



**INSTITUTIONAL POLICIES MANUAL**

**REVISED IN:  
AUGUST 2017**

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Columbia Central University is an institution operated by Columbia College Corporation, a stock corporation, organized in 1974 under the Puerto Rico Corporation Law. Accordingly, it affirmatively states that it owns the broadest discretion to determine its own academic, administrative, and student policies according to the disposition of its pertinent authorities.

## **APPLICABILITY OF THE POLICIES**

The institutional policies apply to all students of the university: regular and non-regular, in person and distance, and young and adult from the different programs and modalities in both campuses. In other words, they apply equally to everyone to the extent and dimension that they correspond to each person.

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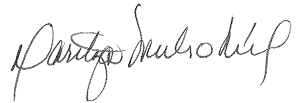
## GREETINGS FROM THE PRESIDENT

Dear Student:

Welcome to Columbia Central University! We are pleased that you have selected us as the university where you will achieve your academic goals.

It is our aim to keep you informed, and as such, we have prepared this manual to provide you with the necessary information that will guide you throughout your university life. Here you will find our policies, institutional regulations, procedures, and protocols that guide the functioning of our university and that you should know and fulfill.

Keep moving forward and achieve success!



Daritza Mulero Méndez, MBA  
President

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## TABLE OF CONTENTS

Sexual Harassment Policy.....	5
Institutional Policy and Protocol for Harassment and Intimidation (bullying).....	8
Non-violence Policy.....	14
Institutional Domestic Violence Protocol.....	18
Environmental Policy.....	29
Student Regulations.....	32
Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol, and Tobacco.....	43
Information Security Program.....	52
Parking Regulations.....	54
Policy on the Acceptable Use of Technology.....	59
Policy on the Use and Security of Online Services.....	63
Institutional Non-discrimination.....	65
Institutional Policy on the Prohibition of Discrimination Based on Disability.....	71
Protocol for Services for Students or Prospects with Disabilities.....	75
Institutional Policy on Safety in the University.....	80
Institutional Protocol for Emergency Management.....	93
Policy to Prohibit the Use and Disclosure of the Social Security Number.....	94
Policy on the Protection of Student Privacy (FERPA & FTC) .....	95
Open Communication and Open-Door Policy.....	101
Policy for Students with Asthma.....	102
Institutional Copyright Policy.....	103

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## **SEXUAL HARASSMENT POLICY**

Columbia Central University (CCU) aims to provide a work and study environment that will be pleasant, professional, and free from intimidation, hostility, harassment and other offenses that may interfere with the performance of its employees and students. Sexual and any other type of harassment, whether verbal, physical and/or visual, will not be tolerated and is prohibited.

### **Applicability**

The Sexual Harassment Policy applies to students, faculty, all university personnel, the Board of Directors, persons representing the members of CCU or other members, sellers, and any other person doing business with the University.

### **Legal Basis**

Act No.17 of April 22, 1988 prohibits sexual harassment in the workplace and clearly expresses that it is illegal to discriminate based on ethnic origin, race, color, gender, age, social condition, or political or religious ideas.

The Civil Rights Law of 1964 is the federal law that prohibits discrimination in the workplace based on race, gender, nationality, and religion.

The Jeanne Clery Act (1990) establishes that every university institution that receives federal funds must report and disclose information about delinquency and violent acts within the campus and surrounding areas. The law was amended to include the rights of victims of domestic violence, sexual violation, harassment or stalking, and date violence within educational institutions.

Health and Safety at Work Act, Law No. 16 of August 5, 1975, and the Occupational Safety and Health Act of 1970 (OSHA) stipulates that every employer has the responsibility to provide employees a workplace free of recognized dangers that are causing or may cause death or serious physical harm.

The federal legislation Violence Against Women Act (VAWA) of 1994 provided legal protection for mistreated women.

Title IX (1972) focuses on sexual violence that includes physical acts against a person's will or if he/she is disabled to consent to said act. It prohibits gender-based discrimination in educational programs and activities sponsored by institutions of higher education that receive federal funds, such as: admissions processes, recruitment, recreation, employment, evaluations, grades, vocational education and assignments in the classroom.

### **Sexual harassment in the workplace and study center**

Sexual harassment is defined as a form of conduct that undermines the integrity of the relationship in a work or study environment. No employee or student, man or woman, should be subject to sexual conduct or insinuations.

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Sexual harassment does not refer to occasional flattery that is not of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, affects morale, and, therefore, interferes with effectiveness in work or study. It includes unwanted advances, requirement of sexual favors, and other verbal or physical conduct of a sexual nature when:

- the submission to such conduct by the student and/or employee constitutes a condition for employment or an academic requirement, either implicitly or explicitly, to obtain benefits in work or study;
- the submission or rejection of such conduct is used as the basis for decisions concerning that individual as they relate to his/her employment or academic status;
- such conduct has the purpose or effect of interfering unreasonably with the individual's work or academic performance or of creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment may occur in the following circumstances:

- The victim, as well as the harasser, may be a woman or a man. The victim and the victimizer may be of the same gender.
- The harasser may be the victim's supervisor, an employer's agent, a supervisor in another area, a coworker, or someone who is not an employee. Also, the victimizer may be a professor who harasses a student.
- The harasser's conduct must be unwelcomed, unreciprocated.

Any employee who is proven to be involved in such conduct or condones such conduct by a subordinate, will be subject to disciplinary action that may include dismissal. An employee who is a proven harasser may also be subject to individual responsibilities and penalties.

### **Reporting inappropriate conduct**

The person who feels that he/she is being sexually harassed must notify it immediately to his/her supervisor or the human resources director if the case is related to an employee. If the alleged victim is a student, he/she must report it to the Chancellor or to a counselor. In the case of an employee, if his/her supervisor is involved, he/she must notify directly CCU's Human Resources Director. When the complaint is received in writing, the corresponding investigation will begin by citing the parties and possible witnesses through the installation of the Complaints Hearing Board (JVQ, by its Spanish acronym).

Every employee and student has the duty and obligation to report any inappropriate sexual act if he/she is a victim, or if he/she has witnessed one in his/her work or study area.

### **Procedure for filing complaints related to violations to the established policy:**

Every employee and/or student who has evidence indicating that any member of the institutional community exhibits inappropriate conduct related to this policy may file a complaint in that regard.

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**Procedure:**

1. The procedure is initiated by filing a complaint in writing before the corresponding authorities. If the complaint is related to an employee, it must be filed in the Human Resources Office. If it is related to a student, it must be filed before the Campus Chancellor and/or counselor. If it is related to a visitor, contractor, concessioner, or vendor, it must be filed before the campus Chancellor.
2. Filing a complaint will bring about an investigation of the reported incident and the Complaints Hearing Board (JVQ) will be convened. Said board will be convened by the Chancellor or President to formally investigate the complaint and determine the action to be taken. Proceedings will be kept in strict confidentiality and no information or other evidence provided by the parties or witnesses will be disclosed during adjudication.
3. If the complaint requires intervention from external agencies, the official in charge will call the State Police to initiate a formal investigation. The State Police will be in charge as of the filing of the complaint in the judicial forum.

**Investigation Process:**

The JVQ must conduct a prompt and detailed investigation upon receipt of the complaint of the alleged incident and notification to the alleged offender. The process of appointing the members of the Board and beginning the investigation must be carried out on or before five working days upon notification of the parties. The investigation must include:

1. An interview with the complainant; basic facts must be established and witnesses as well as physical evidence, if any, must be identified.
2. An interview with the alleged offender must be held to give him/her an opportunity to admit, deny, or explain each allegation in the complainant's declaration and identify witnesses or physical evidence, if any.
3. An interview with any witness; witnesses will be informed that any matter discussed must be confidential.
4. The JVQ must review the results of the investigation and decide in what manner the policy has been violated.
5. The JVQ must issue its resolution within 15 days after the investigation is completed. Said resolution will specify the Board's conclusions and its ruling in accordance with said conclusions.
6. The results of the investigation must be communicated to the complainant and alleged offender by letter.

When one or both parties do not agree with the results of the investigation, they may file a revision of the resolution before the Institutional Board of Directors within five working days of receipt of the JVQ's resolution. The petition for revision will be considered filed when the complainant or alleged offender submits in writing to the President of Columbia Central University a Revision Statement where he/she expresses the basis for a petition of revision. The Institutional Board of Directors must review the Revision Statement and determine if it is well founded. If it is not well founded, it will be annulled by the Institutional Board of Directors and will not have any effect, and the JVQ's ruling will be final and binding. Depending on the review, the Institutional Board of Directors may accept, reject, or modify JVQ's ruling within five working days.

1. The filing of the revision petition will interrupt the effective date of JVQ's ruling.

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2. The Institutional Board of Directors will resolve the petitioned revision within 15 calendar days of the filing of the revision.
  3. The Institutional Board of Directors will be able to pass judgement on the Board's ruling only based on the record of the proceedings before said Board and normally and ordinarily will respect the JVQ's conclusions.
  4. The Institutional Board of Directors will prepare special minutes of all disciplinary proceedings presented and, upon issuance of its resolution, will present the reasons for their determination.
  5. The Institutional Board of Director's decision may confirm, modify, revoke, or exonerate JVQ's ruling. To achieve CCU's commitment to provide and ensure a work and study environment free from intimidation and harassment, the Board of Directors may confirm the violation of any disciplinary regulation as determined by the JVQ, despite the previous statement, and suspend the effect of the sanction imposed by said Board.
  6. The Institutional Board of Director's decision is final and binding and concludes the issue that was appealed.

### **Violation of the policy**

To comply with the Institutional Sexual Harassment Policy, CCU will apply disciplinary measures against any employee, student, visitor, contractor, or concessioner who violates this policy or any other state or federal statute. State and federal statutes include the applicability of sanctions in student organization activities and activities sponsored by the university.

These measures may vary according to the seriousness of the offense and the number of times that said offense is committed. The measures applied to students may include from a written warning, suspension to expulsion. Employees may be sanctioned with suspension and termination of employment. For vendors, contractors, and concessioners, their contractual relationship with the University may be cancelled. Visitors may be prohibited from entering the university premises.

### **Prohibition of reprisals**

Any conduct that may be reasonably considered a reprisal, payback, or revenge, such as harassment, calls, written notes, or urging third parties to bother, harass, or intimidate the complainant because of the complaint filing, may be considered a separate violation.

## **INSTITUTIONAL POLICY AND PROTOCOL FOR HARASSMENT AND INTIMIDATION (BULLYING)**

### **Policy**

Columbia Central University promotes a safe university environment where there is a positive focus on the student teaching-learning process and labor relationships. We believe that students, as well as personnel, have the right to study and work in harmony, free from intimidation or physical and/or mental abuse caused by others.

It is the responsibility of each member of the University to ensure that situations of intimidation or harassment do not occur at any level within the University. The university community must be aware of said conduct and its effects on the dignity of the human being,



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conduct that is unacceptable and requires disciplinary measures for its correction. CCU established that any form or type of harassment or intimidation is unacceptable, and that all incidents and complaints must be treated seriously by personnel assigned for managing them.

### **Justification**

Harassment and intimidation (bullying) affects human dignity and impacts negatively the student and work environment. Based on what has been previously exposed to educate the university community, CCU creates this protocol attuned to Act 204 – 2016 “Act against harassment or intimidation or bullying of the Commonwealth of Puerto Rico,” known as the Alexander Santiago Martínez Act.

### **Applicability**

This protocol applies to all persons that integrate the university community: employees, students, prospective employees, prospective students, suppliers, Institutional Board of Directors, visitors, and concessioners.

### **Objective**

CCU has established this policy on intimidation or harassment (bullying) and cyberbullying to create awareness in the university community of unacceptable conduct and its consequences and to provide mechanisms to manage these cases.

### **Definition of harassment or cyberbullying conduct**

- A. Intimidation or bullying is any pattern of actions carried out intentionally, through psychological, physical, cybernetic or social abuse that terrorizes a student or group of students and interferes with him/her, his/her school opportunities and performance in the classroom as well as in the immediate social environment. Harassment or intimidation and/or bullying should be a pattern of harassment, constituted by more than one act, and usually lasts weeks, months and even years.
- B. Harassment or intimidation using any electronic means or the Internet or cyberbullying is the use of any electronic oral, written, visual or textual communication to harass, bother, intimidate and annoy a student or group of students. Its consequence is to harm the physical, mental or emotional integrity of the affected student, and/or his/her property and includes the undesired interference with the opportunities, performance and benefit of the affected student.

Cyberbullying or harassment is carried out using any virtual media such as:

- chat
- social networks
- blogs
- text messages
- web pages, and others

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This intimidation occurs through these means anonymously or with identification, and the purpose is to defame and humiliate the victim. The result of such action is that the victims are harassed within and outside the classroom or in the work place.

Cyberbullying tends to occur between adolescents and youth due to vengeance and with the simple objective of publicly ridiculing or bothering others. Said conduct is repetitive in that it seeks to humiliate the person through virtual means.

### **Effects of intimidation and harassment**

- Anxiety
- Lack of concentration
- Increase in blood pressure
- Depression
- Hostility
- Poor performance
- Substances and/or alcohol abuse
- Low self-esteem
- Sleep disorders
- Suicide or suicide attempts
- Abuse or harassment of others

### **Expectations and institutional policy**

It is expected that with the established policy and protocol, the entire university community can know and channel any situation that emerges relative to harassment and intimidation. It is institutional policy to prohibit said conduct.

### **University responsibilities**

CCU is responsible for the following:

- Support and act against occurrences of harassment and intimidation in the workplace and place of study since they constitute criminal acts against employees and students.
- Offer orientation to personnel and students about examples of intimidation or harassment.
- Commit to taking measures to provide a safe place of work and study.
- Offer help and support to the victims of intimidation and harassment regarding resources available in the community, legal resources and available leaves of absence.
- Motivate employees and students to report any situation or incident promptly.

### **Prevention strategies**

CCU, in order to educate the university community, has established the following prevention measures:

- A. Educational activities include, but are not limited to:
  - Information tables

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- Online modules
  - Training through talks and workshops
  - Brochures
  - Others

B. Referrals to the counselor

**Procedure for dissemination of the protocol**

The policy and protocol will be published in the university webpage [www.columbiacentral.edu](http://www.columbiacentral.edu) , in the Institutional Policies Manual and/or e-mail. In addition, they will be included in the Faculty and Employee Manuals.

**Procedure for documenting cases, confidentiality and maintenance of files related to intimidation and harassment complaints:**

**A. Students**

- When an oral or written complaint is received, the Counseling Office will document it and open a record with the respective evidence.
- The cases will be managed in strict confidentiality in the Counseling Office and will only share information with the pertinent areas depending on the case.
- Every complaint record will be safeguarded in the Counseling Office, and when the investigation has concluded, it will be kept in the safe.

**B. Employees**

- When an oral or written complaint is received, the Human Resources Office will document it and will create a record with the respective evidence.
- The cases will be managed in strict confidentiality and will only share information with the pertinent areas depending on the case.
- Every complaint record will be safeguarded in the Human Resources Office, and, when the investigation has concluded, it will be kept in the safe.

**Procedure for denouncing cases**

Any person who understands that he/she is object of intimidation or harassment should report the situation to the designated personnel in writing with details:

- In the case of a CCU employee, to the immediate supervisor, the Chancellor, the Human Resources Director or the President.
- In the case of a student, the counselor, and in his/her absence, the Chancellor.
- The official, upon receiving the complaint, will orient the employee about his/her rights and how to channel the complaint.

**During the process, the confidentiality of the parties will be maintained.**

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## Strategies for investigating complaints

The representatives designated to investigate this type of complaint will interview the complainant, and according to the information obtained, will convene the Complaints Hearing Board (JVQ).

Procedures for investigating charges for intimidation or harassment charges by the JVQ:

The JVQ will conduct a prompt and detailed investigation upon receipt of the complaint of the alleged incident. The notification to the alleged offender will be carried out within seven (7) days after receiving the complaint. The process of appointing the JVQ and beginning the investigation should be completed within five (5) work days of notification of the parties. The investigation should include:

1. An interview with the complainant to establish the basic facts and identify witnesses and physical evidence, in any.
2. An interview with the alleged offender who will be given an opportunity to admit, deny, or explain each allegation in the complainant's statement and identify witnesses or physical evidence, if any.
3. An interview with any witness. Witnesses will be informed that any matter discussed must be kept in strict confidence.
4. The JVQ must review the results of the investigation and decide in what manner the policy has been violated.
5. The JVQ must issue its ruling within 15 days after the investigation is completed. Said resolution will specify the conclusions made by the Board and its ruling as it conforms to said conclusions.
6. The results of the investigation must be communicated to the complainant and alleged offender by letter.

When one or both parties do not agree with the results of the investigation, they may file a review of the resolution before the Institutional Board of Directors within five working days of receipt of the JVQ's resolution. The petition for review will be considered filed when the complainant or alleged offender submits in writing to the President of Columbia Central University a Revision Statement where he/she expresses the basis for a petition of review. The Institutional Board of Directors must review the Revision Statement and determine if it is well founded. If it is not well founded, it will be annulled by the Institutional Board of Directors and will not have any effect, and the JVQ's opinion will be final and binding. Depending on the review, the Institutional Board of Directors may accept, reject, or modify JVQ's ruling within five (5) work days.

1. The filing of the review petition will interrupt the effective date of JVQ's opinion.
2. The Institutional Board of Directors will resolve the petitioned review within 15 calendar days of the filing of the revision.
3. The Institutional Board of Directors will be able to pass judgement on the Board's resolution based solely on the record of the proceedings before said Board and will normally respect JVQ's ruling.
4. The Institutional Board of Directors will prepare special minutes of all disciplinary procedures raised before them, and upon issuing its resolution will present the reasons for their determination
5. The Institutional Board Director's decision may confirm, modify, revoke, or exonerate JVQ's ruling. To achieve CCU's commitment to provide and ensure a

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work and study environment free from intimidation and harassment, the Board of Directors may confirm the violation of any disciplinary regulation as determined by the JVQ and, notwithstanding the previous statement, suspend the effect of the sanction imposed by said Board.

6. The Institutional Board of Director's decision is final and binding and concludes the issue that was appealed.

### **Strategies for intervention and sanctions for violating the policy**

When the JVQ has determined that the harassment or intimidation has occurred, it may impose one of the following disciplinary actions:

When the offender is an employee, the disciplinary action may be imposed in accordance with what has been established in the university procedures. The disciplinary action must correspond to the offense and it may range from a verbal or written warning to dismissal as established in the Employee or Faculty Manual.

When the JVQ has determined that the harassment or intimidation had occurred, it may impose one of the following disciplinary actions:

When the offender is a student, the disciplinary action may be taken according to what has been established in the university procedures. The disciplinary action should be in accordance with what has been established. The disciplinary action should correspond to the offense and it may range from a verbal or written warning to expulsion as established in the Student Regulations.

When the offender is a member of the Institutional Board of Directors, the matter will be referred to the Board in full for action, and includes up to removal from the Board according to CCU bylaws.

When the offender is a seller or another person who has business with CCU, the President can determine and take the appropriate action, up to and including termination of the business relationship.

When determining the action to be taken, any history of prior intimidation or harassment will be considered.

### **Follow-up strategies**

When the process is concluded, the Counseling Office will:

- Give individual follow-up to the parties to identify that the agreements made are being upheld. It will document said follow-up.
- Refer to additional professional help agencies if necessary.

### **Guidelines for referrals to health professionals**

The personnel designated to work with these cases (Counselor and HR Director) will orient the people involved about the institutional protocol and policy. A list of resources and health providers will be provided. They may assist in contacting the necessary resource.

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## Resources available to victims

Emergency line	9-1-1
Puerto Rico Police	(787) 793-1234
First Pan-American Hospital Cidra	(787) 739-5555
San Juan Capestrano Hospital	(787) 754-0909
	(787) 625-2900
Psychiatric Hospital for Children and Adolescents	(787) 780-6090
	(787) 740-1925
	(787) 714-2462
Menonita CIMA Hospital	
ASSMCA Centers (Children and Adolescents)	
Tasc Juvenil Caguas	(787) 745-0630
Mental Health Center Mayagüez	(787) 805-3895
Direct Prevention Center ASSMCA	
ASSMCA Centers (Adults)	
Mental Health Center Mayagüez	(787) 833-0663
Ambulatory Clinics	
Inspira – Caguas	(787) 704-0705
San Juan Capestrano – Mayagüez	(787) 265-2300

## Prohibition of Reprisals

Any conduct that may be reasonably considered a reprisal, payback, or revenge, such as harassment, calls, written notes, or urging third parties to bother, harass, or intimidate the complainant because of the complaint filing, may be considered a separate violation of this policy.

