



University of The Bahamas Student Handbook

2024-2025

WELCOME TO THE UNIVERSITY OF THE BAHAMAS

Mission Statement

The mission of the University is to advance and expand access to higher education, promote academic freedom, drive national development and build character through teaching, learning, research, scholarship and service.

Vision Statement

The University of The Bahamas will be the nation's primary resource for research & innovation and community engagement. It will meet the educational aspirations of its students and nurture their creativity. It will promote the values of learning, leadership and service.

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MESSAGE FROM THE PRESIDENT

President Janyne Hodder



Dear New Members of the UB Community,

The University of The Bahamas is a diverse community, brought together by the shared pursuit of creating global leaders of tomorrow. In our 50-years, we have managed to push the boundaries of what is possible. In our daily work, UB strives for progress, with an unyielding commitment to excellence and national development. This requires teamwork, creativity, and dedication.

The programmes made available to you are designed to not only challenge you; but help you learn more about your desired field of study, UB's mission and organization, as well as yourselves in the process. Certainly, you will learn about the many opportunities and benefits that are available to you here. And I trust that you will find that studying at UB is as scholastically engaging as it is personally rewarding. I encourage you to explore UB and take full advantage of all this place offers, for this is your new home.

The leadership of the University joins me in welcoming you to The University of The Bahamas.

With warmest wishes,
Janyne

MESSAGE FROM THE VICE PRESIDENT OF STUDENT SERVICES

Joe Stubbs III, Vice President of Student Services



On behalf of The Division of Student Services, I welcome you to your new home over the next few years.

As you journey to each lecture and classroom, I ask that you keep in mind the goals you have set for your future self. For that version of yourself is already waiting excitedly for you at the end of the finish line. By the time you become a graduate, you will already be fully equipped to successfully venture beyond the four walls of this great institution. Indeed, you will be charging forth with more than just a signed piece of paper indicating program completion. Rather, you are charging forth with everything UB afforded you – invaluable life lessons, eye-opening experiences, and the indomitable spirit needed to successfully etch your own path toward your desired end. Undoubtedly, it is my assured hope that you will continue to manifest destiny and work tenaciously toward your future. So much so, that you courageously answer the clarion call within your respective fields and leave an indelible mark on this world, forever staining the pages of time. Albeit UB is the place where legends are birthed, it is now up to you to definitively showcase where legends thrive.

UNIVERSITY OF THE BAHAMAS

HISTORICAL OVERVIEW

University of The Bahamas was chartered on November 10th, 2016 by an Act of Parliament of the Commonwealth of The Bahamas. UB had its genesis in the College of The Bahamas which came into effect in 1974 through the amalgamation of four institutions: The Bahamas Teachers' College, San Salvador Teachers' College, C. R. Walker Technical College and the sixth form programme of the Government High School.

In February 1977, when the Rt. Hon. Lynden O. Pindling, Prime Minister of the Commonwealth of The Bahamas, officially opened the College, he foreshadowed that the institution would eventually become the University of

The Bahamas: "And after all of this, what will we have? Ten years from now we will have developed the University of The Bahamas and the College of The Bahamas will have given way to the University of The Bahamas." With these words, the creation of the University was inevitable.

CAPITAL DEVELOPMENT

Since 1995, capital works have been completed on several essential facilities, including a new Wellness Centre [\$925,000]; new dormitory facility [\$677,000]; new pharmacy laboratories [\$1.6 million]; a newly refurbished Performing Arts Centre [\$3.3 million]; a \$1.5 million information technology upgrade; the Harry C. Moore Library & Information Centre [\$28 million] and the new Northern Bahamas Campus [\$10 million].

The Ten- Year Master Plan has identified the construction of the G. T. R. Campbell Small Island Sustainability Complex, the F. R. Wilson Graduate Centre, Phase III of the Northern Bahamas Campus and new arts and science facilities as priorities for further capital development.

STUDENT'S RIGHTS & RESPONSIBILITIES

FREEDOM TO LEARN

As a student at The University, you have the right to access higher education in order to pursue your educational goals. The freedom to teach and the freedom to learn are important aspects of academic freedom. You should, therefore, cherish the freedom to learn and exercise it with integrity. It is your responsibility to embrace this freedom to create educational opportunities in ways that will result in both your intellectual and social growth and the growth and development of The University.

FREEDOM OF INQUIRY

You and your colleagues have the right to inquire into any subject matter of interest. You are also free to form reasonable judgments or opinions based on the said inquiries. You can also attend or participate in forums in and outside The University community where speakers present different views on a variety of issues. It is your responsibility to use your freedom of inquiry in the serious pursuit of learning.

FREEDOM OF EXPRESSION

You, as a member of The University community, have the right to express your views or opinions on matters related to the pursuit of knowledge and truth. However, in exercising this freedom, you have the responsibility to respect the rights and opinions of others, including fellow students, faculty, staff, and administration. In all cases, you must refrain from using tactics designed to prevent the expression of opposing views or the use of force to impose personal views on others.

POLICY STATEMENT OF THE DRESS CODE

The University of The Bahamas is an inclusive institution that celebrates diversity. It seeks to create a teaching and learning environment that promotes a healthy atmosphere that fosters respect for uniqueness, creativity, and the ability to make sound, informed decisions. The University has established a dress code on the basis that learning to select attire appropriate to specific occasions and activities are critical factors in the total educational experience. This Code represents a standard for proper attire expected of students in an institution of higher learning.

STUDENT'S RIGHTS & RESPONSIBILITIES CONT'D

The University expects students to present themselves in clean, appropriate attire as this is an important part of the learning process in becoming a professional within our community. Additionally, The University encourages students to respect the views and feelings of others by not wearing clothing bearing images or words that are offensive or insulting.

COMMENCEMENT DRESS CODE REQUIREMENT

The commencement ceremony is a formal occasion, and the dress code is therefore formal.

- Graduands are required to wear a black academic gown and a hood.
- Formal dark/black colors should be worn under the academic gown (with white or light shirts where appropriate).
- Black shoes should be worn.
- Academic or regimental ties are permitted.
- Greek Organizations, SGA Executives, and graduands in other clubs or organizations are permitted to wear their colours.
- International students may wear their national costume under their academic gown.

- Jeans, shorts, trainers or flip-flops must not be worn. Graduands not complying with this dress code will not be permitted to participate in the Commencement ceremony.

For more information on the **POLICY ON ACADEMIC REGALIA**, visit **Policy Hub** on the UB website, click on the 'Academic' folder within the 'University Policies' folder under 'Public Documents and Policies'. Access **Policy Hub** using the following link: [UB Policy Hub](#)

DRESS CODE FOR CLASSES OF ACADEMIC PROGRAMMES

Students in programmes such as Nursing and Allied Health Professions, Culinary and Hospitality, Business and Management, Education, Engineering, Physical Education, and all subsequent programmes with special dress code must be guided by the programme requirements.

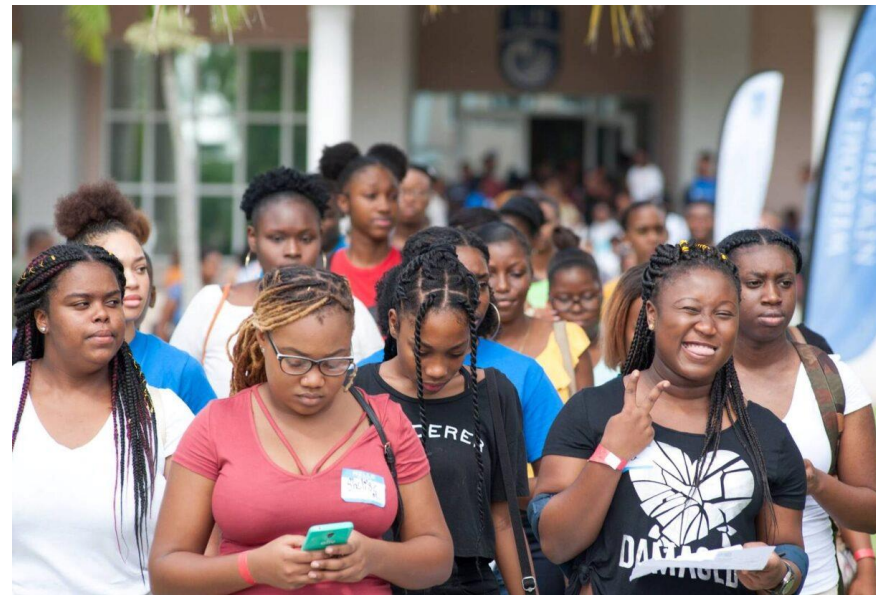
Attire Not Allowed:

- Shorts that reveal buttocks.
- Pants that show underwear.
- Clothing that reveals undergarments through factory or self-made holes.

STUDENT'S RIGHTS & RESPONSIBILITIES CONT'D

- Pajama tops and /or bottoms (unless for a themed event programmed by university officials).
- Tops which bare midriff (crop tops).
- Tops revealing excessive cleavage.

Students who do not comply with the dress code will be given a written warning by the Office of The Vice President of Student Affairs and or The Office of Student Conduct and Complaints and asked to return home for suitable clothing.



OFFICE OF STUDENT CONDUCT AND COMPLAINTS

Student Code of Conduct

The Student Code of Conduct presents guidelines and standards of behaviour that govern the general and social conduct of all University of The Bahamas students.

Offences and Sanctions

Use the link below to access Offences and Sanctions attached to the Student Complaints Process:

<https://www.ub.edu.bs/wp-content/uploads/2016/10/Offences-and-Sanctions-Student-Code-of-Conduct.pdf>

Administrative Process

Use the link below to access the administrative process for student discipline attached to the Complaint Process:

<https://www.ub.edu.bs/wp-content/uploads/2016/10/Administrative-Process-for-Student-Discipline.pdf>



OFFICE OF STUDENT CONDUCT AND COMPLAINTS CONT'D

THE COMPLAINT PROCESS

The following actions should be undertaken to initiate the complaints process:

1. Whenever a complaint is presented to the Office of Student Conduct and Complaints, the matter is reviewed by a representative.
2. After the matter is reviewed, the representative requests a meeting with the complainant to further investigate the complaint.
3. During the meeting with the complainant, the Conduct Officer asks the complainant to report their complaint and complete a Student Statement Form.
4. After the complainant has completed the Student Statement Form, the Conduct Officer reads over the information and confirms with the complainant if they agree with the statement.
5. After the complainant agrees to the statement, the Conduct Officer signs the Student Statement Form and begins the process of investigating the complaint.
6. If the student involves other parties, the Conduct Officer will invite the other the parties to produce their own statement.
7. After all statements are submitted the Conduct Officer will determine what further action should be taken to resolve the complaint. *This process may include collaboration with external departments or the inclusion of the Office of the Ombudsman, General Counsel or the University Conduct Committee (UDC).

THE UNIVERSITY CONDUCT COMMITTEE

The Office of Student Conduct and Complaints determines which matters are referred to the University Conduct Committee. The composition of the University Conduct Committee includes the following:

- 2 Student Affairs Directors (one must serve as Chair)
- 1 University Counsellor
- 1 Faculty member
- Student Government Association President or designate
- 1 Student Government Association Senator
- 1 Staff Member
- 1 Staff Member from the Office of Disabilities and Compliance* (Necessary only in the event that the complaint directly involves a registered student with a disability.)

OFFICE OF STUDENT CONDUCT AND COMPLAINTS CONT'D

THE APPEAL PROCESS

Any complainant who is dissatisfied with the decision made by the Office of Student Conduct and Complaints under this policy may appeal to the Vice President of the Office of Student Affairs for non-academic complaints and the Provost and Vice President of Academic Affairs for academic-related complaints. The appeal must be submitted in writing within two weeks after the written communication of decision by the Office of Student Conduct and Complaints. The Vice President of the Office of Student Affairs will consider the appeal process and review the complaint process. If the Vice President of the Office of Student Affairs determines that the complaint process was appropriate in accordance with the policy on Student Complaints, the appeals process may be dismissed. If the Vice President of the Office of Student Affairs determines that there were irregularities during/within the complaint process, the appeal process may be approved.

UB CARES

UB Cares falls under the portfolio of the Office of Student Conduct and Complaints. UB Cares was created to support students whose hardships impact their programme attendance and functionality and serves as a central hub for generous donations from various donors.



OFFICE OF RECRUITMENT & ADMISSIONS

APPLICATION AND ADMISSION PROCESS

Persons interested in attending The University of The Bahamas must submit an online application with supporting documents by way of The University's website for Admission to take place.

