



Approved
 Bahamas Technical and Vocational
 Board of Directors
 Effective Fall 2023

POLICY NUMBER	RO-21-02-006
TITLE OF POLICY	Transfer of Credit
DATE OF ADOPTION	Spring 2023
SUPERSEDES	Transfer of Credit Policy, 2018
DATE OF IMPLEMENTATION	Fall 2023
PROJECTED DATE OF REVISION	Fall 2027
PURPOSE OF THE POLICY	To establish the guidelines and criteria regarding the transfer of credit for college-level courses
REVISION NUMBER	Version 1
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	Policy on Admission and Entry Requirements
APPENDICES	None

1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) seeks to acknowledge the academic work completed by students at another institution of higher learning. As a result, BTVI will accept the relevant work of students through the awarding of transfer credits.

2.0 Scope

This policy establishes the guidelines and criteria regarding the transfer of credit for college-level courses.

3.0 Eligibility for Transfer of Credit

To be eligible for a transfer of credit, students must:

- 3.1 have met BTVI programme admission requirements and received an acceptance letter from the Admissions Department.
- 3.2 arrange for an official transcript to be submitted from the issuing institution directly to the Admissions Department or hand deliver the official transcript in its original envelope with the seal intact, prior to the end of the first semester in which classes are taken at BTVI. Unless deemed irreplaceable, all submitted documents become the property of BTVI.
- 3.3 provide a detailed course outline from the year in which the course was taken.



- 3.4 submit a completed *Transfer of Credit Application Form* (in person or by electronic mail) to the Admissions Department.

4.0 Evaluation of the Transfer of Credit Application

- 4.1 Credits will be accepted from institutions registered with the Accreditation and Equivalency Council of The Bahamas (NAECOB) or approved accredited post-secondary institutions.
- 4.2 An official transcript is required from the institution which awarded the credit.
- 4.3 Should a transcript include credits that have transferred from another institution, BTVI will not consider those credits unless the student provides an official transcript from the institution which awarded the credit.
- 4.4 Transfer of credit application forms will be received and processed by the Admissions Department and forwarded to the Office of Academic Affairs for evaluation.
- 4.5 To be considered for transfer credit, a student must have achieved a minimum grade of seventy percent (70%) or a minimum grade of “C” in the course for which the transfer credit is being requested.
- 4.6 Once approved for transfer credit, students will receive the administrative notation of “T” for the course.
- 4.7 Transfer credit will not be awarded for work completed more than ten (10) years prior to the date of the request. In the case of students enrolled in BTVI Information Technology programmes, transfer credit will not be awarded for work completed more than five (5) years prior to the date of the request.
- 4.8 Transfer credits may be awarded for a maximum of twenty-five percent (25%) of the BTVI programme or major area credits.

5.0 Notification of Transfer of Credit Approval

- 5.1 The Office of Academic Affairs will notify the Office of the Registrar via electronic mail at the conclusion of the assessment of the *Transfer of Credit Application Form*.
- 5.2 The Office of the Registrar will notify the student via electronic mail of the outcome of the credit evaluation.
- 5.3 Should the request for transfer credit be approved, the student may view the details on the degree audit and/or unofficial transcript via the BTVI student web portal.