STUDENT HANDBOOK

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MUST UNIVERSITY

FLORIDA - USA

WELCOME!

The staff and faculty of MUST University welcome you! We want your time here to be productive and rewarding, and we are here to help you in any way we can. This student handbook is presented to you with the hope that it will assist you in utilizing the programs and services available to you here at the University.

We have included some topics of general interest and some of a more specific nature in an attempt to answer frequently asked questions. Additional information can also be found in the Catalog, which you have previously received, and may be accessed through the University's website. The University's website also contains important information and policies for our students.

If you do not find an answer to your particular question here, in the Catalog or on the website, please be sure to ask someone on the staff or faculty to assist you.

We trust your experience here at MUST University will be an enjoyable one of growth and development.

Giulianna Carbonari Meneghello
President

VISION STATEMENT

To become an educational global leader by offering affordable programs in a student-centered and culturally inclusive environment in which all students have an equal opportunity for personal, professional, and social growth.

MISSION STATEMENT

MUST University is committed to offer affordable distance and face to face education with technological resources and content relevant to both local and global market needs. The University offers a student-centered environment that promotes diversity, while preparing future graduates to succeed professionally and personally.

UNIVERSITY CORE VALUES

As an educational entity of higher learning, MUST University values:

1. The student as a unique, culturally diverse, and ever-evolving individual.
2. The relationships with students, faculty, staff, and stakeholders.
3. The current global market and social trends that influence our community.
4. The relentless pursuit of academic excellence.
5. The individual as a catalyst of change and economic development.

INSTITUTIONAL OBJECTIVES

1. Establish a global footprint through student enrollment, business partnerships and collaborative educational initiatives.
2. Provide to faculty and staff adequate resources to deliver programs and courses in different modalities.
3. Support student learning through services and experiences to ensure their academic and personal success up to job opportunities.
4. Hire qualified faculty with professional experience and credentials that strengthen the attainment of institutional learning outcomes.
5. Offer courses that address and relate to local and global market and social trends.
6. Promote student satisfaction through a personalized environment by training faculty and staff to service a culturally diverse student population.

This Student Handbook is intended to provide the students with information on the University's policies and regulations. The Handbook should be read in conjunction with the University's Student Catalog and other documents that govern University life.

GENERAL FACILITY INFORMATION

MUST University's administrative offices and main facility have been specifically designed for instruction and features classrooms organized primarily for small-group instruction.

A student lounge is located in the University's main campus for our students' convenience and comfort. In order to maintain a proper academic atmosphere in the classrooms and laboratories, the administration requests that all eating and drinking be restricted to this area and that cell phones be turned off while students are in the classrooms. Campus buildings are designated smoke-free areas for the health and comfort of our staff and students. Designated smoking areas are located out-of-doors.

In case of emergency, a continuous alarm sound is the signal to evacuate the building. Please be sure to pick up your personal possessions to the extent the emergency allows, and leave the building in an orderly manner, according to the evacuation maps located in each room.

METHODS OF DELIVERY

MUST University is currently offering all its programs via distance education delivery. Students enrolled in Distance Education Programs have access to equivalent resources as students enrolled in residential programs. MUST University provides and supports students, faculty access and user privileges to sufficient and appropriate library collections, as well as to learning resources consistent with the programs offered.

Distance Education programs at MUST University facilitate interaction between faculty/student and student/student. The methods of interaction include: online lectures, emails, document sharing, chat rooms, forums, webinars and "coffee rooms" arranged exclusively for student meetings, academic advising sessions, and tutoring.

Students enrolled in distance education program(s)/course(s) of study have access to services to which in-campus students typically enjoy, and such services cover areas such as coping skills, career development, budget and personal financial planning skills, general development, academic advising, testing, supervision and monitoring of attendance and leave of absence, graduate employment assistance and more.

DISTANCE EDUCATION STUDENT ORIENTATION

Distance Education students are required to complete a new student orientation. The orientation program, held prior to the first day of each term, is designed to facilitate the students' transition to MUST University and to help familiarize new students with the organization and operation of the University. During orientation, students review the mission, vision, rules, and regulations of the University. Additionally, study techniques, academic standards, graduation requirements, and counseling resources are discussed. All new and transfer students are required to attend orientation.

MUST University uses the Moodle learning management platform for the delivery of the University's online programs. The platform also provides learners with tutorials that guide them on the different ways they can interact online. Users will be shown a wide variety of activities they could complete once the course starts. Video tutorials and student guides are also uploaded and available for all students to use.

