

THE COLLEGE/UNIVERSITY OF THE BAHAMAS 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. Registration 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.