



# STUDENT HANDBOOK

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## **STUDENT HANDBOOK**

When a group of citizens gather in the search of common purposes, it is necessary to establish rules and regulations based on democratic principles that will allow each member of the group to reach their goals. Mech-Tech's institutional community assists daily to the Institution with the purpose of finding and reaching those goals which can be achieved through the education it offers.

This handbook has the purpose of providing orientation to the student and reaching an adequate environment that will stimulate the teaching-learning process and that will allow coexistence between the students, faculty, and administrative personnel.

To learn and comply with the regulations established in this handbook is responsibility of each student enrolled in our Institution.

### **MISSION**

Mech Tech College is a higher education and technical training Institution whose mission is to train and re-train youths and adults with the necessary practical and theoretical competencies in professions that will prepare them to compete for employment opportunities that can emerge in these fields and maintain them.

Through our innovative curricula, students will be formed integrally with the capability to critically address the technological, social, ethical, cultural, and economic challenges of a fast-growing and changing society not only in the human aspect but also intellectually.

### **ARTICLE I – APPLICABILITY**

This regulation is applicable to students of all the dependencies of Mech-Tech Institute including those considered to be official extensions of the Institution or where official activities are sponsored by it.

### **ARTICLE II – NON-DISCRIMINATION CLAUSE**

Mech Tech Institute does not discriminate for reasons of race, color, age, gender, religion, nationality, marital status, political affiliation, ethnic origin or physical disability which does not interfere in the accomplishment of the study program and/or job performance.

### ARTICLE III – STUDENTS’ RIGHTS

- Section 1 - Educate and learn. This right transcends the classroom and includes all possible learning relations and experiences with instructors, peers, and institutional personnel.
- Section 2 - Receive and enjoy an education of quality for which the student matriculated and attends class.
- Section 3 - Receive orientation regarding the Institution’s accrediting agencies, its academic programs, faculty credentials, and facilities available.
- Section 4 - Receive orientation of financial aids available, costs, and refund policies that apply in case of withdrawal as well as all information related to the student’s rights and duties in the financial aspect.
- Section 5 - Learn and enjoy all physical and human resources available in the Institution which will help students achieve their educational objectives as disposed in the rules.
- Sección 6 - Participate of academic, social, sports, and additional activities developed in the Institution.
- Section 7 - At the beginning of classes, receive adequate orientation from the instructors regarding the purposes and objectives of the course, such as: topics to study, lectures, and other work required in addition to textbooks and materials, evaluation criteria to be used, and other daily aspects related to the development and approval of the course.
- Section 8 - Learn, within reasonable time, the results and/or grade granted in tests and oral and written presentations as well as the achievements or failures incurred.
- Section 9 - Meet with the instructor in the hours assigned and after tregular class hours to clarify doubts and receive orientation regarding his/her performance and academic program.
- Section 10 - Express opinions, beliefs, doubts, and criteria divergencies as well as present complaints or petitions and cite his/her rights as long as they are manifested correctly, in order, and using the official channels established.
- Section 11 - Maintain the academic records under strict confidentiality and that these are provided to only those who have been previously approved in writing by the student or as established by law.
- Section 12 - The right to be notified of any actions against him/her, the supporting evidence, and to be provided the opportunity of defending him/herself and present the version of the events.

Section 13 - Request reasonable accommodation in conformity to the institutional Policy for People with Disabilities.

#### ARTICLE IV – RIGHTS AND RESPONSIBILITIES OF THE STUDENTS

Section 1 - Revise and consider all information regarding the Institution and its programs before enrolling. Once enrolled, it is his/her responsibility to learn, study, become familiarized, and comply with all the regulations, requirements, conditions, and rules of the Institution as established in this document and any other official document of the Institution.

Section 2 - Study and behave in such a way that his/her conduct does not obstruct other members of the academic community while pleading for their rights or complying with their tasks.

Section 3 - Attend class regularly and on time and be responsible with the compliance of his/her studies and any other academic tasks. In case that a student is absent or late to class, he/she will have the responsibility of presenting justifiable evidence to the Occupational Director for the adequate reposition of the hours and fill out a form for such purposes. If the excuse is not valid, the student will be responsible for the material presented and assigned in class at that time.

