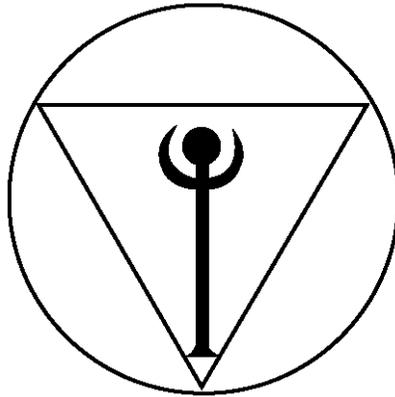


CARLOS ALBIZU UNIVERSITY



**GENERAL POLICIES
AND DISCIPLINARY
PROCEDURES MANUAL**

FOR THE

SAN JUAN & MIAMI CAMPUSES

REVISED: MARCH 8, 2006

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GENERAL POLICIES AND DISCIPLINARY PROCEDURES MANUAL OF
CARLOS ALBIZU UNIVERSITY (GPDPM)

DEFINITIONS

1. Student: Any person officially enrolled at CAU at either campus. A student will be considered as such until the University closes for the term of enrollment or in the case of a terminal session until his/her degree has been conferred or the graduation ceremony has ended, or the person has dropped out, or has been dismissed by CAU
2. Official Knowledge: The existence of any event, information, fact or occurrence officially notified to CAU. Anonymous information or notification does not constitute official knowledge.
3. Official Activity: Any activity or event duly authorized or sanctioned by the administration of CAU
4. Egregious Conduct: Conduct, which is infamous, nefarious, notorious, atrocious, abominable, outrageous or vicious according to CAU determination. Conduct, in which firearms, drugs or violence is involved, or which involves a minor or a handicapped person is classified as egregious by the CAU
5. Faculty: Any person employed or under contract at CAU either part-time, half time, or full time, as a professor or instructor in any campus of the institution.
6. CAU: Whenever the corporate name Carlos Albizu University is used, the acronym CAU may be used.
7. Quality Assurance Committees (QAC): A fact finding body composed of two or more Faculty members named as needed by the appropriate functionary, at his/her discretion, to make a report on an issue or occurrence.
8. Examining Officer (EO): A person associated or not with CAU, appointed by the President as a fact finder, to preside and conduct a formal hearing or to conduct an investigation. The EO will render a report to the appropriate channel.
9. Working Days: Days designated as such by the administration of CAU for the staff and/or academic community of each campus. Saturdays, holidays, institutional recesses or days granted are not working days. The Faculty Recess periods are not considered as

working days for the institution for purposes of these policies and procedures. A working day at the Puerto Rico campus begins at 9:00 a.m. and ends at 6:00 p.m., except on Fridays, when it ends at 3:00 p.m. A working day at CAU MIAMI CAMPUS begins at 10:00 a.m. and ends at 6:00 p.m. Any transactions presented after these specified hours, will be filed under next working day's date.

10. CAU Premises: Includes rented, leased, owned or controlled property or any common areas, which CAU may use or share with other tenants, co-owners or sponsors.
11. Channels of Appeal: Unless otherwise established in these or any other specific procedure, the official channels of appeal at CAU are those indicated in the current catalog.
12. Hazing: Any initiation activity, ritual, or analogous activity which exposes a person to violations of their dignity or ridicule, or which may constitute a danger to the safety or welfare of the person involved, those present in the activity or the institutional community in general. Any such acts or those which a reasonable person may interpret as hazing are prohibited at CAU activities or outside the campus at San Juan or Miami, or in any student sponsored activity and are grounds for summary suspension.
13. Pattern of violations of CAU's Code of Conduct: Two or more minor or major violations or combination thereof, of CAU's Code of Conduct will constitute a pattern of violations subject to a formal hearing as a separate charge under Major Violations.
14. Notification: Any notification sent to a student by CAU's functionaries will be considered in full compliance of the due process afforded under these **General Policies and Disciplinary Procedures Manual**, or applicable procedures, when sent or delivered as required to the last official address of the student which appears in the Registrar's Office. Refusing or avoiding receipt or acceptance of delivery of the notification will not extend the terms established herein. The date of notification is the date on which the letter or communication is sent or on which delivery was attempted.
15. Applicability: This Manual applies to part time, full time students and non-degree seekers. It also applies to faculty in relation to grade or academic grievances and their participations in QACs and related matters.

INTRODUCTION

Educational Institutions have the duty to establish the essential eligibility requirements for those who seek their educational services and to protect their educational purposes through the reasonable regulation of student conduct and academic standards.

Each student, during the process of applying for admission to any campus of the Carlos Albizu University (CAU), whether at Puerto Rico Campus, San Juan, Puerto Rico or the Miami Campus, Miami, Florida, by the act of registering, agrees to abide by the rules and regulations stated in the CAU Catalogs, Student Handbook and Clinical Manual, as well as all CAU policies and the **General Policies and Disciplinary Procedures Manual** which constitute the CAU Code of Conduct. Under said Code of Conduct students have rights but also responsibilities. The Carlos Albizu University reserves the right to revise from time to time all the before mentioned policies, rules and regulations, procedures, handbooks, catalogs and manuals. Students must familiarize themselves with the afore mentioned documents. Copies are available at their program's office, the Albizu Library, or the Student Services Office. If a student is not able to secure a copy of any of these documents at the offices indicated, they may request the Office of the Chancellor in writing for a copy of the desired document.

All CAU students are required to abide by the guidelines and requirements established in CAU program manuals, ethical principles of their corresponding professional associations, and laws governing their respective fields.

In addition, all students agree to observe and comply with the laws of the Commonwealth of Puerto Rico, if registered at SAN JUAN CAMPUS, and those of the State of Florida, if registered at MIAMI CAMPUS, as well as all other federal and local laws.

CAU reserves the right to make changes in its policies and procedures, including academic requirements. In addition, based on institutional policies and/or procedures, reserves the right to withdraw any student from the University and/or take disciplinary action as warranted. The student admission to Carlos Albizu University, and/or the act of enrollment in any of its programs does not constitute a guarantee to student for the conferment of the degree in the selected program of study. The conferment of academic degrees is the sole province of the Board of Trustees. Additional information pertaining to academic and clinical procedures, regulations, and student affairs, is contained in separate documents. These documents are available to students at the Office of Student Services, the Albizu Library, and at the students

specific program office. Certification of completion does not constitute degree granting or conferment.

Students challenged by any disabilities will notify their Program Director and the Director of Student Services in writing, of any disability which may require reasonable modification of policies or procedures or other accommodations, in such a manner as to allow CAU time to evaluate the request and make a determination about its feasibility. **The Director of Student Services and Student Affairs is the Institution's coordinator of services for students challenged by a disability according to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The Director of Student Services and Student Affairs will also assist the admissions counselor in the process of determining available accommodations during the admissions evaluation process.**

CAU strictly prohibits any hazing activities, either in campus or outside campus. Any student or group of students or members of a student association who engage in hazing will be summarily suspended from CAU and sent before a QAC for a formal hearing.

Students have the obligation to keep CAU informed of their current address. Any change of address has to be reported to the Registrar within 10 working days of the change. Any notification sent by CAU to the last reported address would be deemed to be properly notified under this **General Policies and Disciplinary Procedures Manual**. Institutional rules, regulations and policies appear in separate documents, and the University's website including the latest editions of the institutional Catalog. It is the student's responsibility to familiarize himself/herself with all the institutional and professional rules, regulations and policies. **The General Policies and Disciplinary Procedures Manual hereby established supersede existing policies and procedures on these matters, unless otherwise indicated.**

Quality Assurance Committees (QAC) may be appointed from time to time by the proper functionary as a fact finder to make recommendations on a particular situation. QACs are not adjudicating bodies unless specifically indicated in this document.

