



Presidencia



Executive Order ACA. 16-05

October 11, 2016

**DEANS
DIRECTORS OF ACADEMIC COLLEGES
ADMINISTRATIVE DIRECTORS
REGISTRAR
FACULTY
STUDENTS**

POLICY ON ACADEMIC STANDING

Introduction:

Universidad Central de Bayamón requires students to demonstrate good academic performance in their program of studies.

Purpose:

The purpose of this policy is to establish the evaluation criteria for assessing the academic performance of undergraduate and graduate students to determine the eligibility to continue studies based on academic performance.

Definition:

1. Successfully completed credits - credits for courses, including transfer credits from other institutions (T), with a grade of A, B, C, D, P.
2. Credits with unsatisfactory completion - credits for courses with a grade of F and NP.
3. Grade Point Average - is the measure of student achievement. It is determined by dividing the total number of honor points (points A, B, C, D or F, multiplied by course credits) by the total number of credits accumulated in the courses.
4. Good Standing - status received by the student if he or she meets the general academic grade required.
5. Academic Warning - Warning for students who do not meet the parameters established in academic performance by the end of the term.
6. Academic Probation - condition that is assigned to a student who does not achieve satisfactory academic performance.
7. Academic Suspension - Discontinuation of studies determined for a student who has not achieved satisfactory academic performance after an academic probation.

8. Appeals Committee - team composed of the Dean of Academic Affairs, the College Director, Director of the Guidance and Counseling Center, and the Registrar. This Committee will address requests for an academic suspension appeal.

Procedure:

At the end of each academic year, the Registrar Office will determine whether the student has met the required average within the completed credits. The student must demonstrate academic performance with an academic grade of 2.00 or higher on a scale of 4.00 to qualify as a student with good standing.

Any student who does not meet the established academic average will receive the following warnings:

1. Academic Warning – The first time a student does not meet the required academic average will be placed on Academic Warning.
2. Academic Probation - A student who fails to pass the Academic Warning during the academic year will be placed on Academic Probation.
 - a. The student will be referred to the Guidance and Counseling Office where he will be advised of the importance of maintaining a satisfactory grade point average.
 - b. The academic probation period will give students the opportunity and time to reexamine their academic performance, receive guidance and academic counseling so that they can overcome their academic deficiencies.
 - c. The academic load of students on Academic Probation will be limited to a maximum of 12 credits per academic term.
 - d. At the end of the academic year, students will be assessed and if they satisfactorily meet the required academic average, they will be classified in Good Standing. Student who do not meet the required academic average will receive Academic Suspension for an academic term.
3. Academic Suspension
 - a. Student will receive a notification from the Office of the Registrar of the six month academic suspension.
 - b. The student in Academic Suspension may request an appeal to the Appeals Committee.
 - c. If the Committee considers the appeal of the Academic Suspension to be favorable, the student will remain enrolled with an Extended Academic Probation.
 - d. If the Committee does not consider the appeal favorable, the student will continue to be suspended for six months.
 - e. After this period of suspension, the student may request readmission.
4. Readmission of suspended students:
 - a. Any suspended student who is readmitted shall complete a plan of studies at the guidance and Counseling Office and must maintain satisfactory academic performance.
 - b. If during the period of academic suspension, the student enrolls at another institution of higher education, these credits will not be accepted at UCB.

Procedure for Requesting an Appeal to the Academic Suspension Appeals Committee:

1. The student will first submit the appeals form.
2. The Appeals Committee is composed of the Director of the College, Registrar, Director of the Counseling and Counseling Center, and the Dean of Academic Affairs.

3. The student must justify the cause leading to the low academic performance and how he or she is committed to meeting the required academic average.
4. If the Appeals Committee concludes that the student is able to achieve the required academic average, he / she will be granted an extended probation for another academic term. The student may enroll in accordance with the academic plan.
5. If at the end of the academic term the student fails to achieve satisfactory academic performance, he or she will be suspended academically for six months.

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:


Lillian Negrón Colón, Ph.D.
President

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