent on available funds (Mainly Theology and Christian Education programmes)
- LINX, VISA and Mastercard machines available.

N. Opportunities for Student Leadership and Development**Student Council**

This council is composed of a President, Vice President, Secretary, Assistant Secretary, Treasurer and sub-Committee Directors, Year Group reps, Centre Coordinators

Committees include:

- Spiritual Life—responsible for spiritual enhancement of students and works with the College Chaplain.
- Social Life - responsible for planning and execution of activities for the development of the social life of the students
- Sports Life - responsible for the recruiting and training of students for the various sporting activities.
- Communications—responsible for the communication process as it relates to keeping the students updated on all StuCo activities.

Each Director has an appointed Committee to assist in planning the activities related to his/her area of leadership.

GENERAL INFORMATION

News and Information

News and information can be posted on bulletin boards available at various points in the administration building, chapel complex and in the halls. Students are responsible for any information posted, so please make regular checks.

No flyers, posters or bulletins advertising non- CNC information/activities are to be placed on any notice board without permission from the President's Office.



Please do not mount posters, flyers etc on any of the wall of CNC without permission from the President's office. Announcements may also be given in Chapel. These should be given to the Chaplain or Chairperson prior to the beginning of the chapel service or the P.R.O. should request time prior to start of the Chapel service.

Calendar

A school calendar is distributed at the beginning of each academic year. This should be kept in a conspicuous place so that it can be referred to as needed. Support for these activities will be appreciated.

Official Opening Hours

CNC's offices are open to business from 8:00 a.m. to 5.00 p.m. Monday to Thursday and 8:00 a.m. to 4:00 p.m. on Friday.

The Office of the Receptionist

All persons desiring to meet with anyone in the Administrative offices must first communicate with the Receptionist.

Stamps, telephone cards, other stationary are sold by the Receptionist. The Fax machine is located in the Receptionist's Office. She will make all the arrangements for receiving and sending faxes. All students are required to pay for their faxes.

During the working hours, assignments for Lecturers may be given to the Receptionist. There is a policy for leaving assignments in the Library beyond working hours.

Students' Suggestion or Grievance Box

This box is located to the right as you enter the Wayne Knox Dining Hall. It is kept locked, only the Student Body President has the authority to open this box. He/she may give permission to the Vice President in his/her absence. The box will be opened once per week. All concerns, grievances, or suggestions will be communicated to the Dean of Student Services, who in conjunction with StuCo President, will take the necessary action according to the policies and regulations that govern the particular issue/issues.

Student Lounge

The Student Lounge is located in the J.P. Murugan Multipurpose Centre. A Director for the Lounge is appointed by the executive of the student council with the approval of the DOSSD.

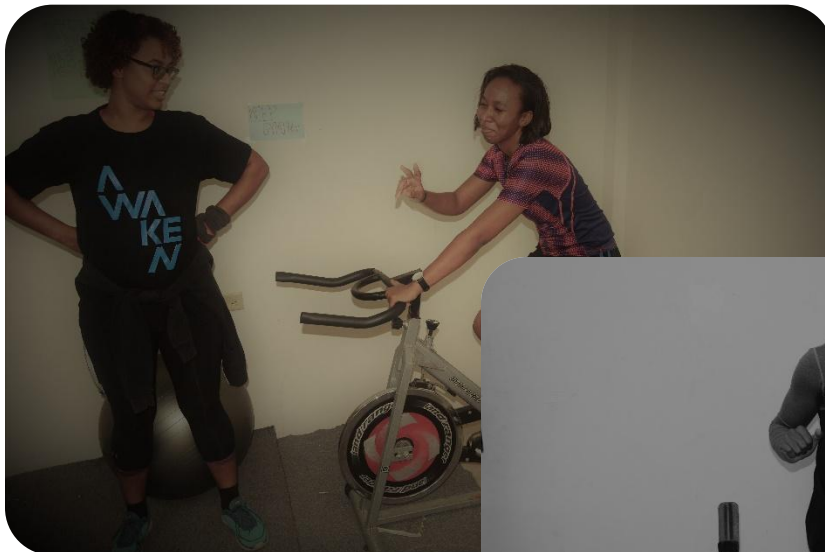


The Policy for the Student Lounge is as follows:

- The lounge will be opened from 8:00am to 11:45pm, Monday to Saturday and on holidays. On Sundays the Lounge will be opened from 3:00pm to 11:45pm. Students are expected to keep the lounge clean and tidy.
- Students should be courteous and keep food and drink stored in the refrigerator to the minimum so that each one has available space. Please mark your items. Items left in the refrigerator for more than one week will be discarded.
- Students may entertain their guests in the Lounge.
- Furniture and appliances should be treated with care.
- A janitor is assigned to clean the Lounge daily.
- Students wishing to be considered for the position of Student Lounge Director should notify the DOSSD in writing by the first week in the new school year.

The Gym

- The opening hours for the gym are: Monday to Saturday, 6:00am to 11:45pm. The gym will be closed on Sundays.
- Faculty and staff members are permitted to use the gym at a minimal cost of \$50.00 dollars per month to assist with maintenance of the gym.
- Use of the gym is restricted to members of the CNC Community.
- StuCo Executive with the approval of the DOSSD is responsible for the appointment of a Director for the Gym. The gym is not the responsibility of the Sports Committee
- One of the college's janitors is assigned to give a general cleaning once per week, the director has the responsibility of overseeing the daily maintenance.



