

**THE COLLEGE OF THE BAHAMAS  
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 8 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.