



UWI
MONA CAMPUS
JAMAICA, WEST INDIES

FACULTY OF SCIENCE AND TECHNOLOGY

PART A UNDERGRADUATE FACULTY REGULATIONS

ACADEMIC YEAR

2020 - 2021

FST

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THE UNIVERSITY OF THE WEST INDIES

**FACULTY OF
SCIENCE AND TECHNOLOGY
MONA**

**Part A
REGULATIONS
ACADEMIC YEAR 2020/2021**

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

INTRODUCTION

Teaching in the Science Faculty commenced at Mona in 1949 with students in the Departments of Botany, Chemistry, Mathematics, Physics, and Zoology. The 1960s saw a period of rapid expansion of the Faculty. At St. Augustine and Cave Hill, teaching commenced in 1963 and 1964 respectively in the then College of Arts and Sciences in Chemistry, Mathematics and Physics. These subjects were incorporated into the Faculty in 1972.

Currently, the Faculty of Science and Technology at Mona offers majors in the areas of Biochemistry, Biotechnology Chemistry, Computer Science, Geography, Geology, Mathematics, Microbiology, Life Sciences and Physics. Additionally, Information Technology is also offered at the Western Jamaica Campus.

The first eleven UWI graduates appeared in 1952 and by 2000 over 9,000 graduates had been produced. In the 2018/2019 academic year the Faculty undergraduate student population was 2965 at Mona, 2216 at St. Augustine and 949 at Cave Hill. The University was ranked among Times Higher Education's top 1,258 universities in the world for 2020.

Relationships with Tertiary Level Institutions are increasing and students at Colleges in Antigua, The Bahamas and St. Lucia read the Part I courses of our programme; and a number of Community Colleges in Jamaica offer our Preliminary Courses. In addition to undergraduate teaching, postgraduate teaching and research are important aspects of the work of the Faculty. The Faculty offers a wide range of MSc programmes, and research programmes towards MPhil and PhD degrees in all Departments.

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FACULTY OFFICERS & PERSONNEL

DEAN, MONA
Prof. Michael Taylor

Associate Dean (Undergraduate)
Dr. Sherene James-Williamson

Associate Dean (Student Experience)
Dr. Winklet Gallimore

Associate Dean (Graduate Studies)
Prof. Marcia Roye

Associate Dean (External Engagement)
Dr. Andre Coy

DEAN, CAVE HILL
Dr. Colin Depradine

Deputy Dean
Dr. Adrian Als

DEAN, ST. AUGUSTINE
Dr. Brian Cockburn

Deputy Dean
Dr. Donna Dyer

AT MONA CAMPUS

FACULTY, DEAN'S OFFICE

	Direct Line (876)	Extension
Dean, Prof. Michael Taylor	977-1785	2401
Administrative Officer, Mrs. Miriam Lindo	977-1785	2401
Administrative Secretary, Mrs. Terry-Ann Collins-Fray	977-1785	2401
Programme Coordinators		
- Undergraduate Matters - Mrs. Nadine McEwan	977-1785	2401
- Graduate Matters - Mrs. Sabraham Green-Smith	977-1785	2401

DEPARTMENT OF CHEMISTRY

Head, Dr. Donna Minott-Kates	977-1834	3082
Administrative Assistant, Mrs. Tracia Johnson-Blair	927-1910	3093

DEPARTMENT OF COMPUTING

Head, Dr. Gunjan Mansingh		2815
Senior Administrative Assistant, Mrs. Donna Burke	702-4455	2816
Administrative Assistant, Mrs. Shauna Grant	970-0923	2816

DEPARTMENT OF GEOGRAPHY AND GEOLOGY

Head, Dr. Donovan Campbell	927-2728	2246
Administrative Assistant, Miss Denese Francis	927-2728	2246

DEPARTMENT OF LIFE SCIENCES

Head, Dr. Dwight Robinson	927-1202	2991
Administrative Officer, Mrs. Sophia Davis	927-1202	2629
Senior Secretary, Mrs. Debbie-Ann Brown	927-2753	2291

DEPARTMENT OF MATHEMATICS

Head, Dr. Nagarani Ponakala	927-2642	2284
Senior Administrative Assistant, Mrs. Orinthia Fisher-Howe	935-8621	2284

DEPARTMENT OF PHYSICS

Head, Dr. Tannecia Stephenson	927-2480	2278
Administrative Assistant, Mrs. Rosalee Simmonds	927-2480	2277
Senior Secretary, Miss Margaret Little	927-2480	2274

