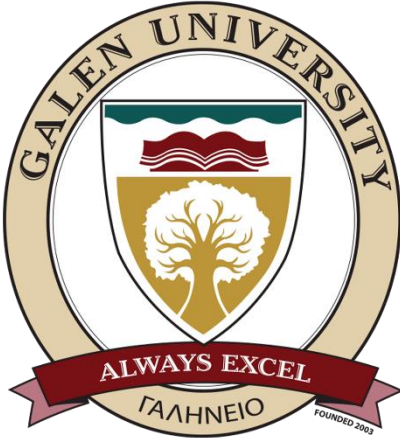


GALEN UNIVERSITY



STUDENT HANDBOOK

Revised Edition 2014



Vision Statement

Galen University will be a leading regional educational institution delivering technologically advanced and internationally accredited programmes by 2023.

Mission Statement

The mission of Galen University is to provide excellence in undergraduate, graduate, and professional education to prepare students to achieve their dreams and goals. Galen University is committed to providing an exciting and stimulating learning environment, innovative and supportive teaching, scholarship, and active service to the community – with a unique focus on sustainable development throughout our courses, programmes, and service.

Policy on Discrimination

Galen University promotes equal opportunity and non-discrimination in all its undertakings. The University does not discriminate against individuals on the basis of race, color, sex, sexual orientation, religion, disability, age, ancestry, national or ethnic origin in the administration of its educational policies, admission policies, employment policies, and other University administered programmes and activities.

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INTRODUCTION

The Galen University Student Handbook provides the main policies, procedures and guidelines to assist students to easily adjust to life in the Galen community. The policies and procedures governing student life and student affairs are developed by the Office of Student Affairs in consultation with students, faculty and staff members. Students who may have queries regarding any of the policies or procedures outlined in the handbook are encouraged to consult with a member of staff from the Office of Student Affairs. All constructive suggestions are welcome for the continuous improvement of student support.

It is the responsibility of each student to become familiar with the policies and procedures outlined in this handbook. Failure to read the handbook will not exempt any student from any policy or procedure represented herein. We firmly believe that Galen University students have the right to benefit from

- full support and commitment of University faculty and staff;
- fair representation on appropriate University committees;
- freedom of expression in keeping with the University's statement on academic freedom; and
- participation in student government.

We also believe that students have the responsibility to

- fully understand their academic pathways and ensure academic responsibilities are given priority;
- know Galen University's rules and regulations and fulfill all required obligations to the University;
- familiarize themselves with the academic calendar; and
- promote the academic spirit among fellow students.

Given the above, we believe that Galen University offers its students an environment conducive to learning and promoting academic and personal success.

ACADEMIC POLICIES

Admissions Policies

New Students

New students file applications for admission through the Office of Admissions. All applications must be accompanied by a non-refundable application fee specific to the programme for which the student is applying for admission.

Transfer Students

A student who has completed an associate degree programme or its equivalent at a recognized tertiary institution is considered a transfer student.

Admission of International Students

International students meeting admission requirements are welcome to apply for admissions to Galen University for full time study or a semester abroad. Procedures for admission can be obtained from the Office of Student Affairs.

Admission on Academic Probation

Students may be admitted on academic probation where their cumulative GPA is 2.00/4.0 or below. Where this is the case the policy regarding academic probation applies.

Readmission

Students who withdraw from studies at Galen University for more than one academic year must re-apply for admission.

Deferred Admission

A student, once accepted may choose to defer admission to a later date. Application fees are valid for a period of one calendar year after which time the student will need to reapply and pay the applicable application fees.

Non-Degree Students

Persons wishing to pursue professional or personal development may take courses at Galen once they meet the required prerequisite qualifications and pay applicable fees. Non-degree students can take a maximum of 9 credits per semester. Non-Degree students are required to comply with all university policies.

Credit Transfer

Definition of credit

At Galen the term credit or credit hour is used to represent attendance at one scheduled period of instruction per week throughout a semester. A 3-credit course will meet with course instructor 3 hours per week per semester or its equivalent for a sixteen week semester, and may utilize both face to face and online contact time.

Credit transfer for Galen students

Students continuing to a new programme, after completing a certificate, diploma or degree, at Galen University will have acquired credits automatically transferred to their new programme.

Credit Transfer for Non-Galen Students

Galen University will accept credits from all ATLIB institutions in Belize and from recognized tertiary institutions outside Belize within the following guidelines:

- Certification older than 10 years will be evaluated for credit transfer on an individual basis.
- Courses considered for transfer of credits must be equivalent to those required by a Galen programme
- Transfer students are required to complete a minimum of 30 credit hours, and one third of their major core courses to be awarded a Galen University degree
- All general core courses must have attained a minimum of grade 2.00/4.0 to be transferred
- All professional core courses must have attained a minimum of grade 2.00/4.0 to be transferred

Academic Advising

Academic Advisor

Each student enrolled at Galen University is assigned an academic advisor for individual consultation and advising. New students meet their academic advisor at orientation. Students are expected to meet with academic advisors to seek guidance on selection of courses, number of credits taken and where necessary, clearance for academic overload. Advisors also act as mentors supporting students towards achieving success in their academic pursuits.

Academic Overload

Students in good standing who have maintained a cumulative GPA of 3.00/4.00 may be approved to take additional courses to a maximum of 21 credit hours in any one semester. Form F-12 must be complete and signed approval must be sought from the Provost before registering.

Independent Study

Course work offered in regularly scheduled classes cannot be taken as independent study. Independent study will be approved only for students in their final academic year and maintaining a minimum GPA of 2.00/4.00.

Only students who are not registered for regular courses offered in a given semester can register to take a maximum of 3 independent courses with approval. Students registered for the spring or fall semester can only register for a maximum of 15 credit hours, inclusive of the independent courses.

- Students registered for summer may qualify for a maximum of two independent courses
- Form F-03 must be completed with all supporting documents and signatures prior to submission for approval by the Provost

Course Auditing

A registered degree or non-degree student may attend a course as an audit student (attend as an observer) based on availability of space and subject to any other conditions that may be enforced at the time. Anyone auditing a course must complete Form F-01, register and pay the required fee for the course. Audit students are not entered for the course examination and no credit points, grades or assessment reports are issued for audited courses.

Registration

1. Students must schedule a convenient day and time to meet with his or her academic advisor,
2. acquire the necessary documents: i.e. semester course offerings, course schedule & registration form,
3. complete all sections of the registration form,
4. submit completed registration form to the Finance Office to be invoiced for the new semester.

Students who have not fulfilled financial commitments during the registration period will NOT be allowed to register. As well, the Office of the Registrar will not process incomplete registration forms including required signatures.

Academic Integrity

Galen University is committed to supporting students to achieve the highest level of academic success. The pursuit of scholastic integrity is a fundamental value of the institution therefore students are expected to practice and maintain high standards of academic honesty at all times.

At Galen University academic dishonesty in any form including use of unauthorized materials, information, or study aids in any academic exercise; plagiarism; forgery; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and the assistance of others in any such act is strictly forbidden. Cheating and plagiarism include, but are not limited to, the following:

- Using unauthorized aids on an exam or test
- Presenting someone else's work as your own
- Falsifying documents or grades
- Submitting someone else's work as your own
- Submitting the same essay or report in more than one course without permission
- Looking at someone else's answers during an exam or test
- Impersonating another person at an exam or test or having someone impersonate you.
- Making up sources or facts for an essay or report

Cheating and plagiarism will be treated as disciplinary offences and a grade of "F" will be awarded for the particular assignment or examination.