For access to the **APPLICATION PORTAL**, click the following link:

<https://ub.elluciancrmrecruit.com/Apply/Account/Create>

For more information on **APPLICATION AND ADMISSION PROCESSES AND DEADLINES**, click the following links:

<https://www.ub.edu.bs/wp-content/uploads/2019/10/Quick-Admissions-Guide-FLYER.pdf>

<https://www.ub.edu.bs/wp-content/uploads/2019/01/Policy-on-Admissions-29-January-2019.pdf>

DEGREES AND PROGRAMMES OF STUDY

The University offers masters, bachelor and associate degrees, certificates and diplomas in a variety of programmes. For more information on **DEGREES AND PROGRAMMES OF STUDY**, click the following link:

<https://www.ub.edu.bs/admissions/undergraduate-admission/programmes-2/>

IDENTIFICATION CARDS (IDS)

As soon as they have paid their tuition and fees, students must take their receipt to Admissions to be issued a University of The Bahamas Identification (ID) Card. Students are required to wear their ID cards whenever they are on Campus and must use the card to access all libraries, sit examinations, and take part in student activities. Each semester/session, ID cards are validated by the Business Office upon payment of the bill. Lost or stolen ID cards must be reported immediately to Security, Lost and Found, or Admissions.



OFFICE OF REGISTRAR

PERIOD OF CANDIDACY

Once admitted to The University, all students must complete their degree within a specified period of time called the Period of Candidacy (POC). Failure to complete all degree requirements within this period will result in cancellation of enrollment at The University. Should this take place, all grades and credits will be cancelled and all records closed.

For more information on the **POLICY ON PERIOD OF CANDIDACY**, visit **Policy Hub** on the UB website, click on the **'Student Life'** folder within the **'University Policies'** folder under **'Public Documents and Policies'**. Access **Policy Hub** using the following link: [UB Policy Hub](#)

TRANSFER OF CREDITS

Transfer credit refers to UB credits students receive for relevant work done at another accredited institution. Students should apply for transfer credits as soon as they are admitted to UB as transfer credits are not normally awarded after the first semester.

For more information on the **POLICY ON TRANSFER CREDITS**, visit **Policy Hub** on the UB website, click on the **'Academic'** folder within the **'University Policies'** folder under **'Public Documents and Policies'**. Access **Policy Hub** using the following link: [UB Policy Hub](#)

REGISTRATION

Registration is the online process by which students are advised and by which they reserve and pay for courses.

For more information on **REGISTRATION PROCESSES**, click the following link:
<https://www.ub.edu.bs/academics/registration-2/>

REGISTRATION PROCESS

ACADEMIC ADVISEMENT

All UB students are assigned an academic advisor, a faculty member who will help them achieve their educational, personal and career goals and who will mentor and guide them through their programme of study. Students should get to know their academic advisor as advisors help to plan course schedules and inform them of changes and/or new requirements in their programme of study. However, students are responsible for ensuring that they are properly advised and for keeping up to date on the regulations or changes to their programme of study.

For more information on REQUIREMENTS FOR ACADEMIC ADVISEMENT, click the following link:

<https://www.ub.edu.bs/wp-content/uploads/2016/11/What-do-I-need-to-be-advised-FINAL-AA-8-August-2020.pdf>

If a student is unable to meet with his or her academic advisor during the registration process, they should meet with the Chair of the School responsible for their programme of study.

Students are encouraged to adhere to the following steps when seeking to be advised:

1. Make an appointment with your academic advisor via phone, e-mail, or office hour sign-up sheets during agreed-upon advising times.
2. Be on time for your advising appointment.
3. Notify the advisor in advance if you are unable to make the scheduled appointment.
4. Discuss academic and career-related needs and goals and seek additional help from appropriate sources as suggested by the advisor.
5. Be prepared for the appointment by knowing your programme requirements, checking Banner for available courses, preparing a tentative schedule and by bringing appropriate materials such as a copy of your unofficial transcript, your Contract of Study, the Course Request Form, and written questions or concerns you may have.
6. Go to the appointment expecting your advisor to help you make decisions; do not expect your advisor to make your decisions for you.
7. Follow through with appropriate action after each advising session and consult your advisor if critical decisions cannot be accomplished.

REGISTRATION PROCESS CONT'D

COURSE SCHEDULES AND SECTIONS

Courses available in a given semester/session are listed on Banner. Banner lists the courses to be offered, the number of sections available, the day and time of each section, the room in which the section will be held and the faculty member assigned to teach the section.

Sections offered outside of New Providence are designated as follows:

- **B** = Abaco
- **A** = Andros
- **E** = Eleuthera
- **X** = Exuma
- **F** = Freeport

The days of the week are designated as follows:

- **M** – Monday
- **T** – Tuesday
- **W** – Wednesday
- **R** – Thursday
- **F** – Friday
- **S** – Saturday

COURSE EXEMPTIONS

Students should not register for courses from which they have been exempted. Exemptions are awarded on the basis that the student completed the course work prior to entering UB. Once the form has been processed, the Records Department will place a 'V' on the student's transcript; the 'V' is not included in the calculation of the GPA. A **REQUEST FOR COURSE EXEMPTION FORM** can be accessed by clicking the following link:

<https://www.ub.edu.bs/wp-content/uploads/2016/10/Request-for-Course-Exemption-February-2017-Fillable.pdf>

REGISTRATION PROCESS CONT'D

COURSE EXTENSIONS

Sometimes faculty extend the class size to allow a limited number of additional students to register. Students wishing to seek a course extension must first obtain the agreement of the course instructor in writing. Should the request be approved, students will be notified via their UB email address and will need to register at the Records Department during the Drop/Add period.

WAITLIST

Waitlists allow students to be placed on an electronic queue for a closed section of a course. Should space become available in the section, students will be notified via their UB email account. Students will be given a specified time frame within which they can register for the course.

LATE REGISTRATION

Students who do not register for classes during the regular registration period may do so online during late registration. Late registration is held prior to the beginning of classes; access to courses is on a first-come, first-served basis. Students who register late for any reason will be charged a late registration fee in addition to tuition and other fees.

DROP AND ADD PROCESS

Students may drop or add a class during the Drop/Add period by completing the [Course Change and Withdrawal Form](#). Courses dropped during Drop/Add will not appear on the student's transcript.

Before dropping or adding a course, students should:

- Consult their academic advisor on the course they wish to add and/or drop;
- Consult the Office of Financial Aid and Scholarships to review the impact on eligibility requirements, if they are on financial aid or have received a scholarship or award;

REGISTRATION PROCESS CONT'D

- complete the **Course Change and Withdrawal Form**;
- go online and drop or add the course; and
- pay the requisite **Drop/Add fee** at the Business Office.

Once the Drop/Add period has ended:

- students are no longer allowed to add any courses.
- students may continue to drop or withdraw from courses without academic penalty if they withdraw before the deadline for withdrawal without academic penalty.

Failure to attend classes does not constitute withdrawal.

Failure to withdraw before the deadline for withdrawal without academic penalty will result in an 'F' grade being placed on the student's transcript; this will be included in the calculation of the GPA.

Although they may have withdrawn from the course, students on the Deferred Payment Plan are still responsible for paying the course tuition and fees.

COURSE WITHDRAWAL

Students who wish to withdraw from a course must complete the [Course Change and Withdrawal Form](#) and pay the withdrawal fee at the Business Office. It is the student's responsibility to withdraw from a course. Failure to attend classes does not constitute withdrawal. Although they may have withdrawn from the course, students on the Deferred Payment Plan are still responsible for paying the course tuition and fees.

Before withdrawing from a course, students should:

1. Speak with the course instructor to assess their performance and progress and determine whether withdrawal is warranted.
2. Consult their academic advisor as withdrawal could impact their ability to progress, as in the case of withdrawal from prerequisite courses. Also, as every course is not offered every semester, withdrawal could impact course sequencing and the ability to graduate within a specified time frame.

REGISTRATION PROCESS CONT'D

3. Consult the Office of Financial Aid and Scholarships to review the impact of withdrawal on eligibility requirements, if they are on financial aid or have received a scholarship or award.

WITHDRAWING FROM A COURSE WITHOUT ACADEMIC PENALTY

Students can receive a 'W' as opposed to an 'F' grade if they withdraw from a course before the deadline for withdrawal without academic penalty. Students must:

1. complete the [Course Change and Withdrawal Form](#);
2. Pay the withdrawal fee at the Business Office; and
3. Take the completed form and the payment receipt to the Records Department for processing.

Once the withdrawal has been processed, Records will place a 'W' on the student's transcript; this will not be included in the calculation of the GPA. To earn credit for a course from which they have withdrawn, students must repeat and pass the course. Although they may have withdrawn from the course, students on the Deferred Payment Plan are still responsible for paying the course tuition and fees.

WITHDRAWING FOR COURSES FOR MEDICAL REASONS

Students who are unable to continue their courses due to medical reasons may withdraw without academic penalty provided they submit a medical certificate from a licensed physician confirming their inability to complete the semester/session. Medical certificates are to be submitted to the Registrar along with the completed [Course Change and Withdrawal Form](#).

Students requesting a withdrawal for medical reasons after the deadline to withdraw without academic penalty must also submit a written request to withdraw. Should the request be approved, Records will place a 'W' on the student's transcript; this will not be included in the calculation of the GPA.

To earn credit for courses from which they have withdrawn, students must repeat and pass the courses.

A **REQUEST FOR CHANGE OF PROGRAMME FORM** can be accessed by clicking the following link:

<https://www.ub.edu.bs/wp-content/uploads/2016/11/Request-for-Change-of-Programme-February-2017.pdf>

REGISTRATION PROCESS CONT'D

DEREGISTRATION

Once courses have been reserved, students have 7 days to pay their bill. Failure to pay the bill within the 7-day time frame will result in deregistration; that is, the courses will be removed from the student's record. Should the courses remain available, students are able to reserve them again, but will be deregistered should they again fail to pay for the courses within the 7-day time frame.



FINANCIAL AID AND SCHOLARSHIPS

SCHOLARSHIPS AND AWARDS

In support of The University and its students, many businesses, corporations, financial institutions and private donors provide annual scholarships and other awards. Students should visit The University's website for a complete list of all scholarships and awards available at UB as well as eligibility requirements. Scholarships and awards tend to cover the cost of tuition only; they do not normally cover fees and other charges. To avoid deregistration, students should pay the amount not covered by the scholarship or the award when they reserve their courses.

FINANCIAL AID

Financial aid is made available to eligible UB students by the Bahamas Government through the Ministry of Education. Generally, eligibility for financial aid is based on financial need and good academic standing.

For more information on the **POLICY ON FINANCIAL AID AND SCHOLARSHIPS**, visit **Policy Hub** on the UB website, click on the **'Student Life'** folder within the **'University Policies'** folder under **'Public Documents and Policies'**.

Access **Policy Hub** using the following link: [UB Policy Hub](#)

The deadline to apply for financial aid is the first Friday in February for fall and the last Friday in September for spring. Financial aid is not available during the summer sessions. Financial aid tends to cover the cost of tuition only; it does not normally cover fees and other charges. To avoid deregistration, students should pay the amount not covered by financial aid when they reserve their courses. Students may apply for the Deferred Payment Plan. For further information, students should contact the Financial Aid Office at <https://www.ub.edu.bs/admissions/financial-aid/> or call 302-4371 (UB Oakes Field Campus) during the Drop/Add period.

CONTACT FOR FINANCIAL AID AND SCHOLARSHIPS

Email: fa@ub.edu.bs

Telephone contact: 302-4371 | Cellular: 357-5644

Webpage: <https://www.ub.edu.bs/admissions/financial-aid-scholarships/>

FINANCIAL AID AND SCHOLARSHIPS CONT'D

PAID WORK STUDY PROGRAMME

To give students who are eligible the opportunity to gain meaningful work experience earning money to defray the cost of their financial needs while attending the University. The University of the Bahamas Work Study programme provides part-time jobs for undergraduate and graduate students. The program encourages community service work and work related to the student's course of study.

ELIGIBILITY: To be eligible students must complete the online application in the Financial Aid portal in Banner, Student Aid. Work study students must be in good academic standing. Academic progress must be maintained as defined by the Academic Senate. A student must be enrolled for a minimum of 6 credit hours for the Fall and Spring semester and 3 credit hours for the summer sessions in which he/she is on work-study.

HOURS OF WORK: Work Study positions are temporary/part-time and students work normally no more than 20 hours per week. These positions do not include salaried student employees or positions posted and recruited through the Human Resources Department.

STUDENT'S RESPONSIBILITIES:

- Work only during hours which they are scheduled that do not conflict with times the student is scheduled to be in class, even if the class is canceled.
- Maintain eligibility to receive university work-study funding and immediately inform the hiring department if they become ineligible to receive funding.
- Provide the hiring department their class schedule prior to beginning work and maintaining a set work schedule.

UNIVERSITY'S RESPONSIBILITIES:

- The university is responsible for providing the student with clear terms of engagement and expectations.
- The university is responsible for providing the student with information on the infrastructure to address concerns and make complaints.
- Advertise this programme and make the information available to all students.

For more information on the **POLICY ON PAID WORK STUDY**, visit **Policy Hub** on the UB website, click on the 'Student Life' folder within the 'University Policies' folder under 'Public Documents and Policies'. Access **Policy Hub** using the following link: [UB Policy Hub](#)

FINANCIAL AID AND SCHOLARSHIPS CONT'D

UNIVERSITY ACADEMIC ENHANCEMENT PROGRAMME

Given the limited resources for financial aid, priority is given to fund students who gain direct entry into degree programmes. A student who enters the University Academic Enhancement Programme (AEP) may be considered for funding, depending on the availability of funds, for a maximum of one calendar year, in other words, the completion of two consecutive semesters taking 4 classes each semester.