SCIENCE, ENGINEERING AND BRANCH LIBRARY

Head, Dr. Sasekea Harris
Reference Library, Mrs. Karen Tyrell

935-8202

2202/3
2202/3

BIOTECHNOLOGY CENTRE

Director, Prof. Helen Asemota
Administrative Assistant, Mrs. Karen Stewart

977-1828
977-3331

2518
2519

CENTRE FOR MARINE SCIENCES

Director, Prof. Mona Webber
Senior Scientific Officer, Miss Patrice Francis

935-8835
935-8836

2835
2836

REGISTRY OFFICERS AND PERSONNEL

OFFICE	Direct Line (876)	Extension
SECRETARIAT		
Servicing the Faculty of Science of Technology		
Senior Assistant Registrar Mrs. Michelle Ashwood-Stewart	977-0612/935-8317	2301
Assistant Registrar Miss Althea Muirhead	977-0612/935-8317	2200
GRADUATE STUDIES		
Graduate Studies and Research		
Director, Prof. Minerva Thame	935-8995	3023
Assistant Registrar, Miss Georgia Bennett		2263
REGISTRY INFORMATION SYSTEM		
Assistant Registrar, Mr. Leighton Chambers	977-1202/935-8600	2856/2747
Business Analyst, Miss Ann-Marie Rose		
Senior Administrative Assistant, Miss Dahlia Saunders		
ADMISSIONS SECTION (STUDENT AFFAIRS)		
Senior Assistant Registrar, Dr. Marsha Morgan-Allen	970-1002-4	2651
Faculty's Administrative Assistance, Miss Maxine Campbell	927-2272	3526
EXAMINATIONS SECTION (STUDENT AFFAIRS)		
Assistant Registrar, Mr. Kevin Tai	977-3544	7501
Administrative Assistant, Mr. Joel Shepherd	935-8855-6	7505
STUDENT ADMINISTRATIVE SERVICES (STUDENT AFFAIRS)		
Supervisor, Mrs. Camille Campbell	970-6736	3736
MARKETING, RECRUITMENT AND COMMUNICATION (STUDENT AFFAIRS)		
Assistant Registrar, Mrs. Marjorie Bolero-Haughton	977-5941	2947

GLOSSARY

TERM	DEFINITION
<i>Science Faculties</i>	The Faculties of Science and Technology on all campuses
<i>Discipline</i>	A body of knowledge encapsulated in a set of courses distinguishable from other such bodies on the basis of criteria such as method of enquiry, axioms, and areas of application.
<i>Subject</i>	An area of study traditionally assigned to the purview of a department.
<i>Course</i>	A body of knowledge circumscribed by a syllabus to be imparted to students by sundry teaching methods and usually followed by an examination.
<i>Faculty Courses</i>	All approved courses offered by a Faculty of the University for credit towards a degree, except Foundation and Co-curricular courses.
<i>In-Faculty Courses</i>	All Faculty courses originating in the Science Faculties.
<i>Out-of-Faculty Courses</i>	All Faculty courses originating in Faculties other than the Science Faculties.
<i>Programme</i>	A selection of courses (designed to achieve pedagogical goals), the taking of which is governed by certain regulations and the satisfactory completion of which (determined by such regulations), makes a candidate eligible for the award of a degree/diploma/certificate.
<i>Level</i>	A measure of the standard of a course, designated at UWI by the first digit in the course number.
<i>Part</i>	A stage of a program (i) Part I (Introductory) - Preliminary and Level 1 courses. (ii) Part II (Advanced stage) - Level 2 and 3 courses
<i>Credit</i>	A measure of the workload required of students in a course. 1 Credit Hour = 1 hour lecture/tutorial/problem class per week OR 2 hours laboratory session per week, for a Semester.
<i>Major</i>	A minimum of 30 credits (variable according to specialization) from prescribed courses from levels 2 and 3 (advanced courses).
<i>Minor</i>	A minimum of 15 credits from prescribed courses from levels 2 and 3 (advanced courses).