Students can avoid plagiarism by using footnotes and quotations to give credit to all sources of information when completing term papers and other individual or group work. All working notes should be kept as proof of work until grades have been received and a final decision is made not to appeal the grade.

Academic Course Work

Each course instructor is responsible for class activities, course requirements, grading procedures and discipline within the context of the course he/she is delivering. Concerns regarding course work should be directed to the course instructor, or in the case of off-campus programmes, to the programme coordinator.

Attendance

At Galen University we believe that interaction with faculty and peers significantly contributes to each student's development. A student who is not consistent in class attendance is missing a major part of the educational experience. Students are therefore expected to maintain full class attendance. Attendance is also recorded for laboratory or practical sessions as well as for other required work such as field trips.

Absence

Students are expected to have 100% attendance. Absences in excess of twenty percent (20%) from any course without mitigating circumstances will result in the absentee student receiving a grade of **F** for that particular course. Mitigating circumstances, which are usually out of the student's direct control may on occasion cause unavoidable absences, such as for medical reasons or direct family emergencies, Such absences must be communicated to the university and relevant lecturer before or as soon as possible during the period of absence and must be supported by relevant documentation such as medical report, certificates etc.

Students enrolled in a hybrid or online programme will be advised by course instructors of the required schedule of attendance or online contact hours. These must be adhered to at all times.

Any international student who misses more than three consecutive classes without an acceptable excuse will be reported to the Department of Immigration. International students may lose their student visa if they fail to attend classes on a regular basis.

Absence due to participation in University approved events

Students who are absent due to participation in University approved activities shall be excused from classes and allowed to make up work without penalty. Students must be in good academic standing to receive approval to participate in university events that will take them away from campus. Students for whom such absence is approved are required to inform each course instructor from whose class they will be absent one week prior to the scheduled period of absence and ensure all class requirements are met for the period of absence. Students will be held responsible for all materials covered and all assignments due during the period of absence.

Lateness

Lateness will not be accepted. It is discourteous to the instructor and to the other students who arrive on time. Students should plan their schedule and ensure they arrive in time for the start of each class. Lateness without mitigating circumstances may be recorded as absence.

The instructor may apply e.g., five minute rule for the student to enter the class, but he/she may be marked absent due to late arrival. The instructor may exercise judgment and decide not to allow the student to enter if this will disrupt the learning for other students.

Course Repeat

A student may repeat a course once only. No more credit hours can be earned from a repeat course other than those from one successful completion. Only the grade earned from the most recent enrollment will be calculated. The previous enrollment will appear on the transcript marked with an “E” meaning “excluded for GPA”.

After consecutively failing a course a student will need approval from advisor to enroll in the same course.

Course Cancellation

Galen University reserves the right to cancel any course which does not meet Galen University’s minimum enrollment criteria specific to a particular programme. Students who have registered and paid tuition for a course that is cancelled is entitled to a refund or credit to their Galen account.

Course Withdrawal

The student has the responsibility of initiating official withdrawal from a course by completing the necessary form (Form F-10). Discontinuing class attendance is **NOT** considered official withdrawal. Students wishing to drop a course after the Drop/Add period are considered to be withdrawing from the course. “**WS**” meaning **Student Withdrawal** will appear on the transcript.

Withdrawal is permitted up to and includes the Saturday of the week prior to the last week of the semester. No withdrawals are permitted during the week of final examinations. Students should consult with their academic advisor before withdrawing from a course or courses. In addition, students are strongly encouraged to discuss the matter of withdrawal with their course instructor before making a final decision.

Change of Major

Students wishing to change their major must meet with their academic advisor and inform him/her of their wish by completing a “change of major” form (Form F-05). Completed forms must be submitted no later than the end of the Drop/Add period. The Registrar will determine the number of relevant credits that can be transferred from one major to another.

Adding and Dropping a Course

The **Drop** period is within the first **week** of the beginning of each regular semester. Only during this period can a student, in consultation with the Registrar/Academic Advisor, drop certain courses without a financial penalty.

The **Add** period is within the first **week** at the beginning of each regular semester. During this period a student, in consultation with the Academic Advisor and with permission from the course instructor, may add certain courses.

It is to be noted that dropping a required course may delay a student's graduation. Both the status and the tuition fees for a student may change as a result of drop/add changes. Add/Drop forms (Form F-09) must be completed and submitted to the Registrar's office. For short term or summer courses the drop/add period will be shortened as stipulated by the Registrar.

Assessment and Grading Policy

Galen University's Assessment Policy

Students are required to participate in all forms of assessment undertaken by the course instructor in his/her efforts to collect students' performance data for grading purposes. In the event of the need for a student to be absent from any such assessment the course instructor must be informed. The course instructor may or may not give a make-up test for all announced tests or other assessment missed.

A make-up test or other assignment will be given only if the student has valid evidence and notified the University in advance of the test. When those conditions are met and no make-up test is given, the student's grade will be based on the remaining tests. If students miss an announced test or assessment and do not have an acceptable reason or failed to notify the University in advance, they will receive a grade of zero (0) for that test/assignment.

Absence from Final Examinations

No student may miss a final examination without approval. Failure to take the final examination without approval or an official withdrawal will result in a zero grade given for the final examination. In case of mitigating circumstances, the student must call prior to the examination, report the reason for the absence and give a telephone number where he/she can be reached. The Lecturer and the Administration will require supporting documents/evidence for the absence and reserve the right to accept or not accept any reason as a valid excuse. A doctor's certificate may not necessarily be a valid excuse. In case of a valid excuse, a grade of "**I**" meaning "Incomplete" is awarded and the student has two weeks at the start of the new

semester to remove the “Incomplete” by completing an alternate final examination. Failure to do so will result in a grade of “F” being recorded for that examination. A fee of \$300 BZD or \$150 USD will be charged for preparation of an alternate final examination.

Grade Definition

The minimum passing grade for any course is “C” which is equivalent to 2.00 and 73 – 76% on Galen University’s grading scale. A student must maintain a minimum overall semester GPA of 2.00 to pass the semester. Grades are awarded on a 4.00 scale as follows:

Galen University Grading Scale

%	Letter Grade	Grade Points
93-100	A	4.00
90-92	A-	3.70
87-89	B+	3.30
83-86	B	3.00
80-82	B-	2.70
77-79	C+	2.30
73-76	C	2.00
70-72	C-	1.70
67-69	D+	1.30
63-66	D	1.00
60-62	D-	0.70
0-59	F	0.00

Other grade symbols include:

“I” = Incomplete

The designation of Incomplete “I” will be assigned when a student fails to complete all the required work in a course for reasons (such as illness) acceptable to the Provost and the course instructor. “Incomplete” is a non-grade designation. Assignment of an “Incomplete” requires the prior approval of the Provost on a case-by-case basis. All required work in the incomplete course must be completed by the end of the second week of the new semester. An administrative fee of \$50BZD or \$25 USD will be charged for all incomplete work submitted. Failure to meet the designated deadline will result in a grade of “F” being awarded. To apply for an “Incomplete”, a student must complete, sign and submit the “Request for an Incomplete” form (Form F-16), signed by the course instructor and approved by the Provost.

“WF” = Withdraw Failing

Assigned when student withdraws while maintaining a failing grade after the add/drop period and before the end of the final week of classes

“WP” = Withdraw Passing

Assigned when student withdraws while maintaining a passing grade after the add/drop period and before the final week of classes

Final Grade

Final grades are submitted to the Records Office at the end of each semester by the course instructor. Once grades are submitted they are final and only an instructor can change a grade after completing the required grade change forms.

