Policy on Associate Degree Programmes

Title:	Associate Degree Programmes
Policy number:	POL 020
Approval(s) required	Academic Senate ☐ Board of Trustees ☐ Both ☒
Date of Senate approval if required	May 2004
Date of Board approval if required	06/12/2023
Effective date of implementation	May 2004
Frequency of review required	3 years
Replacing or superseding information	This supersedes policy 2015-06-POL-AC and all policies and practices relating to associate degree programmes, including Academic Board Paper No.: AB-04-48
Revision number	
Responsible Office	Office of Academic Affairs
Accountable Officer	Vice President, Academic Affairs
Related legislation, regulation, policy, or policies	Policy on Academic Status; Policy on Period of Candidacy
Appendix/Appendices	None

1. **Authority**

    The Academic Senate.

2. **Purpose**

    The purpose is to establish guidelines and procedures that will regulate the Associate Degree Programme.

3. **Scope**

    This policy applies to all students enrolled in associate degree programmes at University of The Bahamas and all Schools and Colleges responsible for these programmes.

4. **Definitions**

    N/A

5. **Policy Statement**

5.1. Preamble

5.1.1 The University of The Bahamas is committed to providing students with the opportunity to attain the intermediate award of an associate degree in select programmes. The Associate of Arts degree is designed primarily to fulfil the requirements for university transfer to pursue a baccalaureate degree in the areas of arts, humanities, communications and social sciences. The Associate of Science degree is designed primarily to fulfil the requirements for university transfer to pursue a baccalaureate degree in a related scientific or technical field. The Associate of Applied Science degree is designed to provide students with the skills and proficiencies of a specific trade or industry essential for entry into a skilled and/or paraprofessional occupation. Although this degree is not intended for transfer into a baccalaureate degree programme, certain courses may be accepted at various institutions.

5.2. Regulations For the Approval of Associate Degree Programmes

5.2.1. Application for approval in principle shall be made to the Academic Senate's Curriculum/Academic Programme Committee and shall consist of the following:

5.2.1.1. A rationale for the programme indicating its feasibility, sustainability and projected student intake

5.2.1.2. The programme structure, detailing the courses to be included under General Education requirements, Major requirements and Elective requirements, together with total credits allocated

5.2.1.3. An implementation plan which indicates the following:

5.2.1.3.1.1. the sequence of courses

5.2.1.3.1.2. current and required faculty and staff as well as training needs

5.2.1.3.1.3. existing and required resources and facilities

5.2.1.4. Catalogue descriptions of courses in the Major

5.2.1.5. A list of entrance or upgrading requirements additional to the University's minimum entrance requirements

5.2.1.6. An indication of costing and funding for the programme

5.2.1.7. Programme review requirements (See 5.7)

5.2.2. Normally, the Application for Approval in Full must be submitted to the Academic Senate's Curriculum/Academic Programme Committee one (1) year prior to the projected implementation date and shall consist of the following:

i. The programme structure, detailing the courses to be included under General Education requirements, Major requirements and Electives, together with the total credits allocated

ii. Course Proposal Forms with detailed Course Outlines of courses in the Major

iii. The Contract of Study

iv. Confirmation of costing and funding for the programme

5.3. Qualifications for Faculty Teaching at The Associate Degree Level

5.3.1. Faculty and Other Personnel

5.3.1.1. The minimum qualification for teaching at the Associate Degree level is a Master's Degree or equivalent credential in the subject area.

5.3.1.2. Persons without this qualification but with a proven record of exemplary performance in the subject area, may be approved to teach in the programme.

5.4. **Associate Degree Programmes**

The University offers Associate Degree Programmes through the College of Business; the College of Liberal and Fine Arts; the College of Pure and Applied Sciences; the College of Social and Educational Studies; and Tourism Hospitality, Culinary Arts and Leisure Management.

5.5. **Associate Degree Programme Requirements**

5.5.1. To earn an associate degree, students must complete a minimum of 60 credits with a major and must earn a cumulative GPA of at least 2.0.

5.5.2. Of these 60 credits, students must complete the following:

5.5.2.1. at least 30 credits of the overall programme, including the final 15 credits, at UB

5.5.2.2. at least 24 credits at the 200 level

5.5.3. To satisfy programme requirements, a course may only be used once to fulfil a General Education, Major or Elective requirement. A single course may not be used to fulfil more than one of the foregoing categories.

5.5.4. Associate of Arts Degree Programme Credit Distribution

The credit requirements for the two-year degree programme will be in the following ranges with a maximum programme credit range of 61 – 66.

Categories	Credit Range (100 & 200 level)
General Education (GE)	28 – 30
Major	24 –
Elective (ELEC)	9 –

5.5.5. Associate of Science Degree Programme Credit Distribution

The credit requirements for the two-year degree programme will be in the following ranges with a maximum programme credit range of 61 – 66.

