



Presidencia

# UNIVERSIDAD CENTRAL DE BAYAMÓN

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**EXECUTIVE ORDER ACA. 14-02**

March 4, 2014

**DEANS  
COLLEGE DIRECTORS  
ADMINISTRATIVE DIRECTORS  
REGISTRAR**

## **RECLASSIFICATION POLICY**

Students at Universidad Central de Bayamón, Inc. have the right to request reclassification of a program within the same academic level. Reclassification is required when the student wishes to change major or specialty program. However, the granting of such a request is based on the student meeting the requirements for the program. The requirements are:

- a. The student will complete the reclassification form and turn it in to his/her College Director.
- b. The College Director will evaluate the request and refer the student to the College Director to which the student is applying.
- c. The new College Director will evaluate the request and check the number of credits attempted, completed and GPA. The Director will evaluate the student's Satisfactory Academic Progress. If the student meets all criteria, the Director will refer the student to the Financial Aid Office for guidance on available aid to complete the new curriculum.
- d. The Financial Aid officer will state the percent (%) of federal grant that the student has consumed and the percent (%) available. Student will then be referred to the bursary.
- e. The student shall pay the required fee at the bursary and turn in the form at the Registrar's Office
- f. The Registrar's Office will determine which courses taken in the previous major will be considered in calculating (GPA).
- g. The Registrar will process student's reclassification

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

LVC/djm