



**UNIVERSIDAD
POLITÉCNICA**
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Vice Presidency of Enrollment Management and Student Services

Student Rules and Regulations

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**UNIVERSIDAD POLITÉCNICA DE PUERTO RICO
VICE PRESIDENCY OF ENROLLMENT
MANAGEMENT AND STUDENT SERVICES**

STUDENT RULES AND REGULATIONS

STATEMENT OF PURPOSES

The purpose of these Rules and Regulations is to establish the rights, duties, and responsibilities of the students of the Universidad Politécnica de Puerto Rico and to ensure that the Institution, with the help and cooperation of students, can efficiently develop academic excellence in a climate of tolerance, respect and order among professors, administrators, and students, as well as to promote collaboration in institutional responsibilities.

**ARTICLE I
RIGHTS AND DUTIES OF STUDENTS**

SECTION 1 Students shall have the right to participate actively in university life according to the provisions of these and other institutional regulations.

SECTION 2 Students have the duty to attend classes and carry out the academic tasks entrusted to them, as well as to collaborate with their active participation in the success of the teaching-learning process.

SECTION 3 Students have the right to assemble, with the prior authorization of the Vice President of Enrollment Management and Student Services, in an orderly and peaceful manner, to hold events or meetings of an academic, recreational, cultural or other similar nature, provided that in exercising this right they do not interrupt the teaching, technical or administrative work of the Institution and are in accordance with the Rules and Regulations.

SECTION 4 Students may freely associate, edit, and distribute publications in compliance with the Rules and Regulations.

SECTION 5 Students may participate in all services and programs offered by the Institution, free from discrimination based on sex, race, origin, social status, political or religious belief.

SECTION 6 Students may meet with their professors at mutually agreed times to orient themselves academically and to inform each other of their academic progress.

SECTION 7 Students have the right to be guided on objectives, topics of study, readings and Course requirements, and methods of assessment.

SECTION 8 The student will be responsible for the material covered, explained, and assigned during their absence from class.

SECTION 9 Students shall have the right to know the results of their examinations, and work performed within a reasonable period of time.

SECTION 10 Students shall have the right to have academic and disciplinary records kept confidential and may only be disclosed with the student's written authorization or court order to do so.

ARTICLE II STUDENT ORGANIZATIONS

SECTION 1 The students at the Universidad Politécnica de Puerto Rico shall have the right to establish legitimate organizations and academic, cultural, recreational, and religious chapters within a framework of respect, tolerance, and deference that help maintain an environment, conducive to study and is compatible with the provisions of any rules and regulations at the Institution.

SECTION 2 Students interested in organizing according to the previous Section must submit a written request to the Vice President of Enrollment Management and Student Services with the following information:

- a. Name of the organization
- b. Statement of Purposes
- c. Draft rules of procedure
- d. List of Members
- e. Activity plan

SECTION 3 Organizations may not discriminate based on sex, race, origin, social status, political affiliation, religious creed, or physical condition.

SECTION 4 Official organizations may use facilities of the Institution, subject to the provisions of these Rules and Regulations and other regulations at the Institution, with the prior authorization of the Vice President for Enrollment Management and Student Services and the Vice President for Administration and Finance.

SECTION 5 Official organizations shall fund their own activities and may appoint an advisor from among the faculty members of the Institution.

SECTION 6 Official recognition of student organizations shall be granted by an Accrediting Committee which shall be composed of the Vice President for Enrollment Management and Student Services, who shall preside over it; the Vice President for Administration and Finance, the corresponding Dean when applicable, and the President of the Student Council. The Accreditation Committee shall have the following functions:

- a. Recognize student organizations where appropriate.
- b. Ensure that organizations, once recognized, fulfill their objectives and purposes.
- c. Address and investigate complaints related to student organizations.
- d. Revoke the recognition of any organization for violation of its objectives and of any institutional rules or regulations.

ARTICLE III STUDENT ACTIVITIES

SECTION 1 All student activities must be notified in advance to the Vice President of Enrollment Management and Student Services prior to being announced and/or held.

