



**AGM**  
UNIVERSITY

2025

# Student Regulations Manual

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## **INTRODUCTION AND PURPOSE**

The Ana G. Mendez University (“AGMU” or the “University”) Student Regulations Manual outlines the rights and responsibilities of students, as well as the policies that promote order, safety, and respectful coexistence within the AGMU student community.

AGMU is committed to creating a vibrant University community and fostering a learning environment that is conducive to academic inquiry and discourse, free from fear or intimidation. We are committed to an educational and developmental process that balances the interests of individual students with the interests of the University community. The student conduct process described in this Regulations Manual is not intended to punish, but rather to uphold community standards and to address behaviors that conflict with University policies. Sanctions serve as an opportunity for students to reflect on their actions, strengthening their moral and ethical decision-making, and helping them re-align their behavior with our community expectations.

Each student is responsible for understanding and complying with this Manual. The University reserves the right to amend this Manual as necessary. Once changes are posted online, they become effective immediately. Students will be informed in writing of substantive updates through the University’s established communication channels.

## **SCOPE**

The Manual applies to conduct occurring on campus, in study abroad programs, or at University-sponsored events, programs, or activities, including at clinical and internship sites. It also extends to conduct that has a continuing impact on campus or has a continuing effect on an off-campus education program, activity, or event sponsored by the University.

In addition, this Manual may apply to behavior online, via email, or other electronic means. While online speech that does not involve AGMU networks or technology generally falls outside the scope of this Manual, there are two important exceptions: 1) A threat, defined as a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon a specific individual(s); or 2) Online or electronic speech that causes significant disruption to University operations or the educational mission.

## **ARTICLE I: STUDENTS’ RIGHTS AND RESPONSIBILITIES**

### **Section 1. Student’s Rights**

An AGMU student has the right to:

1. Receive information about the vision, mission, goals, values, objectives, and accreditations of the institution.
2. Obtain information about the academic programs, services, financial aid, costs, calendars,

policies, regulations, manuals, faculty credentials (available online and on-site) that facilitate the teaching, learning process and other information that affects the student's university career.

3. Enjoy access to and use any physical facility and/or online resources as specified by the rules of use.
4. As appropriate, request and receive reasonable accommodation services in accordance with the Student Disability Accommodations Policy.
5. Have access to activities that promote academic, personal, and professional development.
6. Receive syllabi or course guides, guidance on the purpose and objectives of courses, the study topics, readings, texts, required assignments, methodology, teaching strategies, and evaluation criteria at the beginning of each academic term or session.
7. Receive the results, evaluations, or grades for academic work within the established period, along with feedback on performance and support in areas that need to be developed.
8. Meet with professors during the designated hours for such purposes to receive guidance on academic progress and clarify doubts relevant to the course.
9. Express in an orderly manner opinions, doubts, and differences of criteria, as well as submit recommendations, petitions, and complaints through the established mechanisms.
10. Use the institution's facilities and or online resources and platform to conduct educational, social, cultural and sports activities congruent with the coordination and corresponding authorization requirements.
11. File complaints in accordance with institutional policies.
12. Cooperate in maintaining the AGMU facilities and premises in a good state of cleanliness.
13. Coordinate extracurricular activities (forums, talks, conferences, and others) by written request to the academic division Associate Dean or other designated person. The activity must comply with the institutional norms and regulations and may be approved or disapproved at the University's discretion. The student must present as part of the request.

## **Section 2. Student Responsibilities**

An AGMU student has the following responsibilities:

1. Know and comply with the policies, rules, and regulations established by the University. Students are responsible for staying informed about information the institution disseminates through various media, including any changes to University policies, rules, and regulations. Lack of awareness does not exempt a student from compliance.
2. Maintain respect, tolerance, and consideration for fellow students, professors, administrative staff, visitors, as well as the university community in general.
3. Exhibit conduct that promotes access and opportunity and that is free from prejudice and discrimination.

