

Student Handbook

Dear student:

Welcome! Universidad del Sagrado Corazón thanks you for choosing us as the instrument to help you achieve your educational goals, and congratulates you for the academic achievements you have obtained.

We trust that you will become an active member of our community and will contribute to the fulfillment of the philosophy and objectives of this Institution, as well as the preservation of the principles that govern and inspire us. In this way, we will continue to serve the people of Puerto Rico.

As your student life, you will have the opportunity to strengthen the relationships between all members of the university community. We are offering you the help that will facilitate the development of your skills and that will permit the achievement of your personal and academic goals and aspirations.

The Student Handbook is a guide for the healthy communal living of our students. The information contained in this document and your collaboration in the principles presented will greatly contribute to our awesome university community.

José Jaime Rivera, President
Universidad del Sagrado Corazón

**Universidad del
Sagrado Corazón**

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**Chapter I
Philosophy and Objectives**

Article 1

Universidad del Sagrado Corazón is a Catholic and independent institution of higher learning that accepts those students that meet admission requirements, without regard to creed, race, gender, sexual orientation, gender identity, age, nationality, ethnicity, physical or mental condition, socio-economic condition or political affiliation.

The University aspires to satisfy the necessities of the community to which it pertains and is oriented towards the integral development of its persons through three principal activities: transmission of our culture, professional capacity of our professors, and then education of our students to be responsible citizen for the betterment of society. All of the aforementioned is to be achieved with the Christian spirit of service to others.

Article 2

Universidad del Sagrado Corazón will take all the pertinent measures to maintain a favorable and necessary academic climate in order to define the principles that characterize the university and guarantee the free exchange of ideas with complete respect to the differences and the undeniable dignity of every human being.

Chapter II

Students' Rights and Obligations

Article 1

The student has the right to education and should contribute to the fulfillment of the philosophies, objectives and preservation of the principles that inspire the Universidad del Sagrado Corazón. Within this process, the student has the right to be treated with human dignity in all circumstances. The student will respect and for the respect of the good name of the University inside and outside of the university campus.

Article 2

In order to achieve the aforementioned, the student will be able to use all the resources within his/her reach, of which are: exercising freedom of speech, the exchange of ideas and concepts with professors, peers, and university personnel, the use of library resources, the use of technology, and the participation in student affairs in compliance with the dispositions of this Handbook and other applicable academic norms and policies.

Article 3

At all times, the student should demonstrate due respect and consideration towards the members of the university community, so that he/she can comply with his/her functions in an effective manner and in an understanding, harmonious, and respectful environment towards diversity and ideological pluralism.

The student will maintain a relationship of respect with his/her professors and other members of the university community through a permanent dialogue and with a responsible attitude, as an indispensable means to achieve his/her integral and professional formation.

Article 4

The student promises to comply with the academic norms and regulations in order to be able to conserve and use his/her rights.

Article 5

The student has the right to receive an adequate oral or written orientation from the professor at the beginning of each course. This orientation will include the purpose and objectives of the course, themes to be studied, lectures, required works, texts, other educational tools, evaluation methods, and any other corresponding aspect.

Any discrepancy in the aspects contained in the orientation should be discussed at the beginning of the course with the professor as soon as the orientation is received or at the moment that the student has noticed any discrepancy.

Article 6 The student has the right to, and should actively participate in, course studies and in the related activities, consult professors, express doubts and divergences of criteria, be informed of the faults and achievements of his/her academic labor.

Article 7

Class Attendance

a. The student should attend course classes, workshops, or activities.

In distance learning or partial distance learning courses, attendance is reflected through the completion of assigned work for the period of virtual classes, founded in the visits to the virtual class or by means of any other verification method that the professor deems pertinent. Class attendance can be part of the course evaluation criteria.

b. The student will be responsible for explained and assigned material during class absences.

Article 8

Academic and disciplinary records are confidential and can only be opened by outside persons of the Institution with the written consent of the student or as the law prescribes.

Article 9

Students will dress use adequately clothing at all moments in the classroom, as well as in different activities sponsored by the University. Students will observe the norms of suitable formality of a higher learning institution. The professors and personnel of the University will orient the students towards the proper dress.

Chapter III

Student Organizations

Article 1

Students, as members of the university community, will the rights to participate in those activities that are compatible with the Handbook and other norms and policies of the Institution.

Article 2

Students of Universidad del Sagrado Corazón will have free liberty of association, inside the means of respect and tolerance, which helps to maintain an environment of solidarity and adequate human relationships between all members of the university community, according to the institutional norms, its mission, and philosophy.

Article 3

All groups of students interested in creating a student organization should ask for official recognition from the Accreditation Committee and inform the corresponding academic unit. Those groups should comply with the following dispositions:

- A. A minimum of fifteen (15) students members.
- B. A written application to the Accreditation Committee, with attention to the Associate Dean of Student Affairs, including three copies of the following:
 1. Projection of bylaws
 2. The relationship of the group members
 3. The objectives for the creation of the group
 4. Activities plan

C. Do not discriminate in the selection of its members, in its internal organization, or in its activities for reasons of political preference, religion, race, sexual orientation, gender identity, age, nationality, ethnicity, physical or mental condition, or socio-economic condition.