Academic Honors

Students attaining a GPA of 3.75 or higher are placed on honor roll for the given semester. Undergraduate students given this recognition must be registered and complete a minimum of 12 credit hours and Graduate students must be registered and complete a minimum of 9 credit hours.

Students can qualify for academic honors based on performance at time of graduation.

Academic Probation

Students whose cumulative GPA falls below 2.00 are placed on academic probation. Students on academic probation are required to take no more than 15 credits. Failure to increase GPA to good standing within two consecutive semesters will result in the student being academically withdrawn from Galen University. The student may register to return after one academic semester with the approval of the Provost and, after ensuring that all financial obligations to Galen have been met.

Students expelled from a programme can re-apply to enter the programme after 1 academic year (or at the next programme intake). Acceptance at re-application will be contingent upon the reason for which the student was expelled from the programme.

Students must acquire a minimum overall cumulative GPA of 2.00/4.00 to graduate from their programme. Students on academic probation can seek assistance from the Office of Student Affairs regarding services provided by the University to improve their grades.

Academic Grievance Process

A student with grievances concerning a member of faculty's method of instruction and or evaluation can seek to resolve the matter by first consultation with the course instructor, then if necessary with the programme coordinator or advisor. This process must be undertaken before the withdrawal period. If not resolved, a formal request in writing for a hearing may be made to the Provost. Such request should be submitted within 10 business days of the incident. The request must contain:

1. Cause for grievance
2. The date for which it pertains
3. Names of persons involved
4. Measures taken by the student to resolve the situation
5. Any other relevant information

The office of the Provost will review the request and will appoint a committee to address the concerns where a decision will result. If a hearing is decided upon, this will be constituted within 5 working days after the date the request is received. Whether a hearing is deemed necessary or otherwise, the decision of the Provost is final. Where a student is dissatisfied with a final grade received, the student may initiate the Grade Appeal process.

Grade Appeal Process

The grade appeal procedure is only to be used after a student who is dissatisfied with a grade has consulted with the relevant instructor and has found no resolution. A Grade Appeal Form (Form F-06) must be completed and submitted to the Provost. Final examinations are kept for a period of at least one year therefore a student who may have justifiable reasons, can request a review of their performance on the course in question. In such cases faculty must make arrangements for the student to see their grades and review performance on the final examination.

Where consultation with the instructor failed to resolve the situation the student can submit a written appeal for grade review to the Provost. Such written request must be submitted within 10 working days after the resumption of classes for the following semester. The Provost will then appoint a committee to review the case and make recommendations whether a grade adjustment is deemed necessary. The Provost's decision is final.

Resignation/Withdrawal

Resignation/Withdrawal from the University requires a written notification; students wishing to withdraw **must** complete and submit a Withdrawal Form (Form F-10) . Forms are available at the Registrar's office or on the Galen Website. The completed form is then

submitted by the student to the Office of the Provost, followed by a conference with the Registrar and clearance from the Finance Office. Students cannot withdraw from the University by merely not attending classes. If the withdrawal from the University is for a justifiable reason, a partial refund may be possible during the first two weeks of classes (see Financial Policy). Justifiable reason is deemed to be death, serious illness or other exceptional and well-documented circumstances.

Records

Transcripts

Requests for transcripts should be made through the Records Office on the appropriate form (Form F-14). All financial obligations to the University must be met prior to release of transcripts. Requests may be made in person, by mail or fax accompanied by payment of the required fee. Request should include the name under which the student was enrolled, student ID number, date of birth, dates of attendance at Galen University, name and address of the person or institution to which the transcript is to be sent. Telephone requests for transcripts are not accepted.

Grade Reports

One copy of the Grade Report is issued to students at the end of each semester. Additional copies may be requested from the Registrar's Office a week in advance.

Academic Audits

Academic audits are performed by the Office of the Registrar on a semester basis or upon formal request by a student upon completion of Form F-01. An audit is also conducted prior to graduation.

Graduation Requirements

Academic Programme Requirements for Graduation

All academic graduation requirements must be met for the programme of study in which the student is enrolled. To be eligible for any certificate, diploma or degree students are required to have attained the following:

- i. Successfully complete all courses required by their respective academic programme
- ii. Achieve a cumulative GPA of 2.00 or above
- iii. Achieve a minimum grade of C- in all Professional Core, General Core or Support Core Courses except where otherwise stipulated.

- iv. Meet all financial obligations to Galen University
- v. A student who may have one course outstanding in order to meet graduation requirements may be approved to participate in the graduation ceremony. However, the degree will not be awarded until all academic requirements have been fulfilled.

Application for Graduation

All students expecting to graduate must apply by the stipulated deadline using the appropriate form. Students expecting to graduate should file application for graduation (Form F-11) no later than the end of the semester prior to graduation.

Graduation Honors

Graduates who complete their academic programmes with excellence are granted special honors at graduation as follows:

<u>GPA</u>	<u>Honor</u>
3.85 – 4.00	Summa Cum Laude
3.65 – 3.84	Magna Cum Laude
3.45 – 3.64	Cum Laude

These distinctions are also marked on student transcripts.

NON-ACADEMIC POLICIES, PROCEDURES AND GUIDELINES

Student Code of Conduct

Preamble

Each member of the Galen University community is entitled to enjoy certain individual rights and is expected to uphold certain responsibilities. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of university life; however such pursuits must be enjoyed within the parameters of socially acceptable behavior befitting of those pursuing higher education.

Students are expected to conduct themselves with honesty and integrity, practicing civility in disagreeing with opinions of others while at all times showing respect for all. The University expects all students to respect the core functions and principles of the University with respect to learning, teaching, research and other academic and social pursuits. Freedom of expressions is encouraged within the context of tolerance for others and respect for diversity and within the laws of Belize.

These regulations apply to any University student's conduct that occurs on University premises, or at any University-sponsored activity. In addition, the University may take action based on a student's behavior off-campus if that behavior directly affects any other University student, or substantially affects the University community or its objectives. It is with the above considerations in mind that the following guidelines are provided. Galen University will initiate disciplinary proceedings against any student who fails to comply with the regulations, policies and or guidelines covered in this handbook.

Disturbance of Classes or University Business

No person, alone or with others, shall deliberately disrupt or prevent peaceful and orderly conduct of classes or authorized meetings, nor shall any student deliberately interfere with the freedom of any person to express his/her view, including invited speakers.

Damage to Property

No student, alone or with others, shall willfully damage or destroy property belonging to the University or individual(s). No student shall remove or use such property without authorization from the University or individual(s). Deliberate damage will result in immediate disciplinary action taken by the University with a minimum sanction of restitution. The Provost reserves the right to administratively determine fines/charges to those identified

at the scene of damages. Removal of any common area property from its designated location without authorization will also result in disciplinary action.

Entrance to Buildings

No student is permitted to enter any private office on campus without authorization. Students may not enter and remain in any facility for any purpose other than its authorized use or remain in any facility without authorization after it is normally closed. No student may obstruct free movement of person and vehicles in any place where the policy applies.

Failure to Comply

Failure to comply with directives of University officials, staff, or any Security Officer acting in the performance of their duties will result in disciplinary action. Failure to identify oneself to these individuals when requested to do so, will also result in disciplinary action. Students are strongly encouraged to cooperate with University officials or other designated officials for the smooth operation of campus life.

Violations of Code of Conduct

A student's behavior is considered to be in violation of the Code of Conduct when it interferes with the University's responsibilities to:

- Ensure that all members of the university community are able to attain their educational objectives or the educational mission of the university.
- Protect the health and safety of the university community and the student life on campus.
- Administer the policies, procedures, guidelines, and standards of the university and to hold students accountable for their behavior.