SECTION 2 Student activities must tend to the full development of the person in the intellectual, moral, spiritual, and physical aspects, in tune with the philosophy and educational mission of the Institution.

SECTION 3 Approval from the Vice President of Enrollment Management and Student Services must be requested no less than ten school days prior to the proposed date of the activity.

SECTION 4 Activities that may violate the rules or regulations at the Institution or that hinder teaching work will not be permitted. The use of devices that disrupt the institutional order will not be permitted.

SECTION 5 The distribution of circulars, leaflets, posters, and other printed or written material, other than newspapers or magazines of general circulation, may be made within the Institution and/or posted on notice boards with the prior authorization of the Vice President of Enrollment Management and Student Services. If authorization is denied, the applicant may appeal to the Accreditation Committee within a period of no more than three working days from the date of the negotiation. The decision of the court shall be final and not subject to appeal.

SECTION 6 Student organizations and their individual members shall be responsible for compliance with these and other regulations of the Institution, as well as for the conduct and order of their activities.

ARTICLE IV STUDENT PUBLICATIONS

SECTION 1 Official student organizations may distribute their own publications within the Institution as long as they comply with the Law, morality, public order, and institutional regulations and do not harm the dignity of the human being or the prestige of the Institution.

SECTION 2 Student publications must identify the organization, the members responsible for the publication, and the authors of the articles or information offered.

SECTION 3 The distribution of these publications shall not interfere with teaching activities or the normal functioning of the Institution.

SECTION 4 The student(s) responsible for the content of the publication of an article that violates the moral, personal, or professional integrity of any member of the university community, which is false, is at odds with moral principles or institutional uses, and customs will be subject to the sanctions established in Section 3 of Article VI of these Rules and Regulations.

SECTION 5 Student publications shall provide equal space to the affected member or members of the university community who request it due to the content of the publication so that they can refute what has been published.

ARTICLE V STUDENT COUNCIL

SECTION 1 The Student Council shall have the following responsibilities:

- a. Officially represent the student body.
- b. Foster a student environment that allows for the integral development of the university community.
- c. Appoint student representatives, when appropriate, to the university committees.
- d. Encourage students to fulfill their duties and exercise their rights prudently.
- e. Collaborate in the promotion of institutional order.
- f. Maintain minutes of its meetings and the requests of its Board. When the Student Council submits a petition to the administration, it must be accompanied by a certified copy of the approved minutes with the body that approved it and the vote taken on the petition.
- g. Prepare bi-monthly reports detailing expenses incurred and income received during that period, with a copy to the Vice President of Enrollment Management and Student Services and the Vice President of Administration and Finance or their designated representative. Such a report shall be submitted during the first fifteen (15) business days of the month.
- h. The outgoing Student Council Chair will prepare a detailed report on the

Council's fiscal operations during their tenure with a copy to the Vice President for Enrollment Management and Student Services and Vice President of Administration and Finance, within fifteen (15) days of the expiration of their term.

- i. If the Student Council does not comply with Paragraphs (f) and (g) above, it entails the freezing of the available funds, assigned to the Student Council, until the provisions therein are complied with.

SECTION 2 The members of the Council shall have the right to speak and vote at the meetings of the Council and shall be elected for a term of one year or until they are relieved of their duties.

SECTION 3 The Student Council shall consist of a President, a Vice-President, a Secretary, a Deputy Secretary, a Treasurer, a Deputy Treasurer, and a Member for each Academic Department.

Students who wish or are interested in being part of the Student Council must comply with the following:

- a. At the time of election, you must be a full-time student and maintain a minimum GPA of 2.00, except for the President and Vice President who must have and maintain a GPA of 2.50 or higher.
- b. Candidates for elective positions on the Council must be regular students during the year in which they will hold office.
- c. Students on disciplinary or academic probation or on temporary suspension from the Institution may not run for elective positions on the Council.
- d. A member of the Student Council who ceases to meet the minimum requirements for eligibility as provided above shall immediately cease to hold office and shall be declared vacant and shall be replaced as provided in Section 13 of this Article.

