



## **CAPITAL AREA CAMPUS**

# **Student Regulations**

February 2012

## **Article I: Students**

### **Section 1**

Officially enrolled students of each institution shall be those persons who have been admitted and enrolled officially and are not sanctioned by reason of having committed a grave fault as defined in Section 3 of Article VIII of these Regulations. Each institution reserves the right to admit, readmit, or enroll a student for each corresponding academic term.

### **Section 2**

It shall be the responsibility of each student to become familiar, know and comply with: the provisions of these Regulations, the institutional rules of order, and the academic and fiscal policies adopted by each corresponding institution.

## **Article II: Student Rights and Responsibilities**

### **Section I – Rights**

Education is the fundamental right of the students.

1. To receive and enjoy a quality education that allows them to acquire professional competencies in the selected field of studies.
2. To request and receive information about the vision, mission, goals, objectives and accreditations of the institution, its academic programs, its services, credentials of its faculty, and the physical installations available to facilitate the teaching process.
3. Request and receive information on financial aid available, the costs and reimbursement policies that apply when dropping courses, as well as all information relating to their rights and responsibilities in the financial area.

4. Enjoy access to all physical installations for student use, as provided in their standards of use.
5. Request such services as facilitate reasonable accommodation due to an impediment or special condition.
6. Participate in activities developed by the institution in order to promote personal and professional development.
7. Receive from the faculty, both writing and oral, adequate orientation on the purposes and objectives of each course, topics of study, reading assignments, texts, work required, and necessary teaching materials at the start of each session or class semester. Also, the evaluation criteria to be utilized, together with other aspects directly related to the development and successful completion of the course.
8. Know, within a reasonable period of time consonant with the dates for dropping courses, the grading of exams, work, and other evaluations, as well as goals achieved in the development of areas they need to develop.
9. Receive from each professor an orientation about the progress and academic program, clearing up any doubts inherent to the courses.
10. Express in an orderly fashion opinions, beliefs, doubts, and differences of opinion, and present petitions, claims and recommendations through the established mechanisms. (See Complaint Procedures)
11. Trust that their academic files are maintained in compliance with applicable regulations, specifically the Family Educational Rights and Privacy Act of 1974 (FERPA).
12. Request information as to application of the U.S. Department of Education's Student Right-to-Know Act and Crime Awareness and Campus Security Act.

## **Section 2 – Responsibilities**

1. Know the policies, norms, regulations, and provisions of the institution, as described in its official documents.
2. Maintain proper conduct of respect and consideration for the rights of fellow students, as well as of the university community at large.
3. Attend classes within the established schedule and the program of studies, and meet all academic work duties.
4. Inform and justify tardiness or absences at class, being aware that they are responsible for material assigned or worked during such times.
5. Comply with established institutional norms on aspects of security, code of professional conduct, and others that may apply to the program of studies.
6. Observe all regulations or norms included in circular letters or memoranda, officially established by the institution.
7. Comply with all financial commitments incurred with the institution.
8. Confidentially inform of any unlawful action occurring within the institutional premises.

## **Article III: Student Identification**

### **Section 1**

An identification card shall be issued to every student officially enrolled. This card shall evidence the status as student of the institution and, as such, the right to be on campus, classrooms, hallways, library, and other dependencies, and to receive the corresponding teaching and administrative services.

### **Section 2**

Students must carry such identification card at all times and show it to any professor, officer or staff of the institution wanting to see it, as protection.

In the absence of an identification card, the student must present a duly validated class program and a personal identification with photo.

### **Section 3**

The Campus Director may require the return of identification cards by students who lose their status as “officially enrolled student” at the institution.

### **Section 4**

The possession, alteration, use or intent to use of an identification card by any person other than the one in whose name the card was issued shall be considered an unauthorized use of such card. The person involved in such practice shall be subject to penalties by the institution and to the confiscation of the identification card by institution officials, among others.

## **Article IV: Norms of Institutional Order**

The mission, philosophy and objectives of the institution must be safeguarded and protected. The right to dissent and to protest in an orderly fashion in accordance with the rules of conduct and the lifestyle of a university, may not interfere, conflict or damage in any way the normal course of events at the university nor affect institutional order.

### **Section 1**

Students are under the obligation to know, obey, respect and comply with – in all their parts – the mandates, regulations contained in the Institutional By-laws, informational bulletins, Student Manual, Student Regulations, and other administrative orders published as well as oral orders or instructions transmitted by officials, faculty, or staff of the institutions.

