



Approved
Bahamas Technical and Vocational
Board of Directors
Effective Spring 2024

POLICY NUMBER	AA-22-01-042
TITLE OF POLICY	Associate of Applied Science Degree Programmes
DATE OF ADOPTION	Fall 2023
SUPERSEDES	All previously approved policies and procedures on associate of applied science degree programmes
DATE OF IMPLEMENTATION	Spring 2024
PROJECTED DATE OF REVISION	Spring 2027
PURPOSE OF THE POLICY	To identify guidelines and procedures governing associate of applied science degree programmes
REVISION NUMBER	Version I
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	All academic and student conduct policies and procedures
APPENDICES	None

1.0 Preamble

The mission of the Bahamas Technical and Vocational Institute (BTVI) is to deliver technical and vocational education with a focus on practical skills and workforce readiness. BTVI seeks to accomplish this by offering associate of applied science degree programmes which provide the skills and proficiencies of a specific trade or career. These programmes are designed for persons seeking entry-level training and employment. Courses in the programmes may be transferred into a baccalaureate degree programme at certain institutions.

2.0 Scope

This policy identifies the guidelines and procedures for all associate of applied science degree programmes offered at BTVI.

3.0 Programme Requirements

3.1 To be eligible for direct entry into an associate of applied science degree programme, applicants must have achieved:

- 3.1.1 a minimum score of eighty-five percent (85%) on the BTVI English Placement Examination **and** a minimum raw score of sixty-one (61) on the BTVI Mathematics Placement Examination **or**
- 3.1.2 the Bahamas General Certificate of Secondary Education (BGCSE) or General Certificate of Education (GCE) or Caribbean Examinations Council (CXC) or equivalent in English **and** Mathematics with a letter grade of 'C' or above.



3.2 Applicants who do not meet direct entry requirements will be accepted into BTVI and will be required to complete the relevant preparatory courses.

4.0 Graduation Requirements

To graduate with an associate of applied science degree, students must:

- 4.1 complete a minimum of sixty (60) credit hours in a programme of study of which:
 - 4.1.1 a minimum of forty-five (45) credit hours, inclusive of the final fifteen (15) credits, must be completed at BTVI; and
 - 4.1.2 a minimum of twenty-four (24) credit hours at the two hundred (200) level must be completed.
- 4.2 achieve a minimum cumulative grade point average (GPA) of 2.00.

5.0 Programme Structure

- 5.1 Associate of applied science degree programmes shall comprise the following two (2) types of one hundred (100) and two hundred (200) level courses:
 - 5.1.1 Major Area Courses: a concentration of courses in a specific subject area; and
 - 5.1.2 General Education Courses: a series of courses designed to help students further maximize their potential.
- 5.2 A course may be used once only to fulfil either a major area or general education course requirement.
- 5.3 In some instances, students may be required to complete non-credit courses to fulfil pre-requisite and/or programme requirements.

6.0 Credit Distribution

- 6.1 The minimum number of overall credit hours in an associate of applied science degree programme shall be sixty (60) and the maximum number shall be seventy-five (75).
 - 6.1.1 At least twenty-four (24) of the overall credit hours must be at the two hundred (200) level.
- 6.2 The total number of credits in an associate of applied science degree programme shall range as follows:

Associate of Applied Science Programmes	Credit Range (100 & 200 level)
Major Area Courses	44 - 59
General Education Courses	16 - 22
Total Number of Credits in Programme	60 - 75

7.0 Period of Candidacy

- 7.1 The period of candidacy for an associate of applied science degree programme shall be seven (7) years.
- 7.2 The period of candidacy shall begin the first semester the student enrolls in an associate of applied science degree programme at BTVI.

8.0 Faculty Qualifications

To be eligible to teach in an associate of applied science degree programme, faculty must possess the following minimum qualifications:

- 8.1 Bachelor's degree **or** equivalent in the area of expertise;



- 8.2 Certification in Post-Secondary Teacher Education **or** relevant industry-based certification/experience in the trade area in which the teaching is to be done **and** successful completion of the BTVI demonstration lesson at the point of approval to teach.
- 8.3 Three (3) years teaching **or** work experience in the specific trade, industry or specialty.

9.0 Programme Review

- 9.1 Periodic reviews of associate of applied science degree programmes are intended to identify existing or potential challenges that may contribute to the failure of all or part of the programme and those areas of the programme which need to be revised or modified to improve its effectiveness and currency.
- 9.2 The relevant dean in conjunction with heads of departments shall be responsible for the review of each associate of applied science degree programme.
- 9.3 Each year, the Programme Advisory Committee (PAC) shall review:
 - 9.3.1 the adequacy of the programme's objectives;
 - 9.3.2 the appropriateness and length of the programme's curriculum, inclusive of major/core and general education courses;
 - 9.3.3 student admission and graduation rates, including graduate employment;
 - 9.3.4 where required, certification licensing examination outcomes; and
 - 9.3.5 the adequacy of BTVI's resources, facilities and equipment needed to deliver the programme.
- 9.4 At the end of each five-year period, each associate of applied science degree programme:
 - 9.4.1 shall be subject to reappraisal and re-approval by the Office of Academic Affairs; and
 - 9.4.2 shall undergo an extensive review by the PAC which will, in addition to the items identified in 9.3 above, examine
 - 9.4.2.1 the compilation of statistics and profiles on students at the point of admission and graduation, including the performance of graduates and non-graduates;
 - 9.4.2.2 faculty and staff performance; and
 - 9.4.2.3 the relevance of the programme to training needs and to the mission and vision of BTVI.
- 9.5 Programme Advisory Committees for those programmes or courses offered via distance education must include at least one additional individual with experience in the delivery and administration of distance education programmes to review and comment on BTVI's distance education platform, methods, processes, procedures and infrastructure in the context of the programme/course content, objectives and learning outcomes.