

ACADEMIC POLICIES

Faculty is expected to observe the academic policies of The College.

Policy on College/University Academic Awards and Honours

Introduction

The College of The Bahamas believes that students demonstrating high-ability through their performances evidenced by the stipulated grade point average and/or contribution to The College/University should be recognized publicly as models in the academic community of learners. All students receiving academic awards and honours will be recognized at an honours event held during the annual College/University commencement week of activities.

1.0 Honours

Honours calculations are based on a minimum of 12 semester hour credits of new course work. Students who have withdrawn from or failed a course, students who have received an incomplete (I) grade and students who are repeating a course (except those courses which may be repeated for credit) are ineligible for this award. Courses that are graded on a pass/fail basis are not included in honours calculations. A record of this award is documented in each semester on the student's academic record.

1.1 President's List

- 1.1.1. In recognition of a superior level of academic achievement, a President's List is compiled at the end of the spring semester of each academic year.
- 1.1.2. Students who achieve a grade point average of 3.50 or higher in the fall and spring semesters of the same academic year are named to the President's List.

1.2 Dean's List

- 1.2.1 In recognition of an outstanding level of academic achievement, a Dean's List is compiled at the end of each fall and spring semester.
- 1.2.2 Students who achieve a grade point average of 3.00 or higher at the end of each semester are named to the Dean's List.

2.0 Special Awards

2.1 The Governor General's Award

The Governor General's Award is given to the student graduating with a baccalaureate degree who has

- 2.1.1 Achieved the highest cumulative grade point average over 3.70;
- 2.1.2 Been recommended by Academic Board; and
- 2.1.3 Been approved by the President's Cabinet.

2.2 The President's Award

The President's Award is given to the student graduating with a baccalaureate degree who, in the judgment of the President of The College/University, has made a significant contribution to the life of the institution through academic achievement and a commitment to the ideals, aims and values of the institution. This student must have

- 2.2.1. Achieved a minimum cumulative grade point average of 3.50; and
- 2.2.2. Made significant contribution to The College/University.

- 2.3 The College of The Bahamas Alumni Association Leadership Award
The College of The Bahamas Alumni Association Leadership Award is presented to the student graduating with a baccalaureate degree who has
 - 2.3.1 Achieved a minimum cumulative grade point average of 3.00;
 - 2.3.2 Demonstrated leadership in a College/University club or organization; and
 - 2.3.3 Been recommended by the Student Activities Department; and
 - 2.3.4 Been approved by the President's Cabinet.

3.0 Family Island Campus Awards

Family Island Campus Awards may be presented for those Campuses where students are able to complete college-level programmes. Awards for Associate Degree programmes will only be given in those instances where there is no Bachelor Degree programme. Two Family Island Campus Awards may be presented by each Campus each academic year.

- 3.1 Nominations for the Family Island Campus Award are advanced by the relevant Campus committee, vetted by The Deans Council and Academic Board and approved by the President's Cabinet. The Family Island Campus Award is presented to the graduating student who has
 - 3.1.1 achieved a minimum cumulative grade point average of 3.00; and
 - 3.1.2 made a contribution to the development of the Campus.
- 3.2 The Family Island Campus Award for Academic Excellence is presented to the graduating student who has achieved the highest cumulative grade point average over 3.00. The Academic Affairs Officer/Campus Coordinator will forward the name of the graduating student to Academic Board for ratification.

4.0 School Awards

Two School Awards may be presented each academic year. Awards for Associate Degree programmes will only be given in those instances where there is no Bachelor Degree programme. Dual awards on separate campuses of The College/University will not be allowed.

- 4.1 Recommendations for the Overall School Award are advanced by the Chair and faculty of the School, vetted by the Dean and sanctioned by Academic Board. The Overall School Award is presented to the graduating student who has
 - 4.1.1 achieved a minimum cumulative grade point average of 3.00; and
 - 4.1.2 made a contribution to the School.
- 4.2 The School Award for Academic Excellence is presented to the graduating student who has achieved the highest cumulative grade point average over 3.00. The Chair of the School will forward the name of the graduating student to Academic Board for ratification.

5.0 Programme Awards

Programme Awards may be given to graduating students who exhibit outstanding performance in each academic discipline, as approved by the Office of Academic Affairs. Awards for Associate Degree programmes will only be given in those instances where there is no Bachelor Degree programme.

- 5.1 Programme Awards will be given to the graduating student who has achieved a minimum cumulative grade point average of 3.00 and the highest grade point average over 3.00 in the major.
- 5.2 The Chair of the School will forward the name of the graduating student to the Dean for vetting and then to the Academic Board for ratification.

Policy On Academic Probation, Academic Suspension, Academic Withdrawal and Expulsion

1. General

- 1.1 Students at The College of The Bahamas (COB) are expected to maintain satisfactory academic standards and to work diligently towards the completion of their programme of study.
- 1.2 At the end of each semester The College shall determine whether a student is in good academic standing, on academic probation, on academic suspension or on academic withdrawal. This determination is intended to provide students with the guidance necessary to ensure their academic success and achieve their academic goals.
- 1.3 All notations of academic probations, suspensions and withdrawals will be recorded on the permanent student record (transcript).

2. Good Academic Standing

Students are considered to be in good academic standing when they maintain a **cumulative grade point average of 2.00 or higher**. However, all students are encouraged to monitor their semester grade point average and to meet with their designated academic advisor if their semester grade point average falls below 2.00.

3. Academic Probation

- 3.1 Students are placed on academic probation if they fail to maintain a cumulative grade point average of 2.00.
- 3.2 Students on academic probation must meet with their
 - 3.2.1 Academic Dean/Executive Director and sign off on the notification of academic probation form.
 - 3.2.2 Designated academic advisor to agree a plan of action that will best help their academic progress. The plan of action
 - 3.2.2.1 Could include courses to take or repeat, remedial work, supplemental instruction, peer tutoring, etc.
 - 3.2.2.2 Must be submitted to the Chair/Academic Head of the School/Unit responsible for the programme of study and the Director of Counseling.
 - 3.2.2. Must be monitored by the academic advisor throughout the probationary period to ensure the student's adherence to the plan.
- 3.3 Full-time students may take a maximum of three courses (but no more than 11 credit hours) during the semester and one course (but no more than 5 credit hours) during the summer session.
- 3.4 Part-time students may take one course during the semester and one course during the summer session.
- 3.5 Students on academic probation are ineligible to hold office in student organisations or student government or participate in intercollegiate activities.
- 3.6 Students who achieve a minimum cumulative grade point average of 2.00 within one year of being placed on probation will be removed from academic probation.
- 3.7 Students who fail to achieve a minimum cumulative grade point average of 2.00 after one year of being placed on probation will be placed on academic suspension.
- 3.8 Students may request, in writing to the Academic Dean/Executive Director, a onesemester extension of their probation at least 4 weeks prior to the start of classes. Students will be

4. Academic Suspension

- 4.1 Academic Suspension is defined as the status of a student who, after one year of being placed on academic probation, fails to achieve a minimum cumulative grade point average of 2.00.
- 4.2 Students on academic suspension must meet with their Academic Dean/Executive Director and sign off on the notification of academic suspension form.
- 4.3 Students are ineligible to register for COB courses for one semester after being placed on suspension.
- 4.4 Students should consult with their designated academic advisor to devise a plan of action that could include remedial work, upgrading or supplemental instruction through Continuing Education and Extension Services or a recognized institution.
- 4.5 Credits earned at another institution cannot be transferred to COB while on suspension from COB.

5. Readmission After Academic Suspension

- 5.1 Upon completion of their suspension, students must write their Academic Dean/Executive Director requesting that they be allowed to register for courses. Such requests must be
 - 5.1.1 Submitted at least 4 weeks prior to the start of classes.
 - 5.1.2 Accompanied, where applicable, by a one-page typed description of the activities during the suspension period (for example, remedial work, upgrading, supplemental instruction) and appropriate supporting documentation.
- 5.2 Students on academic suspension who fail to register for classes for more than one year must submit to the Office of Admissions
 - 5.2.1 A completed application for readmission form; and
 - 5.2.2 A one-page, typed description of the activities taken to ensure success if the request for readmission is approved, along with supporting documentation.
- 5.3 Students will be reinstated on Academic Probation and will be subject to the rules and procedures governing Probation.
- 5.4 Students who fail to achieve a minimum cumulative grade point average of 2.00 for the semester immediately following readmission after academic suspension will be placed on academic withdrawal.

6. Academic Withdrawal

- 6.1 Academic Withdrawal is defined as the status of a student who, after being placed on academic suspension and who fails to maintain a minimum cumulative grade point average of 2.00 for the semester immediately following readmission, is required to withdraw from The College.
- 6.2 Students on academic withdrawal must meet with their Academic Dean/Executive Director and sign off on the notification of academic withdrawal form.
- 6.3 Students are ineligible to register for COB courses for one year and should consult their designated academic advisor to devise a plan of action.
- 6.4 Credits earned at another institution cannot be transferred to COB while on academic withdrawal from COB.

7. Readmission After Academic Withdrawal

- 7.1 Students who wish to return to COB after being placed on academic withdrawal must submit to the Office of Admissions
 - 7.1.1 A completed application for readmission form for consideration for the Fall or Spring Semester only; and
 - 7.1.2 A one-page, typed description of the activities taken to ensure success if the request for readmission is approved, along with supporting documentation.
- 7.2 Readmitted students will be placed on Academic Probation and will be subject to the rules and procedures governing Probation.

8. Expulsion

Students who fail to achieve the minimum cumulative grade point average of 2.00 for the semester immediately following readmission after academic withdrawal will be expelled from The College.

Policy on Academic Status

The status of students enrolled in degree programmes at The College/University of The Bahamas may be designated as full-time or part-time.

Full-time status is maintained in the Fall and Spring Semesters when students register for 12 – 18 credit hours. Students who wish to take more than 18 credit hours per semester must have a minimum cumulative GPA of 3.00 and must get permission from the relevant Academic Dean/Executive Director.

Part-time status is maintained in the Fall and Spring Semesters when students register for a maximum of 9 credit hours. Students who wish to take more than 9 credit hours per semester must have a minimum cumulative GPA of 3.00 and must get permission from the relevant Academic Dean/Executive Director.

During each of the Summer Sessions, full-time and part-time students may register for 6 – 9 credit hours. Students who wish to take more than 9 credit hours per session must have a minimum cumulative GPA of 3.00 and must get permission from the relevant Academic Dean/Executive Director.

Policy on Admissions

General

Admission to The College/University of The Bahamas is open to persons who meet admissions requirements. Applicants may be considered for one of the following programmes:

- 1.1.1 Bachelor Degree
- 1.1.2 Associate Degree
- 1.1.3 Diploma

- 1.1.4 Certificate
- 1.1.5 Upgrading
- 1.1.6 Post-graduate programmes facilitated by The College/University in conjunction with offshore institutions

2. Admissions Criteria

Applicants whose first language is not English must provide proof of proficiency in English, such as Test of English as a Foreign Language (TOEFL) or equivalent, in addition to meeting admissions requirements. Some College/University programmes have additional entry requirements such as a personal interview or portfolio; relevant Schools/Academic Units should be consulted for specific details.

2.1 Bachelor and Associate Degree Programmes

- 2.1.1 To be eligible for acceptance into a Bachelor or Associate degree programme, applicants must have achieved one of the following:
 - 2.1.1.1 Five BGCSE or equivalent passes including English and Mathematics with "C" grades or higher.
 - 2.1.1.2 Four BGCSE or equivalent passes including English, Mathematics, a Social Science and a Natural Science subject with "C" grades or higher. (See Appendix for subjects in the Social Sciences and Natural Sciences.)
 - 2.1.1.3 Three BGCSE or equivalent passes in subjects other than English and Mathematics with "C" grades or higher plus college-level placement in English and Mathematics in The College's/University's Placement Examination.
 - 2.1.1.4 A combined score of at least 1000 on the Scholastic Achievement Test (SAT) if taken during and prior to 2005 or a combined score of at least 1000 on the Math and Verbal components of the Scholastic Achievement Test (SAT) if taken after 2005 plus a high school transcript with a cumulative grade point average of 3.00 or higher, inclusive of at least one term of the 12th grade or senior year.
 - 2.1.1.5 Successful completion of a college preparatory programme at The College/University of The Bahamas or an institution recognized by The College/University.
 - 2.1.1.6 Mature Student Status, that is, 25 years old or older, with BGCSE or equivalent English and Mathematics passes with "C" grades or higher.
 - 2.1.1.7 Transfer Student Status, that is, applicants who have completed at least 15 credit hours of college-level coursework with a "C" grade or higher at an institution recognized by The College/University and who are in good standing with a cumulative grade point average of 2.00 or higher.

2.2 Diploma Programmes

To be eligible for acceptance into a Diploma programme applicants must have at least a Bachelor degree or professional credential in the relevant area from an institution recognized by The College/University.

2.3 Certificate Programmes

Criteria for admissions to Certificate programmes are specified by the relevant School/Academic Unit.

