

Policy on Bachelor Degree Programmes (Revised)

Title:	Bachelor Degree Programmes (Revised)
Policy number:	POL 021
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Date of Senate approval if required	March 2006
Date of Board approval if required	06/12/2023
Effective date of implementation	March 2006
Frequency of review required	3 years
Replacing or superseding information	This policy supersedes policy 2015-07-POC-AC and all policies and practices relating to bachelor degree programmes, including Academic Board Paper No.: AB 06-40.
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 of this policy is to establish guidelines and procedures that will regulate the Bachelor Degree Programme.

3. Scope

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

4. Definitions

N/A

5. Policy Statement

5.1. Preamble

5.1.1 Through its bachelor degree programmes, University of The Bahamas (UB) is committed to preparing students to become productive and thoughtful citizens. These programmes offer a broad liberal arts education, coupled with the development of competency, in fields of special interest. By providing both disciplinary and multidisciplinary approaches to the pursuit of knowledge and the solving of problems, the University, through its curricular and extra-curricular programmes, encourages students to think critically and creatively and to express their thoughts in an articulate and literate manner, using a range of media. It is through such programmes that students build the capacity to respond to multiple perspectives in an ever-changing world and embrace a greater sense of national identity and their responsibilities as citizens of The Bahamas and the Caribbean. Additionally, University of The Bahamas, through undergraduate and professional programmes, offers advanced education that is responsive to evolving societal needs. Thus, students, with the support of faculty, laboratory, library, studio and field experiences, will be exposed, first hand, to ways in which knowledge is discovered, applied and extended.

5.2. Regulations for the Approval of Bachelor 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 and sustainability and projected student intake

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

5.2.1.3. An implementation plan which indicates the following:

5.2.1.3.1. the sequence of courses

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

5.2.1.3.3. existing and required resources and facilities

5.2.1.4. Catalogue descriptions of courses in the Major (and Minor sequence) as applicable

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 through the Curriculum/Academic Programme Committee one year prior to the projected implementation date and shall consist of the following:

5.2.2.1. The programme structure, detailing the courses to be included under General Education requirements, Major (and Minor, where applicable) requirements and Electives, together with the total credits allocated

5.2.2.2. Course Proposal Forms with detailed Course Outlines of courses in the Major (and Minor sequence as applicable)

5.2.2.3. The Contract of Study

5.2.2.4. Confirmation of costing and funding for the programme

5.3. Qualifications for Faculty Teaching at the Bachelor Degree Level

5.3.1. Faculty and Other Personnel

- 5.3.1.1. The minimum qualification for teaching at the bachelor's level is a master's degree or equivalent credentials 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. Bachelor Degree Programmes

The University offers bachelor 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; Tourism, Hospitality, Culinary Arts and Leisure Management; and GTR Small Island Studies Institute.

5.5. Bachelor Degree Programme Requirements

- 5.5.1. To earn a bachelor's degree, students must complete a minimum of 121 credits with a Major and possess a cumulative GPA of at least 2.0.
- 5.5.2. Of these 121 credits, students must complete the following:
 - 5.5.2.1. at least 50% of the Major area as well as 50% of the overall programme at UB
 - 5.5.2.2. 60 credits at the Upper Level, 45 of which must be in residence at UB
- 5.5.3. To satisfy programme requirements, a course may only be used once to fulfil a Major, General Education or Elective requirement. A single course may not be used to fulfil more than one of the foregoing categories.
- 5.5.4. Bachelor Degree Programme Credit Distribution

The credit requirements for the four-year degree will be in the following ranges with a maximum programme credit range of 121 – 140:

Major

Categories	Lower Level Credit Range (100 & 200 levels)	Upper Level Credit Range (300 & 400 levels)	Programme Credit Range
General Education (GE)	28 – 30	9 – 12	37 -
Major	24 – 34	42 – 56	66 -
Elective (ELEC)	9 – 12	9 – 12	18 -

Major-Minor

Categories	Lower Level Credit Range (100 & 200 levels)	Upper Level Credit Range (300 & 400 levels)	Programme Credit Range
General Education (GE)	28 – 30	9 – 12	37 -
Major	18 – 24	24 – 30	48 -
Minor	9 – 12	9 – 12	18 -
Elective (ELEC)	9 – 12	9 – 12	18 -

5.5.5. General Education Requirement (37 – 39 credits)

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 (9) strands including Literacy, Numeracy, Foreign Language, Humanities, Social Sciences, Natural Sciences, Physical Education/Health/Nutrition, Computer Literacy and Student Development.

