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# Evening Division Student Handbook 2025-2026

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**This catalogue is not to be regarded as a contract between the students and Independence Junior College. The IJC, hereafter referred to as the ‘College,’ reserves the right to make changes in courses, programs, faculty, calendar, tuition and fees, grading procedures, graduation requirements, admission criteria and any other information contained within this catalogue. Changes become effective when the College so determines, and apply to prospective students as well as to students currently enrolled. The College will make every effort to notify students of any changes. *However, it is the student’s responsibility to read this catalogue and to keep abreast of changes in the academic program of the College.***

**Independence Junior College Academic Catalogue August 2025-2026 was revised and published by Independence Junior College, Savannah Road, Independence Village, Stann Creek District.**

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# Welcome Message from the Dean's Office

## Greetings from the Independence Junior College Family!

The Faculty, Staff and Administration wish to welcome **you** to our young and vibrant institution located in your home; the heart of the Banana Belt. We are honored by your show of confidence in selecting us as your tertiary education provider.

With the continuous support of our stakeholders, we are striding to build a Junior College that will develop well rounded individuals who are academically strong and socially skilled for future scholarly pursuits and/or for placement in the workforce.

The addition of our Evening Division introduced in August 2018 is proof that our institution is growing. Our Evening Division has been designed specifically to satisfy the demand of employed individuals who would like to pursue their tertiary education. At present we are only offering Associate Degrees in Business Management and Accounting, and these are delivered fully online. As the Evening Division expands, it is our hope to also expand our program offerings, based on the needs of our target group.

We look forward to working with you to build your fullest potential. Mother Theresa states, "We cannot all do great things, but we can do small things with great love"; hence, we urge you to approach school life with great zeal and superb commitment, so you can achieve your desired goals. As the famous Aristotle France said, "To accomplish great things we must not only act, but also dream, not only plan but also believe". So scholars, believe in yourself and you will certainly accomplish great things.

We assure you that the lecturers of Independence Junior College are willing to go the extra mile to provide you with the necessary support to meet the challenges of education. We will empower you with the relevant skills to combat various societal obstacles; however, we need your collaboration and commitment to accomplish our desired goals successfully. Together we **can**; together we **will** make a change in each of our students' lives.

We **remain** committed to excellence and pledge our commitment to ensure that you receive a meaningful education that provides you with the keys to success. Eleanor Roosevelt stated, "The future belongs to those who believe in the beauty of their dreams"; therefore, believe, work hard and keep focus and you will achieve your educational goals.

**Welcome to the Independence Junior College Family.**

## IJC'S MISSION STATEMENT

Independence Junior College is a government co-educational institution, dedicated to the wholesome development of the mental, spiritual and physical needs of its multi-cultural student population.

Through relevant programs, qualified and dedicated staff and community stakeholders and the utilization of advanced technology, it will provide equal access to education and opportunities for its students to develop good moral character, pursue academic excellence, develop problem-solving skills and grow into knowledgeable, open minded, creative and confident young men and women as citizens of Belize as well as in the changing, dynamic global community.

## IJC'S VISION STATEMENT

To work with all stakeholders to provide for the educational needs of a diverse student body by offering relevant programs that foster the development of knowledge, skills, values and attitudes. These are necessary for meaningful employment and a holistic formation important to pursue further training and to lead meaningful lives as citizens of Belize and the global community.

## PROFILE OF AN IJC STUDENT

<b>Disposition</b>	<b>Information Technology</b>	<b>Critical Thinking</b>	<b>Skills</b>	<b>Knowledge</b>
Strong Moral Character	Possess effective communication techniques	Problem Solver	Good public speaking	Revealed Knowledge - Basic principles of program area - Core values
Positive attitude	Use basic technical skills effectively	Inquisitive	Proficient reading and comprehension	Speculative knowledge - Develop a yearning for perpetual research/learning
Intrinsically motivates	Responsible use of computer technology platforms	Innovative	Computer literate	Scientific Knowledge - Apply principles to varying context through experimental design/analysis
Team spirited	Effective research skills	Proactive	Good interpersonal skills	Practical Knowledge - Critical Employability skills
Assertive	Effectively manage the information highway	Independent	Analytical	
Civic pride		Extraordinary	Collaborative	
Congeniality			Leadership	
			Entrepreneurship	
			Employability	
			Parenting	
			Numeracy	

# **IJC's ONLINE POLICY FOR THE EVENING DIVISION**

*Revised July, 2023*

*Adapted from Southern University at Baton Rouge Campus*

## **POLICY STATEMENT**

Independence Junior College (IJC) is committed to providing quality courses using a variety of delivery formats based on environmental conditions. As such, this policy document focuses specifically on the best practices and strategies for online/distance learning. Within this context, IJC further endorses the following high-quality standards for course design, instruction, technical support services, evaluation and assessment, use and distribution of course materials, the rights and responsibilities of teachers and students directly involved with online/distance learning.

This policy is additionally designed to assist IJC in the fulfilment of its educational mission to utilize advanced technology to provide equal access to education and opportunities to its students (IJC catalogue, 2020). IJC continues to work in accordance with all education laws, rules and regulations despite the mode of instructional methods.

## **DEFINITIONS**

### **Online/Distance Education**

Online/distance education is defined as a delivery of educational courses and programs which uses a wide range of educational and communication technologies including web-based technologies which incorporates learning management systems with synchronous and/or asynchronous modes of communication. This mode of delivery requires special techniques of online/distance course design and grounded instructional techniques to enhance online/distance students learning outcomes as well as special organization and administrative arrangements.

