



Jamaica Theological Seminary

Founded 1960

That I May Know Him...That I Might Make Him Known

# STUDENT HANDBOOK



## FOR GRADUATE AND UNDERGRADUATE STUDENTS

Changing the World....One Life at a Time

# **JAMAICA THEOLOGICAL SEMINARY**

## **STUDENT HANDBOOK**

**2017/2018**



JTS reserves the right to review and revise periodically the provisions of this handbook without prior notice in order to provide current information to students concerning administrative and academic policies.

Jamaica Theological Seminary  
P.O. Box 121, 14-16 West Avenue  
Constant Spring, Kingston  
Jamaica

### St. Vincent Centre

St. Vincent and the Grenadines Community College  
P.O. Box 829  
Villa, Glen  
St. Vincent, W.I

### St. Lucia Centre

Southeastern Caribbean College  
C/O Evangelical Church of the West Indies  
Head Office  
P.O. Box 593  
Gablewoods South  
Vieux Fort, St. Lucia

**Jamaica Theological Seminary (JTS)  
is nationally accredited by the  
University Council of Jamaica (UCJ)**

**It is regionally and theologically accredited by the  
Caribbean Evangelical Theological Association (CETA)  
which is affiliated with the International Council of  
Evangelical Theological Education (ICETE)**

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# MESSAGES



# Message from the President

*Dr. Garnett Roper*

Dreams, vision and imagination belong to a continuum of activity in which the future is captured and converted into a possibility. The Old Testament story of Moses who when confronted with his own mortality in the wilderness scaled mountain Pisgah should read as imagining the new future. He had risen from the plain of Moab to view the promise land. The Plains of Moab was the place in which so many things that could go wrong in Israel's journey went wrong. It is from those plain that Moses changed location in order to see what was ahead in order to ground not only faith but action. This penultimate action of Moses in seeking to go the mountain top and look over and see the promise land, inspired Martin Luther King Jr in the last century in his famous "I have a dream" speech to assure his own African American people and the rest of the human family that he too had seen the promise land.

In this the 55<sup>th</sup> year of Jamaica's Independence and in this the 57<sup>th</sup> year of the stewardship of Jamaica Theological Seminary, the joint project not only of those born since Independence, but also of those born before is to create a new future. The future is built on the past but it is not built by the past. Our learning project must make every effort to document and archive the stories of our past, both the folk tales and pilgrimage of faith. However, our even more urgent project is to create new paradigms and new systems.

Technology has dwarfed costs and made research more accessible. Distances are unrecognizable and the neighbour in the farthest reaches of the globe communicates with us with the immediacy of the person in the next room, through emails, text messages and the like. This constitutes a real opportunity to make learning and training more efficient and

cost effective. Beyond that, the reality is that the more things have changed the more they remain the same. The same old evils that bedevilled the human family in Cain's city of Enoch, at the start of human history and the human family, evils of violence, greed and the turning of our brothers and sisters into our enemies are part of the modern city and dominate our lives in the present.

Jamaica Theological Seminary renews its pledge to remain at the cutting edge of human development and social change. We continue to bring the tools of historical reflection and engagement, to add to reading strategies of the Bible that bring the grace and power of God to bear upon the lived experience of the people. Our institution seeks to train a cadre of change agents who are competent, committed and compassionate. All of this begins in the mind and in the heart. Since you then have been raised with Christ, set your minds and hearts on things above, where Christ is seated at the right hand of God. Set your minds on things above, not on earthly things (Col. 3. 1, 2).

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# Message from the Vice President for Academic Affairs

*Dr. Winston Thompson*

Students who matriculate to study at the Jamaica Theological Seminary (JTS) will find that the experience translates into a fulfilling destiny. Their application to the institution indicates a desire to pursue an education at an institution that promises to deliver a top tier experience. That promise is upheld by a committed faculty, a dedicated staff and fellow students who are excited to learn. These three categories constitute the JTS family that will be emotionally nurturing and intellectually stimulating. Students will find the experience at JTS to be exciting, filled with activities to engage the intellect. Instructors will be challenging as they introduce theories and doctrines that have informed the academy for a long time. These theories and doctrines will challenge prior understandings of reality, expand existing worldviews, enhance skills and equip the willing for productive careers.

The JTS experience will allow students to meet other students who are on a journey that is not dissimilar to their own. They will find opportunities to develop networks that can lead to lifelong friendships and professional relationships. Such opportunities should be embraced with care and intentionality. Learning that takes place in groups can only prove to be good practice for life after the JTS experience.

I have no doubt that the decision to study at JTS will prove to be one of the most significant decisions matriculants will ever make. The educational experience at JTS will prove to be rich with amazing adventures, stimulating insights, exciting friendships and a nurturing fellowship. The experience will be valuable, with impressions that inspire indelible memories.

# Message from the Director of Student Affairs

*Rev. Richard R. Beckford*

Thank you for making the Jamaica Theological Seminary (JTS) your choice for higher education. We welcome you and we are delighted that you have embarked on this journey of holistic transformation. Our mission is clear as a department; “we are committed to the qualitative growth and development of students as agents of change in society through the provision of holistic programs and activities.” Consequently, we will attend to your academic and professional formation, grounding these in spiritual principles that have helped to form the bedrock of our institution.

As the team leader in this specialized area my major objective is to ensure that your tenure at JTS runs as smoothly as possible. The JTS student enrolment is special and we realize that the majority of our students are leaders in their sphere of life; and have been identified as individuals who possess leadership qualities and capabilities. JTS has been given a directive to bring these characteristics to the fore through our rigorous but enjoyable training. Our guiding statement as a department is *“the preparation of students for the transformation of lives.”*

We are eager to receive feedback that will assist this department in meeting your needs in a tangible way. We look forward to individual students making appointments to see our personnel. Remember this department is here to serve you and carry out the JTS mandate: *“That I may know Him...that I might make Him known.”*

# Message from the Student Council President

*Ms. Jaredine Cole*

Greetings and welcome to the Jamaica Theological Seminary. It is indeed a pleasure to have you as part of the JTS family. I am happy that you have selected this institution for your tertiary education. Arguably, the Jamaica Theological Seminary is one of the best theological institutions regionally. The seminary has in its ordinance to unreservedly equip and prepare its students to impact their world.

As the Student Council president, I am honored to know that I have been given the opportunity to serve you. My major objective is to represent and advocate on your behalf and to ensure that your tenure spent here is one that is fulfilling. As you embark on this new venture, please be cognizant of the fact that there will be hard times and challenges that will befall you, but with God as your source of strength, you will be triumphant in these trying times. However, do not neglect the fact that there will be times of joy, victories and exciting experiences.

To my esteemed returning students, you have come this far by faith and as you continue your journey never lose sight that he who has brought you this far will continue to see you through. Keep the faith and never give up. As you attempt to pursue your dreams and aspiration throughout your time here at the seminary, please rest assured that members of the Student Council are willing and ready to hear your concerns and provide you with the support that you desire.

In light of the fact that we are in support of the JTS mandate: —That I may know Him...that I might make Him, my prayers are that we will know him, and be given the strength

to succeed in all our endeavors, impacting one life at a time  
as we make him known. Every blessing.

Jaredine Cole  
Student Council President, 2016-2018.

# JAMAICA THEOLOGICAL SEMINARY

## **MISSION STATEMENT**

To glorify God and serve the Church by offering to Christians  
quality education and leadership training for effective and  
authentic witness to the world.

## **MOTTO**

That I may know Him ... That I might  
make Him known

# Welcome

The Staff and Administration of Jamaica Theological Seminary (JTS) warmly welcome you to our family. This Handbook has been prepared so that you may gain the most from your time with us.

We pray that you have chosen to attend JTS not only for academic purposes but also to strengthen your spiritual focus and ministry.

The contents of this Handbook apply to all students. There is the expectation that all standards and protocols noted in this handbook will be upheld. Further, it is of the utmost importance that all students of this institution familiarize themselves with its contents.

Students must ensure that they visit the JTS website periodically for updates.

**Each student will receive a copy of this handbook once duly registered. Replacements will attract a cost as stipulated in the official schedule of fees.**



# School Song

## JAMAICA THEOLOGICAL SEMINARY SCHOOL SONG

M. & B. Lord

M. & B. Lord

1. All glo - ry to God, our Mas - ter and King,  
 2. Oh God, bless our school, her teach - ers en - due,  
 3. Oh God, bless our school, her stu - dents in - spire  
 4. Oh God at Thy feet, our lives now we lay;

Our wor - ship and praise we grate - ful - ly bring;  
 With wis - dom and love, and hol - i - ness too;  
 'Till hearts are a - flame with no - ble de - sire;  
 Thy ra - di - ant beau - ty through us dis - play;

In Christ thou hast called us and found - ed us sure,  
 May they all be filled with the Spir - it of Might,  
 'Till earth's dark - est plac - es re - sound with their word,  
 Our love and our loy - al - ty to Thee we bring,

This vine of Thy plant - ing shall ev - er en - dure.  
 Made fear - less and faith - ful, true child - ren of light.  
 And o'er hell's do - min - ions Thy flag is un - furled.  
 To serve Thee for ev - er, our Mast - er and King.

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# JTS A Rich Heritage .... A Bright Future

Jamaica Theological Seminary (JTS) is an institution grounded in Christian faith, primarily serving the people of Jamaica and the Caribbean, with a university – level programme of study. The institution was launched in January 1960 by the Missionary Church Association in Jamaica (MCAJ) in response to the need in Jamaica and the Caribbean for culturally and contextually sensitive leadership education for the church.

Among the concerns that led to the founding of the institution were the following:

- that evangelicals be equipped to speak with authority on the cardinal doctrines of the Christian faith given contending contemporary theological positions in the Caribbean;
- that the programmes of study maintain a strong spiritual and character formation emphasis along with the academic- thus the motto was chosen: “That I may know Him” (Phil. 3:10), and “That I might preach Him”(Gal. 1:16 and
- that the curriculum be intentionally designed to reflect the needs of the Caribbean society.

The Seminary is interdenominational and international in character with more than 40 different denominations and over a dozen countries represented on its campus throughout its history. Several graduates serve in active Christian ministry; others are engaged in non-pastoral ministries, including theological and religious education, while some serve as missionaries. A significant number have pursued advanced studies in theology and other disciplines. A growing number serve within the wider society providing leadership in finance and commerce, journalism, education, guidance counselling, social work, medicine, agronomy, consumer advocacy, and a number of other areas.

# Directory of Administrative Staff

## **OFFICE OF THE PRESIDENT**

President	-	Dr. Garnett Roper
Vice President for Academic Affairs	-	Dr. Winston Thompson

## **Department of Humanities**

Head of Department	-	Ms. Erica Campbell
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## **Department of Behavioural and Social Sciences**

Head of Department	-	Dr. Angella Worges
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## **Department of Biblical and Theological Studies**

Head of Department	-	Mr. Barry Hall
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## **STUDENT AFFAIRS**

Director of Student Affairs (DSA)	-	Rev. Richard Beckford
Deputy Director of Student Affairs (DDSA)	-	Mrs. Juanita Goode
First Aid Personnel	-	TBA

## **DEPARTMENT OF ENROLLMENT & ADMISSION SERVICES**

Registrar	-	Ms. Cammaleta Harrison
Director of Admissions and Recruitment	-	Rev. Mrs. Arlene Holding
Assistant to the Registrar	-	Ms. Keefa Green
Assistant to the Registrar	-	Mr. Keino Thompson
Assistant to the Registrar	-	Mr. Mark Auguste

### **ACCOUNTS DEPARTMENT**

Chief Accountant	-	Mrs. Annette Balfour
Assistant Accountant	-	Ms. Charmaine Mullings
Assistant Accountant	-	Ms. Shevaughn Murphy
Assistant Accountant	-	Ms. Trishan Leith

### **LIBRARY**

Director of Library Services	-	Mrs. Cecelia Spencer
Librarian	-	Mrs. Rosemarie Scott
Librarian	-	

### **MAINTENANCE**

Maintenance Supervisor	-	Mr. Martin Heath
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### **RECEPTION**

Receptionist	-	Mrs. Angela Daniels
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### **STUDENT COUNCIL**

President	-	Ms. Jaredine Cole
1 <sup>st</sup> Vice President	-	Mr. Mark Thomas
2 <sup>nd</sup> Vice President	-	Ms. Domenique Martin

# BEHAVIOURAL STANDARDS

# Institutional Policy

Jamaica Theological Seminary operates on the basis of a Christian ethos. All students must agree and abide by the ethics, codes of conduct, rules and regulations that have been established for good governance and order, and to foster and preserve effective godly social relationships. While it is recognised that not every aspect of required or acceptable conduct may be specified, it must be understood that in any matter in respect of which there is no specific guidance in this handbook, the student shall conduct her or himself in a manner consistent with the highest biblical ethical principles.

## Assumptions

The following assumptions are integral to our definition of behavioural standards:

1. Love for God and accountability to Him are the primary motivations for Christian relationships and behaviour.
2. Scripture provides the essential teachings and principles for personal and community conduct.
3. God, through the Holy Spirit, places in every believer the inner resources and attributes to minister to other believers through supportive relationships.
4. Scriptures acknowledge the need for government and the appropriate use of authority.

Since members of the JTS community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local church, fulfilment of all responsibilities within the JTS community and support of those in need through Christian love.

# Sexual Harassment Policy

JTS is committed to maintaining a campus free from all forms of sexual harassment. JTS will not tolerate sexual harassment of students or employees. Any person found guilty of sexual harassment shall be subject to disciplinary action, including termination from the institution as determined by the administration or Board.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or;
2. Submission to, or rejection of, such conduct is used as a basis for any education decision affecting such individual, or;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile or offensive learning environment.

As defined above, sexual harassment includes but is not limited to, sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; sex-oriented verbal "kidding," "teasing," or jokes; displays of sexually suggestive objects or pictures; demands for sexual favours; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching, or brushing against another's body.

Students who feel they have been sexually harassed should immediately contact the Director of Student Affairs. All complaints will be investigated, with confidentiality maintained to the extent possible.

# HIV/AIDS Policy

The Jamaica Theological Seminary holds in principle to the National Policy for HIV/AIDS Management in Schools (November 2001—Ministry of Education, Youth and Culture).

The Legal Framework as set out by the Attorney General of Jamaica is as follows:

- 1) Care must be taken to balance the rights of the individuals with those of society, as well as the rights of the infected with those of the uninfected;
- 2) Maximum confidentiality, protection of information related to the HIV/AIDS status of an individual is an essential public health measure. The issue of clear and specific guidelines with respect to confidentiality, notification, discrimination, and laboratory testing is necessary and the responsibility of the relevant agency;
- 3) Students infected by HIV/AIDS should not be excluded from institutions of learning on the basis of their HIV/AIDS status. Nor should persons be suspended, expelled or dismissed on account of their HIV/AIDS status or that of a relative.
- 4) “The term ‘communicable’ connotes the ability to be transmitted to others. HIV/AIDS is a communicable disease meaning that it is due to a specific infection agent (i.e. the Human Immunodeficiency Virus) that is transmitted from an infected person to a susceptible person by way of sexual intercourse, exposure to infected blood or blood products or from mother to child during pregnancy, childbirth or breast-feeding. There is no evidence that HIV can be transmitted through casual contact. Therefore, there are no grounds for exclusion of a child or an adult living with HIV/AIDS from attending school.”
- 5) The Public Health Act speaks of communicable diseases as being infectious by nature. The Education Regulations, “1980” regulation 31(1) WHICH STIPULATES THAT “students shall be excluded from attending a public educational institution during any period in which he is know to be suffering from a



communicable disease or infestation.” Must be interpreted in light of the definition of the Public Health Act and the scientific evidence concerning the specific ways in which HIV is transmitted.

6) The spirit of the Education Act seeks to ensure that students benefit from their educational experience to their full capacity. The Minister of Education is empowered to ensure that students derive that benefit by Sections 4(1) and 4(2) and Section 24 which allows the Minister to determine the need for special educational treatment on behalf of a student and to determine if a medical examination is necessary to verify the health status of a student;

7) Research has revealed no known case of transmission of the HIV virus through casual contact in the school setting. Accordingly, a policy should discourage all actions to segregate, persecute or exclude persons from educational institutions. Such policy should also preclude inappropriate disclosure of information, which reveals the identity of infected persons;

8) Parents, guardians or other relatives cannot be compelled to disclose information regarding the HIV/AIDS status of an individual. Where the status is known, the institution is obliged to protect that information. However, where it becomes necessary to ascertain the status of an individual to secure treatment, application may be made to the Ministry of Education under Section 24 of the Education Act;

9) Exclusion or imposition of restrictions on an infected individual is justified only where that person poses significant health risk.

**The complete Policy is filed with the DSA office for students’ perusal.**

# **Information & Communication Technology Policies**

The appropriate use of access to the Jamaica Theological Seminary (JTS) computer facilities, and campus-wide communication networks, is the responsibility of its students. The Seminary expects students to be careful, honest, responsible, and civil in the use of the provided computers and networks. Students who use wide-area networks (such as the Internet) for communication, or for remote connection to computers at other institutions (VPNs), are expected to abide by the rules for the remote systems and networks, as well as those of JTS' systems. In addition to being a violation of the Seminary's rules, certain computer misconduct is prohibited under Jamaican Laws and is therefore subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges, and the destruction of electronically processed, stored, or in-transit data.

## **User Responsibilities**

1. Individuals assume personal responsibility for the use of their email accounts. Consequently, users may not disclose their passwords or otherwise make the seminary's facilities available to unauthorized individuals (including family or friends). Users are responsible for maintaining the security of their accounts.
2. The possession or collection of passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information belonging to other users is prohibited.
3. Computer facilities have tangible value. Consequently, attempts to circumvent accounting systems or to use the

computer accounts of others will be treated as forms of attempted theft.

4. Users may not copy, publish, store or transmit data as doing so would constitute a violation of copyright. Users who are in any doubt as to the copyright status of data they wish to store or send, should contact the IT Department's Help Desk or the Library where relevant for help, in determining the legality of their planned use of the data.
5. Transmission of unlicensed software over Seminary's network is strictly prohibited.
6. The introduction of data or programs which in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program), or which infringes upon the rights of other JTS users (e.g., inappropriate, obscene, pornographic, bigoted, or abusive materials) is strictly prohibited.
7. Individuals may not attempt to circumvent security systems or to exploit or probe for security holes in any JTS network or system, nor may individuals attempt any such activity against other systems accessed through the seminary's facilities. Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance.
8. The compilation or redistribution of information from JTS directories (printed or electronic) to third parties is forbidden.
9. Users should access the Internet only for study or for school authorized activities.
10. Users should only open attachments to emails if they come from a known source that is trust worthy. This is so because occasionally attachments can contain viruses or other programs that could destroy all the files and software on the ICT equipment.

## **Security and Confidentiality**

Jamaica Theological Seminary considers all data stored on shared resources to be confidential, unless that information has been made explicitly available to other groups or individuals by the data's owner. Jamaica Theological Seminary will assume that computer users wish the information they store on our shared computing resources to remain confidential. Therefore, Jamaica Theological Seminary will help users of its shared computing resources to protect the data they stored on or transmitted through those resources from accidental loss, tampering, or unauthorized search, or other access.

On shared and networked computer systems certain information about users and their activities is visible to others. Users are cautioned that certain accounting and directory information (for example, user names and electronic mail addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behaviour of others are likely to be considered invasions of privacy that would be cause for disciplinary action.

