



GENERAL STUDENTS REGULATIONS

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PART I

Declaration of Purpose and Application

Student life in Humacao Community College must be governed by rules that facilitate student self-realization along with all the people who are components of our Community College. In a world of a variety of legitimate claims, it is necessary to establish both the rights and the duties which facilitate our healthy coexistence. For this reason, Humacao Community College publishes this document in order to recognize and establish the rights and duties of its students in order to ensure the necessary order and normalcy.

The provisions of this regulation apply to all academic units or anywhere else that is considered an extension of the classroom, or where any official event organized or sponsored by the Institution is conducted. We expect our students consider it as their guide toward achieving the academic goals they have set for themselves and to make possible the achievement of the institutional mission which is to "develop competent professionals with a quality education in line with new educational models that provide a competitive advantage to effectively promote their social performance and success in work and business."

PART II

Students Rights and Duties

Article 1

Students have the fundamental right to study and the duty to behave in a manner which does not interfere with other community members in the exercise of their rights or the performance of their duties.

Article 2

Students have the right to use all resources that are at their disposal, among which are: the exercise of free expression, the exchange of ideas and concepts with teachers, peers and school staff; social, cultural, and recreational activities, library resources, and participation in student affairs.

Article 3

Students have the right to actively participate in the courses of study and activities related thereto, to consult their professors, express opinions and beliefs, doubts and differences of opinion, and to be informed of their shortcomings.

Article 4

Students are entitled to receive from their professors at the beginning of each course, proper orientation, either orally or in writing. This will include: an explanation of the purpose and objectives of the course, the study topics, readings and other work requirements, names of textbooks, and other teaching aids, evaluation methods, and other relevant aspects.

Article 5

Students have the right to meet with professors in hours specially designated for guidance and clarify aspects of their work and /or academic program.

Article 6

Students have the right to know the grades of exams and special projects required of them, within a period not exceeding two weeks.

Article 7

Students have the right to request reassessment of their final grade in a given course. Submit the request for review of his/her grade to the Registrar. If student is not satisfied with the result of the reassessment, then they may submit a written complaint to the Dean of Academic and Student Affairs (hereafter referred to as Dean).

Article 8

Students must show at all times respect and consideration for the members of the college community, to enable them to perform their duties effectively and in an atmosphere of understanding and harmony.

Article 9

Students shall commit to meet academic standards and current regulations in order to exercise their rights.

Article 10

Students are responsible for complying with the requirements of the courses of study, and the material discussed and assigned in their absence.

Article 11

Transcripts, social and disciplinary records shall be confidential and shall be kept separately. They may only be made available to people outside the institution, if written student's consent is provided, or as required by the Law.

PART III

Student Organizations

Article 1

Students shall have the right to participate in activities that are consistent with the provisions of this Regulation and other norms existing in the institution.

Article 2

Students will have full freedom of association, within the framework of respect and tolerance that helps to maintain a climate of solidarity and adequate human relations among all members of the college community, in accordance with current institutional norms and standards.

Article 3

Any group of students which become interested in creating a student organization must apply for approval to the Dean. To this end the proposed student organization will comply with the following provisions:

- a. Constituted by students of the institution.
- b. Submit a list of the members of the group.
- c. Submit the reasons that lead to its creation.
- d. Submit an activity plan.
- e. Not discriminate in its internal organization or its activities on the basis of political, religious, racial, gender, age, birth, social or economic status and disability.

Article 4

Student organizations authorized by the institution:

- a. Are entitled to the use of physical facilities in accordance with the regulations established for such purposes.

- b. Are responsible for the actions of its members and third parties in events conducted by them, independently of any responsibility which may fall on the members in their individual character.
- c. Fund their activities.

Article 5

Any students who understand that has been mistreated in their rights to join student organizations may complaint before the Student Affairs Committee, which will review the case and take appropriate action within a period not exceeding 10 days from the date of filing.

