



Approved
Bahamas Technical and Vocational
Board of Directors
Effective Spring 2024

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| POLICY NUMBER | RO-21-02-005 |
| TITLE OF POLICY | Graduation |
| DATE OF ADOPTION | Fall 2023 |
| SUPERSEDES | Graduation Policy, 2018 |
| DATE OF IMPLEMENTATION | Spring 2024 |
| PROJECTED DATE OF REVISION | Fall 2027 |
| PURPOSE OF THE POLICY | To establish the guidelines and criteria by which students graduate from BTVI and participate in the annual graduation ceremony |
| REVISION NUMBER | Version 4 |
| ACCOUNTABILITY | Registrar |
| RELATED POLICIES/PROCEDURES | Policy on Grading Policy on Transfer Credit |
| APPENDICES | None |

1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) holds an annual graduation exercise at the end of the Spring Semester to recognise and celebrate students who have completed programme requirements and to confer degrees, diplomas, certificates, awards and honours.

2.0 Scope

This policy establishes the guidelines and criteria by which students may graduate from BTVI and participate in the annual graduation ceremony.

3.0 Eligibility for Graduation

To be considered as a candidate for a BTVI degree, diploma, certificate, or award, students must:

- 3.1 have a minimum cumulative grade point average (GPA) of 2.00 for all courses attempted in the major programme of study.
- 3.2 have completed successfully all requirements for the programme in which the student is enrolled.



- 3.3 have left to complete, prior to graduation, one (1) outstanding course or internship for the programme in which the student is enrolled and must be enrolled in the course or internship during the summer of the year in which the student intends to graduate.
- 3.4 receive academic clearance from the Head of Department and relevant Dean.

4.0 Submission of Graduation Application

- 4.1 Students must declare their intent to graduate by submitting a completed *Graduation Application Form* to the Office of the Registrar by week fifteen (15) of the fall semester or week thirteen (13) of the spring semester or the end of week one (1) of the summer session or as published in the Academic Calendar.
- 4.2 Students must pay the non-refundable graduation fee and satisfy all financial obligations to BTVI. Students will not be permitted to participate in the graduation ceremony or receive their certificate/diploma/degree unless financial clearance is secured.
- 4.3 Graduation application forms must be accompanied by a Degree Audit or Programme of Study.

5.0 Evaluation of Graduation Application

- 5.1 Graduation application forms will be processed and evaluated by the Office of the Registrar.
- 5.2 Students must have completed all course and programme requirements to be eligible for academic honours and awards.
- 5.3 Grade point averages for awards and honours designations shall be evaluated and granted as follows for students who have met all course and programme requirements:
 - 5.3.1 President's List designation shall be based on a minimum cumulative GPA of 3.75.
 - 5.3.2 Dean's List designation shall be based on minimum semester GPA of 3.00
 - 5.3.3 Honours List designation shall be based on a minimum cumulative GPA of 3.50.
 - 5.3.4 National Technical Honors Society designation shall be based on a minimum cumulative GPA of 3.75.
 - 5.3.5 Overall Graduating Student Award in Each Trade designation shall be based on a minimum cumulative GPA of 3.00 in a degree programme (and contribution to the Department).
 - 5.3.6 Programme Awards designation shall be based on a minimum cumulative GPA of 3.00 and the highest GPA over 3.00 in the major in degree, certificate or diploma programme.
 - 5.3.7 Special Interest Programme Awards. Students graduating from a special interest programme with the highest client recognition during the practica and who demonstrate the highest levels of professionalism and promise in the discipline shall be awarded a Special Interest Programme Award. The list of students eligible for this award shall be compiled at the end of each academic year.
- 5.4 The Office of the Registrar shall prepare and forward the list of proposed graduates to the relevant Deans for vetting and approval.
- 5.5 Once approved by the Dean, the Vice President of Academic Affairs shall forward to the Board of Directors, through the President, the names of candidates recommended for graduation.
- 5.6 Once approved by the Board, the list of candidates for graduation will be posted via the Institute's web page and the names of candidates forwarded to the Office of the Registrar for the production of certificates and diplomas.



- 5.7 Individual student records shall be updated in the BTVI Management Information System to reflect the graduation date and honours received.
- 5.8 Degrees, diplomas and certificates will be issued by the Office of the Registrar four (4) weeks after the date on which the degree, diploma or certificate was conferred.

6.0 Graduation Participation

- 6.1 Graduation shall be held once each year for students who have completed all course and programme requirements in the current academic year, that is the previous fall semester or current spring semester or current summer session.
- 6.2 As indicated in 3.3 above, students who have not completed all course requirements prior to graduation and who have left to complete one (1) outstanding course or internship will be allowed to participate in the graduation ceremony under the following circumstances:
 - 6.2.1 The student is currently enrolled in the remaining course or internship required to complete programme requirements.
 - 6.2.2 The student has submitted the completed *Graduation Application Form* by the specified deadline.
 - 6.2.3 The student has satisfied **ALL** financial obligations to the Institute.
- 6.3 Every effort shall be made to include the name of every student who participates in the graduation ceremony in the graduation programme.
- 6.4 Participation in the graduation ceremony does not guarantee that a student has completed all programme requirements.
- 6.5 The graduation programme shall not be considered an official list of BTVI graduates as programme information may be based on information available prior to the evaluation of credits and grades achieved during the student's final semester.