



INSTITUTIONAL STUDENT HANDBOOK





Vision and Mission of the Pontifical Catholic University of Puerto Rico

Vision

The Pontifical Catholic University of Puerto Rico will be the first option of Christian and academic formation, integral and of excellence, for adventure and the fullness of life.

Mission

The Mission of the Pontifical Catholic University of Puerto Rico is to celebrate and promote the life and dignity of the human person and educate it, according to the values of the Gospel, in the disciplines of updated scientific knowledge to build a better local and global world.

The Pontifical Catholic University of Puerto Rico, based on the thought of the Church about the integral education of man and in accordance with the perennial mission of every university, has as its primary purpose the common search for truth and the dissemination of knowledge. It pursues both objectives through the study of the different fields of knowledge. With the same purpose, it maintains an authentic and continuous dialogue between the Arts, Sciences, Philosophy and Theology.

Cultivate the different disciplines according to the principles and methods of each of them. It maintains due respect for the freedom of teaching and research in frank dialogue with the Faith. In this way, it tries to train men and women with the ability to assume responsible functions in society and to be, before the world, loyal witnesses of Faith. It encourages the teaching of the various disciplines framed in a Christian life.

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INSTITUTION RULES AND POLICIES

POLICIES ON ALCOHOL AND OTHER DRUGS

In compliance with the Federal Law on Drug-Free Schools and Communities, LP 101-226, the Pontifical Catholic University of Puerto Rico establishes the following public policy:

- A. The possession, use or illicit distribution of alcohol and other drugs by students or employees of this Institution within its facilities or during the celebration of any activity sponsored by the Institution is prohibited.
- B. The only expressions allowed in the previous section will be:
 - 1. The use of drugs prescribed by a duly authorized doctor within the facilities or activities of the Institution.
 - 2. By prior request and corresponding written authorization from the President, the limited use of alcoholic beverages will be allowed in official activities of the Institution, its dependencies or affiliated organizations.

Limited use will be understood as:

- a. There should be no announcements of the availability of the product, including allusive posters or displays of bottles or containers of alcoholic beverages.
 - b. There must be equal availability of other products and non-alcoholic beverages, such as natural juices, soft drinks, water and others.
 - c. Some type of food must be offered in the same activity.
 - d. The organizers will be responsible for maintaining control of the distribution of the drinks.
- C. The advertising of alcoholic beverages and tobacco products as well as the sponsorship of university activities for said products inside and outside the University unless they have the consent of the President of PUCPR.
 - D. Student organizations recognized by the University are subject to the above provisions in all their official activities on and off campus.

- E. Visitors, guests or tenants of PUCPR facilities must observe the provisions of this public policy.

Smoking Policy

Cigarette smoking constitutes a great threat to health, not only for the smoker but also for those around him. Almost all smokers start in their teens or early teens.

20 years. College students are at a vulnerable age and face a new, stressful environment.

Academic institutions have both the responsibility and the opportunity to eliminate negative behaviors and promote healthy habits that can last a lifetime. The Institutional Policy for the Establishment of a Community Free of Alcohol, Tobacco and Other Drugs and Related Problems indicates that according to Law 40 of August 3, 1993, the PUCPR prohibits smoking in classrooms, game rooms , corridors, libraries, health services, elevators, offices, cafeterias, childcare center, student residences, areas that contain liquids, vapors or flammable materials and any other dependency of the University that is indicated by the pertinent authorities. In addition, advertisements, sales and promotions of tobacco products are prohibited.

POLICY CONCERNING VIOLATIONS AND ANY OTHER SEXUAL OFFENSES

- I. The University considers rape or any other crime of a sexual nature as a punishable act that carries greater penalties, as defined in the Student Guide, which implies suspension for more than one semester or expulsion from the University.
- II. The disciplinary procedure to be followed in these cases is clearly defined in the Student Guide and provides both the victim and the perpetrator the opportunity to present their case and be informed of the result.
- III. Students have the option of notifying law enforcement authorities and can count on the assistance or assistance of university authorities to do so.
- IV. Victims of sexual assaults can count on the professional services of a psychologist, social worker, counselors, priests, as well as a referral service to private or government agencies.

- V. The University will do everything in its power to assist victims of sexual assault to change residences or classes if requested and if the requested changes are feasible.

The Institution will keep statistics of forced and unforced sexual offenses and will make them public along with the others previously required.

POLICY ON THE “CRIME AWARENESS AND CAMPUS SECURITY ACT”

The Pontifical Catholic University of Puerto Rico has, as part of its mission, to train men and women of authentic Christian values, capable of assuming functions of evident responsibility in society and being witnesses of the faith.

To achieve this mission, the University provides an environment of tranquility and security for the entire University Community.

The University guarantees this safe environment through measures aimed at protecting students, employees and property, included in the Regulations and Manuals of the Senate, Administrative Personnel and the Student Regulations. These measures include, but are not limited to:

1. Control of access to the Campus of people and motor vehicles (identification card is required in a visible place to all staff and students and access permission to all authorized vehicles). Visitor passes are provided.
2. Comply with the provisions and requirements of Title II of Public Law 101-542 known as the “Crime Awareness and Campus Security Act”.
3. Establish procedures so that students and staff can report emergency situations, both criminal and medical, or of any other nature.
4. Orientation programs for students and employees on security measures and prevention of crimes and sexual attacks.

Title II of Public Law 101-542 known as the “Crime Awareness and Campus Security Act” requires that institutions begin to collect information on crime and security statistics as of August 1, 1991. It also requires the Institution to prepare Publish and distribute this information to all active and potential students and employees as of September 1, 1992 and beyond. The Pontifical Catholic University of Puerto Rico, complying with the spirit of the law, establishes the security policy in accordance with the requirements of the same.

The student has the right, as established by law, to request the reports known as

“Student Right to Know Act”, Campus Safety, “Equity in Athletics Act”, “Drug and Alcohol Prevention Act”.

For more information, please request the brochure that is published annually.

DISCIPLINE

Self-discipline should be the hallmark of every good student. This does not mean that he must submit to a rigid schedule in the academic field, with enough time to study and fulfill his schoolwork, but more specifically that he must practice the moral virtues, which will lead him to be considerate of others, to tolerate defects of these, to be charitable in their words and actions, and in general, to be as jealous of the rights of others as of their own.

This ideal is not always realized due to the limitations and flaws of human nature. Being the University dedicated to the improvement of the individual, it also has the responsibility to protect the common good of the student body and to remove as much as possible from the university environment the influences that could be harmful to the intellectual and moral development of its students. By achieving it they have the disciplinary rules given below. They are not seen, then, as limitations to the freedoms and rights of the student but as an aid that their Alma Mater offers them to facilitate self-discipline, self-control, sometimes difficult to achieve. Seen in this spirit, the disciplinary norms contained in these Regulations will fulfill their purpose, which is none other than to encourage and help the students of the Pontifical Catholic University of Puerto Rico to become men of integrity and good Christians.

CLEANING

It will be the responsibility of the entire university community to contribute to keeping the Campus and its buildings clean. Therefore, people should not throw papers on the ground, leave empty bottles or cans on Campus or in buildings, put their feet against walls, write on doors, walls, desks, tables or bathrooms. Particular effort should be made to keep the sanitary services and other common use units clean.

FINANCIAL OBLIGATIONS

Any student who leaves the Pontifical Catholic University of Puerto Rico without having fulfilled the financial obligations will not receive a report card, transcript of credits, certifications or diploma.

PROPERTY DAMAGE

Any student, who voluntarily and / or inadvertently destroys, mutilates or damages property of the Pontifical Catholic University of Puerto Rico will have the obligation to pay the replacement or repair costs, regardless of any disciplinary action that may be taken.

Scratching classrooms, desks, desks, and study halls is considered college property damage. Also, disable cafeteria utensils in any way, fixing and / or pasting posters, notices, brochures, drawings and writings on walls, columns, floors, ceilings, windows, doors, stairs, benches, fences and trees.

Likewise, the painting and / or printing of legends, drawings, slogans, slogans, signs, symbols on walls, columns, floors, ceilings, windows, doors, stairs, benches, fences and trees will be considered as damage to university property.