<i>Elective</i>	A course within a programme taken by choice of the student. This may be either a restricted elective (from a subset of courses offered by a department or the Faculty as part of a particular programme) or a free elective which can come from any department provided it is at the correct level.
<i>Marginal Failure</i>	A score for the overall examination of a course which is not more than 5 marks below the minimum pass mark for that course.
<i>Supplemental Examination</i>	A re-sit of an examination offered on recommendation of Department and Faculty, to candidates who, having passed course work, have registered a marginal failure in a course. (Not currently offered at Mona).
<i>Supplementary Oral</i>	An oral examination, offered on recommendation of Department and Faculty, to candidates who have registered a marginal failure in a Level 2 or Level 3 course.
<i>Pre-requisite</i>	A course which must be passed before another course for which it is required may be pursued.
<i>Anti-requisites</i>	Two mutually exclusive courses of which credit may be granted for only one.
<i>Co-requisite</i>	A course which must be taken along with another specified course, in order to ensure the attainment of complementary and/or interdependent competencies.
<i>Semester GPA</i>	Grade point average computed on the basis of all courses done in a semester, without reference to weighting except in terms of credits. (The terms Grade Point, GPA, Quality Hours and Quality Points are defined in the UWI Grade Point Average Regulations Booklet).
<i>Cumulative GPA</i>	Grade Point Average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any period of time excluding courses taken on a Pass/Fail basis, audited courses, courses taken for Preliminary credit, and incomplete and in-progress courses.
<i>Programme GPA</i>	Weighted grade point average used to determine the class of degree. This GPA is computed on the basis of all courses done in the advanced Part of the degree programme, weighted with respect to credits and to earned quality hours.
<i>Plagiarism</i>	"The unauthorized and/or unacknowledged use of other person's intellectual efforts and creations howsoever recorded, without proper and unequivocal attribution of such source(s), using the conventions for attributions or citing used in this University."

FACULTY OF SCIENCE AND TECHNOLOGY

GENERAL REGULATIONS FOR THE DEGREE OF BACHELOR OF SCIENCE

All students of the University are subject to the General Regulations for Students approved by the Senate of the UWI. Where there is conflict between the regulations of any Faculty and the University Regulations, the University Regulations shall apply.

A. QUALIFICATIONS FOR ADMISSION

1. In order to be admitted to the **four-year degree programme**, candidates must satisfy the University requirements for Matriculation **and** have passed Mathematics at CSEC General Proficiency level at Grades I, II or III (or equivalent) plus 2 approved CSEC science subjects (Appendix Ib). At least one of these must be from the disciplines listed in Appendix Ic.
2. In order to be admitted to the **three-year degree programme**, candidates must:

Satisfy the University requirements for Matriculation (see the UWI General Regulations for Students online at <http://www.mona.uwi.edu/admissions>) **and** have passed Mathematics and one other science subject at CSEC General Proficiency level at Grades I, II or III (or equivalent) **and** two CAPE subjects (Units I + II) at Grade V or better, (or equivalent – except Communication Studies & Caribbean Studies). One of the CAPE subjects must be an approved science subject (see Appendix Ia) except for applicants to the BSc in Agribusiness Management.

or

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

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

B. OUTLINE OF THE DEGREE PROGRAMME

3. The degree of BSc is awarded on the basis of a programme of studies comprising combinations of courses in science disciplines, together with certain Foundation courses. Out-of-Faculty courses may be included.
4. The Science Faculties[†] offer Bachelor degrees in Science* which must include at least a major in a FST discipline. A FST major may be combined with another major **or** one or two minors, which may be selected from other FST disciplines or from other Faculties.

The degrees offered may therefore comprise:

- (a) **A degree with a single major** (minimum 30 credits from Levels 2 and 3) **or**, with permission of the Faculty and the respective departments, **a double major in two FST disciplines or a double major in one FST discipline and an Out-of-Faculty discipline**
 - (b) **A degree with a single major** in a FST discipline **PLUS**
 - (i) one or two minors from other distinct FST disciplines (minimum 15 credits from Levels 2 and 3) **or**
 - (ii) a major **or** one **or** two minors from other Faculties. **Out-of-Faculty majors and minors are governed by the regulations of the Faculty of origin.**
 - (c) **Degrees** as offered by the Science Faculties and as listed by the respective departments.
5. The following types of courses, which may consist of both theoretical and practical parts, are offered by the University:
 - (a) Courses taught by the Science Faculties (**in-Faculty courses**) include Preliminary (Level 0) and Levels 1, 2 and 3 courses. (Preliminary courses may be used to satisfy entry requirements of Regulation 2 above, but do not contribute towards the requirements for the award of a degree.)
 - (b) **Service courses**, which provide students with basic techniques and skills needed for dealing with the academic programme.
 - (c) **Out-of-Faculty courses** which may contribute toward the requirements for the award of a degree.

