

CARLOS ALBIZU UNIVERSITY

STUDENT RIGHTS AND RESPONSIBILITIES MANUAL

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CARLOS ALBIZU UNIVERSITY  
STUDENT RIGHTS AND RESPONSIBILITIES MANUAL

CHAPTER I

Statement of Purposes

This manual contains the rights and responsibilities of students as members of the University's community.

To establish the structures pertinent for a more effective student participation in the academic community.

In addition, it arranges rules which facilitate that best daily interactions and the most adequate relations between students, and these with the faculty and administration.

CHAPTER II

Institutional Goals

Carlos Albizu University (CAU) is a private, non-profit, independent institution.

CAU has as its primary purpose the training of professionals who are sensitive to cultural issues. A multi-cultural heritage often provides for avoidance of the confusion between cultural and inherent personality attributes that is so characteristic of psychological theory. Training at CAU combines theory and practice, and students are expected to become engaged in their professional studies upon admission. Educational experiences are developmentally sequenced to ensure appropriate professional growth. Such training is designed to heighten the student's sensitivity not only to the interior dynamics of the personal environment, but also to salient features of the personal environment. The programs follow a structured

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curriculum incorporating multicultural competencies and psychological principles in all curricula. By providing this foundation, the institute hopes to germinate new and innovative application of known data as well as to prepare our students to become original contributors to the welfare of the public through their respective professions.

### CHAPTER III

#### Student Rights and Responsibilities

##### Article I - Freedom of Access to Higher Education

The fundamental right of the graduate student in this academic community is to obtain an integrated education.

To this precise end there will be a free examination of matters, and the free expression of criteria and opinions, subject to the limitations established by the necessary regulation to protect the coexistence of the individual bodies which form the University, that is the students, the faculty and the administration.

It is understood that coexistence comprises the entirety of all the bodies and all the possible relations and experiences of their peers, faculty and administration in the Institute's community, and the citizens of the community in which the institution functions.

The student will exercise to the maximum the right to be educated, conducting himself/herself always so as not to hinder other members and bodies of the University's community from exercising their own rights and responsibilities.

## Student Rights and Responsibilities

### Article II - Freedom of Expression

The maximum integrity and intellectual excellence should direct the student's effort to acquire an education.

The professors will promote creative dialogue and an environment of freedom of discussion, of expression, and of research.

Students have the right to disagree with a professor's opinion. However, such disagreements do not relieve the student from the responsibility of complying with the requirements of the course of studies, nor does such right allow the expression of dissent without due consideration and without respecting institutional coexistence and the rights of others.

Student and professor will examine all aspects of the academic material under study with the intellectual responsibility characteristic of academic activities.

### Article III - Discrimination Practices

Neither the professor nor the student will use the classroom to present political, sectarian, religious or other kinds of doctrines extraneous to the instruction. Under no circumstances will students be discriminated against on the basis of age, sex, race, creed, national origin or physical limitations.

### Article IV - Protection Against Improper Academic Evaluation

The grade of the student will be based only upon considerations relative to his/her academic progress and his completion of all the requirements established to pass the course. Extracurricular activities should not affect the evaluation and grade.

## Student Rights and Responsibilities

### Article V - Rights of Petition and Appeal

The student may appeal to the pertinent University authorities in case he/she believes that his/her rights have been violated by any member of the faculty or administration. The student may exercise this right by following the procedures outlined in the Grievance Procedures contained in the Disciplinary Policies and Disciplinary Procedures Manual.

### Article VI - Faculty and Clinical Supervisors Evaluation

Students may participate in the evaluation of the faculty and practica supervisors according to rules and procedures which are established to that effect.

### Article VII - Faculty/Student Interaction

The institutional/student relationship is based upon good faith and mutual respect between the faculty, the students, and the administration. This relationship forms part of the educational process.

Any expression of personal beliefs by the student in the classroom or in private is afforded a privileged character and the professor will not disclose such to a third party. Actions or expressions which clearly constitute or imply a violation of institutional regulations or state and federal laws are excluded from this category of privilege.

The above does not preclude the professor from discussing the student's academic and clinical progress with other colleagues during student evaluations, which are part of the academic program and the formative process of the student. However, in no event shall a professor state data opinions about the character and abilities of any student outside of the proper evaluative forums or committee participation.

