

**THE  
UNIVERSITY  
OF THE  
WEST INDIES**



**FACULTY OF PURE  
AND APPLIED SCIENCES  
MONA**

**Part A  
REGULATIONS  
ACADEMIC YEAR 2008/2010**

**ANY REFERENCE IN THIS BROCHURE  
TO CXC QUALIFICATIONS  
SHOULD BE INTERPRETED TO MEAN  
GENERAL PROFICIENCY  
GRADES I OR II AND ALSO  
GRADE III OBTAINED SINCE 1998**

## INTRODUCTION

Teaching in the Science Faculty commenced at Mona in 1949 with students in the Departments of Botany, Chemistry, Mathematics, Physics, and Zoology. The 1960s saw a period of rapid expansion of the Faculty. At St. Augustine and Cave Hill, teaching commenced in 1963 and 1964 respectively in the then College of Arts and Sciences in Chemistry, Mathematics and Physics. These subjects were incorporated into the Faculty in 1972. Today the Science Faculty is among the largest in the University with teaching in Biochemistry, Biology, Botany, Chemistry, Computer Science, Geography, Geology, Mathematics, Meteorology, Physics and Zoology (some subjects are offered only at one campus). Most undergraduate students in the Faculty are full-time students and there are over 1,500 at Mona, 2,400 (1,700 in Science and 700 in Agriculture) at St. Augustine and 600 at Cave Hill. There is also a substantial number of part-time students. The first eleven graduates appeared in 1952 and by 2000 over 9,000 graduates had been produced. Relationships with Tertiary level Colleges are increasing and students at such Colleges in Antigua, The Bahamas and St. Lucia read the Part I courses of our Faculty. Community Colleges in Jamaica offer our Preliminary Courses. In addition to undergraduate teaching, postgraduate teaching and research form an important aspect of the work of the Faculty. In addition to Diploma and MSc programmes, the Faculty offers programmes for the MPhil and PhD degrees in all Departments.

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## FACULTY OFFICERS & PERSONNEL

<b>DEAN AT CAVE HILL</b>	–	<b>Professor Sean Carrington</b>
<b>Deputy Dean</b>	–	<b>Dr. Colin Depradine</b>
<b>DEAN AT MONA</b>	–	<b>Professor Ishenkumba Kahwa</b>
<b>Deputy Dean</b>	–	<b>Professor Robert Lancashire</b>
<b>Associate Dean (Distance Education)</b>	–	<b>Dr. Novlette Sadler-McKnight</b>
<b>Associate Dean (Student Matters)</b>	–	<b>Dr. Mona Webber</b>
<b>Associate Dean (Graduate Studies)</b>	–	<b>Professor Paul Reese</b>
<b>DEAN AT ST. AUGUSTINE</b>	–	<b>Professor D. Narinesingh</b>
<b>Deputy Dean (Science)</b>	–	<b>Dr. Indar Ramnarine</b>
<b>Deputy Dean (Agriculture)</b>	–	<b>Dr. Reynold Stone</b>

### AT MONA

#### FACULTY OFFICE

	Tel/FAX	Direct Line	Ext.
<b>Dean, Prof. Ishenkumba Kahwa</b> BSc <i>Tanzania</i> , MSc <i>Dar es Salaam</i> PhD <i>Louisiana State U</i>	927-1566	977-1785	2401
<b>Deputy Dean, Prof. Ralph Robinson</b> BSc, PhD <i>Queens University</i>	977-1835	927-1202	2291
<b>Associate Dean Student Matters, Dr. Mona Webber</b> BSc, MPhil, PhD <i>UWI</i>	977-6029	927-2129	2246
<b>Administrative Officer, Mrs. Michelle Bryan-Ennis</b> BSc, MBA <i>UWI</i>	927-1566	977-1785	2401
<b>Senior Secretary</b>	927-1566	977-1785	2401

#### DEPARTMENT OF CHEMISTRY

<b>Head, Prof. Paul Reese</b> BSc (Hons) <i>UWI</i> DPhil. <i>University of Sussex, UK</i>	977-1835	927-1910	3024/2446
<b>Senior Secretary, Miss Tracia Johnson</b>	977-1835	927-1910	3021/2446

#### DEPARTMENT OF GEOGRAPHY AND GEOLOGY

<b>Head, Prof. David Barker</b> BSc (Econ) <i>University College of the Wales Aberystwyth</i> , Dip of Urban and Regional Studies <i>University of Birmingham</i> , PhD <i>University of Bristol</i>	977-6029	927-2728	2246
<b>Senior Secretary, Mrs. Nadine Sherlock-Marshall</b>	977-6029	927-2728	2246

#### DEPARTMENT OF LIFE SCIENCES

<b>Head, Dr. Eric Hyslop</b> BSc <i>University of Aberdeen</i> PhD <i>Open University</i>	977-1075	927-1202	2291
<b>Administrative Assistant Miss Josephine Parchment</b>	977-1075	927-1202	2991
<b>Senior Secretary, Miss Debbie-Ann Brown</b>	977-1075	927-1202	2291