All violations of an educational nature (plagiarism, cheating, falsifying records, etc.) will be referred to and decided by the Provost. All violations pertaining to student life as listed below will be responded to and decided by the Provost or his/her designee. The following actions are violations of the Code of Conduct and are strictly prohibited:

1. Possession, use or sale of illegal drugs
2. Harassment, intimidation, hazing or verbal abuse
3. Unauthorized possession, use or sale of alcohol
4. Physical assault/physical threat or bullying
5. Misrepresenting personal, educational or work information on application or other university forms.
6. Falsifying records or documents
7. Use/Possession of firearms, fireworks, or explosives
8. Failure to follow Fire Safety Guidelines
9. Sexual assault/harassment of any form and general misconduct
10. Obscene/indecent behavior or disorderly conduct

11. Failure to comply with a directive of a university official in his/her official capacity
12. Theft, removal, destruction or unauthorized acquisition of Galen University property
13. Trespassing or unauthorized presence on university property
14. Vandalism or damage to personal or university-owned property
15. Academic dishonesty: plagiarism, cheating
16. Failure to comply with a sanction imposed in accordance with the Code of Conduct
17. Interference with an investigation of violation of the Code of Conduct
18. Assisting in the violation of this Code of Conduct
19. Use or promotion of alcohol or illegal substances within the university premises

The Provost reserves the right to identify other violations not included in this list.

All students are obligated to share relevant judicial information (agree to testify) if they are requested to do so as part of the judicial process. Students refusing to do so are in violation of the University's Code of Conduct.

Dress Code

While on campus, students are required to wear socially acceptable attire at all times. They are to ensure that their clothing and accessories do not create distraction and impede the learning process. Because dress code can sometimes be subjective, if you are not sure of the definition to 'socially acceptable' please speak with a member of the Office of Student Affairs.

E-mail Privileges

Use of e-mail

All students are expected to use their e-mail account assigned by the Information System Department. Faculty and Administration will communicate with students **ONLY** through their assigned e-mail account. Students are expected to check emails regularly.

Use of e-mail for personal gain

Use of e-mail for the purpose of private financial gain is not acceptable. -Use for personal or private business is not acceptable. You may not use your account in any illegal activities.

Use of e-mail account after graduation

Students of Galen retain their e-mail accounts after graduation. Continued use after graduation is encouraged as Galen alumni are able to maintain contact with the University through this medium.

Access to Moodle

Moodle is the Learning Management System used by Galen University in the on-line delivery of courses. Each student is guided through setting up a *Moodle* account for use in the on-line component of courses. The course instructor and/or IT personnel will assist in providing instructions for setting up of a *Moodle* account.

Galen University's Disciplinary Process

The disciplinary system at Galen University is designed to reflect the values inherent in the University's mission. Principles among these values are the respect for human dignity, civility, and a shared commitment to the holistic growth and development of students. The system challenges students to take responsibility for their lives and supports their pursuit of educational goals free from harassment, abuse and intimidation. The disciplinary process in all cases must be clear, fair, consistent, reasonable, and educational in nature.

The student disciplinary process is administered by the Office of the Provost in consultation with the Office of Student Affairs.

Referrals

Any member of the campus community may report an incident or alleged violation of the Student Code of Conduct by completing an incident report (available in the Office of Student Affairs). Documentation of the incident is then forwarded to the Office of the Provost to determine whether or not judicial action is necessary.

Process for Disciplinary Cases

The following principles ensure procedural fairness in all disciplinary cases.

1. Any student alleged to have violated Galen University policies and/or procedures, as outlined in the Student Handbook, Academic Policies and Procedures, International Student policies and procedures or other University policies or procedures, has the right to a Disciplinary Hearing. The Provost and/or his or her designee will serve as the Chair to the hearing.

2. The student shall be informed in writing of the reason(s) for the hearing in sufficient time to afford preparation of a defense; usually 72 hours. If the student wishes to expedite the process, they may waive their right by signing a consent form. The letter to the student will include: the allegation, the date, time, and location of the hearing; and make reference to the student's procedural rights, as listed in the Student Handbook.
3. The student has a right to bring an advisor of her/his choice to the hearing to serve as a support person in the process. This is not a legal procedure, therefore, there will be no legal representation either from the student or the university.
4. The student may request to review all information pertinent to the case prior to the hearing. The request must be made at least 48 hours in advance of the hearing. Information will be made available within 24 hours of the request.
5. The student shall have the opportunity to bring witnesses to testify on his/her behalf and to submit materials that support his/her case. The names of witnesses and supporting documentation must be submitted to the Provost at least 48 hours prior to the hearing.
6. While all hearings are closed to the public, the student may request to have friends and family members present. Such request must be made before the date of the hearing, and the names and relation of these persons must also be submitted to the Office of the Provost.
7. Information regarding disciplinary incidents is released only to those with legitimate education interests in the case, as determined by the Provost or persons to whom the laws of Belize dictate disclosure be made where a specific case is concerned.
8. A record of the hearing will be kept.
9. The findings of the hearing officer(s) will be rendered and communicated within 10 working days of the time of the hearing. All sanctions must be completed as stated in the decision letter. Students not completing the sanctions as described in the letter will be responsible for failing to comply with a disciplinary sanction and risk re-entering the disciplinary system.
10. Intermediate restrictions may be issued in cases of harassment, assault, or other code of conduct violations for the protection of the alleged victim, or the alleged offender,

and/or other members of the campus community. Intermediate restriction may be issued during the investigation stage of the disciplinary process

Decision

Based on the incident reports, statements, and information stated at the hearing, the hearing officer(s) will render a decision of responsible or not responsible on each charge. The standard of proof in making decisions is “preponderance of evidence”. In other words, it is more or less likely the student in question is responsible for the violation(s) as stated/charged. If found responsible for any charges, the hearing officer(s) will determine relevant sanctions. When determining sanctions, the student’s previous and current conduct will be considered. The letter detailing the results of the hearing will list the charges, the decision on each charge and the sanctions imposed. The sanction letter will also indicate the process for appealing the decision.

Appeal

If a student decides to appeal a disciplinary decision, he/she must complete the following steps:

1. Request an appeal based on one or more of the following and specific details supplied:
 - a. Procedural due process
 - b. Absence of sufficient evidence to support the decision
 - c. Discovery of new evidence
 - d. Sanction is grossly disproportionate to the offense
2. Submit the typed request for an appeal within 3 days of receipt of the sanction letter.
3. Address the request for an appeal to the Provost.
4. Hand delivers the typed letter to the Office of the Provost.

The Provost will review the file, including reasons for the appeal, and take one of the following actions:

- Reject the appeal and notify the student in writing.
- Hear the appeal and render one of the following decisions:
 - i. Uphold the decision and sanctions originally rendered.
 - ii. Reverse the decision and repeal the sanction (s) originally rendered.
 - iii. Uphold the decision yet modify (increase or decrease) the sanction.
 - iv. Modify the decision.
- Refer the appeal to the Campus Disciplinary Committee.

In cases involving suspension or expulsion, the Provost may hear the appeal. The Provost may involve other members of the academic or professional administrative staff. Decisions rendered by the Provost are final and no further appeals may be made.

