

INTER AMERICAN UNIVERSITY OF PUERTO RICO

# GENERAL STUDENT REGULATIONS



2018

These Regulations include the amendments approved by the Board of Trustees up to **August 24, 2018**.

These Regulations are published in Spanish and English. In the event of a conflict as to their interpretation, the Spanish version will prevail.

# GENERAL STUDENT REGULATIONS

2018

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## CHAPTER I

### *Statement of Purpose*

The General Student Regulations of Inter American University of Puerto Rico are in harmony with the institutional and specific goals of each academic unit, the Christian values that guide the Institution and with the objectives, purposes, needs and educational processes of the University. These Regulations, as well as all provisions, circulars and policies of the University currently in effect, are part of the Institution's study contract with its students. The purposes of these regulations are:

1. to indicate the rights, duties and responsibilities of students as members of the university community;
2. to establish organisms that assure a democratic participation and representation of students in university life and to foster responsible leadership;
3. to outline the norms of coexistence that help create and maintain a healthy and safe environment that stimulates learning, comradeship, service and work among students, faculty, administration, and the community in general;
4. to establish guidelines on proper behavior for university coexistence, and to formulate disciplinary sanctions corresponding to the transgressions of such guidelines through fair, fast and effective procedures;
5. to maintain an adequate institutional climate for the best development of the teaching-learning process.

## CHAPTER II

### *Student Rights and Duties*

#### ARTICLE 1 - GENERAL

The fundamental right of the university student in the academic community is to be integrally educated.

Students are entitled to all rights established by institutional policies. The University will maintain a prejudice free environment that respects the student's self-value and human dignity. It is University policy not to discriminate against anyone because of race, color, age, gender, sexual preference, religion, nationality, marital status, physical appearance, political affiliation, physical handicap, origin or social condition.

To this end it is essential that there is freedom to examine matters and freedom to express ideas, criteria, and opinions, subject only to the limitations established by necessary regulations for the protection of the harmonic coexistence of the University community components.

The nature of university life requires that all members of the community be united in the achievement of common goals and purposes. All members are important and their contribution is crucial for attaining the general mission of the University as a whole as well as the mission of its individual academic units.

#### ARTICLE 2 - RELATIONS BETWEEN STUDENTS AND OTHER MEMBERS OF THE UNIVERSITY COMMUNITY

##### A. Academic Relations with Faculty

1. This relationship is founded on good faith and mutual respect between professor and student, and is part of the educational process.
2. Professors will encourage creative dialog, and an environment of freedom of discussion, speech and research.
3. Students will receive or have a syllabus in printed or digital format available as presented by the professor of the course at or before the first two meetings of each academic term.

4. At the beginning of each academic term, faculty members will make available to the students, the course syllabus containing the following information:
  - a. General course Information: course title, code and number, credits, academic term, professor, office hours, office telephone and e-mail.
  - b. Course description according to the current catalogs.
  - c. Objectives of the course.
  - d. Thematic content.
  - e. Learning activities for achieving the objectives.
  - f. Evaluation criteria, including the score and the weight of each criterion.
  - g. Special notes: (1) Honesty, fraud and plagiarism, as stated in Chapter V, Article 1 of these Regulations, (2) Support services or special needs and (3) Use of electronic devices.
  - h. Educational resources to be used for the activities and the attainment of the course objectives, such as text book(s), additional readings, audio-visual resources and electronic resources.
  - i. Bibliography with support and the reference materials to the course, such as magazines, books of reference, newspaper, among others.
  - j. Norm of honesty, fraud and plagiarism, whose violation entails sanctions as stated in Chapter V, Article 1 of these Regulations.
5. If a student comes to a course after the course syllabus has been provided or discussed, it is the student's responsibility to obtain a copy of the syllabus as indicated by the professor and to communicate with the professor in order to discuss it.
6. Inter American University requires that a final exam or an equivalent evaluation be given to all students enrolled in courses that award academic credit. Other tests or evaluation instruments should also be administered at mid-term so students may know their academic progress.

7. Students have the duty and responsibility to obtain all the required materials in the course, or other comparable materials approved by the professor with the aim of achieving the course objectives.
8. Students may present well-reasoned objections to the facts and points of view of the professor when deemed necessary.
9. The right to disagree with the professor's opinion does not exempt students from their responsibility of meeting the requirements of the course.
10. The right to dissent should be practiced with the proper consideration and mutual respect needed for university coexistence
11. The both student and the professor will examine any aspect of the academic matter under study with the intellectual honesty that characterizes all academic work.
12. Neither student nor professors will use the classroom to proselytize on matters extraneous to the teaching-learning process.
13. The student's grade will be based on the evaluation criteria established in the syllabus.
14. Students may participate in faculty evaluation, according to the norms and procedures established for this purpose.
15. Students are entitled to receive academic counseling at times especially indicated by the member of the Faculty in the following three ways:
  - a. They will be oriented with respect to their performance in the courses they are taking with the faculty member.
  - b. They will be oriented in the discipline they formally declared as their major. The purpose of this is so the Faculty member can help them set their academic and professional goals, as well as understand and fulfill the graduation requirements of the University and those of their major. It is students' responsibility to seek the assistance of Faculty members for planning their course of studies at least once during each academic term.



- c. They will be referred to the corresponding office or person, in agreement with their needs of professional aid on problems of a personal nature or of those resulting from deficiencies in academic skills, if necessary.
16. Students are entitled to receive academic counseling at least once during each academic term in which they are enrolled. It will be the students' responsibility to visit the Academic Department to which their study program or their officially declared major belongs, to request a course sequence and receive academic counseling on planning their university studies.
17. In case students consider that their rights have been infringed upon by a member of the faculty or they have a claim of an academic nature, they may channel their complaint through the Director of the Academic Department to which such faculty member belongs. If a student does not agree with the decision, such student may appeal through the following channels, as appropriate, following this order: Dean of Division, Dean for Academic Affairs, Chief Executive Officer of the academic unit, President of the University.

B. Evaluation of Academic Work

1. Inter American University requires that all students enrolled for credit in courses for which academic credit is awarded be administered a final exam or an equivalent evaluation. Other tests or evaluation instruments should also be administered before midterm so students may know their academic progress in each course.
2. Students are entitled to know the grades of their exams, tests, term papers, homework and other instruments of academic evaluation, within a reasonable time, preferably no later than two weeks after handing them in.
3. Students are also entitled to examine their work within a period no greater than six months after the term in which they took the course.

C. Nonacademic Relations with University Personnel

1. In case a student considers that his or her rights have been infringed upon or that an inappropriate action has been committed against him or her by a member of the University personnel in a non-academic relation, the student may file a complaint to the Dean of Students of the academic unit. This officer must investigate the allegations of the complaint, and if there is a possible violation of institutional norms, will refer the case to the attention of the Human Resources Director of the Unit to process the case under the corresponding regulations: Faculty Handbook, if it has to do with teaching personnel, or Handbook of Norms for Non-teaching Personnel, if it is administrative.
2. If the complaint is related to alcohol or drug use, sexual harassment, discrimination because of race, color, age, gender, sexual preference, religion, nationality, marital status, physical appearance, political affiliation, physical handicap, origin, or social condition, it will be attended to and processed according to the stipulations of the regulations, guidelines and the provisions of laws applicable to these matters.

D. Use of Cellular (Mobile) Telephones and Other Electronic Devices

1. Cellular (mobile) telephones and any other electronic device that could interrupt the teaching-learning process or disrupt a milieu favorable for academic excellence must be deactivated. Critical situations will be dealt with in an appropriate manner.
2. The professor has the discretion to authorize the use of such devices for academic purposes or urgent situations if necessary. Students that require the use of electronic devices for the learning process must present certified evidence to the professor of their need for reasonable accommodation and pledge to use the devices responsibly.
3. The use of electronic devices that permit the accessing, storing, or sending of data will not be allowed during tests or examinations, unless the professor authorizes their use.
4. The unauthorized use of cell phones or other electronic devices is considered punishable behavior (refer to Chapter V of the *General Student Regulations*).

E. Third persons in the classrooms

According to institutional norms, third persons will not be allowed in the classrooms, except for persons authorized by the professor or by the Institution.

**ARTICLE 3 - OFFICIAL DOCUMENTS**

The University administration will make available for consultation of the internal and external community, copies of the regulations, norms, catalogs, and other documents related to university life, in the Information Access Centers and in the University Web page.

