THE COLLEGE/UNIVERSITY OF THE BAHAMAS
POLICY ON TRANSFER CREDIT

1. **General**

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

<table>
<thead>
<tr>
<th>Quarter Hours</th>
<th>Semester Hour Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>.6</td>
</tr>
<tr>
<td>2</td>
<td>1.3</td>
</tr>
<tr>
<td>3</td>
<td>2.0</td>
</tr>
<tr>
<td>4</td>
<td>2.6</td>
</tr>
<tr>
<td>5</td>
<td>3.3</td>
</tr>
<tr>
<td>6</td>
<td>4.0</td>
</tr>
</tbody>
</table>

2. **Transfer Credits**

2.1 Transfer credits will normally be awarded at the time of admission to The College/University and will be processed by the Office of Admissions. (Subsequent requests for transfer of credits will be processed by the Office of Academic Affairs.)

2.2 Students will be considered for transfer credits after they have submitted the following to the Office of Admissions:
   2.2.1 a completed College/University of The Bahamas Application for Admission form;
   2.2.2 an official transcript forwarded directly to the Director, Office of Admissions; and
   2.2.3 a college catalogue covering their period of attendance and the official course outline for each course to be transferred.

2.3 Transfer credits will normally be awarded for courses for which are College/University of The Bahamas equivalents.

2.4 Transfer credits will be awarded for courses in which grades of C or higher are achieved and the minimum cumulative grade point average is 2.00.

2.5 Transfer credits will not be awarded for credits earned more than 10 years prior to the submission of the College/University of The Bahamas Application for Admission.

2.6 Courses for which transfer credits have not been approved are not eligible for course exemptions.

2.7 Students who hold degrees from institutions recognised by The College/University will be considered for either Advanced Standing or Advanced Placement.
   2.7.1 Advanced Standing will be granted when students are holders of degrees and require deficiency and/or prerequisite courses at the freshman or sophomore levels.
   2.7.2 Advanced Placement will be granted when students are holders of degrees and do not require deficiency and/or prerequisite courses at the freshman or sophomore levels.
   2.7.3 In the School of Education, Advanced Placement will be granted to holders of Associate degrees and teaching certificates who do not require deficiency and/or prerequisite courses at the freshman or sophomore levels.

Academic Board Approved (June 12, 2006)
2.8 A maximum of 50% of the credits for any programme (C/UOB or external) may be transferred.
   2.8.1 A maximum of 50% of major area courses may be considered.

   2.8.2 Students who have obtained an Associate Degree or Bachelor Degree from The College/University of The Bahamas may be exempted from General Education requirements.

   2.8.3 Students who have obtained an Associate Degree or Bachelor Degree from an institution recognised by The College/University may be exempted from General Education courses except for the foreign language, physical education/health/nutrition and computer literacy courses.

2.9 The Office of Admissions will notify the student and the Director of Records in writing of the decision regarding the transfer credits.

2.10 The Records Department will post a “T” to the student’s permanent record (transcript) for any transfer credits awarded.