In accordance with the summary suspension procedures herein established, the University reserves the right to suspend or dismiss at any time a student who has violated CAU's Code of Conduct and/or acceptable standards of ethical and professional conduct, or whose conduct constitutes a direct or imminent threat to the safety or welfare of CAU community members, constituencies or guests or is detrimental to the best interests and image of the University.

ACADEMIC, CLINICAL AND PROFESSIONAL REQUIREMENTS

The following are required standards of conduct which provide a set of criteria for student evaluation of CAU students:

I. Personal Characteristics

1. Capacity for warmth, empathy, sensitivity and sincerity
2. Enthusiasm, motivation for training, demonstration of interest in career
3. Personal integrity and honesty
4. Personal security and level of self-worth and confidence
5. Personal stability and maturity; realistic self-image in terms of strengths and liabilities
6. Self-awareness and psychological health
7. Demonstrate social skills and flexibility to receive feedback and constructive criticism.
8. Belief in the capacity for change in human attitudes and behavior

II. Cognitive Abilities

1. Analytic abilities. Proficiency in deductive and inductive reasoning; ability to think metaphorically
2. Communicate with others without bias or prejudice
3. Compose written work of graduate-level quality, use grammatical structures appropriately and convey ideas with clarity

III. Professional Qualities and Experience

1. Demonstrate initiative, responsibility, and reliability in vocational and academic life
2. Demonstrate multi-cultural sensitivity
3. Present themselves in a clean, neat and professional attire

IV. Academic and Clinical Skills

1. Maintain high academic standards
2. Maintain high quality clinical performance
3. Accept feedback from Faculty and supervisors
4. Maintain intellectual curiosity and flexibility
5. Maintain scientific skepticism and open-mindedness

V. Core Clinical Competencies

1. Interpersonal Skills
2. Appreciation of Individual and Cultural Differences
3. Assessment
4. Commitment/Professional Motivation
5. Professional and Ethical Behavior

VI. Ethical Skills and Behavior

1. Adherence to the ethical standards of their profession
2. Adherence to CAU's policies and procedures
3. Commitment to correcting own errors
4. Maintain confidentiality
5. Seek guidance and direction from directors and supervisors

VII. Interpersonal Skills

1. Capacity for developing interpersonal skills (empathy, respect for others and personal relatedness)
2. Maintains a respectful and non-hostile attitude
3. Mature and appropriate behavior
4. Ability to function independently
5. Sound professional judgment and discretion in both student and professional activities
6. Capacity for conflict management resolution
7. Commitment to professional development
8. Willingness to assess own performance and take corrective measures
9. Willingness to provide, accept and utilize constructive criticism
10. Maintains a positive, respectful and effective relationship with peers, Faculty and Staff
11. Establishes and maintains a satisfactory working relationship with Faculty and supervisors

GENERAL INSTITUTIONAL DISCIPLINARY GUIDELINES

This document establishes guidelines applicable to conduct that may constitute minor or major violations under the GPDPM.

1. When a student is charged with a violation of the CAU's Code of Conduct which may also be a violation of any public law, the CAU is under no obligation to await the conclusion of any criminal, civil or administrative proceeding or any other action at any other forum, to proceed under this **General Policies and Disciplinary Procedures Manual**.

A student's conduct or acts prior to enrollment at CAU may be taken in consideration to determine whether or not the student meets the personal and professional requirements of CAU, whether the student constitutes a threat to the safety and welfare of CAU, its constituencies, or whether said conduct is detrimental to the best interests and image of CAU.

2. No proceedings will be initiated under this **General Policies and Disciplinary Procedures Manual** after six (6) calendar months from the date of the occurrence or six (6) calendar months from the date on which the CAU first acquired official knowledge of its occurrence, except in cases in which egregious conduct is involved in the opinion of CAU. When egregious conduct is involved, in the opinion of CAU, there is no time limitation in which to initiate proceedings. If the student drops out, obtains a leave of absence or in any way interrupts the student status with CAU after official knowledge of events has been acquired, when the student's relationship is resumed or intended to be resumed through a re-admission petition or otherwise, the six (6) month calendar term in which to initiate proceedings under this **General Policies and Disciplinary Procedures Manual** will begin anew, starting on the date on which the student requested re-admission, registered or in any way initiated the student relationship with CAU.
3. All hearings will be closed.
4. Unexcused absence at a hearing will not cancel a hearing except in case of an emergency, or extraordinary circumstances as determined by CAU. CAU authorities may hold the hearing, "in absentia", on the grounds that the student

has renounced his/her right to be present, to question witnesses and to present evidence on his/her behalf.

5. During a formal hearing in which a respondent chooses to be absent, a request in writing from the student to have counsel present as an observer may be allowed if the hearing is being held “in absentia”. Counsel shall be informed that he/she will be allowed to record the proceedings, but will not intervene in or interrupt them. If there is intervention, interference or interruption by counsel, the Chairperson has the authority to bar or remove anyone from the hearing room, including counsel, who is not abiding by the rules even if the student is not present. The Chair has the option to suspend the meeting or to proceed “in absentia.” If suspended, the new date for continuance of the hearing will be notified in writing to all parties in an expeditious manner.
6. All minor violations will be pursued under an informal proceeding to try to resolve the situation in an informal manner, unless there are major violations involved, in which case all charges will be referred to a formal hearing. The informal hearing proceedings will not apply in these cases.
7. All major violations will be pursued under the formal hearing dispositions.
8. This **General Policies and Disciplinary Procedures Manual** is part of the Code of Conduct to which a student agrees to abide upon registering at CAU
9. Action taken outside of these procedures, which properly should be pursued under them, is viewed by the University as unethical conduct, an attempt to exert undue influence on procedural integrity and orderly functioning of the Institution, and is considered a major violation of the CAU’s Code of Conduct.
10. Where a particular functionary is empowered to make any kind of intervention under these given **General Policies and Disciplinary Procedures Manual**, said functionary may designate another person or functionary to make the required intervention, for just cause as determined by CAU. Whenever a functionary is mentioned in this document, it also includes designees even if not specifically mentioned.
11. To compute any term, do not count the day in which the event occurred (for example, in a ten working day term from the conclusion of a hearing, do not count

the day on which the hearing concluded and begin counting on the next day). If the term ends on a non-working day, move the end of the term to the next working day.

12. Any terms established in this document may be extended by the person, channel, functionary or designee in charge of the particular intervention, for a reasonable term, for just cause, except the six (6) calendar month term to initiate proceedings, and any appeal terms. Any extension of time will be notified in writing to the parties involved.
13. Reasonable extensions of time requests by a student may be granted by the person, channel, functionary or designee, for just cause, except the six (6) month term to initiate proceedings or the appeal terms. Time extension requests will be presented by the student in writing no less than three (3) working days prior to the scheduled event or end of any term, to the functionary, person, channel or designee intervening in the proceedings. CAU will notify all parties of any time extensions granted.
14. Notification: Any notification sent to a student by CAU's functionaries will be considered in full compliance of the due process afforded under these General Policies and disciplinary Procedures Manual, or applicable procedures, when sent or delivered as required to the last official address of the student which appears in the Registrar's Office. Refusing or avoiding receipt or acceptance of delivery of the notification will not extend the terms established herein. The date of notification is the date on which the letter or communication is sent or on which delivery was attempted.
15. A student dismissed for disciplinary reasons has no right to readmission to CAU or any of its affiliates.

