



Student Affairs Mission Statement

Students First - Providing Quality Service to Facilitate Student Learning

The Student's Pledge

I pledge my allegiance to my God, to my nation, to this College and to this union of which I am a part. I pledge my service for the betterment of this College, not just for myself but for those yet to come. One Body, One Cause, One Love.

Although the authors of the Student Handbook have made every reasonable effort to be factually accurate, no responsibility is assumed for editorial or clerical error or error occasioned by honest mistake. All information reflected in this booklet is subject to change by the appropriate officials of The College of The Bahamas without prior notice. Materials in this booklet do not serve as a contract between The College of The Bahamas and any other party

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I. STUDENT SERVICES

OFFICE OF STUDENT AFFAIRS

Student Affairs believes that we have an obligation to develop the whole student. We know that in any educational institution students are the most important element. Our students are our clients. If there were no students, then there would be no need for The College of The Bahamas. The Office of Student Affairs, realizing that you are the reason for our existence, has developed the motto - "Students First - Providing Quality Service to Facilitate Student Learning."

Our main objective is meeting your needs so you will feel satisfied with your college experience and will fulfill your educational needs. By the time you leave COB, we want you to be a committed individual who has responded positively to a balanced programme of study, work, rest and recreation. It is our goal that our students will integrate profitably on-campus and off-campus life, enjoy academic and personal freedom, follow a progressive pursuit and discovery of knowledge through study, reflection and research and make use of technological advances. It is our highest goal that each of our graduates will leave COB equipped to face current issues that impact society and committed to a higher concept of service.

ADMISSIONS

(See College policy on Admissions)

Your first encounter with COB will probably have been the Office of Admissions which recruits and accepts students to The College of The Bahamas. To qualify for admission a person may be a High school graduate who has attained five (5) Bahamas General Certificate of Secondary Education (BGCSE) subjects or their equivalent, including Mathematics and English, with "C" grades or better or a high school graduate with a combined SAT score of 1,000 and a "B" average in grades 11 and 12.

The entry requirements for mature students (persons 25 years or older) are BGCSE/GCE passes with a "C" grade or better in English and Mathematics, or at least three years' work experience and placement at college level in The College's Placement Examination.

Once you have gained admission to The College, you may then apply for a programme that you feel is consistent with your personal or professional goals. Depending on the programme, you may need to come for an interview and/or present a sample portfolio. To get more information, contact an Admissions Representative at 302-4499.

Be sure to apply for admission by the following dates:

First Friday in February for the Fall Semester (August)

Last Friday in September for the Spring Semester (January)

RE-ADMISSION

If for some reason, you have not registered for courses for one academic year, you must apply to the Office of Admissions for re-admission. The re-admission process is free. As soon as you get approval from the Re-admission Committee, usually within six weeks of receipt of your application, you will be able to register for courses. The Re-admission Committee meets a month before the beginning of each semester. The Office of Admissions can give you information on deadline dates.

PERIOD OF CANDIDACY

Once you are admitted to The College, you must complete your programme within a certain time frame, which is called the Period of Candidacy (POC). Ensure that you complete the requirements for your programme within this period to avoid having your registration in both the programme and The College cancelled. If such cancellation takes place, ALL GRADES and CREDITS accumulated in the programme will be cancelled and ALL RECORDS will be closed. If this happens, you will have to re-apply for admission and start your programme from the beginning.

The Period of Candidacy is as follows:

Bachelor's degree (Full-time)	A maximum of eight (8) years after first registration.
Bachelor's degree (Part-time)	A maximum of ten (10) years after first registration.
Associate degree & Diploma (Full-time)	A maximum of four (4) years after first registration.
Associate degree & Diploma (Part-time)	A maximum of six (6) years after first registration.

Note: You may petition The College for an extension of your time if you are nearing the end of your period of candidacy and have not completed your programme. Consult your academic advisor about the necessary procedures.

TRANSFER CREDITS

You can receive credits at The College for relevant work done at another accredited institution. Apply for transfer credits as soon as you are admitted to The College. Transfer credits are not normally given after the first semester. You must have an accumulated minimum Grade Point Average (GPA) of 2.00 and grades of "C" or better in the courses for which you are seeking transfer credits.

ACADEMIC ADVISEMENT

You will be assigned an academic advisor from the academic schools which administers your major area of study. Contact the Chairperson of the School that offers your programme of study for the name of your academic advisor, who will serve as a guide to assist you in fulfilling your academic goals and requirements. The advisor will help you plan your course schedule and keep you abreast of changes and/or new requirements in your major area of study. However, you are responsible for ensuring that you are properly advised. Keep up to date on the regulations governing advisement policies and procedures as they relate to your programme of study.

N.B. Change in Academic Policy

The College of The Bahamas is becoming a university. This transition will require changes in policy as the evolution to the new institutional status progresses.

You are asked to note the following new academic policy:

You will no longer be permitted to exit at the associate degree level from programmes that have been upgraded to the bachelor level. You are therefore advised that the option of exiting at the associate degree in business-related areas is no longer available. Please check with your academic advisor to determine your current status if this policy change affects you.

For further information you should contact:

Office of Academic Affairs - 302-4309

ADVISEMENT PERIOD

As each semester draws to a close, there are advisement periods for the following semester. These advisement periods are to enable you to make the best choices of courses to complete your programme of study. There is also a special advisement day for new students at the beginning of each semester. However, if you miss advisement at the end of the semester, you will have to be advised during the late registration period and will have to pay a late registration fee. So, make sure to attend advisement at the appointed time.

To prepare for advisement do the following eight (8) things:

1. Start a file containing these documents:
 - Complete copies of transcripts
 - Certified copies of BGCSE results and other relevant examination results
E.g. Placement Test results
 - Advisement form with appropriate faculty signature
 - Copies of Course Selection, Change of Major and Course Change/Withdrawal forms
 - All other correspondence from the College: e.g. acceptance letter, approved transfer credit requests etc.

N.B. You must bring this file to all advisement and registration sessions.

2. Make sure you know which courses you must take to fulfill the requirements of your major.
3. Check with your the main office of your School for specific advisement times or make an appointment with your academic advisor. If your advisor is unable to see you at the published advisement times or you are unable to see him/her at that time, contact the School's Chairperson.
4. Try to keep on target by completing the required courses in the order suggested on your advisement form. If you should miss a course in one semester, plan to take it the following semester.
5. Pay special attention to the choices offered in the areas of general education, pre-requisites - those courses you must have successfully completed before starting your major - and electives. This information appears on your advisement form and is also available from the School Office.
6. Get into the habit of checking your Grade Point Average (GPA) and your Cumulative Grade Point Average (CGPA) - they will both be on your most recent transcript. Make sure you are attaining the required CGPA for your completed credits. This will help you to work out what would be the most realistic course load to carry and the grades to aim for.
7. Arrive for your advisement session on time and take your file of documents from Point 1 with you. You cannot be advised without it.

8. Discuss your academic progress with your advisor and make sure that he/she updates both the School's copy and your copy of the advisement form. All grades for courses completed must be entered together with the name and semester for courses yet to be studied. Sign both copies.
- N.B. Check the student newspaper, your School's notice board and local newspapers for specific advisement dates for each semester. You will save yourself time and money if you are advised during these periods.

REGISTRATION

EARLY REGISTRATION

Early registration occurs three times each academic year and during these times, returning students must sign up for the courses for which they have been advised. At these times you should also pay tuition and any other fees. Begin your registration period with a trip to the Records Department.

June is the month for early registration for the Fall Semester

December is the month for early registration for the Spring Semester

April is the month for early registration for the Summer Session

REGISTRATION

New students should register at the beginning of the semester. This is often a very busy time so, to make registration as painless as possible, follow these important guidelines:

- 1 Go to see your academic advisor who will help you choose the courses to take. When he/she has signed your completed Course Request Form, take it to the registration centre.
- 2 To help you to prepare your schedule you should obtain a COB timetable of courses for the semester. Read through the timetable carefully. In making course selections, make sure that they do not conflict with each other. It is advisable to choose alternative course sections in case your first choices close before you are able to register for them.
- 3 You will have received in the mail your PERMIT TO REGISTER and you must bring it with you to registration.
- 4 If you are a returning student, you must obtain clearance from the Library before going to pay tuition and other fees.
- 5 If you are a returning student, you need to bring your valid student IDENTIFICATION (ID) CARD. New students will receive their ID Cards after they have paid tuition and other fees. ALL students need valid ID Cards to use the COB Libraries, sit examinations and to take part in student activities.

DON'T FORGET to take the following items to REGISTRATION:

- i. Course Request Form
- ii. Permit to Register (New Students only)
- iii. ID Card (Returning Students only)
- iv. Transcripts (Returning Students only)
- v. Tuition and Other Fees
- vi. Pen to write with

N.B. Carefully check the section of the course you have registered for. If you attend the wrong section, it may result in your receiving an 'F' grade for the course at the end of the semester.

LATE REGISTRATION / COURSE CHANGE / DROP & ADD PERIOD

In the Fall and Spring Semesters you can add courses, change your programme or register late up to five (5) lecture days after the official start of classes. In the Summer Session, however, you can register late only up to one (1) lecture day after the official start of classes.

You can drop a course or withdraw from a programme without academic penalty up to thirty (30) days before the end of the semester (Fall & Spring) and up to fifteen (15) lecture days before the end of the Summer Session.

N.B. If you are not happy in a course for whatever reason, don't simply drop out of it. If you do, you will receive an 'F' at the end of the semester. To avoid this, fill out a withdrawal form and return the completed form to the Business Office. In this way you will avoid academic penalty.

N.B. Dates for late registration, course changes and withdrawal from classes are posted in the student newspaper, on your School's notice board and in the daily newspapers. Check these sources so you know exactly when these things can be done.

N.B. To change course you must take the following:

- i. All documents required for registration
- ii. A completed Course Request Form
- iii. Course Change (Drop/Add) Fee
- iv. Tuition Fees for Course(s) added

II. COB TUITION FEES & OTHER CHARGES

You can pay tuition and other fees with cash, money order or certified cheque made payable to The College of The Bahamas. Major credit cards may be accepted subject to a small service charge.

N.B. See Appendices A and B for the Schedule of Tuition Fees, Refund and Deferred Payment Plan Policies and additional information on other charges.

III. COUNSELLING & HEALTH SERVICES

You can access personal and vocational counseling at the Counselling and Health Services Department.

Well-qualified staff counsellors offer a variety of services, including:

- Individual and Group Counseling
- Crisis Intervention
- Student Development/Co-operative Educational Seminars
- Pre-Departure /College Transfer Seminars
- Academic Support/Peer Tutoring
- Forum of Academic Excellence
- Higher Education Options
- Career Counseling and Testing
- On Campus College/Job Recruitment
- Job Placement
- Medical Services and Healthy Lifestyle Seminars

WHO CAN BENEFIT FROM THESE SERVICES?

The Counselling Services Department is always eager to provide support to students, faculty and staff throughout the year. Counselling services are based on the premise that every individual has the potential for continuous personal, intellectual and social growth, and seldom is that growth more accelerated or more vulnerable than in an academic environment.

Everyone has times in life when he/she needs a shoulder to lean on. People see a Counsellor when they need to resolve issues, reduce stress and/or feel better about a situation or themselves. A Counsellor is someone who offers objectivity, support and confidentiality to his/her clients.

Choices are identified, decisions are made and individuals become more effective in their respective roles within and without the college community.

COUNSELLING IS CONFIDENTIAL

The Counselling & Health Services Department will maintain your confidentiality. Their records are maintained in confidence, separate from other student records. No record or information about a client will be released without the client's permission, except in a life-threatening situation. In addition, Counsellors' private offices provide a confidential setting to assist students, faculty and staff who wish to plan lifegoals, resolve academic and/or personal challenges and discover new dimensions about themselves. Student workers have no access to the confidential records in the Counselling Services Department.

HOW DO YOU MAKE AN APPOINTMENT?

You can make an appointment by calling the Counselling & Health Services Department at 302-4439 / 4380. Monday to Friday, 9:00 a.m. to 5:00 p.m.

You can also stop by the Counselling & Health Services offices in the Portia M. Smith Student Services Building on Poinciana Drive, third level, east wing.

If you have an emergency, you will be seen immediately.

IV. LIBRARY SERVICES

The Libraries and Instructional Media Services Department caters to the research and information needs of the entire college community. In addition to the main library on the Oakes Field Campus, there are four branch libraries in the College's library system.

Oakes Field Library

You will find the main library on the Oakes Field Campus at the Western end of the A block. It holds a collection of approximately 80,000 titles in print and non-print formats. You can also access the library's resources via the Internet through the library's website at <http://www.cobweb.info.bs> and by means of CD-ROMS and microforms. You will also find an extensive collection of audiovisual resources, microforms and a Special Collections section of Bahamian resources at this library. You can also make photocopies at the library at a charge of ten cents per page. You can borrow up to 12 books during any two- week period. A guide to the libraries is available at the circulation desk.

Hilda Bowen Library

This branch is located at the Grosvenor Close Campus (GCC) and contains collections that support all nursing and allied health-related courses and programmes. Here you will find approximately 2,500 titles in print and electronic formats. You can access the main library and other collections within the system via the library's Voyager Online Public Access Catalogue (OPAC). Internet services, word processing and audiovisual services are also available to you.

