

*Academic Advisor*



# HANDBOOK

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2023

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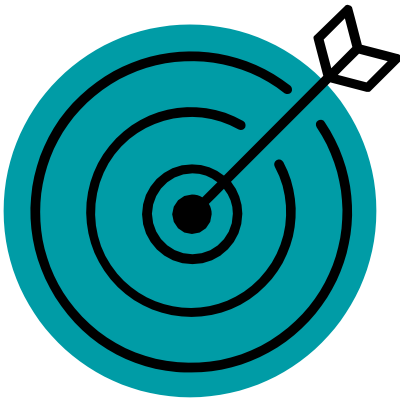


## 1.1 VISION



*To increase retention and programme completion by providing advisement in a streamlined process tailored to the individual that fosters independence, supports decision-making, and empowers students to achieve their college and career goals.*

## 1.2 MISSION



*To assist Bermuda College students in the timely completion of their educational and career goals by providing a safe, supportive environment in which they can acquire the necessary tools to eventually self-advocate and navigate their academic process independently.*

## 1.3 GOALS



- *To provide information (handbook) about programmes, etc.*
- *To assist students in clarifying or identifying skills, talents, and interests*
- *Promote transfer information regarding our partner institutions*
- *To be student-ready by meeting students where they are while providing tools for success*
- *To assist students to realise goals in a timely fashion*

# 1.4 STUDENT LEARNING OUTCOMES

- Demonstrate personal responsibility by accessing and utilizing college technology resources for managing BC email, Moodle, BC App, enrolling in courses, submitting course evaluations, and locating course grade
- Demonstrate personal responsibility by identifying and utilizing college resources including library services, Counselling and Career Centre (CCC), Centre for Learning and Academic Success (CLAS), advising, and financial aid
- Improve collegiate survival skills through a mandatory seminar outlining the advisor and advisee partnership
- Demonstrate familiarity with course listings and academic calendar highlighting sessional dates.
- Demonstrate foundational models of communication by creating schedules, and revising a semester course calendar that reflects the programme summary sheet and identifies due dates and schedules study time.
- Assume responsibility for meeting academic program requirements
- Choose their pathway by gaining information regarding their education, career, financial, and personal intentions
- Create and follow a succession plan, as needed, for early utilization of learning resources to support degree completion

# 1.4 STUDENT LEARNING OUTCOMES

- Develop and maintain a semester-by-semester pathway plan which specifies courses that will lead to credentials and meet career, transfer and financial goals
- Engage in co-curricular opportunities related to chosen pathway, work shadow and internship
- Develop habits of mind to successfully navigate the world beyond Bermuda College

# 1.5 ORGANIZATION OF ADVISING AT BERMUDA COLLEGE

## 1.5.1 TYPES OF ADVISORS

There are three kinds of advisors: Primary Role Advisors (PRA), Faculty Advisors and Faculty Advising Mentors

**Primary Role Advisors (PRA)** have advising as a major part of their workload.

There is one PRA for each of the following areas:

- Arts and Science;
- Business, Hospitality & Technical Education;
- Dual Enrolment / College Promise;
- \*Pre-Nursing and Allied Health; and
- Neurodiversity / exceptionalities

**NOTE:** Faculty will advise the small number of student majoring in Nursing

# 1.5 ORGANIZATION OF ADVISING AT BERMUDA COLLEGE

### **The Case/Workload of the PRA**

Contingent upon the size of the student population, the PRA will have a higher caseload than a Faculty Advisor therefore reducing the number of advisees assigned to Faculty Advisors. A PRA may also have other duties such as tutoring and or reaching as an adjunct instructor, so that advising might be 50-100% of their workload.

### **The Faculty Advisor and Advising Mentor**

#### **Contractual Obligation**

Both the Faculty Advisor and Advising Mentor are Advisors consistent with Article 47.7 in Collective Bargaining Agreement (CBA). The options of serving as a Faculty Advisor or an Advising Mentor provide an element of choice while ensuring that all faculty are involved with student advising at some level.

Faculty Advisors will be programme-oriented in accordance with their subject of expertise and be assigned a caseload of advisees. Advising Mentors will provide informational workshops which will either be mandatory for all students or attended by students as assigned by their advisors.

#### **Assignment to Advisor**

Students will initially be assigned to a PRA or a Faculty Advisor but not to an Advising Mentor

#### **Individual Mentoring**

An Advisor may assign selected students to meet with a Mentor to support them in their particular field of study or career interest. Not all students will need an individual mentor. Where it does happen, mentoring of student may occur individually or in group settings.

## 1.5 ORGANIZATION OF ADVISING AT BERMUDA COLLEGE

### **Comparability of Duties**

While a Faculty Advisor may be assigned up to 15 students (approx.), the mentor will be expected to hold workshops 2-3 times per semester and provide information to advisors as needed. Workshops will require preparation and execution that may be considered comparable to the caseload of the Faculty Advisor.

### **Assignments Across Divisions**

The assignment would start with PRAs and then the remainder would be assigned to Faculty Advisors. However, due to the large numbers of students in particular subjects in Arts & Science, the PRA may have to share advising in some areas – e.g. science.

### **The Assignment of Faculty**

Faculty will be assigned to their advising role by the Division Head. With this new approach, faculty will be required to complete the advising course and there will be professional development for Faculty Mentors. At this point, faculty have generally been invited to participate as Faculty Advisors.

## **1.5.2 DELIVERY OF ADVISING**

### **The Timing of Advising**

Advising will occur at least two times per semester – within 3 weeks of the beginning of the semester and in time for pre-registration. Advisors may hold additional sessions with students as needed. Students in some categories – e.g. students on academic probation might require more sessions to meet their needs.

# 1.5 ORGANIZATION OF ADVISING AT BERMUDA COLLEGE

### **The Advising Format**

The format of advising may be in-person or virtual and include phone calls, WhatsApp, email and other media. The length of a session may vary depending on the student's needs and range from a 10-minute check-in to a 30-60-minute session. In special instances, such as onboarding new students, more than an hour may be required.

Students will be assigned to one advisor for their entire Bermuda College journey. However, they will have the option to change Advisors if necessary.

### **Proactive Advising**

An alternative to traditional advising that anticipates and addresses many of the barriers that students face as they navigate college environments on the basis of understanding student needs.

### **Intrusive Advising**

Intrusive advising is a proactive method that focuses on building relationships with students. This method ensures that the student knows you and understands your role in their academic journey before problems occur. With this relationship, they are more likely to seek you for advice and counsel if there is a need.