It is very important that all potential users of JTS wireless network on campus be aware that all data on this network is confidential. This data must not be modified or removed and must not be replayed. Desist from loading third-party wireless software on laptops that would in turn be a threat to the JTS wireless network. We reiterate abstinence from these practices.

## **Use of Computer Facilities:**

The Jamaica Theological Seminary (JTS) has provided a computer lab for use by its students, offering access to a vast amount of information for use in studies. The lab acts as an enormous extension to the Zenas Gerig library, offering great potential to support the seminary's curriculum. The computers in the lab are provided and maintained for the benefit of students. Please be

advised that the use and enjoyment of these resources must be done in a manner to ensure they remain available to all users. JTS students are responsible for displaying good behaviour with these resources on the Internet. Remember, access is a privilege not a right, and inappropriate use will result in that privilege being withdrawn.

## **Equipment**

- Users are not allowed to re-arrange how equipment is plugged in. Equipment includes: computers, power supplies, network cabling, etc.
- Students must get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk. Please be advised that in doing so will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling goods are prohibited.
- Always check files brought in on removable media (such as CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Always check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software, and ensure they have been found to be clean of viruses, before connecting them to the JTS network.
- No food or drink is to be brought near any of the ICT equipment, in order to prevent accidental spillages.
- Students are not allowed to open the windows for ventilation during the use of the Computer Lab. The lab door must be kept closed at all times, and the lights must be switched off open exit.

**The Jamaica Theological Seminary is entitled to remove from any of its computers, resource data and programs that are found to be inappropriate as defined above, and/or to**

**terminate the computing privileges of any user who violates the policies outlined above.**

### **Electronic Communication**

The Jamaica Theological Seminary does not sanction or censor its students for expressing their opinions on its systems. However, the same standards of behaviour are expected in the use of electronic mail as in the use of written and oral communication. Therefore, electronic mail just as telephone messages, must be neither obscene nor harassing. Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately to large numbers of individuals. This prohibition includes unauthorized mass electronic mailings. For example, email on a given topic that is sent to large numbers of recipients should in general, be directed only to those who have indicated a willingness to receive such email.

**Students are expected to abide by the rules and policies outlined in this document. Contact must be made to the Information Technology Department's Help Desk prior to any activity that would appear to violate any of them. Failure to do so may result in disciplinary action.**

# Dress Code

## General Principles

The dress code seeks to establish guidelines for dress and deportment for members of the JTS community. We recognize that in a setting where a wide range of churches and denominations are represented, it is impossible and, perhaps, inadvisable, to seek to cater to everyone's taste and the broad range of values and opinions with respect to fashion and appearance. While dress is largely a matter of taste and custom, all members of the JTS community should be willing to forgo personal liberties if the well-being of others will be better served.

The Bible does not prescribe a specific dress code for Christians. However, the general principles of **modesty, appropriateness, neatness, and cleanliness** are relevant in making God-honouring choices.

- Hair, apparel, and accessories should be neat, clean and conservative. Clothing should be appropriate to the occasion (e.g. sportswear for sports events/games).
- Tights (leotards) and shorts (of any length) are not permitted for general school wear. This includes all public areas on campus. Exception to this would be practise sessions for the All4Him Performing Arts Ministry.

Those leading or participating in chapel or functions open to the public should take particular care to be appropriately attired.

Please also bear in mind that when you leave the school environs you are still an ambassador of Christ and of the institution, so please seek to be appropriate in your entire demeanour.

Students are reminded that there is a need to be cognisant of the **words and logos** embossed or printed on any form of clothing or accessory that is worn on or off campus. All logos and printed words on apparel must be aligned to the Biblical standard that is upheld by the JTS campus.

## **REMINDER**

### **WATCH THOSE LOGOS**



#### **Men's Apparel**

- Caps, tams, vests, unbuttoned shirts, flip-flops (all types similar to bathroom slippers), are not allowed as general campus wear.
- Tight revealing clothing, low cut shirts, muscle shirts are not appropriate for general campus wear.
- Pants should be worn at the waist and not below the waist.
- Pants other than ankle length pants (for male) are viewed as sports wear and should not be worn as general school wear.

#### **Ladies Apparel**

- The wearing of tight clothing that unduly exposes thighs, the midriff, and cleavage are not allowed.
- Clothing with low necklines, spaghetti straps, deep sleeveless cuts are not allowed if worn alone. Short skirts and dresses should also be avoided.
- Flip flops (all types similar to bathroom slippers) are not allowed as general campus wear.
- Long pants and Culottes/Capri are allowed, but should fit loosely and preferable covered with a long blouse or jacket. Culottes/Capri pants hems are to fall at the individual's shin; any length shorter than this is not acceptable for general campus wear and will be considered for sporting activities only.
- Stretch jeans/pants if worn are to be complemented by a long blouse/T shirt, not a blouse or T-Shirt that comes to the waistband of the jeans/pants.



- Undergarments should not be visible through clothing, therefore camisoles, undershirts, vest, slips should be worn with clothing that may reveal undergarments

## **Sportswear**

Sportswear should be reserved for sporting events and inside the dormitories:

- Muscle shirts, marinas and short pants of any length other than ankle length are viewed as exercise/sports wear and are only acceptable as such.

In the matters of dress, as in all other forms of deportment, we are keepers of our brothers and sisters. Sometimes a person is unwittingly exposed or otherwise inappropriately attired. Each of us should feel free to approach one another in love and point out details needing correction, and let us in turn be gracious in our response.

Please note that what is acceptable wear for you as part of our community here, may not be deemed acceptable when you go out to minister. Please find out before-hand, what is accepted as appropriate attire, so as to maximize ministry opportunities and also avoid embarrassment.

Should you have questions or need for further clarification, please feel free to speak with the Director of Student Affairs (DSA).

### **REMINDER**

**THE DRESS CODE MUST BE  
ADHERED TO WHENEVER USING  
JTS FACILITIES, EVEN ON  
WEEKENDS**



# Cellular Phones

Cellular phones should be turned off during lectures, in the Library, during Chapel Sessions, examinations/test and during any type of presentation where it would be disruptive. If there is an emergency the cell phone should be placed on the vibrate mode and the lecturer, library staff, or other supervisors/persons in charge be notified of the need to have your cell phone on.

## Disciplinary Procedures

### **Biblical Expectations**

The Word of God is the final authority on all matters of faith and conduct. Therefore, items expressly forbidden in the Scripture are not acceptable for members of the JTS community as stated under the section termed **Violations**.

Therefore, the JTS community is strongly committed to eliminating negative attitudes that may be evidenced in speech and action, and to see them replaced by Christ like attitudes appropriate for mature Christians.

### **Seminary Expectations**

While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others.

In keeping with its objectives to develop moral and spiritual leadership, the Seminary holds unacceptable the use of the following: tobacco, alcoholic beverages, hallucinogenic drugs (including ganja) and non-medicinal narcotics.

Further, the Seminary expects restraint and discretion in the choice of entertainment and literature. It is extremely important that the

Christian abstain from all that is morally degrading. Consideration for others, modesty, and standards of good taste are all important. All behaviour, including relationships with all persons and dress, should be guided by these principles.

The Seminary is not a censoring agent; however, tangible evidence of growth in Christ is expected of each student. The Seminary is committed to providing an atmosphere where this can be accomplished, so that we all might accurately represent the Lord Jesus Christ here on campus, in our community and to the ends of the earth.

### **Disciplinary Policy**

If any disciplinary action is required, its intention is to guide the student toward developing personal Christian responsibility and maturity.

Dependent on the area of the violation, the Seminary Administrative Committee, the Academic Affairs Committee, or the Student Development Committee may be called to hear the issue. A special disciplinary sub-committee may be appointed to hear cases, if needed. The student has the right to appeal to the Board of Governors after the administration has dealt with the matter.

### **Disciplinary Action**

When a student has violated the standards of regulations of the Seminary, the following options for action are a part of the disciplinary procedures.

1. Counselling: personal contact by the Campus Counsellor, a member, or members of the teaching staff or administration to discuss the issue. In some cases the student may be referred to an externally based professional counsellor.
2. Notation: a statement may be sent to the student documenting the issue and a record of this will be placed on the student's permanent record. No

notation may be placed on a permanent record without the student knowing of it.

3. Probation: if the situation persists, the student may be placed on probationary status to limit his/her campus involvement until the situation has been resolved.
4. Withdrawal: the student is permitted to withdraw voluntarily without the privilege of returning until the sanction is removed.
5. Suspension: a student is suspended for a specific period of time. In that case, the student is to leave school immediately and may not return until the specified period has ended.
6. Dismissal: in serious cases, a student may be dismissed from the Seminary immediately. He/she is not eligible to re-apply for admission until such time as is seen fit by the Seminary.

## **Violations**

The following are deemed offences that may be administratively pursued through the appropriate established channels.

- Plagiarism in any form
- Cheating or attempting to cheat on any examination or course assignments.
- Illicit use of Jamaica Theological Seminary equipment and or environs.
- Acts of drunkenness, stealing, lying, and the use of slanderous or profane language.
- The use of hallucinogenic or narcotic drugs and substances not authorised by a doctor, cigarettes, alcohol and mood altering substances.

- Sexual promiscuity and behaviour
- Behaviour related to prejudices based on race, gender, socio-economic status and health status (see HIV/AIDS Policy)
- Sexual Harassment (see Sexual Harassment Policy)
- Immodest dress (see Dress Code)
- Occult practices
- Representation of Jamaica Theological Seminary through statements or actions which have not had prior approval/ authorization by the President or Managers of the Institution, and the Board of Governors.



## JAMAICA THEOLOGICAL SEMINARY COMMUNITY LIFE COVENANT

Jamaica Theological Seminary (JTS) operates in harmony with the beliefs of the Evangelical Christian Community. In order for any community to function effectively, it is necessary for that community to establish behavioural expectations that govern its members. The Seminary acknowledges that every adult has the right and responsibility to establish his or her personal lifestyle. At the same time, your conduct is expected to be consistent with the ideals and purposes of the Christian community that defines us. When Jamaica Theological Seminary students show respect for order, honesty, courtesy professionalism and a high standard of morality as stated in this document and the JTS Student Handbook, they are interacting in a manner that promotes the Seminary ideals. All students are encouraged to be open to learning about the Christian faith and are expected to uphold the school's policies.

### STATEMENT OF AGREEMENT WITH INSTITUTIONAL POLICY

#### Academic and Community Expectations

Please sign below only ***after you have read and agreed to abide by the expectations listed. Compliance with the standards below is an absolute requirement for all students.***

Students must conform to all policies and regulations relating to the academic, spiritual, and social character of the campus environment. These include, but are not limited to, the following:

1. As a student at this institution, I pledge to uphold the highest standards of academic integrity. I pledge not

to lie, cheat, plagiarize or steal in my academic endeavours, or to knowingly benefit from the actions of those who do.

2. I pledge to conduct myself responsibly and honorably and to pursue excellence in all my academic activities as a JTS student.
3. I pledge to make full use of the opportunities for spiritual formation. Corporate worship is very important at Jamaica Theological Seminary. JTS provides chapel programmes. Chapel is required unconditionally. Denominational affiliation or non confessional status are not valid excuses. Typically classes at JTS begin with prayer. Likewise teachers and students may speak openly about Jesus Christ, the Bible and a Christian lifestyle.
4. All programs of study at JTS will include components in Bible and Theology for which there are no exemptions.
5. All students must also complete 45 hours of voluntary community service within their first year.
6. Sexual Conduct: Sexual misconduct including sex between persons of the opposite sex who are not married to each other and all homosexual activities are an offence. Pornography on any JTS equipment or personal equipment being used on JTS property is prohibited.
7. General Conduct: In general students are encouraged to abstain from the possession and use of offensive weapons, drugs, tobacco and alcohol. Rage, violence, threats, the use of profanities, vulgar and uncontrolled behaviour and generally offensive conduct will be sanctioned.

8. Gambling: Gambling: In general we support proper stewardship of all our resources, as such taking artificial risks including gambling in all its forms is prohibited.
9. Dress code: Students are required to adhere to standards of good grooming and modesty. Further details can be found in the Student Handbook.
10. If admitted to Jamaica Theological Seminary, you are expected to abide by the rules and regulations of the institution as contained in the current Student Handbook. It is your responsibility to read this Handbook before or soon after being admitted to the Seminary and to be aware of the policies outlined. The Student Handbook can be found at [www.jts.edu.jm](http://www.jts.edu.jm) under the “Current Students” menu heading .

Students who find themselves out of harmony with these standards or whose conduct or attitude shows evidence of a negative or uncooperative behaviour should expect disciplinary action.

I have read the Community Agreement of Jamaica Theological Seminary and upon my submittance I agree to comply with the rules and regulations and shall respect JTS’s standards while enrolled as a student. I recognize that these standards involve good citizenship, personal honour, regards for the rights of others and respect for duly constituted leadership. I accept that failure on my part to comply with these agreed standards may result in disciplinary action being taken against me. These may include measures outlined in the Student Handbook, such as suspension, expulsion, forfeiture of scholarships and bursaries or any other such measure as may from time to time be imposed by the disciplinary committee of the seminary.



*If my application is accepted, I agree to abide by the policies, standards, and regulations at Jamaica Theological Seminary and respect the ideals, principles, and traditions it upholds as a Christian institution of higher learning. I authorize the Seminary to verify the information I have provided. I further understand that this information will be relied upon by the officials of the Seminary in determining my admission status and that the submission of false information is grounds for rejection of my application, withdrawal of an offer of acceptance, dismissal from the Seminary, revocation of a degree, and/or other disciplinary action.*

Applicant's Name: \_\_\_\_\_  
Applicant's \_\_\_\_\_ Signature

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# FINANCIAL INFORMATION

# Payment Policies

Tuition and other fees are due and payable before the beginning of each Semester. A deferred payment plan is available at an additional charge for students who are unable to pay their fees in full, prior to the commencement of the semester. Fees are computed on a credit hour basis.

Students on the deferred payment plan must complete all payments before the final examination period for the Semester.

**All outstanding balances** should be settled in full before any registration for the next Semester can take place or be finalised. Candidates will not be allowed to **sit final examinations/assessments** or to proceed to graduation until all financial obligations have been paid in full.

## Classroom Checks

**All** students are to obtain a class pass from the Accounts Department **before** proceeding to class. Periodically, **Accounts Department Personnel** of JTS will carry out spot checks to ensure that all students have in their possession valid class passes. Students who are found in breach of this policy will be removed from classes and will not be allowed to return until they are able to present a class pass.

### REMINDER

**ALWAYS WALK WITH YOUR  
CLASS PASS**

## **Payment Guidelines**

- Our bankers are National Commercial Bank (NCB), Manor Centre branch. However, payment may be made at any branch of NCB via bank vouchers which can be collected from the Accounts Department.
- Credit/Debit Card payments are accepted at the Accounts department.

## **Payment Options**

Payments may be made using any of the following options:

1. On an annual basis
2. Per Semester
3. Deferred Payment Plan

Fees are due and payable at the beginning of each semester/academic year.

Students who do not pay will not be able to:

1. Obtain or renew an ID Card
2. Attend classes
3. Borrow books from the library
4. Obtain an examination card
5. Take/submit any final assessments e.g. Exams, research papers and presentations (An Examination Card must be submitted to lecturer before any final assessments).

**FINAL GRADES AND OFFICIAL  
TRANSCRIPTS WILL NOT BE ISSUED  
TO STUDENTS WITH OUTSTANDING  
BALANCES**

# Financial Deferrals

A written request must be made to the Chief Accountant in regards to the deferred payments. In the event that a deferred payment plan is authorized by the Chief Accountant, the following will apply:

1. A deferred payment fee will be charged to the student's account
2. At least 50% of the Tuition fee must be paid at the beginning of the semester along with all other fees (Auxiliary, ID, Health Insurance and Accommodation as applicable).
3. The balance of the tuition MUST be paid in no more than three instalments over consecutive months and by the deadline established by the deferred payment plan agreement.

**KEEP ALL RECEIPTS RECEIVED  
DURING YOUR STUDIES  
WITH US**

# Refund Policy

During a semester, students may be granted permission to drop/withdraw from a course. Depending on the date of withdrawal the student may be entitled to a refund of tuition as follows (the periods as per the semester):

Up to two weeks	100%
In the third week	75%
In the fourth week	50%
In the fifth week	25%
After the fifth week	0%

# Miscellaneous Fees

Charges are established and levied on student accounts on an annual basis for the following (the list may change periodically):

- Identification Card (*An Identification Card (ID) is issued to all new students on completion of registration. The ID is the property of the institution and if lost students are asked to kindly report it to the office immediately and a fee is charged for the replacement of ID cards*)
- Student Council Fees
- Student Residence Fee
- Health Insurance Fee \*
- Auxiliary Fee (This fee is used to cover expenses related to the Library, JAMCOPY fees, Student Affairs and ancillary matters)
- Late Application Fee
- Late Registration Fee
- Audit Course Fee
- Transcript
- Preparation of Documents (e.g. letter to embassies, business houses, banks, etc.)
- Replacement Of Diploma
- Independent Studies/Tutorial
- Deferred Payment Plan

\* All students of the Seminary are expected to have valid Health Insurance coverage. **All students enrolled in the Student Residential Programme and International students must have valid health insurance.**

# **STUDENT AFFAIRS & CAMPUS LIFE**

## **MISSION STATEMENT**

The Office of Student Affairs is committed to the qualitative growth and development of students as agents of change in society through the provision of holistic programmes and activities

# Overview: Commitment to Formation

The purpose of the student development process of JTS is to facilitate the emotional, spiritual, professional, and social growth of persons so that they can understand their own development and how that affects their relationships and the execution of their roles. Persons in ministry have an especially great responsibility to seek and maintain wholeness and wholesomeness.

Jamaica Theological Seminary intentionally designs its processes so that all adult learners may encounter opportunities for formation in the following areas:

- Personal formation: who we are
- Spiritual formation: whose we are
- Academic formation: what we know
- Vocational formation: what we do
- Professional formation: how we do

## Time Management

Our use of time as Christians and as students is of great importance. It is well to remember that habits and patterns are being formed which will influence one's life and ministry for years to come. With this in mind, all students (especially first-year students and those on academic probation) are encouraged to set aside specific hours for study. These hours should be carefully guarded.

## First Year Experience

### **Mission Statement:**

The First Year Experience/Information Literacy programme exists to introduce new students to the concept and practice of



integrating faith and learning, to structure interdisciplinary learning situations which facilitate the transfer of knowledge between subject areas, to facilitate a meaningful transition to a higher education environment and Seminary life, and to promote increased awareness of each student's unique strengths and weaknesses.

### **Overall Objectives:**

- Relate the spiritual aspects of their Seminary experience to their present “calling” as students, so that their faith might become more prevalent in every part of their lives.
- Identify how learning skills can be used in various courses throughout the curriculum.
- Understand and employ a basic research strategy, which will be useful throughout college and beyond.
- Develop basic skills in using electronic media including word processing, e-mail and the Internet.
- Encourage participation in the cultural, recreational and social activities of the college community.
- Learn how to work in a group setting on a project, as well as individually.
- Identify areas of personal management or study skills in which they may need improvement.
- Clearly outline their own strengths and weaknesses in all areas of their lives, including cognitive abilities, spiritual decisions, physical attributes, and interpersonal relations.
- Understand and have experience in using library tools such as the on-line catalogue, CD-Roms and electronic databases, *Library of Congress* subject headings, periodical indices and additional key reference sources.