### **Section 2**

The use of alcoholic beverages, stimulants, narcotics, and all types of unauthorized controlled substances is absolutely prohibited within the university and any activity sponsored by the institution. This prohibition extends to extramural official activities sponsored by the institution or to

which a student representing the institution has been invited to participate. It is also prohibited to attend or participate in university activities under the effects of narcotics, stimulants or depressants. (See the Institutional Policy on Drugs and Alcohol)

### **Section 3**

Students shall not sponsor the entry to university facilities of persons not connected to the university, unless such persons come on official business or as part of a legitimate institutional activity.

### **Section 4**

The distribution or placement of notices, flyers, posters, promotional articles, informational material, or any other type of written communication, or make use of loudspeakers on the premises of the institution is prohibited without authorization from the Campus Director.

### **Section 5**

Students are obligated to read daily the official announcements and bulletins posted on the bulletin boards. All announcements, posters or other written material shall be posted only on the bulletin boards and be authorized by the Campus Director. Any publication sponsored by students or recognized student groups shall obtain the seal and signature of the Campus Director. Any information not in compliance with this requirement shall be removed from the bulletin boards without further notice.

### **Section 6**

The use of the institution's physical installations for student activities shall be granted through the Campus Director in coordination with the Operations Manager.

### **Section 7**

All marches, concentrations, pickets, or other demonstrations on the grounds and buildings under the jurisdiction of the institutions are prohibited. No person or group may improvise rallies, make use of loudspeakers or

megaphones, distribute printed matter, nor convene meetings for reasons outside institutional activities, without the written authorization of the Campus Director.

## **Section 8**

In order for the institution to carry out successfully its teaching and administrative work, it is necessary that at all times there be a proper environment for study in the grounds and buildings under its jurisdiction.

For this reason, the following actions are prohibited:

1. Meeting and speaking in a loud tone of voice near classrooms, work offices, hallways, and all those areas close to them.
2. Running along the hallways and forming groups in classrooms not in use.
3. Producing any type of noise with vehicles, car radios, or portable radios, particularly raising the volume on the loudspeakers, running motors, or noise produced by excessive speed.
4. Improvising groups with musical instruments that impair the work being carried out in classrooms and work offices of the administrators.
5. Carrying beepers, smart phones, cell phones, blackberries, tablets, or other electronic devices in the classrooms that produce noise that interferes with the teaching process. Should these items be in the "On" position, they must be programmed for the silent mode, and be carried with the professor's authorization.
6. Entering classrooms and libraries accompanied by children or minors who may interfere with the teaching activities, or leaving minors without adult supervision or in institutional premises that may implicate risks to their security.

## **Section 9**

All students must cooperate to maintain the institutional premises in good repair and clean. To this end, they must avoid throwing papers on the floor or ground, putting their feet up on walls, sitting on student lounge tables, writing on the walls, in the bathrooms, on doors, or other places. Particular attention must be paid to keep bathrooms and all other common-use installations clean.

## **Section 10**

Any student who, intentionally or through carelessness and/or negligence, destroys or damages institutional property shall be obligated to reimburse the cost of such destroyed or damaged object, or to contribute the amount of the damage caused, independently of any disciplinary action taken.

## **Section 11**

The following acts or omissions constitute faults and/or noncompliance to the essential norms of good order and institutional coexistence, and shall carry disciplinary sanctions that may lead up to expulsion from the institution:

1. Lack of honesty, including fraud and plagiarism, with relation to academic work or any action leading to it.
2. Fraud, misrepresentation or any action leading to it, in the completion of the request for admission, request for financial aid, and other official documents.
3. Alteration or falsification of identification, grades, records, identification cards, and other official documents.
4. Any conduct that disrupts the peace and tranquility of the classroom or any other place in the university or its installations such as shouts, offensive behavior, fights, provocations, or gross, profane or obscene language.



5. Any conduct that causes or conspires to cause malicious harm to institutional property or any other property within the premises of the institution, or outside them at officially authorized activities.
6. Participation in dishonest or fraudulent acts, or games of chance, within the university, and its installations.
7. Organizing or participating in collections within the institutions' premises or adjoining installations, except with the written permission of the Campus Director.
8. Use, possession or distribution of drugs, hallucinogens, narcotics, or alcoholic beverages in the premises, physical installations and other dependencies of the institution.
9. Disrespect, insults, threats, humiliations, assault or intended assault of officials, faculty, staff or students of the institution.
10. Possession of weapons, as defined by the Maryland Law, within the premises of the institution as well as any activity sponsored by the institution.