#### DEPARTMENT OF MATHEMATICS & COMPUTER SCIENCE

<b>Head, Prof. Alexandria Rodkina</b> MSc <i>Voronezh State University, USSR</i> PhD <i>Institute of Mathematics of Ukraine, USSR</i>	927-2464	927-2728	2284
<b>Administrative Assistant, Mrs. Donna Burke</b>			2827
<b>Secretary, Mrs. Greta Everett</b>			2455

#### DEPARTMENT OF PHYSICS

<b>Head, Dr. Joseph Skobla</b> MSc <i>Technical University, Bratislava</i> , PhD <i>Technical University Bratislava/University of Toronto</i>	977-1595	927-2480	2278
<b>Administrative Assistant, Mrs. Rosalee Simmonds</b>	977-1595	927-2480	2278
<b>Senior Secretary, Miss Margaret Little &amp; Ms. Ann-marie Miller</b>	977-1595	927-2480	2278

#### FACULTY OF AGRICULTURE AND NATURAL SCIENCES REPRESENTATIVE

Mr. Dave Hutton, MSc <i>Cornell</i> , Dip Nematol <i>Univ Central Venezuela</i>			2461
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**LIBRARIAN-IN-CHARGE, SCIENCE LIBRARY**

**Mrs. Enid Brown**

BA, Dip LS *UWI*, MLS *Cath Univ Amer*

2202/3

**DIRECTOR, BIOTECHNOLOGY CENTRE**

**Prof. Mohammed Ahmad**

BSc *Bhagal*, MSc, PhD *IARI*

977-3331

977-1828

2518/9

**DIRECTOR, C.ENTRE FOR MARINE SCIENCES**

**Dr. Dale Webber**

BSc, PhD *UWI*

927-1202

2290

**ELECTRON MICROSCOPY UNIT**

**Dr. Klaus Wolf**

Dip, PhD Biol *Erlangen-Nuernberg*

**Mr. Walton Reid**

MPhil *UWI*, Engineer

977-1076

2252

977-1076

2252

## REGISTRY OFFICERS AND PERSONNEL

<b>OFFICE:</b>	<b>Tel/FAX:</b>	<b>Direct Line</b>	<b>Ext.</b>
<b>CAMPUS REGISTRAR</b> <b>Dr. Camille Bell-Hutchinson</b> BA, PhD <i>UWI</i>	970-4471	971-1202	2542/2600
<b>SECRETARIAT</b> <b>Servicing Faculty Pure &amp; Applied Sciences</b> <b>Assistant Registrar Ms. Charlene Hewitt</b> BA, MSc <i>UWI</i> <b>Secretary/Stenographer</b>			2200
<b>STUDENT AFFAIRS (ADMISSIONS)</b> <b>Senior Assistant Registrar Miss Ann-Marie Witter, Senate Building</b> BA, MA <i>UWI</i> <b>Assistant Registrar, Mrs. Marjorie Bolero-Haughton</b> <b>Administrative Assistant, Miss Herman Tyrell</b> <b>Administrative Secretary, Mrs. Denzie Bethune</b> <b>Faculty Clerk, Pure &amp; Applied Sciences Mr. Terron Francis</b>		927-2779	2651 2947 2648 2651 3526
<b>STUDENT AFFAIRS (EXAMINATIONS)</b> <b>Senior Assistant Registrar, Mr. Cordel Nelson</b> BA <i>UWI</i> <b>Administrative Assistant, Mrs. Georgia Anderson</b> <b>Secretary/Stenographer, Miss Beatrice Brown</b>			2272 2863 2272
<b>STUDENT AFFAIRS (STUDENT ADMINISTRATIVE SERVICES)</b> <b>Assistant Registrar, Mrs. Rodina Reid</b> BA, DipEd, MSc <i>UWI</i>			2667/2252
<b>POSTGRADUATE STUDIES</b> <b>Campus Coordinator, Prof. Yvette Jackson</b> BSc, PhD <i>UWI</i> <b>Senior Assistant Registrar, Mrs. Barbara Miller</b> BA, MSc <i>UWI</i>	977-1835	977-1834	3023 2263/2708
<b>STUDENTS RECORDS UNIT</b> <b>Assistant Registrar, Mrs. Elecif Arthurs</b> BSc, MBA <i>UWI</i> <b>Business Analyst, Miss Ann-Marie Rose</b> BSc, MIS <i>UWI</i> <b>Senior Administrative Assistant, Miss Dahlia Saunders</b>			2856/2747

## **GLOSSARY**

<b>TERM</b>	<b>DEFINITION</b>
1. Science Faculties	– The Faculties of Pure & Applied Sciences and the Faculty of Science & Agriculture; does not include Social Sciences.
2. Discipline	– A body of knowledge encapsulated in a set of courses distinguishable from other such bodies on the basis of criteria such as method of enquiry, axioms, areas of application.
3. Subject	– An area of study traditionally assigned to the purview of a department.
4. Course	– A body of knowledge circumscribed by a syllabus to be imparted to students by sundry teaching methods and usually followed by an examination.
5. Faculty Courses	– All approved courses offered by a Faculty of the University for credit towards a degree, except Foundation and Co-curricular courses.
6. In-Faculty Courses	– All Faculty courses originating in the Science Faculties.
7. Out-of-Faculty Courses	– All Faculty courses originating in Faculties other than the Science Faculties.
8. Programme	– A selection of courses (designed to achieve pedagogical goals) the taking of which is governed by certain regulations and the satisfactory completion of which (determined by such regulations) makes a candidate eligible for the award of a degree/diploma/certificate.
9. Level	– A measure of the standard of a course, designated at UWI by the first digit in the course number.
10. Part	– A stage of a program (i) Part I (Introductory Stage) - Level 1 and Preliminary courses (ii) Part II (Advanced stage) - Level 2 and 3 courses
11. Credit	– A measure of the workload required of students in a course. 1 Credit Hour = 1 hour lecture/tutorial/problem class per week OR 2 hours laboratory session per week, for a Semester.
12. Major	– 32 credits (45-46 in Agriculture) from prescribed courses at Levels 2 & 3 (see Departmental course listings).
13. Minor	– 16 credits (15-16 in Agriculture) including prescribed courses at Levels 2 & 3 (see Departmental course listings).