### **Integration on Three Levels**

1. Integration into the *social context* of the Seminary:  
Provide a peer group with whom new students can immediately identify.
2. Integration of *academic skills* and *content areas*:  
Fundamentals of English, Academic Writing, exploring Christian faith, Introduction to

Psychology; Critical thinking and research skills within the scope of an academic discipline.

3. Integration of *faith and learning*:

Who we are as a Christian college must permeate all we do and all we teach, both inside and outside the classroom.

## Community Service

The Community Service programme is designed to facilitate the holistic development of the student. This programme seeks to facilitate the **emotional, spiritual, professional and social growth** of the individuals involved. The vision of this programme is to make possible the students' interaction with the community at large in varying capacities and so play their role(s) in transforming **lives** for the better.

Community Service is a programme that facilitates persons in securing placements in contexts that support their development as human beings and professionals. Students are expected to reflect on their service experience and to submit a report to the Director of Student Affairs (DSA) who coordinates the process. Students are allowed to define their own experience in consultation with the office of the DSA. If this is not successful, the student should contact the DSA for further assistance.

It is expected that students meet with the DSA to report on service activities. Credit will be obtained through the submission of monthly reports on the service rendered. **No student receives clearance for graduation unless all his/her Community Service reports are completed, signed by the placement supervisor, and submitted to the DSA.**

## Campus Counsellor

The Campus Counsellor is a member of the Department of Student Affairs and assists students to live a well balanced life, understanding that their studies, ministries and social engagements may be personally consuming and that there is always the need for

the support, and guidance. The Campus Counsellor is a trained counselling psychologist or clinical psychologist who offers critical support to students during their transition to higher education studies and also assists students' transition through critical life stages. During your time here at JTS, the Campus Counsellor will be available to aid with any emotional and psychological challenges that you may find yourself facing. The Campus Counsellor also facilitates the administration of a Psychological Inquiry test to all applicants who meet the matriculation standard to enter JTS. This is to ensure that our students achieve and maintain a healthy perspective on life as we believe that your total wellbeing is crucial to your overall success.

The counsellor will contact persons who may need follow-up. It is mandatory that all students who are contacted by the Campus Counsellor make the necessary arrangements to meet with the counsellor. Note well that all applicants/students who participated in this personality inventory process acknowledge that any refusal to participate in counselling sessions can deny them entry into his/her programme of choice or result in instant suspension from the programme being pursued.

The Campus Counsellor also facilitates end of programme interviews to ensure that final year students enrolled in counseling programmes are verified as able to perform these duties efficiently and effectively. Some students may have to engage in counselling sessions before they are granted permission to graduate. The Campus Counsellor can also assist students who need information related to this particular field of study

All students on reaching their final year must make an appointment to see the Campus Counsellor as part of their exiting process.

### **Bereavement**

Romans 12:15 states: "Rejoice with those who rejoice; mourn with those who mourn."(NIV) At JTS we adhere to this mandate and the DSA needs to be advised of the passing of friends and relatives of students enrolled at the Seminary so that we as a family will be

able to assist the healing process of those that mourn. The Campus Counsellor needs to be advised as such matters arise.

## **Personal Devotional Exercises**

A consistent devotional life should be top priority for all students at JTS. It is expected that each student will set aside time to meet with the Lord each day.

### **Local Church Involvement**

Everyone is expected to be a part of a local church fellowship and to attend regular church services. As Christians, our conduct in church and in worship will influence others.

### **Quiet Days**

It is expected that Sundays and other Holy Days (e.g. Ash Wednesdays, Good Fridays) observed historically by the Church will be utilized for worship, quiet reflection, and rest. Whereas we do not wish to make any legislation regarding this, we are appealing to all who use the campus on such days to conduct themselves in a controlled manner so as not to be a disturbance to others.

## **Chapel Attendance**

Chapels are designed to contribute to the spiritual growth of the entire campus community. Chapel sessions are held for full-time students at 11 a.m. and at 5:30 p.m. for part-time students on designated days. A chapel schedule is prepared each semester and posted on the notice board in the Chapel.

All registered students (on and off campus, full-time and part-time) are required to attend chapel. Excuses for absences from chapel must be submitted in writing to the Director of Student Affairs (DSA) before the very next chapel.

## **Day of Prayer**

Each Term/Semester a “Day of Prayer” is held. Morning classes may be suspended or shortened to allow more than the regular one hour chapel time. The meeting ends at 12:00 noon; time-tabled classes recommence at 1:00pm. These special days set aside for prayer, encouragement, and sharing are a must for each student. Students are expected to come to pray and worship together as a body. Evening degree students are invited to plan ahead for these days and regard them as special events for which leave may be requested in advance.

### **REMINDER**

**ALL STUDENTS MUST  
ATTEND CHAPEL**

## **Support Groups**

These small groups are student led and are for the purpose of building community among students and providing support for group members. Each group has no more than 15 persons and meetings are usually held during the Chapel session, every other Thursday morning. At the beginning of each academic year students are given the opportunity to choose which group they want to be a part of. All full-time students are encouraged to be a part of a support group. A student who has a class on a Thursday morning is required to be a part of a support group.

# Student Health Information

**All resident students and international students are required to have medical insurance.** Students may choose any Health Insurance provider. Medical insurance is recommended for non-resident students as well.

All students are required to complete a Student Health Information card upon registration for their first Semester. **The cards are kept on file to provide emergency information, and are updated yearly at the first registration of the school year.**

It is recommended that students establish a relationship with a local doctor of their choice. Medical personnel at Emercare Health Centre, 111 Constant Spring Road in emergency situations will see students and allow them to pay their bill within the following two (2) weeks. This must be organized through the Department of Student Affairs. Emercare also takes all major medical insurance cards.

There is a Health Centre on campus which is supervised by qualified first aid personnel. The Health Centre can assist in limited emergencies, minor first aid, or health information. First aid supplies (e.g. bandages, non-narcotic pain tablets, etc.) are available in limited quantities, but it is advised that each student should buy his/her own medicines. The RA also has a supply of first aid items on student residences for minor injuries or illnesses.

If there is a serious illness or injury requiring significant (at least 1 week) class absence, please notify the DSA and/or the Registrar's office. If you are a resident on the SR the R.A. must be notified as well.

If a student is absent from class while under a physician's care, a certificate of excuse should be obtained from a physician and given to the Registrar and the DSA.

**It is generally expected that students will provide their own transportation for physician's visits etc.** Exceptions are dealt

with on an individual basis by consultation with the Director of Student Affairs or the Deputy Director..

Emergency care is available at the nearest hospital, Andrews Memorial Medical Hospital. If students with insurance coverage require an ambulance service there is a need to pay for the service and then submit receipts for the relevant re-imburement under your particular policy's coverage.

### **Minor Illnesses**

All illnesses should be reported to the Director of Student Affairs. Students are advised to use their class cuts (**Refer to Academic Policy**) for minor illness. The DSA will use his/her discretion in granting written permission for absence from class due to a minor illness.

### **Medical Certificate**

A medical certificate is needed before an official excuse can be granted from a class in which an exam is given or an assignment is due. Arrangements will have to be made with the lecturer to take the exam missed; if the exam was due at the end of the semester a supplemental examination will have to be scheduled. The lecturer will decide the way forward as it relates to any other type of assignments missed due to illness and the presentation of medical certification for said illness.

## **Campus Security**

### **Student Identification**

For the safety of all who are legitimately here on the JTS campus persons are **required to wear and display official school IDs.** The security guard/Lecturer or any supervisor can ask you to produce your ID when deemed necessary. The JTS ID is needed to enter the Library and other sections of the campus.

**Students are reminded that the JTS ID  
is needed to enter the library and access  
library services**

Students residing on the SR, who will be returning to the campus precincts at a late hour (after 12 midnight), should walk with their JTS ID as well as notify the Resident Advisor (RA) and the security of their late return to the campus.

## Notice Boards

Notice Boards are strategically placed for the display and communication of academic and general information. Announcements of meetings in local churches or other important events may be placed on the notice boards after permission is obtained from the Office of Student Affairs. Each notice must bear the School's official stamp before it is posted.

## Sports and Recreation

Provision is made for regular recreation for the benefit of the students. Certain recreational equipment is provided by the Seminary. Students are strongly encouraged to engage in regular physical exercise. Remember that as Christians we should take proper care of our bodies as the temple of the Holy Spirit. A healthy body will also help students to study more effectively.

## Student Council Centre

The Student Council Centre is located to the back of the building that houses the canteen. Through various activities of the Student Council executive and the student body over the years the Student Centre has been enhanced so that students have a facility for relaxation from their rigorous studies and for to social interaction. The building itself is surrounded by a well maintained garden that gives the environs a very relaxing ambience.

**Students who need to study should note that the Student Council Centre has not been designed for such an activity** and



those who desire to study should do so in the library or another area of the campus conducive to such an activity.

**NB. Specific rules for the Student Centre are posted in the precincts of the Centre.**

## **Cafeteria**

The cafeteria is managed by a concessionaire whose mandate is one of ensuring that food is prepared in a sanitary environment and in a timely fashion. The menu reflects not only a rich Jamaican and international cuisine but has taken into consideration the general health and special dietary needs of our students.

## **Purchasing of Books**

Books may be purchased through the Campus Bookstore or any other bookstore. The purchase of textbooks is highly recommended. Library copies are usually available but they are limited in number

## **Life on the Student Residence (SR)**

### **What to Bring**

Along with personal effects, minimum essentials will be twin bed sheets, pillow, pillow case, towels, washcloths, desk lamp, flashlight, and an iron. Students should also bring basic kitchen utensils such as: pots, pans, plates, cup/glass, and flatware (knife, fork and spoon). Other useful items to bring would be window curtains, a fan, and a bedside rug.

## **Residence Advisor (RA)**

Each school year Residence Advisors (RAs.) are appointed by the Seminary Administration to help with the administration of the residence halls.

The role of the RA is that of helping, advising, and counselling fellow students as they seek to achieve harmonious relationships in the residences. This will include reminding them of the rules, regulations, and principles that the school requires them to observe. The RA will also be responsible for drafting lists of specific duties assigned to students relating to the upkeep of the residence.

Any needs pertaining to the building should be reported to the R.A. who will then contact the appropriate member of staff.

## **Residential Agreement**

**All Students** who have successfully applied to be housed on Dorm must sign a rental/lodger's agreement to complete the process for full acceptance on the JTS Dorm.

## **Student Residence Meetings and Devotions**

**All student residents are required to be present at dorm meetings and devotions.** If for any reason you are unable to attend, you must notify the RA prior to these sessions.

## **In The Residence Halls**

When living with other people in a community setting, guidelines must be formulated that will enable a congenial living environment. Students who are unable to abide by these criteria should consider living off campus.

Students are required to keep their rooms and bathrooms clean and tidy. There will be periodic room inspections and infractions will be noted and penalties applied if necessary.

A reminder to all residents: the playing of loud music or loud social interaction is not permitted during class sessions, Chapel or when other major events are being held on the campus. We urge all residents to remember that other individuals share the same space and the same consideration and respect must be given to all.

Lounges and kitchenettes are to be maintained by a roster arrangement supervised by the Residence Halls Advisor (R.A.). Occasional assistance may be given by the campus cleaner. Sheets must be used on the beds and no mattresses are allowed on the floor. Furniture and equipment must not be moved from room to room or from building to building.

Cooking or heating units should be used only in kitchenettes. Perishable food items should be stored in the kitchenette area of the lounges and not in the rooms. This is essential so as to avoid infestation of pests. **Noted infestations should be reported immediately to the R.A.**

## **Clothes irons should be used in the passage, not in the bedrooms**

The following are prohibited;

- a. The driving of nails, screws, etc into walls, doors, furniture, etc.  
(Permission may be sought from maintenance personnel for walls to be drilled and plugged to receive nails, screws, etc.)
- b. Pasting stickers, pictures, etc. on walls, doors, furniture, etc.
- c. Defacing walls, doors, furniture, etc. by scratching, marking, etc.
- d. Ironing on beds or any surface that could be damaged.

Strict security measures are to be maintained. Visitors (inclusive of non-resident JTS students) are not to be encouraged on to the Residence Halls, but should be entertained in the areas provided i.e. the student lounge, the tables and benches on the lawn areas. The Residence Halls are out of bounds to the opposite sex, except for the laundry areas and ground floor of the Residence Hall. The females may from time to time socialize with the male residents in the kitchen and sitting area of the male residence (this privilege is not to be abused). **Males are not allowed in the female environs of the residence (The Visitors' Policy is under review).**

Visitors to residents of the flats must be received directly by those occupants. Under NO circumstances should the gate be opened for persons unknown to residents. The grilled gate should be kept locked at all times. **Please note that if a student is resident in the flats but is being charged as a JTS resident, the student is expected to adhere to the rules stipulated for the dorm residents.**

All students are expected to adhere to the general code of conduct for campus living. The Administration reserves the right to withhold accommodation from students who do not conform to the spiritual regulations or whose level of conduct falls below required standards.

### **Student Relationships**

Residence halls are generally out of bounds to members of the opposite sex. The exception to this protocol is mentioned in the Resident Halls Advisory, and includes administrative and maintenance duties to be carried out on the Residence Halls. Guests of the opposite sex are to be entertained in the Student Centre or in other areas provided on the Seminary grounds.

### **Laundry Facilities**

Along with the regular washing facilities, two coin operated washing machines are available for use by campus residents. Tokens to operate these machines can be bought at the Accounts Department during office hours. Ironing boards are provided for use by students. Students must supply their own irons. The

tidiness of the laundry room is the joint responsibility of all its users.

### **Holiday Period**

Students are required to move off campus during Christmas and Easter holidays. If a student desires to remain on campus, permission must be obtained from the Director of Student Affairs and the Accounts Department.

**Strict security measures should be kept. Keep all doors closed and locked whenever possible.**

Students are expected to adhere to the general code of conduct for campus living as previously stated.

### **End of School Year**

At the end of each year, all rooms are to be cleaned and will be inspected before the departure of occupants. Any damage deemed the responsibility of the occupant(s) of the residence will be charged to the student(s) that occupied said room.

All personal belongings are to be removed from the rooms prior to inspection. Students may store their belongings (if returning) in the space provided, **at their own risk**. They should be boxed with the name and address of the student clearly visible.

All students are reminded that placement on dorm is via application to the office of the DSA. Students residing on dorm are reminded that placement on the residence hall is not automatic in regards to the students being housed in the dorm/ residence hall during the previous academic year. All students who wish to be housed in the dorm facilities must apply to the DSA at the end of the academic year for placement for the new academic year. The applications are considered on a first come first served basis, therefore all applications must be dated and are further dated in regards to when they are received by the DSA. The student will be notified via telephone if there is a vacancy for them on dorm followed by a letter of acceptance to the residence hall.

Keys must be returned to the Director of Student Affairs before any refund can be made. If keys are not returned it will be assumed that the student is still occupying the room and appropriate charges will be applied.

## Dating

Students who are dating or “seeing each other” in the context of being a couple are being especially reminded to conduct their relationship in a manner that is appropriate for the level at which the relationship exists. Any display of physical affection such as kissing, hugging and the holding of hands should be kept to a minimum on campus. These standards are not only a fitting demonstration of high Christian values but also play an important role in the development of any relationship.

A student desiring to marry before graduation should notify the Seminary Administrative Committee of his/her intention giving one Semester’s notice.

## Conservation

It is very important that each student help the Seminary to conserve energy and water. Increased utility bills will mean increased charges to students. Lights, fans and other electrical equipment should be turned off by the last person leaving the room. Taps should not be left on and all leaks should be promptly reported.

## Graduation

The Office of Student Affairs facilitates and oversees the graduation process which includes the organization of exit interviews, photo shoot, disbursement and collection of clearance forms and graduation regalia, disbursement of graduation invitations, dedicatory service, graduation rehearsal and ceremony.

All students expecting to graduate should keep reading the notice boards for current information on these processes.

## **Student Participation in Institutional Governance**

### **Board of Governors**

The President of the Students Council sits on the Board of Governors of the institution.

### **Liaison with the Department of Student Affairs**

One of the roles of the Student Executive - Senior Student is to act as a liaison with the Department of Student Affairs.

### **Face-to-Face Meetings**

Face to Face is a forum where students and administrators engage in frank and friendly discussion about issues pertinent to them. JTS is committed to fostering an atmosphere that is warm and safe, where persons feel free to communicate with relevant leaders and staff, their concerns and needs. A Student Council representative is required to be a part of these meetings.

### **Academic Affairs Committee**

The mandate for this body is to function as the principal agent in coordinating and facilitating the development of the curriculum of the various programmes of study of JTS. It evaluates and approves proposals for the creation, reduction or deletion of courses and programmes. A corollary is the impact of promoting continuous improvement in the quality of teaching and learning for all academic programmes. A Student Council Representative is required to be on this committee.

# ZENAS GERIG LIBRARY



# The Library

The Zenas Gerig Library is named for the founder and first principal of the Seminary, Dr. Zenas Gerig. The library is committed to supporting the academic needs of the faculty and students of the college through its collections and services by collecting, preserving and providing access to research materials.

## The Collection

The collection is comprised of books, pamphlets, periodicals, research papers, theses, newspaper clippings, audio-visuals, and electronic databases.

## Areas of the Library

***The General Collection*** is housed on the ground and first floors in open stacks. These books may be borrowed for two weeks.

***The Reference Collection***, located on the ground floor, includes encyclopedias, dictionaries, directories, atlases, statistical resources, and various versions of the Bible. Materials in this section may only be used in the library.

***The Reserve Book Collection (RBC)*** is a collection of materials including textbooks recommended by lecturers. It is located on the ground floor at the Circulation Desk. These materials may only be used in the library, or are given on short loan or overnight.

***The West Indian Collection*** comprises materials about the West Indies or written by a West Indian. It is located on the ground floor in the Circulation Desk area. These materials may only be used in the library.

***The Periodical Collection*** is located on the second floor and includes current and back issues of periodicals. These materials may only be used in the Library.

***Audio Visuals*** are for classroom teaching or for listening/viewing purposes in the Library and are not for general loan.

***Other Areas include: The Baggage Area*** at the entrance to the Library where all bags are to be left; ***The Circulation Desk*** which is the main information and service point in the library; ***The Docu Centre*** which is the Photocopy /Printing Area; and ***The Exit Check Point*** where materials leaving the library are checked to ensure that check-out procedures have been complied with.

## **Registration**

All current students are eligible for membership and are required to register at the Circulation Desk on presentation of a valid JTS ID and authorization (class pass). ID's must be presented on entering the Library, at the Circulation Desk and other service points, and when required to do so by any member of the Library staff.

## **Services**

- Wireless access
- Automated Catalogue (Online Public Access Catalogue (OPAC))
- Bibliographic instruction
- Current awareness displays
- New book displays
- Photocopying
- Printing
- Laminating
- Spiral Binding

## **Opening and Closing Hours**

### **During the Semester:**

Mondays – Thursdays	8:00 a.m. – 9:30 p.m.
Fridays	8:00 a.m. – 6:00 p.m.
Saturdays	10:00 a.m. – 4:00 p.m.

***Note: The Circulation Desk closes 10 minutes before the closing hours indicated above.***

Library hours may be reduced during vacation breaks, Inter-term and Summer School periods, and on weekends involving public holidays. Any adjustment in opening hours will be posted.