This prohibition is applicable even to students who may possess permits to carry weapons under the Public Safety article of the Maryland laws, except in cases where students are officers of the State, or of any county or municipal corporation of the State, who are entitled or required to carry the weapon as part of the officer's official equipment, or by any conservator of the peace, who are entitled or required to carry the weapon as part of the conservator's official equipment, or by any officer or conservator of the peace of another state who is temporarily in this State; a special agent of a railroad; or individuals who carry weapons as a reasonable precaution against apprehended danger, subject to the right of the court in an action arising under this section to judge the reasonableness of the carrying of the weapon, and the proper occasion for carrying it, under the evidence in the case,, in which cases said possession is not exposed.

11. Disobedience or refusal to comply with instructions given by institutional personnel acting in their official capacities, including the parking areas.
12. Disobedience or violation of any conditions of probation and/or sanctions imposed in accordance with procedures established in these Regulations or refusal to comply with them anywhere, including the parking areas.
13. Violation and conviction, while under the status of student, of the Maryland/Local laws, such as:
  - a. Destructive Device Law
  - b. Dangerous Weapons Law
  - c. Controlled, Dangerous Substances, Prescriptions and Other Substances Law
  - d. Any act of moral turpitude.
  - e. Any delinquent act in any building, premise or facility of the institution.
  - f. An act or omission classified by law as a felony.
  - g. Sexual harassment.
14. Participating in propaganda or other activities of a political nature within the institution.
15. Utilizing institutional computer equipment to access internet pages, electronic mail or other media with the purpose of obtaining and distributing pornographic material or other material foreign to academic activity.
16. The computer resources of the institution and their use constitute a privilege that requires the student user to act according to the institution's regulations. Users must respect the integrity of computer installations, as well as the rights of other users, and

comply with all applicable legislation and regulation (state, federal and international), as well as any contractual agreement required for the use of such installations. The institution reserves the right to limit, restrict or deny privileges for the use of computer installations and access to their information data banks to those students who violate applicable institutional regulations. The laws of Maryland and the United States as to protection of intellectual property shall apply to the cybernetic and electronic environment and must be complied with by authorized users of the institution's computer installations.

17. The institution's computer installations, including hardware and software, may not be utilized for improper activities or those that may constitute a violation of penal law or that infringe on property and authorship rights protected by applicable laws. This prohibition extends to access to hardware or software without proper authorization, inadequate use or intentional, hacking, or other corruption of computer installations, illegal appropriation of such computer installations, or their use to commit a crime, obtain or distribute pornographic material, utilization of hardware and software for pornographic purposes, or sexual, racial, ethnic or religious harassment or discrimination. Any violation of these provisions shall be handled by the proper institutional authorities and by state and federal authorities and pertinent government agencies.
18. Computer resources or installations may not be utilized to carry out unauthorized or illegal commercial activities. This includes the use for exclusively personal and private purposes by the students, unrelated to their work or academic functions, as well as those meant to generate personal income or gain. The institution's computer installations are provided to carry out tasks related to the mission and purpose of the university. Some computer installations may have been dedicated to research or specific uses for teaching objectives which limit their use.
19. Intentional access to the institution's computer system by unauthorized persons, including informing account numbers belonging to other persons, or informing the account number or password of a student or professor to a third party; interrupt or

impede access to the computer system, network or folders, be it by collapsing a network or a public system; introducing a virus into the network or computer system and altering or finding out the account number or password of other users without authorization, among others.

## **Article V: Disciplinary Proceedings**

### **Section 1**

Cases related to violation or noncompliance of the norms, regulations, and oral or written orders, regulatory provisions, by-laws, and rules of conduct for students of the institutions shall be classified as minor or grave faults.

### **Section 2**

A minor fault is one committed by a student and which, in the judgment of a member of the faculty, officer, or institutional staff, partially affects institutional order. This type of fault may be sanctioned by the professor, official or staff in front of whom it was committed, by a reprimand or corrective measures.