Article 6

Student organizations are required to create the position of Counselor, which must be filled by a member of the faculty or administration. The Organization shall at all times be free to select the specific individual.

Article 7

Recognition of student organizations is the responsibility of the Student Affairs Committee.

Article 8

The Student Affairs Committee shall consist of the Dean, who shall preside, two faculty members, one member of the administration, and the Student Council President or his representative.

Article 9

The appointments of the members of the Student Affairs Committee will be valid for one (1) academic year, from the date on which it is constituted. Committee members shall be appointed on the first fifteen (15) school days of each academic year. Should there be a resignation or become incapable to perform in the Committee, that member shall be replaced for the remaining period, by a new appointee of the authority which nominated him or her.

Article 10

The Student Affairs Committee shall have the following functions:

- a. Recognize student organizations
- b. To ensure that organizations comply with the purposes that led to its creation.
- c. Addressing complaints and act in special situations related to student organizations when such intervention differs from other institutional bodies.

Article 11

The Student Affairs Committee may revoke the recognition of a student organization at any time for violation of any rules of the Institution.

Article 12

Nothing in the preceding article shall limit the authority inherent to the President of the Institution to ratify or revoke any decision of the Student Affairs Committee.

PART IV

Student Activities

Article 1

The Humacao Community College students have the right to speak, to associate, assemble freely, make requests, sponsor and carry out activities in accordance with the regulations of the institution.

Article 2

All student activity shall be subject to the written approval of the Dean, before being advertise to the general public.

Article 3

To seek approval, the Dean must be informed at least ten (10) school days in advance which must be answered within five (5) school days. The application must be completed and filled out at the Dean's Office.

Article 4

Activities which violate the rules and order governing the academic life, or that hinder teaching tasks, and the orderly functioning of institutional life, including political propaganda, religious or otherwise, shall not be allowed.

Article 5

Using loudspeakers, megaphones, and distribution of flyers, newsletters, magazines, newspapers or other publications on campus will require the prior written consent of the Dean. Both student organizations and individual members of these, and the students in general are responsible for compliance with these rules and the behavior that is observed in the activities, of the order and the security that must prevail.

Article 6

Manifestations, strikes, protests, and demonstrations are prohibited within the institution premises.

PART V

Student Publications

Article 1

Recognized student organizations in each academic unit may publish their own newspapers, magazines, newsletters, flyers, and other publications in the institution. Style, content, and the way of distribution of student's publications shall comply with the responsibilities of university style and Dean's approval.

Article 2

To have a student publication recognized, they have to submit to the Dean of Academic and Student Affairs the following:

- a. Name of the sponsoring student organization.
- b. Person or people responsible for the publication.
- c. Each article or information shall contain the name of the author. The signatures will be registered under pseudonyms in the Office of the Dean.

Article 3

No publications shall be distributed in classrooms or any other places where such distribution would disrupt teaching or interferes with the normal functioning of the institution.

Article 4

The student organization will be responsible for any item of a student publication that injures the professional integrity, personal dignity of any member of the university community, or which endangers the truth, morals and institutional use and customs.

PART VI

Student Council

Article 1

In order to promote and channel effective student participation in the college community, students shall choose a Student Council which will have the following responsibilities:

- a. Officially represent all students before other organizations of the institution.
- b. Promote the exchange of ideas and opinions, to make recommendations on issues affecting the institution.
- c. Foster and promote an intellectual, social, and moral development conducive to overall student development and closer relations between the members of the college community.
- d. Encourage students in fulfilling their duties and in exercising properly their rights.
- e. Collaborate to promote and maintain the institutional order.
- f. Contribute towards the commonwealth of the community.
- g. Ensure compliance with the standards set out in this Regulation.

Article 2

The Student Council shall consist of a maximum of 11 students and will have a directive board composed by:

- a. (1) President
- b. (1) Vice President
- c. (1) Secretary
- d. (1) Treasurer
- e. (1) Secretary of Press and Public Relations

Article 3

All members of the Student Council will have voting rights and participation in its meetings.

