



# Student Handbook

# Table of Contents

<b>Student Handbook</b> .....	4	Class Attendance .....	23
Message from the Executive Director .....	4	Co-Requisite .....	23
<b>Mission, Vision and Core Values</b> .....	4	Course Exemption .....	24
Mission, Vision & Core Values .....	5	Examination .....	24
Alma Mater .....	5	Failures .....	24
<b>General Information</b> .....	5	Grades .....	25
Campus Map .....	5	Grade Point Average (GPA) Calculation .....	26
General Information .....	6	Make Up Examinations .....	27
Andros Island Information .....	7	Change of Grade .....	28
Directory of Important North Andros Contacts .....	9	Final Grade Appeals .....	28
<b>Student Integrity Contract</b> .....	9	Graduation Requirements .....	29
<b>Student Support Services</b> .....	10	Honors and Awards .....	29
Services for Students .....	10	Graduation Honours .....	29
<b>Academic Information and Procedures</b> .....	12	Late Registration .....	30
Academic Advisors .....	12	Period of Candidacy .....	30
Academic Queries .....	12	Pre-Requisite .....	30
Being Prepared .....	13	Registration .....	31
Cancellation of Programme or Course .....	13	Students' Academic Records .....	31
Changes to Personal Information .....	13	Transfer of Credit .....	31
Dress Code .....	13	Transcript .....	31
General Education Courses .....	13	<b>Student Affairs Office</b> .....	31
Elective Courses .....	13	Student Responsibility .....	32
Faculty Officer Hours/Consultation Hours .....	13	Approved Social Events .....	32
Final Exam Schedule .....	14	Campus Visitors .....	33
Major Courses .....	14	Computing .....	33
Official Class Lists of Registered Students .....	14	Health and Wellness Education Center .....	34
Schedules of Classes .....	14	Parking on Campus .....	34
Student Responsibility .....	14	Photocopying .....	34
Contract of Study .....	14	Security and Public Safety .....	35
Academic Responsibility .....	15	Smoking on Campus .....	35
Academic Misconduct .....	15	Social Media Responsibilities .....	35
Field Study .....	17	Student Identification (ID) Cards .....	36
Honor Code .....	17	<b>Residential Life and Resources</b> .....	36
Independent Study .....	17	BAMSI Bus and Shuttle .....	36
Internship .....	17	Campus Cafeteria .....	37
Late Work .....	18	Housing .....	38
Leave from the Institute .....	18	<b>Campus Policies and Procedures</b> .....	45
Student Intellectual Property .....	18	Student's Rights and Responsibilities .....	45
Undergraduate Research .....	18	Alcohol and Other Drugs Policy .....	45
Cyber Day .....	18	Assault, Endangerment, or Infliction of Physical Harm .....	46
Online Classes .....	20	Banners and Posters .....	46
<b>Registrar's Office</b> .....	21	Bullying and Intimidation .....	47
Academic Standing .....	21	Disorderly Conduct .....	47
Academic Calendar .....	21	Failure to Comply .....	47
Academic Holds .....	21	False/Malicious Claims .....	48
Academic Semester .....	21	False Representation .....	48
Academic Standing .....	21	Fire Safety .....	48
Add/Drop .....	22	Harassment .....	48
Auditing a Course .....	23	Personal Property .....	48
		Pets and Animals .....	49

Photo Release (Students) .....	49
Political Activities .....	49
Publicizing .....	49
Recording Devices .....	49
Retaliation .....	50
Sexual Assault and Harassment .....	50
Smoking .....	50
Theft and Vandalism .....	50
Farm Property .....	50
Unauthorized Entry or Access .....	51
Unauthorized Use of College Facilities or Services .....	51
Underage Children on Campus .....	51
Use of BAMS I Facilities .....	51
Use of BAMS I Name .....	52
Violation of Local Laws .....	52
Weapons and Fireworks .....	52
Workplace: Drugs and Alcohol Free .....	52
Student Code Conduct Policies & Procedures .....	52
Student Conduct Sanctions .....	52
Student Conduct Procedures .....	53
Parental Notification Policy .....	54

<b>Student Organizations</b> .....	55
Club Week .....	56
<b>IT Department</b> .....	57
Communication with Students .....	57
Student Email Access .....	58
Student Information System (POPULI) .....	58
Study Edge .....	59
<b>Financial Aid</b> .....	60
Work-Study Positions .....	60
BAMS I Bahamas Government Tertiary Grant .....	60
<b>Tuition and Fees</b> .....	61
Summary of Fees 2021-2022 .....	61
Fee Payments .....	61
Fees for Residential Students .....	62
<b>Additional Policies</b> .....	62
Policy on Examinations .....	62
COVID-19 Policies .....	64
Hurricane Preparedness Guide .....	68
Appendix .....	70

# Student Handbook

## Message from the Executive Director



**Dr. Raveenia Roberts-Hanna, Ph D.**  
**Executive Director, BAMS I**

Dear Students,

Welcome to the Bahamas Agriculture and Marine Science Institute in Andros. I am sure you will find Andros a warm and welcoming place. You can expect to be rewarded greatly for this choice. BAMS I is the place where your life will be transformed. With the expert scientific and practical training you will receive, you will be able to make substantial contributions anywhere in the world as someone who possesses a real understanding of how the agriculture and marine worlds work. We are confident that your educational and career goals will be met here.

The experience you have at BAMS I will depend on you, on both your enthusiasm and your diligence.

Your success and ours at the Bahamas Agriculture and Marine Science Institute depend on your willingness to set clear goals and stay committed to completing them through full engagement and immersion in the learning process, both in and outside of the classroom. However, there are many people here who are prepared to help you along the way. This Handbook and Planner is designed to assist you in laying out your course of action during your program and, through preparedness, to avoid drawbacks in the pursuit of your success.

This student handbook is meant to be a resource for you as you navigate your way to graduation. You will find useful information that presents a full picture of the Institute and the ways in which we provide programs and services to help you in achieving your goals. I hope that this student handbook answers many of your questions. The information is as up-to-date as possible, but please be aware that some changes in detail are inevitable. I also hope you have an instructive, interesting and, above all, enjoyable time here. All of the best for a rewarding future!

Dr. Raveenia Roberts-Hanna, Ph D.  
Executive Director, BAMS I



## Mission, Vision and Core Values

# Mission, Vision & Core Values

## Mission

To be the leader in providing first-class education, cutting-edge technology and technical training in agriculture, marine sciences and related disciplines. We are devoted to a nationwide mission of inspiring entrepreneurs and preparing students for successful careers with a focus on environmental stewardship, leadership, research and outreach.

## Vision

BAMSI will cultivate, through an unwavering commitment to education, training and innovation, a dynamic experiential learning environment for agricultural and marine sciences and related disciplines that is student-focused, environmentally friendly, science-based, sustainable, technologically driven and services the needs of the Bahamas.

## Core Values

The following core values and principles are embraced by faculty and staff of the Bahamas Agriculture and Marine Science Institute. These values guide our teaching, research, and outreach activities and support our Mission and Vision:

- Promoting academic excellence
- Facilitating knowledge transfer and critical thinking
- Focusing on student needs and development
- Fostering a community of leaders and entrepreneurs
- Encouraging research and innovation
- Ensuring integrity and ethics in our actions
- Facilitating community engagement, partnership and outreach
- Supporting environmental sustainability and stewardship

# Alma Mater

The Bahamas Agriculture & Marine Science Institute  
 A Symbol of posterity  
 Ensuring food security and sustainability  
 For our national economy.

## Refrain

*BAMSI, you have given us a start  
 BAMSI, from your halls we will depart  
 To render service with dignity  
 BAMSI ... BAMSI ...  
 BAMSI, our Alma Mater, we will cherish you.*

## THE BAMSI COLOURS

Blue and Green

## OUR MOTTO

Feeding Minds, Growing Greatness

# General Information

## Campus Map



**FIGURE 2: Master Site Plan and Campus Map.**

Courtesy of The Ministry of Works and Development

## General Information

### BAHAMAS AGRICULTURE AND MARINE SCIENCE INSTITUTE

#### FEEDING MINDS, GROWING GREATNESS

The orientation in agricultural and marine education at tertiary and professional development levels has been recognized to be of national importance. Hence, the vision and establishment of the Institute was borne. The Academic arm of the Institute opened its doors on September 29<sup>th</sup>, 2014 and has continued to grow and succeed.

The work of BAMSI falls into the following main divisions:

- TEACHING (ACADEMIC INSTITUTE)
- RESEARCH (DEMONSTRATION FARM)
- EXTENSION AND OUTREACH (ASSOCIATED FARMER PROGRAMME)

The Institute offers teaching and training to provide the professional and technical qualifications necessary for various branches of agriculture and marine resources and to provide strong academic training and extensive hands on orientation in crop and livestock production, farm management, environment conservation, agri-business and management of marine resources.

The academic and skills training program include:

- SHORT COURSES
- Proficiency Certificate programMEs
- Skills Training Certificate programMEs
- Associate DegreesS
- online courses and e-learning
- continuing education and professional enhancement

The campus is located in SAN ANDROS, North Andros, on the BARTARD site. It consists of over 800 acres of land, housing the research

demonstration farm (apiary, abattoir, aquaponics center, nursery, experimental student plots, packing house and processing plants), academic and residential buildings and an **Arboretum** which reposes the indigenous hard wood and other tree species in the Bahamas. The arboretum will feature a botanical trail, a bird sanctuary and facilities for tourist leisure activities in due course. **The germplasm bank** is the repose of the major species of economic agricultural crops capable of commercialization in the Bahamas and also the breeds and species of farm animals with potential for commercialization in the Bahamas. The germ bank ensures that our biodiversity is maintained; thereby enabling the sustainability of what is being established for future propagation purposes. It also provides opportunities and facilities for, practicum and applied research relating to plant and animal genetic resources by the various departments of the Institute.

**The Research-Demonstration Farm.** This farm is multifaceted and compliant with the standards and practices of the world food standards bodies.

The Marine Science department has constructed a modern 65,000 square feet Aquaponics/ Aquaculture facility for the production of fish and vegetables. The facility is used to train both students and potential stakeholders in the principles of integrated aquatic production systems which will be used to produce Tilapia (which we will call BAMSI Perch), and shrimp, and a variety of high valued micro-greens and vegetables.

In conjunction with the farm, there is a nursery where the banana tissue culture plantlets, lime seedlings, pineapple suckers and planting materials, vegetable seedlings are kept before being placed in the field.

There is also a livestock section for small ruminants (sheep and goats), poultry (broiler

and layers) and swine (pigs). As part of the production schedule is the production of honey. Nine colonies of honey bees were set up to start an apiary. Some of the hives have already produced honey, so the programme is well on its way. With livestock production, there will also come processing facilities: an abattoir to slaughter sheep, goats and pigs; poultry processing for broiler meat and eggs and some processing for Tilapia and produce that do not meet the standards for the fresh market.

**Outreach Programme:** This is national in scope and it is the vehicle that will bring the new technologies to farmers throughout The Bahamas. It is the mechanism that we will provide a presence in the farming and fishing communities of our country. The heart and soul of the Outreach Programme is the Associated Farmer grouping which comprises licensed farmers who produce vegetables according to BAMSI standards and technology; and under close guidance and supervision of our trained professional agricultural extension personnel.

## Andros Island Information

Andros Island is the largest of the 26 inhabited islands of the Commonwealth of the Bahamas. It is, geo-politically considered a single island, though it has hundreds of small islets and cays connected by mangrove estuaries and tidal swamps and even three major islands: North Andros, Mangrove Cay and South Andros. Andros has a land mass greater than all of the other 700 islands combined. Its area is approximately 2,300 square miles; 104 miles long and 40 miles wide. Andros is also the sixth largest Caribbean Island after Cuba, Hispaniola, Jamaica, Puerto Rico and Trinidad. The population is about 7800

in the “Big Yard” as it is affectionately called by many.



Andros has the third largest Barrier Reef. The reef is 190 miles long, drops to about eight feet on the island side and plunges to more than 6,000 feet in the Tongue of the Ocean. It is unique in the region because of its size, luxuriant coral growth, and low incidence of coral disease. Andros has the highest concentration of blue holes per square mile in the world. They house many unusual and unique cave fish and invertebrates, some not found anywhere else in the world. It is also known as the bonefish capital of the world where many travel to experience its glory. The Andros Park System is the country’s largest protected area, and includes five national parks: Blue Holes National Park, Crab Replenishment Reserve, North & South Marine Parks and the West Side National Park. There are thousands of

acres of virgin forest, teeming with exotic flora and fauna and wild life. Here you will find wild hogs, and species of birds such as the West Indian Woodpecker, the Bahamas Mockingbird and the Red-legged Thrush.

Andros is also home to mythical creatures. Beware as you explore the pine forest for the large bird-like man-like creature with mystical powers called the Chickcharnee. These are mischievous creatures that if you cross one he will turn your head on backwards! Also, the Lusca, a sea monster, can suck you down into the blue holes if you are not cautious.

**Infrastructure:** Andros has four airports with paved runways: San Andros Airport at Nicholls Town (North), Andros Town International Airport

at Mangrove Cay (Central) and Congo Town Airport in South Andros. Andros is connected to Nassau by mailboats such as the Lady Katrina, M/V Lady D and Lady Rosiland and the Captain Moxey, and the Sea Link Ferry, which runs daily into Fresh Creek.

**Events:** There are plenty things to do: Visit ANDROSIA in Fresh Creek and Andros Print in Congo Town or set your sails on one the many regattas. Eat your heart out and dance the night away at the homecoming, coppice and coconut festivals. Go crabbing at the Crab Fest, or wild boar hunting and sponging in Red Bays and Mangrove Cay.

[www.bahamasvisitorguide.com](http://www.bahamasvisitorguide.com)



# Directory of Important North Andros Contacts

## A

**Andros (North) Administration Office** Nicholl's Town 329-2278

## B

### Bank

Bank of Nova Scotia ATM

## C

### Clinic

North Andros Clinic 329-2055

### Customs

Bahamas Customs 329-2140

## I

### Immigration

Bahamas Immigration 329-4466

## N

National Insurance Board 329-2080/329-2539

## P

### Police Station

329-2353/329-2103

## T

### Taxis

North Andros 329-2273/329-2140

**Tourist Office** 368-2286 [www.bahamas.com/andros](http://www.bahamas.com/andros)

### Travel

#### By Air:

Western Air 329-4000  
 Charter (General Aviation Centre) 377-6100  
 Bookings: BahamaGo.com

#### By Sea:

M/V Lady Rosalind 393-1064  
 Departs Nassau on Wednesday for Morgan's Bluff and departs for Nassau on Thursday

### Emergency

Student Affairs HOTLINE 376-9029  
 Facilities/Security 329-1709

# Student Integrity Contract |

## PREAMBLE

We the students of the Bahamas Agriculture and Marine Science Institute believe that as individual undergraduates we must assume responsibility for upholding our standards of academic integrity and social conduct. This document articulates those standards upon which the BAMS I community can promote an atmosphere of mutual trust and respect in which scholarly work and learning thrive. With this document the Institute's student body, in accordance with the mission statement of the Institute, declares its commitment to a code of honor that fosters moral growth and upholds academic and personal integrity. By signing this document, each matriculated student commits to act with honor and integrity at the Bahamas Agriculture and Marine Science Institute and its affiliated centers.

### Integrity Contract (Student's Copy)

I have read and understood the Institution's integrity information statement. I pledge to abide by the rules and guidelines of the Bahamas Agriculture and Marine Science Institute and act with honor and integrity.

Student's Name: (Print) \_\_\_\_\_

Semester and Year: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

.....**Fold Here and Tear**.....

### Integrity Contract (Institute's Copy)

I have read and understood the Institution's integrity information statement. I pledge to abide by the rules and guidelines of the Bahamas Agriculture and Marine Science Institute and act with honor and integrity. I also acknowledge that I have read and understand the consequences of inappropriate behavior.

Student's Name: (Print) \_\_\_\_\_

Semester and Year: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Support Services

### Services for Students

#### SERVICES FOR STUDENTS

##### Bookstore

The campus bookstore has the required textbooks and learning resources for your courses. Students are expected to purchase the

required textbooks and other related materials needed for their respective classes. This will enhance their success.

##### Information Technology Services (ITS)

The Information Technology Services (ITS) maintains computers for student use in the library, computer lab, classrooms, and dormitories. The Institute wireless and wired

computing network extends to every building, and access is provided in each room. The network provides access to academic software, library resources, and network storage as well as email and the Internet.

## Library and Information SERVICES



The library houses excellent collection of books, journals, databases, films, CDs and other materials. Computer tablets can also be borrowed here—usually 2 hours maximum time and not for off campus usage. The library has collections which include research and teaching materials for the agricultural and marine research programs. It is a depository for many if not all publications and documents of the government of the Bahamas on agricultural and marine matters, and subscribes to serial titles, journals and periodicals. Our e-library comprises of **EBSCO Host**, the world provider of research database, e-journals, e-books and subscriptions. Through the EBSCO Host subscription, users can access over 12, 000 of the most comprehensive collection of content—including superior indexing from top indexes, high-end full text and the entire library collection material specific to agriculture and marine sciences and related disciplines.

Please obey the rules of the library. BAMS I is committed to providing a safe, pleasant and productive environment for study and research. Users of the library are asked to conduct themselves in a manner that does not inconvenience or interfere with others and that is in keeping with our mission to offer a secure and pleasant atmosphere. Any behavior that disregards these purposes is inappropriate. Behaviors not permitted include, but are not limited to, the following:

- excessive noise that can reasonably be expected to annoy others

- discourteous or disruptive use of cell phones or audio equipment,
- soliciting without prior authorization,
- removing library materials from the library without authorization,
- concealing or destroying library materials
- bringing food or drink
- placing signs, posters, etc. on surfaces other than bulletin boards,
- all other violation(s) of the Student Code of Conduct.

Patrons who violated any of these policies may be asked to leave the library, lose their library privileges, and/or be subject to Institute imposed disciplinary or legal actions as appropriate. Borrowing policies vary due to the nature of material being used. If an item is recalled and overdue, students are blocked from further borrowing until the time is returned.

## STUDENT EMAIL

Upon successful registration, students will be issued an official BAMS I student email account. Log in as soon as possible to activate your POPULI account and access other important Institute business. This email will be the official line of communication with the Institute—so always check your account.

## STUDENT INFORMATION AND LEARNING SYSTEM: POPULIÔ

Student information systems provide capabilities for registering students in courses, documenting grading, transcripts, results of student tests and other assessment scores, building student schedules, tracking student attendance, and managing many other student-related data needs in a school. Designed for higher education, POPULI is web-based college management. It covers academics, admissions, online learning, student billing, financial aid, donations, contacts, library, bookstore, and more.

## Office of Communications

The Bahamas Agriculture and Marine Science Institute is the pacesetter and the newsmaker in agriculture and marine sciences. The Office of Communications tells our story, and documents our moments and discoveries in print and online, via social media, through videos, and in the national press. The Office of Communications is heavily involved in forming mutually beneficial partnerships with various stakeholders, to bring positive exposure for the Institute. It creates a wonderful picture of our life here at BAMSI especially through its bimonthly publication **THE BLUE HOLE BULLETIN**, its **facebook page: BAMSI BAHAMAS**, and **twitter: BAMSI B**. They showcase the activities of the Institute as well as the wonderfully talented faculty, staff and students here. So contact them at [bamsipr.2014@gmail.com](mailto:bamsipr.2014@gmail.com) or [communications@bamsibahamas.edu.bs](mailto:communications@bamsibahamas.edu.bs) for more information and for the excellent advice regarding Institute communications, media relations, to name a few.

## Academic Information and Procedures

### Academic Advisors

Each student is assigned an Academic Advisor at the beginning of their tenure at BAMSI. This initial contact is made during the Advisement and Registration period. It is the students' responsibility to meet with his/her advisor at the beginning of each semester in order to be properly advised for course(s) for the upcoming semester. Changes in advisors will only be made due to faculty shifts in duties or reassignment. Students are not allowed to register for courses they were not officially advised to take. BAMSI will not be held responsible should a student enrol in an unauthorized course.

The formal boundaries of the relation between advisor and advisee include:

- The advisor approves the courses for which the student registers. The Advisement and Registration form is completed in triplicate and initialed/authorized by the advisor. The student keeps the top copy, the advisor the middle and the bottom copy goes to the Registrar's Office and kept on the student's file.
- The advisor approves the advisee drops or adds to the course load;
- The advisor can access to all official correspondence concerning the student's academic standing via Populi in order to better advise the student on academic and personal decisions;
- The advisor guides the student in meeting academic requirements and choosing classes. When the advisor is not available, the student may contact the Registrar's Office for assistance.

### Academic Queries

If a student disagrees with the assessment of their course work they have the right to dispute this assessment through the following channels:

1. Students with complaints about instruction or in-semester grading should refer them first to the course instructor.
2. If the student and the course instructor are unable to resolve the complaint, the student may meet with the Academic Dean submit a completed Academic Complaint Form prior to the end of the last day of classes or the submission of final grades. The Academic Dean's written decision will be rendered within 5 working days.
3. If the student and/or the course instructor are dissatisfied with the Academic Dean's decision they may appeal the decision by forwarding a copy of the Academic Complaint Form, along with the written decision to the Executive Director within 5 working days of the decision. The Executive

Director's written decision will be rendered within 10 working days. The decision of the Executive Director is final.

