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**STUDENT AFFAIRS AND ADMINISTRATION**

**Student Affairs**
The Office of Student Affairs motto is: “Students First - Providing Quality Service to Facilitate Student Learning.” Meeting student needs is their main objective. Student Affairs comprises offices and departments whose collective aim is to ensure that students feel satisfied with their college experience and are able to fulfil their educational needs and aspirations. The principal goal of Student Affairs is that each of our graduates will leave COB equipped to face current issues that impact society and committed to a higher concept of service. Offices and departments include: Counselling and Health Services, Housing and Campus Life.

**Department of Campus Life**
The Department of Campus Life offers opportunities for all students to participate in social programmes and activities. It also coordinates events sponsored by various committees, clubs and organizations on campus. Most of these clubs are organized and run by students with assistance from faculty or administration advisors. If you should wish to start a club on campus, be sure to get the go-ahead from the Director of Student Activities and The College of The Bahamas Union of Students Senate.

Tel: 302-4525  
E-mail: campuslife@cob.edu.bs  
Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday  
Northern Bahamas Campus: (242) 688-5941/ 688-5912

**Registrar**
The Office of The Registrar is the central administrative office for student information which is administered through the following offices and departments: Admissions, Records, Financial Aid and Housing.

**Admissions**
The Office of Admissions is where admission and re-admission applications are processed. College of The Bahamas identification cards are also issued by this office. For more information on enrolment and admission guidelines visit www.cob.edu.bs, the Admissions department or call them.

Tel: 302-4499  
E-mail: admissions@cob.edu.bs  
Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday  
Location: First floor, East Wing, Portia Smith Student Services Building

**Records**
This department issues student transcripts. It is also where you would initiate the course drop/add procedure. Contact Records for more information on the services they offer.

Tel: 302-4312  
Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday  
Location: Ground floor, East Wing, Portia Smith Student Services Building  
Northern Bahamas Campus: (242) 688-5932
ACADEMIC ADMINISTRATION

Academic Programmes

FACULTY OF BUSINESS
School of Business

Bachelor of Business Administration:
• Accounting (Oakes Field and Northern Bahamas Campus)
• Administrative Office Management
• Banking and Finance with a Foreign Language
• Banking and Finance Option I: Commercial Banking
• Banking and Finance Option II: Private Banking/Trust
• Computer Information Systems Option A: Management Information Systems
• Computer Information Systems Option B: Application Programming
• Computer Information Systems Option C: Network Systems
• Economics
• Economics and Finance
• Finance
• Human Resource Management
• Management (Oakes Field and Northern Bahamas Campuses)
• Marketing

Associate of Arts in Business
Administration (Family Islands only, not Northern Bahamas Campus or New Providence)
Associate of Arts in Computer Information Systems (Northern Bahamas Campus only)

Certificate
Business Administration (Family Islands only, not Northern Bahamas Campus or New Providence)
Minor in Business Administration

Diploma
Accounting

FACULTY OF LIBERAL AND FINE ARTS
School of English Studies

Bachelor of Arts
English

Minors
Bahamian and Caribbean Literature
Film and Drama Studies
Linguistics

School of Communication and Creative Arts

Bachelor of Arts
Media Journalism
Spanish

Minors
French
Spanish
Music

Associate of Arts
Art
French
Mass Communication
Music
Spanish

Certificates
Art
Music

Intermediate Proficiency Certificate
Spanish
French
Advanced Proficiency Certificate
Spanish
French

FACULTY OF PURE AND APPLIED SCIENCES

School of Chemistry, Environmental and Life Sciences

Bachelor of Arts
Small Island Sustainability: Ecotourism and Sustainable Development
Small Island Sustainability: Policy Studies

Bachelor of Science
Biology (Minor in Chemistry)
Small Island Sustainability: Environmental and Ecosystems Management

Associate of Science
Agribusiness
Agriculture
Chemistry
Geography

School of Mathematics Physics and Technology

Bachelor of Science
Engineering Technology: Electrical Engineering Technology
Mathematics
Physics with Mathematics

Associate of Science
Architecture
Civil Engineering Technology
Engineering
Engineering Physics
Mechanical Engineering Technology
Pre-Engineering

Certificates
Pre-Technology
Single Phase Electrical
Three Phase Electrical

School of Nursing and Allied Health Professions

Bachelor of Science
Registered Nurse - Bachelor of Science in Nursing Programme (RN–BSN)
Pharmacy (in conjunction with University of Technology, Jamaica)

Associate of Science
Nursing

Diplomas (offered on an as-needs basis for the Ministry of Health)
Community Health Nursing
Critical Care Nursing
Environmental Health
Midwifery

Certificate
Trained Clinical Nursing

FACULTY OF SOCIAL AND EDUCATIONAL STUDIES

School of Education

Bachelor of Education Secondary Certification
Administrative Office Management
Art: Mixed Media
Biology/General Science
Business Studies
Chemistry/General Science
Computer Studies Option A: Applications Programming
Computer Studies Option B: Network Systems
English Language and Literature
Family and Consumer Sciences Option A: General Studies
Family and Consumer Sciences Option B: Tourism and Hospitality Studies
French
Geography/History
Mathematics
Music: Composition and Technology
Physics/General Science
Religion
Spanish

**Bachelor of Education K-12 Certification**
Music: Composition and Technology
Physical Education

**Bachelor of Education Primary Certification**
General
Early Childhood
Special Education
Early Childhood Education K – 3 Certification

**Diploma in Secondary Education**
Art
Biology
Chemistry
Computer Information Systems
French
Geography
History
Home Economics
Industrial Arts
Language Arts
Mathematics
Music
Physical Education
Physics
Religion
Social Studies
Spanish

**Certificate**
Adult and Workforce Education and Training
Pre-School Auxiliary

**School of Social Sciences**

**Bachelor of Arts**
History
Law (in association with the University of the West Indies)
Psychology
Public Administration
Social Work

**Associate of Arts**
Law and Criminal Justice Studies
Religious Studies
Sociology

**Minor**
Diversity Studies
History

**CULINARY AND HOSPITALITY MANAGEMENT INSTITUTE**

**Bachelor of Science**
Tourism Management
Hospitality Management

**Minors**
Ecotourism
Hospitality Management
Tourism Management

**Associate of Applied Science**
Culinary Arts
Hospitality Operations
National Apprentice Cook

**Certificates**
Culinary Skills
Food and Beverage Management
Hospitality and Tourism Skills
Hospitality Management: Accounting
Hospitality Management: Supervision
Hospitality Management: Travel & Tourism
Period of Candidacy

Once you are admitted to The College, you must complete your programme within a certain time frame, which is called the Period of Candidacy (POC). Ensure that you complete the requirements for your programme within this period to avoid having your registration in both the programme and The College cancelled. If such cancellation takes place, all grades and credits accumulated in the programme will be cancelled and all records will be closed. If this happens, you will have to re-apply for admission and start your programme from the beginning.

The Period of Candidacy is as follows:

- Bachelor’s degree (Full-time) - A maximum of eight (8) years after first registration.
- Bachelor’s degree (Part-time) - A maximum of ten (10) years after first registration.
- Associate degree & Diploma (Full-time) - A maximum of four (4) years after first registration.
- Associate degree & Diploma (Part-time) - A maximum of six (6) years after first registration.

N.B. You may petition The College for an extension of your time if you are nearing the end of your period of candidacy and have not completed your programme. Consult your academic advisor about the necessary procedures.

Academic Advisement

You will be assigned an academic advisor from the academic School, which administers your major area of study. Contact the Chairperson of the School that offers your programme of study for the name of your academic advisor, who will serve as a guide to assist you in fulfilling your academic goals and requirements. The advisor will help you plan your course schedule and keep you abreast of changes and/or new requirements in your major area of study. However, you are responsible for ensuring that you are properly advised. Keep up to date on the regulations governing advisement policies and procedures as they relate to your programme of study.