The Law Library

This library is located in the Bahamas Tourism Training Centre and holds approximately 3,500 titles in support of the UWI/COB Law Programme. You can also access information electronically at this facility.

Culinary and Hospitality Management Institute Library

Also located in the Bahamas Tourism Training Centre, this facility houses a small collection of about 800 titles to serve the Culinary and Hospitality Management courses and programmes. You can access the Internet and OPAC from this library.

The Northern Campus Library

This library's approximately 2,000 titles support the programmes offered at the Northern Bahamas Campus in Freeport, Grand Bahama. The collection is primarily in print form but access to the Internet is available and databases and resources in Nassau libraries are accessible online. In addition to these five libraries, students in Georgetown, Exuma receive support from the main campus. The College makes every effort to assist students in the other Family Islands where courses are offered by the College by making resources accessible.

In its attempt to keep the Bahamian community informed about current international matters in various disciplines, The Library and Instructional Media Services Department facilitates 'deposit collections' from several international organizations. This means that the library receives publications containing articles, reports on research and up to date findings on a regular basis. The organizations include, The United Nations, the World Health Organization, The Pan American

Health Organization, The British Science Council and The International Labour Organization. In addition, it serves as the National Distribution Agency for the distribution of International Standard Book Numbers (ISBN).

Students regularly find themselves in the library to study or to write and you will be assisted by pleasant and well-intentioned staff. The Libraries and Instructional Media Services Department organizes regular "Meet the Writer" forums and publishes a quarterly newsletter called "The Library Informer."

If there is anything else you would like to know about the libraries, you can contact the Library and Instructional Media Services Department at 302-4552.

The libraries are closed on public holidays. Check your Library Guide or the Library page on the [COB website](#) for further information.

V. LANGUAGE RESOURCE CENTRE SERVICES

The Language Resource Centre (LRC) is a multi-purpose Lab of The School of English Studies (SES) that caters to the writing needs of all students at the college. Competent SES faculty members and work-study students 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
- Access to computers, computer programs and printers
- A comfortable, quiet environment to study and to complete assignments

If you are interested in using this facility, simply drop in and make an appointment to see a facilitator free of charge. The LRC is located in Room F-8 (upstairs Block F). Hours of operation vary. For more information contact the LRC Director at 302-4497 or e-mail the_lrc@hotmail.com.

VI. MATH CLINIC SERVICES

If you find your math courses a challenge, you may like to take advantage of the Math Clinic, a resource of the Math Lab of the School of Sciences and Technology Studies (SST). Located in A-80, the clinic offers personalized help from SST faculty members and Math Majors on work study. In A - 81 there is a Resource Centre where you can find materials including computers and software to assist you. The comfortable environment is conducive to quiet, sustained study so if you are interested in improving your understanding of math, contact the SST office (G1) or call 302-4436

VII. COMPUTER SERVICES

Computer services at The College are administered and maintained by the Department of Management Information Services. All telephone, faxes, copiers, and the technology to interconnect them, are managed by this department. You will find locations on all campuses where you may use computers and the MIS Department encourages you to make full use of these facilities.

When you register at The College you will pay a \$100.00 technology activity fee, which must be paid each semester and gives you the right to 200 prints in the open labs. When you have used your 200 prints, you can purchase more in \$5, \$10 and \$20 increments with the understanding that prints are 10 cents per page. In addition, you will be issued upon registration an email address which has a capacity of four megabytes of storage. Finally, your technology fee allows you the right to connect to The College of The Bahamas' Wireless Network. See the MIS department regarding procedures for connecting to the Network.

You will find photocopiers in all The College's libraries. Copy services in room T-03 and in the Business Centre at the back of Chapter One Bookstore in the Michael H Eldon Complex.

The MIS Department currently operates 19 computer laboratories:

- Two in the A-Block (A-13 open-use lab) and (A-85 Math Lab)
- Three in the B-Block (B-27, B-30 for CIS courses for Application Development) and (B-26 for keyboarding)
- E-12 is reserved for Teacher Education courses
- Two in the F-Block (F-5 for Journalism/creative arts featuring graphics programs, desktop publishing applications and video/audio production software) and (F-8 for English Language and composition development)
- H-6 is the Midi-Music Computer Lab/Studio featuring musical arrangement and production software synchronized to electronic music keyboards and synthesizers
- The T-Block has a number of technology rooms (T-04 is for open use); (T-18 for electrical science); (T-22 for Architecture, Mechanical and Civil Engineering CAD Drawing); (T-25 for CIS Courses application development)
- The Bahamas Tourism Training Center has three rooms (BTTC-Rm7 is for open use); (BTTC-R47 is networking); (BTTC-R48 is for PC Repair)
- Finally, at our satellite campuses we have 4 labs;
Moss Road - Continuing Education Computer Lab
School of Nursing - GCC-120
Northern Bahamas Computer Lab Room 7 (upstairs) for open access and Annex A for specialty classes in CIS, Statistics, AutoCad, Mathematics etc.

VIII. ADDITIONAL STUDENT SERVICES

FINANCIAL AID & HOUSING

The Financial Aid and Housing Department plays a pivotal role in the life of The College of The Bahamas. Many of today's doctors, lawyers, teachers, nurses, business managers, accountants and other professionals who made COB their first choice for college education, were once recipients of the generosity of many donors who have made scholarship contributions over the years.

The Bahamas Government continues to be the greatest benefactor through its Bursaries, National Awards, Teacher Education Grants, Nursing Grants and other in-service awards. In 1998, The Bahamas Government committed an additional \$500,000 to The College to assist qualified, deserving students. Business and industry, civic groups, charitable organizations, political parties and private citizens all donate scholarships to The College of The Bahamas.

A most notable event in the history of the Financial Aid/Housing Department was the 'birth' of The College of The Bahamas Endowment Fund under the auspices of The Lyford Cay Foundation and the Canadian Lyford Cay Foundation. In 1996, The Lyford Cay Foundation, headed by the late Harry Moore, set a goal to raise \$5 million in five years for deserving students at The College. This goal was realized, and today, approximately 110 students are COB Endowment Scholars. You can qualify for an award if you demonstrate strong academic skills and significant financial need.

STUDENT HOUSING

The dormitories of The College of The Bahamas are located on Gregory Street, Nassau, just a few minutes from the main campus. Because The College has limited dorm space at present, Family Island students are given preference. Residents live independently under the guidance of a resident dorm director. Additionally, Family Island and international students are assisted in finding alternative, suitable, secure, off-campus housing if they require it. For further information on financial aid and housing contact the Director at 302-4370/1 on the 2nd floor of the Portia M Smith Student Services Building, West Wing.

THE COLLEGE BOOKSTORE - CHAPTER ONE

Chapter One, The College Bookstore, is located in the Michael Eldon Complex on Thompson Boulevard across the street from the Administration Building, Oakes Field Campus. Required texts for all courses, stationery and other supplies are available at the bookstore, which also houses a copy centre and the First Edition Café. There are power outlets at tables in the café for laptop use. Hours of operation are Monday - Saturday 7:00 a.m. - 7:00 p.m. For more information, call the bookstore at 397-2650.

STUDENT PUBLICATION

The Spectrum, The College's newspaper, is published regularly by interested students with the assistance of the faculty of the Journalism Department in The School of Communication and Creative Arts (SCCA). It covers news and features related to college and community. Students who wish to serve on the editorial board of The Spectrum can contact the SCCA at 302-4484/85 in G-2 (G- Block).

STUDENT ID CARDS

You will be issued an official identification card at the time of registration. The ID card, which must be validated each semester, carries a non-refundable fee of \$25.00 and must be worn at all times. It is also required for entrance to the Libraries, examinations and other services/events on campus. Report a lost or stolen ID card to the Admissions Office to get a replacement. Replacement ID cards cost \$15.00. The Admissions office, located in the East Wing, second floor of the Portia Smith Building, can be contacted at 302-4319 or 302-4499.

STUDENT TRANSCRIPTS

The Records Department will mail copies of your official transcript(s) to specified addresses when they receive your written authorization and a completed Transcript Request form. The fee is \$5.00 for the first address and \$3.00 for each additional address. For your own record-keeping purposes, you can request unofficial/ personal copies. To receive a transcript, your tuition and other fees must be paid up to date.

CAMPUS PARKING

If you operate 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. 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 College will not be responsible for any vehicle in violation of these and other parking regulations.

IX. STUDENT ACTIVITIES DEPARTMENT

If you are interested in joining a club or society or want to start one, you should be sure to contact the Student Activities Department in the Student Union Building on the Oakes Field Campus. This department offers opportunities for all students to participate in intellectually and socially stimulating programmes and activities. It also coordinates events sponsored by the various committees, clubs and organizations on campus. Most of these clubs are organized and run by students with assistance from faculty or administration advisors. If you should wish to start a club on campus, be sure to get the go-ahead from the Director of Student Activities and The College of The Bahamas Union of Students Senate.

THE COLLEGE OF THE BAHAMAS UNION OF STUDENTS

The College of The Bahamas Union of Students or COBUS, as it is popularly called, represents the interests of students in the affairs of The College. The Union of Students, i.e. all COB students, elects the Student Government which functions as the administrative body of the Union. This body appoints student representatives to serve on college-wide committees, represents the welfare and interests of students, stimulates student participation in campus life and encourages open communication among students, administration, faculty and staff on all matters regarding the general well-being of the student body. In this regard, the President of COBUS sits on the College Council, the governing body of the institution. Your annual activity fee entitles you to full membership of COBUS and all clubs and organizations. You will find the COBUS office upstairs in the Student Union Building on the Oakes Field Campus.

COMPOSITION OF THE STUDENT GOVERNMENT

The Student Government comprises:

- A President - serves as head of the Executive Branch
- A Vice-President - serves with and acts as President in his or her absence
- A Secretary - executes normal secretarial duties
- An Assistant Secretary - serves with and acts as Secretary in his or her absence
- A Financial Controller - executes all matters regarding the organization's finances
- A deputy Financial Controller - serves with and acts in the absence of the Financial Controller
- Presidential Advisors - serve as advisors to the four standing committees:
 - i.) Academic Affairs
 - ii.) Student Services & Activities
 - iii.) Grounds & Facilities
 - iv.) External Affairs.

COMPOSITION OF THE LEGISLATIVE BRANCH

The Legislative Branch of the Student Government comprises:

- The Senate Speaker
- Deputy Senate Speaker - advisor to Senate Speaker
- An Acting Parliamentarian - acts in the absence of Deputy Senate Speaker
- Senators - act as a liaison between COBUS and The College; each Senator represents an academic school, the school dorms and part-time students.

COBUS ELECTIONS

If you are interested in standing for election for a position in COBUS, you must satisfy the following criteria:

- Be a full-time college level student (not college prep) if standing for President, have a GPA of 3.00 or above
- If standing for one of the other positions, have a GPA of 2.50 or above
- If standing as a Senator, belong to the academic school you wish to represent
- Be nominated by 20 members of COBUS
- Submit your nomination forms one week before the date of the elections

The COBUS President will appoint an election committee two months prior to the elections and this committee, together with the Executive Officers and the Student Activities Director or representative, must be present at the counting of the ballots. All candidates are permitted to have an observer at the counting of the ballots. If you are an Executive Branch Member, you may be reelected for one more term only. COBUS elections are normally held by March 31st over a two-day period from 9.00a.m. - 9.00p.m.

COBUS SANCTIONED PETITIONS AND DEMONSTRATIONS

At times individuals or small groups of students feel dissatisfied with the way things are going in certain classes, around the campus or with a certain college department. There are a number of channels through which you 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 class members.

If you feel so strongly about a certain issue that you want the support of the student body as a whole, you must obtain the signatures of at least 1/3 of COBUS members (the student body).

If you wish to bring an issue to the attention of College authorities by demonstrating, you must do so in a non-violent 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 in The College.

COBUS RESPONSIBILITIES TO COB CLUBS AND ORGANIZATIONS

COBUS has direct responsibility for the welfare of all campus clubs and organizations. If you want to start a new club, you must obtain approval from either the Student Activities Department or COBUS. You must also formulate a constitution for the organization. A club or organization president can always request assistance from COBUS by going to its office in the Student Union Building. Your club or organization must hold its elections of officers before COBUS Elections in March and a COBUS representative must be present at those elections.

CLUBS AND ORGANIZATIONS

College clubs and organizations provide all students with an array of exciting activities with which you can become involved. You will find them socially and educationally stimulating as they offer opportunities to share ideas, to discuss topics, to work collaboratively and cooperatively with other students and to contribute to the well-being of The College and the wider community. Faculty members often serve as advisors to club members.

You are encouraged to become an active participant in at least one of the clubs listed below:

Circle K	The Law Society
Science Club	BHTC Club
Governor General's Award	Art Club
Golden Z	Creative Writing Club
Nursing Club	COBUS
Education Awareness Society	Student Christian Movement
COB Choir	Foreign Languages Club
CDP Club	

You can find notices with information about meetings posted on bulletin boards at various locations around the campuses. If you are interested, you may contact COBUS or the Student Activities Department at 302-4525.

INTRAMURAL SPORTS PROGRAMME

If you are interested in participating in friendly, competitive sports, you will have the opportunity to play in the Intramural Sports Programme. Sports may include:

Flag Football	Swimming
Track and Field	Softball
Soccer	Table Tennis
Chess	Volleyball
Basketball	Weight Lifting

(See the Intramural Sports Handbook)

ATHLETICS DEPARTMENT

If you would like to try to represent The College in a sporting activity, there are now plenty of sports to choose from. Five core sports have been identified: basketball, volleyball, soccer, tennis, and track & field. Men's and women's teams in basketball, track & field, soccer and volleyball are being selected by coaches affiliated with the Athletics Department. All of the teams compete in the leagues locally, but international trips are not unusual.