### **Asynchronous Communication**

Asynchronous Communication is a mode of telecommunications in which a simultaneous presence of students is not required for communication to take place. Examples are e-mail, discussion forums, text messaging, and recordings. With these technologies, students can communicate at their own pace using web-based tools such as online Chat and web conferencing.

### **Synchronous Communication**

Synchronous Communication is a mode of scheduled direct communication in which a simultaneous presence of students is required for communication to take place. Examples are web-based tools such as online Chat and web conferencing for example, Zoom conferencing and Google meet.

## INSTITUTIONAL EFFECTIVENESS

### Technical Support and Facilities

IJC will provide adequate technology for its online/distance course offerings through the Administrative Office (Dean, Assistant Dean and Administrative Assistance), the Information Technology program advisor, in addition to other programs. IJC is equipped with technology (software, equipment and facilities) appropriate for instructor and student interaction; IJC provides the appropriate facilities to accommodate curricular commitments, and technical assistance is available for students and faculty with the use of the institution's learning management platform, Moodle.

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Danette Middleton	dmiddleton@ijc.edu.bz	6212580	Student Advisor- ABMA

The support team could also be contacted via Google Meet.

### Computer / Software Requirements

Students enrolling in online courses must have basic computer, internet and keyboarding skills as described in the course syllabus. However, during orientation, a basic tutorial will be given for students to access via the school's Moodle platform to better prepare them for online learning.

Students are also required to have access to a **COMPUTER** with an ISP (Internet Service Provider), a web browser and an e-mail account (one will be provided by IJC). Microsoft Office software, including Word, Excel, and PowerPoint, are standard to facilitate online learning (<https://moodle.ijc.edu.bz/>). Specific courses may also have additional designated software. In the event where students do not have access to adequate and suitable personal devices, arrangements can be made with administration for them to access the school's computer lab.

### Computer Skills

As a student enrolled in online courses, they will need to have basic computer skills. Students are expected to be able to:

- Open files in standard formats (MS Office documents, PDFs, and images)
- Create, save, organize, and maintain digital files
- Interact with the learning management system (LMS) like NEAR PAD, Padlet, and other google workplace LMS
- Communicate electronically, and
- Knowledge of web browsing and searching

If students do not possess those skills during orientation a basic computer training session will be provided to them.

## Netiquette

IJC subscribes to the Top Ten Netiquette for online users. Students will be required to access this information from [www.albion.com](http://www.albion.com) and which will assist them in identifying the rules of excellent behavior in cyberspace. This information will then be further discussed with students during their orientation period, so that are fully aware of the JC's requirements.

As an online student at Independence Junior College Virtual Learning, it is important to note that communication is different than in a face-to-face setting. While we use several opportunities for social interactions, most communication is via written text in our online environment. Because this means you are missing body language cues and immediate feedback from your "listener," it is very important to understand some common rules for good online etiquette. These are to ensure that the message you intend to convey is received correctly. Please read and follow intentionally.

- **Be respectful.** While it is easier to say hurtful or disrespectful things without standing face-to-face with someone, it is important to remember that your classmates and instructor are real people who are affected by the words you say and write. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own. No language that is—or that could be construed to be—offensive toward others such as being Racist, sexist, and/or heterosexist comments and/or jokes are unacceptable. These include derogatory and/or sarcastic comments and jokes directed at religious beliefs, disabilities and/or age. It will be reported almost immediately. We suggest: *'If you wouldn't say it to someone's face, don't say it online either.'*
- **Be aware of strong language, all caps, and exclamation points.** It is easy for written text to be misread and misunderstood. Have you ever sent a text message with good intent but your recipient thought you were being rude? If so, then you've experienced this firsthand. By being cognizant of strong language, you can identify potential confusions before sending messages. *Tip: Read everything out loud before you send it.*
- **No Flaming.** Criticism must be constructive, well-meaning, and well-articulated. Please, no tantrums. Rants directed at any other contributor are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects higher-order language.
- **Be careful with humor and sarcasm.** Certainly, you shouldn't avoid being funny. We love to see your personality shine through in online classes. Many of our instructors are exceptionally funny too. But like mentioned in Rule #2, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humor or sarcasm so that it is read correctly. Just remember to keep the smiley faces away from academic papers. 😊
- **Don't post or share (even privately) inappropriate material.** Enough said there. Nothing is truly private online.

- **Yes, grammar and spelling matter.** While texting, text speak can ‘b 4 ur’ friends, in an educational setting (even online) however, keep it formal. Language is your only tool in an online environment. Be mindful. Your written communication should be professional and reflect proper writing style. Save written shortcuts and less than stellar grammar for Snapchat if you must, but follow grammar rules for school.
- **Cite your sources.** Whenever you are sharing an idea that originated from someone else (even if it is not word for word), it is good practice to cite that source. This applies to discussion forums too. If you read a great thought in your text, share it, but be sure you let your audience know where you saw it first.
- **Dress for success.** Dress appropriate for the virtual classroom: polo shirts, button down shirts, blouses, t- shirts, sweatshirts, or sleeveless dresses or shirts with straps no less than 3” wide. Clothing that is inappropriate for the virtual classroom: hats, shirts with offensive logos or messages, ripped or torn clothing, pajama, clothing that reveals too much chest and cleavage. Remember that you are appearing on a camera, so details such as proper lighting and positioning yourself on screen correctly will play a major role in your professionalism during the conference.
- **Be forgiving.** Remember that not everyone will know these rules before posting. Try to be understanding of others when they struggle with written communication. It is very different than simply talking to a person face-to-face.