Campus Disciplinary Committee

The Campus Disciplinary Committee serves as the appeal board for the University. It is comprised of members of the campus community (students, faculty, and staff/administrators). Each appeal is heard by one student, two faculty members, and one administrator. The student is appointed by the Student Government Associations, the two faculty members are chosen by the faculty and the administrator by the President. The Campus Disciplinary Committee shall designate one of its members, other than the student representative, as the Chair.

The Committee may affirm the original decision, modify the decision, reverse the decision, or dismiss the charges. The Committee may modify the sanction(s), which could include increasing or decreasing the severity of the sanction(s). The decision of the Campus Disciplinary Committee is final and no further appeals may be made.

Disciplinary Procedures Records

Disciplinary procedures records are maintained in the Office of the Provost for 5 years. However, in cases involving suspension or expulsion from the University, records may be kept indefinitely.

Sanctions

One or more of the following sanctions may be imposed after a finding of violation of the Code of Conduct. An accused student should be aware that one or more sanctions may be imposed, and that records of prior misconduct may have influence on sanction(s). Sanctions may be imposed based on the preponderance of evidence. It is the intent of the University that sanctions imposed are in proportion to the violations and background of the students so that the student involved may learn and grow from the sanction.

The range of sanctions includes, but is not limited to, the following:

1. **Expulsion:** Expulsion is permanent disciplinary separation from the University.
2. **Suspension:** Suspension is temporary disciplinary separation from the University. Formal suspension from the University will not exceed one year.
3. **Restitution:** Restitution is payment to the University, an individual, or a contractual affiliate of the University, of a sum of money determined by the Hearing Officer, to be satisfactory settlement for theft, damage to property, or for the cost of restoring property to a satisfactory state. Mandated restitution to the University constitutes an outstanding obligation and, if not paid, will be grounds for withholding of grades, transcripts, or diplomas.
4. **University Service:** The student shall be assigned a specific number of hours to work for a University department or organization.
5. **Loss of attendance privileges:** This sanction may deny a student access to the social functions of any group or organization for a specified period of time.

6. **Loss of co-curriculum activities:** The student will be denied the privilege of participating in all co-curricular activities, this includes athletic and student government related activities.
7. **Educational Projects:** Development and implementation of a relevant educational programme under the supervision of a faculty or staff member. The intent is to respond to the special violation and to alert other students to the problem with the violation.
8. **Letter(s) of apology** from students to the complainant or to a part of the University Community.
9. **Fines:** A fine, of a sum of money determined by the hearing officer, may be added to a student's University account.
10. **Parental Notification:** Where students are below legal age, parents/legal guardians will be notified concerning student's behavior and/or disciplinary status. This could involve requesting a meeting with the parents/legal guardians, student and University official.
11. **Restricted Access:** A student may be restricted in access to buildings or areas on campus.
12. Recording of the offense on the official transcript.

Disciplinary provisions other than those listed above may be made if they are deemed more appropriate to the particular case (attendance to an educational programme, peer mediation, research papers/projects, substance abuse assessment, anger management seminar, counseling etc.).

GENERAL PROCEDURES AND POLICIES

Distance Learning

The University reserves the right to use distance learning technologies in delivering any course or programme. Where this is the case students will be informed of expectations at enrollment.

Where a course/programme is offered using hybrid or distance modality, students are expected to acquire the necessary equipment to engage in learning activities. Where such equipment is not personally available it is the students' responsibility to ensure that all course/programme expectations are met.

Orientation

The University plans student orientation activities to welcome students and to assist them in acquiring information to better adjust to programme expectations and University regulations. First time students are introduced to their advisor and the use of the University's electronic systems such as *Moodle* and *EBSCO*. All first time students are required to attend orientation sessions.

I.D. Cards – Student Identification

All students are issued an identification card at the beginning of the Academic Year. The following is listed on the back of the Identification (I.D.) card and is accepted as policy:

“This card is your official University identification. Lending this card to anyone or failure to present it upon request of a University Official could result in disciplinary action. This card becomes void upon termination or interruption of enrollment and must be returned to the Office of Student Affairs. Replacement cost is \$15.00.”

Insurance

All students are encouraged to have some form of medical insurance. International students are required to have insurance for medical, major medical and repatriation of remains.

Privacy

The University will not disclose “personally identifiable information” from a student's educational records except as noted below or with a student's consent to disclosure.

The University may, however, disclose “directory information” from a student’s educational records, and the University may designate certain “personally identifiable information” as “directory information.”

The University has designated the following information as “directory information”: the student’s name, address, telephone listing and email address; date and place of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; and the most recent previous educational institution attended.

Students have the right to refuse to let the University designate, as “directory information,” any personally identifiable information, such as their name, address, or other information that would make their identity easily traceable.

Address Change

Students are required to notify the University immediately of any change in address, local or permanent, telephone number(s) and e-mail address(es).

Use of Mobile Devices on Campus

Mobile devices should be used with discretion while on campus or at any Galen University district center. Use of cell phones is prohibited during classes. Should the need arise to receive or send a call during a class session students are advised to leave the room to do so in order that the class is not interrupted. Other mobile devices may be used at the discretion of faculty.

Travel on University Organized Trips

Organizers of such trips are required to submit a written proposal for approval to the Office of the Provost at least 6 weeks in advance of the proposed trip date. All responsibility for the trip including completion and signing of required forms will be borne by the organizers. While on such trips students are expected to conduct themselves in a responsible manner and refrain from any behavior that may bring the institution into ill repute.

Organizers of such trips should seek to obtain all approvals for sites to be visited well in advance of the trip date. Where minors may be going on the trip, organizers must ensure that written permission from parents and/or guardians is received prior to departure.

Possession of Dangerous Weapons

The laws of Belize prohibits possession of unlicensed firearm and, or ammunition. Students are required to abide by this law. Where students may possess a license firearm, this is not to be brought on campus or into any classroom or campus gathering.

Possession or use of any dangerous weapon on campus is prohibited. A dangerous weapon is defined as any instrument, device, or object capable of inflicting physical harm or death and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon. Examples of dangerous weapons include and may not be limited to, firearms, explosive devices, dangerous chemicals, knives, fireworks or compressed air guns, pellet guns, stun or zip guns, Tasers, BB guns, and paint ball guns.

No one person alone or in concert with others shall knowingly have in his/her possession on campus any dangerous material. This shall include, but not be exclusively limited to the following: rifle, shotgun, pistol, knife, revolver, firearms, fireworks, explosives, Martial Arts equipment. The University may take such action as deemed necessary to manage such situations or occurrences.

Drugs

The possession, use, sale, or distribution of illegal drugs is not permitted by the Government of Belize and is also considered a violation of Galen University's Code of Conduct. Possession or use of any drug paraphernalia is against university policy and is, therefore, in violation of the student code of conduct. Any student in violation of this policy may be sanctioned up to expulsion. Legal action may also be taken against the student. The University has a responsibility to work with law enforcement personnel when a crime has been committed on campus and University officials become aware of the crime.

Any student present in a room/area where an illegal drug is being used may also, upon further investigation, be considered in violation of this policy.

Physical Harm, Physical Threat and Harassment

No person is permitted to cause willful injury to any person or threaten to do so under any circumstances whatsoever. No person is permitted to compel/induce any other person to refrain from, or to perform, any act which he/she has a lawful right to do, or not to do as the case warrants. Harassment, intimidation or verbal abuse is unacceptable at Galen University whether or not it is accompanied by a physical threat.

Harassment is defined as any form of misconduct, which undermines the integrity of community relations. It refers to behaviors, which are not welcomed, which are personally offensive, which debilitates morale and which may interfere with the study and work effectiveness of its victims and their colleagues. Harassment should be reported to the Provost or the Student Affairs Coordinator.