ATHLETIC FACILITIES

The College's athletic facilities are available for use by students, administration, faculty and staff, except when in use for intramurals or other scheduled activities. The outdoor facilities are located in the eastern section of the main campus and include multi-purpose courts for tennis, volleyball, netball and basketball. There are two softball fields, a track for jogging and field events and a soccer field.

The College also has a swimming pool. If your interests are less energetic, you can play board games such as chess, checkers and dominoes, pool, table tennis or video games in the auditorium of the Student Union Building. In addition, there is a special gym room for aerobics, weight lifting and power lifting.

There is a Wellness Centre which has showers and lockers in addition to state of the art equipment. Classes are offered in aerobics, yoga and Pilates to name a few.

X. ALUMNI RELATIONS AND DEVELOPMENT

The Alumni Relations and Development is responsible for building and developing relationships with the more than 11,000 alumni of The College in partnership with The College of The Bahamas Alumni Association. A database that will make the recording of data about alumni much more systematic is being built using the new college/university management system, SCT Power Campus. This information will be critical in assisting the Unit in targeting alumni according to their interests, classes, beliefs, professions, etc.

The Alumni Affairs Unit, in consultation with its constituents, is building signature programmes, developing membership packages for alumni, creating communication tools that provide alumni with information about The College. The Unit is also designing paraphernalia that will give alumni an opportunity to prominently display pride in their alma mater.

With university status, The College of The Bahamas, it will look, more than ever, to its alumni to draw on their experiences, networks and expertise to advance the institution. This Office is designed to provide that link.

The Alumni Affairs Unit is positioned within the Office of Institutional Advancement, which is located on the second floor of the main administration building.

Contacts:

Administrative Assistant
302-4365/6
alumniassoc@cob.edu.bs

Director
302-4356
alumniassoc@cob.edu.bs

XI. OFFICE OF COMMUNICATION

A division of the Office of External Affairs, the Public Relations Unit exists to develop and implement promotional ideas and activities in support of a comprehensive public relations and marketing programme for The College. The programme includes the dissemination of news, advertising, publicity, media relations, community and government relations, and internal communication.

If you want to publicize an event on campus come to the office in the A block, contact the Director of Public Relations, at 302-4355 or email ia@cob.edu.bs.

XII. STUDENTS' RIGHTS & RESPONSIBILITIES

GENERAL RIGHTS AND RESPONSIBILITIES

As a student at The College, you are guaranteed certain rights, privileges and freedoms as a member of an academic community. However, the guarantee of these rights requires that you accept your own responsibilities for them and conduct yourself in an appropriate manner in order to maintain the integrity and good name of The College of The Bahamas. You must, therefore, comply fully with the requirements, rules, regulations and procedures that govern your course of study at The College so that you can achieve your educational objectives. If you do not, disciplinary action will follow as set down in The Code of Student Conduct. Furthermore, The College assumes no responsibility if you misinterpret the requirements, policies, procedures, rules or regulations as outlined in this Student Handbook. If you have any concerns or queries with regard to these and other connected matters, you should arrange to talk to a member of the administration, a faculty advisor, a college counselor or a member of COBUS during regular office hours.

FREEDOM TO LEARN

As a student at The College, you have the right to access higher education so you can 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 College.

FREEDOM OF INQUIRY

You and your colleagues have the right to inquire into any subject matter of interest to you. You are also free to form reasonable judgments or opinions on the basis of this inquiry. You can also attend or participate in forums in and/or outside The College community where other 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 college 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.

XIII. CODE OF STUDENT CONDUCT

POLICY STATEMENT ON EXPECTED STANDARDS OF CONDUCT

The College of The Bahamas is an academic community that thrives on the pursuit of knowledge and truth through teaching and learning. Therefore, all students are expected to conduct themselves as law-abiding citizens whose behaviour towards others, in terms of their person, property and opinions, is above reproach. Such high standards of behaviour ensure the general well-being of all members of this community. Thus, The College requires that all members of the college community avoid actions that will bring the name of the institution into disrepute. Further, The College reserves the right to take appropriate action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

DISCIPLINARY POLICIES AND PROCEDURES

In recognition of The College's Policy Statement on Expected Standards of Conduct, the institution, through appropriate due process procedures, will impose disciplinary measures for:

- a) Conduct that adversely affects the institution's pursuit of its educational objectives
- b) Behaviour that violates or shows a disregard for the rights of other members of the academic community
- c) Actions which endanger college property or persons on its various campuses.

XV. POLICY ON ADMISSIONS

AB Paper No.: 06-76

1. General Admission to The College/University of The Bahamas is open to persons who meet admissions requirements.

Applicants may be considered for one of the following programmes:

- 1.1.1 Bachelor Degree
- 1.1.2 Associate Degree
- 1.1.3 Diploma
- 1.1.4 Certificate
- 1.1.5 Upgrading
- 1.1.6 Post-graduate programmes facilitated by The College/University in conjunction with offshore institutions

2. Admissions Criteria

Applicants whose first language is not English must provide proof of proficiency in English, such as Test of English as a Foreign Language (TOFL) or equivalent, in addition to meeting admissions requirements. Some College/University programmes have additional entry requirements such as a personal interview or portfolio; relevant Schools/Academic Units should be consulted for specific details.

Bachelor and Associate Degree Programmes

To be eligible for acceptance into a Bachelor or Associate degree programme, applicants must have achieved one of the following:

Five BGCSE or equivalent passes including English and Mathematics with "C" grades or higher.

Four BGCSE or equivalent passes including English, Mathematics, a Social Science and a Natural Science subject with "C" grades or higher. (See Appendix for subjects in the Social Sciences and Natural Sciences.)

Three BGCSE or equivalent passes in subjects other than English and Mathematics with "C" grades or higher plus college-level placement in English and Mathematics in The College/University's Placement Examination.

A combined score of at least 1000 on the Scholastic Achievement Test (SAT) if taken during and prior to 2005 or a combined score of at least 1000 on the Math and Verbal components of the Scholastic Achievement Test (SAT) if taken after 2005 plus a high school transcript with a cumulative grade point average of 3.00 or higher, inclusive of at least one term of the 12th grade or senior year.

Successful completion of a college preparatory programme at The College/University of The Bahamas or an institution recognised by The College/University.

Mature Student Status, that is, 25 years old or older, with BGCSE or equivalent English and Mathematics passes with "C" grades or higher.

Transfer Student Status, that is, applicants who have completed at least 15 credit hours of college-level coursework with a “C” grade or higher at an institution recognised by The College/University and who are in good standing with a cumulative grade point average of 2.00 or higher.

AB Paper No.: 06-76

1. Diploma Programmes

To be eligible for acceptance into a Diploma programme applicants must have at least a Bachelor degree or professional credential in the relevant area from an institution recognised by The College/University.

2. Certificate Programmes

Criteria for admissions to Certificate programmes are specified by the relevant School/Academic Unit.

2.1. Upgrading Programmes

2.1.1. Applicants who have not obtained the necessary qualifications for direct entry into Bachelor or Associate Degree programmes may be considered for one of the following upgrading programmes

2.2. Basic Upgrading.

2.3. Mature Upgrading.

2.4. College Preparatory.

2.4.1. To be eligible for entry into the College Preparatory programme applicants must have at least two BGCSE or equivalent passes with “C” grades or higher and BGCSE or equivalent English and Mathematics passes with at least an “E” grade or a combined SAT score of at least 600 if taken during or prior to 2005 or a combined SAT score of at least 600 on the Math and Verbal components if taken after 2005.

2.5. Post-graduate Programmes

Criteria for admission to post-graduate programmes are specified by The College/University of The Bahamas depending on the programme.

Advanced Standing

Advanced Standing will be granted to students who are holders of degrees from institutions recognised by The College/University who require deficiency and/or prerequisite courses at the freshman or sophomore levels.

Advanced Placement

Advanced Placement will be granted to students who are holders of degrees from institutions recognised by The College/University who do not require deficiency and/or prerequisite courses at the freshman or sophomore levels.

POLICY ON ADMISSIONS - Appendix

Bahamas General Certificate of Secondary Education Social Science subjects:
History, Economics, Religious Studies, Geography
Natural Science subjects: Geography, Biology, Chemistry, Physics,

College/University of The Bahamas Upgrading Programmes

Basic Upgrading Programme for Traditional Age Students

Traditional-aged students who have completed high school and who lack the necessary BJC's, BGCSE's, SAT scores, or other criteria for direct entry into an associate or bachelor degree programme are eligible for entry into the Basic Upgrading Programme for Traditional Age Students. Upon successful completion of this programme, students are accepted into the College Preparatory Programme.

Courses in the Basic Upgrading Programme include:

- MATH 046 - College Prep. Math I
- ENG 015 - Basic English II
- SOST 001 - Social Studies
- SCI 070 - Introduction to General Science
- COUN 001 - Student Development Seminar

Mature Upgrading Programme

Individuals who are 25 years and older are eligible for entry into the Mature Upgrading Programme (MATH 046, 047, & 048 and ENG 016 & 017).

Upon successful completion of this programme, students are admitted into an associate or bachelor degree programme.

Courses in the Mature Upgrading Programme include

- MATH 046 - College Prep. Math I
- MATH 047 - College Prep. Math II
- MATH 048 - College Prep. Math III
- ENG 015 - Basic English II
- ENG 016 - Intermediate English I
- ENG 017 - Intermediate English II

Note: CHEM 071 and BIOL 071 must be completed by persons wishing to pursue the Degree in Nursing.

College Preparatory Programme

The College Preparatory Programme is a pre-college level programme designed to offer remedial and upgrading general education courses to traditional age students who lack the academic prerequisites for direct entry into an associate or bachelor degree programme. Upon successful completion of this programme, students are accepted into an associate or bachelor degree programme.

Courses in the College Preparatory Programme include:

- MATH 047 - College Prep. Math II
- MATH 048 - College Prep. Math III
- ENG 016 - Intermediate English I
- ENG 017 - Intermediate English II
- HIS 012 - Topics in 20th Century European and World History
- CIVS 001 - Bahamian Civics

And any two of the following:

- GEOG 012 - College Prep. Geography
- CHEM 071 - College Prep. Chemistry
- BIOL 071 - College Prep. Biology
- PHYS 071 - College Prep. Physics
- AGRI - 016/017 Principles of Plant Science

XVI. POLICY ON GRADING

AB Paper No.: 06-142

1. General

- 1.1. All College/University of The Bahamas courses require the assessment of all students. Assessment is determined by any combination of assignments, tests, papers, laboratory exercises, class participation, projects, portfolios or examinations.
- 1.2. Within the first week of class, all students will be provided with a copy of the course outline specifying the assessment criteria and weighting approved by Academic Board.
- 1.3. Within the first two weeks of class, all students will be informed, in writing, of the description, scheduling and weighting of assessment items that will count towards the final course grade.

The final grade awarded and the semester hour credits earned for each course will be recorded for each student on a permanent student record (transcript).

2. Grade Reporting

- 2.1. In those instances where students are assessed by means of a final examination during fall and spring semesters, the Chair/Academic Head of the examining School/Unit will report course grades to the Records Department within 4 business days (96 hours exclusive of week-ends) of the final examination.
- 2.2. In those instances where students are assessed by means of a final examination during the summer sessions, the Chair/Academic Head of the examining School/Unit will report course grades to the Records Department within 2 business days (48 hours inclusive of week-ends) of the final examination.
- 2.3. In those instances where there is no final examination and where students are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class in the fall and spring semesters, the Chair/ Academic Head of the School/Unit will report course grades to the Records Department within 4 business days (96 hours exclusive of week-ends) of the end of the final examination period.
- 2.4. In those instances where there is no final examination and where students are assessed by means of a final portfolio, paper or other major assignment submitted during the last week of class in the summer sessions, the Chair/Academic Head of the School/Unit will report course grades to the Records Department within 2 business days (48 hours inclusive of week-ends) of the end of the final examination period.

All grade sheets will be signed by the course instructor and Chair/Academic Head (or other officially designated person) of the School/Unit in which the course is offered and forwarded to the Records Department.

3. Grading System

- 3.1. The College/University of The Bahamas uses letter grades and the four point maximum grading scale. Grade A is the highest possible grade and grades below D are considered failing. Plus (+) or minus (-) symbols indicate grades that fall above or below the letter grades. Grades of A+ and D-are not used.
- 3.2. Grade points are awarded on the basis of the final grade assigned by the course instructor. No grade points will be awarded for an F grade. The grade point average (GPA) is determined by dividing the grade points obtained by the credit hours attempted (not credit hours earned). The COB/ UOB grade point average is determined by using only work attempted at COB/UOB. The cumulative grade point average is determined by calculating all college work attempted. College preparatory (upgrading) courses are not included in calculations of credit hours earned, credit hours attempted, or grade point average.
- 3.3. The following indicates the grade points earned on the basis of the grade assigned and are used to designate final course grades:

Grade	Grade Points	Number Range	Interpretation
A	4	90-100	Mastery of subject matter, principles, techniques and application. Superior ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.
A	3.75	85-89	Superior knowledge of subject matter, principles, techniques and application. Superior ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.
B+	3.50	80-84	Outstanding competence in subject matter, principles, techniques and application. Outstanding ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.
B	3.00	75-79	High level of competence in subject matter, principles, techniques and application. Ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.