2.4 Upgrading Programmes

- 2.4.1 Applicants who have not obtained the necessary qualifications for direct entry into Bachelor or Associate Degree programmes may be considered for one of the following upgrading programmes
 - 2.4.1.1 Basic Upgrading.
 - 2.4.1.2 Mature Upgrading.
 - 2.4.1.3 College Preparatory.
- 2.4.2 To be eligible for entry into the College Preparatory programme applicants must have at least two BGCSE or equivalent passes with "C" grades or higher and BGCSE or equivalent English and Mathematics passes with at least an "E" grade or a combined SAT score of at least 600 if taken during or prior to 2005 or a combined SAT score of at least 600 on the Math and Verbal components if taken after 2005.

2.5 Post-graduate Programmes

Criteria for admission to post-graduate programmes are specified by The College/University of The Bahamas depending on the programme.

3. Advanced Standing

Advanced Standing will be granted to students who are holders of degrees from institutions recognized by The College/University who require deficiency and/or prerequisite courses at the freshman or sophomore levels.

4. Advanced Placement

Advanced Placement will be granted to students who are holders of degrees from institutions recognized by The College/University who do not require deficiency and/or prerequisite courses at the freshman or sophomore levels.

Policy on Readmission

1. General

- 1.1 Students who fail to register for classes for more than one year, inclusive of the summer sessions, must apply for readmission to The College/University of The Bahamas.
- 1.2 Students must submit a completed application for readmission form to the Office Admissions, along with proof of payment of the requisite fee.
- 1.3 Students may be required to meet with a counselor before approval is granted for readmission.
- 1.4 Readmitted students are eligible for an extension of their Period of Candidacy to facilitate timely completion of their programme of study.
- 1.5 Applications will be considered by a Readmission Committee consisting of the Director of Admissions Department, the relevant Dean/Executive Director, the relevant Chair and the Registrar (ex-officio). A representative from the Counseling and Health Services Department will be consulted when necessary.

2. Readmission of Students in Good Standing

- 2.1 Students are considered to be in good academic standing when they maintain a cumulative grade point average of 2.00 or higher.
- 2.2 Students who have completed graded course work at an institution recognized by C/UOB may be considered for transfer credit in accordance with the Policy on Transfer Credits.

3. Readmission of Students on Academic Probation

- 3.1 Students are placed on academic probation if they fail to maintain a cumulative grade point average of 2.00.
- 3.2 Applications will be considered for readmission for the Fall or Spring Semester only.
- 3.4 Readmitted students will be reinstated on academic probation and will be subject to the rules and procedures governing probation.

4. Readmission of Students on Academic Suspension

- 4.1 Academic Suspension is defined as the status of a student who, after one year of being placed on academic probation, fails to achieve a minimum cumulative grade point average of 2.00.
- 4.2 Students must submit a one-page, typed description of the activities taken to ensure success if the request for readmission is approved, inclusive of supporting documentation, with the completed application for readmission form.
- 4.3 Applications will be considered for readmission for the Fall or Spring Semester only.
- 4.4 Readmitted students will be reinstated on academic probation and will be subject to the rules and procedures governing probation.

5. Readmission of Students on Academic Withdrawal

- 5.1 Academic Withdrawal is defined as the status of a student who, after being placed on academic suspension and who fails to maintain a minimum cumulative grade point average of 2.00 for the semester immediately following readmission, is required to withdraw from The College/University.
- 5.2 Students must submit a one-page, typed description of the activities taken to ensure success if the request for readmission is approved, inclusive of supporting documentation, with the completed application for readmission form.
- 5.3 Applications will be considered for readmission for the Fall or Spring Semester only.
- 5.4 Readmitted students will be reinstated on academic probation and will be subject to the rules and procedures governing probation.

Revised Policy on Associate Degree Programmes

Preamble

The College of The Bahamas is committed to providing students with the opportunity to attain the intermediate award of an associate degree in select programmes. The Associate of Arts Degree is designed primarily to fulfill the requirements for university transfer to pursue a baccalaureate degree in the areas of arts, humanities, communications and social sciences. The Associate of Science Degree is designed primarily to fulfill the requirements for university transfer to pursue a baccalaureate degree in a related scientific or technical field. The Associate of Applied Science Degree is designed to provide students with the skills and proficiencies of a specific trade or industry essential for entry into a skilled and/or paraprofessional occupation. Although this degree is not intended for transfer into a baccalaureate degree programme, certain courses may be accepted at various institutions.

1.0 Regulations for the Approval of Associate Degree Programmes

- 1.1 Application for Approval in Principle shall be made to the Academic Board's Standing Subcommittee for Review of New Academic Programmes and shall consist of the following:
 - 1.1.1 A rationale for the programme indicating its feasibility and sustainability and projected student intake
 - 1.1.2 The programme structure, detailing the courses to be included under General Education Requirements, Major Requirements and Elective Requirements, together with the total credits allocated
 - 1.1.3 An implementation plan which indicates the following
 - 1.1.3.1 the sequence of courses
 - 1.1.3.2 current and required faculty and staff and training needs
 - 1.1.3.3 existing and required resources and facilities
 - 1.1.4 Catalogue descriptions of courses in the Major
 - 1.1.5 A list of entrance or upgrading requirements additional to The College's minimum entrance requirements
 - 1.1.6 An indication of costing and funding for the programme
 - 1.1.7 The programme review requirements (See 6)
- 1.2 Normally, the Application for Approval in Full must be submitted to the Academic Board's Standing Subcommittee for Review of New Academic Programmes one year prior to the projected implementation date and shall consist of the following:
 - 1.2.1 The programme structure, detailing the courses to be included under General Education Requirements, Major Requirements, and Electives, together with the total credits allocated
 - 1.2.2 Course Proposal Forms with Detailed Course Outlines of courses in the Major
 - 1.2.3 The Student Advisement Form/Contract of Study
 - 1.2.4 Confirmation of costing and funding for the programme

2.0 Qualifications for Faculty Teaching at the Associate Degree Level

2.1 Faculty and other personnel

2.1.1 The minimum qualification for teaching at the Associate Degree level is a Master's Degree or equivalent credential in the subject area.

2.1.2 Persons without this qualification but with a proven record of exemplary performance in the subject area may be approved to teach in the programme.

3.0 Associate Degree Programmes

The College offers Associate Degree programmes through the Faculty of Business, Hospitality and Tourism Studies, the Faculty of Education and Liberal Arts and the Faculty of Pure and Applied Sciences.

4.0 Associate Degree Programme Requirements

4.1 To earn an Associate Degree, students must complete a minimum of 60 credits with a major and cumulative GPA of at least 2.0.

4.2 Of these 60 credits, students must complete

4.2.1 At least 30 credits of the overall programme, including the final 15 credits, at COB.

4.2.2 At least 24 credits at the 200 level.

4.3 To satisfy programme requirements, a course may only be used once to fulfill a General Education, Major or Elective requirement. A single course may not be used to fulfill more than one of the foregoing categories.

4.4 Associate of Arts Degree Programme Credit Distribution

The credit requirements for the two-year degree programme will be in the following ranges with a maximum programme credit range of 60 – 66.

Categories	Credit Range (100 & 200 level)
General Education (GE)	27 – 30
Major	24 – 30
Elective (ELEC)	9 - 12

4.5 Associate of Science Degree Programme Credit Distribution

The credit requirements for the two-year degree programme will be in the following ranges with a maximum programme credit range of 60 – 66.

Categories	Credit Range (100 & 200 level)
General Education (GE)	27 – 30
Major	24 – 30
Elective (ELEC)	9 - 12

- 4.6 Associate of Applied Science Degree Programme Credit Distribution The credit requirements for the two-year degree programme will be in the following ranges with a maximum programme credit range of 60 – 70.

Categories	Credit Range (100 & 200 level)
General Education (GE)	27 – 30
Major	24 – 30
Elective (ELEC)	9 - 12

- 4.7 General Education Requirement (27-30 credits)

The College of The Bahamas' General Education undergraduate curriculum is multidisciplinary in perspective. It seeks to broaden students' knowledge, foster lifelong learning and nurture a reflective and analytic ability through the examination of underlying values and controversial issues. Students become equipped with a range of skills that are honed through nine strands including Literacy, Numeracy, Foreign Language, Humanities, Social Sciences, Natural Sciences, Physical Education/Health/Nutrition, Computer Literacy and Student Development.

- 4.7.1 Courses used to fulfil the General Education requirement contain Bahamian Content. In other words, emphasis is placed on an understanding of Bahamian culture, society and/or environment. They also contain at least two of the following components:
- 4.7.1.1 Interdisciplinary/Multidisciplinary: Emphasis is placed on integrating knowledge, languages and methodologies across the disciplines.
 - 4.7.1.2 Literacy: Emphasis is placed on the honing of oral and written communication skills, critical thinking and problem solving.
 - 4.7.1.3 Numeracy: Emphasis is placed on the mastery of analytic and computational skills.

4.7.2 To fulfill the General Education component requirement, students must complete a minimum of 27 credits. The distribution of these credits is indicated in the table below.

General Education Credit Distribution

STRANDS	TOTAL CREDITS
Literacy (College level English)	6
Numeracy (College level Mathematics)	3
Foreign Language (Proficiency in a second language)	6
Humanities (Fine Arts, Cultural Studies, Literature, Philosophy, Communication, Linguistics)	3
Social Sciences (History, Political Science, Civics and Society)	3
Natural Sciences (Logic, Biology, Chemistry, Agriculture, Geology, Oceanography, Geography, Environmental Studies, Physics)	3
Physical Education/Health/Nutrition (modular)	2
Computer Literacy (modular)	1
Student Development	0
TOTAL (minimum)	27

Computer Literacy (modular)	1
Student Development	0
TOTAL (minimum)	27

4.8 Major Requirement (24-34 credits)

4.8.1 An integral part of the Associate Degree Programme is a concentration of coursework in an academic discipline or area. The course and credit requirements and pre-requisites for each major are outlined in the Student Advisement Form/Contract of Study for the programme area.

4.8.2 To fulfill the Major requirement, students must complete a minimum of 24 credits with a GPA of at least 2.0 or as stipulated by specific programmes.

4.9 Elective Requirement (9-12 credits)

4.9.1 To fulfill the Elective requirement, students must complete at least 9 credits.

4.9.2 Students choose the courses that will fulfill the Elective requirement. These courses are an entirely free choice by the students as the purpose of this requirement is to give students the opportunity to explore areas of interest that fall outside of the Major area of concentration.

4.10 Grade Point Average Requirement

4.10.1 To fulfill the grade point average requirement, students must maintain a minimum cumulative grade point average of 2.0.

4.10.2 Students must also obtain a minimum grade point average of 2.0 in the Major concentration of study.

4.10.3 Specific academic programmes may require a higher minimum pass in the Major concentration as approved by the Academic Board.

4.11 Enrolment Status

4.11.1 Full-time status is maintained in the Fall and Spring Semesters when students register for 12 - 18 credits. Students who wish to take more than 18 credits per semester must have a minimum cumulative GPA of 3.0 and must get permission from the relevant Dean.

4.11.2 Part-time status is maintained in the Fall and Spring Semesters when students register for a maximum of 9 credits. Students who wish to take more than 9 credits per semester must have a minimum cumulative GPA of 3.0 and must get permission from the relevant Academic Dean.

4.11.3 During each of the Summer Sessions, full-time and part-time students may register for 6 – 9 credits. Students who wish to take more than 9 credits per session must have a minimum cumulative GPA of 3.0 and must get permission from the relevant Academic Dean.

4.12 Period of Candidacy

4.12.1 A full-time student is allowed a maximum of four years to complete an Associate Degree Programme.

4.12.2 A part-time student is allowed a maximum of six years to complete an Associate Degree Programme.

5.0 Length of Associate Degree Programme

5.1 Normally, the programme shall constitute two years of continuous study with the final award of an Associate Degree.

6.0 Programme Review Requirements

6.1 The purpose of the programme review is to identify those areas of the programme that can be revised so as to improve its effectiveness and acceptability. The review should be designed as a continuous monitoring process which will identify existing or potential problems that may contribute to the failure of all or part of the programme.

6.2 Specific areas to be monitored include the following:

- 6.2.1 Logistics, or the adequacy of resources and facilities
- 6.2.2 Faculty and staff performance
- 6.2.3 Organizational deficiencies
- 6.2.4 Relevance of the programme to training needs
- 6.2.5 Admissions and graduations, including the compilation of statistics and profiles on students at entry, and the performance of both graduates and non-graduates
- 6.3 Programme review shall be in accordance with the procedures approved by the Academic Board and administered through the Office of Academic Affairs.
- 6.4 Programmes where there is an affiliation or articulation with another institution should identify one or more persons of internationally acclaimed academic standing in the discipline to serve as an external reviewer.
- 6.5 Every programme shall include a review plan in its Approval in Principle; shall provide reports with particular attention given to the areas identified in 6.2 (above); and shall be subject to reappraisal and re-approval by the Academic Board at the end of each 5-year period.
- 6.6 Responsibility for programme review lies with the respective School, supported by the Planning and Development Office.

