

Bahamas Community College

Student Policies and Procedures Manual

AA and BA Program

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Bahamas Community College

Student Policies and Procedures Manual

This Manual outlines the Policies and Procedures

of

Bahamas Community College (BCC)

Section I:

Bahamas Community College Associates & Bachelors programs.

Bahamas Community College Organizational Structure.

Bahamas Community College (hereafter called BCC). BCC is led by the President of BCC who reports to the College's Board of Directors and an Dean of Academic who reports to the President.

BCC, will provides students with a foundation for future growth and flexibility in professional management. The Associate and Bachelors programs, which are fully recognized by the National Accreditation & Equivalency Council (NAECOB) the governing body of The Ministry of Education will enable students to build broad-based personal portfolios of analytical skills, knowledge, and professional experiences.

Section II.

Admission to Bahamas Community College

A. Admission Requirements.

Admission to BCC is based on the following:

1. Potential students seeking admission into Bahamas Community College must submit a completed application form along with a copy of high school diploma or GED or equivalent, official transcript from all high schools attended from Grades 10 through 12 and must obtain a cumulative GPA score of not less than 2.0 on a 4-point scale. Additionally, where students use the following for admission: (5) BGCSEs, or GCE "O" Levels with minimum 'C' grade (English & Mathematics must be included).
2. Bahamas Community College accepts applications from students wishing to transfer from other academic institutions. The application must be accompanied with an official transcript from the transferring institutions for review. Full credit will be awarded for relevant work completed with a "C" or above from accredited institutions.
3. Non-Bahamians are welcome to apply for studies at Bahamas Community College. However, they must follow the same application procedures of a new or transfer student along with a Bahamas Department of Immigration residency/study permit.

4. Bahamas Community College recognizes that persons wishing to pursue a college education may not meet the standard entry level requirements; therefore, the college will offer a preparatory program to ensure that students are given a fair opportunity to pursue their educational goals while preparing them for college level classes.

B. Application Procedure.

Application materials may be obtained from the office of BCC located at

Suite __ Kipling Building,
Freeport, Grand Bahama,
Bahamas
Tel: 242- 602-
Fax: 242-602
Email:

C. Status upon Admission.

Student admission status falls into one of the following categories:

1. Regular.

Students who have met the minimum requirements for admission and whom BCC have accepted for work leading to the Associates Degree or the Bachelor's Degree.

2. Conditional.

Students who are interested in working toward the Associates Degree or the Bachelor's Degree but who are required by Bahamas Community College to demonstrate their ability to do satisfactory preparatory work before being admitted to regular status. Students on conditional status must achieve regular status within the timeline deem appropriate by BCC and attaining satisfactory completion of requirements as outlined in their admission letter.

D. Re-admission.

Students who are admitted to and enroll in BCC but who then fail to register for a period of 12 months or more must apply for re-admission. To apply for readmission, the student must complete the Application for re-admission. Students who apply for re-admission are held to the admission standards and tuition schedule in place at the time at which they re-enroll.

Section III. Registration

A. System of Course Numbers.

Associate Degree courses will have course numbers of 100 and above.

Bachelor's Degree courses will have course numbers of 300 and above.

B. Standard Enrollment.

Students should register for all courses offered by the program each semester. If each course is taken in succession, a student would graduate in approximately 18 to 24 months of his or her start date.

C. Class Attendance without Registration.

Attending a class without formal registration is not permitted.

D. Class Withdrawal.

Students may withdraw from a course during the withdrawal period, which ends the Friday of Week three (3). A withdrawal from a course will result in a grade of "W" being reflected on a student's transcript with no impact to the student's term and cumulative grade point average (GPA). A course withdrawal is not permitted in situations involving academic dishonesty.

Section IV.

Absence from Classes

The College believes class attendance has a major role in the teaching/learning process and, therefore, expects students to attend all classes and on time. The student shall be responsible for the material covered in his/her absence, where the absence is deemed unexcused. When an unexpected event causes a student to miss class, individual faculty may decide to allow the student to either make-up the missed material or assign appropriate substitute material by recognizing the absence as an "excused" absence. The faculty member may ask for verification of the event (doctor's appointment, sickness, family emergency, etc).