IDENTIFICATION CARD

All students must carry with them, in a visible place, the validated identification card, which accredits them as an active student of the PUCPR. You will have to show it, if requested, to borrow books from the Library, in sports, social, cultural activities or in elections for the Student Council, to the campus guard, and in any situation or student activity that is necessary verify your identity as a student of the Pontifical Catholic University of Puerto Rico.

This card meets the standards of the Pontifical Catholic University of Puerto Rico and is not transferable. If it is lost, it must be reported in the Office for Student Affairs and a \$ 5.00 replacement will be charged. In case of unsubscribing, the student must return the card to the Registrar.

EDICT BOARD

The bulletin boards will be at the service of the university community in general. Any publication on the bulletin boards must be delivered to the person in charge of the Vice Presidency for Student Affairs for approval, stamping the corresponding seal. Any information that does not have a stamp will be removed from the board.

Posters and / or advertisements no more than 14 "x 22 1/2" in size will be accepted. Ads of a commercial nature or for-profit organizations will not be accepted. It will not be allowed to place

announcements outside the bulletin boards. Students must read what is published each day on the bulletin boards of the different university offices.

GAMES

All games of chance will be prohibited on Campus. Playing cards, dominoes, chess and other similar games will be allowed only in designated places. In no case can money or equivalent items be played.

CLOTHING

At all times, dress with modesty, simplicity and modesty should be the norm to be followed in and out of the classroom. As future leaders, each student must present the image of a professional, both in appearance and in action. PUCPR students must avoid fashions that violate the norms of Christian modesty, modesty and morality. (See Catechism of the Catholic Church from numbers 2521 to 2527).

The student who insists on dressing inappropriately in the classroom may be sanctioned according to the Student Regulations. Among the sanctions to be considered are:

- a. Verbal or written warning
- b. Do not attend classes until you observe the dress code above.

MODESTY

The students of the Pontifical Catholic University of Puerto Rico will observe at all times and places a conduct in accordance with the norms of Christian modesty. Any gesture, action or words that violate in any way the dictates of morality or that violate the social and Christian dignity of people should be avoided. Modesty is a kind of temperance that moderates all external appearance and clothing in the daily life of the person.

NOISES

In order for the University to successfully fulfill its teaching function, it will be necessary that in the Campus reigns at all times an atmosphere of tranquility and silence. To achieve this, the following will be avoided:

1. Meet during classes near the buildings or in the stairways and corridors of the same.

2. Pass or walk through the corridors during school hours.
3. Talk loudly, sing, honk the horns, etc.
4. Meet in empty classrooms.

To talk, meet, spend some time amicably entertained, use the facilities of the Student Center.

COURTESY

Courtesy is a sign of good manners. All of us who make up the great university community must practice courtesy with one another. Students in particular will be respectful towards their teachers in classrooms and outside of them, they will speak to them in a friendly way and will avoid anything that might offend them. Students will expect similar treatment from their teachers. Likewise, students will respect their fellow students and treat them with Christian courtesy and charity, without discrimination of any kind on the basis of race or origin.

CELLPHONES

The use of the cell phone for calls or texting while attending class is strictly prohibited.

The use in the classroom of these interrupts the classes and constitutes a lack of respect towards the teacher.

Violations of this rule will be sanctioned as established in the Regulations.

INTERUNIVERSITY FAIRS

It is the top sporting activity of the year. It is usually preceded by the traditional Pep-Rally, organized by the Athletic Department. The days preceding the competition are days of student bustle and joy. However, students should consider the following:

1. For no reason should the academic life of the University be interrupted or hindered these days.
2. Moderate displays of joy should be limited to the Student Center.
3. Everyone's conduct at public demonstrations around the city should be sensible and rational.
4. There are values superior to a sports victory and those are the ones that must be saved at all costs: self-control, respect for the rights and property of others, obedience to authority, prudence in driving, compliance with the duty to study, above all.

4. Winning in a joust will not necessarily mean a day off to celebrate victory.

STUDENT GOVERNMENT

Students will be free to express, individually or collectively, their opinions regarding institutional policy or other matters of general interest to the student body. The de jure members of the Board of Trustees will designate the student who will represent them on the Board. Each college will elect a student senator in elections held for this purpose following university regulations. There will be student representation with voice and vote in the department committees that have to do directly with the academic affairs of the department.

In order to channel the free individual and collective expression of the student body, the student may elect a Student Council through free elections, whose responsibilities and powers are clearly established in the Student Regulations.

ELECTIONS

Elections to elect student senators will be held as specified in the Student Regulations. These elections will be adjusted to the institutional norms in force and to those that the Committee for Student Affairs of the University Senate deems it prudent to establish.

STUDENT COUNCIL REGULATIONS

The Student Council of the Pontifical Catholic University of Puerto Rico will have its own regulations. It may not be in conflict with the Student Regulations or with the provisions of the PUCPR statutes. These regulations must be approved by the Committee for Student Affairs, which will make the pertinent recommendations to the Senate.

The PUCPR Student Council will be the only recognized organization on the Campus authorized to speak for the student body and represent it in all matters and will respond to exclusively student interests and aspirations.

OVERALL RESPONSIBILITY

PUCPR is an educational community in which the ideals of free investigation, thought and expression, and individual freedom are upheld. However, the exercise and preservation of these freedoms and rights require respect for the rights of all members of the community, so that everyone can enjoy them to the same extent.

It is clear that the voluntary interruption of the educational process, destruction of goods and properties, and intervention in the orderly university process or in the rights of the other members of the university community cannot be tolerated. The student who obtains enrollment at the University is thereby obliged to behave in a manner compatible with the functions of the University as an educational institution.

Attending college is a privilege and not a right. To safeguard those educational ideals and the moral atmosphere, which are the basic purposes of its foundation and maintenance, the University reserves the right, and the student recognizes it upon enrollment, to require the withdrawal of any student, at any time, and for whatever reason the University deems sufficient for it. Just as a student may choose to withdraw from the University at any time and for any reason that he personally deems his own, the same right has the University to decline the responsibility of supervision and services to any student with whom the relationship is unpleasant and difficult.

It will be the responsibility of all students of the PUCPR, due to the obligation that it contracts with the Institution, to become familiar with the Student Code of Conduct and other rules and provisions that govern the conduct and activities of students. All of this information is available and can be obtained in the Office of the Vice President for Student Affairs and in the Student Regulations.

The information provided on the preceding pages is summary and limited. Each student should carefully read the University catalog, which is given to them at the beginning of their first semester. There you will find the most extended and specified information. Also, it will be the responsibility of each student to keep well informed about the new provisions that may affect their status. To do this, you must read the notes that appear on the bulletin boards every day. Ignorance of the information will never be accepted as an excuse.

ACCESS AND TRAFFIC RULES

General information

To enter the Campus by car it is necessary to have authorization. The sale of the access permit is in charge of the Vice Presidency for Student Affairs. Students must acquire them during the enrollment process. For this you have to fill out an application form. Once you have received the tag that allows you to enter your car, it must be placed in a visible place in the lower left corner of the front glass.

These permissions cannot be transferred under any circumstances. It should be removed from the glass when any of the following situations arise:

1. Change the owner of the car.
2. The association with the Pontifical Catholic University of Puerto Rico ends.
3. The authorization period ends.
4. The permit is revoked by the Vice President for Student Affairs.

The entry permit is a privilege; will not guarantee a parking spot. This privilege may be revoked at any time.

The duration of an entry permit is 1 full academic year: August to July. If the person leaves the University before the end of the year, their entry permit will automatically expire. Failure to follow these instructions may result in your permission being canceled. Permits will not be issued to people who have incurred repeated violations of the Campus traffic regulations and / or who have outstanding fines.

Access

Article 1. Authorized persons: Students, faculty, administrators, employees who carry their institutional identification, authorized visitors as well as alumni with permits to use the facilities of the Campus will have access to the Campus.

Article 2. Only motor vehicles that have an entry permit issued by the Campus authorities and whose expiration date has not expired will only have access to the parking areas. Also, visiting vehicles duly authorized by the university guard, service vehicles of related companies, and duly authorized official vehicles of the Pontifical Catholic University of Puerto Rico may enter the Campus. Only those vehicles authorized by the university guard may enter the filming areas within the Campus.