CNC COMMUNITY ACTIVITIES

The Student Body

The Student Body of Caribbean Nazarene College (StuCo) is composed of all students duly registered for the current academic year. The purpose of this organization is to provide for the social, emotional, physical and spiritual life of its members.

Each year members of the Student Body elect four persons to serve as Student Council Executive:

- President
- Vice President
- Secretary
- Assistant Secretary

These persons serve as the Executive of the Student Council. The Student Council is made up of the members of the Executive, the leaders of the Standing Committees, the Year Group representatives, the Masters class, and the appointed treasurer. (For more information re: treasurer, consult the Student Body Constitution).

The Dean of Student Services Development in conjunction with the StuCo executive nominates persons for the responsibility of Treasurer. This nomination must be approved by the administration of the College (AdCo).

Chapel Services

Chapel services are regarded as central in the spiritual life of the College and constitute the one activity in which the entire College personnel- administration, faculty and students participate. Chapel services are conducted twice per week, on Tuesday mornings and a different day as directed for each month. Chapel provides for all areas of student development, including opportunities for leadership development.

All students living on campus, regardless of status, are expected to attend both Chapel services according to the following regulations:

- Students are allowed four absences per semester. These are allowed for personal convenience and should be used wisely.
- Chapel excuses for illness or other emergencies may be obtained at the time of occurrence when proper evidence is presented through the school nurse, hall directors, Dean of Students Services Development or Dean of Academic Affairs.
- Students are expected to be punctual for Chapel services.
- Resident students who are employed off campus must apply for exemption from the morning Chapel on Tuesdays or the evening chapel service if necessary. Exemption forms can be obtained from the Chaplain's office.

All students present on campus are required to attend the evening Chapel Service



Church Attendance

All resident students are required to attend a church of their choice. Attendance at church will be monitored by the Dean of Students Services Development and Hall Directors. A book is placed in the Halls. Students are expected to document their church attendance.



First year students in the B.A. in Theology and the B.A. in Christian Education are allowed to attend various churches to decide where they would like to be involved in Ministry.

After completing their first year, all students will inform the DOSSD of their choice of a church. The DOSSD will officially communicate with the Pastors via written correspondence. A copy of the letters will be sent to the District Superintendent should the student opt to work in a Nazarene church.

Nazarene students desiring to do ministry in another denomination should seek the approval of the DOSSD.

Spiritual Emphasis Week

Each semester, as is indicated on the College's calendar, a week of special services will be held from Monday to Thursday. In some instances, there may also be a Tuesday morning service. The Chaplain, along with the Chapel committee is responsible for planning these services. The President must be notified of the preacher who was selected, and he must approve the person before that person is invited.

Graduation Activities

- Baccalaureate Service is held the Friday night before the Commencement Service. Please check the College's Annual Calendar for information relating to these events.
- Check the Calendar for the dates and times for the Commencement Service.
- The venue for the Commencement Service is selected by the Dean of Academic Affairs in collaboration with the Graduation Committee and the President of the College.
- All students are required to be present at those activities and be available to serve in any capacity if needed.

FINANCIAL POLICY

The Caribbean Nazarene College is a private denominational institution. The Trinidad and Tobago Government provides funds through the Government Assistance for Tuition Expenses (GATE) programme to cover the tuition costs for all nationals but students are responsible for their non- tuition fees. Additional money to supplement the financial administration of the College is received primarily from the following sources:

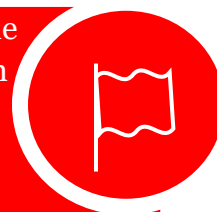
- The Division of Global Missions, International Church of the Nazarene. Educational Budgets paid by Nazarene churches on the districts served by the College throughout the Caribbean.
- Individual contributions
- Scholarships
- Alumni of the College and Stakeholders
- Other sources – (see recent publication of the Catalogue)

Citizens of Trinidad & Tobago

Students from Trinidad and Tobago are required to pay 100% of their non-tuition fees at the time of registration for each semester. No certificate or diploma will be issued or any copy of transcript or grades etc., unless all financial matters including library fees are settled.

International Students

International students are required to pay one third of their total fees at the time of registration for each semester. The balance should be paid before registration of each semester. Students who fail to clear their balances by the dates of final examination must make an appointment to see the President to discuss the matter. At no time should students with high balances proceed to any examination without obtaining permission from the President.



Summary of Non—Tuition Fees for Students

New Non—Resident	\$1,320.00
New Resident	\$5,527.50
Returning Non—Resident	\$1,260.00
Returning Resident	\$5,467.50

There is a 10% discount for full cash payment within the first two weeks of each semester. All fees are subject to change without notice.

Dependent children and spouses of Pastors, and District Superintendents enrolled full-time in the B.A in Theology or B.A in Christian Education will receive a 10% discount on tuition fees only.

Serving Pastors of the Church of the Nazarene receive a 50% discount on library fees. Serving Pastors of other denominations receive a 25% discount on library fees after producing official documents from the head of their denomination or someone in authority.

All students who attend Caribbean Nazarene College are **required** to pay a Student fee of **\$200.00 per semester**.

Students who make deposits at the bank should submit to the Bursar's office a copy of the bank deposit slip in order to receive their credit.

No certificate, or diploma will be issued, or any copy of transcript of grades will be made available until the student's account, including fees owed to the library, is paid off in full.