4. Attend classes in all instructional formats/modalities, including in-person, online, and hybrid, within the established schedule and fulfill all academic tasks.
5. Inform and justify class delays or absence to the professors as appropriate, in accordance with University policy.
6. Be responsible for the assignments and materials covered in class.
7. Comply with the established safety, traffic, codes of professional conduct, and other institutional rules that apply to their program of study.
8. Comply with the dress code required by their program of study, if any.
9. Comply with all the economic commitments made with the institution.
10. Inform the institution of any changes to their postal, residential or email address and telephone number(s) to maintain their file updated.
11. Use the assigned institutional student email address for the purposes established by the institution. (Refer to Institutional Email Policy)
12. Use their student identification card properly and show it when it is required.
13. All members of the University community are encouraged to report all suspected violations of the Regulations or any other potential danger or risk to the University community through established reporting procedures.

## **ARTICLE II: STUDENT IDENTIFICATION**

### **Section 1.**

A student identification (“ID”) card is issued to every officially enrolled student. The identification card may be required for access to campus facilities, including the use of laboratories, classrooms, corridors, cafeterias, libraries, activities, and other areas. Students are always required to carry their ID card while on campus and may be required to display it. Failure to display an ID card or the use of an ID card of another person may result in disciplinary action.

### **Section 2.**

Students who take online courses are required to use their AGMU email address and identification credentials, such as their student number, username, and password, to access the available virtual services. Online students may also be required to validate their identity through the tools provided by the platform and the technology available for these purposes.

### **Section 3.**

Students enrolled in the online division who require an official AGMU identification for participation in internships, practicums, exchange programs, or other academic or student activities must submit a request and comply with the corresponding institutional process.

### **Section 4.**

Students may be required to return their ID cards upon the termination of enrollment or affiliation with the University. At that time, the student’s access and identity authentication on the institution's platforms and systems will be terminated.

### **ARTICLE III: STUDENT CODE OF CONDUCT**

This Student Code of Conduct (the “Code”) is adopted for the appropriate discipline of any student who acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University.

While the Code may have some similarities with the legal system, it is educational in nature and are not governed by restrictions found in criminal or civil proceedings. The Code should be read broadly and are not designed to define misconduct in exhaustive terms. Nothing in this Code shall be construed as preventing University officials from taking any immediate action when deemed necessary.

#### **Authority**

The authority for student discipline ultimately rests with the Executive Director. The Executive Director delegates this authority to the Dean of Student Affairs. The Dean of Student Affairs may further delegate student discipline authority to designated campus staff, as appropriate.

#### **Definitions**

**“Assigned Conduct Official”** is defined as:

1. For ground campus students, the Director of Student Affairs, or their designee
2. For Main campus students (Online Spanish and Online English), the Director of Retention, or their designee

**“Preponderance of Evidence”** is defined as: the standard of proof that applies to student conduct proceedings or determinations. In order to find that a student or organization has engaged in prohibited conduct, the standard of proof required is a preponderance of the information contained in the record. The information must demonstrate that it is more likely than not that the violation occurred.

**“Student”** is defined as:

1. All persons registered for University courses on campus or online;
2. All persons who are not officially enrolled for a particular term but have a continuing relationship with the University or intend to enroll in the next term. This provision is intended to include within the definition of students, those persons enrolled in the spring and fall semesters who engage in misconduct during the summer, and students who are first-time enrollees who engage in misconduct prior to the time of enrollment, or who are not enrolled in that particular part of the term; and/or
3. All persons who are attending classes on campus or online, although they may be enrolled students in other higher education institutions as transient students.