## ASSOCIATE DEGREE IN BUSINESS MANAGEMENT 2025-2026

Pre- Requisites	Course	CREDIT	GRADE	STATUS
<b>Semester 1</b>				
Period 1	Intro to Computer			
	Pre-College-Math			
	Applied Management			
	Pre-College Accounting			
Period 2	Pre-College English			
	Intermediate Algebra			
	Research Methods			
<b>Semester 2</b>				
Period 1	College English I			
	Intro To Psychology			
	Financial Accounting I			
Period 2	Introduction to Economics			
	Belizean History			
	Natural Science Elective			
Summer 1	College English II			
	Business Statistics			
<b>Semester 3</b>				
Period 1	Sociology			
	Business Communication			
	Business Ethics			
Period 2	Financial Accounting II			
	Intermediate Spanish			
	Principles of Marketing			
<b>Semester 4</b>				
Period 1	Principles of Finance			
	Business Law			
	Computer Bus. Application			
Period 2	Human Resource Management			
	Composing Process			
	Entrepreneurship			
<b>Semester 5</b>				
Period 1	Production & Operation Mgt.			
	QuickBooks			
	Seminar			
	Internship			

## ASSOCIATE DEGREE IN BUSINESS MANAGEMENT w/ CONCENTRATION IN ACCOUNTING 2025-2026

Pre- Requisites	Course	CREDIT	GRADE	STATUS
<b>Semester 1</b>				
Period 1	Intro to Computer			
	Pre-College-Math			
	Applied Management			
	Pre-College Accounting			
Period 2	Pre-College English			
	Intermediate Algebra			
	Research Methods			
<b>Semester 2</b>				
Period 1	College English I			
	Intro To Psychology			
	Financial Accounting I			
Period 2	Introduction to Economics			
	Belizean History			
	Natural Science Elective			
Summer 1	College English II			
	Business Statistics			
<b>Semester 3</b>				
Period 1	Sociology			
	Business Communication			
	Business Ethics			
Period 2	Financial Accounting II			
	Intermediate Spanish			
	Principles of Marketing			
<b>Semester 4</b>				
Period 1	Principles of Finance			
	Business Law			
	Computer Bus. Application			
Period 2	Composing Process			
	Entrepreneurship			
<b>Semester 5</b>				
Period 1	Cost & Managerial Accounting			
	QuickBooks			
	Seminar			
Period 2	Internship			
	Taxation			

- Each semester consists of 16 weeks. In each semester there are two (2) eight- weeks period.
- For each 8- week period a student can do a MAXIMUM of 3 courses.
- The lecturer will be required to do 3 sessions Synchronous and 2 Asynchronous per week.
- Lecturers are expected to be available for both Synchronous and Asynchronous sessions.
- Each class session runs for 75 minutes, whether Synchronous or Asynchronous.

## **ACADEMIC POLICIES & PROCEDURES FOR ONLINE STUDENTS**

The Independence Junior College Online Programmes will be required to adhere to the college's academic policies and procedures that are shared in this document.

### **DROP/ADD**

Students may add or drop a course within the **FIRST** week of classes. An electronic copy of the official drop/add form **must** be completed and returned to their Academic Advisor before the end of the drop/add period. If a student sits a course without registering for it or adding within drop/add period there will be no grade recorded for that student. Failure to officially drop/add a course will result in a grade "F" for that course or no grade being recorded.

### **DURATION OF STUDIES**

Students have six years from the time they begin in which to complete an Associate degree. If a student does not complete their program within the time given, then that student will be required to complete the most recently updated program. If a student wishes to resume his/her studies after they have formally/informally withdrawn from the school, after two (2) consecutive semesters, the student must reapply to the Institution. (*Please refer to withdrawal policy*)

### **TRANSIENT STUDENT POLICY**

For the purpose of self-enrichment, members of the public not enrolled at the Independence Junior College may take courses as transient students. Transient students can enroll for a maximum of nine credits per semester. Transient students can enroll into any course for which they have the required prerequisites, or otherwise with the approval of the Dean. Transient students must pay the institution's full registration fees and pay a tuition rate of \$60.00 per credit hour. Transient students cannot vote in student government elections. Registration of transient students is dependent on space availability. Transient students are required to comply with all policies of the institution. In no way should the transient status be interpreted as admission into an IJC program.

### **EVALUATION**

Examinations may be given at mid-semester and at the end of each semester of the academic year. Examinations and other evaluations are given during the semester at times specified by the schedule. End of semester exams are 20-30 % of the student's grade.

## THE GRADING SYSTEM

Description	Letter	Range	Quality
<b>Excellence</b>	A	100-95	4.00
	A-	94 – 90	3.75
<b>Exceeds Professional Standards</b>	B+	89 – 85	3.50
	B	84 – 80	3.00
<b>Professional Standards</b>	C+	79 – 75	2.50
	C	74 – 70	2.00
<b>Failure</b>	D+	69 – 65	1.50
	D	64 – 60	1.00
<b>Failure</b>	F	59 – 0	0.00

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### LETTER GRADE KEY

- A- To A:** Work of the highest quality. Students have mastered nearly all to all of the course material.
- B to B+:** Work of high quality. Students have mastered most of the course material.
- C to C+:** Work of acceptable quality. Students have mastered the majority of the course material.
- D to D+:** Work of barely acceptable quality. Students have mastered some of the course material.
- F:** Work of unacceptable quality. Students have mastered little of the course material.
- I:** Incomplete
- W:** Withdrawn after the drop/add deadline but before the deadline for unqualified withdrawal.
- WP:** Withdrawn while passing after deadline for unqualified withdrawal. These courses have no impact on students' grade point averages.
- WF:** Withdrawn while failing after deadline for unqualified withdrawal. These courses have no impact on students' grade point averages.
- P/F:** Pass/Fail. A "P" grade is given for work of acceptable quality in these classes. An "F" grade in one of these courses means that the course must be repeated. P/F grades have no quality points associated with them and as such do not affect students' G.P.A.s.
- NR:** "Not Reported" This code means that no grade has been reported to the records office by the lecturer at, time of printing the semester grade report.