## NON VIOLENCE POLICY

### Introduction

Columbia Central University (CCU) promotes a safe study and work environment for our university community which prohibits and condemns every violent act that attempts against the physical and emotional integrity of its members.

To this effect, CCU has adopted this nonviolence policy in the study and workplace.

### Applicability

This policy applies to all persons who integrate the university community: employees, students, visitors and concessioners.

### Objective

This policy has the main objectives to protect the physical and emotional integrity of employees, students, suppliers and visitors in general, and provide orientation about zero tolerance of conduct that promotes violence

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## **Definition of violence**

Violence is defined as those actions or words that place in danger or hurt other persons or result in a reasonable belief that other people may be in danger. (FBI Academy: Workplace violence: issues in response, 2013).

Violent conduct includes, but is not limited to, physical or emotional violence, intimidation, sexual harassment, stalking, among others.

## **Reporting violent conduct**

Employees, students, suppliers or visitors are responsible for informing the supervisor or designated institutional official (security official, Chancellor, Human Resources Director, Counselor) of any violent or threatening act that occurs. The established protocol to investigate acts of violence in the university and determine the action that will be taken before the acts presented will be used.

When the information is received that an incidence of violence is occurring or has already occurred, it should be reported to the Chancellor, Counselor, Human Resources Director or security official. The type of incidence will be evaluated, and necessary measures will be taken to protect the person's security. When the incident is evaluated, and it is established that there is no immediate threat to security, or assistance was provided to the affected party (ies), the person(s) involved will be notified that they will be interviewed, and a written complaint will be requested.

When the complaint is received in writing, the corresponding investigation will be initiated by citing possible witnesses.

The university will determine if the JVQ will be convened to proceed with the investigation and adjudication of disciplinary measures, if necessary.

## **Procedure to file complaints related to violations to the established policy:**

Every employee, student, supplier, or visitor who has evidence indicative that any member of the university community exhibits violent conduct, relating to this policy, may file a complaint.

### **Procedure:**

1. The procedure begins with the filing, in writing, of the complaint before the corresponding authorities. If the complaint concerns an employee, it will be filed in the Human Resources Office. If it is related to a student, it will be filed with the Campus Chancellor and/or Counselor. If it is related to any visitor, contractor, concessioner, or supplier, it is filed before the Campus Chancellor.

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2. Filing a complaint will result in an investigation and the installation of the JVQ. Said board will be called to meeting by the Chancellor or President to investigate formally the complaint and determine the action that will be taken. Strict confidentiality will be maintained, and no information or evidence supplied by the parties or witnesses during an adjudicative process will be disclosed.
  3. If the complaint requires the intervention of external agencies, the official in charge will call the state police to initiate a formal investigation. The state police will be in charge of the investigation when the complaint is filed in the judicial forum.

**Investigation process:**

The JVQ will conduct a prompt and detailed investigation when the complaint of the alleged incident is received and the alleged offender is notified. The process for appointing the JVQ and beginning the investigation must be carried out within five (5) work days from the notification of the parties. The investigation will include:

1. An interview with the claimant, establish the basic facts and identify witnesses and physical evidence, if any.
2. An interview with the alleged offender which provides him/her an opportunity to admit, deny, or explain each allegation of the facts in the complainant's statement, and identify witnesses or physical evidence, if any.
3. Interview any witness. Witnesses will be informed that any matter discussed will be kept confidential.
4. The JVQ will review the results of the investigation and decide how the policy has been violated.
5. The JVQ will issue its resolution within fifteen (15) after the investigation has concluded. Said resolution will specify the conclusions reached by the Board and its ruling in accordance with said conclusions.
6. The results of the investigation will be communicated to the complainant and alleged offender by letter.

When one or both parties do not agree with the results of the investigation, they may file a revision of the resolution before the Institutional Board of Directors within five working days of receipt of the JVQ's resolution. The petition for revision will be considered filed when the complainant or alleged offender submits in writing to the President of Columbia Central University a Revision Statement where he/she expresses the basis for a petition of revision.

The Institutional Board of Directors must review the Revision Statement and determine if it is well founded. If it is not well founded, it will be annulled by the Institutional Board of Directors and will not have any effect, and the JVQ's opinion will be final and binding. Depending on the review, the Institutional Board of Directors may accept, reject, or modify JVQ's ruling within five working days.

1. The filing of the revision petition will interrupt the effective date of JVQ's opinion.



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2. Institutional Board of Directors will resolve the petitioned revision within fifteen calendar days of the filing of the revision.
  3. The Institutional Board of Directors will be able to pass judgement on the Board's resolution based only on the record of the proceedings before said Board and will normally respect JVQ's ruling.
  4. The Institutional Board of Directors will prepare special minutes of all disciplinary proceedings presented and upon emission of its resolution will present the reasons for their determination.
  5. The Institutional Board Director's decision may confirm, modify, revoke, or exonerate JVQ's ruling. To achieve CCU's commitment to provide and ensure a work and study environment free from intimidation and harassment, the Board of Directors may confirm the violation of any disciplinary regulation as determined by the JVQ and, notwithstanding the previous statement, suspend the effect of the sanction imposed by said Board.
  6. The Institutional Board of Director's decision is final and binding and concludes the issue that was appealed.

### **Violation of the policy**

To comply with the institutional nonviolence policy, CCU will apply disciplinary measures against any employee, student, and member of the Board of Directors, contractor or concessioner who violates this policy or any other state or federal statute. State and federal statutes include the applicability of sanction is student organization activities and activities sponsored by the university.

These measures may vary according to the severity of the fault and the times said behavior has been committed. Measures to be applied to students include from written reprimand, suspension or expulsion. Employees may be applied suspension or dismissal from the job. Suppliers, contractors and concessioners may have their contractual relationship cancelled immediately. Visitors may be prohibited from entering the premises.

### **Prohibition of reprisals**

Any conduct that may be reasonably considered a reprisal, payback, or revenge, such as harassment, calls, written notes, or urging third parties to bother, harass, or intimidate the

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complainant because of the complaint filing, may be considered a separate violation of this policy.

## **INSTITUTIONAL DOMESTIC VIOLENCE PROTOCOL**

### **Introduction**

Columbia Central University (CCU) promotes a safe university environment where the focus is on the student teaching-learning process and on labor relations. We believe that students, as well as personnel, have the right to study and work in an environment where harmony and safety are promoted.

To this effect, the University has adopted the following Domestic Violence Protocol.

### **Applicability**

This protocol applies to university employees and students.

### **Background**

Annually, domestic violence acts are reported that affect and attempt against the victim's security and productivity and against people in general. According to statistics from the Office of the Women's Advocate, from 1990 to 2016, 623 women were killed in domestic violence incidents.

On the other hand, domestic violence may transcend the privacy of the home to the workplace or study center. According to statistics of the Women's Advocate, 74% of domestic violence victims are physically or emotionally mistreated at work by their partners. Said domestic violence acts may be mortal and represent a danger not only to the victim, but also to other people who work or study in the same space. Also, the domestic violence victim is in a situation full of tension and anguish that may translate into low productivity, absenteeism, low-quality work, and poor performance in the classroom.

The University has the legal and moral responsibility to educate its personnel and students on the preventive measures to manage situations involving domestic violence. The University has established a protocol to manage these situations to offer orientation and support to victims. Given the above, the university has established this protocol to manage domestic violence situations to offer orientation and support to victims.

### **Objectives**

The purpose of the protocol is to provide uniformity to the measures and procedures to be followed when an employee or student is a victim of domestic violence.

In case of employees or students who consider themselves victims of domestic violence, orientation will be given regarding their rights and means to manage effectively the situation.

Employees and students should know that practices defined as domestic violence are prohibited and that action will be taken against those persons who attempt against the safety of others.

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## **Institutional Responsibility**

CCU, committed with the wellbeing of its employees/students reaffirms through this protocol to:

- support and take action against domestic violence acts in the work and study place since it constitutes a criminal act against employees and students, and that domestic violence is a manifestation of discrimination based on gender.
- establish guidelines for managing domestic violence situations.
- offer orientation to personnel and students about examples of domestic violence and trainings on the subject.
- take measures to provide a safe place for work and study.
- offer assistance and support to the domestic violence victim by providing orientation about available resources in the community, legal assistance, and available leaves of absence.
- motivate employees and students to report any situation or incident as soon as possible.

## **Legal basis and applicability**

The law which is the basis for creating this document and requires employers to write this protocol to manage domestic violence in the workplace is **Law 217 of September 29, 2006**. If it is true that this law was created for managing this problem in the workplace in Puerto Rico, there are prior laws that establish the rights of domestic violence victims.

**Article I, Section 1 of the Constitution of the Commonwealth of Puerto Rico** stipulates that the dignity of the human being is inviolable, that all persons are equal under law, and that discrimination is prohibited based on gender, among others.

**Article I, Section 16 of the Constitution of the Commonwealth of Puerto Rico** recognizes the right of every person to protection of health risks and personal integrity in the work place.

**Law No. 20 of April 11, 2001**, as amended, creates the Women's Advocate Office. The law guarantees, as Commonwealth of P.R. public policy, full development and respect of women's civil rights and the exercise and enjoyment of their liberties. It also stipulates that the Women's Advocate Office will: give priority to the achievement of affirmative actions of public and private organizations to guarantee gender equality in areas where domestic violence and other manifestations of inequality and oppression exist; supervise that compliance with the public policy established in this law persists; safeguard women's rights; and, ensure that public agencies comply with and adopt affirmative or corrective action programs.

**The Law for Prevention and Intervention with Domestic Violence, Law No. 54 of August 15, 1989**, as amended, establishes the public policy of the Commonwealth of Puerto Rico regarding domestic violence that recognizes that it is one of the most complex

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and serious problems faced by our society and that it is energetically repudiated. Further, the law recognizes that domestic violence is a manifestation of inequality among genders, particularly affecting women. The law provides legal, civil, and criminal remedies for persons who are victims of acts that constitute domestic violence.

**The Law of Safety and Health in the Workplace, Law No. 16 of August 5, 1975**, as amended, stipulates that every employer must provide to everyone employed a workplace free of known risks that are causing or may cause death or physical harm to employees.

**Law No. 100 of June 30, 1959**, as amended, protects employees and prospective employees against discrimination based on gender, among other reasons.

**Law No. 69 of July 6, 1985**, as amended, requires strict compliance with equal rights in employment for both men and women and prohibits discrimination based on gender.

**Title VII of the Federal Civil Rights Law of 1964** prohibits discrimination in the workplace based on gender, among other reasons. The Supreme Court of the United States has interpreted that sexual harassment in the workplace is a manifestation of discrimination as covered by this law.

**The Occupational Safety and Health Act of 1970 (OSHA)** stipulates that every employer is responsible for providing employees a workplace free of known dangers that are causing or will probably cause death or serious physical harm.

**Law No. 165 of August 10, 2002** increases maternity leave and establishes special leaves of absence, among them a leave of absence to appear at administrative and judicial processes for domestic violence situations, sexual harassment in the workplace, or discrimination based on gender.

**Puerto Rico Anti-Harassment Law, Law No. 284 of August 24, 1999**, as amended, defines harassment as follows: conduct to exercise vigilance over a determined person; sending unwanted written, verbal, or oral communications to a person; committing acts of vandalism directed toward a determined person; committing repeated harassment through words, gestures, or actions to intimidate, threaten, or follow a victim or members of the family. The Anti-Harassment Law provides for protection orders similar to what Law 54 stipulates. The process to obtain said order is the same, and the form to request the protection order may be obtained in any court.

**Law No. 538 of September 30, 2004** stipulates that an employer may request a protection order for an employee, visitor, or anyone else in the workplace if he/she is or has been a victim of domestic violence or of conduct that violates the law as stipulated in Law 54, and if the domestic violence has occurred in the workplace. Before initiating this process, the employer must notify the employee who is or has been a victim of domestic violence or of criminal conduct stipulated in Law No. 54 of his/her intention of requesting the protection order.

**Law No. 542 of September 30, 2004 amends Law No. 54.** It stipulates the following: when the court determines or issues a protection order, it will order the respondent to hand over immediately to the Puerto Rico Police for custody any firearm belonging to the respondent and for which he/she has a permit to have, own, or carry, for target practice, hunting, or any type of permit. The order to hand over any firearm, as well as the suspension of any type of

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firearm permit, will be compulsory. In the same manner, when said order is issued by a court of law, said ruling will suspend the corresponding permit even when it is part of the accused party's profession. Said restriction will apply for as long as the order is in effect.

**Violence Against Women Act (VAWA)** is federal legislation that provides legal protection for mistreated women. It prohibits a person against whom a protection order has been issued, as well as any person who has been convicted of misdemeanor domestic violence, to possess firearms and ammunition. However, there are exceptions of these prohibitions for "official use." This federal law is retroactive; therefore, it applies to convictions that occurred before the law went into effect. In March 2013, the law was amended to include rights of victims of domestic violence, sexual violation, harassment, and date violence within educational institutions.

**Law No. 271 of December 17, 2006** prohibits discrimination in the workplace based on domestic violence, sexual aggression, or harassment.

**The Jeanne Clery Act** establishes that every university institution that receives federal funds must report and disclose information about delinquency and violent acts within and near their campuses.

**Definitions according to the Law for Prevention and Intervention with Domestic Violence, Law No. 54 of August 15, 1989:**

- a. **Domestic violence-** the use of force, psychological violence, intimidation or persecution against a person within a relationship to cause the other partner physical harm. It may be manifested through physical and/or verbal aggression, threats, sexual aggression, and deprivation of liberty.
- b. **Relationship with a partner-** the relationship between spouses, ex-spouses, persons who live or have lived together, who have or have had an intimate consensual relationship, who have had children together, and who have or have had any relationship. It includes relationships between persons of the opposite or the same sex
- c. **Cohabit** – To sustain a consensual relationship similar to that of a married couple.
- d. **Person who commits domestic violence acts** – person who uses physical force or psychological violence, intimidation or persecution against his/her partner.
- e. **Workplace** – any space where a person carries out functions as an employee and the surrounding areas of this space; when it refers to a building or physical structure, it includes surrounding spaces, as gardens and parking lot.
- f. **Educational center** - establishment used for teaching.
- g. **Persecution or stalking** – maintaining a person under constant or frequent vigilance by appearing in places next to or relatively close to the home, residence, school, work, or other places that this person visits or in the vehicle where the person is, to cause terror or fear in an average person's state of mind.

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- h. Grave emotional harm**– it means and arises when, due to domestic violence, the person is an object of recurrent conduct or reflects several of the following characteristics: paralyzing fear, feelings of hopelessness or despair, frustration and failure, insecurity, abandonment, isolation, weakened self-esteem, or other similar conduct when it is caused by repeated acts or omissions.
  - i. Intimidation** – every action or word that expressed repeatedly causes moral pressure on a person who, due to fear of suffering physical or emotional harm to himself/herself or another person, or damage to his/her belongings, is forced to carry out an act contrary to his/her choice.
  - j. Protection order** – every order issued in writing by a court where measures are imposed on a person who commits domestic violence acts so that he/she abstain from committing the acts.
  - k. Victim/survivor** – Any person who has been the object of acts that constitute domestic violence.
  - l. Psychological violence** – a pattern of constant conduct exercised for the dishonor, discredit, or underestimation of personal value, unreasonable limitation to access and management of common property, blackmail, constant vigilance, isolation, privation of access to food or adequate sleep, threats regarding privation of custody of children, or destruction of a person’s valued objects.

### **Responsibility of Employees and Students**

University employees/students who understand that they are victims of domestic violence or who have information about any employee/student who is a victim or a perpetrator or who has information of that any employee/student is a victim or perpetrator should inform his/her supervisor or appointed personnel to initiate the protocol.

### **Appointment of Personnel in Charge of Domestic Violence Matters**

In accordance with what has been established in the protocol, the university has appointed the Chancellors of the University as the officials in charge of managing domestic violence matters according to the protocol. The employee/student who needs orientation about the protocol may communicate with support personnel.

The Human Resources Director will offer orientation to personnel on managing domestic violence cases.

All personnel who supervise or appointed personnel from the student services area will be responsible for receiving information and being aware of domestic violence situations faced by persons under his/her supervision or students. These personnel will inform and give orientation to the employee/student about communicating the situation to the appointed personnel for managing domestic violence cases.

### **Uniform Procedures and Measures for Managing Domestic Violence Cases**

#### **Identify the domestic violence victim**

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The employee/student informs that he/she is a victim of domestic violence in the work area or place of study. Another employee/student identifies a coworker/student who is a victim of domestic violence.

### **Signs of domestic violence**

Supervision personnel/student services personnel and faculty are the ones who have the most direct contact with the victim/survivor. These personnel should observe signs of domestic violence, talk to the employee/student about the problem, and refer the person to the appointed personnel (Chancellor, Human Resources Director, or Counselor).

The following are signs that may help determine if an employee/student is experiencing a domestic violence situation:

- a. Requests a change of work area or class session.
- b. Has bruises or marks on the person's body and offers explanations that do not match the blows.
- c. Seems distracted or has concentration problems.
- d. Receives frequent telephone calls from his/her partner that cause anxiety or nervousness.
- e. Has frequent absences and tardies, justified or unjustified.
- f. Reflects stress, fears, worries, anxiety, frustration, or depression.
- g. The quality of performance of the employee or student decreases without apparent reason.
- h. Manifests discomfort when communicating with other persons.
- i. Reflects a tendency to remain isolated from coworkers or classmates; is reluctant to participate in social events.
- j. There is a physical deterioration or change in his/her personal appearance. He/she uses a lot of make-up to cover bruises.
- k. Uses inadequate clothing and accessories (sunglasses within the building or clothing to cover up even if it is hot).
- l. Has frequent financial problems that may be indicative of poor accessibility to money.
- m. Suffers panic attacks and uses tranquilizers or pain medication.
- n. Receives sudden visits from his/her partner or ex-partner that provoke unease.

The following are behavioral signs of an aggressor:

- a. Calls or visits the work or study place without authorization.
- b. The person lurks around the entrance and exit areas, parking areas, and any other area frequented by the victim.
- c. The person becomes upset when access to the victim is denied or prohibited.
- d. The aggressor tries to evade security at the University by using side entrances or unauthorized entrances for the public in general or tries to enter outside of service hours.
- e. The person speaks about his/her victim in an insulting way with his/her supervisors and/or coworkers or classmates.
- f. The person asks other employees/classmates information related to the victim's schedule.

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## **Procedure after a domestic violence victim is identified**

### **A. Interview and offer orientation to the domestic violence victim**

The appointed personnel will interview the victim and provide orientation on the support the university can offer. Information will be provided to the victim about the domestic violence law, his/her rights to file for a protection order, state and government agencies that provide support for managing these situations, right to leaves of absence (unemployment). The employee will be reassured of the permanence in his/her job and that working conditions will not be affected negatively. Students will be oriented on measures and alternatives so that his/her teaching/learning process will not be affected.

The victim will be informed that shared information will be confidential.

During the interview, the person in charge will ask the employee/student the following:

1. If the employee/student is a victim of physical aggressions, and if he/she needs medical assistance. If this is the case, he/she will be advised to receive medical assistance. An investigation in the Human Resources Office will be carried out to determine the employee's sick leave balance or any other leave that may be used to receive medical assistance. Students will be referred to the Chancellor and the counselor.
2. If said aggressions have produced any temporary or permanent disability that may require any reasonable accommodation in the workplace or study session.
3. If the aggressor possesses firearms in the home, or if he/she can obtain them easily; if the victim has received death threats from the aggressor directed toward him/her, the victim's children, or other family members; if the aggressor uses alcohol or drugs; if the aggressor manifests jealousy; if the aggressions have increased in frequency and severity; if the aggressor threatens to commit suicide if he/she is abandoned; if the aggressor defies the authorities such as the police or the court; if he/she has prior arrests for domestic violence or any other type of aggression.
4. The person in charge will request information from the employee/student if he/she has a current protection order. If he/she does not have one, the person in charge will determine if one is necessary and will provide the assistance. Employees will be referred to the Human Resources Office and students to the counselor for further orientation. The victim should present to the appointed official the protection order, a photograph of the supposed aggressor, information of the aggressor's motor vehicle, and any information that will facilitate the aggressor's identification. The information will be given to the security personnel who will identify the aggressor and inform him/her that he/she must leave the University and adjacent areas. If the person refuses to leave, the police will be notified for their intervention. A student who has a current protection order must inform the security guard daily about his/her entrances and exits. Said process will permit the guard to know if the victim is within the premises of the university. The security guards will be informed when the protection order expires.