### **Section 3**

A grave fault is one committed by a student and which affects institutional order adversely, requiring a sanction greater than a reprimand or corrective measures. It shall be considered a grave fault to act, or conspire to act, or intend to act as follows:

1. physical aggression
2. damage, destruction, unauthorized appropriation or use of institutional or third-party property
3. noncompliance with an express order or regulation transmitted orally to the student by a member of the faculty, official, or institutional staff, such order having been previously published

4. disrespect by means of expression, action or omission in the presence of the offended person, to a member of the faculty, official, or institutional staff;
5. use, possession or distribution of alcoholic beverages, narcotics, controlled substances, or hallucinogens, or carry out other activities harmful to physical or mental health
6. political propaganda
7. interruption of teaching or study work, or personal, social, cultural or other activities
8. fraud in the handling of student funds
9. fraud in academic tests; lack of honesty
10. any act classified by law as a misdemeanor or felony;
11. any other act that alters institutional order;
12. violation of the Norms of Institutional Order outlined in Article V herein.

#### **Section 4**

In every case related to one or more grave faults a Disciplinary Council shall be constituted to analyze the case initially.

#### **Section 5**

The Disciplinary Council shall be composed of two representatives from the administrative area, one from the academic area (Professors) and one student. The members shall be recommended by the Campus Director and named by the Chancellor at the beginning of the academic year.

#### **Section 6**

The Disciplinary Council shall be guided in all its actions by the provisions of these Regulations. The members shall be convened to their first meeting

of the academic year by the Campus Director, no later than two weeks after the start of the academic year. Three (3) members of the Council shall constitute quorum. At this first meeting they shall choose a chairperson and a recording secretary.

### **Section 7**

The Campus Director may initiate a prior investigation of facts and receive an oral report from a member of the faculty, official, institutional staff, or student about any act committed and deemed a grave fault.

### **Section 8**

The disciplinary process shall be initiated with the oral or written presentation of the complaint that gives rise to the intervention of the Disciplinary Council, Campus Director before the Chair of the Council, with copy of the written notification or oral report to the student involved. Such notification shall contain: 1) the act imputed; 2) the section or sections of the regulations alleged to have been violated; and 3) the nature of the evidence in the hands of the Campus Director to support the imputed acts. The Campus Director may provisionally suspend any student against whom a formal complaint is filed, but such provisional suspension shall not exceed twenty (20) working days.

### **Section 9**

The Chair of the Disciplinary Council shall convene a meeting of the Council no later than the fifth working day after the filing of a formal complaint, to inform the members of the content.

### **Section 10**

The Disciplinary Council shall hold an administrative hearing on the complaint filed by the Campus Director, in the presence of the student or students involved. The student may attend with legal counsel, who shall be advised that it is an administrative hearing not governed by procedures or evidentiary rules applicable to judicial hearings. At such hearing the Campus Director and/or his/her legal representative shall offer all evidence obtained, tending to demonstrate the commission of the alleged fault,

including the presentation of witnesses or documentary or physical evidence. The student shall be offered the opportunity to confront the existing evidence and to offer witnesses or documentary or physical evidence to support his defense and version of the imputed facts. After the administrative hearing, the Disciplinary Council shall make a determination in accordance with the proof presented and admitted and the case file.

### **Section 11**

Should the determination be that a grave fault was committed, the Disciplinary Council shall draft a resolution with a brief narration of the proven facts and shall notify the Campus Director their recommendation on the corresponding sanction. The Campus Director, shall notify the student in writing with return receipt requested of the determination by the Disciplinary Council and the sanction imposed, advising him/her of his/her right to appeal before the Academic and Student Affairs Commission within the time limits established by Regulations.

### **Section 12**

The Chair of the Council shall notify the student intervened and the Campus Director of the final determination of the Disciplinary Council. The Campus Director shall notify all other parties with an interest in such determination. In case the Disciplinary Council determines the commission of a fault was not proved, the case shall be filed and any provisional suspension adopted shall be declared without effect.

### **Section 13**

The sanctions for a grave fault may be:

1. Written reprimand.
2. Establishment of a probationary period for a defined term.
3. Suspension from some or all classes for a period of time established by the Campus Director during the current semester until such time as an adequate excuse is given to the affected persons or institutions.

4. Suspension of all or some of the rights as a student for a fixed term, during the current semester.
5. Suspension for the current semester.
6. Suspension for the academic year or for a longer period.
7. More than one of the sanctions listed above.
8. Expulsion from the institution. A notation shall be made in the academic file and recommendation by Academic and Student Affairs Commission to deny further enrollment.