[†] See Glossary

* For degrees in Agriculture see the Handbook of the Faculty of Science & Agriculture

- (d) **Foundation courses** (see Appendix III) which are given throughout the University to augment the general education of students.
- (e) **Co-curricular activities** approved for credit by Academic Board. A maximum of **three credits** of co-curricular activities may be included as part of the credits required for the award of a degree, but shall not be taken into account in the determination of the Cumulative GPA or the class of degree. They may not be substituted for Foundation Courses. Co-curricular credits gained in excess of **three** will be entered on the student's transcript but will not contribute toward the requirements for the degree.
6. Courses normally extend over one semester, but in special cases may extend over two semesters. The contact hours for a course are expressed in terms of Credit Hours (credits) and the credit-rating of a course is determined by the Faculty which administers the course. (See Appendix V).
7. In order to be eligible for award of the Science Faculties' degrees, candidates **must**:
- (a) have been in satisfactory attendance for a period equivalent to at least **six** semesters of full-time study from entry into Level 1;
- and**
- (b) have passed courses totalling a **minimum** of **93** credits from Levels 1, 2 and 3 Faculty and Foundation courses for the general degree as follows:
- | | |
|---------------------|----------|
| Level 1 | 24 |
| Level 2 and Level 3 | 60 |
| Foundation courses | <u>9</u> |
| | 93 |
- (i) A minimum of **18** credits (**15** credits for BSc. Information Technology) at Level 1, **and 30** credits at Levels 2 and 3 must be taken from **in-Faculty courses**.
- (ii) Specific programmes may require more than the minimum number of credits.
- (iii) Exemptions from specific parts of the degree programme may be obtained under the provisions of Section 1, **Exemptions & Transfers** (below).
- (iv) Students are expected to pursue three foundation courses as part of their degree (See Appendix IV).
- (c) Have a Programme GPA of at least **2.00**.

C. REGISTRATION

8. A student pursuing a degree in the Faculty may register full-time or part-time. **A student who is in full-time employment may pursue a degree on a part-time basis only. No allowances, with respect to attendance at classes, laboratories, tutorials or examinations, will be made for students on the basis of conditions of their employment.**
9.
 - (a) Students must register for courses at the beginning of the academic year. Time limits governing changes in registration are as outlined in the student handbooks for each Campus. A student is deemed to be registered for a course only after his/her financial obligations to the University have been fulfilled.
 - (b) In selecting courses, including those required for the various combinations of majors and minors, students must ensure that time-tabling constraints do not interfere with their ability to effectively pursue the desired course or programme.
10. **A student who has passed a course will not be permitted to re-register for that course.**
11. Registration for any course (except audited courses) automatically implies entry for the associated examinations. A student who fails to attend the examinations without having previously withdrawn from the course, or without having tendered evidence of illness at the time of the examinations, certified by a medical practitioner recognized by the University, will be deemed to have failed the course. **Medical certificates must reach the Campus Registrar no later than seven days after the date of the examination concerned.**

D. PROGRESS THROUGH THE PROGRAMME

12.
 - (a) Students admitted into the four-year degree programme (Reg.1) who have already obtained **one** CAPE/GCE A-level pass (or equivalent) in an approved science subject, may be permitted to register for up to **12** credits of Level 1 courses.
 - (b) Students admitted into the three-year degree programme (Reg.2) who satisfy the pre-requisites, may register for **12** credits in **one** of the Preliminary subjects offered in the Science Faculties or by

Distance, for the purpose of obtaining prerequisites for entry into certain Level 1, 2 or 3 courses.

- (c) Students may not register for Preliminary courses in a subject which overlaps substantially with any CAPE/GCE A-Level courses (or equivalent) previously passed.
13. The minimum registration requirements for full-time student are as follows:
- (a) Part I students:
 - (i) Full-time Part I students are required to register for a minimum of **fifteen** credits per semester plus **one** Foundation course, that is, **33** credits over Semesters I and II (See Regulation 7b (i) above for minimal requirements for in-Faculty courses at level 1 required for graduation).
 - (ii) In order to satisfy the minimum requirement for entry to Part II, a student must normally pass a minimum of **24** credits in Level 1 courses. A student who has passed the minimum number of required in-Faculty Level 1 credits (18) in the first two semesters of full-time study may, on the recommendation of the Dean, be allowed to register for a limited number of Part II courses.
 - (b) Part II students:
 - (i) the minimum number of credits for which a full-time Part II student must register in any one semester is **13**.
 - (c) Exemptions from some courses may be obtained on the basis of the regulations contained in Section I, **Exemptions & Transfers** (below).
14. The maximum number of credits for which a student may register is as follows:
- (a) In the case of Part I students:
 - (i) for full-time registration, **18** credits from Preliminary/Introductory level courses in any one semester, plus **one** Foundation course per year, that is **39** credits over Semesters I and II.
 - (ii) for part-time registration, **12** credits per semester plus **one** Foundation course, that is, **27** credits over Semesters I and II. (See regulation 7b (i) above for minimal requirements for in-Faculty courses at Level 1 required for graduation)