Post Graduate

Students who have outstanding balances on their accounts will not be allowed to register and continue doing modules as usual.

Tuition fees are TT \$1,360.00 per credit hour. New tuition fees for year 1 will now be \$2,3520.00 and year 2 will be TT \$2,2560.00. The period for registration for year 2 will be the first week in January of each year.

Room and Board

Room and board charges are for specific time periods - the beginning of the semester to the end of the semester. An additional charge will be made for students who arrive before the stated opening date or stay beyond the closing date according to the following rates: Application must be submitted to the DOSSD for any extension beyond the end of the semester.

- One or more nights up to two weeks - \$40.00 per night. This includes those students who are taking modules. Beyond this period, the rates will be adjusted to include security, insurance and laundry fees.

- Students must make the request to overnight at least one day in advance of the date on which he/she desires to do so. Emergency cases will be dealt with differently.
- All **resident** students MUST make a room deposit of TT\$300.00 and a key deposit of \$TT50.00. At the end of his/her Hall life, an inspection will be done by the DOSSD to ensure that the student did not destroy any property etc. The room deposit will be refunded if the student is cleared by the DOSSD.
- Non-resident students who desire to overnight in the Harlow or Clarke Hall for one night, but not more than two consecutive nights, MUST pay TT \$40.00 per night.
- Non-resident students must first seek approval from the Dean of Student Services Development then go to the Bursar's office to complete the appropriate form and pay for the night/s. The receipt must be taken to the Hall Director.
- Should the Bursar's office be closed, the student will go to the Hall Director, complete the form and pay him/her.
- Resident students who plan to return after semester breaks **MUST** apply at the time of registration for returning students. Application forms may be obtained at the time of registration from the Bursar's Office or from the Dean of Student Services Development Office. Students who do not re-apply will not be guaranteed a room at the beginning of the school year.
- All guests staying in the hall will be charged TT\$60.00 per night.
- No guest or student is permitted to sleep in the hall without prior approval from the Dean of Student Services Development or the Bursar.



HALLS OF RESIDENCE AND APARTMENTS POLICIES AND PROCEDURES

CNC offers limited living facilities for national and International students, including married couples enrolled full time. There is a Hall of Residence for males and a Hall for females.

Non-nationals are required to live on campus as long as they are covered by the College's immigration Bond. International students who desire to live off campus must apply in writing to the Dean of Student Services Development.

Accommodation for married couples include one-bedroom and two-bedroom apartments. The monthly rental cost of the one-bedroom apartment is TT\$1,500.00 and the two-bedroom apartment is TT\$1,800.00.

All resident students are required to sign a commitment form. These forms are issued to new resident students by the Dean of Student Services Development.



Apartment Rental Policy

A **security deposit**, equivalent to one month's rent, along with the first month's rent is required at the beginning of the commencement of living in the apartment. This deposit **may** be refunded only after the apartment is inspected and approved by the Dean of Student Services Development, or someone designated by the Dean.

All requests for rental of apartments must be made in writing to the **Dean of Student Services Development**. An **application form** will then be given to the applicant. The Dean of Student Services will respond in writing.

Rental agreements are only valid until the May 31st each year. A new application must be submitted each year.

- Accommodation for married couples and families is available on a first-come, first-served basis. Priority in multi-bedroom apartments is given to couples with a child or children.
- The apartments are furnished with basic furniture and appliances. Occupants are required to provide their own dishes, bed linens etc. They are also responsible for paying the utilities for that apartment e.g. Electricity, telephone and cable where applicable.

- Tenants are not allowed to install major appliances without informing the DOSSD and seeking the assistance of the Supervisor of the FMMD to do the installation.
- The apartments are to be occupied **solely** by the **immediate family** of the student, e.g. Spouse, children etc.
- The Administrative Council must approve in writing, any request from couples living in the apartments to keep pets. However, approval can be rescinded if this privilege is abused. No candles are allowed in the Halls or in the apartments.
- Items in need of maintenance or repair in apartments should be documented on the forms provided and submitted to the Dean of Student Services Development who submits the forms to the Facilities Management & Maintenance Department (FMMD). However, any emergency situation should be relayed to the supervisor of the FMMD immediately.
- In cases where the D.O.S.S.D is not available, the form should be submitted to the FMMD and copied to the D.O.S.S.D.
- **All couples who desire to live on campus, must be doing at least 12 credit hours to qualify for an apartment.**
- Graduating students must vacate the apartments at least two weeks after graduation or the students will be charged for any extra time. No extended time will be permitted if the student's account is in arrears. The total time which will be granted after the date of graduation is one month, however, permission must be sought from the DOSSD. He/she should be informed in writing of the date that the apartment will be vacated in order to have an inspection. All keys should be returned to the Dean of Student Services Development.

Halls of Residence Policy

All students living in the halls should be in by 11:45 p.m. The Dean of Student Services Development or Hall Directors must be informed if due to unforeseen circumstances, a student experiences difficulty in returning to the campus before the stipulated times.

Hall Directors are authorized to maintain order and quiet as deemed necessary. Any student who receives **three** official warnings from the Hall Directors for disruptive behaviour or excessive noise will be required to meet with the Dean of Student Services Development, which may result in disciplinary action. This action will be noted on the student's file. These hours must be observed during regular school time and also apply to those who register for modules and are residing in the halls.

Students who are registered for Modules must inform the Dean of Student Services if they intend to return to the Halls during the module periods. Students will be given one day to vacate the Halls after the completion of their module/s. The cost for living on the Halls during modules is TT\$40.00 per night.