B	2.75	70-74	Above average competence in subject matter, principles, techniques and application. Above average competence in organising, analysing, synthesizing and integrating ideas. Reliability in attendance and attention to assignments.
C+	2.50	65-69	More than satisfactory competence in subject matter, principles, techniques and application. More than satisfactory ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.
C	2.00	60-64	Satisfactory competence in subject matter, principles, techniques and application. Satisfactory ability to organise, analyse, synthesize and integrate ideas. Reliability in attendance and attention to assignments.
C	1.75	55-59	Moderate competence in subject matter, principles, techniques and application. Moderate ability to organise, analyse, synthesise and integrate ideas. Reliability in attendance and attention to assignments.
D	1.00	50-54	Minimal knowledge of subject matter, principles, techniques and application. Barely passing performance overall. Reliability in attendance and attention to assignments.
F	0	0-49	Inadequate knowledge of subject matter, principles, techniques and application. Inadequate ability to organise, analyse, synthesise and integrate ideas. Unfulfilled requirements.

I	Not Included	Incomplete	A temporary notation awarded to a student receiving a passing grade for coursework but for whom extenuating circumstances prevent completion of the remainder of the coursework prior to the submission of the final grade.
W	Not Included	Withdrawal	A notation reflecting a student's withdrawal from a course.
XE	Not Included	Extraordinary Examination	A temporary notation awarded following approval of a request for an extraordinary sitting of a final examination.
AU	Not Included	Audit	A notation reflecting that a course was not taken for credit. AU may not be awarded to students who register as credit students in a course.
AG	Not Included	Aegrotat	Awarded on the basis of satisfactory completion of a major part of the course. Student must be unable to complete the course due to major illness.

P - Not Pass.

Awarded for a course taken by Challenge Examination and any course approved for Pass/Fail status by Academic Board.

S - Not Satisfactory.

Awarded for successful completion of a non-credit course.

U - Not Unsatisfactory. Awarded for Included failure in a non-credit course.

T - Not Transfer.

Awarded for credits Included transferred from another institution.

V - Not Exemption.

Awarded on the Included basis of success on an internal examination or prior learning or professional experience.

4. Incomplete

- 4.1. An "I" grade is a temporary notation awarded by an instructor to a student who is receiving a passing grade for coursework and for whom extenuating circumstances prevent him or her from completing the remainder of the coursework prior to the submission of final grades.
- 4.2. An Incomplete Contract Form detailing the work to be submitted for completion as well as the deadline for such work must be signed by the student, instructor and Chair/ Academic Head of the examining School/Unit and submitted to the Records Department with the grade sheet for the course.

An "I" grade that is not changed by the instructor by the end of the next regular semester automatically converts to an F.

5. Withdrawal

- 5.1. A "W" is a notation assigned by the Records Department reflecting an administrative action initiated by the student in accordance with regulations governing withdrawal from a course. "W" may not be assigned by the instructor.

The student must submit a completed Course Withdrawal Form along with proof of payment of the requisite fee to the Records Department prior to the date specified in the official College/University Calendar for the particular academic semester/session. Credit can be earned only upon successful repetition of the course.

6. Extraordinary Examination

- 6.1. The "XE" is a temporary notation assigned by the Records Department following approval of a request for an extraordinary sitting of a final examination and payment of the requisite fee.
- 6.2. A student may request an Extraordinary Sitting of a Final Examination if he or she
 - 6.2.1. was hospitalised on the day of the original examination;
 - 6.2.2. can produce medical certification that he or she was ill and confined to bed on the day of or at least two days prior to the day of the original examination; or
 - 6.2.3. suffered a death in his or her immediate family (that is, parents, legal guardian, spouse, children or siblings) on the day of or the day immediately prior to the original examination.
- 6.3. Students must submit a Request for Extraordinary Sitting of Final Examination form to the relevant Academic Dean/ Executive Director through the Chair/Academic Head of the examining School/Unit and forward the completed form along with proof of payment of the requisite fee to the Records Department.

Normally, an Extraordinary Examination must be sat no later than the next regularly scheduled examination period for the course.

7. Correction of Grade Errors

- 7.1 A course instructor may not change a grade after it has been filed with the Records Department, except in the case of clerical error.
- 7.2 Grade corrections must be indicated on a Grade Change Form that is signed by the instructor, the Chair/Academic Head of the School/Unit in which the course was offered and the relevant Academic Dean/Executive Director.

Grade corrections must be processed within one year of the end of the semester/session in which the original grade was awarded. In extenuating circumstances, exceptions to the one-year limit for correction of grade errors may be considered by petition to the Academic Dean/Executive Director.

8. Academic Complaints

- 8.1. Students with complaints about instruction or in-semester grading should refer them first to the course instructor.
- 8.2. If the student and the course instructor are unable to resolve the complaint, the student may meet with the Chair/Academic Head of the School/Unit responsible for the course and may submit a completed Academic Complaint Form to the Chair/Academic Head prior to the end of the last day of classes or the submission of final grades. The Chair's/Academic Head's written decision will be rendered within 5 working days.

The student and/or the course instructor may appeal the Chair's/Academic Head's decision by forwarding a copy of the Academic Complaint Form, the Chair's/Academic Head's decision and the resolution being sought to the relevant Academic Dean/Executive Director within 5 working days of the decision. The Academic Dean's/Executive Director's written decision will be rendered within 10 working days. The decision of the Academic Dean/Executive Director is final.

9. Final Grade Appeals

- 9.1. 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. A student may seek a grade appeal on the following basis
 - 9.1.1. clerical error made in calculating the final grade;
 - 9.1.2. standards or criteria used to determine the grade were inconsistent with the Course Outline approved by Academic Board or the course syllabus distributed at the beginning of the semester/session;
 - 9.1.3. standards or criteria used to determine the grade were inconsistent with those applied to other students in the course; and
 - 9.1.4. assignment of the grade was based on factors other than the student's academic performance.
- 9.2. 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 Grade Appeal to the Chair/Academic Head of the School/Unit responsible for the course within one regular semester of the posting of the final grade. The Chair's/Academic Head's written decision will be rendered within 10 working days of receipt of the Appeal.

9.3. The student may appeal the Chair's/Academic Head's decision by forwarding a copy of the Final Grade Appeal Form and the Chair's/Academic Head's decision to the relevant Academic Dean/Executive Director within 5 working days of the decision.

The Academic Dean's/Executive Director's written decision will be rendered within 10 working days. The appeal to the Academic Dean/Executive Director is the final step. At the branch campuses, the procedure is identical except that the academic area coordinator shall substitute for the Chair/Academic Head.

10. Grade Records

Course grade records (the forms on which final grades are recorded for a specific class) are College/University records which must be maintained for at least five years after the end of the semester/session. Chairs/Academic Heads of Schools/Units responsible for the course are responsible for identifying an appropriate storage location. The Chair/Academic Head (or other officially designated person) and the course instructor will have ready access to these records.

11. Course Repeats

11.1. Students may repeat any College/University course, including courses from which they have withdrawn. If a course is repeated, the highest grade achieved will be used to compute The College/University grade point average. The series of repeats and grades is retained on the student's academic record (transcript).

11.2. Students may repeat a course if it has been approved by Academic Board for repeat credit. This applies to courses designated as "May be repeated for credit" in the College/University catalogue which also lists the maximum credit limitation or the maximum number of times a course may be repeated for credit.

11.3. Students may repeat courses they have failed.

11.3.1. A student who fails a course three times must seek permission to repeat the course by submitting a Request to Repeat A Failed Course form to the relevant Academic Dean/Executive Director through the Chair/Academic Head.

11.3.2. A student who is given permission to repeat a failed course may be required to take and pass the course prerequisite before attempting the course for the fourth time or may be required to complete remedial work or engage in peer tutoring or supplemental instruction.

11.3.3. The series of repeats and grades is retained on the student's academic record (transcript).

XVII. POLICY ON CONTINUANCE, ACADEMIC PROBATION AND SUSPENSION

Note: The Paper AB-05-54, presented to the Academic Board in 2003, brought about the separation of references to grading from a policy titled "Grading, Continuance, Academic Probation and Suspension" to create a stand-alone policy on grading. Matters of continuance, academic probation and suspension are currently under review by the Academic Board; in the meantime, this portion of the original composite policy remains valid and applicable.

While you are a student at The College, you are required to maintain at least a minimum cumulative grade point average (CGPA) as set forth below. If you fail to meet the required standard in any given semester, you will be placed on academic probation, unless extenuating circumstances are considered by The College to be sufficiently serious to justify a temporary postponement of this action.

N.B. Probation is defined as the status of a student whose CGPA is below the minimum requirement.

CREDITS CUMULATIVE GPA

0 - 18	1.75
19 - 21	1.80
22 - 24	1.82
25 - 27	1.83
28 - 30	1.85
31 - 33	1.86
34 - 36	1.88
37 - 39	1.89
40 - 42	1.91
43 - 45	1.92
46 - 48	1.94
49 - 51	1.95
52 - 54	1.97
55 - 57	1.98
58 - 60	2.00
61 and over	2.00

REQIREMENTS WHILE ON ACADEMIC PROBATION

1. If you are placed on probation, you will be required to meet periodically with a faculty advisor or counselor to review your academic progress.
2. Should you be placed on probation , you will be assigned a restricted programme of study as follows:

Full-time attendance during a regular semester	9 credits maximum
Full-time attendance during a summer session	3 credits maximum
Part-time attendance during a semester or summer session	3 credits maximum

3. While on probation you must demonstrate by your academic performance that you have the ability and the desire necessary to profit from the instructional programme and you are making progress towards achieving your educational goals.
4. In order to allow you to concentrate on your academic studies, if you find yourself placed on academic probation, you will be considered ineligible to hold office in student organizations, the student government (COBUS) or participate in inter-collegiate activities or the work-study programme.

You will be removed from academic probation if you achieve the minimum cumulative GPA as noted above.

ACADEMIC SUSPENSION

1. If you fail to achieve the minimum cumulative GPA for two (2) consecutive semesters, you will be placed on academic suspension
- N.B. Academic suspension is defined as the status of a student whose CGPA has fallen below the minimum standard for two (2) consecutive semesters. If you are placed on suspension, you may be required to leave The College for a specified period of time.
2. When you are re-admitted after suspension, you will be placed on probation and given the option of starting a fresh in a new programme or continuing in your old one.
 3. If you are re-admitted after suspension, you will not normally be allowed to proceed with any new courses until the 'F' and 'D' grades have been improved where necessary.
 4. If you return from a period of suspension but do not maintain the minimum semester GPA of 2.00 for the semester immediately following re-admission, you will be expelled from The College.
 5. If you are expelled from The College, you will only be considered for re-admission to The College after a period of three (3) years and you must provide evidence of suitability for re-admission.
 6. You will only be considered for re-admission to The College in the Spring or Fall semesters

ACADEMIC STANDING REQUIRED FOR GRADUATION

To meet the requirements for graduation, you must achieve a cumulative GPA of 2.00 and a specialization cumulative GPA (SGPA) of 2.00 or higher. In addition, you must pass all courses in your field of study.

COMPUTING YOUR GPA

A grade point average is found by dividing the total grade points you achieve by the number of credits for the courses you have taken. The following sample problem shows how the grade point average can be found for a student who received Bs and Cs in four three credit courses.

Letter Grade	Grade Point Value		Credits	=	Grade Points
B	3	x	3	=	9
B	3	x	3	=	9
C	2	x	3	=	6
C	2	x	3	=	6
			12		30

To determine the grade point average divide the grade points (30) by the number of credits (12)
G.P.A. = 2.5

When you have accumulated many credits, it is easier to find a grade point average by grouping all the credits for each letter grade. The sample problem above could have been solved by grouping credits of B and credits of C together, as follows:

Letter Grade	Grade Point Value		Credits	=	Grade Points
B	3	x	6	=	18
C	2	x	6	=	12
			12		30

When the problem is arranged this way, the student still has 30 grade points and 12 credits.
To determine the grade point average divide the grade points (30) by the number of credits (12)
G.P.A. = 2.5

XVIII. POLICY ON ACADEMIC STATUS

AB Paper No.: 06-89

The status of students enrolled in degree programmes at The College/University of The Bahamas may be designated as full-time or part-time.

Full-time status is maintained in the Fall and Spring Semesters when students register for 12 - 18 credit hours. Students who wish to take more than 18 credit hours per semester must have a minimum cumulative GPA of 3.00 and must get permission from the relevant Academic Dean/Executive Director.

Part-time status is maintained in the Fall and Spring Semesters when students register for a maximum of 9 credit hours. Students who wish to take more than 9 credit hours per semester must have a minimum cumulative GPA of 3.00 and must get permission from the relevant Academic Dean/Executive Director.

During each of the Summer Sessions, full-time and part-time students may register for 6 - 9 credit hours. Students who wish to take more than 9 credit hours per session must have a minimum cumulative GPA of 3.00 and must get permission from the relevant Academic Dean/Executive Director.