Overdue fines and other charges must be immediately settled. Borrowing privileges may be suspended until overdue materials are returned and fines paid. Outstanding fines may be transferred to the Accounts Department. Serious or repeated violations of the Library's procedures or regulations will be noted and will result in the suspension of Library privileges and the withholding of grades and other academic information.

*In order to provide the best possible service the Library needs your cooperation. Please return books and other materials on time, maintain a quiet, study-friendly atmosphere, observe the regulations, and be considerate of other users. If used properly, the Library service can be a rewarding and enjoyable part of your college experience.*

# ACADEMIC AFFAIRS

## **Preamble**

Jamaica Theological Seminary utilizes strategies designed to foster and sustain educational excellence in all academic processes and programmes. Towards this end the institution will provide a high quality learning environment supported by appropriate organizational and administrative processes, using an interdisciplinary curriculum responsive to the changing adult learner, faculty, and societal needs. Jamaica Theological Seminary will continue to develop and offer high quality, affordable programmes of study that meet the highest quality assurance standards, professional probity and the expectations of enrolled adult learners and enquirers.

The most important academic challenges for the school at this point are to continue to define the essential characteristics of a JTS education and the challenges those educated at JTS will face, and to explore future directions.

## **Registration**

Please take careful note of the following information as it relates to registration for courses.

### **Course Offering**

The Course Offering for each year group based on the programme is published by the Registry before the registration period process. It is done at the end of each semester for the succeeding semester. Course selection is open for continuing students currently enrolled or for students who have completed the previous semester. Notice will be given by the Registry regarding the scheduled time.

### **Course Selection**

Courses for the subsequent semesters are selected and vouchers are prepared for payment of fees. Course Selection serves to make the registration process smoother.

After the publication of the Course Offering registration is usually opened for a period of two weeks to a month.

Registration is done via the Student Management System.

**NB:** Non-registration for course may mean cancellation of a course or refusal of entry in a particular course.

**Step 1. Visit [www.jts.edu.jm](http://www.jts.edu.jm)**

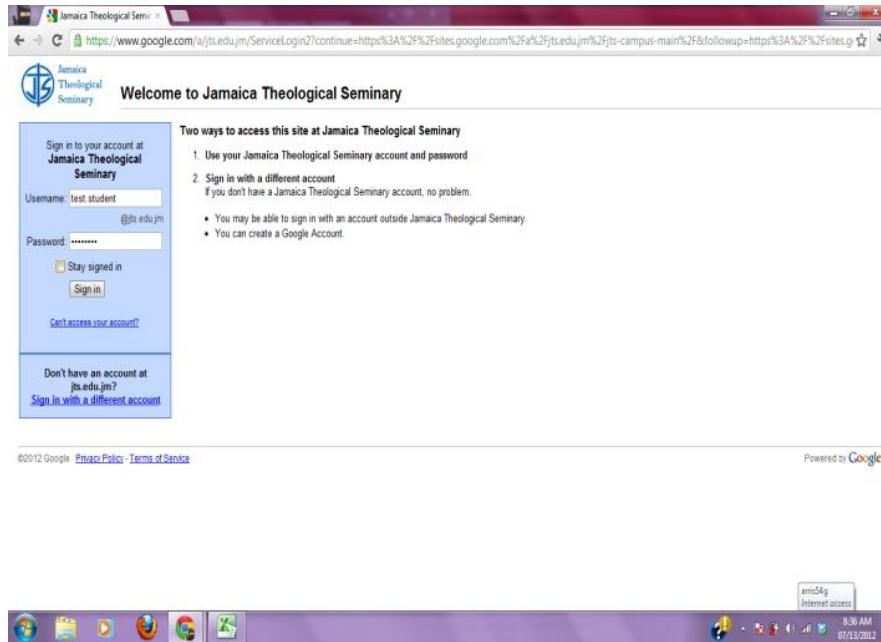


**Step 2.**

- Select the Staff/Student login link in the Right hand top corner of the page

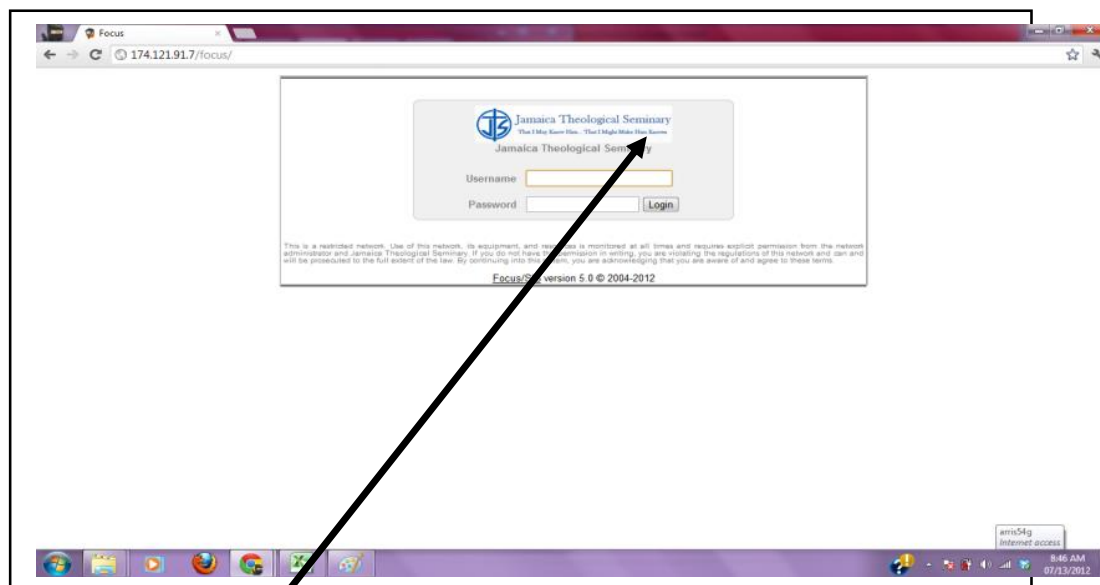
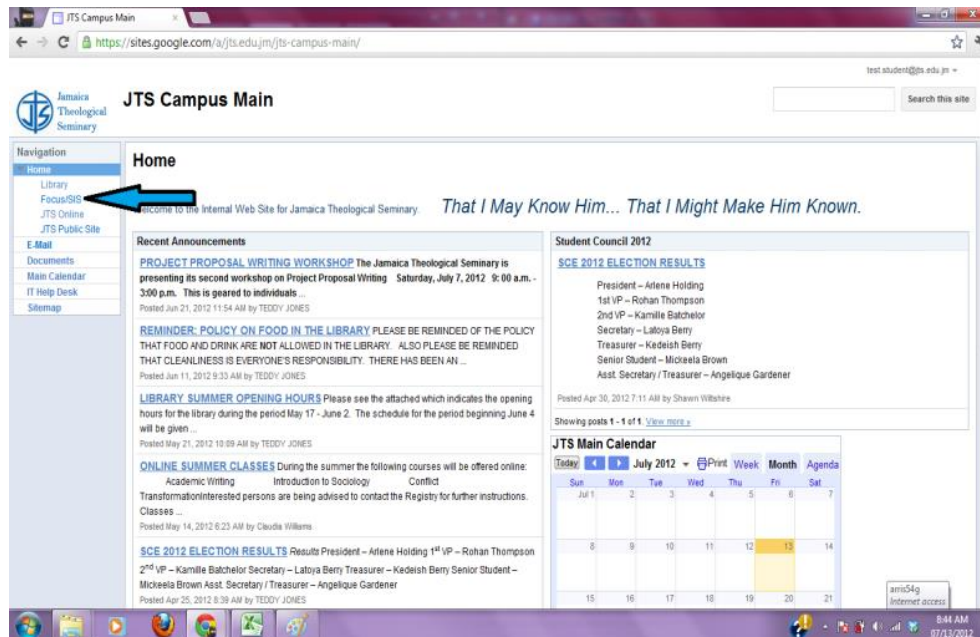
**Step 3.**

- Enter username and password (note the format for your password is firstname.lastname)
- The default password is STU1234!
- The system may present characters for confirmation of your account, if this happens it is pivotal that you enter the characters correctly to gain access.
- Upon entry you will be prompted to personalize your password.
- Passwords have an 8 character requirement.



#### Step 4.

- Select the Focus/SIS link in the left side panel.

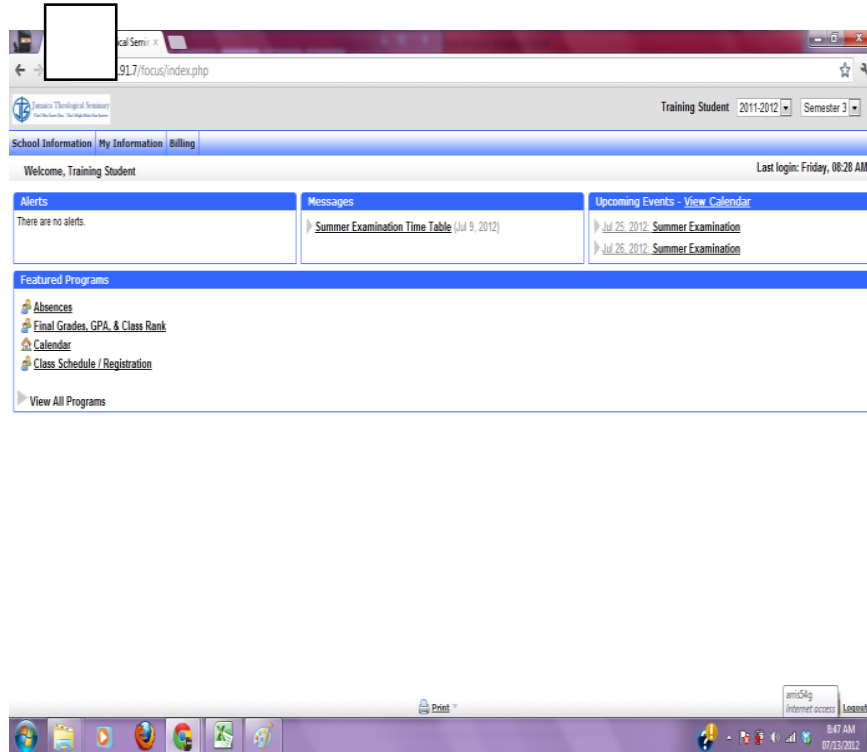


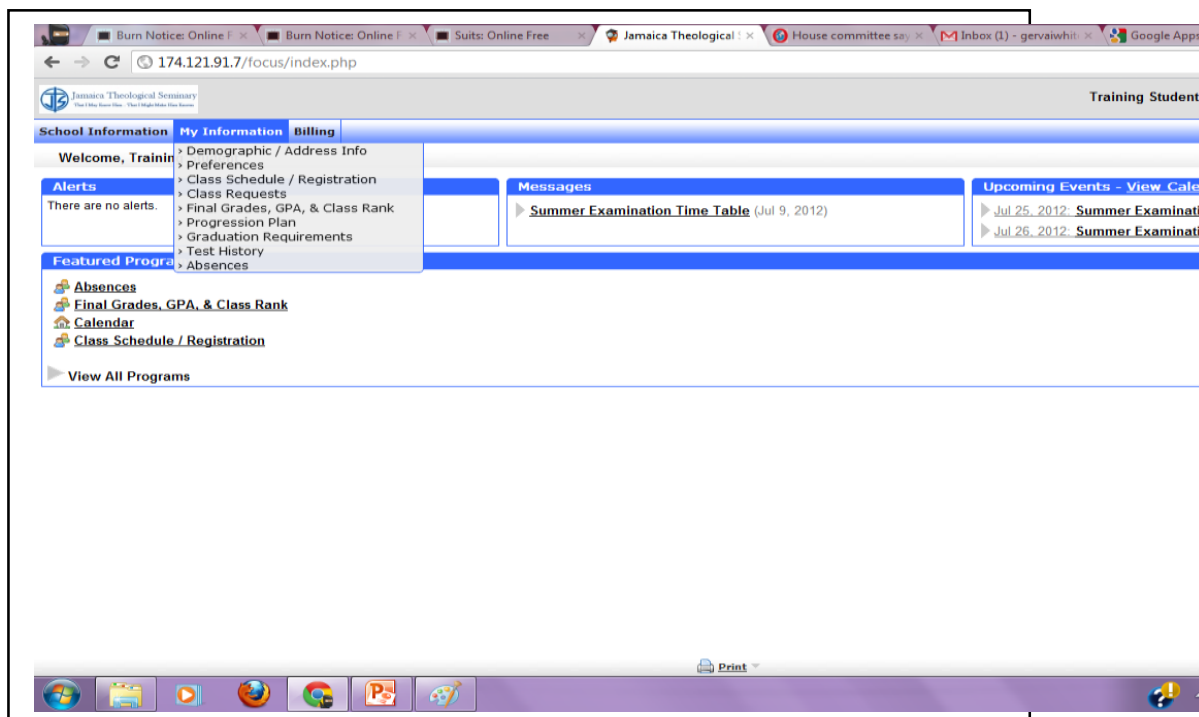
### Step 5.

- Enter username and password (note the username for the Focus/SIS System is your student identification number eg. ID#: 2020-0001 your username would be 20200001)
- The default password is password1



- Upon entry you will be prompted to personalize your password.
- For consistency the IT Department insists that you reuse the previous password created.





Students are eligible to attend classes only when they have been duly registered. This means that they completed all the steps and have paid or made arrangements to pay their tuition and fees. Their names will then appear on the relevant official class registers. **Students must receive official authorization in order to attend classes; this also includes a class pass.**

### Period 3: Late Registration

The period for late registration is from the first Monday when classes begin to the second Friday of the new semester. Only in extenuating circumstances will students be allowed to register for classes after this time.

Students may not attend classes until registration is complete. Students are responsible for initiating any changes to their timetable; this includes course adds, course drops and course withdrawals.

## Course Addition or Drop

A course may be added or dropped, up to the second week of the semester. Schedule changes involve the following procedures

which must be completely carried out by the student so that the student's records in the Registrar's Office may be accurately maintained:

**The Student Management System portal is opened during the first two weeks of the semester. Students are allowed to ADD/DROP courses during this period. Only in extenuating circumstances will courses be added or dropped from a students' account.**

## **Audit**

Students may audit courses, thus sitting in on sessions without completing assignments. The Accounts Department and Registrar must register a student before he or she can audit a course. The audit fee is listed in the fees schedule. Audit students have access to all course material distributed by the lecturer.

A student who registers for a course as an audit attends class regularly but does not take the final examination, does not receive an achievement grade, and does not receive credit for the course. Audited courses cannot be applied towards a degree or certificate and cannot be used to meet prerequisite requirements.

## **Selection of Course Outside of Regular Schedule**

Students may select courses across the regular timetable irrespective of whether they are full-time or part-time.

## **Academic Load**

The normal academic load for full-time students is 15 ½-18 hours per semester. The minimum load for full-time students is 13 hours per semester. The normal academic load for part-time students is 10-12 hours per semester. Students wishing to take more than eighteen and a half hours must have the written consent of the Head of Department via a Course Overload form. This process is not complete until the Registrar has certified the application.

Students who find it necessary to work and study are encouraged to reduce their academic load accordingly.

## Independent Study

This facility is open to **only** final year students. This is an arrangement whereby a regular course may be taken on an individually guided basis, designed to meet the demands of a student who would be otherwise unable to complete an essential component in his/her academic programme. To be eligible for participation, a student must have a minimum cumulative grade point average of 2.75 and must have completed 90 credit hours of academic work prior to the semester in which the guided study is taken. Initial application must be made to the Head of Department and written permission to enrol must be secured from the Registrar prior to final registration. The course must not be offered on a regular basis during the semester in which the student desires to enrol. All work required for the guided study is due by the conclusion of the semester in which registration occurred. The Head of Department or Academic Dean must approve students for an independent study. **Students enrolled in independent study courses must meet with and follow all guidelines set by the instructor; if students fail to fulfil these requirements, they will not receive a passing grade.**

Under no circumstances will a student be permitted to take more than 6 semester credit hours of courses through the Independent Study process in order to fulfil programme requirements.

## Changing Status: Full-time to Part-time

Students should apply for the program status (Full-time or Part-time) in which they want to enrol. However, if circumstances require a request of change in status, students must proceed on the basis of the following guidelines:

**Prior to enrolment:** Submit a written request to the Admissions Committee Chairperson. The Admissions

Committee will consider your request. If you request a change in status, you relinquish some consideration under your original status (full-time).

**After enrolment:** Once enrolled in the Full-time Programme, students may request to change to the Part-time Programme or vice versa. To do this, students must submit their request in writing and meet with the respective Head of Department or an assigned academic advisor.

## **Transfer Into Another Minor/Emphasis**

Students will only be allowed to transfer into another minor/emphasis only at the beginning of the academic year. Requests for transfer must be made to the pertinent Head of Department by July 31 of any given year. No more than two transfers per student will be permitted during their tenure at the institution.

## **Make-up Work**

Students may not be allowed to do extra work, take extra tests, re-sit final exams or have extra time to improve their grades unless the same privilege is announced to all students sufficiently in advance to allow all equal opportunity. The instructor will adhere to all due dates for course assignments, grades and registers when agreeing to schedule any such activity.

## **Late Work Rules**

Deadlines for assessed work must be published in course outlines made available to all students and explicitly reiterated to them. All late work will be assessed as 0%. An appeal can be made in

writing to the Academic Affairs Committee who will advise both lecturer and student of decision made.

Appeals on medical grounds may be granted when made through the lecturer to the Head of Department.

## Class Attendance

Students should attend all time-tabled class sessions. Promptness in attendance is also required and expected.

One unexcused absence is allowed for each course hour; for example, three class cuts (that is, an absence from 3 hours of classes) are permitted for a three-credit-hour course each semester.

Unexcused lateness carries a penalty. **Three unexcused late marks are equal to one class cut (that is 1 hour).** It will be left to the discretion of the instructor to determine whether an absence or lateness is excused or unexcused.

The instructor may reduce the final grade of a student with excessive cuts (unexcused absences).

Absences totalling more than three weeks of class, excused or unexcused, may jeopardize the credit for a course. Such cases will be referred to the Academic Dean and/or the Academic Affairs Committee.

A student will be allowed a maximum of 20% unexcused/excused absences equivalent to 3 weeks missed classes. The maximum missed classes unexcused/excused are as follows:

- 1 credit courses - 1
- 2 credit course - 2
- 3 credit course - 3

## Cancellation of Courses

Without prior notice, the administration reserves the right to cancel a course if there are not enough students registered for that class or if there is some unscheduled emergency that hinders the offering of the course.

## Cancellation of a Class

Classes may be cancelled given illness of a lecturer, social unrest, weather conditions, school functions, and/or special circumstances. In the event of such cancellation, notices will be communication via the Internet, Intranet , notices may also be placed on the notice boards. Effort will also be made to contact students via the media, email, telephone, and/or through class representatives.

## Classrooms

The classrooms and Chapel are to be used for scheduled classes, approved meetings, music practice and group work. Furniture should not be removed from any department, room or classroom without the written consent of the Registrar's Office. The Registry must be notified in writing with regards to the movement of furniture/equipment from any department, room or classroom on the JTS campus. Care should be taken to leave rooms tidy for succeeding classes, and lights and fans should be turned off after use.