14. Option – A prescribed programme, comprising in-Faculty and, in some cases, Out-of Faculty courses, leading to a specific degree.
15. Elective – A course within a programme taken by choice of the student.
16. Marginal Failure – A score for the overall examination of a course which is not more than 5 marks below the minimum pass mark for that course.
17. Supplemental Examination – A re-sit of an examination offered on recommendation of Department and Faculty, to candidates who, having passed course work, have registered a marginal failure in a course. **(Not currently offered at Mona).**
18. Supplementary Oral – An oral examination, offered on recommendation of Department and Faculty, to candidates who have registered a marginal failure in a Level 2 or Level 3 course.
19. Pre-requisite – A course which must be passed before another course for which it is required may be pursued.
20. Anti-requisites – Two mutually exclusive courses of which credit may be granted for only one.
21. Co-requisite – A course which **must** be taken along with another specified course, in order to ensure the attainment of complementary and/or interdependent competencies.
22. Semester GPA – Grade point average computed on the basis of all courses done in a semester, without reference to weighting except in terms of credits. (The terms Grade Point, GPA, Quality Hours and Quality Points are defined in the UWI Grade Point Average Regulations Booklet)
23. Cumulative GPA – Grade Point Average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any period of time excluding courses taken on a Pass/Fail basis, audited courses, courses taken for Preliminary credit, incomplete and in-progress courses.
24. Programme GPA – Weighted grade point average used to determine the class of degree. This GPA is computed on the basis of all courses done in the advanced Part of the degree programme, weighted with respect to credits and to earned quality hours.

# FACULTY OF PURE AND APPLIED SCIENCES

## GENERAL REGULATIONS FOR THE DEGREE OF BACHELOR OF SCIENCE

All students of the University are subject to the General Regulations for Students approved by the Senate of the UWI.

Where there is conflict between the regulations of any Faculty and the University Regulations, the University Regulations shall apply.

### A. Qualifications for Admission

1. In order to be admitted to the **four-year degree programme**, candidates must satisfy the University requirements for Matriculation (see the UWI General Regulations for Students) *and* have passed Elementary Mathematics at CSEC General Proficiency level at Grades I, II or, since 1998, Grade III (or equivalent) plus 2 approved CSEC science subjects (Appendix Ib). At least one of these must be from the disciplines listed in Appendix Ic. For the Distance Education programme, candidates must, in addition, be 21 years or over.
2. In order to be admitted to the **three-year degree programme**, candidates must satisfy the University requirements for Matriculation (see the UWI General Regulations for Students) *and* have passed Mathematics and one other science subject at CSEC General Proficiency level at Grades I, II or, since 1998, Grade III (or equivalent) *and* two two-Unit subjects at CAPE, both Units at Grade V or better, (or equivalent). One of the CAPE subjects must be an approved science subject (see Appendix Ia) except for applicants to the BSc in Agribusiness Management.

*or*

Have an approved Associate Degree with a GPA of 2.5 (or equivalent) or higher, from a Tertiary Level Institution. Such a student would be exempted from a minimum of 32 Level 1 credits not including FD courses.

(**N.B.** Candidates must also satisfy Departmental Requirements).

### B. Outline of the Degree Programme

3. The degree of BSc is awarded on the basis of a programme of studies comprising combinations of courses in science disciplines, together with certain Foundation courses. Approved Out-of-Faculty (see Glossary) courses may be included.
4. The Science Faculties<sup>†</sup> offer Bachelors degrees in Science<sup>\*</sup> which must

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<sup>†</sup> See Glossary

<sup>\*</sup> For degrees in Agriculture see the Handbook of the Faculty of Science & Agriculture

include at the minimum a single major in a FPAS discipline **or** an Option **or** a Special Degree (the terms Major, Minor, Option *etc.*, are defined in the Glossary). A single FPAS major may be combined with another major **or** two minors, which may be selected from other FPAS disciplines or from other Faculties.

