



## **GENERAL STUDENT REGULATION MANUAL**

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## **GENERAL STUDENT REGULATION MANUAL**

### **MISION**

The mission of CEM College is to provide postsecondary and higher education in areas of greater occupational demand through programs aimed at the complete integration of the individual in the productive sectors of our society. The institution will organize and offer occupational education programs to help these individuals to integrate and compete successfully in current job market.

### **VISION**

CEM College is a for-profit institution dedicated to serving the needs of those students who aspire to become productive members of the Puerto Rican society. The Institution will be leader and active participant in the formation of human resources with technical skills, knowledge and attitudes required to meet the demands of contemporary society. CEM will use effectively its resources to provide quality educational programs in areas related to health and other human services at a Diploma, Associate and Bachelor degree level in order to serve both communities of Puerto Rico and United States of America, as well as other foreign jurisdictions.

### **ARTICLE 1 – STATEMENT OF PURPOSE**

This General Student Regulation Manual has the purpose of identifying the rights and duties of students as active and integral parts in the teaching-learning process: to establish the structures and parameters needed its most authentic and efficient participation and to provide standards that will allow for the best coexistence among students, their professors and the administration.

### **ARTICLE 2 – NONDISCRIMINATORY POLICY**

CEM College does not discriminate against anyone on account of age, gender, race, nationality, ethnic origin, color, marital status, social status, creed, religion, political affiliation or disability, if they do not interfere with the educational program and/or the fulfillment of Institutional labor functions.

### **ARTICLE 3 – RIGHTS AND DUTIES OF THE STUDENTS**

- A. The main and basic right of all students is the right to educate themselves, to learn. This right goes beyond the classroom and encompasses all possible relations and experiences with other students, professors, directors of the Institution; as well as with the general community. Likewise, the primary duty of students is to exercise their right to study, and behave in a way that their conduct does not obstruct other members of the academic community in the exercise of their rights and in the performance of their duties.
- B. The performance of the discipline under study is the focus of the teacher-student relationship. The highest integrity and intellectual purity should guide the thirst for knowledge. The professor shall encourage creative dialogue and freedom of speech. Neither the teacher nor the student will use the classroom as a forum to preach religious or political doctrines - partisan or sectarian - outside of the teaching material. The student is responsible for complying with the particular requirements of the subject matter and all course requirements. The student's grade will be based on considerations relating to their academic achievement.
- C. The particular nature of the student-teacher relationship has to be respected by both parties and by the administration. Opinions and beliefs expressed by the student in private are of confidential nature. This does not impede the professor expresses views concerning the character and ability of the student or from discussing their academic achievement with other colleagues as part of the academic program and the formative and evaluative student processes.
- D. Student disciplinary actions and academic records are not available for use by persons not authorized by CEM or beyond, without the consent of the student; except under an order of a court of law.
- E. All students must comply with the academic calendar; the schedule established by CEM and must attend on all allocated days on time. Students with excessive tardiness or absences may be subject to disciplinary action.
- F. All students who are unwilling or unable to continue their studies must withdraw by filing out the Withdrawal Form, failure to do so will result in administrative withdrawal. The date of the withdrawal (last day the student attended classes) will be used to compute the debt of the student with CEM, apply the reimbursement policy and comply with the documentation

required by the Federal Department of Education from the Institution under the classification “*not required to take attendance*”.

- G. Students clothing and personal appearance will maintain the norms of good taste and decorum. All students enrolled in a course requiring the use of a uniform must wear and keep it clean and presentable.
- H. In accordance with Law 40, students, faculty and staff are prohibited from smoking in enclosed spaces such as classrooms, auditoriums, library, offices, hallways, bathrooms and stairs.

#### **ARTICLE 4 – REASONABLE ACCOMMODATION**

CEM has a policy to provide reasonable accommodation and easy access to persons with disabilities. This policy is available at the Office of the Branch Director.

CEM will create the modification or adjustment to the process or educational setting that allows persons with disabilities to participate and perform in that environment, which will allow them to enjoy equal conditions to demonstrate academic achievement, participate in various programs and enjoy the academic life.

#### **ARTICLE 5 – EVALUATION SYSTEM**

Each professor will use diverse strategies to evaluate student achievement, depending on the nature and content of the course. The professor must inform the students how they will be evaluated in the course. This information must be provided at the beginning of the course. Professors will determine the technique used for evaluation, according to what they consider to be the most appropriate.

