



University College of the Cayman Islands

Policy No: 03.01.1.24

Title:	Registration
Purpose:	To outline the various steps for students to follow in achieving a certificate or degree.
Category:	Student Related Policies
Approval Authority:	Board
Implementation Authority:	President
Responsible Official:	President
Effective Date:	

1. POLICY STATEMENT

This registration policy outlines important steps for students' progress towards graduation and for the award of a degree or certificate. Student registration consists of planning their overall degree programme and registering each semester for the courses desired.

2. SCOPE

This policy applies to all student full-time or part-time of the University College of the Cayman Islands.

3. ACADEMIC ADVISEMENT

The Admissions and Registration Office assigns each student an academic advisor from their major area of study. Advisors serve as guides to help students to fulfill their academic goals and requirements. Their role is to assist with planning student course schedules and keeping their advisees abreast of changes and/or new requirements in their area of study.

4. ADVISEMENT PERIOD

Student advisement is available throughout the entire semester and faculty members are available to advise students for the current semester as well as for the following semester. These advisement periods enable students to make the best choices of courses to complete their programmes of study.

There is also a special advisement period for new students at the beginning of each semester.

For further information on advisement, contact the relevant academic department or the Admissions and Registration Office.

5. CERTIFICATE PROGRAMME REGULATIONS

5.1 DURATION OF PROGRAMMES

The Certificate Programmes offered by the University College are designed for completion in one academic year of Full-time study commencing in the Fall of each year. However, in certain cases it may be possible to complete the programme through part-time study over a longer period.

5.2 PERIOD OF CANDIDACY

Students are given a fixed period in which to satisfy the requirements for their programme of study after enrolment. The maximum period of candidacy for the Certificate programme at the University College is two academic years. All requirements for the certificate Programme must be completed within that period.

5.3 4.2.3 CANCELLATION OF CANDIDACY

If a student does not complete all the requirements of his/her programme within the allotted time, both the programme and the registration for that student will be cancelled.

In such cases, all grades accumulated in the programme may be cancelled and all records closed.

6. ASSOCIATE DEGREE REGULATIONS

6.1 DURATION OF PROGRAMMES

The Associate Degrees offered by the University College can be completed by a well- prepared student in two years. In order to complete the degree in the stated time, the student must carry full course loads in both the Fall and Spring semesters of each of the two years and in the intervening summer session. The degree plans presented for each programme are arranged to accommodate this schedule. However, students who are deficient in essential areas or who have only minimal requirements for entrance may find that they require a longer period of time to complete the programme.

Probationary students will not ordinarily be able to complete the degree programme in five semesters. Because there are so many individual considerations, each student is advised to consult the Registrar or his/her academic advisor for details about the duration of a particular programme based on individual preparation.

6.2 PERIOD OF CANDIDACY

Students are given a fixed period of 6 years in which to satisfy the requirements for their programme of study after enrolment.

6.3 CANCELLATION OF CANDIDACY

If a student does not complete all of the requirements of his/her programme within the allotted time, both the programme and the registration for that student will be cancelled. In such cases, all grades accumulated in the programme may be cancelled and all records closed.

6.4 COURSE WEIGHTING

The graduation requirement for various programmes is based on units that reflect the weighting of the course in terms of the total weight of the programme. The University College uses the credit system in which each course is assigned a credit weighting that reflects the number of contact hours per week and the type of course. One credit reflects 15 hours of classroom instruction or its equivalent. Most courses are scheduled for three hours per week for fifteen (15) weeks and are consequently weighted as three credits.

6.5 CREDIT REQUIREMENTS

The Associate degree programmes offered by the University College all have set requirements of between 60 - 65 credits for graduation, depending upon the major. Students should consult the appropriate sections of this catalogue and their academic advisor for more detailed information.

6.6 COURSE LOAD

Overall, the maximum number of credits that a student is allowed to carry per semester will be determined by the programme chosen, the student's level of achievement prior to entry, and by the grade point average earned during the programme. Students who are classified as probationary students will be restricted in the number of credits that they can carry in a semester.