Hardware/Software Requirements for Students

The material needed for students (syllabus, PPT'S, PDF'S, links, tailor-made activities, etc.) are posted on the platform once the course begins. The distance learning platform requires specific features to "carry out" different tasks. Thus, students and professors should have a device that meets the following standards.

HARDWARE	*SOFTWARE*
PENTIUM D OR HIGHER. *1 GB MEMORY RAM OR HIGHER.* *[1024X728] VIDEO RESOLUTION* *FIXED OR WIRELESS INTERNET ACCESS (AT LEAST 1MB/S).* *MICROPHONE AND AUDIO HEADPHONES.*	*WEB BROWSER MOZILLA FIREFOX V. 22 OR MORE RECENT.* *OPERATING SYSTEMS:* *WINDOWS XP OR MORE RECENT* *MAC OSX 10. 5 "LEOPARD®" CAMERA.* *ACROBAT READER (FREE SOFTWARE).* *MACROMEDIA FLASH PLAYER.* *MICROSOFT OFFICE OR OPEN OFFICE.*

Technical Support

Technical support on the use of the platform is available at students' and professors' request throughout the course and provides information about course activities and how to use the platform tools. We seek to acknowledge our students' inquiries as soon as possible, being 24 hours the maximum time our technical support contacts our students. In addition, our platform enables users to address any technical concerns they may have related to the Virtual Classroom. Our platform also provides "online support" to make changes or adjustments.

If users were unable to access our platform or cannot complete an activity due to technical reasons, they can request technical support by contacting Support via E-mail from Monday to Sunday 24/7. A Technical Support Hotline is available on the University's webpage, along with a most frequently asked questions section.

Academic Support

By accessing the MUST University's Virtual Classroom, students are in constant contact with professors.

ATTENDANCE POLICY

MUST University is a non-attendance taking institution. However, students are expected to attend classes virtually as scheduled. If a student is forced to be absent for any reason, it is recommended that the student consult with the instructor, in advance, if possible, to establish how and when to make up missed coursework. There are no charges to make up work.

Virtual attendance and student participation will be monitored from time to time.

LIBRARY RESOURCES

The library at MUST University facilitates and expedites access to information using adequate, sufficient, and relevant resources to support the programs offered. MUST University has established an account with Library Information Resource Network (LIRN), and the student will receive access so they can utilize the sources available at anytime and anywhere. The main campus has both desktop computers with Internet access and appropriate application/software technology available to the students from Monday to Friday from 9:00 am to 6:00 pm.

STUDENT SERVICES

Counseling

Counseling is available to all students for career and academic reasons. Counseling is sincere, friendly, and always confidential. MUST University maintain contacts with various community organizations and agencies to help meet students' personal needs. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

Career Services

Students may have the opportunity to participate in student activities, organizations, leadership programs, as well as career development activities and resources. Through MUST University's academic department, students learn the requisite skills for their career, and through the Student Affairs Department they are instructed on the career preparatory activities as resume preparation, mock interviewing, career fairs, and professional networking.

Student Records

Students should be aware that student records submitted to MUST University become the property of MUST University and shall not be released to third parties. The student records will be held indefinitely. A hold shall be placed on the records of any student that owes an obligation to MUST University. A student may not register or receive a transcript from MUST University until all obligations are paid in full to MUST University and the hold is properly removed. Removal of a hold may take approximately two (2) business days.

Housing

MUST University does not maintain housing for students but provides information and resources about local apartments and rental opportunities for students interested in living near campus. Students should first contact their campus Admissions Department. MUST University campus is located along major traffic arteries to allow easy commuting for students.

Graduation

MUST University commencement ceremonies are held annually. Students are eligible to participate if they satisfactorily complete academic requirements for the program in which they are enrolled at least one term prior to the commencement ceremony. To graduate from MUST University and participate in commencement exercises, students are required

complete a graduation application, request participation in the ceremony, and complete all required University and departmental exit interviews.

Transcript Requests

Student transcripts are permanently maintained at the University and are available from the Registrar Office. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Provided a hold does not exist, students may request, in writing, additional copies of transcripts from the Registrar for a fee.

Amendment of Records

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that MUST University official who maintains the records amend them. MUST University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of MUST University for further determination or confirmation. If MUST University decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing.

Discrimination and Harassment Policy

MUST University prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature. It is MUST University's policy that all persons should enjoy freedom from unlawful discrimination of any kind as well as from sexual harassment or retaliation for reporting a complaint.