D. Student organizations should be constituted of purposes and ideas congruent with university life and the mission and philosophy of the University.

Article 4

The recognition of student organizations will awarded by the Accreditation Committee, that will be comprised of the Associated Dean of Student Affairs, who will preside over the committee, two (2) members of the faculty, selected by the President of the University, the President of Student Council, and one student who does not pertain to this group, selected by the Student Council.

Article 5

The Accreditation Committee will have the following duties:

- A. Recognize student organizations
- B. Ascertain that the organization complies with the original missions stated at its creation.
- C. Attend to reports and special situations related with student organizations, when such intervention does not correspond to other institutional organisms. Only when the circumstances permit and the parties accept should the solution be towards non-adverse processes such as mediation or similar processes.

Article 6

The Accreditation Committee can revoke the recognition of an organization at any moment for violation of any rule or norm of the Institution by written notification.

Article 7

Every student organization should select a counselor or advisor from the regular members of the university faculty.

Article 8

Accredited student organizations:

- A. Will have the right to use the institutional facilities in compliance with the regulations and norms or established institutional policies.
- B. Will be responsible for the behavior of its members and third parties in celebratory acts under its sponsorship, independent of the responsibility that could fall on the members.
- C. Will finance its activities.
- D. Will make sure that its activities comply with all the regulated or academic norms and policies of the University.

Article 9

No student organization will represent itself in the name of the University, unless it has complied with the dispositions of this Handbook or any other applicable academic norms or policies.

Chapter IV

Student Activities

Article 1

Student activities are those that tend to the full development of the individual on an intellectual, moral, spiritual, and physical level, in accord with the educational mission and philosophy of the University.

Article 2

All student activities will be subject to written approval by the Associate Dean of Student Affairs before being given authorization in accordance with Articles 3, 4, and 5 of this Chapter.

Article 3

Request for approval from the Associated Dean of Student Affairs, should be filed with at least ten (10) days of anticipation. The application should be filed in to the Office of the Associated Dean of Student Affairs and will contain all the detailed descriptions of the nature and scope of the activity.

During the approval process, the Associated Dean of Student Affairs may ask for any additional information that might be necessary or useful in order to make a determination in respect to what the student activity entails.

Not meeting all requirements of the Associated Dean of Student Affairs will be sufficient motive for the denial of the application.

Article 4

Activities that violate the norms and ordinance that govern academic life or obstruct educational work or the functioning order of the Institution are not permitted.

Article 5

The use of bullhorns and the distribution of flyers, circulations, newspapers, or any other publication or audiovisual or electronic material on campus will require the previous written authorization from the Associate Dean of Student Affairs.

Student organizations, or each individual member of the organization, and the students in general will be responsible for the compliance of these norms, as well as the conduct at the activities, as order and security are the prevailing factors.

Chapter V Student Publications

Article 1

Recognized student organizations may to distribute their own publications within the university campus.

These publications should, at all times, be harmonious with the philosophy and principles of the University.

Article 2

Student publications should indicate:

- A. The name of the sponsoring organization.
- B. The name of the person(s) in charge of the publication.
The name of the author of each article or information.
Pseudonyms will be registered with the corresponding real name in the administration editorial.

Article 3

Publications will not be distributed in the classrooms or in other places in which distribution can impede educational activity or interfere with the normal function of the Institution.

Article 4

Any person within the university community that is offended by any student publication will have the right to have an equivalent back page space available to express his/her point of view in the back pages of the same publication.

Article 5

The author of an article that damages the professional integrity or personal dignity of any university community member, or diminishes the truth, moral principal, and the institutional uses and customs, as well as the distributors of said publication, will be subject to sanctions in Chapter VII of this Handbook.

Chapter VI Student Council-

Article 1

With the purpose of effectively stimulating and channeling the students' participation within the university community, the Student Council is formed and will have the following responsibilities:

- A. Officially represent all students.
- B. Celebrate at least one student assembly per semester to promote the exchange of ideas and opinions in order. recommendations about affairs related with university life to be representative a quorum of at least 15% of the students is required.
- C. Foment and promote an intellectual, moral, and Christian environment to contribute to the total development of the student and relationships between the integrated persons within the university community.
- D. Stimulate the students to comply with their duties and the adequate exercise of their rights.
- E. Collaborate in order to promote and maintain institutional order.

- F. Designate the students that will represent the student body in committees and organisms, as established by institutional norms.
- G. Bring about any other functions compatible with the nature of those delegated by university authorities.

Article 2

The Student Council will be composed of:

- A. President, vice-president, secretary, and treasurer.
- B. Two representatives for each academic department.
- C. One representative for night students.
- D. One representative for graduate students.