### **Advising Between the Spring and Fall Semesters**

During the summer or when an advisor is not available, students may be assisted by any PRA. However, as soon as possible in August, new students will meet with their designated advisor. Summer advisement events to accommodate new registrants may also be scheduled.

# 1.5 ORGANIZATION OF ADVISING AT BERMUDA COLLEGE

To accommodate the need for Advisors during the summer, PRAs in CLAS will assist students through mid-July and Advisors &/or Counsellors in CCC will assist students from mid-July through to August.

<i>STANDARD OPERATING PROCEDURE (SOP) FOR ADVISORS</i>	
Department/ Division	Centre for Academic Advising
Responsibility of	Primary Role and Faculty Advisors
SOP Objective	To provide essential steps for academic advising
Effective Date	Fall 2022
Compliance Areas	NECHE Standard 4 and 5
Procedural Steps	See page 16

### **Procedural Steps**

- 1] Review the Advising Handbook located on the portal and the new webpage for students and faculty located on the Bermuda College website.
- 2] Advisors will attend an advising orientation which includes an overview of the Advising Handbook, best practices on managing advising sessions and uploading session notes to Contact Manager in Anthology.
- 3] Advisor sets up student communication (email, Anthology, Calendly, etc.)
- 4] Advisor schedules advising session/s.

# 1.5 ORGANIZATION OF ADVISING AT BERMUDA COLLEGE

- 5] During the initial sessions, the Advisor and advisee get to know each other and review their responsibilities together. This includes attendance guidelines, in-person and Zoom session guidelines, etc.
- 6] At the end of the first session, the Advisor and advisee work on their individual academic plan.
- 7] The Advisor records advising sessions in Contact Manager on Anthology.
- 8] Session evaluation
- 9] Advising sessions are scheduled twice each semester
- 10] Throughout the academic year, the Advisor monitors the student's academic progress and reaches out to their advisees as needed. Additional sessions may be scheduled if necessary.
- 11] The Advisor should refer students with additional needs as required, for example:
  - a) students are recommended for tutoring as needed;
  - b) students are recommended for student employment as needed;
  - c) students with potential learning challenges which may interfere with their ability to grasp subject matter are referred to the Coordinator of Accessibility Services; and
  - d) students with personal challenges are referred to the Counselling & Career Centre (CCC).



## 1.6 ROLES AND RESPONSIBILITIES

### 1.6.1 ADVISORS

Academic Advisors are knowledgeable about institutional programmes, policies and procedures and remain current in this knowledge. They are committed to developing relationships with students that will promote student success while fostering their independence and autonomy. They collaborate and partner with students on charting the educational and career pathways.

**Advisors are expected to:**

- Be proficient in use of Anthology.
- Maintain meeting notes in Anthology.
- Initiate introductory meetings with advisees.
- Provide a rationale and/or explain institutional policies, procedures and requirements.
- Follow-up with special groups - e.g. Dual Enrolment, College Promise, Academic Probation.
- Promote the importance of advisement and its relevance to student success.
- Provide structure to the advising process.
- Promote information about other campus resources - e.g. Financial Aid.
- Clarify misconceptions about programmes and career paths.
- Keep students informed of any relevant changes in curriculum or requirements.
- Encourage discussion and exploration regarding possible changes and adjustments.

# 1.6 ROLES AND RESPONSIBILITIES

### **Advisors are expected to:**

- Provide guidance for the following information:
  - How to understand individual programmes
  - To know how many credits are needed
  - To discuss the importance of grades, GPA and calculations
- Enable students to register themselves with an opportunity for the advisor to sign off on registration.
- Facilitate student's problem-solving and decision-making.
- Clarify education and career goals.
- Evaluate and monitor student progress and achievement.
- Advice on course selection and other educational issues.
- Develop an approach to advising the student based on the individual's needs.
- Build a relationship with students via consistent communication and accessibility.
- Refer students to external services as needed – e.g. Bermuda Scholarship Board.
- Engage in proactive advising strategies starting in the admissions period.
- Consult with faculty as needed – e.g. CIS
- Provide guidance and direction to resources regarding career interest and options.
- Assist student with maintaining a portfolio, including reference letters and other materials. The Advisor will keep a copy to monitor progress.

# 1.6 ROLES AND RESPONSIBILITIES

## 1.6.2 ADVISEES

Advisees are equal partners with their advisors as they develop their educational pursuits, academic career pathways, academic planning and scheduling. The advisee assumes independence and takes responsibility for their learning and outcomes.

### **Advisees are expected to:**

- Prepare for advising sessions by bringing updated programme summary sheet.
- Prepare a tentative class selection for the upcoming semester and bring to the meeting.
- Request a new academic advisor when applicable.
- Must be aware of the sessional dates.
- Familiarize themselves with programme requirements.
- Clarify abilities, interest and goals for education and career path.
- Contact and schedule regular appointments with their Advisor each semester as required or when in need of assistance.
- Ensure that Bermuda College has updated contact information as needed.
- Maintain their Advising Portfolio including educational plan and other details.
- Be aware of and adhere to institutional policies, procedures and requirements.

## 1.7 ADVISOR TOOLS

The following is a list of the materials an Advisor should have on hand for advising purposes (see appendices for forms):

- Current College Catalogue
- Current Catalogue Amendments (where applicable)
- Current College Sessional Dates
- Relevant Programme Requirement Grid Sheet / Programme Summary Sheet
- Academic Plan
- Early Exit Application Form
- College Placement Information Guide
- “How to Register on Anthology” Guide
- Transfer Credit Form
- Academic Fresh Start Form
- Challenge Exam Form

### **Professional Development for Advisors**

- NACADA e-tutorials
- BC Workshops
- Readings and other information
- Conference attendance
- Technology
- Use of Anthology
  - Scheduling using Calendly

### **Advisor Evaluation and Programme Assessment**

## 2.1 FULL-TIME STUDENTS

A full-time student will ordinarily carry 12 or more credit hours in a Fall or Spring semester. Under certain circumstances, students may receive authorization for a Reduced Course Load (RCL), which gives them permission to enroll in less than 12 credit hours and still maintain valid full-time status.

### 2.1.1 ACCEPTABLE REASONS FOR A REDUCED COURSELOAD

Requests must be submitted to the attention of the Coordinator of ACCESSIBILITY Services prior to the registration period. The credit threshold will be determined on a case-by-case basis according to the student's needs.

