

Policy on Graduation

Title:	Policy on Graduation
Policy number:	POL 064
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	(dd/mm/2024)
Date of Board approval if required	(13/03/2024)
Effective date of implementation	14/03/2024
Frequency of review required	3 years
Replacing or superseding information	This policy supersedes all policies relating to graduation.
Revision number	
Responsible Office	Office of the Registrar
Accountable Officer	The Registrar
Related legislation, regulation, policy, or policies	Policy on Period of Candidacy; Policy on Transfer Credits; Policy on Grading; Policy on Awards and Honours
Appendix/Appendices	

1. **Authority**

This policy is under the authority of the Board of Trustees.

2. **Purpose**

The purpose of this policy is to establish guidelines and criteria which shall define and evaluate the eligibility of prospective graduates.

3. **Scope**

This policy applies to all University of The Bahamas stakeholders concerned with graduation, including students, faculty advisors, applicable staff in the Office of the Registrar and Academic Senate.

4. **Definitions**

- 4.1. **Graduation Evaluation Form** - A form used to determine the successful completion of degree requirements as indicated on a student's contract of study.
- 4.2. **Contract of Study** – An overview of courses and degree requirements based on a particular programme.
- 4.3. **Academic Senate (AS)** – Comprising officers elected from staff, faculty, students and administration, the academic authority of the University which has responsibility for maintaining the academic standards of the University as prescribed by Statute X in the University of The Bahamas Act, 2016.
- 4.4. **Academic Senate Paper** – Document generated by the Office of the Registrar that contains the list of graduation candidates for each Academic School for a given term and is submitted for degree approval by the Academic Senate.
- 4.5. **Course Exemption** – Exemption from a course that is awarded on the basis of success on an internal examination or prior learning or professional experience.
- 4.6. **Course Substitution** – Process by which students may substitute another course for a course listed on their programme of study. Students must seek permission from the Head of the Academic School responsible for their programme of study.
- 4.7. **Transfer of Credit** – Credits awarded for courses in which grades of 'C' or higher are achieved and for which there is a University of The Bahamas equivalent.
- 4.8. **Board of Trustees** – Responsible for the general direction of and control over the conduct of the affairs of the University of The Bahamas, as stated in Article 5 in the University of The Bahamas Act, 2016.
- 4.9. **Honours** – An award of distinction or credit that is based on a student's cumulative GPA at the time of graduation.
- 4.10. **Grade Point Average** - The Grade Point Average, or GPA, is a figure ranging from 0.0 to 4.0. that represents the average course grade. It is a measurement of a student's academic performance and is used to determine whether students have fulfilled the requirements and criteria that the institution or degree programme has set.
- 4.11. **Period of Candidacy** – The amount of time a student is allotted to complete a given degree, diploma, certificate or pre-college programme.
- 4.12. **Major GPA** – The GPA that consists only of grades for courses that fall under a student's major discipline.
- 4.13. **Cumulative GPA** – The combination of all grades received for each semester that creates one representative GPA for a student during his/her enrolment at university.
- 4.14. **Student Identification Number** – Unique number assigned by the University to new and returning registered students and printed on their student identification card.

- 4.15. **Conferral Date** – That date on which The Board of Trustees approves candidates for graduation based on the AS Paper.
- 4.16. **Completion Date** - Semester in which a candidate completes requirements of a programme of study.
- 4.17. **Graduation Date** – The last Friday in the last month of the semester for which the candidate has completed graduation requirements.

5. **Policy Statement**

5.1. Application Submission

- 5.1.1. Dates for the submission of graduation evaluation forms are advertised on the University's annual academic calendar, the Clarion and via email to the University community.
- 5.1.2. Applications for graduation must be submitted two semesters prior to the term of expected completion of all degree requirements.
- 5.1.3. Applicants for graduation, whose period of candidacy has expired, will not be considered for graduation unless the period of candidacy has been extended or special consideration has been granted by the candidate's Academic Dean.
- 5.1.4. Applications for graduation must be accompanied by the following:
- 5.1.4.1. Contract of study; based on the term and year of entry.
- 5.1.4.2. Copies of exemption, transfer of credit and course substitution form(s), if not otherwise posted to student's record.
- 5.1.4.3. Application forms that must have the signatures of the candidate for graduation, the Academic Advisor and the Chairperson of the School of study.
- 5.1.4.3.1. Payment must be submitted to the Business Office as defined in the current Fee Schedule, prior to submission to the Registrar's Office.
- 5.1.4.3.2. Only applications meeting submission requirements and received by the advertised deadline(s) will be processed by the Office of the Registrar for evaluation.
- 5.1.5. All graduation forms must be forwarded by the student to the Office of the Registrar on or before the advertised submission date, via email (registrargrad@ub.edu.bs or nbcrecords@ub.edu.bs for UB-North students) or hard copy.
- 5.1.6. Submitted forms are evaluated, and once final grades are received, the cumulative GPA and the major GPA are calculated.
- 5.1.7. Honours are granted to graduates who meet the requisite GPA as indicated in the *Policy on Awards and Honours*.
- 5.1.8. The Academic Senate Paper is prepared for each Academic School and forwarded to Academic Senate for approval.
- 5.1.9. The Academic Senate Paper includes the following:
- 5.1.9.1. To: Members of the Academic Senate;
- 5.1.9.2. From: The Vice President Academic Affairs;
- 5.1.9.3. Ref: Academic Senate Paper Number;
- 5.1.9.4. The Date of Submission to the Academic Senate;
- 5.1.9.5. Subject; Candidates for Graduation - Semester, Month, Year;

- 5.1.9.6. Description of paper submitted;
 - 5.1.9.7. Name of the Academic School;
 - 5.1.9.8. Student Name; Last Name (All Caps), First, Middle Initial(s);
 - 5.1.9.9. Major GPA;
 - 5.1.9.10. Cumulative GPA;
 - 5.1.9.11. Student Identification Number;
 - 5.1.9.12. Honours;
 - 5.1.9.13. Degree;
 - 5.1.9.14. Major;
 - 5.1.9.15. Campus;
 - 5.1.9.16. Sex;
 - 5.1.9.17. Footnote (Academic School Abbreviation, Graduating Semester and Year and page number).
- 5.1.10 Honours standing will not be listed for graduates with a certificate or diploma.
 - 5.1.11 An approved AS paper is then forwarded to The Board of Trustees for graduation conferral.
- 5.2 Graduation Date, Graduation Status, Student Status and Honours for approved candidates are updated on the University Management System.
 - 5.3 Degrees are printed and forwarded for requisite signatures.

6 **Procedure(s) – as required.**

The following standard operating procedures are to be followed:

S.O.P. on Graduation Processing

S.O.P. on Generating the Academic Senate Paper

S.O.P. on Updating Student Records after Graduation

S.O.P. on Mass Entry of Graduation Information

S.O.P. on Adding Honours to a Graduate's Record