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5. If the victim lives with the supposed aggressor, it is recommended that the victim proceed carefully and seek help at a service agency such as a shelter or contact a relative.

If the person has not expressed that he/she is experiencing a domestic violence situation, the supervisor or counselor must be sensitive and formulate direct questions that are not threatening to the employee/student. The topic may be approached commenting that he/she has perceived certain situations in the job or in the quality of performance in the job or classroom that are unusual and that may indicate that the person is going through a delicate situation. The appointed person will assure the employee/student that it is his/her responsibility to oversee the employee or student's safety in the workplace or place of study and that no measures will be taken that will harm him/her.

The employer will proceed to inform the victim that it will request a protection order as stipulated in Law No. 538 of September 30, 2004 if the employee/student refuses the services offered after receiving this orientation and depending on the severity of the domestic violence. It must also be considered if the domestic violence has been manifested in the workplace or place of study.

At the end of the interview, the will write a report of the situation presented by the victim who will read and sign it to approve its content.

## **B. Action Plan**

The appointed personnel, together with the victim, will establish an individual action plan that will include measures to protect his/her safety, such as:

- Contact pertinent government and private agencies (police, 911, hospitals, courtrooms, psychologists, etc.)
- Determine internal safety controls to ensure that the aggressor does not have access to the employee or student.
- Request information related to the aggressor (name, physical description, photograph, description of vehicle, firearms) and inform the reception area of this information.
- Provide information and a photograph of the person that commits domestic violence to security personnel and the reception area.
- File for a protection order.
- If the victim has provided a copy of the protection order, it will be kept on file in a confidential place that the Human Resources Office or Counseling Office has for this purpose.
- Advise the victim about leaving his/her house and staying at a shelter.
- Advise the victim about requesting child support.

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- Arrange the place and manner of the workplace or place of study where the victim will be assigned.
  - Place barriers between the victim/survivor and the entrance to impede or make difficult access for the person committing domestic violence.
  - If necessary, changes in the person's schedule will be made. Entrance and exit work hours are known for the person committing domestic violence acts, so changes in the schedules should be considered.
  - Advise the victim about traveling to work or to the place of study accompanied by another person and about changing the travel route to work or to the place of study.
  - The supervisor, with the consent of the victim, may consider alerting and advising the persons in charge of answering calls about threatening or harassing calls to avoid putting through this type of call. If it is a matter of documents sent by fax, they should be retained. In the case of emails, the victim should be informed that he/she must not erase them as they can be kept as evidence.

### **Definition of protection orders and how to obtain them**

The Law of Prevention and Intervention Against Domestic Violence – Law No. 54 of 1989; Article 2.6 defines the protection order as “a court order to prohibit the aggressor from approaching the victim in any way. A protection order may also contain provisional measures relating to the custody of his/her child/children, child support, parental relations, and economic aid, among others.” The law intends to protect the victim or survivor of domestic violence, as well as the protection of his/her child/children, family, and assets. The order may order the aggressor to stop threatening, harassing, stalking or bothering the victim and his/her child/children and prohibit personal harassment by telephone or mail. The order may also remove that person from his/her house, workplace, school or child/children's place of care. If they have children in common, the order may also prohibit the aggressor to contact the child/children or establish a schedule of visits for parental relations.

Any person who has been a victim of domestic violence may obtain a protection order on his/her own or through a public order agent. Also, any person may obtain a protection order for a victim when he/she is physically or mentally disabled, there is an emergency or the person is unable to request one. The employer, if he/she considers it necessary, may request a protection order for the university and does not require the victim's authorization.

**Link for protection orders Law 54:** <http://www.ramajudicial.pr/formularios/Formulario-de-orden-de-proteccion.pdf>

### **Procedure for requesting a protection order**

The victim may appear before the Court of First Instance and present a verbal or written petition without the need for presenting charges against the aggressor. The same day that the victim requests a protection order, he/she must appear before the judge. A hearing will be held where the victim narrates, under oath, the facts that support the existence of domestic violence. After hearing the narrated facts, the judge will issue a decision. If the

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order is required immediately, the judge may provide one without the presence of the aggressor. This is known as an ex-parte protection order.

### **Managing the Protection Order in the University**

- The appointed officials who will handle protection orders are the counselor or the Director of Human Resources.
- The student or employee should hand in a copy of the protection order. He/she should provide a photograph of the alleged aggressor. It is also required to give a description of the vehicle the alleged aggressor drives and any other information that will provide the largest number of indicators to identify the person if he/she attempts to enter the University.
- A copy of the protection order, with the photograph, will be given to the security personnel for safekeeping in the security booth. This will help to keep the information available if needed.
- If the person who has the restriction intends to enter the University, he/she will be detained by the security guard and will be asked to leave immediately. If the person refuses to leave, the security guard will notify the person that he/she will call the police to inform about the situation.
- The student who possesses the protection order must register with the security personnel at the security booth upon entrance to and exit from the University. This process will permit the guard to know if the victim is in the University in case it is necessary to locate him/her.

When the protection order expires, the counselor/Director of Human Resources will remove the copy of the protection order handed in to the security personnel and will explain that the order has expired.

### **Confidentiality**

It is important to emphasize that all personnel who interact with the victim must take into consideration ethical criteria to carry out interventions and that confidentiality and respect toward intimacy is of utmost importance.

The person in charge of attending to the domestic violence victim must keep all information offered by the victim in strict confidence. Confidentiality means that all information expressed by or concerning the victim must not be shared with third parties without the victim's consent, except when there is any situation that places that person, any minor, or any other person in danger of death and if there is a court order, or a situation of extreme danger. Further, the victim will have access to the files of this intervention and any other document that concerns the victim.

### **Dissemination Plan**

All personnel will be trained once a year through workshops, conferences, educational materials such as bulletins and brochures, and Internet websites. The protocol Will be included in the following publications: Employee Manual, Faculty Manual, and Institutional Policies Manual

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## Resources Available for Domestic Violence Victims

1. Emergency Line: 9-1-1
2. Women's Advocacy Office-Telephones: 787.722.2977 or 1.800.981.7676
3. *Casa Protectora Julia de Burgos*- Telephones: 787.723.3500, 787.723.2814 (San Juan), 787.284.4303 (Ponce)
4. *Hogar Nueva Mujer Santa María de la Merced* (Cayey)- Telephones: 787.263.6473, 787.263.8980
5. *Casa de Todos* (Juncos)- Telephones: 787.734.3132, 787.734.5511
6. Project for Assistance to Survivors of Sexual and Domestic Violence Oriented toward Women's Health (PASOS, by its Spanish acronym), San Juan- Telephones: 787.758.2525 x 2814, x 2813, 787.764.3707
7. Community Mental Health Clinic, Domestic Violence Program, Carlos Albizu University- Telephones: 787.6500 ext. 107 and 117
8. Autonomous Municipality of Caguas, Family Services Department- Telephones: 787.653.8833
9. Autonomous Municipality of Caguas, Citizen Services Department, Woman's Integral Development Service Program- Telephones: 787.704.2020, 704.2022
10. *Paz Para la Mujer*- Telephones: 787.281.7579
11. Helplines for Rape Victims-  
Telephones:  
San Juan- 787.756.0910, 0920, or 0930, 787.765.2412  
Caguas- 787.745.0808, 0809  
Arecibo- 787.817.3464, 3054  
Mayagüez- 787.832.5053, ext. 123  
Ponce- 787.844.1101  
Fajardo- 787.863.4946
12. Woman and New Life Center, Barranquitas- Telephones: 787.857.4685
13. Office for Orientation and Support to Women in Domestic Violence Cases:  
Caguas Judicial Center- 787.548.0709  
Carolina Judicial Center- 787.768.5755  
Ponce Judicial de Ponce- 787.548.0414  
Aguadilla Judicial de Aguadilla: 787.548.0417  
Bayamón Judicial de Bayamón: 787.939, 645.6993  
San Juan Judicial San Juan: 787.764.0524
14. Puerto Police, Sexual Crimes Unit- Telephones: 787.744.7251/787.744.7253 ext. 4116,4117,4044,4045
15. C.A.V.V. (Help Center for Rape Victims- Telephones: 787.765.2285, 1.800.981.5721.
16. IDDIFCO –Domestic Violence- Telephones: 787.821.0546 (Guánica)
17. Clara Lair Home (Hormigueros) – Telephones: 787.849.3075
18. Help Center for Rape Victims- Telephones: 787.832.5053 (Mayagüez), 787.844.1101 (Ponce)
19. INSPIRA, Ponce- Telephones: 787.709.4130
20. APS- Telephone: 1.888.694.5416 (Yauco)
21. Project Matria- Telephone: 787.633.0657 (Mayagüez)

## Online information and resources related to domestic violence

- A. Agency directory:

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<http://www2.pr.gov/agencias/secretariado/Directorio/Pages/DirectorioViolenciaDom%C3%A9s.aspx>

B. “Paz para Mujer” coordinator

<http://www.pazparalamujer.org/index.php/ayuda/violencia-domestica>

C. Directory for domestic violence victims’ services

<http://entreparedes.pr.gov/Pages/Directorio%20de%20Servicios%20a%20V%C3%ADctimas%20de%20Violencia%20.pdf>

D. Women’s Advocate Office

<http://www.mujer.pr.gov/>

E. Psychological and emotional help

<http://www.nuevaisla.com/ayudapsicolineasemerg.html>

F. The duty of the police in cases of domestic violence

<https://ayudalegalpr.org/resource/el-deber-de-la-polica-en-casos-de-violencia-d?ref=j5PfU>

G. Legal Services

<http://www.servicioslegales.org/Data/DocumentLibrary/Documents/1098893890.89/Violencia%20Domestica.html>

H. American Psychological Association (APA)

<http://www.apa.org/topics/violence/violencia-pareja.aspx>

I. PR OSHA

[http://www.trabajo.pr.gov/prosha/download/PROSHA\\_030\\_Violencia\\_Domestica.pdf](http://www.trabajo.pr.gov/prosha/download/PROSHA_030_Violencia_Domestica.pdf)

## **ENVIRONMENTAL POLICY**

### **I. Introduction**

In view of the damage caused in the environment during this century, and especially within the last decades due to ignorance about environmental issues or carelessness, we have polluted a great part of the atmosphere, the ground, and the bodies of water with effects such as: acid rain, the greenhouse effect, and the partial disappearance of the ozone layer. Fortunately, environmental voices have created awareness of this deterioration and have

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motivated governments to legislate to stop it and try to recover the delicate natural ecological balance.

Although environmental neglect has been a world phenomenon, and there are still countries who have not done anything significant to protect the environment, Puerto Rico has not been sufficiently proactively in conserving the environment attuned to its economic and cultural development. This has caused that our bodies of water are perhaps more polluted than other countries that we have not known how to manage solid wastes and have a disposal problem, and that the rivers can no longer serve their usual purpose, of providing water and recreation to the population.

## **II. Applicability**

This policy applies to all employees and students of Columbia Central University (CCU), its campuses and affiliated firms. This applicability will also include: every person or entity who uses the installations, grounds, or properties of the university, as well as any natural or legal person who provides his/her services to CCU.

## **III. Elements of CCU environmental policy**

### **A. Legal basis**

The Law on Public Environmental Policy and the Constitution of the Commonwealth of Puerto Rico establish that public policy applies to all entities in Puerto Rico.

### **B. Responsibilities**

To be in harmony with the provisions of the environmental laws, CCU and those reached by this policy, will observe the following responsibilities:

1. Protect our environment for the benefit of present and future generations.
2. Promote a safe and pleasant.
3. Promote the efficient and judicious use of natural resources so they may be used continuously and sustainably.
4. Contribute to conserve our natural, historical, and cultural patrimony.

#### **a. Administrative measures**

When making administrative decisions, maximum priority will be given to those considerations attuned to environmental protection to achieve harmony between human activities and the environment.

1. If the projects are essential for CCU operations, and it is determined that it could prejudice significantly the environment, the necessary resources will be allotted to include as part of the project the measures the will mitigate said impact.

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2. The necessary measures will be taken so that the teaching and research laboratories, as well as other work areas that use, generate, or store dangerous substances, will be safe work places.
  3. A periodic evaluation of said physical installations will be carried out to verify that they comply with the regulations in terms of environmental protection, health, and occupational safety. Necessary measures will be taken to eliminate or reduce environmental noise to an acceptable level.
  4. Water, energy, and other resources will be used moderately and efficiently.
  5. Special attention will be given to the conservation of existing green areas, as well as the creation of new green areas and areas with shade trees. As far as possible, trees will not be eliminated to create parking spaces, and if needed, they will be replaced once the construction has concluded. If, for any reason, it were inevitable to eliminate a green area, it will be replaced with another similar area so that the total green area will not be reduced substantially as far as possible.

**C. Teaching and research activities**

CCU will carry out its teaching and research activities using the resources efficiently, safeguarding the health and safety of the members of the university community, and protecting the environment.

1. CCU will promote the use of techniques, equipment, and materials that will lead to a reduction in the use of chemical substances and dangerous materials.
2. The use, management, and disposal of chemical substances and dangerous materials in laboratories, warehouses, and workshops will be carried out complying with the regulations established by regulatory entities and considering the protection of the environment.
3. Periodic inspection and preventive maintenance programs will be established for the ventilation and extraction systems in the laboratories to guarantee adequate and hygienic mechanical ventilation.
4. Periodic inspection programs will be established to verify the microbiological and chemical quality of the air in the teaching and

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research laboratories that use dangerous substances and in all closed spaces.

5. A policy on the management and disposal of biomedical and chemical wastes will be established to comply with the requirements established by regulatory entities.
6. Disciplinary mechanisms will be established and applied to deal with cases of violation of institutional directives about management and disposal, since said violations involve and compromise the university's environmental public responsibility.

## **STUDENT REGULATIONS**

### **I. Philosophy**

Columbia Central University (CCU) is a private university committed to students' integral formation. In this sense, we affirm that said formation is not only founded upon a purely academic experience in the classroom, but also on voluntary student participation for the benefit of the university and community. It is evident that student participation, to be truly significant, cannot be imposed by CCU authorities. Student must at all times be the protagonists of their own lives and undertake those activities that, considering their own interests, advance their integral development as human beings.

Based on the above, CCU believes that its students have the fundamental right to develop intellectually, without any limits except for their own will. In this sense, each student has the right to establish lines of communication with his/her professors to search for any answer. To this end, CCU recognizes the right of the student to support his/her own ideas, disagree responsibly with his/her professors, all within a climate that does not endanger, diminish or place in precarious position the University's reason for being, which is, above all, an academic community. In defense of their prerogatives and rights, students should remember that their rights end where fellow students' rights begin, and that the exercise of a prerogative that implies negation of another person's rights does not have a place in the university style that defines CCU.

In summary, CCU affirms that the student's right of highest ranking is the right to be educated. All other rights are subordinated to this right and only exist as instruments to make viable and achieve a full education, and never for strange purposes, foreign to the educational nature of this University.

### **II. Student Participation in Institutional Affairs**

A fundamental point of our educational philosophy is that every student must have the liberty to determine if he/she is interested or not in institutional affairs. We reject the patronizing



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concept of imposing a determined structure to make viable student participation. Said concept, in its essence and true meaning, constitutes the negation of student participation, since it prevents that the students themselves, in a harmonious manner, determine their preoccupations in institutions that, due to their bureaucracy and structural rigidity, would reject the most rudimentary forms of student participation.

- a. Students, when exercising their right to participate in institutional matters, are free to bring directly to the attention of the administration and faculty every suggestion, idea, and proposal, that, to the best of their knowledge and understanding, advances institutional development.
- b. The administration, for its part, firmly believes in an open-door policy for student suggestions and ideas and is committed to receiving and submitting them promptly to pertinent organisms for their consideration and analysis.
- c. The CCU student will never stop being an individual and simply become a number. That is why it is part of our educational philosophy that every student can voluntarily and individually, without intermediaries of any kind, present any issue to be considered by the faculty and the administration.

## **II. (A) Student Activities**

1. CCU students will have the right to develop and carry out student activities that complement and increment the teaching effort to which the University is committed or promote the academic or educational progress of the student body in general. To develop student activities, students must comply with the following procedures and requirements:
  - a. The student or group of students who intends to sponsor and carry out the activity will request authorization in writing from the Student Affairs official or authorized representative at least two days prior to the activity's scheduled date.
  - b. The student or group of students who intends to sponsor and plans the activity will be responsible that it does not interrupt in any way the institutional teaching activities or violates, affects, or contravenes any other institutional regulation and/or endangers the order, security, and normal functioning of CCU.
  - c. CCU notifies that authorization for celebration of a student activity does not mean in any way that the activity is financed, endorsed, or sponsored by the university, or that it is responsible for any expression or behavior of any visitor, speaker, or panelist. It is stipulated and indicated that CCU authorization only verifies that the

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programmed activity does not interfere with teaching activities and any other activity and does not violate institutional security and order.

2. The student, group of students, or student organization who sponsors any student activity is solely and absolutely responsible for any student activity celebrated within the institutional physical facilities or outside the University. The use of the name of the University in any type of promotion, partnership, contract, agreement, or any other type of document related to any student activity is strictly prohibited. The use of the University's name is an exclusive patrimony of CCU's pertinent bodies and may only be used with the authorization of the Chancellor of each campus or the University President.
3. The organizers of a student activity will be exclusively and absolutely responsible for ensuring that the activity, even when it will be carried out outside of the institutional physical facility, will not damage or diminish the reputation of the University, its officials, administrators, employees, and students. If, because of the activity, the University is faced with any kind of legal action, CCU warns and notifies that, by virtue of the absolute and exclusive responsibility of student organizers that they assumed to sponsor of the activity, it will use all available legal mechanisms so that student sponsors act in compliance with the contracted obligations.

## **II. (B) Student Publications**

1. Students will be totally responsible for the content of any student publication even though the student group is identified as a CCU group. CCU will not be responsible in any way for any student publication or its content. This does not mean that the University will not provide the appropriate facilities to make viable the publication or will lend or facilitate necessary resources for the publications such as computers, copy machines, paper, and others.
2. No student publication may, in any way, use the name of CCU or its logo as part of the identification or name of the publication. However, the publication may indicate that its editors are CCU students. If such is the case, the publication must contain a statement to the fact that the University is not responsible for the publication and its content.
3. When a student or group of students is interested in displaying in any area of expression any announcement, promotion, article, document, or publication, it must be authorized by the corresponding institutional student affairs official.
  - a. In order to receive the corresponding authorization, the publication at issue must not contain any information that may be considered

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defamatory. Publications must observe writing rules compatible with a private teaching University, and, therefore, CCU propounds the best use of language.

## **II. (C) The Student Council, organizations and associations**

The institution establishes that students have a right to form a student council. The right to establish student councils does not affect in any way the right of each student to personally present his/her concerns or opinions related to his/her connection with the University or about any other academic, administrative, or student matter.

In accordance with previously appropriated institutional philosophy, the creation of organizations, associations and Student Council have to be so that they truly mean participation student or initiative of the students themselves and never institutional imposition. In the case of organizations and associations, they can count on collaboration and promotion of a representative from Student Affairs, academic Director/Coordinator or faculty for the proper Constitution.

1. The Student Council will have the following functions:
  - a. Notify the pertinent organisms of the University about every aspect that, according to the best of their knowledge and understanding, advances the institutional quality and excellence that CCU exemplifies.
  - b. Elevate to the institutional organisms, the opinions, recommendations, concerns, and suggestions related to student or institutional life at CCU.
  - c. Promote at every moment a climate of cooperation between all university components
  - d. Collaborate with the University toward achieving CCU institutional goals.
  - e. Collaborate with institutional authorities toward preserving the fundamental right of each student to an education.
  - f. Plan and develop student activities to implement the functions listed above, subject to provisions of these Student Regulations.
  - g. Submit a report to the President explaining the student's concerns and/or recommendations that will be presented to the Institutional Board of Directors in their annual meeting.

