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Mission

Following the spirit of Saint Thomas Aquinas and inspired in the multi-secular charisma of the Order of Preachers, Bayamon Central University has the mission of promoting the integral development of its students by means of an education of academic excellence that will form professionals and leaders with high social commitment, capable of constructing a cultural, scientific-technological, and business world, based on the evangelical values of Christian Humanism.

Vision

Bayamon Central University projects itself as a unique center of Christian humanist formation and social transformation through its student-centered academic programs and quality of university life. The University’s professional training responds to the most essential needs of social, cultural, economic, and ecclesiastic institutions, in accordance with state of the arts knowledge, technological advancements, and the values of the Gospel.

BCU Values

Bayamon Central University, as a Catholic institution of higher education founded by the Friars of the Order of Preachers, is committed to promoting in its students, faculty, and employees the following values:

CHARITY, as a supreme evangelical value, which motivates and sustains all human deeds, therefore in the intellectual, cultural, social, economic, and technological spheres.

SPIRITUALITY, as an inherent characteristic of humans to serve society with self-awareness in relation to others, the environment and God.

STUDIOUSNESS, that seeks the attention of all human capacities to discover truths that will lead mankind to live in state of internal and external freedom.

TRUTH, as a goal and result of the dedication to study, research and spirituality, always cherished and constantly sought in the most diverse fields of knowledge and realities of human experience, according to the testimony of Saint Thomas Aquinas.

CULTURAL PROMOTION, as an expression of all the capacities of the human being that inspire and give sense to human life in society, innovating and following national and globalized tradition.

PROFESSIONALISM, that procures optimum preparation and performance for the ecclesiastic and civil society of today, from a high ethical, dynamic, and innovative sense.

INTEGRITY, which commits our institution to: comply with all the laws, norms, and regulations of the state; licensure and accreditation agencies, and institutional policies.

COMMUNITY LIFE, as a goal and principle to build a just, fulfilled and peaceful society through respectful dialogue, open and clear communication, accepting diversity as richness and committed to team work.

SOCIAL JUSTICE, as a concern and commitment to the construction and transformation of the most varied dimensions of the Puerto Rican and international society.

SOLIDARITY, that emanates from the drive for social justice and charity in the day to day actions of each member of the university community that puts to the service of others all that the Creator has offered as a gift.
CHAPTER I

ARTICLE 1

APPROVAL OF STUDENT HANDBOOK

The Board of Trustees of the BAYAMÓN CENTRAL UNIVERSITY approves the Student Handbook. The Student Handbook was created in order to promote the religious and educational mission of the institution, according to the objectives of said mission and to ensure the institutional order. This Student Handbook will govern all of the important aspects of the university life and, states procedures in cases requiring disciplinary action by the governing bodies of the institution that manage the student’s affairs.

CHAPTER II

ARTICLE 2

STATEMENT OF PURPOSE

This document is TITLED Bayamón Central University Student Handbook. The interpretation should be in harmony with the goals of individual academic units goals, as well as all the provisions of Administrative Orders relating to the student body, circular letters and the Administrative Board.

A student of the Bayamón Central University is any person who has been duly admitted and enrolled to take accredited classes or to attend them as a listener, is properly identified and has paid the tuition and fees. It is the responsibility of each student to know and comply with the contents of this handbook, which is in accordance with the statutes and regulations of the institution and may be amended by administrative orders after its validation.

This policy aims to:

2.1 Report the rights, duties and responsibilities to the students that they now have as members of the university community.

2.2 Establish necessary structures for effective participation, and have rules that allow the best and most appropriate coexistence of students and the university community.

2.3 Identify the rules of co-existence that help create and maintain a safe environment that encourages learning, fellowship, service and work with students, faculty, administration and the community at large.

2.4 Establish guidelines for appropriate behavior within university coexistence and corresponding penalties for violations of these guidelines.

2.5 Maintain appropriate institutional environment for the better development of the teaching-learning process.
CHAPTER III

RIGHTS AND DUTIES OF STUDENTS AS MEMBERS OF THE UNIVERSITY COMMUNITY

ARTICLE 3:

GENERAL

The fundamental right of a university student in the academic community is the right to be educated fully.

The all student rights have been established by the institutional policies. The University will maintain an environment free of prejudice that respects the student's self-worth and dignity. It is University policy to not discriminate or exclude, or deny benefits, against any person because of race, sex, age, disability, color, birth, origin, or social status, or political, religious, social or union.

With these goals present there must be free examination of the issues, free expression of ideas, views and opinions, subject only to the limitations established by the regulations necessary for the protection of the harmonious coexistence of the components of the university community.

The nature of university life requires that all community members are united in the pursuit of common goals and purposes. Each member is important and their contribution is crucial to achieving the overall mission of the University as a whole, and its academic units in particular.

3.1 The fundamental right of a university student in the academic community is the right to be educated, including access to resources available for study in the academic program to which the student is enrolled.

3.2 Rights and responsibilities of the students in relation with the university. The teacher/student relation is based on mutual respect. Both shall encourage dialogue and freedom of discussion and expression. Students will be entitled to receive from their teachers at the beginning of each course, appropriate guidance on the course syllabus, partly orally and partly, as regulated, in writing, to include: explanation of the purposes and academic goals, teaching methods to be used, work requirements, evaluation criteria and other relevant aspects, all without prejudice to the necessary flexibility of the courses. The student must meet the course requirements as established in the current catalog.

3.3 The student has the right to receive exams and other assignments, duly corrected and qualified within a reasonable time to be agreed upon.

3.4 The student will have the right to meet with the teacher at times specially designated for this purpose, in order to seek guidance, discuss the tests, assignments and assessments, and clarify any other aspect of their academic work.

3.5 The views and beliefs expressed by the student in the classroom within the context and character have privileged academic discussion and the student has the right to report the teacher not to others. This does not prevent the teacher issue opinions on the character and ability of the student or discuss its use with other colleagues as part of the academic program and the student's learning process.

3.6 The student will have the opportunity to present reasonable objections to the data or views submitted by the teacher. Both of them may examine any aspect of the discipline under the rules of intellectual responsibility own academic work. The
right to disagree with the opinion of Professor shall not relieve the student of the responsibility to comply with the requirements of the course of study.

3.7 The student shall be entitled to receive, from the teacher, reasonable advanced notification for testing, which shall not be less than five (5) working days before administering them. It’s admissible that the course outline stipulates quizzes without notice.