#### **ARTICLE 6 – MINIMUM ATTENDANCE REQUIREMENT**

CEM College considers that class attendance is essential for classroom courses. The student will be responsible for complying with the course requirements as stipulated in the syllabus.

#### **ARTICLE 7 – SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress is a standard which requires that students maintain their cumulative grade point average (GPA) in accordance with the retention rate of their program of study. All students must meet this standard to continue their studies and graduate.

More information on the standard of Satisfactory Academic Progress is in the CEM's Catalog.

### **ARTICLE 8 – PROBATION**

If the student does not meet satisfactory academic progress, he or she will be placed on probation. During the probation period the student will continue to be eligible for federal financial aid programs. If at the end of the next period of evaluation the student has not met the minimum grade point average (GPA) and / or has not completed the required minimum hours or credits, the student will be suspended. However, if the student finishes the probation successfully, then may continue as a regular student at CEM.

### **ARTICLE 9 – RIGHT TO APPEAL**

In exceptional cases, such as student prolonged illness, death of immediate family member or drastic changes in the economic condition of the family, among other cases, the student is entitled to file an appeal with the Branch Director. This appeal must be submitted within ten (10) days following the notification of suspension of the student.

The Branch Director will evaluate the evidence submitted by the student and determine if this merits an additional probation period or if the suspension remains.

### **ARTICLE 10 – ECONOMIC COMMITMENTS**

All students must fully meet their financial commitments with CEM. A student may be suspended from a course and / or program for delay in payments until they are processed. No student will receive a diploma, certificate or credit transcript, unless they have complied with their economic obligations to CEM.

In case of CEM suspending permanently a student for any of the reasons mentioned before, the suspension date will be used as the date of withdrawal. The economic obligation of the suspended student will be set according to the applicable reimbursement policy in these cases.

### **ARTICLE 11 – STUDENT ACTIVITIES**

All CEM students are entitled to express, associate, assemble freely, petition, sponsor and carry out activities in accordance with established laws, rules and regulations; provided that such activities are pre-authorized and not disrupt the

institutional work or violate the established rules to safeguard public order, security and academic tasks within the Institution.

The use of CEM facilities for events, meetings or ceremonies requires prior authorization from the Branch Director. Sponsors of any event shall be responsible for taking the necessary measures to ensure order and proper ornamentation.

Students will conduct their activities in a serious and responsible manner, after proper authorization. Students wishing to participate in special activities to be held outside the institution must sign and file a waiver of liability to the Institution.

Marches, pickets or any other manifestation that affects institutional peace and order and / or disrupts educational work will not be permitted.

## **ARTICLE 12 – STUDENT ORGANIZATIONS**

CEM College recognizes the importance of social and cultural activities in the educational process and encourages student participation in activities that complement the academic work. CEM has a program of activities of this nature, such as conferences, exhibitions, activities of community service, student talent activities, among others.

CEM promotes student participation in various areas of academic life. Participation in organizations that are in keeping with the artistic, literary, sports, professional and religious interests are also supported.

Any group of ten or more students with regular program may establish a student organization and apply for official recognition. Those interested should complete the *Student Organization Information* form and submit it to the Branch Director. The Director will evaluate the information, determine the appointment of the representative of the Institution as counselor and submit recommendations to the Dean of Student Affairs for final determination.

Any student organization must submit a work plan, emphasizing that planned activities contribute to achieving the goals and purposes of the Institution. CEM is not responsible for the management of any established fees for organizational operation. This will be handled by members of the same.

CEM may revoke the acknowledgement to any organization acting against established rules. The decision of CEM will be appealed before the Branch Director.

No student organization will be recognized if it establishes or practices racial, social and economic or origin requirements to admit associates or discriminate against associates based on such differences.

Any student who considers their right to join student organizations has been disrupted may complain to CEM's Dean of Student Affairs.

Authorized student organizations shall be entitled to the use of institutional facilities in accordance with the regulations, will be responsible for the actions of its members under their sponsored activities, regardless of the responsibility that may fall on the members in their individual character.

### **ARTICLE 13 – STUDENT PARTICIPATION IN COMMITTEES**

Students of CEM College, as part of our academic community, have rights and duties clearly mentioned in the Enrollment Agreement, the Catalog and the General Student Regulation Manual.

