



Presidencia

**EXECUTIVE ORDER ACA 12-13**

December 10, 2012

**DEANS  
ACADEMIC COLLEGE  
OFFICE DIRECTORS  
REGISTRAR**

**POLICY TO DETERMINE CREDIT- HOURS FOR UNIVERSITY PROGRAMS (ASSOCIATE DEGREE, BACCALAUREATE DEGREE, MASTERS DEGREE, AND GRADUATE CERTIFICATES)**

**Introduction:**

On October 29, 2010, the United States department of education published the federal normative 75FR66832 requiring postsecondary institutions to establish policies and procedures to determine credit hours for academic programs eligible for Title IV.

**Scope:**

The *Federal Register*, (Vol 75. No 209, 66832) of October 29, 2010 establishes, in parts 600.2, a credit hour is the basic measure of work done by a student who is granted Title IV financial aid. Therefore, the credit hour includes an appropriate level of content that justifies granting of aid.

**Definition Credit/Hours:**

1. A credit hour is conferred by the amount of work represented and intended with learning results that evidence students' performance.
2. BCU uses the Carnegie system to assign credit hours.
3. A credit is equal to 15 direct working hours in the classroom, one-hour class a week, for a 15 or 16-week semester.
4. Students will perform approximately 2 hours of work for each hour out of classes.

This policy and procedure will apply consistently in all academic offerings of Associate Degrees, Baccalaureate degrees master's degrees, and Bayamon Central University graduate certifications.

**Purpose:**

This policy is intended to establish in uniformity with credit hours of associate degrees, bachelor's degree master's degree and graduate certificates. The credit hour assignment responds to the accepted common practice in post-secondary education, academic discipline creditor agencies, and professional evaluation boards.

**Student Academic Load**

1. A credit is known for each 15 class hours, for each academic term and a credit is granted for each 30 to 45 laboratory hours.
2. A regular course load consists of 12 to 18 credits per academic term at undergraduate level and 6 credits at graduate level. Students cannot take more than 18 credits per academic term and 6 at graduate level unless their GPA is 3.00 or higher.
3. Student must obtain written authorization from their College Directors to be able to take more that the permitted number of credits.
4. Students that are on academic probation can enroll in a maximum of 12 credits at undergraduate level and 6 at graduate level.
5. During the summer session of 4 weeks of duration, students can enroll in a maximum of two courses as long as the number of credits does not exceed 7 per session.
6. Students are classified as full or part time according to the number of credits they are enrolled, in the respective level.

**Undergraduate level**

- a. Full time student: All students enrolled in no less than 12 credits per academic term.
- b. Part time student: All students enrolled in less than 12 credits per academic term.
- c. Student with less than 6 credits: "Less than half-time".
- d. Full time summer student: All students with 6 or more credits.
- e. Part time summer student: All students with 5 credits or less.

**Graduate level:**

- a. Full time student: All students enrolled in no less than 6 credits per academic term.
- b. Part time student: All students enrolled in a minimum of 3 credits per academic term.

**Course Repetition: Repetición de Cursos:**

1. If not satisfied, all students have the right to repeat a course.

2. Students must cover with their own money the course repetition, unless the federal and institutional regulation permits financial aid.
3. In the case of course elimination as a curriculum offer, it will be changed with a new created course from the curriculum revision or with an approved equivalent course by the College Director or Registrar.
4. The corresponding credits and higher grades will prevail in the student transcript and the inferior grades will be identified with "R" (Course repetition).
5. When the student repeats a course and the obtained grade in the new term is the same as the grade obtained in the past term, the grade that will prevail is the one of the most recent term.
6. Grades with R annotation and the correspondent credits will not be considered to determine if the student has satisfied the graduation requisites.
7. Only the highest grade will count for the GPA computation.

**Grading system: Sistema de Calificaciones:**

1. Grades that are obtained in courses are used to identify the student's performance level in an offered course.
2. The university has established a point system to be able to compute the students' academic level.
3. This system is used to determine the minimum general performance level for graduation purpose, to continue in the program and to grant honor points.

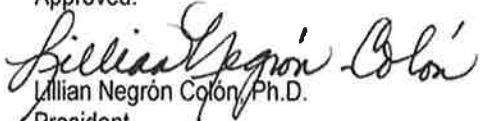
Grade	Description	% Equivalent	Honor points
A	Superior	100-90	4.0
B	Over Average	89-80	3.0
C	Average	79-70	2.0
D	Under Average	69-60	1.0
F	Deficient Failed	59-0	0.0
W	Withdrawal	None	None
AW	Administrative Withdrawal	None	None
I	Incomplete	None	None
A	Approved	None	None
N/A	Not Approved	None	None

4. In the GPA computation completed courses at the University will be included. This GPA is calculated dividing the total amount of points divided by the total amount of completed credits with grades of A, B, C, D or F.
5. All academic credit courses require test administration or evaluation instruments, including a final exam or an equivalent evaluation.
6. The evaluation criteria's should be provided so that the student can know their academic progress.
7. The Professors will indicate in the grade book how the course evaluation was determined the course (assignment, scoring).

**Validity Vigencia:**

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

LVC/djm