February 14, 2014

DEANS
DIRECTORS OF ACADEMIC COLLEGES
ADMINISTRATIVE DIRECTORS
REGISTRAR

ACADEMIC PROGRESS POLICY UNDER-GRADUATE LEVEL

Introduction:

Bayamon Central University requires that all students demonstrate satisfactory academic progress by the number of academic credits attempted and/or successfully completed and grade point average (GPA). Such progress is framed within federal standards and maximum time frame (150%) for a student to complete his or her degree.

Purpose:

This policy aims to establish evaluation criteria to determine satisfactory academic progress.

Definitions:

1. Credits attempted - credits for courses with a grade of: A, B, C, D, F, P, NP, W, WU and T

2. Successfully completed credits - credits for courses with a grade of A, B, C, D, P, and transferred credits (T) from other institutions.

3. Unsuccessfully completed credits - credits for courses in which the student receives a grade of F, NP.

4. Grade Point Average (GPA) - the measure of student achievement. It is determined by dividing the total number of honor points (grade points A, B, C, D or F multiplied by course credits) by the total credits earned in courses.

5. Federal regulation of time and a half - the U.S. Department of Education requires that all students must complete graduation requirements within a maximum equivalent to 1.5 times (150%) of the credits of their program of study. Students who have completed the maximum time do not qualify for financial aid.

6. Academic warning - a warning status assigned to students, who at the end of an academic term, do not meet standards of academic progress.
7. Academic plan - document prepared by the professional counselor and the student that the student agrees to meet satisfactory academic progress in a specific time period.

8. Appeals Committee - Committee composed Dean of Academic Affairs, the Director of the College, Director of Orientation and Counseling, Registrar and Financial Aid Director. This committee will consider a request for appeal of academic suspension.

9. Academic Probation – status assigned to a student who does not meet satisfactory academic progress. Academic probation may be assigned during the academic year except if academic plan specifies student needs additional time.

10. Academic Suspension - Re-enrollment is blocked and may be denied enrollment for a term for a student who has not made satisfactory academic progress after academic probation.

Procedure

The student must successfully complete a minimum number of credits based on the number of credits attempted in the year. Student must also maintain a minimum grade point average (GPA) according to the number of credits attempted and successfully completed. Credits attempted are those awarded grades: A, B, C, D, F, P, NP, W or WU, and successful completed credits completed with a grade of A, B, C, D, and P.

The University will apply the standard of satisfactory academic progress during the first summer session. The evaluation will include all the terms that the student has completed. Students must demonstrate satisfactory academic progress according to the requirements in the following table

Table 1: Grade point average required for students in the baccalaureate program and with a required cumulative GPA of 2.00 for graduation

<table>
<thead>
<tr>
<th>Number of credits attempted</th>
<th>GPA</th>
<th>Classification according to the number of credits</th>
<th>Credits successfully completed</th>
<th>Minimum percentage required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 – 12 credits</td>
<td>1.30</td>
<td>First year</td>
<td>8</td>
<td>67%</td>
</tr>
<tr>
<td>13 – 24 credits</td>
<td>1.40</td>
<td>First year</td>
<td>16</td>
<td>67%</td>
</tr>
<tr>
<td>25 – 36 credits</td>
<td>1.50</td>
<td>Second year</td>
<td>24</td>
<td>67%</td>
</tr>
<tr>
<td>37 – 48 credits</td>
<td>1.60</td>
<td>Second year</td>
<td>32</td>
<td>67%</td>
</tr>
<tr>
<td>49 – 60 credits</td>
<td>1.70</td>
<td>Second year</td>
<td>40</td>
<td>67%</td>
</tr>
<tr>
<td>61 – 72 credits</td>
<td>1.80</td>
<td>Third year</td>
<td>48</td>
<td>67%</td>
</tr>
<tr>
<td>73 – 84 credits</td>
<td>1.90</td>
<td>Third year</td>
<td>56</td>
<td>67%</td>
</tr>
<tr>
<td>85 – 96 credits</td>
<td>2.00</td>
<td>Fourth year</td>
<td>64</td>
<td>67%</td>
</tr>
<tr>
<td>96 credits or more</td>
<td>2.00</td>
<td>Fourth year</td>
<td>64 or more</td>
<td>67%</td>
</tr>
</tbody>
</table>
Table 2: GPA required for students in the Teacher Preparation Program with a required cumulative GPA of 3.00 for graduation