SECTION 4 Nominations for members of the Student Council shall be made according to the following provisions:

- a. Nominations shall be filed in writing with the Vice President of Enrollment Management and Student Services in the manner established for this purpose.
- b. Pay slips signed by 5% of enrolled students and complying with the provisions of Section 3 of Article V above will be accepted.
- c. The nomination period will be between February and March of each year.
- d. If, during the period from February to March, all or some of the potential candidates are not nominated in the Student Council elections, as specified in section 4, subsections (a) and (b), the following procedure must be followed:

1. The Vice President of Enrollment Management and Student Services shall convene an assembly to be held no later than April of the same year and in which the following shall participate:
 - a. All students with the right to vote.
 - b. A quorum of 15% will be required to vote at this meeting.
 - c. If the quorum is not reached, a Second Assembly shall be held no later than seven (7) calendar days and those attending the meeting shall be confirmed as a quorum.
 - d. The candidates necessary to fill the vacant posts for which there were no nominations shall be elected by majority and by secret ballot among those present at the assembly. That is, two candidates for each position. They will be elected in the following order: President, Vice-President, Secretary, Assistant Secretary, Treasurer, Deputy Treasurer and Members for each of the Academic Departments.
 - e. If the seats required for election at this assembly are not filled, it will be up to the Vice President for Enrollment Management and Student Services, the two student members of the Student Affairs Committee, and a faculty member appointed by the Dean for Student Affairs to nominate them by secret ballot.
 - f. If the nominations necessary to hold the election are not achieved, it will be at the discretion of the Vice President of Enrollment Management and Student Services to use the alternate method described below.

The Vice President for Enrollment Management and Student Services will summon the Board of Directors of certified student organizations to an assembly. If any member of the Board of Directors of the organizations is a candidate for graduation during the year for which the election is held, they will not qualify for the election. Once the assembly of student organizations has been constituted, with a quorum of 50% or more of its members, the Student Council will be elected from among them.

SECTION 5 Members of the Student Council may be re-elected up to a maximum of two terms, following the procedure established in Section 4 of Article V of these Rules, except as limited by Section 3(b) of Article V of these Rules.

SECTION 6 The Vice President for Enrollment Management and Student Services shall call for elections annually. The elections will be by secret ballot and will be held for two (2) days, from 9:00 a.m. to 9:00 p.m., in the month of May of each year, with the participation of at least one-third of the student body enrolled in the Institution.

SECTION 7 Any student who is officially enrolled may vote. At the time of voting, the list of enrolled students submitted by the Office of Computer Services will be cross-checked.

SECTION 8 A Canvassing Committee shall be appointed by the Vice President for Enrollment Management and Student Services to count the votes cast by students, which shall consist of:

- a. A representative of each candidate for President, chosen by them.

SECTION 9 In the event that the participation of one-third of the student body is not achieved within the two (2) days set for the elections, the election shall be extended for two additional days. If at the end of the period of two (2) additional days, the total number of votes required is not achieved, the elections will be validated with the percentage obtained in them.

SECTION 10 The elected Council shall take office during the month of August of the current year.

SECTION 11 If a vacancy arises in the positions of Vice-President or Member, the Chairman of the Board may appoint a successor with the approval of the rest of the Board. The new incumbent shall meet the requirements established in Section 3, subsections (a), (b), (c), and (d) of Article V, and where for the office of President or Vice-President, they shall be qualified at the time of the election.

SECTION 12 If the Presidency becomes vacant, the office shall be filled by the Vice-President for the remainder of the term for which their predecessor was elected, and if the Secretary or the Treasurer becomes vacant, the Deputy Treasurer shall occupy the vacant position.

SECTION 13 If, for reasons of regulation or otherwise, the Vice-President is unable to assume the Presidency, the members of the Council shall elect a President in an extraordinary private session, called to that effect by the Secretary. This meeting shall be chaired by the Secretary.

SECTION 14 Any member of the Student Council may be removed from office by the authorities of the Institution on the recommendation of a majority of the officers of the Council if they are found to have committed one or more of the following infractions, violations, or offenses:

- a. If you are found guilty of violations of any of the University's Rules and Regulations.
- b. If absent, without reasonable excuse, from three (3) regular meetings of the Board, duly summoned.
- c. If you falsely represent the Council or make pronouncements on behalf of the Council without the prior consent of the body.
- d. For conviction of a serious crime or one that violates morality and public order.