GOVERNMENT GRANTS AND STIPENDS

The Government of The Commonwealth of The Bahamas, along with private donors provide financial assistance to help meet the financial needs of UB students. Financial aid is designed to ensure that no student is deprived of the opportunity to earn a UB degree because of financial constraints. All awards are contingent upon available funding.

Financial Aid is awarded to students who are eligible and apply. To be eligible, current or prospective students must be Bahamian citizens who are enrolled, or plan to enroll, full-time in a UB undergraduate degree programme. Students on academic probation are not eligible for financial aid. To be considered for financial aid, students must submit an online application.

BAHAMAS GOVERNMENT TERTIARY GRANT (TUITION)

All Bahamian citizens including adults who wish to attend UB can apply for this grant. The Bahamas Government Tertiary Grant Programme will fund tuition and compulsory course fees for full-time UB students. The application for all Grants is a one-time process. Applicants must be a Bahamian Citizen accepted into an undergraduate degree programme. Current students must possess a cumulative GPA of 2.00. Additionally, applicants must register for 12 or more credits during the Fall and Spring semesters. Students enrolled in less than 12 credits in their final year may apply for the Grant during the Fall and Spring semesters.

Compulsory course fees covered under the programme are:

- Technology fee
- Student Activity fee
- Library
- Course Lab Fee
- Mandatory course external examination fee

For more information on the **POLICY ON STUDENT AWARDS GRANTS**, visit **Policy Hub** on the UB website, click on the **'Student Life'** folder within the **'University Policies'** folder under **'Public Documents and Policies'**. Access **Policy Hub** using the following link: **UB Policy Hub**

FINANCIAL AID AND SCHOLARSHIPS CONT'D

The Grant does not cover non-instructional fees like the security deposit, application drop/add fees, books, and repeated courses. It does not include payments for courses taken during the summer semester(s). However, internship courses in Nursing and Hospitality & Tourism Studies will be covered during the summer semesters I & II only.

BAHAMAS GOVERNMENT TERTIARY GRANT (ACCOMMODATION GRANT)

The Accommodation Grant will make payments up to \$500 per person for the duration of the academic year (August to April only) to each student who meets the criteria. To be eligible for an accommodation grant, a student must:

- Have moved from another island of The Bahamas (Family Island) to undertake the course of study, or otherwise be (or have been) a ward of the state, in foster care, or in a children's home.
- Be a full-time student.
- Be less than 25-years-old at the time of enrolment.
- Remain academically eligible for the grant programme. However, if following the grace period for academic probation, a student fails to increase their GPA to a minimum of 2.0, then the accommodation payments will cease.

BAHAMAS GOVERNMENT TERTIARY GRANT (TEACHER EDUCATION STIPEND)

This stipend is granted to eligible students who plan to enroll or who are enrolled in a Teacher Education Programme at the University. Applicants must be: full-time (enrolled in 12 or more credits), Bahamian students with a minimum 3.00 grade point average (GPA). New students must have a minimum of 5 BGCSE passes, including Math and English, with 'C' grades or above. To remain eligible, students must maintain a minimum cumulative GPA of 3.00 per semester. Approval for the stipend is subject to the approval of The Ministry of Education and Technical and Vocational Training.

BAHAMAS GOVERNMENT TERTIARY GRANT (MINISTRY OF HEALTH NURSING EDUCATION STIPEND)

The Nursing Education Stipend is available to eligible students who are enrolled in a nursing programme at UB. Students must be enrolled full-time, taking at least 12 credits in pursuit of a Bachelor of Science nursing degree. To remain eligible, students must maintain a minimum cumulative GPA of 2.75 per semester and pursue a minimum of 12 credit hours per semester. Approval for the stipend is subject to the approval of The Ministry of Health and Wellness.

STUDENT FINANCIAL SERVICES

FINANCIAL RESPONSIBILITY

Students are responsible for all costs incurred while enrolled at The University of The Bahamas. Further, the student should be aware of their account balance and important financial deadlines along with scholarship and financial aid information.

FEE STRUCTURE

The fees that are payable at registration each semester are as follows:

1. Tuition
2. Compulsory Fees
 - Security Deposit (Refundable)
 - Orientation (One-time fee)
 - Technology (Payable each semester)
 - Capital Development fee (Payable each semester)
 - ID Card (One-time fee)
 - Insurance fee (Payable annually)
 - Student Activity Fee (Payable each semester)
 - Library Fee (Payable each semester)

All students are required to pay the fees outlined above.

For a list of fees, see

<https://www.ub.edu.bs/admissions/tuition-fees/>.

BUSINESSS OFFICE OPERATING HOURS

The normal operating hours for the Accounts Receivables section of the Business Office are **Monday – Friday 9:00 a.m. – 4:00 p.m.**

FINANCIAL CLEARANCE

Be advised, if you are a student with an outstanding balance, that a financial hold will be applied to your account. All outstanding balances must be settled before you can proceed with future registrations.

PAYMENT AT THE BUSINESS OFFICE

For students making payments at the Business Office, once your account is fully paid the financial hold is immediately cleared by the cashier.

ONLINE PAYMENTS

Students are able to make tuition payments online using UB Banner. Students who wish to utilize the Deferred Payment Plan are required to make their initial payment

STUDENT FINANCIAL SERVICES CONT'D

at the Business Office. Thereafter, they are able to make subsequent payments online. For students making payments online, the financial hold is processed within 24 hours. Students making payments from 4 p.m. on Friday through Sunday, the financial clearance will be processed on the next business day.

HOW TO PAY YOUR FEES

Students are able to pay their bill via Banner, wire transfer, or at the Business Office by using cash, Debit Cards, Credit cards (excluding American Express), money order or certified cheque made payable to University of The Bahamas. The University does not accept personal or business cheques without a valid check-card. Cheques returned to The University by the bank shall result in a return cheque fee that will be applied to the student's account.

WIRE TRANSFERS

Students making payment via wire transfers should include the following information:

1. Student's Name
2. Student Identification Number

3. Payment amount
4. The semester to which the payment should be applied
5. Wire transfer instructions:

Local wire instructions:

CREDIT TO ROYAL BANK OF CANADA
JOHN F. KENNEDY BRANCH
FOR CREDIT TO UNIVERSITY OF THE BAHAMAS
BOOK ACCOUNT NO. 106-798-2

Overseas wire instructions:

CHASE MANHATTAN BANK, NEW YORK
ABA 021000021
SWIFT (CHASUS 33)
CREDIT ACCOUNT 0011188448
FURTHER CREDIT TO ROYAL BANK OF CANADA
NASSAU, BAHAMAS
SWIFT (ROYCBSNS)
FURTHER CREDIT TO ROYAL BANK OF CANADA
JOHN F. KENNEDY BRANCH
FOR CREDIT TO THE UNIVERSITY OF THE
BAHAMAS BOOK ACCOUNT NO. 106-798-2

6. Confirmation of the payment transactions must be

STUDENT FINANCIAL SERVICES CONT'D

faxed to 242-302-4579 to the attention of Director / Assistant Director of Accounting.

Receipt of wire transfers may take up to two (2) business days depending on the sender's location. Charges incurred during the transfer will be subtracted from the amount sent and the remaining amount will be applied to the student's account.

INSTALLMENT PAYMENT PLAN

Students are expected to settle their bill in full. However, for students facing financial difficulties, you have the option of using the Deferred Payment Plan (DPP) offered by The University. The Installment Payment Plan also called the Deferred Payment Plan (DPP) is a contractual agreement which allows the student to pay their bill in three installments. To obtain approval for the payment plan, the following requirements should be met:

- The student's account must be current (no past due balances).
- The student must have a satisfactory payment history.
- The student must have a minimum G.P.A of 2.0.
- The student must demonstrate financial need.

Once you have met the above requirements, you may proceed to fill out a Deferred Payment Plan form that must be accompanied by the following:

- A Job Letter (including salary information) from your Parent, Guardian or Sponsor.
- A copy of your acceptance letter (new students only).
- A copy of your latest University transcript (returning students only).
- A copy of your passport (must be valid).
- A letter to explain why you need to use the Deferred Payment Plan.
- A copy of your bill for the upcoming semester.

STUDENT FINANCIAL SERVICES CONT'D

The Deferred Payment Plan form is available on The University's website at <https://www.ub.edu.bs/admissions/deferred-payment-plan/> and at the Business Office.

TERMS OF THE INSTALLMENT PAYMENT PLAN AGREEMENT

Once approved for the Deferred Payment Plan, you are required to make the initial payment of one-third of your bill plus the processing fee. After making your initial payment, the remaining balance is payable in two equal monthly installments.

LATE FEE PENALTY ON INSTALLMENT PAYMENT PLAN

For students utilizing the payment plan, if you are late, a penalty fee will be charged each month on all late payments of outstanding tuition and fees. A student is considered to be in arrears if:

- Balances from previous semesters are unpaid
- An expected payment is not received on or before the due date
- Any late fees or miscellaneous fees are unpaid.

BUSINESS OFFICE ADMINISTRATION OF SCHOLARSHIP FUNDING

Scholarship students are required to settle their portion of the bill at the time the scholarship award is applied to their account.

Students on Scholarships/Financial Aid are responsible for ensuring that payment is made on their account in a timely manner to avoid deregistration or penalty fees while they await approval of their scholarship award. Classes may be secured by utilizing the Deferred Payment Plan or by paying the bill in full.

STUDENT DATA

Students are responsible for ensuring that the Accounts Receivables Department has his/her current telephone numbers and email addresses. Students can make amendments to their information via Banner. Students are responsible for checking their UB issued emails for important information that may be sent to them from the Department. Students are also advised to keep all receipts of transactions done with the Department for future reference.

STUDENT FINANCIAL SERVICES CONT'D

REFUND POLICY

A full refund of tuition and fees will be given when a course for which a student has registered is cancelled by the institution. Otherwise, the refund policy as outlined below will apply provided that the student complies with the withdrawal process by completing the requisite forms and submitting them to the relevant office.

The refund process begins once registration has ended. Refunds are processed based on the drop fee payment date. The following fees are non-refundable: Student Activity, Student ID, Drop/Add and Deferred Payment Plan Fees.

NOTE: STUDENTS WHO ARE ON THE INSTALLMENT PAYMENT PLAN AND WITHDRAW FROM A COURSE AFTER THE REFUND DATES OUTLINED BELOW, WILL NOT BE ENTITLED TO A REFUND AND WILL BE EXPECTED TO PAY THEIR ENTIRE BALANCE AS OUTLINED IN THEIR PAYMENT PLAN.

REFUND SCHEDULE:

Fall and Spring Semesters

BEFORE FIRST WEEK OF CLASSES 90% REFUND DURING
FIRST WEEK OF CLASS 75% REFUND DURING SECOND
WEEK OF CLASS 50% REFUND WITHDRAWAL

THEREAFTER NIL

Summer Session

BEFORE START OF SUMMER CLASSES 90% REFUND
1ST & 2ND DAY OF CLASS 75% REFUND
3RD & 4TH DAY OF CLASS 50% REFUND
WITHDRAWAL THEREAFTER NIL

ACADEMIC AFFAIRS

ACADEMIC PROGRAMME STRUCTURE

The programme of study refers to the number of credits students must earn and the series of courses they must take to qualify for a degree in a specific field or discipline. Bachelor degree programmes consist of a minimum of 120 credits in the major area, general education, and elective courses. Associate degree programmes require a minimum of 60 credits in the major area, general education, and elective courses. Programmes of study are administered by academic units; that is, Schools or Institutes. Students are held responsible for knowing the School or Institute responsible for his, her, or their programme of study.

For more information on **PROGRAMMES OF STUDY**, click the following link:

<https://www.ub.edu.bs/admissions/undergraduate-admission/programmes-2/>

CONTRACT OF STUDY

The contract of study is the Academic Senate approved roadmap that outlines how a student proceeds through a programme towards the completion of a degree/diploma/certificate.

To fulfill the requirements of the degree/diploma/certificate, students must complete all courses listed on the contract of study and meet the minimum cumulative GPA requirement and follow any other criteria that are specified on the contract. From time to time, programme requirements and contracts of study change; however, The University is obligated to honor the Academic Senate approved contract of study in effect at the time of admission.

MAJOR AREA COURSES

Major area courses provide students with a concentration in a specific academic field or discipline. Most of the courses in a programme of study will be major area courses.

GENERAL EDUCATION (GEN ED)

General Education courses are designed to help students develop an appreciation for the complexity of all knowledge, create an understanding of the interrelationships among the various disciplinary branches of knowledge, and deepen their insight into the role they must play in the intellectual, cultural, social and economic life of The Bahamas, the region, and the wider hemisphere.

ACADEMIC AFFAIRS CONT'D

There is a specified number of Gen Ed credits that must be completed by Bachelor degree students and Associate degree students.