Registration

Early Registration

Early registration occurs three times each academic year and during these times, returning students must sign up for the courses for which they have been advised. At these times you should also pay tuition and any other fees. Begin your registration period with a trip to the Records Department.

- June is the month for early registration for the Fall Semester.
- December is the month for early registration for the Spring Semester.
- April is the month for early registration for the Summer Session.

Regular Registration

New students should register at the beginning of the semester. This is often a very busy time so, to make registration as painless as possible, follow these important guidelines:

1. Go to see your academic advisor who will help you choose the courses to take. When he/she has signed your completed Course Request Form, take it to the registration centre.

2. To help you to prepare your schedule you should obtain a COB timetable of courses for the semester. Read through the timetable carefully. In making course selections, make sure that they do not conflict with each other. It is advisable to choose alternative course sections in case your first choices close before you are able to register for them.

3. You will have received in the mail your Permit to Register and you must bring it with you to registration.

4. If you are a returning student, you must obtain clearance from the Library before going to pay tuition and other fees.

5. If you are a returning student, you need to bring your valid student Identification (ID) Card. New students will receive their ID Cards after they have paid tuition and other fees. All students need valid ID Cards to use the COB Libraries, sit examinations and to take part in student activities.
DON’T FORGET to take the following items to REGISTRATION:
• Course Request Form
• Permit to Register (New Students only)
• ID Card (Returning Students only)
• Transcripts (Returning Students only)
• Tuition and Other Fees
• Pen

N. B. Carefully check the section of the course you have registered for. If you attend the wrong section, it may result in your receiving an ‘F’ grade for the course at the end of the semester.

Course Changes and Drop/Add Guidelines
In the Fall and Spring Semesters you can add courses and change your programme up to five (5) lecture days after the official start of classes.

You can drop a course or withdraw from a programme without academic penalty up to thirty (30) days before the end of the semester (Fall & Spring) and up to fifteen (15) lecture days before the end of the Summer Session.

N.B. If you are not happy in a course for whatever reason, don’t simply drop out of it. If you do, you will receive an ‘F’ at the end of the semester. To avoid this, fill out a withdrawal form and return the completed form to the Business Office. In this way you will avoid academic penalty.

To change course you must take the following:
• All documents required for registration
• A completed Course Request Form
• Course Change (Drop/Add) Fee
• Tuition Fees for Course(s) added

Tuition Fees & Other Charges
You can pay tuition and other fees with cash, money order or certified cheque made payable to The College of The Bahamas. Major credit cards may be accepted and is subject to a small service charge.

N.B. See Appendices A and B for the Schedule of Tuition Fees, Refund and Deferred Payment Plan Policies and additional information on other charges.

Transfer of Credits
You can receive credits at The College for relevant work done at another accredited institution. Apply for transfer credits as soon as you are admitted to The College. Transfer credits are not normally given after the first semester. You must have an accumulated minimum Grade Point Average (GPA) of 2.00 and grades of “C” or better in the courses for which you are seeking transfer credits.

Transcripts
The Records Department will mail copies of your official transcript(s) to specified addresses when they receive your written authorization and a completed Transcript Request form. The fee is $5.00 for the first address and $3.00 for each additional address. For your own record-keeping purposes, you can request unofficial/ personal copies. To receive a transcript, your tuition and other fees must be paid up to date.

Student ID Cards
You will be issued an official identification card at the time of registration. The ID card, which must be validated each semester, carries a non-refundable fee of $25.00 and must be worn at all times. It is also required for entrance to the libraries, examinations and other services/events on campus. Report a lost or stolen ID card to the Admissions Office to get a replacement. Replacement ID cards cost $15.00.
Graduation Requirements

A degree, diploma or certificate is conferred on students who successfully complete their programmes of study at graduation/commencement exercises held each year.

The College awards three (3) levels of pass in each programme:

- Distinction CGPA 3.51 - 4.00
- Credit CGPA 3.00 - 3.50
- Pass CGPA 2.00 - 2.99

Students must apply for graduation no later than the dates posted on The College’s Calendar of Events and website. A Graduation Evaluation Application Form is available from the Records Department. Before submitting a completed form to the Records Department, students must do the following before the required deadline:

1. Obtain the signatures of their academic advisors, School Chairpersons and the relevant Deans on the form.

2. Attach a completed copy of their advisement form and non-academic profile form.

3. Pay the graduation fee of $100.00.

N.B. To meet the requirements for graduation, students must achieve a cumulative grade point average (GPA) of 2.00 and a specialization cumulative grade point average (CGPA) of 2.00.

Students in debt to The College shall not be granted a degree diploma, certificate, transcript or other awards until they have paid all outstanding sums owed to the institution.

Academic Awards and Honours

Students demonstrating high ability, evidenced by earning the stipulated grade point average and/or contribution to The College should be recognised. All students receiving academic awards and honours will be recognised at an honours event held during the annual College commencement week of activities.

Honours

Honours calculations are based on a minimum of 12 semester hour credits of new course work. A record of this award is documented in each semester on the student’s academic record.

President’s List

In recognition of a superior level of academic achievement, 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.

Dean’s List

In recognition of an outstanding level of academic achievement, 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.

http://www.cob.edu.bs/POLICIES/AcademicAwards&Honours.pdf

Special Awards

The Governor General’s Award

The Governor General’s Award is given to the student graduating with a baccalaureate degree who has achieved the highest cumulative grade point average over 3.70; been recommended by the Academic Board; and been approved by the President’s Cabinet.

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 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.
The College of The Bahamas Alumni Society Leadership Award
The College of The Bahamas Alumni Society Leadership Award is presented to the student graduating with a baccalaureate degree who has demonstrated leadership in a College club or organization.

Family Island Campus Awards
Family Island Campus Awards may be presented for those Campuses where students are able to complete college-level programmes.

The Family Island Campus Award for Academic Excellence
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.

School Awards
Two school awards may be presented each academic year.

Other awards are also available. For a complete list and to see the Academic Awards and Honours policy, visit The College’s website.

Financial Aid & Scholarships
The College of The Bahamas is committed to trying to meet the financial needs of students and to make sure that no student is deprived of the opportunity to earn a degree solely for financial reasons. The College is also committed to attracting and retaining talented students through the fulfillment of student awards and financial assistance. The Office of Financial Aid & Scholarships administers financial aid assistance, scholarships, grants, bursaries and other such support programmes. Generally, eligibility for financial aid assistance is based on need and academic scholarship awards are based on scholastic achievement. Awards include, although is not necessarily limited to:

- Financial Aid Assistance
- The Government of The Bahamas: Teacher Education and Nursing Grants
- The Government of The Bahamas National Awards and Bursaries
- The College of The Bahamas Work-Study Award
- Private Scholarships and Bursaries

A Deferred Payment Plan is also available to students. It permits students to spread out their tuition expenses over the course of the academic semester.

For more information call or visit the Financial Aid office. A brochure is available online at www.cob.edu.bs

Tel: 302-4371
Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday
Location: First floor, West Wing, Portia Smith Student Services Building
STUDENT SUPPORT SERVICES

Counselling and Health Services

The Counselling and Health Services department is dedicated to helping students succeed. The department offers academic support, career and job placement services, and counselling expertise in a host of areas to help students address personal challenges. Counselling sessions are confidential, and appointments are scheduled with discretion and respect for the needs and desires of students. Services include:

- Student Development Seminars
- Career & Placement Services
- Campus Health Services
- Academic Counselling
- Individual and Group Counselling
- Higher Education Information
- Peer Tutoring
- On-Campus Job and College Recruitment
- College Transfer Seminars
- Anger Management Seminars
- Crisis Intervention
- Referral/Consultation

Career Counselling & Job Placement:
The Office of Career and Placement Services is committed to providing students and alumni of The College of The Bahamas with the proper tools, skills, and resources needed in developing and planning their careers and in launching successful job searches that will lead to opportunities to fulfilling their career goals. Career and Placement Services provides individual career counselling, testing, career exploration, resume preparation assistance, job seeking techniques, job referral, interview coaching and practice, and workplace orientation. Up-to-date information concerning jobs, including job vacancies for undergraduates and graduates is available.