Revised Policy on Bachelor Degree Programmes

Preamble

The College of The Bahamas is committed to preparing students to become productive and thoughtful citizens by offering a broad liberal arts education coupled with the development of competency in fields of special interest. By providing both disciplinary and multidisciplinary approaches to the pursuit of knowledge and the solving of problems, The College, through its curricular and extra-curricular programmes, encourages students to think critically and creatively and to express their thoughts in an articulate and literate manner, using a range of media. It is through such programmes that students build the capacity to respond to multiple perspectives in an ever-changing world and embrace a greater sense of national identity and their responsibilities as citizens of The Bahamas and the Caribbean. Additionally, The College of The Bahamas, with graduate and professional programmes, offers advanced education responsive to evolving societal needs. Thus students, with the support of faculty, laboratory, library, studio and field experiences, will be exposed firsthand to ways in which knowledge is discovered, applied and extended.

2.0 Regulations for the Approval of Bachelor Degree Programmes

- 2.1 Application for Approval in Principle shall be made to the Academic Board's Standing Subcommittee for Review of New Academic Programmes and shall consist of the following:
 - 2.1.1 A rationale for the programme indicating its feasibility and sustainability and projected student intake
 - 2.1.2 The programme structure, detailing the courses to be included under General

Education Requirements, Major (and Minor where applicable) Requirements and Elective Requirements, together with the total credits allocated

- 2.1.3 An implementation plan which indicates the following
 - 2.1.3.1 the sequence of courses
 - 2.1.3.2 current and required faculty and staff and training needs
 - 2.1.3.3 existing and required resources and facilities
- 2.1.4 Catalogue descriptions of courses in the Major (and Minor sequence as applicable)
- 2.1.5 A list of entrance or upgrading requirements additional to The College's minimum entrance requirements
- 2.1.6 An indication of costing and funding for the programme
- 2.1.7 The programme review requirements (See 6)
- 2.2 Normally, the Application for Approval in Full must be submitted through the Academic Board's Standing Subcommittee for Review of New Academic Programmes to the Academic Board one year prior to the projected implementation date and shall consist of the following:
 - 2.2.1 The programme structure, detailing the courses to be included under General Education Requirements, Major (and Minor where applicable) Requirements and Electives, together with the total credits allocated
 - 2.2.2 Course Proposal Forms with Detailed Course Outlines of courses in the Major (and Minor sequence as applicable)
 - 2.2.3 The Student Advisement Form/Contract of Study
 - 2.2.4 Confirmation of costing and funding for the programme

2.0 Qualifications for Faculty Teaching at the Bachelor Degree Level

- 2.2 Faculty and other personnel
 - 2.2.1 The minimum qualification for teaching at the Bachelor's level is a Master's Degree or equivalent credential in the subject area.
 - 2.2.2 Persons without this qualification but with a proven record of exemplary performance in the subject area may be approved to teach in the programme.

3.0 Bachelor Degree Programmes

The College offers Bachelor Degree programmes through the Faculty of Business, Hospitality and Tourism Studies, the Faculty of Education and Liberal Arts and the Faculty of Pure and Applied Sciences.

4.0 Bachelor Degree Programme Requirements

- 4.1 To earn a Bachelor Degree, students must complete a minimum of 120 credits with a Major and cumulative GPA of at least 2.0.
- 4.2 Of these 120 credits, students must complete
 - 4.2.1 At least 50% of the Major area as well as 50% of the overall programme at C.O.B.
 - 4.2.2 60 credits at the Upper Level, 45 of which must be in residence at C.O.B.
- 4.3 To satisfy programme requirements, a course may only be used once to fulfill a Major, General Education or Elective requirement. A single course may not be used to fulfill more than one of the foregoing categories.
- 4.4 Bachelor Degree Programme Credit Distribution

The credit requirements for the four-year degree will be in the following ranges with a maximum programme credit range of 120 - 140:

Major

Categories	Lower Level Credit Range (100 & 200 levels)	Upper Level Credit Range (300 & 400 levels)	Programme Credit Range
General Education	27 – 30	9 – 12	36 – 39
Major	24 – 34	42 – 56	66 – 80
Elective (ELEC)	9 – 12	9 – 12	18 - 21

Major -Minor

Categories	Lower Level Credit Range (100 & 200 levels)	Upper Level Credit Range (300 & 400 levels)	Programme Credit Range
General Education	27 – 30	9 – 12	36 – 39
Major	24 – 34	42 – 56	66 – 80
Elective (ELEC)	9 – 12	9 – 12	18 - 21

4.5 General Education Requirement (36-39 credits)

The College of The Bahamas' General Education undergraduate curriculum is multidisciplinary in perspective. It seeks to broaden students' knowledge, foster lifelong learning and nurture a reflective and analytic ability through the examination of underlying values and controversial issues. Students become equipped with a range of skills that are honed through nine strands including Literacy, Numeracy, Foreign Language, Humanities, Social Sciences, Natural Sciences, Physical Education/Health/Nutrition, Computer Literacy and Student Development.

- 4.5.1 Courses used to fulfil the General Education requirement contain Bahamian Content. In other words, emphasis is placed on an understanding of Bahamian culture, society and/or environment. They also contain at least two of the following components:

- 4.5.1.1 Interdisciplinary/Multidisciplinary: Emphasis is placed on integrating knowledge, languages and methodologies across the disciplines.
- 4.5.1.2 Literacy: Emphasis is placed on the honing of oral and written communication skills, critical thinking and problem solving.
- 4.5.1.3 Numeracy: Emphasis is placed on the mastery of analytic and computational skills.
- 4.5.2 To fulfil the General Education component requirement, students must complete a minimum of 36 credits. Of these 36 credits, students must complete at least 27 credits at the lower level and 9 at the upper level.
The distribution of these credits is indicated in the table below.

General Education Credit Distribution

STRANDS	LOWER LEVEL	UPPER LEVEL	TOTAL
Literacy (College level English)	6	3	9
Numeracy (College level Math)	3	0	3
Foreign Language (Proficiency in a second language)	6	0	6
Humanities (Fine Arts, Cultural Studies, Literature, Communication, Philosophy, Linguistics)	3	0	3
Social Sciences (Anthropology, History, Political Science, Sociology, Religious Studies, Psychology, Civics and Society, Theology, Social Work)	3	3	6
Natural Sciences (Logic, Biology, Chemistry, Agriculture, Geology, Oceanography, Geography, Environmental Studies, Physics)	3	3	6
Physical Education/Health/Nutrition (modular)	2	0	2
Computer Literacy	1	0	1
Student Development	0	0	0
TOTAL (minimum)	27	9	36

4.6 Major Requirement (66-80 credits)

4.6.1 An integral part of the Bachelor Degree Programme is a concentration of coursework in an academic discipline or area. The course and credit requirements and pre-requisites for each major are outlined in the Student Advisement Form/Contract of Study for the programme area.

- 4.6.2 To fulfil the Major requirement, students must complete a minimum of 66 credits with a GPA of at least 2.0 or as stipulated by specific programmes. Of these 66 credits, students must complete at least 24 credits at the lower level and 42 at the upper level.

4.7 Major-Minor Requirement (66-80)

- 4.7.1 To fulfil the Major requirement within a Major-Minor, students must complete a minimum of 48 credits with a GPA of at least 2.0 or as stipulated by specific programmes. Of these 48 credits, students must

complete at least 18 credits at the lower level and 24 at the upper level.

4.7.2 To fulfil the Minor requirement within a Major-Minor, students must complete a minimum of 18 credits with a GPA of at least 2.0 or as stipulated by specific programmes. Of these 18 credits, students must complete at least 9 credits at the lower level and 9 at the upper level.

4.8 Elective Requirement (18-21 credits)

4.8.1 To fulfil the Elective requirement, students must complete at least 18 credits. Of these 18 credits at least 9 must be at the lower level and at least 9 at the upper level.

4.8.2 Students choose the courses that will fulfil the Elective requirement. These courses are an entirely free choice by the students as the purpose of this requirement is to give students the opportunity to explore areas of interest that fall outside of the Major (and/or Minor) area of concentration.

4.8.3 However, an Academic Unit may petition Academic Board to use electives as speciality strands to fulfil requirements in a professional programme. These courses must form a coherent unit within the programme. Professional programmes are those which lead to certification or licensure.

4.9 Grade Point Average Requirement

4.9.1 To fulfil the grade point average requirement, students must maintain a minimum cumulative grade point average of 2.0.

4.9.2 Students must also obtain a minimum grade point average of 2.0 in the Major (and Minor if applicable) concentration of study.

4.9.3 Specific academic programmes may require a higher minimum pass in the Major concentration as approved by the Academic Board.

4.10 Enrolment Status

4.10.1 Full-time status is maintained in the Fall and Spring Semesters when students register for 12 - 18 credits. Students who wish to take more than 18 credits per semester must have a minimum cumulative GPA of 3.0 and must get permission from the relevant Academic Dean.

4.10.2 Part-time status is maintained in the Fall and Spring Semesters when students register for a maximum of 9 credits. Students who wish to take more than 9 credits per semester must have a minimum cumulative GPA of 3.0 and must get permission from the relevant Academic Dean.

4.10.3 During each of the Summer Sessions, full-time and part-time students may register for 6 – 9 credits. Students who wish to take more than 9 credits per session must have a minimum cumulative GPA of 3.0 and must get permission from the relevant Academic Dean.

4.11 Period of Candidacy

4.11.1 A full-time student is allowed a maximum of six years to complete a

Bachelor Degree Programme.

- 4.11.2 A part-time student is allowed a maximum of ten years to complete a Bachelor Degree Programme.

5.0 Length of Bachelor Degree Programme

- 5.2 Normally, the programme shall constitute four years of continuous study with the final award of a Bachelor's Degree. Approval may be granted by the Academic Board upon petition by a School for the conferral of an intermediate award of an Associate's Degree in select programmes.

6.0 Programme Review Requirements

- 6.1 The purpose of the programme review is to identify those areas of the programme that can be revised so as to improve its effectiveness and acceptability. The review should be designed as a continuous monitoring process which will identify existing or potential problems that may contribute to the failure of all or part of the programme.
- 6.2 Specific areas to be monitored include the following:
 - 6.2.1 Logistics, or the adequacy of resources and facilities
 - 6.2.5 Faculty and staff performance
 - 6.2.6 Organizational deficiencies
 - 6.2.7 Relevance of the programme to training needs
 - 6.2.8 Admissions and graduations, including the compilation of statistics and profiles on students at entry, and the performance of both graduates and non-graduates
- 6.7 Programme review shall be in accordance with the procedures approved by the Academic Board and administered through the Office of Academic Affairs.
- 6.8 Programmes where there is an affiliation or articulation with another institution should identify one or more persons of internationally acclaimed academic standing in the discipline to serve as an external reviewer.
- 6.9 Every programme shall include a review plan in its Approval in Principle; shall provide reports with particular attention given to the areas identified in 6.2 (above); and shall be subject to reappraisal and re-approval by the Academic Board at the end of each 5-year period.
- 6.10 Responsibility for programme review lies with the respective School, supported by the Planning and Development Office.

Policy on Candidacy

1. Period of Candidacy

The period of candidacy for College/University of The Bahamas degrees, diplomas and certificates is as follows:

Degree, Diploma, Certificate	Status	Number of Years
Bachelor	Full-time	6
	Part-time	10
Associate	Full-time	4
	Part-time	6
Diploma (1 year)	Full-time	2
	Part-time	4
Certificate (1 year)	Full-time	2
	Part-time	4
Certificate (2 years)	Full-time	4
	Part-time	8

2. Extension of Candidacy

Students who are nearing the end of their period of candidacy may petition The College/University to have their candidacy extended. Students will be ineligible for an extension of candidacy if they have failed to complete at least three quarters of the programme of study.

- 2.1 At least one regular semester prior to the end of candidacy, a student may petition for an extension of his or her period of candidacy by submitting a completed Period of Candidacy Extension Form to his or her academic advisor who will forward the petition to the relevant Academic Dean/Executive Director through the Chair/Academic Head of the School/Unit responsible for the programme.
- 2.2 The Academic Dean/Executive Director will notify the student, in writing, of the decision regarding the petition. The Academic Dean/Executive Director will also notify the Chair/Academic Head of the School/Unit, the Records Department and the Academic Board.
- 2.3 In those instances where a request for an extension of candidacy has been denied, the student may appeal the decision, through the Dean/Executive Director, to Deans Council. The decision of Deans Council is final.

3. Cancellation of Candidacy

Students who do not complete, within the allotted time, all College/University requirements for the programme for which they have registered will have their candidacy in the programme cancelled and all academic records closed.

Policy on Cell Phone Usage

1. Preamble

The College is committed to providing an environment that is conducive to work in which there is minimum disruption. While it is recognized that the use of cell phones may be necessary in certain situations, during the regular college day there are circumstances where it is not appropriate for them to be used. This policy outlines how and when cell phones should be used.

2. Use of Cell Phones

The use of cell phones is prohibited during the teaching of a class, lab or tutorial and during meetings and examinations. It is also prohibited during workshops, seminars and conferences. Cell phones must be turned off during the above situations. However, if they must be turned on, they should be placed on a non-ringing or silent mode.