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The student may meet with the professor at specifically indicated hours to ask for orientation and/or to clarify aspects of his/her academic work.

### Article VIII - Student Records

In conformity with the provisions of the Family Educational Rights and Privacy Act as amended (FERPA), the university may provide to any person such general information about its students as might be found in a “directory of information.”

The University may publish as directory information the following items without the consent of the student: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and photographic image. A written request by any student who wishes that all or part of his/her directory information be held in confidence must be submitted to and will be honored by the Office of the Registrar.

Academic and disciplinary records are confidential documents and are kept in files apart from others.

They will not contain evidence of political or religious beliefs of the student.

Academic records only contain information related to the academic status of the student.

Information relative to disciplinary records, kept separately, will be available only for the use of persons authorized by the University. Any other person who asks to examine them must obtain the written consent of the student or court subpoena.

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Through previous written request, made at least five (5) working days in advance to the Chancellor or designated person, the student may examine his/her disciplinary records in presence of a staff member of the University.

The faculty and the administration will respect the confidential character of the information included in the above mentioned records.

### Article IX - Student Grades

The student has the right to know the grades on examinations and tests given to him/her within a reasonable period of time, preferably no more than two weeks after the administration of same.

Also, the student has the right to examine his/her duly corrected and graded required work (term-papers, etc.), within a period of no more than 30 calendar days.

### Article X - Academic Dishonesty

Students are expected to conduct their academic affairs in a forthright and honest manner. In the event that students are suspected of classroom cheating, plagiarism or otherwise misrepresenting their work, they will be subject to Disciplinary action as outlined in the General Policies and Disciplinary Procedures Manual.

### Article XI - Student Affairs

All students of the University have the right to express themselves, to associate and freely meet, to formulate petitions, and to sponsor and hold authorized activities, provided that they do not conflict with other duly authorized activities, and subject the to the conditions explained below:

## Student Rights and Responsibilities

- (A) Meetings and/or other utilization of educational facilities will be coordinated through written request, in accordance with the procedures outlined in this Manual.
- (B) Educational activities and meetings or ceremonies of a cultural, recreational, social, religious or political nature, will be authorized that do not conflict with other duly authorized activities, and/or the rules indicated to safeguard the order and security of the institution.
- (C) In relation to persons invited to the institution to offer speeches, forums and conferences, or to participate in panels, the above mentioned procedures must be followed.

## Article XII - Uses of Facilities

- (A) The organizations recognized by the University have the right to use the physical facilities for meetings of educational, cultural, recreational, social, sports, religious or political activities provided that the conditions outlined in Article XI of this Manual are followed.
- (B) To use the physical facilities to hold extracurricular activities, representatives of student organizations must request permission in writing from the administrator or designated person, fifteen (15) days in advance of the activity. The sponsors of such activities are responsible for obtaining previous approval from the Chancellor for the media used to announce the activities.

The denial of authorization will be notified in writing. If the authorization is granted, the time, date, and place of the activity will be assigned in the respective written authorization. The

## Student Rights and Responsibilities

petitioning student organization can pick up the answer to its application in the Office of the Chancellor.

If the application is denied, the petitioner may, within five working days from the day of such denial, appeal the denial to the President, or designated person, who will have five (5) working days to confirm or revoke the determination of the Chancellor, or designated person. The decision of the President, or designated person, Article will be final, firm and non-appealable. Once the approval is granted for an activity it will be included in the calendar of activities of the institution.

### Article XIII - Visiting Speakers

- (A) A petition may be considered to authorize the invitation of a speaker from outside the University to deliver a talk, conference, forum, etc. within the University, only when such petition is formulated by a recognized student organization or by petition of five (5) percent of the regular student population and provided that it complies with the rules established in Article XI of this Manual. Any petition here indicated will be in writing and no less than fifteen (15) working days in advance of the proposed date for the presentation of the speaker in question, submitted to the Chancellor or designated representative. The petition must contain the name of the organization sponsoring the activity the proposed date, the place where the activity will be held, the number of persons expected to attend, the amount of time the activity will be expected to last, and the topic which the speaker will discuss. The petitioning student organization will not extend any invitations until it has obtained the corresponding institutional approval.
- (B) The authorization of the petition will be made in writing. The authorization may include special rules to carry out this activity in a way which will not interfere with the

## Student Rights and Responsibilities

regular functioning of the institution or conflict with other authorized activities. It will be the responsibility of the petitioner to pick up the answer to the petition in the Chancellor's office.