- Illness or medical condition (up to 12 months with appropriate documentation).
- Initial difficulty with English language (1<sup>st</sup> and 2<sup>nd</sup> semester) reflected in CPT scores:
  - Reading comprehension – 258 or lower
  - Sentence skills – 258 or lower
  - Writing – 2 or lower
- Initial difficulty with reading requirements (1<sup>st</sup> and 2<sup>nd</sup> semester) reflected in CPT scores:
  - Reading comprehension – 258 or lower
- Improper course level placement
- To complete the course of study in the current term
- Institutional-mandated course reduction
- Students with documented disabilities

### 2.2 PART-TIME STUDENTS

A part-time student is a student who is in a programme and registered in less than 122 academic credits in a semester.

### 2.3 UNDECLARED STUDENTS

An undecided student is a student who is enrolled but has not selected a programme. After completion of 12 credits, a student must declare a programme; students must declare a programme in order to graduate.

### 2.4 TRANSFER CREDIT

Bermuda College will grant transfer credit for coursework successfully completed at an accredited institution of higher education. When applying to receive credit for work completed at another institution, the following standards and guidelines will apply:

- Official transcripts are required;
- Credit is awarded for college level courses in which a grade of C or better (4.00 – A) is earned.
- Coursework considered for transfer credit must have been completed within the last 7 years (4 years for subjects in IT);
- A maximum of 50% of the credit hours required for graduation will be accepted;

## RULES AND REGULATIONS

- Academic credits earned at institutions based on a unit of credit other than the one prescribed by Bermuda College are subject to conversion before being transferred;
- Credit will not be granted for duplication of existing courses;
- Coursework successfully completed at other colleges and universities recognized by NECHE or similar accrediting associations will be considered for transfer credit. Other colleges and universities will be evaluated on a case-by-case basis;
- Students may obtain credit through the Challenge for Credit/Admission by Credit Policy. For alternative methods of earning credit, see Advanced Placement and International Baccalaureate Guidelines.

To apply for transfer credit: Obtain a Transfer Credit Application by contacting the Student Enrolment, Registration and Records (SERR) Office at 239-4048, or email [admissions@college.bm](mailto:admissions@college.bm).

## 2.5 ADVANCED PLACEMENT (AP) GUIDE

The Bermuda College will award Advanced Placement (AP) credits to students who have passed the AP exams providing the following conditions are met:

- The College Board (the testing agency) has approved the high school as an “Approved High School” and the specific course has been accepted by the agency.
- The student submits an official transcript of the AP results to the Student Enrolment, Registration and Records (SERR) Office.
- The student received a grade of 4 or above on the course exam.
- The AP course aligns with an equivalent course currently offered at Bermuda College.
- A maximum of five (5) course may be awarded credit

**NOTE:** Credit will be granted only if the course taken is deemed to be appropriate to the student’s academic programme.

## 2.5 ADVANCED PLACEMENT (AP) GUIDE

List of AP courses Approved: This list will be updated as additional courses are evaluated and approved.

<b>Advanced Placement</b>	<b>Bermuda College</b>
Biology	BIO 1121 and BIO 1122
Chemistry	CHM 1111 and CHM 1112
Economics	ECO 1101 and ECO 1122
English	ENG 1111
Environmental Science	EES 1101
Mathematics (Statistics)	MAT 2233 and MAT 2234
Mathematics	MAT 1152
Music	MSC 1105
Psychology	PSY 1101 and PSY 1102
Spanish	PSY 1101 and PSY 1102
Spanish Literature	SPA 1101 and SPA 1112

## 2.6 INTERNATIONAL BACCALAUREATE (IB) GUIDELINES

The Bermuda College will award International Baccalaureate (IB) credits to students who have passed the IB exams providing the following conditions are met:

- The International Baccalaureate (the testing agency) has approved the high school as an “Approved High School” and the specific course has been accepted by the IB as a High-Level IB course.
- The student submits an official transcript of the High Level IB results to the Student Enrolment Registration and Records (SERR) Office.



## RULES AND REGULATIONS

- The student received a grade of 5 or above on the Higher-Level IB course exam.
- The Higher-Level IB course aligns with an equivalent course currently offered at Bermuda College.
- A maximum of five (5) courses may be awarded credit.

The list of IB Higher Level Courses approved will be updated as additional courses are evaluated and approved:

<b>International Baccalaureate Higher Level</b>	<b>Bermuda College</b>
Biology	BIO 1121 and BIO 1122
Chemistry	CHM 1111 and CHM 1112
Economics	ECO 1101 and ECO 1122
English	ENG 1111 and ENG 1112

**NOTE:** Credit will be granted only if the course taken is deemed to be appropriate to the student's academic programme.

# 2.7 COLLEGE LEVEL EXAMINATION PROGRAMME(CLEP)

The Bermuda College will award college credit to students who meet the requirements of a class through CLEP examinations providing they are in good academic standing and are registered in a programme of study. The following conditions apply:

- The student submits an official transcript of the CLEP results to the Student Enrolment, Registration and Records (SERR) Office.
- The student received a score of 50 or above on the course exam.
- The CLEP course aligns with an equivalent course currently offered at Bermuda College.
- A maximum of five (5) courses may be awarded credit.

The list of CLEP Courses approved will be updated as additional courses are evaluated and approved:

<b>College Level Examination Programme</b>	<b>Bermuda College</b>
Financial Accounting	ACC 1135
Information Systems	CIS 1120
Principles of Microeconomics	ECO 1101
Principles of Macroeconomics	ECO 1102
Principles of Management	MGN 1114

# 2.8 OTHER EXAMS

### 2.8.1 IGSCCE, GCSE, CXC

IGSCCE/GCSE/CXC scores may not be sufficient to satisfy prerequisite requirements. College-level placement is based on a review of IGSCCE scores, high school transcripts and CPT score.

### 2.8.2 SAT and ACT

An SAT score of at least 480 on Evidence-based Reading and Writing and 530 on Mathematics. An ACT score of at least 21 in English, 20 in Reading, 20 in Mathematics and 23 in Science.

# 2.9 TIMEFRAME TO COMPLETE A PROGRAMME

Requirements for an Associate Degree programmes must be completed within five (5) years of initial registration.

Requirements for the modular certificate programmes must be completed within five (5) years of initial registration.

Requirements for all other certificate programmes must be completed at the rate of 15 academic credits per year from initial registration.

Students who are unable to complete the requirements for a programme within the stated time may apply for the grant of an extension. Such application, detailing the circumstances, must be made in writing to the Registrar. If an extension is granted, students will be subject to the academic regulations current at the time of the extension.