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2. Student Council member eligibility:
    - a. Will be eligible to be a member of a Student Council, students who at the time of his election, (1) be an active student with an academic load of at least six (6) credits or more at undergraduate level and three (3) credits at the graduate level; (2) have a minimum GPA of 2.00 and (3) be at least in his second term of studies. At the end of each term, will be assessed the academic progress and students status to determine if it is in compliance.
  3. Each Student Council shall consist of a President, a Vice-President, a Secretary, a Treasurer and five members; which must have representation from all programs graduate and undergraduate of the different sessions. In the absence of representatives by academic branches in official positions, must extend the participation of the same meetings that represent them. Within the Student Council there can be no more than three students of the same academic branch.
    - a. Members must be elected by secret ballot, and block voting nor voting under any type of insignia will not be permitted. A student will not be allowed to be a candidate for more than one position in the Student Council.
  4. The competence of a student Council term is three academic terms or a calendar year, which is less and is elected by the University community. The elections will be held when requested to do so by the University community and must have the participation of at least 25% of total enrolment by enclosure in the votes.
  5. When a Council Member resign or give up (once a member submit a resignation, there will be no opportunity to revoke it) in their functions, or lose eligibility; his position will be occupied by another incumbent of the post and there is none, no election will be convened to fill the vacancy.
  6. Student Council internal operation:
    - a. In order for a Student Council to act in a valid manner and make decisions, it must meet the following requirements:
      1. Publicize on the university bulletin boards the corresponding announcement with at least two weeks prior notice. The Retention Official will certify the date of the announcement.

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2. Attendance to meetings of at least six members of the Council.
    - a. To substitute in a valid manner a member who has ceased functions or resigned requires at least five votes in favor of the new member.
  3. Conduct matters, meetings, assemblies, and make decisions in accordance with acceptable procedures of internal operations for organizations, according to how they are designed and determined in reasonable practices for parliamentary procedures.

For more information on the Constitution of the Student Council please contact the Office of retention of their enclosure.

## **II. (D) Institutional Committees**

The institution shall extend and promote the participation of a student representative on the institutional committees University set from time to time, freely and voluntarily.

A student representative in institutional committees must meet the following requirements:

- a. Be regular students who have one grade point average of 2.00. Shall be considered regular student who is enrolled in an academic load of at least six (6) credits or more per academic term and in the case of graduate students in a minimum of six (6) credits.
- b. Must not be subject to any disciplinary sanctions.
- c. Be registered in at least the second term of studies.
- d. Administrative or academic employees who are taking courses in the university will not be eligible, regardless of the number of credits they are taking.

A student representative will be elected for a one-year term or until his/her successor is elected.

## **III. Regulations and Procedures for Student Discipline, Organizations, Associations and Student Council**

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1. Student conduct - CCU trusts in students' good judgement to act at all times with respect to institutional order that is essential to ensure that the University achieves its educational purpose.
  2. CCU will guarantee each student the confidentiality of his/her records and states that academic and disciplinary records (if they exist) will be totally separate and different.
  3. The student may establish organizations, associations or Student Council narrow curricular offerings of CCU related and whose purpose is purely academic, recreational and/or tends to elevate the coexistence between the Administration, faculty and students. The activities of such organizations, associations, and Student Council will be subordinated to the fundamental right of the student; their right to be educated and in any way the activities scheduled may undermine or jeopardize the right to educate all students.
  4. The dissemination means for academic, athletic, social, cultural activities, and others carried out by faculty, students, and administration may include: bulletin boards, electronic bulletin boards, email, and fliers, among others. Announcements, notifications, and bulletins must respect the university style, a fundamental part of CCU. The appointed Student Affairs Official or his/her representative will supervise everything concerning dissemination and will issue the corresponding authorization for the publication of any notification.

A student's first responsibility is to understand that his/her life is conducted within an academic community and that all his/her actions should respect and protect institutional order, the rights of the other components of the University, his/her classmates, and CCU's good name.

Therefore, every action that diminishes or prevents CCU's educational function in violation of the right of the student body to be educated, respect toward professors or administrators, or that may damage the University's position in the community it serves, is an action detrimental toward the University and is subject to disciplinary sanctions. In the same manner, the following actions necessarily imply the formulation of disciplinary charges that may give way to a verbal or written warning, suspension, expulsion, or withdrawal (in case of positive controlled substances test in the practice setting):

1. Interrumpir las tareas normales educativas de la universidad o poner en peligro la realización de dichas funciones o actos relacionados a ellas, aunque dicha interrupción, perturbación u obstaculización ocurra fuera de la planta física de CCU.
2. Disrespectful conduct toward another student, faculty, and/or administrator.
3. Intellectual dishonesty in academic work.

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4. Causing damage to CCU property.
  5. Use, possess or distribute alcoholic beverages or controlled substances within the facilities of the University or educational activities outside the University and/or practice scenarios.
    - a. Practice settings
      - i. First time  
When a student has a positive drug test in a practice setting, he/she cannot continue in the course; therefore, he/she will have to withdraw.  
  
He/she will be able to register again in the course the following term, subject to availability and will have to present the original copy of a negative drug test.
      - ii. Second time  
If the student has a positive drug test again in the practice setting, he/she will have to process a total withdrawal from the university.  
  
He/she may register again in the university after being out of the university for one term after the withdrawal subject to availability of courses and after presenting the original copy of a negative drug test.
      - iii. Third time  
If the student has a positive drug test again, he/she will process a total withdrawal from the university and will be expelled indefinitely.
  6. Any act typified as a public offense, irrespective of the determination issued by a court of law.
  7. Disobey or refuse to follow any specification or instruction from the faculty and administration when exercising their duties as said officials.
  8. Violate any of the institutional policies, programs, and processes.

#### A. Disciplinary procedure

- 1.1 When a written complaint is received in the Chancellor's Office or the person in charge of the campus, the investigation process will be conducted within five (5) work days. When it is evaluated, the established disciplinary procedure will be carried out.

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- 1.2 When the pertinent administrative authorities consider that a student action violates disciplinary regulations and may require suspension of the student for more than ten (10) school days, the Chancellor or Student Affairs representative of the campus will immediately convene the Student Charges Hearing Board. This board is composed of three (3) members: one must be a student who is in his/her second to last academic term and whose cumulative academic average is greater than 3.25; faculty will select one professor with at least three (3) years of service to the University; and the administration will select the remaining member. The Board will meet upon notice from the Campus Chancellor or Student Affairs representative, and in their first meeting will elect among themselves a president and a secretary. The Board will keep minutes of all meetings and at the end of their work, will hand over to the university's pertinent authorities all records of said meetings for filing and custody for a reasonable time. In accordance with the above, each selected Board will convene to hear the matter presented for two academic terms or until any of the members are no longer part of the university.

In case of actions related to violation of the Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol, and Tobacco, they will be directed to the Orientation and Counseling Office for processing.

- 1.3 The pertinent administrative authority that formulates the accusation of a disciplinary regulation violation will notify the accused student of the nature of the charges or student violations within seven calendar days from the date of the hearing of the charges in the Board
- 1.4 Hearing before the Board:
- a. The accused student will be able to present his/her version of the events that motivated the filing of charges against him/her and may present witnesses to support his/her defense.
  - b. The pertinent administrative official will declare about the events that motivated the filing of charges and may also present witnesses to support the charges presented.
  - c. The Board may interrogate all persons who declare before it.
  - d. When the hearing ends, the Board will issue within ten (10) calendar days its resolution. Said resolution will specify the conclusions reached by the Board and its decision based on said conclusions. The decision must be based on the Board's conclusion.



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- 1.5 A student who is not satisfied with the Board's decision may file a revision of said decision before the Institutional Board of Directors. The student will have to file said petition within five (5) calendar days after receiving the Board's decision. The revision will be considered filed when the student submits in writing to the CCU President a Revision Statement where he/she expresses the basis for the revision petition. A Revision Statement that has no basis will be declared void by the Institutional Board of Directors and will be without effect, with the Board's decision being final and binding.
  - 1.6 Filing the Revision Statement will interrupt the effective date of the Student Charges Hearing Board's decision.
  - 1.7 The Institutional Board of Directors will hear the petitioned revision within fifteen (15) workdays from the filing of the revision.
  - 1.8 The Institutional Board of Directors, except in extraordinary circumstances, will decide on the Student Charges Hearing Board's determination based on the records of proceedings before said Board, and normally and ordinarily will respect the Board's conclusions.
  - 1.9 The Institutional Board of Directors will keep special meeting minutes of all disciplinary proceedings raised before it and, upon issuing its decision, will set forth the reasons for its determination.
  - 1.10 The Institutional Board of Director's decision may confirm, modify, revoke, or exonerate the Student Charges Hearing Board's decision. The Institutional Board of Directors may also, with the intention of achieving the educational purpose of the disciplinary process, confirm the violation of any disciplinary regulation as determined by the Student Charges Hearing Board, and, notwithstanding the above, suspend the implementation of the sanction(s) imposed by said Board.
  - 1.11 The Institutional Board of Directors' decision is final and binding and will conclude the matter.
- B. All charges of violations of disciplinary regulations that, according to the pertinent authority, imply lesser sanctions of suspension for a maximum of ten (10) school days will be resolved through meetings between the charged student and the administrative authorities. The student will be given the opportunity to be heard and to express his/her version of the facts. After concluding said meeting(s), the pertinent authority will express his/her decision in writing, indicating the reasons for said decision.

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- 1.1 If a student is unsatisfied with the decision of the pertinent authority, he/she may request that the Student Charges Hearing Board be constituted within three (3) work days after receiving the decision. The form will be formed as stipulated in part A 1.1 of these regulations. In both campuses, said request of revision will be made to the Vice-President of Student Affairs and Development.
  - 1.2 In these cases, the Student Charges Hearing Board will act according to the record of the case and may revoke, modify, confirm, or exonerate the affected student from the decision previously issued by the pertinent authority.
  - 1.3 In these cases, the decision being revised will be final and binding and will conclude the discussion of the issue being revised.

**C. Summary Procedure:**

- 1.1 When the CCU pertinent authority believes it has well-founded motives to consider that a student or group of students represent a serious and imminent danger to the preservation of institutional order or safety of students, professors or administrators, the University may suspend them summarily for a period no greater than fifteen school days. During this time, with the student having been suspended summarily, the CCU will notify him/her of the charges presented against him/her, the right to defend himself/herself, and that the alleged charges will be heard before the Student Charges Hearing Board. No summary suspension will be in effect more than fifteen (15) school days, except if the circumstances of imminent danger are still prevalent. In this case, the suspension may be extended for five successive periods of five school days each and while the imminent danger is in effect.
- 1.2 The hearing before the Board will be held, prior notification, within ten (10) workdays, after the summary suspension expires.

**D. Nature and Objective of the Disciplinary Procedure**

1. CCU states that the nature and objective of the disciplinary procedure is to achieve a change in the concerned student to make him/her a better student, aware of his/her responsibilities with the academic community and his/her peers.

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## INSTITUTIONAL POLICY ON THE ILLEGAL USE AND ABUSE OF DRUGS, ALCOHOL AND TOBACCO

### Introduction

Columbia Central University (CCU), aware of its responsibility to promote a work and study environment free of health and safety risks, established the Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol, and Tobacco.

### Legal basis

The policy is defined by virtue of the following state and federal laws or regulations: Public Law 101-226, known as Drug-Free Schools and Communities; Public Law 101-690 of 1988, Drug-Free Workplace; Abuse of Controlled Substances Law of 1971; and Law 66 of March 2007, known as the Law to Regulate Smoking in Public Places.

### Applicability

This policy applies to all persons of the university community: employees, students, vendors, contractors, visitors, and concessioners.

### General dispositions

CCU establishes that no member of the university community can be involved with the illegal use, possession, manufacture, sale, or transfer of drugs within CCU facilities or in educational activities outside the University and/or practice settings.

Further, the consumption of alcohol within the University is prohibited. A moderate consumption by adults of alcohol is permitted in activities sponsored by the University outside its premises.

Additionally, smoking is prohibited within the university premises as established by law. This includes but is not limited to the following: classrooms, activities rooms, library, hallways, cafeteria, restrooms, institutional vehicles, parking lots, small squares, entrances, and any other common area. Also, the use of electronic cigarettes is prohibited in the university.

CCU is committed to providing orientation and education to members of the University on the consequences of the illegal use and abuse of drugs, alcohol, and tobacco in a work and study environment.

### Definitions

**Alcohol or alcoholic beverage:** Any beverage for human consumption that contains alcohol, either produced by fermentation or distillation, and whose production, supply, sale or use is regulated by the Puerto Rico Beverages Act, Act No. 143 of June 30, 1969, as amended.

**Drugs or controlled substances:** Any illegal substance described in Article 202 of the Controlled Substances Law of Puerto Rico, Act No. 4 of June 23, 1971, as amended, and

as amended, 24 LPRA 2101, and others, whose manufacture, supply, sale, possession or use is illegal under the dispositions of said law.

**Smoking:** Smoking is the action of aspiring through the mouth the smoke produced by combustion of an element, usually tobacco contained in a cigarette, cigar, or pipe.

**Impact of the abuse of drugs, alcohol and tobacco**

The abuse of drugs and alcohol affects the human being’s physical and mental health causing adverse effects in conduct and emotional and social aspects. Dependence on drugs is related to illnesses and health conditions such as: pulmonary illnesses, cardiovascular illnesses, cancer, and mental illnesses, among others. Some conditions caused by alcohol abuse include: damage to the nervous system, liver, provokes delirium tremens, and depression. Smoking may impact the central nervous system provoking cardiac and respiratory illnesses, and cancer, among other conditions. The act of smoking, especially cigarettes that contain many toxic substances such as nicotine or tar, is recognized as being harmful to health. This effect intervenes in various illnesses, especially respiratory and cardiac conditions that may cause the smoker death.

Drug	Effect	Risks
<b>Alcohol</b> (legal)	Stimulant (low doses)  Depressant Disinhibition Euphoria	<ul style="list-style-type: none"> <li>• Affects attention and coordination.</li> <li>• Provokes digestive disorders and cardiovascular illnesses.</li> <li>• The withdrawal syndrome may be very serious, and may provoke delirium tremens.</li> <li>• May provoke risks while driving and in sexual relations.</li> <li>• Increases risks of having a work accident.</li> </ul>
<b>Amphetamines/speed</b> (illegal)	Stimulant  Excitement  Euphoria  Feeling less tired	<ul style="list-style-type: none"> <li>• May originate physical (cardiovascular complications, hepatic, hyperthermia, etc.) and psychiatric disorders (state of mind, paranoia, hallucinations).</li> <li>• Generate a strong addiction.</li> </ul>
<b>Hallucinogenic mushrooms</b> (illegal)	Hallucinogenic  In low doses, laughter and low alteration of perception.  In high doses, modification of state of consciousness	<ul style="list-style-type: none"> <li>• May provoke paranoia and anxiety.</li> <li>• Risk of experimenting a bad trip (loss of control of emotions, anxiety, panic).</li> <li>• Risk of experimenting flash-backs.</li> <li>• May cause the appearance of mental health problems.</li> <li>• May provoke risks while driving and in sexual relations.</li> </ul>

Drug	Effect	Risks
	and psychedelic "trip."	
<b>Cocaine</b> (illegal)	Stimulant Euphoria Feeling less tired Overconfidence	<ul style="list-style-type: none"> <li>• In many people, may cause anxiety and paranoias.</li> <li>• May cause cardiovascular disorders, such as myocardial infarction and cerebral hemorrhage.</li> <li>• May cause risks when driving and in sexual relations.</li> <li>• Increases risks of suffering a work accident.</li> <li>• Generates a strong addiction.</li> </ul>
<b>Cannabis</b> (illegal)	Depressant Hallucinogenic (some types of marihuana) Laughter Stimulates creativity Intensifies sensations Relaxes	<ul style="list-style-type: none"> <li>• Affects attention and coordination.</li> <li>• Affects memory and capacity for school learning. Causes performance problems.</li> <li>• Increases risk of suffering a traffic or work accident.</li> <li>• Provokes drops in tension.</li> <li>• Intense experiences may be lived negatively (paranoias, anxiety attacks).</li> <li>• Use is often associated to tobacco, and in the long run, it may increase the risk of suffering respiratory and cardiovascular problems, and diverse types of cancer.</li> </ul>
<b>Heroin</b> (illegal)	Depressor Euphoria Pleasure Relaxation Wellbeing	<ul style="list-style-type: none"> <li>• Increases risk of transmission of infectious diseases (viral hepatitis, tuberculosis, HIV/AIDS) when consumption utensils are shared or reused.</li> <li>• May cause an overdose.</li> <li>• Interrupting consumption provokes strong withdrawal symptoms.</li> <li>• May cause risks when driving and in sexual relations</li> <li>• Causes fast addiction.</li> </ul>

Drug	Effect	Risks
<b>Inhalants</b> (legal)	Stimulants (low doses)  euphoria and disinhibition  Depressors  Moderate central nervous system function	<ul style="list-style-type: none"> <li>• Increase the risk of suffering important physical disorders (hepatic, pulmonary, neurological, circulatory, etc.) and mental (hallucinations, aggressive conduct, deliriums, etc.).</li> <li>• Generate fast addiction</li> </ul>
<b>Ketamine</b> (illegal)	Dissociative hallucinogen  In low doses, sensation of drunkenness and imbalance  In high doses, derealization, (strong hallucination due to dissociative effects separation body-mind)	<ul style="list-style-type: none"> <li>• May appear involuntary eye movements, tremors, agitation, rigidity</li> <li>• Appearance of mental health problems (anxiety, depression, paranoia).</li> <li>• Insensibility to pain</li> <li>• Risks when driving and in sexual relations</li> </ul>
<b>LSD</b> (illegal)	Hallucinogenic  In low doses, laughter and slight alteration of perception  In high doses, modification of the state of consciousness and psychedelic trip	<ul style="list-style-type: none"> <li>• May cause paranoia and anxiety</li> <li>• Risk of experimenting a bad trip (loss of control of emotions, anxiety, panic).</li> <li>• Risk of experimenting flashbacks</li> <li>• May generate mental health problems</li> <li>• May cause risks when driving and in sexual relations</li> </ul>
<b>Psycho-drugs</b> (legal)	Depending on the dose and the type of drug, they may act as anti-anxiety or hypnotic (causing sleep)	<ul style="list-style-type: none"> <li>• In high doses, may cause sleepiness, memory loss, or lack of motor coordination</li> <li>• In very high doses, combined with other depressors (alcohol, for example), may cause a serious diminishing of the reaction capacity, reduction in the respiration rate (respiratory depression) and even coma or death.</li> </ul>

Drug	Effect	Risks
		<ul style="list-style-type: none"> <li>• Their use without medical control during a prolonged period, may cause tolerance and dependence. These medications may help people feel better, but they must be used with medical supervision.</li> </ul>
<b>Tobacco</b> (legal)	Stimulant	<ul style="list-style-type: none"> <li>• Increases the risk of suffering cancer and cardiovascular, respiratory and other diseases</li> <li>• Decreases resistance in physical exercise, alters the senses of taste and smell, provokes premature aging, and stains the hands and face</li> <li>• Generates fast addiction</li> </ul>
<b>Ecstasy (MDMA)</b> (illegal)	Stimulant  Desire to dance  Connection with oneself, music and people around	<ul style="list-style-type: none"> <li>• Increases the risk of suffering a heat stroke (increase in body temperature) when accompanied with prolonged physical activity, for example, dancing</li> <li>• Since the consumer does not know its composition, there are more risks with the dose</li> <li>• May provoke risks when driving and in sexual relations</li> </ul>

**Information table accessed at:**

[http://drogues.gencat.cat/es/ciudadania/sobre\\_les\\_drogues/taula\\_de\\_resum/](http://drogues.gencat.cat/es/ciudadania/sobre_les_drogues/taula_de_resum/)

**Additional information accessed at the following Internet links:**

Mental Health and Substance Abuse Services Administration: [www.samhsa.gov](http://www.samhsa.gov)

Mental Health and Anti-Addiction Services Administration:

<http://www2.pr.gov/agencias/assmca/Pages/default.aspx>

**A. Procedure for filing complaints related to violations of the established policy:**

Every employee and/or student who has evidence indicating that any member of the university community exhibits inappropriate conduct related to this policy may file a complaint.

**Procedure:**

1. The procedure is initiated by filing a complaint in writing before the corresponding authorities. If the complaint concerns an employee, it will be filed in the Human Resources Office. If it concerns a student, it will be filed before the Campus Chancellor and/or counselor. If it concerns any visitor, contractor, concessioner, or vendor, it will be filed before the Campus Chancellor.

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2. In the case of students, filing a complaint results in an investigation of the incident and application of the disciplinary process included in the Student Regulations.
  3. In the case of employees, filing a complaint results in an investigation of the incident and application of the disciplinary procedure included in the Faculty and Employee Manuals.
  4. The investigation of complaints may involve convening the Complaints Hearing Board (JVQ). Said Board will be convened by the Chancellor or President to formally investigate the complaint and determine actions to be taken. The process will be kept in strict confidence and no information or other evidence provided by the parties or witnesses during the adjudicative process will be disclosed.
  5. If the complaint requires the intervention of external agencies, the official in charge will call the State Police to initiate a formal investigation. The State Police will be in charge of the investigation from the moment the complaint is filed in the judicial forum.