**“Campus”** is defined as: all areas, owned, leased, or under the control of AGMU.

## **Violations of Local, State, & Federal Law**

A student may be accountable to both law enforcement authorities and to the University for acts which constitute violations of the law and this Code. Student conduct allegedly constituting a felony or misdemeanor offense may be referred to the appropriate law enforcement agencies. University disciplinary proceedings will not be subject to challenge on the grounds that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced, or otherwise resolved or that such proceedings constitute double jeopardy. AGMU will comply with Personal Protection Orders issued by local law enforcement that apply to the University and are submitted to the AGMU Director of Operations, Compliance, and Safety.

Students have the right to file a complaint with the Attorney General if the institution has failed to meet the minimum requirements for restrooms and changing facilities under Sections 553.865(4) and (5), F.S.

## **Disciplinary Proceedings & Standard of Proof**

The University will conduct disciplinary proceedings pursuant to the Code in a fair and expeditious way. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Students will be informed of all steps and outcomes of the disciplinary process in writing. Deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to a student or to the University. "Preponderance of Evidence" is the standard of proof that applies to student conduct proceedings or determinations.

## **Academic Integrity and Title IX**

Allegations under the Academic Integrity Policy will be processed in accordance with student conduct procedures set forth in the Academic Catalog and Student Handbook. Any student determined by the professor to have been responsible for engaging in an act of academic dishonesty shall be subject to a range of academic penalties (apart from any sanctions that may be imposed pursuant to the Code) as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course, a re-take, or other options deemed appropriate by the faculty.

Alleged violations of the University's Title IX- Sexual Misconduct policy will be governed and resolved in accordance with that University policy.

## **Prohibited Conduct**

The University may impose discipline for a violation of, or an attempt to violate, any University policies or regulations by a student or guest of a student. The guest's host will be held accountable for their guest's misconduct or violation(s).

Violations or attempted violations include, but are not limited to, the following types of misconduct:

- a. Forms of dishonesty not covered under the Academic Integrity Policy, including but not limited to, fabricating information, inappropriate use of Artificial Intelligence (AI), or knowingly furnishing false information or reporting a false emergency to University officials acting in the performance of their duties;
- b. Theft of, damage to or destruction of, any University property or property of others while on University premises;
- c. Unauthorized possession of University property;
- d. Dressing in a manner that is not conducive to health, welfare, and safety;
- e. Publicly exposing one's intimate body parts, public urination, defecation, and public sex acts;
- f. Possession, use, sale, barter, exchange, gift, distribution, or other transaction involving illegal drugs;
- g. Possession or use of explosives, fireworks, chemical agents, or deadly weapons;
- h. Illegal gambling;
- i. Use of offensive language, disrespectful language, insults, threats of aggression, or attempted assault to University officials, students, or guests;
- j. Failure to comply when given reasonable directives by a University official or law enforcement officer during the performance of their duties;
- k. Unauthorized use of the University name, logo, or other branded insignia;
- l. Unauthorized entry or occupancy of University facilities;
- m. Distributing or publishing informational material without the written authorization of the appropriate University official;
- n. Conduct that interferes with the University's teaching activities and operations;
- o. Forgery, alteration, or misuse of any University document, record, key, electronic device, identification, or authorized signature;
- p. Theft or other abuse of computing facilities or computer time, including but not limited to: 1) unauthorized entry into a file to use, read, or change the contents or any other purpose; 2) unauthorized transfer of a file; 3) unauthorized use of another individual's identification or password; 4) use of computing facilities to interfere with the work of another student, faculty member, or University official; 5) use of computing facilities to interfere with a University computing system, or other violations of Information Technology policies and related policies; or 6) use of University technology, including, but not limited to, computers, network, and wireless internet, to access materials disruptive to the learning environment, including and without limitation sexually explicit or violent content;
- q. Disorderly or lewd conduct;
- r. Participation in a disturbance of the peace or unlawful assembly;
- s. Disobedience or violation of the conditions of probation and/or sanctions imposed in accordance with the procedures established by this Code;
- t. Misuse of University information technology resources;
- u. Unauthorized commercial solicitation on University property;
- v. Failure to respect the privacy of any member of the University community;



