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## POLICY ON ADMISSIONS

<b>POLICY NUMBER:</b>	AS Paper No.: 19-01
<b>TITLE OF THE POLICY:</b>	Admissions
<b>DATE OF ADOPTION:</b>	29 January 2019
<b>SUPERSEDES:</b>	AB Paper No.: 06-76 and 2015-04-POL-AC
<b>DATE OF IMPLEMENTATION:</b>	Spring 2019
<b>PROJECTED DATE OF REVISION:</b>	Spring 2021
<b>PURPOSE OF THE POLICY:</b>	This policy establishes the guidelines and procedures which regulate the admissions process into University of The Bahamas.
<b>ACCOUNTABILITY:</b>	Vice President Administrative Services
<b>RELATED POLICIES:</b>	Policy on Exemptions Policy on International Admissions Policy on Transfer Credit

### 1.0 Preamble

Admission to University of The Bahamas (UB) is open to persons who meet admissions requirements. Applicants may be considered for one of the following programmes:

- 1.1 Graduate Degree
- 1.2 Diploma
- 1.3 Bachelor Degree
- 1.4 Associate Degree
- 1.5 jUMPSTART
- 1.6 Certificate
- 1.7 Academic Enrichment
- 1.8 Personal and Professional Development

### 2.0 Admissions Criteria

Applicants whose first language is not English must provide proof of proficiency in English, such as Test of English as a Foreign Language (TOEFL) or equivalent, in addition to meeting admissions requirements. Some UB programmes have additional entry requirements such as a personal interview or portfolio; the Office of Recruitment and



Admissions, along with the relevant academic units, should be consulted for specific details.

2.1 Graduate Degrees

Criteria for admission to graduate programmes are specific to the programme.

2.2 Diploma Programmes

To be eligible for acceptance into a diploma programme, applicants must have at least a bachelor's degree or professional credential in the relevant area from an institution recognised by UB.

2.3 Bachelor and Associate Degree Programmes

To be eligible for acceptance into a bachelor or an associate degree programme, applicants must have achieved **ONE** of the following:

2.3.1 Five Bahamas General Certificate of Secondary Education (BGCSE) or equivalent passes including English and Mathematics, a Social Science, a Natural Science (refer to UB catalogue for updated list) and another academic subject with "C" grades or higher. (See Appendix for subjects in the Social Sciences and Natural Sciences and conditions for acceptance.)

2.3.2 Four BGCSE or equivalent passes with a deficiency in either English or Mathematics, along with a Social Science and a Natural Science subject (refer to UB catalogue for updated list), with "C" grades or higher. (See Appendix for subjects in the Social Sciences and Natural Sciences and conditions for acceptance.)

2.3.3 A combined score of at least 1000 on the Scholastic Achievement Test (SAT) if taken during and prior to 2005 or a combined score of at least 1000 on the Mathematics and Verbal components of the SAT if taken after 2005 plus a high school transcript with a cumulative grade point average of 3.00 (on a 4.00 scale) or higher, inclusive of at least one term of the twelfth grade or senior year.

2.3.4 A combined score of at least 21 on the Mathematics and Verbal components of the ACT with a cumulative high school grade point average of 3.00 (on a 4.00 scale) or higher.

2.3.5 International Baccalaureate (IB) grade level 4 or higher in English and Mathematics and Advanced Placement (AP) grade level 3 or higher in English and Mathematics with a cumulative high school grade point average of 3.00 (on a 4.00 scale) or higher.

2.3.6 A cumulative GPA of 2.50 (on a 4.00 scale) for a minimum of two years of high school and one term of the twelfth grade or senior year plus placement at Basic College Mathematics and Writing and Rhetoric I on UB's placement examination.

2.3.7 Successful completion of an Academic Enhancement programme at UB or an institution recognised by UB.

2.3.8 Mature Student Status with placement at Basic College Mathematics and Writing and Rhetoric I on UB's placement examination or BGCSE or equivalent passes in English and Mathematics with "C" grades or higher.

2.3.9 Transfer Student Status: is applicants who have completed at least fifteen (15) credit hours of college-level coursework with a "C" grade or higher at an institution recognised by UB and who are in good standing with a



cumulative grade point average of 2.00 (on a 4.00 scale) or higher.

2.4 jUMPSTART

To be eligible for acceptance into this programme, students must be

2.4.1 enrolled in a high school;

2.4.2 have earned a grade of “B” or higher in BGCSE English and Mathematics **and** a pass of “B” or higher in one other BGCSE subject **or** have a SAT combined score of 900 in the Mathematics and Critical Reading sections; and

2.4.3 have a cumulative high school grade point average of 3.00 (on a 4.00 scale) or higher.

2.5 Certificate Programmes

Criteria for admissions into certificate programmes are specified by the relevant academic unit.

2.6 Academic Enrichment Programmes

2.6.1 Applicants who have not obtained the necessary qualifications for direct entry into a bachelor or an associate degree programme may be considered for one of the following enrichment programmes:

2.6.1.1 Basic Upgrading for Traditional Age Students, offered at UB-North and other family island sites only;

2.6.1.2 Mature Academic Enhancement; or

2.6.1.3 Academic Enhancement.

2.6.2 Traditional-aged students who have completed high school and who lack the necessary BGCSEs, SAT scores, or other criteria for direct entry into a bachelor or an associate degree programme as indicated in 2.3 above may be eligible for entry into the Basic Upgrading Programme for Traditional Age Students offered at UB-North only. Upon successful completion of this programme, students will be accepted into the Academic Enhancement Programme.