### 2.10 COURSE OVERLOAD REQUIREMENTS

A student may be permitted by the Advisor to take 18 or more credits if his/her last semester average IS 3.00 or better.

Also, permission may be sought from the Dean or his/her designate to take 18 more credits if it is the last course that a student needs to complete the programme.

### 2.11 REPORTING OF ABSENCES

Faculty, Advisors and/or Deans should report to the Registrar before the end of the second week of classes the names of students whose names appear on the class roster but never attended class.

### 2.12 ADMINISTRATIVE WITHDRAWAL

Administrative Withdrawal is a method for withdrawing a student from **all** courses due to extenuating circumstances, when the withdrawal process cannot be better managed using the existing protocols associated with financial and/or academic penalty deadlines. Extenuating circumstances can include, but are not limited to: situations that fall within one of the following categories – a death in the family, medical challenges or personal challenges. Non-attendance of classes, without reporting of extenuating circumstances, is **not** considered grounds for **Administrative Withdrawal**.

#### 2.12.1 PROCESS

Instructional staff and/or Advisors should direct the student to meet with his/her assigned Counsellor for a consultation. In the absence of an assigned Counsellor documented in Anthology, the student should be referred to the Director of Counselling & Student Activities for the requisite consult.

### 2.12.1 PROCESS

If an Administrative Withdrawal is warranted, the Director will submit documentation to the attention of the Registrar for processing as well as notification to the Dean/Director associated with the student's courses/programme of study. In the event that an Administrative Withdrawal is determined to be unwarranted, the student will be informed of the decision by the Counsellor/Director along with any recommended actions.

## 2.13 COURSE UNREGISTER VERSUS COURSE DROP

A **course unregister** (withdrawal) takes place during the first ten (10) days of classes (financial penalty period).

A **course drop** takes place after the financial penalty date but before the academic penalty date (see Sessional Dates). A student can drop a course during this period or see their Advisor to drop. A 'W' grade will appear on his/her transcript; the 'W' does not count toward the GPA.

**NOTE:** After the academic penalty date, students will remain on the roster and are required to be graded.

## 2.14 ADDING COURSES

Students may add courses during the first five (5) days of classes via their student portal, an Advisor or the Student Enrolment, Registrations & Records (SERR) office.

# 2.14 CHALLENGE EXAMS

A student who has previously acquired knowledge in areas closely related to courses offered at Bermuda College may apply to earn credit by means of course challenge, provided that the student is in good academic standing and is registered in a full-time programme of study. Challenge examinations cannot be taken for courses already completed at Bermuda College (see Early Exit Examination below).

The following conditions apply:

- Within the first semester of attendance, a written application form from the appropriate Division and evidence of prior learning must be submitted to the appropriate Dean for approval.
- If the application is successful, the Dean, in consultation with the discipline lecturer, will establish the most appropriate means of challenge (written, oral, lab or practical examinations, essays or any combination thereof), see Sessional Dates or Challenge Exam dates.
- A course may be challenged only once by the applicant and the applicant cannot previously have been enrolled in the course.
- A grade 'C' must be obtained to earn credit, but no grade will be recorded in the academic record: the notation CR will be entered and the GPA is not affected. Please note, some programmes may require a grade higher than 'C' when used as a prerequisite.
- A maximum of fifteen (15) credits may be earned by challenge.
- The requisite fee must be paid to the Business Services prior to taking the examination. Students should present their receipt before writing the exam.
- Challenge examinations will be scheduled on the first day of Registration each semester except for summer.

# 2.14 EARLY EXIT EXAMINATIONS

A student may believe that (after enrolling in a course) he/she has sufficient knowledge to pass the course can apply to write an early exit examination.

The following conditions apply:

- The student must be officially registered in the course.
- After discussing the matter with the lecturer and Advisor, the student will make an application to the Dean.
- The Dean, in consultation with the lecturer, will decide on the application.
- If the application is successful, the lecturer for the discipline will establish the most appropriate means of examination (written, oral, lab or practical examinations, essays or any combination thereof) and will notify the student. The exam must be taken before the mid-semester break.
- Once the examination is written, and the grade is final, the student does not have the option of remaining in the course.
- The grade will be calculated in their GPA.
- If the student fails, he/she will not receive a refund for the course.

# 2.17 DEFERRED EXAMINATIONS

A student may be allowed to take a final examination at a time other than the scheduled examination period if one of the following reasons applies:

- Incapacity due to illness or accident;
- Death in the immediate family
- Absence in the public interest e.g. jury duty

# 2.18 INCOMPLETE ('I') GRADES

An Incomplete grade indicates that a student has not completed a major course assignment (usually the final exam) due to extraordinary circumstances. The grade only applies in circumstances where the student has a reasonable chance of passing. It is not used to give an extension of time for a student delinquent in meeting course responsibilities.

If a student is given an 'I' grade for a course and does not complete the course work within the designated period (see Sessional Dates) or the faculty member has not submitted a grade change, the 'I' will automatically change to an 'F'.



### 2.19 HIGHEST GRADE POLICY

Students repeating a course will have their “highest grade” in the course used for the calculation of their Grade Point Average (GPA). Please note that all grades will appear on the student’s Bermuda College transcript.

### 2.20 ACADEMIC FRESH START POLICY

Bermuda College recognizes that students who previously enrolled at the institution may not have performed at a level that reflects their true academic ability. In recognition of this, the College has adopted an Academic Fresh Start policy which is offered to students who re-enrol at the institution to complete a programme of study after two (2) years of absence.

Students must apply for the Academic Fresh Start through the Student Enrolment, Registration and Records (SERR) Office at the commencement of re-admission but no later than the mid-term break of the first semester of re-enrolment.

**NOTE:** Academic Fresh Start applies only to courses taken at Bermuda College prior to re-admission.

Please be mindful of the following:

- Students should meet with a counsellor to discuss their academic goals.
- Students must appear before a committee consisting of the Dean, the student’s counsellor and Advisor to review first-semester grades and the application for. This committee will approve or decline the application and forward the decision to the Student Enrolment, Registration and Records (SERR) office.