- w. Intentional or unintentional acts that cause or can be reasonably expected to cause harm to an individual or group that could or does result in injury to an individual or group;
- x. Discrimination: Any act that is in conflict with the University's established non-discrimination policies or that limits or denies the ability of any person or persons to participate in or benefit from educational programs or activities based upon an individual or group's actual or perceived status;
- y. Harassment: Subjecting another person or group to uninvited or unwelcome behaviors that are abusive, threatening, intimidating, or humiliating;
- z. Sexual Misconduct is conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person (provided that alleged violations of the University's Title IX- Sexual Misconduct policy will be governed and resolved in accordance with that University policy). AGMU prohibits the following specific conduct:
  - i. "Dating Violence" includes violence by a person who has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
  - ii. "Domestic Violence" is violence committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence has occurred.
  - iii. "Sexual Assault" is defined as having or attempting to have sexual contact with another individual without consent. Sexual contact includes:
    - a. Sexual intercourse (anal, oral, or vaginal), including penetration with a body part or an object, or requiring another to penetrate himself or herself with a body part or an object, however slight; or
    - b. Sexual touching, including, but not limited to, intentional contact with the breasts, buttocks, groin, genitals, or other intimate part of an individual's body.
  - iv. "Sexual Harassment" is defined as unwelcome sexual advances, and other visual, verbal, or physical conduct of a sexual nature when the conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating or hostile academic or student living environment.
  - v. "Stalking" occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

- vi. "Sexual Exploitation" occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. ;
- aa. Hazing. Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that
  - i. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
  - ii. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including
    - a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    - b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
    - c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
    - d. causing, coercing, or otherwise inducing another person to perform sexual acts;
    - e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
    - f. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.
- bb. Bullying or cyber-bullying. Bullying behavior is defined as sustained physical or mental violence guided by one individual or group and directed against another person or other individuals who are unable to defend themselves. It includes verbal violence (insults, threats, intimidation, disqualifications). Cyberbullying is defined as the use of electronic information, interactive technologies, and any means of communication used to harass an individual or group through personal attacks or other means;
- cc. Expressive activities that are unlawful and/or that materially and substantially disrupt the functioning of the University and/or that infringe upon the rights of others to engage in expressive activities;
- dd. Encouraging, aiding, or abetting another in the commission of any offense prohibited by this Code;
- ee. Violation of other University policies, including the Student Regulations Manual;
- ff. Violation of local, state, or federal laws, regulations, or ordinances;
- gg. Abuse or interference, or failure, to comply with the University's conduct process, including:
  - i. Failure to participate in conduct hearings

- ii. Falsification, distortion, or misrepresentation of information
- iii. Failure to provide, destroying, or concealing information during an investigation.
- iv. Attempt to discourage an individual's proper participation in the conduct process.
- v. Retaliation, harassment, or intimidation of members involved in a conduct proceeding.
- hh. Willfully entering a restroom or changing facility designated for the opposite sex and refusing to depart when asked by any administrative personnel, faculty member, security personnel, or law enforcement personnel, in violation of Section 553.865, Florida Statutes.

## **Disciplinary Procedure**

Any person may refer a student suspected of violating University policy to the Dean of Student Affairs or designee (collectively referred to in this Procedure as the “Dean of Student Affairs”) Alleged violations of University policy (except for allegations covered under the Academic Integrity policy or Title IX – Sexual Misconduct policy, will be addressed in accordance with the following procedures:

### Initial Investigation

Upon receipt of a report or information that a student has violated University policy, the Dean of Student Affairs will conduct a preliminary inquiry into the nature of the incident, the evidence available, and the parties involved, to determine if there is sufficient evidence to show a violation of university policy. If there is not sufficient information or evidence, the matter will be closed. When appropriate, a letter may also be sent to advise students about the importance of complying with university policies.

