



University of the Southern Caribbean  
REGULATIONS GOVERNING  
PROVISIONAL ADMISSION  
Revised January 2010

Note: Date Formats: mm/dd/yy

## 1. PARTIES

The Provisional contract is made between the University of the Southern Caribbean and the student whose name appears on the *Provisional Contract*.

## 2. OBJECTIVE

The objective of the contract is to allow a preparatory grace period for applicants who lack admission requirements, to earn such requirements, and the documentary evidence for such, within one academic year from the date of the first day of instruction for the first semester in residence.

## 3. CONDITIONS

**Provisional Admission is granted on condition that:**

- (a) The applicant has reasonable opportunity to earn the lacking requirements within one academic year, and that s/he makes every effort to do so.
- (b) The contractual lacking documents are submitted within the specified calendar deadlines.
- (c) The student registers at the USC Learning Center or other dean-approved comparable classes, and makes satisfactory progress towards earning the lacking subject/s.
- (d) The student agrees that alternatives to securing the lacking CXC passes will be

considered only after the student submits his/her CXC /GCE examination results to verify attempts at acquiring the lacking subjects.

(e) The student agrees to the conditions for regularization as stated in the contract. Students admitted on mature age as partial acceptance for provisional admission, may be regularized by submitting an official transcript from USC or other comparable recognized university or tertiary institution/s, showing passes in six comparable USC semester credits for two courses in the lacking CXC/GCE areas. Course outlines/syllabi must be approved by the department chair or the faculty instructor whose qualifications show the greatest expertise in the lacking area/s.

(f) Credits and courses approved for making-up lacking admission requirements, may not also be counted towards graduation credits.

## 4. DEFAULT CONSEQUENCES

(a) Attachments to acceptance letters, official transcripts and attendance-validation letters, will specify the student's admission status as provisional, until the date when regularization documentation is submitted.

(b) USC course credits earned before regularization will count towards a USC degree only after regularization, and only if and when a grade of "B" or better was earned.

(c) USC will not assume responsibility for student failure to pass lacking subjects. Tuition refunds will not be granted if students fail courses. The refund policy in the current bulletin will apply to all provisional students.

(d) The submission of a withdrawal or drop form will not change the requirement for the student's provisional status to appear on all official documents issued by Admissions and Records.

(e) The institution reserves the right to defer the admission of a provisional student if and when

that student fails to satisfy the published admission requirements for the desired degree.

(f) Provisional students have a responsibility to inform their financial sponsors of their provisional status and the default consequences.

(g) Administrative withdrawals and registration *holds* will be instituted for failure to regularize by the deadline.

## 5. CONTRACTUAL LIMITATIONS

Enrollment as a provisional student has *academic, credit* and *financial limitations*.

### (a) ACADEMIC LIMITATIONS

All bulletin-published requirements for returning students will apply. Additionally, students admitted on *mature age will not be allowed* to remain on provisional status beyond the semester in which they complete 36 cumulative credits.

Credits shown on IUTUS in error, *will be administratively removed* if and when it has been found that a provisional student attempted to register beyond the stipulated provisional year without documentary authorization for an extension. If an extension is approved, written application must be made for authorization to count credits earned before regularization, towards graduation requirements.

Students admitted provisionally with lacking CXC passes in Mathematics, Biology or English Language may not remain on provisional status beyond one academic year from their first day of attendance.

### (b) CREDIT LIMITATIONS

Students admitted on provisional entry are not allowed to register for more than 12 credits of general education courses numbering below 300.

### (c) FINANCIAL LIMITATIONS

Provisional students of Trinidad and Tobago, will not be able to access the GATE grant until they regularize their admission status. Please discuss this matter directly with the USC Director of Student Finance/designee, and note the default consequences before signing the USC provisional contract.

## 6. EXTENSION OF THE PROVISIONAL YEAR

**Applications for Extending the Provisional Year, must be authorized one month before** provisional students attempt to return to USC on a provisional basis, after the provisional contract has expired. Applications for extension of the provisional year are considered only when all required documentation and conditions for provisional admission are satisfied prior to requesting the extension.

Attendance at the USC Learning Center or documentary evidence for attendance at an approved comparable institution for taking private lessons, and satisfactory mid-term and end-term progress reports must be mailed directly to the **USC Provisional Admissions Officer**, according to the calendar deadlines.