## GRADE POINT AVERAGE

The grade point average or G.P.A. as it is commonly known is the numerical representation of students' accumulated academic performance at the Junior College. Each Letter grade has a numerical equivalence as detailed in the Junior College grade scheme. At the end of the semester, the Records Office calculates the GPA as per example below.

GRADE	CREDIT	QUALITY WEIGHTING	TOTAL QUALITY POINTS
A	3	4.00	12
A-	3	3.75	11.25
B+	3	3.50	10.5
B	3	3.00	9
C+	3	2.50	7.5
C	3	2.00	6
D+	3	1.50	4.5
<b>Total</b>	21	-	60.75

$$\text{GPA} = 60.75/21 = 2.892 = 2.89$$

- The Junior College rounds off G.P.A. to two decimal points so that student's grade report would show a G.P.A. of 2.89 for the grades shown.

## ABACUS SYSTEM

Independence Junior College uses the Abacus Grading System to record students' grades And attendance. Students are allowed to access the system throughout the course of Semester to view grades, attendance and track their progress in the classes for which they Are registered. To access the system students are advised to meet with their Academic Advisors for further information on how to log-on to the system. The system can accessed at <https://ijc.abacus.bz>

## GRADE REPORTS

Students are advised to meet with their Academic Advisor at the end of Period 1 (Week 8) to discuss their academic progress. Complete Grade reports are made available to students at the end of each semester. In the case where the student wishes a third party to receive his/her grade report, written authorization from the student is required.

## GRADE APPEAL

Students are advised to consult with their subject teachers to discuss concerns about their performance in a subject. If he/she is not satisfied with the outcome of the consultation with the teacher, then a student may submit a formal request for a grade appeal to the Assistant Dean.

A student who wishes to appeal a grade received in a subject must submit a Grade Appeal form to the Assistant Dean within five (5) school days of grade reports being issued to students. The Assistant Dean will then gather all relevant information and convey the information to the Grade Appeal Committee.

The committee will consult with the teacher and, if necessary, the student may be asked to present his/her case in person to the committee. The committee will deliberate and submit their decision to both the teacher and the student within ten (10) school days upon receipt of materials from the Assistant Dean. *The process will be documented and placed in the student's file. The decision of the Grade Appeal Committee is final.*

The Grade Appeal Committee is comprised of: Dean, Head of Department (dependent on student program) and two other teachers.

## TRANSCRIPTS

Transcripts are issued by the Administrative Assistant, and must be ordered at least a week in advance. Official transcripts bear the seal of the College and are sent to the college or university of choice. A transcript is issued upon the payment of a \$10.00 fee for the first one and \$7.00 for each additional copy ordered at the same time. All school requirements (financial obligations, community service etc.) to the Junior College must be cleared before a transcript is released. Upon graduation, each graduate is provided with a free transcript.

## DEAN'S LIST

At the end of each semester, a Dean's List is published in recognition of outstanding students who have completed at least 15 credit hours, and have a semester **GPA** of 3.0 or higher with no grade below **C** for that semester. Prospective graduates who for the duration of their studies attain a cumulative average of B or more will be given a distinction during the graduation exercise as follows:

^ First Honors: will be granted to prospective graduates who attain a cumulative grade point average of 3.75 or higher (**Green cord**)

^ Second Honors: will be granted to prospective graduates who attain a cumulative grade point average of at least 3.50, but less than 3.75 (**White cord**)

^ Third Honors: will be granted to prospective graduates who attain a cumulative grade point average of at least 3.00 but less than 3.50. (**Yellow cord**)

*Note: The top students from each program will also be recognized during the graduation ceremony.*

## GRADUATION APPLICATION

During the semester prior to their expected completion, students must review their program record with their advisor and apply for graduation by mid-semester. Graduation application forms can be downloaded from the school's website [www.ijc.edu.bz](http://www.ijc.edu.bz)

## GRADUATION REQUIREMENTS

A student shall qualify for an Associate degree only if he/she has satisfied each of the following requirements:

- ✓ Submitted a completed Graduation Application Form on or before the first Friday, after the Easter Break, to the Office of the Assistant Dean. (*Failure to apply during this period will result in the student not being able to participate in the graduation ceremony*).
- ✓ Earned a grade of at least 'C' in each of his/her courses; has an overall (cumulative) GPA of at least 2.00 on all course.
- ✓ Fulfilled specialized program credit requirements
- ✓ Fulfilled all other obligations to the college prior to established deadlines
- ✓ Paid the appropriate graduation fee
- ✓ Completed at least 50 hours of community service prior to the final semester (*applies to part-time students*)
- ✓ Completed 30 hours of seminar sessions

### Note:

1. The **TOP 3 STUDENTS** for the graduation ceremony will be those students who **(1)** have earned the highest cumulative GPA during the expected period of study at IJC (2 years Day Division or 2.5 years Evening Division) **(2)** have not transferred any credit from any other tertiary institution and **(3)** have not repeated any course. Community service and institutional service forms must be completed and submitted with the graduation application form.
2. Community Service activities will be organized for students twice a month on Fridays.
3. Students with one or more subjects pending will not be allowed to participate in the graduation exercise.
4. Graduation practices are Mandatory. There will be 2 scheduled practices (Wednesday & Friday) in the week leading up to the graduation date. Students who wish to participate in the graduation ceremony **MUST** attend both practices.
5. Students who qualify for graduation/completion in SUMMER 1, must apply for graduation/completion by the end of third week of SUMMER 1 classes. Associate Degrees for students who apply in Summer 1, will be distributed on the last Friday in July.
6. The student has the **FINAL RESPONSIBILITY** of fulfilling the academic requirements set forth in this catalogue.

