Transfer of Credit

Applicants who have been accepted into BTVI and have completed work at another institution of higher learning may apply for a transfer of credit.

Students should apply for a transfer of credit as soon as they receive their acceptance letter from BTVI's Admissions Department **or** before the end of their first semester at BTVI.

To be considered for transfer credit, students must have achieved a minimum grade of 70% or a minimum grade of "C" in the course for which the transfer credit is being requested. Credits will be accepted from institutions registered with the Accreditation and Equivalency Council of The Bahamas (NAECOB) or approved accredited post-secondary institutions.

STEP 1

- Arrange for an official transcript to be sent directly to BTVI's Admissions Department **or** hand deliver the official transcript in its original envelope with the seal intact.
- Provide the BTVI Admissions Department with a detailed course outline of the course for which you are requesting a transfer of credit from the year in which the course was taken at the other institution.
- Submit a completed *Transfer of Credit Application* (in-person or by electronic mail) to the BTVI Admissions Department.

The application for transfer credit will be vetted by the Office of Academic Affairs which will advise the Office of the Registrar of the decision.

Once approved for transfer credit, the Office of the Registrar will place a "T" on the student's BTVI transcript to indicate the course has been transferred. Transfer credits are not included in the calculation of the student's BTVI grade point average.

Transfer credit will not be awarded for work completed more than 10 years prior to the date of the request. For students enroled in BTVI's Information Technology programmes, transfer credit will not be awarded for work completed more than 5 years prior to the date of the request.

Transfer credits may be awarded for a maximum of 25% of the BTVI programme or major area credits.