MINOR VIOLATIONS

The following are minor violations:

1. The following clinical violations are classified as minor violations:
 - a. Failure to keep complete forms in the clients' record according to the clinic's directives. The only exceptions are the feedback forms (only if the client has not been referred from an outside program). If the client refuses to sign a form such as the consent for research, then the student must document on the form that the patient refused to sign, sign it and date it.
 - b. Failure to properly document any client contact or other relevant information.
 - c. Having a client sign a blank or incomplete Release of Information Form or any other required release form.
 - d. Having a client sign a blank treatment plan form.
 - e. Not appearing for appointments or being late for appointments.
 - f. Failure to notify the client and practicum site of an absence, beforehand, except in emergency situations.
 - g. Failing to follow through on client's no shows (including documenting said efforts to contact the client).
 - h. Failing to check for assigned cases.
 - i. Failure to respond to case notices within specified time interval.
 - j. Not bringing **ALL** assigned charts to supervision for **EACH** session.
 - k. Not being accessible for clients during assigned clinic hours.
 - l. Failure to follow specified procedures for future appointments with clients.
 - m. Leaving the practicum or internship site during the assigned clinic hours without authorization from the Director or supervisor.
 - n. Failure to abide by professional ethical standards, which in the professional judgment of the supervisor constitutes a minor violation.

(Whenever the word client is used, it includes a parent or guardian, when applicable.)

2. Disruption

The Penal Laws of the Commonwealth of Puerto Rico prohibit the interruption of a lawful meeting. The Florida laws provide that disruption of the normal activities of an educational University is prohibited. Disruption shall also include the following and any other conduct considered disruptive by a reasonable person. If violence or verbal or physical abuse is involved, it will constitute a major violation and it shall also be grounds for summary removal from the classroom, the Institutional premises or an Institutionally sanctioned activity.

- a. Interference with academic freedom or freedom of speech, in a classroom,, but also any interference with the freedom of a speaker invited by the CAU, or any of its functionaries, organizations or community members, to express his/her views. Faculty or CAU functionaries are authorized to have students removed from class, or from any activity or reunion for disruptive behavior, if it is warranted in their judgment
- b. Blocking of entryways to buildings, rooms, sections of buildings, hallways, or stairways, in such fashion that people find it difficult or impossible to pass through or go about their business, or threatening in any way
- c. Blocking of vehicular traffic
- d. Noise making, or other behavior which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorized event

Violations of this section may be pursued by CAU as a major violation according to the severity of the disruption, the effect on the best interests and image of CAU and/or the need to protect the safety and welfare of its constituencies.

3. Unauthorized Distribution or Posting

Students must request and receive approval from the Chancellor or designee for flyer or information distribution and/or posting. CAU reserves the right to establish reasonable rules as to time, place and manner for distribution or posting of information.

4. Disobedience of Reasonable Orders of CAU Officials
Students are required to comply with reasonable requests or orders by authorized CAU officials or representatives acting on behalf of the Institution.
5. Damage, Defacement or Destruction of Property
Damage, defacement or destruction done to property belonging to Carlos Albizu University or members of the CAU community, constituencies or guests. Any such incident resulting in a monetary liability to the CAU exceeding \$200.00 (two hundred dollars) will be considered as a major violation. Non-reporting of accidental damage within five working days from its occurrence by the person who caused the damage or by anyone who witnessed it will be considered as a separate minor offense subject to sanctions under this title.
6. Unauthorized Campus Activities and Events
The use of institutional facilities is prohibited without previous authorization. Promotion for any activity or event must be approved by the administration.
7. Complicity
A student who aids, abets or conspires with another person to violate CAU's Code of Conduct constituting a minor violation, will also be charged with a minor violation, under this **General Policies and Disciplinary Procedures Manual**.

MINOR VIOLATION SANCTIONS

The Program Director or his/her designee will impose the sanctions for minor violation cases. Minor violation sanctions are as follows:

1. Oral or written reprimand, to be filed in the student's disciplinary record.
2. Student may not be allowed to participate in any non-academic/non-clinical activities until released from this restriction. Research may be exempted from this sanction.
3. Probation.
4. Restitution.
5. Any combination of the above.

MAJOR VIOLATIONS

The following are major violations:

1. Verbal or Physical Violence or Abuse
 - a. Verbal or physical violence or abuse of any person which may also be classified as assault and battery on CAU premises, or at CAU sponsored or supervised functions, or conduct which threatens or endangers the health, safety or welfare of any person.
The following circumstances will be considered aggravating circumstances: when the victim or intended victim is a minor, an elderly person, a person challenged by disabilities or member of a minority group as established by current local, federal laws and jurisprudence, or if violence or abuse was motivated or partially motivated by the victim's gender, skin color, race, ethnicity, religion, political ideas, national background, sexual identity or preference or handicap.
 - b. Forcible interference with the freedom of movement of another student, a functionary, guest or client of CAU.
 - c. If the violation occurred during an activity reasonably considered as hazing, the student will also be charged for a violation to the hazing policy. A student charged with any of these violations, in any category (a, b, c), may be summarily suspended from CAU.
2. Violation of Probation, Suspension and/or Dismissal or Sanctions
 - a. Violation of CAU's academic or clinical regulations and policies, which entail a probationary, period, suspension and/or dismissal or violation or non compliance with any sanction or condition imposed under this **General Policies and Disciplinary Procedures Manual** and/or Academic Policies at CAU.
3. Falsification of Records

Falsification of the following records, including, but not limited to:

 - a. admission application

- b. statement of facts about past criminal record or activity or unlawful or unethical behavior
 - c. registration
 - d. student disciplinary records
 - e. clinical records, whether active or closed
 - f. research records
 - g. transcripts
 - h. grades and identification cards, by forgery or other means of deception
 - i. registering for clinical hours and then leaving the clinic or abandoning the site without either deleting or amending said registration **before** leaving the premises, or without receiving authorization from the clinical Supervisor, is considered a record falsification
 - j. records related to requests for transfer of credits or prior learning credits
 - k. falsification of the signature of CAU's functionaries
 - l. any other institutional form or record.
4. Breach of Confidentiality and/or Privacy
- a. Sharing or disclosing information related to a client or any violation of HIPPA norms or not duly safeguarding a client's record of the clinic, employment, student record or official institutional records of any kind to unauthorized person(s) or entity(ies).
 - b. Disclosing information in violation of FERPA or CAU policies and procedures.
5. Breach of Peace
- Conduct or expressions on CAU premises or activities, which disrupts the orderly functioning of, said activity, or which is lewd, indecent or obscene, offensive or discriminatory. CAU may summarily suspend a student or students involved in this conduct. A student may also be removed from the premises by any CAU functionary or security personnel.

6. Defamation, Threats, or Extortion

Oral or written communication which unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another person or of the CAU as University or any of its campuses. Oral or written communications which threaten another with a crime or offense, or threaten another person, his or her property, or threaten to damage or damage the reputation of another is prohibited. Exposing another to disgrace, with the intent to extort money or obtain any advantage whatsoever, is also prohibited. A student may be summarily suspended when charged with this violation.
7. Contracting or Representation in the name of CAU or its Functionaries

Students are prohibited from soliciting or contracting in the name of the Carlos Albizu University, unless duly authorized in writing by the concerned Chancellor and/or President. He/she may not claim to be an official representative of the CAU for any commercial or any other purpose or for any personal or private gain.
8. Providing False Information

No student shall knowingly give false, perjured or incomplete information or testimony in any CAU document, investigation or proceeding. No student shall give false information to a CAU official or in any official document or show disregard for truth.
9. Unauthorized use of the Institution's Name, Logo or Symbol

Unauthorized use of the Institution's name, logo or symbols is prohibited under this disposition.
10. Violation of Public Laws

Any act by a student, which constitutes a violation of a public law, occurring either on or off any campus of CAU may be cause for disciplinary action.