- During semester breaks, Trinidad nationals must take home all their personal belongings. The College does not have storage space for personal effects, also the Halls are used during the breaks for accommodation for various events.

International students and students from Tobago are permitted to store their belongings in an area identified by the Dean of Student Services Development on the advice of the Hall Directors.

- Students who are residing on campus during modules may be required to change rooms, particularly if the Halls will be used for accommodating other guests.
- Each Semester, students **MUST** apply for residence in the hall. Forms can be collected and filled out at registration. A rental agreement will be issued at the time of Registration. This must read and signed by the student who will return it to the DOSSD. No student will be assigned a room in the either of the Halls unless the rental agreement is signed. The Dean of Student Services Development will inform the student of the status of the application.
- **The Hall Directors in consultation with the Dean of Student Services Development has the authority to assign and re-assign students to rooms.**
- **NO PETS ARE ALLOWED IN THE HALLS AT ANY TIME.**
- Students are not allowed to damage, deface or make additions to the College's property. All costs to rectify such infractions **MUST be met by the student/s involved if the room deposit is inadequate to cover the cost.**
- **No candles are allowed in the halls. Each student MUST have his/her own personal flashlight.**
- Students from Trinidad and Tobago who graduate will be given one week to vacate their rooms and take all their personal items.
- Non-nationals will be given two weeks to vacate their rooms and one month to have all their personal belongings removed from the campus.
- Failure to comply with this policy will result in the destruction of the items. The College does not have any facilities for storage of students' possessions.
- **CNC is not responsible for the personal loss of money, other possessions, or damage to the personal property of any student.**

Care and Maintenance of Hall Rooms & Apartments

- The student is responsible for the upkeep of his/her room or apartment at all times. Apartments will be inspected by the DOSSD accompanied by the FMMD Supervisor or his designate. The Halls of Residence will be inspected periodically by the DOSSD and one person whom he/she will select. The purpose of the inspection is to ensure that the College's property is kept in a satisfactory manner and also to detect any early stages of deterioration.
- Students should make reports of items in need of repairs (additional furniture, etc) or any other needs to the Hall Directors. He/she will identify these items on the Needs' Form and submit to the Dean of Student Services Development. It is the responsibility of the DOSSD to submit the Needs' Form to the FMMD supervisor and follow up each report. No repairs should be attempted by any student. If students attempt repairs to the property and further damage results, the students will be responsible for the cost incurred for the additional repairs.
- Painting of walls, desks, closets etc is prohibited.
- There is to be no tampering with electric switches.

- Absolutely no insertion of nails, screws, bolts or other objects in the halls or apartments.
- The removal or addition of furniture in the Halls of Residence or apartments may be done only with the approval of the Dean of Student Services.
- All garbage is to be properly disposed of in the garbage bins provided and removed to the large garbage receptacle opposite the Chapel Complex.
- Garbage should not be placed in the corridors of the Halls of Residence.
- At the end of each semester room keys must be returned to the **Dean of Student Services Development Department**.
- A janitor is assigned to each Hall of Residence to **assist** with the cleaning of bathrooms, toilets and the adjoining corridors, steps etc, twice per week in the Ladies' and Male Hall. Janitors are not responsible for taking out the garbage, cleaning of the students' rooms or kitchens when the college is in session.
- Students will be rostered to clean in their respective Halls of Residence under the guidance of the Hall Directors.

Care and Maintenance of the Appliances

- Laundry facilities are located in each Hall of Residence. A centralized laundry is located at the back of Benjamin B apartment for the married students, staff in the adjoining apartments and guests. It is the responsibility of the students, staff and guests to exercise proper use and care of these machines.
- The refrigerators and microwaves in the Halls of Residence are to be kept clean at all times. This is the responsibility of the residents.

List of Items Which Students Must Provide for Themselves

Food stuff, clothes iron, cooking utensils, cutlery, glasses, tea mugs, plates, bowls etc, pots and pans, torch light, dish towels, dishcloths and any other kitchen items deemed necessary.

Visits to Male & Female Halls of Residence

Males are allowed in the reception area **only** of the Harlow Hall, and females in the reception area **only** of the Clarke Hall between the hours of 9:00 am and 10:00 pm. Individuals are expected to use wise Christian concern and conduct in the reception area as elsewhere on the campus.

Absence from The Campus

If a student will be absent from campus, the student must inform the Hall Directors and make the relevant entries in the log book provided for each dorm. This also includes informing Security who will make an entry into the Security's diary. With regards to students occupying apartments, they are expected to inform the Security as to their exit and re-entry only. It is critical that international students notify the Hall Directors and Security whenever they are leaving the campus. If called upon, the College is accountable to Immigration for your whereabouts. Any International student who plans to sleep off campus or to leave the country **MUST** inform the Hall Directors and the Dean of Student Services Development; entries to this effect must be made in the log

book at each dorm and at the Security's diary. Log books will be checked periodically and entries made must correspond with that at the Security. Breaking of this rule will result in corrective measures/disciplinary actions.

Sickness and Accidents

All illnesses should be reported to the Hall Directors who will make a report to the Dean of Student Services Development. The students are responsible for their own transportation to and from the clinic, doctor, drugstore, etc. **except in the case of serious illness.** Students are responsible for their medical bills and medication. The students on the school's health plan are reminded that the insurance claim forms should be collected from the Bursar's office or the office of the DOSSD prior to visiting the doctor or purchasing medication. The form should be completed, signed, stamped and returned to the Bursar's office.