2.6.3 To be eligible for entry into the Mature Academic Enhancement Programme, individuals must be twenty-five (25) years or older. Upon successful completion of the programme, applicants will be accepted into a bachelor or an associate degree programme.

2.6.4 To be eligible for entry into the Academic Enhancement Programme applicants must have completed the Basic Upgrading for Traditional Age Students or must have at least two BGCSE or equivalent passes with “C” grades or higher and BGCSE or equivalent English and Mathematics passes with at least a “D” grade or a combined SAT score of at least 600 if taken during or prior to 2005 or a combined SAT score of at least 600 on the Mathematics and Verbal components if taken after 2005.

2.7 Personal and Professional Development

Criteria for admission to personal and professional development courses/programmes are specific to the course/programme.

2.8 Exemptions and Evaluations

Exemptions and evaluations are defined by the current policy on exemptions.



### **3.0 Special Requirements for Specified Programmes**

#### **3.1 Nursing**

Applicants to the Bachelor Degree Programme in Nursing who meet admissions criteria will be accepted to the Pre-Nursing Programme. Upon successful completion of the Pre-Nursing Programme, students may be accepted into the Nursing Programme pending the outcome of an interview and approval by the Nursing Department, Nursing and Allied Health Professions.

#### **3.2 Education**

Applicants to the Bachelor of Education (B.Ed.) Primary Programme who meet direct entry requirements and have no English or Mathematics deficiencies will be accepted into the B.Ed. Primary Programmes. Applicants to the Bachelor of Education Secondary Certification and Diploma Programmes who meet admissions criteria will be accepted for entry pending vetting and approval by Education.

#### **3.3 Music**

Applicants to the Bachelor Degree Programmes in Music, including the Bachelor of Education Secondary Music Programme, must meet the admissions criteria and must have a grade of "B" or higher in BGCSE Music or Grade 5 in Music Theory and Practical (Royal Schools/Trinity Exams or equivalent) and must undergo an audition/interview by the advising academic unit in which the programme resides.

#### **3.4 Culinary Arts and Tourism Studies**

Applicants for Culinary Arts and Tourism Studies who do not meet direct entry requirements will be considered for the certificate programme only.

### **4.0 Advanced Standing**

Advanced Standing status will be granted to students who are holders of degrees from tertiary institutions recognised by UB who require deficiency and/or prerequisite courses at the first or second year level.

### **5.0 Advanced Placement**

Advanced Placement will be granted to students who are holders of degrees from institutions recognised by UB who do not require deficiency and/or prerequisite courses at the first or second year level.

### **6.0 Academic Programme Changes**

The Office of Academic Affairs shall inform the Office of Recruitment and Admissions of all approved new and revised programmes at least six (6) to twelve (12) months prior to the intended date of implementation of the programme.

### **7.0 Required Documents**

Applicants to courses/programmes in Personal and Professional Development should refer to the requisite application form for the list of required documents. Unless otherwise stipulated, all other applicants must submit the following items with the application for admission:

- 7.1 Copy of a valid Certificate of Identity or copies of the pages of a valid passport showing the date of expiration and personal data, including the applicant's full name and date of birth.



- 7.2 Copy of affidavit or marriage certificate (only if the name used on the passport or Certificate of Identity differs from that on academic certificates or other documents).
- 7.3 For non-Bahamian residents, a copy of immigration documents or proof of having attended school in The Bahamas for the past six (6) years, consecutively. International applicants should refer to the student policy on international admissions.
- 7.4 Essay outlining future career goals and plans (excluding unclassified and transient applicant)
- 7.5 Official high school transcript if currently enrolled in high school or graduated from high school within the previous three years (3) and had not enrolled in a college/university. UB reserves the right to request additional transcripts.
- 7.6 Official college/university transcript(s) from all postsecondary institutions attended. Official transcript(s) must be sent from the issuing institution directly to UB's Office of Recruitment and Admissions. If hand delivered, the transcript must be in the original stamped and sealed envelope from the issuing institution and must not have been opened.
- 7.7 Copies of diplomas, degrees and all academic certificates (BGCSE/GCE, Pitman, CXC, SAT scores, etc.).

## **8.0 Implementation**

The Vice President of Administrative Services shall approve the administrative procedures used to implement this policy and announce the policy to the UB community, post both the policy and procedures on the University's website and publish both the policy and related procedures in the University catalogue and the Student Handbook.

## **9.0 Decision Letters**

- 9.1 All letters generated from the Office of Recruitment and Admissions shall have affixed the name and title of the current Director. This applies notwithstanding the campus (Oakes Field or UB-North) from which the letter is generated.
- 9.2 Only duly authorized staff shall sign on behalf of the Director; however, they shall not change the signatory of such letters.
- 9.3 In special cases, the Vice President of Administrative Services or the Provost may make an amendment to this protocol.

## **10.0 Exceptions**

The Office of Administrative Services may, in consultation with the Office of Academic Affairs, make decisions as they relate to admissions in special cases only, within the guidelines of this policy.