If there is sufficient information or evidence available to support a potential violation of university policy and formal action is warranted, the Dean of Student Affairs will initiate the Student Conduct process by providing written notice (including e-mail) to the student alleged to have violated University policy (the “respondent”). The notice shall include a link to these procedures, the specific charges alleged, and potential sanctions. The Dean of Student Affairs shall also provide the respondent with the date, time, and location (including an online meeting) of the Student Conduct Proceeding.

### Student Conduct Proceedings

A respondent subject to sanctions other than suspension or expulsion is entitled to a Student Conduct Conference. A respondent subject to suspension or expulsion is entitled to a Disciplinary Committee Hearing. Each is outlined in more detail below.

For all Student Conduct Proceedings, the following procedures apply:

1. The respondent shall be afforded reasonable access to the case file at least three (3) working days prior to the conduct proceeding and during the proceeding, redacted consistent with the Family Educational Rights and Privacy Act (FERPA).
2. The respondent shall have the opportunity to provide additional and relevant information or the names of witnesses. Any such additional information or witness names must be submitted in writing at least five (5) working days prior to the proceeding for consideration. Witnesses with relevant information may be invited at the discretion of the Conduct Official or Disciplinary Committee, as appropriate, to serve as a witness during a proceeding. The University will not require participation of a witness in a conduct proceeding.
3. Conduct proceedings will be closed to non-participants and to the public.
4. A respondent or complainant may be accompanied by one advisor at any time during the conduct process. The role of the advisor shall be limited to support and consultation; the advisor may not speak during any student conduct proceeding except privately to the respondent, nor shall the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from a proceeding at the discretion of the student conduct administrator. In consideration of the limited role of an advisor, and of the interest of the University to expeditiously conclude the matter, a proceeding will not normally be delayed if an advisor is unavailable.
5. Information that does not directly relate to the facts at issue should not be presented and, if offered, may be excluded. Character witnesses are not allowed and will not be taken into consideration when determining responsibility or sanction(s). The relevancy of information will be evaluated by the Conduct Official or Disciplinary Committee, as appropriate.
6. Effort will be made for proceedings to be scheduled within fifteen (15) working days following notification to the respondent, but may be scheduled later, in the discretion of the Dean of Student Affairs. The respondent may request a reasonable extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two (2) business days except in unusual circumstances where the respondent can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least one (1) business day prior to the scheduled proceeding, except in cases of documented serious illness or emergency.
7. A respondent who fails to appear at a scheduled proceeding without good cause (e.g. documented serious illness), after proper notice of such a proceeding, may be adjudicated in absentia, and forfeits all rights to an appeal unless it is for lack of proper notice. In such cases, decisions will be based solely on information or evidence available or information presented during the proceeding.
8. Proceeding outcomes must be supported by a preponderance of evidence. Preponderance of evidence means that a greater weight of evidence supports the conclusion that a fact is true, or to establish that an event occurred. A preponderance of the evidence does not necessarily mean the greater amount of evidence, but rather the

greater quality of evidence - making it more likely than not the matter in question is true.

9. A respondent may be found responsible for violating other University policies for which they were not originally charged when behavior that was previously unknown is discovered during the conduct proceeding or if it is determined that a different policy more appropriately addresses the conduct in question.
10. Formal rules of process, procedure, and technical rules of evidence, such as applied in criminal or civil court, are not used in these proceedings.
11. Recidivism of violations of university policy resulting in suspension of one or more terms or an academic year constitutes sufficient grounds for permanent expulsion.
12. An audio or audiovisual recording may be made by the Dean of Student Affairs Office. No other individuals present at the proceeding are permitted to make a recording.

A respondent may accept responsibility for violations of university policy prior to the student conduct proceeding. This acceptance must be in writing, affirming acceptance of responsibility for the charge(s) and acknowledging that the full range of sanctions may be imposed. A student who accepts responsibility in writing forfeits all rights to an appeal process.