#### **Section 14**

Recidivism in actions that led to suspension for a semester or for the academic year shall constitute sufficient foundation for permanent expulsion.

#### **Section 15**

By unanimous vote, the Disciplinary Council may recommend the suspension of sanctions contained in the drafted resolution. In such cases, the student may receive probation, which may be revoked without prior hearing by the Campus Director, if the student were not to comply with the specific conditions of his/her probationary period.

#### **Section 16**

The decision by the Disciplinary Council shall be final and may be appealed by the student, within twenty (20) calendar days after being notified of the resolution, before the Academic and Student Affairs Commission of the institution, sending a copy of such appeal within the prescribed period to the Campus Director and the Disciplinary Council. The decision by the Academic and Student Affairs Commission shall be final, firm and not subject to appeal.



## **Article VI: Other Provisions**

### **Section 1**

The norms of institutional order as well as the disciplinary proceedings and the regulations of the institution shall be made known and observed by the whole student body, and ignorance of the same shall not exempt them from compliance.

### **Section 2**

The provisions of these regulations shall be adapted to the particular circumstances and applicable laws of the university campuses. Changes, should they be necessary, shall be recommended by the administrator in charge of each campus, approved by the Administrative Council, and published within the university community, according to the version that applies to each campus.

### **Section 3**

With the purpose of keeping students notified of important communications in the university community, they shall keep the Registrar's Office duly informed of their up-to-date local and permanent addresses, keeping in mind that communications addressed to the students' address of record shall constitute adequate notification.

### **Section 4**

These Student Regulations are complemented with information contained in the Institutional Catalog and other documents that govern institutional life.

### **Section 5**

Any method or act of initiation to a group or individual is prohibited if such act may inflict harm and subject another person, voluntarily or involuntarily, to abuse, humiliation, physical or psychological harassment or intimidation, to gain entry or acceptance to a group or organization. Examples of these practices include, but are not limited to, the following:

- a. Requiring behavior from a student that would mean incurring in acts or conduct contrary to an institutional policy;
- b. Forcing or requiring unnecessary physical activity or exercise;
- c. Forcing or requiring isolation for a protracted period or unnecessary exposure to the elements;
- d. Physical abuse, including hitting the person being initiated;
- e. Depriving a person of sleep, study time, or the ability or opportunity of communicating with others;
- f. Requiring the use of ridiculous, excessively gaudy, shameful or uncomfortable clothing, or carrying unusual objects;
- g. Forcing and requiring the consumption of alcohol or any other liquid, solid matter, or gases, and the use of drugs or controlled substances;
- h. Forbidding the person being initiated to carry out his/her personal hygiene.

## **Article VII: Amendments and Validity**

### **Section 1**

The amendments to these Regulations shall be submitted in writing to the Campus Director for channeling to the corresponding organism.

- a. The application for amendment requires the recommendation of the Academic and Student Affairs Commission.

### **Section 2**

The period for channeling applications for amendments to the Regulations closes on the last day of classes, according to the Academic Calendar for the second semester of each year.

### **Section 3**

All amendments generated at the three institutions shall be evaluated by a Systemic Commission on Amendments to Regulations, made up of the three Vice Chancellors for Student Affairs and chaired by the Vice President for Marketing and Student Affairs.

### **Section 4**

The Vice President for Marketing and Student Affairs shall be responsible for presenting to the President the amendments to the Student Regulations and shall further be responsible for presenting to the Permanent Commission of the Board, once approved by the President, the amendments for final approval.

### **Section 5**

The analysis and approval of the Student Regulations shall be referred to the Permanent Commission of the Board of Directors of the Ana G. Méndez University System known as the Commission for Academic and Student Affairs.

### **Section 6**

Once amendments presented by the Vice President for Marketing and Student Affairs to the Commission for Academic and Student Affairs are approved, the Board of Directors shall have the duty and right to approve the Regulations or the proposed amendments, as well as to introduce additional amendments, in accordance with Article VII, Section 1, Paragraph I of the Institutional By-laws.

### **Section 7**

The amendments to the Student Regulations shall become valid on the starting date for the academic year after they are approved.

Ana G. Méndez University System does not exclude from participation, nor denies benefits, nor discriminates against any person for reason of race, color, age, sex, gender identity national origin, sexual orientation, religion, marital status, disability, genetic information, genetic status, ancestry, family responsibilities, military service, or any other classification protected by federal, state, and local laws and ordinances.