Section V. Graduate Credits

A. Transfer of Graduate Credit.

Graduate work at other institutions will be entered on the student's Permanent Record by BCC Office of the Registrar. Application of transfer work toward the Associate and Bachelors Degree will be determined by the President or Program Director. Up to 9 semester hours of transfer work may be applied to the Associates and Bachelors degree if the following requirements are met:

- 1) The course is completed in an Associated Degree or Bachelors Degree or other graduate business program accredited by BCC,
- 2) The course was not used to fulfill the requirements of another degree,
- 3) The course grade earned is a c or better (2.0 GPA on a 4.0 scale). In general, it is recommended that all coursework after formal admission be completed through BCC.

B. Second Grade Option (Repeating a Course).

The second grade option is available for students in the Associate or Bachelors program. If a student repeats a course, both grades appear on the permanent record and are used to calculate the cumulative grade-point average.

Section VI.

Grading System

A. Grades Carrying Graduate Credit.

Grade Percentage	Letter Grade	GPA
90 – 100	A	4.0
86 - 89	A-	3.5
82 - 85	B+	3.25
79 - 81	B	3.0
75 - 78	B-	2.50
71 - 74	C+	2.25
67 - 70	C	2.0
63 - 66	C-	1.5
59 - 62	D+	1.25
55 - 58	D	1.0
54 & Below	F	0

B. Grades Carrying No Graduate Credit.

- These are D+, D, & F
- I (incomplete), R (registered), and U (unsatisfactory).

While the credits associated with these grades do not count toward degree requirements, the letter grades are included in the calculation of the grade-point average.

C Grade Reports

Students at BCC must pay tuition in full to be officially enrolled in the course, and receive a grade.

D. Incomplete.

The grade of I is to be used only when a student's work during a session cannot be completed because of illness, accident, or other circumstances beyond the student's control. Students who receive the grade of I must remove that mark within the first session of registration after the closing date of the session for which it is given;

otherwise the grade becomes an F. The deadline for submission to the BCC of the Registrar of the instructor's grade change on an incomplete will be printed in the BCC academic calendar. Courses may not be repeated to remove incompletes; removal of an I is accomplished only through the completion of the specific work for which the mark is given.

Although a grade of A+ will have a value of 4.33 in computing a student's grade-point average, the cumulative average will be truncated so as not to exceed 4.00.

Section VII.

Academic Standing, Probation, and Dismissal

A. Probation.

A student will be placed on probation if, after completing nine or more semester hours of graduate work, if the student's cumulative grade-point average for graduate work done at BCC falls below 2.0. If after completing six additional semester hours of graduate work at BCC, the student's grade-point average remains below 2.75, the student will be denied permission to register; otherwise, the student will be restored to good standing. A student on probation may not receive an Associates or Bachelors degree.

B. BCC Dismissal.

A student who is not permitted to register for failure to meet academic standards will be notified of this fact in writing with reasons for the action provided. Such dismissal may follow failure to meet conditions of admission, conditions of probation, or BCC grade-point requirements.

C. BCC Review of Academic Dismissal and Admissions decisions.

Academic dismissal and/or admissions decisions can be appealed to the Dean of Academics of BCC and then to the President who has final authority for such decisions, pending review of the Office of the Provost. If a student judges the dismissal decision improper, the student has a right to request a review.

Section VIII.

Policies and Regulations Affecting Students

E. The BCC Honor Code.

The purpose of BCC Honor Code is to ensure honorable and ethical behavior by students. By accepting admission into BCC programs a student implicitly agrees to follow BCC Honor Code.

Each student accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The honor code is as follows:

- I commit to scholastic honesty and integrity;
- I agree to maintain the spirit of the honor Code;
- I strive to set a standard of honest and ethical behavior that reflects well on me and BCC.