Sexual Harassment

Sexual harassment is not tolerated at Galen University. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education;
- B. submission to or rejection of such conduct by an individual is used as the basis for decisions made affecting his or her education; or
- C. such conduct has the purpose or effect of substantially interfering with or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may consist of physical conduct, such as unwelcome or offensive touching; verbal conduct, such as vulgar remarks, or suggestive comments or jokes; nonverbal conduct, such as whistling or leering; or visual displays, such as sexually oriented calendars or posters. Men, as well as women, may be the victims of sexual harassment.

If one believes that they have been the victim of sexual harassment, it is important that they first report their allegations to the Director of Student Affairs or the Provost. Victims will be required to put their complaint in writing. The complaint will be investigated promptly and as confidentially as possible. Victims will be notified of the results of the investigation. In no case will the person who has allegedly harassed the victim be responsible for conducting the investigation.

It is unlawful for anyone to be punished or penalized, in any way, for (1) exercising his/her right to be free from sexual harassment; (2) filing a complaint in good faith; or (3) testifying in good faith in any matter before the University.

Sexual Assault

Should a sex offense or other crime occur, the student should immediately report this to the Provost or Director of Student Affairs. If the incident has occurred outside of their office hours the student/victim should immediately report the incident to Security.

Sanctions for these offenses include suspension and expulsion, and in ALL cases the University strongly encourages reporting to proper external authorities, including local police. Intermediate restrictions may be levied on the alleged violator of this policy or the alleged victim by the Provost until a thorough disciplinary investigation can be conducted in accordance with the law of the country in this respect.

Solicitation Guidelines

For the protection of the students, no door-to-door solicitation may take place on campus. Any solicitor who wishes to survey or sell articles to students must request permission from the Office of Student Affairs in advance. If authorized, a location for that purpose in a common area will be provided.

HEALTH AND SAFETY

Smoking

Smoking is considered dangerous to your health and others in close proximity. Smoking is prohibited in all Galen University buildings.

Students with Disabilities

Support for students with academic or other challenges

Galen University welcomes and support students with disabilities. This may be students with dyslexia, dyspraxia, visual impairments, wheelchair users, hearing impairments, mental health difficulties and medical conditions such as epilepsy. The University is committed to providing equal opportunities for people with disabilities and will make reasonable adjustments, with respect to facilities and resources, to support such students. A manual for students with disabilities is available at the Office of Student Affairs.

Students are expected to report learning needs at the start of their studies, during the enrolment process. This must be reported to the Health and Safety Officer and recorded on Form F-18 the Disability Support Service Confidentiality Form available on the website or at the Registrar's Office. Students are required to meet with the Health and Safety Officer who will determine level of support required. Should the learning need develop after enrolment the student will be required to provide an official clinical assessment, which will be reviewed with the Health and Safety Officer. Application for support with learning disabilities is submitted to the Registrar's office for processing.

Claim for Disability

Claim for disability is treated on a case-by-case basis. Claim for disability must be supported by an independent medical or clinical assessments or other relevant certification. This allows the University to provide support or make reasonable adjustment based on the specific needs of each student ensuring that where possible the disabled student is not significantly disadvantaged over his/her peers.

Confidentiality

Students are provided full confidentiality and reassurance that disclosure of their disability will not have negative impact at any point from the application process to final graduation. Students are given the opportunity to disclose disabilities during admissions, enrollment and throughout their programme of study. This recognizes that a disability may occur after a student has commenced a course. The application and review procedure is the same regardless at which point the student will disclose the disability.

Information Protection

Information regarding disability is sensitive and as such is not released without the written permission of the student. Written permission from the students will always be sought by the Health and Safety Officer prior to the data being passed onto a third party. During the application, interview and selection process, the student has the opportunity to advise of any disabilities or special needs for consideration for meetings and interviews. However, the disability is not considered during this process since it does not affect the ‘admissions criteria’.

Reasonable Adjustments

Reasonable adjustments are intended to compensate for lack of specialized facilities or resources that are not readily available and may put disabled students at a disadvantage over students without the same disability. In some cases adjustments may be specifically for a particular student’s needs or to ensure the student is not put at a substantial disadvantage in the learning environment. This is decided by specialized staff such as the Health and Safety Officer in consultation with administration. Reasonable adjustments are made on a needs basis.

Access to University and attachment facilities

Adjustments to accommodate persons with disabilities are ongoing and improvements are made as requirements are anticipated or as a case may demand.

Awareness, Training and Development

Awareness is promoted through internal communications to all staff and students and updated documents relating to support for students with disabilities. Development training is provided for faculty and administration that are directly responsible for supporting students with disabilities including physical or special learning needs.

Substance Use and Abuse

Galen University recognizes abuse is a complex problem, which is not easily resolvable by personal effort and may require professional assistance and/or treatment. Accordingly, the University has designated individuals to assist students who seek referrals for aid with substance abuse problem. The University shall take necessary steps to ensure the confidentiality of all inquiries and referrals. The University shall also make available through the Office of Student Affairs informational materials regarding substance abuse.

Students with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. Persons availing themselves of these services, however, will not be granted special privileges and/or exemptions from standard practices applicable to performance requirements. The University will not excuse acts of misconduct committed by persons whose judgment is impaired due to substance use or abuse.

The possession, use or distribution of illegal drugs as defined by the laws of Belize is prohibited at any time on University property. Persons known to possess, use or distribute illegal drugs are liable to public enforcement sanctions and University disciplinary action. Use of alcoholic beverages on University property shall be in compliance with University regulations and conditions of approval. Violations of regulations, policies and procedures will result in disciplinary action and, where applicable, criminal proceedings.

Use of alcohol

Galen University recognizes that alcohol is part of today's society, and therefore, believes in educating students about alcohol, its effects, and the prevention of alcohol abuse. The University supports the laws of Belize as they relate to the use of alcohol. The law stipulates that the legal age for the possession or consumption of alcoholic beverages is 18 years. Below is provided specific guidelines on Galen University's policy regarding the use of alcohol:

- a) Alcohol may be consumed on the Galen University campus only with explicit permission of university authorities.
- b) **Legal age:** Students must be 18 years of age or older to possess and consume alcohol on campus.
- c) **Underage Drinking:** Students under the legal age of 18 may not possess or consume alcohol.
- d) **Intoxication:** Individuals on campus deemed to be under the influence of alcohol and/or drugs or intoxicated are in violation of the Student Code of Conduct.
- e) **Sale of Alcohol:** The sale of alcohol on campus is prohibited without authorization from the Office of Student Affairs.
- f) **False IDs:** The use of false identification is prohibited.
- g) **Drinking Games:** Students engaging in any form of drinking games are in violation of the Code of Conduct.
- h) Students may request the use of a particular space on campus for a social event that may include serving of alcoholic beverages. Students **must** meet with the Office of Student Affairs, at least 7 days in advance, to register their function, and to review specific guidelines related to such events. Any activity that focuses primarily on alcohol drinking will not be approved. The Office of Student Affairs must grant final approval of all events where alcoholic beverages will be consumed. Student fees paid to Student Government Association may not be used to purchase alcoholic beverages.

Possession/Use of Prohibited drugs

The use, offer for sale, sale, distribution, possession, or manufacture of any controlled substance or drug except as expressly permitted by law is prohibited. Possession of drug paraphernalia is also prohibited. Drug paraphernalia means any equipment, product, or

material of any kind that is used in propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Policy Regarding Communicable Diseases

Communicable diseases vary in their ease of transmission to others. AIDS and milder immune deficiency syndromes associated with the human immunodeficiency virus (HIV) are transmitted through intimate sexual conduct or blood contact. Persons with AIDS or HIV should not present a health risk to others in the University community when proper precautions are taken. Other communicable diseases, such as tuberculosis and hepatitis B, are more infectious and may pose a more immediate health risk.

