



The Mico University College
DO IT WITH THY MIGHT

SUMMER SESSION REGULATIONS

EFFECTIVE: SEPT 2013

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themico.edu.jm/policies



The Mico University College

SUMMER SESSION REGULATIONS

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**CHANGE HISTORY**

DATE OF CHANGE	NATURE OF CHANGE	REVIEWER(S)
August 2013	Original draft version created.	S. Dowding
Sept 2019	Updated format, template, cover page.	R. Wright

For more information about policy development, consult the Policy Formulation and Management Policy on The Mico website at themico.edu.jm/policies.



Summer Session

1. There shall be a Summer Term of the Mico University College referred to as the Summer Session.
2. The Academic Board may admit to the Summer Session persons who satisfy the criteria set out in these regulations.
3. Students registered in the Summer Session shall be required to comply with the General Regulations for students.

Period of Study

4. Classes in the Summer Session shall normally be conducted during the period June 1 to July 31, but may exceed this period.
5. The minimum contact period in the Summer Session shall be no less than 15 hours per credit.

Eligibility for admission to the Summer Term

6. The following categories are eligible for admission to the Summer Session :—
 - i) Registered students of the Mico University College who have not yet completed the requirements of the degree programme for which they are registered.
 - ii) Students of the Mico University College who have been granted leave of absence for Semester I and/or Semester II or part thereof preceding the Summer Session.

Applications

7. Applications for admission to a Summer Session must be made on the appropriate form and shall be submitted to the Student Affairs Section no later than the Monday following the last day of Semester II together with appropriate documentation.
8. Offers of entry to the Summer Session shall normally be made by the Student Affairs Section no later than May 26.



Registration

9. Students wishing to enrol in the Summer Session shall be required to pay the appropriate fees and to complete and submit their registration forms to the Student Affairs Department no later than May 31.
10. Students enrolled in the Summer Session shall not normally be permitted to register for more than three (3) one-semester courses (usually nine (9) credits for the period) in any given Summer Session.
11. Registration for a course offered in the Summer Session implies registration for the examination of that course.

Late Registration

12. In cases where Semester II results are declared after May 31, students may be permitted to register up to the end of the 2nd week of the Summer Session.

Examinations

13. Examinations for courses taught in the Summer Session shall be conducted in accordance with the Examination Regulations of the Mico University College.
14. Question papers for the Summer Session should normally be submitted to the Examinations Section at the same time as the Semester II question papers, and in any case shall be submitted no later than the second week of the Summer Session.
15. Summer Session students shall write the University College Examination(s) appropriate to the course(s) for which they are registered.
16.
 - (i) Students currently enrolled in a Mico University College course offered in the Summer Session are eligible to register and sit “examinations only”. They must seek permission through the Dean of their Faculty. They shall be required to pay the appropriate fee.
 - (ii) “Examinations only” includes students who have been granted permission by the Board of Examiners to **re-sit** an examination at the next available opportunity.
 - (iii) In instances where courses include coursework assignments or sit down written “in-course” examinations, such examination dates or deadline dates for submission must be no later than 2 weeks prior to the beginning of the end of Summer Session examinations.

**Declaration of Results**

17. Results for the Summer Session examinations shall be dealt with, in accordance with the examination Regulations of the Mico University College and shall be declared no later than the last Friday of August, or as set by the Committee on Examinations/Vice President Academic Affairs.
18. Students who register for a course and do not write the examination shall be deemed by the Board of Examiner to have failed the course unless an application for withdrawal has been received by the Registry within the time specified below.

Change of Registration

19. Students registered for the Summer Session may apply for a change of registration by submitting a change of registration (“add/drop”) form to the Registry no later than the end of the 2nd week of the Summer Session.
20. Students registered for the Summer Session may apply to withdraw from a course or courses by writing to the University College Registrar.
21. Applications for withdrawal from a course must reach the University College Registrar no later than two weeks after teaching has begun. A penalty shall be instituted as follows:
 - a) 25% of the fees up to the end of the 1st week of teaching
 - b) 30% of the fees up to the end of the 2nd week of teaching.