Sección 4 - Observe good conduct by showing respect and consideration toward other members of the institutional community during class and recess hours as well as in institutional activities. It is also the student's responsibility to help maintain a pleasant and efficient study environment for him/her, peers, and institutional personnel.

Section 5 - Complete all requirements and demands of the program of study and maintain responsibility in following orientation and instructions from instructors during the teaching-learning process to be able to obtain the degree.

#### ARTICLE V – STUDENT ACTIVITIES

Section 1 - Mech-Tech Institute recognizes the right of students to express, present petitions, and participate in activities held by the Institution for their integral development.

Section 2 - All activities held by students and institutional personnel outside the facilities of the Institution, when these are not held under the name or in representation of the school, will be the sole responsibility of its organizers and attendees.

- Section 3 - The Institution is not authorized at any moment to use private vehicles or those of faculty and/or administrative personnel to provide transportation to students or any other persons related neither is responsible for damages or harm caused by disobedience to this rule.
- Section 4 - Activities that are against the established rules, order, and environment of the Institution or that obstruct faculty tasks and the good functioning of the academic life, are not authorized.
- Section 5 - The distribution of flyers, magazines, or other publications will require previous written authorization from the Occupational Director.

## ARTICLE VI – DISCIPLINARY RULES AND PROCEDURES

### Introduction

The disciplinary measures will be of administrative nature and separate from any other procedure such as of legal nature. The student will be disciplined for his actions, either for not complying, omission, or negligence as author or concealer of the events.

- Section 1 - The following will be considered as a violation to the disciplinary regulations of the Institution:
- a. Any violation of this Student Handbook, to the rules contained in the Institutional Catalog or any other official document published by the Institution.
  - b. The lack of honesty while performing academic tasks and the possession of illegal assets that are institutional property or any other person related within institutional property.
  - c. The malicious alteration or falsification of grades, academic records, grade cards, and other official document of the Institution.
  - ch. The alteration of peace due to improper conduct.
  - d. Interrupt or obstruct the regular tasks of the Institution.
  - e. Improper or disrespectful conduct towards members of the institutional community.
  - f. The negative to comply with instructions given by an employee or official for the benefit of institutional order.

- g. Not appearing to a hearing with an institutional officer after mediating an official appointment.
- h. Offer incorrect or incomplete information in any document required by the Institution with the purpose of gaining profit.
- i. The organization, attendance, and support of unauthorized activities as well as the distribution or publication of unauthorized material in institutional facilities.
- j. Paint, print, mutilate, or cause damages to the structure, facilities, surroundings, equipment, materials, etc., which are property of the institution.
- k. Assume representation of Mech-Tech Institute without previous authorization.
- l. The violation of any State or Federal law established.
- m. The non-compliance or violation of any probation condition or disciplinary sanction imposed in conformity to this regulation.
- n. The Institution prohibits the consumption, distribution, and possession of drugs, narcotics, and alcoholic beverages in institutional activities and/or institutional property as established in the Policy for the Use and Abuse of Drugs and Alcohol.
- o. Dress inappropriately for a work and study environment. The students must use closed shoes as per the safety dress code of laboratories and classrooms. The student is not allowed to use shorts or sleeveless shirts. In the case of women, the use of miniskirts, hot pants, or cleavage is not allowed.
- p. Park in undesignated areas or block another vehicle.
- q. To not provide documents required by the Assistant Registrar or Financial Aid Offices.
- r. Not complying with payments or financial aids applications that are required.
- s. It is strictly prohibited the use of cellular phones, electronic games, and portable radios that may distract students and affects the academic environment in the classroom and hallways.