Academic Dishonesty

Academic dishonesty refers to committing or contributing to dishonest acts by those engaged in teaching, learning, research, and related academic activities, and it applies not just to students, but to everyone in the academic environment. **MUST University considers academic dishonesty a serious offense, regardless of whether it was committed intentionally or not.** (Please refer to section entitled General Institutional Guidelines).

Forms of academic dishonesty include cheating, plagiarism, fabrication and falsification.

Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. Students who commit plagiarism will obtain a grade of F "Failure" on their exam or assignment. The student may also receive a failing grade for the course.

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Cheating involves unauthorized use of information, materials, devices, sources or practices in completing academic activities. A student who allows another student to copy from his or her work is considered to be facilitating or contributing to cheating.

Fabrication or falsification involves the unauthorized creation or alteration of information in an academic document or activity. For example, artificially creating data when it should be collected from an actual experiment or making up a source of information that does not exist is considered fabrication or falsification.

All students, whether online or on campus will be required to submit their work through the online learning management platform. Work will be verified for authenticity before it is submitted to the professor.

Procedures for Handling Academic Dishonesty

Procedures for handling academic dishonesty are outlined in Article V of the section in the handbook entitled General Institutional Guidelines.

Responsibilities of Students Concerning Academic Dishonesty

1. Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility.
2. Students must take care not to provide opportunities for others to cheat.
3. Students must inform the faculty member if cheating or plagiarism is taking place.

GENERAL INSTITUTIONAL GUIDELINES

Article I: Students

Section 1

Officially enrolled students shall be those persons who have been admitted and enrolled officially and are not sanctioned by reason of having committed a grave fault as defined in Section 3 of Article VIII of these Regulations. MUST University reserves the right to admit, readmit, or enroll a student for each corresponding academic term.

Section 2

It shall be the responsibility of each student to become familiar, know and comply with: the provisions of these Regulations, the University policies and procedures, and the academic and fiscal policies adopted by the University's Governing Board.

Article II: Student Rights and Responsibilities

Section 1

Education is the fundamental right of the students,

1. To receive and enjoy a quality education that allows them to acquire professional competencies in the selected field of studies.
2. To request and receive information about the vision, mission, goals, objectives and accreditations of the University, its academic programs, its services, credentials of its faculty, and the resources available to facilitate the learning process.
3. Request and receive information on financial aid available, the costs and refund policies that apply when dropping courses, as well as all information relating to their rights and responsibilities in the financial area.
4. Enjoy access to all physical installations and online resources available for student use.
5. Request such services as facilitate reasonable accommodation due to an impediment or special condition.
6. Participate in activities developed by the University in order to promote personal and professional development.
7. Receive from the faculty, both writing and oral, adequate orientation on the purposes and objectives of each course, topics of study, reading assignments, texts, work required, and necessary teaching materials at the start of each

session or class semester. Also, the evaluation criteria to be utilized, together with other aspects directly related to the development and successful completion of the course.

8. Become aware of the dates for dropping courses, the grading of exams, work, and other evaluations, as well as goals achieved in the development of areas identified by your professor and/or advisor.
9. Receive from each professor an orientation about the progress and academic program, clearing up any doubts inherent to the courses.
10. Express in an orderly fashion opinions, beliefs, doubts, and differences of opinion, and present petitions, appeals and recommendations through the established procedures. (See Grievance Procedure)
11. Trust that their academic files are maintained in compliance with applicable regulations, specifically the Family Educational Rights and Privacy Act of 1974 (FERPA).
12. Request information as to application of the Federal Department of Education's Student Right to Know and Campus Security Act.

Section 2

1. Know the policies, norms, regulations, and provisions of the University, as described in its official documents.
2. Maintain proper conduct of respect and consideration for the rights of fellow students, as well as of the University community at large.
3. Attend classes within the established schedule and the program of studies, and meet all academic work duties.
4. Inform and justify tardiness or absences at class, being aware that they are responsible for material assigned or worked during such times.
5. Comply with established University norms on aspects of security, code of professional conduct, and others that may apply to the program of studies.
6. Observe all regulations or norms included in newsletters or memoranda, officially established by the University.
7. Comply with all financial commitments incurred with the University.
8. Confidentially inform of any unlawful action occurring within the University premises.

Article III: Student Identification

Section 1

An identification card shall be issued to every student officially enrolled. This card shall evidence the status as student of the University and, as such, the right to be on campus or participate in online learning and social environments. The card also entitles every student to receive the corresponding teaching and administrative services.