## GOOD ACADEMIC STANDING

To be in good academic standing, students are required to maintain a cumulative grade point average of 2.00 and must have a minimum grade of “C” in each course. This is the Junior College’s indication that a student is mastering the majority of his/her course work and is performing at an acceptable standard.

## ACADEMIC PROBATION

Students, whose cumulative grade point average (GPA) fall below 2.0 or good academic standing, are placed on academic probation. Students on academic probation are required to reduce their course load to a maximum of 3 credits per period.

To increase their cumulative grade point average, students are expected to repeat failed courses. Students on academic probation who fail to restore their cumulative grade point average to 2.0 within two consecutive semesters may be asked to withdraw from the Junior College.

Students are encouraged to contact lecturers of respective subject areas to get assistance in identifying and overcoming problems contributing to their low academic performance.

## WITHDRAWAL

Students who intend to withdraw from school should fill out and submit a Withdrawal Form to the Office. Students are still liable for all outstanding balances due to the school. If a student wishes to resume his/her studies after they have formally/informally withdrawn from the school, after one academic year, must reapply to the Institution.

A student may apply for temporary withdrawal (two [2] consecutive semesters) through the Office in the event of an extenuating circumstance such as pregnancy, death in the immediate family, or illness. In the event that programs have been reviewed/alterd during their absence, returning students will have to adhere to the new program outlines. Acceptance will be dependent upon space availability, conduct and financial standing.

All extenuating circumstances must be documented. Upon the student’s return the student must follow the normal registration procedures. In the event that programs have been altered during their absence, returning students will have to adhere to the new programs.

If a student withdraws/drop outs without proper documentation, upon a desire to return the student must reapply. Acceptance will be dependent upon space availability, conduct and financial standing.

**NOTE: It is important that students understand that if they stop attending classes, this does not necessarily mean that they have withdrawn. This may suggest that at the end of the semester they will receive a course grade of “F,” since they have not completed the required course work. Students are allowed to withdraw from a course, up until the Friday of the 6<sup>th</sup> week, and will receive a WP/WF on their semester report. Appropriate academic policies will be enforced.**

## REPETITION OF COURSES

Any subject for which a grade of “D+” or lower is received must be repeated. In such a case, the original grade remains on the student’s permanent record but the higher grade is used to compute the student’s cumulative grade point average.

## INCOMPLETE GRADE

A grade of incomplete is assigned at the discretion of the lecturer, after consultation with the Dean, for work not completed because of serious interruption not caused by the student’s own negligence. **It is the responsibility of the student to contact the Dean or Assistant Dean immediately requesting an incomplete grade.** An incomplete grade must be changed by the time indicated on the Academic Calendar.

## KEY ASSESSMENTS/ EXAMINATIONS

Dates of Key Assessments/Examinations will be provided by instructors in course outlines. Written examinations will be given at the end of semester except in cases where an instructor deems a written exam impractical and for which the Dean has given approval to exempt the examination. Students not present for an exam will automatically receive an “F” on said exam.

## INTERNSHIP

Internship is designed to promote opportunities for students to earn credits and field experiences. Interns must apply skills acquired and developed through their program in meaningful “real world” job experiences. Through these experiences, students receive training needed to get a jump-start on their careers. Internships are completed over a 4-week period equivalent to 160 hours (*accordance with labour laws of Belize*) within third or fourth semester.

## ATTENDANCE

Class attendance is regarded as an obligation as well as a privilege and all students are expected to attend all classes in which they are enrolled regularly and punctually. Failure to do so will jeopardize the student’s scholastic standing. **The equivalent of one week (3 class sessions) unexcused absence from a particular course, whether consecutive or not, shall be deemed as grounds for dropping the student from the course and/or the equivalent of two weeks excused absence from a particular course, whether consecutive or not, shall be deemed as grounds for dropping the student from the course after consultation with the Lecturer and Dean.**

## **SPECIAL LEAVE**

Students are advised that request for special leave **MUST** be submitted to the Dean prior to the first date of the leave. Failure to officially request permission from Dean may result in the matter being taken to the Academic Committee for review, and may result in possible disciplinary action.

## **MAKE-UP OF ASSESSMENT**

Students must inform teacher/administration of their absence prior to and/or during the period of absence. No student will be able to sit missed assessments without a valid written excuse. Arrangements to make up missed assessments must be made immediately upon return to class.

## **SEMINAR SESSIONS**

Students are expected to complete 30 hours of seminar sessions over the course of two years. These sessions have been incorporated into our programs so as to provide additional life skills knowledge to our students, which we believe are necessary in holistically preparing our students for life.

## **COMMUNITY SERVICE**

On-line students must complete a minimum of 50 hours of community service, while attending Independence Junior College. Students are advised to seek the assistance of the Community Service Coordinators, who should be able to guide them in identifying meaningful community service activities. Students are encouraged to work with churches, schools and other NGO's in their own community. Community Service forms may be picked up from the Administrative Office. Forms must be updated after each service has been performed. **Completed forms must be submitted to Community Service Coordinators along with Graduation Application package.**

## **LATENESS**

A student who arrives late within fifteen minutes of the class will be allowed in class. Students are advised that such a grace period could be forfeited if this becomes a pattern. Two late arrivals after 15 minutes equal one absence.