- t. The possession, bearing, and use of fire arms, explosives, stabbing objects or any other object designed to attack or be used as a defense method and that includes but is not limited to Gotcha guns, pellet pistols, and gauntlets.
- u. The use of coarse language in the Institution.
- v. Smoke inside classrooms, laboratories, offices, hallways or any other enclosed area.
- w. Aggression threat or attempt to a member of the institutional community and/or visitor.
- x. Sexual aggression, lascivious acts, indecent expositions, or other of similar nature as established in the institutional Policy for Sexual Harassment.
- y. The use of the Internet as part of an educational program is a privilege; not a right. A student, who does not make good use of the Internet, can be the object of disciplinary action.

Section 2 - The violations of disciplinary rules that appear in Section I of Article VI will give place to one or more impositions of the following sanctions:

- a. Verbal amonestation
- b. Written amonestation with copy to the student record
- c. Monetary repair for damages caused
- ch. Suspension for a definite period of time
- d. Expulsion
- e. Complain to the corresponding authorities

Section 3 - In case there is a violation to the rules established by the Institution and for its intervention, depending on the gravity of the situation, the person affected can **refer** the case to the Occupational Director or can also **complain** in writing.

The procedure will be as follows:

1. An instructor or any other administrative personnel can **refer** a student to the Occupational Director due to violation of conduct regulations in relation to the academic tasks established in this regulation to start conduct-modification strategies.



2. A professor, student, or any other administrative personnel can **complain**:

- a. The person affected will fill out the complaint form relating the events occurred and identifying those involved.
- b. The Occupational Director will interview the parts and will document the preliminary report.
- c. The Occupational Director will evaluate the situation and will issue an appointment with the Discipline Committee, if necessary. A written appointment will be sent to the student informing the fault attributed, and the date and time of the hearing.
- d. During the visit, an opportunity will be provided to the student to present evidence at its favor or his/her version of the events as well as confronting those who accuse him or witnesses.
- e. The Discipline Committee will reach a determination within ten (10) working days from the day of the complaint. The decision will be one of the following:
  1. Dismissed – in case that the Discipline Committee makes this determination, the complaint will be filed.
  2. Less serious infraction – in cases of this determination, the Discipline Committee will notify the student in writing of the fault committed and the disciplinary sanction.
  3. Serious infraction – in case of this determination, the Discipline Committee, will notify the student in writing of the fault committed and the disciplinary sanction.
- ch. All decisions will be notified in writing to the student with copy to the Assistant Registrar and corresponding personnel. The notification will be signed by all members of the Discipline Committee.

Section 4 - A student, who considers that he/she has been sanctioned unfairly, will have the opportunity of appealing the decision within fifteen (15) days after the date of the

notification. All appeals will be presented in writing to the Occupational Director.

## **ARTICLE VII – POLICY FOR THE USE AND ABUSE OF DRUGS AND ALCOHOL**

Mech-Tech Institute has adopted a Policy for the Use and Abuse of Drugs and Alcohol which establishes the procedures and sanctions related to this article. The policy is available in the Student's Portal which can be accessed through [www.mtifl.com](http://www.mtifl.com), the employees' intranet, and a paper copy can be requested to the Occupational Director.

## **ARTICLE VIII – POLICY FOR THE PREVENTION OF HARASSMENT, THREAT, AND BULLYING IN THE INSTITUTION**

All students have the right to feel safe in their personal and social lives. The Institution prohibits harassment, threats, and bullying among students. This behavior is classified as actions of systematic violence, psychological, physical, or sexual from the student or group of students towards their class peers who are not in position of defending themselves (Lex Juris, Law 37 from April 10, 2008).

Mech-Tech Institute promotes a policy free of threats and intimidation so that students can develop in a safe study environment. The Institution will work in the prevention of bullying by offering workshops and through the students organizations; it will also apply the procedure established in the Student Handbook if a complaint is filed. The Institution will also protect the documents of the students' records and academic history. The students will have a healthy student life where their rights are protected to help them achieve their academic goals; they will also have the opportunity of selecting their field of studies freely.

### **Section 1 – Intervention protocol for handling Bullying**

#### **I. Intervention**

The institutional personnel who receive the written bullying complaint must immediately request the intervention of the Occupational Director.

