



**UNIVERSIDAD CARLOS ALBIZU
JUNTA DE SINDICOS**

**CARLOS ALBIZU UNIVERSITY
BOARD OF TRUSTEES**

Política Núm./Policy Number: CAAE 22	Origen/Source: Comité de Asunto Académicos y Estudiantiles / Academic & Students Affairs Committee Fiscal Year: 2012-2013	Frecuencia de revisión/Review frequency: Cada dos años/ Every two years
Nombre de la política/ Policy Name: Política de Requisitos de Grado / Degree Requirements Policy		
Fecha de aprobación por la Junta de Síndicos / Approval date by the Board of Trustees: 30 de abril de 2013 / April 30, 2013		
Fecha de la última modificación/Date last modified: N/A		
Aplica a/Applies to: Estudiantes, Empleados no docentes / Students and Non teaching Employees		
Firma de la Secretaria Interina de la Junta / Board Interm Secretary's Signature:	 Mr. Gualberto Rodríguez	

1.0 PURPOSE

This policy is designed principally to require students to fulfill specific and general requisites for earning different degrees awarded by the institution.

2.0 POLICY STATEMENTS

GENERAL REQUIREMENTS FOR THE ASSOCIATE OF ARTS (A.A.) AND THE ASSOCIATE OF SCIENCE (A.S.)

The University has established the following requisites, which must be completed before the Associate Degree is awarded:

1. A grade point average (GPA) of 2.00 or higher on a 4.00 scale
2. Completion of a minimum of one (1) year of full-time residency in the Program
3. Satisfactory completion of all academic courses and laboratories, as applicable
4. Demonstrated competence in computer literacy (Windows and Word or Word Perfect)

5. Good standing in the Program, i.e., no disciplinary action pending or academic probation
6. Recommendation from the program faculty for the associate degree. Students seeking this degree must demonstrate to the satisfaction of the Faculty those professional, ethical, and personal attributes described in the current General Policies and Disciplinary Procedures Manual

GENERAL DEGREE REQUIREMENTS FOR THE BACHELOR OF SCIENCE (B.S.), BACHELOR OF ARTS (B.A.), AND BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) DEGREE

The University has established the following requisites, which must be completed before the Bachelor's Degree is awarded:

1. A grade point average (GPA) of 2.00 or higher. Note: For the upper division Bachelor of Science (B.S.) in Psychology (San Juan) and upper division Bachelor of Science (B.S.) in Speech and Language Therapy and the Bachelor of Arts (B.A.) in Exceptional Student Education a cumulative GPA of 2.25 or higher on a 4.00 scale is required
2. Completion of a minimum of one year of full-time residency in the Program
3. Satisfactory completion of the required academic courses and laboratories or practica, as applicable
4. A grade of "C" or higher in all major courses. Note: For the bachelor's degree in Speech and Language Therapy a grade of "B" or higher is required for all major courses.
5. Good standing in the Program, i.e., no disciplinary action pending or academic probation
6. Recommendation from the program faculty for the bachelor's degree. Students seeking the bachelor's degree must demonstrate to the satisfaction of the Faculty those professional, ethical, and personal attributes described in the current General Policies and Disciplinary Procedures Manual

GENERAL REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE

The University has established the following requisites, which must be completed before the Master's Degree is awarded:

1. A grade point average (GPA) of 3.00 or higher on a 4.00 scale.

Note:

For Master of Science in Exceptional Student Education): No more than two (2) standing grades of "C" in major concentration area.

For Master of Science in TESOL: No more than two (2) standing grades of "C" in major concentration area.

For Master of Science in Psychology : No more than two (2) standing grades of "C" in non-clinical courses.

For Master of Science in Industrial/ Organizational Psychology (Miami): No more than two (2) standing grades of "C".

For Master in Business Administration: No more than two (2) grades of "C" in any course.

For Master of Science in Clinical, Counseling, and Industrial/Organizational Psychology: No grades of "C" or lower in concentration courses and a maximum of two "C" in the foundation and/or elective courses.