Section 2

Students must have such identification card at all times and show it to any professor, officer or staff of the University wanting to see it, as protection. In the absence of an identification card, the student must present a duly validated class program and a personal identification with photo.

Section 3

The Vice President of Student Affairs may require the return of identification cards by students who lose their status as "officially enrolled student" at the University.

Section 4

The possession, alteration, use or intent to use of an identification card by any person other than the one in whose name the card was issued shall be considered an unauthorized use of such card. The person involved in such practice shall be subject to penalties by the University and to the confiscation of the identification card by University officials, among others.

Article IV: Norms of Institutional Order

The mission, philosophy and objectives of the University must be safeguarded and protected. The right to dissent and to protest in an orderly fashion in accordance with the rules of conduct and the lifestyle of a university, may not interfere, conflict or damage in any way the normal course of events at the University nor affect institutional order.

Section 1

Students are under the obligation to know, respect and comply with all norms, policies, and procedures established by the University's Governing Board and/or administration, and other published administrative orders as well as oral orders or instructions transmitted by officials, faculty, or staff of the University.

Section 2

The use of alcoholic beverages, stimulants, narcotics, and all types of unauthorized controlled substances is absolutely prohibited within the University and any activity sponsored by the University This exclusion extends to any official student activity sponsored by the University or to which a student representing the University has been invited to participate. It is also prohibited to attend or participate in university activities under the influence of narcotics, stimulants or depressants. (See the Institutional Policy on Drugs and Alcohol).

Section 3

Students shall not sponsor the entry to University facilities of persons not connected to the University, unless such persons come on official business or as part of a legitimate University activity.

Section 4

The distribution or placement of notices, flyers, posters, promotional articles, informational material, or any other type of written communication, is prohibited without prior authorization from the Vice President of Student Affairs.

Section 5

Students are obligated to read daily the official announcements and bulletins posted on the course and University boards. All announcements, posters or other written material shall be posted only on the bulletin boards and be authorized by the Vice President of Student Affairs or his/her designee. Any publication sponsored by students or recognized student groups shall obtain the seal and signature of the Vice President of Student Affairs or his/her designee. Any information not in compliance with this requirement shall be removed from any applicable bulletin boards without further notice.

Section 6

The use of the University's physical installations for student activities shall be authorized through the Vice President of Student Affairs.

Section 7

All marches or demonstrations on the grounds and buildings under the jurisdiction of the University are prohibited. No person or group may improvise rallies, make use of loudspeakers or megaphones, distribute printed materials, nor convene meetings for

reasons outside University activities, without the prior written authorization of the Vice President of Student Affairs.

Section 8

In order for the University to carry out successfully its teaching and administrative work, it is necessary that at all times there be a proper environment for study in the grounds, buildings, and in all online learning and University social gathering environments.

Section 9

All students must cooperate to maintain the University's premises in good repair and clean. To this end, they must avoid actions such as throwing papers on the floor or ground, putting their feet up on walls or furniture, sitting on student lounge tables, writing on the walls, in the bathrooms, on doors, or other places. Particular attention must be paid to keep bathrooms and all other common-use installations clean.

Section 10

Any student who, intentionally or through carelessness and/or negligence, destroys or damages University property shall be obligated to reimburse the cost of such destroyed or damaged object, or to contribute the amount of the damage caused, independently of any disciplinary action taken.

Section 11

The computer resources of the University and their use constitute a privilege that requires the student user to act according to the University's regulations. Users must respect the integrity of computer installations, as well as the rights of other users, and comply with all applicable legislation and regulation (state, federal and international), as well as any contractual agreement required for the use of such installations. The University reserves the right to limit, restrict or deny privileges for the use of computer installations and access to their information data banks to those students who violate applicable University regulations. The laws of Florida and the United States as to protection of intellectual property shall apply to the cybernetic and electronic environment and must be complied with by authorized users of the University's computer installations.

The University's computer installations, including hardware and software, may not be utilized for improper activities or those that may constitute a violation of penal law or that infringe on property and authorship rights protected by applicable laws. This prohibition extends to access to hardware or software without proper authorization, inadequate use or intentional corruption of computer installations, illegal appropriation of such computer installations, or their use to commit a crime, obtain or distribute pornographic material,

utilization of hardware and software for pornographic purposes, or sexual, racial, ethnic or religious harassment or discrimination. Any violation of these provisions shall be handled by the proper University authorities and by state and federal authorities and pertinent government agencies.