Article 3

Member Functions:

A. President

1. Starts and presides over meetings of the Council and student body.
2. Prepare a working plan that should be submitted for consideration to the Associate Dean of Student Affairs at the beginning of each semester.
3. Represent the Student Council in all institutional acts that require representation of said body.
4. Be a member "ex-officio" of the Academic Assembly.
5. Present an annual report of the activities completed by the Council to the Associate Dean of Student Affairs on April 30th of each year. Said annual report should be presented no later than May 15th of each year.
6. Name, subject to the confirmation of the Council, a public relations officer for the student body that will not pertain to the Council, that will have a voice, but that will not vote in the meetings.
7. Be in charge of the administration of the Council Office. The president will be able to assign other member elected by the Council to voluntarily help to accomplish this responsibility. The president will also assign a director for the Jose "Pepin" Mendez Gallery.

B. Vice-president

1. Help the president in accomplishing his/her functions.
2. Assume the functions of the president in his/her absence.

C. Secretary

1. Summon the members of the Council to the meetings and all those persons that want to come in front of the Council.
2. Responsible for communicating the agreements of the Council.
3. Take note of attendance consistency of the Council members and will write the acts of Council.
4. Certify the acts of Council and the official documents of this Body.

D. Treasurer

1. Submit the estimated costs of activities proposed in the working plan to the Council President.
 2. Keep record of all expenditures, in a way that permits submitting periodical reports about the state of the finances of the organism to the Council President.
 - a. Prepare an annual treasury report to the Associate Dean of Student Affairs and the student body by April 30th of each year. Said annual report should be presented no later than May 15th of each year in accord with accounting principles.
- E. Academic Representatives (2) from each Department**
Represents the students from his /her different academic department before Council.
- F. Representatives for Night Students**
Represent night students from the University before Council.
- G. Representative for Graduate Students**
Represent University graduate students before Council.

Article 6

Public Relations Officer

- A. Foment the best relationships between the Council and other academic organisms and the university community.
- B. Collaborate in revealing the affairs that the Council believes to be convenient or necessary to communicate to the public.

Article 7

Requirements to be eligible to integrate the Student Council:

- A. Be a regular student.
- B. Be enrolled in a minimum of twelve (12) credits, except graduate and Saturday classes students. For students of night and Saturday programs, a minimum of nine (9) credits is required. Graduate students are required a minimum of six (6) credits.
- C. In the case of students pursuing a Bachelor's degree, the student must have approved at least 24 credits at Sagrado at the moment of assuming the position, and in the case of Graduate students, at least 12 credits must have been approved at the revision.
- D. Enjoy his/her student rights, not being on probation or any disciplinary action.
- E. Not be candidate of graduation in December of the year that he/she will hold position.
- F. Maintain a GPA of no less than 2.50

Article 8

It is the responsibility of elected members to maintain, during their time on the board, the requirements indicated or he/she will be automatically relieved of his/her duties.

Article 9

The members of the Student Council will be elected for a term of one academic year and will maintain his/her position until it has been turned over to the new Council or until his/her successor assumes the position, which ever comes first.

Article 10

The members of the Student Council may be reelected for a second term, but may not form part of the Student Council for more than two consecutive years.

Article 11

Nominations

- A. Nominations will be written, using the form that you can find in the Office of the Associate Dean of Student Affairs
- B. Nominations will be accepted in order to integrate different positions to the Council. It must be signed by a minimum of ten (10) students.
- C. The period of nominations will begin the first week of February and will last three weeks.

Article 12

Elections

A. All students will have the right to vote for candidates to the position of president, vice-president, secretary, and treasurer of the Council.

For the candidates that occupy the remaining elected positions, only the students from the program is indicated Department may vote. They must be classified as students of those mentioned departments or academic programs.

B. The students that have been nominated to occupy elected positions on the Council will be able to begin his/her campaign after the period of nominations and having been duly certified. The period for campaigning will last two weeks. All activities geared towards this purpose should have the approval of the Associate Dean of Student Affairs. Candidate elections will take place during the following week after the campaign period.

C. Voting to elect the candidates for the positions on the Council will be effective during one week via an online program only. In the case that, for any motive, the online program is not available, the Associate Dean of Student Affairs will determine the alternative voting method to be used.

D. All votes will be secret and to be considered valid, the participation of at least twenty-five (25) percent of the student body of the University is required.

E. In the voting for electing the representatives of the academic departments and programs, only the students classified within those groups will be allowed to vote.