In the case of serious illness or accident, arrangements will be made to transport the person to the nearest medical facility or engage the services of an ambulance. The student must be accompanied by the Dean of Student Services Development or an Administrator. If neither the DOSSD nor an Administrator is available a senior staff member may be requested to accompany the student. The following emergency information is kept on file in the DOSSD Office: Emergency contact information for each student, medical allergies, the list of their current medications and the name and contact of their current personal physician. Efforts should be made to contact family members immediately.

Dress Code

Shirts/ Blouses

No halter tops with bare shoulders or spaghetti straps will be allowed in classes, library or chapel services and other public places on the campus. Including the chapel. Tops which reveal the breasts or belly are prohibited.

Dresses and Skirts

Casual dresses, skirts and split skirts at or below the knees are acceptable. Dresses or skirt lengths should be no shorter than 4 inches above the knee. **Mini skirts or spaghetti strap dresses are not allowed in classes, library or chapel services and other public places on the campus.**

Pants

No short pants above the knee level worn by males or females will be permitted in classes, library, chapel services or other public places on the campus. The fashionable jeans with large holes and large splits in the **legs will not be permitted** in classes, the library, chapel or other public places on the campus.

All guests and visitors to the campus must adhere to this dress code.

Awards and Scholarships



1. The Doris Phillip Award

This award is given to the Valedictorian of the Master of Arts Graduating Class.

2. The Bachelor of Arts Valedictorian Award

This award is given to the Valedictorian of the Bachelor of Arts Graduating Class.

These are given to honor the graduand who has met the following criteria:

- A cumulative Grade Point Average of at least 3.5
- Completion of a full program at Caribbean Nazarene College
- Recommendation by the Registrar
- Demonstrated Character and Attitude approved by the faculty committee.

3. The Good Citizenship Award

To recognize exemplary Christian character and behaviour, two Good Citizenship Awards will be given at graduation time. One award will be given to a full-time student who is a candidate for graduation and one to a full-time undergraduate. In order to be eligible, the student must have been enrolled in one of the resident programs for the entire academic year (minimum total of 12 credit hours).

The Dean of Student Services Development in consultation with the Dean of Academic Affairs, the Dean of Undergraduate Studies and the Registrar will be responsible for the shortlisting of nominees for the Good Citizenship Award according to the following.

- Leadership ability
- Sportsmanship
- Cooperation
- Academic standing
- Faithfulness in spiritual matters, including chapel and church attendance
- Faithful participation in service to the College

The final selection for the Good Citizenship Award is made by a vote of the student body from the nominees.

Recipients of the undergraduate award each receive a US \$100 book allowance. The allowance is non-transferable and is not given in cash. Undergraduate students must use the book allowance within four years and during their program of study at the College. If it is not used within the four-year period, it is automatically cancelled. The graduate receives a tangible award. (e.g. a plaque etc).

4. Community Award for the M.A. Graduand

The CNC Community Award is given to a M.A. graduating student in recognition of an exemplary community spirit. This student will be selected by the members of the M.A. graduating class of that year. The student selected must meet the approval of the Dean of Post Graduate Studies, the Internship Coordinator, the Dean of Academic Affairs and the Dean of Student Services Development. The criteria observed are: -

- Christian character and behaviour
- Cooperation
- Scholastic standing (G.P.A. of 3.5 or above)
- Attitude
- Participation in CNC community activities

5. Best Dissertation Award

This award is presented to the Graduand with the best Dissertation of the Master of Arts in Counselling Psychology Programme.

6. Best Thesis Award

This award is given to the Graduand with the best Thesis of the Bachelor of Arts programme.

7. Dean of Post Graduate-Studies- Counselling Clinician Award

This award is given to the Graduand of the Master of Arts in Counselling program who has excelled in all areas of Practicum and Internship and has 'consistently demonstrated the professional ethos of the Counselling Clinician.

8. Theology and Christian Education Scholarships

Limited scholarships are available, mainly for Theology and Christian Education students in the undergraduate programme. These scholarships were so designated by the donors. Students may access applications for scholarships from the Dean of Student Services Development office. These applications should be returned no later than the **first week in September of** each calendar year.

9. Medical Scholarships

Limited medical scholarships are available to assist students with their medical expenses.

10. Book Scholarships

Limited book scholarships are available.

11. Work Scholarships

Space is available for a limited number of work scholarships on campus. Work opportunities are available mainly in the Facilities Management and Maintenance Department.

SECURITY POLICY

Over View

The Administration of CNC is committed to the development of an effective security system for the campus. However, such a system cannot be realized without the cooperation of all members of the CNC Community.

1. Our security services are governed by the CNC administration.
2. With the understanding of the above, it is expected that all members of the CNC Community will show due respect of and support to the CNC Security personnel in the exercise of their duties.
3. Any grievances should be made to the Administrative Council (AdCo). No grievance will be acknowledged by AdCo if it has not gone through this process.

General

1. Anyone entering the campus must stop at the gate even if the security bar is up and clearly state their business to the security.
2. Security will be required to clear persons before granting them access to the compound. The onus of denial of entry rests not with security but with those responsible to properly inform security.
3. If CNC clients come unexpectedly to do business on campus, security will be expected to contact the CNC staff member that they have come to, before they will be allowed access on campus.
4. If anyone needs to remove equipment or materials from the campus, this approval must be secured in writing from the appropriate AdCo member and

shown to security at the time of departure. If this is not done, security reserves the right to prevent the equipment from leaving the compound.