# 2.20

## ACADEMIC FRESH START POLICY

- The original GPA will not be included in any subsequent computation of the new GPA. If the Fresh Start option is approved, the student will receive credit for courses in line with the current transfer credit policy. Students must understand that all grades earned at Bermuda College will remain on the official transcript. Their transcripts will also be annotated such that it is clear that an Academic Fresh Start has been granted.
- An Academic Fresh Start will be granted only once and is not automatic or guaranteed. An Academic Fresh Start does not apply to any completed degree or certificate.
- An Academic Fresh Start is irreversible; once applied it cannot be reversed.
- Students granted Academic Fresh Start will fall under the Bermuda College Catalogue in effect at the time their Fresh Start was granted.

**Appeal process** - If students wish to appeal the decision of the committee, the appeal must be made in writing to the Vice President, Academic Student Affairs, who decision will be final.

# 2.21

## CHANGING A PROGRAMME

A student who wishes to transfer from one programme to another should contact the Advisor, Counsellor and/or Dean, then it will be forwarded to the Student Enrolment, Registration and Records (SERR) Office for processing.

### 2.22 WITHDRAWAL FROM BERMUDA COLLEGE

Students withdrawing from all courses are deemed to have withdrawn from Bermuda College, unless a Leave of Absence has been granted. Students who do not return within two years are required to apply for re-admission.

### 2.23 RE-ADMISSION TO A PROGRAMME

An application for re-admission is required from a student who either withdraws or is required to withdraw from Bermuda College. A re-admitted student is bound by the academic regulations current at the time of re-admission.

### 2.24 E-MAIL POLICY

Bermuda College has established BC e-mail as the primary mode of correspondence between college officials and enrolled students. Each student is provided, free of charge, an electronic mail account (**firstname.lastname@college.bm**) that is easily accessible via the internet; the email account must be checked regularly for important dates, deadlines and notifications from the College. Rules and regulations governing the use of BC e-mail may be found on the College's website at **[www.college.bm/EmailPolicy.pdf](http://www.college.bm/EmailPolicy.pdf)**.

Additionally, inquiries and requests from students pertaining to academic records, grades, bills, financial aid and other matters of a confidential nature must be submitted via BC e-mail. Correspondence from personal e-mail accounts are not assured a response. Finally, open-use computers are available throughout the campus and can be used to access electronic mail.

# 2.25

### INTERNSHIPS (DIVISION OF BUSINESS, HOSPITALITY & TECHNICAL EDUCATION)

The internship is an integral course in the programmes from the Division of Business, Hospitality and Technical Education. Students who qualify to complete an internship must register in the semester before the semester of doing the internship. For example, to complete CUL 1119 in the summer semester, a student must register for CUL 1119 in the spring semester. Each student must provide proof of health insurance before participating in the respective internship.

Students with relevant related practical experiences may qualify for transfer credits or exemption from the relevant internship. Students may consult with the Dean or the Internship Coordinator to determine if they qualify to receive transfer credit(s) or exemption for the internship.

Any international students enrolled in a programme that includes an internship as part of their graduation requirements will be able to complete their internship in a local establishment for the duration of the internship only.

Before the start of the internship, the Dean must notify the Human Resource Development Office of Bermuda College of the student's name, the internship site and the duration of the internship. The Human Resource Development Office will contact the Department of Immigration for the required work permits.

## 2.26 PRACTICUMS (DIVISION OF ARTS & SCIENCE)

### **Application for Police Criminal Record Check**

- Students are required to complete an application for Police Criminal Record Check through the Bermuda Police Service prior to enrolling. No other background checks will be accepted.
- Criminal Record Checks normally take five (5) to seven (7) business days to process. As there is a cost associated with this process, students are encouraged to review the application for further details.

### **Attend Saving Children and Revealing Secrets (S.C.A.R.S) Workshop**

Students must complete the S.C.A.R.S. workshop prior to the semester before they are due to take the practicum. See [www.scarsbermuda.com](http://www.scarsbermuda.com) for training workshops.

### **Student Health Insurance Form**

Students must provide proof of insurance prior to enrolling in Early Childhood Education Experience.

### **Medical Form**

Students must submit a completed medical form signed by a practicing physician prior to enrolling in Early Childhood Education Experience.

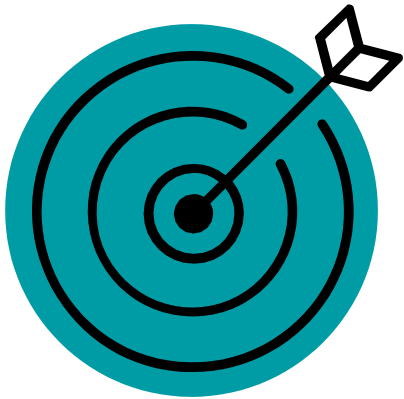
### **Records**

Students must retain copies of all records for their portfolio before submitting to the Division's office.

# 2.27

### CLINICAL EXPERIENCES (DIVISION OF NURSING AND ALLIED HEALTH)

*Students and some allied health programmes include clinical opportunities both locally and overseas, hence students must commit to travelling to obtain clinical exposure with key clinical partners overseas. Students must meet all requirements of the health care organizations and possess the necessary travel documents.*



## 3.1 MISSION

The Centre for Learning and Academic Success (CLAS) serves all Bermuda College students in their quest for academic excellence. CLAS provides academic support, enhances student learning and assists in the development of independent learning in a friendly, comfortable environment.



## 3.2 GOALS

- To provide academic support for students
- To develop independent learners
- To support the successful transition and success of students
- To enhance student learning and study skills
- To help increase students' understanding of course content and materials

# 3. SERVICES AND PROGRAMMES

## 3

- Professional and Peer tutors
- Individual and group tutoring (math, biology, study skills)
- Administration of the Computerized Placement Test (CPT)
- College Success Workshops
- Tutor.com, an online tutoring service which can be accessed through the college website
- Dual Enrolment Programme
- Freshman Orientation
- College Skills Course – CSC 1110: Learning Strategies for Student Success

## 3.4 TUTORING AND WORKSHOPS

CLAS provides in-person tutoring routinely in Mathematics and Science with support for all subjects available online via tutor.com. In-person tutoring on additional subjects is offered on demand when requested by faculty. Students are advised to access tutoring in English courses from their instructor. Study skills workshops are offered throughout the semester.

Faculty and advisors are encouraged to refer students who are experiencing academic difficulty.



# 3.5

## CSC 1110 LEARNING STRATEGIES FOR STUDENT SUCCESS

Learning Strategies for Student Success, CSC 110, was designed to help students develop effective learning strategies and to enhance their Bermuda College experience. This course is designed to help students improve their college readiness and improve learning skills. Students will master strategies and practical skills that will enable them to earn effectively. Topics include but are not limited to campus resources, time management, emotional intelligence, learning styles, reading strategies, library research, note-taking and study techniques. This seven-week course is intended to be completed in the student's first semester. This course uses Moodle as a platform.