The degrees offered may therefore comprise:

- (a) **A general degree with a single major** (32 credits from Levels 2 and 3) **or a double major in two FPAS disciplines** (2x32 credits from Levels 2 and 3). See Appendix II for a list of Science Majors offered.
  - (b) **A general degree with a single major** in a FPAS discipline **PLUS**
    - (i) one or two minors from other distinct FPAS disciplines (each **16** credits from Levels 2 and 3) **or**
    - (ii) a major (30 credits) **or** one **or** two minors (15 credits each) from other Faculties. **Out-of-Faculty majors and minors are governed by the regulations of the Faculty of origin.**
  - (c) **Options** comprising a prescribed set of departmental, inter-departmental or inter-faculty courses which satisfy the requirements for a specific degree (see Appendix VI).
  - (d) **Special Degrees** offered by the Science Faculties as listed by the respective departments.
5. The following types of courses, which may consist of both theoretical and practical parts, are offered by the University:
- (a) Courses taught by the Science Faculties (**in-Faculty courses**) include Preliminary (Level 0) and Levels 1, 2 and 3 courses. (Preliminary courses may be used to satisfy entry requirements of Regulation 2 above, but do not contribute towards the requirements for the award of a degree.)
  - (b) **Service courses**, which provide students with basic techniques and skills needed for dealing with the academic programme.
  - (c) **Approved Out-of-Faculty courses** which may contribute toward the requirements for the award of a degree.
  - (d) **Foundation courses** (see Appendix III) which are given throughout the University to augment the general education of students.
  - (e) **Co-curricular activities** approved for credit by Academic Board. A maximum of **three** credits of co-curricular activities may be included as part of the credits required for the award of a degree, but shall not be taken into account in the determination of the Cumulative GPA or the class of degree. They may not be substituted for Foundation Courses. Co-curricular credits gained in excess of **three** will be entered on the student's transcript but will not contribute toward the requirements for the degree.

6. Courses normally extend over one semester, but in special cases may extend over two semesters. The contact hours for a course are expressed in terms of Credit Hours (credits) and the credit-rating of a course is determined by the Faculty which administers the course. (See Appendix IV).
7. In order to be eligible for award of the Science Faculties' degrees, candidates **must**:
  - (a) have been in satisfactory attendance for a period equivalent to at least **six** semesters of full-time study from entry into Level 1;

**and**

- (b) have passed courses totaling a *minimum* of **101** credits from Levels 1, 2 and 3 Faculty and Foundation courses for the general degree as follows:

Level 1	24
Level 2 and Level 3	60
Level 1 to Level 3 (additional)	8
Foundation courses	<u>9</u>
	101

- (i) A minimum of **18** credits (16 credits at Cave Hill; see Agriculture regulations, St. Augustine Campus) at Level 1 **and 32** credits at Levels 2 and 3 must be taken from in-Faculty courses.
  - (ii) Specific Options or Programmes (e.g. Special degrees, Double Majors or Major/Minor combinations) may require more than **101** credits (see Appendix VI)
  - (iii) Exemptions from specific parts of the degree programme may be obtained under the provisions of Section I, **Exemptions & Transfers** (below).
- (c) have a Programme GPA of at least **1.00**.

### C. Registration

8. A student pursuing a degree in the Faculty may register full-time or part-time. **A student who is in full-time employment may pursue a degree on a part-time basis only. No allowances, with respect to attendance at classes, laboratories, tutorials or examinations, will be made for students on the basis of conditions of their employment.**
9. (a) Students must register for courses at the beginning of the academic year. Time limits governing changes in registration are as outlined in the student handbooks for each Campus. A student is deemed to be registered for a course only after his/her financial obligations to the University have been fulfilled.
- (b) In selecting courses, including those required for the various combinations of majors and minors, students must ensure that time-

tabling constraints do not interfere with their ability to effectively pursue the desired course or programme.

- (c) Students **must** make a **final** declaration of their proposed major(s) and/or minor(s) no later than the end of the registration period of the semester in which they intend to graduate.
10. Registration for any course (except audited courses) automatically implies entry for the associated examinations. A student who fails to attend the examinations without having previously withdrawn from the course (see Reg.11), or without having tendered evidence of illness at the time of the examinations, certified by a medical practitioner recognized by the University, will be deemed to have failed the course. **Medical certificates must reach the Campus Registrar no later than seven days after the date of the examination concerned.**
11. A student who has passed a course will not be permitted to re-register for that course.

#### **D. Progress through the Programme**

12. (a) Students admitted into the four-year degree programme (Reg.1) who have already obtained **one** CAPE/GCE A-level pass (or equivalent) in an approved science subject, may be permitted to register for up to **12** credits of Level 1 courses.
- (b) Students admitted into the three-year degree programme (Reg.2) who satisfy the pre-requisites, may register for **12** credits in **one** of the Preliminary subjects offered in the Science Faculties or by Distance, for the purpose of obtaining prerequisites for entry into certain Level 1, 2 or 3 courses.
- (c) Students may not register for Preliminary courses in a subject which overlaps substantially with any CAPE/GCE A-Level courses (or equivalent) previously passed.
13. (a) Full-time Part I students are required to register for a minimum of **fifteen** credits from Faculty courses \* per semester plus **one** Foundation course, that is, **33** credits over Semesters I and II.
- (b) In order to satisfy the minimum requirement for entry to Part II, a student must normally pass a minimum of **24** credits in Level 1 Faculty courses. At least **18** of these credits (16 at Cave Hill and 15-16 in Agriculture) must be from in-Faculty courses\* .
- (c) A student who has passed the minimum number of required in-Faculty Level 1 credits in the first two semesters of full-time study may, on the recommendation of the Dean and subject to Reg.13, be allowed to

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\* See Glossary

register for a limited number of Part II courses.