5.5.5.1. Courses used to fulfill 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:

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

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

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

5.5.5.2. To fulfill the General Education component requirement, students must complete a minimum of 37 credits. Of these 37 credits, students must complete at least 28 credits at the lower level and nine (9) at the upper level. The distribution of these credits is indicated in the table below.

General Education Credit Distribution

STRANDS	LOWER LEVEL	UPPER LEVEL	TOTAL
Literacy (University level English)	6	3	9
Numeracy (University level Math)	3	0	3
Foreign Language (Proficiency in a Second Language)	6	0	6
Humanities (Fine Arts, Cultural Studies, Literature, Communication, Philosophy, Linguistics)	3	0	3
Social Sciences (Anthropology, History, Political Science, Sociology, Religious Studies, Psychology, Civics And Society, Theology, Social Work)	3	3	6
Natural Sciences (Logic, Biology, Chemistry, Agriculture, Geology, Oceanography, Geography, Environmental Studies, Physics)	3	3	6
Physical Education/Health/Nutrition (modular)	2	0	2
Computer Literacy	1	0	1
Student Development	1	0	1

Total Minimum	28	9	37
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5.5.6. Major Requirement (66 - 80 credits)

5.5.6.1. An integral part of the Bachelor 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.

5.5.6.2. To fulfil the Major requirement, students must complete a minimum of 66 credits with a GPA of at least 2.0 or as stipulated by specific programmes. Of these 66 credits, students must complete at least 24 credits at the lower level and 42 at the upper level.

5.5.7. Major-Minor Requirement (66 - 80 credits)

5.5.7.1. To fulfil the major requirement within a Major-Minor, students must complete a minimum of 48 credits with a GPA of at least 2.0 or as stipulated by specific programmes. Of these 48 credits, students must complete at least 18 credits at the lower level and 24 at the upper level.

5.5.7.2. To fulfil the Minor requirement within a Major-Minor, students must complete a minimum of 18 credits with a GPA of at least 2.0 or as stipulated by specific programmes. Of these 18 credits, students must complete at least 9 credits at the lower level and 9 at the upper level.

5.5.8. Elective Requirement (18 – 21 credits)

5.5.8.1. To fulfil the elective requirement, students must complete at least 18 credits. Of these 18 credits, at least 9 must be at the lower level and at least 9 at the upper level.

5.5.8.2. Students choose the courses that will fulfil the elective requirement. These courses are an entirely free choice by students as the purpose of this requirement is to give students the opportunity to explore areas of interest that fall outside of the Major (and/or Minor) area of concentration.

5.5.8.3. However, an Academic Unit may petition the Academic Senate to use electives as specialty strands to fulfil requirements in a professional programme. These courses must form a coherent unit within the programme. Professional programmes are those which lead to certification or licensure.

5.5.9. Grade Point Average Requirement

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

5.5.9.2. Students must also obtain a minimum grade point average of 2.0 in the Major (and Minor, if applicable) concentration of study.

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

5.5.10. Enrolment Status: See Policy on Academic Status.

5.5.11. Period of Candidacy: See Policy on Period of Candidacy.

5.6. **Length of Bachelor Degree Programme**

- 5.6.1. Normally, the programme shall constitute four (4) years of continuous study with the final award of a bachelor's degree. Approval may be granted by the Academic Senate upon petition by a School for the conferral of an intermediate award of an associate degree in select programmes.

5.7. **Program 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 reapproval 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.