- (C) If the petition is denied, the petitioning organizations can, within five (5) working days, appeal the denial to the President, or designated person, who will have (5) working days to confirm or revoke the determination of the Chancellor or the designated person. The decision of the President or designated person will be final, firm, and non-appealable.

### Article XIV - Student Outside Activities

- (A) When a recognized organization desires to sponsor an activity in which the name CAU will be used outside of the campus, it must request permission from the Office of the Chancellor, in writing, ten (10) days in advance.
- (B) The student organizations officially recognized by the University must coordinate these activities with the Office of the Chancellor.
- (C) The soliciting student organization will be responsible that this activity is held in an appropriate place and that it does not negatively affect, malign nor impair the dignity or reputation of the University, nor expose the University to legal actions of any kind.

### Article XV - Possession of Weapons or Firearms on School Property

The possession of a weapon, firearm or any other destructive device by a student of CAU, while on school property is strictly prohibited. This includes the parking and all building facilities and property of the school.

## Student Rights and Responsibilities

Students who are law enforcement officers and attend classes during off-duty hours, are also prohibited from entering school grounds in the possession of a weapon, firearm or any other destructive devise.

Plain clothes police officers who are armed must visibly display their badge and have proper identification while on CAU premises.

Strict adherence to this policy is mandatory. Students who are found to be in violation of this policy must be brought to the attention of the Chancellor for immediate action, which may result in dismissal from the student's academic program. Possession of a weapon or firearm on school property is also a crime under Florida Statute 790.115.

We exhort the strict adherence to this institutional policy, and request that any student or university personnel who is witness to a violation of this policy, submit a formal notice to the Chancellor immediately.

## CHAPTER IV

### Student Publications

- (A) Circulars, pamphlets, flyers and other printed or written material, which are not periodicals of general circulation, may only be distributed within the grounds of the institution and/or tacked to the bulletin boards with the previous authorization of the Chancellor or other designated person. In the event of the denial of authorization, the solicitant may appeal to the President, or designated person, within not more than three (3) working days. The decision of the President or other designated person will be final, firm and non-appealable.

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(B) Publications must contain:

1. Name of the Organization
2. Person or persons responsible for the publication
3. Each article must include the name of the author

## CHAPTER V

### Student Associations

#### Article I – Student Council

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 the Director of Student Services/Affairs and 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.

## Student Rights and Responsibilities

### 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.

## Student Rights and Responsibilities

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:

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- 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

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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 Student Council 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 are to be held in April, the election period shall be rescheduled by the Chancellor.

### Article V Student Council Board of Directors

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. Undersecretary
5. Treasurer
6. One member representing each program.

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### 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 CAU community the public when applicable.

## Student Rights and Responsibilities

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 Undersecretary:
1. Shall help the secretary accomplish his/her tasks and shall assume his/her functions when he/she is absent.
- E. 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.
- F. 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

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3. representatives the council may request the Program Director, in consultation with the Chancellor, to name a replacement from the faculty and/or students of the program who will nominate candidates.
4. 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.
5. 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

1. Under any 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. This extension will not extend three months.
2. The position of President of the Student Council may not be held by the same person for two terms or more consecutively.

### 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:

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- 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 he 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.
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.

## Student Rights and Responsibilities

### 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.

## Student Rights and Responsibilities

- b. When there is no quorum, a second assembly shall be convened and those attending will be considered quorum.

## CHAPTER VI

### Separability

An invalidation of any section or part thereof of this **Student Rights and Responsibilities Manual** will not invalidate the remaining sections or parts of a section.

## APPLICABILITY

This **Student Rights and Responsibilities Manual** supersedes all other Student Rights and Responsibilities Manuals.

Carlos Albizu University reserves the right to amend this **Student Rights and Responsibilities 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.