 - a. CAU may present charges under this section against any student for conduct or acts related to charges of violation of public laws, which may constitute a violation of the personal and professional requirements to be a student at CAU, or which constitutes conduct sanctioned under these policies and procedures, regardless of the status of any related charges before any other forum.

Conduct or acts related to charges, convictions or nolo contendere pleas, in any forum, before enrollment at CAU, will be considered under this section, if in any way related to the professional or personal conduct required for students at CAU, constitutes a threat to CAU constituencies, or is detrimental to the image or best interest of CAU. A student who is charged or convicted with public law violations will immediately inform CAU of said charges. If the University acquires knowledge by any other means of the alleged charges against the student or involving a student, once the information is validated, the following procedure will be followed: The Chancellor concerned may summarily suspend the student, if the conduct involved constitutes, or is reasonably believed to constitute, a direct or imminent threat to the safety or welfare of CAU community members, constituencies or guests, or is detrimental to the image or best interest of CAU. CAU may make an independent adjudication of any charges against a student before any forum.

11. Violation of the Code of Conduct

Violations of one or more of the regulations stated in CAU's Code of Conduct, as defined in this **General Policies and Disciplinary Procedures Manual**.

Violations of CAU's code of conduct may be grounds for Summary Suspension.

12. False Representation

Students shall not represent themselves, or allow themselves to be represented by any party, as being in possession of a doctorate, master or bachelor level degree, either orally or in writing, directly or indirectly, until the degree has been conferred by the Board of Trustees.

A student shall not append "B.S. Candidate", "M.S. Candidate", "Ph.D./Psy.D. Candidate", or some similar designation, after the student's name.

13. Violation of Probationary Status

A student who is found to have violated a probationary sanction under the CAU's Code of Conduct may be charged with the separate offense of violating said probationary status.

14. Complicity

A student who is present during the commission of an act by another student or person, which constitutes a major violation of the CAU's Code of Conduct, and/or aids, abets or conspires to violate CAU's Code of Conduct involving a major violation, will be charged in a separate case with a major violation under this **General Policies and Disciplinary Procedures Manual**.

15. Worthless Payments

Students shall not make and/or deliver any payments to CAU, which are not supported by sufficient funds on deposit or are in any other way worthless. Restitution must be made immediately to CAU by the student, upon notification from the bank or CAU, whichever comes first. After a first occurrence, such student will be required to make future financial transactions by way of bank certified checks, cashier's check or money order. If restitution is made within the next three (3) days of the notification either by CAU or the bank, the offense will not be brought at a hearing. A subsequent offense will be brought to a hearing. Having incurred in a previous occurrence, even though restitution was made, will be an aggravating circumstance in terms of the sanction to be imposed.

16. Vandalism or Malicious Property Damage

Vandalism or malicious damage to property belonging to Carlos Albizu University or its affiliates, or belonging to a member of the academic community, guests or clients, constitutes a major violation, if the monetary liability exceeds \$200.00 or if violence is involved. If the liability is \$200.00 or less it will be submitted as a minor violation, unless violence against a person is involved, in which case it will be pursued as a major violation. **Restitution will be required as part of the sanction to be imposed under this section. Vandalism of any facility especially designed or designated for the use of persons with disabilities, will be a separate offense punishable as a major violation, regardless of the liability amount.**

17. Violation of Ethical Guidelines

Violations of the Code of Ethics instituted by the corresponding regulating or professional association are prohibited.

18. Academic Dishonesty

Students are expected to conduct their academic affairs in a forthright and honest manner. Cheating, plagiarism, and any other misrepresentation of work are prohibited. CAU considers an act of academic dishonesty, punishable under this **General Policies and Disciplinary Procedures Manual** as a major violation, submitting work which has already been presented to another professor or professional, or representing it as an original work to be graded or considered as part of required coursework, seminar or workshop, without the specific knowledge and consent of the professor, as to the fact that the work has already been presented or handed by him/her or by another student, to the same or to another professor or professional at another course, seminar or workshop for any other purpose.

19. Interference with Academic Freedom and Freedom of Speech

Any act which restricts or interferes with a professor, another student or guest's right of speech is prohibited. The following circumstances will be taken in considerations to impose sanctions:

- a. The activity is suspended or interrupted for a substantial length of time, taking in consideration the duration of the activity and nature of the interference
- b. Nature of the interference, whether violent or physical threats are made, violent language or conduct was used
- c. When the Institution's image and best interests are damaged or put in danger of being damaged

20. Violation of Copyright Laws

Copying or using copyrighted material without the proper authorization, not qualified under the fair use dispositions, is prohibited. The use of CAU property or equipment for said purpose constitutes a separate offense punishable as a major violation.

21. Misuse of CAU's Licensed Computer Software or Any Equipment

The use of licensed computer software or equipment in violation of the license agreement with CAU, by unauthorized duplicating, sharing, or by any other

means or ways is prohibited. Use of CAU materials or equipment for unauthorized purposes is prohibited.

22. Sexual Harassment

Unwelcome sexual advances or conduct, either physical or verbal are prohibited. Sexual harassment cases will be pursued under the Sexual Harassment and Discrimination Policies and Procedures.

23. Discrimination

Basing decisions and or treatment of a person on race, skin color, national origin, political ideas, religion, sex, sexual orientation, age, physical appearance, disability or status. Any charges under this disposition will be pursued under CAU's Policies and Procedures for Sexual Harassment and Discrimination Grievances.

24. Violation of the Drug and Alcohol Free Campus and Workplace Act

Use, possession or distribution of illegal drugs and/or alcohol, in violation of the Drug and Alcohol Free Campus and Workplace Act and CAU Policies to that effect, on campus or at CAU sponsored activities is a major violation.

25. Publication or Diffusion of Obscene or Lascivious in any form or media format

Obscene, lascivious material definition is: the accepted definition by the laws and jurisprudence in the State of Florida and/or in the Commonwealth of Puerto Rico or federal laws, whichever is applicable.

26. Publication or Diffusion of Hate Material in any form or media format

Publication or diffusion of any material expressing hate towards any ethnic, religious, racial or social group is prohibited. Hate material is such as defined by reasonable person's standards.

27. Gun Free Schools Act

Any act in violation of the Gun Free Schools Act, as applicable to either campus, possessing, exhibiting, handling, mishandling, threatening to use or using a firearm or weapon as defined by the federal authorities, the Florida Statutes, for students at CAU, or the Commonwealth of Puerto Rico Statutes, for students at SAN JUAN CAMPUS, at CAU sponsored activities, on premises. In the case of authorized safety officials, federal agents, and/or police officers, they must abide

by the Florida Statutes or Commonwealth of Puerto Rico rules and regulations, as applicable, in the use of firearms or weapons of any kind.