A student who has a communicable disease (including tuberculosis, hepatitis B, AIDS, AIDS - related complex (ARC), HIV infection) will not be barred from participating in University sponsored activities, or attending classes at Galen University unless the individual is deemed by University authorities to pose a substantial threat to him or herself or others.

The following are provided as guidelines to assist in prevention of transmission to others:

- a. All students are encouraged to seek medical assistance or guidance in the event they have concerns about communicable diseases.
- b. Students with a communicable disease should so inform the Provost. This information will be handled in strict confidence with key administrators on a need to know basis.
- c. In the event that an individualized assessment must be made as to the ability of a student to continue to work, reside, attend class, or participate in University sponsored activities, with or without limitations, medical and health information will be disclosed only on a need to know basis. In the event that an individual has been identified as having AIDS, ARC, HIV infection or other communicable disease, no information will be disclosed concerning the medical condition except as authorized by law.
- d. The Provost, on a case-by-case basis, shall determine continued presence in the University setting by students with communicable diseases. Such decisions shall be based on medical opinion regarding the condition of the student with the communicable disease. Recommendations may be sought from the physician treating the student, from the Ministry of Health, or from an ad hoc advisory panel of health care professionals convened for the purpose. The University may require

the student to submit to a periodic review of the individual's medical status as a condition of continued attendance.

- e. If the decision is made to limit the activities of a student because of a communicable disease, the aggrieved individual may appeal to a panel made up of: the Provost, Student Affairs Coordinator & two Medical Doctors, one selected by Galen University and one by the student. This appeals committee will convene as soon as is practical, hear evidence, as it deems necessary, and make its determination.

Physical or Mental/Emotional Health Concerns

The University reserves the right to require an involuntary administrative withdrawal of a student from the University for either physical or mental/emotional health reasons. If remaining at the University could lead to a significant deterioration in physical, emotional or mental health of the student or if the student's presence could lead to such health problems for others, then the student will be expected to leave the campus until such time as the University can be assured that the problem is no longer a significant issue. A medical, psychiatric or other professional evaluation may be required for a student whose behavior may be harmful to self or others. University personnel may suggest options other than leaving the University and expect compliance with these alternatives. The Provost and the Director of Student Affairs, in consultation with the Counselor will determine what course of action is appropriate.

Emergency Services

Any individual or group faced with an emergency situation (medical, emotional, behavioral, or physical) on campus or while participating in any University-affiliated event, should immediately contact the Health and Safety Officer. A dispatch representative will then contact the appropriate office or outside agency to handle the emergency situation.

In the case of natural disasters, such as hurricanes, the Galen University Disaster Management Plan shall be followed by all students. Copies of the Plan are available on the website and in the Library.

Fire Safety

At the sound of the fire alarm, students must immediately leave the building and follow the directions of the designated fire marshals. Fire drills will be conducted at various intervals of the Academic year.

Financial Policy

Tuition and Fees

Galen University is a private institution that is fully tuition supported. Galen University has three tuition rates:

1. The “in country” tuition per credit hour rate offered to Belizean students, Permanent Residents and Belizeans who lived abroad but completed their Primary and Secondary education in Belize
2. The “out of country” tuition per credit hour rate
3. A fixed rate for special courses (e.g.: intensive field courses given in the summer or Professional Development courses)

In addition, there are a number of other fees such as application, graduation, transcript evaluation, lab, make-up tests, administrative fee and medical and accident insurance for international students. All such fees are properly published and made known to students. Full details are described on the website: www.galen.edu.bz.

Payment of Tuition and Fees

Application Fee: All new students are required to pay an Application Fee at the time they apply. No application will be processed until the application fee has been paid in full.

Tuition and Other Fees: All tuition and other fees for the term are assigned at the beginning of each semester and are payable on the 1st day of classes and no later than the last day of the drop and add period.

Provided the Application and Transfer Fees have been paid, students may enter into an Installment Agreement to pay the remaining semester tuition and book rental during the semester. Installment Agreements **must** be entered into within the first 15 days of the semester start date. An installment fee will be charged. Galen also offers a limited number of student loans, which must be applied for within the first 15 days of the semester start date. Student loans are only eligible to students who pay the “in country” tuition rate and are considered on a case by case basis.

Galen University reserves the right to suspend students and withhold the grades, certificates, diplomas, transcripts or academic credits of any student who fails to fulfill their payment agreements. This means that admission to the following semester or graduation may be denied.

Adjustments to the tuition fees are made only during the Drop-and-Add period and any difference will be added or subtracted from the semester's last installment. Subsequent withdrawal from a course will not reduce the tuition fees due.

Tuition Refunds

Students **cannot** drop or withdraw from a course by merely stopping attendance. A student wishing to withdraw from any course (s) **must** complete a “withdrawal form” and submit it to the Department of Academic Affairs. The date of withdrawal will be considered to be the date on which such form is received.

No refund will be made for whatever reason, for tuition of students who have been expelled, dismissed or suspended for disciplinary reasons, or who leave the University because of criminal or other formal charges.

Tuition reduction (refund) will be based on the following **Refund Schedule**. Apart from tuition, all other categories of fees are **not** refundable.

TUITION REFUND SCHEDULE

Time of Withdrawal Applies to all Sessions	% of Charges Refunded
Before Classes Start*	100% tuition, 100% fees minus \$BZ100 processing fee
Within the Drop and Add Period (first two weeks of classes)	100% tuition, 0% fees
The first week after the Drop/Add Period	50% tuition, 0% fees
The second week after the Drop/Add Period	25% tuition, 0%
After the fourth week	No refund

* For International students, the 100% tuition refund in no way implies a refund of the tuition deposit, which is refundable only if the entry visa has been denied.

GENERAL INFORMATION FOR INTERNATIONAL STUDENTS

Advance Tuition Payment

The two-semester advance tuition payment is required for all international students entering degree programmes that require a visa to enter Belize and may be used only for tuition. Students may not transfer that money to any other charge or fee, nor may they “withdraw” the money from Galen University.

The advance tuition payment will be refunded only if the student returns to his/her home country because of a medical emergency that is documented by a medical doctor or if the student has a major family emergency, such as the death of a parent or sibling that is documented by appropriate certificates (death certificate, funeral home certificate, obituary printed in a newspaper, etc.) Any refund of the advance tuition payment will be made to an account in the student’s home country and bank charges will be deducted from the amount refunded to the student. The amount of money refunded will be determined by the Tuition Refund Policy.

Except for the above reasons, there will be no refund on tuition paid in advance. Absences from class and /or failure to register for the second semester are not legitimate reasons for refund of advance tuition payment. There will be no refund on tuition for students deported from Belize for illegal activities (including working in Belize).

Attendance in Classes

Students are expected to attend all scheduled classes unless they are ill. If students are ill, they should immediately inform the University, seek medical attention and have available for submission to University officials a certificate signed by a medical doctor. Any student who misses twenty (20) percent or more of the regularly scheduled classes will receive a grade of “F” (failure) in the course.

Banking

Students must bring a bank draft for \$3000 USD with them to Belize to cover initial living expenses. Students are advised to open a Savings Account with a local commercial bank. To open an account, students must take to the bank an original letter of introduction from Galen University verifying their student status and length of stay in Belize. This letter can be obtained from the Admissions office.