The maximum number of credits that a student is allowed to carry without special permission is 15 per semester (or 5 courses). Well-prepared students who wish to carry a heavier course load must seek the permission of their advisor and the Registrar. It should be noted that two 3 credit courses, taken during the summer semester, constitutes a full course load, only in special circumstances, will students be allowed to register for three or more.

6.7 CANCELLATION OF PROGRAMMES

It is not possible to accurately predict the number of students who will enroll in a programme or how many will select an area of specialisation. Since the University College is required to operate within clear limits of financial support, it may not be able to offer each area of specialisation every year and the University College reserves the right to cancel a programme on short notice.

6.8 ADDS, DROPS, WITHDRAWALS

The final date for adding courses, dropping courses, changing courses or registering late is one week after the official beginning of the semester and two days after the beginning of the summer session. Special permission must be obtained from the Registrar after these dates. If a course is dropped during these periods, no record of the registration in the course will appear on the student's academic record.

The final date for withdrawing from a course without a grade penalty is normally set at nine weeks after the official start of the semester or three weeks after the start of the summer session. If a student withdraws from a course within this time, a 'W' will be placed in their academic record next to the course. If not, an 'F' signifying failure will be recorded.

6.9 GRADE SCALE

It is the policy of the University College of the Cayman Islands to provide continuous assessment of the student's performance rather than to rely solely on final examinations. Performance is assessed at the end of each semester on the following basis:

Current Grading System (Fall 2013 to Present)

Grade	Percentage	GPA	Description
A	90-100	4.00	Outstanding Performance
A-	85-89	3.75	
B+	80-84	3.50	
B	75-79	3.00	Above Average Performance
B-	70-74	2.75	
C+	65-69	2.50	
C	60-64	2.00	Average Performance
C-	55-59	1.75	
D	50-54	1.00	Below Average Performance
F	0-49	0.00	Failure

Previous Grading System (Prior to Fall 2013)

Grade	Percentage	GPA	Description
A	85-100	4.00	Outstanding Performance
B+	80-84	3.50	
B	75-79	3.25	
B-	70-74	3.00	Above Average Performance
C+	65-69	2.50	
C	60-64	2.25	
C-	55-59	2.00	Average Performance
D	45-54	1.00	Below Average Performance
F	0-44	0.00	Failure

6.10 Other Grade Indicators (as of Fall 2024)

Grade	Description
AU	Audit - Non Credit/Non Graded Pass
I	Incomplete - counted in attempted hours, but not GPA
IF	Incomplete Grades Changed to Failure
P	Pass
TR	Course credit awarded by transfer; counted in attempted hours, but not in GPA
W	Withdrawal
Z	Indicates continuing registration; counted in attempted hours, but not GPA
*	Repeated course

A grade will be issued for each course at the end of the semester and every full-time or part-time student will receive a grade report. These grades will be posted to the student's permanent record and will form part of the official transcript.

6.11 **GRADE POINT AVERAGE (GPA)**

The GPA or Grade Point Average is a weighted average of the course grades received and is used to determine graduation eligibility, honours, probation and suspension.

The G.P.A. is computed as follows:

- (1) Multiply the credit value of each course by the numerical value of the grade of the course
e.g. B+ = 3.5.
- (2) Total the number of credits for all courses involved.
- (3) Divide the result of step 1 by the result of step 2.
- (4) Students must have a cumulative GPA of 2.0 in order to graduate from the University College.

6.12 **GRADE APPEAL**

Every precaution is taken to ensure that all examinations and assignments are properly evaluated, and that marginal or failed examination papers are re-read as a matter of course. Nevertheless, a student may appeal a final grade if he/she feels that an error was made in arriving at the grade. To appeal for a final grade, a student must submit a petition in writing to the Office of the Registrar **within one week** of receiving the grade reports online. A fee of \$30.00 will be charged for each grade appeal. The Grade Appeal Committee will review all appeals. The grade determined by the appeal committee is final, even if it is lower than the grade previously awarded by the lecturer.