5. If you are coming on campus and have equipment in your vehicle, please ensure the security on duty is made aware of this before you proceed on campus.
6. CNC security personnel reserve the right to search vehicles that are exiting the campus.
7. If any property item goes missing and it is suspected that it has been stolen, please report this to CNC security immediately.
8. All requests for use of our facilities and grounds must go through the Reservations Director. This person is responsible for organizing a monthly listing of all events to be held on the campus and will be submitted to the security supervisor.
9. Items left at the security booth for pickup will be allowed to remain for 24 hours. After this time, the item will be returned to the office /individuals who left it. If the item needs to stay longer, this must be cleared with security.

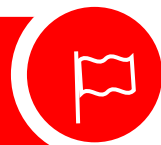
Students

1. Students who have identification badges should make an effort to wear them, particularly those students who are not resident on campus.
 2. All guests who are not sleeping on campus should vacate the campus before 12 midnight. The gate will be closed at 12 midnight. It is a major infraction of the rules of the college to enter the campus through illegal means. Persons found in breach will be disciplined. The curfew hours must be upheld unless in the case of emergency.
 3. Students, who prior to leaving the campus, know that they will return after the designated curfew hours should inform the Hall Director who will communicate with the security personnel and the Dean of Student Services Development.
- Individual students should not go directly to the security personnel unless there is an emergency.**
- 
4. In case of a personal loss of property, the student should inform the Hall Director, who should immediately inform the Dean of Student Services Development. The Security Supervisor will be notified accordingly, and an investigation will be conducted. If necessary, the Santa Cruz Police Station will be informed.
 5. The Security Supervisor should report to the Dean of Student Services Development any problems experienced with students (resident and non-resident) or guests of students who fail to follow the security requirements.

International Students –Policies and Regulations

1. The College will report to the Immigration authorities all international students who:
 - Are deemed undesirable by the institution
 - Have completed their course of study
 - Have been suspended, expelled or left the institution for any other reason
 - Have violated the Immigration regulations

2. Persons will be considered missing after 24 hours absence without previous notification of their absence from the campus.
3. If remaining in Trinidad and Tobago during the semester breaks, International students must notify the Dean of Student Services Development in writing of the address and telephone number of residence.
4. International students **will not** be permitted to enroll in any other institution while enrolled as a student at CNC without the written approval of the Administrative Council.
5. The College will provide transportation from the airport to the College for all new International students who are attending the College for the first time. Thereafter, the student is responsible for his/her own transportation to and from the airport, including transportation to the airport after Graduation.



All Resident Students are required to sign a statement of Commitment (see appendix). These will be issued by the Dean of Student Services Development.

WESLEY HARMON LIBRARY

Policies and Regulations

General Regulations

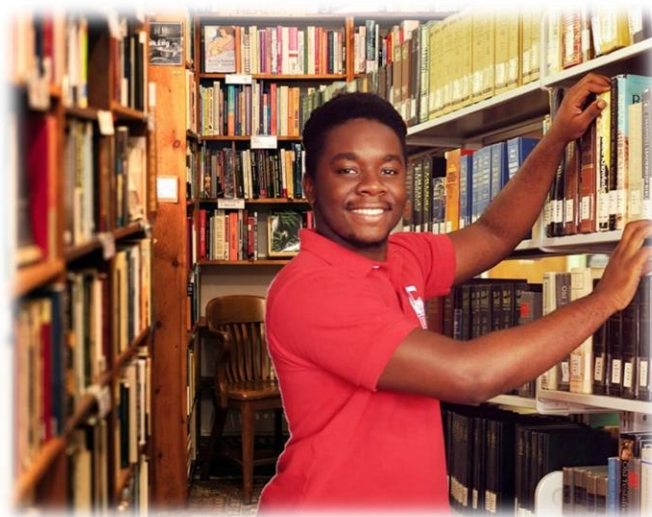


1. The Wesley Harmon Library is provided exclusively for the purpose of academic study. Any conduct inconsistent with this purpose or detrimental to its pursuit shall constitute a breach of these rules.
2. The Librarian or assistant shall at all times have authority to maintain good order and may exclude from the Wesley Harmon Library any student/s that violates these rules.
3. QUIET shall be observed in the Wesley Harmon Library at all times. No loud talking will be tolerated.
4. Chairs, tables and other fittings should not be rearranged or removed from the Wesley Harmon Library.
5. Students must not mark, deface, or damage any books or other library materials or furnishings in any way.
6. FOOD OR DRINK MUST NOT BE BROUGHT INTO THE LIBRARY OR CONSUMED THERE AT ANY TIME.
7. The use of cell phones is strictly prohibited. Anyone caught may be asked to leave the library.
8. Students MUST adhere to the Dress Code for the college while studying in the library.

Opening and Closing Hours

MONDAYS TO THURSDAYS	8:00 a.m. to 6:00 p.m.
FRIDAYS	8:00 a.m. to 6:00 p.m.
SATURDAYS	8:00 a.m. to 4:00 p.m.
SUNDAYS AND PUBLIC HOLIDAYS	CLOSED

For more information on Library Policy, please refer to the Wesley Harmon Students' Guide to the Library.