Article 3. Hours: Vehicles with permission may remain within the Campus only during the hours of operation of the University, with the exception of residents who may remain during hours outside the program. For visitors, the schedule will be for the duration of their efforts on the Campus.

Article 4. Conditions. Any person authorized to enter the Campus will accept the following conditions:

- a. That entry permit is a privilege, not a right.
- b. That PUCPR does not assume any responsibility, including protection, theft, vandalism or any damage regardless of the nature, while the vehicle is on Campus.

- c. What parking and traffic will be governed by the following schedule:

8:00 am - 4:00 pm - in the area assigned in the Access Permit
4:00 pm onwards - any of the parking areas

- d. That people with disabilities who have the license (removable label) issued by the Department of Health and a valid Access Permit from PUCPR may park in places designated for people with disabilities in any of the parking areas. People with disabilities who have the card issued by the Department of Health and do not have a valid Access Permit from the PUCPR do not

They may park in any of the parking areas.

- e. That it will comply with the provisions of these rules, of the Regulation of Students, entry application form and other university regulations that apply.

Issuance of Permits

Article 1. To obtain permission to enter the Campus, students must fill out the application and present the following documents:

- a. Identification card duly validated.
- b. Original registration sheet.
- c. Current driver's license).
- d. Vehicle license (current).

If the vehicle is not in the student's name, you must bring written permission from the owner using the official format of the Vice Presidency for Student Affairs.

Article 2. The fee for the Access Permit will be that established by the institution.

Article 3. The Access Permit will be extended for the period indicated in it and will expire when the conditions under which it was issued are not respected.

Article 4. Access permits will not be issued to students who:

- have unpaid traffic tickets, or

- a history of repeated violations

Article 5. Only one permit per person will be granted.

Article 6. In case you need to use another motor vehicle that does not have the Access Permit, you must go through the Security Office to give you a Temporary Permit.

Limitations

Article 1. The Permit will constitute an authorization to enter and transit through the assigned areas as allowed by the capacity of the area, providing that the university guard may prevent or limit the access of authorized vehicles when the corresponding areas are occupied to capacity, or when there are abnormal conditions that affect the regularity of traffic or use of the area.

Article 2. Any vehicle whose driver does not find space to park in the assigned area, must park outside the Campus, regardless of having a Permit.

Article 3. The Permit is personal and under no circumstances should it be transferred.

Article 4. If for any reason the issuance of a new permit is required, the interested party must present the detached original Permit and pay a fee of \$ 5.00, providing that the previous Permit is automatically canceled.

Article 5. The Permit loses validity if the student to whom it was issued loses his / her status as a student on campus, or if the Permit is revoked for disciplinary reasons under the provisions of these Rules and / or Student Regulations.

Article 6. Students who wish to benefit from places designated for people with disabilities must have:

- a. the special permit to park in areas designated for the disabled (removable placard) issued by the Department of Transportation and Public Works of the Commonwealth of Puerto Rico
- b. a valid Access Permit from the University

People with temporary injuries that impede their mobility may request a temporary Access Permit through the Office of Services for People with Disabilities. These people should present a medical certificate (original)

specifying the nature of your condition and the period (dates) during which you will have mobility difficulties. These requests will be evaluated on the merits of each case. If necessary, it will be renewed by medical recommendation.

Transit

Article 1. Drivers will strictly observe the provisions of the signs and signals that limit the speed and direction of traffic.

Article 2. Pedestrians will have the right of way at any time and place within the filming and parking areas on Campus.

Article 3. No vehicle may travel within the Campus while producing unnecessary excessive noise, including those caused by broken or detached silencers, loudspeakers and other electronic equipment, horns and sirens.

Article 4. The speed limit on Campus is ten (10) miles per hour, except where circumstances advise a lower speed.

Article 5. Bicycles, motorcycles, skates, skateboards, or small motor vehicles will not be allowed on the Campus.

Parking lot

Article 1. Vehicles may be parked only in designated areas and within marked spaces. Students with permission for the evening session may enter the Campus during the day when they have day courses, visit the library, attend seminars or meetings or manage services in offices. Similarly, students with day permits may enter at night.

Article 2. The Director of the Security Office is in charge of ensuring that each parking area has designated, for the use of people with disabilities, the number of parking spaces required by the corresponding law (s).

Article 3. Bicycles and motorcycles will be parked only in the areas marked for those purposes; provided that the driver will provide the necessary security measures, such as chains and padlocks.

Article 4. Parked vehicles will remain unoccupied and locked.

Article 5. The parking areas will not be used for meetings or recreational or other activities, except for activities authorized by the Vice President for Student Affairs.

Article 6. It will be prohibited to park in green areas, sidewalks, curbs painted yellow, at the entrances or exits, gates, or in any place that obstructs the exit of another vehicle and free traffic.

Article 7. Mail users will park in the designated area in front of the Physical Plant Office.

Article 8. The University will provide surveillance and exercise control of traffic as allowed by the resources of the university guard, however, it will not assume responsibility for the safety and protection of people and property, which will be accepted by the people who make use of the parking lot.

Offenses

Article 1. The following acts will constitute violations of these norms:

- a. Park in an area other than the one assigned.
- b. Enter with expired or revoked permission.
- c. Entering without having permission attached to the lower left corner of the front glass of the vehicle.
- d. Parking outside the indicated spaces or make use of more than one space.
- e. Assign or lend permission to another person.
- f. Drinking alcoholic beverages or prohibited substances or transporting them in your car.
- g. Altering the order by emitting unnecessary noise.
- h. Driving at high speed and / or negligently.
- i. Refusing to present your identification when required by a member of the university guard.
- j. Transfer complaint from one vehicle to another.
- k. Disregard traffic signs.
- l. Carrying firearms in your vehicle or on your person without the corresponding authorization.

- m. Distribute loose leaflets or printed material in the parking or filming areas without prior authorization from the Vice Presidency for Student Affairs.
- n. Disregard the traffic indications of the university guard.
- o. Any other action or omission that violates these rules or the provisions of state or federal laws and / or Student Regulations.
- p. Park in duly designated places to:
 - 1. people with disabilities
 - 2. members of the administration or other university employees
 - 3. visitors

Sanctions

Article 1. The university guard has the responsibility of ensuring that the access, parking and traffic regulations are complied with within the Campus. Is authorized to issue tickets of infraction, to report the violations of these norms, leaving a copy to the offender or in his vehicle and sending additional copies to the Director of Security.

Article 2. The first two violations reported during any academic semester or summer will carry fines of \$ 15.00 each. Said fines will be paid at the Treasurer's Office window during the two weeks following the complaint, or failing that, they will be considered debts with the University and the student will not be able to receive credit transcripts, grades, diploma, etc., until you pay off the debt.

Article 3. If a third violation of these rules is incurred during the course of the same semester or summer, the offender will lose his parking privilege.

Article 4. Any person who, having had a traffic accident within the Campus, has fled the place without having notified the university guard and accepted the responsibility that corresponds to him for the accident, if any; and to all those persons who improperly park their vehicles in the handicapped areas.

Article 5. Any complaint may be appealed through administrative channels. Students will make their appeal to the Office of the Vice President for Student Affairs. The decisions of this will be final and unappealable.

Article 6. The sanctions provided herein will not exclude others that may be applied under the Student Regulations, other university regulations or applicable law provisions in the present or in the future.

Article 7. In the cases referred to in article 6, the Vice President for Student Affairs will determine the formulation of charges in the cases of offending students.

Article 8. Those vehicles obstructing entrances and exits of the Institution and other vehicles will be fined in their first offense with \$ 25.00 and with \$ 50.00 in the second. If necessary, the vehicle will be removed and the expenses incurred by the University will be the responsibility of the owner of the vehicle. The removed vehicle will be deposited in the area designated by the Institution.

Theft, Loss or Forgery

Article 1. People who report the loss or theft of their Access Permit will have to submit an affidavit and pay a fee of \$ 5.00 for a new Permit.

