

**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”.

Quarter Hours	Semester Hour Equivalent
1	.6
2	1.3
3	2.0
4	2.6
5	3.3
6	4.0

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.

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- 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.