- (d) Exemptions from some courses may be obtained on the basis of the regulations contained in Section I, **Exemptions & Transfers** (below).
  - (e) The minimum number of credits for which a full-time Part II student must register in any one semester is **13**.
  - (f) The normal load for a full-time Part II student is 16 advanced course credits per semester, plus one Foundation course, that is, **35** credits over Semesters I and II.
14. The maximum number of credits for which a student may register is as follows:
- (a) In the case of Part I students:
    - (i) for full-time registration, **18** credits from Preliminary/ Introductory level courses in any one semester, plus **one** Foundation course per semester, that is, **42** credits over Semesters I and II.
    - (ii) for part-time registration, **12** credits per semester from Faculty courses, plus **one** Foundation course, that is, **27** credits over Semesters I and II.
  - (b) In the case of Part II students:
    - (i) for full-time registration, with the permission of the Dean, **20** credits from Faculty courses plus **one** Foundation course per semester.
    - (ii) for part-time registration, **12** credits per semester from Faculty courses, plus **one** Foundation course, that is, **27** credits over Semesters I and II.
  - (c) Full-time students who require more than **20** but not more than **24** credits in order to graduate, have satisfied all Foundation course requirements, and are exempt from coursework in at least one course may, with the Dean's permission, register for the required credits.
15. (a) Students **must** make a **final** declaration of their proposed major(s) and/or minor(s) by the end of the registration period of the semester in which they intend to graduate.
- (b) Students **must** graduate as soon as they have met the requirements for the degree for which they are registered.

## **E. Examinations**

16. In order to pass a course, a student must have been in satisfactory attendance at the course and must have satisfied the examiners in the associated examinations.
17. The examination associated with each course shall be conducted by means of written and/or practical papers, normally taken at the end of the semester in

which the candidate has registered for the courses concerned. Oral examinations as well as performance in course work in the form of essays, in-course tests, research papers, projects, or continuous assessment of theoretical and/or practical work may also contribute towards the final grade awarded in a course.

18. When practical papers and/or practical coursework contribute towards an examination, candidates must satisfy the examiners in both the theoretical and practical aspects of the course. On the basis of performance in the practical component of the course, a candidate may, on the recommendation of the Department concerned, be exempted from the practical part of the examination.
19. A candidate who marginally fails the examination associated with a Preliminary or Level 1 course may, if recommended by the relevant Department, be granted permission by the Board of Examiners to sit a Supplemental Examination. Such permission will be given on the basis of the performance of the candidate in the courses concerned. **(Not currently being offered at Mona)**
20. A Part II student who marginally fails a course needed for advancement or for graduation, having satisfied the Departmental requirements, may, at the discretion of the Faculty Board of Examiners, be offered a Supplementary Oral. Any candidate who satisfies the examiners in a Supplementary Oral will be given the minimum passing grade for the section of the course re-examined by the oral. No more than **eight** credits may be gained through Supplementary Orals.
21. A candidate who fails the examination associated with a course may be given permission to repeat the course and the examination on a subsequent occasion.
  - (a) In the event that such a candidate has satisfied the examiners in the theory or practical coursework, the candidate may, on the recommendation of the relevant Department, be exempted from the theory or practical coursework passed. If such a recommendation has been made, the candidate may apply to the Dean for permission to take the examination without attending the course (Exam Only).
  - (b) A Part I student who fails a course twice will not *normally* be allowed to repeat this course again. Examinations associated with the Summer Programme are counted as repeats; Supplemental Examinations are not.
22. The Academic Board of a candidate's Campus on the recommendation of the Faculty Board concerned, may debar the candidate from writing the examination associated with a course if the candidate has not attended and/or performed satisfactorily in the course. **The grade for such a candidate will be recorded as Absent Fail.**

## F. GPA \* and Class of Degree

23. (a) A **Semester grade point average** which includes *all* approved courses for which the student is registered in a semester, whether passed or failed, will be calculated for the determination of academic standing.
  - (b) A **Cumulative grade point average** which includes all courses completed **excluding** those taken on a Pass/Fail basis, audited courses, Preliminary courses and courses designated I or IP will be calculated and recorded on the student's transcript.
  - (c) A **Programme grade point average** including all Level 2 and 3 courses, whether passed or failed, will be calculated for determination of the class of the degree. (*See Appendix V for the relationship between marks, grade point average and class of degree*).
24. All courses included in the computation of the grade point averages in Regulation 23, are weighted according to their credit rating.

## G. Leave of Absence and Voluntary Withdrawal

25. (a) A student who wishes to be absent from the Faculty for a semester or more may apply for Leave of Absence, through the Dean, to the campus Academic Board, stating the reasons for the application.
  - (b) Leave of Absence will not be granted for more than **two** consecutive semesters in the first instance. However, students may apply for an extension of leave.
  - (c) Leave of Absence will not be granted for more than **four** consecutive semesters.
  - (d) Applications for Leave of Absence or extension thereof should normally be submitted by the end of the registration period in the relevant semester.
26. A student who registers for no courses during a semester without having obtained Leave of Absence will be deemed to have withdrawn from the Faculty.
27. A student who voluntarily withdraws from the university and who applies for re-admission within **five** years shall be granted exemption and credit for all courses previously passed unless the Department concerned declares that the material covered in a course has become outdated. All grades previously obtained except those for courses declared outdated shall be used in the determination of the GPA of such a student.