3.8 The student is entitled to be provided with sufficient time is between one class and another. (Not less than 5 minutes).

3.9 The student is responsible for attending classes.

3.10 The student must wait for the teacher for at least fifteen (15) minutes to base classes that last an hour. The student may not be penalized for the absence if the teacher gets past the allotted time per hour.

3.11 The student has the right to be provided with information on curriculum requirements and any other measures required by the Central University for granting different degrees and regulatory related University students. The student also can get information that the University has available on scholarships, opportunities to study, work and financial aid available. You will be informed enrollment deadlines, late registration, payments, partial withdrawal and full withdrawal and incomplete removal.

3.12 The student is entitled to receive adequate guidance and personal counseling, academic and career through the Guidance and Counseling Center or Program Student Support Services and academic advising by faculty of their department or Course Development and Student Success (DEE 101).

3.13 The student must be informed through their student representatives on university agency decisions, the Institutional, and any agency, committee or group that was represented or who is part, as long as it does not violate the provisions concerning confidentiality established in the General Regulations of the Bayamón Central University and the laws that apply in Puerto Rico.

3.14 General Responsibility: Each student should carefully read the University's catalog is available on the official website of the UCB (www.ucb.edu.pr). It is the student's responsibility to stay well informed about the new provisions that may affect their status. This should read daily notes displayed on the bulletin boards. Ignorance will not be accepted as an excuse never-compliance with rules of the University.

3.15 The student participates in faculty evaluation, according to the rules and procedures.
ARTICLE 4:

OFFICIAL DOCUMENTS

The university’s administration shall keep available in the library copies of regulations, standards, catalogs or other documents related to student life.

4.1 It is the responsibility of students to know the contents of these documents so that they can comply with their provisions. Ignorance of the rules does not exempt the student from compliance.

4.2 Records

Student records are confidential documents and segregated according to their nature and duly protected. Anyone applying to examine them will have to get written consent from the student or will be made under the provisions of the "Family Educational Rights and Privacy Act (FERPA) of 1974.

4.3 The student records shall contain information related to the student academic "status" and other relevant information. These will be kept by the Registrar's Office.

4.4 The disciplinary records will be kept in the Dean of Student Affairs.

4.5 The student is entitled to review their records in the presence of a University official written request, submitted at least five (5) working days prior to the relevant office.

4.6 The financial aid records, admissions, medical services and other student services, if any, will remain in the custody of the office concerned. The Guidance and Counseling Center and Program Student Support Services will maintain records of personal counseling, academic, vocational and other requirements associated with the service provided to the student.

4.7 The University will maintain student information data based student information system. It is the responsibility of students report any change of address or residential for the purpose of keeping your record. Access to this information is protected and controlled.

4.8 The student shall be entitled in respect of records to:

a. Academic and disciplinary records are maintained separately.

b. Information regarding disciplinary or academic records will not be available for use by unauthorized persons in the University or elsewhere, except under court order.

c. Do not take record of political preferences, religious beliefs, race, social class of the student, unless it is essential for a service that is authorized by the student.

4.9 Relations with non-academic university staff - The student must observe proper conduct and respect, both in the classroom and beyond. No student will incur physical or verbal abuse, or sexual harassment against any member of the university community.

4.10 The student shall not tolerate verbal or physical abuse, or sexual harassment from any member of the university community may file complaint on the matter by
current procedures applicable.

4.11 The student is entitled to receive adequate protection while on the grounds or facilities of the Bayamón Central University, provided that you comply with the safety rules established by it.

4.12 The Administrative Council shall establish rules to institutionalize student participation through questionnaires and equivalent ways to adequately assess the work of teachers.
ARTICLE 5

EXTRACURRICULAR ACTIVITIES AT BCU

Students at Bayamón Central University are entitled to express themselves, make requests, associate, assemble freely, sponsor and carry out activities in accordance with the law and university regulations, provided this does not conflict with other activities and does not disrupt legitimate institutional duties or violates the order, safety and normalcy of institutional tasks.

5.1 Students will be able to hold events, meetings and ceremonies in accordance with this Regulation, and invite them to anyone they want to hear about any subject of interest, without necessarily implying Institution solidarity with the criteria expressed therein. If a student feels that his rights have been violated by any member of the university staff, this may present a complaint to the Dean of Student Affairs. The official must investigate allegations of the complaint and if it arises from a possible violation of institutional rules, refer the case to the attention of the President for appropriate action.

5.2 The peaceful conduct of picketing, marches, rallies and other kinds of demonstrations outside the campus constitutes a legitimate act of self-expression.

5.3 All extracurricular activity conducted by the students will be subject to the following provisions:

a. The use of classrooms, lecture halls, auditoriums, structures and buildings of the University for hosting any event, meeting or ceremony require prior approval of the President of the University or persons in whom it has delegated.

b. No extracurricular activity interrupt, hinder or disrupt the regular University duties or holding duly authorized acts or functions that were held in the premises of the institution.

c. The aforementioned acts shall not entail coercion against anyone, nor use or incite violence in any way.

d. Under no circumstances should improper acts or profane language be used.

e. No acts of damage to University property or other persons will be allowed nor incite anyone to produce them.

f. During the course of these events, free access to and from the University facilities and classrooms and buildings will be maintained at all times

g. No use loudspeakers, horns, or any instrument that may amplify sound, outside classrooms or conference rooms that require them, without prior written authorization of the President or the official who has been delegated. In any case, the use of such instruments will be made in a manner that does not constitute a violation of the rules contained in this Regulation and any other applicable regulations.

h. May not be carried out marches or pickets within the institution.

i. Violations of these rules will be subject to appropriate disciplinary actions established in this Regulation or any regulation adopted by the relevant authorities.
ARTICLE 6

PUBLICATIONS

The student has the right to produce publications through student organizations duly recognized by the institution. The University will encourage the production of these publications.

6.1 Any publication identifies the student organization that produces it and the names of the editorial board of the publication. Each article should appear signed by the author, unless the editorial comments of those who will be responsible for the editorial board.

6.2 No printed material to be distributed in the academic units may include advertisements for alcoholic drinks, sniff, controlled substances, pornography, obscene or false information.

6.3 The newspapers and magazines of general circulation in Puerto Rico region may be divided into teaching units by permission of the Dean of Student Affairs or designee.