For more information on the **POLICY ON GENERAL EDUCATION PROGRAMME**, visit **Policy Hub** on the UB website, click on the '**Academic**' folder within the '**University Policies**' folder under '**Public Documents and Policies**'. Access **Policy Hub** using the following link: [UB Policy Hub](#)

ELECTIVES

Elective courses provide an opportunity for students to explore areas of interest that are different from their major area of study. Normally, students choose courses to fulfill elective requirements; however, some programmes require that students choose electives from a list of approved or prescribed options. Bachelor degree students normally complete a minimum of nine credit hours of lower-level electives and nine credit hours of upper-level ones' associate degree students complete a minimum of three lower-level elective courses.

CHANGING A PROGRAMME OF STUDY

Students who have completed at least one semester at UB and who are in good academic standing may change their programme of study.

Students wishing to change their programme of study should meet with their academic advisor to discuss academic and career goals. Students should then meet with the Chair of the academic unit responsible for the programme they are considering. Students who are certain they wish to change their programme of study should follow these steps:

1. Complete a Change of Programme of Study form;
2. Have the completed form signed by their current academic advisor;
3. Submit the completed form to the Chair of the unit responsible for the new programme.

The Academic Dean should submit the Change of Programme of Study form to Records by the end of the third week of the semester in which the student wishes the change to be effective. Any programme change form submitted after the third week of the current semester may not become effective until the following semester.

A **REQUEST FOR CHANGE OF PROGRAMME FORM** can be accessed by clicking the following link:

<https://www.ub.edu.bs/wp-content/uploads/2016/11/Request-for-Change-of-Programme-February-2017.pdf>

ACADEMIC AFFAIRS CONT'D

COURSE OUTLINES

Students who enroll in courses will be provided with the Academic Senate approved course outline or they will be able to download the outline from the University's Website. The outline specifies what students are expected to learn in the course, the content that will be covered during classes, and how students will be assessed.

COURSE SYLLABUS

During the first week of classes, faculty normally provide students with a detailed course syllabus indicating office hours, required course work, assignment due dates and other expectations. This varies considerably from course to course.

COURSE SUBSTITUTIONS

Students who wish to substitute another course for a course listed on their contract must seek permission from the Chair of the unit responsible for their programme. Prior to speaking with the Chair, students should consult their academic advisors.

A **COURSE CHANGE AND WITHDRAWAL FORM** can be accessed by clicking the following link:

<https://www.ub.edu.bs/wp-content/uploads/2016/11/Course-Change-Withdrawal-Form.pdf>

COURSE OVERLOAD

Some students accelerate the time it takes to complete their programme of study by taking more than the number of credit hours (that is, courses) allowed. Students who wish to register for more than the allowed number of credits must have a minimum cumulative GPA of 3.00 and obtain permission from their respective Dean.

CLASS ATTENDANCE

Students must be registered for classes they wish to attend. For more information on the **POLICY ON CLASS ATTENDANCE**, visit **Policy Hub** on the UB website, click on the 'Academic' folder within the 'University Policies' folder under 'Public Documents and Policies'. Access **Policy Hub** using the following link: [UB Policy Hub](#)

CLASS PUNCTUALITY

Students are expected to attend all classes on time. Excessive lateness could adversely affect their final grade.

ACADEMIC AFFAIRS CONT'D

ELECTRONIC DEVICES

Unless instructed otherwise, cell phones and other electronic devices are not to be used during class time. No cell phones or other forms of electronic devices are allowed during examinations, unless specified by the instructor.

OFFICE HOURS

All full-time faculty are required to maintain at least 4 office hours each week at times appropriate for students enrolled in their classes. Office hours are times when faculty are available to students for academic support and counselling. Students who are unable to attend any of the scheduled office hours, should arrange to meet with the faculty via appointment. Part-time faculty usually arrange to meet with students immediately before or after class.

DIRECTED INDEPENDENT STUDY (DIS)

Students who have a minimum cumulative GPA of 2.00 and who are in their final year of study may petition the relevant Academic Dean to take a course by **Directed Independent Study (DIS)** provided the course:

1. Is not scheduled or, if it is scheduled, will be cancelled by UB;
2. Fulfills a major area course requirement; and
3. Does not require a lab or field trip component.

Normally, students may take no more than one course by DIS.

For more information on the **POLICY ON DIRECTED INDEPENDENT STUDY**, visit **Policy Hub** on the UB website, click on the '**Academic**' folder within the '**University Policies**' folder under '**Public Documents and Policies**'. Access **Policy Hub** using the following link: [UB Policy Hub](https://www.ub.edu.bs/Policy-Hub)

DIRECTED INDEPENDENT STUDY FORM

<https://www.ub.edu.bs/wp-content/uploads/2018/10/Request-for-Directed-Independent-Study-DIS.pdf>

TRANSCRIPTS

Transcripts are a record of the student's academic performance. They list all courses in the specific year and semester/session in which they were taken, the final grade earned for each course and the semester and cumulative grade point average (GPA). Students should monitor carefully their transcripts at the end of each semester to ensure they are in good academic standing.

ACADEMIC AFFAIRS CONT'D

OFFICIAL TRANSCRIPTS

Students whose tuition and fees are paid up-to-date may request an official transcript from the Records Department. Students must complete the Transcript Request Form and pay the requisite fee online or at the Business Office. A **TRANSCRIPT REQUEST FORM** can be accessed by clicking the following link:

<https://www.ub.edu.bs/wp-content/uploads/2016/11/Transcript-Request-Form.pdf>

Students can download an unofficial copy of their transcript using Banner.

MINORS

A minor is an area of concentration taken along with a major that allows students to explore an area of general interest. Minors consist of a coherent sequence of courses that takes the student beyond the introductory level in an academic field, subject and/or discipline but which is not sufficient to constitute a major.

For more information on the **POLICY ON MINOR PROGRAMMES**, visit **Policy Hub** on the UB website, click on the 'Academic' folder within the 'University Policies' folder under 'Public Documents and Policies'. Access **Policy Hub** using the following link: [UB Policy Hub](#)

Minors promote the intellectual growth of students, enhance their professional profile and increase their career opportunities and opportunities for further studies. Minors are recorded on the student's transcript and on the UB diploma.

Normally, all Bachelor degree students may pursue a minor; however, some professional programmes (for example, Education or Nursing) which lead to certification or licensure prohibit the pursuit of a minor.

To pursue a minor, students must:

- Complete at least 30 credits of college level coursework at UB;
- Have a minimum cumulative GPA of 2.00;
- Consult with their academic advisor; and
- Obtain written approval, in the form of the Minor Student Advisement Form/Contract of Study, from the academic unit offering the minor.

A **DECLARATION OF A MINOR FORM** can be accessed by clicking the following link: <https://www.ub.edu.bs/wp-content/uploads/2016/10/Declaration-of-Minor-Form.pdf>

GRADE AND FINAL EXAMINATIONS

CALCULATING YOUR GPA

To calculate your GPA, divide the grade points obtained by the number of credit hours attempted (not the credit hours earned).

GRADE POINTS AND GRADE POINT AVERAGE

Grade points are awarded on the basis of the final grade assigned by the course instructor. The semester GPA is the weighted average of the grade points awarded for courses taken during a specific semester/session. The cumulative GPA is the weighted average of the grade points awarded for all courses taken to date.

For more information on CALCULATING YOUR GPA and GRADE POINTS AND GRADE POINT AVERAGE, click the following link:

<https://www.ub.edu.bs/academics/grades-gpa/>

ACADEMIC DISHONESTY

Intellectual integrity is the foundation on which The University rests. Intellectual dishonesty, for example, cheating, using another person's work without acknowledging the source, submitting work done by another, etc. is not tolerated. Acts of academic dishonesty could result in an "F" for the assignment/examination; an "F" for the course; and suspension or expulsion from The University.

POLICY ON GRADING

The University uses letter grades and the seven-point maximum grading scale. Grade A is the highest possible grade and grades below D are considered failing, depending on the programme of study. Plus (+) or minus (-) symbols indicate grades that fall above or below the letter grades. Grades of A+ and D- are not used.

For more information on the **POLICY ON GRADING**, visit **Policy Hub** on the UB website, click on the 'Academic' folder within the 'University Policies' folder under 'Public Documents and Policies'. Access **Policy Hub** using the following link: [UB Policy Hub](#)

GRADE AND FINAL EXAMINATIONS CONT'D

DEAN'S LIST

Students who achieve a GPA of 3.00 or higher at the end of each semester are named to the Dean's List.

PRESIDENT'S LIST

Students who achieve a GPA of 3.50 or higher in the fall and spring semesters of the same academic year are named to the President's List.

INCOMPLETE GRADES

A student who is receiving a passing grade for a course and who, due to circumstances beyond his or her control, is unable to complete the remainder of the coursework before the submission of final grades, may be eligible, at the discretion of the instructor, for an "I" grade.

EXAMINATIONS

MID-SEMESTER EXAMINATION

Many courses have a mid-semester examination. Instructors usually list the date for the mid-semester exam on their course syllabus. If the course syllabus or outline does not indicate that a mid-semester exam is required, instructors will advise students of their status in the course prior to or immediately after the mid-semester break. This will help students determine whether they need to devote more time to course work or seek additional assistance, for example peer tutoring, or consider withdrawing from the course.

FINAL EXAMINATIONS

Final examinations that are listed as the required method of assessment on the Academic Senate approved course outlines are held during the UB examination period. The final examination schedule will be posted on The University's Website at least 3 weeks before the examination period for the fall or spring semester and at least 1½ weeks before the examination period for the summer sessions. Students are responsible for knowing

GRADE AND FINAL EXAMINATIONS CONT'D

the correct day and time of their final examination. Failure to sit a final examination because a student misread the examination schedule does not justify an extraordinary sitting of the final exam. In such instances, students will receive an “F” for the final examination.

EXTRAORDINARY SITTING OF A FINAL EXAM

Students may request an extraordinary sitting of a final exam if they:

1. Were hospitalized on the day of the exam;
2. Can produce medical certification that they were ill and confined to bed on the day of, or at least two days prior to, the exam; or
3. Suffered a death in their immediate family (that is, parents, legal guardian, spouse, children, or siblings) on the day of, or the day immediately prior to, the exam.

Students must submit a **Request for Extraordinary Sitting of a Final Examination** to the Chair of the unit responsible for the course and take the completed form, along with proof of payment of the Extraordinary Sitting of Final Examination fee to the Records Department no later than 5 business days after the day of the original exam. Following approval of the request, Records will place an ‘XE’ on the student’s transcript. Normally, extraordinary exams must be taken no later than the next regularly scheduled examination period for the course.

For more information on **REQUESTING EXTRAORDINARY SITTING OF A FINAL EXAMINATION**, click the following link:

<https://www.ub.edu.bs/wp-content/uploads/2016/10/Request-for-Extraordinary-Sitting-of-Final-Examination-February-2017.pdf>

GRADE AND FINAL EXAMINATIONS CONT'D

CHALLENGE EXAM

On the basis of prior learning or past experience, students may request a challenge exam to demonstrate that they meet the learning objectives of a specific UB course. Challenge exams are often similar to final exams or final projects for the course. Students should apply to sit a challenge exam when they are admitted to UB or to their programme of study. Students who pass the challenge exam are required to register and pay the course tuition and fees before they are awarded credit for the course. Students who receive credits for a course on the basis of a challenge exam will also be given credits for the prerequisite courses. No fees are charged for these credits.

ACADEMIC COMPLAINT

Complaints about instruction or in-semester grading should be resolved between the student and the course instructor. In the event the complaint is unresolved, the student should meet with the Chair of the unit responsible for the course and/or the student may submit a completed Academic Complaint Form to the Chair prior to the end of the last day of classes or the submission of final grades.

An ACADEMIC COMPLAINT FORM can be accessed by clicking the following link:

<https://www.ub.edu.bs/wp-content/uploads/2016/10/Academic-Complaint-Form-9-March-2018-1-1.pdf>

GRADE APPEALS

Once final grades have been assigned and transcripts issued, a student with evidence that an incorrect or inappropriate grade has been assigned should make every attempt to resolve the matter with the course instructor. Students may seek a grade appeal on the following basis:

1. Clerical error made in calculating the final grade;
2. Standards or criteria used to determine the grade were inconsistent with the Academic Senate approved course outline or the instructor's course syllabus distributed at the beginning of the semester/session;
3. Standards or criteria used to determine the grade were inconsistent with those applied to other students in the course; and
4. Assignment of the grade was based on factors other than the student's academic performance.

GRADE AND FINAL EXAMINATIONS CONT'D

If the student and the instructor are unable to resolve the matter, the student should submit a completed Final Grade Appeal Form along with proof of payment for the appeal to the Chair of the unit responsible for the course within one regular semester of the posting of the final grade. The Chair's written decision will be rendered within 10 working days of receipt of the appeal.

