

University of Belize



Education Empowers a Nation

STUDENT HANDBOOK



LET'S BUILD UB TOGETHER

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PRESIDENT'S MESSAGE

Let me extend a warm welcome especially to our new and returning students to the

University of Belize at our four main campuses of Belmopan, Belize City, Central Farm and Punta Gorda. I do hope you will have a fulfilling experience at UB, an education that provides the disciplinary knowledge and skills you have set about to achieve, as well having an all-round experience that better prepares you for the world-of-work and as citizens of Belize and other countries from which you may have come.



This Student Handbook is therefore important for guiding you through your University experiences with us and I recommend it as essential reading. Many of you are very young students, just out of high school. A good, memorable University experience will allow you freedom to express yourselves in many ways, to really discover who you are and what you may wish to be. Do get engaged in the many activities of the UB whether they are in the Students' Association, various clubs, sporting and cultural activities, etc.

However, with freedom comes responsibility. This Handbook will remind you of your responsibilities while you are a student here – acceptable engagement with your fellow students, academic and administrative staff, good language, behavior and attire, always displaying the

virtues of honesty, integrity and decency in all that you do. In short, these are the values you should be constantly displaying at UB that once repeatedly practiced, will ensure you are respected and succeed as professionals.

UB is your University and its name will be linked to yours for a life-time. So please refrain from doing anything that damages your or the University's good name and reputation. You will always be seen as an Ambassador of UB and my hope is that you will distinguish yourself here as well as when you graduate.

So once more, welcome to UB – work and study hard to achieve your goals while having a memorable University experience tempered always by good, acceptable conduct.

My best wishes.

Sincerely,



Professor Emeritus Clement Sankat, Ph.D.
President

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HISTORY OF THE UNIVERSITY OF BELIZE

On August 1, 2000, the University of Belize (UB) was born from a merger of five institutions: The University College of Belize (UCB), the Belize Technical College (BTC), the Belize Teachers' Training College (BTTC), the Bliss School of Nursing (BSN), and the Belize College of Agriculture (BCA). UCB, BTC and BTTC were under the supervision of the Ministry of Education (MOE); BSN was under the supervision of the Ministry of Health (MOH); and BCA was under the supervision of the Ministry of Agriculture (MOA). UCB was established in 1986 to take the place of the Belize College of Arts and Technology-BELCAST. It operated, as UB does now, under the supervision of a Board of Trustees comprised of representatives of various stakeholders in education and national development. The amalgamation of the five institutions sought to consolidate resources in an effort to better respond to the needs of higher education and training in areas critical to building the nation.

Initially, UB offered programs from the locations of the five former institutions; however, in 2004, the main campus was officially moved to the City of Belmopan. UB now offers programs from its main campus in Belmopan, from three campus locations in Belize City, from its Central Farm campus, and from its southern campus in Punta Gorda. UB also owns and manages two marine field stations at Calabash and Hunting Cayes.

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Mission

The University of Belize is a national, autonomous and multi-location institution committed to excellence in higher education, research and service for national development. As a catalyst for change, it provides relevant, affordable and accessible educational and training programs that address national needs based on the principles of academic freedom, equity, transparency and accountability.

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The Black Jaguar

In 2002 the Board of Trustees (BOT) commissioned a special committee of students and Student Affairs professionals to select a university mascot. The committee worked with a local artist to review several entries submitted by students. The entries were short listed and the finalists were returned to the BOT. The BOT studied the character, visual appeal and uniqueness of each final entry. It then selected the Black Jaguar as the University's official Mascot.

The Black Jaguar

Brave

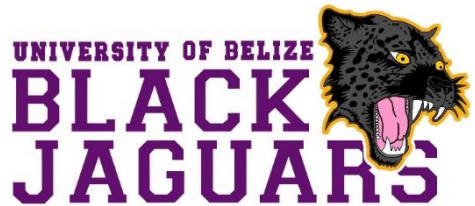
Independent

Uniquely Belizean

Beautiful yet threatening

Considered king of the night

Can be portrayed as a cuddly toy or a dangerous foe



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The UB Song

*Lyrics and Music by Sir Colville Young, Governor General of Belize
and former President of the University College of Belize.*

¹Students lift your voices
To praise our Alma Mater,
Together we're united,
Each UB son and daughter.

⁴Pyramid and temple
Once soared like man-made
mountain,
And in this land the people
Drank deep of wisdom's fountain.

²For your prize of knowledge
Our hearts were ever yearning,
Till sleepless nights of study
Were well repaid with learning.

⁵Now we can recover
The ancient pride and glory,
And our Belize's future
Shall tell the UB story.

³And your torch, when we are gone,
Burning bright will be carried on:
UB this shall be our pledge!
UB this shall be our pledge!

⁶For the torch, when we are gone,
Burning bright will be carried on:
UB this shall be our pledge!
UB this shall be our pledge!

Listen to the song on our YouTube
Channel

[https://www.youtube.com/watch?v=
4uq9HOE3Y9I](https://www.youtube.com/watch?v=4uq9HOE3Y9I)

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Definition of Terms

University means the University of Belize (UB).

Campus refers to all premises on satellite sites whether owned, controlled or rented by UB.

Instructor/lecturer refers to any UB employee whether full-time, part-time or adjunct who provides teaching, research and service activities for the UB.

Policy refers to any written regulation approved by the UB Board of Trustees found in but not limited to this handbook.

Student refers to any person accepted and enrolled or scheduled to be enrolled at UB both part-time and full-time pursuing certificate, diploma, associate, bachelor, graduate, professional, or developmental studies.

UB premises includes all land, cays, infrastructure, buildings, and other property used, controlled or rented by UB.

UB facility refers to any building, parking lot, campus green and infrastructure owned, controlled or rented by UB.

University housing refers to the building in which students reside on the main campus.

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1.0 NON-DISCRIMINATION POLICIES

1.1 Accommodations Policy for Students with Disabilities

To ensure that its programs, activities, and services are accessible to all matriculating students, the University of Belize is committed to providing reasonable accommodations for students with documented disabilities. Documented disabilities may include, but are not limited to, a learning disability; a visual, hearing, or mobility impairment; or a physical or mental illness. A reasonable accommodation is one that is consistent with the academic standards of the university and does not fundamentally alter the nature of a course or program. The Office of Student Affairs and the Faculties work with students directly and individually throughout the accommodations process. Final authority for determining the most reasonable and effective accommodation rests with the University of Belize and is based on the nature of the course or program and the individual student's disability-related need(s).

Please note, arrangements for accommodations require advance notice.

When making a request for accommodations, UB requires



that the student submits relevant documentation from a qualified medical or mental health professional. If

documentation is not current or sufficiently comprehensive, the university may require an updated evaluation, which the student will be responsible to provide.

The information the student provides will be kept confidential and will only be used to ensure adequate service is provided. The Disability Accommodation Request Form is available from the Office of the Dean of Student Affairs.

A student who wishes to make a request for an accommodation based on a disability must:

- i. Identify himself/herself to the Dean of Student Affairs and request accommodations immediately following acceptance of admission to UB. The student may also identify himself/herself at any

time and should do so immediately following an injury or illness with permanent or long-term implications. The form will become part of the student's personal accommodations, which is maintained by the Dean of Student Affairs.

- ii. Upon receipt of required documentation, the Dean of Student Affairs will consult with the student and other appropriate individuals in determining reasonable accommodations.

At the beginning of each semester, the student will provide the Dean of Student Affairs with his/her semester course list. The Dean will communicate in writing with the instructor(s) of the course(s) involved regarding specific recommended accommodations. Faculty members play an important part in ensuring suggested accommodations are appropriate in the context of their course design and evaluation. They may communicate any concerns regarding the specific accommodations to the Dean. The student should meet with the instructor(s) a week before classes begin to discuss the implementation of accommodations. If a student is dissatisfied with an instructor's decision or the implementation of accommodations, it is the student's responsibility to notify the Dean of Student Affairs who

can intervene to attempt to address the student's concerns.

A student who feels he/she has been discriminated against based on a disability should consult Student Affairs personnel to be informed of the steps that can be taken to address the concern. Copies of the Student Complaint Form can be obtained at the Office of Student Affairs, Belmopan Campus, First Floor Administration Building or the Student Counselor's office ([See 5.13.1 Location](#)).

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1.2 Human Diversity Policy

Whereas, a diverse and inclusive learning environment that respects and enhances the potential of all members of our community is vitally important to the mission of the University of Belize to achieve excellence in teaching, research and service, the University of Belize recognizes, embraces and celebrates human diversity including sexual and gender diversity. As such, a non-discrimination policy exists to guarantee the rights of students, staff and administration to full participation

in University life regardless of sexual orientation and sexual or gender identity. [[Back to Table of Contents](#)]

1.3 Freedom of Religion

The University of Belize is a secular institution which values diversity and aims to create a learning environment which respects the rights of students to hold religious or non-religious beliefs. UB does not discriminate on the grounds of religion or religious beliefs and seeks to create an environment where students of all religion or no religion are treated with equal dignity and fairness. Thus, UB recognizes the right to freedom of religion but does not endorse any particular denomination or faith.

The University of Belize will ensure that schedules operate efficiently and effectively to deliver the teaching, learning and assessment requirements of all programs offered on all campuses at the available time and physical space as well as availability of adjunct lecturers. The current infrastructure facilitates classes and program related activities scheduled Monday through Saturday inclusive of evening hours.

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1.4 Sexual Harassment Policy

1.4.1 Policy

The University of Belize strives to sustain a campus culture that fosters trust, tolerance and respect. The policies created by the University reflect its values and provides for a supportive environment for learning that is free from all forms of abusive, harassing or coercive conduct. The University seeks to protect the right of all members of the University community and to ensure that all are treated with respect and dignity.

The conduct on the part of any member of the University community which inappropriately introduces any matter of a sexual nature into the teaching, learning, or working environment or relationship will not be tolerated. This policy applies to all members of the University community, male or female, who are encouraged to promptly report any complaint about sexual harassment, sexual misconduct or inappropriate behaviour.

If a student feels that he or she has been a victim of sexual harassment by another student, then he or she should contact the nearest Office of Student Affairs and invoke the [Disciplinary Procedure](#) that is outlined in the Student Handbook. If a student feels that he or she has

been a victim of sexual harassment by a member of the Faculty, Staff or Administration of the University, then he or she should contact the Office of Student Affairs and the Director of Human Resources who will invoke the Grievance Procedure that applies between students and members of the faculty, staff or administration.

This policy does not apply to matters of a criminal nature such as sexual assault, rape and sexual abuse. The procedures described in the University's Disciplinary and Grievance Procedures shall not apply in such instances and students are encouraged to report such crimes directly to the police.

Confidentiality will be maintained to the extent that is legally and practically possible to do so.

1.4.2 Legal Authority

Sexual Harassment is a form of sex discrimination which is prohibited by the Protection against Sexual Harassment Act, Chapter 107 of the Laws of Belize (Revised Edition 2000) (the “Act”).

Sections 7 and 8 of the Act relate specifically to sexual harassment at **institutions** and state that:

- 7. No person who is a member of staff or in a position of authority at an institution shall harass sexually a person who is a student or an inmate or ward at that institution or is seeking admission to that institution as a student, ward or inmate.*
- 8. (1) It shall be the duty of every person in charge of an institution to keep that institution free from sexual harassment and intimidation and to clearly express a policy against sexual harassment to staff, students, inmates or wards of that institution.*

1.4.3 Definition

Sexual harassment, as distinguished from consenting sexual relationships, is defined at Section 8(2) of the Act as follows:

For the purposes of this section, sexual harassment constitutes unwelcome verbal or physical conduct of a sexual nature including, but not limited to, the deliberate making of unsolicited gestures or comments, unwelcome sexual advances or requests for sexual favours or the deliberate display of offensive sexually graphic material which is not necessary for institutional purposes.

1.4.4 Types of Sexual Harassment

Sexual harassment at the University may arise in two forms:

1. Being asked to respond sexually with the direct or indirect implication that a person's academic or work situation would be improved if he/she complied or hurt if he/she did not; and
2. Behaviours that create an environment so offensive, intimidating or hostile that it interferes with a person's ability to work or a student's ability to learn or participate in the campus environment.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of conduct that may constitute inappropriate behavior, sexual misconduct or sexual harassment when unwelcome and are repeated or create a pattern include, but are not limited to:

- a. Unwelcome sexual propositions, invitations and solicitations;
- b. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment

or academic life may be adversely affected by not submitting to sexual advances;

- c. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene phone calls;
- d. If not removed when requested, sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area that embarrass or offend individuals. Such material if used in an educational setting should be related to educational purposes;
- e. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures; and
- f. Consensual sexual relationships where such relationships lead to favouritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such demonstrated favouritism adversely affects other students and/or employees.

These behaviours could be used to assist in identifying offensive behaviours but in no way should be construed as exhaustive lists of unacceptable acts. In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the record of the incident or incidents as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

Sexual harassment may occur between peers. Unwelcomed sexual behaviour between peers is unacceptable at the University. Staff, faculty and students and other members of the University community who are subject to such offensive behaviour by fellow peers may either confront the alleged offender directly or use the complaint resolution mechanism described in the University's Student Grievances Policy [Procedure](#).