### **Moodle gives students the opportunity to:**

- Improve their ability to utilize technology in the learning process.
- Access collage services and resources online.
- Complete online assessments
- Access course information

### **The classroom setting provides an environment for:**

- Participation in class discussions
- Fostering instruction-student rapport
- Improving student engagement

# 3.5

## CSC 1110 LEARNING STRATEGIES FOR STUDENT SUCCESS

Exemption from CSC 1110 is based on previous university/college experience (minimum of 1 year). Supporting documentation including official transcripts should be attached to the CSC 1110 Application for Transfer Credit. All documents should be submitted to the Director of the Centre for Learning and Academic Success.

Location of CLAS: Ground Level, College Library Building

Regular Hours: Monday – Friday 8:45a.m. – 5:00p p.m.

Extended Hours: Monday – Thursday 5:00 a.m – 7:00 p.m.

For assistance or additional information, you are invited to contact:

Dr. Lisa Osborne

Director of CLAS

Telephone: 441-239-4102

E-mail: [losborne@college.bm](mailto:losborne@college.bm)

## 4.1 COUNSELLORS

Staffed by professional counsellors, the Counselling and Career Centre (CCC) is here to serve students throughout their college experience. We strive to empower all students to achieve their personal, academic and career goals by providing tools and resources to encourage self-directed learning. CCC offers student-centred programmes and services to meet the diverse and ever-changing needs of the community. Information discussed during counselling sessions is kept strictly confidential.

## 4.2 ACADEMIC

- *Assisting with accessing campus resources to enhance students' academic success*
- *Balancing work and other responsibilities that may impede academic achievement and proposing interventions*
- *Changing programmes*
- *Selecting and registering for courses for new students during the admissions consult process*
- *Monitoring students' progress in achieving their educational goals*
- *Liaising with faculty and staff on students' behalf*
- *Withdrawing students from Bermuda College*

## 4.3 PERSONAL

- *Providing individual and group sessions to address diverse student needs.*
- *Developing self-esteem, confidence, coping strategies and problem-solving skills.*
- *Resolving conflicts and crises affecting school work.*
- *Seeking outside community resources, as needed*
- *Assisting with emotional stressors and crisis intervention*
- *Providing student advocacy as needed.*

## 4.4 CAREER

- *Assisting students in their exploration and decision-making*
- *Identifying short and long-term career and academic goals*
- *Assessing and evaluating interests, values and abilities*
- *Exploring the world of work*
- *Relating interest, values and abilities to careers*
- *Making a career change*

## 4.5 TRANSFER / TRANSITIONS

- Facilitating the process of transitioning to overseas institutions
- Locating information on overseas schools
- Assisting with the application process
- Providing workshops/seminars on the application and transfer process

## 4.6 APPOINTMENTS & LOCATION

The Counselling and Career Centre is located on the first floor of the Library Building. Appointments are scheduled using the counsellor's Calendly link (posted in the BC app and in the Employee Director on the BC website), by sending an email to [ccc@college.bm](mailto:ccc@college.bm) or via telephone (441-236-9000 ext 4391), walk-in or by referral. When classes are in session, hours of operations are Monday – Friday 9:00 a.m. – 5:00 p.m. Additional meeting times may be available upon request.

## 4.7 INTAKE / FINANCIAL AID ADMINISTRATOR (IFAA)

The Intake/Financial Aid Administrator serves as frontline personnel for the Counselling & Career Centre and works in collaboration with the Director to administer and process funding support programmes at Bermuda College. The IFAA is the first line of contact for a person seeking services from the department.

The IFAA has the following responsibilities:

- Effectively engaging with customers to determine specific needs
- Booking the appropriate services
- Problem-solving and referring issues to the relevant team members
- Providing financial aid counselling to students and parents regarding all aspects of the financial aid process
- Monitoring and evaluating enrolment and the satisfactory academic progress of students receiving funding support facilitated by Bermuda College grants.

## 4.8 STUDENT EMPLOYMENT CO-ORDINATOR (SEC)

Students who wish to work on-campus must register with the Student Employment Coordinator who is located in CCC. Students who are successful in obtaining on-campus employment may work a maximum of 20 hours per week during the semester and must maintain a cumulative GPA of 2.0 or higher.

Additional responsibilities of the SEC include:

- Resume and cover letter editing
- Mock interviews
- Co-ordinating (when available) off-campus employment internships and mentorship opportunities.
- Career readiness preparation

### 4.8.1 International Students

International students have been denied the option of seeking employment on campus by the Department of Immigration.

## 4.9 STUDENT LIFE CO-ORDINATOR (SLC)

Student Life cultivates opportunities for personal and professional growth by facilitating a variety of campus activities. Advisors can encourage students to participate in the Student Government Council, active student clubs and/or the creation of a new club in collaboration with the SLC that is reflective of their interests. Participation in campus activities provides students with the opportunity to gain hands-on leadership experiences, develop interpersonal skills and ultimately enrich their learning experiences.

## 4.10 STUDENT GOVERNMENT COUNCIL (SGC)

The Student Government Council (SGC) serves as an advocate for student concerns, enhances student life on campus with social and other activities and fosters stronger bonds on campus and in the larger community. SGC is made up of student representatives and strives to have at least one representative per Academic Division to raise awareness and speak to the variety of student interest and concerns.

## 4.11 SCHOLARSHIPS AND AWARDS

Scholarships and awards are available to students for study at Bermuda College. Applications for In-House Awards and Scholarships are made available online using the College's website as well as

<https://bermudascholarships.com/SitePages/scholarship-search.aspx#>

The Online applications are active from April 1<sup>st</sup> to the last Wednesday in August for fall semester support and from November 1<sup>st</sup> to December 1<sup>st</sup> for spring semester support.

Financial Support grants may include the following options:

- Tuition / Fee Grants
- Tuition/Fee Waivers
- Work Study Grants
- Book Loan Programme
- Ex-Foster Care Recipients



# 5.0 SATISFACTORY ACADEMIC PROGRESS

Bermuda College (BC) requires that all students achieve Satisfactory Academic Progress (SAP) by maintaining a minimum cumulative Grade Point Average (GPA) of 2.0. The academic standing of each student is assessed at the end of each semester/session of enrolment. This policy applies to all credit students at BC regardless of his/her programme (associate, diploma, certificate or undeclared). Students in specific programmes and students receiving financial aid must also meet the specific academic requirements that determine continuation for these programmes. Students who have attempted at least 12 (cumulative) credit hours and fail to achieve SAP will be placed on Academic Probation or be required to withdraw.