The student may appeal the Chair's decision by forwarding a copy of the Final Grade Appeal Form and the Chair's decision to the relevant Academic Dean within 5 working days of the decision. The Academic Dean's written decision will be rendered within 10 working days.

The appeal to the Academic Dean is the final step. At the branch campuses, the procedure is identical except that the academic area coordinator shall substitute for the Chair.

A **FINAL GRADE APPEAL FORM** can be accessed by clicking the following link:

<https://www.ub.edu.bs/wp-content/uploads/2016/10/Final-Grade-Appeal-Form-February-2017.pdf>

REPEATING A FAILED COURSE

Students are encouraged to repeat courses they have failed as soon as possible; however, a student who fails a course 3 times must submit a Request to [Repeat a Failed Course](#) to the Chair of the unit responsible for the course. Before attempting the course for the fourth time, the student may be required to take and pass the course prerequisite, complete remedial work or engage in peer tutoring or supplemental instruction. The series of repeats and grades is recorded on the transcript; however, only the highest grade is calculated in the GPA.

For more information on the **POLICY ON COURSE REPEATS**, visit **Policy Hub** on the UB website, click on the 'Academic' folder within the 'University Policies' folder under 'Public Documents and Policies'. Access **Policy Hub** using the following link: [UB Policy Hub](#)

REQUEST FORM FOR TAKING A REPEATED COURSE

<https://www.ub.edu.bs/wp-content/uploads/2018/10/Request-to-Repeat-a-Failed-Course.pdf>

ACADEMIC STANDING

To be in “good academic standing”, students must maintain a minimum cumulative GPA of 2.00. The consequence of not being in good academic standing is that progress through the programme is slowed down. Students who are having difficulties in any course should consult their academic advisor and take appropriate action to avoid a failing grade. Students may have to seek tutoring or some other kind of assistance or withdraw from the course.

ACADEMIC STATUS

The status of students enrolled at The University is designated as full time or part-time.

For full details regarding **ACADEMIC STATUS**, click the following link:

<https://www.ub.edu.bs/wp-content/uploads/2018/08/Policy-on-Academic-Status-8-March-2018.pdf>

ACADEMIC PROBATION

Students will be placed on academic probation if their cumulative GPA falls below 2.00 in any given semester. Students on probation should meet with their academic advisor and the Dean of the Faculty responsible for their programme of study. While on probation, students will be limited to a reduced course load; that is, they will be allowed to take a maximum of 9 credits on per semester.

Students should repeat major area and Gen Ed courses for which they received a “D” or “F” grade before taking any new courses. Students on academic probation are not eligible to hold office in student organizations or student government or participate in intercollegiate activities. Students who achieve a minimum cumulative GPA of 2.00 within one year of being placed on probation will be removed from academic probation.

ACADEMIC STANDING CONT'D

ACADEMIC SUSPENSION

Students will be placed on academic suspension if they fail to achieve a minimum cumulative GPA of 2.00 for two consecutive semesters. Students are required to meet with the Dean of the Faculty responsible for their programme of study and sign off on the notification of academic suspension form. Students on academic suspension are not eligible to register for UB courses for one semester and are not eligible to hold office in student organizations or student government or participate in intercollegiate activities.

Students who return to UB after having been suspended will be placed on probation with a reduced course load. Students will not normally be allowed to proceed with any new courses until they have repeated for a change of grade the courses for which they received an "F" and "D" grade. Students who do not maintain a minimum semester GPA of 2.00 immediately upon return from academic suspension will be withdrawn.

ACADEMIC WITHDRAWAL

Upon returning from academic suspension, students who fail to maintain a minimum semester GPA of 2.00 immediately following their return will be required to withdraw from The University. Students are required to meet with the Dean of the Faculty responsible for their programme of study and sign off on the notification of academic withdrawal form. Students are not eligible to register for UB courses for one year and are not eligible to hold office in student organisations or student government or participate in intercollegiate activities.

READMISSION

Students who wish to return to UB after being required to withdraw must submit a completed Application for Readmission Form to Admissions along with a one-page, typed description of the activities taken to ensure success if the request for readmission is approved, along with supporting documentation. Requests will be considered for readmission for the fall or spring semester only. Readmitted students will be placed on academic probation and will be subject to the rules and procedures governing probation.

ACADEMIC STANDING CONT'D

For more information on the **POLICY ON ACADEMIC PROBATION, SUSPENSION, WITHDRAWAL, AND EXPULSION**, visit **Policy Hub** on the UB website, click on the 'Academic' folder within the 'University Policies' folder under 'Public Documents and Policies'. Access **Policy Hub** using the following link: [UB Policy Hub](#)



GRADUATION

To be eligible to graduate from UB, students must pass all of the courses on their programme of study and must achieve a minimum cumulative GPA of 2.00 and a minimum cumulative GPA of 2.00 for major area courses, unless otherwise indicated on the contract of study. Upon successful completion of the programme of study and verification that all outstanding bills/balances have been paid, a degree, diploma or certificate will be conferred at commencement.

APPLYING TO GRADUATE

Students must apply to graduate no later than the dates posted on The University's calendar and website. The Graduation Evaluation Application Form is available online and from Records. Before submitting the completed form to Records, students must:

1. Obtain the signatures of their academic advisor, Chair and relevant Dean on the form.
2. Attach the original contract of study and the non-academic profile form.
3. Complete the University of The Bahamas Exit Survey.
4. Pay the graduation fee at the Business Office.

For more information on **GRADUATION APPLICATION**, click the following link:

<https://www.ub.edu.bs/wp-content/uploads/2016/10/Policy-with-Respect-to-Graduation-August-10-2021.pdf>

LEVELS OF PASS

The University awards three (3) levels of pass in each degree programme:

- Distinction: cumulative GPA 3.51 - 4.00
- Credit: cumulative GPA 3.00 - 3.50
- Pass: cumulative GPA 2.00 - 2.99

ACADEMIC AWARDS AND HONOURS

The University has an awards system through which it recognizes students who demonstrate high performance, and/or contribution to the institution/school. Eligible graduating students are celebrated at the annual Honours Awards Ceremony held during the week of commencement activities.

ACADEMIC AWARDS AND HONOURS

For more information on the **POLICY ON ACADEMIC AWARDS AND HONOURS**, visit **Policy Hub** on the UB website, click on the 'Academic' folder within the 'University Policies' folder under 'Public Documents and Policies'. Access **Policy Hub** using the following link: [UB Policy Hub](#)

GRADUATION CONT'D

PRESIDENT'S AWARD

The President's Award is given to the bachelor degree student graduating with a minimum cumulative GPA of 3.50 and who, in the judgment of the President, has made a significant contribution to the life of the institution through academic achievement and a commitment to the ideals, aims and values of the institution.

UNIVERSITY OF THE BAHAMAS ALUMNI ASSOCIATION LEADERSHIP AWARD

The University of The Bahamas Alumni Society Leadership Award is presented to the bachelor degree student graduating with a minimum cumulative GPA of 3.00 and who has demonstrated leadership in a club or organization of the University.

FAMILY ISLAND CAMPUS AWARD FOR ACADEMIC EXCELLENCE

Family Island Campus Awards may be presented for those Campuses where students are able to complete college-level programmes. The Family Island Campus Award for Academic Excellence is presented to the graduating student who has achieved the highest cumulative GPA over 3.00.

COMMENCEMENT

Commencement exercises are held once each year at the end of the spring semester. One exercise is held in New Providence on the last Thursday in May and one in Grand Bahama on the first Thursday in June. Students with outstanding bills are not allowed to participate in commencement and will not receive a degree, diploma, certificate, transcript or other award until they have paid all outstanding sums owed to UB.

LETTERS OF COMPLETION

Students may request a letter of completion from the Records Department. The letter will confirm that the student has successfully completed all of the requirements for the programme of study.

DIPLOMAS

The diploma will indicate the degree or certificate awarded. Students who have successfully completed their programme of study and who have paid all UB bills and outstanding debts will receive a University of The Bahamas Diploma.

GRADUATION CONT'D

GRANDUAD VS GRADUATE

There exists a difference between the terms, graduand and graduate.

A **graduand** is someone who is eligible to graduate but has not yet graduated. They may have already made application, received approved, and pending receipt of their degree.

Whereas, a **graduate** is someone who has already been awarded their degree or diploma by The University.



For more information on the **POLICY ON GRADUATION**, visit **Policy Hub** on the UB website, click on the '**Student Life**' folder within the '**University Policies**' folder under '**Public Documents and Policies**'. Access **Policy Hub** using the following link: [UB Policy Hub](#)



THE COUNSELING DEPARTMENT

CAREER DEVELOPMENT

Career Development Services offer assistance to students in making career decisions, goal setting and acquiring the planning skills necessary to reach desired career goals. Students may participate in individual counselling, personality inventories, and computer-aided guidance programmes.

CONFIDENTIALITY

The Counselling Department maintains confidentiality. All students' records are maintained in confidence. No record or information about a client is released without the client's permission, except in a life-threatening situation. To make an appointment call 677-3263, Fax: 356-0234 or visit us at the Tourism Hospitality, Culinary Arts and Leisure Management Building (The CALM), Ground Floor, Northern Wing.

The University Centre for Counselling & Career Services Department is staffed with professional Counsellors trained in personal and academic counselling, testing and crisis intervention.

FIRST YEAR SEMINARS – COUN 100

The First Year Seminar/COUN 100 is a compulsory, fourteen-week orientation seminar. The seminar provides information about self-evaluation, study skills, learning styles, time management, stress management, and College Policies. Students also gain experiential social learning through community service or self-enrichment and personal growth by attending Developmental Workshops/ Seminars.



UNIVERSITY ATHLETICS

THE ATHLETICS DEPARTMENT

The Department of Athletics offers a broad spectrum of sports programmes to match the diversity of student interests. Currently, the University has six teams: Men & Women's Track & Field, Men's Soccer, Men's Basketball, Women's Volleyball and Women's Softball.

COMPETITIVE SPORTS

The University of The Bahamas is an affiliate member of the National Association of Intercollegiate Athletics' [NAIA] Sun Conference in the United States. Our student-athletes compete against students in Florida-based colleges and universities, regional institutions as well as in national leagues at home in The Bahamas.

Athletic scholarships are available, with recruitment typically occurring between January and August for the ensuing academic year. Team try-outs for potential athletes are held during the Spring and Summer. Try-outs for basketball, soccer and volleyball are held during the early Spring and track & field tryouts are scheduled during the late Summer.



DIVISION OF STUDENT SERVICES

OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS

The Office of the Vice President of Student Affairs operates as the hub for student activities. These activities are designed to give students a rich out of classroom experience. Students are welcomed into a warm and student-friendly environment, thus enabling them to optimize the academic and co-curricular opportunities which support their learning and personal development. Programmes are designed to meet the needs of a diverse student population. They help students develop coherent values and ethical standards which prepare them to play a pivotal role in society. Our work is guided by a holistic approach that focuses on the total wellbeing of the student; engaging their academic, social, physical, mental, emotional, and spiritual development. We, the faculty and staff of Student Affairs pride ourselves on prioritizing service above self and focusing on the overall enrichment of the student experience.

The Office of the Vice President of Student Affairs oversees the following departments: Campus Life and Recreation, Office of Counselling and Psychological Services (CAPS), First Year Experience and Programmes (FYE), Greek Life & Student Leadership, Health and Wellness, Housing and Residential Life, Office of Disabilities and Compliance, as well as

The Office of Student Conduct and Complaints.

CAMPUS LIFE

The Campus Life department works to transform the student experience through community service programmes, clubs and organizations, and the creation of leadership experiences during orientation activities and other related social events. Teaching students the power of service, team work and exposure to volunteerism is critical to their development. The Department works closely with the Student Government Association (SGA) and other stakeholders at The University to ensure that the social, cultural and general needs of The University community are met. Our programmes are designed to create a supportive environment, that empowers students, and enhances life management competencies, and as such improve retention and support student development. These activities strengthen school spirit, and encourage greater involvement from The University community.

DIVISION OF STUDENT AFFAIRS CONT'D

We invite you to participate in one of our Signature Events:

- Clubs Showcases
- Happy Hours
- Pink for the Cure Fest
- UB Finals Week
- Clubs Mingle
- Morning Mingle
- SOAR Conference
- Student Organization Week
- Sweet Treats
- Fritter and Daiquiri Day
- Campus Fest
- UB Blessed
- Finals Bash
- Grad Week
- UB Gone Graduation Party
- Fall/Spring Kickoff OWeek (NBC)
- Culturama (NBC)



DIVISION OF STUDENT SERVICES CONT'D

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

The Counselling and Psychological Services Department offers a variety of services to address the diverse needs of students, faculty and staff. Individuals visit CAPS for a wide range of concerns including, but are not limited to, academic adjustments, mental health support/concerns, self-esteem enhancement, abuse prevention and intervention, relational issues, stress management (job related and interpersonal), and personal growth.