6.4 Can be distributed within the grounds of the institution or set on the boards and public expression other circulars that have the approval of the Dean of Student Affairs or the person designated by the academic unit concerned. From such authorization denied, the applicant may appeal to the President within a period not exceeding three days. The decision of the President shall be final and binding.

6.5 The following provisions govern regarding student publications:

a. Newspapers, magazines, flyers and other student publications circulate in Bayamón Central University with the permission of the Dean of Student Affairs.

b. About publishing or distributing libelous or obscene material, will be subject to disciplinary action, as prescribed in this Regulation.

CHAPTER IV

THE STUDENT COUNCIL

ARTICLE 7

STUDENT COUNCIL

The Student Council of the Bayamón Central University is an organization representing all students of this institution. It is composed of elected student leaders through the responsible exercise of voting rights. Respond to student interests and aspirations. Through the responsible exercise of the right to vote in free elections, students will choose their own representatives from 15 March to 30 April each academic year.

The exercise of this right turn to intone the active participation of students for the election of members of the Student Council. Elected members accept its responsibilities for which they were elected by their peers to represent them as a duty of Institutional body.
ARTICLE 8

GOALS AND PURPOSES OF THE STUDENT COUNCIL

8.1 Represent officially the student body.

8.2 Contribute to the maximum effort to better understand the mission and vision of Christian humanistic institution that identify us as Dominica. Enact institutional values through their activities. Provide and support the goals and objectives of Bayamón Central University.

8.3 Strengthen university setting such awareness harmonious relations among all students, establishing contacts with other universities and student organizations at the local, national and international.

8.4 Complement voluntary and spontaneous teaching by encouraging and sponsoring educational, religious, cultural, social, community and sports. Encourage student participation in them.

8.5 To study the problems that may confront the students of the Central University of Bayamón and propose to the Dean of Student Affairs students’ suggestions for solving them.

8.6 Maintain detailed records of their meetings through records or minutes.

8.7 Prepare and submit to the Dean of Students of the monthly report detailing all activities and expenditures and all income received during this period.

8.8 Promote the maintenance of discipline, prestige and good name of the University.

ARTICLE 9

JURISDICTION OF THE BOARD

9.1 The Student Council is the only organization authorized to speak on campus by students and represent it in all matters and respond to student interests and aspirations only.

9.2 The Board may direct referendums on matters affecting the welfare of students with prior approval of the Dean of Student Affairs.

9.3 The Dean of Student Affairs shall have the right and duty to facilitate the coordination of activities of various student organizations.

9.4 The Council has the right to represent the interests of students.

9.5 The Council has the right and the duty to organize, with prior approval of the Dean of Student Affairs, general activities carried out for the benefit of all students. It is understood that such activities do not endanger themselves of the various existing organizations recognized by Bayamón Central University.

9.6 Any activity that requires the participation of more than one section or class of students must be specifically authorized by the Dean of Academic Affairs and the Dean of Student Affairs.
ARTICLE 10

COMPOSITION AND ELIGIBILITY

10.1 The Student Council of Bayamón Central University consists of eight (8) members. The Directive consists in President, a Vice-President, a Secretary, a Treasurer, a Public Relations Officer, a night student representative, a graduate student representative and a representative of nontraditional students.

10.2 The elected Student Council will take up his duties on the first day of classes of the academic year for which he was elected and will cease operations on July 31 of that same academic year.

10.3 The following are eligibility requirements for office of the Student Council:

a. Be a regular full-time student.

b. Have a GPA of 2.50 or above.

c. Student on academic or disciplinary probation or who at the time of the election have any pending disciplinary case are not eligible to hold office.

d. Candidates for graduation in May, summer or December will not be eligible.

e. Any elected member of the Student Council shall cease function upon non-compliance with the aforementioned requirements.

10.4 In no case may a student be part of the Student Council while holding office or elective position in any other university body.

10.5 Installing the Student Council will be held in this ceremony agreed by the Dean of Student Affairs.

ARTICLE 11

ELECTIONS

11.1 Participation of the same students enrolled in the day or night with twelve (12) credits during the semester in which the election takes place. Graduate Program Students must be enrolled in at least six (6) credits.

11.2 The nominations of the members shall be held by Assemblies by academic colleges during the month of March. Nominations will be held as follows: any student or group of students may submit an application, provided that it comes backed with no less than twenty-five (25) signatures of students with their student numbers. The application has been filed with the Dean of Student Affairs at least fifteen (15) working days before the election.

11.3 If for any reason a position becomes vacant in the Directive, will open call for students to nominate for the position. The nominee must submit an endorsement of not less than twenty-five (25) signatures of students with their student numbers. The Student Council shall elect from among the nominees based on a vote of fifty percent plus one (50% + 1).

11.4 The elections are organized and supervised by the Dean of Student Affairs.

11.5 For the election to be valid, must participate in them at least ten percent (10%) of the students enrolled. AMENDMENT 2008.

11.6 Not achieved the minimum holding required in the preceding paragraph, the Student Council will be elected by observing the following procedure:

a. The Dean of Student Affairs will schedule a meeting to be attended by:
1. The presidents of all recognized student organizations within the institution.

2. Two representatives from each academic department, one day and one night, as well as two representatives from graduate students and two representatives of non-traditional students.

b. This assembly, in full, in secret ballot and with the presence of at least fifty percent plus one (50% + 1) of its members, elect the Student Council.

11.7 If after all the above efforts not achieved the election of the Student Council. The Student Affairs Committee of the University Senate shall appoint a Student Advisory Council consisting of a maximum of ten (10) students with a majority of active members of recognized student organizations. The Student Advisory Council will be advisory only, meaning you will not have any of the responsibilities of the Student Council, but it will be consulted on all student affairs.

11.8 During student assemblies by academic colleges, as required by Article 11.2 in turn receive nominations for student representatives to the University Senate. Provided that to be elected must meet the requirements of the Regulations of Bayamón Central University.

ARTICLE 12:

STUDENT COUNCIL COMMITTEES

The Student Council organized the following standing committees: the Committee for Socio-Cultural Affairs and the Committee on Foreign Affairs.

12.1 The Chairman or the Vice-President of the Council chairs the Socio-Cultural Affairs and Public Relations Officer of the Council chairs the Foreign Affairs Committee.