Consenting relationships that might be appropriate in other circumstances are deemed extremely unwise when they occur between a member of the University and a person for whom he/she has a professional responsibility, for example, faculty, administrator, employee, advisor or coach. Such relationships may also result in an appearance of unfair advantage accruing from the consenting relationship. Additionally, in the event that a

sexual harassment complaint is subsequently filed, it may be exceedingly difficult for the respondent to defend him/herself on grounds of mutual consent. The University expects the individual with a supervisory or other decision-making role to bear the responsibility of any negative consequences resulting from his/her consensual relationships and requires the individual in the superior position to disclose the relationship to his/her supervisor, the Director of Human Resources or the Vice President.

1.4.5 Responsibility

All members of the University community are responsible for ensuring that their conduct does not sexually harass any other member of the University community. Individuals who are aware of, or have experienced, an incident of sexual harassment should promptly report the matter to the Director of Human Resources. University faculty, administrators and supervisors have the further responsibility of preventing and eliminating sexual harassment. If administrators, faculty, or supervisors know sexual harassment is occurring, they must take immediate steps to ensure the behaviour ceases immediately and the matter is addressed. If administrators, faculty, or supervisors

receive a complaint of sexual harassment, or obtain other information indicating possible sexual harassment, there is a responsibility to inform the Director of Human Resources. [[Back to Table of Contents](#)]



2.0 STUDENT RIGHTS AND RESPONSIBILITIES

2.1 Student Rights

The University of Belize is an academic community in which all students, faculty, staff and administration share responsibility for its growth and continued welfare. As members of the University community, students can reasonably expect the following:

- A. Students have the right to freedom from willful and harmful discrimination, unfair treatment or harassment on the basis of race, socio-economic status, age, gender, gender identity, sexual orientation, religion, creed, ethnicity, national origin, political beliefs, physical ability, learning ability or learning style.
- B. Students have the right to a healthy educational environment conducive to learning and free of health hazards such as cigarette smoke and excessive noise.

- C. The University shall not interfere with the rights of students to join associations.
- D. Students should have accurate and timely information describing acceptable academic standing, graduation requirements, and individual course requirements and objectives. Students should also have accurate and timely description of all non-academic policies of the university.
- E. In all instances of discipline, and academic evaluation, students have the right to fair and impartial treatment.
- F. The University of Belize recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the Constitution of Belize ([See Campus Expression](#)).
- G. Students have the right to be free from illegal searches and seizures.
- H. The University does not infringe on any inalienable rights of the citizens of the country and as such students can freely exercise the rights outlined in the constitution of Belize without fear of University interference.

- I. Students have the right to be free from any hazing or ritualized initiation ceremonies that are coercive, harmful, or discriminatory.

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2.2 Dress Expectations

As the country's national university, the University of Belize is committed to sustaining a campus culture which fosters student development through positive learning experiences, freedom of expression, inquiry, and civility. The UB, therefore, understands and fully supports students' right to freedom of expression. However, the University has an obligation to create a living and learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed so that all students dress in a manner that is respectful of themselves and others. Therefore, UB students are expected to dress appropriately and for the occasion. Students are reminded that their clothing and/or accessories worn to class should not impede the learning process in the classroom. In some cases, certain academic faculties may require certain protective clothing or professional dress of its students for

professional and safety reasons, e.g. nursing uniforms, rubber boots, or snorkeling gear.

The following are examples of appropriate dress for various occasions:

- i. Classroom, university campus - neat and casual attire
- ii. Formal events such as symposiums, conferences, formal presentations, thesis defense - business or professional attire
- iii. Interviews and internship-business/professional attire
- iv. Social and recreational activities - casual or formal attire

*Professional attire constitutes but is not limited to the following: slacks, shoes or dress appropriate for the occasion, slacks/skirts, sleeved top, shoes or dress appropriate for the occasion.

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3.0 STUDENT DISCIPLINARY AND GRIEVANCES POLICIES AND PROCEDURES

3.1 The University of Belize (UB) Student Code of Conduct

3.1.1 Rationale

All members of the University community should contribute to the achievement of the university's mission and vision. As citizens, students have the responsibility to know and obey the laws of the country of Belize. Students also have an obligation to know and follow the regulations of the University. The Student Code of Conduct, which is the University's policy regarding non-academic discipline of students, is designed to promote responsible behavior for all students consistent with the welfare of the UB community thus upholding a civil campus environment conducive to learning. Therefore, to provide an environment in which all members of the UB community can fulfill their personal, social, and academic aspirations, UB has established the Student Code of Conduct to define student behavioral rights and responsibilities.

3.1.2 Authority



The University reserves the right to take necessary and appropriate action to protect the safety and

well-being of the campus community. The authority for student discipline ultimately rests with the President of the University who is responsible for the administration and enforcement of the Student Code of Conduct. He or she may at times exercise his/her right to take direct jurisdiction of any case. The President delegates this authority to the Vice President who delegates to the Dean of Student Affairs. All officers and members of student organizations or clubs including Student Governments charged with violating the Code shall also fall under the authority of the University conduct system.

The University of Belize's jurisdiction regarding discipline is usually limited to conduct of any student, officer or member of recognized student

organizations or clubs including Student Governments that occurs on UB's premises, including dorms. However, UB reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the University community.

3.1.3 Violations of Law and of this Code

Students may be accountable to the proper relevant law enforcement department/authorities and to UB for acts which constitute violations of the laws of Belize and of this Student Code of Conduct. Those accused of violations are subject to due process aligned with the University disciplinary proceedings outlined in the Code during the pendency of any criminal or civil proceedings, or of any other university proceedings, regarding the same conduct. Students may not challenge the University disciplinary proceedings outlined in the Code on the grounds that criminal or civil charges or other University proceedings regarding the same incident are pending, not yet concluded, dismissed, or are not yet adjudicated. UB will refer matters to the country's relevant proper law enforcement

department/authorities for prosecution when appropriate.

The University is not designed or equipped to rehabilitate students who do not abide by



the Code and may find it necessary to remove students from campus and to sever the institutional relationship with them as outlined in this Code.

UB recognizes that it is the privilege of all students to seek knowledge, exchange ideas, debate, form opinions and freely express their ideas provided that students abide by the laws, rules and regulations set by the proper relevant law enforcement department or authorities. Thus, this Student Code of Conduct will not be used to discipline the expression of ideas which follow University procedures and abide by Belizean law.

3.1.4 Prohibited Conduct

Students are reminded that they should not bring the University into disrepute. Any actions, utterances or

behaviour that may be seen to be harmful to the good name of the University, or its Faculty, Staff or Students or actions which damage or deface the property of the University may result in disciplinary action. The following non-academic misconduct or the aiding, abetting, or inciting of, or attempting to commit such misconduct is also subject to disciplinary action:

3.1.4.1 Endangerment

- i. Abusive conduct or action which endangers or intends to threaten or endanger the physical or psychological health, safety, or welfare of an individual or a group of individuals.
- ii. Physical violence towards another person or group.
- iii. Conduct or action that may endanger one's own health or safety, or the health or safety of others or groups.

3.1.4.2 Disruptive Behavior

- i. Failure to comply with the verbal or written directions of any university official while in the performance of his/her duties and in the scope of his/her employment.

- ii. Resisting university public safety officers while acting in the performance of their duties.
- iii. Rioting, aiding, abetting, encouraging, participating in or inciting a riot is specifically forbidden on university premises.
- iv. Interference, obstruction or disruption of normal University functions and processes, University sponsored activities, or any function process or activity on University premises including but not limited to studying, teaching, research, public speaking, University business operations or administration, public safety and rights of members of the University community.
- v. Acts that interrupt the University's disciplinary process such as attempting to discourage a person from participating in the disciplinary process.
- vi. Action or conduct that results in loss, inconvenience, or damages to the property or well-being of another as well as the University's properties.

- vii. Abuse (whether verbal or written, in text messages, e-mail, or social media use) or any conduct that intimidates, coerces, threatens, or endangers another.
- viii. Soliciting or conducting commercial and business activities on university premises without prior approval by university officials.
- ix. Knowingly violate the terms of any disciplinary sanction imposed by the university in accordance with this policy.
- x. Intentionally and substantially interfering with the freedom of expression of others on university premises or at university sponsored events.

3.1.4.3 Harassment

Conduct that is not conducive to a healthy learning environment and that creates an intimidating and offensive campus, educational, living or working environment for another person. Action(s) or statement(s) that threaten to harm or intimidate another.

Harassment of any member of the university community including harassment on the basis of

race, socio-economic status, age, gender, gender identity, sexual orientation, religion, creed, ethnicity, national origin, political beliefs, physical ability, learning ability or learning style is prohibited. This includes:

- i. Unauthorized interference with the right of access to university facilities, or freedom of movement or speech of any person on campus.
- ii. Stalking of any member of the UB community.
- iii. Engaging in sexual harassment (as defined in the [Sexual Harassment Policy](#) section of this Handbook).
- iv. Any act of sexual misconduct offensive sexual comments/remarks/ innuendoes, inappropriate body language or lewd behavior such as sexual acts that occur without consent or to which consent is unable to be given.
- v. Actions that intimidate, humiliate, demean, or cause harm to another.
- vi. Actions that invade the privacy of another such as threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission.

3.1.4.4 Alcohol

(See Alcohol and Drug Policy)

- i. Possession and/or use of alcohol on University premises
- ii. Supplying or selling alcohol to a minor (under the legal drinking age).
- iii. Distribution or possession of alcoholic beverages for purposes of distribution on UB premises or UB's sponsored activities including but not limited to field trips, sports activities, socials etc.
- iv. Attending classes, riding the UB bus or being on University premises while intoxicated or under the influence of any drug or mind altering drug.
- v. Appearing on University premises or at University sponsored activities under the influence of alcohol to the degree that there is danger to self, others, or property or annoyance to persons in the area.
- vi. Violation of any other University or dormitory policies while under the influence of alcohol.

3.1.4.5 Other Drugs

- i. Possession of, use, purchase, distribution or sale of any illegal drug or drug paraphernalia.
- ii. Conspiracy to distribute or sell any illegal drug.
- iii. Misuse, distribution or sale of any prescription drug.
- iv. Smoking of any kind including e-cigarettes on University campus premises
([See Non-Smoking Policy](#)).

3.1.4.6 Gambling

- i. Gambling, other than activities approved by the University, on UB campuses, properties or official university trips is **not** allowed.

3.1.4.7 Weapons

- i. Use, legal or illegal possession of firearms, or threat to use firearms or simulated/artificial weapons; ammunition or other dangerous weapons such as knives or edged blades, substances, or materials; bombs, explosives, or incendiary devices prohibited by law on university property or at university sponsored/related events.

3.1.4.8 Property

- i. Theft of, damage to, use of, or possession of other persons' or university property in a manner inconsistent with its designated purpose.
- ii. Unauthorized entry, use, or occupation of another person's or university facilities, equipment property, or vehicles.
- iii. Intentionally or recklessly destroying or damaging University property.

3.1.4.9 Falsification

- i. Mutilation, forgery, alteration, misrepresentation, counterfeiting or misuse of university documents, records, identification, educational materials, keys or property.
- ii. Purchase, possession or use of falsified or altered identification.
- iii. Permitting another person or student to use one's identification.
- iv. Giving false or misleading information to university officials or others.
- v. Impersonation or misrepresentation of another person of the university.

- vi. Failure to show ID card to University officials when requested (Students are required to carry ID while on campus or when attending UB related activities) [[See The Black Jaguars Identification Card](#)].

3.1.4.10 Computer/Network Misuse

- i. Unauthorized use of the university computer system and/or computer access codes and university software or data.
- ii. Use of computers or network to send or receive threatening, abusive or obscene material.
- iii. Unauthorized use of someone else's password and identity or to conduct an illegal or unethical activity
- iv. Unauthorized entry into a file to read, transfer, change, use or for any other purpose.
- v. Use of the University's network to gain access to another computer.
- vi. Attempting to circumvent data protection schemes to uncover security loopholes.
- vii. Intentional interference with or disruption of UB's technology services (e.g.

computers, data, software, voice communications; passwords, pins, network).

- viii. Unauthorized copying, downloading or distribution of university software or data.
- ix. Attempting to or hacking university data systems (e-mails, Xenegrade, educational platforms, computer systems).

3.1.4.11 Fire and Safety

- i. False reporting of any emergency (fire, accident, bomb threat etc.).
- ii. Removal, damage or interference with fire safety or emergency equipment.
- iii. Failure to evacuate a building or follow directions during an emergency (fire, accident, bomb threat etc.).
- iv. Arson (causing or setting a fire).
- v. Prank calls (e.g. bomb threats) that result in the disruption of regular University's functions.

3.1.4.12 Other Violations

- i. Failure to comply with a request to appear before a conduct hearing body.
- ii. Improper conduct during the hearing.