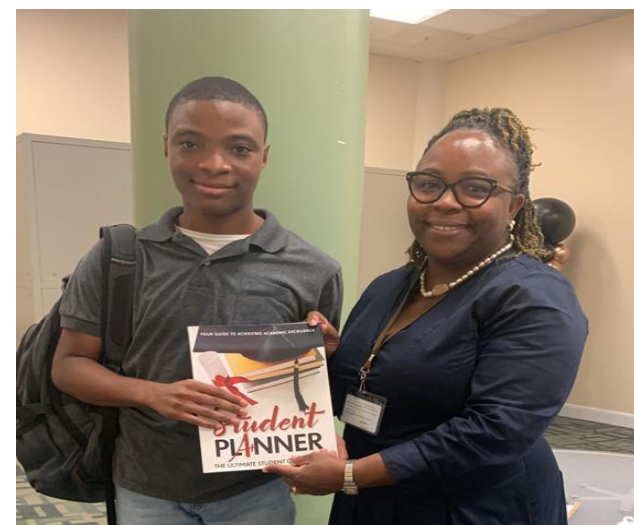
Services offered by CAPS are designed and delivered to support the Standards for University and College Counselling Services established by the International Association of Counselling Services. Additionally, the services provided by CAPS are consistent with the University's Mission as they strive to develop the individual as a whole, which allows them to be mentally well and feel supported in order to meet their full potential to experience success at the university level, contribute to the national development of the country and be global citizens.

Such services include:

- Individual Counseling/Therapy
- Group Counseling/Therapy
- Crisis Intervention

- Outreach
- Consultation and Referrals
- Psychological Assessment
- Professional and Community Service
- Professional Development and Scholarly Activity

These services help foster the well-being, development, and mental health of the university community and actively assists students in achievement of their academic, work and life goals. In addition, CAPS provides outreach opportunities that help foster a positive campus climate by promoting mutual respect, facilitating collaborations, and supporting inclusion within our community.



DIVISION OF STUDENT SERVICES CONT'D

FIRST YEAR EXPERIENCE (FYE) AND PROGRAMMES

The Department of First Year Experience (FYE) and Programmes under the Division of Student Affairs is responsible for helping first-year students transition smoothly into university life. The programs, activities, and services offered help both new students and their families make the most of their UB experience. Each new undergraduate student is expected to attend one of many orientation sessions offered. At orientation, new students will meet with an academic advisor, register for classes, and learn more about campus resources, university services, and university expectations. The orientation program provides a helpful foundation for students to begin a productive and comprehensive university student experience. Orientation takes place every August for the fall semester and every January for the subsequent spring semester.

The Department of First-Year Experience and Programmes is also responsible for programs for the wider university community that foster and build a sense of community, belonging and student engagement. These programmes include but are not limited to:

- M-TOUCH
- Freshman Foam Fiesta
- New Student Orientation (Fall and Spring)



DIVISION OF STUDENT SERVICES CONT'D

GREEK LIFE AND STUDENT LEADERSHIP

THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

The National Society of Leadership and Success (NSLS) seeks “to build leaders who make a better world” by providing leadership training and peer networking opportunities. A local chapter of NSLS was founded at UB in the fall of 2007. Our NSLS chapter at University of The Bahamas was started in 2007. The chapter has a total of 1,729 members and 1,327 Proud NSLS Alumni. Our local chapter is part of the national organization with 700+ chapters and over 1.4 million members.

Students are selected based on exemplary academic achievement. As of 2021 we have 1,199 members who have access to:

- More than \$400,000 in scholarships.
- An exclusive NSLS job board.
- A personalized letter of recommendation.



THE LEADERSHIP PANEL SERIES

The Leadership Panel Series features prominent political, business, civic, and religious leaders and provides an opportunity for noted scholars and professionals to share of their journey to success, experiences in leadership, vision for the country, perspectives on issues facing the country, and wisdom for the next generation of future leaders. In so doing, it builds relationships between engaged and emerging leaders, promotes dialogue on issues of national importance, fosters a spirit of community and engagement in the development of future leaders, provides students a forum for students to interface with role models and mentors.



DIVISION OF STUDENT SERVICES CONT'D

GREEK 101

Greek 101 stands as the flagship event of our department, designed to foster a vibrant exchange of knowledge about Greek life among students while actively cultivating a tighter-knit university community, particularly for those wanting to be involved in Greek Letter organizations on our campus. This pivotal initiative serves as an invaluable platform for the department to disseminate essential information concerning the university's Greek Life, including membership prerequisites and recruitment expectations.



MISS & MISTER UNIVERSITY OF THE BAHAMAS PAGEANT

The University of The Bahamas Pageant provides a positive opportunity for well-rounded students who aspire to enrich and develop themselves. We promote strong leadership skills and social consciousness. We reward academic achievement, encourage self-expression and challenge both young men and women to effect positive change at the University of The Bahamas.



DIVISION OF STUDENT SERVICES CONT'D

HEALTH AND WELLNESS

The department of Health and Wellness consists of three functioning bodies – Health Services, Wellness, and Recreation. With regards to Health, the Services Centre is centrally located at the Oakes Field Campus on the ground floor in the Keva M. Bethel Building. The goal is to provide services needed to resolve immediate, minor health problems so as to enable the student to continue with activities normally associated with studies.

To offer optimum care, it is important that the Health Services Unit has on file all student medical records pertaining to pre-existing conditions such as diabetes and epilepsy. Prior to admission to The University, students are required to complete a University Medical Record, which includes the Physician's Examination Report to be submitted to the Health Centre along with the original immunization card. All medical records must be returned to the medical centre before students are registered. As with all university records, health information is strictly confidential.

A Registered Nurse is available on weekdays for screening acute illnesses and injuries and offering advice and health counselling for everyday health problems. Minor ailments and injuries are treated at the clinic.

THE WELLNESS CENTRE

The Wellness Centre is where health and wellness planning begins. Patrons, including students, faculty and staff may then receive professional health planning and physical training services, including wellness counseling and dietary advice, to help them achieve their health and fitness goals. Personal trainers are also on staff. The Centre is open from **5:45 a.m. to 8:00 p.m. Monday - Thursday and 5:45 a.m. to 5:00 p.m. on Friday**. A full schedule of classes and general information is available at the Wellness Centre or you may visit The University website www.ub.edu.bs

RECREATION

The department of Recreation activities, which are more aligned with fitness, allow students to push beyond their comfort zone, meet new people, and try something fun. Current and new offerings are yoga, casual swim, laser tag, paintball, and even camping.

DIVISION OF STUDENT SERVICES CONT'D

HOUSING AND RESIDENTIAL LIFE

Intramurals are “non-competitive” sports catering to individuals who would like to learn a new sport or have fun playing without competing for the University team.

Most sports have competitive and casual leagues – competitive for the participants who want to play more seriously. Current sports offered are basketball, volleyball, and soccer.

STUDENT HEALTH INSURANCE

All registered students are required to have accidental insurance. Insured students are covered in the event of personal injury or death resulting from an accident.

- Students are covered on and off campus.
- All claims should be submitted for signature to the Office of The Vice President of Student Affairs within 30 days.
- Only claims related to or derived from the accident will be processed

The University of The Bahamas has two living and learning communities. The residence in New Providence is located #21 Gregory Street (next to The Centre for The Deaf). There is also a residence that accommodates athletes located on Eneas Lane in Bain Town. These campuses are 5-10-minute walks from The University's main campus in Oakes Field. It is located in close proximity to a convenience store, two (2) of the most popular fast-food eateries as well as several international commercial banks.

As a result of limited space, preferred placement is given to students from the Family Islands. Family Island and international students are also assisted in finding alternative suitable, secure, off-campus housing if they require it.

The Housing and Residence Life Department assists students in securing suitable accommodations. However, students are responsible for making final agreements with the landlords. Transportation to and from The University is also available as a number of buses operate frequently throughout the community.

DIVISION OF STUDENT SERVICES CONT'D

OFFICE OF DISABILITIES & COMPLIANCE

The Office of Disabilities and Compliance also known as the Mingo Access Center is located on the Oakes Field Campus in the Student Services Building, A Block. The goal is to protect the rights of students with disabilities to receive an education at the University of The Bahamas, provide reasonable academic and non-academic accommodations, and to ensure an accessible campus.

To offer optimum care, it is important that the Disabilities Office has on file all student disability records pertaining to pre-existing conditions; such a specific learning disabilities and cerebral palsy or disabilities acquired later in life.

Subsequent to admission at The University, students are required to register with the Disabilities Office which includes scheduling an appointment to meet with the Disabilities and Compliance Officer (DCO) filing out and submitting a written request form for accommodation in a timely manner, providing appropriate disability documentation on an official letter head form a qualified professional, and submitting registered course schedule.

All forms must be submitted to the Disabilities Office and as with all university records, disability information is strictly confidential. The Disabilities Office services include eliminating negative stereotypes of disabilities, implementing disabilities awareness initiatives, and building a liaison with the business community, government ministries, boards and agencies on matters pertaining to students with disabilities. The DCO works closely with Health and Wellness as well as Counseling and Psychological Services. Referrals are made to other appropriate departments as the need arises.

The Office can be contacted via the following means:

Phone: 242- 302-4453 or 3024562

Email: disabilityservices@ub.edu.bs



DIVISION OF STUDENT SERVICES CONT'D

OFFICE OF STUDENT CONDUCT AND COMPLAINTS

The Office of Student Conduct and Complaints (OSCC) is also responsible for all matters relating to student conduct and disciplinary matters. It advocates for students and ensure that their issues are dealt with equitably, guided by policies.

The Office oversees signature programmes including:

ONE ON ONE WITH THE OFFICE OF STUDENT CONDUCT AND COMPLAINTS

This programme's objectives are to familiarize the university community with the Office and inform them about the policies that are related to the Office. The UB community is also made aware of the office' initiatives and services through this program.

STUDENT SUCCESS SPOTLIGHT

This programme's objectives are to highlight successful student behavior and conduct that lead to positive outcomes and provide students with an opportunity to connect with current and former students who have excelled as a result of displaying positive student conduct

and behaviour. This programme is also available as an educational seminar for student to complete as a requirement for a breach of the student code of conduct.

STUDENT CONDUCT WORKSHOPS

Student Conduct Workshops are facilitated to inform and educate the University community on matters related to student conduct.

INFORMATION WORKSHOPS

Information workshops are facilitated to inform the UB community about information that will support the department's goals and mandates.

WHAT'S THE LAW SERIES

This program's objectives are to enlighten and educate the university's student body about conduct-related laws and policies as well as their impacts.

SAY NO TO GENDER-BASED VIOLENCE EVENT

This program's objectives are to highlight the issue of gender-based violence within our greater society and University community. There are some incidents that have been reported to the Office that would fall within

DIVISION OF STUDENT SERVICES CONT'D

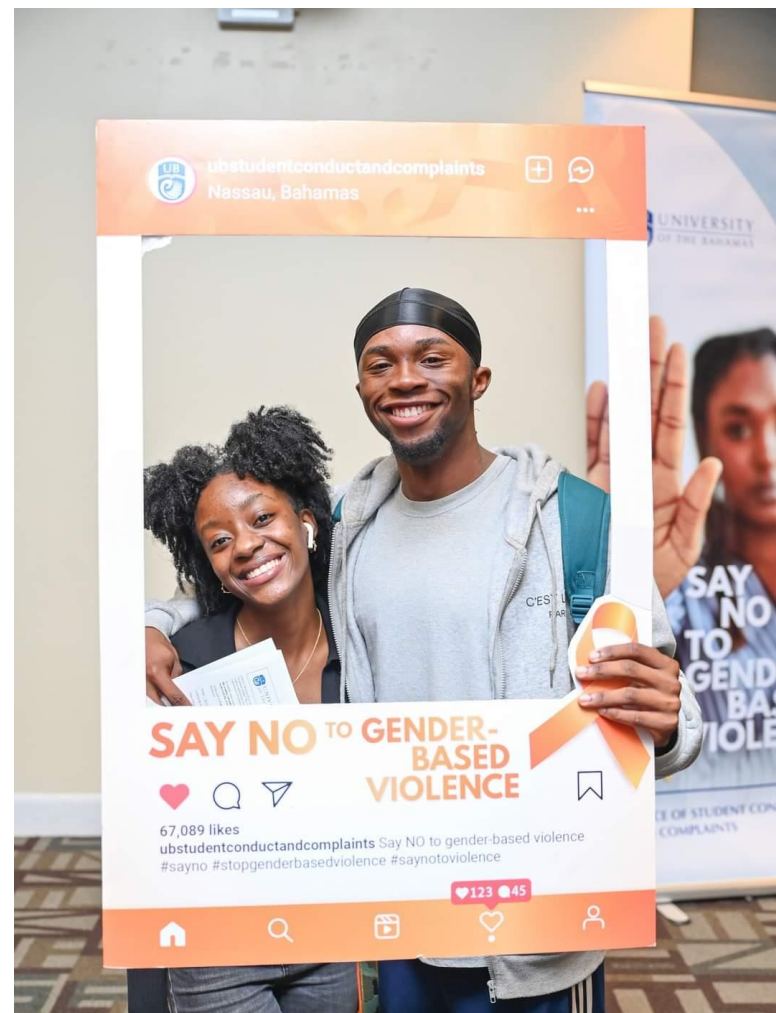
the category of gender-based violence. As a department we want to provide opportunities for students who have breached the Student Code of Conduct with respect to gender-based violence to have an opportunity to attend this event to educate and inform them of the risk and consequences involved with acts of gender-based violence.