Computer resources or installations may not be utilized to carry out unauthorized or illegal commercial activities. This includes the use for exclusively personal and private purposes by the students, unrelated to their work or academic functions, as well as those meant to generate personal income or gain. The University's computer installations are provided to carry out tasks related to the mission and purpose of the University. Some computer installations may have been dedicated to research or specific uses for teaching objectives which limit their use.

Intentional access to the University's computer system by unauthorized persons, including informing account numbers belonging to other persons, or informing the account number or password of a student or professor to a third party; interrupt or impede access to the computer system, network or folders, be it by collapsing a network or a public system; introducing a virus into the network or computer system and altering or finding out the account number or password of other users without authorization, among others.

Article V: Disciplinary Proceedings

Section 1

Cases related to violation or noncompliance of the norms, regulations, and oral or written orders, regulatory provisions, by-laws, and rules of conduct for students of the University shall be classified as minor or grave faults.

Section 2

The following acts or omissions constitute faults and/or noncompliance to the essential norms of good order and institutional coexistence, and shall carry disciplinary sanctions that may lead up to expulsion from the University:

1. Lack of honesty, including fraud and plagiarism, in relation to academic work or any action leading to it.
2. Fraud, misrepresentation or any action leading to it, in the completion of the request for admission, request for financial aid, and other official documents.
3. Alteration or falsification of identification, grades, records, identification cards, and other official documents.
4. Any conduct that disrupts the peace and tranquility of the classroom or any other place in the University or its installations such as shouts, offensive

behavior, fights, provocations, or gross, profane or obscene language.

5. Any conduct that causes or conspires to cause malicious harm to University property or any other property within the premises of the University, or outside them at officially authorized activities.

6. Participation in dishonest or fraudulent acts, or games of chance, within the University, and its installations.

7. Organizing or participating in fundraising activities except with the written permission of the Vice President of Student Affairs.

8. Use, possession or distribution of drugs, hallucinogens, narcotics, or alcoholic beverages in the premises of the University.

9. Disrespect, insults, threats, humiliations, assault or intended assault of officials, faculty, staff or students of the University.

10. Possession of weapons, as defined by the Florida Law, within the premises of the University as well as any activity sponsored by the University.

11. Disobedience or refusal to comply with instructions given by University personnel acting in their official.

12. Disobedience or violation of any conditions of probation and/or sanctions imposed in accordance with procedures established in these Regulations or refusal to comply with them anywhere within the environments considered University spaces or sites.

13. Violation and conviction, while under the status of student, of Florida law, such as:

    a. Explosives Law.

    b. Weapons Law of Florida.

    c. Controlled Substances Law.

    d. Felonies against a person or property, or any act implying moral depravation.

    e. Any delinquent act in any building, premise or facility of the University.

    f. Ant act or omission classified by law as a felony.

    g. Sexual harassment.

14. Participating in propaganda or other activities of a political nature within the University.

15. Utilizing University computer equipment to access internet pages, electronic mail or other media with the purpose of obtaining and distributing

pornographic material or other material foreign to academic activity.

The above list is not inclusive.

Section 3

The Disciplinary Council shall be composed of two representatives from the administrative area, one from the academic area (Professors) and one student. The members shall be recommended by the Vice President of Student Affairs and named by the President at the beginning of the academic year.

Section 4

The Disciplinary Council shall be guided in all its actions by the provisions of these Regulations. The members shall be convened to their first meeting of the academic year by the Vice President of Student Affairs, no later than two weeks after the start of the academic year. Three (3) members of the Council shall constitute quorum. At this first meeting they shall choose a chairperson and a recording secretary.

Section 5

The Vice President of Student Affairs may initiate an investigation of facts and receive an oral report from a member of the faculty, official, University staff, or student about any act committed and allegedly deemed in violation of University policies and regulations.

Section 6

A disciplinary process shall be initiated with the written presentation of the complaint that gives rise to the intervention of the Disciplinary Council by the Chair of the Council. Within five business days from the filing of the complaint, the members of the Disciplinary Council shall receive from the Chair of the Council a report containing: 1) a description of the imputed act; 2) the section or sections of the regulations alleged to have been violated; and 3) the nature of the evidence in the hands of the Vice President of Student Affairs to support the imputed acts. A copy of the report shall be delivered to the student or students that allegedly violated the University's policies and regulations. The Vice President of Student Affairs may provisionally suspend any student against whom a formal complaint is filed, but such provisional suspension shall not exceed twenty (20) working days.