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\* The table for conversion of numerical marks to letter grades for GPA purposes is presented in Appendix V (Table 2).



## H. Time Limits for Completion and Enforced Withdrawals

28. For the purposes of Regulations 29 & 30 below, any semester in which a student is registered part-time including the Summer session, will be counted as half of a semester of full-time study. After the total of equivalent full-time study has been obtained in this way, it will be rounded down to a whole number.
29. Students will be required to withdraw from the Faculty if in any two successive semesters (summer not included) they fail to gain passes in Faculty courses equivalent to at least:
- Part I**           Eleven (11) credits, if registered full-time.  
Six (6) credits, if registered part-time.
- Part II**           Eight (8) credits, if registered full-time.  
Four (4) credits, if registered part-time.
30. (a) A student whose Semester Grade Point Average is less than or equal to **0.75** will be deemed to be performing unsatisfactorily and will be placed on warning.
- (b) A student already on warning whose Semester programme grade point average is less than or equal to **0.75** will be required to withdraw from the Faculty.
31. (a) Students admitted to the programme under Regulation 2 shall complete the requirements for the degree in a minimum of **six** or a maximum of **ten** semesters of full-time study.
- (b) Students admitted to the programme under Regulation 1 shall complete the requirements for the degree in a minimum of **eight** or a maximum of **12** semesters of full-time study.
- (c) Students who cannot complete the programme within the maximum periods given in (a) and (b) above will normally be required to withdraw from the Faculty at the end of the academic year in which the maximum is reached.
32. In the event that a student has exhausted the maximum periods mentioned in Reg.40 above, but still requires for the completion of the degree programme:
- Either:**
- (a) passes in courses totaling no more than **eight** credits,
- Or:**
- (b) passes in Foundation courses only,
- the Faculty Board may at its discretion recommend to Academic Board an extension of the period of study by **one** or **two** semesters.
33. For the purposes of Regulations 38 and 40 above, any semester for which a student has obtained Leave of Absence from the Faculty shall not be counted

(see Reg.34).

34. Notwithstanding Regulations 29 to 31 above, Academic Board may, on the recommendation of the Faculty Board, require the student to withdraw from the Faculty at the end of any semester on grounds of persistent neglect of work and/or repeated failure in examinations.
35. A student required to withdraw from one Faculty:
  - (a) may register immediately in another, if in the opinion of the student and the Dean of the receiving Faculty this is desirable and the student satisfies that Faculty's entry requirements;
  - (b) will be required automatically to withdraw from the University if not granted registration in another Faculty; and
  - (c) may not register in the ensuing Academic Year, for any courses in the Faculty from which (s)he had been required to withdraw.
  - (d) if readmitted and required to withdraw for a second time, will not be considered for readmission until a minimum period of **five** years has elapsed.
36. A student who was required to withdraw for reasons of failure to progress may be readmitted to the Faculty on the following conditions:
  - (a) A minimum of **one** year has passed since the date of withdrawal
  - (b) The Faculty is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially.
  - (c) All grades previously obtained, except for courses to be repeated having been deemed outdated, shall continue to apply for the purpose of determining the student's GPA.
  - (d) Subject to UWI Grade Point Average Regulation No. 11, courses pursued at an institution other than the UWI during the period of withdrawal may be eligible for credit.
  - (e) Courses pursued in the UWI Summer School during the period of withdrawal shall be included in all relevant grade point average calculations if the student re-enters the UWI.

## **I. Exemptions and Transfers**

37. Holders of degrees from approved universities, or candidates who have partially fulfilled the requirements of such degrees, may apply to the Board for Undergraduate Studies, through the Faculty Board of the candidates' campus, for exemption from Level 1 courses. Each such application will be considered on its own merit.
38. Students on transfer between different BSc degree programmes or from other

programmes of study within the University may, on the basis of passes already obtained, and on the recommendation of the Departments concerned, be exempted from some or all of the Level 1 courses, and some of the Level 2 and/or Level 3 courses. Students exempted from all Level 1 courses may complete the degree programme in a minimum of four or a maximum of eight semesters of full-time study from the time of transfer. Students exempted from all Level 1 courses and some Level 2 and/or Level 3 courses may complete the degree programme in a minimum of two semesters of full-time study from the time of transfer.

39. (a) A student who wishes to take academic courses as an exchange/transfer student at an institution other than the UWI and to apply those credits toward the degree must obtain written approval in advance from the Dean. Failure to obtain written approval in advance may preclude the acceptance of the credits.
- (b) A student must have a minimum GPA of **3.00** by the end of Semester II to be approved as an exchange/transfer student in the following academic year.
- (c) Where the course to be taken is to be substituted for a UWI course, the content of the course must be certified by the relevant Department as being equivalent to the UWI course. Course outlines and syllabuses must be provided by the student in order to permit the evaluation of the course content.
- (d) A student may **not** take courses for degree credit at an institution other than the UWI during the semester (including the succeeding summer) in which he or she completes or is expected by the Faculty to complete the requirements for graduation from the UWI.