CREATING SAFE SPACES

The objective of this programme is to provide students with an opportunity to discuss sensitive matters that impact them. This programme is also available as an educational seminar for student to complete as a requirement for a breach of the student code of conduct.

WELLNESS WEDNESDAYS

The objective of this program is to check in with students prior to the start of the Fall semester. The summer is usually when this program is provided



SUPPORT SERVICES

CHAPTER ONE BOOKSTORE AND COPYRIGHT BUSINESS CENTRE

Chapter One Bookstore is located on the Oakes Field Campus in the Michael Eldon Complex on Thompson Boulevard. At Chapter One, students are able to purchase/access:

- textbooks
- laptops and tablets and chargers
- cell phones, phone accessories, EZ top-up, phone cards
- and Sim cards
- University logo items- accessories and specialty
- items Stationery and other school supplies
- Royal Bank of Canada (RBC) ABM



Chapter One Hours of Operation & Contact Information

Hours of operation:

Monday – Friday 9:00 AM – 5:00 PM

Saturday 9:00 AM – 1:00 PM

Telephone contacts:

397-1229 or 397-2651



SUPPORT SERVICES CONT'D

THE HARRY C. MOORE LIBRARY

The University Library provides research and information resources in support of teaching and learning. The Harry C. Moore Library and Information Centre is located on the Oakes Field Campus in Nassau, New Providence.

EBSCOhost is a multidisciplinary database with more than ten thousand full text electronic journals and e-books. Access is available from all UB libraries and from on and off campus. Special Collection forms a part of the overall collections at each branch library. These collections hold all of the institution's Bahamian resources and are a closed access collection. This means items cannot be borrowed; they must be used in the library.

The Law Collection is a collection of resources in support of the legal programmes currently offered at The University. The collection consists of reference, reserve and a circulating collection. The collection is located on the 2nd floor of the Harry C. Moore Library and Information Centre.

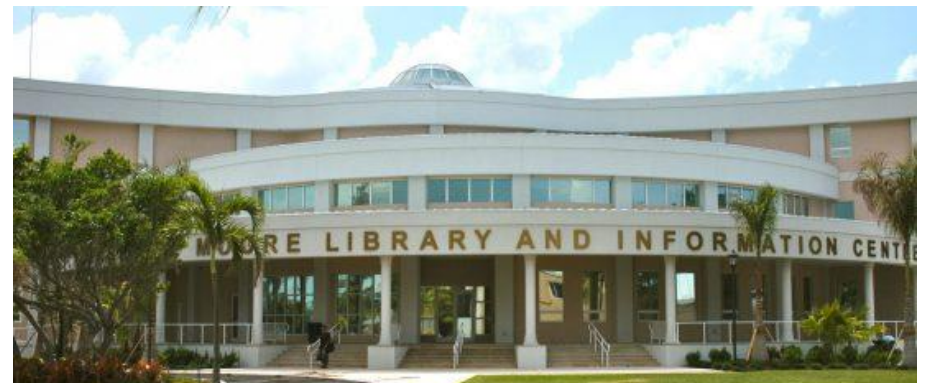
For more information on UB Library Resources, click the following link: <https://www.ub.edu.bs/academics/ub-libraries/>

THE AMERICAN CORNER

The American Corner is a U.S. Embassy initiative in partnership with The University of The Bahamas and the library. Its primary objective is to inform users of U.S. events and programmes and to serve as a mechanism for outreach into The University and local communities. This space is located on the 2nd floor of the Harry C. Moore Library and Information Centre.

ABUSE/DESTRUCTION OF LIBRARY MATERIALS/RESOURCES

Students who destroy, alter or make inaccessible library or other academic reference/resource materials will be required to pay the cost to replace the materials and may be subject to disciplinary action.



SUPPORT SERVICES CONT'D

OFFICE OF INFORMATION TECHNOLOGY (OIT)

The Office of Information Technology (OIT) administers all University of The Bahamas computing services including, but not limited to, the following:

CAMPUS NETWORKS

The University offers various services to students, including printing, Internet access and access to software via its campus networks. Students have access to the network by logging in, using their UB-issued user name and password, at computers available in the campus computer labs, or by logging into the wireless network using their mobile devices.

Active students can collect their UB system account information (user name and password) by presenting their valid UB student identification card at the Campus Life office, any of the campus libraries, School offices, or the IT Help Desk.

PRINTING SERVICES

Printers, to which students can send print jobs are provided in each of the campus computer labs. Printing to the black and white printers cost 10 cents per page. Color printing cost 25 cents per page. At the beginning of each semester students are given a printing allowance as follows:

The allowance is cumulative during the academic year, but all balances are cleared at the beginning of each new academic year (Fall semester), when the student's account is reset to \$50. Use of the printers and print allocations is governed by a printing policy.

COMPUTER LABS AND SERVICES

The Instructional Labs are used for scheduled UB classes, while the Open Labs, which are supervised by student workers, are for general use by UB students. Both types of labs are periodically used for staff and other training sessions. All lab computers require authentication to the University's Network.

SUPPORT SERVICES CONT'D

COMPUTER LAB RULES & GUIDELINES

All computers in the computer labs are the property of The University of The Bahamas and are used daily by a large number of students. To aid in the maintenance of the labs and to ensure a quality experience for all, lab users are asked to observe the following rules. Use of student computer labs implies consent to these rules.

- Each student may only use one computer at a time.
- Food, drinks and the use of tobacco products are not allowed in the student labs.
- Behavior and activities that disturb other users or disrupt the operations of the lab are not allowed. This includes, but is not limited to: physical activities such as “rough-housing,” loud music, talk or laughter; using computer areas and chairs for socializing, etc.
- Listening to music, videos, or other multimedia content must be done through headphones.
- Use of cellular phones should be kept to a minimum and should not be disruptive. For example, phones should not be used in speakerphone mode and ringers should be on low
- The display or printing of sexually explicit graphics is prohibited.
- With the exception of headphones, digital cameras, and USB thumb drives, no external hardware may be connected to a lab computer without the assistance of a Techno Mentor.
- Students are not allowed to download or install software on the lab computers.
- Printer maintenance activities such as changing paper, ink and toner cartridges and clearing paper jams, should only be carried out by the student lab supervisor or OIT staff.
- The Office of Information Technology is not responsible for files the user chooses to save on the lab computer systems or for information stored on the user’s personal storage media such as flash drives.
- Remember to log out whenever you are done using any lab computer. The Office of Information Technology cannot be held responsible for the protection of your data or accounts when you leave a computer logged in with your account.

SUPPORT SERVICE CONT'D

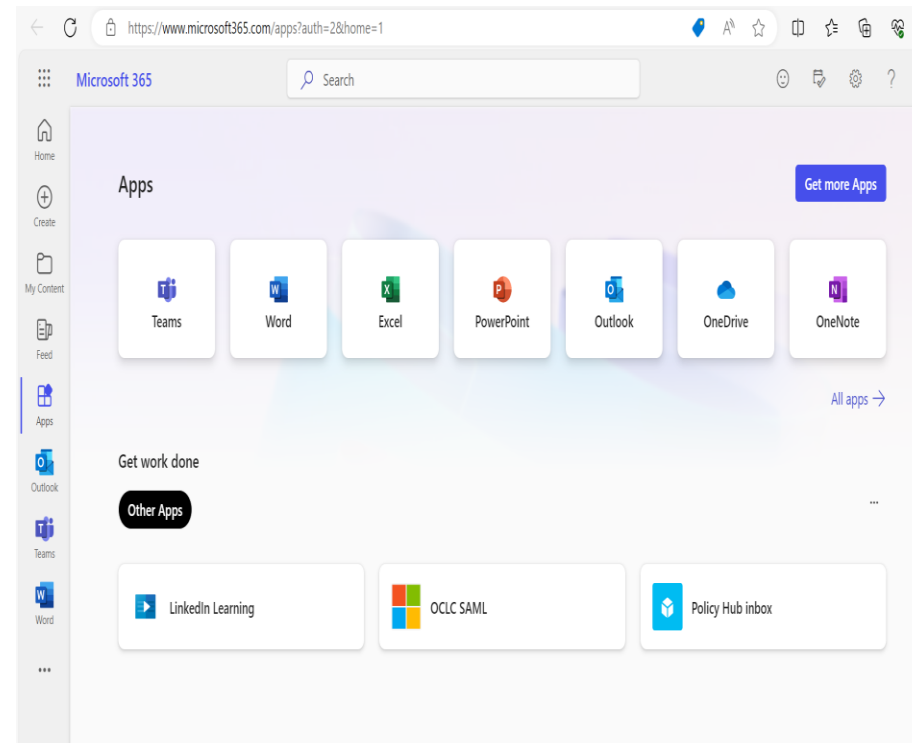
EMAIL SERVICES AND ACCESS TO MICROSOFT OFFICE

The University of The Bahamas provides each student with an e-mail account through the Microsoft Office365 academic program. On initial enrollment in the University, the student is given a username and password for accessing this account. Students can log on to their UB email accounts on the Web at <https://outlook.office365.com/owa/#path=/mail> and are encouraged to use this account for course-related communication and communication with the University in general.

The University also sends general announcements and other information to students by this means. This email account is the officially recognized means of communicating with our student population and not through a student's individual personal email accounts such as Gmail, Yahoo, Outlook.com, Coral wave and others that exist.

Through Microsoft Office 365, active students (those currently registered for classes and who have paid their fees in full or are in good standing in a financial aid programme or the deferred payment programme) will also have access to Online Office (which includes Word, Excel, PowerPoint, OneNote and Outlook).

For more information on the **POLICY ON EMAIL USAGE**, visit **Policy Hub** on the UB website, click on the **'Information Technology'** folder within the **'University Policies'** folder under **'Public Documents and Policies'**. Access **Policy Hub** using the following link: [UB Policy Hub](#)



SUPPORT SERVICES CONT'D

UNIVERSITY WRITING CENTRE

The Writing Center is a multi-purpose lab of The School of English Studies (SES) that caters to the writing needs of all students at The University. Competent SES faculty members are available if you need additional assistance in writing across all disciplines. The LRC offers students:

- *Assistance in writing and grammar;*
- *Personalized help with papers & essays in English Language and other subject areas;*
- *Printed materials on a variety of topics in English Language; English Language resource/reference books;*
- *Writing workshops;*
- *Access to computers;*
- *A comfortable, quiet environment, to study and complete assignments.*

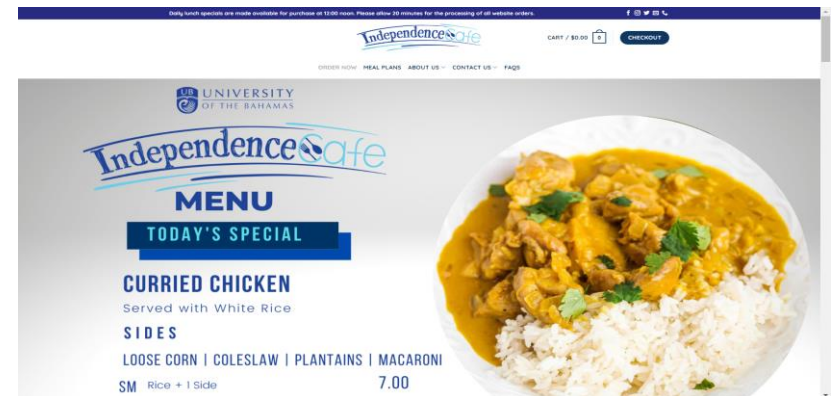
To inquire further or schedule an appointment, please contact the center via email: uwc@ub.edu.bs

INDEPENDENCE CAFÉ AND GRAB 'N' GO CAFÉ

The **Independence Cafeteria** located on the bottom floor of the Student Union Building and the **Grab 'n' Go Cafe** located in the Performing Arts Centre's Concession area are open from 7:00 AM to 6:00 PM and 7:00 AM to 4:00PM, respectively.

Serving hot breakfast, daily lunch menus, an assortment snacks, chocolate, candies, hot and cold drinks, pastries, desserts, as well as other baked and grilled foods.

Students, faculty, and staff can come into Independence Cafeteria and enjoy their meals as ample seating is readily available. Additionally, they have the option of placing their orders in-person or ordering their meals in advance via the cafeteria's multifaceted [website](#).



SUPPORT SERVICES CONT'D

CHOICES RESTAURANT

This is the university's premier student training restaurant. Offered is an experiential dining experience (lunch and dinner) that features a la carte menu items, four-course lunch menus or seven-course fine dining menus. Choices, is only opened during set times consistent with the fall and spring semesters.