2. Completion of a minimum of one year of full-time residency in the Program

3. Satisfactory completion of all required academic courses
4. Satisfactory completion of the required hours of practicum, if applicable
5. Demonstrated competence in APA style for publications and computer literacy (windows and Words or Word Perfect)
6. Good standing in the Program, i.e., no disciplinary action pending or academic or practicum probation
7. Recommendation from the program faculty for the master's degree. Students seeking this degree must demonstrate to the satisfaction of the Faculty those professional, ethical, and personal qualities and attributes described in the current General Policies and Disciplinary Procedures Manual.

GENERAL REQUIREMENTS FOR THE DOCTORAL DEGREE

The University has established the following requisites for the awarding of the doctoral degree:

1. Grade point average (GPA) of 3.00 or higher on a 4.00 scale
2. Completion of a minimum of three years of full time residency in the Program
3. Satisfactory completion of all academic courses and laboratories, as applicable
Note: For the Ph.D. and Psy.D. in Clinical Psychology and for the Ph.D. in Industrial/Organizational Psychology and General Psychology a maximum of two grades of "C" in non-clinical/core courses is allowed
4. Satisfactory completion of the required supervised practicum hours and internship, if applicable
5. Passing scores (70% or above) on the written portion of the Doctoral Comprehensive Examination and a Pass in the oral portion of the Examination, if applicable
6. Demonstrated competence in APA style for publications and computer literacy (Windows and Words or Word Perfect)
7. Satisfactory completion and approval of a Doctoral Project or Dissertation.
8. Satisfactory completion of a 2,000-hour pre-doctoral internship in clinical psychology on a full-time basis (40 hours/week) during a one-year period or part-time (20 hours/week) during a two-year period in a facility approved by the Program, if applicable
9. Good standing in the Program, i.e., no disciplinary action pending or academic or clinical probation.
10. Recommendation from the program faculty for the doctoral degree. Students seeking a doctoral degree must demonstrate to the satisfaction of the Faculty those professional, ethical, and personal qualities and attributes described in the current General Policies and Disciplinary Procedures Manual.

GENERAL GRADUATION REQUIREMENTS AND PARTICIPATION IN COMMENCEMENT EXERCISES

The following conditions must be met before a degree is conferred:

1. The student must complete an application for graduation and pay the corresponding fee. The fee is non-refundable and is required to process the application for graduation. This fee is mandatory whether or not the candidate will attend the Commencement Ceremony.
2. The student's record is reviewed by the Office of the Registrar for completion.

3. Upon the recommendation of the Faculty and the Chancellor, the Office of the President reviews the record and requests approval from the Board of Trustees for degree conferment. The conferment of academic degrees is the sole province of the Board of Trustees.

4. The Office of the President will forward a copy of the final approval to the Office of the Registrar.

5. Once conferred, the Office of the Registrar will send the student a letter informing him/her of the date of degree conferment and the date on which the diploma will be available for pick-up.

The following information pertains to participation in the Commencement Exercises:

The University awards degrees three times each year at the end of each academic session. Commencement Exercises are held once a year. Program requirements completed after the last day of each session will result in the degree being awarded in the following session in which the degrees are conferred. The student should note that the process of confirming and posting the degree to the transcript may take up to sixty (60) days after the last day of each session. In the meantime, the student may request from the Office of the Registrar a letter verifying that all degree requirements have been met, and that the degree is pending to be awarded. Once the degrees are conferred, each diploma and transcript will reflect the last date of the session in which all degree requirements were completed.

In order to be eligible to participate in the Commencement Exercises a student must:

a) Apply at the Registrar's Office and pay the applicable fee, during the session in which they plan to complete their coursework, and no later than the deadline stipulated in the Academic Calendar. Applying for graduation, regardless of participation in the commencement exercises, is a requirement for posting of degrees on transcripts and issuing diplomas.

b) Students who complete requirements after the end of the session in which the commencements are held, will not be allowed to participate in the commencement ceremony. They will have to wait until the next scheduled ceremony. Students completing Internship prior to the date on which the commencement exercises are held, may be allowed to participate in said ceremony.

Students may not use any designated degree titles or credentials of degree completion until the degree is officially conferred and posted on the student's transcript. Representing oneself as in possession of a degree that has not been conferred constitutes a major violation under the University's General Policies and Disciplinary Procedures Manual.

3.0 AMENDMENTS

This policy may be amended at any time by the Board of Trustees.