#### *Student Conduct Conferences*

A respondent subject to sanctions other than suspension or expulsion is entitled to a Student Conduct Conference. The Dean of Student Affairs shall assign a single Conduct Official to conduct a Student Conduct Conference.

At the Conference, the Conduct Official may hear from the respondent, complainant (if any), and any witnesses invited by the Conduct Official. The respondent shall have the opportunity to respond to information or evidence related to the alleged violation of university policy, and may present and explain all written materials, evidence, and statements.

The Conduct Official shall consider all relevant information and evidence and determine whether, based on the preponderance of the evidence, a violation of university policy occurred. If the Conduct Official finds the respondent responsible for a violation of university policy, the Conduct Official shall determine the sanction. The outcome of the proceeding shall be conveyed to the respondent in writing, normally within ten (10) working days following the Conference. The decision of a Conduct Official becomes final if the time for requesting an appeal has passed without an appeal being submitted.

#### *Disciplinary Committee Hearings*

A respondent subject to suspension or expulsion is entitled to a Disciplinary Committee Hearing.

##### **A. Appointment of Disciplinary Committee Members and Structure**

The Dean of Student shall appoint at least two (2) administrative personnel and at least two (2) faculty members to serve as Disciplinary Committee members at the beginning of each academic year. Appointed Disciplinary Committee members may be removed or replaced at the discretion of the Dean of Student Affairs.

Disciplinary Committee members shall choose a Committee President and a Committee Secretary of Records.

1. The Committee President (or designee) is responsible for presiding over all meetings of the Disciplinary Committee and the Disciplinary Committee Hearing and referring the written outcome of the Disciplinary Committee Hearing to the Dean of Student Affairs.
2. The Committee Secretary of Records (or designee) is responsible for calling and coordinating all meetings of the Disciplinary Committee and the Disciplinary Committee Hearing, recording attendance, preparing minutes, and preparing the written outcome of the Disciplinary Committee Hearing.

A Disciplinary Committee shall consist of any three Disciplinary Committee members. All decisions of the Disciplinary Committee shall be by majority vote.

B. Disciplinary Committee Hearings

1. The Secretary of Records will convene a Disciplinary Committee, typically, no later than the fifth (5th) working day after notification to the respondent. Prior to the Hearing, the Disciplinary Committee shall review information provided by the Dean of Student Affairs and the respondent and decide whether to invite any witnesses to participate.
2. At the Disciplinary Committee Hearing, the Committee may hear from the respondent, complainant (if any), and any witnesses invited by the Committee. The respondent shall have the opportunity to respond to information or evidence related to the alleged violation of university policy, and may present and explain all written materials, evidence, and statements.
3. Disciplinary Committee members can ask questions of the respondent, complainant, and any witnesses. The respondent and complainant may pose written questions to the Disciplinary Committee President, who may ask such questions in their discretion and if relevant.
4. The Disciplinary Committee shall consider all relevant information and evidence and determine whether, based on the preponderance of the evidence, a violation of university policy occurred. If the Committee finds the respondent responsible for a violation of university policy, the Disciplinary Committee shall determine the sanction.
5. The outcome of the proceeding shall be conveyed to the respondent in writing, normally within ten (10) working days following the Hearing.
6. The decision of the Disciplinary Committee becomes final if the time for requesting an appeal has passed without an appeal being submitted.

## Appeals

The decision of the Conduct Office or Disciplinary Committee may be appealed in writing by the respondent to the Dean of Student Affairs within ten (10) working days of the notification of the resolution.

The written appeal must be based on at least one of the following criteria:

1. Significant procedural error that affected the outcome of the process.
2. New evidence that significantly alters the outcome of the process, which was previously unknown to the respondent, has been discovered and is available during the appeal process.
3. The sanction(s) was(were) clearly inappropriate and/or disproportionate to the prohibited conduct for which the respondent was found in violation.

General dissatisfaction with the outcome of the proceeding or an appeal for mercy are not appropriate grounds for appeal.