Choices is located in the THE CALM (School of Tourism, Hospitality, Culinary and Leisure Management, Oakes Field Campus. Additionally, moderately priced catered events can be arranged to be held in Choices Restaurant, designated meeting spaces, or in our beautiful and spacious enclosed Courtyard. Ample parking is available and security services can be arranged at an additional price to the client.

For more information, contact can be made via email at:

thecalm@ub.edu.bs



STUDENT GOVERNMENT

THE STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is a student-operated organization that was established in 1977 as the sole bargaining agent and voice of all students at The University of The Bahamas. The Student Union provides transparent and efficient governance for all students that are enrolled at all campuses in New Providence (including: Oakes Field, Grosvenor Close, and the Residential Campus), the Northern Bahamas Campus in East End, Grand Bahama, and our various satellite campuses and research units throughout the Bahamas including San Salvador, Exuma, Abaco, and Andros. The electoral terms are run on a 12-month cycle that begins on the 1st of July of each year and ends on the 31st of June of the following year. Elections are held in March of each year where Executive and Legislative Branches are elected by members of the student body. The President of SGA sits on the Administrative Council representing the interest of the students. Each student is automatically a member of SGA as the annual activity fee provides full membership in the Student Union and access to join one of our clubs and organizations on campus.

PURPOSE AND STRUCTURE

The Executive Branch of SGA shall:

- *Carry out the day-to-day operations and administration of SGA.*
- *Serve as the representative of SGA within The University and the local communities.*
- *Have oversight for all clubs and organizations.*
- *Ensure that all provisions of The University of The Bahamas Union of Students' Constitution are executed.*

THE EXECUTIVE BRANCH OFFICERS

- **President** – serves as the head of the entire Union in both New Providence and the Northern Bahamas Campus.
- **Executive Vice President** – serves with and acts in the absence of the President.
- **Secretary** – executes all secretarial duties.
- **Deputy Secretary** – serves with and acts in the absence of the Secretary.

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- **Treasurer** – executes all matters regarding the organizations' finances.
- **Deputy Treasurer** – serves with and acts in the absence of the treasurer and act as the Co-Chair of the Inter-Club Council.
- **Director of Public Relations** – serves as the chief manager of all matters of public affairs.
- **Deputy Director of Public Relations** – assists the Public Relations Director and acts as Co-Chair of the Inter-Club Council.

PRESIDENTIAL ADVISORS/FACULTY ADVISORS

- i. Advise and provide counsel the President of SGA and all officers of the Executive and Legislative Branches on matters related to SGA.
- ii. Serve as ex-officio member(s) to all SGA standing committees, councils, and subcommittees as: Search Committees, Campus Life, Buildings and Properties, Health and Safety, etc.
- iii. Carry out any other duties the President of SGA deems necessary that do not supersede the duties of any officer of the Executive Branch and Legislative Branch of SGA.

EXECUTIVE BRANCH, NORTHERN BAHAMAS CAMPUS

Division Vice President – serves as the division head student representative.

Division Deputy Vice President – serves with and acts in the absence of the Division Vice President.

Division Treasurer – executes all matters regarding the organizations finances.

Division Secretary – executes all secretarial duties at the Northern Bahamas Campus.

Division Public Relations Director – serves as the chief manager of all matters of public affairs.

PURPOSE AND STRUCTURE OF THE LEGISLATIVE BRANCH

The Senate of SGA shall be composed of Senators, who will represent each respective academic school, institute or center and/or satellite campus or site, according to the number of students enrolled as follows:

- 1 – 499 students shall have one SGA Senator
- 500 and more shall have two SGA Senators

STUDENT GOVERNMENT CONT'D

DUTIES OF A SENATOR AND DIVISION SENATOR OF SGA

The responsibilities of both a Senator and Division Senator of SGA shall be:

- To liaise with all the constituents in their respective academic school, institute or center and/or satellite campus or site.
- To act as the voice of the constituents by representing their interests and addressing their concerns in the Senate.
- To attend and participate in meetings and other proceedings in the Senate of SGA.
- To exercise official voting power in the Senate of SGA on behalf of their constituents.
- To post their office hours in strategic points in SGA's Office and on the various campuses.
- To serve on at least one ad-hoc or substantive committee of SGA.

LEADERS OF THE SENATE

The leaders of the Senate are elected at the first official meeting of the Senate. The elected leaders are:

- **Senate Speaker** - Calls and presides over all Senate meetings and reports to the President on a monthly basis.
- **Deputy Senate Speaker** – assists the Senate Speaker on Senate procedures and provides parliamentary support concerning Senate meetings and actions of SGA.

SGA ELECTIONS

Students who want to run for executive positions on SGA must satisfy the following criteria:

- Must be a full-time Student who has completed two consecutive semesters with 12 credits or more (exclusive of the Summer Session). Executive positions are also closed to students in college prep programmes.
- To run for President, you must have a cumulative GPA of 3.00 or above.

STUDENT GOVERNMENT CONT'D

- To run for any of the other positions, you must have accumulative GPA of 2.75 or above.
- If running for Senator or any other position (exclusive of President), you must be nominated by 20 students. For the President position, you must obtain nomination by 40 students.
- Submit your nomination forms as instructed by the Election Chair of the elections.
- SGA President will appoint an election committee three months prior to the elections and this committee, together with the Executive Officers and a representative of the Student Affairs Department must be present at the counting of the ballots.
- All candidates are permitted to have two observers at the counting of the ballots.
- If you are an Executive Branch Member, you cannot exceed more than three terms in office. SGA elections are normally held by March 31st over a two-day period from 9.00 a.m. - 9.00 p.m.

SGA SANCTIONED PETITIONS AND DEMONSTRATIONS

From time to time, individuals or small groups of students may feel aggrieved or dissatisfied with certain matters. There are a number of channels through which you may seek resolution. Sometimes you may feel that you need to take more drastic measures. Before taking such a step, please bear the following in mind:

- If you try to raise a petition about an issue in a certain class, it will not be valid unless it is signed by the majority of the class members.
- If you feel so strongly about a certain issue that you want the support of the entire student body, you must obtain the signatures of at least 1/3 of SGA members (the student body).
- If you wish to bring an issue to the attention of University authorities by demonstrating, you must do so in a nonviolent manner and the demonstration must not involve political alignment in any form.
- If you have tried all the regular channels and petitions and demonstrations, you may wish to march or even boycott lectures or an event. Marches and boycotts should be regarded as final attempts to effect change at The University.

STUDENT GOVERNMENT CONT'D

STUDENT CLUBS AND ORGANIZATIONS

There are a variety of clubs and organizations at The University to provide students with enriching experiences beyond the classroom and facilitate a vibrant campus life. All clubs and organizations are registered with the Campus Life Department.

- ***Agency Club***
- ***Alpha Kappa Alpha Sorority Incorporated****
- ***CHMI Toastmasters International***
- ***Circle K International***
- ***UB Flag Football***
- ***Delta Sigma Theta Sorority Incorporated****
- ***Environmental Pride Club***
- ***Golden Z Club***
- ***Le Club Francais***
- ***Luminaries Toastmasters Club 1510789***
- ***National Society of Black Engineers***
- ***Rotaract Club***
- ***Sigma Tau Delta International English Honour Society****
- ***Sister, Sister Collegiate Chapter Breast Cancer Support Group***
- ***Student Christian Ministries***
- ***Student Nurses Association***
- ***Education Awareness Society***
- ***Junior Bahamas Culinary Association***

- **The Law and Criminal Justice Society at The College of The Bahamas**
- **The Law Society of The LLB Programme of the West Indies at The University of The Bahamas**
- **The Math Club**
- **The Pre-Medical Sciences**
- **The Pro Society Art Club**
- **Young Marine Explorers**



CAMPUS SECURITY

SAFETY AND SECURITY

The information on security is presented in an effort to help ensure students well-being and protection. This information will offer you options for increasing your safety and reducing your vulnerability to crime while still maintaining a sense of freedom.

- Wear your **UB STUDENT ID** at all times.
- Respect Security Officers, they are here to serve and protect you from danger.
- Trust your instincts. If you get a bad “vibe” from someone, put some distance between yourself and the person.
- Be aware of your surroundings, especially during exams, when you are upset, sick or tired, these are the times when you are most vulnerable to an attack.
- After dark always avoid walking alone.
- Use discretion and caution when taking shortcuts through isolated parts of the Campus.
- Be discreet with cash.
- Avoid using an ATM at night; if you must use an ATM at night take another person with you.
- Check around the ATM first to make sure no one is lurking in the shadows.
- Do not leave your valuables unattended.
- Ensure that your car doors and windows are locked when exiting your vehicle.
- Do not leave your computer or any other valuable in your vehicle.
- Report all incidents and accidents to the Security Department at [302-4366](tel:302-4366).
- Trust your instincts. If you feel uncomfortable in a place or situation, leave right away and get help, if necessary.
- Avoid leaving your vehicle running, even if only for a brief period.

CAMPUS SECURITY CONT'D

- If upon returning to your vehicle, you observe something out of the ordinary, promptly alert Campus Security at [302-4566](tel:302-4566).
- Plan your route and use the busiest best-lit stop possible, both to get on and off of the bus. If you must wait, stay near an attendant's stand or in a well-lit area.

CAMPUS PARKING

If you own a motor vehicle, you will be expected to comply with campus traffic and parking regulations. As a student, you should park in the designated student parking areas located south of the B and T Block buildings accessible from Tucker Road and on the south side of the Culinary and Hospitality Management Institute. Do not park in areas designated for administration, faculty and staff. Do not park at building entrances, areas reserved for the handicapped, near walkways, on the grass or in any other area where 'No Parking' signs are posted. Vehicles in violation of parking rules will be towed away at the owner's expense. The University will not be responsible for any vehicle in violation of these and other parking regulations.

LOST AND FOUND

For lost and found items, please visit the Security Office located in the main foyer of the Keva M. Bethel Building or contact us at [302-4566](tel:302-4566).



FREQUENTLY USED TERMS

- **ACADEMIC PLAN:** The academic plan is an electronic Contract of Study that outlines the courses a student is required to take to complete a degree at The University of The Bahamas.
 - **ACADEMIC STANDING:** A student's official status of enrollment at The University is evaluated at the end of each semester; used to assess whether students are meeting the standards prescribed for continuing in the University and/or their programmes of study.
 - **AWARD:** A general term used to mean any presentation, monetary or otherwise, made to a student.
 - **BURSARY:** A monetary award given to a student when the primary criterion is not academic performance.
 - **CO-REQUISITE:** A course that must be taken concurrently with the course for which it is required.
 - **COURSE:** A unit of work in a particular subject normally extending through one semester or session, the successful completion of which carries credit toward the requirements of a degree.
 - **CREDIT:** The measure used to reflect the relative weight of a given course toward the fulfillment of degree requirements. A course normally has a credit hour value of three.
 - **DEGREE:** A credential awarded upon successful completion of a set of required and elective courses as specified by a programme of study.
 - **EXEMPTION:** Awarded on the basis of success on an internal examination or prior learning or professional experience.
 - **FINANCIAL AID:** Financial assistance that is granted to a student to supplement the student's effort to pay for university expenses. Financial Aid is distributed on the basis of need, as determined by the Common Assessment Mechanism, and is to be distinguished from awards given on the basis of merit.
 - **FULL-TIME:** to be considered a full-time student or in a full-time programme of study, one must be enrolled in at least twelve (**12**) credit hours per semester at the undergraduate level, or be in the last semester of their programme.
- Full time Graduate Studies students must be registered in nine (**9**) credits hours per semester at the graduate study level to receive an award.

FREQUENTLY USED TERMS CONT'D

- **GPA:** The abbreviation for grade point average. A semester GPA is the weighted average of the grade points awarded on the basis of academic performance during a single semester.
- **MAJOR:** A prescribed set of courses normally requiring 66-88 credit hours of study.
- **MINOR:** A prescribed set of courses normally requiring 18-24 credit hours of study in a particular field.
- **PREREQUISITE:** A course that must be successfully completed prior to commencing the second course for which it is required.
- **PROGRAMME:** A series of courses, the successful completion of which qualifies the student for a formal credential, provided all other academic and financial requirements are met.
- **QUALITY POINTS:** Grade points are assigned to every grade issued at The University and are used in the calculation of the student's GPA.
- **REGISTRATION:** The process of selecting, enrolling in, and paying for courses.
- **REGISTRATION PERIOD:** The period allotted for reserving and paying for courses.
- **SCHOLARSHIP:** A monetary award, normally given to an undergraduate or graduate student based on general academic excellence or excellence in a specific subject or group of subjects, alone or in combination with financial need, having a fixed minimum value.
- **SEMESTER:** An instructional period of fourteen weeks in the Fall and Spring plus 10-days of final examinations.
- **STUDY ABROAD:** An award that is given to students who apply to study outside of The Bahamas at a designated University approved institution.
- **SUMMER SESSION:** Seven weeks in the Summer plus two-days for final examinations.
- **TRANSCRIPT:** The complete report of a student's academic record.
- **TRANSFER CREDIT:** Academic credit granted for work completed at an institution other than The University of The Bahamas.