## Being Prepared

All students should have the required documents for the smooth completion of their academic process. For new students, such documents include but are not limited to the following: letter of acceptance, copies of medical form, passport, birth certificate, other forms of ID, academic credentials (degrees, certificates, BGCSE, transcripts); and for returning students, copies of transcript, BAMSI ID, etc.

## Cancellation of Programme or Course

The Institute reserves the right to cancel or defer any programme, course or specialization which is undersubscribed or nonviable or for which adequate resources (including qualified Lecturers) are unavailable.

## Changes to Personal Information

Every student is responsible for keeping the Institute informed of changes to name, address, phone numbers and e-mail address as soon as they occur. Changes may be submitted to the Registrar's Office.

## Dress Code

While we do not have a uniform, for safety reasons our students should, at all times, dress appropriately during their time here at the Institute. All students should be properly covered at all times, displaying levels of tact and professionalism. For example, you must not expose your midriff, chest, upper thigh or show visible cleavage or undergarment; you must not wear clothes that are transparent (see-through) and your clothes must not bear any vulgar,

offensive or obscene prints or language. The baggy look is not appropriate as this can be a safety hazard with machinery.

When on the farm or greenhouse, personal protective equipment (ppe): proper water boots, or boots are a must, flip flops and slippers are not allowed. Coveralls or overalls type gear are a must. The farm manager will not allow you on the farm without them. For the lab, lab coats, and closed shoes are also mandatory. Marine Science students should be prepared to get wet, so bring the appropriate and discretionary attire. Remember that you are here to work, to learn and to get your hands dirty and your feet wet! The Institute will not be liable for any personal damage due to your negligence and disobedience. Students can be prevented from participating in class if they are not properly attired.

## General Education Courses

General education courses give students the foundation and the skills to enrich their personal and professional lives. These included courses such as computer essentials, student success, English and mathematics

## Elective Courses

Electives refer to optional courses freely chosen by students. These courses must be selected at the end of the semester **proceeding** the semester in which they will be pursued. Please note that elective courses are offered on availability of resources, including qualified Lecturers.

## Faculty Officer Hours/ Consultation Hours

Students are strongly encouraged to attend the office or consultation hours offered by the lecturers. These hours are usually a minimum of four (4) hours a week and are separate from the normal contact hours (theory and lab). Lecturers will share their office hours during the first day of

classes or during the first week of classes. Please respect and honor those times. Here students can ask additional questions and have the lecturers further explain any areas of uncertainty with the class work. The Student Success and Development course and quarterly seminars also offer great student advice on studying habits and different learning styles.

## Final Exam Schedule

The final exam schedule is included in the schedule of classes and is posted online. The last week of credit classes in the fall and spring semesters is scheduled differently from previous weeks so that comprehensive final examinations may be given. While not all credit classes may include comprehensive final exams during this time, all classes will meet for the scheduled time for whatever activities the lecturer feels are appropriate to conclude the semester. Students are responsible for knowing when their courses' final meetings will be and for planning their time accordingly.

## Major Courses

Major courses are courses that a student enroll in that is specific to their discipline. Major courses account for a minimum of 20 credits towards the students degree.

## Official Class Lists of Registered Students

Class Lists of the names of students who are duly registered will be prepared by the Registrar. If you are not registered, your name will not appear on the lists and you will not be admitted to classes or other ancillary units of the Institute.

## Schedules of Classes

The Institute publishes three credit schedules of classes—fall, spring, and summer—each year. Each schedule contains lists of courses being offered, the official academic calendar, the final examination schedule, and a variety of other important dates and deadlines that are not

published anywhere else. The schedule is available online prior to the start of registration. Limited numbers of printed schedules are available upon request. Students wishing to receive individual schedule of their classes may obtain it from Populi.

## Academic Policies

The Institute Catalogue is the authoritative source of information on degree requirements and course descriptions. For information purposes, **50 minutes is the recognized length for a classroom "hour"**. For instance a class scheduled for 8-9 am will end at 8:50 am, and so forth.

## Student Responsibility

Students are responsible for knowing and adhering to the policies, deadlines, and procedures of the Institute. Most potential advisement and registration problems can be averted by careful reading of the various documents and publications. Students may receive credit only for those courses for which they are properly registered and assume academic and financial responsibility, unless they officially cancel registration according to the established policies and deadlines.

The college respects every student as an adult; therefore each student is held accountable to the policies, deadlines and procedures of the institute. Each student should ensure that they familiarize themselves with the dates outlined in the academic calendar, final examination schedules etc. Failure to do so will not be accepted as an excuse for missing important dates.

## Contract of Study

The contract of study is an approved outlines of courses students are required to complete towards the completion of their degree/diploma/certificate. Students must complete all courses

listed on the contract of study with a minimum cumulative GPA of 2.00. At the time of enrollment each student will be given a contract to follow. From time to time, programme requirements and contracts of study change; if a student has to be readmitted into the college they would be bound by the contract that is in effect at the time of their readmission.

## Academic Responsibility

Members of the BAMSI community have an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, and freedom of inquiry and instruction on and off campus. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the Institute. It is a violation for anyone to prevent the conduct of Institute business, including lectures, meetings, events (such as tours or job interviews), ceremonies, or other necessary business and community functions. Students who disrupt the functions of the Institute may be subject to the judicial process.

Evaluation of students must be based on academic performance professionally judged and not on matters unrelated to that performance, such as personality, race, religion, degree of political involvement, or personal beliefs. If a student has a grievance against a faculty member that cannot be resolved directly with the faculty member who is involved, then the student should take her or his concerns to the administrative office.

## Academic Misconduct

Academic misconduct is defined as a violation of the BAMSI's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of

cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

Such actions will result in a zero (0) grade for the work in question. The student(s) will have to complete an academic misconduct form that will be placed on their records. The student will also be asked to enroll in counseling for such an offence to assist the student with the way forward to avoid a repeat performance. Other stipulations may apply. However, should the student commit another academic misconduct, that student will be expelled from the Institute. We take such misconducts very seriously and have a zero tolerance approach. Evidence of academic misconduct may include, but is not limited to, the following:

**Cheating:** It is cheating to copy from another student's examination, quiz, laboratory work, or homework assignment. The use of pre-prepared notes or other resources, in any form, during an examination, unless such use is expressly authorized by the instructor, also constitutes cheating. If a student knowingly allows someone else to copy from his or her homework, laboratory work, quiz, or examination, he or she is in violation. Revising a work after its final evaluation and representing the revised version as being the original work is cheating. Forging or otherwise unauthorized changing of an earned grade also is academically dishonest. Any form of interfering with another student's academic work is a form of cheating. When one student arranges for another student to take an examination using the first student's identification that also constitutes an act of cheating. In this last instance, both parties are liable. Unauthorized acquisition of an examination prior to the exam date is cheating.

**Plagiarism:** According to Webster's Dictionary, plagiarism is the act of stealing and passing off as one's own the ideas or words of another. The lecturer will pay attention not to whether the student meant to plagiarize, but whether

plagiarism did occur. Additionally, submitting the same paper twice or fulfilling the requirements of two subjects with one paper is academically dishonest. Students may use the ideas and words from other sources, but must document their use with citations, usually in the form of footnotes, endnotes, or text notes. By citing sources, students indicate the extent of their research, thereby improving the paper.

The lecturer/ examination officer or Academic Dean may impose any of the following academic sanctions relative to cheating or plagiarism: lowering the grade, assigning a grade of "F" for the work submitted, assigning an "F" for the entire course, or recommending another penalty, including suspension or expulsion from the college.

### Recommended Penalties Warning/Academic Probation

- The first offence of cheating/plagiarism the instructor should meet with the student and gives them a strong verbal warning.
- When a student commits two offenses of cheating / plagiarism the student would be given a written warning that goes on file in the Registrar's Office. The student will also receive a failing grade for the class assignment / homework.
- After two warnings the student will receive a failing grade for the course, and he or she will be placed on probation.

### Suspension

- If a student is caught cheating in a Mid-Semester Examination he or she will be given an "F" for the Mid -Semester Examination, and the student will be suspended from that course for the rest of the semester.
- During this suspension period, the student will receive failing grades on all missing work.

- The student would not be allowed to do a re-sit in order to remove grade but instead would be required to retake the class.
- If a student is caught cheating in a Final Semester Examination, he or she will be given an "F" for the course, and the student will be suspended from the institution for the next semester.
- Where a student is suspended for academic misconduct, the student would have to write a formal letter of appeal to the Academic Dean/Executive Director requesting reinstatement. The decision of the Academic Dean/Executive Director is final.

### Expulsion

- Should a student be reinstated after academic misconduct and they continue to engage in the same, he or she will be automatically expelled.
- This consequence will be added to student's permanent record.

**Manufacture of Data:** It is academically dishonest to manufacture or deliberately alter data submitted in connection with laboratory reports, term papers, or written material. Not only is this practice dishonest, it undermines the entire academic and scholarly process.

**Unauthorized Collaboration:** Collaboration occurs when a student works with other students to do lab work, review books, or develop a presentation or report. Students must receive very clear permission from the instructor to participate in collaborations. Unless otherwise authorized, lab work done in pairs or groups is collaborative only up to and including the data collection part. All data must be analyzed and written up individually. All members of a pair or group must be present when the data is collected. A student not in lab who copies someone else's lab data and then writes the lab up on the basis of the copied data is cheating, as is the student who makes the data available outside the lab to copy. Unauthorized collaboration is an example of an academically



dishonest act. What one lecturer may view as collaboration may be seen as cheating by another. The important thing to note is that if the limits of collaboration are not clear, it is the student's responsibility to ask the lecturer for very clear and specific direction.

Sources that must be acknowledged include, but are not limited to, lab manuals, books, articles in books, journal articles, and web pages, along with graphs, charts, tables, data sets, photos, images, etc., in any of the sources just mentioned. Proper acknowledgment must indicate both the source and how it served as a source for any specific portions of the student's work. Students should feel free to consult with instructors whenever there is doubt as to proper documentation.

A faculty member who has good evidence to suspect a student or students of academic misconduct will, at the faculty member's discretion, consult administration about the case. The faculty member will then meet with the student (or students) to present evidence. At the faculty member's discretion, an administrator may be present. A report with the supporting evidence is required. The findings may result in severe disciplinary action such as expulsion.

## Academic Regulations

### Field Study

Field Study courses are work experiences approved by BAMSI and are selected to augment traditional classroom activities. You are evaluated on the knowledge and skills acquired as a result of the experience. Emphasis is placed on the academic and practical value of the work

**Award of Diplomas or Degrees:** To be eligible for award of diplomas/degrees, a student must satisfy all requirements (including matriculation) for the programme pursued, submit a complete graduation application form, in addition to being approved by the Administration. Students must

also have a minimum cumulative GPA of 2.00, with a minimum grade of C in each course and have paid all outstanding balances to the Institute.

### Honor Code

The Institute Honor System is upheld in all classes. Students may receive semester honors as well as honors during graduation. Remember, cheaters don't win and winners don't cheat. or the next full semester, the Incomplete automatically reverts to a Failing grade.

### Independent Study

The independent study option is only available to graduating students if the course being requested is not on the schedule in the current academic semester in which the student has made an application for graduation. In order to be considered as a candidate for independent study the student must have a minimum of a 2.5 cumulative grade point average and must not have failed the course for which the independent study is being requested. Students are not allowed to take more than two (2) courses and/or six credits as independent study.

Students must make the request for independent study using the independent study form during the advisement period. Independent Study will be approved by the Dean of Academic Affairs but only on the recommendation of the lecturer responsible for the course.

### Internship

All students pursuing an Associate of Science (A.S.) program of study will complete an internship or work-based learning course during the Summer Session. To be eligible for the internship, students must have completed 15 credits, six of which must be in their majors and maintain a 2.0 or higher GPA. All students

regardless of degree program are encouraged to seek an internship experience that will enhance their learning and marketability with future employers.

## Late Work

### **Absolutely NO LATE WORK IS ACCEPTED.**

Lecturers would ensure that you have adequate time to complete all required assignments within the allocated period of time. It is your responsibility to use good judgment and time management to complete the tasks.

## Leave from the Institute

**ABSENCES:** You are expected to attend class. You and/or others are paying a lot of tuition to learn so go to class!! Attendance is mandatory; a register is taken for each class. When you are absent you miss valuable information. It is your responsibility to find out what you missed. The lecturer is not obligated to make up any work, test, quiz etc. for an unauthorized absence.

**Authorized Absence:** Students should complete a Leave of Absence form, explaining the reason for the intended absence. The form should then be presented to the lecturer whose class will be missed. After the form is duly signed by the lecturer and the student; copies of the forms should be made so that the lecturer keep a copy and the other copy is given to Student Affairs to be placed on the student file.

**DEATH/ILLNESS IN THE FAMILY:** In the event of a death or illness in the family, you should contact the Student Affairs Office. This office will then send communication to all of your instructors indicating that you had a verifiable absence.

**PERSONAL ILLNESS:** In the event of an illness, you should attend the Local Clinic and bring or email a scanned copy of the signed Medical Certificate

to the Institute. The Student Affairs Office will advise your Lecturers that you are excused from classes.

***It should be noted that the lecturer has the prerogative to provide make-up exams, quizzes, and allow student to turn in assignments upon an absence. A verified absence does not automatically ensure that you will be allowed to make up any work.***

## Student Intellectual Property

Student intellectual property is treated in the same manner as intellectual property of faculty and staff. Ownership of student projects that are the result of individual initiative with incidental use of college facilities and resources resides with the student. If the student is working on a project initiated and funded by the Institute, ownership resides with the Institute.

## Undergraduate Research

These courses are individual research projects carried out by students under faculty supervision. You define the research topic, propose a methodology, carry out the research, and write a report. You must obtain approval and signatures from the lecturer who will supervise the project, your advisor and your department head. The department then processes the form and adds you to the course.

## Cyber Day

A Cyber Day is when a face-to-face class meeting is moved to an online learning format.

We recognize that students taking face-to-face classes may not be used to completing class activities online. Below are some resources to assist you if your class must use a Cyber Day to replace a face-to-face meeting.

Your instructor will provide direction on which specific course activities you will be completing online in the event of a Cyber Day.

## Populi/Moodle/Zoom for Students

Guides and tutorials for using Populi, Moodle or Zoom are available on myBAMSIportal or their websites at [www.populi.co](http://www.populi.co), [www.moodle.org](http://www.moodle.org) and [www.zoom.com](http://www.zoom.com)

### Tips for Successful Transition to Online Learning

Need more help making the shift from face-to-face to online classes? See these helpful tips and web resources.

If you are a student enrolled in classes that have moved from face-to-face to an online format, here are some helpful tips and resources:

1. **Check Your BAMSI student E-mail and POPULI Regularly:**
2. **Follow Guidance from Your Lecturer:**  
As our Face-to-Face lecturers are shifting courses for online delivery, they are working to ensure the best continuity and experience for you. Be sure to look for and follow specific guidelines from your instructor. Feel free to contact your lecturer directly via your BAMSI e-mail or Populi if you have specific questions about your course.
3. **Technology Support:**  
Our IT department is fully operational able to assist you by web, email, phone, and chat.

### Computer and Internet Access

Cyber Day assumes that students have convenient access to a computer and the Internet to conduct and complete course activities online.

To prepare for these virtual class sessions:

1. First, carefully review the following website to learn about *Populi*: [www.populi.co](http://www.populi.co)
2. Next, learn about *Zoom*:  
Remote learning generally consists of

content and curriculum that is taught using research-based best practices for both live and self-guided learning. Live class sessions are scheduled on specific days/times, which allow students to have virtual interactions with the instructor and other students. Zoom is a user-friendly video conferencing platform for students and instructors to engage in real-time learning. It's perfect for facilitating live group learning, sharing visuals and engaging in small or large group activities.

[www.zoom.com](http://www.zoom.com)

3. Finally, go to the Populi website for your face-to-face course through myBAMSI. Your instructor will be communicating with you regarding how your course will proceed.

### Basic Guidelines for Learning in Extraordinary Circumstances

- There may be circumstances where you are unable to make timely progress on your class work (no access to power or internet, need to care for children whose schools are closed, etc.). Check to see if your instructor has sent you any guidance for these situations, either on their syllabus or via email. If no accommodation is mentioned or you are unsure if the existing accommodation is appropriate for your situation, contact your instructor directly.
- Lecturers will likely make changes to the course syllabi because of the transition to online learning. They will communicate any changes in a timely manner so you can plan accordingly.
- This is a change for both you and our lecturers. Please be patient, supportive and communicative (tell them what is working for you as well as what is not) as they adjust their teaching style for online learning.

Questions? Contact [it@bamsibahamas.edu.bs](mailto:it@bamsibahamas.edu.bs) for assistance

# Online Classes

## Zoom Best Practices for Online Students

- Use a computer located in a quiet room, without other computers that are accessing Zoom
- Click on the Zoom meeting link sent by the lecturer
- Unmute the audio and video at the bottom of the screen
- When you are not talking, mute your audio
- Use the chat feature if you have questions

## Zoom Security

To ensure our students have the most engaging AND secure online educational experience possible, we have instituted the following measures for all Zoom-based remote instruction:

- **Passwords** – All Zoom classes will require a password. Your password is automatically encoded into the URL of your meeting link, so just click through and you are in.
- **Screen Sharing** – By default, only instructors will be able to share their screen during class. They will allow students to share their screens as necessary.
- **“Waiting Room”** – Some classes may use the “Waiting Room” feature in Zoom and manually add students at the start of each session (your lecturer will let you know if they plan to use this feature).

Please do not share the link to classroom sessions! This is one of the easiest (and most preventable) ways for Zoom meetings to be “bombed.”

There are four tips to help prepare you for success as an online learner.

### **1. Online courses are “real” courses.” Watch all lectures and actively participate.**

These run on platforms that offer ways to “raise your hand” and they include a chat feature where you can ask questions. Even though your

instructors can not see you face-to-face like in a classroom, they still want to help make sure you understand the material and are actively engaged –to ensure your success in their class and others.

Alternatively, many of our courses and certificate programs have pre-produced curriculum that students access via Populi, our online learning management system. Through a variety of interactive tools, this platform connects you with your lecturer and classmates in an academic online space.

### **2. Practice time management and hold yourself accountable.**

Although online courses offer a great deal of flexibility, it is a good idea to set deadlines and hold yourself to them. Avoid overloading yourself with work. Dedicate the necessary amount of time each day (or each week) to work on your assignments to avoid falling behind or reducing the quality of your work when facing a time crunch. Find a way to keep yourself from procrastinating and hold yourself accountable.

### **3. Create a study space and eliminate distractions.**

Set up a study space in your home somewhere quiet and free of distractions where you know you can dedicate several hours to work. This can be a home office, or just your desk or dining room table. Keep the places where you work and rest separate. Although it may be tempting to put on the tv in the background or check your social media feeds during study time, eliminating distractions will ensure you get the most out of the course material.

### **4. Use online courses as a networking opportunity.**

Populi offers tools to connect with your classmates and get to know them. Your classmates come from a wide variety of backgrounds, experience levels and career

goals, and they are just as willing to network as you are. Getting to know your classmates can often lead to great industry connections by the completion of your course or program.

## Registrar's Office

The Registrar's Office is responsible for maintaining the integrity of student's records and ensuring that the academic integrity of the institute is adhered to. The Office provides various services to students including, orientation, registration, preparation of official and transcripts, issuance of diplomas/ certificates, graduation, enrolment/ verification letters, course scheduling, and preparation of the institute's academic calendar, transfer of credits and exemptions. The Registrar oversees the function of the admissions office, financial aid and manages the recruitment process. Students are encouraged to visit the office or email at [registrar@bamsibahamas.edu.bs](mailto:registrar@bamsibahamas.edu.bs) for assistance.

## Academic Standing

A student's academic standing is determined by the number of credits they are enrolled in each semester. Therefore a students' academic standing can change from one semester to the other.

**PART TIME** – Students registered for less than 12 credits during the Spring/Fall semesters and 3 credits in the summer session

**FULL TIME** – Students registered for a minimum of 12 credits during the Spring/Fall semester and 6 credits in the summer session.

## Academic Calendar

BAMSI publishes an academic calendar every two (2) years. The calendar will be posted on the schools website. Students are encouraged to adhere to the dates as outlined. Any changes to the published calendar will be sent out via POPULI and reflected on the schools website.

## Academic Holds

A hold may be placed on a student's account for academic as well as non-academic reasons. The reason for the hold will be noted in POPULI. It is the student's responsibility to ensure that they meet all requirements to have the hold removed and meet with the department placing the hold on their accounts.

Reasons for a HOLD on an account include, but are not limited to outstanding financial fees or honor code violations.

## Academic Semester

Spring and Fall semesters run for a period of fourteen (14) weeks and the summer session runs for a period of seven (7) weeks. The academic calendar is published for the year and students are encouraged to refer to the calendar for start and end dates for each semester.