- (b) In the case of Part II students:
- (i) The **normal** load for a full-time Part II student is 15 advanced course credits per semester, plus one Foundation course, that is, **33** credits over Semesters I and II.
 - (ii) for full-time registration, with the permission of the Dean, **18** credits from Faculty courses plus **one** Foundation course per semester.
 - (iii) for part-time registration, **12** credits per semester from Faculty courses, plus **one** Foundation course, that is, **27** credits over Semesters I and II.
- (c) Full-time students who require more than **18** but not more than **21** credits in order to graduate, have satisfied all Foundation course requirements, **and are exempt from coursework in at least one course** may, with the Dean's permission, register for the required credits.
- (d) Summer School Registration.
- A maximum registration of **12 credits** is allowed during the summer session.
15. (a) Students **must** make a **final** declaration of their proposed major(s) and/or minor(s) by the end of the registration period of the semester in which they intend to graduate.
- (b) Students **must** graduate as soon as they have met the requirements for the degree for which they are registered.

E. EXAMINATIONS

16. In order to pass a course, a student must have been in satisfactory attendance at the course and must have satisfied the examiners in the associated examinations.
17. The examination associated with each course shall be conducted by means of written and/or practical papers, normally taken at the end of the semester in which the candidate has registered for the courses concerned. In addition, oral examinations as well as performance in course work in the form of essays, in-course tests, research papers, projects, or continuous assessment of theoretical and/or practical work may also contribute towards the final grade awarded in a course.
18. When practical papers and/or coursework contribute towards the overall final grade for the course, **candidates will usually be required to satisfy the examiners in all aspects of the course.** On the basis of

performance in the practical component of the course, a candidate may, on the recommendation of the Department concerned, be exempted from the practical part of the examination.

19. A Part II student who marginally fails a course needed for advancement or for graduation, having satisfied the Departmental requirements, may, at the discretion of the Faculty Board of Examiners, be offered a Supplementary Oral. Any candidate who satisfies the examiners in a Supplementary Oral will be given the minimum passing grade for the course C (50%). No more than **eight** credits may be gained through Supplementary Orals.
20. A candidate who fails the examination associated with a course may be given permission to repeat the course and the examination on a subsequent occasion.
 - (a) In the event that such a candidate has satisfied the examiners in the coursework, the candidate may, on the recommendation of the relevant Department, be exempted from the coursework passed. If such a recommendation has been made, the candidate may apply to the Dean for permission to take the examination without attending the course (Exam Only).
 - (b) A student who **fails a course twice** will not *normally* be allowed to repeat this course again. Examinations associated with the Summer Programme are counted as repeats.
21. The Academic Board of a candidate's Campus, on the recommendation of the Faculty Board concerned, may debar the candidate from writing the examination associated with a course **if the candidate has not attended and/or performed satisfactorily in the course. The grade for such a candidate will be recorded as Absent Fail.**

F. GPA* AND CLASS OF DEGREE

22. (a) A **Semester grade point average** which includes *all* approved courses for which the student is registered in a semester, whether passed or failed, will be calculated for the determination of academic standing.
- (b) A **Cumulative grade point average** which includes all courses completed **excluding** those taken on a Pass/Fail basis, audited

* The table for conversion of numerical marks to letter grades for GPA purposes is presented in Appendix VI (Table 1).

courses, Preliminary courses and courses designated I or IP will be calculated and recorded on the student's transcript.

- (c) A **Programme/Degree grade point average** including all Level 2 and 3 courses, whether passed or failed, will be calculated for determination of the class of the degree. (See *Appendix VI for the relationship between marks, grade point average and class of degree*).
23. All courses included in the computation of the grade point averages in Regulation 22, are weighted according to the number of credits for the course.