- F. In order for the candidates to occupy the positions of president, vice-president, secretary, and treasurer, they should obtain:
 1. Majority of votes
 2. No less than twenty-five percent (25%) of the votes of the student body.
- G. For the elections of the two (2) representatives of the academic departments and programs, the candidates should obtain the two highest totals of the votes of that department.
- H. In the case that virtual voting is used, the electronic system will emit the results of the voting.
- I. In order to count the number of casted votes in those cases when the virtual voting is not available and an alternative method is used, the dispositions in Clause C of this article will be used. An Official Counting Committee will be named by:
 1. One (1) representative for each candidate vying for the position of President; these representatives will be chosen by the same candidates.
 2. Two (2) members of personnel from the Dean or Administration, named by the University President or an authorized representative.
- J. The Associate Dean of Student Affairs will preside over the Official Counting Committee and will communicate the results of the elections.

Article 13

Dismissal of Position

Any member of the Student Council can be dismissed from his/her position for rest of his/her term due to:

- A. Being found guilty of violations to institutional regulations, norms or policies of the University.
- B. Being absent, without justified excuse, to three (3) regular meetings of the Student Council.
- C. Conduct howeing before the Student Council that his/her behavior impedes on the orderly function of this organism.
- D. Assuming illegal representation of the Student Council or for making representations in the name of the Council without authorization from this organism.

Article 14

For the application of Article 13, Chapter C, a majority from the members of Council should be obtained.

Article 15

Stepping Down

Any member of the Student Council can resigned his/her position via written communication directed to the President of the body. If the President decides to resign, his/her communication should be directed to the Associated Dean of Student Affairs.

Article 16

Vacancies

- A. In order to occupy any vacancy in the positions of vice-president, secretary, and treasurer, the president of the Council name, from between the members of the Council and with its approval, the student that will cover the position. The new incumbent will occupy the position for the remaining time until the expiration of the term for which the previous person was elected.
- B. In the case that the position of president of the Council stays vacant, and the vice-president does not comply with the requirements in this Handbook, the members of the Council cover the vacancy through one of the following procedures, with in the Council's own discretion, through a majority vote of its members:
 1. The Council will meet in a private session to elect, among themselves and by absolute majority, the president of the body.
 2. The secretary will occupy the presidency and the treasurer will pass to the vice-presidency. In this case, the Council will chose the treasurer from among the remanding of the members.
- C. In the case of the position of Public Relations Officer remains vacant, the President of the Council will name his/her successor in the same form in which is disposed in the description of his/her functions.

Article 17

Representatives of the Academic Assembly

During the time in which the process of nomination, campaigning, and election of the Student Council occurs, the nomination, campaign and election of the student representatives to the Academic Assembly will also be occurring. Each academic department will elect a representative from those proposed candidates before the Academic Assembly following the procedure of Article 12-E of this chapter. So that the election is valid, the candidate with the most votes obtained in each department should receive no less than twenty-five percent (25%) of total votes issued in the department. The student representatives of the Academic Assembly should comply with all the requirements established in Article 7, as well as the remaining regulatory internal dispositions of the Academic Assembly.

Chapter VII

Disciplinary Norms and Procedures

Article 1

General Dispositions

The dispositions of the Chapter apply to all those behaviors specifically established in this Chapter and to all other behaviors established within other regulations, norms, and policies of the University for which there is no specific disciplinary sanction or procedure prepared.

In all remaining cases in which the institutional regulations, policies or norms establish specific disciplinary sanction or procedure, the said sanction or procedure will be applied.

Article 2

Classification of Violations to Regulatory Dispositions

Violations to regulatory dispositions applicable to students will be classified as simple violations, aggravated violations, and serious violations.

Article 3

Light Violations

All violations that are considered simple are those that imply incompliance with the duties and obligations of the students as established in the Handbook and in the remaining policies, norms, and regulations of the University that are not expressly defined as aggravated or serious violations. In the same manner, simple violations are made up of all remaining violations for which there exists no specific established penalty.

Among others, the following are considered simple violations:

- A. The unauthorized use of classrooms, libraries, laboratories, show rooms or other academic spaces, cellular phones, music or video reproductions, or any other electronic apparatus that interrupts the educational process or activities of the University.
- B. The use of coarse, vulgar, or obscene language in any place in the University or at institutional activities, whether it be in verbal or written form, or any other form, only when said language is not categorized as an aggravated or serious violation.
- C. The publication and distribution, through whatever form, of slanderous, defamatory, obscene, or provocative material inside or outside of the University, whenever the publication is not categorized as an aggravated or serious violation.
- D. The celebration of unauthorized activities including, but not limited to, assemblies, marches, demonstrations of protests, or similar acts.
- E. The writing, distribution, or publication, in any form, of unauthorized material in accordance with the established procedures.
- F. The participation in hazardous games or unauthorized collections inside the Institution.
- G. Violation of Transit Rules and Motor Vehicle Access on the Universidad de Sagrado Corazon Campus.
- H. Not complying with the instructions given by any official of the Institution with the authority to do so, in all cases not categorized as an aggravated or serious violation.
- I. Not appearing in front of an authorized official of the Institution after being officially summoned.
- J. The use of computers or any other technological apparatus in classrooms, laboratories, library, or any other academic spaces for uses not authorized by the professor or the personnel in charge of the area, only when said use is not categorized as an aggravated or serious violation.

