



POLICY ON TRANSFER CREDITS

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| POLICY NUMBER: | 2018-09-POL-AS |
| TITLE OF THE POLICY: | Transfer Credits |
| DATE OF ADOPTION: | 26 March 2018 |
| SUPERSEDES: | AB Paper No.: 06-78 |
| DATE OF IMPLEMENTATION: | Summer 2018 |
| PROJECTED DATE OF REVISION: | Summer 2023 |
| PURPOSE OF THE POLICY: | To establish guidelines by which students may receive transfer credits at University of The Bahamas |
| ACCOUNTABILITY: | Office of Academic Affairs |
| RELATED POLICIES: | None |
| APPENDICES: | None |

1.0 General

University of The Bahamas (UB) seeks to award credits to students for relevant work done at an institution recognised by UB. 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. UB uses the semester system and utilises the following credit 'conversion':

| Quarter Hours | Semester Hour Equivalent |
|---------------|--------------------------|
| 1 | 0.6 |
| 2 | 1.3 |
| 3 | 2.0 |
| 4 | 2.6 |
| 5 | 3.3 |
| 6 | 4.0 |

2.0 Transfer Credits

- 2.1 Transfer credits shall normally be awarded at the time of admission to UB and shall be processed by the Office of Recruitment and Admissions. Subsequent requests for transfer of credits will be processed by the Office of the Provost.
- 2.2 Students will be considered for transfer credits after they have submitted the following to the Office of Recruitment and Admissions
 - 2.2.1 a completed University of The Bahamas Application for Admission form;
 - 2.2.2 an official transcript forwarded directly to the Director, Office of Recruitment and 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 there are UB 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 ten (10) years prior to the submission of the 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 UB 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 first or second year 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 first or second year levels.
 - 2.7.3 Advanced Placement will be granted to students enrolled in Bachelor of Education degree programmes who hold associate degrees and teaching certificates and who do not require deficiency and/or prerequisite courses at the first or second year levels.
- 2.8 A maximum of fifty percent (50%) of the credits for any programme (UB or external) may be transferred.
 - 2.8.1 A maximum of fifty percent (50%) of major area courses may be considered.
 - 2.8.2 Students who have obtained an associate degree or bachelor degree from University of The Bahamas (formerly College 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 UB 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 Recruitment and Admissions shall notify the student and the Registrar in writing of the decision regarding the transfer credits.
- 2.10 The Office of the Registrar shall post a "T" to the student's permanent record (transcript) for any transfer credits awarded.