The President, the Dean of Student Affairs and the Branch Director will create functional committees that have to work with the governing bodies of the Institution. These committees shall be composed by members of faculty, administration and students and address issues of importance to the Institution.

The participation of students in institutional committees is established based on the principle that these must be inherent in the decision making of issues that are specific to them.

### **ARTICLE 14 – USE OF PHYSICAL FACILITIES**

The use of classrooms, structures and buildings in CEM College to hold any activity, meeting or ceremony requires prior authorization, in order not to disrupt teaching nor good institutional order. Sponsors for such activities will be responsible for the means used to advertise them and measures to keep order and safety.

### **ARTICLE 15 – ELECTRONIC EQUIPMENT IN THE CLASSROOM**

In order to minimize disruption in the classroom caused by electronic devices (cell phones, "laptops", "iPods", MP3's, etc.), use of these devices is prohibited unless they are being used for academic purposes.

The use of cell phones will only be allowed in case of an emergency, with prior notification to the professor at the beginning of class.

## **ARTICLE 16 – PUBLICATIONS**

- A. Any publication or distribution of newspapers, magazines, leaflets or other student publications must have the prior authorization of the Branch Director.
- B. Publishers and distributors of the above mentioned publications will be responsible for obscene or defamatory material that may appear in them.

## **ARTICLE 17 – DISCIPLINARY RULES**

The following acts and actions will be considered violations of basic rules essential for the orderly and harmonious academic living, and will result in disciplinary sanctions.

- 1. Violations of this Regulation.
- 2. Dishonesty in execution academic work; such as plagiarism, improper use of intellectual or physical property, among others.
- 3. Providing false or misleading information in any application or document of the institution.
- 4. Alteration or falsification of grades, records, identification cards, attendance reports and other official documents.
- 5. Unreasonable disturbances or inappropriate and disrespectful behavior in the classroom; in CEM's facilities, in the practice areas or in any Institutional activity or meeting outside of its facilities.
- 6. Unreasonable disturbances or inappropriate and disrespectful behavior outside CEM.
- 7. Disruption, interference or hindering of the the regular work or activities authorized by CEM.
- 8. Celebration of unauthorized acts in CEM's premises.
- 9. Publication, dissemination or distribution within the institution of unauthorized material, libelous, slanderous, obscene or anonymous, or that disturbs institutional order.
- 10. Employ unauthorized CEM representation.
- 11. Causing intentional damage to any of CEM's property or any member of the academic community.
- 12. Attending classes while intoxicated or under obvious effect of narcotics or drugs. Also, no student may, under any circumstances, use, transport, possess, distribute or sell drugs or alcohol, while at CEM's facilities adjacent areas or practice areas. Any violation of this rule may be grounds for automatic and irrevocable expulsion.
- 13. Engaging in sexual harassment conduct toward any member of the academic community or person related to it, as stated in the Institutional Policy on Sexual Harassment, which is part of this Regulation.

14. Make libelous or defamatory statements against any member of the academic community or person connected to it. Engaging in physical and / or verbal assault against any member of the academic community or connected to it.
15. Use of electronic communication devices whose sounds may interrupt teaching or administrative work of the institution.
16. Carrying firearms, knives or items of similar nature on CEM's premises or in an official activity outside CEM. Students that are law enforcement officers or by the nature of their work should carry a firearm, they should report this fact to the Branch Director and must keep it hidden while on the premises of the Institution.
17. Organization or participation in collection of money or otherwise, within CEM's facilities, except with the written permission of the Branch Director.
18. Disrespect, insult, humiliation, threat of assault, assault, or attempted assault and battery to Institution officials, faculty, staff or students.
19. Refusal to comply with instructions given by institutional staff acting in the performance of their duties.
20. Fraud or irregularity in handling student funds.
21. Being convicted of a felony or misdemeanor involving moral depravity.
22. Access or dissemination of pornographic material in any computer within the Institution.
23. Cheating during an exam or academic test.
24. Engaging in conduct involving bullying.

### **SANCTIONS**

The violation of the above rules may lead to the implementation of some of the following measures:

- a. Oral and / or written warning.
- b. Probation for a defined time, during which another violation of any rule will result in suspension or expulsion.
- c. Suspension from CEM for a definite time.
- d. Permanent separation from CEM.

### **ARTICLE 18 – DISCIPLINE COMMITTEE**

- A. The President may appoint a Disciplinary Committee in cases of student misconduct. The Committee shall render a report with appropriately judged recommendations to the Branch Director. The Branch Director shall consider the report and notify its decision to the defendant and the Committee.