#### **J. Aegrotat Degree**

40. (a) A candidate who, by reason of illness, was prevented from attending examinations or part of the examinations associated with a Level 2 or 3 course in the year of anticipated graduation may apply to the Board for Undergraduate Studies through the University Registrar, for an Aegrotat pass in the course. Such an application will be granted only if all the following conditions are satisfied:
- (i) The appropriate Head of Department reports that, on the basis of the candidate's performance during the period preceding the examinations, the candidate was expected to pass the examinations concerned and has satisfactorily completed any associated course work.
- (ii) The application reaches the University Registrar not later than **30** days after the date of the last paper in the examination concerned.
- (iii) The application is accompanied by a medical certificate attesting to the illness and issued by a medical practitioner recognized for this purpose by the University.

- (b) No grade will be awarded in respect of an Aegrotat pass, and a candidate having been awarded an Aegrotat pass will not be allowed to re-enter the examination for the course concerned on a subsequent occasion. An Aegrotat pass may not be used to satisfy a pre-requisite for other Level 2 and/or Level 3 courses.
- (c) A student who, having satisfactorily completed the degree programme, includes Aegrotat passes in courses counted for the degree programme, will be eligible for the award of an Aegrotat degree if both of the following conditions are satisfied:
  - (i) The courses in which Aegrotat passes have been granted (and which need to be counted toward the award of the degree) are equivalent to no more than **24** credits.
  - (ii) No more than **16** credits mentioned in (i) above arise from courses making up the candidate's major.
  - (iii) The Aegrotat degree will be awarded without Honours.

**UNIVERSITY REGULATIONS  
FOR THE RE-ADMISSION  
OF STUDENTS REQUIRED TO WITHDRAW**

1. Students required to withdraw from the University for failing to complete their degree programme within the stipulated period may be re-admitted to the Faculty after at least one year has elapsed since their withdrawal. Students thus admitted to the Faculty may in accordance with its Regulations be granted exemption from Part I Introductory courses subject to their being no change in the content of the courses and provided that no more than five years have elapsed since the date of withdrawal. Part II University courses, for the purposes of exemption, may be treated in the same way as Part I Faculty courses.
2. Students whose performance in the Part I programme indicated general weakness (e.g., bare passes in all courses) may be required by the Faculty to repeat the First Year Programme.
3. Under special circumstances, exemption from courses in Part II/ Advanced Part of the degree programme may be proposed by the Faculty, provided that on re-admission the student is required to take at least a full-time registration for one year. The maximum time allowed for completion will be two years registered full time.
4. Students required to withdraw from the University for failing to complete their Part I or Part II degree programme within the stipulated period, or for poor performance as provided for in the Faculty Regulations, may be re-admitted to the Faculty after at least one year has elapsed since their withdrawal. Students thus readmitted may be granted exemption from Part I/Introductory courses and/or Part II/Advanced courses subject to Regulations 1, 2 and 3 above.
5. Students from one Faculty who have been required to withdraw from the University for failing to complete their degree programme within the stipulated period may be admitted to another Faculty after a minimum period of at least one year has elapsed since their withdrawal. Such students may be granted exemption from Part I courses relevant to the new programme subject to Regulations 1 and 2 above.
6. Students required to withdraw from the University for failing to complete their Diploma or Certificate programme may be re-admitted to the Faculty after a minimum period of two years has elapsed since their withdrawal. Such students shall not be granted exemptions from courses in the programme previously passed.

## **LIBRARY POLICY WITH RESPECT TO FACULTY/ DEPARTMENTAL LIBRARIES**

Faculty and/or Departmental Libraries may be established to serve entire faculties and/or departments respectively where functional considerations require or physical considerations dictate it. Recommendations for the establishment of such faculty or departmental libraries shall be routed in each case through the Campus Library Committee and the Campus Planning and Estimates Committee for appropriate action and approval.

Unless specific regulations to the contrary are approved by Senate, the Faculty or Departmental Librarian shall be responsible to the Campus Librarian:

- (a) with respect to overall library policy, and
- (b) for
  - (i) the proper administration of the Library
  - (ii) the collection, purchase and maintenance of all necessary materials
  - (iii) the development of such research aids as are appropriate
  - (iv) the maintenance of all necessary accounts and records.

## APPENDIX I

### SUBJECTS REQUIRED TO SATISFY ENTRY REQUIREMENTS

#### (a) List of approved Science CAPE/ GCE A-Level subjects

Biology	Geology	Pure & Applied
Botany	Mathematics	Mathematics
Chemistry	Applied Mathematics*	Physics
Computer Science	Further Mathematics	Zoology
Geography	Pure Mathematics*	

\*The following cannot be counted together:

- (i) Further Mathematics with Applied Mathematics CAPE/GCE A-Level;
- (ii) Mathematics (Pure and Applied) with Pure Mathematics or Applied Mathematics at CAPE/GCE A-Level.