**B. Investigation process:**

The JVQ must conduct a prompt and detailed investigation upon receiving the complaint of the alleged incident. Notification to the alleged offender will be carried out on or before seven (7) calendar days after receiving the complaint. The process of appointing the Board and beginning the investigation must be completed on or before five (5) working days after the parties have been notified. The investigation must include:

1. An interview with the complainant, to establish the basic facts and identify witnesses and physical evidence, if any.
2. An interview with the alleged offender to give him/her an opportunity to admit, deny, or explain every allegation of the facts of the complainant's declaration and identify witnesses or physical evidence, if any.
3. An interview with any witness. The witnesses will be informed that any matter discussed must be confidential.
4. The JVQ must review the results of the investigation and decide how this policy has been violated.
5. The JVQ must issue its resolution within the first fifteen calendar days after completing the investigation. Said resolution will specify the Board's conclusions and its ruling in accordance with said conclusions.
6. Results of the investigation must be communicated to the complainant and alleged offender by mail.

When one or both parties do not agree with the results of the investigation, they may file a request for review of the resolution before the Institutional Board of Directors within five working days after having received JVQ's resolution. The request for review will be considered filed when the complainant or alleged offender submits to the President of Columbia Central University a written statement where he/she expresses the basis for the request. The President will then submit the petition to the Institutional Board of Directors. This Board will review the revision statement and determine if it is well-founded. If it is not well-founded, the Institutional Board of Directors will declare the review request null and will have no effect at all; as such, the JVQ's ruling is final and binding. Depending on the review,



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the Institutional Board of Directors may accept, reject, or modify the JVQ's decision within five (5) work days.

1. Filing a review petition will interrupt the effective date of the JVQ's ruling.
2. The Institutional Board of Directors will review the petitioned revision no later than 15 calendar days after the revision has been filed.
3. The Institutional Board of Directors will reach their decision based only on the records of the proceedings before said Board, and will normally and ordinarily respect the JVQ's conclusions.
4. The Institutional Board of Directors will keep special minutes of all disciplinary procedures it hears and upon issuance of its resolution, will state the reasons for the determination.
5. The Institutional Board of Directors' decision may confirm, modify, revoke, or exonerate the JVQ's ruling. The Institutional Board of Directors may also, with the intention of achieving CCU's commitment to provide and ensure a work and study environment free of intimidation and harassment, confirm the violation of any disciplinary regulation, as determined by the JVQ, and, notwithstanding the above, may suspend the effectiveness of the sanction imposed by the JVQ.
6. The Institutional Board of Director's decision is final and binding and will conclude the discussion of the issue.

### **C. Violation of the policy**

In compliance with the Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol, and Tobacco, CCU will apply disciplinary measures against any employee, visitor, contractor, or concessioner who violates this policy or any other state or federal law. State and federal laws include the application of sanctions during student organization activities and activities sponsored by the University.

These measures may vary according to the severity of the fault and the number of times said conduct is repeated. The measures applied may include from a written warning to suspension or expulsion as established in the Student Regulations. Measures applied to employees may include a written warning, suspension, or dismissal from employment, depending on the severity of the fault. Vendors, contractors, and concessioners may have their contracts cancelled immediately. Visitors may be prohibited from entering the premises.

If it is determined that a criminal act has been committed, as established by state and federal laws, the case will be referred to pertinent law enforcement agencies.

### **Department of Education of the United States - penalties**

If a student is convicted for a drug offense after receiving federal financial aid, he/she must notify the Financial Aid Office, and that student will not be eligible to receive future financial aid and will be required to return all aid received after his/her conviction.

If there is a conviction, the student may take advantage of rehabilitation programs that may permit him/her recover his/her eligibility for federal financial aid.

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## Students convicted for drug possession or sale

A federal or state conviction for drugs may disqualify a student from receiving federal financial aid funds. Convictions only count if the offense occurred during a period of registration for which the student was receiving Title IV aid; they do not count if the offense was not during that period. Additionally, a conviction that was reversed, set aside, or removed from the student's record, does not count. Nor does it count if the conviction occurred when the student was a minor, unless he/she had been processed as an adult.

The following table illustrates the period of ineligibility for federal financial aid, depending if the conviction was for selling or using drugs, and if the student had prior offenses. A conviction for drug sale includes convictions for conspiring to sell drugs.

	<b>Possession of illegal drugs</b>	<b>Illegal drug sale</b>
First offense	1 year from the date of conviction	2 years from the date of conviction
Second offense	2 years from the date of conviction	Indefinite period
Third and more offenses	Indefinite period	

If the student was convicted for possession as well as for selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longest period. A student may recover his/her eligibility the day after the period of ineligibility ends or when he/she completes satisfactorily a qualified drug rehabilitation program. Future convictions will make the student ineligible. The student is responsible for informing that he/she has completed satisfactorily the rehabilitation program. The previous information is from the **"Federal Student Aid Handbook, Volume 1 – Student Eligibility."**

## P.R. Medicinal Cannabis Regulations

In Puerto Rico, Regulation 8766 was approved July 8, 2016 for the use, possession, cultivation, manufacturing, fabrication, dispensing, distribution and investigation of medicinal cannabis. Said regulation establishes the rules and procedures for the following: controlling the use, possession, cultivation, manufacturing, production, fabrication, dispensing, distribution and investigation of Medicinal Cannabis and its derived products and medications; to establish the payments required for registration under the Law of Controlled Substances; and to regulate the scientific studies relating to the use of Medicinal Cannabis that public and private entities carry out.

Regarding the use of cannabis, under federal law it is illegal. CCU, being a university that receives federal funds, must enforce the federal law; therefore, the use of medicinal marijuana in the university is illegal. Changes in the state laws concerning marijuana or any other controlled substance, does not deny the applicability of federal laws or statutes.

## D. Drugs, Alcohol, and Tobacco Prevention Program

As part of its responsibility and in compliance with federal regulations, CCU has established the Drugs, Alcohol, and Tobacco Prevention Program framed within the Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol and Tobacco. The program aims to create

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awareness and educate the university community about the problem caused in our society by the use and abuse of drugs, alcohol, and tobacco. The program will be reviewed every two years or before, according to need.

### **Objectives**

1. Distribute annually the Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol, and Tobacco.
2. Distribute annually informative material to students and employees.
3. Offer educational activities on prevention, such as:
  - a. Workshops, conferences, educational fairs, brochures, informative material, orientation, and others.
4. Refer to other professional help services available in the community.
5. Offer individual or group counseling.
6. Promote healthy life styles.
7. Carry out the Biennial every two years to evaluate and determine the needs of the university community and the effectiveness of the prevention program.

### **Dissemination Means**

The institution will provide orientation on the policy and related topics and will instruct the university community through workshops, conferences, educational materials such as bulletins and brochures, and web sites, among others.

**Rehabilitation:** The University, committed to its employees and students, will encourage them to seek professional help or treatment to manage any dependency to drugs and/or alcohol. Employees, as well as students, will be provided information about public and private agencies that offer professional help for managing addictions.

### **Agencies, facilities, or organizations that offer mental health, prevention, substance, alcohol, services, and employee assistance program**

1. Services Against Addiction Department:  
<http://www2.pr.gov/agencias/assmca/Pages/default.aspx>
2. Hogares CREA: [www.hogarcreapr.org](http://www.hogarcreapr.org)
3. Alcoholics Anonymous: [www.aa-pr.org](http://www.aa-pr.org)
4. Al-Anon: [www.alanonalateenpr.org](http://www.alanonalateenpr.org)
5. APS Clinics of Puerto Rico – [www.apspuertorico.com](http://www.apspuertorico.com). Cidra Tel: 787-714-0145 y Caguas Tel: 787-744-2710
6. Pan-American Hospital- [www.hospitalpanamericano.com](http://www.hospitalpanamericano.com) . Tel: 1-800-981-1218
7. Mental Health Clinic for Children and Adolescents, Medical Center – Rio Piedras Tel: 787-766-4646
8. San Juan Capestrano System- 1-888-967-4357 24-hour Access Line and Orientation Caguas (787) 745-0190 and Ponce 787- 842-4070
9. Alcoholism Unit Medical Center - Tel: 787- 763-7521

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10. Inspira PR –Caguas Tel: 787-704-0705 / 787-704-0822 and Ponce 787- 709-4130
  11. Nueva Vida Home –Gurabo Tel: 787 -737-2442
  12. Community Initiative- San Juan Tel: 787- 250-8629
  13. Menonita CIMA Hospital Tel: 787-714-2462
  14. Guara Bi, Inc- Caguas Tel: 787-746-4689
  15. Emmanuel Therapeutic Institute- Cidra Tel: 787- 739-8654
  16. Sor Isolina Ferré Center- Ponce Tel: 787- 843-1910
  17. Misión Rescate -Sabana Grande. Tel. 787- 873-0126

**Effectiveness of the policy:** The policy will be reviewed every two years to conform to any change in law and/or requirements of state and/or federal agencies according to need.

**Publication of the policy:** The policy will be published in the Employee, Faculty, and Institutional Policies Manuals, as well as on the institutional web site: [www.columbiacentral.edu](http://www.columbiacentral.edu). Students and employees will receive an annual notification of the current policy. Contractors, vendors, concessioners, and visitors will receive orientation from the contracting party who will facilitate a copy of the policy. Evidence of said notification will be conserved in the Human Resources area, the Vice-presidency for Student Affairs, and the contracting party, as applicable.

## **INFORMATION SECURITY PROGRAM**

### **Introduction**

Columbia Central University (CCU) as a means to protect, manage and conserve the integrity of our students information, being their privacy the most important thing, establishes the following internal safeguards in this program.

### **Legal Base**

The Information Security Program CCU is based on the compliance with different regulations: state, federal and institutional. These are: Student privacy protection policy (FERPA & FTC), Policy prohibiting the use and disclosure of the social security number (Act 186) and the Policy on the acceptable use of technology, all of which are published in the Institutional Policies Manual and on the webpage [www.columbiacentral.edu](http://www.columbiacentral.edu), Student Consumer Information.

### **Administrative Security**

Every employee is responsible of managing and making good use students' personal information as well as of establishing security measures to safeguard the confidentiality and integrity of the information they manage. Every employee becomes custodian of the documents they were trusted with, and must avoid their loss, alteration and destruction.

The information that is shared or paired with other agencies, such as the Selective Service, Veterans Administration, Social Security and National Student Loan Data System (NSLDS), among others, will be with the purpose of helping our students and this information is of private nature.

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## **Physical security**

The Registrar's Office is custodian of active and inactive student records. These records contain diverse documents, such as: admission application and admission documents, enrollments, withdrawals and any other document necessary up until degree conferment. The records are filed in a locked vault, and transcripts up to 2004 are kept in fireproof file cabinets in a vault with fire-suppression system. After that year, transcripts are stored in the Columbia System, which is a Microsoft SQL (Server Query Language) database system; transcripts are stored for life.

The Registrar's Office will conserve the records for at least seven (7) years, after the last official academic activity.

The Financial Aid files will be conserved in the vault for six (6) years after their last year of study. After this, they will be destroyed as established in the Federal Student Aid Handbook.

As a security measure, computer screens will not be visible to those who visit the offices, and student information, including accounts, grades and others, will not remain on screen; if they are on screen, they should have a screensaver with a password.

An employee, before leaving the office, should take security measures with student documents remaining on his desk, such as placing the documents in drawers, or shutting the door and turning the lights off.

If there is a student from the work-study program assisting, he/she will sign a non-disclosure statement before being employed.

In the same manner, all personnel with access to student information, including employees and faculty, will protect the privacy that this entails; making good use of the information and will not use or leave screens in plain view of unauthorized people. If any person suspects or knows of any employee or faculty member who is misusing the information, he/she should notify the Student Affairs representative or the Chancellor, who will act as necessary.

## **Technical security**

The information in the Columbia System will be maintained and stored through a daily back-up conducted automatically online, in the Microsoft Azure cloud and physically. In case of a disaster, an attack, intromission or a system failure, the technical personnel will reinstall the system (after repairing or replacing servers if necessary) using the most recent back-up. As a security measure, access to the Computer Room, where the servers are located, will be limited to the administrator and technical personnel who legitimately work with said servers. Security codes in the computers and Columbia System will be changed every ninety (90) days.

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## **PARKING REGULATIONS**

### **Introduction**

The purpose of these regulations is to promote Columbia Central University's responsibility, and that of its internal and external client's mission in the adequate use of the parking facilities. As such, we present clearly and coherently these regulations, as well as the consequences for non-compliance. The use of the parking facilities is a privilege and is subject to compliance with the rules and regulations regarding access, traffic, and parking of motor vehicles and other university regulations.

Further, the regulations contain some safety recommendations for the use of vehicles or means of transportation that may be applied within and outside CCU to create a culture of safety in every user's daily life.

### **Purpose of the physical plant**

Our purpose is to maintain a safe and secure environment, as well as preserve the installations in optimal condition for the use of CCU students, faculty, employees, and visitors.

CCU, through its internal security, develops and applies the regulations and procedures that must be observed to implement actions that will make our installations safer.

### **Purpose of internal security**

Maintain harmony and security within CCU in its campuses, providing a safe and stable study and work environment.

#### **I. General provisions**

CCU, concerned with the security of the university community, provides the following information for the appropriate use of the parking facilities.

- a. Schedule.** The following is the established schedule for parking facilities:

#### **Caguas Campus**

##### **Main Parking:**

7:00 am to 11:00 pm Monday to Saturday

8:00 am to 6:00 pm Sunday

##### **Parking behind the CAM and the recording studio**

7:00 am to 11:00 pm Monday to Thursday

On Fridays, Saturdays, Sundays, and holidays, only the main parking will be used. In this manner, we will have better control of the parking area. Lights will be turned off as the areas empty.

##### **Yauco Campus:**

7:00 am to 6:00 pm Monday to Friday

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Note. A written authorization from the campus chancellor or Director of Facilities and Institutional Development is required to enter the campus on holidays, as well as during special hours.

- b. **Speed limit.** The speed limit within the parking areas and street is 5 miles per hour.
- c. **Traffic signs.** The institution has a variety of signs throughout the campus. Respect the traffic signs. Be courteous, yield the right of way to pedestrians in the intersections and pedestrian crossings.
- d. **Green areas, sidewalks and restricted areas.** Parking in green areas, on sidewalks, and areas painted yellow is strictly prohibited. Parking is prohibited in front of the small square near the main entrance, since this area should be available for dropping off and picking up passengers. It is absolutely prohibited to park in front of the main small square that is marked in red. This is an area reserved for emergency vehicles only (firefighters, ambulances, or police).
- e. **Exclusive parking for persons with disabilities.** CCU has eight parking spaces for cars and three for vans at the entrance and in front of the Activities Center for persons with disabilities. This area is for the exclusive use of those disabled persons who have their respective identifications granted by the state. No person except the one named in the identification will be permitted to use these parking spaces. If there are no spaces available, the security official will assign additional spaces with equal conditions and accessibility in the area. If the person has a medical condition that requires reasonable accommodation, he/she must present a certification from a doctor specialized in the condition that indicates the medical condition and the time that the person needs an accessible parking area. The administration will evaluate the case and may authorize a parking space but never one that is designated for persons with disabilities. People who violate the law by using a parking space for persons with disabilities are subject to the fine established by the state for said violation.
- f. **Pregnant women.** A parking space will be assigned close to the installations for those women who are pregnant and are in their fifth month of pregnancy or more. These parking spaces will be assigned by the security official as requested.
- g. **Motorcycles, bicycles, roller skates, and skateboards.** They will be allowed access to the parking areas and will only be allowed to be parked in those areas designated for this type of transportation. Entrance of any moving artifact such as motorcycles, bicycles, roller skates, skateboards, or any other means of transportation or entertainment are not allowed in the buildings. Each person should have the necessary accessories to secure his/her motorcycle or bicycle in the assigned areas.
- h. **Visitors and suppliers.** There is a designated area for visitor parking at the entrance of the institution. If additional spaces are necessary, the security official will assign them prior to user registration. If this is the case, the person may use the student parking area. When a person visits the university to take a continuing education course or for a meeting, the security official will treat the person as a regular student after the user has registered. When a vendor needs to unload merchandise in a particular place, the security official must authorize the entrance.

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These parking spaces cannot be used by university students, faculty, administration, or contractors.

- i. **Exclusive parking spaces.** It is strictly prohibited to park in those spaces that are identified as "Reserved," "Faculty," "Administration," and "Authorized Personnel Only," since these are used only by the authorized persons.
- j. **Permanence of the vehicle within the premises.** No one is allowed to remain within the vehicle more time than is necessary to leave or enter the vehicle. Anyone who needs to keep the vehicle in the parking area beyond the schedule listed previously must inform security providing the information they request and will park the vehicle where the security guards indicate. Columbia Central University is not responsible at any time for vehicles or belongings left inside the vehicles.
- k. **Parking Permit.** Only those vehicles that have a visible, valid parking decal will be allowed in the parking areas. This decal only validates the entrance and permanence in the parking area; however, internal security reserves the right to request your university student or employee identification.
- l. **Request for decals.** Decals have different colors to identify the group: green (students), blue (professors), and gray (administrative personnel). The decal is for personal use and may not be transferred. The decal may be requested in the service offices by completing a document identifying the vehicle that will be used. The person will receive a parking decal which must be renewed annually. Persons who visit the university or who will attend a seminar or workshop will be provided with a temporary permit for the time the seminar or workshop lasts. Each student, faculty, and administrative employee is responsible for requesting its renewal annually.
- m. **University responsibility.** Because the parking facilities are provided free of cost for students, visitors, suppliers, concessioners, and contractors, **CCU is not responsible for theft, loss, or damages to the vehicle and/or articles left inside the vehicle.**
- n. **Acts that undermine order.** Violations to the Parking Regulations are those acts that undermine, or tend to undermine, the order within the university, affect a person's rights, are contrary to good habits, violate the provisions of other current regulations, and obstruct or impede the use of property or services that the University uses or provides.
- o. **Sanctions**

For CCU, it is important to promote the correct use of the parking areas, their good condition, and to ensure that they always remain in good condition for you. Therefore, we must create awareness that the campus belongs to all of us, and that we must take care of it.

#### **List of sanctions**

- 1<sup>st</sup> offense: Written warning (notice of offense committed)
- 2<sup>nd</sup> offense: \$20.00 fine and notice placed in the person's file
- 3<sup>rd</sup> offense: discontinuation of access of employee's or student's vehicle(s) to the campus parking areas for one semester.



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4<sup>th</sup> offense: permanent discontinuation of access to the institution's parking areas

Note: The same sanctions will be applied to students, professors, employees, concessioners, visitors, and suppliers. Companies will be notified of offenses committed by their vendors.

- **Schedule.** Everyone who leaves his/her car in the campus parking areas after the established schedule without having notified about the situation, will receive an internal security report and the corresponding sanction. When the gates close, no one will have access to the university to take out his/her car until the following day when the institution begins operations unless the person has a permit from the administration.
- **Speed limit.** Everyone who is caught driving beyond the allowed speed limit (five miles per hour) according to parking regulations, will receive a warning that will be kept as antecedent of future offenses.
- **Traffic signs.** Everyone who does not respect the traffic signs will receive the sanctions mentioned previously.
- **Green areas and sidewalks.** Any vehicle that is parked in green areas, sidewalks, next to yellow lines, or parking areas for students with disabilities, or that blocks any entrance will receive the corresponding sanction.
- **Exclusive use, only authorized personnel.** Every vehicle unauthorized to occupy these areas will receive the corresponding sanction.
- **Motorcycles and bicycles.** Every person who ignores indications of where to leave his/her motorcycle or bicycle will receive a warning from security.
- **Visitors and vendors.** Visitors who do not respect the security guard's indications will receive a parking report. If the person is repeats the violation, entrance to the university premises will be conditioned. When a vendor does not obey indications, a report will be sent to his/her company. If the violation is repeated, access to the campus will be denied.
- p. **Parking decal.** The university requires that all students and employees attach the decal in a visible place, in the front windshield on the lower left-hand side. Internal security will reserve the right to permit access to the parking area if the vehicle does not have a visible decal.
- q. **Smoking.** CCU promotes the policy of a smoke-free university; therefore, it is prohibited to smoke cigarettes (tobacco or e-cigarettes) in all university areas, including the parking lots and/or inside the vehicles.
- r. **Unfamiliarity with the regulations.** These regulations are obligatory for all visitors, contractors, concessioners, vendors, students, and administrative and teaching personnel. Unfamiliarity with the regulations will not excuse anyone from the applicable sanctions for non-compliance.