## Academic Standing

The academic standing of a student is reviewed at the end of every semester. Academic standings are reflected on the student's transcript. A student who fails to maintain good academic standing can be placed on Academic Warning, Academic Probation, Academic Suspension, or Expulsion and will notified in writing by the Registrar.

### Good standing

A student is considered to be in good academic standing when they are able to maintain a minimum of a 2.0 at the end of each semester.

### Academic Warning

A student who is unable to maintain a 2.0 by midterm would be given an **Academic Warning letter**. Students on warning would be required to meet with counsellor. At the end of the semester if they are unable to maintain a 2.0 they would be placed on probation.

## Academic Probation

A student who is unable to maintain a cumulative GPA 2.0 they are placed on

### **Academic Probation.**

1. During the probationary period full time students are required to take courses which they have failed and are not allowed to enroll no more than nine (9) credits during the semester and three (3) credits (one course) during the summer session.
2. While on probation part-time students may take one course during the semester and one course during the summer
3. Students on Academic Probation are not eligible for tuition waiver and room and board scholarship. Students on Academic Probation are required to meet with the counsellor at least twice per month. Students will be redirected to another program.
4. Students on academic probation are ineligible to hold office in student organizations, student government or participate in any other college activities.

## Academic Suspension

The second consecutive semester a student is unable to maintain a 2.0 they are placed on

### **Academic Suspension.**

1. Academic suspension is for a period of one semester.
2. While on academic suspension students are not allowed to register for class at BAMSI and an academic hold will be placed on their account. We encourage students to review course work and engage in meaningful activity while on suspension.
3. Credits earned at another institution while on suspension cannot be transferred to BAMSI
4. Students wishing to return to BAMSI after academic suspension must make the request in writing to the Academic Dean/ Executive Director.

5. BAMSI reserves the right to not accept the student or redirect them into another program.

## Readmission after Academic Suspension

Upon completion of a suspension, students must write the Academic Dean/Executive Director requesting that they be allowed to register for courses.

1. All requests must be done in writing at least four (4) weeks prior to the start of classes.
2. Any work that the student was engaged in during this period with supporting documentation must be included e.g. remedial work, upgrading, supplemental instruction
3. Students on Academic Suspension who fail to register for classes for more than one year must follow the Admissions readmission procedure.

## Expulsion

Students who fail to achieve the minimum cumulative grade point average of 2.0 the semester immediately following suspension they would be expelled from BAMSI.

## Add/Drop

Students may adjust their schedule (drop/add courses) during the drop/add period as outlined on the college's academic calendar. Generally, students have two weeks to the start of the semester in which to add a course. Courses cannot be added after this period.

1. Courses may be dropped up to the 9<sup>th</sup> week of the semester without academic penalty that is without a "W" grade. "W" grades can only be assigned by the Registrar's Office.
2. Student's withdrawing from courses after the add/drop period will find that the course will remain on their transcript with a "W"

grade. Course(s) with a "W" grade does not affect a student's cumulative or semester grade point average.

3. Should a student wish to withdraw from a course after the withdrawal period they may do so however they will receive an "F" grade for the course. Please note that "F" grades will affect the overall semester and cumulative grade point average.
4. Students wishing to change a section of a course must also adhere to the drop/add procedure and policy.
5. Student's withdrawing from courses must complete the add/drop form and submit it to the Registrar's Office with all the relevant signatures.

Students withdrawing from courses must be guided by the college's refund policy.

## Auditing a Course

1. If a student wishes to enrol in a course outside of their degree they have the option of doing so by auditing the course. In order to be allowed to audit a course the student must apply using the audit form and be granted approval by the instructor teaching the course.
2. Students opting to audit a course are not required to fully participate in the course, that is submit assignments for grading or taking written examinations.
3. The Registrar's Office will automatically assign an "AU" grade to course(s) that have been audited. "AU" grades do not affect a student's cumulative grade point average.
4. Students who opt to audit a course cannot change their option once the class has begun.
5. Normal fees apply for audited courses.

## Class Attendance

There is a strong correlation between academic performance and class attendance. Punctuality

or being on time mirrors professionalism. All students are expected to be punctual at all times for classes or other BAMSI functions.

1. Attendance equals actual contact hours.
2. Students are expected to attend all lecture classes and labs regularly.
3. Students are responsible for materials covered during any absence.
4. Lecturers may consult with students for makeup assignments, but it is the student's responsibility to contact the lecturer.

## Class Attendance Procedures

1. Class attendance is monitored daily.
2. A lecturer may mark a student absent if he/she is more than 15 minutes late, leaves a class early and fails to return, or sleeps in class.
3. A student may drop a course for non-attendance
4. A lecturer also has the authority to drop a student for excessive absences.
5. A student may be dropped from a course after accumulating absences in excess of percent of the total hours of instruction (lecture and lab). For example:
6. For a 3 credit-hour lecture class meeting 3 hours per week (ex. 45 hours of instruction), a student can be dropped after 6 hours of absence.
7. For a 4 credit-hour lecture/lab course meeting 6 hours per week (ex. 90 hours of instruction), a student can be dropped after 11 hours of absence.
  1. Administrative drops are at the discretion of the Lecturer.
  2. Failure to withdraw officially can result in a grade of "F" in the course.
  3. Students who do not officially withdraw are not be eligible for a refund.

## Co-Requisite

Co-requisite is a course or other requirements that students must meet while taking a course. Course co-requisite is set by the instructor in

consultation with the Academic Dean. Course co-requisites are outlined on the student's contract. Students must pay close attention and ensure that they are advised and enrol in these courses.

## Course Exemption

BAMSI will grant students exemption for prior studies or professional experience. Students would not be granted exemption for research methods, farm skills, student success and directed studies. Request for exemption should be made during the admission process. Exempted courses will appear on the student's transcript with an "E" and will not be calculated into the student's grade point average. Student's wishing to apply for exemption must do so using the course exemption form.

## Examination Challenge Examination

A Student who has received formal training in a particular subject from an institution not recognized by the College or who may have acquired knowledge in a particular subject by relevant work experience might qualify to receive credits for a particular course through a Challenge Examination.

1. Challenge Examinations must be applied for at the time of admission into the College and applicants are required to pay a fee for taking each Examination. Students who pass the Challenge Examination will receive a Pass (P) grade and will be required to pay for the course before credits will be awarded. Challenge Examination grades will not affect the students GPA.
2. Permission to take a Challenge Examination must be approved by the Academic Dean. Students who receive credit for a course on the basis of their performance in a Challenge Examination will also be given credits in pre-requisite courses. A maximum of 9 credits for any programme may be obtained via Challenge Examinations.

3. Research courses and course with a lab component will not be considered for challenge examination.
4. Students are not allowed to take a challenge Examination for a course(s):
  1. which they have previously enrolled,
  2. or which they are currently enrolled in
    1. A student cannot repeat a Challenge Examination within a year of the first attempt. Under no circumstances will a student be permitted to take a Challenge Examination for the same course more than twice.
5. In order to take a Challenge Examination to waive a course in a degree program the student must adhere to the following steps:
  - Confirm that a Challenge Examination exists for the course for which he/she is seeking credit.
  - Complete the Challenge Examination Application Form.
  - Submit the Challenge Examination Application Form to the Academic Dean's Office with all applicable signatures.
  - Pay the applicable fees once he/she has received notification that he/she has passed the Examination

## Examples of Unauthorized collaboration

- Working with another student to do lab work, review books, or develop a presentation or report
- Copying someone's lab data and representing it as your own.
- Other similar activities

## Failures

Students are allowed to retake a course for which they have failed two (2) times. On the third attempt the student must receive permission from the Academic Dean.



## Grades

1. All BAMSI Institute courses require the assessment of all students. Assessment is determined by any combination of assignments, tests, papers, laboratory exercises, class participation, projects and portfolios of examinations.
2. Within the first week of class, all students will be provided with a copy of the course outline specifying the assessment criteria and weighting approved by Academic Board.
3. Within the first two weeks of class, all students will be informed, in writing, of the description, scheduling and weighting of assessment items that will count towards the final course grade.
4. The final grade awarded and the semester hour credits earned for each course will be recorded for each student on a permanent student record (transcript).

## Grade Reporting

1. In those instances where students are assessed by means of a final examination during fall and spring semesters, the instructor will post grades within 4 business days (96 hours exclusive of week-ends) of the final examination. All signed grade sheets should be submitted to the Academic Dean and Registrar Office.
2. In those instances where students are assessed by means of a final examination during the summer sessions, Academic Dean will report course grades to the Registrar's Office within 2 business days (48 hours inclusive of week-ends) of the final examination.
3. In those instances where there is no final examination and where students are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class in the fall and spring semesters, the Academic Dean will report course grades to the Registrar's Office

within 4 business days (96 hours exclusive of week-ends) of the end of the final examination period.

4. In those instances where there is no final examination and where student are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class in the summer sessions, the Chair/Academic Head of the School/Unit will report course grades to the Records Department within 2 business days (48 hours inclusive of week-ends) of the end of the final examination period.

## Grading System

1. The Institute uses letter grades and the four point maximum grading scale. Grade A is the highest possible grade and grades below D are considered failing. Plus (+) or minus (-) symbols indicate grades that fall above or below the letter grades. Grades of A+ and D- are not used.
2. Grade Points are awarded on the basis of the final grade assigned by the course instructor. No grade points will be awarded for an F grade. The grade point average (GPA) is determined by dividing the grade points obtained by the credit hours attempted (not credit hours earned). The Institute's grade point average is determined by using only work attempted at the Institute. The cumulative grade point average is determined by calculating all college work attempted. The Institute preparatory (upgrading) courses are not included in calculations of credit hours earned, credit hours attempted, or grade point average.
3. The following indicates the grade points earned on the basis of the grade assigned and are used to designate final course grades:

LETTER GRADE	GRADE POINTS	INTERPRETATION	PERCENT RANGE
A	4.00	Mastery of subject matter, principles, techniques and application. Superior	90-100

LETTER GRADE GRADE POINTS	INTERPRETATION	PERCENT RANGE
A-	ability to organize, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments. Superior knowledge of subject matter, principles, techniques and application. Superior ability to organize, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	85-89
B+	Outstanding competence in subject matter, Principles, techniques and applications. Outstanding ability to organize, analyse synthesize and integrate ideas. Reliability in attendance and attention to assignments.	80-84
B	High level of competence in subject matter, principles, techniques and application. Ability to organize, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	75-79
B-	Above average competence in subject matter, principles, techniques and application. Above average competence in organizing, analysing, synthesizing and integrating ideas. Reliability in attendance and attention to assignments.	70-74
C+	More than satisfactory competence in subject matter, principles, techniques and application. More than satisfactory ability to organize, analyse, synthesizing and integrate ideas. Reliability in attendance and attention to assignments.	65-69
C	Satisfactory competence in subject matter, principles, techniques and application. Satisfactory ability to organize, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	60-64
C-	Moderate competence in subject matter, principles, techniques and application. Moderate Ability to organize, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	55-59
D	Minimal knowledge of subject matter, principles techniques and application. Barely passing	50-54

LETTER GRADE GRADE POINTS	INTERPRETATION	PERCENT RANGE
F	0 performance overall. Reliability in attendance and attention to assignments. Inadequate knowledge of subject matter, principles, techniques and application. Inadequate ability to organize, analyse, synthesize and Integrate ideas. Unfulfilled requirements.	0-49
I	Not Included Incomplete. A temporary notation awarded to a student receiving a passing grade for coursework but for whom extenuating circumstances prevent completion of the remainder of the coursework prior to the submission of the final grade.	
W	Not Included Withdrawal. A notation reflecting a student's withdrawal from a course.	
AU	Not Included A notation reflecting that a course was not taken for credit. AU may not be awarded to students register as credit students in a course.	
P	Not Included Awarded for a course taken by Challenge Examination and any course approved for Pass/Fail status by Academic Board.	
T	Not Included Awarded for credits transferred from another institution.	

## Grade Point Average (GPA) Calculation

Grade points are calculated by multiplying the regular term hour value of the course by the point value of the grade earned. An "A" in a three-hour course earns 12 grade points, a "B" earns 9 points, a "C" earns 6 points, a "D" earns 3 points, an "F" earns 0 points. The grade point average (GPA) is calculated by dividing the total points earned by the semester hours completed with grades of "A", "B", "C", "D", or "F". For repeated courses, the highest grade is used in the cumulative GPA; however, all grades earned in a course will be entered on your transcript and will remain there permanently. The following grades are not used to calculate your GPA: I (Incomplete) P/F (Pass/Fail Courses) W (Withdrawn) I (Incomplete). A college level GPA is also displayed on the student record which

reflects only college level coursework and excludes developmental or preparatory coursework.

## Grade Points Calculation Reference

Example: Fall 2017

- AGRI 1301 B 3 points X 3 hours 9 points
- MATH 1314 C 2 points X 3 hours 6 points
- BIOL 1301 A 4 points X 3 hours 12 points
- COMM 1300 A 4 points X 3 hours 12 points

Total hours: 12 Total points: 39

GPA = 39 points/12 hours (39 divides by 12) = 3.25  
GPA

## Grading Scale

A (90-100) = 4.00	C (60-64) = 2.00
A- (85-89) = 3.75	C- (55-59) = 1.75
B+ (80-84) = 3.50	D (50-54) = 1.00
B (75-79) = 3.00	F (0-49) = 0.00
B- (70-74) = 2.75	INCOMPLETE = I
C+ (65-69) = 2.50	WITHDRAWAL = W
	TRANSFER = T

## INCOMPLETE

1. Incomplete "I" grades are temporary grades assigned to students who completed more than 50% of a course but were unable to finish due to illness, death in the family, etc.
2. Incomplete grades will not be awarded to students who fail to complete their course work or final examination/assignments.
3. A student must apply to receive an "I" grade using the incomplete grade form and must present all supporting documents e.g. letter from a qualified physician, obituary with their names etc. This form will detail the work to be submitted for completion as well as the deadline. The form must be signed by the student, instructor, and Academic Dean and submitted to the Registrar's Office.
4. Students have one semester to remove an "I" grade from their transcript. "I" grades awarded in the fall semester must meet

requirements by the spring semester; summer must meet requirements by the fall semester.

5. An "I" grade automatically turns into "F" grade after one semester. It is the student's responsibility to follow up on all incomplete grades.

## WITHDRAWAL

1. A "W" is a notation assigned by the Records Department reflecting an administrative action initiated by the student in accordance with regulations governing withdrawal from a course. "W" may not be assigned by the instructor.
2. The student must submit a completed Course Withdrawal Form along with proof of payment of the requisite fee to the Records Department prior to the date specified in the official Institute Calendar for the particular academic semester/session. Credit can be earned only upon successful repetition of the course.

## Make Up Examinations

A student may request a make up examination for a final examination if he or she is hospitalized on the day of the examination and can produce medical certification to confirm their illness; or suffered a death in his or her immediate family (that is, parent, legal guardian, spouse, children or siblings).

Make-up examination request form must be submitted to the Academic Dean/Executive Director for approval. The approved form with proof of payment should be submitted to the Registrar's Office. All requests must be made within twenty four (24) hours of the scheduled final examination. Make up examinations must be sat within the next regularly scheduled examination period.

## Change of Grade

1. An instructor does not have the authority to change a grade once it has **been submitted to the Registrar's Office.**
2. Any change of grade must be done via a Grade Change Form which must be signed by the instructor and approved by the Academic Dean noting the reason for the grade change
3. Any grade queries or change of grade must be done within the following semester/session that the grade was awarded.
4. Make-up examinations not completed with the assigned period as stated in 15.6.6 would follow the policy as it relates to incomplete grades.

## Final Grade Appeals

1. Once final grades have been assigned and transcripts issued, a student with evidence that an incorrect or inappropriate grade had been assigned should make every attempt to resolve the matter with the course instructor. A student may seek a grade appeal on the following basis:
2. Clerical errors made in calculating the final grade;
3. Standards or criteria used to determine the grade were inconsistent with the Course Outline approved by Academic Board or the course syllabus distributed at the beginning of the semester/session;
4. Standards or criteria used to determine the grade were inconsistent with those applied to other students in the course; and assignment of the grade was based on factors other than the student's academic performance.
5. If the student and the instructor are unable to resolve the matter, the student should submit a completed Final Grade Appeal Form along with proof of payment for the Grade Appeal to the Academic Dean within one regular semester of the posting of the

final grade. The Academic Dean's written decision will be rendered within 10 working days of receipt of the Appeal.

6. If the student is dissatisfied with the Academic Dean's decision they may appeal the decision by forwarding a copy of the Final Grade Appeal Form and the Dean's decision to the Executive Director within 5 working days of the decision. The Executive Director's written decision will be rendered within 10 working days. The appeal to the Executive Director is the final step.

## GRADE RECORDS

Course grade records (the forms on which final grades are recorded for a specific class) are confidential College records which must be maintained for at least five years after the end of the semester/session. The Academic Dean is responsible for identifying an appropriate storage location. Copies of these records are maintained in the Registrar's Office in a fire proof cabinet. Only the Executive Director/Academic Dean and Registrar will have access to these documents once they have been released by the instructor.

## COURSE REPEATS

1. Students may repeat any College course, including courses from which they have withdrawn. If a course is repeated, the last grade achieved will be used to compute the College grade point average. The series of repeats and grades is retained on the student's academic record (transcript).
2. Students may repeat a course if it has been approved by Academic Board for repeat credit. This applies to courses designated as "May be repeated for credit" in the College catalogue which also lists the maximum credit limitation or the maximum number of times a course may be repeated for credit.
3. Students may repeat courses they have failed.

1. A student who fails a course three times must seek permission in writing to repeat the course from the Academic Dean (*see policy on failure – 14, and academic probation*)

## Graduation Requirements

BAMSI observes graduation once per year (May/June). In order to be considered for graduation students must apply for graduation and meet the following requirements.

1. Submit a graduation application form to the Registrar's Office by the published date
2. Pay the applicable graduation fee
3. Achieve a minimum cumulative grade point average of 2.0 or above
4. Achieve a minimum of 2.0 average in their major courses
5. Achieve a "C" or above in their major courses
6. Have no financial obligations to the college and show proof of financial clearance from the Business Office
7. Complete all academic courses within the semester in which they have applied to graduate.

NOTE: Students will not be considered for graduation with outstanding course requirements

Once a student has submitted their graduation application and their application has been processed they will receive a letter from the Registrar's confirming their eligibility for graduation.

Diplomas and degrees will not be issued on the day of graduation however graduates will be notified when they can collect their certificates/diplomas.

Graduates will receive a full transcript with their diplomas that notes the date of completion.

The date on your degree will reflect the date of conferral of your degree. Please note the conferral date and the completion date may be different.

## Honors and Awards

BAMSI recognizes and encourages students for their outstanding academic achievements through its honours program. To be eligible for semesters honours a student must be enrolled as a full time student and must be enrolled in equal quality courses. For example a student cannot be enrolled in college prep level and degree level courses and be considered.

### SEMESTER HONOURS

4.00–3.60 President's List  
3.00–3.59 Honours List

## Graduation Honours

Graduation honours are based on a student's grade point average at the time of graduation. This honour is noted on the student's academic diploma. There are three levels of graduation honours that are recognized by the institution: distinction, credit and pass.

4.0–3.51 Distinction  
3.50–3.00 Credit  
2.99–2.00 Pass

Other Special Awards given at graduation are:

Award for Excellence in Agribusiness	Awarded to the Associate Degree graduate who has the highest cumulative grade point average over 3.50 and demonstrated academic excellence in the Agribusiness Programme
Award for Excellence in Agriculture	Awarded to the Associate Degree graduate who has the highest cumulative grade point average over 3.50 and demonstrated academic excellence in the Agricultural Programme
Award for Excellence in Aquaculture	Awarded to the Associate Degree graduate who has the highest cumulative grade point average over

Award for Excellence in Environmental Science	3.50 and demonstrated academic excellence in the Marine Science Programme Awarded to the Associate Degree graduate who has the highest cumulative grade point average over 3.50 and demonstrated academic excellence in the Environmental Science Programme
Award for Excellence in Marine Science	Awarded to the Associate Degree graduate who has the highest cumulative grade point average over 3.50 and demonstrated academic excellence in the Marine Science Programme. Awarded to the Associate Degree graduate who has demonstrated outstanding research and scholarly potential and who has produced and presented the best student research project
Best Student Research Project	Awarded to the Associate Degree graduate who had a minimum cumulative grade point average of 3.00 and who has exemplified outstanding academic achievement in Introduction to Agriculture I and who displayed acumen in agriculture policy
Agricultural Policy Award	Awarded to the Associate Degree graduate who exemplifies leadership, high personal character and who is involved in significant extracurricular activities and/or community service and obtained a minimum cumulative grade point average of 2.75 or above.
The Spirit of BAMS Award	Awarded to the Associate Degree graduate who exemplifies academic distinction, obtaining the highest cumulative grade point average of 3.70 or above. This student must have demonstrated consistent excellent academic performance in their studies.
The Prime Minister's Award	Awarded to the Associate Degree graduate who has achieved the highest cumulative grade point average of the graduating class.
Valedictorian Award	

## Late Registration

BAMS observes a late registration period which is outlined on the academic calendar. Students registering during this time should be expected to incur a late registration fee (see fee structure). There is no guarantee that students would be able to enrol in their first option of

course during this period therefore students are encouraged to take advantage of the regular registration period. Only in extenuating circumstances would students be allowed to register for courses outside of the late registration period. Approval must be given by the President and/or Executive Director.