Policy on Class Attendance

1. General

All students are expected to attend, on time, each meeting of all courses for which they have registered. Punctuality, reliability in attendance and attention to assignments constitute three of the most significant factors that contribute to success at college. Failure to be punctual may result in a lowered grade or cancellation of course registration. Failure to attend classes may result in cancellation of course registration.

2. Course Registration Cancellation

- 2.1 An instructor may request that a student's registration in a course be cancelled if he or she
 - 2.1.1 fails to be punctual for 25 percent of the class sessions by mid-semester break;
 - 2.1.2 fails to attend the first two class sessions following the end of the late registration period; or
 - 2.1.3 fails to attend at least 75 percent of the class sessions by mid-semester break.
- 2.2 Course registration cancellation results in the removal of the course from the student's academic record (transcript). Instructors must submit a completed Course Registration Cancellation Form along with a copy of the Class Register to the relevant Academic Dean/Executive Director through the Chair/Academic Head of the School/Unit responsible for the course prior to the official date for withdrawal without academic penalty.
- 2.3 The Academic Dean/Executive Director will notify the student in writing of the course cancellation.

Policy on Continuing Education Units (CEU)

Introduction

The Continuing Education Unit (CEU), recognised throughout the academy as well as the professional arena, is a unit of measurement for non-credit continuing education courses and programmes delivered through an approved provider. The CEU is designed to document continuing adult education and training experiences that differ from experiences for which academic credits are traditionally awarded. Education and training providers may be the academic institution (The College/University of The Bahamas) itself or professional bodies or agencies who may seek the College/University endorsement of programmes or courses they offer. CEUs achieve several aims, but primarily provide a means through which employers and participants can formally document professional development activities; provide justification for salary increases or promotions; and can be applied toward re-certification or on-going licensure requirements within professional organizations.

1.0 Definitions

- 1.1 The College/University of The Bahamas embraces the International Association for Continuing Education and Training (IACET) definition of the CEU as “ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.”
- 1.2 The unit of measurement is designed to permanently record an individual's noncredit continuing education accomplishments in increments of one CEU per 10 contact hours of instruction.
 - 1.2.1 A CEU is based on 60 minutes/one hour of interaction between the learner and instructor, but may also include time devoted to instructor-directed engagements and field experiences.
 - 1.2.2 A CEU may also be credited for self-paced, e-learning environments based on the average number of hours anticipated to complete the course or activity.
- 1.3 The College/University of The Bahamas embraces the International Association for Continuing Education and Training (IACET) definition of the learning event as “any event or activity planned to cause learning. Learning event or activity is a generic term which may refer to CE/T programs, courses, or smaller portions of either. Generally, the terms for learning events are ordered as follows, according to their composition from the largest to smallest component: program, course (includes seminar and workshop), session. These terms are often used interchangeably. A learning event or activity may be taught in different time frames, such as one hour, one day, one week, or over a period of days, weeks, or months.”

2.0 Calculating the CEU

- 2.1 CEUs are calculated by
 - 2.1.1 adding only those portions of the learning event that are devoted to instruction and/or instructor-directed engagements;
 - 2.1.2 counting only the number of hours in the course/programme; refreshment breaks, lunches and other activities not directly a part of the instructional experience are not counted;

- 2.1.3 dividing the total number of instructional and/or instructor-directed engagement hours by 10;
 - 2.1.3.1 The CEU may be expressed in tenths of a CEU (i.e., 17 contact hours equate to 1.7 CEU; 3 contact hours equate to .3 CEU). However, the CEU is not expressed beyond the tenths place (i.e., if the calculations are 1.78, this should be expressed as 1.8 CEU.)
 - 2.1.3.2 Providers may use hundredths to express a one-half hour increment. For example, a course of three and one-half hours may be expressed as .35 CEU. Hundredths are not to be used to express any portion of an hour other than a half-hour.
 - 2.1.3.3 When the contact minutes of the last hour are a fraction of an hour, the following will be used to calculate the CEU
 - 2.1.3.3.1 If the contact minutes are at least 5/6 (50 minutes or more), the fractional portion should be counted as a whole hour;
 - 2.1.3.3.2 Any portion of an hour between 30 and 49 minutes should be counted as 30 minutes; and
 - 2.1.3.3.3 Any part of an hour less than 30 minutes should be discarded.
 - 2.1.3.3.4 CEUs will not be granted for learning events that are less than one hour in length. But sessions within a learning event may be of any length.

3.0 Timeline for Awarding CEUs

- 3.1 The number of contact hours of instruction and appropriate CEUs to be awarded must be determined prior to conducting/attending a learning experience and only after the purpose and intended learning outcomes, requirements for satisfactory completion, content and content levels format, instructional methodology, instructional staff and time schedule have been established.
- 3.2 A decision to award CEUs will not be made after the programme or activity has been offered / attended.
- 3.3 Learning events or activities undertaken prior to the implementation of this policy are not eligible for The College/University of The Bahamas CEUs.

4.0 Activities for which CEUs may be Awarded

- 4.1 The following are examples of the types of activities for which CEUs may be awarded
 - 4.1.1 Continuing education programmes for professionals, e.g., doctors, nurses, lawyers, engineers, teachers;
 - 4.1.2 In-service training programmes for specific target populations;
 - 4.1.3 License renewal programmes, seminars, workshops or short courses for the general public;
 - 4.1.4 Paraprofessional training programmes;
 - 4.1.5 Distance learning on-line programmes;
 - 4.1.6 Field trips, projects and assignments which are an integral part of a learning event; and
 - 4.1.7 Learner assessment and learning event evaluations.

5.0 Activities for which CEUs may not be Awarded

- 5.1 The following are examples of the types of activities for which CEUs may not be awarded
 - 5.1.1 Courses for which the participant has received or will receive academic credit;;
 - 5.1.2 Orientation programmes;
 - 5.1.3 Association membership and leadership activities such as holding membership or serving in a leadership capacity in an association or society;
 - 5.1.4 Committee meetings;
 - 5.1.5 Policy assignments, delegated assemblies or participation in similar meetings for policy-making purposes;
 - 5.1.6 Entertainment or recreational lecture series, cultural performances and social activities;
 - 5.1.7 Writing of articles, books, research reports, or presentation of papers outside of a planned, directly supervised continuing education/training experience that fulfils the CEU criteria;
 - 5.1.8 Learning events delivered through the mass media (e.g., television, radio, newspaper) unless these presentations are an integral part of a planned learning event that meets the CEU criteria;
 - 5.1.9 Meetings, conventions and exhibitions which attract large numbers of participants, involve different activities and are conducted primarily for information-sharing purposes. (Planned learning activities within such events which meet the criteria are eligible for the CEU.);
 - 5.1.10 Travel or participation in a travel study programme unless the educational component of the travel study programme meets the CEU criteria;
 - 5.1.11 On-the-job training and other work experiences unless the work experience is structured as part of a planned and supervised continuing education experience that meets the CEU criteria.
 - 5.1.12 Life or previous work experience; and
 - 5.1.13 Programmes that prepare participants to pass examinations such as those required for Certified Public Accountant, Real Estate Licenses and the Graduate Record Examination.

6.0 Learners CEU Records

- 6.1 The College/University of The Bahamas will maintain a permanent record which shows the number of CEUs earned for each learner who successfully completes a CEU approved event.
- 6.2 Cumulative records of all CEUs earned will be available for a **minimum of 7 years** and will be issued as an official permanent record upon the learner's request.
- 6.3 CEUs must be recorded for all learners in an approved event. The individual record should include
 - 6.3.1 The College/ University's name and address;
 - 6.3.2 Learner's name and learner identification number;
 - 6.3.3 Event title (Title should be as descriptive as possible);
 - 6.3.4 Completion date of event;
 - 6.3.5 Number of CEUs awarded; and
 - 6.3.6 Learner's assessment score.

- 6.4 Learners wishing to obtain records of their CEUs must complete and sign the appropriate request form.
- 6.5 Records of learners CEUs will only be released to a third party with the learner's written permission and upon submission of the completed appropriate request form signed by the learner.

7.0 Requirements for CEUs

- 7.1 For a course or programme to qualify for approval for CEUs at The College/University of The Bahamas, the request must be forwarded by the provider to the Office of the Vice President Academic Affairs through the Office of Continuing Education and Extension Services at least 2 weeks prior to the event and include the following
 - 7.1.1 **Needs Identification:** A rationale which indicates how the course or programme responds to the educational need of a specific target audience and that includes details of the mechanism through which input from the target audience was obtained during the planning stages of the activity;
 - 7.1.2 **Learning Outcomes:** A clear statement of objectives for the course or programme indicating new knowledge, skills, attitudes and performance objectives to be realised;
 - 7.1.3 **Content and Methodology:** An overview of the instructional content and an indication of how it has been organized to meet the objectives, including the duration (time requirements);
 - 7.1.4 **Instruction:** Copies of the curriculum vitae of each instructor to be engaged during the activity with supporting documentation which confirms that the instructor is competent to deliver the content;
 - 7.1.5 **Requirements for Satisfactory Completion:** A clear indication of the provision for the registration of learners, procedures for awarding the CEUs and attendance and competency requirements for satisfactory completion; if The College/University of The Bahamas is required to perform this function, the request should be made at this point so that necessary fees are calculated;
 - 7.1.6 **Assessment of Learning Outcomes:** The process for assessment, including copies of the assessment tools that will be employed;
 - 7.1.7 **Programme Evaluation:** Evaluation criteria for the measurement of all aspects of the course or programme, including the administration and operation of the activity as a whole;
 - 7.1.8 **Facilities and Learning Support:** Details of the learning space, reference materials and equipment, if using a facility other than The College/University of The Bahamas.
- 7.2 In those instances where the provider has not applied for a course or programme to receive CEUs at The College/University of The Bahamas and where individual participants may wish a course or programme to be considered for CEUs, the individual must supply the information listed above along with the Request for Awarding CEUs Form at least 2 weeks prior to the event.

8.0 Unit Fees

8.1	Application for a CEU (per person/per unit or part thereof)	\$35.00
	Each tenth of a CEU above 1.0	\$2.00

File Maintenance in a Year with no Entries	\$35.00
Issue of CEU Transcript to a Third Party	\$25.00

- 8.2 Fees for The College/University of The Bahamas conducted On-Site Registration
- 8.2.1 If The College/University of The Bahamas is responsible for on-site registration (at a site other than The College/University), the programme provider must pay on-site registration fees, plus any other expenses incurred, including but not limited to travel, hotel accommodations and meals.
- 8.2.2 On-site registration includes
- 8.2.2.1 Collecting participant CEU fees;
- 8.2.2.2 Ensuring that participants accurately complete all CEU forms; and
- 8.2.2.3 Forwarding all fees and forms to relevant office(s) of The College/University of The Bahamas.

Cross-Moderation: Policy and Procedures

Preamble

Assessment is an important aspect of academic quality assurance in higher education. Tertiary level institutions must therefore adopt an assessment plan which encourages educational quality through internal and external assessment activities. These activities must be regular and based on realistic and achievable goals; they should enhance the quality of instruction, aid institutional self-evaluation, and be discipline-related. Specifically, internal assessment activities should ensure impartiality in evaluation and ultimately encourage quality student performance. A cross-moderation policy is one internal mechanism which may help to ensure quality and the maintenance of standards.

1. Statement of Intent

The purpose of this policy is to achieve the following:

- 1.1 A consistent level of instruction and proper adherence to syllabi;
- 1.2 The maximum degree of consistency in evaluation and grading;
- 1.3 The protection of lecturers from charges of prejudice;
- 1.4 The protection of students from prejudicial treatment at the hands of individual lecturers.

2. Definitions

For the purposes of this policy,

- 2.1 The course Coordinator shall be understood to be the individual responsible to the Subject Area Coordinator and Chairperson for coordination of all aspects of instruction and assessment of a particular course;
- 2.2 the Cross Moderator shall be understood to be the individual who acts as consultant to the Lecturer/College Examiner on matters of instruction and assessment of a particular course or section. This individual shall be the second examiner (marker) for the course.

3. Procedures

- 3.1 At the time of the preparation of scheduling information and after consultation with relevant members of faculty, course coordinators and cross-moderators shall be identified by the divisional chairperson. In multi-section courses the instructor of one section may serve as the cross-moderator for a section(s) taught by another instructor. In instances where there is only one section of a course, the instructor of the course shall be the course coordinator and arrangements shall be made for another suitably qualified person to be consulted about the instruction and assessment of

the course. Where suitable persons are not available within The College, external cross-moderators shall be appointed by the Chairperson after consultation with the lecturer.

- 3.2 A list of the names of all course coordinators and cross-moderators shall be submitted to the Dean at the beginning of each semester.
- 3.3 Throughout the semester, consultation between the lecturer, the cross-moderator, and the course coordinator should take place. They should discuss course content, coursework assignment, method of evaluation etc. in order to decide on the number and types of assignments and to ensure that the coursework is a fair representation of the student's performance.