## **STUDENT CLASSIFICATION**

A credit or semester hour represents one session of class work or one laboratory session per week for a semester (Semester 1=15 weeks/Semester 2=16 weeks), together with the necessary out-of-class preparation.

A student's classification is determined upon registration and again at the end of each semester according to the number of credit hours earned. A student is classified as a freshman if he/she has earned fewer than 36 credit hours and a sophomore if he/she has earned more than 36 credit hours including the major(s). The student must have passed the major(s) with a grade of C or above.

**\*Full time students must take a minimum of 15 credit hours per semester.**

## OVERLOAD

Students with a cumulative GPA of 3.5 or above may be allowed to enroll in up to 24 credit hours (8 courses) of academic work per semester upon the recommendation of their academic advisor and the approval of the Dean.

## INDEPENDENT STUDY

A student may be allowed to take an Independent Study if the following conditions are met:

- I. The course is a subject that would prevent the student from completing his/her program sequence
- II. The course is not being offered at the present semester
- III. Student has a cumulative GPA of 2.5 or above
- IV. Student must sign an Independent Study contract with the instructor, clearly stipulating meeting sessions and other course requirements.

*Note:* A maximum of 2 courses can be done from a sequence of courses.

## STUDENT AWARDS

1. Student of the Year Award - Awardee is chosen based on his/her overall performance as a student in relation to Academic Excellence, Leadership and Initiative, Character & Behavior and Community Involvement.

<b>Rubric for Student of the Year Award</b>		
<b>Category</b>	<b>Description</b>	<b>Score Range</b>
Academic excellence	High grades and consistent academic performance; active engagement in learning; ability to overcome learning difficulties.	1-10
Leadership and Initiative	Demonstrate effective leadership skills while participating in school activities; ability to take initiative and responsibility while engaging in school activities.	1-10
Character & Behavior	Positive attitude towards learning and willingness to accept feedback; respect for teachers, peers, and school rules; exhibiting good moral character.	1-5
Community Involvement	Active participation in community service & volunteering; contribution to local community; demonstrates empathy and compassion towards others.	1-5

2. Male & Female Athletic Awards- Awardee is chosen based on his/her demonstration of excellent athletic abilities over the course of the school year.
3. Academic Award- A graduand from each programme is recognized for outstanding academic performance, and for receiving the highest cumulative GPA in his/her programme.

## SCHOLARSHIP OPPORTUNITIES

### ➤ *Government of Belize Scholarship*

**CSEC Tuition Grant** are given to students who present to the office, their CSEC results with the required 3+ passes, including General English and General Math. Passes are defined as Grades I – III. (*An agreement form must be signed at the office when the results are presented to ensure that the student's name is submitted for redemption of the award.*)

**GOB Second Year Tuition Grant** is awarded to students who have completed a minimum of 33 credits and are passing with a cumulative GPA of 2.0 or above. Students must take a minimum of 15 credits per semester and maintain a cumulative GPA of 2.5 for their names to be resubmitted for the second semester of the scholarship. Failure to do so will result in the student being responsible for the balance of his/her own tuition payments.

**Students interested in other Scholarship Opportunities can contact:**

- ✓ Belize Electricity Limited
- ✓ PACT for Natural Resource Management
- ✓ Social Security Board
- ✓ Ministry of Education (GOB grants)
- ✓ Southern Environmental Association
- ✓ Rotary Club
- ✓ Belize Tourism Board
- ✓ Holy Redeemer Credit Union

**Additionally, DFC information is available in the Office for those interested in seeking student loans.**

### ➤ *Independence Junior College Scholarship Opportunities*

**Sports Scholarship** - Independence Junior College offers 5 Sports Scholarships on an annual basis. Scholarship recipients are expected to complete 150 hours of service to the institution per semester, by working with the school's Sports Coordinator. Application forms for this scholarship is available at the office of the Assistant Dean, and deadline for submission is the first Friday in September.

**Work Scholarship** - Independence Junior College offers 4 Work Scholarships on an annual basis. Scholarship recipients are expected to complete 150 hours of service to the institution

per semester, by working with the school's Administrative Staff. Students wishing to apply for this must submitted a letter to the Dean, explaining why he/she is deserving of this scholarship. Deadline for submission is the first Friday in September.

**Academic Scholarship** – As a part of our sister-school association, Independence Junior College annually awards the top 3 performers from the Independence High School's graduating class with an Academic Scholarship. The scholarship covers the cost of tuition for 2 years, and recipients are expected to maintain a GPA of 2.0.