## Period of Candidacy

From the date of initial enrolment, the time limit for completing a programme of study is twice the normal duration of the programme. For example

### **ASSOCIATE OF SCIENCE/ASSOCIATE OF APPLIED SCIENCE**

Full-time 4 years

Part-time 6 years

### **COLLEGE PREPARATORY**

Full-time 2 years

Part-time 4 years

Students, who do not complete their programme within the permissible time frame, will be dismissed from the Institute as their studentship shall be deemed to have expired. In the event of a cancellation, all grades accumulated in the programme will be cancelled and all records will be closed.

## Pre-Requisite

A pre-requisite is a course or other requirements that students must meet prior to enrolling in a course. Course pre-requisites are set by the instructor in consultation with the Academic Dean. Students will not be allowed to enrol in courses for which they have not met the pre-requisite. Course pre-requisites are outlined on the student's contract. Students must pay close attention and ensure that they are advised and enrol in these courses.

## Registration

Students are required to register at the beginning of each semester. Registration is not completed until all tuition and fees are paid to the college. Deadlines for registration are published on the college's academic calendar. If a student has a query regarding registration they should contact the Registrar's Office. Students are not allowed to attend classes for which they are not properly registered. BAMSİ reserves the right to not register an individual for a course even if he/she has been attending the course.

## Students' Academic Records

Students' academic records are confidential and can not be shared with a third party without written authorization from the student.

## Transfer of Credit

BAMSİ will accept courses from recognized institutions for transfer of credit with grades of C or above. Transfer credit should be applied for at the beginning of a student's study. Only a maximum of thirty (30) credits would be considered for transfer. Credits earned ten (10) years or more prior to Admissions are not transferable.

Students applying for transfer of credit should complete the transfer of credit form and submit all supporting documents e.g. course outlines. Transfer credits must be approved by the Office of Academic Affairs.

All transfer of credits will appear on the student's transcript and is not calculated as part of the grade point average.

## Transcript

A student's transcript is an official academic record of all courses students have taken while enrolled at the college. It reflects all transfer or course exemptions that students received.

1. Academic transcripts are confidential and will not be release by the Registrar to a third party without proper written authorization.
2. Transcripts may only be requested through the Registrar Office using the official transcript request form and payment of the applicable fees.
3. All official transcripts bear the seal of the institution and the signature of the Registrar.
4. Student's requesting transcript to be sent outside of The Bahamas must pay the appropriate courier fees. The college will not be held responsible for students who choose to send official transcripts via mail.
5. No transcript will be processed for students who have financial obligations to the college.
6. Official transcripts will not be issued to students however unofficial transcripts may be viewed via POPULI.
7. Transcripts issued to BAMSİ by other institutions for use for transfer of credit becomes the property of the college and will not be issued to students.

## Student Affairs Office

The Student Affairs Office of BAMSİ is a hub for student resources, housing, wellbeing and activities. The enforcement of Institute rules and regulations is a major part of keeping good order at on campus housing, and related student services. Feel free to contact them at [studentaffairs@bamsibahamas.edu.bs](mailto:studentaffairs@bamsibahamas.edu.bs). Several categories of service fall under Student Affairs: Counselling, Residential Life and Resources and Student Activities

**Counseling Services:** A wonderful opportunity for our students to receive the kind of encouragement and support in any area where they may need guidance or consultation. Counseling is available to help students overcome barriers and help is provided in a most safe and confidential environment, catering to individual, group and emergency needs

**Student Activities:** The importance of students becoming properly acclimated into the college environment is vital to their overall success and survival during the rigors of tertiary education existence. See more details under student activities.

**Student Organizations and Clubs:** All student organizations BAMSJ are housed within the Office of Student Affairs. These groups are completely organized and run by students, for students, with advice from a faculty or staff advisor. All student organizations support the co-curricular and social needs of the student body and provide a venue of expression and leadership for other students. Recognizing the value student organizations contribute to the community, each group participates in one community service project per semester. A current listing of student organizations is available. To become involved in a current student organization or create one of your own, please contact the Office.

## Social & Residential Resources & Support

### Student Responsibility

Students are responsible for knowing and adhering to the policies, deadlines, and procedures of the Institute. Most potential advisement and registration problems can be averted by careful reading of the various documents and publications. Students may receive credit only for those courses for which they are properly registered and assume academic and financial responsibility, unless they officially cancel registration according to the established policies and deadlines.

The college respects every student as an adult; therefore each student is held accountable to the policies, deadlines and procedures of the institute. Each student should ensure that they familiarize themselves with the dates outlined in the academic calendar, final examination

schedules etc. Failure to do so will not be accepted as an excuse for missing important dates.

## Approved Social Events

- In order to have an approved social event, organizers must obtain an application/ registration form and submit it to the Office of Student Affairs no later than two weeks prior to the scheduled event.
- Organizers must also have an advisor (a member of faculty, staff, or administration) who is willing to assist with the event's planning and be present during the entire event.
- All approved social events must receive final approval for the use of the facilities from the Office.
- Approved social events held Mondays – Thursday are limited to a maximum two hours. Events held on Fridays or Saturdays are limited to a maximum of four hours. All events must cease no later than 1:00 a.m. The scheduled time and length of all events must receive approval from Administration.
- The number of people attending approved social event will be limited according to the space available. Attendance is restricted to BAMSJ Students. Students may invite one non-BAMSJ guest to specifically designated approved social events. The advertisement for approved social events may not promote the consumption, or display of alcohol.
- Donation (from BAMSJ Students only) may be collected by organizing groups ahead of time in order to defray the cost of entertainment, food and refreshments. Under no circumstances will donation be accepted at the door the evening of the event.
- Organizers of an approved social event are responsible for any damage or cleaning expenses that result from the event. The



Office of Student Affairs and Facilities Manager will access any charges through the Business Office.

- All Students will be required to show proper photo ID.
- Administration will also reserve the right to cancel any event
- Organizers of an approved social event will accept full responsibility by sponsoring such an event. It should be clearly understood that BAMSI officials are not organizing or sponsoring social events and that it is the responsibility of the organizer(s) to maintain order and provide necessary security to uphold all BAMSI policies.
- Failure to adhere to the guidelines for approved social events will result in the organizer(s) being summoned before the Executive Director and Office Student Affairs with a recommendation for disciplinary action.
- Individuals or sponsoring groups who have had a history of irresponsible behaviour and damaging BAMSI facilities will not be permitted to sponsor approved social events.
- Those groups wishing to organize an approved social event may obtain a Social Event Application/Registration Form from the Student Affairs Office or Student Activities Coordinator.

## Campus Visitors

The Institute hosts a wide variety of educational and community service activities throughout the year and welcomes all individuals who come to participate in Institute-sponsored activities or other scheduled events. All visitors are subject to BAMSI policies and procedures governing access to, and use of, campus facilities, as well as rules regarding conduct at Institute-sponsored programs and events. All BAMSI personnel have the responsibility for informing the campus

security or the police of any apparent infractions of BAMSI policies, procedures, or rules regarding such participation and conduct.

Children under 16 years of age who are not registered credit or noncredit students, who are not participating in an authorized BAMSI activity, or who are not attending a scheduled event shall not be left unattended anywhere on the Institute campus.

Only properly registered students may attend scheduled classes. Lecturers should not permit other individuals, including children, relatives, or friends of enrolled students to remain during class sessions. Lecturers should make their classes aware of this rule at the initial class meeting.

## Computing

Individuals with access to the BAMSI network have the following obligations and responsibilities

- To respect other people and the Institute's intellectual environment. Use of the network may not violate local law, including the laws of defamation, forgery, and harassment.
- To not engage in copyright/trademark infringement: The copying of copyrighted materials such as music, movies, and other multi-media via Internet peer-to-peer file sharing software or other means is strictly forbidden.
- To protect each individual's accounts from unauthorized use by others. Every account is provided for the use of a specific individual and may not be shared with nor loaned to others. Additionally, office computers are generally assigned to specific individuals for BAMSI-related work. All members of the community must obtain permission before using a computer not assigned to them.
- To respect the integrity of other users' accounts. Individuals must not attempt to decode passwords or access information

illegitimately. For example, sending electronic mail under another person's name/forged email is a violation.

- To avoid engaging in any activity that may reasonably be expected to be harmful to the systems operated by the BAMSI, including, but not limited to, attempting to disrupt, gain unauthorized access to, or damage computing and network systems (hardware and software) belonging to the Institute, or to use the Institute's computing resources to disrupt, infiltrate, or damage systems belonging to others on campus or around the world. When a system vulnerability is discovered, users are expected to report it to Information Technology Services (ITS).
- To avoid excessive use of shared resources, whether through monopolizing systems, overloading networks, misusing printers or other resources, or sending spam or unsolicited mass electronic mail. Violations of these guidelines that come to the attention of ITS will be referred as appropriate to administration. Where appropriate, ITS may temporarily withhold services from students, faculty, or staff while referring the case in a timely manner to the appropriate BAMSI office. Sanctions can include termination of all computing services to the individual(s).

## Health and Wellness Education Center

provides free and confidential services to students, staff and faculty. The center will be staffed by registered nurses and offers health education programs, including workshops, seminars and health screenings such as HIV testing, blood pressure, diabetes, weight management, and relationships. The Center is located in the bottom floor of the Administration Building. Please note that it is not a hospital or an emergency room and is not staffed by doctors;

students/staff/faculty experiencing true emergencies and/or severe medical issues must report to the Local Medical Clinic in Nicholls Town.

## Medical Emergencies

Students are responsible for all costs related to medical emergencies. This include but is not limited to air charters, transportation and expenses not covered by the students' insurance.

Parents or next of Kin will be notified as soon as possible of emergencies so as to be on standby to receive the ailing student and ensure transportation is available upon arrival in New Providence.

## Parking on Campus

Parking on campus is available to all students, employees, and visitors to the Institute. All motor vehicles operated on campus must display a parking permit in the front window regardless of ownership (with the exception of those in designated visitor parking areas). Any registered and residential student may receive a parking permit at the Office for a small fee. Parking and traffic regulations apply to all who drive on any part of the BAMSI campus. Any vehicle parked in a student or staff parking lot without displaying the appropriate parking permit may be subject to a fine. **Student vehicles are prohibited from any BAMSI farm or project site; there are no exceptions! Students are to use the specified parking areas only.** Parking permits are available two weeks after classes begin each semester.

## Photocopying

Photo copy machines are available for a fee and are located in the library and the copy center.

## Security and Public Safety

BAMSI is fully committed to providing a safe and healthy campus for the entire community.

Uniformed officers, Institute security officers and members of the Royal Bahamas Police Force patrol buildings and grounds, respond to emergencies, educate the community about crime prevention, and provide individual safety escorts upon request.

Even though BAMSI employs trained personnel for the protection of its students, employees, guests and property, security of the campus is a responsibility shared by all members of the community. Students are expected to accept this responsibility by:

- Attending campus safety education programs
- Locking residence hall room doors
- Locking car doors, parking in the assigned areas and keeping valuables out of sight
- Labeling valuable items
- Using sound judgment, such as not walking alone on campus after dark, not loaning a room key to a friend, etc.
- Reporting any suspicious person or behavior to a campus security officer as soon as possible
- Proper disposal of waste
- Following campus parking and traffic rules.

The Institute does not assume responsibility in the event of theft from student rooms or vehicles parked on campus. In the case of theft, assault or other serious crime, Campus Security will notify the North Andros Police Department. In the event of sexual assault, one should seek immediate medical attention, and notify the Director of Student Affairs for professional assistance.

If a student or any employee is approached on campus by law enforcement personnel seeking information on students, faculty, or staff, the following procedure should be followed:

- Request proof of identity, if not apparent.

- Maintain a cooperative and courteous attitude.
- Unless an emergency event:
- Direct daytime inquiries (8:00 a.m. – 5:00 p.m.) to the Student Affairs or Campus Security Office
- Nighttime inquiries should be directed to Campus Security
- In case of an emergency provide pertinent information and assistance as appropriate.
- Classes should not be interrupted unless an emergency situation exists

## Smoking on Campus

A smoke-free policy is implemented at the Institute. Smoking is not permitted in any building or facilities (including the farm and greenhouse) at any of the BAMSI's designated properties.

## Social Media Responsibilities

The following activity is prohibited on the Bahamas Agriculture and Marine Science Institute social media pages or any of the social media pages of the registered clubs and organization within the Institute:

- Posting content that violates Bahamian law
- Commercial or political activity
- Online gambling
- Endorsement of any product, service, or private organization
- Posting personal information or material protected by copyright
- Posting viruses or Trojan-infected content
- Uploading pornographic content or images that depict harassment, vandalism, or alcohol or drug paraphernalia
- Using inappropriate or profane language
- Demeaning other users
- Sharing information that could potentially harm an individual, organization, or institution

Remember, when using BAMSI social media:

- Be respectful of all viewpoints
- Adhere to all of the Institute’s technology and computing policies  
Review the terms of service for each social media platform

The Bahamas Agriculture and Marine Science logo and visual identity are trademarked and cannot be used without permission from the Office of Communications and or Executive Director. **All student publications shall explicitly state that the opinions expressed are not necessarily those of the Institute or its student body.** The Institute may choose to use content generated by members of the BAMSI’s online community on the main website, on official social media sites, and for marketing purposes.

## Misuse of Electronic Devices in the Classroom

The use of electronic devices by students in the classroom is up to the discretion of the lecturer. Any use of such devices for purposes other than student learning is strictly prohibited.

If a lecturer perceives such use as disruptive and/or inappropriate, the lecturer has the right to terminate such use. If the behavior continues, the student may be subject to disciplinary action to include removal from the classroom or referral to the Office of Student Affairs.

## Student Identification (ID) Cards

Student identification (ID) cards are issued once student has registered and paid for classes. Lost ID cards can be replaced for a fee. Admission to the cafeteria, library and computer labs, Institute’s events, examinations, admission on the BAMSI bus, to name a few, requires a valid BAMSI ID. IDs are checked at the door of these and other events/locations and checkers are instructed to allow no exceptions. ID cards are nontransferable and are to be held only by the students to whom they were issued. Students are required to be in

possession of their ID card at all times. All ID cards are the property of the Institute and must be shown when requested.

## Residential Life and Resources

### BAMSI Bus and Shuttle

The Institute has both a shuttle and a bus for the transportation of the students to and from classes. A bus schedule is given to each student prior to the start of the semester. Each student must be very mindful not to miss the bus, so plan your day wisely. IDs are to be shown in order to enter the bus. The driver normally will announce their departure, via blowing the horn or making a public declaration—so listen attentively. Students are to obey the **Code of Conduct for the Transportation services**. These are listed below:

**Respect the driver:** The driver is the authority on the bus and can throw you off of it as well! Hence respect is due.

**Dress Code:** Strict dress code is enforced. No shoes, no shirts, no pajamas, NO SERVICE!

**IDs are required:** IDs are expected to be shown in order to enter the bus.

**Do not enter the bus without the driver:** Only the driver can open the bus to allow students entry. Any students who break into the bus or are seen on the bus without the driver or his permission will be subjected to severe sanctions including being barred from the bus.

**Do not disturb the driver:** No talking or disturbing the driver. Disturbance can be in the form of conversations, loud talking and loud music, foul language and vulgar conversations, etc. Be respectful and courteous to all patrons on the bus, it is for your own safety.

**No food on the bus:** Students are not allowed to bring exposed food and or eat on the bus. You must keep the bus clean at all times.

**No unauthorized stops:** Only scheduled stops are to be made on the bus. The bus is not to be used to make personal trips and stops. The bus is for all and must be used wisely and economically.

## Campus Cafeteria

The cafeteria provides healthy and nutritious cooked meals to our students, staff and faculty. A significant portion of the food consumed is grown and produced on the Institute's farm. Meal plans are available for non-resident students, faculty and staff as well. Wherever possible, menus will be posted well in advance. Patrons are required to adhere to the Cafeteria Code of Conduct at all times, as disciplinary actions will be implemented. The CHEF is the authority in the cafeteria and should be respected at all times. Unless otherwise stated, the hours of operation for the cafeteria are as follows:

### WEEKDAYS (MONDAY-FRIDAY)

Breakfast: 7 am to 9 am      Lunch: 11 am to 3 pm      Dinner: 5 pm to 7 pm

### WEEKENDS (SATURDAY-SUNDAY) and HOLIDAYS/BREAK

Brunch: 11 pm to 1 pm      Dinner: 4 pm to 6 pm

When the scheduled meal times have passed, the cafeteria will be closed to the student body for cleaning and preparation. Therefore, be mindful of the times to avoid missing a meal!

**Cafeteria Code of Conduct:** Students and other patrons of the cafeteria should adhere to the BAMS code of conduct. Below is an outline of the general procedure:

**Dress Code:** Strict dress code is enforced. No shoes, no shirts or pajamas, NO SERVICE!

**Obey the hours of operation:** Failure to obey the hours of operation will result in you missing your meal! The door will be locked after each meal period for cleaning and preparation for the next period. Do not knock on the door, or ask the staff to get your food. They are only obligated to do so during the scheduled times.

**Meal Pass/Voucher Usage:** Authorized Meal passes, one pass for all meals, are issued to residential students who have paid for their room and board fee in full. The student's name is ticked off the register as they present their meal pass. Other students or patrons are given an authorized meal voucher for the meal period requested. The vouchers will have "Breakfast", "Lunch" or "Dinner" clearly displayed along with the authorization and expiration date. These vouchers are one-time and must be given to the kitchen staff in order to receive food.

**Meal Vouchers and Passes:** This service system involves the creation, collection and issuance of meal pass/vouchers to all students, faculty and staff and visitors alike. Prices of meals vary for each group – resident, non-resident and visitor. All are required to present authorized meal vouchers/passes and photo identification upon the release of food. Meal plans are also available. To replace a meal voucher, a small cost is levied.

**No Meal Voucher and ID No Service:** In order to obtain your meal, you must show your student ID and your meal voucher. Kitchen staff are instructed not to serve anyone without them. Meal vouchers are distributed as a part of the room and board plan—once you have met your financial obligations, or for those nonresident students, vouchers can be purchased in advance from the Student Affairs Office. If you have forgotten either, you must seek permission from the Student Affairs Office.

**One voucher one plate of food:** The voucher for each meal period is good for one plate of food. In an effort to be fair to all students, kitchen staff are trained to be consistent with the portion sizes

of the food. In other words, everyone will be given the same amounts. Therefore, students and patrons are not allowed to ask or badger kitchen staff for additional portions. Should you require an additional plate of food or part portion of food, you must purchase another voucher. Meal voucher prices are posted, and the latest prices can be obtained from Student Affairs.

**Food is not to be taken out of the café:** Failure to adhere to this rule will result in severe penalties. Do not ask for plastic wrap, paper, foil etc. it will not be given. Exercise proper time management so that you will be able to sit down and enjoy your meal. Other cafeteria items, such as plates, cups, utensils, etc. also should not be removed from the cafeteria. These items are to be placed in the trays when your meal is finished.

**No pets, or personal unauthorized guests are allowed** in the cafeteria. For obvious health and safety reasons this rule will be enforced.

**Obey the posted signs:** Do not enter rooms that are clearly marked "No unauthorized entry". These include but are not limited to the kitchen, the Chef's office, storage, etc. Failure to do so will result in you missing that meal! Continued violation will result in a ban from the cafeteria.

**Courtesy and respect to others:** Proper etiquette and manners are expected. Do not jump the line; there is enough food for everyone. Discourtesy to kitchen staff and others (for example, foul language, disrespect, loud music and loud vulgar conversations, intimidation and threats, etc.) are not tolerated and will result in you not receiving a meal. Depending on the severity of the offense additional sanctions and penalties will be activated.

**Additional Cafeteria Usage:** From time to time, the cafeteria may be used for meetings or other gatherings. Permission from the Student Affairs Office or Executive Director is required in advanced.

## Housing

The Bahamas Agriculture and Marine Science Institute is committed to student learning in and out of the classroom and thus supports the personal and leadership development of students through extracurricular activities. BAMSI's housing philosophy is based on the belief that residence-hall living enhances education by contributing to an individual's academic, social, and personal development. If residence halls are to provide an environment for personal growth, residents must accept responsibility for their own actions and demonstrate respect for the rights and concerns of others and for the property of the Institute.

General housing policies and regulations are established by the administrative team. Students are expected to familiarize themselves with the policies and rules concerning their conduct in the residence halls. Acceptance of space in BAMSI housing reflects a knowledge of and willingness to abide by housing policies. Living in BAMSI housing is a privilege and not a right. Students may not sub-let rooms. Students who permit unauthorized persons (including non-residential students) to occupy their rooms will be subject to disciplinary action. This may include revocation of residential privilege regardless of the program of study being pursued or whether academic performance has been satisfactory.