NOTE: Any class test or coursework which accounts for twenty percent (20%) or more of the student's final grade shall be cross-moderated as well.

4. Examinations

- 4.1 In all multi-sectional courses, a common final examination (and mid-semester examination where appropriate) shall be given.
- 4.2 The examination(s) shall be the product of consultation between lecturers and moderators. A clearly defined marking scheme and answer key shall be prepared.
- 4.3 Examination scripts shall be cross-moderated. The actual method of the cross-moderation procedure shall be determined by the course coordinator, the cross-moderator and relevant faculty.
 - 4.3.1 One of the following cross-moderation mechanisms may be used:
 - (i) All As and Fs and sampling of other grades should be second marked.
 - (ii) All As, Fs and borderline marks should be second marked.
 - (iii) A random sample of scripts from each should be second-marked.

NOTE: Where there are large classes (more than 30) or multi-sectional courses, at least of the scripts from each section should be second marked. In single-section courses with 10-20 students, at least 50% of these scripts should be second-marked. In classes of less than 10 students, all scripts should be second-marked.

Policy on Directed Independent Study

- 1. Students with a minimum cumulative grade point average of 2.00 may request permission to take one course by Directed Independent Study (DIS) during their final year provided the course
 - 1.1 is not scheduled for that semester, or, if it is scheduled, will be cancelled by the College/University;
 - 1.2 fulfills a major area course requirement; and
 - 1.3 does not have a lab or field trip component.
- 2. Students who are in good standing and are not in their final year of study may petition the Academic Dean/Executive Director through the Chair/Academic Head for permission to take a course by Directed Independent Study.
- 3. Normally students may take no more than one course by Directed Independent Study.
- 4. Students must submit a Request for Directed Independent Study Form to the relevant Academic Dean/Executive Director through the Chair/Academic Head of the School/Unit responsible for the course.
- 5. A course syllabus inclusive of the regularly scheduled one-on-one conference times will be provided to the student at the beginning of the semester or session.

Policy on Final Examinations

Conduct of Examination

1. Administrative Control

- 1.1 The conduct of examinations shall be in conformity with these regulations and the decision of the Academic Board and under the overall joint administrative control of the Academic Deans.
- 1.2 In an emergency or extenuating circumstances, these Regulations may be waived by the Vice President of Academic Affairs who shall report his/her action to a meeting of the Academic Board.

2. General Examination Regulations

- 2.1 Examination Timetable
 - 2.1.1 The dates of the final examinations period shall be outlined in the College Calendar.
 - 2.1.2 The final version of the examination timetable in respect of written examinations shall be published for the benefit of all persons concerned at least three weeks in advance of any examination included therein and one and a half weeks for the Summer Session.
 - 2.1.3 There shall be a single sitting for each final examination and only one final examination for each course.
 - 2.1.4 The place at which an examination shall be held will be determined by the Examination Officer in consultation with the relevant Divisions.
- 2.2 Attendance and Absences
 - 2.2.1 If the attendance at, or the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the Chairperson who shall report same to the relevant Dean. If the candidate decides to report such circumstances, he/she must do so within five working days of the examination which may have been affected.
 - 2.2.2 A make-up examination may only be arranged for a student who:
 - (a) Is hospitalized on the day of the original examination
 - (b) Can produce medical certification that he/she was ill and confined to bed on the day of the examination
 - (c) Suffers a death in his/her immediate family (i.e. parents, guardian, spouse, children or siblings) immediately before or on the day of the examination
 - (d) Experiences other extenuating circumstances, to be considered on an individual basis by the relevant Dean

NOTE: The make-up examination must be taken at the earliest convenient date/time and not later than the following examination period. Students will be required to pay the approved fee for writing the examination. Students failing to do this will be awarded an "F" grade for the examination.
 - 2.2.3 Where a student is unable to submit a medical certificate himself/herself, this may be done on the student's behalf within the prescribed time.
- 2.3 Special Arrangements

- 2.3.1 Any student who, for reason of permanent or temporary incapacity, desires special arrangements during examinations should apply to the relevant Dean through the Chairperson of the Division concerned. The arrangements desired should be specified and the Dean may require a Medical Certificate as proof of such incapacity. Such student(s) shall not be given extra time in which to write. The Dean shall inform the Board of Examiners of the circumstances under which the examination was performed.
- 2.3.2 Any amanuensis or secretarial assistance provided to handicapped or incapacitated students shall be approved by the Dean.
- 2.4 Examination Type
- 2.4.1 All examinations shall be conducted by means of one or more of the following:
- (a) Written examinations
 - (b) Oral examinations
 - (c) Practical examinations
- 2.4.2 To aid invigilation, each examination shall be identified by one of the following codes, which describe aids which students may use when writing examinations of various types.

<u>Codes</u>	<u>Types</u>	<u>Aids Permitted</u>
R	Regular	Drawing devices without cases, calculators
S	Special	Any aid permitted by the examiner and recorded in the "Instructions" area of the question paper.
O	Open-book	Any aid the student wishes to use

3. Conduct of Written Examinations

- 3.1 Instructions to Candidates taking Written Examinations Candidates must:
- 3.1.1 Take responsibility for knowing the dates, times and locations of all examinations for courses for which they are registered.
- NOTE:** Candidates who are timetabled for more than two examinations in one day should consult with the relevant Academic Dean.
- 3.1.2. Inform the relevant Dean of any time-table clash in their examination schedule as soon as it is discovered.
- 3.1.3 Arrive at the examination room and present their I.D. Cards or other valid substitute at the door at least fifteen minutes before the scheduled time of the examination.
- NOTES:**
- (a) Candidates who arrive late **shall not be allowed** additional time to complete the examination.
 - (b) Candidates arriving more than half an hour late **will be allowed** to take the examination. However, their scripts/practical work will only be marked if they can satisfy the relevant Dean as to the validity of their reason for being late. The reason should be submitted in writing by the next working day.

- 3.1.4 Display on their desk a valid COB identification card. Candidates who have misplaced these cards may be allowed to use a valid substitute such as a passport.
- 3.1.5 Supply themselves with pens, pencils, rulers, erasers, geometrical instruments and any other aid authorised by the examiner. No other documents, will be allowed in the examination room.
- 3.1.6 Deposit their hand bags, briefcases and other such materials at the Invigilator's desk (or other designated area) before the start of the examination.
- 3.1.7 Write their names and student numbers at the top of every answer paper or sheet of paper which is submitted.
- 3.1.8 Stop writing at the end of the examination when instructed to do so by the Chief Invigilator.
- 3.1.9 Gather their answer papers and place them in order at end of the examination. They shall not leave their desks until all scripts have been collected and they have been given permission to leave by the Chief Invigilator.
- 3.2 Leave from The Examination Room
 - 3.2.1 No candidate shall be allowed to leave the examination room during the first half hour or the last half hour of the examination.
 - 3.2.2 Candidates may be permitted, by the Chief Invigilator, to leave the examination room after the first half hour and return, during the course of the examination, provided that they have been under the continuous supervision of a designated member of staff/faculty.
- 3.3 Collaboration between Candidates
Candidates must not directly or indirectly use or give assistance to or accept assistance from any other candidate. No form of cheating shall be permitted.

4. **Duties of Invigilators at Written Examinations**

Invigilators shall be appointed by the Divisional Chairperson. Where numbers warrant this, there shall be a **Chief Invigilator** who shall be responsible for the overall direction of the examination room. Wherever possible, the Invigilator(s) shall be the course lecturer(s).
Invigilators shall:

- 4.1 Be present at the examination room at least thirty (30) minutes before the examination is due to begin. The Chief Invigilator should have all necessary question papers and relevant materials there at that time. Invigilators who are late or absent should explain their lateness or absence to the Divisional Chairperson or, in the case of large examinations, to the Chief Invigilator and the Chairperson.
No persons, other than those officially concerned with the examination, may be admitted to the examination room.
- 4.2 Ensure that candidates do not use, or have access during the examination, to articles, papers, books or aids (other than those permitted by the division for the paper). Such material must be deposited by candidates before the start of the examination as prescribed by Regulation 3.1.6.
- 4.3 Ask candidates to check their question papers to ensure that each has a complete set of papers before the start of the examination.

- 4.4 Require each candidate to sign the examination register, in the invigilator's presence, before the start of the examination.
- 4.5 Start the examination at the prescribed time or as soon as possible after the prescribed time. Delays of more than 15 minutes shall be reported to the Examinations Officer and the Divisional Chairperson.
- 4.6 Maintain constant watchfulness to prevent cheating throughout the course of the examination. If any candidate is suspected of cheating, receiving assistance or assisting other candidates, a note shall be made of the circumstances by the Invigilator or Chief Invigilator and reported to the relevant Dean who shall refer the matter to the Board of Examinations and Appeals. The candidate concerned shall be notified immediately but allowed to continue with the examination.
- 4.7 Enforce a 'No Smoking' regulation for the entire period of the examination. This rule shall apply to both invigilators and students.
- 4.8 End the examination at the required time and collect all scripts, answer sheets and any other materials containing information written by the student.
NOTES: (a) No additional time shall be allowed for any examination.
(b) All scrap and spoilt papers must be collected and submitted.
- 4.9 Check candidates scripts against the Register of Candidates to ensure that all candidates present have submitted scripts.
NOTE: If a candidate who was present at the examination, leaves no work, a memorandum to this effect signed by the invigilator, must be submitted together with the other scripts.
- 4.10 Dismiss students from the examination room.
- 4.11 Secure and submit all completed scripts, papers and all other examination documents to the relevant Division.

5. Roles and Duties of Faculty

Preamble: Examination question papers, answer keys, grades, drafts and other materials must be treated with the strictest confidentiality. All faculty are required to preserve secrecy of all examination materials (such as question papers, scripts, marks, grades, keys) at all stages until final results are published. Information may be disclosed only to those colleagues or officials of The College specially appointed to deal with the examination concerned.

- 5.1 College Examiners
Examiners are defined as faculty who normally teach the course or others designated by the College.
College Examiners shall:
 - (a) Submit coursework grades to the Chairperson prior to the start of the examination.
 - (b) Set and grade all examinations of courses for which they are responsible.
 - (c) Cooperate with the Course Coordinator in the examination process.
 - (d) Invigilate all examinations to which they are assigned.
 - (e) Proof examination question papers.
 - (f) Submit all question papers and answer keys to the Chairperson on or before the deadline set by the Chairperson.
 - (g) Submit final course grade within ninety-six hours after the final examination is written (inclusive of week-ends).**NOTE:** All question papers must be duplicated by the Examinations Officer.

5.2 Course Coordinator

The Course Coordinator is defined as the lecturer responsible for overseeing a course in a given semester.

Course Coordinators shall:

- (a) Communicate with the Examinations Officer regarding numbers of candidates and other needs;
- (b) Facilitate the preparation of the final examination;
- (c) Submit the question paper to the Chairperson;
- (d) Ensure standardization in the marking of scripts;
- (e) Report irregularities to the Chairperson;

5.3 The Chairperson shall:

- (a) Coordinate all divisional examinations;
- (b) Ensure that Examiners submit coursework grades before start of the examinations;
- (c) Submit scripts to the External Examiner where applicable;
- (d) Submit all question papers (and marking schemes where applicable) to the Examinations Officer;
- (e) Ensure that cross-moderation procedures are adhered to;
- (f) Ensure that question papers are proofread by examiners;
- (g) Return the signed grade sheet(s) to the Records Officer;
- (h) Secure the marked scripts in the Division for at least one semester;
- (i) Assign invigilation duties;

5.4 Chief Invigilators

Shall oversee all activities pertaining to the examination. They shall:

- (a) Collect scripts from the Examinations Officer
- (b) Prepare the examination room
- (c) Organize invigilation for multi-sectional courses

5.5 Cross Moderators

Cross moderators are defined as the individuals who act as consultants to College Examiners and serve as second examiners/markers for a course. Refer to the policy on cross-moderation AC-006-03.

6. Grade Reporting

- 6.1 All final grades shall be provisional until approved by the relevant divisional Chairperson.
- 6.2 The Assistant Vice President for Administration and Student Affairs will officially notify candidates of their results through the issue of transcripts.
- 6.3 The division will retain final examination scripts for one semester, during this period students may be allowed to review their examination scripts under the supervision of the examiner for the course. In the case of an appeal, an examination script may only be reviewed in the presence of both the examiner and the Chairperson.

7. Challenge Examination

7.1 Statement of Policy Intent

The purpose of this policy is to set out approved procedures for a Challenge Examination for students who might qualify to receive credits for a course offered at the College, but who might have acquired knowledge in a particular subject by virtue of formal education at an institution not accredited or recognized by the College, or by relevant work experience.