12.2 The Directive in full majority has the power to establish other special committees, where it sees fit, for better performance. They may belong to special committees students who are not members of the Council.

12.3 The members of the standing and special committees are appointed by the full Board.

12.4 For the resolutions adopted by the Standing Committee and special to be valid, must be approved by the full Board at its next meeting, after the agreement of the Committee.

ARTICLE 13

DUTIES AND RESPONSIBILITIES

13.1 President

a) Presides over all Council meetings.

b) Supervises the organization of all committees.

c) Preside over all meetings of the Council.

d) Supervise the organization of all committees.

e) Be a member ex-officio of all committees.
f) Sign all documentation and correspondence on behalf of the Council.

g) To represent the Council and the student officers in all aspects of Bayamón Central University.

h) Coordinate and supervise all activities of the Council.

i) Plan, with the help of other Board members, the agenda for meetings.

j) To submit to the Dean of Student Affairs within twenty (20) calendar days of the start of your business, an annual work plan and operating budget. The work plan and budget will not be effective until approved by the Dean of Student Affairs and the President of the Central University of Bayamón.

k) Prepare with the Treasurer of the Student Council a detailed final report of fiscal operations and achievements of the Council during his term. Copy thereof shall be forwarded to the Dean of Student Affairs and the Presidency fifteen (15) business days after the end of his term.

13.2 Vice-president

a) Assist the President or the President in the performance of their duties.

b) To chair the Council meetings in the absence of the Chairman or President.

c) Assi$t the President or the President in the performance of their duties.

d) Chair meetings in the absence of the Council President or the President.

e) Chair the Socio-Cultural Affairs Committee.

f) Replace in office the President or the President in the event that definitely absent from Bayamón Central University, or if for any other reason shall be relieved of their duties on the Board.

g) To perform the functions that the Board is pleased to give it.

13.3 Secretary

a) Keep minutes of regular and special meetings of the Council.

b) Keep the minutes of the regular and special meetings of the Council.

c) Prepare, for publication and distribution to students, prior approval of the Dean of Student Affairs, all resolutions, proclamations, announcements and calls the Council.

d) Promote Council meetings.

e) Filing reports undergo committee chairs and other board members.

f) Ensure the updating information of Council bulletin board.

gh) Have official correspondence by the Council.

h) Send copies of the minutes of the Council to the Dean of Student Affairs and the Chair of Bayamón Central University.
13.4 Treasurer

a) Plan together with the Student Council in full and submitted to the Dean of Student Affairs Council's annual budget.

b) Plan in conjunction with the Student Council in full and submitted to the Dean of Student Affairs Council's annual budget.

c) Deposit all income to the bank account and make all disbursements through the Dean of Student Affairs.

d) In order to ensure the proper administration of the budget and make expenditures not in excess of the funds available, any financial commitment of funds from the Student Council must be approved by the Dean of Student Affairs.

e) Inform the Student Council at its meetings on any financial transaction of the same.

f) Taking account of all income and expenses by evidence.

g) To account for all income and expenses on a quarterly basis to the Student Council in full and to the Dean of Student Affairs.

13.5 Public Relations

a) The duties and functions of the Public Relations Officer of the Student Council are as follows.

b) To chair the Foreign Affairs Committee of the Student Council.

c) Maintain the proper relationship between the Board and other student organizations.

d) Collaborate with the Dean of Student Affairs in promoting activities of the Student Council.

13.6 Representative evening students

a) Serve as a liaison between the Student Council and the University Administration and evening students.

b) To promote cultural, academic and student among evening students.

c) Submit to the Dean of Student Affairs and the Student Council needs concern to the population areas.

d) Membership in the various standing committees of the Student Council.

e) Attend all meetings of the Council which will have a say.

13.7 Representative of graduates

a) Serve as a liaison between the Student Council and the University Administration with graduate students.

b) To promote cultural, academic and student among graduate students.

c) Submit to the Dean of Student Affairs and the Student Council concern needs to graduate population.
d) Membership in the various standing committees of the Student Council.

e) Attend all meetings of the Council which will have a say.

13.8 Representative nontraditional students

a) Serve as a liaison between the Student Council and the University Administration and nontraditional students.

b) To promote cultural, academic and student among nontraditional students.

c) Submit to the Dean of Student Affairs and the Student Council needs concern to nontraditional population.

d) Membership in the various standing committees of the Student Council.

e) Attend all meetings of the Council which will have a say.

13.9 Facilitator

a) Optional to complete homework or administrator appointed by the Director of the College Academic Unit Director or Dean of Student Affairs who will be responsible for the following functions:

1. Advise the Student Council in achieving its aims and purposes.

2. Attend all meetings of the Council, which shall have a voice but no vote.

3. Must be informed of all expenses of the Board.

4. Council elections will oversee and work closely in all activities of the latter.

ARTICLE 14

MEETINGS

14.1 The location and dates of the regular meetings of the Student Council will be determined at the first meeting held.

14.2 In addition to regular meetings, the Board may hold special meetings as often as necessary for the better performance of its functions.

14.3 All special meeting convened by the President or the President of the Student Council.

14.4 The quorum of half plus one of the members of the Student Council.

14.5 All resolutions passed by the Student Council must have the approval of more than half of the members present and voting the same.

14.6 The Student Council meetings will be public, but will not have any say those who are not members of the same, from attending them.

14.7 Any meeting will be conducted in a professional, organized and with a high degree of camaraderie. Any member of the Council to consider it missed the above will have the right to file a complaint with the Dean of Student Affairs.
ARTICLE 15
The Student Council, at its discretion, receive in audience any student, professor, teacher or member of the administration who so requests.

ARTICLE 16
Any student, professor, or administrator can examine in the presence of the Secretary or Secretary of the Student Council and / or the Dean of Student Affairs, the minutes of the meetings of the Student Council, provided that these people may not alter in form any such minutes.

ARTICLE 17
Vacancy shall be considered a member when the holder of the missing three consecutive regular and special meetings, duly convened, without reasonable excuse submitted in writing to the Dean of Student Affairs. Also available which fails to fulfill his duties in the Student Council. In that case will require written notice to the person concerned, with a copy to the Dean of Student Affairs, the Student Council's intention.

ARTICLE 18
18.1 The Board shall submit to the Dean of Students in the top twenty (20) calendar days after classes begin the work plan and operational budget for the year based.