Article 2. Fraudulent registration, use of stolen, falsified and / or altered Access Permit constitutes reason for disciplinary action and a fine of \$ 50.00 for both parties (the one who has possession of the altered Permission and the one who forged it or lent an original for this purpose, according to apply).

General Disposition

Article 1. These rules will replace and invalidate any other provisions aimed at the same purposes that have been previously issued.

Article 2. The invalidation of any of these rules will not invalidate the remaining provisions.

Article 3. These rules are in effect at the present time.

Article 4. These rules may be partially or totally suspended by the President of the University when he deems it necessary for the safety of people and property.

Article 5. These norms may be amended by the Administrative Board on its own initiative, by means of a pertinent request from the Student Affairs Committee of the University Senate or the Senate Affairs Committee of said body to the Board. Any amendment will require the affirmative vote of the Board. The entire university community can recommend amendments duly studied or analyzed.

STUDENT REGULATIONS

PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO

PREAMBLE

The purpose of this regulation is to indicate the rights and duties of students as members of the university community and to establish the necessary structures for their more effective participation in it. It provides the rules that facilitate the best daily coexistence and the closest relationships between students, the faculty, and the administration, and to be rules and procedures for the administration of discipline.

It is established that the University's determining factors are the continuous aspiration to enrich our democratic heritage in the individual and collective enjoyment of the rights and prerogatives of the human being; communication between members of the university community; the free and fair participation of its components in institutional decisions and work; the desire to search, defend and disseminate the truth; faith in justice; the devotion to peaceful coexistence; fidelity to the values of the human being over social positions, racial differences, political, economic or religious interests, and the hope of a better world based on these principles. We recognize that every right carries with it a duty and that the exercise of freedom carries with it a responsibility.

ARTICLE I:

RIGHTS AND DUTIES OF STUDENTS

The fundamental right of the university student in the academic community is the right to be educated. This goal requires that they enjoy free examination and free expression, subject to the limitations established by the PUCPR regulations. Understand that this encompasses the set of their possible relationships and experiences with their peers, professors and administration in the university community, and with fellow citizens in the community in general.

Similarly, their main duty is to exercise this right to the fullest and to behave in such a way that their conduct does not hinder the other members of the university community in the exercise of their rights or in the fulfillment of their duties.

ARTICLE II:

RIGHTS AND DUTIES IN ACADEMIC LIFE

Section 1. To the extent that the nature of each subject allows, dialogue and freedom of discussion, expression and research will reign in the classrooms. Students will be able to present reasonable objections to the data and opinions presented by the professor. This right will not relieve the student of the obligation to learn the content, and meet the other requirements of a subject in which he is duly enrolled. The student's grade will be based on his academic achievement and on his fulfillment of all the requirements to pass the course. Neither the opinions nor the behavior of the student in matters not related to the academic demands will be taken into account at the time of rating.

Section 2. All kinds of information about opinions and beliefs of a student that teachers, counselors, etc., acquire through their relationship with the same during their work, is considered confidential. Students have the right to have such information communicated to third parties only with permission. This does not prevent the teacher or counselor from making judgments about the ability, character, and achievement of the student, or to discuss them with other teachers, seeking ways to better understand and help the student.

Section 3: The student has the right to meet with their teachers outside of the classroom, at times specially designated for this, to clarify doubts and request guidance on matters related to the subject and its difficulties. The student and the professor will examine any aspect of the academic matter under study in a plane of mutual respect and intellectual responsibility. Each semester the departments will indicate and publish the hours during which each professor will be available for consultation.

Section 4: Students will have the right to know the results of the exams and tests to which they are submitted, within a reasonable period of time, preferably no longer than two weeks after administering them. Likewise, they will have the right to examine and review the work that is required of them, duly corrected and marked.

Section 5: PUCPR will keep the academic and disciplinary records separate. Academic records will contain only information about the academic condition of the student. In those cases in which the student has been suspended or expelled for disciplinary reasons, a notice to that effect will be attached for the duration of the suspension or expulsion.

Section 6: Any information related to disciplinary files will be available only for the use of authorized persons at the Pontificia Universidad Católica. Outside of these, it will have to be with the consent of the student or by court order.

Section 7: There will be no record of the political or religious beliefs of the students.

Section 8: The classroom will not be used as a platform to preach political, sectarian, religious or other doctrines, unrelated to teaching subjects.

Section 9: The student will have the right to appeal to the university authorities in case he considers that his rights have been violated by a member of the university community. This right will be exercised by the student or through the Student Council, raising their complaint in writing to the Vice President for Student Affairs or the designated person; to the Rector of the Center or designated person and, if he deems it necessary, he may appeal to the President of the Pontifical Catholic University and finally to the Board of Trustees.

Section 10: The student will have the right to examine, upon written request filed at least 5 working days in advance before the Vice President for Student Affairs or Rector of the corresponding Campus, his disciplinary file in the presence of an authorized official of this University. In addition, you will have the right to obtain a copy of it.

ARTICLE III:

STUDENT ORGANIZATIONS

Section 1: Students bring a number of diverse interests to the University. As members of the university community, they will have the right to form academic, social, religious, sports, cultural and recreational organizations, as long as their goals and objectives are not contrary to those of the Pontifical Catholic University of Puerto Rico.

Section 2: Student organizations may formulate requests, in writing, on aspects that affect them directly, to the Director of the Department, Dean or Rector of the Campus. Likewise, they may do so before the Senate through the student representatives of that body.

Section 3: Student organizations may hold meetings, ceremonies of an academic, cultural, recreational, social, sporting and religious nature as long as this does not conflict with other duly authorized activities, or does not interrupt institutional work; or they break the norms indicated to safeguard the order, the security and the normality of the university tasks. Political activities carried out for general information purposes only, such as panels, conferences and forums, will be allowed. In them it will be ensured that there is diversity of the points of view represented.

Section 4: Any student organization that wishes to operate within the Campus must request official recognition from the Student Affairs Committee of the University Senate.

Section 5: To grant recognition, a written commitment to comply with the provisions of the Student Regulations, the University Regulations, especially those included in the Institutional Policy on Drugs and Alcohol and any other applicable institutional norm, will be an essential requirement.

Likewise, they must submit the constitution or regulations of the organization, the list of officers, a statement on the purposes, an enumeration of the criteria to be used to select new members and a letter relieving the University of all civil or criminal responsibility for damages or losses that occur in activities outside the Campus.

All members and officers of student organizations and chapters of recognized national and international organizations must be regular students of PUCPR.

Section 6: Once the official recognition has been obtained, the organization may sponsor activities related to its purposes, use the facilities of the Campus for meetings and events and announce them on the bulletin boards intended for this purpose. Any duly recognized student organization shall send a copy of the minutes of its meetings and an annual report of its activities to the Office for Student Affairs. Also, it will submit the certification of its officers each time they change.

Section 7: Organizations are recognized for a period of one academic year or until they are officially notified that their recognition has ended up acting against the established norms. The Vice President for Student Affairs may temporarily suspend, for more than 10 days, the recognition of any student organization, but the Senate Student Affairs Committee will be the body with the power to remove such recognition indefinitely.

Section 8: Student organizations will be open to all bonafide students of PUCPR, without distinction of race, color, birth, origin, social or economic condition, creed or nationality, provided they meet the requirements established in its constitution or regulations.

Section 9: Every student organization will have a moderator or advisor, elected each year by the students themselves. Only full-time teachers can be moderators.

Section 10: Any student who is considered injured in his right to join student organizations may complain to the Vice President for Student Affairs, who in turn will submit the complaint to the Student Affairs Committee of the University Senate.

Section 11: Student activities must be planned in advance and reported to the Vice President for Student Affairs at least 72 hours in advance. The Office of the Vice President for Student Affairs will coordinate the use of physical facilities, avoiding conflict of schedules.

The student organization in charge of the activity must separate the necessary physical facilities, using the official form in the Office of the Vice President of Student Affairs. The schedule of activities must be limited to that indicated in the application.

There must be an adequate balance between social, cultural and recreational activities.

Section 12: Student organizations may not be affiliated with political-partisan groups or associations or political parties.

