



Presidencia

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Executive Order ACA 12-05

(Amendment to ACA.08-03, October 30 2008)

August 1, 2012

DEANS

DIRECTORS OF ACADEMIC COLLEGES

DIRECTORS OF ADMINISTRATIVE UNITS

INSTITUTIONAL POLICY AND PROCEDURES FOR WITHDRAWALS AND ATTENDANCES

Bayamon Central University acknowledges the importance of complying with the regulations of class attendance established by the Federal Department of Education.

Bayamon Central University adopts the following policy and procedures to intervene with cases of non-attendance (WA), discontinued attendance (WU), partial and total withdrawal (W) with the purpose of increasing retention and graduation rate. We understand that this ongoing effort will lead to a substantial improvement in student retention. The responsibility of improving the quality of services and student retention is shared among those, who in one way or another, interact with students. With the institution's commitment and the effort of the entire university community, BCU hopes to obtain the desired result.

The Registrar's Office is one of **the** most important components of academic administration. This office is the custodian of the academic records of all active and inactive students as well as alumni. In addition, this office manages and oversees the process of admitting and enrolling the student, evidences and certifies class attendance, gives follow-up to academic progress and completion of degree.

The following policy establishes the participation of all university personnel in the development of the processes that directly relate to the control and management of attendance and certification of active participation of the student in our Institution.

DEFINITION OF WITHDRAWAL:

Official Withdrawal (W) - the student personally requests and completes the withdrawal form following the procedure established by the institution. (Form #1 Form for change of course and withdrawal).

Unofficial withdrawal - the student does not complete a withdrawal form, but due to absences, the Institution proceeds with an unofficial withdrawal. This withdrawal may be by WA or WU.

Non-Attendance (WA) - the student does not attend the first two class sessions. This is identified in our system as WA.

Cease-to-Attend (WU) - the student initially attends class and stops attending without processing an official withdrawal. Upon noting three consecutive absences with no communication from the student, the professor assigns an unofficial withdrawal. This withdrawal is identified in our system as WU and is registered with the last date of attendance.

Partial Withdrawal (W) – the student decides to drop one or more courses and the process is made official through a form signed by the relevant authorities of the Institution. This withdrawal is identified in the system as W in each course. (Form #1- Form for change of course or withdrawals).

Total Withdrawal (W) – the student decides to drop all enrolled courses and the process is made official through a form signed by the relevant institutional authorities. It is identified in the system as (W). If the student has been previously identified with WA or WU, these withdrawals will remain with the original status of (WA or WU). Depending on the date the withdrawal is made official, the student may be in debt with the Institution. The student should seek adequate advising from the Financial Aid Office in order to make a well informed decision. If the student receives federal funds, this withdrawal may require a readjustment in costs and thus affecting the financial aid. (Form # 1-Form for change of course or withdrawal).

The Registrar's Office will issue three (3) official lists during each academic term:

Term	WA List Attendance during:	WU- Mid-Term List Reported after meeting 60% of time	Final List-submitted at the end of course
Trimester	1 st class (4 hours)	6 th class	10 th week
Regular Semester Classroom based or online course	1 st week of class 2 nd class (3 hours)	8 th class	15 th week
Part of Term	1 st week of class 2 nd class (5 hours)	5 th week of class	8 th week
Weekend Period	1 st week 2 nd class (9 hours)	3 rd week	5 th week

This Executive Order is accompanied by the procedure to be followed by each institutional unit involved in the withdrawal process. In addition, copies of the forms are also included to evidence the withdrawal process.

This policy does not exempt the student or any personnel involved in the withdrawal process of understanding and enforcing the procedure that the Institution establishes in this document.

This policy will be effective immediately superseding any previous policies, procedures and guidelines which are in conflict with those provided therein.

Approved by:



Lillian Negrón-Colón, Ph.D.
President