G. LEAVE OF ABSENCE AND VOLUNTARY WITHDRAWAL

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

H. TIME LIMITS FOR COMPLETION AND ENFORCED WITHDRAWALS

27. For the purposes of Regulations 28 & 29 below, any semester in which a student is registered part-time including the Summer session, will be counted as half of a semester of full-time study. After the total of equivalent full-time study has been obtained in this way, it will be rounded down to a whole number.
28. (a) A student whose Semester Grade Point Average is less than or equal to **2.00** will be deemed to be performing unsatisfactorily and will be placed on warning.
- (b) A student already on warning whose Semester Programme Grade Point Average is less than or equal to **2.00** will be required to withdraw from the Faculty.
29. (a) Students admitted to the programme under Regulation 2 shall complete the requirements for the degree in a minimum of **six** or a maximum of **ten** semesters of full-time study.
- (b) Students admitted to the programme under Regulation 1 shall complete the requirements for the degree in a minimum of **eight** or a maximum of **twelve** semesters of full-time study.
- (c) Students who cannot complete the programme within the maximum periods given in (a) and (b) above will normally be required to withdraw from the Faculty at the end of the academic year in which the maximum is reached.
30. In the event that a student has exhausted the maximum periods mentioned in Reg.29 above, but still requires for the completion of the degree programme:
Either:
- (a) passes in courses totalling no more than **eight** credits,
or:
- (b) passes in Foundation courses only,
- the Faculty Board may at its discretion recommend to Academic Board an extension of the period of study by **one** or **two** semesters.
31. For the purposes of Regulations 28 and 30 above, any semester for which a student has obtained Leave of Absence from the Faculty shall not be counted (see Reg.24).

32. Notwithstanding Regulations 28 to 30 above, Academic Board may, on the recommendation of the Faculty Board, require the student to withdraw from the Faculty at the end of any semester on grounds of persistent neglect of work and/or repeated failure in examinations.
33. A student required to withdraw from one Faculty:
- (a) may register immediately in another, if in the opinion of the student and the Dean of the receiving Faculty this is desirable and the student satisfies that Faculty's entry requirements;
 - (b) will be required automatically to withdraw from the University if not granted registration in another Faculty; and
 - (c) may not register in the ensuing Academic Year, for any courses in the Faculty from which (s)he had been required to withdraw.
 - (d) if readmitted and required to **withdraw for a second time**, will **not** be considered for readmission until a minimum period of **five** years has elapsed.
34. A student who was required to withdraw for reasons of failure to progress may be readmitted to the Faculty on the following conditions:
- (a) A minimum of **one** year has passed since the date of withdrawal
 - (b) The Faculty is satisfied that the circumstances attending the reasons for the withdrawal have altered substantially.
 - (c) All grades previously obtained, except for courses to be repeated having been deemed outdated, shall continue to apply for the purpose of determining the student's GPA.
 - (d) Subject to UWI Grade Point Average Regulation No. 11, (https://www.mona.uwi.edu/exams/sites/default/files/exams/assessment_regulations_2018-2019_aug_09.2018.pdf) courses pursued at an institution other than the UWI during the period of withdrawal may be eligible for credit.
 - (e) Courses pursued in the UWI Summer School during the period of withdrawal shall be included in all relevant grade point average calculations if the student re-enters the UWI.

I. EXEMPTIONS AND TRANSFERS

35. Holders of degrees from approved universities, or candidates who have partially fulfilled the requirements of such degrees, may apply to the Board for Undergraduate Studies, through the Faculty Board of the candidates' campus, for exemption from Level 1 courses. Each such application will be considered on its own merit.

36. Students on transfer between different BSc degree programmes or from other programmes of study within the University may, on the basis of passes already obtained, and on the recommendation of the Departments concerned, be exempted from some or all of the Level 1 courses, and some of the Level 2 and/or Level 3 courses. Students exempted from all Level 1 courses may complete the degree programme in a minimum of four or a maximum of eight semesters of full-time study from the time of transfer. Students exempted from all Level 1 courses and some Level 2 and/or Level 3 courses may complete the degree programme in a minimum of two semesters of full-time study from the time of transfer.
37. (a) A student who wishes to take academic courses as an exchange/transfer student at an institution other than the UWI and to apply those credits toward the degree must obtain written approval in advance from the Dean. Failure to obtain written approval in advance may preclude the acceptance of the credits.
- (b) A student must have a minimum GPA of **3.00** by the end of Semester II to be approved as an exchange/transfer student in the following academic year.
- (c) Where the course to be taken is to be substituted for a UWI course, the content of the course must be certified by the relevant Department as being equivalent to the UWI course. Course outlines and syllabuses must be provided by the student in order to permit the evaluation of the course content.
- (d) A student may **not** take courses for degree credit at an institution other than the UWI during the semester (including the succeeding summer) in which he or she completes or is expected by the Faculty to complete the requirements for graduation from the UWI.