- iii. Defacing property (graffiti or littering).
- iv. Planning alone or with others to violate the Student Code of Conduct.
- v. Intentionally filing a false complaint under the Student Code of Conduct.
- vi. Violation of intellectual property rights.
- vii. Violations of any rules, contracts, or agreements governing residence in or use of university owned or controlled property including contracts governing authorized special events.
- viii. Violation of any national law while on university premises or at university activities including but not limited to those covering alcoholic beverages, legal and illegal drugs, gambling, arson, sex offenses, assaults, harassment, violation of civil rights, copyright, disorderly conduct, or lewd, indecent, or obscene conduct or expression.
- ix. Commitment of a crime of a serious nature (proven by conviction). Upon the filing of charges in the courts involving an offense of a serious nature and an administrative

determination that the continued presence of the student would constitute a threat or danger to the University community, such person may be suspended pending the result of the case. In other cases, in which a student's behavior presents an immediate danger to the University community, the student may be immediately removed from the University premises by the Public Safety Division or by the local police.

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3.2 Classification and Definition of Sanctions

Sanctions are university responses to mitigate a range of actions that violate the Student Code of Conduct and are dependent on the gravity of the violations.

3.2.1 Immediate Suspension

Actions by students that are deemed to affect the safety and general welfare of other UB students as well as other members of the community including but not limited to alcohol or drug violations, sexual misconduct, weapons violation, endangerment require immediate action by

university officials. In such instances, the Dean of Student Affairs or the relevant university official on the student's campus (Campus Administrator, Chair/Dean) imposes an immediate University suspension prior to the student's hearing with the Disciplinary Committee. Suspension means a student cannot attend classes, be on University premises or use University facilities. The student will be notified in writing of his/her immediate suspension within three days of the incident being reported.

3.2.2 Sanctions

i. No Action

In the event the Disciplinary Committee hearing a case exonerates the student or finds that the charges against a student are unsubstantiated, the student's record will be cleared.

ii. Warning, Written Reprimand or Discipline Contract

A student may be given a warning, written reprimand or discipline contract for minor infractions (3.1.4.2i, 3.1.4.2viii, 3.1.4.3vi, 3.1.4.3iii, 3.1.4.4iv, 3.1.4.9vi). These actions are

cumulative and are considered a part of the student's official university discipline record.

iii. Disciplinary Probation

As a result of a more serious infraction, a student may be placed on disciplinary probation. A time period of probation is established not exceeding one semester in which the student is required to show appropriate changes in attitude and behavior. Specific sanctions or restrictions may be imposed as a part of this discipline. Special conditions may include psychiatric examination and special counseling such as alcohol and drug counseling. A student on disciplinary probation is not in good standing with the university. *Good standing shall include but not be limited to a requirement for eligibility to be appointed as a student representative, to serve on a university committee, to participate in intramural, intercampus and varsity athletics, to remain on scholarship, and for recognition by the University of any Office held in a student organization. A violation of the terms of disciplinary probation, or subsequent misconduct, is grounds for further disciplinary*

action, including suspension, dismissal, or expulsion.

iv. Counseling

Students may be referred to counselling based on the severity of the offense.

v. Community/*Institutional Service Hours*

The student may be assigned to perform tasks or services under the supervision of a University administrator or university faculty or department.

vi. Restitution/*Fee*

The student may be required to pay for the actual damages to the University or victim or levied a fee.

vii. *Disciplinary Suspension*

A student may be temporarily suspended for a serious breach of university discipline including criminal charges, threat to life, property or organizational functioning. Suspension is for a stated period of time at the end of which a student may re-enter the university with the permission of the Disciplinary Committee. While under disciplinary suspension, the student is not entitled to attend classes, use university facilities,

participate in university activities, or be employed by the university. Special conditions may be stipulated for a student to be reinstated at the conclusion of the period of suspension.

viii. Disciplinary Dismissal

A student may be dismissed for a serious breach of University discipline. The student must fulfill requirements set by the Disciplinary Committee before re-admission will be considered by the Admissions Office. While under disciplinary dismissal, the student is not entitled to attend classes, use university facilities, participate in university activities, or be employed by the university.

ix. Disciplinary Expulsion

Expulsion is permanent removal from the university with no opportunity to return. Expulsion will be used only in cases of extreme misconduct involving the most severe infractions of societal codes, university policies or rules. In any case which results in separation from the University, the Dean of Student Affairs shall notify the Dean of the Faculty in which the

student is enrolled as well as other appropriate University personnel.

3.2.3 Record of Discipline

The record of disciplinary actions will be kept by the Chairperson of the Disciplinary Committee in his/her office in a locked cabinet until the case is closed when the file is transferred to the Office of the Dean of Student Affairs for centralized safe keeping. When a student graduates from the University of Belize, the student's disciplinary record will be sealed for ten years then opened but only to be used to conduct social research such as the study of statistical summaries and social trends. After the files are opened any researcher wishing to gain access to them will have to follow a strict protocol assuring confidentiality of the files, following research ethical guidelines and not using names from the files. The file may be accessible by direct order of the Belize Court of Law.

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3.3 Administration of the University Disciplinary System

Disciplinary procedures play a role secondary to peer group influence, counseling, and instruction by example. Disciplinary procedures are necessary when other means fail to resolve problems of student conduct.

The Dean of Student Affairs assures transparency, equity and timeliness of the entire disciplinary system and provides training and evaluation of the disciplinary officers.

The Dean does not participate in Disciplinary Hearings but acts as the Chairperson for the Appeals Committee to which students may appeal any sanction placed on them by the Disciplinary Committee.

The Disciplinary System is comprised of a network



of University Disciplinary Officers on each campus of the University

to investigate all allegations of infractions of the University Code of Conduct. These Disciplinary Officers will form committees chaired by the Student Affairs Coordinator on each campus. These committees will have two (2) more members, the Dean or Campus Administrator of the Faculty or Campus where the infraction of the conduct code is alleged and a student representative selected by the Student Government on the campus where the infraction is alleged.

The members of the Disciplinary Committees are responsible for bringing an open and unbiased mind to the disciplinary proceedings. The members shall seek thorough investigation of all alleged infractions of the Code of Conduct and shall make recommendations for approved sanctions as appropriate. The members of the committees shall uphold the strictest confidentiality of the entire proceedings and all outcomes of the disciplinary process.

In addition to upholding the responsibilities of the other members of the committees, the Chairpersons of the Disciplinary Committees are responsible for preparing notices of violation, collecting

information, and leading all discipline proceedings. They are to ensure that in all discipline proceedings due process is adhered to and all steps of the discipline proceedings outlined below are followed. The chairpersons also ensure that sanctions applied by the Disciplinary Committee are from the official sanctions authorized in this Disciplinary Policy. The chairpersons also record and secure the results of all disciplinary proceedings and ensure the confidentiality of those records. Finally, the chairpersons are responsible for ensuring all sanctions are upheld and all related requirements are adhered to.

3.3.1 Initiation of University Disciplinary System

Any member of the faculty, administrative staff, or student body may initiate the student discipline process if they feel an infraction has occurred. To initiate this process a clearly articulated, written report of the incident should be submitted to the Coordinator of Student Affairs on any UB campus who acts as the chairperson for the Disciplinary Committee on each campus.

3.3.2 Disciplinary Hearing Procedure

Disciplinary proceedings shall be conducted as follows:

- A. The student will be sent a written notice of the violations of which he or she is being accused. The notice will be sent by the chairperson of the Disciplinary Committee via e-mail, registered mail or will be hand delivered.
- B. Hearings will be arranged expeditiously and must be scheduled within ten (10) calendar days after the notice of violation is electronically mailed, mailed or hand delivered to the student on campus. In the case of hand delivered notices, students will be requested to sign when receiving the notice. In the case of exceptional circumstances, the hearing may be delayed by the Dean of Student Affairs.
- C. The student will be allowed to review any affidavits, exhibits or incident reports the Disciplinary Committee intends to use in the hearing. These reports will include a list of witnesses who may be called and a summary of the evidence to be presented. Notice of any additional witness or information will be

provided to the student as soon as possible by the Chairperson of the Disciplinary Committee. In addition, the accused will be expressly warned against intimidating, threatening or harming any potential witnesses. Any harm or threat to a potential witness will result in a separate charge against the student followed by a separate disciplinary hearing.

- D. The University will provide an interpreter if necessary during the hearing.
- E. The administrative hearing shall be closed at all times.
- F. The student will have an opportunity to present his/her own version of the facts, by personal statements, as well as by affidavits and witnesses. Audiovisual evidence may also be used.
- G. The student will have the right to hear evidence against himself/ herself.
- H. The student has the right to question adverse witnesses.
- I. The determination of the Disciplinary Committee will be based solely on the facts presented at the hearing.

- J. The standard of proof used in the Disciplinary Hearing is a preponderance of the evidence or on the balance of probabilities as used in civil cases in the courts of Belize.
- K. The student will be advised that he/she does not have to provide any statement or explanation at the hearing.
- L. If the student fails to appear at the hearing without prior notification and good cause, or if the student refuses to provide any statement or explanation at the hearing, then the Disciplinary Committee has the prerogative to make inferences from such absence or silence and recommend a disciplinary sanction.
- M. During the investigation, information about the accused student, the victim, or the incident will not be released to anyone without the permission of the student involved or by order of the courts of Belize.
- N. Written notice of the Disciplinary Committee's decision will be sent to the student by registered mail within seven (7) calendar days of the hearing. A copy of the decision may also be sent to other appropriate University offices if needed

for university officials to perform their responsibilities.

- O. After the case is closed, the confidential file will be transferred to the Office of the Dean of Student Affairs at the Central Campus for safekeeping. A confidential copy will be provided to the student if requested.

When dealing with University agencies, the victim can expect:

- A. To be treated with respect.
- B. To have confidentiality maintained (within the bounds of the law and University policy).
- C. To have University or criminal proceedings fully explained.
- D. To receive assistance in relocation within or to campus housing if desired and available.
- E. To receive referral information for support services.
- F. At the victim's request, to receive University cooperation in using University procedures to deter harassment or retribution.

If University disciplinary action is initiated, the victim can expect:

- A. To be notified of scheduled disciplinary proceedings.
- B. To be appraised of potential hearing outcomes.
- C. To attend the disciplinary hearing, as a witness, if requested by the accused, Disciplinary Committee, or by choice.
- D. To provide a victim's impact statement for consideration by the Disciplinary Committee.
- E. To be informed of the general outcome of the hearing.
- F. At the victim's request, to be informed of the pending return of the perpetrator to campus, if the conditions of the suspension or dismissal were met prior to the victim's departure from campus.

3.3.3 University Discipline Pool

Twelve (12) faculty members and six (6) students will constitute the University Discipline Pool. The Dean of Student Affairs will request nominations from all faculty members for faculty representatives in the Discipline Pool and nominations from the Association of Student Governments for student representatives. The faculty selects its representative and the Student Government selects its representative. All current, full-time, academic faculty who have taught at the University for five (5)

years or more (either as part or full time lecturers) and who are available for two years are eligible for membership in the University Discipline Pool. The Student Government of each campus nominates its Disciplinary Pool representatives. Discipline Pool members will be selected by May 31 of each year, with their respective terms beginning June 1 of each year. Members may be re-appointed for one (1) additional term. The term of membership of any faculty member will be two (2) years and the term of membership for any student member will be one (1) year in the Discipline Pool.

3.3.4 Appeal of a Disciplinary Decision

A student may appeal a decision of the Disciplinary Committee to the University Disciplinary Appeals Committee. The student shall submit a written request for an appeal hearing to the Chair of the University Disciplinary Appeals Committee. The request shall be submitted or postmarked, if mailed, within seven (7) calendar days of the date of receipt of the decision rendered by the Disciplinary Committee. The letter requesting an appeal must be very specific and clearly state the reason/s for the request. The acceptable reasons for an appeal are threefold.

1. A student may appeal upon ascertaining that his/her due process rights have been violated through the disciplinary process.
2. A student may appeal on the basis that the sanction was inappropriate for the infraction for which he/she was charged.
3. A student may appeal if he/she feels there is new information in the case which would alter the determination of innocence or guilt, or which would alter the sanction.

Upon delivery of the student's request for an appeals hearing, such a hearing in front of the Disciplinary Appeals Committee will be scheduled within fourteen (14) calendar days of receipt of the student's request. While the decision of the appeals committee is pending, the student must comply with all conditions of the decisions of the Disciplinary Committee.

The decision of the Disciplinary Appeals Committee is normally final but in extreme cases of sanctions that include expulsion, a student may appeal the decision of the Disciplinary Appeals Committee to the President through the Dean of Student Affairs who may take the matter to the Board. Such appeals to the President can only be made in the case of sanctions that include

expulsions and must be made within seven (7) calendar days of receipt of the decision of the Disciplinary Appeals Committee.

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3.3.5 Selection of the University Disciplinary Appeals Committee

The University Disciplinary Appeals Committee will be selected, in accordance with this discipline policy from the University Discipline Pool and will be comprised of two (2) faculty members and two (2) students plus the chairperson. Persons serving on the Disciplinary Committee are not eligible to sit on the Disciplinary Appeals Committee. The Disciplinary Appeals Committee will be chaired by the Dean of Student Affairs. The Disciplinary Appeals Committee will hear appeals and special cases referred to the committee.