- K. Acts or omissions that imply an infraction of the essential norms of order, respect, good customs, and communal living according to the moral and Christian principles of the University, that are not specifically classified as aggravated or serious violations, even when said acts and omissions do not infringe any specific regulatory disposition.

Article 4

Aggravated Violations

The following are considered Aggravated Violations:

- A. The inappropriate or disrespectful behavior, as well as physical, verbal, or virtual, in the classroom or any office of the University. Inappropriate or disrespectful behavior will be considered as attempts against institutional order and that are not categorized specifically as light or serious violations as stated by the dispositions of this handbook.
- B. Disturbing the peace, or inappropriate behavior inside or outside of the Institution, when acting in the name of the University, representing the student body, or celebrating activities under official sponsorship of the University.
- C. The interruption, obstruction, or perturbation of regular functions of the University, acts of celebration, or authorized functions inside or outside of the Institution.
- D. Assuming, without previous authorization, the representation of Universidad de Sagrado Corazon, Student Council or any other recognized student organization.
- E. Offensive and disrespectful behavior by any means against any member of the University community.
- F. Behavior typified as a crime and that implies moral deprivation in accordance with the penal laws of the Commonwealth of Puerto Rico, independent of being in the midst of trial, accusation, or conviction.
- G. The use of duplications of keys, telephone codes, or access to confidential information or computer systems without previous authorization.
- H. Behaving in such a way that the health, risk, or security of any person inside or outside the university community is put at risk.
- I. Repeating an offense within the Commission of simple violations, as defined in this Handbook.
- J. Starting or inciting any person to commit an act or omission that constitutes an aggravated violation, as defined in this Handbook.
- K. All attempts to commit any of the acts or omissions sanctioned as aggravated violations within this Handbook.

Article 5

Grave Violations

The following are considered Serious Violations:

- A. The alteration or falsification of grades, academic records, identification cards, or other official documents, as well as the fraudulent presentation of grades, records, cards, or documents.
- B. Being involved in any intentional behavior that results in any bodily harm to any person within the university community and that damages his/her dignity as a person.

- C. The use, possession, distribution, or illegal trafficking of drugs, narcotics, or hallucinogenic inside the Institution, as well as the violation of any policies or norms approved by the University in relation to drugs within the Institution or at activities sponsored by the University.
- D. The use, possession, or distribution of alcoholic beverages in any form inside the Institution and the violation of any policies or norms approved by the University in relation to drugs within the Institution or at activities sponsored by the University.
- E. The use, possession, or distribution of material that violates the laws copyright or applicable legislation of intellectual property.
- F. Using, possessing, or distributing firearms of any type inside or outside of the Institution or during any institutional activities. This disposition is not applicable to those students who are agents of public order and that are duly authorized to carry firearms.
- G. The use, possession, and distribution of explosives within the Institution unless they are part of the authorized academic process and are authorized by the applicable explosives laws.
- H. The use, possession, production, distribution, transmission, or management of pornographic material within the University or at institutional activities, and that violates any institutional norm or policy applied in relation to the theme of pornography.
- I. Any behavior or performance constitute of sexual harassment in accordance with the policy prohibiting and preventing sexual harassment or any other norms or policies adopted by the University.
- J. Offering incomplete, inexact, or false information on any document that the University requires, with the knowledge and intention of tricking the institution or any of its components.
- K. Provoking damage to university property or any other person within the property of the University or outside of the University at official or institutional activities sponsored by the University or any of its organisms.
- L. Repeating an offense within the Commission of aggravated violations, as defined within this Handbook.
- M. The violation of the conditions on probation as part of a sanction for any aggravated violation.
- N. Starting or inciting any person to commit an act or omission that constitutes a serious violation as defined in this Handbook.
- O. Any attempt to commit any of the acts or omissions defined as a serious violation within this Handbook.
- P. Incurring any aggravated violation, as defined by this Handbook, that due to its nature, intention, and severity of damage should be considered as a serious violation with attention to the general well being of the university community.

Article 6 Sanctions

Simple violations will be sanctioned through verbal or written admonition in lieu of the totality of the circumstances and in consideration of the aggravating or extenuating factors that intervene in the conduct or omission of those being dealt with. Also, suspension of services given by the University can be put into effect, only when the suspension of services does not constitute a corresponding sanction in the cases of aggravated or serious violations.

Serious Aggravated Violations will be sanctioned with:

- (i) Written warning
- (ii) The imposition of a probatory period with a maximum of an academic semester, or land
- (iii) Suspension of the privilege of participating in activities, programs, and the use of facilities or offices of the university for a determined time, or
- (iv) Suspension from the University for a time, not to exceed one month, or
- (v) The combination of two or more of the aforementioned sanctions in consideration of aggravating or extenuating factors that intervene with the behavior or omission of those being a sanctioned.