## 7. CALENDAR FOR PROVISIONAL STUDENTS

All required documentation must be submitted as early as possible and in no case any later than the published contractual deadline. Please refer to page one of the **Provisional Contract** for deadlines.

## 8. EARLY CONTRACT TERMINATION

Students who submit documentary evidence for satisfying regularization before the contracted expiry date, may be regularized from the beginning of the term in which the student passed the exams or completed the courses for regularization.

## 9. EXPLANATION OF TERMS

A CXC pass means an earned CXC certificate at Level II with grades I, II or a grade III from July 1998 onwards.

**Mature Age:** Mature age means that the student has and can submit an original birth certificate and two certified copies. The certificate must show that the student has attained the age of 30 years or the mature age used for university entrance in the territory where the student earned his/her secondary education.

## 10. LETTERS INSTEAD OF CERTIFICATES

Students who have lost their CXC/GCE certificates and who plan to submit letters from the CXC Examining Board, or from the Ministry of Education, to validate CXC passes, are required to request that such letters include the date of the examination, whenever the student anticipates submitting a CXC III pass after July 1998, as a partial qualification for USC acceptance.

## 11. PRE-REQUISITES FOR MATURE AGE

The following are pre-requisites for using mature age as a partial qualification for provisional admission: A dean-approved recommendation based on the evaluation of prior work experience, examination results, interviews, analysis of course outlines/syllabi and official academic transcripts and certificates earned for prior studies, is required for all students using mature age as a partial basis for their admission. The recommendation of the school dean must be attached to the dean's admission decision, before mature age will be considered as one of the conditions for provisional admission.

## 12. REGULARIZATION FOR MATURE AGE

Students admitted on mature age are allowed to regularize their admission status by submitting an official USC transcript with dean-authorized

replacement credits, showing 24 credits earned in two consecutive semesters with a minimum grade of **C** and a minimum GPA of 2.00, or a minimum of 36 credits earned in two consecutive semesters with a minimum grade **C** and minimum 2.00 GPA.

## 13. REGULARIZATION - NON - MATURE AGE

Provisional students who have not attained mature age, and who lack CXC passes, are required to re-take and pass the lacking CXC subjects, and present the relevant certificates on or before the published calendar deadline.

## 14. ALTERNATIVE REGULARIZATION

Requests for alternative regularization arrangements must be approved by the faculty dean for the student's major and by the AU officer, if relevant, on an academic petition form. Alternative arrangements include taking a period longer than the specified 24 or 36 credits, minimum Grade "C" and Minimum GPA 2.00, in two consecutive semesters to qualify for regularization.

Students seeking to use non-USC courses as CXC substitutes, must arrange for submitting official transcripts and course outlines validated by the issuing institution, and official statements on the institution's accreditation status, [including provisional accreditation] for the period during which the anticipated course substitutes were taken.

## 15. REGULARIZATION PROCEDURES

- (a) **Read, sign and return** your Provisional Admission Contract.
- (b) Register at the USC Learning Center located in the Behavioral Science Building
- (c) Submit proof of ULC registration along with your signed provisional admission contract.
- (d) Attend the class sessions for your lacking CXC/GCE subjects, complete all assigned work

on or before their due dates, and arrange to write the external CXC/GCE examinations.

(e) After submitting regularization documentation, consult the USC Provisional Admissions Officer at the pre-arranged appointment dates. Follow-up procedures and recommendations mutually agreed upon, until the USC ***Certificate of Admission Regularization*** is secured. Present the certificate copy to the Admissions and Records personnel in column one, to request the documents in column two, in the following table.

| Office/Doc. Source  | Required Documents         |
|---------------------|----------------------------|
| Admissions Officer  | Admission Cover Sheet      |
| Transfer Officer    | Transfer Credit            |
| IUTUS Record        | Curriculum/Transcript      |
| Records Officer     | Official Transcript        |
| Admissions Office   | Approved Program Change    |
| Provisional Officer | Regularization Certificate |

#### 16. GRADUATION AUDITS

Provisional students are required to do ***self-audits*** in consultation with their assigned advisors, using the IUTUS program curriculum requirements to develop an annual plan at each published or arranged advising period, with a view to complete lacking courses, and satisfy required conditions.

#### 17. CITIZENSHIP GRADE FOR EXTENSION

All regulations for USC citizenship including class and assembly attendance and adherence to the published dress code, will be considered for applications of extending the provisional year.

#### 18. GRADUATION APPLICATIONS

Graduation Applications ***will not*** be considered for Provisional students.