7.2 Policy

- 7.2.1 Credits to be awarded by Challenge Examination (credit by examination) will normally be given if applied for at the time of admission to the College, or to a programme. Other requests will be considered on a case by case basis.
- 7.2.2 Students who possess certificates such as G.C.E 'O' Levels, B.G.C.S.E., Pitman's, etc., and who apply for exemption through a challenge examination will be required to sit an examination in each of the specific courses.
- 7.2.3 A maximum of 50% of the required credits for any programme may be obtained by challenge examinations. However, only 50% of the major may be obtained through challenge examinations.
- 7.2.4 Applicants for a challenge examination will be required to pay an approved fee for writing the examination.
- 7.2.5 Students who pass Challenge Examinations will be required to register and pay the approved fees for the courses challenged before credits for these courses will be awarded.
- 7.2.6 Normally, the Division Chairperson will arrange the challenge examination prior to the start of classes.
- 7.2.7 A pass (P) grade only shall be awarded for succeeding in a challenge examination.
- 7.2.8 A student who receives credits for a course on the basis of his performance in a challenge examination will also be given credits for the pre-requisite courses. No fees will be charged for such credits.

7.3 Procedures for Challenge Examination

- 7.3.1 Students must apply on the approved form, to the Vice President Academic Affairs through the Division Chairperson, for any challenge examination.
(See Appendix A.)
- 7.3.2 Students must provide relevant documentation to support this request, for example, a transcript or course description.
- 7.3.3 Students must pay the approved examination fees and if successful, the required credit value fee.
- 7.3.4 The approval for any challenge examination must be given by the relevant Dean.
- 7.3.5 The Division will administer the required examinations and record the results.
- 7.3.6 If credit is to be awarded, a copy of the examination form with the grade should be submitted to and the Academic Affairs Office by the Division Chairperson.

8. Board of Examinations and Appeal

Any formal complaint which a candidate may make in connection with his/her examination must be referred to the relevant Dean.

- 8.1 The Board for Examinations and Appeals shall be a standing committee of the Academic Board and shall be responsible for considering and recommending to the Academic Board appropriate action on all matters relating to the examinations, grade appeals and academic discipline.
- 8.2 Grade appeals should be made to the relevant Dean on the form prescribed within four weeks of the official notification of grades. Late applications may be considered at the discretion of the Chairperson of the Board of Appeals in consultation with the relevant Dean.
- 8.3 A fee of thirty (\$30.00) will be charged for each grade appeal. The fee for successful appeals will be refunded.
- 8.4 A review by the Board shall normally be held not later than four weeks after the appeal is made.
- 8.5 The Vice President of Academic Affairs shall provide the Board with the student's application for review, the relevant scripts and marks-sheets and a list of all the Cross Moderators for the course concerned. In the event that an applicant's script has been sent to the external examiner, the Vice President shall immediately ask that it be returned without delay.
- 8.6 The membership of the Board of Examinations and Appeals shall be:
 - (a) The Vice President of Academic Affairs, Chairperson
 - (b) The relevant Dean
 - (c) Three chairpersons or their nominees, one of whom shall be from the Division in which the course is offered
 - (d) The President of COBUS, or his/her nominee
 - (e) Assistant Vice President of Administration and Student Affairs or his/her nominee as secretary
- 8.7 The quorum for a meeting of the Review Board shall be:
 - (a) The Chairperson
 - (b) Two Chairpersons or their nominees, one of whom shall be from the Division from which the course is offered
 - (c) The President of COBUS, or his nominee
 - (d) The Secretary
- 8.8 The Review Board may decide on a remarking of the Examination script(s) if:

The Board, after full consideration of all the circumstances and the available evidence, is satisfied that there are adequate reasons to justify a remarking;
- 8.9 If the Review Board requires a remarking of the examination script(s) then,
 - (a) The Chairperson of the Review Board shall arrange, normally in consultation with the Chairperson of the Division responsible for the course concerned, for each script to be remarked by at least one new examiner of the College or by external examiner

- (b) The Chairperson of the Division shall provide the new examiner with all relevant documents such as mark sheets, marking schemes, and question papers

- (c) The results of the marking shall be conveyed to the Board of Examinations and Appeals by the Vice President of Academic Affairs.
- 8.10 The Chairperson of the Board shall inform the candidate and all relevant persons of the Board's decision as soon as possible after the meeting of the Board.
- 8.11 The Decision of this Board shall be final.

General Education Programme

Introduction

One of the major goals of The College of The Bahamas as identified in Strategic Plan 2002-2007 is to graduate students who are “qualified competent professionals” and who are “proficient communicators equipped with a range of skills and exposed to disciplines other than their own.” While courses in the major are designed to provide students with disciplinary, technical and procedural knowledge, the General Education programme at The College of The Bahamas is designed to provide students with a set of competencies essential to their academic success and to their understanding of various basic disciplines and the significance of these disciplines to the wider community. To this end, COB's General Education programme is structured to graduate students who demonstrate critical, reflective and creative thought and who convey those thoughts articulately and confidently in written and oral form. Additionally, it is structured to graduate students who have an appreciation for the complexity of all knowledge, for the interrelationships among the various disciplinary branches of knowledge and for the role they must play in the intellectual, cultural, social and economic life of The Bahamas and the region.

1.0 Programme Goals

- 1.1 Through the General Education Programme students become equipped with a range of skills that are honed through nine strands. These include: Literacy, Numeracy, Foreign Language, Humanities, Social Sciences, Natural Sciences, Physical Education/Health/Nutrition, Computer Literacy and Student Development. The general objectives of each strand are identified in Table I below.

Table 1: Objectives of the General Education Strands

Strand	Objectives	Approved Courses	
		Lower Level	Upper Level
Literacy: College level English	<ul style="list-style-type: none"> Utilise effective reading, writing, speaking and listening skills in daily communication situations Summarise, analyse, synthesise, interpret and respond to information from a variety of sources Appreciate multiple perspectives on a variety of local, regional and international issues and concerns Use Standard English where appropriate Collect, select, discuss, organise and develop ideas, whether written or spoken, to produce a text that achieves a particular purpose for an intended audience Organise, conduct and document research to generate information, substantiate claims, analyse patterns and make predictions 	ENG 119 ENG 120	ENG 301
Numeracy: College level mathematics	<ul style="list-style-type: none"> Demonstrate an understanding of patterns, relations and functions in everyday life Understand and appreciate how math is used to solve everyday consumer problems Use mathematical models to represent and understand quantitative relationships Use mathematical knowledge to solve problems more efficiently 	MATH 163 or MATH 167	
Foreign Language: Proficiency in a second language	<ul style="list-style-type: none"> Develop proficiency in a foreign language to interact with speakers of the language Develop the linguistic, intercultural and personal skills required for travel to other countries and for global citizenry Appreciate and respect people from other countries and cultures Appreciate how language functions in various cultural contexts including The Bahamas 		
Humanities	<ul style="list-style-type: none"> Understand and appreciate personal and collective values and their development Understand and appreciate the diversity of the human experience Understand the importance of ethics, values, 		

	<p>ideals and self-actualisation and their relationship to the life and development of society</p> <ul style="list-style-type: none"> • Become aware of significant artistic, intellectual and technological achievements of various world cultures • Develop a sense of social responsibility 		
Social Sciences	<ul style="list-style-type: none"> • Understand and appreciate how human society has evolved and functions • Understand and appreciate cultural endeavours and legacies • Develop a sense of social responsibility and good citizenship • Apply concepts of social science to interpret individual and group behaviour and to improve the human condition • Use research techniques to examine social phenomena 		
Natural Sciences	<ul style="list-style-type: none"> • Understand and appreciate how ecosystems function to benefit humanity • Appreciate the need for conservation and sustainable development of natural resources • Appreciate the diversity and functions of plant and animal life • Appreciate physical and chemical processes and the roles they play in sustaining life • Detect patterns and trends in data • Derive information from numerical data • Use problem solving techniques in scientific investigation • Understand how changes in the natural environment affect physical and biological processes 		
Physical Education/ Health/ Nutrition	<ul style="list-style-type: none"> • Understand the relationship between psychological, physical and social health • Apply the principles of health to lifestyle choices • Appreciate the benefits of a physically active lifestyle • Understand the importance of a healthy diet • Identify local food sources and their nutritional benefits • Understand the national implications of healthy and unhealthy lifestyles • Understand the correlation between local, 		

	regional and international health problems		
Computer Literacy	<ul style="list-style-type: none"> • Operate a personal computer • Create, edit, save and print documents • Compose, send and retrieve electronic mail • Create, copy and delete files and folders • Surf the internet and download information • Use basic system utilities and software such as virus protection, backup and restore 	CIS 100	
Student Development	<ul style="list-style-type: none"> • Appreciate how the college experience affects personal, social and intellectual development • Access and utilise resources and information to expand knowledge and solve problems • Understand and appreciate self and recognise and respect individual differences • Apply appropriate strategies and techniques to adjust to diverse experiences and challenges in daily life • Develop a sense of social responsibility 	COUN 001	

- 1.2 Courses used to fulfil the General Education requirement must contain Bahamian content. In other words, emphasis is placed on an understanding of Bahamian culture, society and/or environment. The competencies of this component are identified in Table II below.

Table II: Bahamian Content Competencies

Component	Competencies
Bahamian Content	<ul style="list-style-type: none"> • Analyse concepts, themes, issues pertinent to The Bahamas • Analyse Bahamian customs, traditions, ideologies and practices • Use Bahamian examples to explain/illustrate concepts, theories or principles • Apply general and/or specialised concepts/theories to the Bahamian experience and to issues of social, economic and cultural development • Recognise the importance of environmental conservation and preservation and of sustainable development • Develop a sense of national pride

- 1.3 Additionally, courses used to fulfil the General Education requirements must also contain at least two of the following components:
- Interdisciplinary/Multidisciplinary: Emphasis is placed on integrating knowledge, languages and methodologies across the disciplines.
 - Literacy: Emphasis is placed on the honing of oral and written communication skills, critical thinking and problem solving.

- Numeracy: Emphasis is placed on the mastery of analytic and computational skills. The general competencies of each component are identified in Table III below

Table III: Interdisciplinary/Multidisciplinary, Literacy and Numeracy Competencies

Component	Competencies
Inter-disciplinary/ Multi-disciplinary	<ul style="list-style-type: none"> • Use tools of analysis and the perspectives of various disciplines to bring clarity and enrichment to specific issues • Use two or more disciplinary perspectives to examine/analyse a concept, theme, issue, historical period, etc. • Use/apply interdisciplinary/multidisciplinary approaches to research projects
Literacy:	<ul style="list-style-type: none"> • Explain a text's focus, purpose, audience and context • Distinguish between facts and opinions and between literal and implied meanings • Evaluate the strategies, techniques and methods used to produce print and/or non-print materials • Summarise, analyse, synthesise, interpret and respond to a variety of print and/or non-print materials • Collect, select, discuss, organise and develop ideas, whether written or spoken, to produce a text that achieves a particular purpose for an intended audience • Share, revise and edit information and ideas to produce original written responses • Use language appropriate to a specific context or situation
Numeracy	<ul style="list-style-type: none"> • Communicate using mathematical concepts • Use statistics to support hypotheses, analyse data, substantiate claims and verify predictions • Use numerical methods to solve problems • Perform basic math computations

2.0 Programme Requirements/Credit Distribution

- 2.1 To fulfil the General Education requirement for a **bachelor's degree**, students must complete a minimum of 36 credits. Of these 36 credits, students must complete at least 27 credits at the lower level and 9 at the upper level. (See Table IV below.)
- 2.2 To fulfil the General Education requirement for an **associate's degree**, students must complete a minimum of 27 lower level credits. (See Table IV below.)

Table IV: General Education Credit Distribution

STRANDS	LOWER LEVEL	UPPER LEVEL	TOTAL
Literacy (College level English)	6	3	9
Numeracy (College level math)	3	0	3
Foreign Language (Proficiency in a second language)	6	0	6
Humanities	3	0	3
Social Sciences	3	3	6
Natural Sciences	3	3	6
Physical Education/Health/Nutrition	2	0	2
Computer Literacy	1	0	1
Student Development	0	0	0
TOTAL (minimum)	27	9	36

Policy on Grading

1. General

- 1.1 All College/University of The Bahamas courses require the assessment of all students. Assessment is determined by any combination of assignments, tests, papers, laboratory exercises, class participation, projects, portfolios or examinations.
- 1.2 Within the first week of class, all students will be provided with a copy of the course outline specifying the assessment criteria and weighting approved by Academic Board.
- 1.3 Within the first two weeks of class, all students will be informed, in writing, of the description, scheduling and weighting of assessment items that will count towards the final course grade.
- 1.4 The final grade awarded and the semester hour credits earned for each course will be recorded for each student on a permanent student record (transcript).

2. Grade Reporting

- 2.1 In those instances where students are assessed by means of a final examination during fall and spring semesters, the Chair/Academic Head of the examining School/Unit will report course grades to the Records Department within 4 business days (96 hours exclusive of week-ends) of the final examination.
- 2.2 In those instances where students are assessed by means of a final examination during the summer sessions, the Chair/Academic Head of the examining School/Unit will report course grades to the Records Department within 2 business days (48 hours inclusive of week-ends) of the final examination.
- 2.3 In those instances where there is no final examination and where students are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class in the fall and spring semesters, the Chair/Academic Head of the School/Unit will report course grades to the Records Department within 4 business days (96 hours exclusive of week-ends) of the end of the final examination period.
- 2.4 In those instances where there is no final examination and where students are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class in the summer sessions, the Chair/Academic Head of the School/Unit will

report course grades to the Records Department within 2 business days (48 hours inclusive of week-ends) of the end of the final examination period.