6.13 **RE-SIT/ALTERNATE EXAMINATIONS**

A student who misses all or part of an examination because of illness or death in the family must petition in writing for special consideration to sit an alternative examination. The petition, with a medical certificate or a death certificate, must reach the Office of the Registrar within five days of the date of the missed examination. If the petition is successful, an 'I' signifying incomplete will be assigned for the course and the student will be allowed, without penalty, to sit an alternative examination. There will be no grade penalties for approved re-sits. Students are not allowed to re-sit final examinations for

Associate degree courses to improve their grades. In such circumstances, students must register for the course a second time.

6.14 INCOMPLETE WORK

Students who are prevented from completing the requirements of a course, for reasons deemed sufficient by the University College, will have the designation 'I' assigned for the course with a period assigned of a maximum of two weeks after the final examination for the completion of any outstanding requirements. If all requirements for the course are not satisfied within the stipulated time, a grade of 'F' will be assigned and will be used in the computation of the GPA.

6.15 COURSE REPEATS

A student who fails a course twice will not be allowed to repeat the course except with the special written permission of the Department Chair. In all such cases the student will be required to satisfy any additional conditions that may be stipulated.

6.16 ACADEMIC STANDING

Students must make every effort to keep up with their work, complete assignments and maintain a satisfactory level of performance in all course work and periodic assessments. A student who is not performing satisfactorily will first be advised of his/her deficiencies and warned by the Office of the Registrar that failure to improve may result in academic probation. Below is the systematic process for students who fail to remain in good academic standing.

Students in Good Academic Standing:

To retain a status of good academic standing, students are required to uphold a cumulative UCCI GPA of 2.0 or higher.

Academic Warning, Probation, Suspension, or Dismissal:

Students not in Good Academic Standing will receive a written notification from the Registrar's Office, and this status will be recorded for the semester(s) but not on their transcripts. Students placed on probation may be required to take courses/workshops in Study Skills, Time Management, or any other applicable topic.

Undergraduate students are subject to the following academic statuses based on cumulative UCCI GPA:

- a) **WARNING:** If a student's cumulative GPA falls below 2.0, indicating academic difficulty, they will be limited to a maximum of 9 credits per semester until their GPA justifies an increase in course load to full-time status. If a student fails a course on academic warning, their maximum credit load will be further reduced to 6 credits. Part-time students will be restricted to a single course.
- b) **PROBATION:** A student on Warning status whose cumulative GPA remains below 2.0 for the second consecutive semester will be placed on Probation, indicating serious academic difficulty. In addition, the student's credit load will be further reduced.
- c) **SUSPENSION:** A student on Probation whose cumulative GPA remains below 2.0

for the third consecutive semester will be placed on Suspension and required to sit out the next semester. Students placed on Suspension at the end of the Spring semester will also remain so during the summer semester, returning in the Fall semester.

- d) **DISMISSAL:** A student who returns from Suspension but fails to achieve a semester GPA of 2.0 will be required to withdraw from the University. They can apply for readmission to the Admissions and Registration department after one academic year has elapsed.

The decision to place a student on probation or to ask a student to withdraw will be made by the Office of the Registrar, or anybody delegated for that purpose.

After two semesters, if deficiencies have not been rectified, students may submit a letter of appeal, and the probationary period may be extended at the discretion of the Registrar in consultation with the Dean of the division.

A student who is asked to withdraw from the University College for academic reasons may be required to stay out of the University College for a period of up to one academic year. Students who are asked to withdraw will have the right to appeal within seven days to the Academic Advisory Committee.

6.17 HONOURS

The University College recognises those students who have demonstrated exceptional academic performance each semester. Students carrying a minimum of 12 credits that earn a semester GPA of 3.5 or above will be eligible for this honour. Students who complete their programmes with a cumulative GPA of 3.5 or above will be recognised as 'Graduating with Honours'.

Dean's List Distinction

- Students who achieve a semester GPA of at 3.5 while completing a minimum of three courses or accumulating 9 credit hours
- Required GPA must be maintained for two consecutive semesters (excluding Summer semesters)
- Must not have any incomplete (I) grades

President's List Distinction

- Full-time students who achieve a semester GPA of 3.75 while completing a minimum of four courses or accumulating twelve credit hours
- Required GPA must be maintained for two consecutive semesters (excluding Summer semesters)
- Must not have any incomplete (I) grades

Both Dean's and President's List distinctions are only awarded in the Fall and Spring semesters annually.