Counselling and Health Services
Tel: 302-4439/4380
Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday
Location: Second floor, Portia Smith Student Services Building
Northern Bahamas Campus: (242) 688-5917
https://bahamas-csm.symplicity.com/

General Counselling and Support Services:

Students are faced not only with intellectual challenges, but also emotional ones, developing meaningful relationships, family changes, stress, anxiety, and depression, all of which the Counselling and Health Services Department is dedicated to helping students confront successfully.

Individual and other forms of therapy are available to students free of charge. Counsellors are well-trained professionals, possessing a minimum of a master's degree in the professional area. Counselling sessions are confidential, and appointments are scheduled with discretion and respect for the needs and desires of students.
College Libraries

The Libraries and Instructional Media Services Department caters to the research and information needs of the entire college community. Instructional media services provide tech support for students and their professors in the classroom. The College’s library system includes:

Harry C. Moore Library and Information Centre
Oakes Field Campus
P.O. Box N-4912
Nassau, Bahamas
(Tel) 242-302-4552
(Fax) 242-326-7834
(Email) Library@COB.edu.bs

Additional phone numbers:
Circulation Desk - 302-4491
Reference Desk - 302-4517
Law Collection - 302-2237

Hours of Operation:
Monday-Thursday -- 8:00 a.m. - 9:00 p.m.
Friday -- 9:30 a.m. - 6:00 p.m.
Saturday -- 9:00 a.m. - 5:00 p.m.
Sunday -- 1:00 p.m. - 5:00 p.m.
Information Commons (Computer Lab) -- 24 hours/7 days a week

Extended Hours of Operation: 7:00 a.m. – Midnight
Week preceding and up to the mid-semester break
Final week of classes to the end of the final exam period

Email: referencedesk@cob.edu.bs

Facebook:
Follow us on Facebook: “Like” - The College of The Bahamas Libraries

Instructional Media Services
Oakes Field Campus
P O Box N4912 Nassau, Bahamas
302-4460

Email: media@cob.edu.bs

Hours of Operation:
Monday-Thursday 8:00 a.m. - 9:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.

Hilda Bowen Library – Nursing & Allied Health Library
Grosvenor Close Campus, Shirley Street
P O Box N-4912
Tel. (242) 325-5551 ext. 226
Fax (242) 328-0284

E-mail:
hbl@cob.edu.bs

Hours of Operation:
Monday-Thursday 8:00 a.m. - 8:00 p.m.
Friday 9:30 a.m. - 5:00 p.m.
Saturday 10:00 a.m. - 4:00 p.m.
The Law Library
Harry C. Moore Library and Information Centre - Third Floor
Oakes Field Campus
P.O. Box N-4912
Nassau, Bahamas
Tel: 302-4491

Hours of Operation:
Monday -- Thursday -- 8:00 a.m. - 9:00 p.m.
Friday -- 9:30 a.m. - 6:00 p.m.
Saturday -- 9:00 a.m. - 5:00 p.m.
Sunday -- 1:00 p.m. - 5:00 p.m.

The Northern Campus Library
Grand Bahama Highway
East End, Grand Bahama
Tel: (242) 352-9761 or 325-5915/5916

Circulation Desk – 352-5934
Campus Librarian – 352-5914

Hours of Operation:
Monday – Friday – 9:00 a.m. – 9:00 p.m.
Saturday – 10:00 a.m. – 1:00 p.m.

For more information, contact the Library and Instructional Media Services Department at 302-4552. The libraries are closed on public holidays. Check your Library Guide or the Library page on the COB website for further information.
Office of Information Technology

The Office of Information Technology administers all College computing services, including computer labs. It is available to help students with issuing and resetting usernames and passwords, COB e-mail issues and general computer enquiries.

Tel: 302-4588
E-mail: ithelpdesk@cob.edu.bs
Bahamas Campus: (242) 688-5937

Computer Labs

The Office of Information Technology currently operates 25 computer laboratories:

<table>
<thead>
<tr>
<th>OPEN LABS</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-13 - A-Block</td>
<td>A-Block</td>
<td>(GIS Lab)</td>
</tr>
<tr>
<td>T-04 - T-Block</td>
<td>T-Block</td>
<td>(Physics Lab)</td>
</tr>
<tr>
<td>BTTC7 - CHMI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GCC120 - GCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DORMS - DORMS</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTRUCTIONAL LABS</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-84 - A-block</td>
<td>A-block</td>
<td>(CIS Courses and Application Development)</td>
</tr>
<tr>
<td>A-75 - A-Block</td>
<td>A-Block</td>
<td>(CIS Courses and Application Development)</td>
</tr>
<tr>
<td>B-26 - B-Block</td>
<td>B-Block</td>
<td>(Key-Boarding)</td>
</tr>
<tr>
<td>B-30 - B-Block</td>
<td>B-Block</td>
<td>(CIS Courses and Application Development)</td>
</tr>
<tr>
<td>B-24 - B-Block</td>
<td>B-Block</td>
<td>(Reserved for Teacher Education Courses)</td>
</tr>
<tr>
<td>E-12 - E-Block</td>
<td>E-Block</td>
<td>(Language Lab)</td>
</tr>
<tr>
<td>F-5 - F-Block</td>
<td>F-Block</td>
<td>(Journalism/creative arts featuring graphics programs, desktop publishing applications and video/audio production software)</td>
</tr>
<tr>
<td>F-6 - F-Block</td>
<td>F-Block</td>
<td>(Language Lab)</td>
</tr>
<tr>
<td>F-8 - F-Block</td>
<td>F-Block</td>
<td>(English Language and composition development)</td>
</tr>
</tbody>
</table>

H-8 - H-Block (Midi-Music Computer Lab/Studio featuring musical arrangement and production software synchronized to electronic music keyboards and synthesizers)

T-18 - T-Block (for electrical science)
T-22 - T-Block (for Architecture, Mechanical and Civil Engineering CAD Drawing)
T-25 - T-Block (CIS Courses application development)

BTTC148C - CHMI (Networking)
BTTC149C - CHMI (Development)

COTTAGE6 - CEES (Continuing Education Courses)

Northern Bahamas Campus (Grand Bahama Highway)

Resource Centre
Language Lab
Computer Lab

Northern Bahamas Campus (Downtown)

Computer Lab

14
Chapter One Bookstore and Copyright Business Centre

Chapter One Bookstore is located on the Oakes Field Campus in the Michael Eldon Complex on Thompson Boulevard. At Chapter One, you may purchase all required course textbooks, stationery, other school supplies and signature College of The Bahamas accessories and specialty items. For more information, call 397-2650.

CopyRight Business Centre provides colour and black and white photocopying, printing, binding, faxing and lamination services for students, faculty, staff and the general public, for more information call 397-2651.

Hours of operation are Monday – Thursday 7:00 a.m. – 7:00 p.m., Friday & Saturday - 7:00 a.m. - 5:00 p.m.

Student Housing

The dormitories of The College of The Bahamas are located on Gregory Street, Nassau, just a few minutes from the main campus. Because The College has limited dorm space preferred placement is given to students from the Family Islands. Student Residential Advisors live at the residence. Family Island and international students are also assisted in finding alternative, suitable, secure, off-campus housing if they require it.