SECTION 15 The Student Council shall select, with the consent of the Vice President for Enrollment Management and Student Services, a Counselor from among the regular members of the Faculty or Administration, provided that these functions do not conflict with contractual obligations.

SECTION 16 Duties of Officers

A. President:

1. Convene and preside over Council and student body meetings.
2. Prepare a Work and Activities Plan, which must be submitted to the Vice President for Enrollment Management and Student Services for consideration at the beginning of each academic quarter.
3. Will represent the Student Council at all institutional events in which representation of this body is required.
4. Will be a member of the Academic Council.
5. Submit to the Vice President for Enrollment Management and Student and Student Services an annual report on the activities carried out by the Council.
6. Appoint, subject to confirmation by the Board, a Public Relations Officer who may be a member of the Board; If not, they will have a voice but no vote in the meetings.

B. Vice-President:

1. Shall assist the President in the fulfillment of his duties.
2. Shall assume the duties of the President in the absence of the President.

C. Secretary:

1. Shall call to a meeting the members of the Student Council and any other person whom the Council requires him to summon.
2. Shall be responsible for communicating the decisions of the Council.
3. Shall record the attendance of the members of the Board at meetings and shall draw up the minutes thereof.

D. Deputies:

1. Assist the Secretary.
2. Shall call the students and any person required by the Council to meet with them.
3. Shall record the attendance of the members of the Board at the meetings and shall draw up the minutes of the meetings.

E. Treasurer:

1. Shall submit to the President of the Council the estimate of the cost of the Plan of Activities and Work.
2. Shall keep the list of expenses to submit periodic reports to the President of the Council on the implementation of the Activities and Work Plan.

F. Members:

G. They will represent the students of the different Departments before the Council Public Relations Officer:

1. Will foster better relations between the Council and other agencies.
2. Shall assist in the publicity of events that the Council deems appropriate or necessary to publicize.

ARTICLE VI

VIOLATIONS OF INSTITUTIONAL NORMS

SECTION 1 The following are acts constituting breaches of institutional norms that entail disciplinary sanctions:

- a. Violations of these Student Rules and Regulations or any other Regulations adopted by the authorities of the Institution.
- b. Altering, modifying, or falsifying grades, transcripts, identification cards, or other official documents.
- c. Dishonesty, plagiarism, and fraud in relation to academic work or any action aimed at that end.
- d. Improper or irresponsible conduct in the classroom or any dependency of the Institution.
- e. Disturbance of the peace or improper conduct outside or inside the Institution, when these are held under the official auspices of the Institution.
- f. Interrupting, hindering, or disrupting the regular tasks of the university or the holding of acts or functions, inside or outside the Institution.
- g. Publish or distribute libelous, defamatory, obscene, or indecent material within the University.
- h. Assume, without prior authorization, the representation of the Universidad Politécnica de Puerto Rico, the Student Council, or any student organization duly recognized in the Institution.
- i. Offensive conduct towards any member of the university community.
- j. Carrying out unauthorized activities, including those that may be authorized, but have not been authorized at the time of the event.
- k. Writing, distributing, or publishing material that does not comply with the procedures established by these Rules and Regulations.
- l. Participation in dishonest or fraudulent activities, games of chance, or collections not authorized by the Institution.
- m. Use, possession, distribution, or trafficking of narcotic drugs or

- narcotics on the premises of the Institution.
- n. Use, possession, or distribution of alcoholic beverages in any form on the premises of the Institution.
 - o. Use or possession of weapons of any kind on the premises of the Institution. Refusal to comply with the instructions given by any official of the Institution who, in the fulfillment of their duty, understands that the order and functioning of the Institution are being affected or threatened by the action or attitude of any student.
 - p. Failure to comply with or violate any probationary conditions or disciplinary sanctions imposed according to these Rules and Regulations.
 - q. Conviction of a felony or one involving moral turpitude under the laws in Puerto Rico, by a final and final judgment of a court of justice in Puerto Rico.
 - r. Unjustified failure to appear before an authorized official of the Institution after an official summons.
 - s. Acts and omissions that imply infringement of the essential rules of order, decorum, and coexistence, even when such acts and omissions do not contravene a specific regulatory provision.
 - t. Damage to the facilities and/or property of the Institution or its staff by one or more students.
 - u. Theft of property in the institutional environment.
 - v. Any type of verbal or physical aggression.