18.2 The Dean of Students will appoint 20% of the game "students activities" to an account assigned by the Dean of Finance will be appointed as Student Council. The same will be allocated under the budget of the Dean of Students.

18.3 The Chairman of the Council shall submit to the Dean (a) the proposed activity of interest make the documents required under the Procurement Manual or Institutional Policies.

18.4 In undertaking activities to raise funds the Student Council shall deposit the same to the account assigned by the Treasury Office. The activities proposed for this purpose must be identified, approved by the Dean of Students and present reason or purpose that will give this entry before completing his term as Student Council.

CHAPTER V
STUDENT ORGANIZATIONS

ARTICLE 19

NATURE OF ORGANIZATIONS

19.1 Any group of ten (10) or more regular students of Bayamón Central University can form a student organization of academic, cultural, social, sports or religious, following the procedure in question.

19.2 No student organization shall discriminate against anyone based on race, sex, age, disability, color, birth, social origin or condition, or political, religious, social or labor, on pain of revocation of recognition.
19.3 Bayamón Central University reserves the right to refuse and / or revoke, motu proprio and ex-parte, the recognition to any group whose purpose and / or actions are contrary to the mission and objectives of the institution.

19.4 Bayamón Central University encourages the creation of religious groups and / or philanthropic, whether student or mixed. Some of these associations already have statutes and linked to civil or church bodies. In the current academic organization, student associations, whether religious or civil, respond to the Dean of Students. Those who are mostly religious in nature coordinate their work under the supervision of the University Chaplaincy. Mixed clusters, i.e. which are composed of teachers, administrators, students, support staff, etc., Chaplaincy match if their purpose is mostly religious. If your goal is not explicitly religious, respond to the Presidency. For civil purposes and objectives specific to each organization, they can be incorporated without affecting the integrity and legal personality independent of the University. In any case, associations faithfully embody the philosophy of the university.

19.5 No student organizations allow partisan political character.

ARTICLE 20

OFFICIAL RECOGNITION

20.1 Any student group that wishes to organize within the institution must apply for official recognition of the Dean of Student Affairs.

20.2 Any academically-based student organization must follow the following process before submitting the official recognition of the Dean of Students:

   a. The student group will submit in writing their interest to organize the Director of Academic College you belong.

   b. The school principal assigned a facilitator who will be a faculty member to complete task.

   c. The Director of the College and the Facilitator will promote a student assembly area to select the nominees.

   d. Held elections for the Board or the Student Association representatives.

20.3 Established and presented duly certified by a statement signed by the Director of the Directive College Dean of Students accompanied with the following information:

   a) A copy of the rules or constitution of the organization:
      • The content will be:
        • Statement of purposes
        • Rules
        • Internal procedures.

   b) List of members with their addresses, emails and phone or cell numbers.

   c) Any change in the list of directors, members or candidates will be informed in writing to the Dean of Students before the last day of the month that the changes were made.

   d) The Academic Department Director shall certify that the President and the Vice-President of the student organization has over 2.50 or cumulative average. Other members must be 2.00 or higher cumulative index.

   e) The average number of students considering Graduating Program will be the rate of high school GPA.
ARTICLE 21

REQUIREMENTS FOR RECOGNITION

The essential requirements for recognition are written undertaking to obey the provisions of the Student Regulations, the Constitution or laws of organization, the official list, the written statement on the aims and exposure criteria used for the recruitment of new members.

ARTICLE 22

CONSEQUENCE OF THE RECOGNITION

Retrieved official recognition, the organization can develop activities using facilities of the institution for meetings and events, post them on bulletin boards and other similar means.

ARTICLE 23

REVOCATION OF RECOGNITION

You can withdraw the recognition of any organization acting against the rules, violate its rules or discontinue the purposes for which it was established. Compete Dean of Student Affairs to withdraw recognition.

ARTICLE 24

LIST OF MEMBERS

At the start of the academic year in August, each student organization must submit to the Dean of Student Affairs a list of active members, the names and addresses of the directors.

ARTICLE 25

ACTIVITY REPORT

25.1 At the start of the academic year, each student organization must submit to the Dean of Student Affairs Work Plan of activities to be undertaken during the year duly certified by the Director (a) of the College and the Facilitator.

25.2 The activities planned by any student organization have to revolve around three aspects: social, cultural and community service.

25.3 Shall present a list of all active members by year's end.

25.4 At the end of their tenure as Directors of the Student Association will deliver a progress report and expenditure for the month of October before the initiation of the new association.
ARTICLE 26

FACILITATOR

26.1 The Facilitator shall be appointed annually by the Director of the College Academic or academic but is appointed by the Director of the Unit or Dean of Students and must recognize the following:

a) Meet the Student Regulations.
b) Know the Rules or Constitution of the student organization, work plan and encourage student participation.
c) Sign and approve documents, media and official documents activities of the Organization.
d) Attend the activities coordinated by the organization.
e) Supervise the meetings, elections and participate in the initiation.

ARTICLE 27

SALES, APPLICATIONS AND RAFFLES

No vendors allowed in the institution, advertising agents or distributors of any product, but by prior written approval of the Dean of Student Affairs. Non-subscription request, funds, clothing, books or similar items without proper authorization. No student or organization may prepare or sell tickets within or outside the University without written permission of the authorities cited.

ARTICLE 28

STUDENT PUBLICATIONS IN GENERAL

Newspapers, magazines, flyers and any other student publication, can circulate and be distributed within the institution, with the following conditions:

28.1 Have obtained written authorization of the Dean of Student Affairs.

28.2 No spread political ideas or favor any political status of Puerto Rico.

28.3 Carry the name of the person or organization that subscribes student.

28.4 No partition into the library, classrooms, or other places for teaching.

28.5 The authors or distributors respond legally distributing libelous, immoral, false or prejudicial to the good name of Bayamón Central University or any of its members.

28.6 Violation of these rules will be a seen as a great offense.

ARTICLE 29

CULTURAL ACTIVITIES NATURE

29.1 All activities of student organizations must be approved in writing by the Dean of Student Affairs and comply with the following conditions, whether taking place within or outside the University:

a. The authorization request must be in writing and signed by the Director (a) of the College or Unit and the Facilitator (a).
b. Permission is granted in writing. No pets or permissions are granted requests by
telephone.
c. The application or proposed activity must be done in fifteen days before the celebration.
d. These activities may not coincide with another important celebration.
e. Students may not miss school because of student activities. In exceptional cases, written permission must be obtained from the Dean of Student Affairs one week before the date of the celebration, who will notify in writing to the respective teachers.

