



Approved
Bahamas Technical and Vocational
Board of Directors
Effective Fall 2023

POLICY NUMBER	AA-23-02-006
TITLE OF POLICY	Period of Candidacy
DATE OF ADOPTION	Spring 2023
SUPERSEDES	All previous policies and procedures regarding period of candidacy
DATE OF IMPLEMENTATION	Fall 2023
PROJECTED DATE OF REVISION	Fall 2028
PURPOSE OF THE POLICY	To establish guidelines with regard to candidacy
REVISION NUMBER	Version I
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	Policy on Academic Advising Policy on Associate of Applied Science Degree Programmes Policy on Diploma and Certificate Programmes
APPENDICES	A: Request for Extension of Candidacy

1.0 Preamble

The period of candidacy establishes the timeframe within which students must complete all course and programme requirements to graduate from a certificate, diploma or degree programme of study. Students who do not complete course and programme requirements within the period of candidacy will have their candidacy canceled and their academic records closed.

2.0 Scope

This policy establishes guidelines regarding the period of candidacy for certificate, diploma and degree programmes of study.

3.0 Policy

- 3.1 The period of candidacy, the time frame allocated to complete a programme of study at the Bahamas Technical and Vocational Institute (BTVI), shall be:
 - 3.1.1 Seven (7) years for an associate of applied science degree programme.
 - 3.1.2 Five (5) years for a diploma programme.
 - 3.1.3 Three (3) years for a certificate programme.
- 3.2 The period of candidacy shall begin the first semester the student enrolls in the degree, diploma or certificate programme at BTVI.
- 3.3 Students who are nearing the end of their period of candidacy and who need additional time to complete programme requirements may request an extension of their candidacy.



Extension of Candidacy


- 3.4 To be eligible for an extension of candidacy, students must have:
 - 3.4.1 completed at least three quarters of their programme of study, and
 - 3.4.2 a cumulative grade point average of 2.00.
- 3.5 Students must submit a *Request for Extension of Candidacy* to their academic advisor for onward submission to the relevant Dean through the Head of Department at least one semester prior to the end of their candidacy.
- 3.6 Within four (4) weeks of receipt of the request, the relevant Dean shall notify the student in writing of the decision, copied the Head of Department and Office of the Registrar.
- 3.7 The time allocated for the extension of candidacy, that is the time allocated to complete programme requirements, shall not exceed four (4) semesters.
- 3.8 Students who do not complete programme requirements within the time allocated for the extension of candidacy will not be considered for another extension.

Cancellation of Candidacy

- 3.9 Students who do not complete programme requirements within their stipulated period of candidacy or within the time allocated for an extension of candidacy will have their candidacy in the programme canceled and their academic records closed.
- 3.10 Students whose candidacy has expired may apply for readmission to BTVI.



APPENDIX A: Request for Extension of Candidacy

	<h3 style="margin: 0;">REQUEST FOR EXTENSION OF CANDIDACY</h3>
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Students who are nearing the end of their period of candidacy (POC) and who need additional time to complete programme requirements may request an extension of their POC. **At least 1 semester prior to the end of their candidacy**, students must submit a completed *Request for Extension of Candidacy* to their academic advisor for onward submission to the relevant Dean through the Head of Department. To be eligible for an extension, students must have a cumulative GPA of 2.00 and have completed at least three quarters of their programme. Within 4 weeks of receipt of the request, the Dean shall notify the student in writing of the decision, copied the HOD and the Registrar. **The time allocated for an extension of candidacy shall not exceed 4 semesters.**

Student's Name: _____ BTVI ID #: _____
 Student's Email Address: _____ Cell Phone: _____
 Programme: Associate Diploma Certificate Major: _____
 Total Programme Credit Hours: _____ Credit Hours Completed: _____ Credit Hours Outstanding: _____
 Cumulative GPA: _____ Major GPA: _____ Time Needed to Complete Programme: Semester(s)

Courses (Abbrev. No. Title) Needed to Complete Programme	Anticipated Enrolment

Student's Signature: _____ Date: _____
 Academic Advisor's Signature: _____ Date: _____

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Request Denied Request Approved Recommended Extension: _____
 Head of Department's Signature: _____ Date: _____
 Request Denied Request Approved Recommended Extension: _____
 Dean's Signature: _____ Date: _____