## GENERAL GUIDELINES

1. Students are expected to log into their synchronous online session on time.
2. Students are expected to stay logged into the entire class session and actively participate in class discussions and activities.
3. Students **MUST** have a computer camera, and a headphone set with speaker that will allow them to actively participate in class discussions.
4. All assignments are due on the date assigned by the instructor (*Please refer to Make-up Assessment guideline*)
5. If an instructor is not present at the beginning of class, students should report it to the office after waiting at least fifteen minutes.
6. To table concerns relating to our Evening Division Program students are encouraged to send an email to [dean@ijc.edu.bz](mailto:dean@ijc.edu.bz) or [mlinarez@ijc.edu.bz](mailto:mlinarez@ijc.edu.bz)

**Those are the policies and procedures that a student enrolled in the online programme must adhere to at Independence Junior College.**

## GRIEVANCE PROCEDURES

A student/parent has the right to lodge a grievance against a fellow student and/or member of staff/faculty/institution. The grievance must be submitted as a formal written grievance to the Assistant Dean. The Assistant Dean will then collect all relevant information within 10 school days for submission to the Grievance Committee. The Grievance Committee through the Office of Assistant Dean will inform the person of proceedings to be initiated against them within 10 school days upon receipt of material from the Office of the Assistant Dean. The individual may be required to meet the Grievance Committee to defend himself/herself and is entitled to a *minimum of one* witness to speak on his/her behalf. The Grievance Committee will deliberate and the decision will be conveyed to the individual within 5 school days after the person has been informed about the initiation of Grievance action proceedings. The proceedings will be documented and placed on the individual's file. The **Grievance Committee** is comprised of:

- The Dean
- The Head of the Programme of the individual against whom action is being taken
- 1 other member of the Senior Management Team
- The Staff Representative or another member of staff, if action is being taken against the Staff Representative, as a lecturer.

The decisions of the Grievance/Disciplinary Committee may be appealed to the Board of Management via submission of a formal request to the Secretary of the Board of Management.

## TUITION AND FEES

- ✓ Tuition and fees per semester are as follows: (Fees are non-refundable)

Registration Fee	99.00 (every semester)
Late Registration Fee	30.00 (every semester)
Student Government/Activity Fee	10.00 (every semester)
Insurance Fee	25.00 (per year)
Student Handbook	25.00 (per year)
Year Book	35.00 (once a year)
Internship Booklet	20.00
Identification Card	10.00 (once a year)
Maintenance	25.00 (every semester)
ATLIB	7.00 (once a year)
Computer Science Fee	25.00 (CMPS students only)
Computer Lab User Fee	75.00 (every semester)
Laboratory Fee	100.00 (per Lab- BIO & CHM students only)
NRM Trip Fee	75.00 (NRM classes only, and subject to change)
Biology Trip Fee	75.00 (BIO students only)
Customer Service Trip Fee	75.00 (THM 204 students only)
Economics Field Trip Fee	75.00 (ECON Majors only)
Food and Beverage Fees	75.00 (ABMT and ATHM Majors only)
Marketing Project Fee	75.00 (AGRIB and Business Students)
History Trip Fee	75.00 (HIST101 students only)
Agribusiness Trip Fee	75.00 (Agribusiness students only)
Business Management Trip Fee	75.00 (students enrolled in the MGT 101 only)
THM 101- Intro to Tourism Trip Fee	75.00 (Tourism Students only)
Seminar Fee (First-Aid Training)	50.00( subject to change)
School T- Shirt	25.00 (once a year)
Programme Completion Fee	240.00 (graduates)
Internship Fee	90.00
Independent Study Fee	300.00 (per course)

- ✓ Tuition is \$30.00 per credit hour for part-time & full-time students. Tuition is payable on date of registration.

***FEES ARE SUBJECT TO CHANGE BY MANAGING AUTHORITY***

Tuition is refundable only upon written application to the Admissions Office. The proportion of the tuition refundable is calculated on the following basis and depends on official withdrawal of the student from the college.

<b><u>Date of withdrawal</u></b>	<b><u>Proportion refundable</u></b>
✓ Before classes begin	90%
✓ During the first two weeks Of classes	80%
✓ During the third and fourth Weeks of classes	60%
✓ Thereafter	None

## **CURRICULUM AND INSTRUCTION**

The curriculum and instruction of online/distance courses will be fully comparable in rigor to the same curriculum delivered on-site at IJC. The following principles will apply:

### **Course Overview and Introduction**

The overall design of the course will be made clear to the students at the beginning of the course.

### **Learning Objectives**

Learning objectives will be measurable and clearly stated. Learning objectives will clearly describe what students are expected to know or should be able to do by the end of the course.

### **Assessment**

Assessment has an important role in education and a critical role in the teaching- learning process. IJC ensures that all assessment strategies are designed to evaluate student progress with reference to stated learning objectives. Students will be given a diversity of learning opportunities to display critical thinking skills, greater depth of knowledge, connect learning to their daily lives, develop a deeper dialog over the course material and foster both individual and group oriented learning activities. Our assessment strategies include both traditional (quizzes, test, essays) and alternative (case study, journal writing, open-ended, portfolios and oral /written reports) methods. In an effort to effectively monitor student's progress teachers are expected to provide timely feedback for assessment.

The Independence Junior College assessment policy requires that in-class assessments such as quizzes, short test and presentations are to be graded and returned to students with in one week. Essays and extended tests are to be returned within two weeks. Term papers and projects are to be returned within two weeks.

### **Instructional Materials**

Instructional materials will be sufficiently comprehensive to achieve stated course objectives and will provide various remote learning opportunities for students. These instructional materials include, but are not limited to, the PDF of textbooks, YouTube videos, apps for practicing math facts and the recording of synchronous instructional sessions. IJC's policy indicates that all instructional materials must be uploaded to the school's Moodle platform on a weekly basis.

### **Learner Interaction and Engagement**

Forms of interaction incorporated in the course will be designed to motivate students and to promote learning. Teachers and students are expected to meet for a minimum of 75 minutes, Monday- Friday, through interactive video conferencing, via Google Meet. During these synchronous sessions various interactive platforms, including Nearpod and Padlet, are used by teachers to effectively engage students in the learning process and asynchronous sessions teachers will be available via google meet, Whatsapp or other learning platform to facilitate question and answer queries.