ARTICLE IV:

STUDENT PUBLICATIONS

Section 1: Students and recognized organizations will have the right to freely and impartially discuss all matters that are of common interest within the university community. They will be able to express their opinions freely, both orally and in writing, and meet to discuss and confront them.

Section 2: Newspapers, magazines, loose leaves and any other student publications will circulate and may be distributed on the University Campus with the following conditions:

- a. The names of the recognized student organizations that subscribe to the publications and their official representative should appear clearly.
- b. They will not be distributed in libraries, classrooms or any other place intended for teaching or in a way that obstructs the entrance or exit of the campus or its buildings.
- c. The authors or distributors will be responsible for the dissemination of libelous (defamatory), immoral or false material.
- d. Student publications, both in their style and content and in the manner of their distribution, must comply with the canons of expression and responsibility typical of the university level.

ARTICLE V:

ACTIVITIES

Section 1. Recognized organizations may carry out the extracurricular activities they wish as long as they are in accordance with their particular purposes and with the objectives of PUCPR.

Section 2. No activity may conflict with other duly authorized activities, interrupt teaching work, violate the rules that safeguard order and normality in the functioning of the academic community or that tend to subvert the institutional order.

Section 3. Any person who wishes to listen may be invited to participate or speak in its activities without implying that the sponsoring organization, much less PUCPR, supports the position or criteria of said person.

Section 4. Activities such as forums, assemblies, speeches, panels, conferences, debates and Cultural events will take place at the Monseñor Vicente Murga Theater. Club meetings, initiations, social and recreational activities, in the Student Center and its little square.

Section 5. The use of any agency or facility of PUCPR for the purposes mentioned in the previous section or for any other analogous purpose, requires the prior authorization of the Vice President or the person to whom he has delegated.

Section 6. Once an activity is approved, it will be included in the Activity Calendar for general information and publicity.

Section 7. Student organizations will be responsible for the means used to advertise their activities, for the conduct observed in them, for taking the necessary measures to maintain order and security, and for the actions of their members during the celebration of the same, regardless of the responsibility that may fall on the members in their individual character.

PROCEDURE FOR ADVERTISING TO THE WHOLE PUCPR

Section 8. The use of loudspeakers, megaphones or any other device that may produce noise on campus will not be allowed. All those organizations that want to announce their activities may do so through the loudspeakers of the Student Center and only during class changes.

Section 9. Recognized student organizations may conduct off-campus activities. The student organizations will ensure that the activities are held in an appropriate place and manner that does not detract from the good name and dignity of the Institution and that the Institutional Policy on illegal use of alcohol and other drugs is not violated.

Section 10. In addition to the provisions indicated, fraternities and sororities must observe the following rules:

- a. Candidates for initiation must be regular PUCPR students with an index of 2.00 or more, who are in the second semester of the first year, second, third and fourth year of university studies.
- b. The initiation dates of new members must be processed and coordinated through the Office of the Vice President for Student Affairs.
- c. Each fraternity or sorority will submit the list of all candidates for initiation 15 days prior to the beginning of the initiation week.
- d. The initiation ceremonies will not include practices that are harmful to the dignity and physical integrity of the aspiring members of fraternities and sororities. They will be practices that are harmful to physical dignity and integrity, among others as specified in Art. 97A of the law.
115 of July 22, 1974, as amended: the forced consumption of food, liquor, alcoholic beverages, narcotic drugs, or any other substance; subjecting the applicant to strenuous physical exercise, hazardous exposure to inclement weather, extended deprivation, and all kinds of scraping, bumping, whipping, beating, burns, or marks. Evidence of violation of this provision will be sufficient to immediately suspend recognition of the fraternity or sisterhood.

ARTICLE VI:

SPECIFIC ACTS PUNISHABLE AND DISCIPLINARY PROCEDURES

Section 1. The right to dissent and protest in an orderly manner is recognized and guaranteed in accordance with the rules of university conduct established in these regulations, as long as it does not conflict, interfere, or in any way harm the course of university activities or the institutional order is subverted.

Section 2. The following acts constitute infractions to the established norms and carry with them disciplinary sanctions:

1. Violations of the norms that appear in the Student Guide, University Statutes, Student Regulations or any other existing norm.
2. Dishonesty in academic work. This includes plagiarism, fraud, and related conduct that is intended to obtain favorable results without the student having completed the academic work and efforts necessary to obtain the same.
 - a. Examples include allowing a classmate to take a test for one or to take a test for a classmate, presenting other students' work as their own, possession of bats, papers, cell phones, and any other evidence of a similar nature.

It will be a presumption of fraud.

- b. Plagiarism is defined as the use of words or ideas by a person without giving due recognition to it. Plagiarism is committed when the source of the information is not cited, when the effort to paraphrase is minimal or excessive and the original source of the idea is not credited.
 - c. Misuse of computer resources: damage, theft, vandalism, unauthorized duplication, plagiarism or fraud involving application programs, computerized systems or computerized information.
3. Fraud or any other action aimed at this end when completing the application for admission, readmission, application for financial assistance and other similar documents, as well as the falsification of signatures or documents where the PUCPR.
4. Disorderly or unseemly conduct in the classroom or on other university premises.
5. Offensive conduct towards any member of the university community.
6. Conduct that disturbs the peace and quiet in the classroom or anywhere on the Campus, with yelling, tumultuous and offensive conduct, threats, vituperations, fights, challenges, provocations through rude, profane or indecent language.
7. Conduct that disturbs peace and tranquility as defined in subsection (6) above, outside the Campus or Campus when acting on behalf of the University, on behalf of its student body or in activities officially sponsored by the University, or when such conduct affects adversely in some way the good name of PUCPR.
8. Alteration of documents, notes, records, identification cards or other official university documents.

9. Interrupt, hinder or disrupt classes and other academic tasks. Sections 9 and 10 are equally applicable when acts of interruption, obstruction or disturbance are carried out outside the university campus.
10. Organization or celebration within the campus of activities not authorized by the corresponding university officials or participation in them.
11. The publication, dissemination or distribution within the University of libelous (defamatory) material that is scandalous, obscene, false, anonymous or that violates the integrity and good name of PUCPR or any of its members.
12. Assume without express authorization the representation of the Pontifical Catholic University, or the Student Council or any duly recognized student group.
13. Distribute within the university campus or post on the bulletin boards of the University, loose leaves or circulars without the prior authorization of the relevant university authorities.
14. Paint or print captions, drawings, slogans, signs, symbols on walls, columns, floors, ceilings, windows, doors, stairs, benches, gates, and trees. Attach or stick posters, banners, notices, captions, brochures, pictures, drawings, and writing on walls, columns, floors, ceilings, windows, doors, stairs, benches, gates, and trees. The provisions herein are applicable to all structures, properties and equipment within the grounds of the Catholic University on its Ponce Campus and its Arecibo and Mayagüez campuses.
15. Causing malicious damage to university property or any property within the grounds of the University or outside the University, in official acts or functions authorized by the same or conspiring to do so.
16. Organize and participate in raffles and money collections or of any other type within the university grounds, except with the written permission of the Vice President for Financial Affairs, with prior authorization from the Vice President for Student Affairs.
17. The participation of dishonest, fraudulent acts, theft or gambling on Campus.
18. Violations of University parking and traffic regulations.
19. The possession, use or distribution of drugs declared illegal under federal or state legislation, by students of this Institution within its facilities or during the celebration of any of its activities, including sporting and social events.