The Chair of the University Disciplinary Appeals Committee has responsibility for assembling the necessary members of the University Disciplinary Appeals Committee. The Chair will make all arrangements for the hearing including time, place, date, notification of persons involved, and a record of the hearing.

After receiving notice of appeal from a student, the Chair of the University Disciplinary Appeals Committee will notify the student of the following:

- A. The procedure used in selecting the University Disciplinary Appeals Committee.
- B. The Chair will send a list of the students and faculty members of the University Discipline Pool to the student and the Disciplinary Committee.
- C. The student and the Disciplinary Committee will each have the right to remove, for cause, anyone from the University Discipline Pool. The University Disciplinary Appeals Committee's Chair will decide if just cause exists and remove the designated names from the University Disciplinary Pool for that cause. From the remaining names, the Chair will randomly draw the available names from the Discipline Pool until two (2) faculty members and two (2) students are selected to serve as the appeal committee.
- D. The prerogatives of the University Disciplinary Appeals Committee are considering the appeal and making a decision.

- E. The right of the student to present information on his/her own behalf.
- F. The student will be given a copy of the University Disciplinary Appeals Committee's hearing procedures and notice of the time, place, and date of the hearing.

3.3.6 University Discipline Appeals Procedure

- A. The hearings before a University Disciplinary Appeals Committee will be closed. A written record will be made of all proceedings and actions taken by the University Disciplinary Appeals Committee.
- B. A University Disciplinary Appeals Committee will consist of two (2) Faculty, two (2) student members and the Dean of Student Affairs who chairs the committee.
- C. A quorum of a University Disciplinary Appeals Committee for all proceedings, deliberations, or decisions of the Committee will consist of (3) members, provided at least one student panel member is present. The decision of a majority of the members of a Disciplinary Appeals Committee will be the final decision rendered by the committee.

D. The hearing will be conducted in accordance with the following format:

- i. The Chair of the Disciplinary Appeals Committee will inform the student of the procedure for conducting the hearing.
- ii. The Chair will control the conduct of the hearing with the authority to remove any person(s) who refuses (refuse) to comply with the rules or determinations as established by the Appeals Committee.
- iii. The Chair will read the violations listed in the notice of violation letter prepared by the Disciplinary Committee.
- iv. The Chair will ask if the student understands the charges.
- v. The Appeals Committee will hear the information in support of the charges as presented by the Disciplinary Committee.

E. After presentation of the evidence in support of the charges, the student will have the opportunity to:

- i. Present information on his/her own behalf concerning any or all of the violations;
 - ii. Question witnesses testifying in support of the charges;
 - iii. Call witnesses who will testify on his/her behalf;
 - iv. Ask questions of the Disciplinary Committee related to the disposition of his/her case.
- F. Members of the University Disciplinary Appeals Committee may ask questions of the student, the Disciplinary Committee or anyone testifying at the hearing. The Disciplinary Committee may question the student or any of the witnesses present. The student may elect not to answer any questions and can also ask questions of any witness.
- G. The Disciplinary Committee and the student are allowed to make concluding statements.
- H. The student, the Disciplinary Committee, and all others are excused prior to the Disciplinary Appeals Committee's final deliberations.

- I. The Disciplinary Appeals Committee will deliberate in a closed session and render a decision.
- J. The Disciplinary Appeals Committee shall make a record of the committee's hearing which shall be kept by the Office of the Dean of Student Affairs.
- K. The Appeal Committee's written decision shall be hand delivered to the student within seven (7) calendar days. The student will be required to sign that he/she has received the decision. A copy of the decision may be sent to other appropriate offices at the University.

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3.4 Student Grievances Policy

3.4.1 Preamble

The University of Belize (the “University”) is committed to providing students with an education of the highest possible quality in a healthy non-threatening environment. If any student of the University has a good faith belief that a decision of the University or one of its

staff is not in accordance with a University Policy, Procedure or any Rule of the University, then he/she may initiate this Grievance Procedure.

This policy delineates the internal procedures that apply within the University for addressing students' grievances. These procedures are designed to be a transparent process for ensuring that student grievances are dealt with fairly, consistently and promptly.

Definitions:

“Grievance” shall mean any allegation by a student based on specific facts that there has been a misinterpretation, misapplication, contradiction, discriminatory application, or violation of a University Policy or Procedure. “Student” shall mean any person enrolled as a student of the University, whether full-time, part-time, or distance education students (See [Definition of Terms](#)).

The intent of the process is to resolve a dispute in phases. This procedure applies generally to all types of grievances. The procedure contemplates a staged approach to the resolution of grievances; and where attempts at the first or informal level do not lead to a resolution of the issue, the student may invoke a more formal grievance process at the second level. Where,

having exhausted the second level, the student is still not satisfied with the outcome, he/she may then proceed to the third level which involves a formal appeal.

3.4.2 Grounds for Grievance

A student has valid grounds for initiating the grievance procedure when he/she considers that:

- a. A specific action or decision by a university administrator, faculty or staff member is done without sufficient consideration for facts, evidence or circumstances relevant to the student's case and has adversely affected the student in a specified manner in contravention of a UB policy or regulation.
- b. There is improper, irregular or negligent conduct by a university administrator, faculty or staff;
- c. There is failure by a university administrator, faculty, or staff member to act fairly;
- d. There is failure by University personnel to make a decision in a timely manner, providing there are no mitigating circumstances; or
- e. There is improper application of any policy regarding students.

3.4.3 Types of Grievances

Grievances may be of an academic or administrative nature and may include but are not limited to:

1. Violations of academic freedom;
2. Unsafe, expensive or inappropriate work assignments;
3. Unsafe and inappropriate working conditions;
4. Policy and or procedure misapplication;
5. Inappropriate behaviour;
6. Graduation requirements application;
7. Concerns or matters about assessment or the result achieved prior to final results being awarded;
8. Concerns about any matter relating to one's academic progress decisions;
9. Decisions by academic faculty that adversely affect a student or groups of students;
10. Sexual Harassment between a student and a member of the University's faculty, staff or administrators.

The following matters are NOT covered by these grievance procedures:

- a. Grades Appeal;
- b. Disciplinary matters including alleged violations of academic integrity;
- c. Disciplinary Appeals; and

- d. Sexual Harassment between students (which is to be addressed by invoking the [Disciplinary Procedure](#) as outlined in the Student Handbook).

3.4.4 Principles of Grievance Resolution

The student grievance resolution procedure of the University upholds the following principles:

- a. Confidentiality will be respected by all parties;
- b. Procedures used to review and resolve grievances are fair;
- c. Grievances are handled in a timely manner; and
- d. There will be no reprisals or any disadvantage arising as a result of the student proceeding with a grievance.

3.4.5 Procedures

Phase 1

3.4.5.1 Informal Resolution

(For Matters Relating to Sexual Harassment Please Refer to [Formal Resolution](#))

- a. Students are encouraged to attempt to resolve differences in an informal manner. This may entail only a conversation in which the views of both parties are aired

in a mutually satisfactory manner or a conversation using a neutral third party for mediation.

- b. It is expected that in most cases, the discussion of the concern or the grievance with the relevant faculty/staff will result in prompt resolution of the matter with both parties satisfied.
- c. If this procedure does not lead to an acceptable solution, the student should then bring the matter to the relevant department Chair.
- d. Should the student believe that the complaint has not been resolved satisfactorily, he/she must then discuss the matter with the relevant Academic Dean or Department Head. The entire informal procedure should take no longer than ten (10) days.
- e. If this informal process does not lead to a favourable solution, the student may elect not to proceed with the complaint or may pursue the more formal process as outlined below.

Phase 2

3.4.5.2 Formal Resolution

Grievances must be filed within thirty **(30) days** of the date on which the grievant knew or should have known of the action that led to the grievance.

Procedural Steps

Step 1

The student must first have attempted resolution through the informal process (except where sexual harassment has been alleged). The student should seek advice from the Office of Student Affairs on his/her respective campus for the *Grievance Forms* (available at Office of Student

Affairs or
available
for
download
online).



The student

must submit a formal grievance to the Dean of Student Affairs (or to the Vice President where the Dean of Student Affairs is the accused), who will advise the immediate Supervisor of the person accused, where applicable, and the accused person. The student must include information and documentation on any attempts that he/she made to resolve the issue informally. The formal grievance must be submitted within thirty (30) days of the date on which the action that led to the grievance occurred. The Office of Student Affairs (or Vice President where applicable) shall acknowledge

receipt of the formal grievance in writing within three (3) business days from the date that the office receives the grievance request form.

The person alleged to be responsible for the actions leading to the grievance will provide a written response within five (5) working days of receiving the formal grievance. This response must be addressed to the Dean of Student Affairs (or Vice President where applicable) and copied to his/her immediate Supervisor. The supervisor of faculty is the Department Chair. The supervisor of the department Chair is the Dean. The supervisor of the Deans is the Vice President.

Step 2

The response and actual grievance shall be compiled and investigated by the Dean of the Office of Student Affairs. If this person is the subject of the grievance or is perceived as having a conflict of interest in regards to the matter, then the complaint is lodged in writing to the most senior member in the division. It must be noted that the Dean can delegate the responsibility of investigation to a most senior officer as the Dean may be expected to Chair a Grievance Panel.

The Dean of Student Affairs will then convene the Student Grievance Panel which will then review the grievance and attempt to arrive at a resolution of the concern. The Student Grievance Panel will undertake to resolve the formal grievance by whatever process, in its opinion, will most likely result in a resolution to the grievance. In determining the process by which it will follow, the Student Grievance Panel will at all times take into account the position of the parties involved in the grievance and will do so with due regard to confidentiality and timeliness.

If the Panel concludes that there is a conflict of interest for any member, he/she will be asked not to participate in the process. The Dean of Student Affairs who chairs the Panel will notify the student of the occurrence. The Panel's Secretary will keep records of the process and actions taken.

The Panel's Chair will notify the student in writing of the Panel's findings and determination and will indicate the reason for its decision. This notification should be done within thirty (30) days after acknowledging receipt of the formal grievance.

Panel Membership will include the following persons:

- a. Dean of Student Affairs (Chair) or his/her designate;
- b. Human Resources Representative (who will serve as the Secretary);
- c. Student Government Representative from outside the Faculty in which the grievance arises;
- d. A representative from outside the Faculty in which the grievance arises; and
- e. The Chair of any Faculty that is not directly or indirectly involved in the grievance.



This Panel can decide to initiate interviews with the parties before making a decision or to render a decision

based solely on the documentation submitted. Interviews may be recorded (taped or digitized), providing there is expressed permission from all parties involved.

Although these proceedings are not adversarial, the parties involved may elect to have legal counsel present whose purpose is to give advice to his client, not to address the panel. The Chair of the panel must be

notified in advance of the identity of any companion that will be present during interviews.

Digital recordings are made of all University Panel hearings and are kept for the Office of Student Affairs. Recordings are maintained for a period of thirty (30) days, unless an appeal is pending. Students wishing to review the recording prior to the appeal deadline may do so only by scheduling an appointment with the Dean of Student Affairs.

The decision will be made by a simple majority vote of the three panel members, with the Chair using a casting vote only when the rest of the panel has a split decision.

3.4.6 Appeals

If following the formal grievance process, the student does not believe that his/her grievance has been adequately addressed, then he/she may lodge an appeal to the Vice President or his/her designate within ten (10) days of receiving a written decision from the Dean of Student Affairs. The appeal must be in writing, must set out the grounds for the appeal and should include supporting materials such as previous correspondences and a description of the actions taken to resolve the matter. The basis for an appeal is **only** for the following:

1. The Grievance Panel failed to follow procedures set forth in this Policy in a way which could have significantly prejudiced the appellant;
2. There was bias or unfairness on the part of a Panel member or members;
3. The Panel's decision was based on a material error of fact; or
4. The Panel failed to take account of relevant factors or took account of irrelevant factors.

The Vice President or his/her designate will acknowledge receipt of the appeal within five (5) days of delivery and will consider the appeal, and may take the following actions:

1. Dismiss the appeal because the decision below was the proper decision and the student has not presented any additional information that would justify the need for the decision to be further considered under appeal.
2. Refer the student and the appeal back to the Dean of Student Affairs because the procedure as set out in section 5 has not been fully complied with.

3. Convene an Ad Hoc Committee and refer the appeal to this Committee as a formal appeal. Membership to this Ad Hoc Committee shall include the following:
 - a. A representative from the University's management team (Chair);
 - b. A representative from the Association of Student Government from outside the Faculty in which the grievance arises; and
 - c. A representative from outside the Faculty in which the grievance arises.

3.4.7 Consideration of Appeal by the Ad-Hoc Committee

Where the grievance is referred to an Ad Hoc Committee, it will call a special meeting no later than ten (10) days of the receipt of the appeal. The case will be reviewed thoroughly and the student lodging the grievance may be given the opportunity to present his/her case. The opportunity may also be given to the person against whom the grievance was made.