Grave Violations will be sanctioned with:

- (i) The imposition of a probationary period for a period that can exceed an academic semester and could include any amount of academic semesters that is estimated to be appropriate: or
- (ii) Suspension of the privilege of participating in activities, programs, and the use of facilities or offices of the university for a determined time: or
- (iii) Suspension from the University for a time not less than one month and for a maximum time that is deemed appropriate: or
- (iv) The monetary reparation for damages caused or for goods acquired illegally; or
- (v) The restitution of good acquired illegally or damages: or
- (vi) Prohibiting the entrance to the University for a determined amount of time; or
- (vii) The separation or definitive expulsion from the University: or the combination of two or more of the aforementioned sanctions in consideration of aggravating or extenuating factors that intervene with the behavior or omission of those being dealt with.

Article 7 Extenuating and Aggravating Circumstance

The Following will be considered extenuating circumstance, without prejudice of any others that the student may present within the procedure that is brought against the student:

1. The absences of intention to commit the act or omission or any of its results.
2. If the student was persuaded to commit the conduct by mistake or deception.
3. The repentance or intention of correction on the part of the student.

The following will be considered aggravating circumstances, without prejudice of any others that the University may present within the procedure that is brought against the student:

1. The intention of incurring conduct or causing the resulting damages.
2. The premeditation or treachery in order to incur the behavior.
3. The nature of the provoked damages.
4. The value of the illegally acquired goods or damages.
5. The malevolence of the acts or omissions.
6. The recidivism

7. The lack of repentance or intention of correction on the part of the student.

The Associate Dean will determine the time to present such defense

**Article 8
Disciplinary Action**

A. Complaints

Any person, member, group, or organization of the Universidad del Sagrado Corazon, and the University itself can fill out a written complaint signed, and under the affirmation that its contents are true, to the Associate Director of Student Affairs, within the next ten (10) days following the presumed infraction or in the upstart of learning about it, against any student, student groups or organizations that violate this Handbook, institutional norms or policies, or whose conduct is incompatible with the philosophy and principles of Universidad del Sagrado Corazon.

The complaint should include name, date, and a description of the acts that give rise to its outline, specifying incurred violations and witnesses if there be any.

B. Initiation of the process

1. All complaints submitted in conformance with the aforementioned will begin the disciplinary process.
2. The Associated Dean of Student Affairs, after studying the alleged acts in the complaint within the following fifteen (15) days of the established complaint, will determine if the complaint merits the continuation of disciplinary procedures. If so, the alleged infraction will be classified and the student will be summoned to an interview.
3. In the initial interview before the Associate Dean of Student Affairs, the student should present his/her version of the alleged that take place in the complaint. Not doing so cannot be interpreted as a form of admission of acts, but as a renouncement of the presentation of his/her version of the acts.
4. If in the initial interview, the Associate Dean of Student Affairs does not find evidence to merit the continuation of the process, he/she will archive the complaint and will notify the plaintiff and student of his/her decision. If sufficient evidence is found, the disciplinary procedure will continue as spelled out in the subsequent clauses of this chapter.
5. In all cases, the weight of proof will fall on the part that the presents complaints.

C. Procedures in cases of simple violations

The Associate Dean of Student Affairs will directly attend to the alleged cases of simple violations. The violations will follow an informal procedure, and the classification of the alleged infraction.

The student will be given a chance to present a written letter to the Dean that explains his/her position in regards to the complaint and the arguments and proof in his/her defense within a period of fifteen (15) days from the corresponding notification of the complaint against him/her. Once the student's written defense is received or at the expiration of the time to present such defense, the Associated Dean of Student Affairs will determine if there will be a meeting of all parties, or if it will be resolved of the records.

The Associate Dean will notify both parties of his/her determination within fifteen (15) days starting from the written defense presented by the student or the expiration of the time to present such defense

When circumstances permit and all parties accept solutions such as mediation and similar practices should always be promoted. in related disputes with light violations through a non-adverse process.

D. Procedures in cases of aggravated or serious violations:

1. In the case of alleged aggravated or serious violations, within no more than thirty (30) calendar days from receiving the complaint, the Associate Dean of Student Affairs will name a particular person or official of the University that will act as a hearing examiner.
2. Within this same time the Associate Dean of Student Affairs will notify the student with a copy of the complaint, the classification of alleged violation(s), the name of the hearing examiner, and a preparation of the sanctions that inform of the conduct of which the person is being accused.
3. The hearing examiner named by the Associate Dean of Student Affairs as an authorized representative of the University will summon the parties for a hearing that will take place in a reasonable amount of time, no less than ten (10) calendar days, and not to exceed twenty-five (25) calendar days, calculated from the start of the notification of the naming of the examiner.
4. During the hearing, the student may accompanied by a lawyer, consultant, or counselor of his/her choice, and will have the right to declare and present witnesses and evidence documents in his/her favor and counter-question the plaintiff's witnesses.
5. The hearing will be informal in nature and the Rules of Evidence of Puerto Rico do not apply.
6. After the hearing, the examiner should evaluate the evidence and determine if it is in conformance with the proof presented by the defense in the accused violations, in which case, the examiner should recommend the sanctions that are judged in adjustment to the dispositions in the Handbook and any other applicable norms or policies.
7. Within the fifteen (15) calendar days starting at the finalization of the hearing, the official examiner will render a report that details the tried events, his/her recommendation to the effect, if the ascribed violations occurred, and the recommended sanctions.
8. A copy of said report will be given to the President of Discipline, Complaints and Offenses Committee, which will be the official organism in charge of receiving the official examiner's report and imposing corresponding sanctions. The Committee may to accept, reject, or modify the examiner's recommendations.
9. Discipline, Complaints, and Offenses Committee, the examiner will refer the totality of the of each case.