XIX. POLICY ON CLASS ATTENDANCE

AB Paper No.: 06-88

1. General All students are expected to attend, on time, each meeting of all courses for which they have registered. Punctuality, reliability in attendance and attention to assignments constitute three of the most significant factors that contribute to success at college. Failure to be punctual may result in a lowered grade or cancellation of course registration. Failure to attend classes may result in cancellation of course registration.
2. Course Registration Cancellation
 - 2.1. An instructor may request that a student's registration in a course be cancelled if he or she
 - 2.1.1. fails to be punctual for 25 percent of the class sessions by mid-semester break;
 - 2.1.2. fails to attend the first two class sessions following the end of the late registration period; or
 - 2.1.3. fails to attend at least 75 percent of the class sessions by mid-semester break.
 - 2.2. Course registration cancellation results in the removal of the course from the student's academic record (transcript). Instructors must submit a completed Course Registration Cancellation Form along with a copy of the Class Register to the relevant Academic Dean/Executive Director through the Chair/Academic Head of the School/Unit responsible for the course prior to the official date for withdrawal without academic penalty.
 - 2.3. The Academic Dean/Executive Director will notify the student in writing of the course cancellation.

XX. POLICY ON DIRECTED INDEPENDENT STUDY

AB Paper No.: 06-135

1. Students who have a minimum cumulative grade point average of 2.00 and who are in their final year of study may petition the relevant Academic Dean/Executive Director through the Chair/Academic Head for permission to take a course by Directed Independent Study (DIS) provided the course
 - 1.1. is not scheduled, or, if it is scheduled, will be cancelled by the College/ University;
 - 1.2. fulfills a major area course requirement; and
 - 1.3. does not require a lab or field trip component.

Normally, students may take no more than one course by Directed Independent Study.

Students must submit a Request for Directed Independent Study along with an up-to-date copy of their Student Advisement Form/Contract of Study to the Academic Dean/ Executive Director through the Chair/Academic Head of the School/Unit responsible for the course.

The Academic Board approved course outline and a course syllabus inclusive of the weekly scheduled one-on-one conference times will be provided to the student at the beginning of the semester/session.

XXI. POLICY ON CANDIDACY

AB Paper No.: 06-90

1. Period of Candidacy

The period of candidacy for College/University of The Bahamas degrees, diplomas and certificates is as follows:

Degree Diploma Certificate	Status	Number of Years
Bachelor	Full-time	6
	Part-time	10
Associate	Full-time	4
	Part-time	6
Diploma (1 year)	Full-time	2
	Part-time	4
Certificate (1 year)	Full-time	2
	Part-time	4
Certificate (2 years)	Full-time	4
	Part-time	8

2. Extension of Candidacy

Students who are nearing the end of their period of candidacy may petition The College/University to have their candidacy extended. Students will be ineligible for an extension of candidacy if they have failed to complete at least three quarters of the programme of study.

- 2.1. At least one regular semester prior to the end of candidacy, a student may petition for an extension of his or her period of candidacy by submitting a completed Period of Candidacy Extension Form to his or her academic advisor who will forward the petition to the relevant Academic Dean/Executive Director through the Chair/Academic Head of the School/Unit responsible for the programme.
- 2.2. The Academic Dean/Executive Director will notify the student, in writing, of the decision regarding the petition. The Academic Dean/Executive Director will also notify the Chair/Academic Head of the School/Unit, the Records Department and the Academic Board.
- 2.3. In those instances where a request for an extension of candidacy has been denied, the student may appeal the decision, through the Dean/Executive Director, to Deans Council. The decision of Deans Council is final.

3. Cancellation of Candidacy

Students who do not complete, within the allotted time, all College/University requirements for the programme for which they have registered will have their candidacy in the programme cancelled and all academic records closed.

XXII. POLICY ON EXAMINATIONS

1. Administrative Control

- 1.1. The conduct of the examinations shall be in conformity with the regulations below, as well as the decision of the Academic Board and the overall joint administrative control of the relevant Dean.
- 1.2. In emergency or extenuating circumstances, these regulations may be waived by the Vice-President of Academic Affairs who shall report on his/her action to a meeting of the Academic Board.

2. General Examination Regulations

2.1. Examination Timetable

- 2.1.1. The dates of the final examination period shall be outlined in The College Calendar.
- 2.1.2. The final version of the examination timetable in respect of written examinations shall be published for the benefit of all persons concerned at least three (3) weeks in advance of any examination included therein (Spring/Fall semesters) and one-and-a-half weeks for the summer session.
- 2.1.3. There shall be a single sitting for each final examination and only one final examination for each course.
- 2.1.4. The place or location of the examination shall be determined by the Examination Officer in consultation with the relevant School.

2.2. Attendance and Absence

- 2.2.1. If the attendance at or the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the Chairperson who shall report the same to the relevant Dean. If the candidate decides to report such circumstances, he/she must do so with five (5) working days of the examination that may have been affected.
- 2.2.2. A make-up examination may only be arranged for a student who:
 - a) is hospitalized on the day of the original examination
 - b) can produce medical certification that he/she was ill and confined to bed on the day of the examination
 - c) suffers a death in his/her immediate family, (i.e. parents, guardian, spouse, children or siblings) immediately before or on the day of the examination.
 - d) experiences other extenuating circumstances, to be considered on an individual basis by the relevant Dean.

N.B. The make-up examination must be taken at the earliest date/ time and no later than the following examination period. Students will be required to pay the approved fee for writing the examination.

- 2.2.3. Where a student is unable to submit a medical certificate him/herself, this may be done on the student's behalf within the prescribed time.

2.3. Special Arrangements

- 2.3.1. Any student who, for reason of permanent or temporary capacity, desires special arrangements during examinations should apply to the relevant Dean through the Chairperson of the School concerned. The arrangements desired should be specified and the Dean may require a medical certificate as proof of such incapacity. Such student(s) shall not be given extra time in which to write the examination. The Dean shall inform the Board of Examiners of the circumstances under which the examination was performed.
- 2.3.2. Any transcribing or secretarial assistance provided to the handicapped or incapacitated student(s) shall be approved by the Dean.

2.4. Examination Types

- 2.4.1. All examinations shall be conducted by means of one or more of the following:
- a) written examinations
 - b) oral presentations
 - c) practical examinations

- 2.4.2. To aid invigilation, each examination shall be identified by one of the following type codes, which describes aids which students may use when writing various types of examinations:

CODES	TYPE	AIDS PERMITTED
R	Regular	Drawing devices without cases; slide rules without cases; calculators.
S	Special	Any aid permitted by the examiner and recorded in the 'instructions' area of the question paper.
O	Open-book	Any aid the student wishes to use.

3. Conduct of Written Examinations

3.1. Instructions to Candidates Taking Written Examinations

- 3.1.1. Take responsibility for the dates, times and locations of all examinations for courses for which you are registered.

N.B. Candidates who are timetabled for more than two (2) examinations in one day should consult with the relevant Dean.

- 3.1.2. Inform the relevant Dean of any timetable clash in your examination schedule as soon as it is discovered.

- 3.1.3. Arrive at the examination room and present your I.D. Card or other valid substitute at the door at least fifteen (15) minutes before the scheduled time of the examination.

N.B.

- a) Candidates who arrive late shall not be allowed additional time to complete the examination.
- b) Candidates who arrive more than thirty (30) minutes late will be allowed to take the examination. However, their scripts/practical work will only be marked if they can satisfy the relevant Dean as to the validity of their reason for being late.

- 3.1.4. Display on your desk a valid COB I.D. card. Candidates who have misplaced these cards may be allowed to use a valid substitute such as a passport.
- 3.1.5. Supply yourself with pens, pencils, rulers, erasers, geometrical instruments and any other aid authorized by the examiner. No other documents will be allowed in the examination room.
- 3.1.6. Deposit your hand bags, briefcases and other such materials at the invigilator's desk or other designated area before the start of the examination.
- 3.1.7. Write your name and subject number at the top of every answer paper or sheet of paper which is submitted.
- 3.1.8. Stop writing at the end of the examination when instructed to do so by the Chief Invigilator
- 3.1.9. Gather your answer papers and place them in order at the end of the examination. You shall not leave your desk until all scripts have been collected and you have been given permission to leave by the Chief Invigilator.

3.2. Leave From The Examination Room

- 3.2.1. No candidate shall be allowed to leave the examination room during the first half hour or the last half hour of the examination.
- 3.2.2. Candidates may be permitted by the Chief Invigilator to leave the examination room after the first half hour and to return during the course of the examination provided that they have been under continuous supervision of a designated member of faculty/staff.

4. Board of Examinations & Appeals

Any formal complaint which a candidate may make in connection with his/her examination must be referred to the relevant Dean.

- 4.1. The Board for Examinations and Appeals shall be a standing committee of the Academic Board and shall be responsible for considering and recommending to the Academic Board appropriate action on all matters relating to the examinations, grade appeals and academic discipline.
- 4.2. Grade appeals should be made to the relevant Dean on the prescribed form within four (4) weeks of the official notification of grades. Late applications may be considered at the discretion of the Chairperson of the Board of Appeals in consultation with the relevant Dean.
- 4.3. A fee of forty (\$40.00) dollars will be charged for each grade appeal. If the appeal is successful, the fee will be refunded.
- 4.4. A review by the Board shall normally be held no later than four (4) weeks after the appeal is made.

- 4.5. The Vice President of Academic Affairs shall provide the Board with the student's application for review, the relevant scripts and mark sheets and a list of all Cross Moderators for the course concerned. In the event that the candidate's script has been sent to the External Examiner, the Vice President shall immediately ask that it be returned without delay.
- N.B. See The College Catalogue for the make up/membership of the Review Board of Examinations & Appeals and the required quorum for a meeting of this Board (i.e. Policy nos. 4.6 & 4.7).
- 4.6. The Review Board may decide on a re-marking of the examination script(s) if The Board, after full consideration of all the circumstances and available evidence, is satisfied that there are adequate reasons to justify a re-marking.
- 4.7. If the Review Board requires a re-marking of the examination script(s), then
 - a) the Chairperson of the Review Board shall arrange, normally in consultation with the Chairperson of the School responsible for the course concerned, for each script to be re-marked by at least one new examiner of The College or by an External Examiner;
 - b) The Chairperson of the School concerned shall provide the new examiner with all the relevant documents such as mark-sheets, marking schemes and question papers;
 - c) The results of the re-marking shall be conveyed through the Board of Examiners and appeals by the Vice President of Academic Affairs.
- 4.8. The Chairperson of The Board shall inform the candidates and all the relevant persons of the Board's decision as soon as possible after the meeting of the Board.
- 4.9. The decision of the Board shall be final.

XXIII. CHALLENGE EXAMINATIONS

1. STATEMENT OF POLICY INTENT

1.1. The purpose of this policy is to set out approved procedures for a Challenge Examination for students who might qualify to receive credits for a course at The College but who might have acquired knowledge in a particular subject by virtue of formal education at an institution not accredited or recognized by The College or by relevant work experience.

2. POLICY

- 2.1. Credits to be awarded by a Challenge Examination (credit by examination) will normally only be given if applied for at the time of admission to The College or to a programme. Other requests will be considered on a case-by-case basis.
- 2.2. Students who possess certificates such as GCE 'O' level, BGCSE, Pitman, etc. and who apply for exemption through a challenge examination will be required to sit an examination in each of the specific courses.
- 2.3. A maximum of 50% of the required credits for any programme may be obtained by Challenge Examinations. Only 50% of the major may be obtained through Challenge Examinations.
- 2.4. Applicants for a Challenge Examination will be required to pay an approved fee for writing the examination.
- 2.5. Students who pass Challenge Examinations will be required to register and pay the approved fees of the courses challenged before credits for these courses will be awarded.
- 2.6. Normally the School's Chairperson will arrange the Challenge Examination prior to the start of classes.
- 2.7. A Pass (P) grade only shall be awarded for succeeding in a Challenge Examination. A student who receives credits for a course on the basis of his/her performance in a Challenge Examination will also be given credits for the pre-requisite courses. No fees shall be charged for such credits.

3. PROCEDURES FOR CHALLENGE EXAMINATIONS

- 3.1. Students must apply on the approval form to the Vice President of Academic Affairs through their School's Chairperson for any Challenge Examination.
- 3.2. Students must provide relevant documentation to support this request, for example, a transcript or course description.
- 3.3. Students must pay the approved examination fees and, if successful, the required credit value fee.
- 3.4. The approval for any Challenge Examination must be given by the relevant Dean.
- 3.5. The School will administer the required examinations, including documentation, and record results.
- 3.6. If credit is to be awarded, a copy of the examination form with the grade should be submitted to the Academic Affairs Office by the School's Chairperson.

XXIV. GRADUATION REQUIREMENTS

APPLICATION PROCEDURES

A degree, diploma or certificate is conferred on students who successfully complete their programmes of study at special graduation/commencement exercises held each year.

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

DISTINCTION	CGPA	3.51 - 4.00
CREDIT	CGPA	3.00 - 3.50
PASS	CGPA	2.00 - 2.99

Students must apply for graduation no later than the dates posted on The College's Calendar of Events and all campus notice boards. A Graduation Evaluation Application Form is available from the Records Department located on the ground floor (east wing) of the Portia M Smith Student Services Building on the Oakes Field Campus. Before submitting a completed form to the Records Department, students must do the following before the required deadline:

- Obtain the signatures of their academic advisors, School Chairpersons and the relevant Deans on the form
- Attach a completed copy of their advisement form and nonacademic profile form
- Pay a graduation fee of \$100.00

N.B. To meet the requirements for graduation, students must achieve a cumulative grade point average (GPA) of 2.00 and a specialization cumulative grade point average (CGPA) of 2.00.