Please note that students returning after being required to withdraw must meet with an Academic Advisor and/or Counsellor prior to being able to register for classes.

# 5.1 ACADEMIC WARNING

Students will receive an academic warning when they have attempted 11 credit hours or less at NC and have failed to achieve SAP (minimum cumulative GPA of 2.0). These students will be notified of the following via the College communication systems:

- Students must achieve the minimum SAP standard by the end of the warning period.
- Students who do not meet the minimum SAP standard will be escalated to a status of Academic Probation.

# 5.0

## ACADEMIC PROBATION

Students are placed on Academic Probation when they have attempted at least 12 credit hours at BC and have failed to meet the minimum SAP standard. As a part of the assessment process, the Probation Committee reviews the student's contact history with his/her Academic Advisor and/or Counsellor for relevant information and can exercise discretion with respect to the application of this policy. When the assessment results in academic probation, the student will be notified of their probation status via the College communication systems.

Students on Academic Probation are required to:

- Meet with an Academic Advisor and/or Counsellor prior to the financial penalty deadline of the semester/session during which the probation status has been applied. A registration hold will be placed on their account until the student has met with an Academic Advisor and/or Counsellor.
- Complete a Contract for Improved Academic Performance in collaboration with the Academic Advisor and/or Counsellor. It should detail the student's academic goals for the semester and identify potential challenges as well as possible resources to address potential challenges. The plan may also include limited on enrolment and other required forms of academic assistance such as academic support via the Centre for Learning and Academic Success (CLAS).
- Achieve a minimum semester GPA of 2.0 for each semester going forward. Failure to achieve SAP in the subsequent semester will result in forced withdrawal.

Academic Probation is removed when the minimum SAP standard is met.

## 5.3

### REQUIRED TO WITHDRAW

A student on Academic Probation who does not achieve a minimum semester GPA of 2.0 in the subsequent fall or spring semester will be required to withdraw. S/he is not permitted to enroll in credit classes at BC for one subsequent fall or spring semester upon suspension from the college.

## 5.4

### PETITIONS

Students should note that the regulations governing academic standing are designed to ensure that the standards of the College are maintained at a level appropriate to each of its programmes and that the regulations are applied equitably to all students.

A student who believes s/he has an extenuating set of circumstances may petition the withdrawal using the Petition Probation Status form (located on the student portal/college website) to his/her Dean without waiting one semester. Extenuating circumstances may include, but are not limited to:

- Serious illness
- Unexpected economics hardship
- Death in the family

Acceptance of a student's petition is not automatically guaranteed and may in fact be denied if the Dean determines insufficient grounds to lift the Probation status.

## 5.5 APPEALS

In any case where students are required to withdraw, they must complete and submit the Required to Withdraw Appeal form (located on the student portal/college website) which will be reviewed and processed by the Vice President, Academic & Student Affairs, whose decision shall be final.

## 5.6 RETURN FROM REQUIRED TO WITHDRAW

Students may request a return to active status after being required to withdraw following one semester (fall or spring) of non-attendance at the College. As a condition of return, students must meet with an Academic Advisor and/or Counsellor prior to initiating registration and follow these guidelines:

- Enrolment limit of nine (9) total credits for the return semester.
- Participate in at least two meetings with an Academic Advisor and/or Counsellor or designate from the Centre for Learning and Academic Success (CLAS) for the provision of academic support within the semester of return:
  - Initial meeting to complete an assessment: course planning and resource need.
  - Mid-semester check-in
  - Additional meetings/workshops/mandated resource use as necessary.

Additionally, students returning from being required to withdraw will be placed on Academic Probation and will be expected to maintain a semester GPA of 2.0 or higher for subsequent semester/sessions.

- 6.1 CHALLENGE EXAM APPLICATION
- 6.2 EARLY EXIT EXAM APPLICATION
- 6.3 RELEASE OF INFORMATION FORM
- 6.4 APPLICATION FOR TRANSFER CREDIT
- 6.5 ACADEMIC FRESH START
- 6.6 APPLICATION TO GRADUATE
- 6.7 HOW TO REGISTER ON ANTHOLOGY
- 6.8 INFORMAL ADVISING EVALUATION FORM
- 6.9 ACADEMIC ADVISOR EVALUATION FORM
- 6.10 FREQUENTLY ASKED QUESTIONS
- 6.11 FREQUENT CONTACT NUMBERS

# 6.10

## FREQUENTLY ASKED QUESTIONS

### ADDITIONAL QUESTIONS

#### **How do you communicate with advisors?**

Use Moodle or email [advising@college.bm](mailto:advising@college.bm). Additional contact information can be found on the advising webpage.

#### **What is College Promise?**

- A government-funded programme that provides tuition to attend Bermuda College for **Bermuda graduates of CedarBridge Academy and The Berkeley Institute** who are **college-ready and have a minimum GPA of 3.0**.
- It **provides 5,000 per academic year for two years** useable in the Fall, Spring and Summer terms for tuition, incidental cost and lab fees.
- Students must enroll at Bermuda College for the Fall or Spring semester after high school graduation.

#### **What are transfer pathways?**

Information on [transfer pathways](#) are provided on the Bermuda College website.

#### **What scholarship opportunities exist?**

Information on [financial services](#) are provided on the Bermuda College website.

For further information, email [financialsupportservices@college.bm](mailto:financialsupportservices@college.bm) or call (441)239-4018.

#### **What is general education?**

Information on [general education](#) can be found on the Bermuda College website.

#### **Who do I contact with registration issues?**

Contact your advisor or the SERR Office (2<sup>nd</sup> floor College, Centre).

#### **What are the differences between full-time and part-time?**

Registration for **twelve or more credits** is considered **full-time**. A **part-time** student is one who registers for **fewer than twelve credits**.

# 6.10

## FREQUENTLY ASKED QUESTIONS

### **How does my GPA extend to another university?**

You must have a minimum of a 2.0 GPA for a course to be considered for transfer credit. However, your GPA does not follow you to your new institution and will not be counted in your GPA for courses completed there.

### **Why are preparatory courses not for credit?**

Preparatory courses prepare you for college-level work. They are not college-level courses and therefore are not awarded college credit.