Student Identification Card Policies

1. All students enrolled in a Programme at CNC will be required to have an official Student Identification card. These cards will be produced through the Enrollment Management Office.
2. The student ID is the property of CNC. The Administration reserves the right to recall the card at any time it deems necessary.
3. CNC will not be held responsible for any illegal use of the Student ID card.
4. Students will pay the full cost for ID cards and the accessories. This cost will be part of the invoice statement produced by the Accounts Department for each new student.
5. Special students (Students who have not declared a programme), will be given a Special Pass which will be valid for one semester, or for the period of the Module.
6. Each student will be responsible for the care and safety of their card. If the card is stolen, damaged or misplaced, the student will bear the cost of the new card and/or accessories.
7. The card must not be given to anyone else to use without a written authorization.
8. The Identification Card will be valid from the time of issue to fourteen days after the time of the graduation of the student.
9. If the student has to prematurely end their tenure at CNC for any reason, the ID card must be lodged with the Enrollment Management Office at the time of such termination of tenure.
10. The student, who completes his/ her work toward graduation before the expiry date on the card, must submit the card to the Enrollment Management Office no later than fourteen days after the date of graduation.
11. ID cards must be **visible** when passing security personnel at the Main Gate and must be **visible** at all times while the student is on the Campus.
12. The student ID may be required for entry into areas being used for examinations.

Use of Computers in the Library General Regulations

1. There are computers available which provide students with technological support and services.
2. Computers are located in the Wesley Harmon Library. Therefore, the availability of the computers are dependent on the opening and closing hours of the Wesley Harmon Library.
3. Students using the computers are required to uphold the same rules as those that pertain to the Wesley Harmon Library. In particular, there shall be no eating, drinking, cell phone usage, loud talking and playing of music loudly.
4. The Librarian shall at all times have authority to maintain good order and prohibit students who violate the rules., from using the computer.
5. Chairs and other furnishing should not be rearranged or removed from the computer desks.
6. Students must not mark, deface, or damage any computer or other equipment or furnishings.
7. Students using the lab must adhere to the same dress code as that for the Wesley Harmon library.

CARIBBEAN NAZARENE COLLEGE CODE OF CONDUCT

Membership of the CNC community is in essence an honour, which bestows on each student the responsibility to uphold the norms of self-discipline, policies and regulations established from time to time by the Academic Board and Administrative Council.

Students are expected to conform to the following basic norms:

1. DEMONSTRATE at all times, the sense of responsibility expected of a college student in conformity with the national laws and the highest moral standards expected from members of a college community.
2. SHOW tolerance towards colleagues, lecturers and other college workers, and desist from exhibiting prejudice based on race, ethnicity, gender, religion, political persuasion, socioeconomic status or other human condition.
3. REFRAIN from gender and sexual harassment and other unwanted approaches.
4. ESCHEW the use of abusive, obscene or vile language or expression.
5. REFRAIN from disturbing the peace on campus through loud speech, noise makers or other such instruments.
6. CARE FOR, PROTECT FROM destruction and regard as invaluable, the property of students, staff and the College
7. AVOID defacing the college property by writing or posting notices/posters on buildings.
8. REFRAIN from sexual activities among unmarried persons on this campus.

9. DESIST from wearing indecent or immodest clothing.
10. RESPECT THE AUTHORITY of the Security Officers and co-operate with them in the interest of the college.
11. DESIST from engaging in the following practices which are strongly prohibited on campus:
 - The possession of dangerous and offensive weapons including firearms and knives.
 - The possession, use, sale or distribution of illegal drugs/narcotics.
 - Smoking of cigarettes or other illegal drugs; and the consumption of alcoholic beverages
 - Gambling
 - The playing of loud music in vehicles while on campus.
 - Music played in the Lobby MUST be in low volume and must not deviate from the Christian standards upheld in this institution.
 - The noisy revving/acceleration of vehicles.
 - Eating while classes are in session and throwing the garbage on the floor of the classroom or lobby. Use the garbage bins provided in each classroom and the lobby.

Student Relationships

It is expected that the males and females on this campus exhibit a high level of Christian behaviour at all times. There should be no public or private demonstration of intimacy among unmarried students. Intermixing of males and females in the students' sleeping quarters is not permitted.

Student-Staff/Faculty Relationships

Students are expected to show due regard for the privacy, home and property of the faculty and staff. Mutual respect should be shown for all members of the CNC community.

Non-Academic Grievance Policy

Students with grievances or problems that relate to non-academic matters should first document their concerns to the Student Body President (SBP) by using the Official complaint forms. The forms should be placed in Students' Box located in the Lobby, just before you enter the Wayne Knox Dining Hall. The SBP should take the Complaint Form to the Dean of Student Services Development who will determine the appropriate person to deal with the complaint. If the matter is within the domain of the Student Services Development, the following steps will be taken:

1. The Dean of Student Services Development and the Student Body President will discuss the matter
2. The Dean of Student Services Development, the Student Body President and the complainant will hold a meeting to resolve the matter.

3. If the student is not satisfied, the Dean of Student Services Development will refer the matter to the Quality Systems Manager. He should convene a meeting with the persons in # 2 of the above steps within seven working days.
4. The student will be informed of the decision of the Quality Systems Manager in writing.
5. Should the student be dissatisfied with the solution, he/she may appeal in writing to the President who will decide the action to be taken. At this level, the decision is final.