- 2.5 All grade sheets will be signed by the course instructor and Chair/Academic Head (or other officially designated person) of the School/Unit in which the course is offered and forwarded to the Records Department.

3. Grading System

- 3.1 The College/University of The Bahamas uses letter grades and the four point maximum grading scale. Grade A is the highest possible grade and grades below D are considered failing. Plus (+) or minus (-) symbols indicate grades that fall above or below the letter grades. Grades of A+ and D- are not used.
- 3.2 Grade points are awarded on the basis of the final grade assigned by the course instructor. No grade points will be awarded for an F grade. The grade point average (GPA) is determined by dividing the grade points obtained by the credit hours attempted (not credit hours earned). The COB/UOB grade point average is determined by using only work attempted at COB/UOB. The cumulative grade point average is determined by calculating all college work attempted. College preparatory (upgrading) courses are not included in calculations of credit hours earned, credit hours attempted, or grade point average.
- 3.3 The following indicates the grade points earned on the basis of the grade assigned and are used to designate final course grades:

GRADE	GRADE POINTS	INTERPRETATION	NUMBER RANGE
A	4	Mastery of subject matter, principles, techniques and application. Superior ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	90 - 100
A-	3.75	Superior knowledge of subject matter, principles, techniques and application. Superior ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	85 - 89
B+	3.50	Outstanding competence in subject matter, principles, techniques and application. Outstanding ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	80 - 84
B	3.00	High level of competence in subject matter, principles, techniques and application. Ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	75 - 79
B-	2.75	Above average competence in subject matter, principles, techniques and application. Above average competence in organising, analysing, synthesizing and integrating ideas. Reliability in attendance and attention to assignments.	70 - 74
C+	2.50	More than satisfactory competence in subject matter, principles, techniques and application. More than satisfactory ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	65 - 69

C	2.00	Satisfactory competence in subject matter, principles, techniques and application. Satisfactory ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.	60 - 64
C-	1.75	Moderate competence in subject matter, principles, techniques and application. Moderate ability to organise, analyse, synthesize and integrate ideas.	55 - 59
D	1.00	Reliability in attendance and attention to assignments. Minimal knowledge of subject matter, principles, techniques and application. Barely passing performance overall. Reliability in attendance and attention to assignments.	50 - 54
F	0	Inadequate knowledge of subject matter, principles, techniques and application. Inadequate ability to organise, analyse, synthesize and integrate ideas. Unfulfilled requirements.	0 - 49
I	Not Included	Incomplete. A temporary notation awarded to a student receiving a passing grade for coursework but for whom extenuating circumstances prevent completion of the remainder of the coursework prior to the submission of the final grade.	
W	Not Included	Withdrawal. A notation reflecting a student's withdrawal from a course.	
XE	Not Included	Extraordinary Examination. A temporary notation awarded following approval of a request for an extraordinary sitting of a final examination.	
AU	Not Included	Audit. A notation reflecting that a course was not taken for credit. AU may not be awarded to students who register as credit students in a course.	
AG	Not Included	Aegrotat. Awarded on the basis of satisfactory completion of a major part of the course. Student must be unable to complete the course due to major illness.	
P	Not Included	Pass. Awarded for a course taken by Challenge Examination and any course approved for Pass/Fail status by Academic Board.	
S	Not Included	Satisfactory. Awarded for successful completion of a	

non-credit course.

U	Not Included	Unsatisfactory. Awarded for failure in a non-credit course.
T	Not Included	Transfer. Awarded for credits transferred from another institution.
V	Not Included	Exemption. Awarded on the basis of success on an internal examination or prior learning or professional experience.

4. Incomplete

- 4.1 An "I" grade is a temporary notation awarded by an instructor to a student who is receiving a passing grade for coursework and for whom extenuating circumstances prevent him or her from completing the remainder of the coursework prior to the submission of final grades.
- 4.2 An Incomplete Contract Form detailing the work to be submitted for completion as well as the deadline for such work must be signed by the student, instructor and Chair/Academic Head of the examining School/Unit and submitted to the Records Department with the grade sheet for the course.
- 4.3 An "I" grade that is not changed by the instructor by the end of the next regular semester automatically converts to an F.

5. Withdrawal

- 5.1 A "W" is a notation assigned by the Records Department reflecting an administrative action initiated by the student in accordance with regulations governing withdrawal from a course. "W" may not be assigned by the instructor.
- 5.2 The student must submit a completed Course Withdrawal Form along with proof of payment of the requisite fee to the Records Department prior to the date specified in the official College/University Calendar for the particular academic semester/session. Credit can be earned only upon successful repetition of the course.

6. Extraordinary Examination

- 6.1 The "XE" is a temporary notation assigned by the Records Department following approval of a request for an extraordinary sitting of a final examination and payment of the requisite fee.
- 6.2 A student may request an Extraordinary Sitting of a Final Examination if he or she
 - 6.2.1 Was hospitalised on the day of the original examination;
 - 6.2.2 Can produce medical certification that he or she was ill and confined to bed on the day of or at least two days prior to the day of the original examination; or
 - 6.2.3 Suffered a death in his or her immediate family (that is, parents, legal guardian, spouse, children or siblings) on the day of or the day immediately prior to the original examination.

- 6.3 Students must submit a Request for Extraordinary Sitting of Final Examination form to the relevant Academic Dean/Executive Director through the Chair/Academic Head of the examining School/Unit and forward the completed form along with proof of payment of the requisite fee to the Records Department.
- 6.4 Normally, an Extraordinary Examination must be sat no later than the next regularly scheduled examination period for the course.

7. Correction of Grade Errors

- 7.1 A course instructor may not change a grade after it has been filed with the Records Department, except in the case of clerical error.
- 7.2 Grade corrections must be indicated on a Grade Change Form that is signed by the instructor, the Chair/Academic Head of the School/Unit in which the course was offered and the relevant Academic Dean/Executive Director.
- 7.3 Grade corrections must be processed within one year of the end of the semester/session in which the original grade was awarded. In extenuating circumstances, exceptions to the one-year limit for correction of grade errors may be considered by petition to the Academic Dean/Executive Director.

8. Academic Complaints

- 8.1 Students with complaints about instruction or in-semester grading should refer them first to the course instructor.
- 8.2 If the student and the course instructor are unable to resolve the complaint, the student may meet with the Chair/Academic Head of the School/Unit responsible for the course and may submit a completed Academic Complaint Form to the Chair/Academic Head prior to the end of the last day of classes or the submission of final grades. The Chair's/Academic Head's written decision will be rendered within 5 working days.
- 8.3 The student and/or the course instructor may appeal the Chair's/Academic Head's decision by forwarding a copy of the Academic Complaint Form, the Chair's/Academic Head's decision and the resolution being sought to the relevant Academic Dean/Executive Director within 5 working days of the decision. The Academic Dean's/Executive Director's written decision will be rendered within 10 working days. The decision of the Academic Dean/Executive Director is final.

9. Final Grade Appeals

- 9.1 Once final grades have been assigned and transcripts issued, a student with evidence that an incorrect or inappropriate grade has been assigned should make every attempt to resolve the matter with the course instructor. A student may seek a grade appeal on the following basis
 - 9.1.1 Clerical error made in calculating the final grade;
 - 9.1.2 Standards or criteria used to determine the grade were inconsistent with the Course Outline approved by Academic Board or the course syllabus distributed at the beginning of the semester/session;
 - 9.1.3 Standards or criteria used to determine the grade were inconsistent with those applied to other students in the course; and
 - 9.1.4 Assignment of the grade was based on factors other than the student's academic performance.

- 9.2 If the student and the instructor are unable to resolve the matter, the student should submit a completed Final Grade Appeal Form along with proof of payment for the Grade Appeal to the Chair/Academic Head of the School/Unit responsible for the course within one regular semester of the posting of the final grade. The Chair's/Academic Head's written decision will be rendered within 10 working days of receipt of the Appeal.
- 9.3 The student may appeal the Chair's/Academic Head's decision by forwarding a copy of the Final Grade Appeal Form and the Chair's/Academic Head's decision to the relevant Academic Dean/Executive Director within 5 working days of the decision. The Academic Dean's/Executive Director's written decision will be rendered within 10 working days. The appeal to the Academic Dean/Executive Director is the final step. At the branch campuses, the procedure is identical except that the academic area coordinator shall substitute for the Chair/Academic Head.

10. Grade Records

Course grade records (the forms on which final grades are recorded for a specific class) are College/University records which must be maintained for at least five years after the end of the semester/session. Chairs/Academic Heads of Schools/Units responsible for the course are responsible for identifying an appropriate storage location. The Chair/Academic Head (or other officially designated person) and the course instructor will have ready access to these records.

11. Course Repeats

- 11.1 Students may repeat any College/University course, including courses from which they have withdrawn. If a course is repeated, the highest grade achieved will be used to compute The College/University grade point average. The series of repeats and grades is retained on the student's academic record (transcript).
- 11.2 Students may repeat a course if it has been approved by Academic Board for repeat credit. This applies to courses designated as "May be repeated for credit" in the College/University catalogue which also lists the maximum credit limitation or the maximum number of times a course may be repeated for credit.
- 11.3 Students may repeat courses they have failed.
 - 11.3.1 A student who fails a course three times must seek permission to repeat the course by submitting a Request to Repeat A Failed Course form to the relevant Academic Dean/Executive Director through the Chair/Academic Head.
 - 11.3.2 A student who is given permission to repeat a failed course may be required to take and pass the course prerequisite before attempting the course for the fourth time or may be required to complete remedial work or engage in peer tutoring or supplemental instruction.
- 11.4 The series of repeats and grades is retained on the student's academic record (transcript).

Policy on Graduate Programmes

Introduction

The College of The Bahamas (COB) offers a variety of master degree programmes in collaboration with several offshore, accredited institutions of higher learning. As The College of The Bahamas transitions to university status, it is envisioned that these collaborations will be expanded to joint degree options with the view that once full university status is attained, The University of The Bahamas (UOB) will offer its own graduate degrees. COB/UOB graduate programmes are designed to

- Expand the number of local opportunities for higher education and further training to facilitate participation in and contribution to an increasingly complex and technological society;
- Meet national needs as specified by public and private sectors in order to build national capacity; and
- Add to the body of knowledge through research and scholarship.

1.0 Admission to Graduate Programmes

Applicants to graduate programmes must meet the general requirements of the COB/UOB Graduate Programmes Office and the specific requirements of the partnering institution.

- 1.1 To be considered for admission to a graduate programme, applicants must
 - 1.1.1 Possess an undergraduate (bachelor's) degree or equivalent, as applicable, from an accredited institution.
 - 1.1.2 Must meet any other requirements as stipulated by the programme.
 - 1.1.3 Possess a grade point average of 2.75 and above, depending on the programme, on a 4.00 grade-point scale.
 - 1.1.4 Complete and return applications in duplicate to the Graduate Programmes Office at COB/UOB.
 - 1.1.5 Pay a non-refundable application fee to the Business Office and submit a copy of the receipt with the completed application form.
 - 1.1.6 Complete an interview with a panel consisting of persons from COB/UOB and, where applicable, the contracted institution.
- 1.2 Additionally, applicants must provide the following documents **(in duplicate)** with the completed application form
 - 1.2.1 Three letters of recommendation.
 - 1.2.2 An official transcript, issued within the last six months, from all accredited degree-granting institutions at which at least 30 credits were earned.
 - 1.2.3 A written statement of personal goals and professional objectives.
 - 1.2.4 A copy of the academic degree from all accredited degree-granting institutions.
 - 1.2.5 A colour passport-size photograph.
 - 1.2.6 A completed COB/UOB medical form.
 - 1.2.7 A copy of the first three pages of a valid passport, including the page to which the applicant's photo is attached or a Certificate of Identity.
 - 1.2.8 A copy of the applicant's marriage certificate if the married surname is different from that indicated on the passport.
 - 1.2.9 A copy of the affidavit verifying the applicant's name if the name is different from that indicated on the passport.
- 1.3 If the applicant is not a Bahamian citizen, the applicant must also provide a copy of a valid work permit or evidence of permanent residency or permission to reside in The Bahamas from the Bahamas Department of Immigration and proof that the applicant is a person to whom this section applies.
- 1.4 To fulfill entry requirements for some master's degree programmes, applicants may be required to submit scores from the Graduate Records Examination (GRE) or Graduate or the Graduate Management Admissions Test (GMAT), or other standardised test required by the programme, taken within twelve months of the date of application. Usually, a combined minimum verbal, quantitative and analytical score of 1500 is required.

- 1.5 Transfer of credits from another master's programme may be assessed on an individual basis.
- 1.6 Once application forms have been processed, successful applicants will be notified in writing by COB/UOB and the contracted institution. Unsuccessful applicants will be notified in writing by the contracted institution.
- 1.7 Successful applicants will be issued student identification numbers from COB/UOB and the contracted institution and must obtain a COB/UOB student identification card from the Office of Admissions.