The Office may, at any time and at its own discretion, withdraw this privilege due to behavior which does not rise to the standards outlined below. Students who lose their housing privileges are not entitled to a refund of their room and board charges for the remaining weeks of the semester. BAMSI does not provide housing to any student over the age of 25 years.

## Freshman Housing

Substance Free Zone

All BAMSI housing and grounds are Substance Free Zones. The following are prohibited in all

common areas, private rooms, bathrooms, porches and housing grounds where BAMSI students are housed:

- Use of cigarettes, cigars or burning tobacco in any form, inclusive of 'beedi' or any similar product.
- Possession or use of alcohol in any form.
- Provision of alcohol to any student under the age of 18 years.
- Possession, use, sale, or provision of any controlled substance, illegal drugs, or related paraphernalia.

## Transitional Housing

The following are prohibited at all BAMSI Transitional Housing:

- Smoking in common areas, private rooms and bathrooms
- All alcoholic beverages are prohibited
- Provision of alcohol to anyone under 18 years of age
- Possession, use, sale or provision of any controlled substance, illegal drugs, or related paraphernalia
- Use or possession of marijuana or other drugs, which are prohibited by the laws of The Commonwealth of The Bahamas and/or BAMSI policy. This includes the abuse of prescription drugs.

Residents are responsible for the behavior of their guests, and will be held accountable for their actions. Guest who violate the college rules will be prohibited from returning to the property and you the student will be reprimanded accordingly.

**Visiting Hours** for all dormitory facilities is as follows: Monday through Friday 4pm to 8pm and Weekends and Holidays 11am to 9pm.

**Calibri (Body) Cable and Internet:** Cable access and Internet services are provided. Splicing into the line or installing a satellite dish is a violation of the Institute's policy. Wireless network access

is provided in all residence halls. The use of personal wireless access points is prohibited as they may interfere with the BAMSI-provided service.

**Care of BAMSI Property:** BAMSI-provided furniture in residence hall rooms may not be removed or dismantled. Public-area furnishings are intended for general use and are not to be taken into private rooms. Students who violate these rules will be fined and referred to the Office of Student Affairs. Students who do not comply with the directive to restore furniture and equipment to its rightful place will be assessed additional penalties for continued noncompliance. Serious or repeated violations could also subject the student to suspension of her/his right to reside in BAMSI residence halls.

Personal beds—including water beds and mattresses— may not be added to the room unless specific permission is obtained before the student's arrival date. For safety reasons, construction of lofts or walls in rooms is not permitted. Rooms must be returned to their pre-occupancy condition upon move-out. Rooms will be examined subsequent to each student's departure, and a fine will be levied in the event that special cleaning beyond common procedures is required, or for the removal of BAMSI property from the room. Fines are also levied if the staff must move furniture in or out of the room. Similar charges will accrue if students leave belongings in common spaces that must be removed by facilities management personnel. Typically, those charges begin at \$100 per resident and increase when extra cleaning of room is necessary. Room walls, floors, doors, and furniture may not be painted

**Conditions of Occupancy:** Students living in BAMSI housing agree to abide by rules, regulations, and policies stated in the Student Handbook. Violations of residence hall rules and regulations are considered to be violations of Institute policy, and will be referred to the Student Affairs or another designated BAMSI Office.

Residents must accept responsibility for their own behavior and act in a manner that demonstrates respect for the rights and concerns of others and for the property of the Institute.

Official occupancy dates for the residence halls are listed in the academic calendar.

Residence halls remain open during fall break, and spring break. Residence halls are closed to students during winter break. Limited meals are served during fall and spring breaks.

When the residence halls are closed, no student may be in the building. Students found in residence halls when they are not authorized to be are subject to fines and are referred to the security, Student Affairs or a designated BAMSI office.

**Guests:** Primarily, residence hall rooms are designed for sleeping and studying on the part of the occupants. Guests of BAMSI students are welcome to visit campus. However they are not allowed to enter the dorm rooms. Guests are defined as traditional college-aged students, family, non-BAMSI friends, and prospective students. Individuals or groups contracted to perform specific functions at the Institute (e.g., performers, speakers, etc.) are not permitted to stay overnight in the residence halls. Student hosts are responsible for the conduct of their guests on campus and will be held accountable for any violation of the code of conduct or other rules of the Institute committed by a guest. The Office reserves the right to require a guest to immediately leave campus if their behavior begins to have an impact on the campus community or is otherwise disruptive.

**Guest Sign In:** Guests are required to provide and leave a valid photo ID with the desk attendant upon entering a residence hall; no exceptions will be made. All non-BAMSI guests must be accompanied by their host during sign in. Guests will retrieve their photo ID upon exiting the residence hall building.

**Housing Eligibility:** Eligibility for BAMSI housing is contingent upon full-time enrollment status, an up-to date Institute student account, and completion of the Room and Board application form. To reside in BAMSI housing, students must be in good financial and behavioral standing with the Institute, and must satisfy any outstanding fees owed to BAMSI prior to move-in day. Students with outstanding balances will not be able to move into their residence hall rooms or collect their keys until the matter is resolved. Students are eligible for four (4) semesters (Fall and Spring) of housing. Summer semester are not included as students return home to complete their internship. Students requesting room and board facilities during the summer session will have to apply at least a month in advance, provide evidence that they will be participating in a BAMSI course or program. Such request is subject to approval and limited availability. Eligible students will have to pay a separate summer room and board fee. Other conditions may also apply.

### **Student Pregnancy**

BAMSI believes that becoming pregnant should not prevent students from completing their studies. Student options to complete studies depend on the degree programme. Students should seek guidance from their Advisors.

Housing is not available for pregnant students, however, we will work with expecting mothers to stay on track to complete their degree.

All pregnant students must comply with the following:

1. Provide BAMSI with a Medical Report to included expected due date.
2. Provide BAMSI with an updated contact list for both local and home of domicile.
3. Vacate the dorms.

**Keys and Locks:** The Institute takes precautions to protect the safety and well-being of students, and expects students' full participation in this



process. Rooms should be locked when unoccupied, even for a brief period of time, to avoid theft of personal property. Exterior entry doors should not be propped open. BAMS I officers and may have access to master keys for each residence hall. These keys may only be used in the course of fulfilling official job duties.

**Room Keys** Each student is issued a room key. Lost keys must be reported immediately. If a room key is lost, the lock will be changed at the cost of \$100. Changing the lock is for the safety and security of the occupants of the room. The person who has lost his/her key will be responsible for the \$100 cost. Lost keys should be reported immediately to the Student Affairs Office. Anyone who fails to return his/her room key upon leaving the College (during the semester or at the end of the year) will also be charged the \$100 replacement cost. As a safety precaution, students are prohibited from loaning their room key to anyone. BAMS I keys are not to be duplicated by anyone other than the Institute.

**Room Changes.** If a student is changing rooms, they may only have one (1) key in her/his possession at a time. The student is not to trade key(s) with another student. When rooms are changed, BAMS I automatically reassigns new key and flags the other key(s) as due. If the key is not returned promptly, the student will be charged \$10 a day, until the key is returned.

**Locks.** Only BAMS I locks may be used on doors; personal locks will be removed, and the owner will be charged for damages and labor.

**Returning Keys.** At the end of the year, students should return their keys to the Office before departing campus. There is a minimum fine of \$100.

Should the student elect to take a leave of absence, cancel their housing contract, or depart from the BAMS I earlier than originally scheduled, all Institute keys immediately become due and must be surrendered before leaving campus.

**Laundry:** Laundry facilities are available on campus as well as throughout the community via coin operated machines.

**Lost and Found:** Found items should be surrendered to the Campus Security Office. All lost items should be reported to the Campus Security Office. Found items will be maintained for 30 days. After 30 days, unclaimed items become the property of the college, and may be auctioned, donated or otherwise disposed. Residence Life staff urges students to double-check their rooms prior to check out to make sure they are not leaving items behind. Items for disposal must be placed in the appropriate dumpster or recycling location as appropriate.

**Off-Campus Housing:** Students are welcomed to use alternative living facilities. All we ask is that you provide a local address and cellular telephone number for our files. Off-campus students may subscribe to the full meal plan or select a partial meal plan.

**Prohibited Items:** Weapons, including firearms and ammunitions; water beds and inflatables are strictly not allowed. Fire regulations prohibit: personal cooking appliances (hot plates, toaster ovens, or other items with open-heat elements); space heaters; candles, incense, and other open-flame items; and halogen lamps. Any student with an open flame (e.g., candle, incense, etc.) will be subject to a hefty fine and referred to the Office of Student Affairs. The cooking facilities in residence halls are designed only for occasional snack use and not for regular meal preparation. Students are encouraged to use the cafeteria services for such meals. Students are not permitted to cook in dormitory rooms or bring microwaves. Students may bring small refrigerators for their dorm rooms, but they must meet all Institute specifications (Energy Star rated and no larger than 24" x 18" x 18"). Extreme care must be taken with irons, clothes steamers, curling irons, and other personal-care devices. Electrical items using excessive wattage (e.g., air conditioning units) are prohibited. Extension

cords must be Underwriter's Lab approved; outlet strips must have a built-in circuit breaker. No gas-powered vehicles are permitted in the buildings.

**Pets and Animals: Pets of any kind are NOT allowed in residence halls.** Fines will be levied against anyone found with a pet/animal in the residence hall, and the pet(s) will be removed from BAMSI premises. Evidence of pet care such as pet food, terrariums, etc. is also prohibited. A repeat offense will cause the student to forfeit her/his right to reside within BAMSI housing.

**Quiet Hours:** Quiet hours are established by hall residents at the beginning of each semester. Should there be a conflict between roommates about sleeping, socializing, and studying schedules; the students' sleeping schedules will generally take precedence over other room uses. It is understood that an occasional late-night study session may need to take place in a residence hall room. If a regular pattern of late-night studying develops and the roommate needs to get a regular amount of sleep, the studier will be asked to relocate to a more appropriate location (library, classroom, or residence hall lounge).

BAMSI students have the right to study and sleep in their housing assignment. Quiet hours are in effect for all campus housing from 10:00 p.m. until 8:00 a.m. Quiet hours will be in effect 24 hours a day during final exams beginning on the last day of classes for the semester.

During quiet hours the following guidelines will be in effect:

- The noise level resulting from stereos, radios, television, etc., in any area should not be heard one door away from where it is originating. Also, no stereo should be able to be heard outside any residence hall. Use of headphones is encouraged.

- Lounges/lobbies are to be used for quiet activities (cards, TV, games, programs, etc.), plus any program approved by Residence Life Staff.
- Conversation in the hallway must be held in a lowered voice.
- The primary responsibility for enforcement of quiet hours shall rest with individuals who are bothered by the noise.
- Residence Life Staff will intervene to support quiet hours in those situations when they personally know of noise or when a resident has been unable to accomplish a successful intervention. Such intervention may lead to disciplinary action.
- This also applies to outside areas contiguous to residence halls.

Courtesy Hours will be in effect during all times not covered by quiet hours. This is a period during which residents and guests act with consideration toward others relative to noise, but students will not be permitted to disrupt the environment by creating excessive noise with their stereos, etc. Irresponsible behavior relative to noise will not be tolerated during either quiet or courtesy hours.

Students may bring stereo, computer, television and video game equipment into their rooms; however, noise from such equipment should not disturb other residents. Students are encouraged to purchase/use headphones. Any student owning/ operating noise producing equipment is required to agree to reduce the volume if it is disturbing others. If a student does not voluntarily reduce the volume when requested, disciplinary action may be taken. In all cases of conduct action concerning the misuse of sound producing equipment, the non-complying resident may be required by the Student Affairs Office to remove the equipment from his/her room.

**Visiting Hours:**

Monday to Friday 4 p.m. to 8 p.m.

### Visitors may only access common areas

**Room Access:** Any member of the administration–student affairs, facilities management, security, etc., accompanied by any other person or entity the Office believes appropriate may enter and inspect a residence hall room without the resident’s consent. Surprise room inspections are frequently performed. Any member of the Office, Security or other BAMSI personnel may also enter a room in order to check the health or welfare of a student, or if there is any reason to believe that any Institute regulation or Bahamian law is being or has been violated.

BAMSI respects the privacy of members of the BOAR community. However, the Institute reserves the right to enter rooms for the purpose of conducting official college business.

Representatives of the college may enter a room for:

- Routine maintenance/pest control
- Health/safety inspection
- Health and safety emergencies (fire alarms, a sick student, etc.)
- Closing procedures at break periods
- The retrieval of contraband
- Cause to believe that an activity is taking place in a room that is detrimental to the health, safety or welfare of residents or the overall campus community, or substances or articles are contained in the room which would constitute a violation of the Student Code of Conduct
- Cause to believe that violations of civil and/or criminal law are taking place Any illegal items visible in the room will be confiscated. The confiscation of items will result in referral to the conduct process. BAMSI will use multiple attempts and methods to contact the students involved; however in extenuating circumstances, the search may be conducted without the presence of the

student(s). If permission by the resident(s) is granted, the search may begin. If permission is not granted, the Resident Director will contact the Director of Student Affairs for approval of the search. Determination of what constitutes a reasonable cause to search will be made by the Director. When a search is conducted, two college officials will be present. The search may include, but not be limited to, opening drawers and refrigerators, examining furnishings and personal effects, and search of persons. The search may also include automobiles and other areas used by students such as gym lockers. Any violations noted, no matter the initial reason for the search, will be referred to the conduct process. Evidence properly obtained by the above procedure may be used in civil, criminal or administrative proceedings and may be turned over to local law enforcement. Law enforcement officers, when carrying a valid search warrant (containing a proper description of persons or contraband to be seized, location, etc.), may enter a residence hall room and seize appropriate persons, property, or materials for use in prosecution in subsequent civil, criminal, or administrative proceedings. College officials will attempt to be present, however a valid search warrant may be executed without the presence of college officials. A law enforcement officer may also search a student’s room with consent of the resident(s) and the execution of a BAMSI College Consent to Search form

**Room Assignments:** New students are required to live in the residence halls during their first two semesters. After their first year at the Institute, students are permitted to live in non-Institute housing. All new students are assigned roommates and residence hall room by the Student Affairs Office. The Institute guarantees housing for all students who participate in the housing selection process in a timely manner. Students generally live in doubles, triple, or quad-

style rooms. The Institute cannot guarantee that a single room will be available for any student. If there are single rooms available and also any room with a private bath will be at a higher rate.

**Room Cancellations:** If a student reserves a room through the completion of the room and board application form and cancels their housing contract without adequate notice, a fine may be assessed to the student's account. For students applying for the Fall semester, the deadline for confirmation and payment of BAMS I room and board is the last week in May. No room refund will be given when notice is given after start of classes.

**Room Changes:** Requests for room changes can be made by contacting the Office of Student Affairs. Making a room change request does not ensure that a room change will be made. Students are expected to work through roommate and other housing conflicts with the involved parties, with the help of resident assistants (RAs) and Institute personnel and/or through mediation, if appropriate. All students are expected to occupy the rooms to which they are assigned. Students who switch rooms without the consent of the student affairs or the resident assistant will be penalized \$100 and will not be permitted to participate in BAMS I room and board for the next semester.

**Room Decorations:** While every person likes to personalize his/her space in order to feel "at home," the residence halls are governed by certain local fire safety ordinances, as well as BAMS I policies. It is necessary for residents to be aware of the following guidelines:

- Students are not permitted to paint, renovate, or modify their rooms in any way.
- Furniture must not obstruct smoke detectors or sprinklers or impair a quick exit from the room.
- Students are permitted to hang decorations (pictures, posters, etc.) in their room,

however, any damage that necessitates painting and/or repairs will be at the resident's expense.

- Decorations must not be hung from or cover smoke detectors or sprinklers.
- Candles, incense, and halogen lamps are not permitted.
- Students may hang minimal decorations on their room door. If door hangings are determined to be a fire hazard, students will be required to remove such decorations. The Office reserves the right to deny any decorations that are deemed inappropriate or offensive.
- Alcohol bottles, binge drinking paraphernalia (i.e., beer pong tables, beer funnels, etc.), and drug paraphernalia are not considered decorative items. Students possessing these items may be charged with a violation of the Institute's alcohol or drug policy.

**Room Occupancy:** For noise, fire, and safety reasons, residents are not permitted to host large gatherings in the dorm. Normally, room occupancy is restricted to the number of residents, doubled, plus one; for example, for a triple room, its  $3 + 3 + 1 = 7$ .

**Room Inspections** Residence Life staff conducts monthly health and safety inspections of student rooms. These inspections are often conducted without prior notification and may be conducted without the resident(s) present. Violations will be reported to the student conduct system.

**Storage:** The Institute has very limited storage. Storage is usually only available for during the end of the Fall semester. Students store their belongings at their own risk. Students are not allowed to store any furniture or large items in these locations. Furniture (rugs, chairs, sofas, tables, etc.), food items, and other large items may not be stored on BAMS I property. Limited storage space and fire regulations prohibit storage of such items. Violation of storage policies will result in removal of prohibited items

and an accompanying charge. Musical instruments and refrigerators are not allowed in secured storage.

Periodically, all storage rooms will be cleaned and inappropriate items removed. Graduating students may not leave items in storage after Commencement. Any items found in storage rooms that are out-of-date or labeled inappropriately will be considered “abandoned” and disposed of accordingly. The Institute reserves the right to dispose of any items in storage locations, without notice, if the storage rooms become a health or safety concern.

**Storms:** When severe weather threatens, visit The Institute’s Web site and Facebook for current information on the impending storm, storm preparations and Institute closures. Students in the Institute’s dorms will also receive information pertaining to storm preparations from the Office of Student Affairs, Residence Life Associate, and/or Security who will advise of any evacuation plans. Please see section on Hurricane/Storm Guide for further details.

**Vacancies** In all non-single rooms, if one or more assigned residents cancel their housing contract, the Office has the right to fill the empty space or to move the remaining roommate(s) to another comparable space.

**Water and Electricity Conservation:** In an effort toward sustainability, the Institute strongly encourages all in the BAMSI community to CONSERVE water by turning off the water when brushing your teeth or when not in use; to conserve electricity by turning off the lights when no one is in the room, turn off the Air condition (AC) or fans when no one is in the room and take shorter showers. Note that only compact fluorescent bulbs are permitted. Remember that the cost of these will eventually be transferred to you! SO Please let us all do our best to conserve and preserve the limited resources we have.

## Fines

Room Changes	\$100.00 (1 <sup>st</sup> Offense Warning Letter & 2 <sup>nd</sup> Offense results in a Fine)
Smoking of any substance on any BAMSI property	\$100.00
Alcohol Use on property or Dormitory	\$100.00
Prohibited Visitation to Dormitory	\$100.00 minimum based on seriousness
Improper Use of Videotaping	\$50.00 and possible suspension
Tampering with Fire Alarms	\$100.00 minimum

## Campus Policies and Procedures

### Student's Rights and Responsibilities

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct at the Bahamas Agriculture and Marine Science Institute. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible infractions. Students violating any of the following are subject to disciplinary action. All sanctions imposed by the student conduct system must be obeyed or additional sanctions may be levied.

### Alcohol and Other Drugs Policy

The unlawful possession, use, purchase, or distribution of alcohol on BAMSI property or as part of any BAMSI activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different

from the prescribed use, or by someone other than the person for whom it was prescribed—is prohibited on BAMSI property or as part of any BAMSI activity.

### Associated Health Risks:

All drugs, including alcohol, can cause marked changes in behavior and have side effects.

Their influences can affect the safety and well-being of the users as well as those around them. Even low doses significantly impair the judgment and coordination and reduce physical coordination and mental alertness, while increasing the incidence of aggressive behavior. Moderate to high doses of alcohol drastically impair an individual's ability to function, sometimes rendering them unconscious. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat, and irregular breathing. Convulsions, coma, and death are also possible. Combining drugs can be fatal.

### Disciplinary Sanctions

The Institute will impose disciplinary sanctions on students (consistent with the laws of the country) for violations of the Alcohol and Other Drugs Policy. Disciplinary action, including, but not limited to, warnings, fines, probation, suspension, expulsion, or referral for prosecution may result. Note: Sanctions may be assessed against individuals and organizations, as well as guests and their host. Fines may be imposed for any violation to cover expenses related to repair or replacement of damaged items or for cleanup.

### Assault, Endangerment, or Infliction of Physical Harm

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct—whether reckless or intentional—that a person knows, or which any reasonable person under the circumstances would know, places

oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized. The Institute will review the conduct and the circumstances in which it occurred. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the greater the likelihood of a severe sanction.

### Banners and Posters

**Banners** may only be hung on certain designated spaces or areas. Contact the Office for details and approval. The standard maximum duration for banner display is one (1) week; groups are limited to one (1) banner reservation per month. Priority is given to student organizations or community-wide events. Requests for banner space must be made to the Student Activities Office five (5) business days in advance of the requested starting display date. All banner designs must be reviewed and authorized prior to installation.