## Transcripts

Grades are published four weeks after the completion of the Official Final Examination period. Upon graduation each student receives by request one complete "Student Copy" transcript. Other copies will be at a cost to the student. Payment must accompany requests for transcripts.

**Transcripts will be released only after all accounts have been settled. These accounts include library, financial, academic and student council.**

## **Appeal of Grades**

Students may appeal a final grade for a course. They should do this formally in writing and within two weeks after grades have been published via our Student Management System. The appeal may be with respect to the overall assessment of the student requirements or with respect to one aspect of the course.

The appeals should be made in writing to the Head of Department in which the course and lecturer fall. The Head of Department should review the matters raised in association with the lecturer and arrange a resolution of the case. If this first stage does not work then the matter may be taken to the Academic Affairs Committee (AAC) for full discussion and a decision. If the student is still not satisfied with the outcome, the case may be taken to the Academic Dean for final arbitration. All parties concerned and the AAC must be informed of the decision arrived at.

## **Procedure for General Appeals**

Appeals may be initiated by either students or faculty/staff for any of the following reasons:

- a. appealing process
- b. resolving differences between students and faculty/staff
- c. appealing an exception to an institution's policy
- d. appealing academic dismissal
- e. appealing an exception to a graduation requirement
- f. violations of academic integrity

Students, faculty and staff are always encouraged to make every attempt to resolve problems/concerns at the point of origin.



However, if resolution cannot be achieved at the point of origin, a formal appeal should be filed.

A. Procedures for resolving differences between students and faculty/staff members.

The following procedures are designed to resolve differences between a student and faculty/staff members at the lowest level possible. A Lecturer, Department Head, Director of Student Affairs or a Student Council executive member, may assist the student.

1. First, the student and the faculty/staff member are encouraged to have discussions regarding the concern.
2. If either party is not satisfied with the results of the discussions in Step 1, discussions should be held with the faculty/staff member's supervisor. The supervisor will make a decision based on these discussions.
3. If either party is not satisfied with the decision reached in Step 2, either party may appeal to the Assessment Committee or the Academic Affairs Committee (if the matter is primarily academic), to the Director of Student Affairs, or the Seminary Administrative Committee. A meeting will be convened to hear the appeal and render a decision based on the evidence presented. (For grade appeals, see the respective policy).
4. Except in the case of an academic matter, if either party is not satisfied with the decision, a written appeal may be made to the President of JTS. This appeal must be initiated within 10 working days of the decision. The decision of the President will be final.

B. Procedures for exceptions to institutional policies and academic dismissals.

The following are the procedures to appeal an existing institutional policy or academic dismissal:

1. Students should discuss the specific situation and appropriate institutional policy with an academic advisor. (Head of Department, Director of Student Affairs, Campus Counsellor or Registrar).
2. If the student is not satisfied following the discussion with the academic advisor, the student may appeal to the Academic Affairs Committee by sending a written request to the Academic Dean. As chair of the Academic Affairs Committee, the Dean will convene a meeting, at which time the Committee will hear the appeal and render a decision based on the evidence presented. The Decision of the Academic Affairs Committee will be final.

C. Procedures for Exception to Graduation Requirements. The following are the procedures to appeal for an exception to a graduation requirement.

1. Students should discuss the specific situation and appropriate JTS policy with an academic advisor.
2. If the student is not satisfied following the discussion with the academic advisor, the student may appeal his/her request by sending a written request to the Academic Affairs Committee.
3. If the student is not satisfied with the Committee's decision, a written appeal to the President of JTS may be made. This appeal must be initiated within 10 working days of the Academic Affairs Committee's decision. The decision of the President will be final.

## **Withdrawal from the Seminary**

The Seminary uses the word “withdraw” to formally indicate that a student has dropped all courses for a given semester. Withdrawing from the Seminary differs from dropping one or several courses within a given semester, because so long as a

student retains at least one class, he or she is still considered to be registered for that semester.

A withdrawal from the Seminary is done in consultation with the respective Department Head or with the Registrar. It will be noted on the student's transcript that he/she has withdrawn from the Seminary. Depending on the date of withdrawal, the student may be entitled to some refund of tuition. The specific amount is determined by the Accounts Department.

## **Re-Admission**

A student whose enrolment has been interrupted for two semesters or more needs to file an application for re-admission. Transcripts will be needed from any other schools attended in the intervening period.

## **Course Withdrawal (Special Circumstances)**

Before a student can be officially withdrawn from a course, approval must be obtained from both the course lecturer and the Head of Department. A course may be dropped up to and within the week of the semester. However, a course dropped after the 3<sup>rd</sup> week will be indicated on the transcript as "WP" (withdrawn while passing), "WF" (withdrawn while failing), or "WS" (withdrawn due to illness/injury).

## **Statute of Limitation**

**A period of eight (8) years is given for the completion of four and five year degrees. Failure to complete enrolled programme within this staturesd period will result in a student being force to withdraw. Based on the number of credit earned a student may be certified at that particular stage or may be asked to enrolled in another programme and the credits earned transferred. The statute of limitation still applies to periods of withdrawal.**

# Assessment

The Seminary's policy is to ensure that assessment practices are based on the principles of equity, clarity, consistency and openness. The Assessment Committee (AC) is responsible for the oversight of assessment policy. Assessment policies and practices throughout the Seminary are linked explicitly to the teaching and learning aims and outcomes of the academic programme/course concerned. They are designed to ensure that students are treated equitably and allow students the opportunity to demonstrate that they have achieved the learning outcomes of a programme of study. They provide a clear framework within which interested parties can make judgments on the comparative performance of students.

## 1. Grading Policy

### Grading Scheme

The Jamaica Theological Seminary employs the following grading scheme:

<b>A</b>	Distinction in understanding of subject matter. Prompt and thorough preparation of assignments. Outstanding ability manifested in extra reading or projects. Evidence of original thinking. Presents unsolicited projects and materials
<b>B</b>	Superior understanding of subject matter. Prompt and thorough preparation of assignments. Good performance in extra readings or projects.
<b>C</b>	Average or satisfactory in understanding of subject. Prompt and careful preparation of assignments.
<b>F</b>	Failure to achieve understanding. Quality of work poor and inadequate to warrant a passing grade.

## **Grading Scale (as of 2006-2007)**

GRADE	%
A	88-100
A-	84-87
B+	80-83
B	75-79
B-	70-74
C+	64-69
C	57-63
C-	50-56
F	0-49

### **Pass re Individual Student Requirements/ Overall Course**

In order to receive a passing grade in any one element of a course (e.g. research paper, journal, student presentations or exam) a student must do work equivalent to or better than a grade of 50% or C-. This minimum standard (C-/50%) must be achieved overall (when all grades for coursework and final examination as applicable are combined and determined in accordance with normal standards) for the student to pass the individual course.

### **Weighting For Coursework and Final Assessment**

Jamaica Theological Seminary's policy with respect to the weighting in courses for coursework and final assessment is as follows:

- a. Coursework normally shall be 60% of the overall grade.
- b. Final assessments (including final examinations where held) normally shall be 40% of the final grade.
- c. In specified courses, as identified by the Academic Affairs Committee, assessment may be entirely by coursework. (No more than 30% of the overall credits required for a degree).
- d. Students are expected to pass both coursework and the final assessment in order to pass the course. If they fail either element, the student must, in order to gain credit for

the course, repeat/re-sit the respective portion at a specified time determined by the Registry in consultation with the lecturer.

- e. If a student has failed both coursework and final assessment, the student has automatically failed the course. The student must repeat the entire course the next time it is offered. Such students cannot repeat courses they have failed through the route of **Independent Study**.
- f. Re Final year students: all requirements for individual courses must be met up to, and including, the first semester of their final year.
- g. If a final year student fails a course in the second semester then
  1. The student may follow the appeals procedure if required
  2. If the result remains the same after (g. 1) above then the rules regarding re-sits apply to that student and s/he will have to repeat that element at the next exam cycle or to complete coursework at a time agreed by the AAC and certified by the Academic Dean. This student will not be allowed to graduate until all requirements are completed.

## **2. Marking Practices**

### **Non-Written or Non-Recorded Work**

Assessment, which is not based on written or recorded work (such as group / individual presentations), should not comprise in total more than 20% of the overall final grade. Any divergence from this principle requires the approval of the AAC. Courses, which include practicum elements, are exempt from this rule. Assessment involving non-written or non-recorded work contributing to more than a weighted 10% of the final grade must be undertaken, assessed and documented by at least two examiners.

With respect to the final overall grade, no marks are to be awarded for areas such as **Attendance or Participation**. However, marks for participation may be awarded for assignments such as group

projects. Penalties as noted in this **Student Handbook** for absence and lateness are to be applied by all lecturers without exception.

### **Anonymous Marking**

Anonymous marking is mandatory in, but not limited to, all summative assessment, except where unfeasible (e.g. in practicum, and assessments not based on written or recorded work). Students are allocated a student identification number when they first enrol at the Seminary. The number is shown on each student's identification card. The Registrar's office is responsible for arrangements regarding student ID numbers. Candidate numbers should be used in place of names in all written or recorded summative assessment. Except where a lecturer requests otherwise, students may submit all coursework with their names.

## **Final Examinations**

All courses will involve some form of comprehensive evaluation; final examinations are an integral part of this procedure in many cases. For every course requiring a final examination, the day and hour scheduled for this purpose must be stated, and the examination must be limited to that specified period.

The final examination week is part of the regular academic programme and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only legitimate type of terminating activity, and therefore, the instructor may propose an appropriate activity that conforms to institutional policies and course objectives. However, all courses will have specified final assessment processes.

The final examination period shall extend over eight days. No Seminary or student-sponsored activities shall be scheduled during the final examination period or during the week immediately proceeding the final examination period.

It is the policy of JTS that no comprehensive final exam may be

given during the last week of classes. If a comprehensive final exam is scheduled, it must be given during the period designated by the Registrar.

The terminating activity shall take place only at the time and location assigned by the Registrar. Once the final examination has been set, changes and absences must be approved by the Academic Dean.

## Grading System

The following grades and notations are also used in the grading system of the Jamaica Theological Seminary:

**CR - Credit:** represents the successful completion of a course offered on a credit/no credit basis; these hours apply toward graduation requirements but are not calculated in the grade point average.

**AUD - Audit:** indicates that the student registered for the class on an audit basis: normally indicates regular attendance in class and participation in discussion although not enrolled for credit. Since no grade is assigned, grade point and hours are not accumulated for courses audited.

**WP - Withdrawal Passing:** indicates that the student dropped or withdrew from the course while doing acceptable work.

**WF - Withdrawal Failing:** indicates that the student dropped or withdrew from the course while not doing acceptable work.

**WS - Withdrawal due to illness or injury.**



# Grade Point Average

The Grade Point Average (GPA) is determined by dividing the total number of grade points earned by the number of hours taken.

In computing a student's academic standing, point values per hour of work in any semester are assigned to the several grades as follows:

A	-	4.0 points per Semester hour
A-	-	3.7 points per Semester hour
B+	-	3.3 points per Semester hour
B	-	3.0 points per Semester hour
B-	-	2.7 points per Semester hour
C+	-	2.3 points per Semester hour
C	-	2.0 points per Semester hour
C-	-	1.7 points per Semester hour
F	-	0.0 points per Semester hour

The student must have the following G.P.A. as a minimum to avoid academic probationary status:

**B.A. Theology (BATH), Bachelor in Social Work (BSW), B.A. Guidance & Counselling (BA G&C), B.A. Social and Professional Transformation (BA SPT), B.A. Biblical Studies (BABS) and B.A. Music and Media (BAMM)**

## **Lower School**

First year

After Semester one and two	-	1.70
After Semester two	-	1.80

Second year

After Term/Semester one	-	1.90
After Term three /Semester two	-	2.00

## **Upper School**

Third year and Fourth Year

All remaining Semesters	-	2.00
Required for Graduation	-	2.00

### **B.A. General Studies**

First Year		
After Semesters one and two	-	1.90
After Semester two	-	2.00
Final Year		
All remaining Semesters	-	2.00
Required for Graduation	-	2.00

### **Certificate in Leadership and Ministry (CERT L/M)**

After Semester one	-	1.90
Required for Graduation	-	2.00

### **Associate Degree in Leadership and Ministry**

After Semester one	-	1.90
Required for Graduation	-	2.00

## **Academic Probation**

A student must come under Academic Probation if that person's GPA falls below the minimum as stated above. Any student who is on academic probation for two consecutive semesters may be suspended or dismissed from the Seminary by the action of the Academic Committee.

## **Informed Consent Policy**

A student gives written permission on the appropriate consent form and acknowledges by that action that faculty members may use the student's written assignment or projects in JTS courses for teaching and/or research purposes. Such use might consist of, but is not limited to, inclusion of the student's work, in whole or in part, in research studies which are published, either in print or electronic media, for an academic audience, or distribution to other classes, again either in print or electronically, for use in class

discussion or as models to illustrate possible approaches to course topics. When producing student work, JTS will preserve the student's anonymity.

### **Guidelines on Preparing an Informed Consent Agreement**

An informed consent should include the following information:

1. A description of the research project and the expected duration.
2. Information regarding the conditions of the subject's participation in the study.
3. A description of the proposed research procedures
4. A statement concerning limits on use and publication of the information.

## **T**ransfer of **C**redits, **F**ailures and **R**e-sits

### **Transfer of Credits**

Credits may be transferred from another institution subject to compliance with established policy.

Transfer of credits will be on a case by case basis. Factors influencing decision include:

1. The accreditation status of the programme/course.
2. The course must have at least "B" average
3. There is a limit to the number of hours given for credit.
4. The reputation of the institution is also considered.

### **Test Out**

In order to obtain transfer of credits, for courses already done at other institutions, students may be requested to do an examination. Success at this examination must be at a minimum of Grade B. The maximum number of credits that may be obtained through this route is fifteen (15) credit hours.

Courses which may be considered for test out are:

Bible Survey Courses  
Developmental Psychology  
Elements of Greek  
Introduction to Psychology  
Introduction to Latin American Culture and Issues  
Sociology  
Communication Studies  
Fundamentals of English

The cost for a course test out is equivalent to 1/3 of the cost of the equivalent JTS course.

### **Course Failure**

Any course in which an “F” (or any other letter grade) is received may be repeated but the initial grade remains on the permanent record of the student. A required course in which an “F” is received must be repeated in order for the student to graduate. After the course is repeated and passed, the grade of “F+” is recorded on the transcript and indicates that the student failed the course at the first attempt. The grade points and credits attempted and earned for the second attempt are counted in lieu of those for the first attempt.

### **Special Consideration for Students Failing a Final Examination/Assessment (For Final Year Students)**

Students are expected to pass both coursework and final work examination in order to pass an entire course. In instances where final year students obtain a minimum overall grade of B or 75-79% in their coursework but fail their final examination, appeals may be made to the Academic Affairs Committee (AAC) for consideration re a possible pass for the course. Such a passing grade (when both coursework and final assessment are tallied) must not violate the Seminary’s pass threshold for courses (that is, a minimum of 50% or C-). This provision relates only to final year students completing fourth year level courses. This provision cannot be applied by lecturers independent of the AAC. A formal application must be made to the committee.

## **Re-assessment of Failed Elements of Courses**

Jamaica Theological Seminary allows students who may have failed an aspect (either coursework or final examination) of a **core course** to repeat that portion for credit. However, the student may repeat that portion only once. In the event of a repeat failure of that portion the student is to be assigned a grade of FAIL (or “F”) and will have to repeat the entire course at the next cycle. If the course is an elective, then while the student may fail a re-sit of the portion failed (and still be accorded a grade of FAIL) the student may do another course in its place, if necessary to complete the minimum for the degree. The grade notation “FNR” (Failed Not Required) may be placed on the transcript.

## **Honours**

### **Graduation Honours**

Students graduating with an overall GPA of 3.25 or above will graduate with honours. Those graduating students with an overall GPA of 3.75 or above will receive “First Class Honours”. Those with an overall GPA of 3.74 - 3.50 will receive Second Class Honours (Upper). Those with an overall GPA of 3.49 - 3.25 will receive Second Class Honours (Lower).

## **Graduation**

### **Application to Graduate**

At the beginning of the Academic Year, students who have 24 credits or less to complete their studies as part-time students, or 36 credits or less as full-time students, may apply for graduation. All final year students on course to graduate are required to submit an Application to Graduate by the middle of the first semester of their final year of studies. Care should be taken that their names be

presented exactly as they would have it shown on their diplomas/certificates. The application form is normally available in the Registrar's Office, at the Receptionist's (front) desk or accessible via the JTS website.

## **Graduation Attendance**

All students are required to attend graduation exercises unless exempted in writing by the Academic Dean. Students, who foresee that they would be unavoidably absent, must disclose this in writing to the Academic Dean and/or the Registrar.

## **Scholarships**

The criteria for the receipt of a scholarship are academic performance, Christian character and financial need. A few scholarships are made available to those who will be involved in full-time Christian service.

Such students must also meet the general criteria and will sign a document which binds them to fulfil their intention or to repay the grant.

In addition, students desirous of receiving such financial aid must apply in writing to the Seminary Scholarship Committee.

Applicants must show evidence of the following requirements.

1. At the time of application they must have a cumulative grade point average (GPA) of at least 3.0.
2. The phrase "Christian character" should include the fact that applicants are active members of a local church and do regular Christian service with that church or an approved body.
3. Financial need must be documented in writing to the Scholarship Committee. The letter of application must include a complete list of all funds received by the

student, and a letter of reference pertaining to financial need.

4. Applicants must be available, if need be, for interview with the Scholarship Committee.

Persons on scholarship must maintain a GPA of at least 3.0. Those whose average falls below this standard will not be eligible for scholarships. Those on scholarship, whose average falls below this, will have their scholarship discontinued.

At the time of their availability, scholarships will be announced to the student body so that the necessary application may be made to the Seminary Scholarship Committee. In addition, students on scholarship will be expected from time to time to give assistance in the offices or elsewhere as the need arises

## Deferred Enrolment

An applicant who was successful in the admission process and requested a deferral (for reasons deemed legitimate) for a period of one academic year, will be required to submit the following documents to re-enter the programme:

- Completed re-admission form
- Pastoral/Academic
- reference
- Health form

However, if the Admissions Department has any doubts or queries about the student's readiness to enter the programme of choice, an interview will be required along with the above documents.

## **Students Withdrawal and Re-admission**

Students requesting withdrawal for up to one semester will be allowed to re-enter the programme the following semester. Students who withdraw for two or more semesters will have to reapply for admission; following the re-admission procedure noted above.

Students who do not comply with the correct protocol for deferral and re-admission may be de-registered. This has to be formally decided by the Academic Affairs Committee and appropriate documentation sent to the affected individual and filed. Please note that students can discuss these protocols with the Director of Admissions and Recruitment, Registrar or the Director of Student Affairs.



# STUDENT COUNCIL

# Introduction

**T**he Seminary has achieved many goals through various activities hosted by the Students Council. It has always had a thriving body led by the Students Council executive. As a result the seminary holds the mandate of holistic formation through student leadership. The Students Council executive therefore comprises students who have shown themselves to be of exemplary character and who love God. The Administration expects the following:

No student may be put forward as a candidate if they are in breach of any Financial, Behavioural and/or Academic Standards.

In brief:	Financial	–	must be in conformity with financial standings.
	Behavioural	–	must be in compliance with behavioural standings.
	Academic	–	GPA must be at the minimum.