J. AEGROTAT DEGREE

38. (a) A candidate who, by reason of illness, was prevented from attending examinations or part of the examinations associated with a Level 2 or 3 course in the year of anticipated graduation may apply to the Board for Undergraduate Studies through the University Registrar, for an Aegrotat pass in the course. Such an application will be granted only if all the following conditions are satisfied:
- (i) The appropriate Head of Department reports that, on the basis of the candidate's performance during the period preceding the examinations, the candidate was expected to pass the examinations concerned and has satisfactorily completed any associated course work.

- (ii) The application reaches the University Registrar not later than **30** days after the date of the last paper in the examination concerned.
 - (iii) The application is accompanied by a medical certificate attesting to the illness and issued by a medical practitioner recognized for this purpose by the University.
- (b) No grade will be awarded in respect of an Aegrotat pass, and a candidate having been awarded an Aegrotat pass will not be allowed to re-enter the examination for the course concerned on a subsequent occasion. An Aegrotat pass may not be used to satisfy a pre-requisite for other Level 2 and/or Level 3 courses.
- (c) A student who, having satisfactorily completed the degree programme, includes Aegrotat passes in courses counted for the degree programme, will be eligible for the award of an Aegrotat degree if both of the following conditions are satisfied:
 - (i) The courses in which Aegrotat passes have been granted (and which need to be counted toward the award of the degree) are equivalent to no more than **24** credits.
 - (ii) No more than **16** credits mentioned in (i) above arise from courses making up the candidate's major.
 - (iii) The Aegrotat degree will be awarded without Honours.

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

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

LIBRARY POLICY WITH RESPECT TO FACULTY/DEPARTMENTAL LIBRARIES

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

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

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

APPENDIX I
SUBJECTS REQUIRED TO SATISFY ENTRY REQUIREMENTS

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

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

***The following cannot be counted together:**

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

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

- | | |
|--------------------|------------------------------------|
| • Biology | • Geography |
| • Chemistry | • Information Technology (General) |
| • Computer Science | • Physics |

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

- (i) **Mona** – Physics, Chemistry, Biology

APPENDIX II DEGREE PROGRAMMES

Biochemistry Section	Department of Chemistry	Department of Computing	Department of Geography and Geology	Department of Life Sciences	Department of Mathematics	Department of Physics
Major in Biochemistry	BSc. Chemistry and Management	BSc. Computer System Engineering	Major and Minor in Geography	BSc. Biology with Education	BSc. Actuarial Science	BSc. Biomedical Instrumentation
Major in Biotechnology	BSc. Chemistry with Education	BSc. Computer Studies	Major and Minor in Geology	BSc. Environmental Biology	BSc. Mathematics with Education Studies	BSc. Climate Science and Electronic Systems
Major in Microbiology	BSc. Occupational and Environmental Safety and Health	BSc. Information Technology	Major in Geosciences	BSc. Experimental Biology	BSc. Mathematics of Finance	BSc. Electronics and Alternative Energy Systems
Major in Molecular Biology	BSc. Special Chemistry	Major and Minor in Computer Science	Minor in Human Geography	Major and Minor in Animal Biology	BSc. Statistical Science	BSc. Electronics and Computer Science (Double major)
	Major in Applied Chemistry	Major and Minor in Software Engineering		Minor in Coastal Ecosystems	Major and Minor in Mathematics	BSc. Physics with Education
	Major and Minor in Environmental Chemistry			Major in Horticulture	Major in Mathematics and Economics	Major and Minor in Electronics
	Major and Minor in Food Chemistry			Major in Marine Biology	Major in Mathematics and Modelling Processes	Major and Minor in Energy and Environmental Physics
	Minor in Food Processing			Major and Minor in Plant Biology		Major and Minor in General Physics
	Major and Minor in General Chemistry			Major and Minor in Terrestrial & Freshwater Ecology		Major and Minor in Materials Science
	Minor in Industrial Chemistry					Major and Minor in Medical Physics

APPENDIX III OPTIONS

Details for **Options** can be found in the Faculty Handbook (Part B) on Programmes and Syllabuses, at:

https://www.mona.uwi.edu/fpas/sites/default/files/fpas/uploads/handbook_2020-2021_completev2.pdf