Students in debt to The College shall not be granted a degree diploma, certificate, transcript or other awards until such time as they have paid all outstanding sums owed to the institution.

XXV. COLLEGE/UNIVERSITY ACADEMIC AWARDS AND HONOURS

INTRODUCTION

The College of The Bahamas believes that students demonstrating high ability through their performances evidenced by the stipulated grade point average and/or contribution to The College/University should be recognized publicly as models in the academic community of learners. All students receiving academic awards and honours will be recognized at an honours event held during the annual College/University commencement week of activities.

1.0 HONOURS

Honours calculations are based on a minimum of 12 semester hour credits of new course work. Students who have withdrawn from or failed a course, students who have received an incomplete (I) grade and students who are repeating a course (except those courses which maybe repeated for credit) are ineligible for this award. Courses that are graded on a pass/fail basis are not included in honours calculations. A record of this award is documented in each semester on the student's academic record.

1.1 PRESIDENT'S LIST

- 1.1.1. In recognition of a superior level of academic achievement, a President's List is compiled at the end of the spring semester of each academic year.
- 1.1.2. Students who achieve a grade point average of 3.50 or higher in the fall and spring semesters of the same academic year are named to the President's List.

1.2 DEAN'S LIST

- 1.2.1 In recognition of an outstanding level of academic achievement, a Dean's List is compiled at the end of each fall and spring semester.
- 1.2.2 Students who achieve a grade point average of 3.00 or higher at the end of each semester are named to the Dean's List.

2.0 SPECIAL AWARDS

2.1 The Governor General's Award

- The Governor General's Award is given to the student graduating with a baccalaureate degree who has
- 2.1.1 achieved the highest cumulative grade point average over 3.70;
 - 2.1.2 been recommended by the Academic Board; and
 - 2.1.3 been approved by the President's Cabinet.

2.2 The President's Award

The President's Award is given to the student graduating with a baccalaureate degree who, in the judgment of the President of The College/University, 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. This student must have

- 2.2.1 achieved a minimum cumulative grade point average of 3.50; and

- 2.2.2 made a significant contribution to The College/ University.
- 2.3 The College of The Bahamas Alumni Association Leadership Award**
- The College of The Bahamas Alumni Association Leadership Award is presented to the student graduating with a baccalaureate degree who has
- 2.3.1 achieved a minimum cumulative grade point average of 3.00
 - 2.3.2 demonstrated leadership in a College/University club or organization; and
 - 2.3.3 been recommended by the Student Activities Department; and
 - 2.3.4 been approved by the President's Cabinet.

3.0 FAMILY ISLAND CAMPUS AWARDS

Family Island Campus Awards may be presented for those Campuses where students are able to complete college-level programmes. Awards for Associate Degree programmes will only be given in those instances where there is no Bachelor degree programme. Two family Island Campus Awards may be presented by each Campus each academic year.

- 3.1. Nominations for the Family Island Campus Award are advanced by the relevant Campus committee, vetted by the Dean's Council and Academic Board and approved by the President's Cabinet. The Family Island Campus Award is presented to the graduating student who has
 - 3.1.1.achieved a minimum cumulative grade point average of 3.00; and
 - 3.1.2.made a contribution to the development of the Campus.
- 3.2. The Family Island Campus Award for Academic Excellence is presented to the graduating student who has achieved the highest cumulative grade point average over 3.00. The Academic Affairs Officer/campus Coordinator will forward the name of the graduating student to Academic Board for ratification.

4.0 SCHOOL AWARDS

Two school awards may be presented each academic year. Awards for Associate Degree programmes will only be given in those instances where there is no Bachelor Degree programme. Dual awards on separate campuses of The College/University will not be allowed.

- 4.1. Recommendations for the Overall School Award are advanced by the Chair and faculty of the School, vetted by the Dean and sanctioned by Academic Board. The Overall School Award is presented to the graduating student who has
 - 4.1.1.achieved a minimum cumulative grade point average of 3.00; and
 - 4.1.2.made a contribution to the school
- 4.2. The school Award for Academic Excellence is presented to the graduating student who has achieved the highest cumulative grade point average over 3.00. The Chair of the School will forward the name of the graduating student to Academic Board for ratification.

5.0 PROGRAMME AWARDS

Programme Awards may be given to graduating students who exhibit outstanding performance in each academic discipline, as approved by the Office of Academic Affairs. Awards for Associate Degree programmes will only be given in those instances where there is no Bachelor Degree programme.

- 5.1. Programme Awards will be given to the graduating student who has achieved a minimum cumulative grade point average of 3.00 and the highest grade point average over 3.00 in the major.
- 5.2. The Chair of the School will forward the name of the graduating student to the Dean for vetting and then to Academic Board for ratification.

OTHER AWARDS

In addition to the Academic Schools' Awards, the following Awards are conferred through the different Schools.

School of Business

Chamber of Commerce Award for Academic Excellence

Donor: The Chamber of Commerce

Albania Management and Leadership Award for Management

Donor: Dr. Albert Ferguson

Bahamas Fast Ferries Award for Marketing

Donor: Bahamas Fast Ferries

Bahamas Institute of Financial Services Award

Donor: Bahamas Institute of Financial Services

Bachelor of Business Administration Banking and Finance with a Foreign Language Award

Donor: Santander Bank and Trust

Bahamas Society of Financial Analysts Award

Donor: The Bahamas Society of Financial Analysts

Dienkabe Kureyang Memorial Award for Economics

Donor: William C. Allen

Livingstone Evans Memorial Award for Economics and Finance

Donor: Central Bank of The Bahamas

Ernst and Young Award for Accounting

Donor: Ernst & Young

Price Waterhouse Coopers Award for Computer Information Systems

Donor: Price Waterhouse Coopers

Bachelor of Arts in Office Administration Award

Donor: Thomas Evans

School of Communication and Creative Arts

School of Communication and Creative Arts Award for Academic Excellence

Donor: COB

Associate of Arts in French Award

Donor: To be solicited by School

Associate of Arts in Spanish Award

Donor: To be solicited by School

Associate of Arts in Journalism and Communication Award

Donor: Laura Jane Marketing and Consultants

School of Education

School of Education Award for Academic Excellence

Donor: Miss Emma Poitier and James O. Murray

Grace Taylor Memorial Award for Diploma in Secondary Education

Donor: William Taylor and family

Bachelor of Education Primary Programme Award

Donor: Primary Principals Association

Bachelor of Education Secondary Mathematics Award

Donor: Patrick Bethel

Bachelor of Education Secondary English/Literature Award

Donor: Association of Public Secondary Schools

Bachelor of Education Secondary History/Geography Award

Donor: Mrs. Elma Garraway

Bachelor of Education Secondary Physical Education Award

Donor: Mrs. Jennifer Isaacs-Dotson

School of English Studies

School of English Studies Award

Donor: To be solicited by School

School of English Studies Award for Academic Excellence

Donor: COB

Culinary and Hospitality Management Institute

Culinary and Hospitality Management Institute Award

Donor: To be solicited by Institute

Culinary and Hospitality Management Award for Academic Excellence

Donor: COB

Bachelor of Science Tourism Management Award

Donor: British Colonial-Hilton

Associate of Applied Science in Hospitality Operations Award

Donor: The Bahamas Hotel Association

Associate of Applied Science in Culinary Arts Award

Donor: Burns House or Paradise Fisheries

Associate of Applied Science National Apprentice Chef Award

Donor: Bahamas Culinary Association

Hans Von Rotz Memorial Pastry Award

Donor: Original Swiss Pastry Shop

School of Nursing and Allied Health Professions
School of Nursing and Allied Health Professions Award
Donor: To be solicited by School
School of Nursing and Allied Health Professions Award for Academic Excellence
Donor: COB
Bachelor of Science in Nursing Award
Donor: To be solicited by School
Hilda V. Bowen Memorial Award for Associate of Science in Nursing
Donor: Nursing Association of The Commonwealth of The Bahamas
Trained Clinical Nursing Award
Donor: To be solicited by School
Critical Care Nursing Award
Donor: To be solicited by School
Midwifery Award
Donor: To be solicited by School
Community Health Programme Award
Donor: Chair, Nursing Council

School of Sciences and Technology
Bahamas Electricity Corporation School of Sciences and Technology Award
Donor: Bahamas Electricity Corporation
School of Sciences and Technology Award for Academic Excellence
Donor: COB
Carol Ritchie Memorial Award for Bachelor of Science in Mathematics
Donor: Union of Tertiary Educators in The Bahamas
Portia M. Smith Memorial Award for Bachelor of Science in Biology and Chemistry
Donor: COB
Bachelor of Science in Physics with Mathematics Award
Donor: Leonard Ezegebunam
Associate of Arts in Architecture Award
Donor: Institute of Bahamian Architects
Bahamas Society of Engineers Award
Donor: Bahamas Society of Engineers
Associate of Arts in Mechanical Engineering Technology Award
Donor: To be solicited by School
Associate of Arts in Civil Engineering Technology Award
Donor: To be solicited by School
Associate of Arts in Electrical Power Engineering Technology Award
Donor: To be solicited by School
George Swann Award for Electronics Engineering Technology
Donor: George Swann

School of Social Sciences

School of Social Sciences Award

Donor: To be solicited by school

School of Social Sciences Award for Academic Excellence

Donor: COB

Bachelor of Arts in Public Administration

Donor: To be solicited by School

Bachelor of Arts in Social Work Award

Donor: To be solicited by School

Associate of Arts in Law and Criminal Justice Award

Donor: To be solicited by School

Associate of Arts in History Award

Donor: To be solicited by School

Bahamas Psychological Association Associate of Arts in Psychology Award

Donor: Bahamas Psychological Association

N.B.

In all instances, Award recipients will be presented with plaques.

In those instances where there is no Bachelor Degree programme, an Award may be given for an Associate Degree programme.

Permission may be given for an award to be named after a company, a retiree or in memory of an individual who has made a significant contribution to The College/University and/or the community.

XXVI. PRESIDENT'S SCHOLARS PROGRAMME

The President's Scholars Programme is a unique, competitive scholarship/leadership programme designed to identify and cultivate outstanding potential in selected freshmen entering The College. Membership in the PSP allows students to develop close associations with university administrators and meet scholars and dignitaries who frequently visit the campus. Students chosen for the PSP also have the opportunity to take advantage of some of the most talented faculty members at The College of The Bahamas who teach special sections of selected required courses.

Applicants for the PSP should display outstanding leadership capabilities and potential and should have a strong academic record. Students with proven leadership skills and strong academic records compete for scholarship assistance of \$6000.00 per academic year which includes a stipend and tuition waiver. The PSP scholarship is renewable for four years if members maintain high academic standards while exercising practical leadership in college activities.

PSP applicants are carefully reviewed by a committee of COB faculty and staff which selects a group of individuals who are invited to the campus for a personal PSP interview. After the personal interview process has been completed, individuals selected for the programme will be notified in writing.

President's Scholars Programme

Office of President's Scholars and Honours Programmes
The College of The Bahamas
P. O.Box N 4912
Nassau, N.P.
The Bahamas

Tel: (242) 302-4559

Fax: (242) 326-7834

XXVII. APPENDICES

APPENDIX A

STUDENT DISCIPLINARY PROCESS POLICY GUIDELINES

The following are the policy guidelines that will be used to direct the student disciplinary process at The College. All students are expected to govern themselves accordingly.

1.0 ADMINISTRATION:

- 1.1. The Disciplinary Review Committee is empowered by The College President to regulate a system of adjudication for all social disciplinary matters involving students at The College.
- 1.2. This body comprises faculty, staff, students and other stakeholders at The College and will function within the following terms of reference:
 - Assist with the design, review and revision of college/university policies and processes relevant to academic and/or social misconduct by students attending The College of The Bahamas;
 - Advise the appropriate College Departments and officials and/or the Desk for Student Judicial Affairs on matters relevant to student social disciplinary policies and processes;
 - Adhere to a strict code of ethics which ensures objectivity, fairness and honesty in the conduct of its mandate.
- 1.3. All matters pertaining to student social discipline shall be administered and managed by an experienced and qualified faculty or staff from a central desk within the Office of The Vice President, Student Affairs. This desk shall be known as The Desk for Student Judicial Affairs.
- 1.4. All matters of student social misconduct by and/or against a student at The College shall be reported to this Desk in writing and all disciplinary proceedings will be initiated from this desk.
- 1.5. Matters can be brought to The Desk by a member of administration, faculty or staff of a College Department or School, another student or by a member of the wider community.
- 1.6. The major functions to be performed by The Desk are as follows:
 - Receive written complaints and seek a settlement at the informal level;
 - Maintain a directory of active hearing panel members;
 - Develop appropriate forms/blanks to accommodate and streamline the relevant processes;
 - Initiate (when necessary) formal hearings within stipulated timelines;
 - To inform parties of date, time and place of hearings;
 - Inform appropriate College Schools/Departments of decisions taken;
 - Maintain records of all judicial hearings and decisions.
- 1.7. Once a matter has been reported in writing, the proceeding must be initiated within the timelines established by the Disciplinary Review Committee.