Banners should be removed by the club, immediately after the event. If not it will be taken down by facilities and disposed of. Students acknowledge that a banner is at risk of being stolen, and the Institute is not responsible for such loss or damage. Code of Conduct guidelines and policies apply to all banner spaces. Harassing, demeaning, uncivil expression, or threats of violence, whether anonymous or signed, will not be permitted. External advertisements and solicitations are prohibited.

**Posters:** All advertisements, flyers, notices, etc., constitute posters and may only be posted on public bulletin boards. Outdated posters must be promptly removed; anyone may remove outdated posters from public boards. Masking or painter's tape is approved for use for securing the posters—duct tape is not allowed. Posters may not be placed on light posts, trash cans, buildings, walls, floors, doors, windows in doors, walkways, bike racks, hand rails, stairs, or trees.

Posters need to be “signed” with a recognized student organization or the individual name of a matriculated student. No mentions or images of alcohol are allowed. If posters do not conform to these rules, they may be removed, and the individual or group may be fined or held financially responsible for damage.

Outside solicitation and advertising are not permitted, except where specifically approved relative to the overall educational mission of the Institute by Administration. BAMSI reserves the right to exclude materials that may not be in the best interest of the Institute community.

## Bullying and Intimidation

**Bullying.** Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that cause physical or emotional harm to another student or group of students. Bullying conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

1. disruption of a community member’s education, employment, or full enjoyment of the Institute;
2. creation of a threatening or intimidating environment; or
3. disrupting the orderly operation of the Institute. Bullying is prohibited, and participating in such acts will result in disciplinary action.

**Intimidation.** Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being constitutes intimidation, is prohibited, and will result in disciplinary action. Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an

investigation in an attempt to influence the judicial process will be subject to disciplinary action.

## Disorderly Conduct

Students at the Bahamas Agriculture and Marine Science Institute have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by peaceful demonstrations and other means. These freedoms of expression extend so far as conduct does not impinge on the rights of other members of the community or the orderly and essential operations of the Institute. Disorderly conduct is not permitted. Violation of the orderly operation of BAMSI includes, but is not limited to:

1. Excessive noise, which interferes with classes, Institute offices, residence hall neighbors, or other campus and community activities;
2. Unauthorized entry into or occupation of a private work area;
3. Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;
4. Failure to maintain clear passage into or out of any BAMSI building or passageway; and
5. Failure to disperse when a building, office, or campus space is closed.

## Failure to Comply

The Institute expects students to comply with the directions of law enforcement officers or BAMSI officials acting in the performance of their duties. Furthermore, the Institute expects students held responsible for Student Code of Conduct violations to fully comply with all disciplinary sanctions imposed by the Institute. A responsible student’s failure to comply with imposed sanctions or any related directions of a BAMSI official in the performance of their duties will be subject to further disciplinary action.

## False/Malicious Claims

False and malicious complaints of discrimination and harassment are also taken seriously and are considered as egregious as violating the policy. Complaints that may be erroneous but are made in good faith will not be considered false or malicious, but if a complaint is found to have been made knowingly under false pretenses, then action up to and including expulsion or termination may be taken.

## False Representation

A student may not knowingly provide false information or make misrepresentation to any BAMS I office. In addition, the forgery, alteration, or unauthorized possession or use of BAMS I documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

## Fire Safety

Open flames are not permitted in residence halls. Any student with an open flame (e.g., candle, incense, etc.) will be subject to a hefty fine. Students are financially responsible for damages resulting from reckless conduct or violation of BAMS I rules regulating residence hall safety. Tampering, interference, misuse, or destruction of fire safety and fire prevention equipment is prohibited and is a violation of state law. Damage or misuse of fire safety equipment will result in replacement costs plus a minimum \$100 fine, and further disciplinary action may be taken. Any student who causes an alarm to be set off for improper purposes is liable for the expenses incurred by the department(s) in responding to the alarm. If no individuals accept responsibility when a violation of this policy occurs in a residence hall, all residents of that residence hall are subject to fines and charges for costs incurred by the Institute and/or department(s). Fire drills are held on a regular basis. Directions for fire drill procedures are posted in every building. Hallways and stairwells

must be kept clear of bicycles, trunks, and furniture, and may not be used for storage. Items impinging on free movement in public spaces, including halls and stairways, will be removed (including cutting locks, when necessary) and their owners may be charged for their removal.

## Harassment

Harassment is generally defined as a course of conduct which annoys, threatens, intimidates, or puts a person in fear for their safety or security. Harassment is any unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Communication that is unwanted and pervasive is also unacceptable. This type of harassment can occur in any form and can be directed at individuals or groups. When appropriate, minor infractions can be resolved informally and with remedial steps, including training, counseling, or mediation. When this harassment harms the person by severely, persistently, or pervasively interfering with the person's educational opportunities, peaceful enjoyment of residence and community, or terms of employment, it is subject to disciplinary action, up to and including expulsion. In all cases, the Institute encourages individuals to seek support and assistance as soon as harassing conduct occurs. Before any conduct can be considered for possible formal grievance procedures, it must be clear that no substantial free expression interests are threatened by bringing a formal charge of harassment. If a student has been subject to harassment or discrimination the student should consult with the Office for guidance

## Personal Property

Students are responsible for their own personal property, as well as for the property of groups to which they belong. In order to prevent thefts and crimes of opportunity, students are advised not to leave their property unattended or in an unsecured area. BAMS I will not be held responsible for such items.



## Pets and Animals

Personal Pets and animals are not permitted on campus (see also **Residence Hall Policies – Pets and Animals**).

## Photo Release (Students)

All registered students consent to permit BAMSI to do the following:

- Take, record, reproduce, digitally modify for enhancement and refinement, or use photographs, voice, video, or video still, or otherwise obtain, acquire, or use a student's name, image, likeness, voice, biographical information, or other identifying aspects of a student's work;
- Obtain, acquire, record, reproduce, distribute, make derivative works, publicly display, publicly perform, publicly perform by means of a digital audio, video, or audiovisual transmission or otherwise use student testimonials or other statements from students and any biographical information; and
- Take, obtain, acquire, record, reproduce, distribute, make derivative works, publicly display, publicly perform, publicly perform by means of a digital audio, video, or audiovisual transmission or otherwise use a student's name, image, likeness, voice, biographical information, or other identifying aspects of a student's identity and, if indicated, statements and work; for the following purposes related to marketing or promotion of the Institute including, without limitation, its classes, activities, and other events:
  - audio, film, videotape, or multimedia production(s) for, or on behalf of, the Institute
  - Internet usage including, without limitation, websites, whether BAMSI or non-
  - BAMSI;
  - Any educational, informational, news, advertising, marketing, promotional materials, and the like without limitation,

and for or on behalf of the Institute, but not as a direct endorsement of any non-BAMSI product or service; and,

- Entry in awards, festivals, competitions, and the like without limitation.
- Students who do not agree to the above must sign an Image Release Refusal form, which can be obtained in the Office of Student Affairs or Office of Communications.

## Political Activities

The Institute acknowledges that students have the right to express themselves politically and that students should also respect the right of others who do not share their political views. However, the Institute will remain neutral on political issues and does not encourage its premises to be used as a political tool. The Institute encourages a peaceful and safe learning environment for everyone.

## Publicizing

All Student Activities funded events are required to be publicized on campus and must be open to all students. Generally, advertising is permitted for any event that is open to all students and is free of charge. Commercial enterprise of any kind (solicitation, sales, distribution, etc.) by students or student organizations is permitted on campus only with the approval of the Administration or Student Affairs. Advertising (posters, flyers, chalkings, table tents, email, written, and verbal invitations) for All BAMSI social functions must NOT refer to availability of alcoholic beverages, either graphically or in words. If there is any question as to whether or not some form of advertising meets this criterion, it should be cleared in advance. A \$50 fine will be imposed

## Recording Devices

BAMSI prohibits its students and their guests from using any form of recording device, whether audio or video, when engaged in a behavioral incident with a BAMSI administrator or staff.

Students are also expected to terminate any recording device, regardless of the circumstance, upon the request of a BAMSI official. Any violation of this policy can result in expulsion from the Institution.

## Retaliation

The Institute will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of BAMSI policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation. Retaliation should be reported promptly and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

## Sexual Assault and Harassment

BAMSI is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment, including sexual harassment. Sexual harassment is a form of sex discrimination and is not tolerated. The Institute seeks to create an environment in which the greatest academic potential of students and professional potential of employees may be realized. In order to create and maintain such an environment, BAMSI recognizes that all who work and learn at the Institute are responsible for ensuring that the community is free from discrimination. These behaviors threaten our learning, living, and work environments and will not be tolerated

Any student who feels that he or she is the victim of sexual harassment has the right to file a grievance. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee or

suspension of the student. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to appropriate disciplinary action.

## Smoking

Smoking is prohibited in all indoor spaces throughout the Institute, including meeting rooms, lounges, offices, and residence halls. A \$100 fine in addition to other potential penalties, including exclusion from campus housing, will be charged for violating this policy. Altering smoke detectors creates danger for all building occupants and will be met with disciplinary action.

## Theft and Vandalism

Theft and negligent or intentional damage to personal or BAMSI property is prohibited, as is possession of stolen property. Repair and replacement costs will be charged to the appropriate students and may warrant BAMSI disciplinary action. In the event that damage occurs in residence-hall common space for which no one assumes responsibility, payment for damages will be divided equally among all residents of that hall. Administrative fees will be added if students do not pay the vandalism cost to the resident assistant or designated personnel by the end of the semester.

For damage that occurs during a student event in a space other than a residence hall and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization will be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

## Farm Property

Students are not allowed to remove Produce from any Farm area without the permission of the Executive Director. Failure to gain permission will result in a fine and or suspension.

## Unauthorized Entry or Access

Unauthorized entry into or presence within enclosed BAMSI buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited. Tampering with locks to BAMSI buildings, unauthorized possession or use of BAMSI keys, and alteration or duplication of BAMSI keys is against Institute policy. Climbing on any BAMSI building or Institute-owned structure or being present on building roofs is not allowed. Participation in any of these activities may subject a student to fines and other sanctions.

## Unauthorized Use of College Facilities or Services

Students may not possess BAMSI records, official communications, stationery, or other official documents or blank official materials. Personal academic materials such as tests and personal electronic messages belonging to someone else are included in unauthorized possession.

## Underage Children on Campus

Children under the age of 16 are not permitted on campus at any time. This policy applies to children of faculty, staff, students, and other visitors to the campus. Exceptions to this policy include BAMSI-wide family events or children enrolled in specific programs such as SEEDS or other educational programs, or those who may be on an approved BAMSI school tour etc. Those children must be accompanied by an adult to and from such programs. Younger children on campus, in the classrooms, work settings, laboratories, or study areas create distractions, disruptions, and potential liability for the Institute. They also infringe on others' rights to work and study in a quiet environment. BAMSI cannot and does not assume any liability for children on campus in violation of the stated policy. Faculty, staff, and students have the responsibility to seek daycare, schooling, and/or babysitting services to properly care for their children. Unattended or

unsupervised children on campus will be kept with Security until the parent or other adult responsible for the child can be located to take custody of the child.

## Use of BAMSI Facilities

BAMSI facilities are expressly for the use of BAMSI students, faculty, staff, and their guests, under established Institute policies. Unauthorized access is subject to arrest. BAMSI facilities are not open to the general public except for special programs. No student organization or individual student or group of students is permitted to charge an admission fee for social events without prior approval from the Office of Student Affairs. Additionally, students may not engage in behaviors that may damage BAMSI facilities or property. Students will be held financially responsible for any damages caused by their actions. Specifically the following policies apply; violators will be subject to disciplinary action:

- Students and/or their guests are not permitted on any of the building roofs.
- The dropping or throwing of any objects, including water, out of the windows is a serious Offense. This will result in disciplinary action including, but not limited to, termination from the residence halls.
- Students and guests may not enter restricted areas including, but not limited to, mechanical rooms, closed floors of buildings, etc., after hours unless given permission, and areas marked staff-only or restricted.
- Tampering or altering of electrical systems, cables, circuit breakers, switches, wiring, data cables, or elevator wiring is prohibited.
- Accessing fire escapes, fire ladders, or entering/exiting buildings through windows is not permitted in non-emergency situations.
- Painting, graffiti, or marking BAMSI facilities, furniture, or property is considered vandalism and is not permitted.

## Use of BAMSI Name

Students may not use the name “The Bahamas Agriculture and Marine Science Institute” or “BAMSI” or “The Institute” in any way that may associate it with their enterprises without written approval. The use of the Institute’s name in advertising, on apparel, etc., is not permitted unless official BAMSI permission and recognition has been given by the Board, Executive Director or the Communications Department.

## Violation of Local Laws

The law of the land must be respected at all times. In addition to Police matters or prosecutions, a student is still subject to BAMSI disciplinary action.

## Weapons and Fireworks

No student may possess or use a firearm on BAMSI property or its environs. Firearms, including rifles, shotguns, BB guns, handguns, air or spring-propelled guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on The Institute property or its environs. Items such as knives, martial arts weapons, whips that could be viewed as weapons are forbidden. The Institute will confiscate objects defined as weapons, and a policy violation may result in termination of the student’s residence hall contract and/or suspension or expulsion from the Institute. Depending on the nature of the weapon and its usage, criminal charges may also be levied.

## Workplace: Drugs and Alcohol Free

The BAMSI Board of Directors strive to maintain a drug-and alcohol-free workplace environment. The Institute has adopted a Drug and Alcohol-Free Workplace Policy to further its objectives in establishing, promoting, and maintaining a safe, healthy, and productive work and learning environment for employees and students, to

promote the reputation of BAMSI and its employees as responsible citizens of public trust, and to provide a consistent model of substance-free behavior for students.

## Student Code Conduct Policies & Procedures

The Institute places great value on freedom of expression, but it also recognizes the responsibility to protect the values and structures of an academic community. It is important, therefore, that students assume responsibility for helping to sustain an educational and social community where the rights of all are respected. This includes conforming their behavior to standards of conduct that are designed to protect the health, safety, dignity, and the rights of all. Community members also have a responsibility to protect the possessions, property, and integrity of the institution as well as of individuals. In the event that a student organization violates a BAMSI regulation, the organization, as well as its individual members, may be held accountable for the violation and sanctioned by the Institute. Finally, students should also realize that they have the responsibility to ensure that their guests do not violate BAMSI policies, rules, and regulations while visiting and that student hosts may be subject to disciplinary action for misbehavior of their guests.

## Student Conduct Sanctions

In determining appropriate sanctions when violations of the Institute’s Student Code of Conduct are addressed, the Institute’s student conduct system typically attempts to take an educational response. Taking into consideration the interests of the complainant, respondent, and the overall well-being of the BAMSI community, a respondent’s present and past disciplinary record is also taken into consideration. The Institute will also consider the nature and severity of the offense, injury or harm resulting from the prohibited behavior, and any other factors

relevant to the matter in question. The following list of sanctions is illustrative rather than exhaustive, and the Institute reserves the right to impose other reasonable sanctions or to combine sanctions as it deems appropriate.

**Warning**—A written notification that a violation of the Student Code of Conduct occurred and that any further responsible finding of misconduct may result in more severe disciplinary action. Warnings are typically recorded for internal purposes only and are not considered part of a student’s permanent student conduct record. Though disclosed with a student’s signed consent, a student who receives a warning is still considered in good standing at the Institute.

**Probation**—A written notification that indicates a serious and active response to a violation of the Student Code of Conduct. Probation is for a designated period of time and includes the probability of more severe sanctions if found responsible for violations of the Student Code of Conduct, including suspension or expulsion from the Institute. Notification of probation is considered a change in status and will normally be sent to parents.

**Loss of privileges**—Denial of the use of certain BAMSİ facilities or the right to participate in certain activities or to exercise certain privileges for a designated period of time.

**Restitution**—A student may be required to make payment to an individual or to the Institute related to the misconduct for damage, destruction, defacement, theft, or unauthorized use of property.

**Fines**—BAMSİ reserves the right to impose fines, as appropriate, in addition to requiring payment for costs resulting from or associated with the offenses.

**Relocation or removal from (BAMSİ-operated) housing**—Relocation is the reassignment of a student from one living space to another. Removal from housing is the removal of a

student from all BAMSİ-operated housing. Relocation and removal from housing are typically accompanied by the loss of privileges regarding the visitation to specific residential areas for a specified period of time. The Institute may take such action for remedial, rather than disciplinary purposes.

**Educational requirements/referrals**—The Institute reserves the right to impose counseling or substance assessments or other required educational sanctions.

**Suspension**—The separation of a student from the Institute for a specified period of time, after which the student is eligible to return. Conditions for re-enrollment may be required and will be included in the notification of suspension. During the period of suspension, the student may not participate in BAMSİ academic or extracurricular activities; may be barred from all property owned or operated by the Institute; and depending on the severity of the charge, the student might not be allowed to progress toward completion of their BAMSİ degree by taking courses at other institutions while suspended. Students who are suspended may not be on campus without specific, written permission of the Executive Director or designee. Suspension is for a designated period of time and includes the probability of more severe sanctions, including expulsion, if found responsible for violations of the Student Code of Conduct. Notification of suspension will normally be sent to parents, as it results in a change of status.

**Expulsion**—Expulsion is the permanent separation of the student from the Institute. Students who have been expelled may not be on campus without specific, written permission from the Executive Director or designee. Notification of expulsion will normally be sent to parents, as it results in a change of status.

## Student Conduct Procedures

Grades are available online to students. They are not routinely sent to parents or guardians, except

that parents or guardians of students are normally informed of grades in cases of important changes of status, such as probation and requirement to withdraw. However, grades may be released when students request it. Education records may be disclosed to school officials without prior written consent of the student. School officials include persons employed by the Institute in administrative, supervisory, academic, or research, or support staff positions; persons serving on BAMS I governing bodies; or persons employed by or under contract to the Institute to perform special tasks, such as attorneys, insurers, and auditors. A school official is determined to have legitimate educational interest if the information requested is necessary to perform tasks appropriate to her/his position or contract agreement, perform tasks related to the student's education, perform tasks related to the discipline of a student, or provide a service such as health care, counseling, institutional research, job placement, or financial aid.

The Institute will release information in education records, including disciplinary actions or unsatisfactory academic progress records (generally probations, suspensions, or expulsions), to educational institutions to which the student seeks or intends to enroll or is already enrolled, for purposes related to the student's enrollment or transfer otherwise permitted or required by law.

## Parental Notification Policy

It is the Institute's general policy to treat the student as the person primarily privileged to authorize release of personal information. This policy reflects our philosophy that an important goal of undergraduate education is to continue the student's development as an autonomous adult. The Institute encourages students to share information with their parents or legal guardians, but ultimately the decision of what information to share normally rests with the student. Hence, the vast majority of communications are directed to

the student rather than to the parents/guardians. For example, grades are sent only to the student, unless the student gives written authorization to the registrar to send grades to a parent or guardian.

We recognize, however, that this commitment to fostering the development of the student must be balanced with the parents' interest in the well-being and progress of their student in the Institute, and we recognize that there are times in which parental involvement can be in everyone's best interests. Thus, while the general policy is to be protective of the student's privacy, there are instances, including those enumerated below, in which a parent or legal guardian will be notified of matters concerning a student. In such instances, we believe it is appropriate for the student to inform their parent or guardian directly, so whenever reasonable, we will allow time for students themselves to do so. However, in situations where prompt notification is prudent, a member of the staff will contact a parent or guardian as soon as possible.

1. **Change of status imposed by BAMS I:** A change in the status of a student at the Institute may be imposed as a result of disciplinary action or unsatisfactory academic progress. If a student is placed on probation, suspended, required to withdraw, or expelled, parents are notified. It should be noted that less severe instances of disciplinary or academic action may result in warnings to the student, of which parents are normally not notified.
2. **Health and Safety Emergencies,** Including Transports to a Hospital/Clinic in Critical Situations and Unexplained Absences from Campus. The Institute reserves the right to contact parents when it reasonably believes that the student is subject to a health or safety emergency. This includes, but is not limited to, situations in which a student needs to be transported to the local clinic or hospital in a critical situation. It also includes situations in which it comes to the attention

of BAMSI officials that a student is mysteriously absent from campus for a prolonged period. BAMSI officials may contact a parent or guardian in order to ascertain the whereabouts of the student. However, normally, BAMSI officials will first try to contact the student's confidential contact of record to locate the student. Students are responsible for identifying their confidential contact in their online record. The Institute is not responsible for a student's failure to be in touch with their parents.

3. **Arrest:** Arrest information is public information and is not considered an educational record of a student. The parent or guardian of the student may be notified if the student is placed under arrest while on BAMSI property or during a BAMSI sanctioned event/activity and detained by law enforcement officials. Note that the Institute does not post bail for arrested students. If a student receives a citation for a summary offense for which they are not detained, e.g., underage drinking or disorderly conduct, the Institute normally will not notify the parent or guardian, but the police might choose to do so themselves.

## Student Organizations

Students have the right and are encouraged to join organizations formed for any legal purpose.