Section 7

The Disciplinary Council shall hold an administrative hearing on the complaint in the presence of the student or students involved, within ten (10) business days from the date of the filing of the complaint. The student may attend with legal counsel, who shall be advised

that it is an administrative hearing not governed by procedures or evidentiary rules applicable to judicial hearings. At such hearing the Vice President of Student Affairs and/or his/her legal representative shall offer all evidence obtained, tending to demonstrate the commission of the alleged fault, including the presentation of witnesses or documentary or physical evidence. The student shall be offered the opportunity to confront the existing evidence and to offer witnesses or documentary or physical evidence to support his defense and version of the imputed facts. After the administrative hearing, the Disciplinary Council shall make a determination in accordance with the proof presented and admitted and the case file.

Section 8

Should the determination be that a fault was committed, the Disciplinary Council shall draft a resolution with a brief narration of the proven facts and shall notify the Vice President of Student Affairs their recommendation on the corresponding sanction. The Vice President of Student Affairs shall notify the student in writing of the determination by the Disciplinary Council and the sanction imposed, advising him/her of his/her right to appeal before the University's Governing Board. In case the Disciplinary Council determines the commission of a fault was not proved, the case shall be filed and any provisional suspension adopted shall be declared without effect.

Section 9

The sanctions for a fault may be, at the sole discretion of the Disciplinary Council:

1. Written reprimand.
2. Establishment of a probationary period for a defined term.
3. Suspension from some or all classes for a period of time established by the Vice President of Student Affairs during the current semester until such time as an adequate excuse is given to the affected persons or institutions.
4. Suspension of all or some of the rights as a student for a fixed term, during the current semester.
5. Suspension for the current semester.
6. Suspension for the academic year or for a longer period.
7. More than one of the sanctions listed above.
8. Expulsion from the University.

A notation shall be made in the academic file of the results of the investigation. In the event a student receives probation, such probation may be revoked without prior hearing by the Vice President of Student Affairs, if the student does not to comply with the specific conditions of his/her probationary period.

Section 10

Repetition in actions that led to suspension for a semester or for the academic year shall constitute sufficient foundation for permanent expulsion.

Section 11

The decision by the Disciplinary Council may be appealed by the student within twenty (20) calendar days after being notified of the resolution. The appeal shall be filed before the Disciplinary Council by sending a copy of such appeal within the prescribed period to the Vice President of Student Affairs and the Disciplinary Council. The appeal shall be decided by the Governing Board within 20 days from the date of the filing of the appeal. The decision by the Governing Board shall be final, firm and not subject to appeal.

ARTICLE VI: OTHER PROVISIONS

Section 1

The norms of institutional order as well as the disciplinary proceedings and the regulations of the University shall be made known and observed by the whole student body, and ignorance of the same shall not exempt them from compliance.

Section 2

The provisions of these regulations shall be adapted to the particular circumstances and applicable laws of the University. Changes, should they be necessary, shall be recommended by the Vice President of Student Affairs, approved by the Governing Board, and published within the University community.

Section 3

With the purpose of keeping students notified of important communications in the University community, they shall keep the Registrar's Office duly informed of their up-to-date local and permanent addresses, keeping in mind that communications addressed to the students' address of record shall constitute adequate notification.

Section 4

Any method or act of initiation to a group or individual is prohibited if such act may inflict harm and subject another person, voluntarily or involuntarily, to abuse, humiliation, verbal, physical or psychological harassment or intimidation, to gain entry or acceptance to a group or organization. Examples of these practices include, but are not limited to, the following: Requiring behavior from a student that would mean incurring in acts or conduct contrary to a University policy;

a. Forcing or requiring unnecessary physical activity or exercise;

b. Forcing or requiring isolation for a protracted period or unnecessary exposure to the elements;

c. Physical abuse, including hitting the person being initiated;

d. Depriving a person of sleep, study time, or the ability or opportunity of communicating with others;

e. Requiring the use of ridiculous, excessively gaudy, shameful or uncomfortable clothing, or carrying unusual objects;

f. Forcing and requiring the consumption of alcohol or any other liquid, solid matter, or gases, and the use of drugs or controlled substances;

g. Forbidding the person being initiated to carry out his/her personal hygiene.

Article VII: Amendments and Effective Date

Section 1

This Student Handbook is subject to amendment from time to time. A current copy of the Student Handbook shall be available at the office of the Vice President of Student Affairs or online at the University's website.

Amendments to the Student Handbook shall become valid on the starting date for the academic year after they are approved.

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