#### **II. Investigation**

Once the complaint is received, the Occupational Director will proceed with the corresponding investigation:

1. The Occupational Director will provide an appointment to the complainant, the stalker, and witnesses within three (3) days after being notified of the complaint and will provide a date for the appointment and as soon as possible according to the availability of the parts involved and the witnesses.

2. Interview of the Occupational Director with the complainant.

Indicators to be observed during the interview:

- a. Data of the complainant
- b. Type of gravity of the harassment
- c. Places and frequency
- d. Since when the occurrence?
- e. Consequences for the victim

In the interview, confidentiality is guaranteed. The Occupational Director will make sure that the complainant receives protection during the process and the guarantee that he/she will be kept informed. The Occupational Director must issue a separate report of the interview with the complainant.

3. Occupational Director's interview with the stalker.

Indicators to be observed in the stalker:

- a. Attitude of the stalker(s)
- b. If there is sign of repentance
- c. If he/she assumes responsibility for the acts committed
- d. If there is a desire of repairing the damage

The Occupational Director must provide a separate report of the interview with the complainant.

4. Occupational Director's interview with spectators pointed out by the victim.

With the objective of discovering the truth, the Occupational Director will interview witnesses separately and as soon as possible. The witness must not know the testimony of another witness or of any of the parts involved. The Occupational Director will not divulge information regarding other witnesses since the objective is to discover the truth.

The Occupational Director will make open questions to the witnesses and parts involved and must not make suggestive questions in this stage of the procedure; he/she will also provide a report of the interview with the witnesses.

Once all interviews are completed, the Occupational Director will make a report of the conclusions of the facts (those incontrovertible and those that coincide) which will be part of the findings report.

### **III. Decision making**

- 1. Meet with the committee that handles bullying acts (Occupational Director and the Instructor of the student accused of bullying).

2. Presentation of the findings report by the Occupational Director.

Recommendations to the stalker from the Occupational Director and the committee that handles bullying:

1. Refer to a psychologist
2. Correction of the stalker's responsibilities
3. Follow up with Occupational Director regarding conduct modification
4. Regular follow-up and conduct evaluation

Recommendations for the victim:

1. Refer to a psychologist
2. Individual counseling with the purpose of providing the student with strength and improve his/her self-esteem and dissipate fear.

#### **IV. Referral to the Discipline Committee of the Institution**

If, in fact, according to the findings, the student committed bullying, he/she will be referred to the Discipline Committee which will be the one to make a decision in applying the corresponding sanctions as per the gravity of the case in particular.

### **ARTICLE IX – PERMANENT COMMITTEES**

The Institution will create various committees that will have a representation of all institutional sectors.

#### **DISCIPLINE COMMITTEE**

Section 1 - The Discipline Committee will be composed of the following:

- a. Occupational Director
- b. An instructor from the Institution who is appointed by the Occupational Director and who belongs to a program different from that of the complainant

Section 3 - The Committee will adopt the necessary procesable norms for better performance of its responsibilities and guaranteeing, in all cases, the student's right to be heard and present the necessary evidence for his/her defense.

## **ARTICLE X – GENERAL DISPOSITIONS**

- Section 1 - The President of the Institution and its designated representatives will have the responsibility of the application and compliance of this Regulation.
- Section 2 - What has been disposed in this Regulation must be understood as limitative to the President's authority or its representatives designated to take immediate action and adopt those measures that deem necessary to guarantee institutional discipline and order.
- Section 3 - The President or its designated representatives can, when deemed necessary and to protect institutional order and normal operations, suspend a student while the Discipline Committees carries out the corresponding investigation.
- Section 4 - The President or its designated representatives have the power to attend and take corresponding actions in unforeseen situations or contemplated in this Regulation.
- Section 5 - Nothing of what has been previously mentioned will hinder the right of the Institution to withdraw any student, for the period deemed necessary and for reasons of physical and/or mental health and as advised by the Occupational Director and/or a competent official.
- Section 6 - The non-constitutionality or non-execution of the parts contained in this Student Handbook, will not affect the validity of the remaining parts.

Effective date – August 10, 2009

Mr. Edwin J. Colón Cosme  
President  
Revised – August 2012