On receipt of a student appeal, the Ad-Hoc Committee considers the appeal, and may take the following action:

1. Dismiss the appeal because the decision has been properly taken and the student has not presented

sufficient argument to justify further consideration of the appeal. The student is advised of the outcome with supporting reasons; or

2. Uphold the appeal and change the decision; or
3. Take such other action the Ad-Hoc Committee considers will assist to reach a satisfactory conclusion, such as requesting the student to appear in person at a subsequent meeting or sending the matter back to the Grievance Panel with stated recommendations.

3.4.8 Response to Student

The Ad Hoc Committee, within thirty (30) days after consideration of the appeal, shall notify the Dean of Student Affairs in writing of the outcome of the consideration of the grievance.

3.4.9 Appeals Report

The outcome of the Ad Hoc Committee's deliberations will be a report setting out the appeal decision, the modifications to the original decision where appropriate, and the reasons for the decision. The report is provided to the President's Office and the Board of Trustees.

3.4.10 Confidentiality

All documentation relating to the Grievance are confidential and shall be disclosed only to those persons

who have a right to the information by virtue of their role in the appeals process.

3.4.11 Disclosure

Any person before participating in the grievance resolution process must disclose any information or relationship (personal and professional) that may affect the fairness of the procedure or represents a conflict of interest.

3.4.12 Timing

Time limits set forth for filing and appealing grievances must be strictly followed. Mutually agreeable adjustments in the time period for holding a meeting and issuing a response may be made due to the unavailability of a necessary party. Students are encouraged to lodge appeals promptly in order to avoid problems which may arise through the unavailability of certain documentation or staff.

3.4.13 Finality of Appeal or Grievance Decision

The decision of the Ad Hoc Committee is final and there is no further recourse to appeal within the University.

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3.5 Academic Grievance Procedures

3.5.1 Grade Appeal

([See Academic Policies](#))

Students may request a review of a grade from a course if they believe that they have a valid reason for challenging the grade. This is based on the assumption that sometimes; human errors are made that can be resolved through communication. Students are only allowed to appeal *final grades not individual assignment grades*.

1. Students should first consult with the lecturer to resolve the issue *within ten (10) business days* after the semester grades are released. The lecturer must document the response and both the lecturer and student must sign the documented response.
2. If there is no resolution at this level, a student appeals the grade in writing to the Chair of the department in which the course was offered. The Chair then meets with the instructor and student. If the lecturer in question is the Chair, then an alternate Chair is assigned by the Dean. The Chair will hear both sides, weigh the evidence and comments, and

determines if a grade adjustment is warranted. The results of this meeting must be documented and signed by all parties involved. If all parties agree, the process stops. This process must take place within ***ten (10) business days*** after meeting with the lecturer.

3. Department Chairs are responsible to ensure that final examination papers are kept for at least one year after examinations are given to allow students to review their performance and to facilitate grade appeals.
4. If a student continues to believe that his or her grade is incorrect, the student must file, in writing; his/her side of the issue and include all supporting evidence (graded papers, tests, course outline, copy of meeting's report with the Chair, etc.). The letter of appeal is to be written and submitted to the Dean of the Faculty in which the course in question was offered, along with a receipt for the \$50 Grade Appeal Fee.
5. This appeal must be filed within ***one (1) business week*** after the meeting with the Chair. The fee is refunded if the appeal is successful. ***Appeals filed after this time period will not be considered.***
6. Upon receipt of the documentation and copy of the receipt, the Dean will submit documentation to the

Vice-President who appoints a Dean outside the faculty from which the grade appeal arises as chair of the Grade Appeals Committee.

7. The members of the Grade Appeals Committee are: the Dean appointed by the VP who acts as Chairperson, the student's faculty Dean, a Department Chair (selected by the Dean chairing the Grade Appeal Committee), the Dean of Student Affairs, and a student appointed by the Student Government of the campus where the appeal is made. The committee may keep the grade or recommend a change. The decision is final. The decision must be communicated to the student within *ten (10) business days* of receiving the formal Grade Appeal.
8. After the outcome is communicated to the student, the Chair of the Committee writes a detailed report of the proceedings.

This report with all documentation submitted by student and faculty, minutes of the sessions, outcome communication and any other communication are submitted to the Office of Student Affairs for centralized safekeeping. All documentation relating to the grade appeal are confidential and shall be disclosed only to

those persons who have a right to the information by virtue of their role in the grade appeal process. After ten (10) years, the file shall be destroyed.

*This process shall be expedited if the student filing the appeal is hoping to graduate.

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3.5.2 Concerns about Quality of Instruction

3.5.2.1 Complaint Process

Concerns about quality of courses offered by UB Faculty must be filed during the semester in which the course is being taught. Concerns filed after the period will not be addressed. The student must first address the concern with the lecturer in question and seek a resolution.

If not addressed by the lecturer, the student takes the concern to the Chair of the Faculty in which the course is offered. If the issue is not addressed, the student files the complaint in writing to the Dean of the Faculty; he/she describes the complaint, states the facts upon which it is based and indicates what redress or resolution is sought. If the Dean in question is the lecturer, then an alternate Dean is assigned by the Vice President. Formal letters of complaint are to be filed in the departmental student file; anonymous or unsigned statements must be disregarded.

Upon receipt, the Dean or Dean's designee informs the lecturer of the complaint. The lecturer is given one week to refute the accusations or clarify the circumstances surrounding the complaint. If submitted, documents presenting the lecturer's position are also placed in the departmental student file. After submission, the Dean has three weeks to resolve the complaint. If the complaint has not been resolved within this three-week period, the Dean will refer it to the Dean's Advisory Committee.

3.5.2.2 Deliberations of the Dean's Advisory Committee

The Dean's Advisory Committee, having conducted its inquiry will deliberate and prepare a written report stating its findings of fact and the conclusion, if any, it has drawn. The committee will also outline what actions, if any, it would recommend the Dean to take. The report of the committee will be adopted only upon the majority vote of the members who participated in the inquiry.

3.5.2.3 Final Resolution of the Complaint by the Dean

The Dean shall accept the advisory committee's findings unless he/she believes that the findings are not substantiated by the evidence presented. In that case, the Dean will discuss the matter with the advisory committee

and explain the reasons for not doing so. The Dean will then make a decision and share his or her decision in writing to the committee. The Dean's decision will include his or her conclusions about the issues raised in the complaint letter and the solutions, warnings, reprimand and/or penalties, if any, to be imposed. The Dean's decision shall be final and should be released within three weeks upon receipt of the committee's report. The Dean will then share the decision with the lecturer and student.

3.5.2.4 Composition of the Dean's Advisory Committee

The Advisory Committee shall consist of 5 members and one ex-officio member and include the following persons:

- a. Quality Assurance Officer (Chair)
- b. Dean of the Faculty (ex-officio member)
- c. Faculty member from the faculty in which complaint was made
- d. Faculty member from outside the faculty in which complaint was made
- e. Student Government Senator representative of faculty in which complaint was made
- f. Dean of Student Affairs or designee.

3.6 Academic Honor Code

The University of Belize's Academic Honesty Policy, which is described in the [Academic Policies](#) outlines the university's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. All students are expected to conform to the Academic Honesty Policy which constitutes UB's Academic Honor Code. Students are expected to uphold the Academic Honor Code on all studies, assignments (written, audio, visual, oral), assessment exercises, and research papers throughout their time of study at UB.

Students' responsibilities include:

1. Not to violate the Academic Honor Code;
2. Not to aid in the violation of the Academic Honor Code;
3. Report any suspected violation of the Academic Honor Code

Advisors are expected to communicate academic integrity expectations and consequences of violations to students at the beginning of the semester during the student's first advising session. Furthermore, students are

to sign the pledge when they first visit their advisor. The signed pledge is filed in the student's advising file.

3.6.1 Academic Honor Pledge

I have read and understand the University's Academic Honesty Policy which outlines UB's expectations for integrity of students' academic work which constitutes UB's Academic Honor Code, the procedures for resolving alleged violations and my rights and responsibilities in upholding the Academic Honor Code. I also understand that the value of my degree is dependent upon the academic integrity of the UB community. I further understand that violations of the Academic Honor Code will lead to disciplinary action that may include suspension and expulsion from the University and that I should report violations of the policy.

Therefore, I pledge to uphold our Academic Honor Code on all studies, assignments (written, audio, visual, oral), assessment exercises, and research papers throughout my time of study at UB. I further promise to conduct myself with integrity in submission of academic work and avoid dishonesty, fraud and deceit in connection with my academic program. In doing this, I hold myself to a high academic standard and set an example for my peers.

Name: _____

Signature: _____

Faculty: _____

Date: _____

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3.7 Student Evaluation of Course

3.7.1 Focus Group

At the University of Belize, the purpose of the Focus Group Interview Protocol (FGIP) is twofold. One, to give students voice so they could describe their learning experiences in their own words and from their perspective. Two, to provide feedback to instructors on the quality of their instruction as perceived by students so as to improve the quality of teaching and learning. In any given semester, the Dean, in consultation with the Chair(s), schedule Focus Group (FG) sessions. The Dean may designate a person including the Dean, Chair, and Program Coordinator, a senior faculty member or a committee in a given faculty to organize and conduct the session. To the extent practicable, senior faculty

members should be drawn from faculties, departments or programs other than that of the lecturer.

A person designated by the Dean records in the template provided; a faculty/Dean's secretary may serve as a recorder.

Focus groups are conducted between week 05 and week 08 of the regular semester and are scheduled during a regular class time and last no more than fifty (50) minutes. Of the class, between eight and twelve students are randomly selected to participate in the FG. Where a class is small (up to 15), the entire class can participate. The students who will participate are informed on the day of the evaluation session and the rest of the students are excused from the remainder of the class. Similarly, the instructor is excused for that portion of the class time scheduled for the session. The contribution of any individual student to the FG is not to be audio-recorded nor revealed to third parties, including the lecturer. Students who participate in the FG are to be explicitly informed that they are not to reveal particularly to the instructor or to anyone else the particulars of the session.

3.7.2 Student Evaluation of Instruction (SEI):

Student evaluation of instruction conducted on a semester basis generates data on instruction. Students are asked to write comments describing their experiences (good or bad) in the class. These should be constructive criticisms that can help a lecturer to improve on the delivery of the course. All students are encouraged to fill out the SEI's during the evaluation period. This component generates mostly *quantitative* data on instruction. Only a few students write comments as qualitative data. Both the quantitative and limited qualitative data are used cautiously to contribute to the evaluation of the teaching.

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4.0 POLICIES AND PROCEDURES



4.1 Alcohol and Drug Policy

Providing a positive environment in which students can study and live securely and comfortably is a priority at the University of Belize. This UB supports and encourages social activities, but these are secondary to the rights of students to live in an atmosphere that supports academic success and personal well-being. Alcohol and drugs negatively impact the university environment. Consequently, the University of Belize has embraced a zero tolerance policy to the use, possession or distribution of alcohol and/or illegal drugs. University of Belize students are also expected to comply with the country and local city laws regarding the purchase, possession and consumption of alcoholic beverages. A violation of this policy will result in disciplinary action for all involved.

[\(See Classification and Definition of Sanctions\).](#)

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4.2 Animals on Campus

The University of Belize recognizes that animals may present health and safety risks to the University community. Therefore, animals are not allowed on UB campuses or campus facilities unless they are service animals for visually impaired students.

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4.3 Bicycles on Campus

Bicycles are a popular mode of transportation, quick, clean, quiet, easy to park, environmentally friendly and a healthy way to get around campus. This policy provides clear guidance to cyclists about UB expectations of bicycle use on campus. Students are expected to abide by the following regulations:

- i. Park bicycles only in areas specifically designated by the presence of racks, or other devices used for bicycle parking, or where signs are posted indicating the space is a bicycle parking area.

- ii. Park bicycles in an orderly manner off the end of racks when racks are full within the bicycle parking area.
- iii. Do not park or leave bicycles in any lobby, hallway, or room of any building unless specifically designated by UB.
- iv. Do not park/ride on any lawn or landscaped area except areas designated as bicycle parking areas by racks or signs.
- v. Do not park on any sidewalk, pathway, bridge, or any other area which is not designated a bicycle parking area.
- vi. Do not park in any stairwell inside or outside any building or parking structure.
- vii. Do not park, store, or leave a bicycle for an extended amount of time (e.g. overnight) on campus.
- viii. Do not park within six feet of an entrance or exit unless a bicycle rack or device or marked bicycle spaces are provided in that location.
- ix. Do not park, block or impede a wheel chair access ramp or any entrance to, or exit from, any building on campus
- x. Ride with the flow of traffic.

- xi. Obey the campus speed limits of 10 miles per hour on the streets and 5 miles per hour in the parking lots.
- xii. Use hand signals when turning or stopping.
- xiii. Be seen. Use lights at night and wear bright/reflective clothing.
- xiv. Never wear any headset that covers both ears while riding
- xv. Never place earplugs in both ears while riding
- xvi. Watch for opening car doors.
- xvii. Use roadways to access bicycle racks.
- xviii. Yield the right of way to pedestrians.
- xix. Yield the right of way at intersections.