Driver's License

International students who want to drive while in Belize should bring along with them a valid International Driver's License as well as their national driver's license.

Employment in Belize

International students may not work in a paid or voluntary capacity while in Belize. All international students must sign a statement to this effect before leaving their home country. If that is not done, students will be asked to sign such a statement on arrival in Belize. Should a student work, or seek employment, the student visa may be revoked by the Department of Immigration and the student deported from Belize. If a student is deported, no refund will be made on the tuition deposit or on the international student deposit made by the student.

Full-Time Study

International students are required to be enrolled as full-time students for the entire duration of their stay in Belize. The minimum number of credit hours that may be taken by international students is 12 credits hours.

Housing

The University's International Student Coordinator is responsible for housing arrangements for international students who require housing.

Illegal Behavior

In addition to action taken by the appropriate department of the Government of Belize in the case of illegal behavior, the student will also be considered in violation of the Student Code of Conduct.

International Student Deposit

For students who need a Visa to enter Belize, an international student deposit of US\$500 and a minimum tuition deposit of US\$5000 for undergraduate students OR US\$9000 for graduate students must be paid in order to receive a certificate of admission. The international student deposit of \$500 USD can only be refunded to the student's address or bank in their home country at the end of their studies in Belize.

Deposit is forfeited if the student is deported from Belize for illegal activities or cannot show proof of their return to their home country. In order to facilitate reimbursement of the international student deposit, students should provide the University with a certified copy of their passport stamped by their home country immigration authorities upon arrival.

Medical Insurance

All international students are required to have medical insurance that will cover major medical expenses, emergency air ambulance, and repatriation of remains.

Medication

Persons taking prescription medication should bring enough for at least one semester (4 months) and should have an original copy of the prescription signed by a medical doctor and /or a letter from their medical doctor explaining what they are taking and why. Most prescription medications can be bought in Belize.

Student Visa for Belize

Within two weeks of registration at Galen University, each student's passport will be collected and processed with the Department of Immigration for a student visa. This student visa is good only for study at Galen University and may not, under the laws of Belize, be used at any other educational institution. It is the responsibility of each student to keep track of the date on which their student visa expires and to bring this to the attention of the Student Affairs Department no later than two weeks before the expiration date.

If a student fails to attend class regularly, fails to keep the University informed of their local address and telephone number, is found in violation of the Student Code of Conduct, or fails to enroll and pay tuition on the first day of a semester, the University will report him/her to the Department of Immigration and may recommend that the student visa be revoked and that the student be deported from Belize.

Transfer to Partner Universities

International students who are considering transferring to one of Galen University's partner institutions are urged to discuss this matter with the Registrar as soon as possible. Galen University cannot guarantee that any student will be accepted by one of its partner institutions. Such admission decisions are solely at the discretion of the partner university. Likewise, neither Galen University nor our partner universities can guarantee that a student accepted by a partner university will be given a visa to the U.S. Decisions about the granting of visas to the U.S. are solely at the discretion of the U.S. government.

Transcripts

No transcript will be issued if a student has an outstanding account with the University. This may include tuition, fees, library fees and/or fines, book rental/purchase, or any other outstanding amount owed to Galen University. Students receive one (1) free transcript from Galen University and thereafter will be charged \$10 USD per additional transcript requested.

Tuition Payment

After the first two semesters, international students must pay their full tuition payment and other fees no later than the first day of a semester. Failure to do so will result in being denied admission to classes and the University will report the lack of enrolment to the Department of Immigration.

STUDENT SERVICES

Library Services

The University provides library facilities on campus as well as access to the Belize's National Library Service's online component: EBSCO Host. When using the campus library facilities, students are required to adhere to all library rules:

- All resource materials must be returned before or on the specified due date. Failure to meet the deadline will be subject to a late fee (see table below).
- Always keep mobile devices on silent while in the library
- Be silent during library hours
- No smoking, eating or drinking in the library
- Keep study area tidy
- Do not reshelv resources materials

Should a student require further assistance locating or using library resources, he/she should seek assistance from the librarian. The librarian has the right to request that any student who is non-compliant with the rules of the library. Patrons who have damaged any library material will be recorded in the system and will have to pay the entire amount of the damaged material.

Library Fines

Students are required to respect the due dates of all items being checked out of the library. Failure to comply with due dates will result in the following fines:

Item	Loan Period	Maximum Loan Amount	Fine per overdue date (\$BZ)
Regular Books	15 Days	5	\$0.50
Multimedia (DVDs, Videos)	3 Days	2	\$2.00
Reference Books (Encyclopedias, Dictionaries, Atlases)	2 Hours	2	\$2.00
Restricted Books (Government and NGO Documents)	2 Hours	\$2.00	2
Serial (Journals, Magazines, Articles)	3 Days	\$1.00	3

Student Organizations

Student organizations play an important role in the development of a vibrant and enriching campus life. It is a medium through which students with common interests share ideas and explore learning. Formation and management of student organizations is a student initiative that is monitored by the Office of Student Affairs. Views of student organizations are not representative of Galen University's views.

Benefits for Student Organizations

- Space availability on campus for group meetings and activities
- On-campus financial account with the University
- Validity on campus
- Interact with students of similar interests
- Collaborate with other student organizations
- Development of leadership skills and professional experience
- Involvement in governance and decision-making processes

Registration of Student Organization

All student organizations are required to register with the Office of Student Affairs before any organized activity is carried out. To complete the registration process, the intended organization is required to formulate the organization's purpose and write the organization's constitution. The completed application package must be submitted to the Director of Student Affairs for final consent. All student organizations should be required to re-register with Director at the beginning of the semester.

Organizations must communicate to Student Affairs regarding hosting of events and/or trips. Any group trip must be in compliance with the University's policy regarding organizing of trips.

Constitution for Student Organizations

Every student organization's constitution must have the following components:

1. Official name of student organization
2. Mission and Vision Statements
3. Membership requirements
4. Roles and responsibilities of Executive body
5. Procedure for voting on organizational matters
6. Electoral process and timing
7. Amendments to constitution
8. Recruitment process

Student Government Association

Galen University Student Government Association is charged with the responsibility to serve as elected representatives and be the voice of the greater student body. Officers of the Student Government Association are all elected by the student body. The electoral process is held at the beginning of each Academic year.

The proactive representatives who are elected for the duration of the Academic year (three semesters: Fall, Spring, Summer) are governed by the Student Government Association Constitution.

Sports

The Department of Athletics in conjunction with the Office of Student Affairs, organizes sporting activities for students to participate in intramural and/or varsity sports. No student is granted their place on any of the teams. To become a member of a sporting team, students must participate in all the trial sessions during the recruiting period in order to be selected.

Galen University Forms

Below is a list of coded forms available for student use. These can be accessed on Galen University's website or from the Registrar's office.

CODE: NUMBER	GALEN UNIVERSITY FORMS
F-01	Academic Audit Request Form
F-02	Application for leadership scholarship
F-03	Application for Independent Study Form
F-04	Application for Internship Form
F-05	Change of Minor-Major Form
F-06	Grade Appeal Form
F-07	Graduate Student Recommendation Form
F-08	Registration Form
F-09	Drop Add Form
F-10	Withdrawal Form
F-11	Graduation Form
F-12	Request for Course Overload Form
F-13	Student Confirmation letter request form
F-14	Transcript Request Form
F-15	Withdrawal from the university
F-16	Incomplete Grade Form
F-17	Graduate Assessment Form
F-18	Disability Support Service Confidentiality Form