It is the students' responsibility to know the content of these documents in order to comply with their provisions. Ignorance of the rules does not exempt students from complying with them.

A. Student Files

1. Student files are confidential documents, and will be kept separately and properly protected according to their nature.
2. Any person who requests to examine them must get a written consent from the student, or it will be conducted under the provisions of the Family Educational Rights Act of 1974 and its regulations.
3. Student files will contain information related to the academic status of the student and any other appropriate information. These will be maintained by the Office of the Registrar.
4. Files of financial aid, admissions, medical services and other student services, if any, will be maintained in the custody of the concerned office. The Counseling Office will keep files of professional and personal counseling and of any other kind related to the service offered to the student.
5. Disciplinary files will be maintained in the Office of the Dean of Students.
6. Students have the right to review their files in the presence of a University officer with a previous written request, presented at least five workdays in advance to the corresponding office.

7. The University maintains student information in the data base system. It will be the student's responsibility to notify any change of mailing or home address in order to keep the file updated. Students may also update their personal information by using the online services of Inter Web.
8. Students may see their grades in the University information system. Access to this information will be protected and controlled.

B. Emergency Management Plan

Students will have access to an emergency management plan of their academic unit that establishes the instructions that should be followed in a situation that could threaten their safety or that of the rest of the University community.

**ARTICLE 4 - PUBLICATIONS**

1. Students have the right to produce publications through student organizations properly recognized by the Institution. The University will promote the production of these publications.
2. All publications will identify the student organization that produces it and the names of the publishing board of the publication. Each article should be signed by its author, except editorial comments for which the corresponding publishing board will be responsible.
3. Printed material distributed in the academic units may not contain advertisements for alcoholic drinks, tobacco, controlled substances, pornographic or obscene material, or libelous information.
4. Newspapers or magazines of general or regional circulation in Puerto Rico may be distributed in the academic units by previous authorization of the Dean of Students or the designated person.
5. Other circulars may be distributed in the units or placed on public bulletin boards with previous authorization of the Dean of Students or the person designated by the concerned academic unit. If such authorization is denied, petitioners may appeal to the Chief Executive Officer of the unit within a period of no more than three workdays. The Chief Executive Officer's decision will be final and binding.

6. In their publications, students must observe the canons and rules of proper expression of our Institution at the university level.

#### ARTICLE 5 - RESEARCH PROJECTS

##### A. Duties of Students Doing Research

All students enrolled in courses requiring the preparation of research projects in which human subject participate, must obtain the approval of the Institutional Revision Board of IAUPR before beginning their research. This board is responsible for seeing that the Institution complies with state and federal laws and regulations, and with institutional policies and the applicable internal norms and procedures in all matters related to the protection of human rights of research subjects.

##### B. Rights of Students Who are Subjects in Research Projects

All students who participate as subjects in a research project are entitled to:

1. Be informed of the study before participating.
2. Know the purpose of the study.
3. Consent voluntarily to participate.
4. Refuse to participate.
5. Withdraw at any time from the research project.
6. Not be the object of retaliation for refusing to participate in or for withdrawing from the study.

##### C. Duties of all Students

1. To comply with the particular protocol for research projects.
2. To inform University authorities of any negligent conduct or act occurring during the conduct of the research project.

**ARTICLE 6 - STUDENT ETHICAL AND MORAL RESPONSIBILITY**

The ethics of university students is based on values and principles that obligate them in the University and in the community, in general. Plagiarism, the lack of honesty, fraud and the manipulation or falsification of information are contrary to institutional principles and norms and are subject to disciplinary sanctions, as established in Chapter V, Article 1, of these Regulations.

All students, in their university performance, will:

1. Show the highest principles of personal and academic integrity.
2. Show, by their conduct, respect for the rights, dignity and property, including intellectual property.
3. Comply with the principles, norms and legal statutes compatible with their academic program and their future profession.
4. Exercise their role in a prudent, responsible and safe manner, individually as well as collectively.
5. Be aware of their decisions and actions, so that the risks of damage towards others and towards themselves will be reduced to the minimum.

## CHAPTER III

### *Student Representation*

#### ARTICLE 1 - STUDENT COUNCIL

The Student Council is the main student organization that officially represents all students in each of the academic units of Inter American University of Puerto Rico. In this forum student needs and wishes are analyzed, discussed and carefully studied, and the problems of the university community are respectfully discussed through dialog. The Council has as its fundamental purpose to contribute to the fulfillment of the educational function of the University. In addition, it freely and responsibly, promotes the full exercise of the rights and duties of all students in harmony with the institutional mission and goals.

Through the responsible exercise of the right to vote in free elections, students will elect their own representatives between March 15 and April 30 of each academic year. The exercise of this right is based on the active participation of students to elect the members of the Student Council, and in the acceptance of their responsibility to perform the tasks that go with the distinction of being chosen by their peers to represent them and to serve in the Council of their academic unit.

#### A. Composition and Eligibility

1. The Student Council will be made up of a president, vice-president, secretary, treasurer, and no fewer than three and no more than five other members.
  - 1.1 Students eligible to be part of the Council will be those that at the time of certification for the elections comply with the following requirements:
    - a. have passed a minimum of twelve credits in their study program at Inter American University of Puerto Rico.
    - b. Be enrolled full-time as established in the General Catalog of Inter American University of Puerto Rico.
    - c. Be in compliance with the current Inter American University of Puerto Rico Satisfactory Academic Progress Norm for their study program. Candidates for these positions must have the academic progress norm index that applies to them.
    - d. Be in compliance with their payment commitments to the institution.

- 1.2 Students at the graduate level and at the professional schools must comply with the following requirements at the time of certification for the elections:
  - a. have passed a minimum of nine graduate credits in their study program at Inter American University of Puerto Rico.
  - b. Be enrolled full-time as established in the Graduate Catalog of Inter American University of Puerto Rico.
  - c. Be in compliance with the current Satisfactory Academic Progress Norm that applies to their study program.
  - d. Have no debts with the institution.
- 1.3 Students seeking the positions of president and vice-president may not be candidates for graduation in December of the electoral year, unless they have been admitted to another program at the same academic unit.
- 1.4 Students who graduated from the Technical and Vocational Certificate Program of Inter American University of Puerto Rico who enter an undergraduate program with an index not lower than 2.50 are also eligible.
2. The student must be registered in twelve credits or more per academic term, of which three fourth parts must be in the academic units. Of these three fourth parts, six credits must be presential. Students at the graduate level and at the Professional Schools must be registered in a minimum of six credits.
  - a. In case of an active student enrolled at the undergraduate level, who has applied for admission to a graduate program, such student will be required to present evidence of a provisional admission according to the current institutional requirements. In addition, he must meet the required minimum of credits as established in the General Student Regulations.
  - b. In case of an active student enrolled at the technical certificate or associate degree level who has applied for admission to an undergraduate program at the next level, and has received a provisional admission, such student can aspire to belong to the Student Council. The student must present evidence of the provisional admission according to the current institutional requirements. Likewise, the student must meet the required minimum of credits as established in the General Student Regulations.



- c. In those cases in which the student is a candidate for graduation, he will only be required to enroll in the credits he needs to complete his academic degree.
3. Students on academic or disciplinary probation, on summary suspension, temporary separation from the University, or who have committed an action that requires a major disciplinary sanction, or who have a pending disciplinary charge, cannot run for or occupy a position in the Council.
4. To be eligible to occupy a position in the Student Council, all candidates must be in compliance with the current academic progress norm, as well as not have a debt with the Institution. In the case of students who have an agreement of debt payment, they will be eligible while they fulfill the terms and conditions of the agreement. If they do not do this, their position will automatically be declared vacant and they will be substituted as provided in Chapter III, Article 1-C of these Regulations.
5. Any member of the Student Council, Academic Senate or other university organization, who ceases to satisfy the minimum requirements for eligibility, as stipulated previously for each position, will resign from his duties immediately. Such position will be automatically declared vacant, and will be filled as stipulated in Chapter III, Article 1-C of these Regulations.
6. Members of the Student Council who do not comply with their responsibility of attending meetings or participating in Council activities, will be referred by the body to the Dean of Student Affairs or equivalent for due counsel. If such behavior continues, the Council member may be dismissed by a two-thirds vote of its members. The dismissed student may appeal the decision to the Dean of Students within five workdays. The decision of the Dean of Students will be final and binding.
7. The Council elected in these elections will exercise its duties beginning on the subsequent July 1<sup>st</sup> until June 30<sup>th</sup> of that academic year.
8. The installation of the Student Council will be held in a ceremony agreed upon by the Council with the Dean of Students.
9. To pass Council decisions a quorum of more than half of the members of the Council will be needed, and decisions will be made by a majority vote of the members present. The board of the Student Council, (president, vice president, secretary and treasurer), will act on behalf of the Council at times when given the urgency of the situation, it would be impossible to convene the whole Student Council.