## II. Safety recommendations

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The list below includes safety recommendations to consider within and outside the university:

1. **Do not forget your keys** inside your car when you leave your vehicle; make sure to take everything you need, and that the vehicle is closed properly (car locked, windows closed, alarm activated, or steering wheel lock placed).
2. **Do not leave valuable objects** visible inside your vehicle.
3. **Do not leave inflammable objects** inside the vehicle that may explode with heat.
4. **Upon leaving with the vehicle**, be very careful to avoid an accident and drive carefully; do not rely 100% on the rearview mirror.
5. **Do not leave the headlights on** and prevent the battery from discharging.
6. **When leaving the buildings at night**, request that a security guard accompany you to your vehicle if necessary.
7. **Do not remain within your vehicle** to avoid becoming involved in abnormal situations within the campus parking facilities.
8. **Respect pedestrians** by not invading the pedestrian crosswalks and yielding the right of way. If you see persons near your vehicle, be extremely cautious and ask a security guard to accompany you to the vehicle.
9. **Take the necessary measures to arrive on time** to your appointments and try to avoid the peak hours when there is more traffic and risk of accidents.
10. **Obey all traffic** signs, be aware of areas where you can and cannot park, speed limits, parking schedules, and, most of all, ensure that all basic requirements to enter the parking areas are met.
11. **Do not forget to check your vehicle** before leaving your house (oil, water, tire pressure) to avoid accidents and avoid problems.
12. **Do not forget that you must respect traffic lights and signs, as well as traffic laws**, such as using the safety belt, not driving under the influence of alcohol and/or medications that alter the nervous system, and not exceeding the speed limits to avoid accidents.
13. **Stop, look to both sides, and listen** when approaching an intersection before you continue driving.
14. **Do not risk your life** by speeding and racing other cars.
15. **Always be courteous** when driving, since that reflects your education and personality. When driving, always respect and yield to the pedestrian and cyclist.
16. **Avoid** using the car horn and excessive radio volume.

### **III. Basic recommendations to create a safe environment inside and outside the university**

Maintaining a safe environment on campus is **EVERYONE'S RESPONSIBILITY**.

- a. **Personal objects**. Do not forget to secure all your personal and valuable objects; do not carry large quantities of money; do not leave your check book in plain view; do not display electronic equipment and/or laptops.

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b. **Strangers.** If you see strangers near your parking area or your workplace or place of study, report it immediately to internal security or to an institutional official to avoid any unpleasant incident.

c. **Extended hours.** To remain on campus during extended hours, you must obtain an authorization signed by the Chancellor or Director of Facilities and Institutional Development, specifying the name of the person(s) who will remain in a specific area and the length of time. Students cannot remain inside the institution without the supervision of a professor.

d. **A duty to inform.** If you are aware of any illegal act, inform an internal security official immediately to avoid involvement or an unpleasant situation.

e. **Precautions when walking.** Do not use ostentatious jewels and only carry the necessary cash. Never count your money in public; always use well-lit and well-traveled routes; do not walk through dark or solitary streets, empty lots, parks, construction projects, or demolitions. When you must walk at night, always be accompanied by one or more persons; avoid groups of suspicious persons and walk in the other direction. Always walk far from walls and against traffic. If a suspicious person asks for information about a place or direction, avoid standing close to him/her.

f. **Precautions when driving your vehicle.**

Before driving off, lock the doors; remember, many robberies occur in traffic lights and forced stops.

g. **Parking rules.**

When using a public or private parking area, make sure to park in the exit position because if you need to abandon the place suddenly, this will help avoid accidents.

h. Do not keep the house keys together with the car keys; if you lose them it will prevent robberies in your house or your car from being stolen.

**For doubts, clarifications, and suggestions, please contact:**

**Jesús M. Rivera, Director of Facilities and Institutional Development**  
[jrivera@columbiacentral.edu](mailto:jrivera@columbiacentral.edu)

## **POLICY ON THE ACCEPTABLE USE OF TECHNOLOGY**

### **Background**

Columbia Central University (CCU) recognizes that the use of technology and its resources in a work and study environment is very susceptible to inappropriate use and ethical and legal violations. To this effect, the institution has established the following policy to define the appropriate use of technology and user responsibility.

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## **Introduction**

CCU is committed to promoting the ethical and responsible use of information technology and its resources. The use of technological resources is a privilege, not a right, and must be treated as such. Access to the Internet and technology is provided for professional, administrative, and educational purposes. Any person who uses the institution's technology is responsible for its appropriate use. When accessing and using technology, users recognize that the inappropriate use is prohibited and may result in disciplinary action.

CCU reserves the right and has the means to monitor and control all activities in the network, with or without prior notice, including email and communication with all Internet sites; therefore, users cannot expect privacy in the use of these resources. Technology is provided to assist employees to perform their work, for educational purposes in the classroom, and for external and internal communication, among others.

## **Objectives**

This policy offers the support and orientation necessary to clarify the responsibility of personnel and students related to the appropriate use of the technology provided and the sanctions for non-compliance.

## **Applicability**

This institutional policy applies to CCU teaching and non-teaching personnel, full time as well as part time professionals, contractors, and all students in the institution. Compliance with the policy is a condition for employment and contracting with CCU.

## **Code of Conduct**

CCU's technological infrastructure's purpose is to ensure and satisfy the university community's needs and its resources. All persons who use our facilities must observe good judgement and apply the aspects described in this policy. They must use care in their activities and not intend to alter or avoid the security measures that the institution provides. When necessary, technical support may be requested.

## **Collaborative content**

CCU provides the university community access to online sites and services that allow for safe communication and exchange of messages or content. It is recommended that the user communicate in a friendly and professional manner at all moments. All electronic messaging activities may be monitored.

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## **Policy on the use of Columbia Central University equipment**

Students must maintain in good conditions the technological equipment in their classroom that will be used during class hours; these include computers, tablets, printers, projectors, and others. Said equipment is used exclusively for the teaching-learning process.

Administrative personnel are also responsible for taking care of and maintaining in good condition the technological equipment provided for carrying out their work responsibilities.

### **Security**

In compliance with Law 267 of 2000, our institution has acquired the security solution provided by Watch Guard Technologies, Inc. This product is a security appliance installed at the institutional level. It consists of a virtual vigilance mechanism in real time for all communication activities carried out in our network.

Further, we recommend that the user take security measures when using the University's computer resources. These include not opening and/or distributing unknown or doubtful records, leaving personal or sensitive information on screen when leaving the computer. Equipment should not be used to print personal and/or sensitive information that may be exposed to others. Sensitive or personal information should not be divulged in insecure pages. If you see a message, comment, image, or anything else on line that you believe endangers personal security or the University, inform it immediately to a professor or immediate supervisor.

Personnel who, as part of their functions, handle sensitive information, should take the necessary precautions to protect said information.

To maintain our equipment and systems in optimal condition, we recommend our users to report as soon as possible any malfunction to the Information Systems Department. Users are not authorized to repair equipment, eliminate viruses, or download programs.

### **Rules for using the network**

Users should use reliable sources when conducting research through resources offered by the University.

Users in the academic area should not save personal information on the University computers. This information may be unexpectedly shared and disseminated.

### **Copyright Policy**

The university has a Copyright Policy (Employee and Faculty Manuals, Institutional Policies Manual) that users should refer to for managing information in a manner that will not violate

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the policy. When using online information for student work and research, the user is responsible for citing adequately the sources for the information, giving credit to the original author.

### **Cyberbullying**

Cyberbullying will not be tolerated as established in our Institutional Policy on Intimidation or Harassment and Cyberbullying (Employee and Faculty Manuals, Institutional Policies Manual). Harassing, showing disrespect, sending attacking or threatening messages, denigrating, impersonating, disclosing a person's confidential information, deceiving, excluding, and cyberbullying are examples of cybernetic intimidation. Users must not send emails nor publish comments with the intention of scaring, hurting, harming, or intimidating anyone.

Committing these acts or conducting any activity to harm (physically or mentally) another person will result in disciplinary measures as established in our policy. In some cases, cybernetic intimidation may constitute a crime. All user activity is monitored.

### **Acceptable uses of technology**

The technology provided to our users may be used for:

- a. Accessing infrastructure and resources for activities related to the University.
- b. Promoting the responsible use of university resources.
- c. Handling carefully University property and informing technical support if there is any problem with its operation.
- d. Inform a professor or supervisor immediately if you see online any threatening, doubtful, or improper content.

### **Unacceptable use of the Internet/e-mail:**

- a. Expose unauthorized information/graphics belonging to the University, its employees or its students.
- b. Visit improper or inadequate sites.
- c. Design, create, or expose pages that do not follow University standards.
- d. Use logos without authorization of the University.
- e. Use chat rooms.
- f. Violate the copyright of information obtained through the network.
- g. Access electronic games for recreational use.
- h. Access social pages such as Facebook, Twitter, Instagram, among others during working hours, except for personnel assigned to use said media to promote the University or educational programs.

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- i. Access pages to see or download movies or TV series during working hours.
  - j. Send inappropriate e-mails such as: non-essential messages, including jokes, thoughts for the day, chain e-mails, announcements, personal commercial use, and comments that affect the institutional image.

CCU is not responsible financially or any other way for unauthorized transactions on the technological network or for damages, theft, or destruction of personal devices.

### **Confidentiality**

No e-mail is confidential, personal, or private. E-mails may be subject to review in case of legal search.

### **Disciplinary sanctions for employees**

All violations will be managed like any other violation of institutional policies and will be applied sanctions as established in the Employee Manual and Faculty Manual. These sanctions may include from a written warning to dismissal, depending on the severity of the violation.

### **Disciplinary sanctions for students**

All violations will be managed like any other violation of institutional policies and will be applied sanctions as established in the Student Regulations. These sanctions may include from a written warning to suspension or expulsion, depending on the severity of the violation.

## **POLICY ON THE USE AND SECURITY OF ONLINE SERVICES**

### **Introduction**

Columbia Central University, offers online services to all the university community. Its use is limited to academic and administrative purposes.

### **Objective**

This document establishes the regulations and procedures on the use and management of online University services.

### **Applicability**

The university community is committed to accepting the conditions stipulated in this policy, which indicates the use of services exclusively for academic and administrative purposes and prohibits any commercial use, as well as inappropriate practices or any other activity that may affect other users in the privacy of their information.

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1- User codes, password, data, and their protection

1.1. Every registered user is responsible for protecting his/her user name and data from any unauthorized access.

1.2. Any unauthorized access to a user name will be immediately informed by the affected user.

1.3. Access to user accounts other than his/her own account is prohibited.

1.4. Accounts cannot be shared; the user must preserve his/her password and change it regularly.

1.5. CCU reserves the right to cancel at any moment any access account used for unauthorized purposes.

2- Technical Support

2.1. If the student or user has problems with his/her account, there are several alternatives to solve the problem:

a- Call the Information Systems Department to request technical support.

b- Send an email.

c- Visit the CCU offices.

2.2. CCU technicians do not provide support to hardware or software installed in personal equipment.

**Columbia System**

1- The Columbia System is used to save, manage, and exchange information between offices to facilitate student services.

2- This system is used by CCU employees to manage student information.

3- Every employee is responsible for protecting his/her username and password.

4- The employee cannot leave his/her Columbia System account open when he/she leaves his/her desk.

**University Website**

1- The website [www.columbiacentral.edu](http://www.columbiacentral.edu) allows the student to access information and useful tools related to CCU.

2- The site provides access to publications and online student services.



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## **Columbia System Backup**

The Columbia System is safeguarded by the university's Information Systems Department to guarantee and protect the confidentiality and the information of CCU students.

## **INSTITUTIONAL NON-DISCRIMINATION POLICY**

Columbia Central University (CCU) aims to provide a work and study environment free from discrimination based on race, color, religion, gender, sexual orientation, gender identity, social or national origin, civil status, age, social condition, political or religious ideal, physical or mental disability, veteran status, being a victim of violence (domestic, sexual aggression, stalking), or any other factor protected by law. Discrimination of any kind will not be tolerated and is prohibited in the university and in external activities that it promotes.

### **Applicability**

The Non-discrimination Policy applies to students, faculty, administrative personnel, the Institutional Board of Directors, suppliers, among others.

### **Legal Basis**

This policy is defined by virtue of the following state and federal laws or regulations relating to discrimination:

**Act No. 100 of June 30, 1959**, that prohibits discrimination based on age, race, color, sex, social or national origin, social condition, political affiliation, political or religious ideas, or for being victim or perceived as victim of domestic violence, sexual aggression, or stalking.

**Title VII of the Civil Rights Act of 1964**, that prohibits discrimination based on race, color, religion, sex, or national origin.

**Equal Pay Act of 1963 (EPA)**, that protects men and women who perform substantially the same job in the same workplace from gender-based salary discrimination.

**Age Discrimination in Employment Act of 1967 (ADEA)**, that protects individuals 40 years of age and older.

**Article I, Section 1 of the Constitution of the Commonwealth of Puerto Rico**, that dictates that the dignity of the human being is inviolable, that all people are equal before the law, and prohibits any discrimination based on gender, among others.

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**Title I and Title V of the Americans with Disabilities Act of 1990 (ADA)**, that prohibits discrimination in the workplace against individuals with disabilities in the private sector and in state and local governments

**Civil Rights Act of 1991**, that, among others, provides a monetary payment for damages in intentional discrimination cases in the workplace.

**Act No. 17 of April 22, 1988**, that prohibits sexual harassment in the workplace, clearly expresses non-discrimination based on ethnic origin, race, color, gender, age, social condition, nor political or religious ideas.

**Act 22 of May 29, 2013**, that prohibits discrimination based on sexual orientation and gender identity.

**Jeanne Cleary Act (1990)**, establishes that every university institution that receives federal funds must report and disclose information about delinquency and violent acts within the campus and in surrounding areas. In March 2013, it was amended to include the rights of victims of domestic violence, sexual violence, harassment or stalking and dating violence within educational institutions.

**Title IX (1972)**, focuses on sexual violence that includes physical acts against a person's choice or if the person is unable to consent to said act. It prohibits discrimination based on gender in educational programs and activities sponsored by institutions of higher education that receive federal funds, such as: admissions processes, recruitment, academic programs, student services, counseling, disciplinary processes, recreation employment, evaluations, grades, vocational education, and assignments in the classroom.

**Definition of discrimination:**

Discrimination is to make a distinction in treatment based on arbitrary motives such as racial origin, sex, socio-economic level, etc. Generally, this term is given a negative connotation, to the extent that determined groups are treated contemptuously or are victims of prejudice without any rational justification.

([www.definicionabc.com/social/discriminacion.php](http://www.definicionabc.com/social/discriminacion.php))

**Equal Employment Opportunity**

CCU bases employment decisions solely on the individual's qualifications relevant to the requirements of the position, his/her merits, and the needs of the university. It is CCU's policy to ensure that all personnel actions, such as compensations, benefits, transfers, severance, university sponsored trainings, promotions, dismissals, and disciplinary actions are applied equally.

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CCU will not discriminate against a qualified employee or applicant based on race, color religion, gender, sexual orientation, gender identity, social or national origin, civil status, age, social condition, political or religious ideal, physical or mental disability, veteran status, victim of domestic violence, sexual aggression, stalking or any other factor protected by law.

A person who feels discriminated against in any of its forms needs to inform immediately his/her supervisor; if the latter is involved in the situation, the person should notify the Human Resources Director directly.

Any employee, including the administration, who is involved in discriminatory practices, will be subject to dismissal for this cause.

All information related to equal employment opportunity will be published near the employees meeting places as required by law. These notifications summarize employees' right to equal employment opportunity.

### **American with Disabilities Act (ADA)**

CCU does not discriminate against an applicant or employee in the terms, privileges or working conditions based on physical or mental disability.

It is our policy to comply with all legal dispositions to facilitate integration of persons with disabilities in the workforce.

CCU will provide reasonable accommodation when necessary if the employee is duly qualified to safely perform the essential tasks and assignments related to his/her job. In addition, CCU will consider if the proposed accommodation is defined as reasonable in terms of whether it represents an onerous expense or excessive difficulty for the university.

The employee who has any type of disability that requires any kind of reasonable adjustment to perform his/her tasks, as provided by law, should present his/her request in writing to the Human Resources Office for evaluation. The employee will be required to present in writing suggestions from the specialist doctor who treats his/her condition. The Human Resources director, in coordination with the doctor will evaluate the recommendations and determine if the accommodation is reasonable and appropriate, and what type of accommodation will be provided in the workplace. A medical certification will be required annually to verify if the accommodation will continue.

### **Reasonable accommodation for religious practice**

The Work Transformation and Flexibility Act of January 26, 2017 establishes a procedure if an employee requests accommodation for his/her religious practices or attendance to religious services.

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By virtue of said act, the employee who requests said accommodation should notify in writing his/her immediate supervisor. Said request should contain the following:

- a. Description of the religious activity.
- b. Frequency of the activity.
- c. Requested accommodation.

The immediate supervisor will evaluate the petition and answer in writing within seven (7) work days.

The immediate supervisor may meet with the employee to discuss the alternatives available for the accommodation and reach an agreement.

If accepting said accommodation can result in an excessive burden, the supervisor may not approve it. The immediate supervisor will present the employee the reasons for denying his/her petition in writing.

**Procedure for investigating complaints based on discrimination:**

Depending on the case to be heard, the complainant will present the verbal or written complaint to the assigned official. The assigned official is:

1. In the case of a CCU employee, the immediate supervisor, the Chancellor, the Human Resources Director, or the President.
2. The assigned official who receives the complaint should instruct the complainant about the policy and the rights and remedies available. A detailed, written complaint should be obtained.

When in the assigned official's judgement, a violation of this policy has been committed, the Complaints Hearing Board (JVQ, by its Spanish acronym) will be convened immediately. This board will be composed by three members: the assigned official, a representative from the Office of the President (appointed by the President), and the Human Resources Director or Chancellor. The JVQ will appoint in its first meeting a President and Secretary. The assigned official will declare about the facts that motivated the creation of the board. The JVQ will take minutes of all its meetings, and when its work is finished, it will submit all its documents to the President for filing and custody. Each JVQ will remain in effect to hear the matters that motivated its organization.

The JVQ will notify the alleged offender that he/she will be object of an investigation and the nature of the charges or violations to the established policy within five work days from the date the complaint was filed at the JVQ. The JVQ will instruct the alleged offender to not discuss the matter with the complainant.

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**Investigation Process:**

The JVQ must conduct a prompt and detailed investigation upon receipt of the complaint of the alleged incident and notification to the alleged offender. The investigation must include:

- a. An interview with the complainant; basic facts must be established and witnesses as well as physical evidence, if any, must be identified.
- b. An Interview with the alleged offender must be held to give him/her an opportunity to admit, deny, or explain each allegation in the complainant's declaration and identify witnesses or physical evidence, if any.
- c. Interview any witness. Witnesses will be informed that any matter discussed must be confidential.
- d. The JVQ must review the results of the investigation and decide in what manner the policy has been violated.
- e. The JVQ will issue, its resolution within 15 days after the investigation is completed. Said resolution will specify the Board's conclusions and its ruling in accordance with said conclusions.
- f. The results of the investigation must be communicated to the complainant and alleged offender.

When one or both parties do not agree with the results of the investigation, they may file a revision of the resolution before the Institutional Board of Directors (JDI, by its Spanish acronym) within five (5) working days of receipt of the JVQ's resolution. The petition for revision will be considered filed when the complainant or alleged offender submits in writing to the President of CCU a Revision Statement where he/she expresses the basis for a petition of revision. The Institutional Board of Directors must review the Revision Statement and determine if it is well founded. If it is not well founded, it will be annulled by the Institutional Board of Directors and will not have any effect, and the JVQ's ruling will be final and binding. Depending on the review, the Institutional Board of Directors may accept, reject, or modify JVQ's ruling within five working days.

- a. The filing of the revision petition will interrupt the effective date of JVQ's ruling.
- b. The Institutional Board of Directors (JDI, by its Spanish acronym) will resolve the petitioned revision within 15 calendar days of the filing of the revision.
- c. The JDI will be able to pass judgement on the Board's ruling only based on the record of the proceedings before said Board and normally and ordinarily will respect the JVQ's conclusions.

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- d. The JDI will prepare special minutes of all disciplinary proceedings presented and, upon issuance of its resolution, will present the reasons for their determination.
  - e. The JDI's decision may confirm, modify, revoke, or exonerate JVQ's ruling.
  - f. The JDI's decision is final and binding and concludes the issue that was appealed.