For sanctions other than suspension or expulsion, the appeal will be reviewed and determined by the Executive Director. For sanctions of suspension or expulsion, the appeal will be reviewed and determined by the President of AGMU.

The Executive Director or President of AGMU may:

1. Alter, amend, and/or overturn disciplinary sanction.
2. Schedule a rehearing; or
3. Uphold the assigned Conduct Official's determination and sanction.

One appeal is permitted. The decision on the appeal is final and shall be conveyed in writing to the respondent, normally within fifteen (15) working days after the submission of the appeal.

Sanctions will not be imposed while an appeal is pending unless the Dean of Student Affairs determines that the continued presence of the respondent in the community poses a threat to any person, or to the stability and continuance of normal university functions.

## Temporary or Immediate Suspension

Whenever there is evidence that the continued presence of the respondent poses a threat to any person or to the stability and continuation of normal university functions, the university may temporarily exclude a respondent from campus or suspend a respondent from the university, pending the student conduct proceeding. The Dean of Student Affairs will make this decision following appropriate consultation.

## Disciplinary Sanctions

A student found in violation of this Code may be subject to one or more of the following sanctions by the assigned Conduct Official:

**Written Warning** - official reprimand to the student addressing the conduct violation and informing the student that prohibited conduct may be cause for additional disciplinary action if repeated in the future. A copy of the written warning is kept on file as part of the student disciplinary file system.

**Restrictions or Loss of Privileges** - Limitations on campus usage or University-sponsored events, including facilities, courses, labs, or other campus activities related to a specific violation for a specified period of time.

**Disciplinary Probation** – A period of time in which a student is expected to demonstrate a positive behavioral change and may be excluded from participation in privileged or extracurricular institutional activities. This warning includes a written reprimand along with the possibility of more severe disciplinary sanctions should the student be found in further violation of any University policies or regulations during the established probation time frame. At the end of the probationary period, the University will review the student's conduct and decide whether or not to reinstate the student to good conduct standing.

**Community or Educational Service** – An assignment of an appropriate project that will benefit the student, the institution, and/or the parties offended. Such assignments may include, but are not limited to, community service, letters of apology, educational assignments, and educational programs.

**Restitution** – Reimbursement to the University or affected party for damage or misappropriation of property. Restitution may take the form of appropriate services, fines, repair, or other compensation for damages, and it may be applied, where appropriate, in conjunction with another sanction.

**Disciplinary Suspension** - Termination of student status, including participation and attendance at all campus activities as set forth in the notice of suspension for a specific period of time. When circumstances warrant, the sanction of exclusion from the campus and University services may also be imposed. Being convicted in a court of law for a criminal offense involving personal misconduct may constitute sufficient grounds for suspension or expulsion from the University. A student on disciplinary suspension will be administratively withdrawn from their current courses. The student will be ineligible to receive a tuition and fees refund. Disciplinary suspensions are determined by the Dean of Student Affairs, with the approval of the Executive Director.

**Expulsion** - A permanent separation from the University. When circumstances warrant expulsion, the student is banned from the University property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a no-trespass notice as necessary. Being convicted in a court of law for a



criminal offense involving personal misconduct may constitute sufficient grounds for suspension or expulsion from the University. A student with a finding of Expulsion will be administratively withdrawn from their current courses. This administrative withdrawal will be noted on their transcript, and the student will be ineligible to receive a tuition and fees refund. Disciplinary expulsions are determined by the Dean of Student Affairs, under the approval of the Executive Director.

**Loss of Employment** - Permanent severance of the student's employment with the University.

**Behavioral Requirement** - This includes required activities including but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

**No-trespass Notice** - The University may utilize a no-trespass notice on a temporary or permanent basis to protect the safety of the University community.

**Discretionary Sanctions** - Other sanctions that bear a reasonable relation to the violation for which the student has been sanctioned may be imposed instead of or in addition to those specified above.