ARTICLE 30

SPONSORING ACTIVITIES

Only recognized student organizations may sponsor public activities at the University. These activities must conform to their own purposes and the mission and goals of the University and meet the above conditions. No student or group of students in their personal, may sponsor public activities at the University.

ARTICLE 31

LIMITATIONS

The following activities are not permitted on the campus of the University:

a. Pickets, demonstrations, rallies or demonstrations of political protest and otherwise.

b. Using sound systems in open areas or in common use.

c. Any activity irreverent toward recognized religious belief.

ARTICLE 32

All activities are held at the places intended for that purpose, or else eventually point out the Dean of Student Affairs. No activity can be held outdoors unless by special permission in writing from the Dean of Student Affairs.

ARTICLE 33

The Dean of Student Affairs maintains a Calendar of Activities. Activities must be consulted before selecting the date, so as not conflict with other activities. The choice of the date is not valid until it is annotated duly authorized by the Dean of Student Affairs.

ARTICLE 34

INVITATIONS

Student organizations can be invited as speakers to any person or institution to offer lectures, conferences, meetings and workshops of general interest to the university community through the authorization of the relevant authorities.

ARTICLE 35

COORDINATION OF ACTIVITIES

The board of the student organization to schedule an activity is responsible for the means
used to announce, for the conduct of its members during the event, and arrange through the Dean of Student Affairs. With permission of the Dean of Student Affairs, the student organization will make arrangements with the Office of Physical Facilities and General Services and Technology Support Center (CAT). The application of equipment, materials and services needed to carry out the activity must apply to different areas with not less than fifteen (15) working days in advance.
CHAPTER VI
DISCIPLINARY GUIDELINES

ARTICLE 36

BEHAVIOR PUNISHABLE

Be punished all acts of disobedience or misconduct committed by students of Bayamón Central University within the institution or outside it in University activities. Means disobedience action, or management student attempt aimed at nullifying the orders of the competent authority. Indiscipline means action, or management attempts aimed at nullifying the rules of the institution. Such acts are severe or mild, depending on the nature of the facts and circumstances concur.

ARTICLE 37

Behaviors punishable pursuant to these regulations are divided into two categories, namely:

Minor infractions and major infractions. The latter are divided into academic disciplinary infractions, speeding

ARTICLE 38

MINOR INFRACTIONS

These are all actions that constitute a violation of the Student Regulations affecting institutional partially good order. Minor infractions may be reported by a faculty member, officer or employee to whom was committed. The same will be sanctioned by the appropriate authority, as provided in this Article or later.

38.1 Identification cards:

Every student should carry identification card that credits a student at Bayamón Central University, for which it must obtain and validate it in each enrollment. This card is required at the Library, in sports activities within the institution, in the elections of the Student Council and all activities. Those who lack validated identification card shall not be entitled to participate in any of these activities. You must present the card when teachers, management or employees of the University's request.

38.2. Student who lost or mutilate the student card, you must report it to the Dean of Student Affairs and the Office of Security. The student must pay the $ 10.00 cost of a second card.

38.3 Bulletin Board and Web site usage

Listings academics, administration and student organizations will be set in the corresponding panels. Students must read daily communiqués different offices. Ignorance is not accepted as an excuse. All ads student organizations should be printed with the approval of the Dean of Student Affairs. Those who do not meet this requirement will be removed and will demand accountability who will place them. As a general rule no propaganda or ads can be placed outside the bulletin boards. The staff of the Office of General Services will remove all unauthorized ad and submit it to the Dean of Student Affairs. This provision applies also to regulate the use of the website of the University.

38.4 Dress Style

Students must attend the University properly dressed, and in harmony with the moral and good customs. Means the use of inappropriate dress pants or
excessively short skirts, blouses or shirts very short and low-cut or transparent. The teacher has the power to refer the Dean of Student Affairs any student who does not meet this requirement.

38.5 Use of tobacco

According to Law 40 of August 3, 1993, smoking is prohibited in classrooms, laboratories, activity rooms, sports complex areas, corridors and stairways of buildings, restrooms or other enclosed area, in Library, in offices and in areas marked with a no-smoking ad.

38.6 Children in classrooms and grounds of the institution

Do not allow the presence of children in classrooms, laboratories, computer center, conference rooms, and other areas depending on the institution. Children under 8 years cannot enter the library without an adult.

a) Realizing the presence of children in areas where it is not allowed, the university professor or staff acting in the performance of their duties requested by the student responsible to take steps immediately to ward off retail.

b) If the student does not comply with this request, will be responsible for a rules infraction and will be invited to go with the lesser of the office or classroom in which it is located and shall be responsible for the commission of minor infringements.

38.7 Any conduct not permitted typified in this article constitutes violation of these rules and according to their severity, leads one of the penalties provided in this article below.

ARTICLE 39

MAJOR VIOLATIONS:

These are all actions that constitute a violation of the Student Regulations adversely affect the institution and the institutional order and requires, therefore, a higher penalty. They are divided into major infractions, speeding major academic discipline.

ARTICLE 40

DISCIPLINARY MAJOR VIOLATIONS

These are all actions that constitute violation of the Student Regulations adversely affects the institution and the institutional order and requires, therefore, a higher penalty. Are considered major infractions or disciplinary trying to carry out, among others, the following acts:

40.1. Physical or "bullying" to employees, officers, faculty members or students and visitors to Bayamón Central University.

40.2 Damage, destruction, misappropriation or unauthorized use of another's property or the University. Non-throw litter on the ground, leaving empty containers by campus or in buildings, rest your feet against the walls, writing on the doors, walls, desks, tables or bathrooms.

40.3 Disobedience to an order or regulation expressly conveyed to the student by an employee, officer or faculty member, or previously published.

40.4 Disrespect in word, act or omission of a faculty member, officer or employee of the institution in his presence.
40.5 Use, distribution, or sale in any form, alcoholic beverages, narcotics, drugs, hallucinogens, and other activities harmful to the physical or mental health. Specific rules are the art. 50 of this Regulation.