2.0 Tuition and Fees

Tuition and fees for each graduate programme are based on the requirements of the contracted institution. A fee schedule is included in each programme's application packet. All fee amounts are subject to change; however, tuition amounts remain constant for the duration of the programme unless otherwise indicated.

- 2.1 Students are responsible for the following
 - 2.1.1. A one-time application, student identification card and orientation fee;
 - 2.1.2. An annual accident insurance fee;
 - 2.1.3. A per-semester administrative, technology and student activity fee;
 - 2.1.4. A security deposit which is refunded upon successful completion of the programme and submission of the appropriate application form to the Records Department; and
 - 2.1.5. Late registration and drop/add fees.
 - 2.1.6. A graduation fee.

3.0 Academic Regulations

- 3.1 Registration
 - 3.1.1. Students will be allowed to register for graduate work upon presentation of acceptance letters from COB/UOB and the contracted institution and providing they are in good financial standing.
 - 3.1.2. Students must register in the Graduate Programmes Office on the dates specified by COB/UOB. Registrations for courses in all graduate programmes follow the procedures outlined in the COB/UOB student handbook.
 - 3.1.3. Students will also be registered at the contracted institution by the designated graduate programmes coordinator.
- 3.2 Period of Candidacy

Normally, the Period of Candidacy (POC) is as stipulated by the policy of the respective programme.
- 3.3 Class Attendance

Absences should be reported to the course instructor and the Graduate Programmes Officer **before** the absence occurs if possible. Absence from an entire weekend of classes or equivalent period could result in failure of the course.
- 3.4 Student Conduct

The contracted institution and COB/UOB Codes of Conduct, as outlined in the respective student handbooks, apply to all students. Graduate students are subject to dismissal or suspension for violations of the codes.

Violations that may result in academic dismissal include furnishing false or incomplete information to COB/UOB or the contracted institution with intent to forge, alter or misuse

the institution's documents or other official documents which serve as a basis for admission and graduation. Forgery or alteration of these documents may result in the revocation of a graduate degree.

It is the policy of COB/UOB and the contracted institutions that

- 3.4.1. Students are to perform their own academic work according to the standards set by faculty members, departments and Schools of the institutions; and
- 3.4.2. Cheating and plagiarism constitute a fraudulent misrepresentation for which no credit can be given or for which appropriate sanctions are warranted and will be applied.

3.5 Grade Reporting

- 3.5.1 All COB/UOB courses require the assessment of all students. Assessment is determined by any combination of assignments, tests, papers, laboratory exercises, class participation, projects, portfolios or examinations.
- 3.5.2 Within the first week of class, students will be provided with a copy of the course outline specifying the assessment criteria and assignment weighting that will count towards the final course grade.
- 3.5.3 The final grade awarded and the semester hour credits earned for each course will be recorded for each student on a permanent student record (transcript) at COB/UOB and the contracted institution.
- 3.5.4 All COB/UOB grade sheets will be signed by the Graduate Programmes Officer and the Chair of the School (or other designated official) in which the programme is offered and forwarded to the Records Department.
- 3.5.5 The grading policy will be guided by the respective policy of the contracted institution.

3.6 Transcripts

Transcripts may be collected each semester from COB/UOB as well as from the contracted institution. COB/UOB transcripts must be requested from the Business Office and collected from the Records Department. Procedures for requesting transcripts can be found in the student handbooks and/or websites of both institutions.

3.7 Semester of Study Abroad

Some graduate programmes require a semester of study abroad, usually in the summer. When this occurs, students must

- 3.7.1 Submit student visa applications to the appropriate officials.
- 3.7.2 Submit all required documentation to the appropriate embassy according to the specifications of the immigration office at the contracted institution.
- 3.7.3 Make all travel and housing arrangements.
- 3.7.4 Make all arrangements for accompanying family members. Family members are not allowed to attend classes in the programme or organized class field trips and site visits. Family members are, however, welcome to attend official functions upon invitation.
- 3.7.5 Provide proof of medical coverage during semester of study abroad. The student must make all arrangements for medical services outside of those provided on campus.

3.8 Programme Cycle

Normally programmes are offered to cohorts. Failure to complete the sequence of courses as offered may require attendance at the home institution if other than COB/UOB.

4.0 Graduation

Upon successful completion of a programme students are eligible to participate in the annual graduation ceremony at The College/University of The Bahamas, usually held at the end of Spring Semester, as well as the graduation ceremony of the contracted institution.

POLICY ON *JUMPSTART* PROGRAMME

1. General

- 1.1 The ***JUMPSTART* Programme** is an academic programme designed to challenge highly motivated high school students who have attained high academic achievement by providing an opportunity for them to
 - 1.1.1 Obtain college credits while in high school;
 - 1.1.2 Explore career interests by taking introductory level courses in relevant disciplines;
 - 1.1.3 Network with college students and faculty across areas/disciplines in which they have an interest; and
 - 1.1.4 Gain first hand experience of college life.
- 1.2 Upon completion of a minimum of nine credit hours with 'C' grades or above, ***JUMPSTART*** students will be awarded direct entry into The College. However, as some College programmes have additional entry requirements, such as a personal interview or portfolio, relevant Schools/Academic Units should be consulted for specific details.

2. Entry Requirements

To be eligible for acceptance into the Programme, students must

- 2.1 Be enrolled in a high school;
- 2.1 Have achieved three or more Bahamas General Certificate of Secondary Education (BGCSE) passes (including English and Mathematics) with grades 'C' or above (with the exception of Mathematics which must have a minimum pass of grade 'B') **or** have a Scholastic Achievement Test (SAT) combined score of 900 on the Math and Verbal components (if taken after 2005); and
- 2.2 Have a cumulative high school grade point average of 3.00 or higher.

3. Programme Requirements

- 3.1 Qualified students will be accepted into the Programme in the Fall or Spring Semester only.
- 3.2 Students will be permitted to register for:
 - 3.2.1 A maximum of 15 credit hours while in the Programme.
 - 3.2.2 Courses for which their BGCSE subject passes are prerequisites.
 - 3.2.3 First year courses.
 - 3.2.4 Courses offered during the Fall and Spring Semesters and the Summer Sessions.
- 3.3 Students must maintain a cumulative grade point average of 2.00 to remain in the Programme.
- 3.4 Students will be required to pay the usual college tuition costs and all fees excluding the student activity and orientation fee.

4. Procedures

- 4.1 The **jUMPSTART Programme** will operate under the auspices of the Office of Academic Affairs and will be overseen by the Vice President of Academic Affairs in conjunction with a Coordinator and the Academic Deans.
- 4.2 Where a need exists, **jUMPSTART** students may be eligible for financial assistance.

Policy on Minor Programmes

1. General

- 1.1 A minor is a second area of concentration taken along with a major that allows students to explore an area of general interest. A minor consists of a coherent sequence of courses that takes a student well beyond the introductory level in an academic field, subject matter and/or discipline but which is not sufficient to constitute a major. A minor promotes the intellectual growth of students, enhances their professional profile and increases their career opportunities and opportunities for further studies.
- 1.2 Normally, all students in a bachelor degree programme may pursue a minor programme of study. However, professional programmes (for example, Education or Nursing) which lead to certification or licensure may prohibit the pursuit of a minor programme of study.
- 1.3 Students may not pursue two minors as the additional sequence of courses will invariably lead to a timeframe beyond the four-year frame approved for baccalaureate programmes and may not pursue a minor in their major area of study.
- 1.4 Minors are recorded on the student's permanent student record (transcript) and on the baccalaureate diploma.

2. Entry Requirements

Students who wish to pursue a minor must

- 2.1 Complete at least 30 credits of college level coursework at COB and have a minimum cumulative grade point average of 2.00.
- 2.2 Consult with the designated academic advisor for their major area of study.
- 2.3 Obtain written approval, in the form of the Minor Student Advisement Form/Contract of Study, from the School/Academic Unit responsible for the minor programme.

3. Programme Requirements

- 3.1 Normally, a minor shall consist of no fewer than 18 and no more than 21 credits of graded work in a specified programme of study. Of these 18 credits, students must complete at least 9 credits at the lower level (inclusive of at least one 200-level course) and 9 at the upper level (inclusive of at least one 400-level course). However, some minor programmes in Pure and Applied Sciences may require that students complete no fewer than 20 and no more than 24 credits. Of these 20 credits, students must complete at least 12 credits at the lower level (inclusive of at least one 200-level course) and 12 at the upper level (inclusive of at least one 400-level course).
- 3.2 Students who pursue a minor area of study must complete all major area and general education requirements.
- 3.3 Credits used to fulfil a major area or general education requirement may not be used to fulfil a minor requirement.

- 3.4 Only courses to which academic credit is attached may be used to fulfil a minor programme requirement.
- 3.5 Students must achieve a grade point average of 2.00 for all courses in the minor.

4. Transfer Credits

- 4.1 Students may transfer no more than two courses into a minor programme.
- 4.2 Transfer credits will normally be awarded for courses for which there are College/University of The Bahamas equivalents.
- 4.3 Transfer credits will be awarded for courses in which grades of 'C' or higher are achieved and the minimum cumulative grade point average is 2.00.
- 4.4 Transfer credits will not be awarded for credits earned more than 10 years prior to admission to the College/University of The Bahamas.
- 4.5 Courses for which transfer credits have not been approved are not eligible for course exemptions.
- 4.6 Transfer credits will be considered for a minor programme of study after students have submitted the following to the designated academic advisor for the minor programme
 - 4.6.1 copy of an official transcript; and
 - 4.6.6 official course outline for each course for which transfer credit is being requested.

5. Regulations for the Approval of Minor Programmes

Application for the approval of a minor programme of study shall be made to the Academic Board and shall consist of the following

- 5.1 a rationale for the minor indicating its projected student population and intake;
- 5.2 the programme structure, detailing the courses to be included at the lower and upper levels and their sequence;
- 5.3 an implementation plan indicating the programme advisor, current and required faculty, existing and required resources and facilities, costing and funding for the programme; and
- 5.4 Course Proposal Forms for courses in the minor.

NOTE: In those instances where the minor programme of study is in an area that is new to The College/University, for example, there is no bachelor degree programme (or lower and upper level courses) in the proposed minor programme of study, the rationale for the minor shall indicate its feasibility and sustainability and projected student intake.

Policy on Transfer Credit

1 General

The Transfer Credit Policy enables credits to be awarded to students for relevant work done at an institution recognised by The College/University of The Bahamas. The "credit hour" is the unit used for the record-keeping of a student's learning. These units may either be in quarter or in semester hours. The College/University of The Bahamas uses the semester system and utilises the following credit "conversion".

Quarter Hours	Semester Hour Equivalent
1	.6
2	1.3
3	2.0
4	2.6

2. **Transfer Credits**

- 2.1 Transfer credits will normally be awarded at the time of admission to The College/University and will be processed by the Office of Admissions. (Subsequent requests for transfer of credits will be processed by the Office of Academic Affairs.)
- 2.2 Students will be considered for transfer credits after they have submitted the following to the Office of Admissions
 - 2.2.1 a completed College/University of The Bahamas Application for Admission form;
 - 2.2.2 an official transcript forwarded directly to the Director, Office of Admissions; and
 - 2.2.3 a college catalogue covering their period of attendance and the official course outline for each course to be transferred.
- 2.3 Transfer credits will normally be awarded for courses for which are College/University of The Bahamas equivalents.
- 2.4 Transfer credits will be awarded for courses in which grades of C or higher are achieved and the minimum cumulative grade point average is 2.00.
- 2.5 Transfer credits will not be awarded for credits earned more than 10 years prior to the submission of the College/University of The Bahamas Application for Admission.
- 2.6 Courses for which transfer credits have not been approved are not eligible for course exemptions.
- 2.7 Students who hold degrees from institutions recognised by The College/University will be considered for either Advanced Standing or Advanced Placement.
 - 2.7.1 Advanced Standing will be granted when students are holders of degrees and require deficiency and/or prerequisite courses at the freshman or sophomore levels.
 - 2.7.2 Advanced Placement will be granted when students are holders of degrees and do not require deficiency and/or prerequisite courses at the freshman or sophomore levels.
 - 2.7.3 In the School of Education, Advanced Placement will be granted to holders of Associate degrees and teaching certificates who do not require deficiency and/or prerequisite courses at the freshman or sophomore levels.
- 2.8 A maximum of 50% of the credits for any programme (C/UOB or external) may be transferred.
 - 2.8.1 A maximum of 50% of major area courses may be considered.
 - 2.8.2 Students who have obtained an Associate Degree or Bachelor Degree from The College/University of The Bahamas may be exempted from General Education requirements.
 - 2.8.3 Students who have obtained an Associate Degree or Bachelor Degree from an institution recognised by The College/University may be exempted from General Education courses except for the foreign language, physical education/health/nutrition and computer literacy courses.
- 2.9 The Office of Admissions will notify the student and the Director of Records in writing of the decision regarding the transfer credits.
- 2.10 The Records Department will post a "T" to the student's permanent record (transcript) for any transfer credits awarded.