- a. The unauthorized possession, use, sale or distribution of alcoholic beverages within the University facilities or during any activity sponsored by or related to the University.
- b. Being intoxicated or under the influence of drugs within the University facilities. For the purposes of determining whether the student is intoxicated or under the influence of drugs, the following external signs will be taken into account:
 - glassy, red, puffy, or numb eyes
 - dilated pupils still in light
 - exaggerated alertness and anxiety
 - excessive nervousness, panic reactions, or aggressiveness
 - loss of motor coordination and slow reflexes
 - impaired speech or incoherence when speaking
 - short attention span, vacant stare
 - excessive sweating
20. Possession of weapons, as defined by the Puerto Rico Arms Law, within the Campus or any university property or during the celebration of any activity sponsored by PUCPR. This prohibition is extended to students who have a permit to carry weapons according to the laws of Puerto Rico, except in cases of special legislation to that effect.
21. Refusing to comply with the instructions given by the university personnel who, acting in the performance of their duties, understand that the good order of the operation of the Institution is being affected, or threatened or the university rules are being violated by the action or attitude of some student or groups of students.
22. Any act committed on the grounds of the PUCPR "consisting of the possession, use, transportation or concealment of explosives, as defined in the terms of explosives and substances that can be used to manufacture explosives by the explosives law of Puerto Rico number 134 of 28 June 1969, as amended".
23. Disobey or violate any of the probation conditions or disciplinary sanctions imposed in accordance with the procedures stipulated in these Regulations.
24. Fraud or irregularity in the handling of student funds.

25. Failure to appear for a duly completed official summons from an authorized official.
26. The acts and omissions that imply violation of the essential norms of order, decorum, good customs and coexistence, according to the moral and Christian principles of the PUCPR.
27. Any conviction for violations of island, state or federal statutes will not be an impediment to be tried for the same facts in the university environment. This will not constitute double exposure.
28. Prevent, try to prevent or hinder any student or authorized person from attending class or any PUCPR activity.
29. Prevent or try to prevent any visitor or guest of the PUCPR from entering or leaving the Campus.
30. Prevent or attempt to prevent any person invited to speak, give lectures, participate in panels, forums, etc., from being heard.
31. Rape or any other act that is considered sexual harassment.
32. Possession and use of squirt guns larger than the size of the palm of the hand during activities such as welcoming students, high school, games, etc.

Section 3. The execution of the preceding acts, depending on the mitigating or aggravating circumstances, may be punished with lesser or greater penalties. It will be the Vice President of Student Affairs or the person in whom he delegates who will determine the type of sanction.

A. Minor Sanctions:

1. Verbal or written warning.
3. Suspension from participating in non-academic activities. For the purposes of this section, academic activities, attendance to classes, laboratories and the Library will be considered. Prohibition of attending any other campus of the PUCPR or any other university dependencies other than the ones where you study.
4. Probation for a defined time. This evidence may include the provision that during the period of validity of the same, the violation of any of the conditions imposed could result in suspension for a defined period or permanent expulsion.
5. Suspension from the Pontifical Catholic University for a defined period of no more than one semester.

6. Reimburse the Pontifical Catholic University for any expenses that need to be incurred due to an unforeseen action.
7. Complete an appropriate rehabilitation program if the violation involves drug / alcohol use.
8. Apology or redress to offended person.

B. Major Sanctions:

1. Suspension from the Pontifical Catholic University for a defined time greater than one semester.
2. Permanent expulsion from the Pontifical Catholic University.

Section 4. Procedures

- A. In cases of infractions of rules of conduct or student discipline, a distinction will be made between those that may lead to permanent expulsion from the Pontifical Catholic University or suspension for more than one semester, which will be called greater sanctions.
- B. To understand in cases that may lead to suspensions for more than one semester or permanent expulsion from the Pontifical Catholic University, the President will appoint an examining officer, preferably with legal experience. He will purify the facts by holding an administrative hearing and will render a report with his determinations on the proven facts and his conclusions on the violations of this Regulation that have been proven, to the Vice President for Student Affairs or to the person in whom he delegates.
 1. Cases that may lead to minor sanctions will be dealt with directly by the Vice President for Student Affairs who may delegate to the Deans, Directors of Special Departments, Library Director, Residence Directors, etc. The procedure to deal with these cases will include notifying each student of the offense that is charged, the sanction that such offense carries with it, and providing them with the appropriate opportunity for clarification and defense, including the right to express themselves and present any evidence in favor, whether oral, documentary or of any other kind. Fulfilled with these requirements, The university official who has intervened by delegation of the Vice President for Student Affairs will send a report to the Office of Student Affairs with the necessary determinations as it appears from the investigation and the interview. When a university official intervenes, an appeal may be made in writing to the Vice President for Student Affairs within a term of 5 working days after notification of the sanction. The determination of the Vice President of Student Affairs will be final, firm and unappealable. In the event that the Vice President

for Student Affairs intervenes directly, an appeal will be made to the President within a term of 5 working days after being notified of the sanction. The determination of the President will be final, firm and unappealable. When a university official intervenes, an appeal may be made in writing to the Vice President for Student Affairs within a term of 5 working days after notification of the sanction. The determination of the Vice President of Student Affairs will be final, firm and unappealable. In the event that the Vice President for Student Affairs intervenes directly, an appeal will be made to the President within a term of 5 working days after being notified of the sanction. The determination of the President will be final, firm and unappealable. When a university official intervenes, an appeal may be made in writing to the Vice President for Student Affairs within a term of 5 working days after notification of the sanction. The determination of the Vice President of Student Affairs will be final, firm and unappealable. In the event that the Vice President for Student Affairs intervenes directly, an appeal will be made to the President within a term of 5 working days after being notified of the sanction. The determination of the President will be final, firm and unappealable. In the event that the Vice President for Student Affairs intervenes directly, an appeal will be made to the President within a term of 5 working days after being notified of the sanction. The determination of the President will be final, firm and unappealable. In the event that the Vice President for Student Affairs intervenes directly, an appeal will be made to the President within a term of 5 working days after being notified of the sanction. The determination of the President will be final, firm and unappealable.

2. The cases that could carry greater sanctions will be heard before the examining official described in section B of section 4. For this administrative hearing, the student must receive notice with reasonable anticipation of the date of the hearing, a term that must be no less 10 calendar days, informing you of the following:
 - a. Date and time the hearing will be held.
 - b. Place where the hearing will be held.
 - c. Violations of the Regulation that is imputed.
 - d. Date on which the alleged violations occurred.
 - e. Sanctions that can be imposed.
 - f. Name of witnesses against you.
3. The holding of the administrative hearing will be conducted in accordance with the following principles:

- a. The student may appear accompanied by a full-time professor from the Institution, of his or her free choice, who will serve as advisor and advisor.
- b. The student and their advisor will be allowed to hear the statements of the witnesses and to view and study the documentary evidence against them.
- c. Written statements by witnesses will be allowed when said evidence is corroborative or cumulative.
- d. Witnesses may be cross-examined when they do not object, however, when the witness does not allow themselves to be cross-examined, their testimony will require corroborative evidence so that it can be taken into consideration.
- e. The affected student will be allowed to present in his favor all the defenses and evidence he wishes, both oral, documentary or tangible.
- f. The entire test will be admitted freely. The Rules of Evidence that regulate the judicial and ordinary procedures will not be applied, however, the determinations of fact reached by the examining official and that give basis to his conclusions must be based on the evidence admitted during the hearing.
- g. The examiner may grant a public or private hearing, based on his criteria for what is most convenient to the best interests of the University and the consideration of witnesses, but if the affected student requests that the hearing be private, it must be held at that time. form.
- h. If a lawyer on behalf of the University participates to present the charges before the examiner, the affected student will be granted to be represented by a lawyer, with the same rights that are granted to the lawyer who appears by the University, who may not violate the provisions of this Regulation.
- i. When there is more than one student affected and the charges, facts and events are similar or identical, the examiner may hold a single joint hearing, as long as the affected students agree to it. Those who object to the hearing will be granted a separate hearing.
- j. No student subject to disciplinary action will be compelled to testify, and failure to do so will not be counted against.
- k. No student shall be subject to a disciplinary process for acts whose Official knowledge reaches the university authorities a year or more after what happened.
- l. The examiner shall keep an adequate and reliable record of the hearings and of his determinations and conclusions.