Students are reminded that the university shall not be responsible nor liable for damage, theft or loss of any bicycle and/or securing device and that any University Public Safety Officer may remove and impound a bicycle parked insecurely.

Furthermore, when a bicycle is abandoned, found, or in violation of university regulations, any University Public Safety Officer, may remove or impound the bicycle for safe-keeping at the department storage. Impounded bicycles will be held for a maximum of ninety (90) days before being disposed. A reasonable attempt will be made to identify and contact

the owner during this time. Severely damaged or inoperable bicycles may be disposed of after thirty (30) days. The release of an impounded bike requires that a student provide proof of ownership.

4.4 Campus Expression

UB recognizes the rights of all students to seek knowledge, exchange ideas, debate, form opinions and freely express their ideas in a culture of respect. UB, therefore, supports freedom of speech, assembly and public demonstration, recognizing that these may not be reflective of UB's philosophy or position. Any public statement purported to be on behalf of the University must be endorsed in writing by the President or his/her designee. In order to achieve this objective while it fulfills its educational mission, the university reserves the right and responsibility to regulate time, venue, and manner of expression with the view to protect all parties concerned and in the maintenance of good order. Through these regulations, UB can preserve order within the community, protect University property, provide a safe environment to individuals exercising freedom of expression and ensure equal opportunity for freedom of expression for all members of the University community.

4.4.1 Speeches and Demonstrations

- i.** Students have the right of freedom of expression to the extent they follow the university's regulations and Belizean law.
- ii.** Students may invite speakers of their choice on subjects of their choice to address them. However, students need to inform relevant and appropriate university officials ahead of time (one week in advance) and guarantee that university functions including scheduled classes will not be disrupted.
- iii.** Students may picket or demonstrate for a cause subject to the following conditions:
 - a. Students must act in an orderly and peaceful manner and not infringe on the rights of others.
 - b. Students must not in any way interfere with the proper functioning of the university (classes, tests, exams, administrative work, recreation, research, institutional service etc.).
 - c. Students may use designated areas for these purposes (Contact Student Affairs/Physical Plant for the list).

- d. If demonstrating outside of the campus within the community, students must ensure the safety of all involved, follow all protocol, regulations and laws established by the laws of Belize. Students should ensure that positions or views taken shall not be deemed to be or represented as official University positions. Note that any public statement purported to be on behalf of UB must be endorsed in writing by the President or his/her designee.
- e. The regular functioning of the university will not be suspended for such events.

4.4.2 Distribution of Written Material

Students may distribute written material on a person-to-person basis in open areas outside of buildings providing such distribution does not disrupt University operations or violate University rules.

4.4.3 Student Press (Electronic or Otherwise)

- i. The student press is free to deal freely, openly and responsibly with issues of interest to the academic community.

- ii. The student press is responsible for adhering to the principle of responsible journalism and complying with Belizean law. Student publications must not publish slanderous or libelous matter.
- iii. All student publications must state that the opinions expressed are not necessarily those of the University or student body.
- iv. Students must have a faculty advisor.

4.4.4 Provisions

Ensuring that freedom of expression does not interfere with University operations or the rights of others, the following will apply without exception in order to ensure the safety of the UB community, prevent disruption of the educational process and protect infringement on the rights of others.

- i. Use of sound amplification equipment must be approved seventy-two (72) hours in advance by the Vice President or his/her designee.
- ii. There must be no obstruction of entrances or exits from buildings or walkways.
- iii. There must be no interference with teaching, learning, assessment, service, and research activities within or outside University premises.

- iv. There must be no impediment for passersby or for traffic flow.
- v. There must be no interference with University's scheduled activities, ceremonies or events.
- vi. All structures used must be removed and litter must be disposed of properly.
- vii. Damage to university property or property owned by members of the UB community or guests is prohibited. Students or student organizations including Student Governments, causing such damage will be held financially responsible for such damage.
- viii. Students or student organizations including Student Governments will also be held responsible to violations cited above and may face disciplinary action for such violations.

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4.4.5 Freedom of Expression

- i. Student governments and recognized student organizations shall have the right to address and take positions on public issues. Positions taken by student governments or recognized student organizations shall not be deemed to be or represented as official University positions. Compulsory student fees shall

not be used in support of such positions except for University related purposes. Refer to the Handbook's section on [Campus Expression](#) for further policies governing Freedom of Expression.

- ii. Any communication by student governments or recognized student organizations to national or local government officials or bodies on public issues must avoid any implication that the positions taken are sponsored, endorsed or favored by the University. This, however, does not affect the right of any student as an individual to petition government officials or bodies.
- iii. When a student government or recognized student organization's publication takes position on public issues, it must be clearly stated that the views expressed do not represent the official views of the University, faculty, staff or student body as a whole. Any public statement purported to be on behalf of UB must be endorsed in writing by the President or his/her designee. [\[Back to Table of Contents\]](#)

4.5 Cellular Telephones

UB students are expected to be courteous to members of the UB community. In today's world, communication devices are part of our daily lives. However, when a

telephone rings and a student answers or leaves a classroom to answer, class may be disrupted. Texting in the classroom is also disruptive and may lead to unproductive class sessions. As a courtesy to classmates and instructors, UB mandates that all communication devices be set to vibrate or turned off and stored before the beginning of class sessions and UB sanctioned activities such as lectures etc. Exception to the policy may be granted by the lecturer or UB personnel if the use of such devices is a requirement for a particular assignment/event. ***Communication devices shall not be used in examination rooms.*** Consequences for violations of this policy depend on the level of the violation: class disruption may lead to dismissal from class but a charge of academic dishonesty may lead to expulsion ([See Academic Honesty Policy](#)). ([Back to Table of Contents](#))

4.6 Field Trip Policy

Field trips are an important part of the learning experience and enhance the content of courses by providing information difficult to convey in the classroom. The University recognizes the importance but must also ensure the success of the trip and the safety of the students. All students participating in field trips must submit a completed signed copy of the Exclusion of

Liability Agreement, proof of personal accident insurance and emergency contact to the Faculty member organizing the trip who follows the University's guidelines. Field trip organizers (Faculty, staff or student) are to ensure that all field trip forms are completed and submitted to the appropriate office.

In the event that a student participates in an approved field trip that would require absence from a registered class or classes, the student must notify and seek approval from his/her lecturer(s) for the class or classes prior to going on the trip. The student is responsible for all material covered in missed classes, assignments given out during missed classes and work due for classes missed during the field trip. In regard to quizzes or tests scheduled during the time the student will be participating in the field trip, the student must receive in writing or via e-mail date, location and time of make-up quiz or test. Academic field trips are University sponsored events and must conform to the University guidelines.

4.6.1 Student's Behaviour on Institutional Trips and Student-Organized Trips

In general, all students will be held accountable for their behaviour and are asked to conduct themselves in such a

way as to give the institution the best possible reputation. Students who break the law will be referred to the appropriate judicial officer for judicial actions upon their return. As a rule of thumb, the same behaviours demonstrated at school which comply with UB's Student Code of Conduct applies.

4.6.2 Guidelines for Student-Organized Trips

Any group of students representing a registered UB student organization may organize student trips. Student groups must complete the UB Institutional Trip Application Form and submit to the Dean of Student Affairs or designate at least **four (4) weeks** before the intended date of the trip. When the Dean is satisfied that all the requirements have been met he/ she will approve the trip and submit a Memorandum for approval of the trip to the Vice President. All students must submit a completed signed copy of the Exclusion of Liability Agreement, proof of personal accident insurance and emergency contact to the Office of Student Affairs.

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4.7 Non-Smoking Policy

The University of Belize recognizes the importance of providing a healthy and risk free environment for the

pursuit of higher education. It is generally accepted that smoking is harmful to the health of smokers and that long-term exposure to second hand smoke may also cause harm to the health of non-smokers. Furthermore, in 2010 in an effort to protect the general public and in keeping with its commitment to the Framework Convention on Tobacco Control that Belize signed in 2003 and ratified in 2005, Belize's Cabinet proposed a number of measures which included the prohibition of smoking in all educational institutions including tertiary learning institutions whether public, church-state or privately managed. As a result, smoking is prohibited within all UB's buildings, facilities, parking lots, vehicles and campus greens. UB in keeping with current practice is declared a smoke free environment.

Non-compliance of this policy will lead to disciplinary action ([See Classification and Definition of Sanctions](#)).

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4.8 Parking Guidelines

4.8.1 Parking Policy

This policy provides clear guidance on the University's provision of motor vehicle on campus. The UB has a limited number of parking spaces available for use by

students, faculty, staff and visitors. The Department of Public Safety is responsible for the administration and enforcement of all university's parking and traffic regulations and all traffic rules are to be adhered to.

The parking regulations have been designed to provide for the effective use of the parking areas, the safe movement of motor vehicles and pedestrian traffic, and the general safety of the campus. Regulations must be observed at all times, including exam period, registration, special events and inclement weather. Failure to comply with the parking regulations constitutes a violation subject to parking on campus and university sanctions will be applied.

4.8.2 Parking Guidelines

- i. Students wishing to make use of parking spaces available on campus must obtain a parking decal on a semester basis from the Department of Public Safety. Only registered students may obtain these decals which must be visibly displayed on vehicles. Vehicles without visible parking decals will not be allowed to park on campus.
- i. Motor vehicles may be parked only in the areas designated as parking, except when otherwise

directed by a Public Safety Officer actively engaged in directing traffic on campus.

- ii. Parking is prohibited in areas posted or marked as “Fire Lane” Loading Zone, or “No Parking” closed by barricades, and in areas not designated as parking areas by sign, pavement marking, and any grassy area on campus and may be removed / towed at the owner’s expense.
- iii. The motor vehicle speed limit on UB’s campus’ streets is (ten) 10 miles per hour (mph); any student exceeding the posted speed limit is subject to university sanction.
- iv. When parking a motor vehicle on campus always reverse park.
- v. Motor vehicles may not be double parked in such a way as to prevent other motor vehicles from entering and exiting a parking space or loading zone.
- vi. The University reserves the right to close any parking area or roadway for reason of repair, safety and other instances as needed.
- vii. Specific spaces are designated for motorcycles, scooters and other two wheeled motorized vehicles; these are indicated by signs.

- viii. No vehicular repairs or maintenance will be made on campus except under emergency conditions with the approval of the Department of Public Safety.
- ix. Sleeping overnight in vehicles on campus is prohibited.
- x. A number of parking spaces on campus have been reserved for students with disabilities. These spaces are typically located close to buildings.
- xi. All vehicles using disabled parking spaces must display a valid Traffic Department license plate.
- xii. If you are involved in a motor vehicle accident, break-in or theft in the vicinity of the university campus, report the incident to the Department of Public Safety as soon as possible.

4.8.3 Designated Parking Spaces

Monday through Friday 6:00am until 9:00pm.

4.8.3.1 Belmopan

- i. General Parking Lot
- ii. Bookstore
- iii. Library
- iv. Regional Language Center
- v. Administration
- vi. Jaguar

- vii. Scarlet Macaw and Jabiru
- viii. Dormitory
- ix. Gymnasium building

4.8.3.2 Belize City

4.8.3.2.1 Faculty of Management and Social Sciences

- i. In front and rear of the Admin building,
- ii. In front of the fence opposite the front main entrance gate,
- iii. In front of the Bookstore building,
- iv. In front of the Science building and in front of the mangrove.

4.8.3.2.2 Faculty of Education and Arts

- i. In front of Faculty and Staff offices,
- ii. In front of Rooms 101-103,
- iii. In front of the security booth facing University Drive and behind the booth.

4.8.3.2.3 Faculty of Science and Technology

- i. In front of the Engineering (1) Back Gate,
- ii. In front of the football field Engineering (3),
- iii. In front of the Electrical / Metal work lab Engineering (2),
- iv. In front of the Basketball court.

4.8.3.3 Central Farm

- i. In front of the Administration building.

4.8.3.4 Punta Gorda

- i. In front of the Z-Line building and in front of the Basketball Court.

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4.9 Posting and Distribution of Literature

4.9.1 Posting Policy

Members of the UB community including students and recognized student organizations (RSOs) may post literature (flyers, posters, brochures) on approved locations and distribute such literature in public access places only. Posters, flyers and brochures are only to be used to advertise University and University related activities.

Recognized student organizations including Student Governments (SGs) and individual students must seek approval for posting of materials from the Office of Student Affairs, Belmopan Campus, the Dean of the Faculty of Management and Social Sciences, Chair of the Faculty of Education and Arts or the Chair of the Engineering Department at the student's respective campus in Belize City and the Campus Administrator at the other UB sites. Materials are reviewed to ensure that

they meet UB standards and must include venue, date, event, purpose, and name of sponsor. Once approved, materials will be stamped. Materials posted without approval will be removed. All approved materials must be removed forty-eight (48) hours after the event advertised takes place.

Materials may be posted via UB's community e-mail. However, materials may only be forwarded to the Marketing and Communications Office by Faculty: RSOs do so through their faculty advisors and SGs through the Dean of Student Affairs or his/her designate.