10. Student Councils will have the following responsibilities and functions:
  - a. Officially represent the student body in the academic unit before the administration and in all official events held within and outside the University.
  - b. Freely present to the corresponding University authorities, through the established channels of communications, their opinions and recommendations relating to the academic, administrative, counseling, and university life problems related to students and the Institution in general.
  - c. Facilitate effective communication between the students and the rest of the university community, with the purpose of creating an academic environment that will stimulate the maximum development of student talent.
  - d. Collaborate, in coordination with the other sectors that compose the university community, for the improvement and well-being of the academic unit.
  - e. Promote an intellectual, cultural and social environment that stimulates the integral development of students.
  - f. Promote an environment that will allow the best daily coexistence and the closest relations possible among the components of the university community.
  - g. Promote and encourage academic, cultural, sport, social, recreational, and other types of activities that complement the university education. These activities will be conducted in agreement with the approved work plan.
  - h. Recommend student representation for committees or other organisms in which students participate, when other means of selection are not specifically provided.
  - i. Submit to the Dean of Students within twenty calendar days from the beginning of classes, a work plan and operational budget for that academic term. The work plan and budget will not be in force until they are approved by the Dean of Students and by the Chief Executive of the unit.

- j. Prepare a detailed monthly report of all incurred expenses, as well as all income received during that term. A copy of that report must be sent to the Dean of Students within the first five workdays of each month.
- k. Commit or disburse funds of the Student Council for which the signatures of the President, Treasurer, and the Dean of Students or the person designated by the Dean, will be required. In extraordinary situations, funds may be disbursed with the signatures of the President and the Dean of Students.
- l. Submit a resolution of agreement with the documents for the commitment or disbursement of funds. This resolution should include the date, expression of the body, and votes cast on such petition.
- m. Prepare a detailed report of the Council's fiscal transactions during its term of office. This report will be prepared by the Council's outgoing treasurer. A copy of the report, duly certified by the President of the Council, will be sent to the Dean of Students. This report should be submitted at least fifteen workdays prior to the last day of classes of the current academic term.
- n. Meet with representatives of the student organizations at least once each academic term to gather students' concerns, needs, and suggestions. This information will be sent to the Dean of Students who will forward it to the Chief Executive Officer through the corresponding office or personnel.

## B. Elections

- 1. All students enrolled in six or more credits will have the right to participate in elections to vote for Student Council members and representatives to University organisms.
- 2. Elections will be secret, and conducted either by ballot or some electronic means in which the candidates' names, the positions they seek, their photographs as well as the academic department they are from are presented. Voting will be for the positions described in the composition of the Student Council (Article 1, Section A-1) namely: President, Vice President, Secretary, Treasurer and no fewer than three and no more than five other members.

3. The Board of Elections will be responsible for organizing and supervising the elections and for certifying the new Student Council and other student electoral positions.
4. The Chief Executive Officer of the academic unit will establish the Board of Elections in or before January and the Board will carry out its duties during the rest of the academic year in which it was appointed. The Board will be made up of five members.
  - a. The Chief Executive Officer of the academic unit will appoint the following three members: a president, member of the faculty or administration; a faculty member and a student who does not occupy an elective position and is not a candidate for one.
  - b. The Student Council will appoint the remaining two members, which shall include a faculty member and a student who does not occupy an elective position and is not a candidate for one.
  - c. The Dean of Students will name a member of this Office who will act as Executive Secretary of the Board with voice but no vote.
5. The procedures approved by this Board of Election for nominating candidates and carrying out and supervising the elections should at least include provisions that regulate how to make nominations, campaign development and the election period.
6. For a student to be nominated as a candidate for election, he or she must submit interest of being a candidate to the Board of Election with the signatures of at least three percent of the students of the unit.
7. In no case may a student be part of the Student Council and occupy an elective post or position in another University organism, except to occupy the representative position of the Council in the Academic Senate of the unit.
8. For the elections to be considered valid, at least 20 % of the student population with the right to vote in the academic unit must vote in accordance with Chapter III, Article 1, B-1.

9. If the minimum votes required by the previous paragraph are not achieved, Student Councils and representatives for University organisms will be elected according to the alternate method described below:
  - a. The Dean of Students will schedule an assembly or election process that will be held no later than the first week of May with the participation of:
    - 1) The president of each recognized student organization of the unit. If this president is a candidate for graduation that year, does not qualify, or is not interested in any elective position, he or she may delegate, in writing, the right to participate in the assembly to a bona fide member of his or her organization. This delegation will include the responsibility of voice, vote, candidacy and election.
    - 2) Four representatives of each class, freshman (1 to 29 credits), sophomore (30 to 59 credits), junior (60 to 89 credits), senior (90 credits or more) and of the Graduate Program, as well as two representatives from each student residence hall, if any. To be a representative of the corresponding group, the student must present his or her interest in being a candidate to the Dean of Students at least five workdays prior to the assembly for elections, or to the election process to select the representatives of each group.
    - 3) A quorum will be established for the election of the representatives described above with the students of each group present in assembly, or with the votes cast during a determined period. The election will be scheduled with at least five workdays in advance.
  - b. Once the assembly of presidents of organizations and representatives of each group is constituted with a quorum of 50 % or more of its members, the Student Council will be elected.

C. Vacancies

1. Members of the Council who, due to valid reasons, have to leave their positions will submit their resignation in writing to the President of the Student Council, with a copy to the Dean of Students, who will have the authority to investigate these resignations.

2. Any position whose incumbent is absent from three meetings without reasonable excuse will also be declared vacant. In this case, the president of the Student Council will notify the affected person in writing of the intention of the Council, with a copy to the Dean of Students. This decision may be reviewed by the chief executive officer of the unit with respect to the correctness of the procedure. If the affected person is the president, the vice-president will take the initiative in this process.
3. If the position of president of the Student Council becomes vacant, the vice president will succeed him for the remainder of the term for which he was elected, except in those cases when the vice president occupied the presidency during the previous two terms.
4. The vacancy of the position of vice president will be filled by a member of the Student Council, elected by these members through a secret, majority vote supervised by the Dean of Students or the person he designates. The candidates that run for this position must be members of the Student Council.
5. If necessary, the next vacancy will be filled by the candidate that obtained the highest number of votes in the general elections for the Student Council. Should other vacancies occur, other than the positions of president and vice president, this same procedure will be followed.

D. Terms of Office

1. The members of the Student Council will serve exclusively for the term for which they were elected.
2. The positions of president, vice-president, secretary, treasurer, and other board of directors' positions of the Student Council may not be occupied for more than two terms.
3. When a student occupies a vacancy in the positions of President, Vice President, Secretary, Treasurer, Student Council board of directors and student senators, the total time served in substitution of the previous occupant of the position will count as part of the student's term of office.

E. Utilization of Student Activity Funds

1. Fifty percent of the student activity funds, derived from the fee paid by students for that purpose, will be used by the Student Council according to the plan of activities as provided in Chapter III, Article A-6 (g). This plan will break down into an adequately balanced number of activities among academic, religious, cultural, service, sport, social and, recreational, activities that respond to the diversity and needs of the student body. The Council will also sponsor activities of student organizations and will foster student leadership by supporting educational projects that propitiate intellectual enrichment and promote a culture of peace from the multidisciplinary and multicultural perspectives.
  - a. Any discrepancy relating to the utilization of these funds in the units may be taken before the Chief Executive Officer, whose decision will be final and binding.
  - b. The utilization of funds will be regulated by the administrative procedures established by the University. With the purpose of assuring that the expenses incurred are not in excess of available funds, each financial commitment of the Student Council funds must be approved by the Dean of Students.
2. The other 50 % of the funds will be used by the Dean of Students, or by the person designated for this purpose. This person will elaborate a plan of the academic, religious, cultural, service, sport, social, recreational, and student leadership development activities, broken down into order of priority and a reasonable balance. This plan of activities will be submitted by the Dean of Students for its approval by the Chief Executive Officer of the unit.
3. Funds generated by fees of any type of student activity held by the Student Council according to the authorized plans of these Regulations will be deposited under University custody. Their use will be conditioned by the decisions of the Student Council and the Dean of Students and will be carried out according to the administrative procedures stipulated in this Chapter III.
4. Non committed available balances of student activity funds at the end of the academic year will go to the Institutional Scholarship Fund of the academic unit. The students to benefit from this distribution of funds will be selected by the administration of the concerned unit. The amount of aid will be determined according to the current regulations of the Financial Aid Office.