- m. The examiner will notify the President, with a copy to the affected student, of his findings of proven facts and his conclusions as to whether or not the student incurred in the alleged violations, within five (5) business days after the hearing was held. The University will provide the examiner with a printed form to facilitate prompt information on the proven facts and conclusions.
- n. The President of the University will appoint a committee made up of three members of the university family, one of which must be a regular student and which will impose the sanction that he considers most just in light of the established facts, according to the conclusions and recommendations submitted by the examiner. This committee is not permanent and will be appointed whenever necessary.
- o. The decisions of this committee can be appealed in writing to the President of the University, who will act on his own or through an official appointed for such purposes. The appeal filed will contain all the grounds and allegations that the student or his counselor deems necessary for the consideration of the case. The writing will be filed within ten (10) business days following the verdict, according to the extension that the President may grant.
- p. The right of appeal will not affect the effectiveness of the sanction imposed. The sanction imposed, despite having been appealed, will be put into force and effect from the moment it has been issued by the committee. However, the President of the University will have the power to suspend the sanction while the appeal is pending, if he deems it appropriate. The President of the University will have ten (10) calendar days to decide any appeal submitted to him.
- q. A student who has been expelled or suspended from the Pontifical Catholic University of Puerto Rico may not visit the campus other than for procedures with the Administration related to his case, with prior permission issued by the Vice President for Student Affairs or the person in whom he delegate. Violation of this rule will lead to the permanent expulsion of the sanctioned student.

Section 5. In those cases in which the President of the Pontifical Catholic University determines a state of emergency or danger to the safety of property and life, and for the maintenance of institutional order, he may summarily suspend any student for a term of twenty (20) days or until the corresponding investigation is carried out. The university administration will file the charges and order an administrative hearing before the examining officer as soon as possible. Provided, furthermore, that in any case in which a student, during the suspension period, incurs additional

violations of the Regulation, and said violations were supported by witness statements, said summary suspension may be extended until the hearing and resolution of the disciplinary charges .

Section 6. In the cases in which the President of the Pontifical Catholic University or the Vice President for Student Affairs corresponds to act, it should be understood in the sense that if they are absent or unwell, the person designated by them, or whoever follows in their name, will act on their behalf. authority.

Section 7. No person, neither from the University nor outside it, may have access to the disciplinary records of students without the consent of the interested student, except by court order.

ARTICLE VII:

STUDENT REPRESENTATION IN THE GOVERNMENT OF THE UNIVERSITY

Section 1. Students will be free to express, individually or collectively, their opinions regarding institutional policy and other matters of general interest to the student body.

Section 2. They will participate, through the University Senate, in the formation and application of university policy that affects their academic and community life.

Section 3. They will have a representative on the Board of Trustees appointed by the de jure members of the Board. The appointment will be for the term of one academic year.

Section 4. Students will have the right to elect one representative per College or School to the University Senate. Only regular students with an academic index of 2.60 or more and who have completed a minimum of twenty-four (24) credits in the case of undergraduate students will be eligible to represent their campus, college or school in the University Senate. and a minimum of sixteen (16) credits in the case of graduate level students. Said credits must have been taken at the Pontifical Catholic University of Puerto Rico and completed at the time of your candidacy. The student senators will be nominated upon receiving the endorsement of twenty-five (25) regular students from their campus, college or school. Nominated students must meet the Academic Progress Standard. Students on probation for disciplinary problems, nor candidates for graduation in May, June, July and December will not be eligible. They will be elected by the majority vote of their respective Colleges after the participation of thirty-five percent (35%) of the qualified voters is verified. These choices they will be held together with those of the Student Council under the supervision of the Vice Presidency for Student Affairs. Candidates for Senators may be simultaneously candidates for a

seat on the Student Council, except for the candidate for President who is a former Senator and the candidate for Vice President of the Council.

Section 5. Representation at the departmental level. Students will have representation with voice and vote in the departmental committees that have to do directly with the academic affairs of the department, for example: curriculum, library, materials, research, etc. Those students who have completed at least half of the requirements of their specialty with an overall average of 2.50 will be eligible.

Each student organization will submit a list of candidates to the director of the department to which it is attached. The director will select the students who will participate as members of the aforementioned committees.

Each department director will ask the corresponding student organizations for the list of candidates two weeks before the department meeting where he announces the composition of the committees.

ARTICLE VIII:

STUDENT COUNCIL

Section 1. The Student Council is made up of student leaders elected through the responsible exercise of the right to vote. Students elect their own representatives each year. Students are encouraged to actively participate in the election of Council officers and to accept responsibility for carrying out their duties when elected by their peers to leadership positions.

Section 2. The Council will have the following responsibilities and powers:

- a. Officially represent the student body.
- b. To freely dialogue with the corresponding university authorities to present their opinions and recommendations regarding the problems that affect students in particular and the Institution in general.
- c. Help create an intellectual environment that stimulates the total development of the student.
- d. Promote an environment that allows the best daily coexistence and the closest relationships between students, faculty and administration.
- e. Ensure the positive recognition of the rights and freedoms of the student body.

- f. Promote the maintenance of the discipline and prestige of the Pontifical Catholic University of Puerto Rico.
- g. To develop the virtues of Christian youth and responsible citizens and to promote the integrity and well-being of the student body.
- h. Work to strengthen the friendship between all the universities in the world.
- i. Appoint students to represent the student body in committees and bodies, as established by institutional regulations.
- j. Keep detailed records of your meetings by means of minutes or minutes. Whenever the Student Council files before the Administration a request of any kind or nature, based on an agreement of said petitioning organization or its board of directors, it must include a certified copy of the approved minutes of said body with expression of the body that approved it and the vote on said petition.
- k. Prepare a detailed monthly report of all expenses incurred as well as all income received during this period. A copy of said report must be sent to the Vice President for Student Affairs or to the designated person within the first five (5) working days of each month. Failure to comply with this responsibility will lead to the freezing of funds available for the use of the Student Council, until the rule is met.

Section 3. The Board of Directors of the Council, which is comprised of the President, Vice President, 2nd Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and a Public Relations Officer, will be elected by all students enrolled at the undergraduate level.

The elections will be held on Tuesdays and Wednesdays of the second week of March of each year or on the next working Tuesdays and Wednesdays. To be valid, the election must participate, at least, thirty-five percent (35%) of the eligible students. To elect the Council, the ballot must obtain at least fifteen percent (15%) of the eligible votes. If at the end of the period assigned to the elections it is determined that this requirement has not been met, it will be possible, with the endorsement of the President of the Institution, to add a voting day.

If the thirty-five percent (35%) necessary for the election to be valid does not participate in the vote, the Student Affairs Committee of the University Senate will appoint a Student Advisory Council consisting of a maximum of ten (10) students with a majority of active members of recognized student organizations. This Student Advisory Council will be exclusively advisory, that is, it will not have any

of the responsibilities that correspond to the Student Council, but it will be consulted on all student matters.

Section 4. Students from graduate schools will elect their Councils with the same formalities and identical rights and requirements already described for the undergraduate level.

Section 5. Eligible Students. Regular students who have an academic index of not less than 2.00 will be eligible to form part of the Board of Directors of the Student Council, who meet the Academic Progress Standard and have been studying at the Pontifical Catholic University of Puerto Rico for at least one chronological year at the time of the election. This last requirement will not apply to the positions of Sub-Secretary, Sub-Treasurer and Public Relations Officer.

It will be the responsibility of the elected members to maintain these requirements during the term of their election. Any elected member of the Student Council will cease to hold office as soon as they no longer comply with the indicated requirements and it will be the responsibility of the incumbent to notify the made to the relevant authorities. Students on probation with disciplinary problems or those who have pending disciplinary cases at the time of the election will not be eligible. Candidates for graduation in May, summer or December will also not be eligible.

Section 6. Council Jurisdiction

- a. It will be the only organization on campus authorized to speak for and represent the student body in all matters and will respond to exclusively student interests and aspirations.
- b. He may summon the student body to a general meeting, when he deems it appropriate with the prior approval of the Vice Presidency for Student Affairs.
- c. He may conduct referendums on matters that affect the well-being of the student body, with the prior approval of the Vice Presidency for Student Affairs.
- d. In an emergency, the Student Council may express itself without the consent of the student community, in accordance with the measures provided for such situations.
- e. The elected Student Council will begin to exercise its functions on the first day of classes of the academic year for which it is elected and will cease its functions on July 31 of that same academic year. The members of the Student Council may be re-elected but the President of the Council may be re-elected only once.

Section 7. Regulations of the Student Council.