Non UB persons may post materials on campus but must obtain approval from the Office of Student Affairs, Belmopan Campus, the Dean of the Faculty of Management and Social Sciences, Chair of the Faculty of Education and Arts or the Chair of the Engineering Department at the student's respective campus in Belize City and the Campus Administrator at the other UB sites.

4.10 Recognized Student Organizations Policy

This section sets forth University policy governing recognized student organizations including student governments. The President holds authority to authorize or discontinue recognition of any student organization.

4.10.1 Privileges of Recognition

- i. Use of the name of the University of Belize as part of the organization's name.
- ii. Use of the University's logo as part of the organization's logo subject to UB regulations.
- iii. Access to reservable University properties. These are reserved through the Dean of Student Affairs or the relevant Student Affairs Coordinator or Faculty Advisor with the relevant Physical Plant Office.
- iv. Right to post and exhibit materials on campus following regulations.
- v. Space when available assigned for Student Governments.
- vi. Funding allocations for Student Governments. Currently, Student Governments allocate funds to recognized student organizations.

4.10.2 Financial Operations

- i. The financial activities of UB's student organizations shall be conducted in accordance with sound business practices and generally accepted accounting principles.
- ii. All financial activities and records are subject to audit by the University.

- iii. Organizations using funds allocated through the student government or obtained through fundraising must have an account with three signatories of which one must be the Faculty advisor.
- iv. An SG account with four signatories of which the primary signatories are the Financial Director and the Dean of Student Affairs for the Belmopan Campus or the relevant Assistant Student Affairs Coordinator on the other campuses shall be used for all financial transactions.
- v. Financial commitments and expenditures of any student organization including student governments shall be in accordance with the policies and budgets approved by the quorum set in the relevant constitution of the student government or organization members, approved by the Dean, respective Coordinator or Faculty advisor and in accordance with all applicable University procedures and policies.
- vi. Fundraising campaigns and projects must follow sound practices. The University is not

liable for any debt incurred by a student government or student organization.

- vii. Student Governments must ensure that approved regulations are in place to assure the equitable allocation of funds to registered student organizations.
- viii. The Dean, Student Affairs or his/her designee, who is responsible for the fiscal soundness of student governments and for maintaining fiscal accountability over all compulsory campus-based student fees collected to support student governments, has the following authority:
 - a) Call for an audit of student government finances
 - b) Exercise control over expenditures to maintain financial solvency
 - c) Take action to ensure that any financial or business activity is operated in accordance with sound business practices.
 - d) Receive a financial report at the end of every semester from each SG and each student organization in receipt of UB's funds.

Any organization that engages in any illegal activity on or off campus or contrary to University Policy may have sanctions imposed on it, including withdrawal of university recognition and members facing disciplinary consequences ([See Classification and Definition of Sanctions](#)).

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4.11 Social Media Policy

Social media is a term used to denote websites and applications that enable users to share content or to virtually participate in social interactions. These include applications such as Facebook, Twitter, You Tube, Blogs, My Space, Twitter, Instagram, Flickr, My Space and the list keeps growing. Social media sites offer students the opportunity for learning, discovery and engagement and may at times be used as learning material in classes. UB encourages student use of social media as a valuable communication tool within certain parameters. Students as well as Registered Student Organizations including Student Governments are reminded not to post:

- i. Confidential information about students (including themselves), faculty, staff and administrators;

- ii. UB logo or university images without consent or permission;
- iii. Any activity that could be defined as bullying or interpreted as harassment.

*Students as well as Registered Student Organizations including Student Governments are also reminded that all of the University's policies and rules including all of Belize's laws apply to the area known as "cyberspace".

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4.12 Security Policy

UB takes the safety and well-being of those who study, live and work on campus very seriously and of great priority. Therefore, UB is committed to ensuring as far as reasonable and practical and within its economic constraints the safety and security of its students, employees and guests. Through the Department of Public Safety, Emergency Management and Disaster Preparedness, the university strives to deter and respond to campus safety issues and establishes the framework to ensure the University is prepared to deal with critical incidents that would require extraordinary protection of life, property and continuity of operations. However, a safe campus can only be achieved with the help,

commitment and cooperation of everyone on campus. That is why, in addition to the university administration's efforts, students, faculty, and staff must assume an active role in making the University of Belize as safe and secure as possible.

4.12.1 Reporting a Campus Safety Incident

The Department of Public Safety, Emergency Management and Disaster Preparedness has well trained officers who are fully prepared to deal with any incident *twenty-four (24) hours a day* on all campuses. If you become the victim of a crime on campus, report the offense immediately to the Department. Timely reporting of a crime improves the possibility of suspect apprehension and/or recovery of stolen property. Officers of the Department will investigate vigorously and expeditiously every report made to the department. If you are victimized, it is very important that you provide the investigating officer with as much information about the incident as possible. After the incident report is taken, you will be provided with an incident report number. If additional information comes to your attention, especially if you recover stolen property; please contact the Department of Public Safety Emergency Management and Disaster Preparedness

immediately. You should also call if you discover additional property stolen or new information that may further assist in the investigation. ([See Student Code of Conduct Prohibitive Conduct for other safety guidelines](#)).

4.12.2 Emergency Management and Disaster

Preparedness Guidelines

The Department of Public Safety, Emergency Management and Disaster Preparedness is responsible for the preparedness, training and coordination of emergency response and recovery with the local police department, and other agencies. The following is UB's Emergency Management and Disaster Preparedness Guidelines which are implemented in the event of an emergency, threatened or real, to preserve life and property, and to mitigate the impact on the UB, and its employees and students.

4.12.2.1 Emergency Situation (Fire)

A fire is a serious emergency. On a regular basis, fire extinguishers and other equipment are inspected to determine operational readiness. In the event of a fire:

- The alarm will be sounded.
- Call the Fire Department.

- Immediately inform the Chief Public Safety Officer or Supervisor, Cell. # 602-5558 / 625-4237.
- Extinguish or contain the fire if you can without placing yourself or others in danger.
- Evacuate to the safety assembly area; remain there until when the all clear is given to re-enter the building.
- All vehicles must be moved from off the site or campus.
- Simulation exercises will be conducted at least twice a year.

4.12.2.2 Emergency Situation (Bomb Threat)

The vast majority of these calls are hoaxes; however, all bomb threats are treated seriously.

- Once a bomb threat call is received, immediately report it to the Chief Public Safety Officer or Supervisor.
- The Department's Office in Belmopan is located on the ground floor of the Regional Language Center. In Belize City the office is located at the Campus of the Faculty of Management and Social Sciences and in Punta Gorda the office is located in the main building.

- The order to evacuate the building on campus will be communicated to students via alarm with sound or orally.
- Proceed to the safety assembly area and remain there until the all clear is given to re-enter the building.
- All vehicles must be moved from off the site/campus.
- Simulation exercises will be conducted at least twice a year.

4.12.2.3 Safety Assembly Areas for Campus Evacuation

Belmopan Campus

- Library, Bookstore, Administration and Regional Language Center buildings
 - Evacuate to large open area ground - George Price Center
- Jaguar, Education and Arts, Iguana, Kinkajou, Scarlet Macaw, Jabiru, Coatimundi, Manatee, Hummingbird, Dorm, Recreation and Sport Center buildings
 - Evacuate to the San Martin football field.

Belize City Campus

- Faculty of Management and Social Sciences

- Evacuate to large open area of Dolphin Park
- Faculty of Education and Arts
 - Evacuate to open area canal side in front of the University of West Indies Campus
- Department of Engineering
 - Evacuate to open area of Noel Ferguson Park.

Central Farm Campus

- The Administration, Propagation Lab, Food Processing Lab, Kitchen, Dorms and Guest Room buildings
 - Evacuate to large area football field in front of the Central Farm Primary School.

Toledo University Campus

- Administration Building, Computer Lab, and Classrooms on both campus sites
 - Evacuate to large open area in the St. Peter Clever Primary School's compound.

4.12.2.4 Hurricane

At First Phase, Preliminary Alert, may threaten within seventy-two (72) hours (Red Flag), the Emergency Management Plan is activated by the President.

- The Office of the President in conjunction with the Ministry of Education determines when to cancel classes.
- A media announcement is issued informing of cancellation of classes to students and the university community.
- Flyers informing students of cancellation of classes are posted throughout all campuses and publicized via UB's community e-mail and social media.
- Relocation, evacuation and safety plans for students are implemented.
- The Office of the President via UB's community e-mail, social media and media announcements informs students of the resumption of classes.

4.12.2.5 Public Safety Contact Information:

Belmopan Campus: 822-3680, 822-3115 Ext.-158, 360,

Cell: 602-5558, 625-4237 Ext. 148

Belize City Campus: 223-0256, 223-2735 Ext.-170,

171,165, **Cell. 605-6396**

Central Farm Campus: 824-3775, Ext. 36

Punta Gorda Campus: 702-2720, Ext. 32

4.13 Student Illness and Bereavement Policy

The University of Belize recognizes that at times students may not attend classes due to illness or bereavement. It is the student's responsibility to inform the lecturer when he/she is absent due to illness or bereavement. If a student is absent more than five days due to illness, he/she must present medical documentation to the instructor and to the Faculty Dean or designate and is responsible for all teaching, learning and assessment exercises missed. If a student misses a final examination due to illness, a student may apply for a deferred examination (See [Academic Policies](#)).

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4.14 Student Participation in Local, National, Regional and International Events

The UB seeks or supports opportunities for the personal and academic growth of students outside of the University. In any given semester, a student may have the opportunity to represent the UB at local, national, regional or international events including but not limited to athletics, conferences, symposiums, lectures, and training. The presence of our students at this events helps in promulgating our University.

In the event that a student has the opportunity to represent the University at said events, it is the student's responsibility to seek University approval for participation. The student must submit documentation from the sponsor or organizer of the event which includes purpose, venue, date and time of event to the Office of Student Affairs. Once the student receives approval for participation, the Dean of Student Affairs informs the student's Dean and Department Chair who inform the relevant lecturers. The Dean of Student Affairs also sends a reminder to the lecturers. The student must also notify and seek approval from his/her lecturer(s). He/she is responsible for all material covered in missed classes, assignments given out during missed classes and work due for classes missed during the event. In regard to quizzes or tests scheduled during the time the student will be participating in the event, the student must receive in writing or via e-mail date, location and time of make- up quiz or test. A copy of this agreement is given to the Dean of Student Affairs prior to attending the event.



5.0 UNIVERSITY SERVICES AND POLICIES

5.1 Academic Support Services

5.1.1 Academic Advising

Academic advising is an important process at UB and is an ongoing educational partnership between the student and academic advisor aimed at helping the student achieve academic success and enhance university life through the achievement of educational goals and identification of life goals. The University of Belize provides an academic advisor for each student. These advisors counsel students on a variety of issues such as selecting areas of concentration, choosing electives, preparing for graduation, seeking admission into graduate school and seeking employment after graduation. In addition, academic advisors keep a check on the number of credits students take, act as mentors, update and track students' academic progress and clear students for academic overloads.

1. The responsibility for student advising rests with the Dean of the respective Faculties.

2. The Dean of the Faculty organizes and assigns students to advisors and monitors the implementation of the advising system.
3. New students should meet with their academic advisors for the first time during orientation and at least two times per semester.
4. Returning students should see their advisors at least once per semester (See [Academic Policies](#)).

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5.1.2 Tutoring Services

UB understands the important role academic support services play in students' higher education success. Currently, free tutoring services are offered at the Belize City and Belmopan campuses. Services are offered by faculty and peer tutors who have excelled in the area in which they tutor. Tutoring services are offered in Math during the August and January Semesters. Students making use of the services are requested to come prepared to the tutorial sessions. Schedules and venues are advertised at the end of the first week of classes. For further information on schedules, venues or for volunteering contact the Office of Student Services at 800-1000, Ext. 210.

Tutoring services are offered through writing centers located in Belmopan and at the Faculty of Education and Arts (FEA) Campus, Belize City. At the writing centers, trained peer tutors, help students become better at writing and revising their papers. A writing center is not only for students who have problems with writing but also for good writers who want to become better writers. The centers open at the beginning of Week Three (3) and close at the end of Week Fourteen (14) of the August and January Semesters. Services are not offered in the summer.

The Belmopan Campus Writing Center is located on the second floor of the Library Building, next door to the student computer lab and the Belize City Writing Center is located in Room E118 on the Belize City, Faculty of Education and Arts (FEA) Campus. For further information on how to become a volunteer tutor, opening hours and requesting appointments, email:

1. Belize City, FEA Writing Center at writingcenterbc@ub.edu.bz
2. Belmopan Campus Writing Center at writingcenter@ub.edu.bz

Sessions are usually thirty minutes in length and students are requested to bring a copy of the assignment they are

working on, along with the instructions from the lecturer and an idea of what they would like to accomplish during the 30-minute session.

Additionally, accounting tutoring services are offered by the Faculty of Management and Social Sciences on the Belmopan Campus during the January and August semesters. Services are not offered for summer.