Tel: 302-4342 or 302-4498
E-mail: ljjohnson@cob.edu.bs
Location: 2nd floor, West Wing, Portia Smith Student Services Building

Campus Parking

If you own a motor vehicle, you will be expected to comply with campus traffic and parking regulations. As a student, you should park in the designated student parking areas located south of the B and T Block buildings accessible from Tucker Road and on the south side of the Culinary and Hospitality Management Institute. Do not park in areas designated for administration, faculty and staff. Do not park at building entrances, areas reserved for the handicapped, near walkways, on the grass or in any other area where ‘No Parking’ signs are posted. Vehicles in violation of parking rules will be towed away at the owner’s expense. The College will not be responsible for any vehicle in violation of these and other parking regulations.

Campus Nurse

Campus Health Services offers non-prescription/prescription medication, emergency first aid care and basic lab tests.

Location: 1st floor of the Portia M Smith Student Services Building, West Wing.

Tel: 302-4556 or 302-4439

Hours of Operation:
Monday – Friday – 9:30 a.m. – 10:00 p.m.
Saturday - 9:00 a.m. – 8:00 p.m. (closed on public holidays)

Email: campusnurse@cob.edu.bs
STUDENT ENGAGEMENT

Athletics
The Department of Athletics offers a broad spectrum of sports and wellness programmes, to match the diversity of student interests. There are intramural activities that help build school spirit; students may try out for any one of The College’s varsity teams, teams that compete both locally and abroad; or experience a rewarding health and wellness regime, tailored especially for one’s individual goals. These programmes help to create a rich and vibrant student experience.

The Wellness Centre
The Wellness Centre is where health and wellness planning begins. Every new member completes a comprehensive health and fitness assessment upon joining. Patrons including students, faculty and staff, may then receive professional health planning and physical training services, including wellness counseling and dietary advice, to help them achieve their health and fitness goals. Personal trainers are also on staff. The Centre is open from 5:45 am to 8:00 pm Monday - Thursday and 5:45 am to 5:00 pm on Friday. A full schedule of aerobics, Pilates, body sculpting, abdominal training, other classes and general information is available at the Wellness Centre or you may visit The College website www.cob.edu.bs.

Contact
Wellness Centre
Tel. 302 4573
Fax 302 4539
Email: Athletics@cob.edu.bs

Kimberley Rolle
Athletics Director
Email: krolle@cob.edu.bs

Bradley Cooper
Wellness Centre Director
Tel. 302-4592
Email: bcooper@cob.edu.bs

Competitive Sports
The College of The Bahamas is an affiliate member of the National Association of Intercollegiate Athletics’ (NAIA) Sun Conference in the United States. Our student-athletes compete against students in Florida based colleges and universities as well as in national leagues at home in The Bahamas. There are eight varsity teams comprising men’s and women’s teams in four sports; basketball, soccer, volleyball, and track & field. Athletic scholarships are available, with recruitment typically happening during Summer and Fall months for the ensuing academic year. Team try-outs for basketball and track & field are held in early Fall, and in Spring for volleyball and soccer.

Intramural Sports & Recreational Activity
Recreation and sporting activities are ongoing throughout the school year. Campus favourites include: chess and dominoes, table tennis, ping-pong and swimming; basketball, soccer, flag football, rugby, and power weight lifting. There is something to appeal to practically everyone. Students compete for trophies or simply bragging rights. Either way it makes for great campus fun and the occasional sporting rivalries create excitement for spectators and fans alike. All skill levels are welcome.
Student Activities
Campus Life
In the true spirit of college community living, what happens outside the classroom is just as highly regarded as the valuable lessons that are taught on the inside. Students are the heart of campus life at The College of The Bahamas pumping life and energy into all facets of the campus experience. There is a students’ union. Students run clubs and organisations; students spearhead a host of events and activities, including community outreach initiatives and participate in scholarly conferences and research. Students are empowered to help shape their own experiences and influence College policies. Student leadership and engagement in shaping campus life is a top College priority.

Signature College Events

FALL

English in the Park
A day to celebrate all things English, this festive opportunity for the engagement of both high school and college students showcases the diversity of English and the wide range of career and post graduate options for English graduates. Hosted by the School of English, faculty and students hold literary readings and performances on The College’s Independence Park.

Anatol Rodgers Memorial Lecture
Named in honour of former educator and the first female principal of Government High School, the late Anatol Rodgers, this special lecture features world renowned scholars and writers in an annual showcase that honours exceptional talent in the literary field. It is a platform for the expression of perspectives on a number of national, regional and international issues. Past speakers have included Haitian-American scholar and author, Joanne Hyppolite (2005); Guyanese poet, novelist, playwright and professor, Fred D’Aguiar (2006); Professor of English and Director of the Institute of Caribbean Studies at UWI, Mona, Carolyn Cooper (2007); Ghanaian writer, university professor and 2009 Emmy award winner, Kwame Dawes (2008); and world-renowned poet, playwright, author and Nobel Laureate Derek Walcott (2009).

SPRING

Foreign Languages Day
Organised by the Foreign Languages Department, this event celebrates and promotes the diversity of the French, Spanish and Haitian Creole cultures by engaging the College community and other invited guests in native music and dance, folklore and cuisines. It is a showcase for Foreign Language students to put their classroom instruction on display in the form of music, song, and dance.

Colour of Harmony
Organised by the Department of Visual and Performing Arts, the annual Colour of Harmony is a talent showcase in music and visual arts. Held in the Performing Arts Centre (PAC), music students command centre stage with memorable musical and vocal performances while the paintings and sculptures of art students adorn the halls of the PAC’s two exhibition spaces. A very special highlight of the Colour of Harmony is the annual recognition of an outstanding contributor to the development of the arts in The Bahamas, with the E. Clement Bethel Award for exceptional achievement.

Student Film Festival
A newer addition to The College calendar, the festival is an annual platform to showcase the wide range of filmmaking abilities of students. A spin off event from The College’s film production course offerings, enrolled students collaborate in teams assuming the full range of filmmaking responsibilities including scriptwriting, editing, directing, acting and producing. It is a requirement that all films address some kind of social issue or challenge. The winning film is selected by a panel of industry judges and films are aired on national and local television stations. More information on available film production courses may be obtained from the College Catalogue.
Student Leadership & Success
The College offers four programmes aimed at cultivating leadership qualities and other important characteristics and strengths that will help students to excel beyond the classroom:

- Emerging Leaders Programme
- President’s Scholars Programme
- Golden Key International Honour Society
- National Society of Leadership and Success

Emerging Leaders Programme (ELP)
Aimed at first and second year students with demonstrated leadership and community outreach interests, ELP helps students develop a strong sense of self and broader understanding of our wider Bahamian community. Students participate in a variety of exciting personal development and leadership skill strengthening initiatives, including interactive learning activities and team discussions on issues ranging from goal setting and self improvement to issues of national and local community importance. A principal aim of this programme is that participants would become active and engaged citizens; student leaders both in our College and surrounding communities. Certification as an Emerging Leader is based on successful completion of seven leadership workshops and the completion of four reflection papers.

President’s Scholars Programme (PSP)
The President’s Scholars Programme (PSP) is a unique, competitive scholarship/leadership programme designed to identify and cultivate outstanding potential in selected freshmen entering The College. Membership in the PSP allows students to develop close associations with university administrators and meet scholars and dignitaries who frequently visit the campus. Students chosen for the PSP also have the opportunity to participate in leadership immersion abroad.

Applicants for the PSP should display outstanding leadership capabilities and potential and should have a strong academic record. Students with proven leadership skills and strong academic records compete for scholarship assistance of $6000.00 per academic year, which includes a stipend and tuition waiver. The PSP scholarship is renewable over four years if members maintain high academic standards while exercising practical leadership in college activities.

PSP applicants are carefully reviewed by a committee of COB faculty and staff, which selects a group of individuals who are invited to the campus for a personal PSP interview. After the personal interview process has been completed, individuals selected for the programme will be notified in writing.