## **Learner Support**

To assist students in successfully completing the program, the institution provides various forms of student support services. In the first week of classes, students receive online training which teaches them how to use the platforms that teachers will be using during the semester. Tutorials are also created for students to familiarize themselves with the various applications. If students have any further need for assistance, this can be sought from the Administrative Office or IT Program. Additional support is also given through the student's academic advisor, who is tasked with providing guidance to student to ensure successful completion of the program. Course teachers are also expected to be available to students, during scheduled consultation hours (30 minutes before classes commence) to provide any needed assistance to ensure success.

## **Announcement of Course Offerings**

IJC will announce and market online/distance courses to the general public through established protocol as traditional on-site courses. The mode being used presently is IJC's Facebook page (Independence Junior) and IJC's web page ([www.ijc.edu.bz](http://www.ijc.edu.bz)).

## **Assessable Tools, Materials and Resources**

IJC will provide and make available to online/distance learning students non-proprietary (open source or free) software, tools and related resources. These will include:

- Moodle Learning Management Platform
- Accounting Software Programs
- Abacus
- Course Content
- Email Address
- EBSCO (free from Belize Library Services)  
The new EBSCOHOST password:  
**User ID: belizelibrary**  
**Password: BZ3librarie\$**

## **Asynchronous and Synchronous**

When utilizing asynchronous communications, the teacher will post a schedule of availability, virtual hours, statement of minimum response time and preferences for responding (to email, chats, etc.). Where synchronous communications are utilized, the teacher's communication source will come from Google Meet which is operated by IJC Google Suit Platform.

## **Students Course Loads**

Students will have the privilege of taking a maximum of **3 fully online classes per period, or a total maximum of 6 courses in the semester**, with the approval of the student advisor.

## **Communication and Participation**

In online/distance courses, students are expected to be an active participant in the course. Even though students may not see their classmates and teacher, IJC online courses are designed to include discussion and other forms of collaboration and communication. Students should be willing and ready to regularly communicate with classmates and teachers online.

Students will:

- turn on cameras during live sessions
- participate in weekly activities in their courses.
- need to log into course and check Moodle account daily. Doing so will allow students to view announcements, participate in class activities, assignments, online discussions, and complete assessments.
- be expected to complete all announced assignments, quizzes, tests, and any other activities by the due date given by the teacher.

Students are strongly encouraged to contact their teacher if they have course related questions regarding course concepts, assignments, and feedback provided to students. It is recommended that students contact their teacher using Moodle or agreed upon communication platform well in advance of the due date. Also, teachers may set aside specific times to be available for phone conferences or chat sessions if students need additional course-related support.

## **Evening Division Calendar of Activities for Academic Year 2025-2026**

<b>Dates</b>	<b>Events</b>
6 <sup>th</sup> - 7 <sup>th</sup> – August 2025	Registration Days
14 <sup>th</sup> August 2025	Online Orientation (5:30 pm)
15 <sup>th</sup> August 2025	Course Outlines Posted on Moodle
18 <sup>th</sup> August 2025	School Begins (Period 1 Semester 1 2025-26) Final Day to Register/Drop/Add Period Begins
20 <sup>th</sup> August 2025	Drop/Add Period Ends
8 <sup>th</sup> – 12 <sup>th</sup> September 2025	Mid-Period of Period 1 Semester 1 2025-26
7 <sup>th</sup> October 2025	Students Course Evaluation
8 <sup>th</sup> – 10 <sup>th</sup> October 2025	Exam Days
14 <sup>th</sup> October 2024	Period 2 Semester 1 2025-26 Begins
3 <sup>rd</sup> – 7 <sup>th</sup> November 2025	Mid-Period of Period 2 Semester 1 2025-26 Begins
2 <sup>nd</sup> December 2025	Students Course Evaluation
3 <sup>rd</sup> – 5 <sup>th</sup> December 2025	Exam Days
11 <sup>th</sup> December 2025	Grades Submitted to the Office
15 <sup>th</sup> December 2025	Grade Report Distribution
16 <sup>th</sup> December 2025	Registration Day for Semester 2: 2025-26
8 <sup>th</sup> December 2025 – 2 <sup>nd</sup> January 2025	Christmas Break/Internship Period
5 <sup>th</sup> January 2026	School Opens (Period 1 Semester 2 2025-26) Final Day to Register/Drop & Add Begins/POSTING Course Outline on Moodle
7 <sup>th</sup> January 2026	Drop/Add Period Ends
8 <sup>th</sup> January 2026	Online Orientation (5:30 pm)
25 <sup>th</sup> – 30 <sup>th</sup> January 2026	Mid-Period of Period 1 Semester 2 2025-26
24 <sup>th</sup> February 2026	Students Course Evaluation
25 <sup>th</sup> – 27 <sup>th</sup> February 2026	Exam Days
2 <sup>nd</sup> March 2026	Period 2 Semester 2 2025-26 Begins
23 <sup>rd</sup> – 27 <sup>th</sup> March 2026	Mid-Period of Period 2 Semester 2 2025-26 Begins
5 <sup>th</sup> May 2026	Students Course Evaluation
6 <sup>th</sup> – 8 <sup>th</sup> May 2026	Exam Days
14 <sup>th</sup> May 2026	Grades Submitted to the Office
18 <sup>th</sup> May 2026	Grade Report Distribution
19 <sup>th</sup> May 2026	Summer 1 Registration
22 May 2026	Posting of graduation list
25 <sup>th</sup> , 27 <sup>th</sup> , 29 <sup>th</sup> May 2026	Graduation Practice
30 <sup>th</sup> May 2026	Graduation Day