### **Where can I find information on holidays and Bermuda College breaks?**

The sessional dates, holidays and College breaks are found in the [Academic Calendar](#) located in the current catalogue and college website.

### **How do you I receive credit for courses taken at another institution?**

Transfer credit may be granted for coursework successfully completed at an accredited institution of higher education. Submit a Transfer Credit Application to the Student Enrolment, Registration and Records (SERR) Office. Further information on Bermuda College admissions process can be found on the [website](#).

### **Can a student enroll in two Associate degrees at the same time?**

A student may enroll in multiple degrees; the student will be required to meet all programme requirements and earn at least 24 credits within each programme.

**NOTE:** Completion of the requirements of an additional degree does not automatically constitute conferral of such degree, students must submit an Application to Graduate.

### **What is the maximum length of time to complete an Associate Degree?**

A student must complete an Associate Degree or modular certificate programme within 5-years of initial registration.

# 6.10

## FREQUENTLY ASKED QUESTIONS

### **Can an Associate Degree be completed in less than 2 years?**

Students generally complete a degree at the rate of 15-18 credits per semester, requiring two years (4 semesters) for degree completion. However, upon approval students can take up to 21 credit, requiring 3 semesters for degree completion.

### **What is the Dual Enrolment Programme?**

Dual Enrolment allows senior school students to earn credit towards an associate degree or certificate.

### **How much funding can a student receive through financial aid?**

Bermuda College Financial Aid (BCFA) is a need-based programme that is designed to off-set the total cost of tuition and fees per semester. The level of support provided to an applicant may range from a 25% to 80% discount depending on the level of financial need demonstrated, balanced by the budget and number of applications received.

### **When are Financial Aid applications released?**

Financial Aid applications are released when registration opens (usually during the first business day in November for the upcoming Spring semester).

### **When are Financial Aid applications due?**

Financial Aid applications are due by the 1<sup>st</sup> Monday in December (for the following Spring semester) and by the first Friday in June (for the following Fall semester).

### **What are HUMANITIES?**

Art & Design  
Art History  
Education  
French

Film  
History  
Music  
Philosophy

Spanish  
Religious Studies  
2000 Level English Literature  
(excluding ENG 2212)



# 6.10 FREQUENTLY ASKED QUESTIONS

## What is SOCIAL SCIENCE?

Economics	Political Science	Sociology
Psychology	Social Work	2000 level Earth & Environmental Studies

## What is NATURAL SCIENCE?

Biology	Chemistry
Physics	Earth & Environmental Studies

## Which catalogue year am I bound by?

A student is bound by the catalogue of the academic year in which he or she commenced or reactivates studies at Bermuda College.

## If you take a class that is not a requirement for your degree and fail, will you graduate?

If the student has fulfilled all programme requirements and has obtained the GPA required for the programme, he/she will be eligible to graduate.

## What is the attendance policy at Bermuda College?

Developmental and Preparatory courses: **Student will be automatically withdrawn from a developmental or college preparatory course** if absent for:

- Four 50-minute classes
- Two 80 minute classes
- Two evening classes

Distance Education Courses also adhere to a strict attendance policy and students may be administratively withdrawn for absence.

Students may appeal to their Dean/Director if they feel an error has been made in their attendance calculations.

## How can grades be tracked during the semester?

Student can track their mid-term and final grades via the student portal or Moodle.

# 6.10

## FREQUENTLY ASKED QUESTIONS

### **What is a challenge exam?**

Students who previously acquired knowledge in areas closely related to courses offered at Bermuda College may apply to earn credit by means of course challenge, provided they are in good academic standing and are registered in a full-time programme of study.

### **What is an Early Exit Exam?**

An early exit exam is an exemption exam. If you are enrolled in a course and believe that you fully understand the entire content of the course, then you can take an Early Exit exam to obtain a grade.

### **What happens if a student misses a final exam?**

Students who fail to write the final exam are deemed to have not completed the course and therefore **will receive a grade of "F"**.

It is the student's responsibility to report exam conflicts to the Registrar before the end of mid-semester break.

### **What is the GPA for graduation?**

To graduate, students must obtain a final programme GPA of at least 2.00. Some programmes may require a higher final GPA for graduation. Review your programme for the graduation requirements.

### **How do I handle a situation if I have challenges with my instructor?**

Meet with the instructor first to express your concern. Seek assistance from the Counseling and Career Centre. If the issue is unresolved, the next step is to meet with the Dean/Director of the Division.

### **How do I address challenges if I experience serious conflict with another student in my class?**

The student should first inform the instructor and Advisor; if there is no solution then speak with a Counsellor in the Counselling and Career Centre. Student may also seek the assistance of the Dean/Director of the Division.

# 6.10

## FREQUENTLY ASKED QUESTIONS

### **What is the procedure for expressing a grievance?**

Review the grievance process written in the student handbook.

### **Where can students find information on an Advisor's office hours?**

Office hours and appointment information can be found on the [Advising website](#) and also posted on their office doors.

### **Is it possible to change Advisors?**

Yes. Students can make a formal request to the Dean/Director requesting to change Advisors.

### **What is the process for changing programmes?**

Students can apply for a programme change through their Advisor, Dean/Director or directly with the Student Enrolment, Registration & Records (SERR) Office.

# 6.11

## FREQUENT CONTACT INFORMATION

DEPARTMENT	PHONE NUMBER	EMAIL
Bookstore	441-239-4012	
Business Services – Student Account Information	441-236-9000 ext 4318	<a href="mailto:business-services@college.bm">business-services@college.bm</a>
Centre for Learning and Academic Services (CLAS)	441-236-9000 ext 4102	
Counselling & Career Centre (CCC)	441-239-4018	
Financial Support Services	441-239-4018	<a href="mailto:financialsupportservices@college.bm">financialsupportservices@college.bm</a>
Student Enrolment, Registration & Records (SERR)	441-239-4048	<a href="mailto:admissions@college.bm">admissions@college.bm</a>

DEAN	DIVISION	EMAIL & PHONE NUMBER
L'Tanya Roberts	Business, Hospitality & Technical Education	<a href="mailto:lroberts@college.bm">lroberts@college.bm</a> 441-236-9000 ext. 4242
Kathy-Ann Swan	Nursing and Allied Health	<a href="mailto:kswan@college.bm">kswan@college.bm</a> 441-236-9000 ext. 4071
Tammy Richardson	Arts & Science	<a href="mailto:trichardson@college.bm">trichardson@college.bm</a> 441-236-9000 ext. 4089