For more information contact, the President’s Scholars Programme, Office of Student Affairs, telephone 302-4342.

Golden Key International Honour Society
Golden Key students are bound by commitments to high scholastic achievement and values of integrity, respect, collaboration and diversity. The international honour society is established on excellence in three areas: Academics, Leadership and Service. The College of The Bahamas chapter is concentrated on excellence in academics.

National Society of Leadership and Success
The mission of the National Society of Leadership and Success is: building leaders to make a better world. The Society experience has been described as life-changing. There are interactive lectures from leading presenters, authors, and success coaches; accessing students to a network of successful individuals around the world who provide them with the kinds of support to help guide and inform their life goals. Students are placed into teams where fellow students share challenges, goals and aspirations. What’s particularly special about the Society is that when students set goals, they make commitments to each other to work towards those goals, and they hold each other accountable to their commitments. By surrounding themselves with likeminded individuals, students are exposed to peer mentoring, which often leads to positive change in their lives.

To learn more about these programmes, students should contact the Office of Student Affairs, telephone 302-4342.

The College of The Bahamas Union of Students [COBUS]
The College of The Bahamas Union of Students is the governing vehicle for a student driven campus life. It is the singular voice through which student interests and concerns may be represented to The College and wider communities. COBUS elections for executive and other positions are held annually. All registered students are members of COBUS. College administrators consult COBUS on matters affecting the student body and the president of COBUS sits on the Council of The College of The Bahamas.

For more information about COBUS email: cobus@cob.edu.bs or phone 302-4562. http://www.cobusbahamas.com/
Clubs and Organisations

The variety of clubs and organizations at The College of The Bahamas reflect the diversity in interests of our students. They are organised and run by students, with guidance from club advisors. Some are externally sponsored by larger civic organisations, national, regional and international. They include:

- Animal Awareness Club
- Black Engineers of America
- Bible Readers Club
- Business Club
- CARIB Step Club
- Chess Club
- CHMI Toastmasters Club
- Circle K
- Club Mud
- COB Self Defence Club
- Dance Club
- Delta Sigma Theta Sorority
- Economics Club
- Education Awareness Society
- Environmental Pride Club
- Foreign & Family Island Association
- Gamers Club
- Golden Z
- Governor General’s Youth Award
- Innoworks
- Modeling Club
- National African Bahamian Committee
- Nursing Club
- Performing Arts Society
- Phi Beta Sigma Fraternity
- Physical Education Club
- President’s Scholars
- Rotaract
- Sigma Alpha Pi
- Society of the Study of Visual Culture
- Student Christian Movement
- The Law Criminal Justice Society
- The Spanish Club
- Zeitgeist

For more information contact the Campus Life Office at campuslife@cob.edu.bs or phone 302-4576 / 4605.

Office of Communication

The Office of Communication facilitates the communication needs of College departments, schools and units and offers writing, editorial, design and other creative services as well as strategic marketing and media planning services. It is responsible for the production of The College’s collateral materials to promote college developments, support recruitment and engage external audiences, including advertisements, photographic, video and audio productions. The Office is responsible for maintaining the integrity of The College’s brand identity. All promotional and advertising materials including posters, flyers etc must be authorized by the Office of Communication before being posted around the College’s campuses. The office facilitates College community communication via electronic mail and Internet vehicles including, The College’s website (www.cob.edu.bs) and Facebook Page (search for: The College of The Bahamas). There are a variety of publications in electronic and print media issued weekly, monthly, quarterly and annually, including the general community information Weekly Bulletin. The Office of Communication is located on the second floor, west wing of A Block.

For more information telephone: 302-4304 or email: communication@cob.edu.bs.

The Spectrum

The College’s student newspaper, The Spectrum, is published regularly during the Fall and Spring semesters. The newspaper, is operated by students, under the guidance of a faculty advisor. Past issues of The Spectrum newspaper may be accessed at this address: http://www.cob.edu.bs/Publications/Spectrum/.

For more information telephone: 302-4483 or email: spectrum@cob.edu.bs.

http://www.cob.edu.bs/Publications/Spectrum/
BEHAVIOUR AND RESPONSIBILITIES

Student Rights and Responsibilities
As members of the academic community, students are guaranteed certain rights, privileges and freedoms. However, this also requires that you accept the accompanying responsibilities and maintain the integrity of The College of The Bahamas while complying fully with the rules, regulations and procedures that govern the institution. If you do not, disciplinary action will follow as set down in The Code of Student Conduct. Furthermore, The College assumes no responsibility if you misinterpret the requirements, policies, procedures, rules or regulations as outlined in this Student Handbook. If you have any concerns or queries with regard to these and other connected matters, you should arrange to talk to a member of the administration, a faculty advisor, a college counsellor or a member of COBUS during regular office hours.

FREEDOM TO LEARN
As a student at The College, you have the right to access higher education so you can pursue your educational goals. The freedom to teach and the freedom to learn are important aspects of academic freedom. You should, therefore, cherish the freedom to learn and exercise it with integrity. It is your responsibility to embrace this freedom to create educational opportunities in ways that will result in both your intellectual and social growth and the growth and development of The College.

FREEDOM OF INQUIRY
You and your colleagues have the right to inquire into any subject matter of interest to you. You are also free to form reasonable judgments or opinions on the basis of this inquiry. You can also attend or participate in forums in and/or outside The College community where other speakers present different views on a variety of issues. It is your responsibility to use your freedom of inquiry in the serious pursuit of learning.

FREEDOM OF EXPRESSION
You, as a member of the college community, have the right to express your views or opinions on matters related to the pursuit of knowledge and truth. However, in exercising this freedom, you have the responsibility to respect the rights and opinions of others, including fellow students, faculty, staff and administration. In all cases, you must refrain from using tactics designed to prevent the expression of opposing views or the use of force to impose personal views on others.

Standards of Student Conduct

POLICY STATEMENT ON EXPECTED STANDARDS OF CONDUCT
The College of The Bahamas is an academic community that thrives on the pursuit of knowledge and truth through teaching and learning. Therefore, all students are expected to conduct themselves as law-abiding citizens whose behaviour towards others, in terms of their person, property and opinions, is above reproach. Such high standards of behaviour ensure the general well being of all members of this community. Thus, The College requires that all members of the college community avoid actions that will bring the name of the institution into disrepute. Further, The College reserves the right to take appropriate action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Disciplinary Policies and Procedures
In recognition of The College’s Policy Statement on Expected Standards of Conduct, the institution, through appropriate due process procedures, will impose disciplinary measures for:

1. Conduct that adversely affects the institution’s pursuit of its educational objectives;
2. Behaviour that violates or shows a disregard for the rights of other members of the academic community;
3. Actions which endanger college property or persons on its various campuses.
APPENDIX A
STUDENT DISCIPLINARY PROCESS POLICY GUIDELINES

The following are the policy guidelines that will be used to direct the student disciplinary process at The College. All students are expected to govern themselves accordingly.

ADMINISTRATION

1.1 The Disciplinary Review Committee is empowered by The College President to regulate a system of adjudication for all social disciplinary matters involving students at The College.

1.2 This body comprises faculty, staff, students and other stakeholders at The College and will function within the following terms of reference:
   • Assist with the design, review and revision of college/university policies and processes relevant to academic and/or social misconduct by students attending The College of The Bahamas;
   • Advise the appropriate College Departments and officials and/or the Desk for Student Judicial Affairs on matters relevant to student social disciplinary policies and processes;
   • Adhere to a strict code of ethics, which ensures objectivity, fairness and honesty in the conduct of its mandate.

1.3 All matters pertaining to student social discipline shall be administered and managed by an experienced and qualified faculty or staff from a central desk within the Office of The Vice President, Student Affairs. This desk shall be known as The Desk for Student Judicial Affairs.