10. The Discipline, Complaints, and Offenses Committee will notify the parties no later than thirty (30) calendar days starting from the date in which the official examiner gave his/her decision.

Article 9

Discipline, Complaints, and Offenses Committee

1. The Discipline, Complaints, and Offenses Committee will be made up of five (5) persons, that is:
 - a. One member of university administrative personnel, and two (2) full-time faculty members, who will be designated by the President of the University.
 - b. Two (2) students designated by the President of the University, with the advice of the Student Council, that are not members of the Student Council and that comply with the requirements in Article 7 of Chapter VI of this Handbook.
2. The President of the Discipline, Complaints, and Offenses Committee will be named by the President of Universidad del Sagrado Corazon.
3. The naming of Committee members will be effective for one (1) academic year, starting from the moment that the Committee is constituted. The members of the Committee will be named in the first fifteen (15) days of each academic year.

Being involved in a case before the Committee, one of its integrations, or quitting or being incapacitated in order to participate in the Committee, said member will be substituted during the remaining of the period of his/her incumbency by a new member, effectuated by the authority that named the original member.

Article 10

Reconsideration

1. Any party affected by the decision of the Associate Dean of Student Affairs, in the cases of Simple violations or Discipline, Complaints, and Offenses Committee, in the remaining cases will have the right to present a written letter to the Committee, through its President, requesting reconsideration
2. This written letter should be presented to the Discipline, Complaints, and Offenses Committee within a period of fifteen (15) days starting from the notification of the ruling of the Committee or Dean, according to the case.

If an application for reconsideration is not presented within this time frame, the original ruling of the Associate Dean of Student Affairs or the Discipline, Complaints, and Offenses Committee, according to the case, will be considered final.
3. Within the term of ten (10) days, starting from the date of the presentation of the application for reconsideration, the Discipline, Complaints, and Offenses Committee will evaluate the a reconsideration and give a report and the student's record to the Dean of Student and Academic Affairs of the University,
4. The Dean of Student and Academic Affairs of the University will evaluate the student's record and the recommendation of the Discipline, Complaints, and Offenses Committee, and will make a corresponding ruling. The ruling of the Dean will be final and obligatory for all parties.

Chapter VIII

Discipline in the Classrooms, Libraries, Laboratories, Study Rooms, and other Academic Spaces, or at University Exhibitions

Article 1

Authority

A professor or educational personnel may take corrective and/or disciplinary measures against any student that has incurred a violation of the norms of conduct related to his/her academic labor, or if the student has committed any acts specified in Chapter VII of this Handbook in the classroom, library, laboratory, study room, or any other academic space or at a university exhibition.

Independent of other disciplinary measures that may applied, the professor or educational personnel will be able to:

1. Give a warning to the student.
2. Void the evaluation in which the student violated the applicable norms, giving the student a "0" or an "F".
3. Arrange a replacement of the evaluation or work assigned.
4. Assign additional work.
5. Provisionally suspend the student from the class, setting out that in these cases, the provisional suspension of the student will not be for a period of more than five (5) lecture days. In this case, the following procedures will be observed.
 - a. The Professor will send a written report of the case to the Department Director or to the Program Coordinator the day of or the day following the occurrence of the violation.
 - b. The Department Director will meet with the professor and the student within the following three days to determine if the student incurred a violation of the Handbook.
 - c. If the Director determines that no violation was committed, then the Director will proceed to facilitate a meeting between the professor and student where measures will be taken to replace the classes that the student has lost and also to reestablish good relations between the professor and the student.
 - d. If the Director determines that there was in fact a violation of the Handbook or institutional norms or policies, the Director will proceed with the presentation of a Complaint, as according to the terms of this Handbook.

Article 2

Resolving Disputes with Professors

In a case where a difference or dispute arises between the student and the professor related to disciplinary affairs in the classroom, evaluations, methods of teaching or any similar situation. The student should discuss the facts with the professor before any other procedure recurs

If the event cannot be resolved after the process of dialogue with the professor, the student may, with regards to the situation, go before the Department Director or Program Coordinator, according to the case. The Director or Coordinator will summon the parties within a period of no more than five (5) days starting of the date in which the event was referred to him/her, in order to discuss the event and try to resolve it. If the situation is not resolved in this instance, the student will be able to make a complaint in compliance with Chapter IX.