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

APPENDIX IV UNIVERSITY FOUNDATION COURSES

FOUN1019	–	Critical Reading and Writing in the Disciplines
FOUN1101	–	Caribbean Civilization
*FOUN1201	–	Science, Medicine & Technology in Society
FOUN1301	–	Law, Governance, Economy & Society
FOUN1401	–	Critical Reading and Writing in Science & Technology and Medical Sciences

***Not Recommended for FST Students**

FOUN1019 CRITICAL READING AND WRITING IN THE DISCIPLINES

Year Long - Semester I and II (6 credits)

This integrated reading and writing course seeks to help students to comprehend and critically engage with academic texts, and to write effective documented essays and/or reports. It is available to students who did NOT pass the ELPT (i.e. received a '2' in the ELPT). Students who have not sat the ELPT are NOT eligible to take this course.

FOUN1101 CARIBBEAN CIVILIZATION

Semester II (3 credits)

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

FOUN1301 LAW, GOVERNANCE, ECONOMY & SOCIETY

Semester II (3 credits)

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

FOUN1401 CRITICAL READING AND WRITING IN SCIENCE & TECHNOLOGY AND MEDICAL SCIENCES

Semester II (3 credits)

This course will offer such students an alternative in which they will acquire other essential writing skills, as well as an appreciation of the manner in which academic language reflects the thinking within each discipline. It is available to students who have passed in the following:

- 1) Pass or 1 in ELPT
OR
- 2) Grade 1 in CXC/CSEC English "A"
OR
- 3) Grade "A" in GCE English Language
OR
- 4) Grade 1 or Grade 2 in CAPE Communication Studies

APPENDIX V FST CREDIT TABLE

The following table describes the approximate weekly contact hours for a **6** credit (Part I) or **3** credit (Part II) one-semester (**thirteen** teaching weeks) course.

A minimum full-time load in Part I is **12** credits per semester up to a maximum of 18 (excluding Foundation courses). The minimum load for a student in Part II (Advanced) is **15** credits per semester up to a maximum of 18 (excluding Foundation courses).

	<u>Laboratory Subjects</u> (Mean # Hrs/Wk)			<u>Non-Laboratory Subjects</u> (Mean # Hrs/Wk)		Credits
	Lecture	Tutorial	Lab	Lecture + Problem Classes	Tutorial	
Prelim, Level 0 & Part I, Level 1	3	1	4 – 6	5+0 or 4+1	1	6
Computer Science only	4	1	2	–	–	
Part II Levels 2 & 3	1.5	0.5	2 – 3	3+0.5	0.5	3
Computer Science	2 or 3	0 or 1	0 or 2			3

APPENDIX VI
GRADING SYSTEM

Table 1						
Mark-to-Grade Conversion & Quality Points (GPA SYSTEM)						
Grade	Mark (%)	QP		Grade	Mark (%)	QP
A+	90 – 100	4.30		C+	55 – 59	2.30
A	80 – 89	4.00		C	50 – 54	2.00
A–	75 – 79	3.70		F1	40 – 49	1.70
B+	70 – 74	3.30		F2	30 – 39	1.30
B	65 – 69	3.00		F3	0 – 29	0.00
B–	60 – 64	2.70				

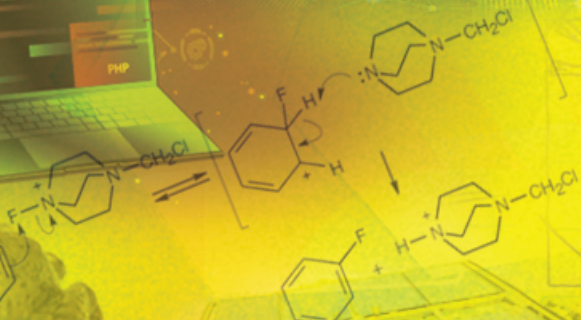
Table 2	
Class of Honours	Programme GPA
First	3.60 and above
Upper Second	3.00 – 3.59
Lower Second	2.50 – 2.99
Pass	2.00 – 2.49



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THE DEAN'S OFFICE | FACULTY OF SCIENCE AND TECHNOLOGY | 5 ANGUILLA CLOSE
THE UNIVERSITY OF THE WEST INDIES, MONA
TEL: (876) 977-1785; 618-0922-3 | EXTNS: 2401; 2962
WEBSITE: [HTTP://WWW.MONAUWI.EDU/FST](http://www.mona.uwi.edu/fst)
EMAIL: [FST@UWIMONA.EDU.JM](mailto:fst@uwimona.edu.jm)