All nominees have to be submitted to the Director of Student Affairs to be evaluated to ensure that they are in compliance with the Seminary Standards. The election process is to begin in the Second Semester of the academic year in the last week in March and the actual elections should take place at the end of April- the latest first week in May. This is to allow for proper processing of nominees, dissemination of information in regards to the nominees, essential canvassing by nominees and a smooth transfer of leadership and administrative processes between the incumbent executive and the newly elected executive

# Constitution of the Jamaica Theological Seminary Students' Council

## **ARTICLE 1: NAME**

Section A        The official name of this organization shall be called "THE STUDENTS COUNCIL OF THE JAMAICA THEOLOGICAL SEMINARY".

## **ARTICLE II: PURPOSE**

Section A        To provide a forum for the expression and addressing of student interests, opinions and need: educational, social, physical and spiritual.

Section B        To perpetuate and enhance the relationship between the student and the seminary's administrative, lecturing and ancillary personnel.

Section C        To promote student co-operation with one another for the common good of the general student body.

Section D        To plan and coordinate student activities.

Section E        To participate in the development of leadership potential among students.

## **ARTICLE III: MEMBERSHIP AND FINANCES**

Section A        Membership in this council shall consist of all full-time and part-time students enrolled for courses at the seminary on credit and /or audit bases.

Section B        Each member shall be required to pay dues each Term/Semester as determined by the Student Councils in order to carry out the work of the Council.

## **ARTICLE IV: MEETINGS**

- Section A Meetings shall be held at least twice each Term/Semester.
- Section B Meetings shall be held no earlier than within two (2) weeks of the previous meeting.
- Section C A majority (51%) of the membership of the Students Council shall constitute a quorum for the transaction of all business.
- Section D Regular meetings of the Students Council shall be called by the Executive Committee through the President (ARTICLE V, Section A).
- Section E An extra-ordinary meeting may be held before the limit of two (2) weeks if:
1. The Executive Committee requests it.
  2. The Administration of the Seminary requests it.
  3. A petition signed by twenty-five percent (25%) of the members of the Council requests it.
- Section F Representation of the Students Council's deliberations shall be made to the Faculty and Administration by the Director of Student Affairs, who shall be present at all meetings. In Case of his or her absence this representation shall be made by the President, or Vice-President, along with the Senior Student to the Faculty and Administration.

## **ARTICLE V: OFFICERS**

- Section A The Executive Committee shall consist of:
1. President
  2. 1<sup>st</sup> Vice-President –Day Student
  3. 2<sup>nd</sup> Vice-President – Evening Student
  4. Secretary

5. Treasurer
6. Assistant Secretary/Treasurer
7. Senior Student - a final year student

#### Section B Qualification:

1. To be eligible for election to the position of President, First and Second Vice-Presidents; **candidates shall be members of the student council for at least four terms/semesters as a Full-Time student (Day) or as a Part-Time student (Evening). The position of Secretary, Treasurer, Assistant Secretary/Treasurer and Senior Student; candidates shall be members of the student council for at two terms/semesters as a Full-Time student (Day).** and to eligible for election for the position of Second Vice-President, candidates shall be a member of the student council for at least one term/semester as a Part-Time student (Evening)
2. No candidate shall be disqualified on the basis of race or gender.

### **ARTICLE VI: DUTIES OF THE EXECUTIVE COMMITTEE**

- |           |  |
|-----------|--|
| Section A | To see that all the provisions of the Constitution of the Students Council are carried out so as to fulfill the Council's purpose. |
| Section B | To propose legislation to the Students Council as deemed necessary for the welfare of the students.                                |
| Section C | To make official representation when necessary to the Teaching Staff and Administration on behalf of the Council.                  |
| Section D | To authorize the disbursement of the funds of the Students Council.  |
| Section E | To name sub-committees as is deemed necessary.   |
| Section F | To appoint sub-committee chairpersons.   |

## ARTICLE VII: DUTIES OF INDIVIDUAL OFFICERS

### Section A

The President shall:

1. Be responsible for the general supervision of the Students Council.
2. Call to order all meetings of the Students Council and the Executive Committee.
3. Serve as ex-officio member of all sub-committees.
4. Rule on matters of parliamentary procedure in meetings of the Council and Executive Committee.
5. Be responsible for making recommendations to the Students Council for corporate action.
6. Serve as the representative of the Students Council to the Board of Governors (see “CONSTITUTION” of the Jamaica Theological Seminary, Article IV).

### Section B

The 1<sup>st</sup> Vice-President & 2<sup>nd</sup> Vice- President shall:

1. Assist the President in carrying out his/her duties.
2. Substitute for the President in case of absence.
3. The 1<sup>st</sup> Vice-President is expected to have general knowledge of the needs and interest of the student body so that he/she is adequately able to inform the President and the Executive. He/she is expected to be fully aware of the needs and interest of **(all students)the full-time students.**
4. The 2<sup>nd</sup> Vice-President is expected to have general knowledge of the needs and interest of the student body so that he/she is adequately able to inform the President and the Executive. He/she is expected to be fully aware of the needs

and interest of (all students)the **part-time students.**

- Section C      The Secretary shall:
1.      Keep proper minutes of all meetings of the Council and the Executive Committee.
  2.      Be responsible for preparing and recording all correspondence of the Council and the Executive Committee.
- Section D      The Treasurer shall:
1.      Be responsible for keeping proper records of all monetary transactions for the Students Council and Executive Committee.
  2.      Be responsible for receiving and keeping all Students Council dues and other monies of Council.
  3.      Shall carry out the disbursement of funds after the same has been approved by the Executive Committee.
  4.      Shall tender a current financial report at each meeting of the Students Council.
- Section E      The Assistant Secretary/Treasurer shall:
1.      Assist the Secretary and Treasurer in their duties.
  2.      Act as Secretary or Treasurer if either is absent.
- Section F      The Senior Student shall:
1.      Serve as liaison between the Director of Student Affairs and the Students Council and its Executive Committee.
  2.      Serve as advisor to students on matters concerning school life.
  3.      Serve as director to the Executive Committee on matters of student concerns.

## **ARTICLE VIII: SUB-COMMITTEES**

- Section A      Sub-committees shall be named at the discretion of the Executive Committee.
- Section B      Participation in any sub-committee shall be the choice of any student.
- Section C      The Executive Committee shall appoint the sub-committee chairpersons.
- Section D      The President of the Students Council shall be an ex-officio member of all sub-committees.
- Section E      The chairperson of each sub-committee shall give a report concerning the activities of the same at the final Students Council meeting in each Term/Semester.

## **ARTICLE IX: RELATIONSHIP WITH SEMINARY ADMINISTRATION**

- Section A      The constitution of the Students Council is subject to the approval of the Seminary Administration
- Section B      The Students Council is subject to the authority of the Seminary Administration.
- Section C      The premises of the Seminary shall not be used for Students Council activities without the permission of the Administration of the Seminary.



## **ARTICLE X: YEAR GROUP REPRESENTATIVES**

Section A      Each year group shall have a representative, who shall be elected by the same within the first two (2) weeks of each new academic year.

Section B      The year group representative shall be responsible for:

1.      Coordinating the activities of the particular year group.
2.      Making representation of its concerns to the Executive Committee of the Students Council whenever necessary.
3.      Meeting with the President from time to time.

## **ARTICLE XI: GENERAL POLICIES AND PROCEDURES OF THE STUDENTS COUNCIL**

Section A      The Students Council shall be a non-partisan organization with regards to political alignments.

Section B      The minutes of the previous meeting of the Students Council shall be read at all meetings of the same. After they have been confirmed, matters arising from the minutes shall be discussed.

Section C      Students Council elections:

1.      Elections for officers shall be held in April of each academic year. This shall be done by secret ballot.
2.      Campaigning for the officers of President and Vice-Presidents shall formerly begin in March of each academic year.
3.      All officers shall be elected by a clear majority vote (51%) of the Students Council and members present.
4.      The new Executive Committee shall assume duties in **August** October of the new academic year.

- Section D      Voting on general issues at a Students Council meeting shall normally be done by a show of hands, unless a decision is taken by the said meeting that it should be otherwise.
- Section E      Director of Student Affairs participation:
1.      The Director of Student Affairs shall not participate in the voting activities of the Council.
  2.      He/she may give advice, where necessary, for the Council's consideration, which the Council is not obligated to accept.
- Section F      Meetings of the Students Council shall generally follow this basic procedure:  
Prayer  
Welcome  
Minutes  
Matters Arising from the Minutes  
Financial Report  
Old Business  
New Business  
Any Other Business  
Adjournment
- Section G      Meetings of the Students Council shall observe basic rules of parliamentary order.

## **ARTICLE XII: RIGHTS OF THE STUDENTS COUNCIL**

- Section A      To appeal to the Seminary Administration through the Executive Committee, on behalf of a student, with regard to any decision taken by said Administration concerning him/her.
- Section B      To promote the interests and welfare of the students.

- Section C To have a meeting within the institution in keeping with the stipulations of ARTICLE IX, Section A.
- Section D To request reasonable academic consideration from the Seminary Administration and the Teaching Staff for the execution of the productive activities performed in the Seminary.
- Section E To make representation to the Academic Dean and Administration of the Seminary through the Executive Committee (particularly the Students Council President) about: the formulation and planning of the academic year; and the review of grades for examinations, papers and other assignments where it is deemed necessary.
- Section F To print, publish and disseminate articles within the institution, subject to the laws of libel and the authority of the Seminary.

### **ARTICLE XIII: CONSTITUTIONAL AMENDMENTS**

- Section A Any proposal for the amendment of the constitution shall be presented at a meeting of the Students Council.
- Section B A motion for the consideration of any Amendment shall be accepted only after a majority (51%) of the membership of the Council are in agreement.
- Section C A special committee shall be appointed by the Council to make a draft proposal of such amendments.
- Section D One copy of proposed amendments shall be:
1. Placed on the Seminary's main notice board.
  2. Given to the Director of Student Affairs
  3. Given to the Students Council President.

4. Given to the representative of each year group.
5. Given to the President.

All these copies shall be presented to the above persons/groups for interaction at least seven (7) days before the meeting of the Students Council at which they shall be considered and voted on.

Section E      Acceptance of amendments:

1. The proposed amendment shall be accepted only if a majority (51%) of the Council vote for its acceptance.
2. Voting for this shall be done by a show of hands.

Section F      Administration approval of amendments:

1. Amendments to the constitution shall only become effective when approved by the Seminary Administration.
2. If there shall be queries concerning the amendments by the Seminary Administration, the Executive Committee shall pursue dialogue with the same about them.

# Conclusion

The intent of the statements in this Handbook is to identify expectations that assist JTS in functioning as a meaningful community and achieving its goals and objectives as a Christian tertiary institution. The rules are important to our community and they must be consistently maintained to assure a proper climate for learning. The book of Colossians (Colossians 3:12-17) provides an appropriate summary of the goals for our community:

<sup>12</sup>Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. <sup>13</sup>Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. <sup>14</sup>And over all these virtues put on love, which binds them all together in perfect unity.

<sup>15</sup>Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. <sup>16</sup>Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. <sup>17</sup>And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. (NIV)

# APPENDICES

# APPENDIX (I)

## DIRECTORY

Office: (876) 925-7358  
969-8211  
969-1226  
969-8803  
619 - 1244

Library 969-8210  
Fax: 925-9129

Website: [www.jts.edu.jm](http://www.jts.edu.jm)

### Email Addresses:

Registry [registrydepaartment@jts.edu.jm](mailto:registrydepaartment@jts.edu.jm)  
Office of Student Affairs [studentaffairs@jts.edu.jm](mailto:studentaffairs@jts.edu.jm)  
Academic Affairs Office [academicdean@jts.edu.jm](mailto:academicdean@jts.edu.jm)  
Accounts Department [jtsaccounts@gmail.com](mailto:jtsaccounts@gmail.com)  
Zenas Gerig Library [zglibrary@gmail.com](mailto:zglibrary@gmail.com)

### Emergency Numbers

Police: 119  
Fire: 110  
Ambulance: 110  
Hurricane update: 116

## APPENDIX (II)

### ASSESSMENT PROCEDURES

All students are expected to undertake the assessment requirements outlined in course documentation. Lecturers are not permitted to change assessment requirements approved by the academic office without first requesting the same through Heads of Departments/ and the academic office.

#### **Examination Scheduling and Timetabling**

Seminary final examinations will be held in the designated week. Absolutely no teaching or make-good classes will be permitted to be held during this period. However, lecturers desirous of scheduling student presentations (for grading), etc during this period should request permission from the Registrar and/or Academic Dean.

#### **Timetable**

An examination timetable is issued for the main examination period. This should be published by mid-semester to allow students to notify their employers etc. This timetable is to be made available on notice boards and the school's website.

It is the responsibility of students to check the posted timetables. Students must raise any concerns they have with the appropriate departmental staff.

#### **Special Examination Arrangements/Alternate Assessment**

Recommendations for any variation of the standard examinations procedures must be approved by the Assessment Committee (AC).

In the case of special arrangements for individual students, a recommendation by lecturers and/or department heads should be



submitted to the AC, supported where appropriate by an expert statement; this might be a statement by a student's medical practitioner, the Campus Counsellor or other recognised Counsellor, or other similarly qualified specialist. These procedures also apply to the rescheduling of examinations in individual cases.

Students who are formally diagnosed as dyslexic or with other formally diagnosed learning challenges, and who request extra time in examinations and who have the support of a qualified specialist (through documentation) will normally be permitted up to 25% extra time on the standard time allowed on any examination of up to three hours' duration. Where the standard time allowed for an examination is greater than three hours, extra time will normally be limited to 45 minutes (25% of three hours). Extra time will not normally be permitted for open papers extending over more than one day.

The recommendation (for such special provisions) to the Assessment Committee should be submitted and supported by an expert statement. Where it is considered that an exceptional case exists for time beyond these limits, departments must make a specific recommendation for each paper based on quantitative assessments of the amount and intensity of reading and writing involved in the particular paper, together with various contributing factors (e.g. the candidate's writing speed), and demonstrating compatibility with the learning outcomes being assessed. Departments may wish to consider other special arrangements that may be appropriate for individual dyslexic students as an alternative to extra time.

## APPENDIX (III)

### POLICY RE CONDUCT OF FINAL EXAMINATIONS

#### **General Principles Final Examinations**

All courses will involve some form of comprehensive evaluation; final examinations are an integral part of this procedure in many cases. For every course requiring a final examination, the day and hour scheduled for this purpose must be stated, and the examination must be limited to that specified period of time.

The final examination week is part of the regular academic programme and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only type of terminating activity, and therefore, the instructor may propose an appropriate activity that conforms to institutional policies and course objectives. However, all courses will have specified final assessment processes.

The final examination period shall extend over five days. No Seminary or student-sponsored activities shall be scheduled during the final examination period or during the week immediately proceeding the final examination period.

It is the policy of JTS that no comprehensive final exam may be given during the last week of classes. If a comprehensive final exam is scheduled, it must be given during the time period designated by the Registrar.

The terminating activity shall take place only at the time and location assigned by the Registrar. Once the final examination has been set, changes and absences must be approved by the Academic Dean.

During the examination period, the following general rules apply where scheduling conflicts exist:

1. The higher numbered course takes precedence. Thus, for example, a student enrolled in GEOG 102 and ECON 325 would take the ECON 325 exam at the assigned time and the make-up in GEOG 102.
2. If courses in conflict are the same level and number, an alphabetical determination by full name of department will be made. For example, a student enrolled in ACCT 481 and CNSV 481 would take the ACCT 481 exam at the assigned time and a make-up in CNSV 481.

### **Exam Schedule Changes by Instructors**

Except under very unusual circumstances, instructors must hold their final examinations at the times scheduled and announced. When unusual circumstances warrant a change in the scheduled time of a final examination, the instructor must:

1. have the written agreement of all students in the class that the proposed new time for the examination is acceptable.
2. secure the permission of the Department Chair and the Academic Dean.

We urge all faculty to adhere to these policies.

### **Exam Schedule Changes by Students**

A student may not be required to take more than two final exams on any one regularly scheduled examination day. Over two, a make-up exam must be scheduled by the instructor for the student, at his or her request, at another mutually agreeable time during a regular final examination period. The rules pertaining to conflict resolution will determine which exam or exams a student may request as make-ups.

Requests for changes for medical or personal emergencies may also be considered.

### **Security of Examination Materials**

The security of examination materials is of paramount importance and the AC and Registrar must implement procedures to ensure

the same. Examination question papers for printing should be delivered personally to the Academic Office and a receipt obtained; they must never be sent via e-mail.

### **Examination Timing**

Examinations will normally be scheduled between 9:00 am and 9:00 pm.

Students may be required to take up to two examinations in one day, but there will normally be a minimum break of 30 minutes between examination sessions for students.

### **Examination Candidate Number**

As part of the operation of the Seminary's anonymous marking policy, students are identified only by their examination candidate number (based on their ID number) until marking has been completed. Examination candidate numbers are the only numbers appearing on the student's identity card, and are automatically generated from the student records system at initial registration and are carried forward from year to year.

### **The Use of Dictionaries and/or Bibles**

- a. Bibles will be provided by the administration for the use of students as may be required by specific courses. No other Bibles—electronic, or otherwise, will be allowed in the examination room.
- b. The use of dictionaries will be permitted only for those students for whom English is a foreign language.
- c. Dictionaries should be in the style of a book; electronic dictionaries are not permitted. Dictionaries should be of a non-technical (i.e. basic, non-reference) kind.
- d. Dictionaries will be vetted by invigilators before each examination.

## **The Use of Electronic Devices in Examinations**

Candidates are not permitted to bring mobile telephones, electronic diaries, data-bank watches or other data storage units into formal examinations.

Exceptions to this requirement will be permitted only if formal approval has been sought from, and granted by, the Assessment Committee in advance of the examination session(s) in question.

## **Behaviour in Examinations**

Candidates may be allowed to leave the examination room only for good reason and if they intend to return they may be accompanied by an invigilator or member of staff.

Any form of cheating or deception including plagiarism, collusion and the fabrication of marks or data in relation to work submitted for assessment or examination at any stage of a student's programme is academic misconduct, and will be treated as such. Candidates may not communicate with anyone except the invigilator during an invigilated examination.

Candidates may enter the examination room up to half an hour after the start of the examination, and thereafter **only in exceptional circumstances** and with the special permission of the invigilator. Such candidates will not be allowed any additional time and should finish their examination with the others.

No candidate may leave the examination hall less than three-quarters of an hour after the start of the examination except with the special permission of the invigilator. Scripts should not be submitted before half the time has elapsed.

## **Absence or Illness**

It is the responsibility of students to present themselves for final examinations (and to submit or be present for all aspects of coursework). Lecturers/ Departments will be notified as soon as

possible after the start of a final examination of any absent students.

A candidate taken ill prior to or during the period of the examinations must contact his or her medical practitioner immediately and obtain a medical certificate which should be forwarded without delay, *and in any case before the final examination results are determined* to the Registrar, who will in turn submit the evidence to the Chair of the AC and inform the lecturer of the student concerned.

## **Appeals**

Students may appeal a final grade for a course. They should do this formally in writing and within two weeks of receiving the official JTS grade report with the relevant course grades. The appeal may be with respect to the overall assessment of the student requirements or with respect to one aspect of the course.