Article 4

The Student Council will select a counselor from the regular members of the faculty or administration.

Article 5

Member Roles

a. President

1. Convene and preside over meetings of the Student Council.
2. Prepare a Work Plan and Activities, to be submitted for consideration by the Dean at the beginning of each academic term.
3. Represent the Student Council in all acts that require institutional representation of that body.
4. Submit to the student body and to the Dean a quarterly report of activities undertaken by the Council.

b. Vice-president

1. Assist the President in the fulfillment of his duties.
2. Assume the duties of the President in his absence.

c. Secretary

1. Summon to meeting the members of the Student Council and all those which the Council request to appear before the student body.
2. Will be responsible for communicating the decisions of the Council.
3. Take the meeting minutes and attendance of Student Council members at meetings.

d. Treasurer

1. Keep a record of income and expenditure of the Council.
2. Submit periodic reports to the body about the organization's balance sheet.

e. Press Secretary and Public Relations

1. Foster better relations between the Council and other entities.
2. Collaborate in the disclosure of matters which the Council deems appropriate or necessary to deliver to the general public.

Article 6

Shall be eligible to serve on the Student Council students who meet the following requirements:

- a. A student enrolled in the institution at the time of nomination.
- b. No member of the Student Council could be more than one semester per academic year without studying.
- c. Not be a candidate for graduation in two (2) academic terms of the first semesters of the academic year in which he/she holds office.
- d. Bona fide student with all prerogatives.
- e. Have a grade point average of 2.00 or higher.
- f. Keep during the lifetime of his term, the above requirements, since otherwise he/she will be automatically relieved of duties.

Article 7

The Student Council members will be elected for a term of one academic year and will remain in office until the inauguration of the new Student Council.

Article 8

The Student Council members may be reappointed for a second term.

Article 9

Elections

- a. All students have the right to participate in the Council members' election.
- b. Voting shall be secret and shall extend for a period of two (2) school days. A student shall be declared elected he/ she who obtains the most votes.
- c. The responsibility for organizing and monitoring, in addition to certifying board members, will rest with the Board of Elections called for that purpose by the Dean.
- d. The Board of Elections shall establish the procedure of elections. It shall consist of the Dean or his/her representative, who shall preside, two (2) students, a faculty member, and a member of the Administration.
- e. The Dean will convene the elected members to a special meeting to be held no later than five (5) school days after certification. They elect their directors by secret ballot.

PART VII

Sanctions and Disciplinary Proceedings

Article 1

It recognizes and guarantees the student's right to dissent in an orderly manner, with the rules of conduct, and college lifestyle, in a manner that does not interfere or otherwise impair the normal course of the college's activities.

Article 2

The following acts shall be considered as violations of the basic rules of coexistence and institutional order, and will be subject to disciplinary sanctions:

Major Violation

- a. Institutional violation of any regulation or law.
- b. Dishonesty, including fraud in connection with academic work, financial aid application or other student records.
- c. Altering, falsifying grades, records, identification cards, and other official documents.
- d. Engaging in dishonest, fraudulent, illegal gambling within the institution.
- e. Use, possession or distribution of alcoholic beverages on the premises of the institution.
- f. Smoking within the institution.
- g. Use, possession or distribution of narcotic drugs.
- h. Disrespect, humiliation, insult, threat of assault on officials or students of the institution.

- i. Possession of weapons, as defined by the law of arms of Puerto Rico, on campus or any property of the institution, or any place where there is held an activity sponsored by the school, unless duly authorized.
- j. Fraud or irregularity in the management of student funds.
- k. Any act which constitutes a public offense.

Minor Violation

- a. Celebration on college grounds of acts not authorized by the institution.
- b. Publication, distribution or use on campus, libelous, scandalous, obscene literature, disturbing the institutional order, printed or electronic media (Internet Network).
- c. Distribute within the College and/ or fix on the bulletin boards, flyers or circulars without prior authorization.
- d. Organize or participate in collecting money or otherwise, within the grounds of the institution, if they are not properly authorized.

