



POLICY ON PERIOD OF CANDIDACY

POLICY NUMBER:	2018-13-POL-AS
TITLE OF THE POLICY:	Period of Candidacy
DATE OF ADOPTION:	23 April 2018
SUPERSEDES:	2013-02-POL and 2015-21-POL-AC
DATE OF IMPLEMENTATION:	Fall 2018
PROJECTED DATE OF REVISION:	Fall 2023
PURPOSE OF THE POLICY:	To define the period of candidacy for University of The Bahamas students
ACCOUNTABILITY:	Registrar
RELATED POLICIES:	Policy on Readmission
APPENDICES:	None

1.0 General

The purpose of this policy is to define the amount of time each student is allotted to complete a given degree, diploma, certificate or pre-college programme. This policy seeks to expedite the timely completion of all students and, in conjunction with the ongoing review of courses and programmes, is designed to ensure that students graduate with a body of knowledge that is current and relevant. A course of study that spans a protracted period is at risk of producing students whose earlier classes are no longer relevant.

2.0 Scope

This policy covers all programmes, degrees, diplomas, certificates and pre-college programmes approved by Academic Senate and offered by University of The Bahamas.

3.0 Period of Candidacy

- 3.1 The period of candidacy shall be determined based on the first semester that the student enrolls at UB.
- 3.2 The period of candidacy for degrees, diplomas, certificates and pre-college programmes shall be as follows:

Programme	Period of Candidacy
Bachelor	10 years
Associate	6 years
Diploma	4 years
Certificate	4 years
Pre-College	2 years

4.0 Extension of Candidacy

- 4.1 Students who are nearing the end of their period of candidacy may petition UB to have their candidacy extended. Students will be ineligible for an extension of candidacy if they have failed to complete at least three quarters of their programme of study.
- 4.2 At least one regular semester prior to the end of candidacy, students may petition for an extension of their period of candidacy by submitting a completed *Period of Candidacy Extension Form* to their academic advisor who will forward the petition to the relevant Academic Dean through the Head of the Academic Unit responsible for the programme.
- 4.3 The Academic Dean will notify the student in writing of the decision regarding the petition within four weeks of receipt of the application. The Academic Dean will also notify the Head of the Academic Unit, the Office of the Registrar and Academic Senate.
- 4.4 In instances, where a request for an extension of candidacy has been denied, the student may appeal the decision, through the Academic Dean, to the Provost. The decision of the Provost is final.

5.0 Cancellation of Candidacy

- 5.1 Students who do not complete, within the allotted time, all UB requirements for the programme for which they have registered will have their candidacy in the programme cancelled and all academic records closed.
- 5.2 Students whose period of candidacy has expired must apply for readmission to UB. Readmissions are governed by the *Policy on Readmission*.