- F. Annual Report of Achievements to the Chief Executive of the Unit
  - 1. Upon the closing of the academic year, the Student Council will prepare a written report on priorities, achievements, pending matters and recommendations for the students of its academic unit.

**ARTICLE 2 - STUDENT REPRESENTATION IN UNIVERSITY ORGANISMS**

- A. Student participation in the University Senate and the University Council will be governed by the provisions of the constitutions and regulations of these University organisms.
  - 1. Representatives or candidates for representatives on the Academic Senate, and the University Council must be students that have passed at least twenty-four credits in Inter American University of Puerto Rico, are enrolled in at least twelve credits, and have a cumulative grade point average of no less than 2.50. Students who are participating in exchange programs, Cooperative Education, and internships in Puerto Rico or abroad are exempted from the requirement of being enrolled in twelve credits at the time of their candidacy. Graduate level and professional school students must have passed at least twelve credits, and be enrolled in a minimum of credits. In addition, they must have an accumulative grade point index of no less than 3.00. Students of the School of Law and the School of Optometry must comply with the academic progress requirements established in their respective catalogs. If the student expects to graduate no later than February of the current academic year, he may not seek positions in the Academic Senate or Student Council. In those cases where the student is a candidate for graduation, he will only be required to enroll in the credits needed to complete his academic degree. Full time employees, who are also students, may not seek any position as a student representative. Students on disciplinary probation, summarily suspended, temporarily suspended from the University for having committed a violation that carries a mayor sanction, or who have a pending disciplinary case will not be able to run for, nor occupy, any position on the Academic Senate.
  - 2. The election of student representatives to these University organisms will be effected at the same time as the election of the Student Council members, and will follow the procedures provided by these Regulations. Students may seek an elective position in more than one University organism. If students are selected in more than one of these, they must choose in which one they wish to serve, because they may only serve in one.



3. The elected representatives will occupy their positions as provided by the regulations of the corresponding body.
4. Any vacancy of student representation in University organisms will be filled as provided by the regulations or guidelines of these organisms. If there are no provisions regarding this, in exceptional cases, the Chief Executive Officer of the unit will name the students after making the necessary consultation. Chapter III, Article 2-A-1 will apply to such students.
5. Each academic unit will present a certificate to the students that have completed their term in the institutional University organisms, such as the Academic Senate and Student Council. The Office of the Dean of Students will issue the certificate.

#### ARTICLE 3 - STUDENT ORGANIZATIONS

- A. Any group of students may constitute a student organization and apply for official recognition from the Accreditation Committee of the corresponding academic unit. The organization may be of an academic, professional, cultural, recreational, social, sports, religious, or service nature. To be officially recognized by the Accreditation Committee, the organization's objectives must be aligned (in harmony) with the University's vision, mission and goals. Student organizations of a political-partisan nature or with proselytism purposes are not permitted, but those that have the purpose of studying political processes are allowed. Student organizations of any kind, that promote, stimulate or in any way sponsor discrimination because of race, color, age, gender, sexual preference, religion, nationality, marital status, physical appearance, political affiliation, physical handicap, origin, or social condition of the student will not be recognized.
- B. An Accreditation Committee for organizations will be created in each academic unit and will carry out its duties during the academic year for which it has been appointed. This Committee must be constituted not later than September 30. The members of the Accreditation Committee will be named in the following way:
  1. The Chief Executive Officer of the unit will name a member of the faculty or the administration, who will serve as President; a faculty member and a student.

2. The Student Council will designate a faculty member and a student.
  3. The Dean of Students will designate a representative of this office who will serve as Executive Secretary of the Committee.
  4. The Chaplain may form part of this Committee.
- C. The Accreditation Committee will grant its recognition annually to any student organization that requests it, as long as it meets the norms established in Chapter III, Article 3, D and E of these Regulations.
- D. Procedure to Request Accreditation
1. Student organizations that wish to be accredited by the University must submit the following information to the Dean of Students:
    - a. A copy of the regulations or constitution of the organization. The constitution or regulations must contain a statement of purpose, the categories of members, the requirements for membership, the rules and the internal procedures of the organization.
    - b. A list of the potential members with their addresses and phone numbers.
    - c. A copy of the proposed plan of activities, which includes community service and reflects the Christian-ecumenical values and principles of the University.
    - d. Any change in the board of directors, members or candidates will be presented to the Dean of Students in the academic unit before the last day of the month in which the changes occurred.
    - e. The Registrar will certify to the Accreditation Committee that all of the members of the student organization's board of directors have a cumulative grade point average of 2.50 or more, in the case of undergraduate students, and 3.00 in the case of graduate students. The students must not be candidates for graduation before the end of the current academic year. The students of the School of Law and the School of Optometry must comply with the academic progress requirements established in their respective catalogs.

The other members must have a grade point average of 2.00 or more, in the case of students at the undergraduate level, and 3.00 in the case of students at the graduate or professional levels, as established in their respective catalogs. None of the members of the board of directors can be on academic probation.

- f. In the case of candidates who are transfer students and do not have an cumulative grade point average at this Institution, the grade point average they obtained at their university of origin will be considered their cumulative grade point average.
- g. In the case of undergraduate level students in their first year, the academic average with which they were admitted to the University will be considered as their cumulative academic index.
- h. In the case of first-year graduate and professional school students, the bachelor's level academic grade point average with which they were admitted to the program will be considered their cumulative grade point average.
- i. In the case of students of the technical certificate program, the academic grade point index with which they were admitted to the program will be considered as the accumulated academic index.

#### E. Accreditation Process

The organization will submit the accreditation request during the first week of September or the first week of February.

1. The Accreditation Committee will evaluate the request and will give a written answer to the representative of the group and to its advisor within fifteen workdays starting from the delivery date, indicating acceptance, denial, or recommendations regarding the request, duly certified by the Dean of Students. A copy of the Committee's communication should be sent to the Dean of Students.
2. The determination of the Accreditation Committee may be reviewed within a term of fifteen workdays by the Dean of Students, who will resolve within fifteen workdays if the Committee's decision is confirmed or revoked.

3. In case the decision of the Committee is sustained, the requesting organization may, within a period of fifteen workdays, present the issue for the consideration of the Chief Executive Officer of the concerned academic unit, who will have fifteen workdays to reverse or confirm the decision of the Dean of Students. The decision of the Chief Executive Officer of the unit will be final and binding.

F. Norms that Govern the Operation of Accredited Organizations

1. Organizations will be accredited for the period of the current academic year.
2. Admission to a student organization is subject to the candidate's fulfillment of the requirements established in the constitution of the student organization. All students may belong to a student organization:
  - a) If they fulfill the admission requirements indicated in the constitution of the organization they wish to belong to.
  - b) Admission to the organizations will not be denied for reasons of race, color, age, gender, sexual preference, religion, nationality, marital status, physical appearance, political affiliation, physical handicap, origin or social condition of the student.
  - c) Any student who feels his right to enter a student organization has been violated may file a complaint to the Dean of Students of the academic unit, who will examine the case and take the appropriate measures.
3. Accredited student organizations will be entitled to:
  - a) Use University facilities in accordance with the norms that regulate them. The board of the student organization will be responsible for the actions or damages caused by its members in those acts held under its sponsorship, independently of the responsibility that may fall upon the members in their individual capacity.
  - b) Participate in periodic meetings and training workshops offered by the Dean of Student Affairs.