- B. The party affected by the decision may appeal it by filing a letter to the Office of the President within ten (10) calendar days of receiving notification of the decision. The letter should be addressed to:

CEM College  
PO Box 191317  
San Juan, PR. 00919-1317

- C. The Discipline Committee shall consist of the following persons:
1. An administrative staff member designated by the corresponding Branch Director.
  2. A regular professor CEM selected by the Branch Director.
  3. A student from the same program to which the defendant belongs.
- D. The Committee shall establish the procedural rules necessary for the best performance of their responsibilities, guaranteeing in all cases the right of the student to be heard and to present the necessary evidence for his or her defense.

#### **ARTICLE 19 – ACADEMIC DISCIPLINE**

- A. The professor will be responsible for discipline in the classroom and student behavior related to academic work.
- B. The professor may submit for consideration by the corresponding authorities, actions of students which in his judgement constitute violations of Institutional discipline.

#### **ARTICLE 20 – INTERNAL COMPLAINT PROCEDURE**

The administration is committed to give due consideration to any matter brought by students / graduates to their attention. Complaints from students / graduates can be motivated by different situations:

- A. For some alleged administrative and / or academic deficiency.
- B. For problems with people in the academic community: students, faculty and / or administration.
- C. Sexual harassment by any member of the academic community or anyone else connected to it. In these cases, the procedure of complaints contained in the Institutional Policy against Sexual Harassment will be followed.

The Internal Complaint Procedure is as follows:

1. Complete the Complaint Form available in the Office of Professional Counseling and / or Social Work.
2. Submit the completed Complaint Form to the professional counselor or social worker, who will assess the case and make recommendations to the Branch Director.
3. The Branch Director will inform the student in writing about the action of the Institution.

If either party disagrees with the decision taken, they may appeal it in writing to the President within ten (10) calendar days of receiving the notification. The President shall notify the final decision to the parties concerned.

Copy of the Internal Complaint Procedure will be available on the Office of the Branch Director, Professional Counseling and / or Social Work.

Prof. Héctor M. Dávila Rivera – Director, San Juan Branch  
Prof. Gerardo González Del Valle – Director, Humacao Branch  
Prof. María R. Feliciano Colón – Director, Bayamón Branch  
Prof. Cristina Rosado Silva – Director, Mayagüez Branch

## **ARTICLE 21 –COMPLAINT PROCEDURE WITH THE ACCREDITING AGENCY**

Schools accredited by the *Accrediting Commission of Career Schools and Colleges (ACCSC)* must have a procedure and operational plan for handling student complaints. If the student used all administrative procedures and still understands that the school has not adequately addressed such complaint or concern, the student may consider contacting the Accrediting Commission or Agency.

To be considered by the Commission, the complaints must be in writing, authorizing the complainant that the Commission sends a complaint copy to the school for a response. The Commission must inform the complainant about the status of the complaint and final decision of the Commission. All complaints should be directed to:

***The Accrediting Commission of Career Schools  
and Colleges (ACCSC)***  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
*Telephone (703) 247-4212; Fax (703) 247-4533  
www.accsc.org (web)*

## **ARTICLE 22 – GENERAL PROVISIONS**

- A. The President, the Dean of Student Affairs and Branch Director will be responsible for the implementation and enforcement of this Regulation.
- B. Nothing in this Regulation shall be construed as limiting the authority of the President, or their designated representatives to take immediate initiative and adopt the necessary measures to guarantee discipline in CEM, if it proves to be required.
- C. The President or the designated representatives may also, whenever they deem necessary to protect the order and normality of institutional tasks, summarily suspend any student, while the Discipline Committee carries out the corresponding investigation.
- D. The President or the designated representatives have the authority to address and take the appropriate action in situations not covered or contemplated in this Regulation.
- E. Nothing herein restricts the right of CEM College to suspend any student for the period deemed necessary, in considerations to their physical, mental health and / or Institutional security.
- F. Being a student of CEM College involves compliance with all regulations of the institution and the internal rules of our branch.
- G. CEM may amend any or all sections of this policy when deemed necessary.

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Dean of Student Affairs  
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**NOTE:**

CEM College recognizes the inclusive language. However, for readability shall be governed by the order made by the Royal Spanish Academy on the use of gender norm.