#### **ARTICLE IV: STUDENT COUNCIL**

The **Student Council of Ana G. Méndez University (AGMU)** serves as the official representative body of the student community. Its primary mission is to act as an effective channel of communication between students, faculty, and university administration. The Council is dedicated to advocating for the academic, social, and cultural interests of the student body, while promoting an accessible, participatory, and student-centered academic environment.

Through initiatives that foster leadership, civic responsibility, and institutional engagement, the Student Council organizes and supports activities that enrich campus life and contribute to the holistic development of future professionals. Furthermore, it plays an active role in decision-making processes that impact the student experience, ensuring that the voice of the student body is both heard and respected at all levels of the university structure.

##### Student Council Composition

The Student Council is composed of the following positions: a President, a Vice President, a Secretary, and a Treasurer. Additionally, there will be one (1) representative for each academic division, elected by vote. The quorum for meetings will be constituted by the presence of half plus one (1) of the council members. The specific functions and responsibilities of the Student Council will be defined in the Guidelines for the Operation of the Student Council, established by the institution.

## Student Government Assembly

During the first semester of each academic year, a Student Government Assembly will be constituted and convened by the Dean of Student Affairs. A Student Council, referred to as the “Ana G. Méndez University Student Council,” which represents all Academic Units, will be elected. The student assembly will be composed of student delegates representing the different university centers, including the online division. The quorum for the Student Government Assembly will be two percent (2%) of the total number of students enrolled for that academic term. Each center will provide the number of delegates corresponding to the percentage its enrollment represents from AGMU’s total enrollment for that academic term. If the established quorum is not met, a new assembly will be called, where the quorum will be determined by the total number of attendees on the new date.

Nominations for the Student Council positions will be presented on the same day at the Student Assembly. The Student Council will be elected by the assembly through a secret ballot.

The Student Council will be in effect from the date of its election until the next Student Council is constituted. The President or Vice President of the Student Council officially represents the student body before the University Council and the Academic Senate. Additionally, they represent the student body in other institutional initiatives and projects. The Student Council will have a mentor who may be a member of the administration or faculty, appointed by the Dean of Student Affairs.

## **ARTICLE V: STUDENT ASSOCIATION**

Student associations are an integral component of the AGMU campus community. These organizations contribute substantially to students' integral development by promoting their leadership, direction, planning, civic sense, and social skills. The specific functions and responsibilities of the Student Association will be defined in the AGMU Procedures Manual for the Approval and Operations of Student Associations Manual, to be established by the institution.

## **ARTICLE VI: AMENDMENTS AND VALIDITY**

### **Section 1.**

Recommendations for amendments to the Student Regulations Manual must be submitted through a written request to the Dean of Student Affairs.

### **Section 2.**

The period for requesting amendments to the Student Regulations Manual will be no later than the last day of classes, as defined in the academic calendar for the second semester of each year.

**Section 3.**

All amendments submitted within the institution will be evaluated by a committee on amendments to the Student Regulations Manual composed of the Directors of Student Affairs of each campus and chaired by the Dean of Student Affairs or their representatives.

**Section 4.**

The Dean of Student Affairs will be responsible for presenting the proposed amendments to the Student Regulations Manual to the AGMU University Council, which will subsequently present them before the AGMU Board of Directors.

**Section 5.**

The Administrative Council oversees the analysis and approval of the Student Regulations Manual.

**Section 6.**

Once the amendments presented by the Administrative Council have been approved, the AGMU Board of Directors has the duty and power to review, replace and approve the proposed amendments to the Student Regulations Manual as well as to include additional amendments in accordance with the AGMU Statutes.

**Section 7.**

This Student Regulations Manual takes effect in August and nullifies any other regulation or standard that conflicts with the provisions herein.

For more information about the Student Regulations Manual, you can contact the Campus Director, Director of Online Division or designated representative of your campus.