28. Violation of the Anti-Hazing Policy

Any acts which constitute hazing are prohibited by CAU. (See definition of hazing on p.5)

29. The following clinical violations are major violations:

- a. Lying or professional misrepresentation
- b. Violation of statutes, ethical standards, APA guidelines, MIAMI CAMPUS Policies and Procedures at the Goodman Center or practicum center
- c. Disobeying or disregarding supervisor directives
- d. Failure to respond to incident reports
- e. Removing charts or other MIAMI CAMPUS/JGC property from premises
- f. Abandoning a case by not keeping it up to date on appointments, follow up on treatment plan, record keeping, or allowing the Goodman Center to reassign the case or properly follow up on it.
- g. Inappropriate behavior: Behavior or conduct, which is contrary to the norms or directives of the clinic or practicum center or applicable ethical code or guidelines
- h. Handling of cases or receiving information about a case from any source without the proper authorization of the Clinic Director or supervisor.
- i. Breach of confidentiality (See applicable section, p.17.)

30. Violation of the regulations applicable to the Student Council members regarding eligibility to belong to said body.

31. Untruthful, distorted or malicious grievances against a member of CAU staff, administrative employee or faculty member are prohibited and may constitute grounds for summary suspension.

32. Violation of the Student Council regulations included in this manual.

MAJOR VIOLATION SANCTIONS

Major violation complaints will be referred to the Program Directors and/or the Director of the respective CAU Mental Health Clinic for a formal hearing. A major violation will result in one or more of the following sanctions:

1. Probation.
2. Suspension and/or Dismissal.
3. Restitution in the appropriate cases, which may be imposed in addition to any other sanction.
4. Denial of readmission if applicable.

DISCIPLINARY PROCEDURES

In the case of minor violations, CAU encourages informal attempts to solve any grievances between the concerned parties. Grievances, which have not been resolved by such attempts, will be brought to the attention of the appropriate Program Director. If not resolved, the aggrieved party or appropriate functionary will file a complaint with the appropriate Program Director, which will include the conduct allegedly in violation of the CAU's Code of Conduct, the specific dispositions of the Code, the time, the place of the occurrence and a list of witnesses.

In case of minor violations, the informal hearing procedure established below will be followed.

Informal Hearing Procedure

1. A written notification of the complaint will be sent to the student, either personally or by certified mail to his/her last known address by the corresponding Program Director or his/her designee within 20 working days of the receipt of the date of the complaint.
2. The notification shall include:
 - a. The full name and address of the student
 - b. Institutional student identification number, if any
 - c. The specific section or sections of the Code of Conduct which the student allegedly violated
 - d. Date, time, place and circumstances when the alleged violation occurred

- e. Witnesses names and address.

For purposes of the Code of Conduct, the address of the witness, if a member of the academic community or guest, will be the office of the Program Director.

The Program Director will forward any notification to the witness in an expedient manner.
 - f. List of documents or evidence purportedly to be used against the student
 - g. Date, place and hour in which the informal hearing will be held before the Program Director or designee
 - h. The student may bring witnesses and/or present evidence on the date, hour, and place designated for the hearing.
 - i. The informal hearing will be held within 20 working days of the date of the notification.
3. The student will have the opportunity to object in writing, at least three working days before the informal hearing, to the participation of the Program Director or designee in the proceedings. The Chancellor or designee will be notified and a new designee will be appointed at the Chancellor's discretion, within 10 working days of the receipt of the request, upon good cause shown by the student.
4. An informal meeting will be held before the Program Director or designee on the date, time and place indicated in the notification:
- a. The Program Director or designee will read the charges and state the evidence available to the CAU to support the charges. The student will be given a reasonable opportunity to examine said evidence during the hearing. Rules of evidence applicable to civil or criminal matters are not applicable.
 - b. At the hearing, the student will have the opportunity to offer his/her verbal version of the charges, and to present evidence and cross examine witnesses. The student may request the opportunity to present witnesses or evidence to support his/her position. A continuance for this purpose may be granted, only if issues arise that are directly related to the notification or availability of a pertinent witness or document.

The student does not have the right to be represented by counsel or to be accompanied by one during the informal proceedings.

- c. Minutes of the proceedings will be prepared and signed by the student and the Program Director or designee within 15 working days of the conclusion of the informal hearing.
- d. The student will be notified in writing of the resolution of the complaint by the Program Director or designee and of the sanctions, if any, within 30 working days of the conclusion of the informal hearing by certified mail or personal notification.

A copy will be included in the student's disciplinary record. If the charges are dismissed, all references to the charges will be expunged from the student's records.

Appeal Procedure from an Informal Hearing

- a. The student may appeal to the next available appeal channel when there are allegations of violation of due process, when the sanction imposed is in dispute, or when there is new evidence not available at the hearing, by submitting a written appeal within 10 working days of the date of the notification of the Resolution of the complaint.
- b. The appeal term is not subject to extension.
- c. The appeal will be based on the record, although new evidence not available at the hearing may be received by any channel at its discretion.
- d. The next channel may dismiss the charges, modify the sanction, affirm, or modify the decision. The student has 10 working days to appeal to the following channel **from the date of the notification** of the Resolution of the case from the previous channel; in strict order as indicated below:

CHANNELS OF APPEAL
Program Director
Director of Student Services
Chancellor
President
Board of Trustees

Each channel has 30 working days from the receipt of the appeal petition to adjudicate and notify the resolution of the appeal to the student.

Formal Hearing Procedure

A formal hearing is mandatory in cases of major violations.

1. The corresponding Program Director or designee will appoint a Quality Assurance Committee composed of two Faculty members or will, at his/her discretion, request from the Chancellor the appointment of an Examining Officer (EO), who may be a person from outside of the CAU **The Chancellor concerned must present all requests for the appointment of an Examining Officer to the President of the CAU** The appointment of the QAC or the Examining Officer will be made within 20 working days of the date of the receipt of the complaint of a major violation.
2. The complaint must state the specific conduct, applicable dispositions of the Code of Conduct which were allegedly violated, the time and place and circumstances of the occurrence of the alleged violation, a list of the witnesses and a list of documentation and evidence to be presented at the hearing.
3. A formal hearing will be scheduled within 30 working days of the date of the appointment of the Quality Assurance Committee or Examining Officer. The Program Director or designee will notify the complaint to the student, **only** by certified mail, with return receipt requested, or by messenger. The notification of the formal hearing to the respondent will include items 2 (a) through (h), listed

under the informal proceeding notification, which are applicable to the formal hearing.

4. The student respondent may submit an answer to the complaint before the hearing. The student may request advance personal inspection of any documents, material evidence to be presented at the hearing, or statements made by witnesses.
5. The student respondent has the following rights:
 - a. To request the opportunity to inspect any affidavits, documents or material evidence before the hearing on a mutually agreed date with the functionary submitting the charges. There is no right to an attorney at the discovery meeting; the student may obtain copies of the documents examined at his/her cost.
 - b. To bring counsel to the hearing to advise him/her at his/her expense. The student may request reasonable time to consult with his/her counsel during the course of the hearing.
Counsel will not be allowed to question witnesses or to address the panel or Examining Officer, unless specifically authorized to do so. It is the responsibility of any party who brings counsel to a hearing to advise him/her as to the role of counsel in said hearings and the responsibility of any party to abide by this **General Policies and Disciplinary Procedures Manual**. Counsel will be barred from the hearing room if in violation of this **General Policies and Disciplinary Procedures Manual**, interference or interruption of the proceedings.
If counsel accompanies the student, the University may also have counsel or an advisor present to advise or counsel the person who will present the case for CAU, the Chairperson of the QAC or the EO.
 - c. To testify, to present witnesses, documents and evidence
 - d. To hear the evidence against him/her and to question them (personally, **not through counsel**)
 - e. A determination of the facts of each case solely on the basis of the evidence presented at the hearing