The following violations will be considered minor or major violations after assessing the events that led to it and its consequences in the short or long term.

- a. Cause malicious damage to property or any institutional asset within the school or outside of it, while participating duly authorized official events, or otherwise conspire to do it.
- b. Misbehave or misconduct in or out of the institution which deteriorates the image the college should project at all times.
- c. Refusal to follow instructions given by authorized personnel in the discharge of their responsibilities.

Article 3

To address the violations of the disciplinary rules a Disciplinary Committee will be appointed. This committee shall be composed of two administrators, a counselor, a teacher, and a student representative. (See Attachment 2). This committee is responsible for assessing the situations referred to it as infringements of the basic rules made by a student which unsettles the coexistence and the institutional order. Impose sanctions as appropriate to the situation under consideration. The Discipline Committee will prepare a written report containing:

1. The act charged to the student or statement of facts
2. Clause of the rules of the institution that the student's conduct violates
3. Existent evidence at the time of the commission of the act
4. Decision to be taken or decision taken
5. Allow the student(s) to present their views before reaching a decision.

Article 4

The violations of the disciplinary rules as contained in Article 2 of Part VII may result in the imposition of one or more of the following sanctions:

- a. Verbal or written reprimand.
- b. Probation for a specified time during which any further violation may result in suspension or dismissal from the institution.
- c. Monetary relief for damages caused to the property of the institution, or misappropriation thereof.
- d. Fines imposed in cases where institutional rules so provide.
- e. Suspension of the privilege of participating in activities, programs, including attending classes, and use of university facilities or units, for a specified time.

- f. Prohibition of entry to academic units of Humacao Community College's premises for a specified time.
- g. Suspension of the institution for a definite time.
- h. Permanent separation or expulsion from Humacao Community College.

Article 5

In the imposition of penalties for violations of this regulation, mitigating circumstances will be considered:

- a. When the author shows that he/she has been induced by fraud or mistake to commit the offense.
- b. Not have intended to cause the resulting effects.
- c. Repentance at the hearing that is made by the Dean, accompanied by corroborating facts.

Will be considered aggravating circumstances as follows:

- a. The intent or premeditation to commit an act that constitutes a violation of this Regulation.
- b. Induce or incite a person or people to commit an act that constitutes a violation of this Regulation.
- c. Recurrence of misconduct.

Article 6

On discipline in the classroom:

To address situations of indiscipline in the classroom the following procedure will be used:

- 1. Complaints must be submitted to the Dean. They must be made in writing, including names, dates and other relevant details, within a maximum period of ten school days after the alleged situation occurred. In case of minor violations of the

Regulation, the Dean has the power to advise, admonish the student or apply a suspension of one or more classes to a maximum of five days.

2. If the complaint is related to a major violation Regulation, refer the matter to the President who will activate the Discipline Committee composed of two administrators, a counselor, a teacher, and a student representative, no later than two days of receiving notice by the Dean.
3. The Discipline Committee will submit a report to the President related to the complaint, once the parties involved are interviewed and after having deliberate on the matter. Sanctions of the Discipline Committee shall be categorized as Type 1 and Type 2.

Type 1 - It involves a corrective measure involving a progressive process, which can result in disciplinary action.

Type 2 - Entails a disciplinary measure which may involve suspension.

Article 7

Grievances and Appeals

The students of the institution have the right to formally complaint about the management decisions related to their studies. The following situations may be subject to complaint:

1. Denial of admission or readmission
2. Grades
3. Administrative withdraw for indiscipline and / or truancy
4. Academic probation
5. Denial of special licenses
6. Administrative penalties for debts of documents and/ or monetary

7. Matters relating to Article 2, 5, and 6 of Part VII of Student's General Regulation

A. Grievance Procedure:

After a student's meeting with the Dean of Academic and Student Affairs, in relation to any of the above matters, the Dean has a period of thirty (30) days to begin the grievance procedure as explained below. If the complaint is related to issues 1 through 6 of the first paragraph of Article 7, it will be submitted to the Registrar's Office on the form provided for this purpose. This claim will be investigated with the administrative staff that made the decision that led to the filing of the complaint.