GENERAL DISCIPLINARY PROCEDURE

If a student has committed an infraction of the rules of the college, or if the Dean of Student Services Development, a staff member or another member of the Student Disciplinary Committee deems it necessary to counsel a student on his/ her behaviour and there is no positive improvement, the student may be asked to appear before the Student Disciplinary Committee.

1. **Members of the Student Disciplinary Committee**

- The Quality Systems Manager
- The Dean of Student Services Development (Chairperson)
- The Hall Directors (only if it is a resident student)
- The Student Body President
- A Representative from the Student Body, who is not a member of StuCo
- A Faculty Representative

2. **Duty of the Student Disciplinary Committee**

- To hear charges of serious violation of the rules in cases which are directed to the Committee.
- To recommend disciplinary action to the Administrative Council.
- To assist the Dean of Student Services Development in any matters deemed necessary to monitor overall discipline on the campus.

The Dean of Student Services Development will not vote on any issue brought before the Committee, but as Head of Student Affairs, will chair impartially any Disciplinary Committee meeting.

3. **Administration of Discipline**

This excludes all matters dealt with by the Dean OF Academic Affairs, the Academic Affairs Committee and the Financial Department.

Discipline will be administered according to the level of infraction as follows:

Level I: Minor Infractions

An infraction will be considered minor based on the following but not limited to the following:

- The particular rule which was infringed
- The student is a first-time offender of minor offences.
- Failure of resident students to attend Chapel services punctually and regularly without excuse
- Failure to keep the student lounge tidy
- The student fails to keep his/her room clean
- Failure to adhere to the policies of the Hall

It must be noted that repeated minor infractions will be categorized as major infractions and will be dealt with as such.

All minor offenses shall be dealt with by the Dean of Student Services Development. Any decision reached by the Dean of Student Services Development shall be placed in writing. Any discipline shall not go on the student's permanent record unless in the judgment of the Dean of Students it deserves to do so. (e.g. repeated offenses)

Students guilty of minor offenses will receive verbal warning from the Dean of Student Services Development and may be subject to one or more of the following:

- Written warning
- A fine, to commensurate with the level of the offence (e.g.) failure to clean the room, fine would be equivalent to the daily for a janitor.
- Loss of selected privileges

The student may appeal the decision of the Dean of Student Services Development to the Student Disciplinary Committee. This must be done within five days of the judgment decision of the Dean of Student Services Development.

The Student Disciplinary Committee may:

- Rescind the decision of the Dean of Student Services Development.
- Agree with the judgment of the Dean of Students.
- Refer the matter to the President (if there is deadlock)

Should the student be dissatisfied with the action of the Student Discipline Committee, an appeal may be directed to the President of the College who is the **final** authority on any disciplinary matter, re: minor offenses.

Level II: Major Infractions

Major offenses brought to the attention of the D.O.S.S.D, may be dealt with by the said person or referred to the Student Disciplinary Committee or to the President of the college. A student may waive the right to appear before SDC and stand by the judgment of the President.

- Students guilty of breaking major rules may be suspended, dismissed, or placed under disciplinary probation
- Students will be required to submit written statements in response to a written charge or charges brought against them.
- The judgment of the D.O.S.S.D. must be given in writing.

4. **Disciplinary Probation**

Offenses which may result in Disciplinary Probation include but may not be limited to:

- Blatant disobedience to college authority, including guidelines and policies
- Wilful destruction of the college's property (vandalism)
- Blatant disrespect and disobedience to instructions given by the Hall Directors or the Dean of Student Services Development.

Disciplinary Probation constitutes a denial of privileges which includes but may not be limited to the following:

- May not serve as a representative for the college.
- Surrender all positions, disqualification from holding offices
- Ineligible for scholarship or honours which the College has responsibility for awarding

5. **Suspension or Dismissal from School**

Either may result from a major infraction of the rules, including but not limited to:

- Unauthorized presence of the opposite sex beyond allocated visiting areas (applies to the visitor and the visited)
- Inappropriate sexual activities by unmarried couples on the campus
- Any action viewed as lewd and immoral
- Use of or threatened use of any deadly weapon.
- Any abusive behaviour e.g. obscene or vile language or expression against any person or defacing of property
- Any use of alcohol as a beverage, or the use, possession or distribution of illegal drugs on the campus
- Smoking of cigarettes or any other illegal drugs on the campus

(A) The Student Disciplinary Committee (SDC) shall:

- Review all written data already done
- Interview the student or students concerned
- Interview any pertinent witness or witnesses
- Discuss with the D.O.S.S., the decision given
- The SDC shall discuss and vote (simple majority) on the issue at hand

(B) The Dean of Student Services Development will be eligible to vote in this matter.

(C) The Decision of the SDC may be:

- To uphold judgment of Dean
- To overturn judgment of Dean

- Rule in favour of the accused
- Dismiss or suspend the student
- To refer the matter to the President of the College

(D) The President

The President May:

- Uphold the decision of the Student Disciplinary Committee
- Overturn the decision of the SDC.
- Refer the matter to the Executive of the Board of Trustees.

(E) Executive of the Board of Trustees

Should the student be dissatisfied with the decision of the Administrative Council, he/she may appeal to the Executive of the Board of Trustees. Their decision will be considered final.

Official Signature to this Document

The Chairman of the Administrative Council

Full Name: Dr. Orlando Seale

Signature: 

Prepared by The Office of the
Dean of Student Services
Development



CARIBBEAN NAZARENE COLLEGE
Quality, holistic, higher education in a Christian environment