40.6 Propaganda of political-party.

40.7 Interrupt, hinder or disrupt the teaching or study and personal activities, academic, social, cultural or otherwise. It prohibits the use of cell phones and pagers ("beepers"), other electronic devices in classrooms, offices, conferences, workshops, religious activities, formal meetings and similar.

40.8 Publication, distribution or access to Web sites of libelous, obscene or false that undermines the dignity or good name of Bayamón Central University or any of its members.

40.9 Fraud in the management of student funds.

40.10 Breach of the rules established by the Student Council for their internal procedures.

40.11 Disorderly conduct in the classroom or in other university departments.

Noises
Students should avoid meeting and talking near or inside buildings or in the corridors and hallways of classrooms. They should also avoid talking loudly, singing, sounding their horns or musical instruments, meet in classrooms, even empty, bring portable radios, and noise from car radios.

40.12 Alteration to peace or disorderly conduct unbecoming or within the institution or outside it when representing the University.

40.13 Celebration, within the institution or outside it, for unauthorized activities on behalf of the University.

40.14 To represent unauthorized Bayamon Central University, Student Council, or any recognized organization.

40.15 Gambling which mediate betting money or items, plus sales, unauthorized transactions or collections.

40.16 All acts classified by law as a felony or misdemeanor.

40.17 Any act of misappropriation of material, equipment, vehicles and others.

40.18 Possession of weapons
The possession of weapons on campus, at any university property or during the celebration of any University-sponsored activity. The officials responsible for public order and safety, duly authorized by the Government of Puerto Rico or the Federal Government to carry them, are exempt from this prohibition. Students who fall into this category must hold its regulation weapons in a place not visible.

40.19 Any other act that undermines the institutional, especially the violation of disciplinary rules contained in this Regulation.

ARTICLE 41
Institutional policy on alcohol, drugs and the like. Policy on Sexual Harassment. The actions referred to in this article are considered major infractions will be punished disciplinary as provided later in this Regulation.
41.1 It is forbidden within the institution the use, sale or distribution in any form, alcoholic beverages, narcotics, drugs or hallucinogens or other activities harmful to the physical or mental health. This applies to activities sponsored by the University or student organizations held outside the institution.

41.2 It is forbidden to engage in the practice sexual harassment

41.3 Use of snuff: According to Law 40 of August 3, 1993, smoking is prohibited in classrooms, laboratories, activity rooms, sports complex areas, corridors and stairways of buildings, bathrooms or any other enclosed area, in the Library, in offices and in areas marked with a non-smoking ad

41.4 Violators of these rules, as well as violation of law incur disciplinary major infractions, subject to the penalties as set forth in the current institutional document entitled: INSTITUTIONAL POLICIES ON: USE AND ABUSE OF DRUGS, ALCOHOL AND SEXUAL HARASSMENT. To these effects and incorporates this document as part of these rules.

ARTICLE 42

ACADEMIC MAJOR VIOLATIONS

The following violations are considered major infractions academic. According to its severity and circumstances, shall be punished with the penalties provided below.

42.1 Academic Fraud:

Obtaining grades or degrees of false and fraudulent using simulations, or impersonating any person or by trick or deception, or copying all or part of another student's answers to questions from an exam, doing or getting someone else to take on name any test or oral examination or written sanction. These actions entail, both providing these documents, as to the recipient.

42.2 The malicious alteration or falsification of grades, records, identification cards and other official documents of the institution of any other university, college or school, in order to pass them as genuine and true to the purpose of obtaining admission as a student to the University or obtaining any qualification or degree, or for any other illegal purpose. Shall likewise be subject to disciplinary acts or circular passing as genuine any document specified above, with the purposes as set out, knowing that they are fake or altered.

42.3 Plagiarism or theft of authorship

Academic honesty is expected of all students at the UCB. Our early humanists and Christians do not include fraud, theft or copying of the mastermind. Any idea you expose or transcribed in any homework or written work that is not yours, should be identified by the name of its author to give him the credit he deserves. Therefore, the authors appointments must be accompanied by a detailed description of the bibliography, electronic or author's name if it is oral history, which is that text. Failure to follow this rule may incur student plagiarism. The UCB considers plagiarism to take any deliberate action writings or literary concepts and other graphics or post as a product to sell or own creation.

ARTICLE 43

OBLIGATION TO MEET STANDARDS

Students at the Central University of Bayamón have an obligation to know, abide by and respect in all parts mandates, standards and other requirements contained in the Statutes of the University, in the catalog that governs, in the Student Regulations, Administrative Orders, manuals or guides courses in practical scenarios and other regular or periodic publications of the Administration, as well as the orders and instructions issued by the officers, teachers and employees of the institution.
ARTICLE 44

DISCIPLINARY PROCESS

The disciplinary process begins with the filing to the Dean of Student Affairs a written complaint. The notice must contain:

44.1 The act alleged and the identity of the accused.
44.2 The provision or provisions of the rules and regulations violated by the act.
44.3 The evidence at the time of the commission of the act.
44.4 Witnesses if one exists and necessary.

ARTICLE 45

DEAN OF STUDENTS INITIATIVE

The Dean of Student Affairs may initiate investigative action and subsequent disciplinary proceedings proprio motu or written report because of a faculty member, officer, employee or student of the Central University of Bayamón committed any act which, in the opinion of the Dean Student Affairs, is considered more academic or disciplinary infractions.

ARTICLE 46

PROVISIONAL SUSPENSION

The Dean of Student Affairs may suspend provisionally the rights or assisting the University to any student against whom a formal complaint has been filed. The suspension of classes shall not exceed five (5) working days, without the authorization of the President of the University.

ARTICLE 47

PROCEDURE

The procedure is as follows:

47.1 The Dean of Student Affairs will hold a hearing and determine if a fault has occurred and impose any necessary sanctions. The student has the right to speak at the hearing and submitted to the Dean of Student Affairs any evidence in its favor.

   a. For major infractions and disciplinary academic, the Dean of Student Affairs, if the situation so warrants judgment, may create an ad hoc committee composed of the Dean himself, an academic and an administration official.

   In this case the Committee will hold a hearing to determine whether there has been a lack and impose any necessary sanctions. The student has the right to speak at the hearing and present the Ad Hoc Committee any evidence in its favor.

47.2 From this determination before the student may appeal in writing to the President of the University, within a period of five (5) working days of notification of the penalty.