Faculty and staff who discover Honor Code violations must report the violation to the President of BCC. A student who witnesses an Honor Code violation but fails to report it threatens the spirit of the code. BCC encourages students to report Honor Code violations to the Course Instructor or to the relevant Program Dean.

If an Honor Code violation is reported, the violation will be reviewed using the processes in place for the program. If the violation is proven, faculty have the authority to determine the academic sanction if the violation occurred in a specific course. BCC determines the programmatic sanction.

- A. Student Complaints Concerning Faculty Actions. Student complaints concerning faculty actions can be pursued according to the recommend mechanisms :

The student should first attempt to resolve the issue with the faculty member involved.

Lacking a satisfactory outcome, the student can engage the Dean of Academics for his/her judgment with the issue. A written response from the Dean of Academics will be provided to the student.

If an outcome satisfactory to the student is still not obtained, the student can appeal to the President. Written appeal to President should include:

- 1) Letter from the student explaining in what way the outcome was not supported by substantial evidence and/or relevant procedures were not followed, and
 - 2) Copies of all previous documents provided by or to the student in the departmental reviews.
1. If a student is dissatisfied with the outcome of an academic complaint against a faculty member at this level may ask the Office of the Provost to review the matter. The function of a review by the Office of the Provost is to ensure:
 2.
 - 1) That the outcome was supported by substantial evidence in the record when the record is viewed as a whole, and
 - 2) That the relevant procedures of the department and/or college were followed.

Appeal to the Office of the Provost should include:

- 1) A letter from the student explaining in what way the outcome was not supported by substantial evidence and/or relevant procedures were not followed, and

- 2) Copies of all previous documents provided by or to the student in the departmental and collegiate reviews.

B. Student Complaints Concerning BCC Staff Actions.

A student who has a complaint concerning inappropriate conduct by a member of the BCC professional staff is responsible for following the procedures described below.

Procedures for student complaints:

1. The student should discuss the concerns directly with BCC staff member.
2. If the student and staff member are unable to resolve the problem, the student may submit a letter of complaint to Dean of Academics.
3. The Dean of Academics, will investigate the complaint. The staff member will be contacted and given the opportunity to review and respond to the student complaint. The Dean of Academics and the President will act as mediators to settle the matter.

C. Sexual Harassment.

If the complaint involves sexual harassment, the procedures above need not be followed.

Section IX. General Requirements for the Associate and Bachelors Degree

A. Award of Degree.

Admission to BCC does not guarantee the awarding of an Associate or Bachelors Degree, which must be earned through satisfactory academic performance at BCC.

B. Application for Degree.

Staff will submit Degree Applications on behalf of the students.

C. Enrollment in Final Session.

Students may graduate without being registered during the semester of graduation.

D. Plan of Study.

Prior to submitting the names to the Registrar's Office, the Dean of Academics will review the student's plan of study to verify the student's academic coursework and ensure all Degree requirements are met.

E. Conditions Necessary to Receive an Associate or Bachelors Degree.

A student must fulfill the following conditions to receive an Associate or Bachelors Degree:

1. Courses used to fulfill Degree Requirements must be completed with a grade of C or better.
2. Courses used to fulfill Degree Requirements cannot carry a mark of I (incomplete). A cumulative grade-point average of at least 2.0 must be earned.

All financial indebtedness to BCC must be cleared.

3. The student must be in good standing in accordance with both academic requirements and BCC Honor Code.

F. Graduation.

A graduation ceremony will be held in Grand Bahama during the summer of each year.

Section XII. Exceptions

This manual includes conventional policies followed by BCC faculty and staff. Petitions to waive these regulations may be made for appropriate and justifiable reasons on behalf of any student through the Dean of Academics. Typically, BCC will evaluate these petitions.

BCC prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, sexual orientation, gender identity, or any other classification that deprives the person of consideration as an individual. BCC also affirms its commitment to providing equal opportunities and equal access to BCC facilities.