- c) Select an advisor that is a full-time professor of the University or a full-time non-teaching employee of the academic unit. In case of a temporary absence of the advisor, the Director of the Department or Office will assume the functions of the advisor. In case of a prolonged absence, the association will choose another advisor.
4. The accredited student organizations will have the following duties:
- a) To submit the plan of activities for the academic year, duly signed by the advisor, for approval of the Accreditation committee. This plan must be submitted by the last week of September or February, according to the situation.
  - b) To present to the Dean of Students, or to the person designated, the date for the initiation of new members during the first term of the academic year.
  - c) Each student organization shall submit a list of the candidates that will be initiated at least fifteen workdays prior to the beginning of initiation week.
  - d) Initiation ceremonies shall not include practices that constitute danger or physical, mental or moral punishment or unnecessary anguish for the candidate, or actions that threaten human dignity.
  - e) To present an achievement report no later than April 30 to the Dean of Students.
  - f) Attend the different official activities to which they are called.
5. The organizations shall state their commitment to observe the norms established herein by signing an agreement or contract for that purpose with the Dean of Students.
- G. The advisor of a student organization must:
- 1. Be a full-time professor of University or a full-time non-teaching employee of the academic unit.

2. Know the General Student Regulations, in particular Chapter III, Article 3, which deals with student organizations.
3. Know the regulations or constitution of the organization, the goals, objectives, work plan, and type of activities in which it participates and must foment student participation.
4. Sign and authorize accreditation documents and other official documents.
5. Attend the official activities of the organizations, such as: training workshops and ordinary meetings.
6. Supervise the meeting in which the board is elected and the initiation of the student organization.
7. Supervise the content that will be published in any type of media.
8. Advise the board of directors of the organization in the writing of the work plan and the annual report.

#### H. Repeal of Accreditation

1. The Accreditation Committee may repeal recognition of any organization that acts in violation of the established norms or institutional regulations, as established in Chapter V.
2. The decision of the Accreditation Committee to revoke the recognition of any organization may:
  - a) Be appealed within a term of fifteen workdays to the Office of the Dean of Students of the academic unit, who will issue a decision on the matter within fifteen workdays.
  - b) In case of the confirmation of the repeal, the organization may, within a period of fifteen workdays, submit the case for the consideration of the Chief Executive Officer of the concerned unit, who will have fifteen workdays to confirm or revoke the decision. This decision will be final and binding.

## CHAPTER IV

### *Co-curricular Activities*

#### A. Types of Activities Permitted

University students will have the right to express themselves, associate and meet freely, formulate petitions, sponsor and hold authorized activities, subject to the conditions stated below:

1. The observance of activities or use of facilities in the academic units must be carried out by means of a written request and in accord with what it is expressed later in this Chapter.
2. The observance of activities of an academic, cultural, recreational, social, sports, religious or political nature is authorized. These must comply with the current norms and regulations so that there is harmony between the activities and teaching endeavors and to safeguard the order, safety and normality in institutional activities.
3. Activities related to politics such as conferences, series of conferences, debates, and forums will be allowed. These should be scheduled by recognized student organizations or by interested students with the recommendation of a faculty member, or by the University.
4. The University will foster the presentation of all political opinions or possibilities with the same time, facilities, and concessions.
5. Persons invited to the University to offer talks, forums, conferences, or participate in debates, must comply with the provisions in Chapter IV-B in order to permit the presence of such persons inside the University.

#### B. Rules and Procedures for Co-curricular Activities

1. Recognized organizations of any of the academic units of the University are entitled to use recreational installations and facilities to hold activities, as conditioned by Chapter IV-A-2.

2. To use these, representatives of student organizations must make a written request for permission to the Dean of Students of the concerned unit at least fifteen workdays prior to the observance of the activity.
3. The answer will be delivered, in writing, to the petitioner in the office where it was requested.
4. The organizers of these acts will be responsible for ensuring that the means used to promote them are in agreement with these Regulations and they will be responsible for taking the necessary measures to maintain order and safety.
5. If the request is denied, the petitioner may, within a term of five workdays after rejection, present the matter for consideration of the Chief Executive Officer of the concerned unit, who will have a term of five workdays to confirm or reverse the determination of the Dean of Students. The decision of the Chief Executive Officer will be final and binding.
6. The Chief Executive Officer of the corresponding unit may authorize consideration of requests within a shorter term than the one indicated. Rejection or authorization will be by a written notification. In case authorization is granted, every condition relating to the time, place and manner of celebration of the activity will be stated in the corresponding permission.
7. Once an activity is approved, it will be included in the unit's calendar of activities.
8. A petition to authorize the invitation of non University personnel to give a talk, conference, forum, etc., in the Institution, will be considered only when such petition is formulated by a recognized student organization supported by the advisor, or by a group of students endorsed by a faculty member. Every petition for this purpose will be made, in writing, to the Dean of Students within a term of no fewer than workdays before the proposed date for the presentation. The petition must contain the name of the organization or group that sponsors the act, the proposed date, the place where it will be held, the number of persons expected, the duration of the act and the topic of the presentation. The petitioning organization or group of students shall not formalize any invitation until it receives the corresponding approval.



9. The authorization will be in writing and may include special norms for carrying out the activity so that it does not interfere with regular work of the Institution or conflict with other authorized activities.
10. In case the request is denied, petitioners may, within a term of five workdays, take the issue for the consideration of the Chief Executive Officer of the unit who will have a term of five workdays to confirm or reverse the decision of the Dean of Students. The decision of the Chief Executive Officer will be final and binding.
11. The petitioner will be responsible for group actions and any damages, independently of the responsibility that could fall upon the participants.

C. Rules for Activities outside Academic Units

1. When an accredited student organization or any group of students wish to sponsor an act in which the name of Inter American University will be used outside the unit, the group must make a written request for approval fifteen days in advance in the Office of the Dean of Students. This activity must be recommended by the advisor of the organization or by a faculty member. In case the request is denied, petitioners may, within a term of five workdays, present the matter for the consideration of the Chief Executive Officer of the unit who will have a term of five workdays to confirm or reverse the determination of the Dean of Students. The decision of the Chief Executive Officer will be final and binding.
2. The Dean of Students must be informed of these activities and may monitor them.
3. Petitioners will be responsible for ensuring that the act is held in the appropriate place, that the image of the Institution is maintained in good fashion and that it is not exposed to legal actions of any kind. In addition, they will be responsible for the actions of the participants and any damage caused by them.

D Other Activities

1. To hold pickets or demonstrations in any unit, interested students are required to obtain the written permission of the Dean of Students with at least ten workdays in advance. The authorization or rejection will be by a written notification. In case of authorization, all conditions relating to time, place, and manner will be stated in the mentioned communication.

2. In case of rejection, the petitioner may, within a term of five workdays of the rejection, present the matter for the consideration of the Chief Executive Officer who will have five workdays to confirm or reverse the decision of the Dean of Students. The decision of the Chief Executive Officer will be final and binding.
3. These demonstrations will be carried out in a quiet, peaceful and orderly manner, and the Institution may regulate the permit according to the prevailing physical facilities and special conditions of each unit, so that academic and administrative work is not interrupted.

## CHAPTER V

### *Punishable Behavior and Just Procedure*

This Chapter identifies punishable behavior that threatens safety, rights of others, and the healthy environment that should exist in the University community for the achievement of the mission and goals of the Institution. In addition, it stipulates the procedures that will be used when a punishable conduct occurs.

In all cases in which these Regulations require the physical presence of any of the involved parties, the University reserves the right to offer said party the option to appear by using the videoconference system.

#### ARTICLE 1 - BEHAVIOR SUBJECT TO DISCIPLINARY SANCTIONS

The following behaviors will constitute infractions to the essential norms of institutional order and will be subject to minor or major disciplinary sanctions, according to the case, as stipulated below.

##### A. Minor Disciplinary Violations

The following behaviors will constitute violations that will result in the imposition of the minor disciplinary sanctions provided in Article 2, in proportion to the seriousness of the committed violation.

1. To attend the academic unit without the proper student identification that certifies the student as a bona fide member of that academic unit. This identification must be validated every academic term. It is essential that students obtain and carry their identification card.
2. Use of vulgar or improper language in any part of the academic unit or in Internet.
3. Observance of acts not authorized by University officials within the academic unit, or the use of the University name in unauthorized acts outside the academic unit.
4. Distribution inside the University campus, or posting on University bulletin boards or through the network any material which violates the provisions of Chapter II, Article 4-E of these Regulations.