<table>
<thead>
<tr>
<th>Number of credits attempted</th>
<th>GPA</th>
<th>Classification according to the number of credits</th>
<th>Credits successfully completed</th>
<th>Minimum percentage required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 – 12 credits</td>
<td>2.00</td>
<td>First year</td>
<td>9</td>
<td>70%</td>
</tr>
<tr>
<td>13 – 24 credits</td>
<td>2.20</td>
<td>First year</td>
<td>17</td>
<td>70%</td>
</tr>
<tr>
<td>25 – 36 credits</td>
<td>2.30</td>
<td>Second year</td>
<td>26</td>
<td>70%</td>
</tr>
<tr>
<td>37 – 48 credits</td>
<td>2.40</td>
<td>Second year</td>
<td>34</td>
<td>70%</td>
</tr>
<tr>
<td>49 – 60 credits</td>
<td>2.50</td>
<td>Second year</td>
<td>42</td>
<td>70%</td>
</tr>
<tr>
<td>61 – 72 credits</td>
<td>2.60</td>
<td>Third year</td>
<td>51</td>
<td>70%</td>
</tr>
<tr>
<td>73 – 84 credits</td>
<td>2.70</td>
<td>Third year</td>
<td>59</td>
<td>70%</td>
</tr>
<tr>
<td>85 – 96 credits</td>
<td>2.90</td>
<td>Fourth year</td>
<td>68</td>
<td>70%</td>
</tr>
<tr>
<td>96 credits or more</td>
<td>3.00</td>
<td>Fourth year</td>
<td>68 or more</td>
<td>70%</td>
</tr>
</tbody>
</table>

Any student who does not meet the requirements outlined in the above Tables will go through the following warnings:

1. Academic Warning:
   - Any student who fails to meet academic progress as stated in this policy will receive an academic warning classified as a first academic probation for the next academic term of enrollment.

2. Academic Probation:
   a. Any student on academic probation will be referred to the Orientation and Counseling Office to prepare an academic plan that allows for satisfactory academic progress within the next two terms.
   b. The academic probation period will provide students the opportunity and time to re-examine their academic progress and with the help of the Orientation and Counseling Office progress toward satisfactory academic achievement.
   c. The credit load of students who are on academic probation will be limited to a maximum of 12 credits per academic term.
   d. Students who meet the minimum number of credits completed satisfactorily and the required GPA will be placed on Satisfactory Academic Progress (Good Standing) and continue to receive an academic plan by the orientation and Counseling Office.
   e. Students on academic probation who do not meet the minimum number of successfully completed credits or not satisfying the minimum GPA for their level of credit, receive an academic suspension for an academic term. Before this academic suspension the student has a right to appeal.
3. Appeals before the Appeals Committee:

   a. Students interested in submitting an academic appeal to the Appeals Committee shall submit the appeal form described in this in this policy.
   b. The Appeals Committee is composed of the Director of the College, the Registrar, the Director of Orientation and Counseling Center, the Director of Financial Aid and the Dean of Academic Affairs.
   c. Student must base the appeal on a worthy cause and should present evidence to substantiate their claim. Some of the valid reasons are:
      - serious illness of the student
      - death of a family member
      - active military duty
   d. The student must indicate how their situation has changed and the level of commitment to achieving their academic progress.
   e. If the Appeals Committee concludes that the student can achieve academic progress, he or she is given an extended probation for one academic term. Student can enroll in accordance with the terms of the academic plan.
   f. If at the end of the academic term the student fails to achieve satisfactory academic progress, he or she will be academically suspended for six months.

4. First Academic Suspension:

   - The Registrar will notify the student by letter of academic suspension for six months
   - Student with a first academic suspension may request an appeal
   - If the committee favors the appeal of academic suspension, the student will remain enrolled with a second academic probation for one year.
   - If the committee does not consider the appeal, the student will be suspended for six months.
   - After this period, the student may apply for readmission.

5. Second Academic Suspension:

   - Student readmitted after a second academic suspension will be classified with the status second probation for one year and may not appeal the decision of the Appeals Committee.
   - If the student does not meet academic progress in the second year of academic suspension, he or she will be suspended for the third time and cannot appeal the determination.
   - Any student who has been academically suspended three times may not be readmitted to the university.

6. Readmission of suspended students

   - Any suspended student who is suspended readmitted must meet with the staff of the orientation and Counseling Office for an academic plan and must maintain satisfactory academic progress.
   - If during the period of academic suspension, the student enrolls at another institution of higher education, these credits will not be accepted at BCU.
Executive Order ACA. 14- 01 - Academic Progress Policy Under-Graduate Level

Effective:

This policy shall take effect immediately and supersedes any other guidelines, rules, policies or procedures that are in contrast to the provisions herein.

Approved

[Signature]

Lilian Negrón Colón, Ph.D.
President

LVC/djm