**Sanctions for violating the discrimination policy:**

When the JVQ has determined a violation of this policy has occurred, it may take one of the following disciplinary actions:

1. When the offender is an employee, the disciplinary action may be taken in accordance with what is established in the university procedures. The disciplinary action must correspond to the offense and may range from a written reprimand, to termination of employment or dismissal from the university.
2. When the offender is a member of the JDI, the matter must be referred to the Board in full for action, which may include removal from the Board according to CCU bylaws.
3. When determining the action to be taken, any history of violation of violation of related institutional policies will be taken into consideration.

**Confidentiality**

It is important to mention that all personnel who interact with the complainant, should consider ethical standards when carrying out interventions and point out the importance of confidentiality and respect toward intimacy.

**Prohibition of reprisals**

Any conduct that may be reasonably considered a reprisal, payback, or revenge, such as harassment, calls, written notes, or urging third parties to bother, harass, or intimidate the complainant because of the complaint, may be considered a separate violation of this policy.

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## **INSTITUTIONAL POLICY ON PROHIBITION OF DISCRIMINATION BASED ON DISABILITY**

### **Introduction**

The Rehabilitation Law of 1973, Section 504 and Public Law 101-336, Americans with Disabilities Act (ADA) of 1990 prohibits discrimination on the basis of physical or mental disability. The law offers persons with disabilities the same rights and opportunities that other students enjoy. The law establishes that all public and private entities that receive federal funds cannot discriminate on the basis of a person's disability to limit or exclude his/her participation in any program or activity that said entities carry out. In the same manner, Law 250 of September 15, 2012, the Post-Secondary Reasonable Accommodation Passport Act establishes a mechanism that facilitates for students with disabilities access to higher education institutions in equal terms with their peers without disabilities and responsive to their needs.

In accordance with Section 504 of the Rehabilitation Law, ADA, and Law 250, Columbia Central University has developed and established the Institutional Policy on Prohibition of Discrimination on the Basis of Disability geared toward providing and maintaining an accessible university community that promotes and guarantees to persons with disabilities an environment of equal opportunity and an extended admission, achieving in this manner their total inclusion in the university community.

### **Responsibility**

It is important to recognize equal opportunity in employment and access to public services, an independent life, and economic self-sufficiency to persons with disabilities. Therefore, no person may discriminate against persons with disabilities.

This policy is administered by the Orientation and Counseling Office. The counselor is responsible for planning, organizing, and evaluating all services for persons with disabilities and processes complaints concerning these services. This office, in coordination with the Chancellor's or Executive Director's Office and the Academic Deanship, will supervise compliance with this policy.

### **Applicability**

This policy applies all persons who make up the University community: employees, students, visitors, prospective students, prospective employees, vendors, and persons who provide any service to the University. It also applies to persons who use University facilities for any reason.

It corresponds to everyone, students, university personnel, and visitors, to comply with their responsibilities and observe the legal and administrative provisions of the policy.

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## **Procedure to notify discriminatory acts against persons with disabilities**

Legislation requires that university institutions establish procedures for complaints, appeals, and reconsiderations. Further, it recommends that persons not satisfied with the results of the procedures mentioned above submit their cases to the Office of the Advocate for Persons with Disabilities (Law No. 2 of September 27, 1985).

Each campus has, as part of its work team, professional counselors prepared to assist initially any person who believes that he/she is the object of discrimination or is aware of anyone who is discriminated against on the basis of disability.

### **Procedure**

1. The process is initiated by filing a written complaint in the Orientation and Counseling Office. Filing a complaint leads to an investigation by the counselor on the actions concerning the discrimination. The counselor who receives the complaint will instruct the complainant about the policy and his/her rights.
2. If the complaint can be dealt with in the campus, the counselor will attempt to mediate between the parties to find an acceptable solution to the affected person or persons. Generally, information or other evidence provided by the parties or witnesses during the adjudicative process will not be disclosed to third parties.
3. The procedure initiates with the filing of the complaint in the Orientation and Counseling Office.
4. Filing a complaint results in an investigation of the reported incident and in a meeting of the Complaints Hearing Board (JVQ, by its Spanish acronym). Said Board will be convened by the counselor. This Board will be composed of three members: the Chancellor, the Human Resources Director, and a student, administrative, or faculty representative, as applicable. The process of appointing the Board and beginning the investigation will be carried out within five workdays after the notification of the parties. Each JVQ will remain in effect during the time it hears the matters for which it was convened.

### **Process before the Complaints Hearing Board**

1. The Complaints Hearing Board (JVQ) must appoint during its first meeting a president and a secretary. The counselor will present the facts that motivated the meeting of the Board. The JVQ will keep minutes of all its meetings and at the end of their work must hand in all documents to the University President who will then send it to the Chancellor's Office for filing and custody.



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2. The JVQ should conduct a prompt and detailed investigation of the alleged discrimination. The investigation should include:
    - a. An interview with the complainant; establish the act of alleged discrimination and identify witnesses or physical evidence, if any.
    - b. An interview with the alleged offender to give him/her an opportunity to admit, deny, or explain each allegation of the facts as stated in the complainant's declaration and identify witnesses or physical evidence, if any.
    - c. An interview with any witness; witnesses will be informed that any matter discussed must be kept in strict confidence.
    - d. The JVQ should review the results of the investigation and decide in what way the institutional policy has been violated.
    - e. The JVQ must issue its resolution within the fifteen workdays after the conclusion of the investigation. Said resolution will specify the conclusions that the Board reached and its opinion in conformity with said resolution.
    - f. The investigation results must be communicated to the complainant and alleged offender by letter.
    - g. In light of the investigation results, the University will take the necessary corrective actions in cases where it is demonstrated that cause was found for the alleged discrimination.

**Process to follow when the complainant indicates disagreement with the investigation results:**

1. When the complainant disagrees with the investigation results, he/she may request a revision of the resolution before the Institutional Board of Directors within five workdays of having received the JVQ's resolution. The petition for revision will be considered filed when the complainant submits to the University President a Revision Statement where he/she explains the basis for said request.
2. The Institutional Board of Directors must review the Revision Statement and determine if it is well founded. If it is not well founded, there will no consequence at all, and the JVQ resolution will be final and binding. As a result of the revision, the Institutional Board of Directors may confirm, revoke, or exonerate JVQ's decision within fifteen work days. The Institutional Board of Directors will take special minutes of all proceedings and upon issuance of the resolution will explain the reasons that support their determination.

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3. Filing the revision petition will interrupt the validity of JVQ's resolution.
  4. The Institutional Board of Directors will hear the petitioned revision within 15 days from the revision filing date.
  5. The Institutional Board of Directors will be able to pass judgement based only on the JVQ's resolution and based on the record of said Board and normally and ordinarily will respect JVQ's conclusions.
  6. The Institutional Board of Director's decision is final and binding and will conclude the matter that was reviewed.

A person who is unsatisfied with the results of the proceedings mentioned above, may submit a complaint at the Office of the Advocate for Persons with Disabilities (Law No. 2 of September 27, 1985).

### **Sanctions for violations of the policy**

When the JVQ has determined that the discrimination has occurred, the following sanctions may be applied:

1. When the offender is an employee or student, the disciplinary action may be applied according to University procedures. The disciplinary action must correspond to the discriminatory act and can include from a written reprimand to termination of employment or expulsion from the university.

### **Dissemination Plan and orientation for personnel**

This policy is available in the Orientation and Counseling Office, Human Resources Office, Chancellor's Office, and Institutional Policies Manual which is published on the website [www.columbiaco.edu](http://www.columbiaco.edu). The Orientation and Counseling Office and the Human Resources Office will maintain the University community informed about the policy by email, during extracurricular activities, and/or workshops, tables with information, brochures, and others.

### **Policy Revision**

This policy will be revised every two years, subject to compliance with or changes in current legislation.

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## **PROTOCOL FOR SERVICES FOR STUDENTS OR PROSPECTIVE STUDENTS WITH DISABILITIES**

### **Introduction**

Columbia Central University has established the Institutional Policy on Prohibition of Discrimination on the Basis of Disability to provide and maintain an accessible university that promotes and guarantees to persons with disabilities an environment of equal opportunity, achieving in this way their total inclusion in the university community.

To this effect, no one can discriminate against any person due to a disability to limit or exclude that person's participation in any admission, service, program, or activity carried out by the University. The Institution will also guarantee that it will provide the necessary physical facilities and technological assistance so that they may be in equal conditions as the community in general.

In compliance with this policy, Columbia has developed a ***Protocol for Services for Students or Prospective Students with Disabilities.***

### **Objectives**

- Facilitate the integration and inclusion of the person with disabilities and of student diversity with the rest of the University community.
- Offer support to the student so he/she may achieve academic success attuned to the mission of our University.
- Offer an extended admission process to those prospective students who request it.
- Establish liaison with agencies that provide services to persons with disabilities.
- Promote and divulge information related to current federal and state legislation.
- Establish a bank of professional resources and persons in the community or public and private agencies specialized in the provision of services for persons with disabilities.

#### **I. Physical installations and direct services**

The University has the necessary accesses according to each designated area within the physical installations as well as the necessary direct services to attend to the student with a disability through competent and specialized personnel. The University also has a referral service as needed.

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Further, the University offers reasonable accommodations in academic programs, services, and physical structures and facilities so that having a disability is not an obstacle for the student or prospective student to develop skills and knowledge of the curriculum, and so that he/she may participate in curricular and extracurricular activities celebrated on campus.

### **Physical Facilities**

The University will provide a map (diagram) with the location of the facilities on campus or center for the population with disabilities.

#### **A. Parking Facilities and Access Permits**

The University will designate spaces for vehicular parking for persons with disabilities. Persons with disabilities or persons with temporary conditions with a medical recommendation may request provisional access permits through the Orientation and Counseling Office. Other persons who park without the corresponding authorization in spaces designated for persons with disabilities will be fined according to the current state law.

#### **B. Reasonable Accommodation**

The University promotes reasonable accommodation for those persons who require accommodation according to their needs or health conditions. Therefore, all persons with disabilities may request reasonable accommodation in the Orientation and Counseling Office. To complete this process, the person should:

1. Complete and submit the request form.
2. Accompany the form with a certification of need prepared by a specialized professional who specifies the required accommodation.
3. The person with a disability is responsible for requesting said accommodation with sufficient anticipation so that the Orientation and Counseling Office can evaluate the petition and prepare a service plan. Each case will be evaluated individually.

#### **Reasonable accommodation: extended admission and registration**

1. Persons who, due to their disability, cannot carry out the admission process because they require accommodation,

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- should notify the Admissions Official who will inform the counselor.
2. The counselor will convene the Admissions Evaluating Committee as required by Law 250, Postsecondary Passport for Reasonable Accommodation. This committee will be composed of a counselor, an admissions official, the academic coordinator, and the Dean for Student Affairs or his/her representative.
  3. The Admissions Office will appoint an official to assist in the process as needed.
  4. For registration, anyone may authorize in writing another person (properly identified) to carry out this process.

### **Library Facilities**

The Library has the necessary accessibility for users with disabilities. Any person who requires specialized services, will channel his/her needs through agencies or organizations that assist persons with disabilities.

### **C. Classroom Facilities**

Classrooms are provided with sufficient space to enable accessibility to persons with disabilities. Any person who requires a special service should contact the counseling official and/or campus Chancellor.

### **D. Cafeteria Services (only available in the Caguas Campus)**

The cafeteria has the necessary accessibility to permit use by persons with disabilities. Any person who requires a special service should contact the cafeteria concessioner or his/her representative at the beginning of the academic term through the counselor with the necessary authorization.

### **E. Medical Services**

The University has a Protocol for Managing Accidents or Conditions that Have Adverse Effects on Health that is available for the University community in the Institutional Policies Manual.

### **F. Tutoring**

The University has a Tutoring Program available for all students. If a student needs a specific tutoring service, he/she must request the service in the Orientation and Counseling Office.

### **G. Student Activities**

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The University promotes participation of all its students in academic, co-curricular, and extracurricular activities to promote students' cultural and intellectual development and create a sense of belonging among the entire University community.

## **II. General Services**

The University has other services available for those persons with any limitation or disability. The following are services that may be requested through the Orientation and Counseling Office:

- Access permits
- Orientation and workshops/instruction
- Referrals
- Complaints or appeals
- Reconsiderations for alleged violations of Law 504, ADA, and Institutional Policies
- Others

## **III. Rights and Responsibilities**

### **A. Of the student or prospective student**

#### **1. Rights**

Students or prospective students with disabilities will have the right to:

- a. Equal access to courses, programs, services, employment, activities, and facilities available in the University.
- b. Appropriate and reasonable accommodation
- c. Request the extended admission process
- d. Academic adjustments
- e. Use of assistive equipment (student's property) in the classroom
- f. Determine, in relation to his/her disability:
  - information that may be disclosed, and,
  - to whom the information may be disclosed.

#### **2. Responsibilities:**

- a. If the person needs reasonable accommodation, he/she should request it through the Orientation and

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Counseling Office during the first two weeks of the academic term. If this is not done, the student has the right to request the accommodation, but there is no guarantee that it can be provided with the same effectiveness.

- b. Accompany the Request for Reasonable Accommodation with the documentation from the appropriate professional who will indicate the nature of the disability, functional limitations, and the need for specific accommodations with his/her recommendations.
- c. If extended admission is needed, the person should notify the Admissions Office immediately to carry out the process.
- d. Comply with institutional procedures to obtain reasonable accommodation and/or technical assistance.
- e. Comply with academic and institutional requirements.

**B. Of the University**

**1. Rights and responsibilities:**

- a. Guarantee the University's academic processes.
- b. Require that applicants procure updated documentation of their condition from the appropriate professional resource (doctor, occupational therapist, psychologist, or others) to verify the need for reasonable accommodation and/or technical assistance.
- c. If necessary, obtain additional information from the appropriate professional resource (doctor, occupational therapist, and psychologist) as established in the Confidentiality Release Form.
- d. The counselor is responsible for informing professors of the recommended reasonable accommodation.
- e. Select the most appropriate reasonable accommodation according to the applicant's disability that does not imply an excessive or unreasonable investment for the University.
- f. To consider a request for reasonable accommodation and/or technological assistance, the documentation should:

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- Identify the disability.
  - Document the need for the required service.
  - Provide the requested documents on time, (as established in I, C-2).
- g. Not provide reasonable accommodation and/or technological assistance considered inappropriate or unreasonable due to the following:
- It presents a direct health or security threat to others or to the applicant.
  - It constitutes a substantial change or alteration to a course or program.
  - It presents an onerous cost for the University.

#### **IV. Disclosure and Instruction Procedure**

The Protocol and the Policy are available in the Orientation and Counseling Office, the Chancellor's Office, and the Institutional Policies Manual, which is available on the website [www.columbiacentral.edu](http://www.columbiacentral.edu) .

The Orientation and Counseling Office will maintain the University community informed about the Institutional Policy on Prohibition of Discrimination on the Basis of Disability through email, extracurricular activities and/or workshops, information booths, brochures, and others.

The Protocol and Policy will be available in alternative format.

#### **V. Frequency of revision of the Protocol**

The Protocol for Services for Students or Prospective Students with Disabilities will be revised every two years, subject to compliance or changes in current legislation services and facilities available in the University, institutional procedures, and needs of the population with disabilities.

### **INSTITUTIONAL POLICY ON SAFETY IN THE UNIVERSITY**

#### **Introduction**

Columbia Central University (CCU) promotes a safe study and work environment for our university community which prohibits and condemns every act or crime related to: sexual and domestic violence, hate crimes, robbery, harassment or stalking, weapons possession, intimidation, gender identity, aggression, damage to property, burglary, crimes related to the manufacture, sale, and use of drugs, use and abuse of alcohol, attempting against the human life, among others.



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To this end, CCU has adopted this institutional policy on safety in the university.

### **Applicability**

This policy applies to everyone who integrates the university community: employees, students, suppliers, visitors, and concessioners.

### **Objective**

To provide orientation and recommendations about safety issues that impact the university community.

### **Legal basis**

This policy is defined by virtue of the following state and federal laws or regulations related to safety:

#### **Jeanne Clery Act**

This policy establishes that every university institution that receives federal funds must report and disclose information about delinquency and violent acts on campus and surrounding areas. In March, the policy was amended to include the rights of victims of domestic violence, sexual violence, harassment, and dating violence in educational institutions.

#### **Safety and Health in the Workplace Law, Act No. 16 of August 5, 1975, and the Occupational Safety and Health Act of 1970 (OSHA)**

The laws stipulate that every employer is responsible for offering its employees a workplace free from known dangers that are causing or that with all probability may cause death or serious physical harm.

#### **Act No. 22 of May 23, 2013**

This law prohibits discrimination based sexual orientation and gender identity to deny, restrict, limit, obstruct, or restrict the protection stipulated in this law.

#### **Puerto Rico Anti-Harassment Act, Act No. 284 of August 24, 1999**

This law classifies as a crime any harassment that causes fear in a person and may result in physical harm to the person, property, or members of his/her family, as well as psychological damages.

#### **Law PL 100-297, establishing the policy of the Drug-Free Schools and Communities Act of 1989**

Said regulation stipulates, as an indispensable requirement to receive funds from the United States Department of Education, that an educational institution must comply with the regulations of the Drug Free Act.

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**Law No. 538 of September 30, 2004**

This law establishes that an employer may request a protection order for one of the employees, visitors, or any other person in the workplace if an employee is or has been a victim of domestic violence or of conduct that constitutes a crime, as defined in Law No. 54.

**Law No. 542 of September 30, 2004, amends Law No. 54**

This law stipulates that when the court of law determines or issues a protection or restraining order, it will immediately order the petitioned party to surrender to the Puerto Rico Police for custody any firearm belonging to him/her and for which he/she has a license to have, possess, carry, for target shooting, hunting, or for any other purpose, as the case may be.

**Violence Against Women Act” (VAWA) of 1994**

Federal legislation that provides legal protections for mistreated women.

**Law No. 271 of December 17, 2006**

This law prohibits discrimination in the workplace based on domestic violence, sexual aggression, or harassment.

**Megan Law (1996)**

This law requires that institutions inform the community about obtaining information on the Sexual Offenders Register.

**Definitions**

1. **Domestic violence:** when a person’s partner uses physical force, psychological or sexual violence, intimidation, or persecution against his/her partner to cause physical damage to his/her property or third parties that result in serious emotional damage.
2. **Date rape:** This is violence committed by one person against another, be it physical, emotional, or sexual abuse, during a social, romantic, or intimate relationship where the couple does not live together.
3. **Sexual harassment:** This is a form of conduct that undermines the relationship in the workplace or place of study (student/professor). No employee, man or woman, should be subject to sexual conduct or insinuations. Sexual harassment does not refer to occasional flattery that is socially acceptable. It refers to unwelcome behavior that is personally offensive, attacks morale, and therefore, interferes with the effectiveness of the work.
4. **Gender-based harassment:** acts of a verbal or non-verbal nature, physical aggression, intimidation, or hostility based on gender or stereotypes, including acts that do not imply conduct of a sexual nature.

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5. **Consent to a sexual activity:** manifestation of express or implied will where a person approves a sexual act with another person.
  6. **Partner:** person who is or was in a social or romantic relationship of an intimate nature with the abuser.
  7. **Protection or restriction order:** written order issued by a criminal or civil court to prevent that the victimizer commit acts of violence, harassment, threats, sexual violence, contact or communication, and/or physical proximity with the alleged victim.
  8. **Sexual violence:** sexual acts perpetrated against a person without his/her consent or where a person is incapable of consenting due to the use of alcohol or other drugs.
  9. **Sexual assault with an object:** Use an object or instrument to penetrate illegally, however slightly, the genital or anal opening of the body of another person, without the victim's consent, including cases where the victim is unable to consent due to his/her age or because of his/her temporary or permanent physical or mental incapacity.
  10. **Rape:** Penetrate the vagina or anus, however slightly, with any part of the body or object, or oral penetration by the other person's sexual organ, or by a sexual object without the victim's consent. This includes instances where the victim is not capable of consenting due to his/her age or physical or mental state.
  11. **Sodomy:** oral or anal intercourse with another person without the victim's consent, including cases where the victim is incapable of consenting due to his/her age or temporary or permanent physical or mental incapacity.
  12. **Unforced sexual offense:** The victimizer knows the victim, who may be a relative, and sustains a sexual relationship without using physical force. The victim may be a minor, and therefore, the offense is classified as statutory rape.
  13. **Sexual coercion:** use pressure, force, and alcohol or other drugs to have sexual contact with another person against his/her will.
  14. **Intimidation:** when a person forces another to do something by using threats, manipulation, and/or physical force.
  15. **Vandalism:** causing deliberate damage or destruction of property of others, public or private, without the permission of the owner.
  16. **Robbery:** occurs when anyone illegally appropriates movable property belong to others, taking them from a person in his/her immediate presence and against his/her will through violence or intimidation.