5. Attribution of official representation without previous authorization of University authorities, Student Councils or any recognized student group.
6. Organization of or participation in collections of money or of any other kind, inside University land without written permission from the Chief Executive Officer or designated person.
7. Smoking, which includes the use of electronic cigarettes, in classrooms, laboratories, offices, and halls or in any other closed area.
8. Refusal to follow instructions given by University personnel while they are performing their duties.
9. Disobedience or violation of any of the probationary conditions or disciplinary sanctions imposed according to the procedures stipulated in these Regulations.
10. Unauthorized use of cell phones or other electronic devices during the class or evaluation period.

**B. Major Violations**

The following conducts will constitute major violations and could result in any of the minor or major disciplinary sanctions provided below in proportion to the gravity of the committed violation. They are divided into disciplinary violations and academic violations.

1. **Disciplinary Violations**
  - a. Violation of any current University regulation or policy that does not stipulate sanctions or procedures for the violations of said regulations.
  - b. Fraud or any action intended for that purpose when completing official documents such as applications for admission, financial aid, employment, and other similar documents.
  - c. Alteration, forgery, destruction, or fraudulent use of official documents such as student files, identification cards and medical certificates, among others.

- d. Disruption of peace and tranquility in classrooms or in any location of the academic unit with shouts, boisterous or offensive behavior, threats, affronts, fights, defiance, provocations, unnecessary noise from blaring sound systems, motor vehicles or other actions.
- e. Interruption, obstruction, or disruption of regular University duties, or duly authorized acts or functions, inside or outside the University, or conspiracy to commit these acts.
- f. Publication or spreading of libelous, obscene, or anonymous material, or material that disrupts institutional order.
- g. To cause damage to University property or to any other property inside University land or outside the University in official acts or functions authorized by it, or conspiring to commit these acts.
- h. To participate in dishonest or fraudulent acts or in gambling in the Institution.
- i. Threats of assault, assaulting or attempting to assault University officers, professors, employees, students, or visitors.
- j. Behavior that threatens puts at risk health, dignity or safety of any person in the University community.
- k. Possession of weapons inside the campus, in any University property, or during the observance of official activities of Inter American University of Puerto Rico. Agents in charge of public order and safety, duly authorized by the government of Puerto Rico, or by the Federal government to carry arms, are exempt from this prohibition.
- l. Disobedience or violation of any imposed disciplinary condition or sanction according to the procedures provided in these Regulations
- m. Accessing or spreading, through electronic media, material of a libelous or obscene nature or which conflicts with the policies defined in the goals of the Institution as they appear in the General Catalog.

- n. Sexual assault, lewd acts, obscene exposure, obscene proposals or prostitution, as defined in the new Penal Code of the Commonwealth of Puerto Rico of 2004.
- o. Conduct that constitutes serious or less serious crime.
- p. Malicious use that may cause congestion in the network or interfere with the work of others. This includes actions such as: distribution of unsolicited propaganda, proliferation of virus, sending of chain letters unrelated to the academic area and the use of the system for commercial or personal profit purposes.

## 2. Academic Violations

Lack of honesty, fraud, plagiarism and any other unsuitable behavior related to academic work or any action with this intention.

- a. Every action born from a lie, falsification, irresponsibility and lack of integrity constitutes a lack of honesty.

The following are some examples of lack of honesty:

- 1) To falsify another person's signature on the class, practice centers, or internship attendance sheets or on official documents of the Institution;
  - 2) To present group work without having done your part;
  - 3) To obtain and submit work of other students from previous academic terms or years as if it were original;
  - 4) To pay someone to elaborate or produce work for your assignments without their being your intellectual creation in order that other people may use the academic works as theirs.
- b. The unauthorized use of materials and the giving or receiving of unauthorized aid during an examination or another academic exercise constitute fraud.

The following are some examples of fraud:

- 1) To copy material of another student during an exam, or other academic exercise, or to allow another student to copy from your work;
- 2) To take an exam for another student or to allow another student to take the exam for you;
- 3) To have notes, study sheets, or other material during an exam, or other academic exercise when these are not authorized;
- 4) To use unauthorized electronic devices that will permit the student to access, store, or send data during evaluations or examinations;
- 5) To collaborate with another student during an academic exercise without the consent of the professor;
- 6) To falsify results of examinations.

- c. The use of the ideas or words of another person without the due recognition constitutes plagiarism.

Some examples of plagiarism are:

- 1) Not using quotation marks, nor indenting when using a direct quote from a source;
- 2) Minimally paraphrasing to give the impression that it is your own writing when in reality it is not;
- 3) Substantially paraphrasing without giving the corresponding credit for the idea to the original author.

- d. Alteration, falsification, destruction, or fraudulent use of exams, student files, grades, and other official academic documents.

- e. Inappropriate or unauthorized use of computers. Alteration or destruction of computer systems or programs, vandalism, or electronic fraud.
- f. Fraudulent use, destruction, appropriation, or illegal duplication, possession or inadequate disposal of academic material or computer information.
- g. Possession or unauthorized disposal of academic materials includes:
  - 1) Selling or buying exams, or other academic work;
  - 2) Taking academic work of another student without permission;
  - 3) Having exams or other assignments that have not been formally distributed by the instructor;
  - 4) Handing in the same work in two different classes without specific authorization.
  - 5) To copy materials from Internet without giving credit to the sources and submitting them as if they were original.

#### ARTICLE 2 - APPLICABLE SANCTIONS

The purpose of these sanctions is to help the student to adopt a careful and responsible position by knowing the possible effects of an inappropriate behavior.

##### A. Minor Sanctions

- 1. Written reprimand.
- 2. Suspension from participating in nonacademic activities such as: artistic shows, dances, recitals, movies, sport activities and others. For this purpose, academic activities include attending class, laboratories and the library.
- 3. Suspension of access to the distance learning studies platform.



4. Loss or withdrawal of privileges, use of services, or participation in an activity for a period of time defined in accordance with the violation committed, even if the student has paid for these.
5. Prohibition to enter any other academic unit of the University system except the one in which the student is studying.
6. Probation for a definite period. This probation may include the stipulation that, during its valid period, the violation of any of the imposed conditions could have as a consequence, a suspension for a period of time or a permanent expulsion.
7. Provisions for the conditions of hours of service, referrals for treatment, periodic follow-up or interviews with concerned professional personnel.
8. Removal of access or suspension from the use of the e-mail account provided by the University.
9. Assignment of zero in the evaluation criterion or failure in case of an academic infringement, in accord with the seriousness or recurrence of the violation.
10. Suspension from the University for a definite period of no more than one year.
11. A combination of one or more of the sanctions listed above.

B. Major Sanctions

1. Suspension from the University for a definite period of more than one year.
2. Permanent suspension from the University.

C. Summary Suspension

Summary Suspension is defined as the immediate prohibition to enter the premises of any academic unit of the system and to receive services from the Institution.

1. In those cases in which the Chief Executive Officer of the corresponding unit has well-founded reasons to believe that the presence of the student on the campus constitutes a risk to the safety, property, life, or the preservation of institutional order, this officer may summarily suspend the student for a period of time of no more than twenty workdays.
2. The University Administration will present the corresponding charges, and will order the holding of a suitable hearing within the period of the suspension.
3. If, after the hearing is held, the student is exonerated, the University will be obliged to give all necessary help and support so that the student is not adversely affected in his or her academic work due to the suspension.
4. In any case where the student incurs in additional violations of the Regulations during the period of summary suspension, and these violations can be supported by written testimonials, summary suspension could be extended until the hearing and resolution of all disciplinary charges.
5. The student may name a representative, who may be another bona fide student, or duly authorized relative, to request the services of interest. The University will evaluate case by case the services that will be given to the student so that they are not incompatible with his or her condition of a summarily suspended student.

D. Special Situations

1. Complaints about special situations coming from administrators, professors or students, must be formally submitted in writing, and must define the actions observed by the person sustaining the complaints, to the Dean of Students.
2. The Dean of Students will recommend that the professional counseling personnel perform a preliminary evaluation of the situation, if authorized by the student. During this study and preliminary evaluation, the student, with the assistance of the professional counselor will have the opportunity to correct or clarify his or her acts. If, from the study and preliminary evaluation or from the assistance provided, there appears the possibility that the student may need additional specialized evaluation, the student will be so informed.