1.4 All matters of student social misconduct by and/or against a student at The College shall be reported to this Desk in writing and all disciplinary proceedings will be initiated from this desk.

1.5 Matters can be brought to The Desk by a member of administration, faculty or staff of a College Department or School, another student or by a member of the wider community.

1.6 The major functions to be performed by The Desk are as follows:
   • Receive written complaints and seek a settlement at the informal level;
   • Maintain a directory of active hearing panel members;
   • Develop appropriate forms/blanks to accommodate and streamline the relevant processes;
   • Initiate (when necessary) formal hearings within stipulated timelines;
   • to inform parties of date, time and place of hearings;
   • Inform appropriate College Schools/Departments of decisions taken;
   • Maintain records of all judicial hearings and decisions.

Once a matter has been reported in writing, the proceeding must be initiated within the timelines established by the Disciplinary Review Committee.

1.7 The burden of proof rests with The College. This means that The College is required to present evidence showing that the student or students charged have violated College policies or procedures. Persons charged do not have to “prove” their innocence, and may remain silent, if they so choose. Such silence shall not be construed as an indication of culpability.

1.8 In exceptional cases, if the presence on the campus of a student or students, against whom a complaint has been lodged, is adjudged to constitute a risk to other students, faculty, staff and/or property, then any of the Vice Presidents is empowered to suspend the student immediately, pending action by the SDC1. But in any event, this interim suspension cannot exceed ten (10) working days.

1.9.1 Where the altercation involves a member of staff, then a member of staff will replace the faculty member at the various levels of disciplinary process. The same proviso is made in the case where a faculty member may be involved in an incident for which a complaint has been filed.

1.9.2 TRIBUNALS

2.1 LEVELS

2.1.1 There shall be a four-level system in place to decide matters of student misconduct-academic or social.

2.1.2 At the first two levels no decision relative to suspension, expulsion or alterations to students’ transcripts is permitted. However recommendations from either of these two levels can be sent to Level Three for further consideration.

2.1.3 Level (1): Informal Hearing (Office of V.P., Student Affairs) Level (2): Student Disciplinary Committee (SDC) Level (3) College Disciplinary Board (CDB) Level (4): College Appeals Board (CAB)
2.1.4 At all levels there will be tripartite representation of students, faculty/staff and administration, except where noted in Clause 1.10.

2.1.5 In any case where there is potentially a conflict of interest as regards any member of the Committee/Board, such persons will not be allowed to sit at any level.

2.1.6 All participants sitting at any level of the process must successfully complete a programme of orientation and training administered by the Office of Student Affairs or other designated College authority.

2.1.7 If a student, once notified in writing of the hearing, fails to appear on two consecutive occasions, the matter shall be heard in his/her absence. In the case where a student fails to appear, owing to mitigating circumstances (illness, travel, etc.) then a final decision will be deferred. The student will be given one (1) or more opportunities to appear at a date to be announced. If the student fails to meet this deadline, the final decision will be made in his/her absence.

2.2 INFORMAL HEARING
The first level is a very informal process whereby matters of minor infringement can be handled at the departmental level. This is the first step in the disciplinary process. If attempts at this level are unsuccessful, the matter is taken to the first formal step, which is Level (2).

2.3 STUDENT DISCIPLINARY COMMITTEE

2.3.1 Scope
This level can only deal with incidents of minor infractions. Any matter that is deemed very serious or for which a solution cannot be found at the lower level, must be referred to The College Disciplinary Board.

2.3.2 An act of misconduct will be deemed serious if it is life threatening, or attracting negative publicity/media for The College; that is, it brings the institution into ill repute.

2.3.3 If any of the concerned parties is not satisfied with the decision given at this level, it can be sent to Level Three, The College Disciplinary Board, for further consideration.

2.3.4 Composition
The SDC hearing panel shall consist of five (5) members:

i. A student Chair of at least second-year standing appointed by COBUS.

ii. Two (2) other students, one to be appointed by COB clubs/organizations, and the other could be invited by the accused student.

iii. Two (2) faculty/staff members who are members of The College Disciplinary Board.

2.3.5 Quorum
The quorum shall consist of three persons:
1. The Student Chair
2. One (1) other student
3. A faculty or staff member

2.3.6 Referral
If at this level the matter cannot be resolved, OR, it involves gross misconduct, the matter must be referred to Level 3.

2.4 COLLEGE DISCIPLINARY BOARD

2.4.1 Scope
This board will deal with all major offences or matters that have not been resolved at the lower levels or the decision at the lower level with which one of the parties

2.4.2 Board members are not permitted to hear a matter at more than one level of the disciplinary process. If a matter coming before the CAB has been heard by any member of the Board, that member may not be empanelled for the CAB review of that case.

2.4.3 Composition
The Board shall comprise eleven (11) members:

i. Three Deans

ii. Two faculty members appointed by the Academic Board

iii. Two student representatives appointed by COBUS

iv. One Counselling representative

v. Two staff members appointed by the Mid-managers

vi. The Chair of the relevant School

2.4.4 Quorum
The quorum shall consist of six (6) members:

i. The Dean of the School to which the accused student is attached (Chair).

ii. The Chair or faculty member from the student’s School
iii. One student representative
iv. One other faculty or staff member
v. One Counsellor
vi. One staff member

2.5 COLLEGE APPEALS BOARD

2.5.1 There shall be an Appeals Board to hear and determine appeals from students on social matters.

2.5.2 Grounds of Appeal Appeals may be filed in the event of:
  i. Denial of due process;
  ii. Lack of substantial basis in fact to support the findings;
  iii. Significant, relevant or new evidence/information that was not available at the time of the hearing and/or;
  iv. Sanctions that are unduly harsh or arbitrary.

2.5.3 All appeals must be filed within ten (10) working days of a hearing by The College Disciplinary Board.

2.5.4 Once a student files an appeal, any disciplinary sanctions imposed at a lower level must be suspended pending the outcome of the appeal.

2.5.5 The appeal may be denied or granted in whole or part. Any other relief may be directed where appropriate.

2.5.6 The decision of the Appeals Board is final.

2.5.7 Composition/Membership: The Appeals Board composition shall consist of seven (7) members:
  i. Three Vice Presidents - Student Affairs (Chair), Academic Affairs and any other as permanent members
  ii. One (1) Faculty member appointed by the Academic Board (Faculty members who heard the matter at a lower level cannot be members of this Board).
  iii. One (1) staff member appointed by the mid managers
  iv. Two (2) Students, one must be nominated by COBUS and the other could be invited by the accused student. (Students who served at an earlier level cannot be members of this Board). (See Clause 1.10).

2.5.8 With the exception of the permanent members, membership will be reviewed annually but no member shall serve more than two consecutive terms.

2.5.9 Quorum
The Quorum should consist of four (4) persons:
  i. V.P., Student Affairs (Chair)
  ii. One other V.P.
  iii. One faculty or staff member
  iv. One COBUS representative

CONDUCT OF THE HEARING

3.1 When a complaint is received at The Desk, it notifies the student in writing of the alleged misconduct within 2-3 working days. Once the student receives the notification in writing, he/she must schedule an appointment with the Officer at The Desk within two (2) working days.

3.2 At this meeting an attempt will be made to dispose of the matter without a formal hearing if the matter is not deemed to be serious. At this initial meeting, the student brought before The Desk is advised of his/her rights and is informed of the evidence supporting the charges. The student is provided with an opportunity to respond and discuss possible solutions.

3.3 If, after discussion, the student and Officer cannot agree at an informal disposition, the case will be tabled for formal adjudication at the Student Disciplinary Committee Level.

3.4 Within ten (10) working days after the scheduled appointment at The Desk, the Officer shall make all the arrangements for the conduct of the formal hearings and inform all the relevant parties.