SECTION 2 Discipline in the Classroom

A faculty member may provisionally suspend any student from class for violation of the rules of conduct in connection with their academic duties, or for engaging in any of the acts specified in Section 1 of Article VI, in which case the following procedure shall be followed:

1. Submit the case in writing to the Department Director on the next school day after the violation is committed, with a copy to the Vice President of Enrollment Management and Student Services.
2. The Department Chair will meet with the professor and the student as soon as possible to determine if there was indeed a violation of the Student Rules and Regulations.
 - a. If the Chair determines that there has been a violation, they will try to the best of their ability to establish good relations between teacher and student.
 - b. If the Chair determines that there has indeed been a violation of the Rules and Regulations, they shall refer the case to the Vice President of Enrollment Management and Student Services within five (5) school days after the action taken by the professor.
3. The Vice President of Enrollment Management and Student Services will initiate the appropriate disciplinary process according to the Student Rules and Regulations.

SECTION 4 In the imposition of penalties for violations of these Rules and Regulations, mitigating or aggravating circumstances shall be considered.

A. The following shall be considered **mitigating circumstances**:

1. Prove that you have been deceived into committing the offense.
2. Not having intended to cause the resulting effects.
3. Repentance during the hearing before the Disciplinary Committee, accompanied by corroborating evidence.

B. The following shall be considered **aggravating circumstances**:

1. Premeditation or malicious intent to commit an act that constitutes a violation of these Rules.
2. Commission of other violations of the Rules and Regulations during and outside working hours in the Institution.
3. Inducing or initiating one or more persons to commit an act that constitutes a violation of these Rules and Regulations.
4. Relapse.

SECTION 5 Any member, group, or organization of the Institution may submit a written and duly signed complaint to the Vice President for Enrollment Management and Student Services within fifteen (15) school days of the alleged violation against any student, group of students, and student organizations that violate these Rules and Regulations, or whose conduct is inconsistent with the philosophy and principles of the Institution, or detrimental to the academic environment and well-being of the university community.

SECTION 6 Disciplinary proceedings

A. Initiation of the Process

1. The disciplinary procedure to be followed to deal with cases or complaints for violations or infractions of these Rules and Regulations shall be as follows:
 - a. You will file the complaint with the Vice President of Enrollment Management and Student Services. The latter will stamp the date of receipt on the document itself and thereafter will have a period of fifteen (15) working days to analyze and determine if the complaint merits the continuation of disciplinary proceedings. During such fifteen (15) days period, the Vice President of Enrollment Management and Student Services shall subpoena the parties, the defendant and the complainant, and the announced witnesses, if any, to complete and define the facts of the case. If the defendant does not appear, without just cause, it will be an implicit admission of the alleged facts.
 - b. The complaint will be filed if, after the analysis and investigation initiated, the Vice President of Enrollment Management and Student Services determines that the complaint is inadmissible; otherwise, the disciplinary proceedings will continue, and the complaint will be referred to the Disciplinary Committee for further prosecution as provided in Section 7(B) of these Rules.

B. Classification of the Violation:

The Vice President for Enrollment Management and Student Services will determine whether the nature of the alleged violation warrants the convening of the Disciplinary Committee.

1. Less serious offences:

Cases of alleged violations of the Rules and Regulations that, in the opinion of the Vice President of Enrollment Management and Student Services, may give rise to sanctions listed in Subparagraphs a, b, c, and d, Article VI, Section 1, will be dealt with directly by the Vice President of Enrollment Management and Student Services. The following procedure will be used: notification to the student of the offense that is imputed to them with a copy of the complaint filed and a list of the witnesses who allege having seen them commit a violation of the Rules and Regulations. The student shall be given an adequate opportunity to present, if they deem it appropriate, evidence for their defense and the opportunity to confront the witnesses against them.