3. While the specialized professionals perform the evaluation of the situation, the University will reserve its right to administratively drop the student according to the circumstances of the case.
4. This procedure, initiated by a formal complaint, must be carried out under strict confidentiality among the concerned persons, in compliance with the privacy act.
5. Independent from the authority that the University has according to what is stipulated in paragraph (1) above, when a student is declared mentally handicapped by a court, he or she may be administratively dropped by the University until the mental handicap condition disappears.

E. Redress

Concurrently or separately from any of the disciplinary sanctions or conditions included in Chapter V, Article 2-A, B, C, or D, the student may be required redress through payment, return or repair for incurred damages or illegal appropriation.

F. Repetition of Offense

The repetition of an offense will be considered as an aggravating circumstance in the imposition of future disciplinary sanctions.

G. Students with Combined, Presential or Distance Learning Registration

When students with a combined, presential or distance learning registration incur in an infraction of the General Student Regulations, they must be referred to the Office of the Dean of Students of the Campus where they committed the infraction (although they take the majority of their classes in another campus) for the corresponding sanction.

### ARTICLE 3 - PROCEDURES

Notifications to students regarding appointments, complaints or disciplinary punishments will be sent by certified mail with acknowledgment of receipt, or delivered personally with acknowledgment of receipt, to the classroom or any other area of the unit.

A. Conciliation Procedure

In case of controversy or punishable behavior between students or between students and teaching or non-teaching personnel, the Dean of Students will provide for a dialog between the parts with the purpose of arriving at an agreement of good faith. In case they do not arrive at an agreement, the procedures described below will be applied.

B. Procedure for Minor Sanctions

1. In cases that could result in minor sanctions, written complaints will be presented to the Dean of Students.
2. The Dean of Students will notify the student with a copy of the complaint presented against him or her. The student will be called to a meeting and the notification will indicate the date, time, and place of said meeting and will indicate that the student must come prepared to state his or her position on the complaint.
3. Students will have the opportunity to clarify and defend their position, including the right to express themselves and to present any evidence, either oral, documentary or of any other nature, in their favor. In light of the evidence presented, the Dean of Students will determine the corresponding sanctions to be imposed and will inform the student of this in writing.
4. If the students do not agree with the sanctions applied, they may appeal to the Chief Executive Officer of the academic unit within the next five calendar days after receiving the written notification. The decision of the Chief Executive Officer will be final and binding.

C. Procedure for Major Sanctions

1. Complaints that could result in major sanctions must always be in writing. These will be dealt with by the following procedure:
  - a. The Chief Executive Officer will appoint an examiner, who must be a lawyer, to refine the facts through the holding of a hearing. The lawyer will submit a report to the Chief Executive Officer with his or her determinations on proved facts and the conclusions on the incurred violations.

- b. The student will receive written notification with reasonable time before the date of the hearing. This term must not be less than ten calendar days and must contain the following information:
  - 1) The date, time and place of the hearing;
  - 2) The charges of violation to Regulations;
  - 3) The date when the charged violations occurred;
  - 4) The sanctions that may be imposed;
  - 5) The names and addresses of the witnesses for the prosecution.
  
- c. The hearing will be conducted according to the following principles:
  - 1) The student may appear in the company of a counselor, who may be a lawyer.
  - 2) The student and the counselor will be permitted to listen to the testimony of the witnesses and see and study the evidence against the student.
  - 3) Written statements of witnesses will be permitted, when such evidence is corroborative or cumulative.
  - 4) The student will be entitled to cross-examine the witnesses against him or her. The University will be entitled to cross-examine the witnesses presented by the student.
  - 5) The affected student will be permitted to present all defense and evidence in his or her favor, either oral, documentary or concrete.
  - 6) All evidence will be liberally admitted. The Rules of Evidence that regulate legal procedures will not be applied. Nevertheless, the determinations of fact arrived at by the examiner and that serve as the basis for his or her conclusions must be based on the evidence admitted during the hearing.

- 7) The examiner may grant a private or public hearing, following his or her criterion for what is more advisable for the University's best interest and for the considerations of the witnesses, but if the affected student requests a private hearing, the examiner will be obligated to hold it in that manner.
- 8) When more than one student is affected by the charges that arise from the same facts and events, a joint hearing will be held for all of those affected. Upon a student's petition, a separate hearing may be held if the examiner concludes that a joint hearing would hinder a fair outcome.
- 9) No student subject to a disciplinary action will be forced to testify, and the fact that he does not testify will not be considered against him or her.
- 10) No student will be punished more than once for the same violation.
- 11) No student will be submitted to any disciplinary process for events that took place more than one year before the date in which such acts became official knowledge to University authorities.
- 12) The examining officer must keep an adequate and reliable record of the hearings and of his or her determinations and conclusions.
- 13) The examining officer will notify his or her determinations on proved facts and the conclusions regarding the violations the student is charged with, to the Chief Executive Officer of the unit and to the Dean of Student Affairs or equivalent, with a copy to the affected student. This will be done within ten workdays after holding the hearing.
- 14) The Dean of Students will study the examiner's report and will communicate his or her concurrence, objections, comments and recommendation to the Chief Executive Officer of the unit. The Chief Executive Officer will impose the sanctions considered fair in light of the established facts and the recommendations or comments of the Dean of Students.

2. Procedure for Appeals for Major Sanctions

- a. The affected student may appeal to the President of the University within a term of ten workdays starting from the date on which the sanction was notified. The decision made by the President on the appeal will be final and binding.
- b. The right to appeal that is herein established and granted does not affect the application of the imposed sanction. The imposed sanctions, notwithstanding having been appealed, will be put into effect from the moment in which they are announced by University officers authorized to do so by these Regulations. If the process for appeal results in favor of the student, the University will be obligated to offer all the necessary aid and support to the student so he or she is affected the least possible in his or her academic work.
- c. Any student that has the airing of disciplinary charges pending and has not been suspended, according to the provisions of these Regulations, will not receive the grades for the courses in progress while these charges are pending.

## CHAPTER VI

### *General Provisions*

#### ARTICLE 1 - PROCEDURE FOR AMENDMENTS

- A. Any student may present amendments to these Regulations to the President of the University, through the Dean of Students and the Chief Executive Officer of the academic unit. This petition must have the written support of at least five percent of the regular students in the academic unit or the endorsement of the Student Council.
- B. The Student Council of each academic unit may recommend amendments to the Regulations to the President of Inter American University, through the Dean of Students and the Chief Executive Officer of the unit.
- C. The Academic Senate of each unit may recommend amendments to these Regulations to the Chief Executive Officer of the unit for the corresponding action.
- D. The University Council or the Managerial Systemic Council may recommend amendments to these Regulations through the President of the University.
- E. The President of the University may request amendments to these Regulations, or recommend to the Board of Trustees their total or partial revision.
- F. Amendments to these Regulations will not go into effect until they are approved by the Board of Trustees.

#### ARTICLE 2 - EMERGENCY SITUATION

- A. The President is authorized to suspend these Regulations, totally or partially, in any academic unit of the Institution or in the entire University if an emergency situation is declared in a regular session of the Executive Committee of the Board of Trustees or of the whole Board of Trustees, whichever occurs first. The President may request, and the Board of Trustees or the Executive Committee of the Board of Trustees may extend the suspension of the Regulations for the time it deems convenient.



- B. If the emergency continues, the President will request an extension of the suspension of these Regulations by presenting the situation to the Board of Trustees or its Executive Committee, and this organism will determine the necessary extension.

**ARTICLE 3 - APPLICABILITY, INVALIDITY, HERMENEUTICS, AND EFFECTIVE DATE CLAUSES**

- A. These Regulations include the amendments approved by the Board of Trustees on February 9, 1994, and the amendments approved by the Board of Trustees up to **August 24, 2018**, are also incorporated in this edition.
- B. These Regulations apply to all students of Inter American University of Puerto Rico except Articles 1 and 2 of Chapter III, which do not apply to students of the Non-university Postsecondary Certificate Programs, Technical, and Vocational Programs.
- C. The invalidity of any chapter, article, section, or paragraph of these Regulations will not invalidate the rest of them.
- D. In case a discrepancy arises in the interpretation of the text, the President of the University will make a decision that will be firm and binding.

**ARTICLE 4**

None of what is contained herein will be interpreted as limiting to the inherent power of the Board of Trustees to amend, substitute, suspend and revoke these Regulations as a whole or in part.