3.5 The student shall be advised of the following rights:
  3.51 To review all complaints filed against him/her.
  3.52 To present or state his/her case.
  3.53 To be accompanied by an advisor/counsel. Students who intend to use legal counsel as advisors must inform The Desk seven (7) days before the hearing for the purpose of having College legal representation. The counsel’s participation shall be limited to directly advising the student.
  3.54 To call witnesses on his/her behalf
  3.55 To cross-examine witnesses.
3.5.6 To receive from The Desk the written decision of the College Disciplinary Board (CDB), within 72 hours of the conclusion of the hearing. The written decision shall specify any regulation(s), which it determines the student has violated, as well as the recommended sanction.

3.6 The proceedings of these matters are confidential. Any breach will lead to the dismissal from The Desk of the member who has contravened this regulation.

3.7 If an offence is categorized as ‘major’, as specified in this handbook (See Table of Contents), a hearing at the Student Disciplinary Committee Level will be waived and the matter will be referred directly to the College Disciplinary Board.

**TYPES OF STUDENT DISCIPLINARY SANCTIONS**

4.1 WARNING. Written notice that violations of specified policies or regulations have occurred and that continued violations might result in further disciplinary action.

4.2 CENSURE. Written reprimand for violations of specified policies or regulations, including notice that continued violations may result in further disciplinary action.

4.3 LOSS OF PRIVILEGES, EXPULSION FROM ACTIVITIES. Exclusion from participation in designated privileges and extracurricular activities for specified academic term(s).

4.4 DISCIPLINARY PROBATION. A period of restriction imposed during which a student must display conduct that conforms to College standards of conduct. Conditions restricting the student’s privileges or eligibility for activities may be imposed. Misconduct during Probation or violation of conditions of Probation may result in Suspension/Dismissal from The College.

4.5 RESTITUTION. Restitution, either monetary or in the form of apology, research paper, or community service, which is appropriate for the violation(s), may be ordered for damages to or misappropriation of property or for dereliction of duties, or other responsibilities.

4.6 DEFERRED SANCTION. In some cases, a sanction or suspension or a denial of privilege may be held in abeyance for a specified period. This means that, should the student be found guilty of any violation during the prescribed period, the sanction will be invoked without further review, and disciplinary action appropriate to the new violation will be taken.

4.7 EDUCATIONAL EXPERIENCES. A student is required to perform certain activities that are pertinent to his or her course of study at The College. Failure to complete a required educational experience as prescribed by the Student Disciplinary Committee will result in one semester of suspension from The College (Fall or Spring Semester).

4.8 INTERIM SUSPENSION. Exclusion from classes or from other specified activities/areas of campus before final determination of an alleged violation. A student may be placed on Interim Suspension if there is cause to believe that the student’s presence will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of members of The College community, or other disruptive activity incompatible with the orderly operation of the institution.

4.9 SUSPENSION. This is the termination of a student’s status for a specified academic term(s). During suspension, students must comply with all conditions imposed and shall not attend classes, hold student employment or use any services, which The College normally provides for students. Students may be barred from entering campus/College functions while suspended, and suspensions appear on transcripts until the student is readmitted.

4.10 EXPULSION FROM THE COLLEGE. The dismissed student is barred from entering campus or College functions. Such a student will be automatically and permanently removed from The College Register and is barred from entering College premises, using College facilities or participating in College functions. Dismissals are recorded on the student’s transcript.

5.0 **CLASSIFICATION OF SOCIAL MISCONDUCT**

5.1 Abusive Conduct - Includes but not limited to the following:
- Assault
- Battery
- Sexual Harassment
- Sexual Misconduct
- Threatening Behaviour
5.2 Conviction for a criminal offence.

5.3 Drugs/gambling/weapons on College property.

5.4 Willful/careless/reckless damage or destruction or tampering with College property.

5.5 Disorderly conduct or behaviour which is abusive, obscene, lewd, profane, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.

5.6 Failure to comply with official college/university rules and regulations.

5.7 Violation of dormitory regulations.

5.8 Perjury/violation of parking regulations.

5.9 Theft / Fraud / Forgery.

5.10 Trespassing / Unauthorized entry.

5.11 Impersonation / Misrepresentation / Misuse of ID Cards.

5.12 Parking in a restricted or non-student designated parking area.

5.13 Smoking in a non-smoking designated area.

5.14 Using wireless audio electronic messaging devices (e.g. cell phones, beepers, pagers, etc.) in classes or at any other formal gathering of students, faculty and staff.

5.15 Willful interruption of any college sanctioned activity.

**TIMELINES FOR COMPLETION OF ADJUDICATION AT EACH LEVEL OR STAGE**

The following are the suggested timelines by which a matter must be heard at each of the procedural levels.

- Office of Student Affairs - 5 working days
- DSC Additional 5 working days.
- CDB Additional 10 working days.
- CAB A day stipulated for sitting, e.g. the last Thursday of every month.

**Exception**

When a matter is deemed to be serious and the student is placed on interim suspension and Levels 1 and 2 are bypassed, then the CDB must hear the matter within ten (10) working days or at its next regular sitting, whichever comes first.

**COB DISCIPLINE CODE CLASSIFICATION**

Disciplinary action may be initiated by The College and sanctions imposed against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1.1 Any form of dishonesty, including, but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to College officials acting in the performance of their duties.

1.2 Forgery, alteration or misuse of any College document, record, key, electronic device, or identification.

1.3 Theft of, conversion of, damage to or destruction of any property of The College or property of others while on College premises or possession of any property of The College or others stolen while on College premises.

1.4 Theft or other abuse of computing facilities or computer time, including but not limited to, unauthorized entry into a file to use, read, or change the contents or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual’s identification or password; use of computing facilities to interfere with the work of another student, faculty or staff member, or College official; use of computing facilities to interfere with a College computer system.

1.5 Unauthorized entry to, possession of, receipt of, duplication of or use of The College’s name, insignia or seal. Unauthorized entry to, possession of, receipt of, or use of any College properties, equipment, resources or services.

1.6 Violation of policies, regulations or rules governing College owned or operated housing facilities or leased housing facilities located on College property.

1.7 Physical abuse, including but not limited to: rape, sexual assault, sex offences, and other physical assaults; threats of violence or conduct that threatens the health or safety of any person.

1.8 Sexual harassment: unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: a) Submission to such conduct is made either
explicitly or implicitly as term or condition of instruction, employment, or participation in other College activities; b) Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; c) Such conduct that has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile or offensive College environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

1.9 Stalking behaviour in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.

1.10 The use of “fighting words” to harass any person(s) on College property, or in connection with official College functions or College-sponsored programmes.

“Fighting words” are those personally abusive epithets which, when directly addressed to any ordinary person, are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include but are not limited to those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. “Fighting words” constitute harassment when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim’s ability to pursue effectively his or her education or otherwise to participate fully in College programmes and activities.

1.11 Intentional disruption, obstruction or interference with the process of instruction, research, administration, student discipline or any other service or activity provided or sponsored by the College.

1.12 Disorderly or lewd conduct (including that resulting from drunkenness), unreasonable noise, or behaviour that results in unreasonable annoyance on College property or at College-sponsored or supervised activities.

1.13 Participation in a disturbance of the peace or unlawful assembly.

1.14 Failure to identify oneself to, or comply with the verbal or written directions of any College official or other public officials acting in the performance of their duties on College property or at official College functions, or resisting or obstructing a security officer or such College or other public officials in the performance of or in their attempt to perform their duties.

1.15 Unlawful manufacture, illegal creation, processing, cultivation, brokering or possession of controlled substances on College-owned or controlled property or at College-sponsored activities.

1.16 Possession, consumption, or distribution of alcoholic beverages on College-owned or controlled property or at College-sponsored or supervised activities unless sanctioned by the appropriate College body.

1.17 Possession, use or threatened use of firearms, ammunition or other dangerous weapons, substances, or materials (except as expressly authorized by The College), or bombs, explosive or incendiary devices prohibited by law or college regulations.