- f. To record the hearing at his/her own expense. Students shall request authorization to record and shall bring all the equipment needed to record. The University reserves the right to record the hearings or to have a transcription made.
 - g. Rules of evidence applicable to civil or criminal matters will **not** be applied
 - h. The right to appeal
6. The hearing will be chaired by one of the members of the QAC selected at their discretion, or by the Examining Officer. The University may select a person to present the case before the QAC or EO. The EO or QAC Chair will conduct the hearing and establish the order of presentation of witnesses or evidence and may conduct the questioning of the witnesses of the parties and accept evidence.
 7. The Quality Assurance Committee or Examining Officer will submit a report to the Program Director or designee, including findings of facts, list of witnesses examined, and evidence received within 30 working days from the date of the conclusion of the hearing.
 8. The Program Director(s) or designee will issue a resolution adjudicating the complaint, determining the sanctions to be applied, if any, and the effective date, within 30 working days from the date of the receipt if the Report from the QAC or Examining Officer. The resolution of the complaint will be notified to the student within 20 working days from the date of the Resolution of the Program Director or designee. It will include findings, sanctions, if any, and the effective date of the sanctions. A copy of the charges and the above resolution will be included in the student's disciplinary file. If the case is dismissed, any reference to the charges will be expunged from the student's file.

Appeal Procedure from a Formal Hearing

The same as from an informal hearing.

ACADEMIC POLICIES & PROCEDURES

Academic Probation

Academic probation will occur automatically under any of the conditions established in the applicable catalog. A student's continued enrollment depends upon the maintenance of satisfactory performance during the period of probation and compliance with any special conditions imposed. Probation may also be imposed for disciplinary reasons.

Academic Dismissal

Academic dismissal represents an administrative mandatory separation from the CAU with no promise of future admission according to the dispositions of the applicable catalog. Students may apply for readmission to any other program at CAU. Admission into the program is granted under the terms and conditions of the catalog in effect at the time of admission.

Readmission

Readmission to CAU for an academic dismissal will be on a petition basis, in order for the readmission to be considered. The student must wait for a one-year period before submitting a readmission petition. Readmission into a program maybe granted only under the terms and conditions of the catalog in effect at the time of the readmission.

Academic or Grade Grievances

- A. Academic grievances not covered under a minor or major violation shall be attempted to be resolved by the student requesting a meeting directly between the student and the concerned Faculty member. If not resolved it may then be brought to the attention of the corresponding Program Director or designee by the student within ten (10) days of the last attempt to resolve the issue with the Faculty member. The Program Director or designee will notify the concerned Faculty member and set a meeting date within 10 working days of the complaint, with the Faculty member and the student. A meeting will be held to try to resolve the complaint.

If the complaint was not resolved or no agreements could be reached, the student will notify the Program Director in writing within ten (10) working days of the meeting that the academic or grade grievances were not resolved by preliminary attempts. The Program Director or designee shall then appoint, within 15 workdays of the date of receipt of the complaint, a different Faculty member with expertise in the subject area to review the student's work or issue and submit his/her decision within 15 working days from date of appointment.

In the case of oral examinations, a Faculty member will be appointed, also within fifteen (15) working days from the receipt of the complaint, by the Program Director or designee to resolve any impasse by listening to the recorded examination or by any other appropriate means.

The decision of the Faculty member in either case is final and may not be contested by the first examining faculty member (or members).

The Program Director or designee will notify the student of the resolution of the complaint within 30 working days of the date of the receipt of the decision of the Faculty member.

Dislike of a grade, believing one's level of knowledge is not reflected by a grade, or believing that one's level of effort is not reflected by a grade are **NOT** sufficient basis on their own to present a grade or academic grievance.

Letter grades or scores received in academic or clinical courses, scores received in Comprehensive or Qualifying Examinations, admission and

readmission or termination for academic reasons from any of our programs of study are not open to a grievance procedure, as they are the sole province of the Faculty. The Program Director's resolution in those cases is firm and final and not appealable, except as indicated below.

However, if the Program Director or designee determines that the grievance involves issues of sexual harassment or discrimination, the Chancellor or designee will be informed immediately in order to make a determination as to any interlocutory measures needed and/or whether charges will be filed and pursued against the offending party under the Sexual Harassment and Discrimination Policies and Procedures. If the Grade or academic grievance cannot be resolved, in the opinion of the Program Director or designee, until the sexual harassment or discrimination case is adjudicated, then the academic or grade grievance procedure will be put on hold until the conclusion of the sexual harassment or discrimination proceedings.

- B. Only grade or academic grievances which are substantiated by allegations of capriciousness, arbitrariness, discriminatory treatment and/or are contrary to the class syllabus, may be submitted to the Program Director by the student, in writing, within ten (10) working days of the receipt of the grade or from the date of the action or omission involved, after the informal proceedings have been exhausted, under the following procedure:
1. The Program Director will investigate the grievance.
 - a) If the Program Director determines that the grievance is groundless, the grievance will be dismissed and the student will be informed thereof in writing within twenty (20) working days of date of receipt of grievance.
 - b) If the Program Director determines that there are grounds for sexual harassment or discrimination, he or she will notify the parties that the grievance will be pursued under the applicable manual. The Program Director will notify the student, and the Faculty member, a written notification of the decision to pursue the grievance under the applicable dispositions of the informal hearing under this Manual or the Sexual

Harassment and Discrimination Policies and Procedures Manual, as applicable.

- c) If the Program Director determines that the Faculty member incurred in conduct contrary to his/she employment contract, he/she will present a fact finding report to the Chancellor for the proper action. This report will not include recommendations. The Human Resources Director will be also notified of the report. The Chancellor will adjudicate the grievance.
- d) The appeal channels for the faculty member are established in the employee manual.

SUMMARY SUSPENSIONS

A summary suspension is defined as an immediate suspension decision from the University taken by the Chancellor or President, for the violation of the Code of Conduct of CAU for any major violation as defined in this document, when the conduct involved constitutes a threat to the safety and/or welfare of the CAU community, constituencies, guests or clients, is detrimental to the image or best interest of CAU, or for any other reason stated in this General Policies and Disciplinary Procedures Manual or CAU's Code of Conduct or institutional documents. The student will be notified either personally or by certified mail of the summary suspension and the basis for said suspension. Summary suspensions are interlocutory measures which are not appealable.

In cases of summary suspensions the Chancellor or President will request the student's Program Director to appoint a Quality Assurance Committee (QAC), within twenty (20) working days from the date of notification to the student of the summary suspension, to determine in a formal hearing to be held within thirty (30) working days of the appointment of the QAC, whether the suspension will be maintained or rescinded and for the adjudication of the charges in a formal procedure. Both of the issues will be consolidated into one formal hearing. The University may also present at said hearing any charges against the student under the Code of Conduct. All charges and issues will be included in the notification as required for a formal hearing.

The Chancellor or President will receive the report from the QAC or EO and will issue a resolution within thirty (30) working days of the receipt of the report. A notification will be sent to Admissions and the Registrar's Office in the event that the ex-student requests readmission.

APPEAL PROCEDURE

The procedure is the same as for a Formal Hearing.

ADMINISTRATIVE GRIEVANCES

A student aggrieved by conduct or actions from a staff member of CAU or administrative employee(s), may present a written grievance to the Human Resources (HR) office. The grievance will be resolved under the Employee Handbook conflict management procedures or CAU's Sexual Harassment and Discrimination Policies and Procedures, as applicable.