- Student organizations are required to comply with this code and with BAMSI policies, rules, and regulations and are subject to revocation of registration or other discipline for violations of same.
- A student organization shall not use the name of the Institute, or abbreviations thereof, as part of its own name except in accordance with BAMSI regulations and with written consent from administration.
- A registered student organization may state that its membership is composed of students of the Bahamas Agriculture and Marine Science Institute, but shall not

indicate or imply that it is acting on behalf of the Institute or with its approval or sponsorship.

- Student organizations, whether or not registered, may take positions on issues if they expressly state in so doing that they are not necessarily representing the views of the Institute or its student body.
- A student organization must subscribe to its stated aims and meet its stated obligations without prejudice, and shall achieve and retain the status of a registered student organization.
- Approval or disapproval by the Institute of the aims, objectives, and policies of any student organization is not to be inferred or implied from the registration or nonregistration of such organizations.
- Registered student organizations may be accorded the use of certain BAMSI facilities without charge under approved policies and procedures.

Further provided that the following student organizations, whether or not registered, are not entitled to receive such financial support, nor are they entitled to receive indirect financial support, in the form of stationery, supplies, telephone, reproduction services, secretarial service, or otherwise:

- (i) Organizations: An organization is a political organization if it is empowered to or does devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. For this purpose, an organization will be regarded as attempting to influence legislation if the organization contacts, or urges its members or the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation; or advocates the adoption or rejection of legislation. The term "legislation," as used, includes action by any local council or similar governing body, or by the public in a referendum, initiative, constitutional amendment, or similar procedure.

An organization is a political organization if it participates or intervenes, or encourages its members to participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. The term "candidate for public office" means an individual who offers himself/herself, or is proposed by others, as a contestant for an elective public office, whether such office be national or international. Activities that constitute participation or intervention in a political campaign on behalf of or in opposition of written or printed statements or the making of oral statements on behalf of or in opposition to such a candidate.

An organization is a political organization if it has the following two characteristics:

- (1) its main or primary objective or objectives may be attained only by legislation or a defeat of proposed legislation; and
- (2) it advocates or campaigns for the attainment of such main or primary objective or objectives as distinguished from engaging in nonpartisan analysis, study, or research and making the results thereof available to the public.

An organization is not a political organization solely because it invites as a speaker a candidate for public office or a person attempting to influence legislation, if it extends an equal invitation to opposing candidates and persons with opposing views regarding such legislation.

Other Unsupported Organizations: Nonregistered student organizations and other organizations whose activities are not deemed entitled to receive financial support, including those that are empowered to or do devote more than an insubstantial part of their activities to any one or more of the following:

- (a) Solicit or invite or encourage their members or others to solicit or invite the attendance at any

function or activity on college property, except a theatrical or musical performance, intercollegiate athletic event, or other recognized competitive event of more than an insubstantial number of persons who are not members of the BAMSI community or members of their families.

- (b) Insult or derogate or encourage their members or others to insult or derogate any other person or group on the basis of prejudice.
- (c) Create or encourage their members or others to create disturbances interfering with or disrupting the educational processes of the Institute, or the peaceful conduct of the faculty, administration, or other students on the campus or programs, meetings, or activities of BAMSI or other student organizations, or which interrupt guest speakers and others in addressing lawful assemblies.
- (d) Use or encourage their members or others to use techniques disturbing the atmosphere of free and responsible discussion and of intellectual exploration on the campus.
- (e) Engage in or encourage their members to engage in discourteous conduct to others.
- (f) Otherwise engage in activities or encourage their members to engage in activities inappropriate to an academic community.
- (g) In determining whether an organization has the characteristics of a political, or other unsupported organization, all the surrounding facts and circumstances, including the constitution, bylaws, and all activities of the organization, are to be considered.

## Club Week

Club Week is the first week of September. This is the time for you to learn more about clubs you are interested in joining; commit to club membership; and be nominated for officer



positions. Current club leaders and advisers will solicit members and identify leaders during this process.

See the Club-Contact list below.

## Club – Contact

AMBASSADOR – Ms. Huyler	ECO WARRIORS – Ms. Deveaux
ART CLUB – Ms. Fawkes	ENVIRONMENTAL SCAVENGERS – Ms. Deveaux
ATHLETICS CLUB – Student Activities	GGYA – Ms. Brace
AQUATICS CLUB – Student Activities	GLEE – Ms. Brown
CIRCLE K INTERNATIONAL – Ms. Cunningham	ROTARACT CLUB – Ms. Turnquest
COLLEGIATE 4 H – Mr. Ponda	YWCA – Student Activities

Clubs have membership fees of \$10 or more. This fee is used to purchase your club’s tee-shirt or supplies.

## Club Recognition and Registration

At the beginning of each academic year clubs’ presidents must complete the club recognition and registration form. See the Student Activities for form and more information.

If you want to start a new club, introduce a new student organization or think that a new team needs to be formed, you will need to complete the Club (Team) Recognition and Registration Form.

## Student Calendar of Events

The calendar is posted in Populi and on the campus bulletin boards. Be sure to familiarize yourself with the events for each semester.

**Student Representative Council (SRC)** is represents all actively enrolled students of credit courses at BAMSI. The SRC was designed to address the concerns and needs of students and enhance communication between student and the BAMSI Administrators. The SRC holds monthly meetings to update students on matters of residential, social, and concerns that impact their lives.

## Student Representative Council (SRC) purpose and goals are:

1. To serve as the voice of the student body.
2. To serve as a liaison between the student body and the BAMSI Administration.
3. To provide any support and guidance for student participation in any BAMSI activity.
4. To provide a framework within which students may work to improve the college.
5. To promote a sense of community, civic responsibility and national pride throughout all of BAMSI.
6. To keep its students fully informed of all matters concerning their common interests.
7. To report any violations to appropriate enforcement bodies at BAMSI.
8. To provide financial support of events, projects and organizations that benefit the total student body.

Members of Council (MOC) must be nominated by program, department or club leaders. Students interested in becoming a MOC should speak read the SRC Constitution and attend leadership workshops schedule during the Fall Semester. President of the SRC and other board positions are elected by the student body.

Department representation is as follows:

- Agriculture –1 or more members
- Marine Science and Aquaculture – 1 or more members
- Business – 1 or more members
- Environmental Science – 1 or more members
- Pre-College – 1 member

Active clubs and organizations shall be represented by 1 member each.

## IT Department

### Communication with Students

BAMSI sends official communication to students through their student email address. Every

student is assigned a bamsibahamas.edu.bs email address. This is the only email address recognized by the college. Students who prefer to use an outside email provider are responsible for forwarding email from other providers to their bamsibahamas.edu.bs address. Faculty and staff will only accept and use college email addresses for messages with students (e.g. jondoe.student@bamsibahamas.edu.bs).

In case of emergency students are asked to update their emergency contact information. This is a voluntary process but can assist in streamlining communication with parents/guardians in the case of an emergency. Students will have the opportunity to update this information each semester as they register for classes. Emergency contact information can be changed at any time. Additionally, the college utilizes Text Alert for emergency notifications and school closings. Students are already entered into this system via their college email address. Students can update their information to include their mobile devices

**If you are having difficulties, please contact [tech@bamsibahamas.edu.bs](mailto:tech@bamsibahamas.edu.bs)**

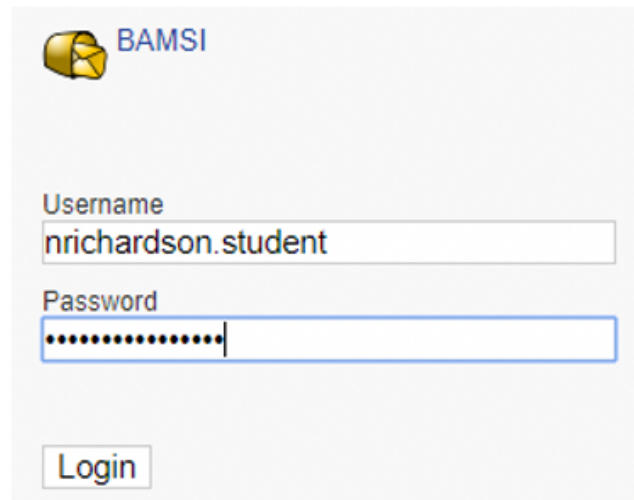
## Student Email Access Setting up your student email.

To login to your email, setup signatures and identities:

**Step 1.** Go to the <https://student.bamsibahamas.edu.bs/> and login to your email (this is your first initial and last name)

**Or**

Go to the school's website(<https://bamsibahamas.edu.bs>), hover your mouse over the "**BoarNet**" tab located at the top left of the website, click "**Student Mail**" and login to your email using the credentials obtained from The Office of **Admissions** or the **Information Technology** Department.



**Step 2.** Once logged in, click on "**Profile**" located at the top right corner of your screen.

**Step 3.** You should then see a text field labeled "**Signature**"

**Note:** It is recommended to change the field labeled "**Name**" to your first and last name for better identification when others receive emails from you.

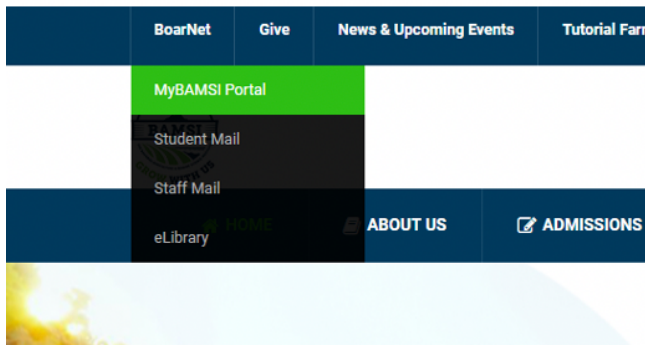
Contact the **Information Technology** Department for all password related issues pertaining to your email account.

## Student Information System (POPULI) Login Instructions

To login to The Bahamas Agriculture and Marine Science Institute's student information system, simply follow the below steps.

**Step 1.** Go to the school's website: <https://bamsibahamas.edu.bs/>

**Step 2.** Hover your mouse over the **BoarNet** tab at the top left corner of the website and click "MyBAMS I Portal":



**Step 3.** Enter your **username** and **password** in the corresponding fields then click login

**Note:** Your login information will be in the “Welcome to The Bahamas Agriculture and Marine Science Institute” if you have not set a password as yet.

## Study Edge

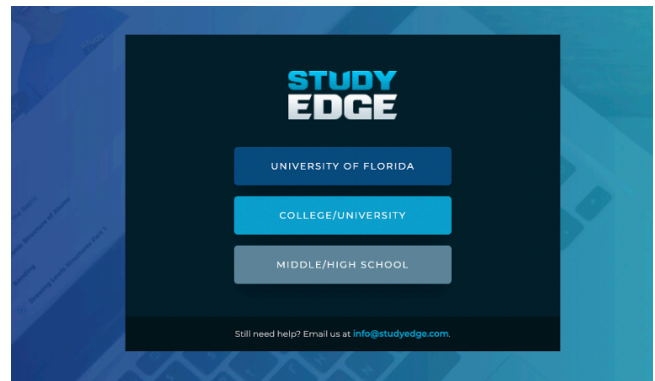
**Bamsi has partnered with study edge for your success. It is a supplemental tool to aid your learning, it does not replace your class! Note that most core and foundational subjects areas such as math, biology, chemistry, business, etc. Are covered.**

## Why Study Edge?

They save you time studying and get you better grades at the same time by helping you understand the concepts faster and easier. You can watch videos and complete practice problems when you want, and where you want.

All memberships include access to Short Concept Videos, Study Guides (in the form of downloadable PDFs), and Practice Problems with video solutions! Short Concept Videos break down all the information concept by concept, with problems similar to your homework along the way. Their Study Experts analyze, organize, and develop Study Materials specific to your subject to help you learn and understand the material, providing some entertainment along the way. We hope you find it beneficial!

**1. Go to [app.studyedge.com](http://app.studyedge.com) and select “College Exam Prep”**



**2. Type in The Bahamas Agriculture and Marine Science Institute**

***Type the first 5 letters and then wait for the dropdown to appear.***

***Then select your school from the list.***

**STUDY EDGE**

Type the first few letters of your school below. ⓘ

[Go Back](#)

Still need help? Email us at [info@studiedge.com](mailto:info@studiedge.com).

**3. Select your course from the dropdown and click continue**

**STUDY EDGE**

Where would you like to start?

Select a Subject ▼

[Go Back](#)

Still need help? Email us at [info@studiedge.com](mailto:info@studiedge.com).

**4. Enter your First Name, Last Name, School Email, and Access Code "BAMSI2020" (its not case sensitive) and click Continue**

**STUDY EDGE**

If you have an access code, fill in the form below

First Name

Last Name

School E-Mail Address

Access Code

If you do not have an access code, you can sign in or purchase a subscription [here](#)

[Go Back](#) [CONTINUE](#)

Still need help? Email us at [info@studiedge.com](mailto:info@studiedge.com).

## Financial Aid

Financial aid is available to any student who meets the eligibility requirements. Financial aid only covers the cost of tuition students are responsible to paying all fees. Students can also

take advantage of the deferred payment plan offered by BAMSI. The other options for students seeking financial assistant are as follows:

## Work-Study Positions

BAMSI work-study positions may be available for students determined to be eligible. Students must complete all of the necessary documentation and provide the information needed to support the same. Failure to provide the necessary and correct/factual information will result in ineligibility. Request for the work-study should be made through Student Affairs.



## BAMSI Bahamas Government Tertiary Grant ELIGIBILITY REQUIREMENTS

- New students are eligible for the Tertiary Education Grant if they are accepted into one of our Associate of Arts Degree or Associate of Applied Science Degree program as a full time student. Returning students are eligible if they meet the minimum GPA of 2.0 and enrol in minimum of 12 credits.
- To maintain eligibility a student must maintain a 2.0 or above each semester and be enrolled as a full time student (i.e. twelve or more credits as per your contract).
- Be a Bahamian Citizen.

- Students must not be in possession of another award or scholarship at the time of application.
- The grant is only applicable for the Fall and Spring semesters.

**NOTE:** THE TERTIARY GRANT COVERS TUITION, COURSE FEES (TECHNOLOGY FEE; STUDENT ACTIVITY FEE; LIBRARY FEE; COURSE LAB OR STUDIO FEE), TEXTBOOKS, COURSE EXTERNAL EXAMINATION FEE (AS APPLICABLE). THE GRANT DOES NOT COVER NON-INSTRUCTIONAL FEES LIKE SECURITY DEPOSIT, APPLICATION FEE, GRADUATION, DROP/ADD AND SUCH FEES. IT DOES NOT INCLUDE PAYMENTS FOR COURSES TAKEN DURING THE SUMMER, NOR THE COST OF TAKING REPEAT COURSES

## Tuition and Fees

### Summary of Fees 2021–2022

FEE	COST
Tuition	\$100.00 (Bahamian) \$200 (Non-Bahamian)
Accident Insurance	\$30.00
Application Fee	\$30.00
Audit	\$100.00
Challenge Exam	\$75.00
College Preparatory	\$250.00–\$350.00
Drop/Add Course	\$20.00
Deferred Payment Plan Service Fee	\$25.00
Deferred Payment Plan Penalty Fee	\$50.00
Graduation Application	\$100.00
Graduation Package	\$150.00
Housing Security Deposit	\$100.00
Lab Fee	\$50.00
Studio Fee	\$50.00
Late Registration Fee	\$50.00
Library Fee	\$50.00
Orientation Fee	\$50.00
Programme Change	\$40.00
Re-Admission Fee	\$30.00
Exam Re-sit Fee	\$40.00
Room & Board	Prices vary**
Student Activity Fee (full-time student)	\$75.00
Student ID Card	\$20.00
Student Letters (all)	\$5.00
Technology Fee	\$120.00
Transcript Fee	\$10.00 Official
Transcript Review	\$20.00
Vehicle Registration/Parking Permit	\$15.00

**\*Fees are subject to change. Some fees are non-refundable, non-transferable. Please note this list is not comprehensive. Unless otherwise stated, these fees are to be paid at the time of registration**

### Fee Refund Policy:

Refund of fees will be made as outline below upon official withdrawal of a student from a program of study at BAMSI, or the dropping of courses in the non-subsidized programme, or under other applicable circumstances. To be official, withdrawal or dropping of courses must be in writing, using the applicable forms (Course Change, Withdrawal Form, etc), paying the requisite fee and submitting to the Registrar. The date on which the withdrawal request is received by the Registrar will be used for computing any refund. 'Days of classes' are days on which classes are scheduled. There will be no refunds of registration service charges and other fees expressly stated as being non-refundable. If you are expelled, suspended or have your residential privilege cancelled, you will not be entitled to any refund of fees.

**Table 1: Refund of Fees.** Please note that these do not apply to students enrolled in short courses or certain certificate courses

SEMESTER	REFUND			
	90%	75%	50%	0%
Fall & Spring	Before classes begin	During 1st week of classes	During 2nd week of classes	After 2nd week of classes
Summer	Before classes begin	1st & 2nd day of classes	3rd & 4th day of classes	After 4th day of classes

### Fee Payments

The registration process includes fee payment, which is to be made in full by the date marked on the Academic Calendar. Payments can be made at our Nassau Office, or in Andros at the Institute. Please contact the Accounts Department for more details on other ways for the making such

payments, including BAMSI's Deferred Payment Plan (activating this plan will incur a non-refundable service charge as well as surcharges for failure to meet payment deadlines). Please note that fees are normally payable on a per semester basis (i.e. 50% of the annual fee is payable in full each semester). If you are sponsored you must submit documentary proof of such sponsorship at Registration, to enable you to complete the process.

## Fees for Residential Students

Fees for residential students include accommodation and meals in an inseparable all-inclusive package.

**Failure to Pay Fees:** If you fail to pay your fees or make arrangements satisfactorily to us to do so, you will not be allowed to register, you will have to pay a surcharge (if you accessed the Deferred Payment Plan), and you will be barred from sitting examinations.

**Security Deposit Fee:** Each student is required to pay a security deposit fee to cover the cost of damage to BAMSI property, equipment, appliances, furniture and fixtures, etc. caused by students' negligence or deliberate acts. Students may be held responsible as individuals or as groups (where individuals are not clearly identifiable). This fee is determined by the Administration and is payable at Registration as part of your fees. Students may apply for a refund of the fee three (3) months after they have completed their programme of study. If the Security Deposit Fee is depleted before a student completes his/her programme of study, it must be replenished to the prescribed level. Any outstanding liability to the Institute will be deducted before any refunds are made.

**Student Payments:** Students should liaise with BAMSI Admissions office and the Accounts department to make arrangement for payment of tuition, room and board, and miscellaneous

fees. Deferred payment plan and other payments are also facilitated, received, posted, and processed through these departments.

**Other Fees and Surcharges:** Additional fees and/or surcharges are applicable to various activities and circumstances; students will also be charged for replacing/repairing BAMSI property they lose and/or damage. Please note that some of these surcharges are avoidable and will apply only if you fail to do something that you are required to do, or do something that you should not do.

## Additional Policies

### Policy on Examinations

#### Instructions To Examination Candidates

**Please read these instructions carefully.**

A candidate who breaches any of the Examination Regulations will be liable to disciplinary action including (but not limited to) suspension or expulsion from the Institution.

#### A. Timings

- Examinations will be conducted during the allocated times shown in the examination timetable.
- The examination room will be open for admission 10 minutes before the time scheduled for the commencement of the examination. You are to find your allocated seat but **do not** turn over the question paper until instructed at the time of commencement of the examination.
- You will not be admitted for the examination after one hour of the commencement of the examination.

#### B. Personal Belongings

- All your personal belongings (such as bags, pouches, ear/headphones, cellphones, laptops etc.) must be placed at the designated area either outside the examination room or at the front of the room. Please do not bring any valuable belongings except the essential materials required for the examinations.
- Any unauthorized materials, such as books, paper, documents, pictures and electronic devices with communication and/or storage capabilities such as tablet PC, laptop, smart watch, cell phones, portable audio/video/gaming devices etc. are not to be brought into the examination hall.
- **Cell phones brought into the examination room must be switched off at ALL times.** If your cellphone is found to be switched on in the examination room, the cellphone will be confiscated and retained for investigations of possible violation of regulations.
- Photography is not allowed in the examination room at all times.
- All materials and/or devices which are found to violate any examination regulations will be confiscated.
- The Institute will not be responsible for the loss of any belongings in or outside the examination room.

### C. At the Start of the Examination

- **Do not** turn over the question paper placed on your desk until instructed at the time of commencement of the examination.
- Please place your identification documents (such as identity card, passport, driving license or other approved document) at the top right corner of your examination desk for the marking of attendance and verification of identity during the examination.
- Please check that you have the correct question paper and read the instructions printed on your examination question paper carefully.

