December 12, 2012

DEANS
ACADEMIC COLLEGE
OFFICE DIRECTORS
REGISTRAR

POLICY ADMISSIONS

Introduction

To achieve the mission and goals of Bayamón Central University as part of the functions of the Admissions Office is to promote information about academic offers and services offered by the institution to prospective candidates for admission. Interested students present the Admission Form with the required documents to be evaluated individually to determine the admission or non-admission to the institution. The admission policy is reviewed periodically in line with the changes and needs that arise.

Justification

Bayamón Central University has as its admission policy fundamental parameter its own mission and goals supported by a Christian and humanistic philosophy.

The possibility of access to higher education for all human beings and not as a privilege for a few only is contemplated.

It also presents various alternatives that meet the needs of the applicants.

Admission requirements vary according to the status of the applicant, i.e., new students from high school, honor students, adult students, transfer students from institutions of post-secondary level and students with special conditions.

A. New students from high school

This is a student graduated from high school or its equivalent. It is considered the following eligibility criteria: high school GPA, test results of the "College Entrance Examination Board" or its equivalent. The admission formula used for new students is:
Table 1: Example - maximum admission Index to BCU.

<table>
<thead>
<tr>
<th>High School Academic</th>
<th>“College Board” Score</th>
</tr>
</thead>
</table>
| Determine the high school GPA.  
This high school GPA is multiplied by 100.  
Example: 4.00 (highest GPA) x 100 = 400  
This result is multiplied by 2 which is equal to 800. | Add up the results obtained in the aptitude tests (math and Spanish) and the English portion of the achievement test.  
(800 is the maximum score on each test)  
Example:  
800+800+800=2400  
*2400+3=800  
* The sum of the three CB parts of the test is divided by three to obtain the average. |

To obtain the maximum income rate for BCU the following calculation is made:

The results of the high school grade point average and CB testing is added and divided by two.

**Example:**

800 – Average of all three parts of CB. promedio de las tres partes de CB

800 – Result of the high school GPA. resultado del promedio de escuela superior

\[
800 + 800 = 1600 + 2 = 800
\]

800 – Maximum entrance index to BCU. Índice de ingreso máximo a la UCB

* A "weighting" exercise was given to the high school GPA to give a similar weight as possible in the "College Board" tests.

<table>
<thead>
<tr>
<th>I.E.S.</th>
<th>“College Board”</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.50x100=250</td>
<td>400 Math.</td>
</tr>
<tr>
<td>250x2 =500</td>
<td>440 Spa.</td>
</tr>
<tr>
<td>420</td>
<td>1260 + 3 = 420</td>
</tr>
<tr>
<td>920 ÷ 2=460</td>
<td></td>
</tr>
</tbody>
</table>
### Table 2: Example - maximum admission Index to BCU

<table>
<thead>
<tr>
<th>High School Academic GPA</th>
<th>College Board Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school GPA is determined.</td>
<td></td>
</tr>
<tr>
<td>This high school GPA is multiplied by 100.</td>
<td></td>
</tr>
<tr>
<td>Example: 2.00 (minimum grade) x 100 = 200.</td>
<td></td>
</tr>
<tr>
<td>This result is multiplied by 2 that equals 400.</td>
<td></td>
</tr>
<tr>
<td>Add up the results obtained in the aptitude tests (math and Spanish) and the English portion of the achievement test.</td>
<td></td>
</tr>
<tr>
<td>(400 is the minimum score in each test)</td>
<td></td>
</tr>
<tr>
<td>example:</td>
<td></td>
</tr>
<tr>
<td>400 + 400 + 400 = 1200</td>
<td></td>
</tr>
<tr>
<td>1200 ÷ 3 = 400</td>
<td></td>
</tr>
<tr>
<td>The sum of the three parts of the CB test is divided by three to get the average.</td>
<td></td>
</tr>
</tbody>
</table>

To obtain the minimum average rate to BCU computation is performed as follows:
The result of high school grade point average and CB testing are added and then divided by two.

Example:
400 – CB average of the three parts.
400 – result of the high school average.
400 + 400 = 800 ÷ 2 = 400
400 – Minimum Index average to BCU.

Students who do not meet the academic requirements may apply to the Office of Admissions Director to reconsider his/her case. The Office of Admissions Director will evaluate the applicant’s file, and may require the presence of the student for an interview. Possible reasons will be discussed of why the student has not met the requirements and if it shows interest and motivation to start college. If the case is considered, it will submit it to the Admissions Committee for final review and determination of admission or non-admission.

**The Admissions Committee is composed of:**

- Admissions Director
- Registrar
- Academic College Director
- Licensed Professional Counselor

**B. Honor students**

Are a student graduated from high school with a GPA of 3.50 or higher and a minimum average testing "College Entrance Examination Board" of 600.
C. Adult students

The adult student is considered an applicant 21 years of age or older, high school graduates or equivalent. All applicants over 21 years old are exempt of the Review of "College Board".

D. Transfer Students from accredited institutions

Students will be accepted with a minimum cumulative grade point average of 2.00 from the University of Origin. Those Courses are considered transferable with their equivalence in our programs, and that have been approved with a grade of "C" or better or its equivalent.

The Admissions Committee will interview the student who was suspended from another institution for low GPA or for disciplinary reasons. The Admissions Committee will consider the admission of this student if they meet the following requirements:

- Approve in an accredited institution of higher education, transferable semester credits with a grade of C or higher.
- Comply with the BCU Standard of academic progress according to the number of credits taken and passed.
- Has not been suspended for disciplinary reasons by the originating institution.

A transfer student with transferable semester credits, is applied the classification, Students Admission of Transfer with transferable semester credits. A student who comes with non-validated credits to the institution, is applied the classification of Student Transfer Admission without transferable semester credits.

A student who has been out of college for more than ten (10) years and did not complete a degree will be considered as a freshman, according to BCU policy after ten years the credits have expired. Transfer student that come from non-accredited institutes without transferable semester credits, the Admission Policy for freshmen is applied.

E. Special students

1. A student who is not a candidate for a degree and wants to obtain academic credit.

2. A student who holds a bachelor's degree and wants to get additional academic credits.

F. Students with special permission from other universities

Student that is applying for permission to study one or more specific courses, from certain universities during a particular academic period with the commitment of returning to their school of origin where the validated credits will be approved.

G. Sit-in students

It is the student who wishes taking college courses with no credit or the right to final grade.
H. (Non-resident) Foreign students

Students from foreign countries will meet the same admission requirements that apply to new transferred applicants. The official evidence of studies must be submitted in English or Spanish, duly authenticated by the competent authorities of the country of origin.

I. Students admitted to programs requiring a higher entrance rate.

In this process minimum entrance admission rates will be established and in cases where determined a departments entrance rate may be required. These rates should be higher than the overall rate required by the institution. In such cases Bayamon Central University reserves the right to establish these entrance rates in consultation with the department's directors. Some academic programs may establish higher rates than those required for general admission to the University.

Validity:

This policy is in effect immediately and repeals any previous guidelines, rules, policies or procedures conflicting with what is provided herein.

Approved:

Lillian Negrón Colón, Ph.D.
President