## *General Definitions*

The pronouns referring to officers and other persons are used in masculine (he, his and him), and refer to both genders. Except when the opposite is indicated, the following definitions apply to these Regulations.

1. **Official Activity of the University:** Any act sponsored by the University inside or outside of its physical facilities.
2. **Co-Curricular Activity:** Activity that complements the academic program of the student with the purpose of contributing to his integral development.
3. **Classes:** These refer to a group of students at the undergraduate level according to the total of credits passed, as follows: freshman (1 to 29), sophomore (30 to 59), junior (60 to 89), senior (90 or more).
4. **University Community:** Students, faculty and administration members.
5. **Dean of Student Affairs:** This refers to the highest ranked officer in charge of student affairs and services in the unit.
6. **Chief Executive Officer of the Unit:** The person with the maximum administrative authority of the academic unit.
7. **Academic Exercise:** All activities that students officially enrolled in a course or program must carry out to fulfill their evaluation requirements. These activities must be described or indicated in the course syllabus or in the General Catalog or the Graduate Catalog of the Institution.
8. **Student:** Any person officially enrolled in the University in courses that are part of academic programs.
9. **Administration Member:** As defined in the Handbook of Norms for Non Teaching Personnel.
10. **Faculty Member:** Person who has either a full time or part time teaching position in any academic unit.
11. **Academic Unit:** All operational units of Inter American University of Puerto Rico Inc., which offer academic programs.

## APPENDIXES

In the appendixes that follow there is information about the goals of the University, and about the policies that are most directly related to students. The documents dealing with the norms and policies mentioned are available in the Information Access Centers, the Deanship of Student Affairs of the academic units and in the University Web page (<http://www.inter.edu>).

In Chapter II, Article 2 (B) of the Student Regulations it is established that if a complaint “is related to alcohol or drug use, sexual harassment, discrimination because of race, color, age, gender, sexual preference, religion, nationality, marital status, physical appearance, political affiliation, physical handicap, origin, or social condition, it will be attended to and processed according to the provisions of the regulations and guidelines relating to those issues. In cases where there is no specific institutional regulation for some of these issues, the applicable provisions of the Law will prevail.”

## APPENDIX A

### *Goals of Inter American University of Puerto Rico*

1. To promote, in the university community, an environment oriented towards a culture of peace, based on ethical, democratic and institutional Christian-ecumenical values, directed to the integral development of the student.
2. To promote an integral education that leads to the formation of an educated person, well-versed in the different fields of the human knowledge, by means of the development of the capacity for critical thinking, the adequate use of the communication skills in Spanish and English, ethical and civic responsibility, environmental awareness, skills of social integration, and the knowledge of science, the arts and religious education within a Christian-ecumenical context.
3. To respond to the needs of the student population and society by offering a variety of both presential and distance learning programs, within and outside Puerto Rico, at the different educational levels.
4. To foment academic excellence by means of the continuous development of the teaching staff in the mastery of their discipline, as well as in the application of techniques, modalities and teaching methods, in harmony with the nature of the student population.
5. To foment the development of knowledge through research and creative activities in the academic community.
6. To promote efficiency and effectiveness in the teaching, administrative and student processes and services, in harmony with the provisions in the applicable laws and regulations, as well as in the standards of the accrediting agencies.
7. To cultivate leadership of the university community so that it may contribute to social and cultural enrichment of our country and to its economic development, by means of participation in communitarian, business and professional projects.

## APPENDIX B

### *Other Normative Documents that Concern Students, Available in the University Website*

1. A-IRB-013-2000R - **Policy and Norms on the Protection of the Rights of the Human Subjects that Participate in Research Projects.** Its purpose is to assure that all research projects are conducted in an ethical way and that the University complies with the regulations and standards established by the federal and state agencies for the protection of human rights.
2. A-0104-008 - **Norms on the Discontinuation of Academic Programs.** It explains the procedure to follow in case the offering of an academic program is discontinued. It describes the attention that should be given to the parties affected by this decision.
3. A-0416-055 **Norms of Satisfactory Academic Progress for Academic Programs at the Undergraduate Level.** It establishes the evaluation criteria to determine satisfactory academic progress of the student at the undergraduate level and describes the measures that will be taken in case a student does not fulfill this requirement. This document is in agreement with the eligibility requirements to participate in federal, state and institutional financial aid
4. A-0604-015R - **Norms for the Creation and Development of Technical Certificate Programs, and Norms of their Satisfactory Academic Progress.** It establishes the norms for the development and implementation of pre-university certificate programs in addition, it describes the criteria of academic evaluation to determine students' progress and the measures that will be taken in case they do not fulfill this requirement. This document is in agreement with the eligibility requirements to participate in federal, state and institutional financial aid.

5. E-0208-001 - **Protocol for the Administration of Situations of Domestic Violence that Affect Students.** It provides uniformity to the measures and procedure to follow when a student of the University is a victim of domestic violence.
6. E-0417-006 - **Normative Document Regulations for Student Athletes.** It brings together the policies, norms and processes that apply to student athletes of the University. It establishes the behavior required of them and assures the due process in the solution of complaints and allegations related to their behavior.
7. E-0809-002R - **Inter American University of Puerto Rico’s Regulations on the Directory of Students and Alumni.** The purpose of this normative document is to guarantee the right of the University’s students and alumni to review their records, request amendments to their academic records, and prevent the disclosure of information to third parties without consent.
8. E-1213-005 - **Guides, Norms and Procedures for Attending to Student Requests for Reasonable Accommodation.** The intention of this document is to help university administrators to comply with the applicable laws by means of the establishment of a procedure to take care of requests for reasonable accommodation.
9. G-0216-043 - **Norms and Procedures for resolving alleged violations of Title IX.** The purpose of this normative document is to establish the University’s norms and procedures for reporting and resolving cases of alleged violations of Title IX. These norms and procedures will promote the best interests of the University and help protect the reputation, integrity, rights and well-being of the university community.

10. G-0306-022 - **Policy against Sexual Harassment in the Workplace and in Academia.** This it is a document of institutional policy approved by the Board of Trustees. It establishes the conceptual bases and the procedures to deal with complaints of sexual harassment.
11. G-0306-023 - **Internal Regulations for dealing with complaints of sexual harassment in the workplace and in academia.** This document has the intention of establishing the norms and procedures of the university for informing and dealing with cases of sexual harassment. It describes the process to make a complaint, the nature of the investigation and applicable disciplinary sanctions.
12. G-0618-045 - **Norms to Regulate Smoking at Inter American University of Puerto Rico.** There norms, approved by the Board of Trustees, regulate smoking in the facilities of the University. They define and establish smoking and non-smoking areas, and establish sanctions for violations of the norms.
13. G-0610-034 - **Guides and Norms on Copyright Rules the University.** These guides are established to guarantee the rights and responsibilities that the members of the university community have with respect to intellectual property and copyright laws.
14. G-0807-028R - **Internal Regulations to Deal with Complaints on the Use and Abuse of Drugs and Alcohol on the Property of Inter American University of Puerto Rico.** It puts into practice the commitment of the University to maintain an environment of study and work, free from drugs, alcohol, and controlled substances. It establishes procedures and sanctions for cases of infraction to the Regulations.

15. I-0410-011R - **Guides and Norms for Appropriate Use of Information Technology, the Computerized Information Systems and Telecommunications.** This document foments the ethical, legal and responsible use of technology by the University community.
16. I-0611-014 - **Norms and Procedures for the Use and Administration de Social Networks.** This document has the purpose of establishing norms that limit the use and administration of social networks through the University Network for academic purposes and other legitimate uses on the part of the student organizations or other organizations authorized by the University.
17. R-0809-004 - **Norms for the Use of the Chapels.** These Regulations were approved by the Board of Trustees. They regulate the use of the religious centers and the activities to be conducted in them.
18. Technical and Vocational Certificate Program Catalogs
  - It describes general information about the university, and the Technical and Vocational Certificate Programs. It includes the policy for the offering of these programs, provides information regarding student services and the description of each study program at the post-secondary, certificate level.
19. General Catalog
  - It describes general information about the university and the requirements for admission. It provides the information about student services and the description of each study program at the undergraduate level.
20. Graduate Catalog
  - It describes general information about the university and the requirements for admission. It provides information about student services and the description of each study program at the graduate level.