1.18 Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Code of Student Conduct.

1.19 Violation of regulations or any other standards of conduct as outlined by The College, provided they have been published, distributed or posted in such a manner as to furnish adequate notice to students.

CLASSIFICATION OF MINOR OFFENCES/INFRACTIONS

The following infractions, when committed by students for the first time, will be classified as minor offences or infractions. However if an offence, hereby classified as minor, is repeated by the same offender on more than two occasions, the offence will be treated as a major offence.

Examples of misconduct classified as minor offences are as follows:

- Willful interruption of a class or any other College-sanctioned activity.
- Verbal abuse and/or intimidation of another student, faculty or staff.
- Refusal to comply with instructions from security personnel.
- Accidental destruction of property.
- Failure to wear an identification card in designated areas.
- Petty theft.
Typical Range of Major and Minor Offences and sanctions for Student Misconduct

**Type (Abusive Conduct)**
- Assault, Verbal (probation, deferred suspension, expulsion)
- Assault, Non-Verbal (probation, deferred suspension)
- Battery (deferred suspension, suspension, expulsion)
- Sexual Harassment (probation, suspension, expulsion)
- Sexual Misconduct (probation, suspension, expulsion)
- Act of Intolerance (probation, deferred suspension) (Hate Crime)

**Type (Disorderly Conduct)**
- Disturbing the Peace (formal warning, probation, suspension)
- Interfering with (formal warning, probation, College Personnel suspension)

**Type (Public Nudity)**
- General (probation, deferred suspension)
- Public Urination (probation, deferred suspension)
- Type (Actions Leading to Criminal Conviction)
- Actions Leading to (full range of sanctions, Criminal dependent on criminal charges) Convictions

**Type (Alcoholic Beverages)**
- Abuse – Medical (deferred suspension, suspension, Attention Required expulsion)
- Abuse - No Medical (deferred suspension, suspension, Attention Required expulsion)
- Removal from (probation, denial of privileges) Athletic Event

**Type (Damage or Destruction of Property)**
- Damage or Destruction/ Accidental (formal warning, probation, restitution)
- Damage or Destruction/Malicious (suspension, restitution, expulsion)

**Type (Illegal Drugs)**
- Possession or (suspension) Use of Marijuana
- Sale or Distribution (suspension, expulsion) of Marijuana
- Possession or Use (suspension, expulsion) of Other Drugs
- Sale or Distribution (suspension, expulsion) of Other Drugs

**Type (Failure to Comply with a College Official)**
- Failure to Comply (formal warning, probation) with a College Official
- Failure to Comply (probation, suspension) with imposed sanctions
Type (Failure to Observe Rules and Regulations)
• Breach of Residence (formal warning, probation) Hall Rules and Regulations
• Unacceptable Use (probation & deferred denial of Information privileges) Systems
• Breach of Cafeteria (formal warning, probation) Rules and Regulations

Type (Fireworks, Explosives, Hazardous Chemicals, Weapons)
• Fireworks (probation, denial of privileges, suspension)
• Explosives (denial of privileges, suspension, expulsion)
• Hazardous Chemicals (probation, denial of privileges, suspension, expulsion)
• Weapons (probation, suspension, expulsion)

Type (Forgery, Fraud)
• Forgery, Fraud (full range of sanctions)

Type (Fire Safety)
• Misuse of Fire-Fighting Equipment (formal warning, probation)
• Disregard for Fire-Alarm Signals (formal warning, probation)
• Tampering with Equipment (deferred suspension, suspension)

Type (Misuse of ID Cards)
• Misuse of ID Cards (probation, deferred suspension, suspension)

Type (Perjury, Furnishing False Information)
• Perjury in Disciplinary Hearing (probation, deferred suspension)
• Furnishing False Information (probation, suspension)

Type (Tampering with College Equipment)
• Tampering with College Equipment (probation, suspension)

Type (Theft)
• Petty Theft (formal warning, deferred suspension, suspension, restitution)
• Grand Theft (suspension, restitution, expulsion)

Type (Unauthorized Entry)
• Unauthorized Entry (probation, deferred suspension)

Type (Visitation, Guest)
• Visitation, Guest (formal warning, probation, deferred suspension, denial of privileges)

Type (Involvement in any other College Violation)
• Involvement in any (formal warning, probation, other College suspension) Violation
APPENDIX B
THE COLLEGE OF THE BAHAMAS UNION OF STUDENTS

The College of The Bahamas Union of Students or COBUS is the student union government run by a team of executives elected for a 12 month term. It is led a president, vice president, and other executives including a treasurer and secretary elected by a simple majority who comprise the union’s cabinet. Student senators, who represent various schools within The College, make up COBUS’ legislative body which scrutinizes and sanctions Cabinet proposals.

This body appoints student representatives to serve on college-wide committees, represents the welfare and interests of students, stimulates student participation in campus life and encourages open communication among students, administration, faculty and staff on all matters regarding the general well-being of the student body. In this regard, the President of COBUS sits on the College Council, the governing body of the institution.

Your annual activity fee entitles you to full membership of COBUS and all clubs and organizations. You will find the COBUS office upstairs in the Student Union Building on the Oakes Field Campus.

COMPOSITION OF THE STUDENT GOVERNMENT

The Student Government comprises:
A President – serves as head of the Executive Branch
A Vice-President – serves with and acts as President in his or her absence
A Secretary – executes normal secretarial duties
An Assistant Secretary – serves with and acts as Secretary in his or her absence
Financial Controller – executes all matters regarding the organizations finances
A deputy Financial Controller – serves with and acts in the absence of the Financial Controller
Presidential Advisors – serve as advisors to the four standing committees:
i. Academic Affairs
ii. Student Services & Activities
iii. Grounds and Facilities
iv. External Affairs

COMPOSITION OF THE LEGISLATIVE BRANCH

The Legislative Branch of the Student Government comprises:
1. Senate Speaker
2. Deputy Senate Speaker – advisor to the Senate Speaker
3. Acting Parliamentarian – acts in the absence of Deputy Senate Speaker
4. Senators – act as a liaison between COBUS and The College; each Senator represents an academic School, the school dorms and part-time students

COBUS ELECTIONS

Students who want to run for executive positions on COBUS must satisfy the following criteria:
• Be a full-time college level student (not college prep);
• If standing for President, have a GPA of 3.00 or above;
• If standing for one of the other positions, have a GPA of 2.50 or above;
• If standing as a Senator, belong to the academic School you wish to represent;
• Be nominated by 20 members of COBUS;
• Submit your nomination forms one week before the date of the elections;
The COBUS President will appoint an election committee two months prior to the elections and this committee, together with the Executive Officers and the Student Activities Director or representative, must be present at the counting of the ballots. All candidates are permitted to have an observer at the counting of the ballots. If you are an Executive Branch Member, you may be reelected for one more term only. COBUS elections are normally held by March 31st over a two-day period from 9.00 a.m. - 9.00 p.m.

COBUS SANCTIONED PETITIONS AND DEMONSTRATIONS

From time to time individuals or small groups of students may feel aggrieved or dissatisfied with certain matters. There are a number of channels through which you may seek resolution. Sometimes you may feel that you need to take more drastic measures. Before taking such a step, please bear the following in mind:
• If you try to raise a petition about an issue in a certain class, it will not be valid unless it is signed by the majority of the class members.
• If you feel so strongly about a certain issue that you want the support of the entire student body, you must obtain the signatures of at least 1/3 of COBUS members (the student body).
• If you wish to bring an issue to the attention of College authorities by demonstrating, you must do so in a non-violent manner and the demonstration must not involve political alignment in any form.
• If you have tried all the regular channels and petitions and demonstrations, you may wish to march or even boycott lectures or an event. Marches and boycotts should be regarded as final attempts to effect change at The College.