#### (b) List of Approved Science CSEC General Proficiency/GCE O-Level subjects:

Additional Mathematics	Computer Science	Integrated Science
Biology	Environmental Sciences	Physics
Chemistry	Geography	IT (General)

#### (c) List of Courses from which at least one must be taken to satisfy Regulation 1

- (i) Cave Hill –
- (ii) Mona – Physics, Chemistry, Biology
- (iii) St. Augustine –
- (iv) Agriculture –

## APPENDIX II

### LIST OF MAJORS IN THE SCIENCE FACULTIES\*

Biochemistry	Food Chemistry	Microbiology
Biology	Computer Science	Molecular Biology
Experimental Biology	Earth Sciences	General Physics
Biotechnology	Ecology	Electronics
Botany	Geology	Alternative Energy
Chemistry	Mathematics	Zoology
Applied Chemistry	Meteorology	Environmental Biology

\* For Agriculture please see St. Augustine Regulations

**APPENDIX III**  
**UNIVERSITY AND FOUNDATION COURSES**

UC010	–	Fundamentals of English
FOUN1001	–	English for Academic Purposes (FD10A)
FOUN1101	–	Caribbean Civilization (FD11A)
*FOUN1201	–	Science, Medicine & Technology in Society (FD12A)
FOUN1301	–	Law, Governance, Economy & Society (FD13A)
FOUN1401	–	Writing in the Disciplines (FD14A)

\*Not NORMALLY available to Science Faculty Students

**UC010 FUNDAMENTALS OF WRITTEN ENGLISH SI & SII (0 credits)**

This course is required for all students entering the University to read for an undergraduate degree (except Law) who fail the Proficiency Test.

**FOUN1001 ENGLISH FOR ACADEMIC PURPOSES SII (3 credits)**

All students who are exempt from or who have passed UC010 must do this course.

**FOUN1101 CARIBBEAN CIVILIZATION SII (3 credits)**

This course includes: cultural matrices/foundations; the emergence of Caribbean diasporan (African and Asian) civilisations; Caribbean civilisation and the quest for human dignity; ideas, ideologies and theologies and aspects of Caribbean entertainment.

**FOUN1301 LAW, GOVERNANCE, ECONOMY & SOCIETY SII (3 credits)**

This course includes: sources of law, administration of justice, constitutional and subsidiary fundamentals, nature and functions of law, theories of the state and issues of governance, comparative government, Caribbean economy, the evolution of Caribbean society, society and culture in the Caribbean, and Caribbean social problems.

**FOUN1401 WRITING IN THE DISCIPLINES SII (3 Credits)**

This course is the alternative to FD10A, and is available to students with a Grade 1 pass in CSEC English Language **and** a pass in CAPE Communication Studeis with Grade 1 or 2. This course will offer such students an alternative in which they will acquire other essential writing skills, as well as an appreciation of the manner in which academic language reflects the thinking within each discipline.



## APPENDIX IV

### FPAS CREDIT TABLE

The following table describes the approximate weekly contact hours for a **6** credit (Part I) or **4** credit (Part II) one-semester (**thirteen** teaching weeks) course.

A normal full-time load in Part I is **18** credits (three **6**-credit courses) per semester (excluding Foundation courses). A normal load for a student in Part II (Advanced) is **16** credits (four **4**-credit courses) per semester (excluding Foundation courses).

	<u>Laboratory Subjects</u> (Mean # Hrs/Wk)			<u>Non-Laboratory Subjects</u> (Mean # Hrs/Wk)		Credits
	Lecture	Tutorial	Lab	Lecture + Problem Classes	Tutorial	
<b>Prelim</b> , Level 0 & <b>Part I</b> , Level 1	3	1	4 – 6	5+0 or 4+1	1	6
CompSci only	4	1	2	–	–	
<b>Part II</b> Levels 2 & 3	2 – 2.5	0.5	2 – 3	3+0.5	0.5	4

## APPENDIX V

### THE GRADING SYSTEMS

<b>Table 1</b>		
<b>Non-GPA SYSTEM</b>		
<b>Honours Class</b>	<b>Grade</b>	<b>Percentage</b>
First	A+	86 – 100
	A	76 – 85
	A–	70 – 75
Upper Second	B+	60 – 69
Lower Second	B	55 – 59
	B–	50 – 54
Pass	C+	47 – 49
	C	43 – 46
	C–	40 – 42
Fail	E	0 – 39

<b>Table 2</b>						
<b>Mark-to-Grade Conversion &amp; Quality Points (GPA SYSTEM)</b>						
<b>Grade</b>	<b>Mark (%)</b>	<b>QP</b>		<b>Grade</b>	<b>Mark (%)</b>	<b>QP</b>
A+	86 – 100	4.3		C+	53 – 56	2.3
A	70 – 85	4.0		C	50 – 52	2.0
A–	67 – 69	3.7		C–	47 – 49	1.7
B+	63 – 66	3.3		D+	43 – 46	1.3
B	60 – 62	3.0		D	40 – 42	1.0
B–	57 – 59	2.7		F	0 – 39	0

<b>Table 3</b>	
<b>Class of Honours</b>	<b>Programme GPA</b>
First	3.60 and above
Upper Second	3.00 – 3.59
Lower Second	2.00 – 2.99
Pass	1.00 – 1.99

## **APPENDIX VI**

### **OPTIONS**

Details for **Options** can be found in the Faculty Handbook (Part B) on Programmes and Syllabuses, at <http://www.mona.uwi.edu/fpas/PASBooklet2005.pdf> for returning students at the Mona Campus, and at <http://www.mona.uwi.edu/fpas/regulations.htm> for new students, under the Updated Course Information for the respective Departments.

*Note: Pre-requisites, syllabuses and evaluations of individual courses specified in Options are the same as those indicated for these courses under the Departmental course listings.*