The appeals should be made in writing to the head of the department in which the course and lecturer fall. The head of department should review the matters raised in association with the lecturer and arrange a resolution of the case. If this first stage does not work then the matter may be taken to the Assessment Committee for full discussion and a decision. If the student is still not satisfied with the outcome the case may be taken to the Academic Dean for final arbitration. All parties concerned and the Academic Affairs Committee must be informed of the decision arrived at.

# Examination Rules and Regulations

## General Instructions

1. *Responsibility to Attend Examinations*
  - a. Candidates are responsible for checking the dates, times and locations of their examinations from the examination schedules, and for presenting themselves for examination at the appointed place and time. Examination schedules will be announced by the Registry in advance of the examination period.
  - b. Where all or part of the assessment for an examination is by means other than of a formally invigilated written examination, the instructor will announce details of the appropriate arrangements, and it is the candidates' responsibility to acquaint themselves with these details.
  - c. A candidate who is unable to attend an examination under normal conditions because of illness, misadventure, or other extenuating circumstances, or who would be significantly disadvantaged if required to do so, may be permitted to sit the examination under special conditions. Such special arrangements, which may include (if necessary) additional time, a re-scheduling of the examination, the use of dictating or other faculties, and/or the use of premises outside of JTS, will be approved in advance by JTS. In all other respects, JTS regulations governing examinations will apply. Candidates requesting special arrangements on medical grounds will be required to substantiate their requests with a medical certificate or other documentary evidence. Candidates requesting special arrangements on other grounds may be required to reimburse the Seminary for expenses incurred in such arrangements.

- d. A candidate is required to inform the Registry in writing immediately if for any reason he/she is unable to sit for an examination because of illness, accident or other causes, or if there is any factor arising immediately prior to or during the examination which the candidate believes could adversely affect his/her performance and which he/she wishes to be taken into account when that performance is being assessed. The candidate's letter must state clearly the examination in question, the cause of the absence or the manner in which the performance was affected, and must enclose the relevant supporting documentary evidence (e.g. medical certificates).
- e. Any candidate failing to give notice as specified in Examination Rule (d) above within seven working days after the examination to the Registry may lose the opportunity to have these circumstances taken into account or to appeal on these grounds against the decision of the Academic Affairs Committee.
- f. No candidate's request to sit for examinations outside the specified periods of the Academic Calendar will be accepted on the mere justification that he/she has to attend external examinations (e.g. CXC), unless these have been mandated by JTS.

2. Use of Materials and Aids

- a. Candidates will provide themselves with the necessary writing and drawing tools.
- b. All questions in a written examination must be answered using only answer books, supplementary sheets and other materials provided by the Seminary for that examination. Candidates at any examination, either written or practical, will not be permitted to have in their possession or to make use of any paper, books, notes, dictionaries, instruments, aids or other materials unless these are expressly authorized in the rubric of the examination paper. Details of any such materials and aids which may be permitted in the



examination will be provided to candidates in advance by the examiners. Authorized materials and aids will be subject to inspection by the invigilators.

- c. Where electronic calculators are permitted for use in an examination, these instruments should be non-programmable unless expressly allowed, hand-held, self-powered, and silent in operation. These should not possess any graphic or word-display facilities (e.g. Electronic dictionary, Databank watch.). Candidates may not use any external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules. Candidates are responsible for ensuring that their calculators are in working order, and have a sufficient power supply, and that alternative means of calculating are available in the event that their electronic calculators fail during an examination.
- d. Mathematical tables and all other materials provided by JTS for use in examinations must not be removed by candidates from the examination venue.

3. *Before the Examination*

- a. Candidates are required to bring along their student I.D. cards whenever they have an examination for verification purposes. Candidates who are unable to present their cards will not be allowed to write the examination.
- b. Students should check their seat numbers. If any student cannot find his/her name on the seating plan, he/she should inform the Invigilator once admitted into the examination venue.
- c. Candidates will be admitted into the examination venue at least 15 minutes before the commencement of an examination. Candidates who arrive late and are admitted will not be given extra time. No candidate will be admitted into an examination venue 30 minutes after the commencement of an examination.

4. Entry to Examination Venue

- a. Candidates will not enter the examination venue until permitted to do so by an invigilator. Upon entering the examination venue, candidates become subject to the authority of the invigilators and must act according to any instructions given by an invigilator.
- b. Candidates are advised not to leave their study materials and personal property outside the entrance of the examination venue because of the risk of having such items stolen. Such property should be deposited in a place well away from the candidates, as directed by the invigilator.

5. During the Examination

- a. Candidates will not start writing until given permission to do so by the Invigilator.
- b. Candidates should first read through the whole question paper when an examination begins. If a wrong question paper is being handed out, or if the questions indicate that other materials should have been given out, but have not been, candidates should inform the invigilator immediately.
- c. Candidates should pay attention to any general directions which may be stated either on the cover page of the examination paper or at the beginning of each question. They should also listen carefully to the presiding invigilator's announcements.
- d. Candidates must write the subject title, subject code and their student number clearly on each page of each answer booklet/script.
- e. Candidates must read the instruction printed on the examination question paper before doing the examination.
- f. No candidate will be permitted to leave the examination venue during the first 45 and last 15 minutes of the examination. A candidate wishing to leave the examination venue temporarily will be permitted to do so under the supervision of an invigilator.

- g. i) If circumstances arise during an examination, which in the opinion of the Invigilator, render it necessary for the examination to be cancelled or postponed, the Invigilator will stop the examination and, as soon as possible, arrange for the written scripts to be collected and report the matter to the respective lecturer/department head.
- ii) When a report is made under such circumstances, the Academic Office will investigate the matter reported and take action as may be necessary. In the event that another examination is ordered to be held, the new examination will be deemed to be the prescribed examination, and a report will be made to Head of the Department concerned.

6. Collection of Scripts

- a. During the last fifteen minutes of each examination period, students must remain in their seats until told to leave by the Invigilator.
- b. It is the responsibility of the candidate to ensure that all loose pages are securely fastened and that all work which is to be considered by the examiners is handed in. No work that is removed by the candidate from the examination venue will be accepted for consideration by the examiners.

7. Conduct of Candidates

- a. Candidates will comply with all instructions given by an invigilator.
- b. Candidates with watch alarms or other apparatus which could create noise, e.g. calculators, mobile phones & pager etc. should switch them off.
- c. Candidates are not permitted to eat and drink during an examination.
- d. Candidates will observe silence within the examination venue except when it is necessary to communicate with an invigilator. This should be done discretely so that it will not cause any unnecessary

distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination venue.

- e. No person may impersonate a candidate, nor may any candidate permit himself/herself to be impersonated at any examination.
- f. During an examination, candidates shall not communicate in any way with other candidates, nor give or receive any information, material or aid to or from other candidates, nor make use of any material or aid not specifically authorized for that examination.
- g. i) A candidate who is found cheating or engaged in other misconduct will be informed by the Invigilator, who is empowered with the authority, of the Academic Office, to discontinue the examination. Expulsion from the examination venue should occur only when it is felt that such disciplinary action is essential.
- ii) The Registry reserves the right to withhold issuing the results of examinations within the investigation period.

## 8. Disqualification

If any of the following circumstances arises during the examination, such behaviour will be considered as cheating or misconduct; the candidate will be disqualified and a failed grade will be given for the course. In severe cases, a disciplinary panel may be called to handle the case. A record of such proceedings will be kept in the student's file:

- a. A candidate violates the examination instructions as laid down in Section 7: Conduct of Candidates (p. 106-107).
- b. A candidate improperly obtains knowledge of examination papers prior to the Examination.

- c. A candidate is found to have any unauthorized article(s)/material(s) on/in the examination desk or on his/her person.
- d. A candidate communicates or attempts to communicate improperly with any person inside or outside the examination venue.
- e. A candidate uses any unauthorized notes, books or electronic devices (e.g. Mobile phone, Electronic dictionary, Databank watch.).
- f. A candidate copies from the work of another candidate.
- g. A candidate leaves and enters the examination venue without permission.

9. *Disturbance*

In the case of disturbance during an examination (e.g. very loud external noise), the invigilator may authorize additional time after the scheduled end or a change of location if possible.

10. *Supplementary/Re-sit Examination*

a. Supplementary Examination

- i. A candidate who is not able to attend the examination due to sickness or any other special reason as approved by the Academic Office is allowed to apply for supplementary examination. If medical set up is required in the examination venue, he/she has to submit medical certificate or any other supporting document issued by a hospital recognized by the Government. All the charges will be the responsibility of the candidate. In the event of serious illness the need for the exam may be waived and suitable arrangements for defining the final grade may be made.
- ii. A student who is absent from an examination will be requested to submit a written statement with valid reasons to the Registry within seven (7)

working days from the date on which the examination was held.

- iii. A Candidate will lose the right to apply for a supplementary if ii) is not fulfilled.

b. Re-Sit Examination

A re-sit examination could be given to a student who fails a required course which is examined mainly for content (e.g. New Testament Survey) and not mainly for skills (for example, a practicum), according to the following guidelines:

- i. When a re-sit examination is given, the weight given to the examination in the course grading will be the same as the weight given to the original scheduled examination, as specified by the instructor in the course weightings approved by the Academic Affairs Committee.
- ii. The grade of a student who takes a re-sit examination can be raised no higher than "C-" (pass) regardless of the score achieved in the re-sit examination.
- iii. A student may take a re-sit examination for a failed course only once.
- iv. A student may not re-sit a failed portion of a course for more than two courses failed per semester.
- v. The supplementary or re-sit examination is to be done before the final examinations of the successive semester. These will be scheduled by the Registrar.

c. Fee for Supplementary Examination/Re-Sit Examination

The charge is as established by the school's authorities.

11. Appeal

- a. Following discussion with the lecturer a candidate requesting a review of his/her examination performance will commence his/her appeal by sending to the Head of Department a letter stating the grounds of the review and presenting relevant evidence within two weeks of the issue of the academic reports.
- b. Every appeal case will be reviewed through the Academic Dean (and if deemed necessary by the Academic Affairs Committee) only once and their conclusion will be the final decision of the case.
- c. The Head of Department will inform the student in writing of the decision in each case.
- d. Under no circumstances will the examination script be released.

12. Petition for a Passing Grade

A final-year student who has failed a final examination in the final semester may petition for a passing grade, provided that he or she has scored at least a “B” on the course work for that semester and that the average for course work and exam is 50% or above. In such circumstance, the grade for the course will not be higher than a “C-”.

13. Cognizance of Examination Rules

Every candidate will be deemed to have both understood and accepted these examination rules.

# ADDENDUM





Jamaica Theological  
Seminary

# DEFEAT COVID -19

## Kingston Campus STUDENT HEALTH PROTOCOL

**KEEP CLEAN,  
STAY SAFE.**

"Dear friend, I pray that you may enjoy  
good health and that all may go well with  
you, even as your soul is getting along well"  
(NIV). 3 John 1 : 2

**#STAYSAFE**



## STOP THE SPREAD



**WASH HANDS**



**STAY HOME**



**WEAR MASK**

# JTS COVID CAMPUS PROTOCOLS FOR STUDENTS

The Jamaica Theological Seminary is committed to the holistic wellbeing of all our stakeholders who visit our Kingston Campus, primarily, to the health and wellness protocols for our students on the Kingston Campus for Semester I, 2020 – 2021. We know and understand that the COVID-19 pandemic has resulted in significant social changes in how we relate to each other and our physical settings. Therefore, guided by the directives of the “public health checklist for public facilities/spaces” of the Ministry of Health (MOH) we have established the following protocols geared specifically to the safety of our students on the Kingston Campus for the new Semester.

## 1. POINT OF ENTRY - MAIN ENTRANCE

- Our security personnel will check the temperature of each student and visitor entering the campus
- The Health Center is the isolation area for students or visitors who exceed the accepted temperature. Please note, if the temperature does not abate, then the MOH COVID-19 dispatch team will be alerted to attend to the individual.
- Students are required to wear a facemask to enter the campus and worn at all times except for “no face mask” zones.
- Students must have their hands sanitized or washed at the main entrance

## 2. Administration Building

- Students must be prepared to have their hands washed or sanitized at the entrance of the building
- Touch Free Hand sanitizer dispenser (s) labelled and contain at 62 – 70% will be strategically placed on the administration building: (1) Entrance and interior of the Registry Department, (2) Entrance of the Reception Area, (3) Entrance and interior of the Chapel, (4) Reception area of the Accounts and Student Affairs Department, (5) Gathering Area/ Bus Stop
- Throughout the school day, the temperature checks will be done for each student entering the administration building via the reception area
- Students MUST adhere to the Physical Distancing Markers in the sitting and waiting areas

- Students MUST wear their face mask at all times once they are in the vicinity of the administration building.
- Employees attending to students in the administration building are expected to wear appropriate face masks/shield.
- Students are not allowed to congregate in the following departments, the Registry Department, Account's and Student Affairs' waiting area and Chapel.
- Additional face masks (at a cost) and paper tissues are available in the Student Affairs Department for those who develop a runny nose or cough while at school) along with hands free covered bins for hygienic disposal.
- Students can be assured that the school has enforced a strict cleaning schedule for the administration building. High touch areas will be cleaned and disinfected at least every 2 hours (including door knobs, door handles, light switches, kitchen and food preparation areas, bathroom surfaces, toilets and taps)
- Our administrative building with all its departments will be cleaned and disinfected at least twice daily
- The Screen at the entrance of the building, be utilized as a message board to increase the awareness to students, visitors and staff of COVID-19

### 3. LIBRARY

- Students must be prepared to have their hands washed or sanitized at the entrance of the building
- Touch Free Hand sanitizer dispenser(s) labelled and contain at 62 – 70% will be strategically placed at the entrance of the library and in high human traffic areas: (1) Computer Lab, (2) Classrooms, (3) Document Center, (4) Bathrooms and (5) Faculty Offices
- Throughout the school day, the temperature checks will be done for each student and visitor entering the library.
- Students MUST adhere to Physical Distancing Markers in the reception area, document center, computer lab, classrooms, bathrooms, faculty offices and library tables
- Library and IT staff along with Faculty are expected to wear appropriate face masks/shield when attending to students

- There should be no mass gathering in the library (no more than 1 person every 40 square feet), specifically the computer lab, reception area and document center
- Students can be assured that there is a strict cleaning schedule in place for the popular waiting and gathering areas of the library. High touch areas should be cleaned and disinfected at least every 2 hours (including door knobs, door handles, light switches, kitchen and food preparation areas, bathroom surfaces, toilets and taps)
- The library will be cleaned and disinfected at least twice daily

#### 4. CLASSROOMS

Classrooms and Approximate Accommodations According to the MOH Physical Distancing Protocols:

1. Chapel: Between 35 – 40 students
  2. Library 2nd Floor Classroom: 15 – 20 students
  3. CGST Classrooms: Between 8 – 15 students
  4. Library 1st Floor Classroom: 6 – 10 students
  5. IFLT 4 Classrooms: 6 – 10 students
  6. IFLT 5: 8 – 10 students
  7. Small Conference Room: 4 – 6 students
  8. Old Faculty: 6 – 10 students
- Students MUST Sanitize their hands using the hand sanitizer dispenser (s) labelled and contain at 62 – 70% at the entrance of each classroom
  - Students MUST adhere to the Physical Distancing Markers for each desk.
  - Students are required to wear face masks/shields in the classroom.
  - Students can be assured that a strict cleaning schedule is in place for each classroom before and after each session. High touch areas will be cleaned and disinfected (including door knobs, door handles, light switches, desks)
  - Classrooms will be cleaned and ready for occupants 30 minutes before each session. So classes that begin at 8:00 am will be ready for student access at 7:30 am; classes that begin at 1:00 pm will be ready for student access at 12:30 pm; classes that begin at 5:30 pm will be ready for student access at 5:00 pm.

- Students should enter and exit classrooms keeping the physical distancing protocols in mind
- Students can gather in classrooms outside of a class session; however, they MUST adhere to the physical distancing protocols.
- Students must vacate the classrooms when it is time for cleaning and disinfection.

## 5. CAFETERIAS

- Students MUST wash or sanitize their hands at the sanitization station at the entrance of the Cafeterias
- Students MUST adhere to the Physical Distancing Markers in waiting areas
- Students MUST not congregate in the cafeterias (Reduced density of people in the building; no more than 1 person every 40 square feet)
- Cafeteria Employees are expected to wear appropriate face masks/shield while attending to students
- Students can be assured that a strict cleaning schedule is in place for the waiting and eating areas for both cafeterias. High touch areas should be cleaned and disinfected at least every 2 hours (including door knobs, door handles, light switches, kitchen and food preparation areas, table surfaces)
- The Cafeterias will be cleaned and disinfected at least twice daily

## 6. GENERAL CAMPUS

- There will be limited access to or close common areas that are not visible where students are likely to congregate and interact namely, area behind in and around the old faculty building, the recreation field behind the IFLT building, the chapel and car park behind the library.
- The compound will be maintained in a clean and sanitary manner
- Students should familiarize themselves with the location of the hand-washing or hand sanitization stations

- Students are expected to adhere to the Physical Distancing Markers in student meeting areas
- The Health Center is the COVID-19 isolation area
- Each day, the names of students who visit the campus will be logged to ensure that in case of an identified case, the MOH can do contact tracking. Lecturers will submit daily attendance of each class to the Registry Department
- In order to protect our students, each visitor to our campus MUST present identification at the security checkpoint and their necessary contact information taken
- At all times, our bathroom facilities WILL have the necessary toiletries to ensure that our students adhere to the hygiene policy. Hand sanitizers will be placed in the bathrooms
- The Student Council Executive will monitor and enforce the health protocols for the student lounge
- Student monitors will be identified for the CAP students to ensure that students are adhering to the protocols
- Our chapel sessions offer to our students' holistic wellness. With COVID-19 in mind, we will have a blended virtual and face-to-face chapel twice per week (Tuesday and Thursday) using the Ring Central platform and streaming live to our social media pages

## JTS COVID 19 CAMPUS PROTOCOLS FOR STUDENT RESIDENCE

The student residence is a single building with two sections---one for females and one for males. During the COVID-19 pandemic, it will accommodate a maximum of sixteen (16) students, eight (8) females and eight (8) males. Each room is design to accommodate two students, however during the pandemic; only one (1) student can occupy a room. Both the male and female sections will each have a resident advisor (RA) who will work closely with the Office of Student Affairs (OSA) to ensure that the student residents follow the health protocols. The OSA, guided by the health protocols of the Ministry of Health (MOH) and the JTS health protocols for the Kingston Campus, has determined that in order to protect our student residents and keep the Kingston Campus COVID-19 free as best as possible, ALL MUST observe the following:

### LIVING ON THE STUDENT RESIDENCE DURING COVID-19

- At all times upon entering the student residence, students must wash and/or sanitize their hands at the entrance of the building.
- Hand sanitizer dispenser(s) labelled and containing at least 62 – 70% alcohol will be strategically placed on the student residence (1) Entrance or the Ground Floor, (2) The First Floor or Male Floor (3) The Second Floor or Female Floor.
- Students MUST adhere to the Physical Distancing Markers in the kitchen, waiting area and recreational/TV rooms, hallways and washroom.
- Students are not allowed to congregate in the following areas; their rooms, the kitchen, the bathrooms, the recreational/TV rooms, washroom or hallways.
- The RA will create a roster for the following: kitchen, bathroom and washroom. No more than two students are to be in these areas at any given time and they must adhere to social distancing protocol.
- Students must wear their masks upon leaving their rooms and keep them on in the following areas: the kitchen, the recreational/TV rooms, washroom and hallways.
- Students MUST NOT visit the room of another student. Only the Resident Advisor (RA) can enter all rooms.
- Each student resident is required to have a sanitizer kit in his or her room.
- Each student resident MUST present a medical clearance form from his or her primary care doctor on the first day to take up residence on the dorm. **NO STUDENT WILL BE GIVEN ADMITTANCE TO THE DORM IF THEY DO NOT HAVE THIS CLEARANCE FORM.**



## VISITORS

- The security personnel will give clearance to ALL VISITORS who seek to visit a student/s on the student residence who have met the COVID-19 Health Protocols established for the point of entry of the JTS Kingston Campus. Visitors will need to present a national ID and verify their home address and contact information before they can enter the Kingston Campus. Once the security personnel gives clearance to a visitor, that person can be entertained on the campus in an area visible to the security personnel. **NO VISITOR MUST ENTER** the Student Residence.
- Visiting hours for all visitors are between the hours of 8:00 am to 4:00 pm, Sunday to Saturday, with no exceptions.
- Students **MUST** inform the Resident Advisors two weeks in advance of their prospective visitor/s. There will be no spontaneous visitation unless it is a case of medical emergency, either through a natural or man-made disaster.
- Non-student residents are **NOT ALLOWED** on the student residence
- The RA **MUST** ensure that all gifts and goods from visitors are sanitized before they are brought on the student residence

## STUDENT RESIDENTS LEAVING CAMPUS

- Student residents **CAN ONLY** leave the JTS Kingston Campus for self or health-care (going to the barbershop, salon, doctor), grocery shopping, bank or ATM, practicum and a business-related institution for example the Students' Loan Bureau. Those who leave the campus **MUST** be prepared upon returning to adhere to the COVID-19 Health Protocols established for the point of entry of the JTS Kingston Campus.
- Student residents who leave the JTS Kingston Campus for the above reasons **MUST** submit to the RA the specifics of their off-campus business, that is the name of the institution or business and address.
- Practicum students **MUST** be prepared upon returning to daily adhere to the COVID-19 Health Protocols established for the point of entry of the JTS Kingston Campus
- Student residents **MUST** not visit church gatherings, funerals, weddings, gaming lounges, sports' or entertainment clubs, sporting events, house/yard/community parties and family gatherings.