47.3 In extraordinary cases in which the President of the University deems it necessary, appoint a committee or a hearing officer to give you a recommendation on the penalty changes. In all cases, the decision of the President is final, binding and conclusive.
ARTICLE 48

PENALTIES

The penalties that may be imposed for a minor infraction, upon written notice to the student or students concerned are:

48.1 In the case of minor infractions:

a. A written reprimand or a verbal warning to the student when extenuating circumstances are verified.
b. The temporary suspension of some or all attend classes until present an adequate excuse the aggrieved person or institutions.
c. Probation for a definite. If during the period of probation the student violates one of the conditions imposed, would be punished with a suspension of twice the time of probation imposed.
d. Suspension of use of internet facilities.
e. Combination of one or more of the above listed penalties.

48.2 In the case of major violations (disciplinary and academic):

a. The suspension of all or some of the student's rights for a fixed term, within the current semester.
b. The total suspension. During her student cannot attend classes, or any activity sponsored by the University or college organizations, or you can visit the institution if it is to do with their status, and with permission. The total suspension may be governed by the current semester or the academic year, or indefinitely. Any information on the enactment of a student should be reported to their teachers and the security office for appropriate action.
c. The combination of two or more of the above listed penalties.
d. The recommendation to the Registrar's Office in order to be permanently excluded from the University.
e. Repetition of facts, which carries penalties of suspension for a semester or academic year, is sufficient grounds for expulsion.
f. Permanent expulsion from the University, involving annotation on your transcript.

CHAPTER VII

REGULATION OF TRAFFIC AND PARKING

ARTICLE 49

RIGHT TO ACCESS

Permission to access does not imply a right, nor guarantee a place to park, but a privilege that may be revoked for cause. All Students, both as of quarter semester, like any other program, who wish to park in the institution must register their vehicles in the designated area by the concessionaire that manages parking and must follow the Regulations for Access, Traffic and Parking of Vehicles at BCU. They must manage the same for the first 5 days of classes. Permission is granted for one vehicle.
49.1 Register

All students, both half and quarter, who wish to park in the institution must register their vehicles in the General Service Office during the first two weeks of classes.

49.2 Tinted Windows

Law 22 of 7 January 2000. Met the Vehicle and Traffic Law of Puerto Rico in all matters relating to the use of crystals and dyes Thru the windshield and glass windows, with the exception in the law itself (Article 10.04 and 10.05). The permit issued by the UCB is effective until the expiration of the permit issued by the Puerto Rico Police.

49.3 Decal

With permits police to search the vehicle, he attached a numbered sticker on the left side of the windshield of the vehicle is its access permission. No permit will be issued access or decal is affixed to vehicles that do not comply with Rule 49.2. Any vehicle that is later identified to the process referred to in Article 69.3 Article 69.2 breach, the permit will be canceled until they remove the smoked paper. If appellant this practice, disciplinary action will be taken.

49.4 Privilege

Permission to access does not imply a right, nor guarantee a place to park, but a privilege that may be revoked for cause.

49.5 One car

Permission is granted for one vehicle. The same must be registered in the name of the student or the student, on behalf of their parents or spouses, brothers or sisters, aunts or uncles or grandfathers or grandmothers properly identified by letter and copy of driver's license of the vehicle owner.

49.6 Transfer

The permit for a vehicle cannot be transferred to another vehicle without authorization from the Office of General Services, although both belong to the same person.

49.7 Violations

Access will be revoked for students who violate traffic rules of the Institution three consecutive times during a semester or quarter. This penalty will be in effect for one academic year after the revocation.

49.8 Duration

The duration of the leave is per semester or quarter, depending on the program of study. If the person leaves the University before the end of the academic term, you must give access permission to the Office of General Services.
ARTICLE 50

MAXIMUM SPEED

All vehicle circulating in the grounds of the institution shall maintain a speed not exceeding 15 mph.

ARTICLE 51

Any person who drives your vehicle in the designated areas must do so in a prudent, careful cuts and giving priority to pedestrians and being alert to prevent accidents or damage to other vehicles or property.

ARTICLE 52

UNNECESSARY NOISE

No vehicle may travel on the institution while producing unnecessary excessive noise produced by braking hard, broken or detached mufflers, horns, radios and all others that may alter the order and tranquility of classes, lectures and other activities of the institution.

ARTICLE 53

TRANSIT GENERAL LAWS

Every driver who drives within the boundaries of the Central University of Bayamón has to meet the laws and regulations of the Department of Transportation and Public Works of Puerto Rico and the provisions contained in these Rules and Regulations for Access, Traffic and Parking of Vehicles in UCB (Available in the Office of General Services and the Dean of Students). Not be allowed to transit, bicycle motor, skates, skateboards, scooters or small motor vehicles, except those authorized by the Office of General Services.

ARTICLE 54

VISITORS

Visitors must provide the information required by the dealer parking and must follow the traffic rules and behavior established by the institution.
CHAPTER VIII
AMENDMENTS AND EXPIRATION OF THE HANDBOOK

ARTICLE 55

AMENDMENTS

These Regulations may be amended only by the Board of Trustees of the Bayamón Central University. Any suggestions for amendment must be submitted to the President through the Dean of Student Affairs. They can make suggestions for amendments: students, faculty members, administration and support staff.

ARTICLE 56

EFFECTIVE

This Regulation repeals all previous. It shall come into force immediately after the approval of the Board of Trustees and governed until it is amended or revoked, and may be suspended if necessary, by the President of the Institution.
ARTICLE 57
The University reserves the right, should the need arise and be required to institute such rules deemed accurate.

ARTICLE 58
To declare null and void any provision of this regulation by a competent authority shall not affect the remaining provisions hereof.

ARTICLE 59
This Regulation shall enter into force on January 24, 2013 from that date.

FINAL DISPOSITION

I, Betzaida Marrero Caro, Secretary of the Board of Trustees of the Bayamón Central University, Inc., hereby certify that the foregoing pages contain the Student Regulations of the Bayamón Central University duly approved and ratified by the Board of Trustees at its regular meeting January 24, 2013.

ATTEST:

[Signature]

Secretary (a) of the Board of Trustees
Bayamón, Puerto Rico
I, ____________________________, a student at the Bayamón Central University, student number ________________, certify that I have received a copy of the Student Regulations, in force, which I promise to read and study in its entirety.

________________________    ________________________
Date                        Signature