The Registrar shall prepare a report, which will send it to the Office of the Dean of Academic and Student Affairs, to evaluate the case and reach its conclusions in law in accordance with the different institutional regulations which applies.

The Registrar will interview the student and provide copies of the final report, as well as being available to discuss any questions that students may have about the situation. All claims will be processed and adjudicated within a period not exceeding six (6) months from the date of filing and the student will be informed of the outcome of the investigation.

To safeguard the purity of the procedures in situations that the Registrar considers appropriate, after consultation with the President or Vice President, the processes are carried out excluding any complainant identification mode. For example, the name, social security number, name of the teacher and / or tutor, etc., may be excluded.

B. The procedure for the appeal of situations is as follows:

1. This procedure is optional for the complainant student, whose term begins to lapse from the date posted in the final report of the complaint.
2. The appeal process begins by submitting a reconsideration letter to the Appeals Committee of the institution with necessary documentary evidence to support the position (including a summary of his interview with the Dean). This request must be filed within 10 days of taking the decision under appeal.
3. The Appeals Committee shall consist of the Vice President, the Director of the Center for Educational Resources, the Compliance Officer of the Institution, a teacher, and a student. Administrative hearing shall be convened within a period of twenty (20) working days after receipt of the student's application.
4. At the administrative hearing, the student will have the opportunity to present, explain reasons, and evidence justifying the appeal. The Appeals Committee will have a term of ten working days to review and makes a decision about the case.
5. The decision taken by the Committee shall be notified by registered letter to the student no later than ten (10) working days of the decision taken.
6. If the student does not agree with the decision, may file a request for reconsideration to the President of the institution in a period of ten (10) working days after receiving the letter.
7. The President cites by letter the student in a term of not more than twenty (20) working days for a hearing for reconsideration.
8. The reconsideration hearing will have a similar nature and format as the previous one. The student will present his case to the President, who will evaluate the evidence provided.

9. The President shall notify the decision by registered letter within a term not exceeding twenty (20) days after the conclusion of the hearing.
10. Should the student not agree with the decision of the President, he may present his situation to the Board of Trustees of the Institution. The Board will determine whether the student is required to appear in person.
11. Failure to comply with the terms set out in both the grievance procedure as in appeals will benefit the other party unless both parties have failed or the Board of Trustees makes a decision regarding this matter, without any limitation criteria.
12. The student has the right to bring the case to a legal forum if he/ she does not agree with the decision of the Board of Trustees.
13. Also, if the student does not feel that the school has adequately addressed a complaint or concern, the following procedure is available:

Student complaint procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

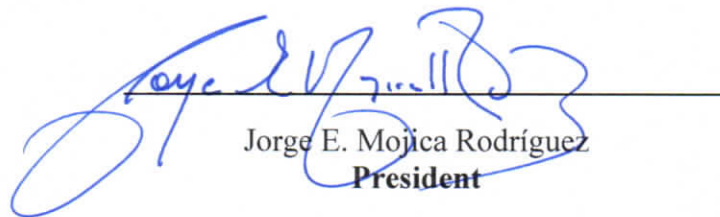
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.asp>

CERTIFICATION

I hereby certify that this regulation was reviewed and approved by the President of Humacao Community College, and by the relevant bodies of the institution.

Therefore, the President or the Dean of Academic and Student Affairs may issue additional rules and guidelines that facilitate the implementation of the provisions set forth herein to address situations not covered in this Student Regulation Manual.



Jorge E. Mojica Rodríguez
President