The Student Council will have its own regulations. It may not be in conflict with the general regulations for students or with the provisions of the Statutes of the Pontifical Catholic University. Such regulation must be approved by the Student Affairs Committee of the University Senate in which it will make the pertinent recommendations to the Senate.

Section 8. Vacancies

Vacancies that arise due to resignations or for any other reason will be filled by secret ballot of all the members of the Student Council, supervised by any member (s) of the Student Affairs Committee of the University Senate. A copy of said vote will be sent to the Vice Presidency for Student Affairs and to the Student Affairs Committee of the University Senate

ARTICLE IX:

POSITION OF THE PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO

Section 1. The Pontifical Catholic University of Puerto Rico will resist with all its might the attempts of any person or persons to impose their ideas through force and violence and at the same time will stimulate its students to seek the truth and to participate responsibly according to democratic processes. .

Section 2. Anyone who helps or those who try to impose their ideas by force or violence will be as responsible as those who do so.

Section 3. The members of the Senate, the administration or the administrative personnel who participate, encourage, or direct disorderly conduct in any way will not take place at this Pontifical Catholic University. In this university community, all members will have to share the sense of respect, tolerance and responsibility that characterizes an institution of this nature.

Section 4. In the event of any movement that in any way threatens the tranquility of this university community, participants will be given five (5) minutes to leave the place and suspend their activities. At the end of this reasonable period of time, the identification card will be required from the participants and all those who do not have it or refuse to hand it over will be prosecuted for violation. The University Administration will handle the whole situation to the best of its efforts. If even so the situation continues, then you will request the services of the island authorities.

ARTICLE X:

APPLICATION

The University Administration will be responsible for the application and validity of these regulations.

ARTICLE XI:

AMENDMENTS TO THIS REGULATION

These regulations may be amended by the University Senate, subject to the approval of the President and the Board of Trustees. Suggestions for amendments must be submitted in writing to the Student Affairs Committee of the University Senate. The students, the members of the Senate and the Administration may suggest amendments.

PROCEDURE FOR SUBMITTING AMENDMENTS TO THE STUDENT REGULATION

(In accordance with Article XI of the Student Regulations)

1. Study and analyze the rule of the regulation to be amended.
2. Submit the amendment in writing in a clear and precise manner to the president of the Committee for Student Affairs of the University Senate.
3. The Committee for Student Affairs of the University Senate will study and evaluate the application and determine its viability.
4. In case of doubt, the committee will invite the person who submits the amendment to a meeting for clarification.
5. Once the viability of the amendment presented is determined, the committee president (Vice President for Student Affairs) will submit it for the consideration of the University Senate.
6. The final decision will be subject to the approval of the President and the Board of Trustees.
7. Finally, the president of the Committee for Student Affairs of the University Senate will inform the person or group that submits the amendment the decision taken by the Board of Trustees.

ARTICLE XII:

GENERAL CLAUSES AND VALIDITY

Section 1. The University Senate or the President of the Pontifical Catholic University may suspend these regulations or introduce emergency amendments when there is a situation of abnormality that affects the institutional order.

Section 2. These regulations will be part of the contract between the Pontifical Catholic University and all students of it. It is the duty of every student enrolled in the Pontifical Catholic University to know the content of these regulations, as well as the other current regulations of the University that may be applicable. The allegation of ignorance or ignorance of them will not be accepted as an excuse or defense.

Section 3. The Pontifical Catholic University reserves the right to deny admission or readmission or require the withdrawal of any student at any time for justified reasons.

Section 4. The invalidity of any section, clause or article of this regulation does not invalidate the rest of it.

Section 5. This regulation or any amendment made to it, except for emergency ones, will enter into force within five (5) days of having posted a copy of the same on the notice boards of the University for the information of all parties concerned.

Section 6. The Pontifical Catholic University of Puerto Rico recognizes the right of its students, as young adult members of the university community, to free expression and peaceful association, subject to the regulations contained in these regulations. In the interest of maintaining order on campus and guaranteeing the freedom of each member of this community, the Pontifical Catholic University, in common action with its students, has put these General Regulations into effect. All students, members of the faculty and the administration are responsible for familiarizing themselves with the rules that are stipulated therein.

Section 7. The Pontifical Catholic University reserves the right to discontinue any course or program that it is offering at present or that it offers in the future when it is justified for economic, academic or any other reasons that prevent doing so or harm the Institution, to continue offering such a course or program.

Section 8. In any case in which the Pontificia Universidad Católica is obliged to notify any matter to the student in accordance with these regulations, it will be understood that the notification requirement has been met, that is, by sending it by certified mail with acknowledgment of receipt to the last known address of the student as it appears in the records of the University, being the student's obligation to ensure that said records are kept up to date, notifying the University in time of any change of address.

Section 9. This regulation will be applicable to all students, both day and night, summer, Saturday and special courses, as well as listeners who attend the University and any of its dependencies.

Section 10. Any student who leaves the Pontifical Catholic University without having fulfilled the financial obligations will not be able to receive a report card, a transcript of credits or a diploma.

Section 11. An essential part of university life is the library. For a more effective use, the management of the same has published certain rules that must be faithfully observed by all. The Library management has the best will to help students and those who need guidance, should request it from the library staff, whose intelligent use facilitates study and helps to be successful. The library is exclusively a place to study, therefore, social exchange and conversation are not allowed in it. The library staff will ensure that this rule is complied with, and all are obliged to obey it.

Section 12. Each student must always carry with him, in a visible place, the duly validated identification card that accredits him as a student of the Pontifical Catholic University. You will have to present it, if requested, to check out books from the library, in sports, social, cultural, academic activities, elections, to the campus police, and in any situation or student activity that is necessary to verify your identity as a student of the Pontifical Catholic University.

Section 13. The University will not assume any responsibility for the safety of underage children who accompany their parents or students while they attend the University, therefore, it is strictly forbidden that the students of this University, when they attend it, bring with She is underage children, whether they are her children or others related to her.

ARTICULO XIII:

DEFINICIONES

Except when this regulation indicates otherwise, the following definitions will be valid for it.

1. **Official University Activity.** It will be any act of an official nature of the Pontifical Catholic University, academic, religious, cultural, social, recreational, sporting or civic carried out on the grounds of the University by the Institution itself or authorized by it; or outside of it, that is promulgated, developed, endorsed or subsidized by the administration of the University or by representatives of the same under authorization of the administration. These include, but are not limited to, masses, graduation ceremonies, awards ceremonies, conferences, forums, panels, jousts, exhibitions, meetings.

2. **Co-Curricular Activity.** It will be any act that is directly related to the student's academic program and is complementary to their integral growth from the educational point of view.
3. **Students.** Any person officially enrolled, either to obtain academic or hearing credit, from the moment they start their enrollment process until their last final exam ends each semester, or summer session, except in their last semester which will be until later. that the graduation ceremony is completely over.
4. **Regular Student.** A regular student at the undergraduate level shall be understood to be one who carries an academic load of not less than twelve (12) credits per semester. At the graduate level, a regular student is considered to be one who has an academic load of no less than nine (9) credits. In the Law School (day session), a regular student is considered to be one who carries an academic load of no less than ten (10) credits.
5. **Members of the Administration.** Any person who performs administrative work for the University, either full-time or part-time, including, among others, members of the Board of Trustees, personnel of administrative levels, such as: President, Vice Presidents, Deans, Department Directors, Registrar, Treasurer, etc.

Uniform Notification of Non-Discrimination of the Pontifical Catholic University of Puerto Rico: *The Pontifical Catholic University of Puerto Rico does not discriminate against any individual for reasons of race, color, ethnicity, nationality, sex, sexual orientation, disability, mental condition, religion, military status, veteran or age in admission, access or treatment or employment in relation to educational opportunities, programs, activities as required by applicable laws and regulations.*

The Pontifical Catholic University of Puerto Rico provides equal opportunities in its admission processes, granting financial aid and access to programs and activities, without discriminating on the basis of creed, age, race, color, ethnic origin or disability. For these purposes, it also complies with specific government regulations. Interested students are encouraged to inquire about policies, regulations, and manuals that are in force on these lines.