Categories	Credit Range (100 & 200 level)
General Education (GE)	28 – 30
Major	24 –
Elective (ELEC)	9 –

5.5.6. Associate of Applied Science Degree Programme Credit Distribution

The credit requirements for the two-year degree programme will be in the following ranges with a maximum programme credit range of 61 – 70.

Categories	Credit Range (100 & 200 level)
General Education (GE)	28 – 30

Major	24 – 34
Elective (ELEC)	9 –

5.5.7. <u>General Education Requirement 28 – 30 Credits</u>

University of The Bahamas General Education undergraduate curriculum is multidisciplinary in perspective. It seeks to broaden students' knowledge, foster lifelong learning and nurture a reflective and analytic ability through the examination of underlying values and controversial issues. Students become equipped with a range of skills that are honed through nine strands including Literacy, Numeracy, Foreign Language, Humanities, Social Sciences, Natural Sciences, Physical Education/Health/Nutrition, Computer Literacy and Student Development.

5.5.7.1. Courses used to fulfil the General Education requirement contain Bahamian Content. In other words, emphasis is placed on an understanding of Bahamian culture, society and/or environment. They also contain at least two of the following components:

5.5.7.1.1. Interdisciplinary/Multidisciplinary: Emphasis is placed on integrating knowledge, languages and methodologies across the disciplines.

5.5.7.1.2. Literacy: Emphasis is placed on the honing of oral and written communication skills, critical thinking and problem solving.

5.5.7.1.3. Numeracy: Emphasis is placed on the mastery of analytic and computational skills.

5.5.7.2. To fulfil the General Education component requirement, students must complete a minimum of 28 credits. The distribution of these credits is indicated in the table below.

General Education Credit Distribution

STRANDS	TOTAL CREDITS
Literacy (College level English)	6
Numeracy (College level Math)	3
Foreign Language (Proficiency in a Second Language)	6
Humanities (Fine Arts, Cultural Studies, Literature, Philosophy, Communication, Linguistics)	3
Social Sciences (History, Political Science, Civics and Society)	3
Natural Sciences (Logic, Biology, Chemistry, Agriculture, Geology, Oceanography, Geography, Environmental Studies, Physics)	3
Physical Education/Health/Nutrition (modular)	2
Computer Literacy	1
Student Development	1
Total (minimum)	28

5.5.8. <u>Major Requirement 24 – 34 Credits</u>

    5.5.8.1. An integral part of the Associate Degree Programme is a concentration of coursework in an academic discipline or area. The course and credit requirements and pre-requisites for each major are outlined in the Contract of Study for the programme area.

    To fulfil the Major requirement, students must complete a minimum of 24 credits with a GPA of at least 2.0 or as stipulated by specific programmes.

5.5.9. <u>Elective Requirement 9 – 12 Credits</u>

    5.5.9.1. To fulfil the elective requirement, students must complete at least 9 credits.

    5.5.9.2. Students choose courses that will fulfil the elective requirement. These courses are an entirely free choice by the students as the purpose of this requirement is to give students the opportunity to explore areas of interest that fall outside of the major area of concentration.

5.5.10. <u>Grade Point Average Requirement</u>

    5.5.10.1. To fulfil the grade point average requirement, students must maintain a minimum cumulative grade point average of 2.0.

    5.5.10.2. Students must also obtain a minimum grade point average of 2.0 in the major concentration of study.

    5.5.10.3. Specific academic programmes may require a higher minimum pass in the major concentration as approved by the Academic Senate.

5.5.11. <u>Enrollment Status:</u> See Policy on Academic Status.

5.5.12. <u>Period Of Candidacy:</u> See Policy on Period of Candidacy.

5.6. Length Of Associate Degree Programme

    5.6.1. Normally, the programme shall constitute two years of continuous study with the final award of an associate degree.

5.7. Programme Review Requirements

    5.7.1. The purpose of the programme review is to identify those areas of the programme that can be revised so as to improve its effectiveness and acceptability. The review should be designed as a continuous monitoring process which will identify existing or potential problems that may contribute to the failure of all or part of the programme.

    5.7.2. Specific areas to be monitored include the following:

        5.7.2.1. Logistics, or the adequacy of resources and facilities

        5.7.2.2. Faculty and staff performance

        5.7.2.3. Organisational deficiencies

        5.7.2.4. Relevance of the programme to training needs

        5.7.2.5. Admissions and graduations, including the compilation of statistics and profiles on students at entry, and the performance of both graduates and non-graduates

5.7.3. Programme review shall be in accordance with the procedures approved by the Academic Senate and administered through the Office of Academic Affairs.

5.7.4. Programmes where there is an affiliation or articulation with another institution should identify one or more persons of internationally acclaimed academic standing in the discipline to serve as an external reviewer.

5.7.5. Every programme shall include a review plan in its approval in principle; shall provide reports with particular attention given to the areas identified in 5.7.2 (above); and shall be subject to reappraisal and re-approval by the Academic Senate at the end of each five-year (5-year) period.

5.7.6. Responsibility for programme review lies with the respective School, supported by the Office of Academic Affairs.