### D. During Examination

- You are not allowed to communicate by word of mouth or otherwise with other candidates (this includes the time when question/answer scripts are being collected).
- Please raise your hand if you wish to communicate with an invigilator.
- Unless granted permission by an invigilator, you are not allowed to leave your seat.
- Once you have entered the examination room, you will not be allowed to leave the room **until one hour after** the examination has commenced.
- If, for any reason, you are given permission to leave the room temporarily, you must be accompanied by an invigilator throughout your absence from the examination hall. **You are required to leave your cellphone or other electronic devices in your bags/pouches when you leave the room temporarily.**
- All answers, with the exception of graphs, sketches, diagrams, etc. should be written in black or blue pen, unless otherwise specified. Answers written in pencil will not be marked.
- Do not write on, mark, highlight or deface any reference materials provided for the examination. If found doing so, the reference materials will be removed from your use for the rest of the examination and you will be made to pay for the cost of the materials that have to be replaced.

### E. At the End of the Examination

- You are not allowed to leave the examination hall during the last 15 minutes of the examination and during the collection of the answer scripts. All candidates must remain seated throughout this period for invigilators to properly account for all answer scripts to be collected.

- At the conclusion of the examination, you are to stop writing and **remain seated quietly** while your answer scripts are being collected and counted.
- No papers, used or unused, may be removed from the examination room.
- You are to stay in the examination room until the Chief Invigilator has given the permission to leave.
- You are responsible to ensure that your question/answer scripts are submitted at the end of the examination. If you are present for the examination and do not submit your question/answer script, you will be deemed to have sat for and failed the examination concerned. Any unauthorized removal of question/answer script or part of answer script from the examination room would deem the answer script as null and void.

#### F. Dress Code

- Candidates who are not properly attired will not be admitted to the examination room. Please ensure that you comply with the dress code of the Institute.
- To maintain the good image of the Institute, students are reminded to be appropriately attired in a manner befitting the status of BAMS students as well as the occasion, when you are on campus grounds. You should dress appropriately in lecture rooms/ tutorial rooms / laboratories / workshops / library / offices. For example, Clothing
  - you must not expose your midriff, chest, upper thigh or show visible cleavage or undergarment
  - you must not wear clothes that are transparent (see-through)
  - your clothes must not bear any vulgar, offensive or obscene prints or language
- For security purposes, students must be readily identifiable at all times with their faces uncovered. Students shall not wear anything that prevents ready identification such as helmets, masks or veils or hoodies.

- In addition to the above, students shall adhere to the safety guidelines issued by their respective courses on appropriate attire and footwear for laboratories/ farm practical.

#### G. Cheating

- The Institute takes a serious view of cheating. Cheating includes, but is not limited to, use of unauthorized aids, copying from another student's work or allowing another student to copy from them, submitting another person's work as their own, and/or fabrication of data. All students are to take note of the written examination instructions issued to them as well as the announcements made during examinations.
- A candidate who is suspected of cheating in examinations is liable to disciplinary action including (but not limited to) suspension or expulsion from the institute. All materials and/or devices which are found to violate any examination rules and regulations will be confiscated.

#### H. Absence

- If you have registered for a course but fail to take the examination, you shall be deemed to have sat for and failed the examination unless administration is satisfied that there is good and sufficient reason for your absence from the examination.

#### I. Outstanding Fees

- You will not be admitted to any Institution examination until your outstanding fees are paid in full.

### COVID-19 Policies

This has been temporarily added to the Student Handbook in response to COVID-19 to increase safety and accountability among students, staff, and faculty. This addendum will remain active until further notice. Any revisions or removal of



this addendum will be made clear through and email notice to Students, Faculty, and Staff. These policies, in addition to those in the Student Handbook, govern the behavior of students on campus to ensure that the Institute can uphold its mission. The policies below specifically outline expectations for student behavior on campus.

However, the authority of the Student Handbook and Code of Conduct extend into virtual classrooms, meetings, and off campus activity should a student's behavior fall under one of the following interests:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace or causes social disorder
- Any situation that is detrimental to the educational mission or interests of BAMSI Students engaging in misconduct off campus may be charged with Violation of Law or Failure to Comply with local guidelines.

The following set of procedures has been determined in the interest of student and community safety. No student may return to campus without signing the COVID Addendum Agreement, agreeing to campus safety precautions. Violations of these policies will be reported and handled through the student conduct process.

**Social Distancing** Students, faculty and staff are expected to maintain six feet of distance from one another under all reasonable circumstances. This policy applies to all classrooms, indoor and outdoor gathering spaces and offices. Members of the BAMSI community are responsible for reading and adhering to posted information about gathering limits and distancing while on the campus. If a gathering is discovered in a

residence location, the students present—in addition to all students assigned to that room, apartment, or house—will be charged.

**Required Quarantine / Isolation** The Institute reserves the right to require that students who test positive for COVID, or may have been exposed, quarantine in line with Ministry of Health guidelines. Students who receive a formal request from the Institute to quarantine or isolate must do so. During a required quarantine or isolation, individuals must do the following:

- Move quickly to their assigned quarantine or isolation location
- Remain in the quarantine/isolation space with no outside contact until cleared by college staff (Students in quarantine may leave quarantine only to get a COVID-19 test or for other healthcare emergencies)
- Respond to all college communications including calls, emails, and room visits
- If the individual receives a positive test result, they must complete the diagnosis reporting form. The college reserves the right to require a COVID test for any student who is identified as a potential close contact of a positive case. The student must enter quarantine and receive a test within 24 hours if they wish to quarantine on-campus.

**Guest Visitation** All Residence Hall visitation is prohibited. Only students who live in a building should enter the facility and should remain on their assigned floor when possible. Any prohibited guests will be escorted out of the building immediately. Campus Tours and other vendors may enter Residence Halls under permission from Campus Safety and Security.

**Use of Personal Protective Equipment** Individuals could spread COVID-19 to others even if they do not feel sick. By wearing a face covering you can help protect others if you are infected. Students and employees may use face coverings provided by the college or supply your own reusable or disposable coverings. Per Health

recommendations, face coverings with one-way valves or vents are not permitted for use on campus. Individuals are expected to wear face coverings anytime they cannot maintain a physical distance from others, including meetings in small offices. Even while wearing a face covering, you should strive to always maintain physical distance of at least six feet from other. Members of the community are required to wear face coverings in all common spaces indoors, including classrooms, labs, and other learning spaces. Face coverings may be removed when you are actively eating or drinking. Students may remove face coverings in their own residence hall rooms and employees may remove face coverings when they are alone in their own offices.

**Class, Meeting, and Event Attendance** In order to be able to appropriately respond if the Institute should have a student or employee test positive for COVID-19, it is mandatory that attendance be tracked for any in person class in Populi, and all meeting and event attendance should also be tracked. All students should comply with these measures. Students exhibiting symptoms of COVID-19 (fever, dry cough, or difficulty breathing) and those who believe they have been exposed to a person who has tested positive are not permitted to attend any in-person gathering. Students in this situation should contact their instructors for alternative delivery of course content.

**Classroom Disruption** With increase in hybrid and online classes, students are expected to maintain a high standard of integrity. Any behavior that negatively disrupts the ability for an online or in-person class to progress appropriately will be addressed. Disruptions include, but are not limited to, Zoom bombing, inappropriate attire, and sharing of images

**Implied Consent** The BAMS I Honor Code requires that a student who witnesses misconduct must intervene, seek assistance of Residence Life Staff or Campus Safety, or immediately remove

themselves from the situation. Students complacent with violation of any COVID-19 safety precautions may be charged with Implied Consent and, if found responsible, receive the same sanctions as the charge they were aware of. Failure to Comply Students are required to comply with clearly indicated safety precautions and requests of college employees and law enforcement. The charge of failure to comply will also be applied in cases where a student has already been found responsible for a safety-related charge. This charge may be applied if a student has been instructed to self-quarantine and fails to do so

**Reporting** The policies listed in the COVID-19 addendum exist solely to protect the BOAR community. Failure to abide puts all members of the community at risk. Any student, faculty or staff member may report a possible violation by:

1. Calling BAMS I Safety and Security.
  1. When calling, please be prepared to share the location of the incident, names of involved party, a description of the incident, and any relevant evidence.
2. Contacting Residence Life On-Call Staff
  1. Incidents occurring in residence locations may be reported to the Residence Life staff member on call.
3. Anonymous Reporting Form
  1. Members of the BAMS I community may submit a concern via an anonymous form. While all violations should be reported, student should not violate policies in order to intervene. Please allow Residence Life Professional Staff or Campus Safety Staff to intervene accordingly

**Student Conduct Process** All students alleged of violating COVID-19 policies, per the Student Handbook, have the right to due process through a student conduct hearing. Because of the

urgency of and safety repercussions of these violations, the conduct process will be amended as follows:

- Within 24 business hours of an incident report being submitted, the alleged will receive a charge letter from the Office of Student Affairs.
- The student must make all possible accommodations to make their scheduled hearing time.
- All COVID-19 related conduct violations will be heard in a virtual conference meeting. Violations that may result in suspension or expulsion will be heard by a conduct board.
- If a student is found responsible, sanctions will be put into place immediately. Due to the nature of a COVID related sanction's potential negative impact on the health and safety of BAMSI community, student may be interim suspended if the Director of Student Affairs, Academic Dean and Executive Director determine together that the case meets the level of an extraordinary measure. An interim suspension may be justified by one or more of the below offenses:
- A student is alleged to have been at a party or large gathering where social distancing and/or personal protective equipment are not being used
- A student has violated quarantine or isolation procedures or failed to comply with other safety related directive of the Institute or Health Department
- A student has been alleged to have repeatedly violated COVID Addendum policies
- A student is alleged to have engaged in a flagrant or egregious behavior that could negatively impact the safety or wellbeing of others. As all hearings are being hosted via Zoom for the safety of students and hearing or disciplinary board officers, students are responsible for ensuring that they are in a safe, confidential, and internet accessible location. Failure to meet this expectation at the time of the hearing (i.e. attending a

hearing while driving, being in a non-confidential location, or being connected to inconsistent or unreliable internet) will result in the case being heard in absentia.

Students may complete the Appeal Form if they meet one of the following grounds:

- A procedural error occurred that significantly impacted the outcome of the hearing.  
For example: substantiated bias or deviation from established procedures
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction
- The sanctions imposed are substantially disproportionate to the severity of the violation

## Possible Sanctions

### Violation: Social Distancing

#### **Possible Sanctions:**

- Verbal Warning
- Educational Sanction
- \$25-\$100 Fine
- Disciplinary Probation
- Ban from Campus Locations
  - Removal from Housing

### Violation: Guest Visitation

#### **Possible Sanctions:**

- Verbal Warning
- \$100-\$500 Fine
- Removal from Housing
- Suspension or Expulsion

### Violation: Use of Personal Protection Equipment

#### **Possible Sanctions:**

- Verbal Warning
- Educational Sanction
- Disciplinary Probation (Up to 2 Semesters)

- Suspension (Up to 1 Semester)

#### Violation: Class, Meeting, Event Attendance

##### **Possible Sanctions:**

- Verbal Warning
- Ban from Campus Location
- \$25-\$100 Fine
- Removal from Leadership Position•  
Disciplinary Probation

#### Violation: Classroom Disruption

##### **Possible Sanctions:**

- Verbal Warning
- Educational Sanction
- Removal from Course
- Disciplinary Probation
- Suspension or Expulsion

#### Violation: Implied Consent

##### **Possible Sanctions:**

- Verbal Warning
- Educational Sanction
- Disciplinary Probation

#### Violation: Failure to Comply

##### **Possible Sanctions:**

- Verbal Warning
- Educational Sanction
- \$25-\$500 Fine
- Disciplinary Probation
- Removal from Housing
- Suspension or Expulsion

#### Violation: Violation of Required Quarantine or Isolation

##### **Possible Sanctions:**

- \$250-\$500 Fine
- Disciplinary Probation (Up to 2 Semesters)
- Removal from Housing
- Suspension or Expulsion

## Hurricane Preparedness Guide

The Atlantic Hurricane season officially begins June 1<sup>st</sup> until November 30<sup>th</sup>—although some of the most devastating storms have formed after the hurricane season. This Storm and Hurricane Guide provides useful information on prevention, protection and procedures for the BAMSI community and North Andros community at large. Students in the Institute’s dorms will also receive information pertaining to storm preparations from the Office of Student Affairs, Residence Life Associate, and/or Security who will advise of any evacuation plans.

Please visit our website at [www.bamsibahamas.edu.bs](http://www.bamsibahamas.edu.bs) or our Facebook pages, BamsiBahamas, or student WhatsApp groups for more information especially when severe weather threatens. Also please stay tuned to local news or tune into the Bahamas Meteorology Department website, ([www.bahamasweather.org.bs](http://www.bahamasweather.org.bs)) for more information. Below are some of the definitions of terms and signals that you may be hearing during the hurricane season:

**TROPICAL DEPRESSION:** A weather front with sustained winds of less than 39 mph. When a Tropical Depression occurs the Met Office begins to issue a series of advisories, which include watches and warnings, based on the strength and position of an approaching storm as follows:

**TROPICAL STORM WATCH:** An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified islands within 48 hours.

**TROPICAL STORM WARNING:** An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected within the specified islands within 36 hours.

**HURRICANE ALERT:** A hurricane alert is issued when there is a threat of an approaching hurricane and residents are advised to take the

necessary precautions to secure life and property. Torrential rains and destructive waves known as storm surges may create flood conditions in coastal and low lying areas.

**HURRICANE WATCH:** A hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds (sustained winds of 74 mph or higher). Hurricane preparedness activities become difficult once winds reach tropical storm force.

**HURRICANE WARNING:** The hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds (sustained winds of 74 mph or higher).

## General Preparation Tips

- Plan ahead, plan what you will need to do at work and at home to prepare for the storm.
- Stay calm, listen to weather and emergency radios.
- Back up computer hard drives and software, shut down computers and protect computer equipment.
- Store software and data disks in a dry place at shoulder level like the top drawer of a filing cabinet.
- Valuable items in your office should be moved and secured away from windows.
- Lock windows and close blinds.
- Make sure vehicles have adequate fuel. Fill up those with 3/4 tank or less.
- Park vehicles in a safe location away from trees and in areas not prone to flooding.
- Unplug electrical equipment such as computers, printers, clocks, radios, etc.
- Cover large valuables with plastic for protection.
- If caught in a building, stay inside, away from windows and near the centre of the building.
- Leave for your home or designated safety area well before the hurricane hits.
- Use battery operated flashlights and lanterns. Don't use any open flames (like candles and oil lamps) for lighting.

## Students and Parents

- Students should contact their parents prior to the storm to advise them of their location and then again shortly after the storm to inform them of their status. It would be easier for students to contact their parents than for parents to locate students.
- All furniture, including beds, should be moved away from windows.
- Since floors can get wet, all articles such as electronic equipment, shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- Papers, books, school supplies, etc. should be put inside desks or dressers.
- Valuables should be placed in lockable closets or drawers and secured throughout a severe storm.
- All doors should be locked when occupants are not in the room or apartment.
- All students should fill several small containers with water for drinking. Those students who live in facilities that have bathtubs should clean the tub and fill it halfway. If the hurricane is a major storm, water supply may be cut off. If this is the case, the water in the tubs will be needed for washing and flushing the toilets.
- All windows must be closed tightly.
- Disconnect all electrical equipment.

To Protect Your Property When a hurricane watch is issued for your area, the following measures can help prevent or minimize damage to your home or property:

- Protect windows, sliding glass doors, and skylights with shutters or plywood.
- Put your car in a garage or other shelter. Secure boats and trailers. Secure outdoor furniture and any other loose material outside.
- If you are leaving your home, lock and secure the premises. Take small valuables

and important documents with you. It's a good idea to take copies of your home inventory and insurance policies and cards.

**Do you have an Emergency Supplies Kit? A basic emergency supply kit could include the following items:**

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery- garbage bags and plastic ties for personal sanitation.
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Cell phone with chargers.
- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Cash
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Paper cups, plates, paper towels and plastic utensils

**North Andros Hurricane Shelters:** Listed are the approved shelters. Managers and contact information for the same will vary from season to season. BAMSI will do its best to inform you of such persons and any additional information as the time arises. Should you have to use a shelter please do not forget to bring Water (one gallon per person); Food; Clothing and Bedding; Personal Items. First Aid Supplies and Medications; Important Papers (passports, birth certificates, etc.) and Miscellaneous items (small games, toys, battery powered radio, flashlights and batteries.) Remember Shelters cannot accept pets.

SETTLEMENT	NAME OF SHELTER
Conch Sound	The Church of God of Prophecy Nicholls Town Primary School
Nicholls Town	Church of Christ Police Station (Command Center)
San Andros	First Baptist Church
Red Bays	B.A. Newton Primary
North Mastic Point	The Church of God of Prophecy
BARC Community	Lecture Hall, BARTAD Building

## Appendix

### APPENDIX A: FREE, ONLINE ACCESS JOURNALS

The Journals submitted are just some of many journals that are available and are free or open access. Please use, incorporate and cite the information into all of your work and research. There should be no excuses from any of you to submit work without updated references and resources. The information is there at your fingertips!

- AGRICULTURE
  - <http://www.mdpi.com/journal/agriculture>
- INTERNATIONAL JOURNAL OF AGRICULTURE INNOVATIONS AND RESEARCH
  - [www.ijair.org](http://www.ijair.org)
- JOURNAL OF AGRICULTURAL SCIENCE
- AGRICULTURAL AND FOOD ECONOMICS
  - <http://www.agrifoodecon.com/>
- JOURNAL OF AGRICULTURE AND ANIMAL SCIENCE
  - <http://www.aspbs.com/jaas/>
- AGRONOMY FOR SUSTAINABLE DEVELOPMENT
  - <http://www.springer.com/life+sciences/agriculture/journal/13593>
- AMERICAN BEE JOURNAL
  - <http://www.americanbeejournal.com/>
- Agricultural and Forest Meteorology
  - <http://www.journals.elsevier.com/agricultural-and-forest-meteorology/>
- AGRIMARKETING

- [www.agricmarketing.com](http://www.agricmarketing.com)
- PLANT KNOWLEDGE JOURNAL
  - <http://www.sciencej.com/>
- AUSTRALIAN JOURNAL OF CROP SCIENCE
  - <http://www.cropj.com/>
- COMPUTERS AND ELECTRONICS IN AGRICULTURE
  - <http://www.journals.elsevier.com/computers-and-electronics-in-agriculture/>
- CROP PROTECTION
  - <http://www.journals.elsevier.com/crop-protection/>
- SPORE
  - [www.spore.cta.int](http://www.spore.cta.int)

## OTHER JOURNALS AND RESOURCES

- African Crop Science Journal
  - [www.bioline.org.br/cs](http://www.bioline.org.br/cs)
- AgBioForum
  - [www.agbioforum.org/](http://www.agbioforum.org/)
- Agriculturae Conspectus Scientificus
  - [www.agr.hr/smotra/](http://www.agr.hr/smotra/)
- Agricultural and Forest Meteorology
  - [www.journals.elsevier.com/agricultural-and-forest-meteorology/](http://www.journals.elsevier.com/agricultural-and-forest-meteorology/)
- Agricultural Journals - CAAS
  - [www.agriculturejournals.cz/](http://www.agriculturejournals.cz/)
- AgriMarketing
  - [www.agrimarketing.com/](http://www.agrimarketing.com/)
- American Journal of Potato Research
  - [www.umaine.edu/paa/pubs.htm](http://www.umaine.edu/paa/pubs.htm)
- Annals of Agriculture
  - [www.agricultura.valahia.ro/](http://www.agricultura.valahia.ro/)
- Australian Journal of Agricultural Engineering
  - [www.sciencej.com/](http://www.sciencej.com/)
- Australian Journal of Crop Science
  - [www.cropj.com/](http://www.cropj.com/)
- Australian Journal of Experimental Agriculture
  - [www.publish.csiro.au/nid/72.htm](http://www.publish.csiro.au/nid/72.htm)
- Computers and Electronics in Agriculture
  - [www.journals.elsevier.com/computers-and-electronics-in-agriculture/](http://www.journals.elsevier.com/computers-and-electronics-in-agriculture/)
- Crop Protection

- [www.journals.elsevier.com/crop-protection/](http://www.journals.elsevier.com/crop-protection/)
- Electronic Journal of Plant Breeding
  - [www.sites.google.com/site/ejplantbreeding/](http://www.sites.google.com/site/ejplantbreeding/)
- Electronic Journal of Polish Agricultural Universities
  - [www.ejpau.media.pl/](http://www.ejpau.media.pl/)
- Environment and Development Economics
  - [www.journals.cambridge.org/](http://www.journals.cambridge.org/)
- European Journal of Agronomy
  - [www.journals.elsevier.com/european-journal-of-agronomy](http://www.journals.elsevier.com/european-journal-of-agronomy)
- Experimental Agriculture
  - [www.journals.cambridge.org](http://www.journals.cambridge.org)
- Farm Show Magazine
  - [www.farmshow.com/](http://www.farmshow.com/)
- Fish Farmer
  - [www.fishfarmer-magazine.com/](http://www.fishfarmer-magazine.com/)
- Genetic Resources and Crop Evolution
  - [www.springer.com/life+sciences/plant+sciences/journal](http://www.springer.com/life+sciences/plant+sciences/journal)
- Industrial Crops and Products
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