

**THE COLLEGE/UNIVERSITY OF THE BAHAMAS  
OFFICE OF ACADEMIC AFFAIRS  
POLICY ON CANDIDACY**

**1. PERIOD OF CANDIDACY**

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

<b>Degree, Diploma, Certificate</b>	<b>Status</b>	<b>Number of Years</b>
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.