ADMINISTRATIVE GRIEVANCES AGAINST A FACULTY OR STAFF MEMBER

A student may present a grievance against a Faculty or staff member for conduct or actions not covered under the Academic Grievances section of this Manual, under the following procedure:

1. The student will request an appointment with the Faculty or staff member and attempt to resolve the situation in an informal manner.
2. A complaint will be presented in writing to the Faculty member's Program Director or the staff member's department director if the informal procedure failed to resolve the situation.
3. The Director will proceed according to the applicable manual

SPECIAL CONDITIONS AND REQUIREMENTS TO RECEIVE EDUCATIONAL SERVICES AT CARLOS ALBIZU UNIVERSITY

1. In case the student is found by the Faculty to be lacking in any of the following: compliance with the academic and professional requirements listed in this document, the Institutional Catalog, and the applicable institutional or professional handbook, manuals or codes; personal or professional requirements for students at CAU; academic and clinical skills; or ethical and interpersonal skills and behavior, CAU

reserves the right to require an evaluation of the student by a professional in human conduct of the student's choice. A report will be submitted to the Program Director to submit to the Faculty in order to determine if the student is qualified to continue pursuing studies at CAU. If from the evaluation it is learned that the student is in need of professional help, the student will be required by the Program Director to seek the recommended professional help. It is the student's responsibility to seek the recommended professional help at his/her own cost or under his/her medical plan. The University reserves the right to make a determination of the student's status, taking into consideration the best interests of the student and the CAU community. The Faculty is not bound by the evaluation submitted by the student and will make a decision base on their professional judgment based on all available information.

2. **CAU has a clear commitment and policy of compliance with all laws and regulations applicable to qualified students challenged by a disability. Once a qualified student officially notifies CAU of the existence of a disability, CAU will attempt to reasonably accommodate the student through the Director of Student Services or Student Affairs in accordance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act.**
3. When a student is medically, mentally and/or emotionally disabled, which renders him/her not qualified to receive educational services, such students shall apply for a leave of absence. Should the student decide to return to CAU, medical evidence providing support of the student's request will be required prior to readmission.
4. A student is not qualified to receive educational services at CAU if he/she poses a direct or imminent threat to the health, safety or welfare of others, or whose conduct (past or present) of which official knowledge has been obtained, is detrimental to the image or best interest of CAU and its constituencies, and may be summarily suspended.
5. **If the Program's Faculty has reasonable basis to believe that the student is a person challenged by a disability, but otherwise qualified to study at CAU, they will present their recommendations to the Program Director.** The Program Director may request medical or professional evidence about any disability. The Director of Student Services in collaboration with/or the Student Affairs Director will

make recommendations about reasonable accommodation alternatives available. The Chancellor will make the final determination about the accommodation recommendations. If the student is found not to be qualified to pursue studies at the CAU or if the Chancellor determines that no reasonable accommodation can be made, the student will be notified within twenty (20) working days of the date of the resolution of the Chancellor.

6. Appeals

The student has 10 (ten) working days to present an appeal to the next available channel. The appeal will be reviewed through the record, although the different channels may, at their discretion, receive evidence not available to the other channels. Each channel has thirty (30) working days to issue a Resolution.

STUDENT COUNCIL AND STUDENT ASSOCIATIONS

Carlos Albizu University encourages and fosters student participation in University life through the Student Council, Student Associations, and other associations. The following rules apply to the Student Council and to student associations or groups indicated. Professional or nationally recognized associations will follow their charters and rules, not incompatible with CAU's mission, rules and regulations.

ARTICLE I – STUDENT COUNCIL

Students may elect their representatives by exercising their right to vote; to this effect they shall choose a representing body to be called the Student Council (The Council). The Council shall have the following functions:

1. To officially represent the student body before other university bodies.
2. To freely express their opinion and recommendations concerning problems affecting the students and the university community as a whole, before the corresponding university officials in a professional and ethical manner.
3. To help in providing an adequate intellectual environment promoting the integral development of the students.
4. To participate in the selection of the student representatives for the various student organizations.

5. To keep a detailed record of their meetings by means of minutes.
6. Whenever the Student Council submits any type of request to the Administration, based on a Student Council agreement or a request made by its Board of Directors, said petition must be accompanied by a certified copy of the minute which records the approval of the motion.
7. To stimulate the students to accomplish their duties and to exercise their rights.
8. To help promote and maintain institutional order.
9. To stimulate the free exchange of ideas in an environment promoting the personal, professional and intellectual development of the students.
10. To serve as a forum for the student body for the discussion and objective analysis of the problems affecting the university community and to contribute in finding solutions for said problems.
11. To maintain the Director of Student Services/Affairs informed of their activities and submit the information required by CAU.

STUDENT ASSOCIATIONS

Students may organize an association or group according to their interests of professional pursuits. Those interests must be in furtherance of the mission of the Institution and pursuant to legitimate University students' goals.

The groups or associations must notify the Office of the Chancellor of their interest to organize and function within the institutional community. They will submit a list of their goals and notify and obtain approval of any activities planned by their Faculty counselor or the Director of Student Services/Affairs and the Office of the Chancellor. A copy of this plan must be submitted to the Office of the Chancellor

The letter of approval by the Chancellor will constitute the charter for the group or association to functions within the institutional community. The applicable dispositions for the Student Council may be used by a student association or group.

ARTICLE II – ELIGIBILITY FOR THE STUDENT COUNCIL

Also applicable to Student Association members, where not in contradiction with their CAU approved charter:

1. In order to be eligible for the Council, students must be enrolled for a minimum of six (6) credits in the semester in which the election takes place and must have already approved a minimum of nine (9) credits with an overall grade point average of 3.0 or above as well as have satisfactory clinical skills and ethical behavior, at the time of nomination. Candidates must also be endorsed by a minimum of 35 students.
2. Nominations for the Student Council must be notified to the Director of Student Services/Affairs by the Council and/or the students themselves for the verification and corresponding eligibility certification no less than fifteen (15) days prior to elections. The Director of Student Services/Affairs shall issue a certification to the Council no less than ten (10) days before elections start.
3. No student under probationary status, either academic or disciplinary, or under summary or temporary suspension from the Institution or having any outstanding balance in the Finance Office or Library shall be eligible for nomination for the Student Council. In the event that a student has a pending from a disciplinary case which could result in suspension or expulsion from the Institution or in disciplinary or academic probation is elected as a candidate, said member will be immediately removed from office by the Chancellor and as established in Articles VII and IX of this Chapter.
4. Any member of the Student Council who ceases to meet the minimal eligibility requirements, as stipulated above, for any position in the Student Council, shall be immediately removed from office; the position shall be automatically declared vacant and he/she shall be replaced as stipulated in Article IX.
5. Students may start their electoral campaign for the Student Council as soon as they are certified by the Director of Student Services/Affairs and the Election Board is constituted to this effect. This campaign shall comply with the stipulations provided in Article IV of Chapters 5 and 6 of these Regulations. Campaigns for participation and elections for other Student Associations will be

carried out according to their charter or the resolutions of their governing body as long as they are not incompatible with institutional regulations and institutional order.