6.18 ADVANCED STANDING

Students enrolled in Associate degree programmes may be allowed advanced standing or transfer credit in certain instances where they can document successful completion of post-secondary academic work equivalent to required courses in their chosen programme. In some cases, students may qualify to receive advanced standing for prior success in examinations such as 'A'-levels, for work completed at another accredited or otherwise recognised institution or by taking challenge examinations.

Challenge exams are normally available for first year courses only and will be assigned a grade and grade point based on the percentage obtained on the exam.

Transfer credits can be approved once a student's enrolment in a degree programme has been confirmed, and only in cases where there is a University College course equivalent, and only for passes at grade 'C' or above. Transfer credit granted will be assigned a grade of TR (Transfer) and will not be included in the calculation of the cumulative GPA.

A maximum of 50% of the credits required by a programme may be transfer credit from an institution other than the University College and only 50% of the credits required in the major area of concentration may be obtained as transfer credit.

6.21 MAJOR REQUIREMENTS

A student must maintain at least a C- in each of the relevant 200 level courses that constitute the Major Requirements in order to qualify for graduation within any given Major.

6.22 ACADEMIC RECORDS

The student's academic record is confidential to the student and the University College and transcripts will only be released to others upon receipt of a signed Authorization of Release form from the student or completion of a Transcript Request Form and the payment of the requisite fees. A notation will be placed on the student's record stating this release.

6.23 FULL-TIME/PART-TIME CLASSIFICATION

Students who are enrolled for at least 12 credit hours per semester will be classified as full-time for that semester. If for any reason a student's course load drops below 12 credit hours, the student will be reclassified as part-time.

6.24 LATE SUBMISSION OF ASSIGNMENTS

Every effort must be made to submit assignments on the due date in accordance with Department directives. The penalty for late submission is 5 % off per day, up to a maximum of five days after which the assignment would no longer be graded.

Consideration would be given for work submitted after the due date only on

submission of a valid medical report

6.26 GRADUATION

Students who expect to complete the requirements of their degree programmes at the end of the current semester must apply to graduate by the posted deadline. Students will be required ensure all course fees have been paid in full, fill out the appropriate forms, pay the graduation fee (which includes payment for the cap and gown) and turn in a copy of their degree audit. Students who fail to complete the application for graduation will not be allowed to participate in the graduation ceremony.

7. BACHELOR DEGREE REGULATIONS

All General Regulations apply to all students. Associate Degree regulations apply to Freshman and Sophomore (years 1 and 2).

7.1 STUDENT CLASSIFICATIONS

Degree Students will be classified by level, on the basis of awarded credits satisfactorily earned as follows:

Classification	Awarded Credits
Freshman	0-36
Sophomore	37-65
Junior	66-94
Senior	94-120

Other student classifications:

Transient: A student temporarily registered at UCCI with the approval of another University or College.

Non-degree: A student registered for any credit course but is yet to select a major.

Audit: A student registered for any credit course but not seeking credit.

7.1 DURATION OF THE PROGRAMME

Bachelor degrees offered by the University College can be completed within two years of full-time study subsequent to the successful completion of the Associate Degree or its equivalent, or four years of full-time study. Students who are deficient or who only have the minimal requirement may take a longer period of time to complete the programme.

In order to complete the degree in the stated time, the student must carry full course loads in both Fall and Spring semesters of each of the years of candidacy. Students starting at Freshman Level will also be required to do at least one Summer session.

7.2 FULL-TIME/PART-TIME CLASSIFICATION

Students who are enrolled for at least 12 credits per semester will be classified as full-time. If for any reason a student's course load drops below 12 credits, the student will be reclassified as part-time.

7.3 PERIOD OF CANDIDACY

Students are allowed a fixed period of time in which to satisfy the

requirements of their programme of study after enrolment. Irrespective of classification (full-time or part-time) or route -Associate Degree or direct (Freshman) enrolment in 4-year programme – a student will be allowed 9 years to satisfy the requirements of all Bachelor Degree programmes.