Top Bachelor in Accounting Program students, whom in most instances, give of their time freely, serve as peer tutors. They are always willing and looking forward to help other students who are enrolled in any Accounting course at UB.

The service normally commences the third week of the semester and ends two weeks before the semester finishes. Students who seek help are asked to bring their work showing what they have already done and stating what they need help with. The tutors serve as a guide to them, in order for them to understand and complete their work accurately. There is no limit to the timing of a session and students can attend as many sessions per week as they wish. After a session is complete, students are asked to record their attendance in order to keep track of visitors at the center.

Schedules of the tutoring service for the semester are normally shared via the University's official email and are also posted in the classrooms where the Accounting courses are held.

The Accounting tutoring center is located in the library building, upstairs, inside a corridor. For further information on how to be a volunteer tutor, schedules, venue, etc., email Belmopan Accounting Tutoring at bmpacctgtutoring@gmail.com or call 822-1000 Ext 171.

Students enrolled from all campuses can access these tutoring services. Tutoring services are scheduled to be offered in August 2018 at the Punta Gorda Campus.

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5.2 Cafeteria Services

The University maintains a cafeteria on each campus. Opening hours vary from campus to campus. To maintain optimal levels of cafeteria service, students can give feedback on the quality of cafeteria services to the Coordinator of Student Services on the Central Campus or the Coordinators of Student Affairs on the other UB campuses.

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5.3 Computer Services

The University of Belize has multiple computer labs on all campuses. Each campus has a minimum of one lab that is used for teaching courses and a general access lab that students can use to complete assignments and access the web. Each general access lab has a lab monitor that helps students with printing and basic computer questions. Students are requested to refer to the [Computer/Network Misuse](#) Section of this handbook to ensure they are abiding by the Student Code of Conduct. For further information on computer services contact the ICT Department at any of the campuses.

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5.4 Commencement

Commencement exercises are held annually. Candidates for any certificate, diploma, or degree are expected to participate in Commencement Exercises.



5.4.1 Graduation Honors

The university gives special honors to graduates who complete their academic programs with excellence. This is applicable only to students who complete a bachelor degree. The university will recognize graduates who achieve cumulative grade point averages between 3.50 and 3.64 as graduated Cum Laude, between 3.65 and 3.84 as having graduated Magna Cum Laude. The university will also recognize graduates who achieve cumulative grade point averages from 3.85 to 4.0 as having graduated Summa Cum Laude, and will mark this distinction on their diplomas.

Baccalaureate students, graduating with honors, are also adorned with the UB white, gold, and purple honor cords at commencement exercises. The tri-cable white honor cords are designed to honor those graduates with ‘cum laude’ (honors); gold honor chords designate graduates with ‘magna cum laude’(great honor); and purple chords distinguish graduates with ‘summa cum laude’ (highest honor).

5.4.2 UB Graduation Regalia-General Policy

1. All graduating students participating in the Commencement Exercises must wear the official

University of Belize graduation regalia, which is provided by the Bookstore for a fee.

2. Graduates have the option of either purchasing or renting the UB graduation regalia.
3. The UB graduation regalia includes the cap, gown and stole.
4. Updated information about the UB graduation regalia, which includes purchase and rental fees, pickup locations, and pickup/return times, will be sent to all degree candidates two weeks prior to the Commencement Exercises.
5. Graduates who rent the UB graduation regalia will pay the rental fee at a banking institution or at the Accounts Receivable Office on any campus.
6. Graduates who purchase the UB graduation regalia will pay the sale price at the Bookstore.
7. Graduates who rent the UB graduation regalia need to present an invoice received from the Accounts Receivable Office to the Bookstore personnel to be able to receive the regalia.
8. Graduates must collect their UB graduation regalia in person from the Bookstore. If the graduate is unable to collect the UB graduation

regalia in person, a signed authorization letter will be accepted from the designate with their ID card (preferably a social security card), invoice and gown height to receive the UB graduation regalia.

9. Graduates must return rented UB graduation regalia to the campus bookstore from which it was originally received.
10. Graduates must return all rented UB graduation regalia in good salable condition to receive a full refund of the deposit.
11. The rented UB graduation regalia is not in “salable” condition if it is damaged.
 - a. Damage can include but is not limited to liquid spills or stains, tears, iron marks, frayed edging, discoloration, etc.
 - b. If the rented UB graduation regalia is deemed not salable, the return will not be accepted and the graduate will incur the damage/penalty loss fee of the regalia in whole or in part.
12. Graduates who do not return all rented UB graduation regalia will incur a damage/penalty loss fee.

13. Graduates who return all rented UB graduation regalia in salable condition and within the stipulated time, will be provided a full refund of their deposit, which is issued by the Accounts Payable Office on the days specified on the notice.

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5.5 Personal Accident Insurance

The UB Board of Trustees has approved a mandatory personal accident insurance to be purchased by all students. Currently, all athletes, students participating in field trips and students pursuing some programs are mandated to purchase personal accident insurance. Students are free to purchase insurance from any company of choice but must present proof of insurance to the Registrar's Office before enrolling at the University.

Students who participate in exchange programs are required to purchase international health insurance for the exchange period.

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5.6 Recreation and Sports

The University of Belize has a wide range of opportunities for recreation and sports on each campus. Students can contact the Coordinator Recreation and Sports on the Central Campus or the Assistant Coordinators of Student Affairs on other campuses for details on learning, participating and competing in university sports. The Recreation and Sports department also prepares UB Varsity teams, the Black Jaguars, to compete at national level.

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5.7 Release of Student Information Policy

The University of Belize prohibits the release of personally identifiable information from student's educational records without their prior written authorization. Exceptions to this policy are limited to:

- (1) Release of such information to officials with a legitimate educational interest in the record as determined by the University or
- (2) The release of such information in response to a court order or approved research project.

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5.8 The Black Jaguar Identification Card

The Black Jaguar Card is the official identification card of UB students, faculty and staff. Each student is responsible for obtaining the Black Jaguar Card on a yearly basis. Students are required to carry their IDs at all times on campus and are required as identification at UB events, premises and examination rooms. The university Public Safety Officers are authorized to check students IDs at any time on campus. Venues and times for processing of IDs are communicated to students via the university's community e-mail. If a student loses an ID card, a replacement fee is charged.

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5.9 Student Contact Information

All students are responsible for maintaining their information contact current with the Registrar's Office. The student's university e-mail and the university's community e-mail are the university's primary means of communication. ***Students are responsible for all communications delivered to their university e-mail.***

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5.10 Student Housing

UB's dormitory facility is located on the Central Campus. The dormitory has facilities for single or double occupancy. Students can obtain information about housing from the Coordinator of Student Services on the Belmopan Campus and the Coordinators of Student Affairs on the other campuses. In addition, these offices can help students with information about houses, rooms, and apartments for rent in the community.

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5.11 Student Programming

The Department of Student Affairs utilizes a cadre of professionals including the Dean of Student Affairs, the Coordinator of Recreation and Sports, and Campus Student Affairs Coordinators to create programs, services and experiences to complement students' class work. This approach is founded on UB's philosophy of experiential learning and holistic student development to create quality graduates who are ethically, emotionally and analytically mature in addition to being intellectually well developed. Each of these offices organizes events to support student development. Students are encouraged to

meet with Students Affairs personnel to become involved in the planning of UB events.

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5.12 The University of Belize Bookstore

The University of Belize Bookstore has three locations on three different campuses. The main store is located on the Belmopan campus.

The services currently offered include the rental and sale of textbooks which are required for the courses offered at the University of Belize. All bookstores offer a variety of stationery that cater to the needs of the student population and also offer a multitude of memorabilia products.

During the regular semester, the hours of operation for the bookstore are as follows:

Monday to Thursday	8:00 am	– 6:30 pm
Friday	8:00 am	– 4:00 pm

The UB Bookstore remains open throughout the noon hour to facilitate the process of student registration every semester. It is the goal of the Bookstore to remain a truly

integrated part of the University of Belize by supporting student and academic life.

5.12.1 Textbook General Policy

1. Textbooks will be rented on a semester basis to registered University of Belize students. Textbooks are periodically offered for sale at discounted prices.
2. The Bookstore does not offer credit to clients. All costs must be paid by cash or credit card where applicable, on acquisition of the textbooks.
3. Students on scholarship or with credit on their student account are eligible to acquire textbooks from the Bookstore.
4. Textbooks will not be issued to students who have arrears at the University.
5. Textbooks may not be reserved over the phone. The policy is on a first-come first-served basis.
6. Students must ensure that they receive and retain their receipt for all transactions at the Bookstore.

5.12.2 Textbook Rental/Sale Policy

The following policies are designed to facilitate the rental/sale of books to students:

1. Books are primarily offered as rentals to students. Rental items may be new or used and condition may

vary. If there is a condition concern, the issue must be resolved before leaving the Bookstore. The student **accepts the condition of the book** upon exiting the Bookstore.

Students must present a signed and stamped Student Statement from Accounts Receivable and their Registration Form to the Bookstore personnel to receive textbooks for their assigned courses. Students are responsible for returning all rented textbooks and any supplemental materials accompanying the textbook, such as CDs, study guides, workbooks, and other component parts of the rental item to the Bookstore by the assigned deadline noted in the academic calendar.

2. Students must return the rented textbook in salable condition as determined by Bookstore Management.
 - a. The rented textbook is not in "salable" condition, if for example, it is damaged by liquids (rain, beverages, etc.), fire (scorched), chemical spills, tooth marks (rodents, pets, etc.), or spine damage, or if there are any missing component parts. Very limited highlighting and writing are acceptable.

3. If the rental return is deemed not “salable”, the return will not be accepted and the student will be required to pay the full cost of the book.
4. Activated digital books are **non-returnable**.
5. Returned textbooks must correspond to the textbook originally assigned to the student’s account name. This is identified by the book code provided on the sale receipt and is located on the label in the rented text.
6. Rented textbooks are to be returned to the campus Bookstore it was originally rented.
7. The deadline to return all rented textbooks to the Bookstore is two days after the final exam. This date is noted on the academic calendar.
8. Students are reminded of the assigned deadline via their receipt, direct e-mails, campus notices and social media.
9. Students who return rented textbooks after the assigned deadline date will be charged a late fee of \$30.
10. Students who withhold rented textbooks two (2) weeks beyond the assigned deadline will incur the full cost of the book.

11. Students are liable to pay the cost of a textbook reported lost or stolen.
12. Students with outstanding arrears at the Bookstore will have their student account blocked until all arrears are cleared.
13. A return of a rented textbook will only be accepted within the same working day providing that another textbook of equivalent value or more is rented.
14. **All textbook sales are final.** It is the onus of the student to ensure the accurate textbook is received for the assigned course.
15. A refund for textbook rentals or sales will only be issued under circumstances where a class is cancelled by the University or if the student's assigned courses pose a scheduling conflict.
 - a. Students applying for a refund need to provide supporting documents to the Bookstore.
 - b. Monies for successful refund applications will be credited to the student's account.

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5.13 The University of Belize Library

Welcome to the University of Belize Library! Feel free to visit us and access our services at your convenience.

The staff is very willing and able to help you to realize your academic goals.

The UB Library is committed to the advancement of knowledge through access to and the management of information that promotes academic excellence and nation building. The library currently operates 4 branches: UB Belmopan Headquarters; UB Belize (Faculty of Management and Social Science - FMSS Library); UB Central Farm; and UB Toledo Library. These libraries were established to preserve, enrich, and shape the past, present, and future of the University.

Opening Hours: See [*Library Hours*](#)

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5.14 Use of University Name and Logo

No individual, group, or organization may use the University name or logo without the express authorization of the University.

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5.15 Wellness Center

The Wellness Center contributes to the overall health and education of UB students through preventative health

education and treatment related care. The staff is concerned with the psychological and physical well-being of UB students.

The university also recognizes the importance of sustaining a supportive environment that best facilitates student learning. To assist students address issues and problems that may detract from their focus of academic pursuits, the university provides professional counseling by trained professionals. Students can access these services via appointments or walk-ins. Opening hours are scheduled at the beginning of the Semester. The Belize City Campus' counselor also provides counseling services at the Punta Gorda Campus and the Belmopan Campus' counselor provides counseling services for Central Farm students.

5.15.1 Location

Belmopan Campus Wellness Center - Administration Building, Main Campus and houses both the nurse and counselor's offices.

Belize City- Faculty of Management and Social Sciences
Campus Front Building - Nurse's Office

Faculty of Arts and Education Campus, Room 130-
Counselor's Office

Central Farm, Main Building, Southeast side door,
behind the Computer Lab –Nurse's Office

Punta Gorda, Administration Building, Main Floor-
Counseling Office

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6.0 DIRECTORY

6.1 UB Contact Numbers

Locations	Contact Number
UB Belize City	223-0256, 223-2735, 223-2733
Calabash Caye	242-9262
ERI	822-2701
UB Belmopan	822-1000
UB Central Farm	824-3775, 824-4934
UB Toledo	702-2720

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University of Belize

UB

Education Empowers a Nation

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