Article 3

Activities prohibited in:

Classrooms, libraries, laboratories, study rooms, and other academic spaces or university exhibitions.

The following activities, among others specifically included in other sections of this Handbook or other institutional norms and policies, are prohibited in the classrooms, libraries, study room, laboratories, and other academic spaces or at university exhibitions:

1. Smoking, drinking, or eating – with the exception of water.
2. The use of cellular phones, music or video players, radios, musical equipment, or any other similar electronic apparatus. This prohibition does not apply when the use of these apparatus are part of the educational process and have been previously authorized by the professor or the person in charge of the space where it will be used.
In the case of cellular phones and similar systems of communication whose use is not permitted, the student should keep it turned off, on silent mode, or on vibrate.
In those exceptional cases in which the student feels the need to answer the phone, he/she should do so outside of the classroom or in a place where its use is not prohibited.
3. The use of computers or any other electrical apparatus or any other things that are not related to the class or educational activities.

Chapter IX Procedures for Complaints and Offenses

Article 1

Any student of Universidad del Sagrado Corazon that feels offended or prejudged by any of the dispositions in this Handbook, without affecting the established disciplinary procedures of Chapters VII and VIII, will have the right to present his/her written complaint before the Discipline, Complaints, and Offenses Committee within a period of no more than twenty (20) days starting from the moment of learning about the offense or prejudice.

Article 2

Once the complaint is presented before the Discipline, Complaints, and Offenses Committee, said Committee will evaluate the complaint within a period of twenty (20) days starting from the presentation of the complaint.

The Discipline, Complaints, and Offenses Committee will determine if the complaint is warranted, in which case, it will be attended to. If not, the complaint will be dismissed and the student that presented the complaint will be notified.

Article 3

In those cases where the Discipline, Complaints, and Offenses Committee understands that the complaint merits its attention, said complaint should be resolved within thirty (30) days starting from the date in which the Committee determined the attention to the complaint.

The Discipline, Complaints, and Offenses Committee will determine the adequate means in which to attend to the complaint, whether it be by an informal hearing or through a written positions application.

The Discipline, Complaints, and Offenses Committee will notify the parties of its decision according to Art. 3 in Art.

Article 4

Any party that does not agree with the ruling of the Committee in the procedures under the dispositions in this Chapter may to appeal the ruling by a written letter to the Associate Dean of Student Affairs. A written appeal with a copy to the other party must be presented within fifteen (15) days starting from the date in which the party was notified of the ruling of the Discipline, Complaints, and Offenses Committee.

The Associate Dean of Student Affairs should resolve the appeal within a period of thirty (30) days starting from the presentation of the appeal.

As a result, the Associate Dean of Student Affairs will ask the party, for which the complaint was made against, to present his/her position and to resolve the appeal to which it applies. The ruling of the Associate Dean of Student Affairs is final.

Article 5

The procedure established in this present Chapter does not apply to the affairs in Chapter VII of this Handbook, in which case in which shall be resolve according to its deposition.

Chapter X Amendments to the Handbook

Article 1

Any member of the educational or administrative personnel of Universidad del Sagrado Corazon can propose amendments to this Handbook; they should be submitted to the Academic Committee for its consideration.

Article 2

A number of no less than five percent (5%) of the regular University students can propose amendments to the Student Handbook. The article or articles whose modification or suppression is proposed should be written out in the form in which it should be amended, or the new article or articles that are proposed to be incorporated into the Handbook should be submitted in writing to the Student Council.

Article 3

The proposals of amendments to the Handbook, by the students, will be presented to the Student Council for its consideration, and should rely on the absolute majority of the members of the Council before being remitted to the Academic Committee.

Article 4

Once approved by the Academic Committee, the amendment proposal will be brought to the Board of Trustees by the President of the University for its consideration. The amendment will be in effect if approved by the Board of Trustees.

Chapter XI General Dispositions and Validations

Article 1

Nothing in this Handbook should be understood as limiting the authority of the President of Universidad del Sagrado Corazon, or of the persons who are designated to adopt necessary measures to guarantee the order and discipline of the University when, in his/her judgment, it is necessary to do so for the protection of institutional preservation and climate.

Article 2

The President of the University may to, when deemed pertinent and to protect the order or normality of the institution, suspend any student.

The affected student may appeal the decision of the President to the Disciplinary Committee, in according to the established procedures of this Handbook.

Article 3

Universidad del Sagrado Corazon reserves the right of admission, re-admission, or cancellation of enrollment of any student.

Article 4

This Handbook will be in effect immediately following its approval by the Board of Trustees of the Institution.

Article 5

The invalidity of any section, clause, article, or paragraph of this Handbook will not invalidate the remaining parts.

Article 6

The Board of Trustees can suspend the validation of this Handbook when warranted circumstances exist.