2. Serious Offences:

In cases of infractions of the Rules and Regulations that, due to their seriousness and in the opinion of the Vice President of Enrollment Management and Student Services, may give rise to sanctions listed in Subsections e, f, g, h, i, l, n, o, r, u, v of Article VI, Section 1, the Vice President of Enrollment Management and Student Services shall submit the case to the Disciplinary Committee.

SECTION 7 Disciplinary Committee

A. Composition:

The Disciplinary Committee shall consist of:

1. Two members of the Academic Council, appointed by the President of the Academic Council. The two members shall be appointed annually.
2. A student appointed by the Student Council of the Institution, who may be a member of the Board of Directors of the Student Council.

B. Term

Once the case has been submitted to the Disciplinary Committee, the Chair of the Disciplinary Committee shall notify the complainant with a copy of the complaint and the regulations allegedly violated and shall summon them to a hearing within fifteen (15) working days from the time the case was submitted to the Disciplinary Committee to be presented to it:

1. The facts giving rise to the charges.
2. That they may be legally represented, testify and present oral and documentary evidence in their favor, and cross-examine the witnesses who appear against them.
3. The application of the Rule of Evidence shall not be mandatory.
4. The Disciplinary Committee will have, when deemed necessary, technical and

- professional advice during the processes.
5. The Committee shall apply such sanctions as it deems appropriate according to the provisions of Article VI of the Rules of Procedure and shall notify the affected parties in writing of its decision within fifteen (15) working days of the date of the hearing.

SECTION 8 Appeals:

- a. Any student sanctioned or affected by disciplinary proceedings shall have the right to appeal to the President of the University within fifteen (15) working days following notification of the decision of the Disciplinary Committee.
- b. Any request for appeal must be in writing and duly signed and shall state the grounds on which the request for the decision of the Disciplinary Committee to be set aside or reconsidered is based.
- c. The President's decision shall be final from the moment it is issued.

AMENDMENTS TO THE RULES OF PROCEDURE

SECTION 1 Any member of the teaching or administrative staff of the Universidad Politécnica de Puerto Rico may propose amendments to these Rules and Regulations, which shall be submitted to the Administrative Board of the Institution through the Vice President of Enrollment Management and Student Services for consideration.

SECTION 2 A number of no less than ten percent (10%) of the regular students of the Institution may propose amendments to the General Student Rules and Regulations, submitting in writing to the Student Council the article or articles whose modifications or deletions are proposed, drafting a draft of amendments with the article they propose to be amended.

SECTION 3 Proposals for amendments to these Rules and Regulations by students shall be submitted to the Student Council for consideration and shall have an absolute majority of the members of the Council before being forwarded to the Administrative Board through the Vice President of Enrollment Management and Student Services.

SECTION 4 Once approved by the Board of Trustees, the proposed amendment shall be submitted to the Board of Trustees by the President of the Universidad Politécnica de Puerto Rico and shall enter into force as soon as it is approved by the Board of Trustees if applicable.

GENERAL PROVISIONS AND VALIDITY

SECTION 1 Nothing in these Rules and Regulations shall be construed as limiting the authority of the President of the Universidad Politécnica de Puerto Rico, or of the persons designated by them to take the necessary measures to guarantee discipline in the Institution when, in their opinion, it is necessary to do so for the protection of the institutional work.

SECTION 2 The President of the Universidad Politécnica de Puerto Rico may, when they deem it appropriate and to protect the order and normality of institutional tasks, summarily suspend, for a reasonable period, any student until the Disciplinary Committee hears the case and issues a verdict.

SECTION 3 These Rules and Regulations shall be effective immediately upon approval by the Board of Trustees of the Institution.

SECTION 4 The invalidity of any article or section of these Rules shall not invalidate the remainder of these Rules.

SECTION 5 Upon entering these Rules and Regulations into force, any student regulations inconsistent with these Rules and Regulations shall be repealed.

SECTION 6 The Board of Trustees may amend these Rules and Regulations without using the procedure set forth therein or suspend the validity of the same when there are circumstances that justify it.