ARTICLE III – PARTICIPATION IN THE ELECTIONS FOR THE STUDENT COUNCIL

1. Students enrolled for six (6) credits or more in the semester in which the elections take place, interns, and students enrolled for dissertation may vote to elect the members of the Council.
2. Elections shall be carried out by secret ballot and by independent candidacies.
3. The President of the Council and/or the person by him/her designated shall notify the student body that the Election Board has been constituted prior to the beginning of the elections. Said Board shall be made up of the following officials:
 - a. The Director of Student Services/Affairs
 - b. A student who has not been nominated for any position in the Council and who shall be selected by mutual agreement of the Director of Student Services/Affairs and the incumbent Student Council.
 - c. A Faculty member selected by mutual agreement by the Director of Student Services/Affairs and the incumbent Student Council.
4. The Election Board (the Board) shall establish the procedures for nomination and approval of candidacies, the duration of the election campaign, election procedures, procedures to solve disputes or any other issues related to the election of the Council. At the end of the election process, the Board shall certify the newly elected council and shall submit a report to the Chancellor within the next five (5) working days following the elections.
5. The decisions adopted by the Board concerning any issue within their competence shall be final and firm as stipulated in these Regulations.
6. Elections shall be deemed valid if at least half of the students eligible for voting have cast their vote.
7. If the minimum participation of voters is not attained, the Board may extend the voting period for a reasonable length of time not exceeding five (5) working days.

8. If this minimum participation is not attained after the voting period has been extended, a new election may be held if requested by 25% of the students eligible for voting or for just cause as determined by the Elections Board. If no request for a second election is received within the next fifteen (15) working days after the results of the election have been announced, the regulations stipulated in item 9 of this article shall apply.
9. The President or a competent designated person may appoint, at his/her own discretion, an Advisory Student Council. This Advisory Student Council will have the same attributes of the Student Council. The Advisory Council shall be designated for the whole academic year and shall participate in the selection of the Election Board for the following academic year, as stipulated in Article III, item 3, of these Regulations.

ARTICLE IV - ELECTIONS

Elections for the Student Council shall be held every year in April under the supervision of the Director of Students Services/Affairs. If they could not be held in April, the election period shall be rescheduled by the Chancellor.

ARTICLE V – BOARD COMPOSITION

The Student Council will appoint a board of directors composed of the following officials, all of them elected for the academic year in which they are elected:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. One member representing each program.

ARTICLE VI – DUTIES OF THE MEMBERS OF THE STUDENT COUNCIL

A. The President:

1. Shall convene and preside over the meetings of the Council and the student body.

2. Shall prepare a working plan of activities to be submitted to the consideration of the Director of Student Services/Affairs at the beginning of every academic session.
 3. Shall represent or delegate his representation to any other member of the Student Council in all the institutional events requiring representation of this body.
 4. Shall submit a report to the Director of Student Services/Affairs every session covering the activities carried out by the Council during the session.
- B. The Vice-President:
1. Shall assist the President in the fulfillment of his tasks.
 2. Shall assume the President's functions in his absence.
- C. The Secretary:
1. Shall summon the members of the Student Council to any scheduled meeting as well as any other person chosen by the Council to be present.
 2. Shall be responsible for informing the Council of the agreements to pertinent authorities and to the CAU community and the public when applicable.
 3. Shall keep a record of the attendance of the members of the Council to the scheduled meetings; shall write the minutes and disseminate them as determined by the Council.
- D. The Treasurer:
1. The Treasurer shall submit to the President of the Council an estimate of the cost of the working plan of activities.
 2. Shall keep a record of the expenses to prepare periodic reports on the fulfillment of the working plan of activities to be submitted to the President.
 3. Shall present a financial report at the end of each session and at the end of the academic year for which he/she was elected or at the end of his/her term of office; shall prepare any other report if requested.
- E. The Members:
1. Shall assist the Council to accomplish its tasks.

ARTICLE VII – STUDENT COUNCIL VACANCIES

1. The Council shall notify the Director of Student Services/Affairs of any vacancies among its members.
2. The vacant position should be filled out by secret ballot, based on the majority of the votes cast by the members of the Student Council. In the case of the program representatives the council may request the Program Director to name one with the collaboration of the faculty and students of the program who will nominate candidates.
3. However, if the vacant position is that of the President of the Student Council, the Vice-President elect will assume the position for the length of time for which the President was elected. A member, elected by secret ballot by the majority of the board of directors of the Student Council, will assume the position of the Vice-President.
4. The names of the new incumbents shall be reported to the Director of Student Services/Affairs in writing by the highest ranking official elected by the student body, before the vacancy is filled out and within the next three (3) working days after the election.

ARTICLE VIII – TERMS OF OFFICE

Under no circumstances shall the members of the Student Council serve for a longer period than the one for which they were elected, unless the incumbency is extended due to extraordinary circumstances by the Chancellor.

ARTICLE IX – REMOVAL OF A MEMBER OF THE COUNCIL

1. Any member of the Student Council may be removed from office before the end of his term for any of the following reasons:
 - a. If it is found that he/she has incurred in a violation or violations of these Regulations or the Institutional Code of Conduct. When a student is officially initiated as a Student Council member, he/she makes a commitment to inform the President of the Council when there is a reason to be removed according to this section. Not informing the President is a violation of the code of Conduct and the

student will be referred by the Program Director for a Q.A.C for a major violation.

- b. If he/she does not attend, without giving reasonable excuse, four (4) ordinary meetings of the Student Council summoned according to these Regulations.
 - c. If he/she illegally assumes representation of the Student Council or makes any statement on behalf of the Council without proper authorization.
 - d. If the student is placed on academic probation.
2. The removal of a member shall be discussed in a Council meeting convened for this purpose. The member in question will be clearly informed on the following:
 - a. Grounds for consideration of his/her removal.
 - b. Date, place and time of the meeting.
 3. A member of the Council shall only be removed if two thirds of the members of the Council vote for the motion.
 4. The Director of Student Services/Affairs shall be invited to the meeting as observer.
 5. The Council shall submit a report certified by the highest ranking official elected and to the Chancellor. The Resolution of the Student Council is not appealable.

ARTICLE X – ASSEMBLIES OF THE STUDENT COUNCIL

1. Ordinary Assemblies
 - a. Two (2) ordinary assemblies of the student body will be held, at least one at the beginning of the second semester of the academic year.
 - b. Ordinary assemblies shall be summoned at least seven (7) working days prior to the scheduled date of the assembly. The summons shall include the following information: the agenda, date, time and place where it will be held, as determined by the General Student Council.
2. Extraordinary Assemblies
 - a. The President of the General Student Council shall convene Extraordinary Assemblies when he/she deems them necessary.
 - b. The President shall also convene Extraordinary Assemblies if requested by 20% of full time students at CAU.

- c. Summons to Extraordinary Assemblies shall be issued by the President of the General Council of Students and shall be notified no less than forty-eight (48) hours prior to the Assembly. These shall include the agenda, date, time and place where they will be held. The agenda shall be submitted in advance to the Director of Student Services/Affairs and should be limited to the topics to be addressed by the assembly.
3. Quorum
 - a. 25% of the regular students shall be considered quorum for ordinary and extraordinary assemblies.
 - b. When there is no quorum, a second assembly shall be convened and those attending will be considered quorum.

SEPARABILITY

An invalidation of any section or part thereof of this **General Policies and Disciplinary Procedures Manual** will not invalidate the remaining sections or parts of a section.

APPLICABILITY

This **General Policies and Disciplinary Procedures Manual** supersedes all other General Disciplinary Procedures Manuals or other statements of disciplinary policies and procedures and/or any policy or procedure which may be in conflict with it as of the adoption date shown at the end of this document.

Carlos Albizu University reserves the right to amend these **General Policies and Disciplinary Procedures Manual** at any time, with due notification of any such amendments to the institutional community of each campus. The policies contained herein complement the policies contained in any other Institutional catalog or document.

Officially adopted by CAU on: March 8, 2006