## CLEANING AND SANITIZATION

- Employees attending to student residents in the administration building are expected to wear appropriate face masks/shield
- The school's administration has enforced a strict cleaning schedule for the student residence. Residence Advisors **MUST** guarantee that high touch areas will be cleaned and disinfected at least every 2 hours (including door knobs, door handles, light switches, kitchen and food preparation areas, bathroom surfaces, toilets and taps)
- Student residents ought to ensure that the kitchen, bathrooms, rooms are cleaned and disinfected regularly.

## IN CASE OF A LOCKDOWN IN THE CONSTANT SPRING, KINGSTON 8 AREA

The JTS is aware that in recent weeks, there has been a spike in the number of COVID-19 cases in the Constant Spring area. At present, this community is under government surveillance and the Government of Jamaica (GOJ) can lockdown a community at any time to guard against the spread of the corona virus. Therefore, student residents **MUST** prepare for these measures. Please keep in mind the following in case of a lockdown:

- Student residents are responsible for their food needs during this period
- Student residents are only allowed to leave the campus for grocery shopping on the days stipulated by the GOJ.
- Student residents will not get any visitors during this period
- Practicum students may not be able to complete their hours during this period
- If a student shows any flu-like symptoms identical to the corona virus, the RA **MUST** call the Ministry of Health hotline for assistance.

## IN CASE OF A SUSPECTED OR CONFIRMED CASE ON JTS KINGSTON CAMPUS

People from all over Jamaica visit the Kingston Campus. Even though we have a strict COVID-19 health protocol established, it is possible we can have a suspected or confirmed case on the campus. If this happens, then the campus will have to go through the process of deep cleaning. Student residents **MUST** prepare for this possible scenario.

## IN CASE OF A SUSPECTED OR CONFIRMED CASE ON JTS KINGSTON CAMPUS

People from all over Jamaica visit the Kingston Campus. Even though we have a strict COVID-19 health protocol established, it is possible we can have a suspected or confirmed case on the campus. If this happens, then the campus will have to go through the process of deep cleaning. Student residents **MUST** prepare for this possible scenario. Additionally, if the suspected or confirmed case is a student resident, then that student along with the other residents will be quarantined for approximately fourteen (14) days. Consequently, student residents **MUST** prepare for confinement to their rooms or a government facility based on the advisement of the Ministry of Health. During this period of quarantine, student residents will not have any visitors.

### IMPORTANT

Prospective student residents who are not prepared to abide by the above-mentioned COVID 19 protocols should not apply for student residence. If a student is accepted to live on the student residence and breaches the protocol, he or she will be requested to leave the student residence immediately.

# PROTOCOLS FOR USE OF ZENAS GERIG LIBRARY

As college libraries across Jamaica re-open during the pandemic, many are doing so with limited services and access. And of course, one step taken to lower the spread of the Corona virus is to limit the number of people in the library at any one time. The pandemic has brought a new social order to how libraries operate and as such, this will mean for us limiting accommodation to 10 persons in the facility at a time and making the wearing of face masks obligatory.

## FACILITIES

- In order to limit person to person interaction, the ground floor will be used as a lobby area to pick-up materials requested on specific days and to search the electronic catalogue.
- A space is provided to collect books after use; these will be sanitized before re-shelving.
- To make it easier to maintain social distance we have removed some furniture to ensure that people sit further apart.

## IMPORTANT

- In order to limit person to person interaction, the ground floor will be used as a lobby area to pick-up materials requested on specific days and to search the electronic catalogue.
- A space is provided to collect books after use; these will be sanitized before re-shelving.
- To make it easier to maintain social distance we have removed some furniture to ensure that people sit further apart.

## **ONLY THE CARRELS ON THE FIRST FLOOR WILL ACCOMMODATE SEATING**

## SERVICES

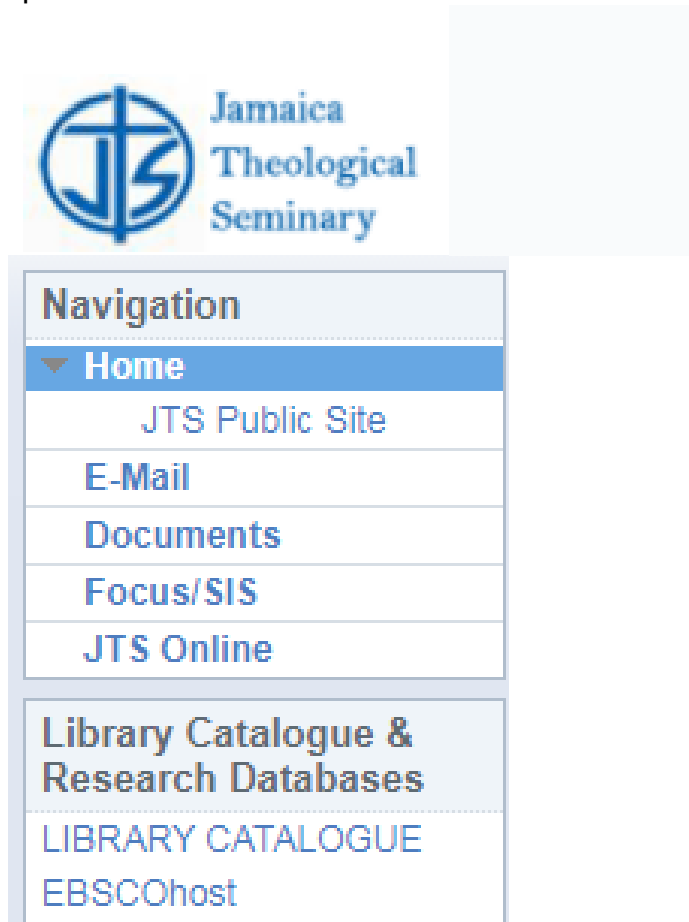
Request for Printing, Scanning and photocopying should be sent by e-mail to [printzglibrary@gmail.com](mailto:printzglibrary@gmail.com)

## COMMUNICATION

The library is your centre for resources. Connect with us by e-mail or by phone  
[library.zgl@gmail.com](mailto:library.zgl@gmail.com)  
Phone: 876-969-8210

## INFORMATIONAL RESOURCES

We are taking different approaches to connect you to the collections because we are unable to accommodate searching through the book-shelves and because you will need to access resources remotely. On JTS' Intranet page, the Research Database section is your gateway to the resources in the library. Just make your choice, click, and the library staff will provide access to the physical material that you request.



### FOR RESOURCES IN ELECTRONIC FORMAT:

The Zenas Gerig Library plans to serve you better by making our digital footprint stronger. We are therefore providing wider access to E-resources. In our 'Research database' section are the institution's databases EBSCOhost and ProQuest.

## EBSCOHOST

- An online platform of research databases offering peer-reviewed, scholarly journals and ebooks. EBSCOhost can be accessed at anytime from anywhere in the world (a training video will be added).

## PROQUEST EBRARY / E-BOOKCENTRAL

- A database consisting of over 5,000 reference and scholarly books (a training video will be added).

## NEWSPAPER ARCHIVES OF THE JAMAICA GLEANER

- Newspaper articles since 1834 to present

**NOTE: ON AUGUST 28TH OR WHENEVER YOU COME TO JTS PLEASE BRING ALONG YOUR DEVICES TO LOG ON TO THE PROQUEST E-BOOK DATABASE. WHEN YOU LOG ON AT JTS YOU WILL HAVE 24 HOUR ACCESS TO THE SITE REMOTELY AND ON CAMPUS.**

## OPEN ACCESS RESOURCES (OAR)

- Open Access resources are the free, full text online access to informational resources, made available to anyone, anywhere over the Internet.
- Click on 'Electronic Resources' on the Library page to gain access to recommended open source links listed according to subject areas.
- In addition you may access full-text e-books on b-ok.org (click on 'main' to enter a search term).

## FOR RESOURCES IN PRINT FORMAT

- A dual search is recommended where you Search the on-line library catalogue for a listing of print books available.
- Send your request via e-mail to [library.zgl@gmail.com](mailto:library.zgl@gmail.com) on Fridays.
- Library staff will pull books for issue on Mondays and Tuesdays between the hours 10am - 2 pm in the lobby area.
- Information to be included in the e-mail: Title/ Author/ DDC Classification #  
Name and ID# of student



Jamaica Theological Seminary

Founded 1960

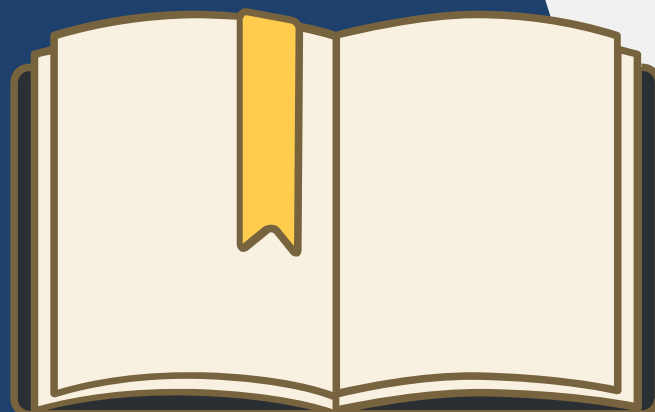
"That I May know Him ..... that I might make Him known"

**PROTOCOLS**

*FOR*

**INSTRUCTIONAL**

*DELIVERY*



# PROTOCOLS FOR INSTRUCTIONAL DELIVERY

## PREAMBLE

It is now established that remote learning, rather than being an acceptable appendage to the delivery of instruction in higher education institutions, has become the new norm. In consequence, the Jamaica Theological Seminary (JTS) has intentionally modernized, expanded, and improved its Information and Communication Technologies (ICT) systems to deliver quality education to its clients.

Of importance is the JTS' sensitivity to the differing needs of its clientele and course delivery personnel. Hence the decision to accommodate a blended approach to instructional delivery i.e., remote learning with aspects of face-to-face classroom interactions.

## PROTOCOLS

### *DELIVERY MODES*

1. JTS will utilize:

- The platform for online students (JTsonline.org), which previously, catered specifically to students who chose to study online.
- The Student Management System, FOCUS/SIS, which previously, housed the learning materials to be delivered to students who were studying face-to-face.
- Ring Central, the simulation of a virtual classroom experience, facilitated by eleven licenses.
- Face-to-face multimedia classrooms effected on the JTS campus according to published schedules and MOH's published safety and health protocols.

## HUMAN RESOURCE MANAGEMENT

2. All full-time and part-time students will access 80% of their course instruction remotely (i.e., 36 hours per 3-credit course), and 20% face-to-face (i.e., 9 hours per 3-credit course). Online students will experience 100% remote instruction. The format of instructional delivery will be as published in the course delivery schedule.
  - In the first week of scheduled classes, all students are to experience a period of ICT sensitization and orientation, inclusive of the setting up of consultation times and dates with their course instructors. The exercise is to be facilitated by the students' course instructors.
  - Students will access the Zenas Gerig Library facilities and learning resources as established in the protocols published by the Library, and in keeping with the MOH's national safety and health protocols.
3. The Academic Office will, prior to the start of each semester, facilitate the orientation and training of lecturers slated to provide instruction in remote learning environments.

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## Workshop link:

<https://drive.google.com/drive/folders/1y7l3wHx8SVaPUcQhGYZI51B6cF7bJ2tt?usp=sharing>

- a) All lecturers slated for remote instructional delivery will access and familiarize themselves with the JTS' manuals on the Access and Utilization of JTS' Electronic Media and Instructional Techniques for Remote learning.

The manuals will inform on

- How to access and utilize the electronic media
- Andragogical methodologies for the orientation of students to remote learning
- Creative andragogical practices for delivering remote learning.

Link to Remote Learning Manual:

[https://drive.google.com/drive/folders/1L6uQZ0IHh3sZU3jM9\\_bx68PYYdNjrV0?usp=sharing](https://drive.google.com/drive/folders/1L6uQZ0IHh3sZU3jM9_bx68PYYdNjrV0?usp=sharing)

- b) Course materials for any one course will be delivered by a single lecturer who will be responsible for teaching three groups of students – full-time, part-time, and online. He/she will be responsible for the preparation, presentation, monitoring and assessment of the course material to be accessed by students synchronously and asynchronously.
- c) Heads of Department will, on a monthly basis, assess the appropriateness of the use of the electronic media and the quality of the instructions delivered in the courses under their purview.

## TECHNICAL GUIDELINES

4. In view of the capacity of learning tools such as video, audio, and PowerPoint files “to take up space”, all lecturers will be required to adhere, strictly, to the following guidelines:
- a) There can be no uploading of personal or work files on RingCentral. All files are to be emailed or shared from a different location and “linked to” during the delivery of the course.
- b) All lecturers are expected to utilize FOCUS SIS, JTS Online (<https://jtsonline.org>) and other storage modes (e.g. YouTube, Chan net, etc.) to upload, store and distribute teaching materials, and if desired, facilitate discussions and carry out other community interactions inclusive of the uploading of students' assignments.
- c) All lecturers are to be aware that PowerPoint files with lots of images or embedded audio and video clips do take up a lot of space, and therefore, before such files are uploaded, lecturers are advised to access the published link <https://nutsandboltsspeedtraining.com/powerpoint-tutorial/powerpoint-compress-images> to facilitate the reduction of the PowerPoint.



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## ETHICAL GUIDELINES

5. All Ring Central licenses which provide links to virtual classrooms are to be viewed as the sole property of the JTS, and are therefore to be employed ONLY in a manner stipulated by the JTS for the conduct of distance learning for JTS students, and other associated activities.
  - a) RingCentral licenses are not to be employed for personal use. These licences will be issued from the Registry in accordance with information noted on the course schedules.

## MANAGEMENT IMPERATIVES

6. The JTS, through its Online Coordinator or other authorized officials, reserves the right to:
  - a) Assess the digital content of all instructional material for suitability, appropriateness and conformity with its protocols for online delivery and usage
  - b) Review the various sources and methods employed for delivering course materials with a view to establishing standards, benchmarks for the preparation and dissemination of instructional material.
7. The JTS, through its IT Manager or other authorized officials, reserves the right to instruct all users, and to monitor use of same, regarding the acceptable and, or, effective use of:
  - a) the electronic media
  - b) the electronic mail and message system
  - c) the management of the electronic media
  - d) the ICT security policies and practices, and
  - e) for data protection purposes.

## THE WAY FORWARD

The successful engagement of the 'Protocol' outlined above will require the commitment, the collaboration and the creativity of all sectors of the JTS community. They point the way forward through the incremental transformation of the modalities of our service delivery. The protocols respond with a well-managed and sensitive change process which seeks to accommodate and compensate for the challenges inherent in the imperatives of the "new normal" under COVID 19 – the growing health and safety threat, the likelihood of restrictions to the movement of individuals and their communities, the issues regarding the sufficiency of the technological infrastructure within the country and the availability of technological resources to our stakeholders, and the initial challenge to the adaptability of our clientele and our instructors as they confront their own learning curve.

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But, the resolute embrace of these protocols, promises advantages for student and lecturer in terms of the potential for more focused, and more self-directed learning on the one hand, as well as the potential for more targeted and responsive interventions, on the other, thereby leading to higher levels of student satisfaction and success. Indeed, to the extent that we are able to scale up the delivery of our services, over the medium term, through the modalities outlined, the JTS, itself, will be better able to explore the potential of expanding our services to yet un-reached markets within our urban, rural, regional and, perhaps, even global populations.

Our Jamaican society has always been one which has been adaptive to changes in our environment, and this “new normal” is again drawing on this national capacity. As with the wider Jamaican society, so too the smaller JTS community must answer the call for vision and stout-hearted resilience.

## **Release of Final Assessments**

1. Semester I, 2020-2021 Final Assessments will be released at 12:00 pm (noon) as timetabled from the [finalassessment@jts.edu.jm](mailto:finalassessment@jts.edu.jm) email account.
2. Assessments will be sent ONLY TO YOUR JTS EMAIL ACCOUNTS.
3. Assessments will be sent to students who have been financially cleared.
4. If you have financial clearance and is not in receipt of the Final Assessment paper at the scheduled time of release, please make urgent contact with the Registry Department at (876) 619-1244/(876) 969-8803 or [registrydepartment@jts.edu.jm](mailto:registrydepartment@jts.edu.jm) or your Franchise Coordinator who will contact us.
5. Foundation Concepts of Mathematics I will be examined using the Online Portal. This examination is scheduled on Tuesday, December 15, 2020 6:30 p.m. – 8:30 p.m. (two-hour, one (1) time access only). All duly registered students were sent instructions on how to access the Online Portal.

## **Submission of Final Assessment Answer Papers**

- Students are given a 48-hour window within which to submit assessments.
- Upon completion, Answer Papers MUST be sent directly to the [finalassessment@jts.edu.jm](mailto:finalassessment@jts.edu.jm) email account.
- Only emails using the [@jts.edu.jm](mailto:@jts.edu.jm) email extension will be accepted.
- Composing a fresh email, please follow template below when emailing your paper
- Subject: Firstname Lastname || Identification Number || Course Name
- Subject: JOHN DOE || 1020250001 || Human Sexuality
- Papers received after the deadline **WILL NOT BE ACCEPTED**