- 1.8. The burden of proof rests with The College. This means that The College is required to present evidence showing that the student or students charged have violated College policies or procedures. Persons charged do not have to “prove” their innocence, and may remain silent, if they so choose. Such silence shall not be construed as an indication of culpability.
- 1.9. In exceptional cases, if the presence on the campus of a student or students, against whom a complaint has been lodged, is adjudged to constitute a risk to other students, faculty, staff and/or property, then any of the Vice Presidents is empowered to suspend the student immediately, pending action by the SDC1. But in any event, this interim suspension cannot exceed ten (10) working days.
- 1.10. Where the altercation involves a member of staff, then a member of staff will replace the faculty member at the various levels of disciplinary process. The same proviso is made in the case where a faculty member may be involved in an incident for which a complaint has been filed.

2.0 TRIBUNALS:

2.1. LEVELS

- 2.1.1. There shall be a four-level system in place to decide matters of student misconduct- academic or social.
- 2.1.2. At the first two levels no decision relative to suspension, expulsion or alterations to students' transcripts is permitted. However recommendations from either of these two levels can be sent to Level Three for further consideration.
- 2.1.3. Level (1): Informal Hearing (Office of V.P., Student Affairs)
Level (2): Student Disciplinary Committee (SDC)
Level (3): College Disciplinary Board (CDB)
Level (4): College Appeals Board (CAB)
- 2.1.4. At all levels there will be tripartite representation of students, faculty/staff and administration, except where noted in Clause 1.10.
- 2.1.5. In any case where there is potentially a conflict of interest as regards any member of the Committee/ Board, such persons will not be allowed to sit at any level.
- 2.1.6. All participants sitting at any level of the process must successfully complete a programme of orientation and training administered by the Office of Student Affairs or other designated College authority.
- 2.1.7. If a student, once notified in writing of the hearing, fails to appear on two consecutive occasions, the matter shall be heard in his/her absence. In the case where a student fails to appear, owing to mitigating circumstances (illness, travel, etc.) then a final decision will be deferred. The student will be given one (1) or more opportunities to appear at a date to be announced. If the student fails to meet this deadline, the final decision will be made in his/her absence.

2.2. INFORMAL HEARING:

The first level is a very informal process whereby matters of minor infringement² can be handled at the departmental level. This is the first step in the disciplinary process. If attempts at this level are unsuccessful, the matter is taken to the first formal step, which is Level (2).

2.3. STUDENT DISCIPLINARY COMMITTEE:

2.3.1. Scope: This level can only deal with incidents of minor infractions. Any matter that is deemed very serious or for which a solution cannot be found at the lower level, must be referred to The College Disciplinary Board.

2.3.2. An act of misconduct will be deemed serious if it is life threatening, or attracting negative publicity/media for The College; that is, it brings the institution into ill repute.

2.3.3. If any of the concerned parties is not satisfied with the decision given at this level, it can be sent to Level Three, The College Disciplinary Board, for further consideration.

2.3.4. Composition The SDC hearing panel shall consist of five (5) members:

- i. A student Chair of at least second-year standing appointed by COBUS.
- ii. Two (2) other students, one to be appointed by COB clubs/organizations, and the other could be invited by the accused student.
- iii. Two (2) faculty/staff members who are members of The College Disciplinary Board.

2.3.5. Quorum

The quorum shall consist of three persons:

The Student Chair
One (1) other student
A faculty or staff member

2.3.6. Referral If at this level the matter cannot be resolved, OR, it involves gross misconduct, the matter must be referred to Level 3.

2.4. COLLEGE DISCIPLINARY BOARD

2.4.1. Scope

This board will deal with all major offences or matters that have not been resolved at the lower levels or the decision at the lower level with which one of the parties is not satisfied.

2.4.2. Board members are not permitted to hear a matter at more than one level of the disciplinary process. If a matter coming before the CAB has been heard by any member of the Board, that member may not be empanelled for the CAB review of that case.

2.4.3.Composition

The Board shall comprise eleven (11) members:

- i. Three Deans
- ii. Two faculty members appointed by the Academic Board
- iii. Two student representatives appointed by COBUS
- iv. One Counselling representative
- v. Two staff members appointed by the Mid-managers
- vi. The Chair of the relevant School

2.4.4.Quorum

The quorum shall consist of six (6) members

- i. The Dean of the School to which the accused student is attached (Chair).
- ii. The Chair or faculty member from the student's School
- iii. One student representative
- iv. One other faculty or staff member
- v. One Counsellor
- vi. One staff member

2.5. COLLEGE APPEALS BOARD:

2.5.1. There shall be an Appeals Board to hear and determine appeals from students on social matters.

2.5.2. Grounds of Appeal Appeals may be filed in the event of:

- i. denial of due process;
- ii. lack of substantial basis in fact to support the findings;
- iii. significant, relevant or new evidence/information that was not available at the time of the hearing and/or;
- iv. sanctions that are unduly harsh or arbitrary.

2.5.3. All appeals must be filed within ten (10) working days of a hearing by The College Disciplinary Board.

2.5.4. Once a student files an appeal, any disciplinary sanctions imposed at a lower level must be suspended pending the outcome of the appeal.

2.5.5. The appeal may be denied or granted in whole or part. Any other relief may be directed where appropriate.

2.5.6. The decision of the Appeals Board is final.

2.5.7. Composition/Membership:

The Appeals Board composition shall consist of seven (7) members:

- i. Three Vice Presidents - Student Affairs (Chair), Academic Affairs and any other as permanent members
- ii. One (1) Faculty member appointed by the Academic Board (Faculty members who heard the matter at a lower level cannot be members of this Board).
- iii. One (1) staff member appointed by the mid managers
- iv. Two (2) Students, one must be nominated by COBUS and the other could be invited by the accused student. (Students who served at an earlier level cannot be members of this Board). (See Clause 1.10).

2.5.8. With the exception of the permanent members, membership will be reviewed annually but no member shall serve more than two consecutive terms.

2.5.9. Quorum The Quorum should consist of four (4) persons:

- i. V.P., Student Affairs (Chair)
- ii. One other V.P.
- iii. One faculty or staff member
- iv. One COBUS representative

3.0 CONDUCT OF THE HEARING

- 3.1. When a complaint is received at The Desk, it notifies the student in writing of the alleged misconduct within 2-3 working days. Once the student receives the notification in writing, he/she must schedule an appointment with the Officer at The Desk within two (2) working days.
- 3.2. At this meeting an attempt will be made to dispose of the matter without a formal hearing if the matter is not deemed to be serious. At this initial meeting, the student brought before The Desk is advised of his/her rights and is informed of the evidence supporting the charges. The student is provided with an opportunity to respond and discuss possible solutions.
- 3.3. If, after discussion, the student and Officer cannot agree at an informal disposition, the case will be tabled for formal adjudication at the Student Disciplinary Committee Level.
- 3.4. Within ten (10) working days after the scheduled appointment at The Desk, the Officer shall make all the arrangements for the conduct of the formal hearings and inform all the relevant parties.

- 3.5. The student shall be advised of the following rights:
 - 3.5.1. To review all complaints filed against him/her.
 - 3.5.2. To present or state his/her case.
 - 3.5.3. To be accompanied by an advisor/counsel. Students who intend to use legal counsel as advisors must inform The Desk seven (7) days before the hearing for the purpose of having College legal representation. The counsel's participation shall be limited to directly advising the student.
 - 3.5.4. To call witnesses on his/her behalf
 - 3.5.5. To cross-examine witnesses.
 - 3.5.6. To receive from The Desk the written decision of the College Disciplinary Board (CDB), within 72 hours of the conclusion of the hearing. The written decision shall specify any regulation(s), which it determines the student has violated, as well as the recommended sanction.
- 3.6. The proceedings of these matters are confidential. Any breach will lead to the dismissal from The Desk of the member who has contravened this regulation.
- 3.7. If an offence is categorized as 'major', as specified in this handbook (See Table of Contents), a hearing at the Student Disciplinary Committee Level will be waived and the matter will be referred directly to the College Disciplinary Board.

4.0 TYPES OF STUDENT DISCIPLINARY SANCTIONS

4.1. WARNING

Written notice that violations of specified policies or regulations have occurred and that continued violations might result in further disciplinary action.

4.2. CENSURE

Written reprimand for violations of specified policies or regulations, including notice that continued violations may result in further disciplinary action.

4.3. LOSS OF PRIVILEGES, EXPULSION FROM ACTIVITIES

Exclusion from participation in designated privileges and extracurricular activities for specified academic term(s).

4.4. DISCIPLINARY PROBATION

A period of restriction imposed during which a student must display conduct that conforms to College standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during Probation or violation of conditions of Probation may result in Suspension/Dismissal from The College.

4.5. RESTITUTION

Restitution, either monetary or in the form of apology, research paper, or community service, which is appropriate for the violation (s), may be ordered for damages to or misappropriation of property or for dereliction of duties, or other responsibilities.

4.6. DEFERRED SANCTION 3

In some cases, a sanction or suspension or a denial of privilege may be held in abeyance for a specified period. This means that, should the student be found guilty of any violation during the prescribed period, the sanction will be invoked without further review, and disciplinary action appropriate to the new violation will be taken.

4.7. EDUCATIONAL EXPERIENCES

A student is required to perform certain activities that are pertinent to his or her course of study at The College. Failure to complete a required educational experience as prescribed by the Student Disciplinary Committee will result in one semester of suspension from The College (Fall or Spring Semester).

4.8. INTERIM SUSPENSION

Exclusion from classes or from other specified activities/areas of campus before final determination of an alleged violation. A student may be placed on Interim Suspension if there is cause to believe that the student's presence will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of members of The College community, or other disruptive activity incompatible with the orderly operation of the institution.

4.9. SUSPENSION

This is the termination of a student's status for a specified academic term(s). During suspension, students must comply with all conditions imposed and shall not attend classes, hold student employment or use any services which The College normally provides for students. Students may be barred from entering campus/College functions while suspended, and suspensions appear on transcripts until the student is readmitted.

4.10. EXPULSION FROM THE COLLEGE

The dismissed student is barred from entering campus or College functions. Such a student will be automatically and permanently removed from The College Register and is barred from entering College premises, using College facilities or participating in College functions. Dismissals are recorded on the student's transcript.

5.0 CLASSIFICATION OF SOCIAL MISCONDUCT: 4

5.1. Abusive Conduct - Includes but not limited to the following:

- Assault
- Battery
- Sexual Harassment
- Sexual Misconduct
- Threatening Behaviour

5.2. Conviction for a criminal offence.

5.3. Drugs / gambling / weapons on College property

5.4. Willful / careless / reckless damage or destruction or tampering with College property.

5.5. Disorderly conduct or behaviour which is abusive, obscene, lewd, profane, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.

5.6. Failure to comply with official college / university rules and regulations.

5.7. Violation of dormitory regulations.

5.8. Perjury / violation of parking regulations.

5.9. Theft / Fraud / Forgery.

- 5.10. Trespassing / Unauthorized entry.
- 5.11. Impersonation / Misrepresentation / Misuse of ID Cards.
- 5.12. Parking in a restricted or non-student designated parking area.
- 5.13. Smoking in a non-smoking designated area.
- 5.14. Using wireless audio electronic messaging devices (e.g. cell phones, beepers, pagers, etc.) in classes or at any other formal gathering of students, faculty and staff.
- 5.15. Willful interruption of any college sanctioned activity.

TIMELINES FOR COMPLETION OF ADJUDICATION AT EACH LEVEL OR STAGE

The following are the suggested timelines by which a matter must be heard at each of the procedural levels on page ** of this Handbook.

Office of Student Affairs - 5 working days

DSC Additional 5 working days.

CDB Additional 10 working days.

CAB A day stipulated for sitting, e.g. the last Thursday of every month.

Exception

When a matter is deemed to be serious and the student is placed on interim suspension and Levels 1 and 2 are bypassed, then the CDB must hear the matter within ten (10) working days or at its next regular sitting, whichever comes first.

COB DISCIPLINE CODE CLASSIFICATION

Disciplinary action may be initiated by The College and sanctions imposed against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

- 1.1. Any form of dishonesty, including, but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to College officials acting in the performance of their duties.
- 1.2. Forgery, alteration or misuse of any College document, record, key, electronic device, or identification.
- 1.3. Theft of, conversion of, damage to or destruction of any property of The College or property of The College or property of others while on College premises or possession of any property of The College or others stolen while on College premises.
- 1.4. Theft or other abuse of computing facilities or computer time, including but not limited to, unauthorized entry into a file to use, read, or change the contents or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty or staff member, or College official; use of computing facilities to interfere with a College computer system.
- 1.5. Unauthorized entry to, possession of, receipt of, duplication of or use of The College's name, insignia or seal. Unauthorized entry to, possession of, receipt of or use of any College properties, equipment, resources or services.

- 1.6. Violation of policies, regulations or rules governing College owned or operated housing facilities or leased housing facilities located on College property.
- 1.7. Physical abuse, including but not limited to: rape, sexual assault, sex offences, and other physical assaults; threats of violence or conduct that threatens the health or safety of any person.
- 1.8. Sexual harassment: unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a) Submission to such conduct is made either explicitly or implicitly as term or condition of instruction, employment, or participation in other College activities;
 - b) Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual;
 - c) Such conduct that has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive College environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

- 1.9. Stalking behaviour in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
- 1.10. The use of "fighting words" to harass any person(s) on College property, or in connection with official College functions or College-sponsored programmes.

"Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person, are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include but are not limited to those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" constitute harassment when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in College programmes and activities.