7.4 CANCELLATION OF CANDIDACY

If a student does not complete all of the requirements of his/her programme within the allotted time, both the programme and the registration for that student will be cancelled.

In such cases, all grades accumulated in the programme will be cancelled and all records closed.

7.5 CREDIT REQUIREMENTS

Students must successfully complete 120 (inclusive of the 60+ credits at the Associate level) credits to graduate from a Bachelor Degree programme. Please refer to the relevant section of this catalogue for the course/credit distribution for each major.

7.6 TRANSFER CREDIT/ADVANCED STANDING

Students enrolled in 4-year Bachelor degree programmes may be allowed a maximum of 70 transfer credits. Transfer credits will be awarded after confirmed acceptance in the degree programme of study, only in cases where there is an equivalent University College course, and only for passes at grade 'C' or above. Transfer credit granted will be assigned a grade of TR (Transfer) and will not be included in the calculation of the cumulative GPA.

7.7 COURSE LOAD

A student will be allowed to carry a maximum of 5 courses per semester. The approval of the Registrar must be obtained for all additional credits.

7.8 GRADE POINT AVERAGE (GPA)

The GPA or Grade Point Average is a weighted average of the course grades received and is used to determine graduation eligibility, honours, probation and suspension.

The G.P.A. is computed as follows:

- (1) Multiply the credit value of each course by the numerical value of the grade of the course
e.g. B+ = 3.5.
- (2) Total the number of credits for all courses involved.

- (3) Divide the result of step 1 by the result of step 2.
- (4) Students must have a cumulative GPA of 2.0 in order to graduate.

7.10 HONOURS

Bachelor Degree students who complete their programme with a cumulative GPA of 3.5 or above will be recognised as “Graduating with honours”. In addition, honours will be awarded as

- (1) Summa Cum Laude for students with GPA 3.8 and above
- (2) Magna Cum Laude for students with GPA 3.6 and less than 3.8
- (3) Cum Laude for students with GPA 3.5 and less than 3.6

7.11 DEAN and PRESIDENT’S HONOUR ROLL

The University College recognises those students who have demonstrated exceptional academic performance.

Dean’s List Distinction

- Students who achieve a semester GPA of at 3.5 while completing a minimum of three courses or accumulating 9 credit hours
- Required GPA must be maintained for two consecutive semesters (excluding Summer semesters)
- Must not have any incomplete (I) grades

President’s List Distinction

- Full-time students who achieve a semester GPA of 3.75 while completing a minimum of four courses or accumulating twelve credit hours
- Required GPA must be maintained for two consecutive semesters (excluding Summer semesters)
- Must not have any incomplete (I) grades

Both Dean’s and President’s List distinctions are only awarded in the Fall and Spring semesters annually.

7.12 RESPONSIBILITY

University College students are expected to practice civility and uphold the standards of academic and personal integrity. The regulations outlined are necessary to preserve and maintain an environment conducive to learning and to ensure the safety and welfare of members of the University College community.

Any student whose actions or behaviour violates the conduct code or

regulations will be subject to disciplinary actions. The University College reserves the right to dismiss any student whose conduct is unbecoming or is a discredit to the institution.

8. IMPLEMENTATION AUTHORITY

The President or his/her designee shall ensure that University staff are aware of this policy and related procedures; and shall monitor compliance with this policy and related procedures.

9. LINKS TO RELATED POLICIES, FORMS, GUIDELINES

Policy 01.01.01 – Policy on Policies

Policy 03.01.02 – Admission Criteria

Policy 03.01.03 – Non-Traditional Entry

Policy 03.01.10 – Fees

Policy 03.16.02 - Graduation

10. RELEVANT LEGISLATION

University College Act, as revised.

Freedom of Information Act, as revised.

11. HISTORY

Activity	Historical Action
<i>Approved:</i>	August 15, 2024
<i>Effective:</i>	August 15, 2024
<i>Revision1:</i>	
<i>Revision1 Effective:</i>	