- 1.11. Intentional disruption, obstruction or interference with the process of instruction, research, administration, student discipline or any other service or activity provided or sponsored by the College.
- 1.12. Disorderly or lewd conduct (including that resulting from drunkenness), unreasonable noise, or behaviour that results in unreasonable annoyance on College property or at College-sponsored or supervised activities.
- 1.13. Participation in a disturbance of the peace or unlawful assembly.

- 1.14. Failure to identify oneself to, or comply with the verbal or written directions of any College official or other public officials acting in the performance of their duties on College property or at official College functions, or resisting or obstructing a security officer or such College or other public officials in the performance of or in their attempt to perform their duties.
- 1.15. Unlawful manufacture, illegal creation, processing, cultivation, brokering or possession of controlled substances on College-owned or controlled property or at College-sponsored activities.
- 1.16. Possession, consumption, or distribution of alcoholic beverages on College-owned or controlled property or at College-sponsored or supervised activities unless sanctioned by the appropriate College body.
- 1.17. Possession, use or threatened use of firearms, ammunition or other dangerous weapons, substances, or materials (except as expressly authorized by The College), or bombs, explosive or incendiary devices prohibited by law or college regulations.
- 1.18. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Code of Student Conduct.
- 1.19. Violation of regulations or any other standards of conduct as outlined by The College, provided they have been published, distributed or posted in such a manner as to furnish adequate notice to students.

CLASSIFICATION OF MINOR OFFENCES/INFRACTIONS

The following infractions, when committed by students for the first time, will be classified as minor offences or infractions. However if an offence, hereby classified as minor, is repeated by the same offender on more than two occasions, the offence will be treated as a major offence.

Examples of misconduct classified as minor offences are as follows:

- Willful interruption of a class or any other College-sanctioned activity.
- Verbal abuse and/or intimidation of another student, faculty or staff.
- Refusal to comply with instructions from security personnel.
- Accidental destruction of property.
- Failure to wear an identification card in designated areas.
- Petty theft.

Typical Range of Major and Minor Offences and sanctions for Student Misconduct⁶

Type (Abusive Conduct)

- | | |
|---------------------------------------|--|
| 1. Assault, Verbal | (probation, deferred suspension, expulsion) |
| 2. Assault, Non-Verbal | (probation, deferred suspension) |
| 3. Battery | (deferred suspension, suspension, expulsion) |
| 4. Sexual Harassment | (probation, suspension, expulsion) |
| 5. Sexual Misconduct | (probation, suspension, expulsion) |
| 6. Act of Intolerance
(Hate Crime) | (probation, deferred suspension) |

Type (Disorderly Conduct)

- | | |
|--|---|
| 7. Disturbing the Peace | (formal warning, probation, suspension) |
| 8. Interfering with
College Personnel | (formal warning, probation, suspension) |

Type (Public Nudity)

- | | |
|----------------------|----------------------------------|
| 9. General | (probation, deferred suspension) |
| 10. Public Urination | (probation, deferred suspension) |

Type (Actions Leading to Criminal Conviction)

- | | |
|--|--|
| 11. Actions Leading to
Criminal Convictions | (full range of sanctions, dependent on criminal charges) |
|--|--|

Type (Alcoholic Beverages)

- | | |
|--|--|
| 12. Abuse - Medical
Attention Required | (deferred suspension, suspension, expulsion) |
| 13. Abuse - No Medical
Attention Required | (deferred suspension, suspension, expulsion) |
| 14. Removal from Athletic Event | (probation, denial of privileges) |

Type (Damage or Destruction of Property)

- | | |
|--|--|
| 15. Damage or Destruction/
Accidental | (formal warning, probation, restitution) |
| 16. Damage or Destruction/
Malicious | (suspension, restitution, expulsion) |

Type (Illegal Drugs)

- | | |
|--|-------------------------|
| 17. Possession or Use of Marijuana | (suspension) |
| 18. Sale or Distribution of Marijuana | (suspension, expulsion) |
| 19. Possession or Use of
Other Drugs | (suspension, expulsion) |
| 20. Sale or Distribution of
Other Drugs | (suspension, expulsion) |

Type (Failure to Comply with a College Official)

- | | |
|--|-----------------------------|
| 21. Failure to Comply with a
College Official | (formal warning, probation) |
| 22. Failure to Comply with
imposed sanctions | (probation, suspension) |

Type (Failure to Observe Rules and Regulations)

- | | |
|---|---|
| 23. Breach of Residence Hall
Rules and Regulations | (formal warning, probation) |
| 24. Unacceptable Use of
Information Systems | (probation & deferred denial of privileges) |
| 25. Breach of Cafeteria
Rules and Regulations | (formal warning, probation) |

Type (Fireworks, Explosives, Hazardous Chemicals, Weapons)

- | | |
|-------------------------|---|
| 26. Fireworks | (probation, denial of privileges, suspension) |
| 27. Explosives | (denial of privileges, suspension, expulsion) |
| 28. Hazardous Chemicals | (probation, denial of privileges, suspension,
expulsion) |
| 29. Weapons | (probation, suspension, expulsion) |

Type (Forgery, Fraud)

- | | |
|--------------------|---------------------------|
| 30. Forgery, Fraud | (full range of sanctions) |
|--------------------|---------------------------|

Type (Fire Safety)

- | | |
|---------------------------------------|-----------------------------------|
| 31. Misuse of Fire-Fighting Equipment | (formal warning, probation) |
| 32. Disregard for Fire-Alarm Signals | (formal warning, probation) |
| 33. Tampering with Equipment | (deferred suspension, suspension) |

Type (Misuse of ID Cards)

- | | |
|------------------------|--|
| 34. Misuse of ID Cards | (probation, deferred suspension, suspension) |
|------------------------|--|

Type (Perjury, Furnishing False Information)

- | | |
|-------------------------------------|----------------------------------|
| 35. Perjury in Disciplinary Hearing | (probation, deferred suspension) |
| 36. Furnishing False Information | (probation, suspension) |

Type (Tampering with College Equipment)

- | | |
|--------------------------------------|-------------------------|
| 37. Tampering with College Equipment | (probation, suspension) |
|--------------------------------------|-------------------------|

Type (Theft)

- | | |
|-----------------------|---|
| 38. Theft/Petty Theft | (formal warning, deferred suspension,
suspension, restitution) |
| 39. Theft/Grand Theft | (suspension, restitution, expulsion) |

Type (Unauthorized Entry)

40. Unauthorized Entry (probation, deferred suspension)

Type (Visitation, Guest)

41. Visitation, Guest (formal warning, probation, deferred suspension, denial of privileges)

Type (Involvement in any other College Violation)

42. Involvement in any other College Violation (formal warning, probation, suspension)

XXVIII. ADMINISTRATION CONTACT INFORMATION

The College of The Bahamas
Council Secretary Office
Location: A-Block
(Upstairs south)
Tel: 302-4304
Fax: 326-7834

Vice President - Research,
Planning & Dev.
Location: A-Block
(Upstairs, south wing)
Tel: 302-4308
Fax: 323-7804

The College President
Location: A-Block
(Upstairs south wing)
Tel: 302-4301/4338
Fax: 322-2054

Vice President- Student Affairs
Location: Portia M. Smith Building
Tel: 302-4342
Fax: 302-4599

The Executive Vice President
Location: A-Block
(COB main foyer)
Tel: 302-4306
Fax: 325-6303

Estate Administrator
Location: Portia M. Smith Building
(2nd floor)
Tel: 302-4458/9
Fax: 302-4599

Vice President-Financial Affairs
Location: Portia M. Smith Building
(2nd floor)
Tel: 302-4516
Fax: 302-4599

Dean-Faculty of Social &
Educational Studies
Location: Michael H Eldon Complex –
Thompson Blvd.
Tel: 397-2610

Vice President - Academic Affairs
Location: A-Block
(COB main foyer)
Tel: 302-4309/4310
Fax: 322-3207

Dean- Faculty Pure &
Applied Sciences
Location: T- Block
Tel: 302-4413/4414
Fax: 326-7834

Dean-Faculty of Liberal &
Fine Arts
Location: A-Block (upstairs)
Tel: 302-4313/4314
Fax:

School of Communication
& Creative Arts
Location: G-Block
(Ground floor north)
Tel: 302-4484/4485/4488
Fax: 326-7834

**SCHOOLS, DEPARTMENTS
& INSTITUTE**
School of Business
Location: B-Block
(Ground floor west)
Tel: 302-4417/4334
Fax: 326-9682

School of Education
Location: A-Block
(Upstairs, COB main foyer)
Tel: 397-2604
Fax: 326-7834

School of English Studies
Location: A-Block
(Upstairs - COB main foyer)
Tel: 302-4381
Fax: 302-4384

Culinary & Hospitality
Management Institute
Location: BTTC-Thompson
Boulevard
Tel: 323-6804
Fax: 325-8175

School of Sciences &
Technology
Location: G-Block
Tel: 302-4436/4438
Fax: 302-4539

School of Nursing &
Allied Health Profs.
Location: GCC Campus, Shirley St.
Tel: 325-5551/2
Fax: 328-0284

Business Office
Location: Portia M. Smith Bldg
(1st & 2nd floor)
Tel: 302-4519/4520
Fax: 326-7835

Records Department
Location: Portia M. Smith Bldg.
(1st floor)
Tel: 302-4312/4397
Fax: 302-4395

Alumni Affairs
Location: A-Block
(Upstairs south)
Tel: 302-4365/4366/4356
Fax: 326-7834
The Copying Centre

School of Social Sciences
Location: Boulevard Building
Tel: 397-2608
Fax: 302-4539

Student Affairs Office
Location: Portia M. Smith Building
(2nd floor)
Tel: 302-4342
Fax: 302-4586

Student Activities Department
Location: Student Union Bldg.
(upstairs)
Tel: 302-4525/4591
Fax:

Admissions Office
Location: Portia M. Smith Building
(2nd floor)
Tel: 302-4319
Fax: 302-4586

COBUS Office
Location: Student Union Bldg.
(Upstairs)
Tel: 302-4562
Fax: 302-458
Location: Chapter One Bookstore
Tel: 397-2651

The College Bookstore
Location: Boulevard Bldg.
Tel: 397-2650/2649

Public Relations
Location: A-Block
(Upstairs south)
Tel: 302 4355
Fax: 326-7834

Counselling & Health Services Department
Location: Portia M. Smith Building
(1st / 3rd floor)
Tel: 302-4439/4380
Nurse: 302-4556
Fax: 302-4448

Financial Aid & Housing
Location: Portia M. Smith Building
(2nd floor)
Tel: 302-4371
Fax: 302-4448/4586

Human Resources Department
Location: A-Block (downstairs)
Tel: 302-4464/4472/4467
Fax: 302-4539

Abaco Centre
Location: Marsh Harbour, Abaco
Tel: 1-242-367-3477
Fax: 1-242-367-3477

Northern Bahamas Campus
Location: Freeport, Grand Bahama
Tel: 1-242-352-9761/2896
Fax: 1-242-352-6167

Institutional Advancement
Location: A block (upstairs)
Tel: 302-4304/4354
Fax: 326-7834

Research Unit Office
Location: Moss Road,
Oakes Field
Tel: 326-4501/2
Fax: 326-4502

Libraries & Instructional Media Services
Location: A-Block (downstairs)
Tel: 302-4552/4460/4517
Fax: 326-7834

Management Information Services
Location: A-Block (downstairs)
Tel: 302-4548/4531
Fax: 326-7834

Physical Plant Department
Location: Physical Plant Office Bldg.
Tel: 302-4502/4507
Fax: 326-7834

The Purchasing/Receiving Department
Location: Physical Plant Office Bldg.
Tel: 302-4519/4565
Fax: 326-7834

Centre for Continuing Education & Extension Services
Location: Moss Road,
Oakes Field
Tel: 325-5714/328-0093
Fax: 328-1938/328-2712

Andros Centre
Location: North Andros
Tel: 1-242-368-2676
Fax: 1-242-369-1560

Bahamas Environmental Research Centre
Location: Staniard Creek,
North Andros
Tel: 1-242-368-6262

UWI/COB LLB
Programme Office
Location: BHTTC,
Thompson Blvd.
Tel: 325-7939, 328-6343/1198,
302-4345
Fax: 328-3644

Exuma Resource Centre
Location: Georgetown,
Exuma
Tel: 1-242-336-2790/2
Fax: 1-242-336-2793

Eleuthera Centre
Location: Governor's Harbour,
Eleuthera
Tel: 1-242-332-2325
Fax: 1-242-332-2325

Andros Centre
Location: South Andros
Tel: 1-242-369-1755
Fax: 1-242-369-1560

Bahamas Field Station
Location: San Salvador
Tel: 1-242-331-2520

XXIX. COB ALMA MATER

Where the blue skies greet the palm trees all around
COB our alma mater proud you stand.
We will come from every isle far and wide.
Knowledge, truth, integrity will be our guide.

Though apart we'll be together always friends
Working hard for love of country 'til the end.
We will live to praise your name filled with pride
Knowledge, truth, integrity will be our guide.

Christian Justilien

In case of emergency, call:

COB SECURITY
302-4502

POLICE/FIRE DEPTS.
911/322-4444
HOSPITAL
322-2861

AMBULANCE
322-2221

MED-EVAC 322-2881

MED TECH
394-3388

FINANCIAL AID & HOUSING OFFICE
302-4370 / 302-4371

RESIDENT DORM DIRECTOR
328-2898