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17. **Burglary:** when any person penetrates a house, building, or any other construction or structure, or its dependencies or annexes, with the purpose of committing any crime of illegal appropriation.
  18. **Counselor-** person who provides services to victims of sexual assault, harassment, domestic violence, dating violence, and others through a service program.
  19. **Emotional abuse-** to exercise control over the victim attacking his/her self-esteem by insulting, humiliating, threatening, and destroying his/her belongings, isolating her, demonstrating possessiveness and jealousy.
  20. **Physical abuse-** the victimizer uses physical force with the intent of causing harm to his/her partner or ex-partner. The physical abuse includes, but is not limited to, hitting, slapping, drowning, kicking, biting, burning, using non-firearm weapons or firearms, locking up, and raping.
  21. **Stalking-** a pattern of conduct where the victimizer commits repetitive acts such as sending verbal and/or written communications and threats, and following the victim with intent to intimidate.
  22. **Harassment:** This is defined as the action of persecuting, intimidating, following constantly and bothering another person. Harassment may occur through obscene comments and insinuations or physical contact.
  23. **Aggression-** when any person illegally or through any other means or form causes bodily injury to another person.
  24. **Discrimination-** This is defined as the difference in treatment for arbitrary motives such as racial origin, gender, socioeconomic level, and others.
  25. **Sexual orientation-** the capacity of each person to feel emotional, affective, or sexual attraction to persons of the opposite gender, the same gender, or more than one gender.
  26. **Gender identity-** This refers to the way in which a person identifies him/herself, how he/she recognizes him/herself in terms of the gender that may or may not correspond to his/her biological or assigned sex at birth.
  27. **Procedures-** This refers to the process of audiences to gather evidence when presenting a complaint.
  28. **Result-** the information obtained after an investigation.

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## **Jeanne Clery Act and institutional responsibility**

The Jeanne Clery Act requires that educational universities who receive federal funds gather and disclose statistics related to violent acts and criminal incidents within the university and nearby areas, such as:

- a. Criminal acts related to the use, possession, and sale of drugs and narcotics.
- b. Alcohol consumption.
- c. Domestic violence acts.
- d. Date rape.
- e. Harassment.
- f. Sexual assault.
- g. Hate crimes.
- h. Robbery.
- i. Murder or homicide.
- j. Possession of weapons.
- k. Simple aggression.
- l. Intimidation.
- m. Destruction of property.
- n. Vandalism.
- o. Arson.

The statistics gathered are based on reports of incidents that have occurred in the campuses. In addition, the local police are contacted to request data related to violent acts and crimes committed in nearby areas.

In terms of violent acts involving discrimination, the University will report said statistics in a separate category and must demonstrate that the victim was selected based on race, color, religion, gender, sexual orientation, physical or mental disability or incapacity or for being a victim of domestic violence.

Said report will be sent annually to the university community and will be available in the institutional website [www.columbiacentral.edu](http://www.columbiacentral.edu). In the orientation for incoming students, they will be informed that said policy as well as the statistics are available on the website. New employees will receive a copy of the statistics upon being hired.

Copies of the reports of incidents will be kept in the Chancellor's Office which will be used for gathering data for the Annual Security Report.

### **Areas to be considered when reporting incidents**

#### **Caguas Campus**

1. On campus: administrative areas, activities hall, Library, central office, academic classrooms, mobile classrooms, laboratories, continuing education offices, Master's Program building, parking lots, cafeteria, and restrooms. An additional area includes the space rented to Head Start.

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## Yauco Campus

1. On campus: administrative areas, academic classrooms, Library, and restrooms located in the Beltrán and Bermejo Building, *Galerías Yaucanas y Calvo*. The *Galerías Yaucanas*, the elevator, and the first-floor hallway are also included.
2. Outside the campus: Barrio Jácanas parking lot #127.

### **Campus security officials**

Columbia has private security services in the Caguas and Yauco campuses. The officials provide services to attend to, watch, and inform situations, and enforce the established regulations and policies. These security officials are responsible for protecting the entire University as well as the property. In the Caguas Campus, they provide service 24 hours, seven days a week, and in Yauco, during the operating hours.

### **Procedure to notify offenses or criminal acts<sup>i</sup>**

Any employee, student, supplier, visitor, and concessioner who is a victim or witness to any offense or criminal act that is committed by any person within the University should inform about the incident to the corresponding authorities: security officials, campus Chancellor, Director of Facilities and Institutional Development, and personnel appointed at the time of the incident. The following will be considered offenses or criminal acts: consumption of alcoholic beverages, domestic violence, date rape, harassment or stalking, sexual assault, hate crimes, robbery, aggravated assault, murder or homicide, weapons possession, simple aggression, intimidation, destruction of property, and vandalism.

#### Procedure:

1. Any member of the university community who witnesses a situation that presents a risk to safety, life, and/or property, or is a victim of an offense that violates this policy, is responsible for immediately informing the security official on duty or the campus Chancellor or Director of Facilities and Institutional Development. With the available resources at the time, the immediate solution to the emergency will be arranged, if possible, without risking the life and safety of the university community.
2. A report of the incident and/or accident will be filled or a written complaint will be filed to initiate the established procedure for the investigation and intervention. Said complaint will be referred to the corresponding institutional officials.
3. If the offense or criminal act is related to a student, the complaint will be presented and informed to the campus Chancellor or his/her representative. Filing a complaint will result in an investigation of the incident and the application of the disciplinary process contained in the Student Regulations.
4. If the offense or criminal act is related to an administrative employee or faculty, the complaint will be presented to the campus Chancellor or Human Resources Director. Filing a complaint will result in an investigation of the incident and the application of the disciplinary process contained in the Employee and Faculty Manuals.

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5. If the offense or criminal act is related to a supplier, visitor, concessioner, or contractor, the complaint will be presented to the campus Chancellor or to the Director of Facilities and Institutional Development. Filing a complaint will result in an investigation of the incident and an evaluation of the cancellation of agreements or contracted services. In the case of visitors, it may be determined that the offender will not be permitted to enter the facilities.
  6. The assigned official will interview the victim or person who files the complaint. He/she will be advised on:
    - the current policy concerning the complaint's investigation process.
    - the right to notify or not the police.
    - the right to request a protection order.
    - the importance of conserving evidence and remember characteristics to identify the alleged aggressor.
    - the available resources for counseling, assistance to victims, legal assistance, and other services.
    - alternatives for accommodation in the workplace or place of study.

It is important to establish that in the interview process the victim will not be forced to express matters of his/her personal life that are not relevant to the intervention in process. There must be a reason for discussing these private matters.

1. Upon filing a complaint, if the alleged victimizer or offender is identified and is part of the university community, he/she will be advised in writing that a complaint against him/her has been filed and that he/she will be notified for a separate interview. The Chancellor or the appointed person will determine, according to the severity of the complaint, if the Complaints Hearing Board (JVQ) will be convened or if the provisions contained in the Student Regulations apply.
2. If the Complaints Hearing Board must be convened, they will interview the involved parties and witnesses in separate proceedings.
3. The Board will evaluate the standard evidence compiled in the interviews with both parties and witnesses and will determine recommendation for disciplinary actions if necessary. The result of the Board's investigation and actions to be taken will be informed to the parties in writing. The parties may appeal said determination before the CCU Institutional Board of Directors.
4. If the complaint requires intervention from external agencies, the official in charge will call the State Police to initiate a formal investigation. The State Police will be in charge of the investigation when the complaint is filed in a judicial forum.
5. CCU will evaluate the corresponding judicial forum's decision to determine what action to take concerning the alleged victimizer.
6. The officials in charge of the process will write a report on the actions and interventions with the victim and alleged victimizer or offender.

### **The adjudication process for disciplinary actions**

The institution's policy is to apply discipline progressively to give the student or employee an opportunity to correct his/her conduct, except in cases of a harmful or criminal nature that merit resignation or immediate and definite termination from study or work. These

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measures may vary according to the seriousness of the offense and the number of times that a person incurs in said conduct.

When the assigned official has determined that the offense or criminal act attempts against the safety of the person and property, he/she may take one of the following measures:

1. When the alleged or supposed victimizer or offender is a student, the disciplinary action may range from a written warning to expulsion, as determined in the Student Regulations.
2. When the alleged or supposed victimizer is an employee, the disciplinary action may range from a written warning to termination or expulsion from employment as determined in the Employee or Faculty Manual.
3. When the alleged or supposed victimizer or offender is a prospective student or prospective employee, the campus Chancellor or the Human Resources Office may decide to deny application for admission or employment.
4. When the alleged or supposed victimizer or offender is a contractor or concessioner, the contractual relationship with the University may be terminated.
5. When the alleged or supposed victimizer or offender is a visitor, he/she may be denied access to the University.
6. If it is determined that a crime occurred as established by state or federal laws, the case will be referred to the law agencies.
7. The written warnings and disciplinary sanctions will be recorded in the students' or employees' disciplinary records. Said warnings or sanctions will indicate specifically the nature of the offence or criminal act committed.

### **Individual action plan to support victims**

The Chancellor, along with the counselor or Director of Human Resources, will establish an individual action plan to protect the victim's safety and will include the following measures

1. Contact pertinent government and private agencies (police, 9-1-1, hospitals, courts of law, psychologists, etc.).
2. Provide accompaniment and support to the victim.
3. Request medical attention if necessary (9-1-1, ambulance and psychological assistance, among others).
4. Orient the victim to ensure that he/she can provide the police the most cooperation possible to handle the incident.
5. Request information about the supposed victimizer: name, physical description, photo, description of vehicles, weapons. Inform the reception area about the facts.



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6. Give information and photograph of the person committing violent acts to security personnel.
  7. Request a protection order. If the court has issued a protection order, the security plan will include measures to be taken if the order is violated. A copy of the order will be provided to the personnel in charge of using it against the aggressor, with consent of the victim. These measures may include: calling the closest police station, preparing security personnel to identify and manage the person who commits violent acts according to the circumstances of the case and not allow the person who commits violent acts to enter the campus.

When the protection order is requested by the employer, the same procedure will be followed in terms of security measures. In this case, the victim will be notified. A copy of the order will be kept in the confidential personnel file in the Human Resources Office or the student file. With the consent of the victim, security personnel will be informed who should be aware of the situation to comply with the order.

8. Determine internal security controls to avoid that the supposed victimizer gain access to the employee or student. Identify another place that provides safety to the victim, fix the place and the way in which the victim will be in the work or study area by placing barriers, so that the person committing violent conduct does not have easy access, among others.
9. Orient the victim about the option of going to a shelter.
10. Orient the victim about requesting child support.
11. If necessary, make changes in the victim's work or study schedule.
12. Orient the victim about travelling to the campus accompanied by another person and changing the route.
13. In the case of employees, the supervisor, with the victim's consent, may consider alerting and orienting the personnel in charge of answering the telephone switchboard about not forwarding calls from the victimizer. If documents are sent by fax, they should be retained. In terms of e-mail, the victim will be told not to erase the messages to keep them as evidence.

### **Confidentiality**

It is important to point out that all personnel that interacts with the victim will consider ethical criteria to carry out interventions and stress the importance of confidentiality.

The person in charge of attending to the victim will keep in strict confidence all information offered by him/her. The information expressed or related to the victim may not be shared with third parties without the victim's consent, except if there is any situation that endangers his/her life or of any minor or any other person's life, when there is a judicial order, or for situations of extreme danger. Further, the victim will have access to the files of this intervention and to every document included in the file that concerns him/her.

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All agreements, protective measures, or accommodations provided to the victim will be kept confidential and will only be notified to those people responsible for complying with them.

### **Reprisals**

The University does not support nor promote that negative actions be taken against persons who submit any complaint related to this policy or any other policy. Taking an adverse action against the complainant constitutes a reprisal.

When it is determined that there exists a situation of reprisal, the University will investigate said action and will apply sanctions based on the disciplinary process contained in the Employee Manual, Faculty Manual, and Student Regulations, as applicable.

Employees will also be protected against reprisals if, in good faith, they testify, attend, or participate in any way in an investigation process conducted by the university or federal or state agency. The law also prohibits reprisals against employees who are in an “interest zone” relating to the employee complainant.

Employees who reasonably and in good faith understand that any university practice violates any regulation or policy and, based on said understanding opposes it and presents a complaint, is protected from any reprisal.

### **Recommendations for personal protection or defense**

Common efforts of the entire university community are required to combat criminality and/or violent acts. It is important to recognize that safety is everyone’s responsibility.

#### **A Safety Tips**

1. Avoid walking alone through less traveled places, isolated areas, and empty rooms or buildings.
2. Always be on the alert and carefully observe what is happening around you.
3. Walk through well-lit places. Do not take unnecessary risks.
4. Avoid going alone to restrooms, especially after working hours.
5. Look behind you to avoid being surprised.
6. Carry books in a sports bag or backpack to keep your hands free.
7. If you are assaulted, do not resist if you believe that your safety is in danger.
8. If you realize that you are being followed, try to reach as soon as possible a security official. If necessary and if possible, run and drop your books or backpack to delay the person following you.
9. If you do not feel safe in your area, ask the security official to accompany you.
10. Do not remain alone inside your car for a long time.

#### **B Personal belongings**

1. Label your personal property with your student or license number.
2. Keep your personal property in your car trunk.
3. Keep valuable objects out of sight. These include purses, briefcases, bags, calculators, cameras, and others.
4. Do not carry more money than is necessary.
5. Avoid using expensive jewelry.
6. Protect purses or bags by keeping them close to your body.
7. If you are an employee, keep your valuable objects in a safe place during working hours.

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## C Defense mechanisms in case of aggression or assault

1. Do not lose control.
2. Keep calm.
3. Think about resources and options.
4. Evaluate the situation.
5. Do not resist if the attacker is armed; it may cost you your life.
6. If you can, use any negotiation strategy.
7. If you can, escape to a safe place.
8. Be assertive.
9. Shout to attract the attention of others.
10. In case of a sexual assault, the victim should not shower or change clothes to preserve evidence.
11. It is important to observe carefully the person who is committing the crime, unless, under threat, you are instructed to the contrary.
  - e. Characteristics you should observe:
    - height and weight
    - skin color
    - form of the face and color of the eyes
    - hair color, haircut, and presence of a mustache
    - marks, scars, or tattoos
    - tone of voice
    - clothes
    - do not destroy any type of evidence

## **Maintenance and safety measures in physical facilities to reduce risks to the university community**

1. Lighted areas and lights will be maintained in good condition
2. Bushes and trees will be trimmed to a prudent height for good visibility.
3. Student and employee parking areas will be marked.
4. Security officials will require identification from visitors.
5. Security officials will make rounds as a preventive measure through all areas.
6. Security guards may close areas for preventive measures.
7. All vehicles must have a visible parking permit that will identify the driver as a student, faculty, or administrative employee.

## **Intervention of third parties/witnesses: safety recommendations**

It is recommended that, if you are a witness to a violent act, you should first protect your personal safety. If you feel safe, take the appropriate action if you observe criminal acts related to the following: use, possession, and sale of drugs and narcotics, consumption of alcoholic beverages, acts of domestic violence, date rape, harassment, sexual assault, hate crimes, robbery, aggravated assault, murder or homicide, weapons possession, simple aggression, intimidation, destruction of property, or vandalism. You may seek help by calling the pertinent authorities: university authorities, police, and 9-1-1. You may try to distract the aggressor by talking loudly and making noise. If the victim is by himself/herself, offer your support and accompany him/her until help arrives. If you hear rumors about acts of violence,

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inform immediately the campus chancellor, counselor, or Human Resources Director for its investigation.

### **Orientation plan for prevention of violence**

CCU, complying with its responsibility of providing orientation to the university community, establishes an orientation plan related to prevention, awareness, and risk reduction. The community will be educated on topics related to:

1. Domestic violence
2. Dating violence
3. Sexual assault
4. Drugs and alcohol
5. Harassment
6. Anger management
7. Others

### **Dissemination plan**

#### Students

1. Lectures for students will be offered each term.
2. Information related to the policy and available resources will be sent by email.
3. Information related to the topics will be published and sent by email.
4. Tables will be set up with information about the topics.
5. A written notice will be sent by email to students about counseling, health, mental health, help for victims, legal assistance, and other services available within and outside the University by e-mail

#### Faculty and administration

1. Talks will be offered during the annual Institutional Conferences.
2. Information related to the policy and available resources will be sent by email.
3. Employees will receive a written copy of the policy and they will be notified that they must respect its statutes as a condition of employment.
4. Tables will be set up with information about the topics.
5. A written notice will be sent by email to students about counseling, health, mental health, and help for victims, legal assistance, and other services available in and outside the university.
6. A written notification will be sent to victims about accommodation options related to work conditions requested.

### **Means to provide orientation and educate the university Community**

The university will provide orientation to students and employees regarding these topics through:

1. Workshops
2. Special projects
3. Brochures

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4. Tables with information
  5. Notices sent by email
  6. University website: [www.columbiacentral.edu](http://www.columbiacentral.edu)

### **Sexual offenders register**

Information about the sexual offender register may be obtained at the following web site:

<http://prcjisweb.gobierno.pr/>

### **Institutional Protocol for Emergency Management**

CCU has a protocol for managing emergencies which provides the university community information about the procedures and recommendations to be followed in case of an emergency at our facilities. For more information, refer to the policy included in the following publications: Faculty Manual, Employee Manual, Institutional Policies Manual, and the institutional electronic page.

### **Institutional Policy on the Illegal Use and Abuse of Drugs, Alcohol, and Tobacco**

CCU has a policy on the illegal use and abuse of drugs, alcohol, and tobacco. In said policy, no member of the university community will become involved in the illegal use, possession, manufacture, sale, nor transfer of drugs within CCU facilities or in educational activities outside the university and/or practice settings.

Additionally, the use of alcohol within the university is prohibited. Only a moderate consumption of alcoholic beverages by adults will be permitted in activities sponsored by the university outside its premises.

On the other hand, smoking is prohibited within the university premises as established by law. This includes, but is not limited to: classroom, meeting rooms, library, hallways, cafeteria, restrooms, institutional vehicles, parking areas, plazas, entrances, and any other common area. The use of electronic cigarettes is prohibited in the university.

For more information, refer to the policy included in the following publications: Faculty Manual, Employee Manual, Institutional Policies Manual, and institutional electronic page.

### **Institutional Protocol for Domestic Violence**

CCU has a written protocol for managing domestic violence situations. This provides uniformity to the measures and procedures to be followed when an employee or student is a domestic violence victim. An employee or student who considers him/herself a victim of domestic violence will be oriented about his/her rights and available resources for managing effectively said situation. The employees and students should know that practices considered domestic violence are prohibited, whereby action will be taken against those people who attempt against the safety of others.

For more information refer to the protocol included in the following publications: Faculty Manual, Employee Manual, Institutional Policies Manual, and institutional electronic page.

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## Online links related to sexual aggression, domestic violence, and date violence

<http://www.salud.gov.pr/Dept-de-Salud/Pages/Unidades-Operacionales/Secretaria-Auxiliar-de-Salud-Familiar-y-Servicios-Integrados/Centro-de-Ayuda-a-Victimas-de-Violacion.aspx>  
[www.notalone.gov](http://www.notalone.gov)

## Domestic violence victims/date violence

<http://www2.pr.gov/agencias/secretariado/Directorio/Pages/DirectorioViolenciaDom%C3%A9s.aspx>  
<http://www.pazparalamujer.org/>  
<http://www.entreparedes.pr.gov/Pages/Directorio%20de%20Servicios%20a%20V%c3%adctimas%20de%20Violencia%20.pdf>

## Bibliography

Penal Code of Puerto Rico (2004) Lexjuris.com

U.S. Department of Justice, Federal Bureau of Investigation. (2015). Uniform crime reporting handbook: UCR. [Washington, D.C.]: U.S. Dept. of Justice, Federal Bureau of Investigation

**Validity of the policy:** The policy will be evaluated every two years or according to need to conform to any change in law and/or requirements of state and/or federal agencies.

**Publication of the Policy:** The policy will be published in the Employee, Faculty, and Institutional Policies Manuals as well as on the institutional website [www.columbiacentral.edu](http://www.columbiacentral.edu). Students and employees will receive an annual notice about the current policy. Contractors, suppliers, and concessioners will be informed by the contracting party who will provide them with a copy of the policy. Evidence of said notification will be kept in the areas of Human Resources, the Vice Presidency for Student Affairs, and the contracting party.

## POLICY TO PROHIBIT THE USE AND DISCLOSURE OF THE SOCIAL SECURITY NUMBER

### Legal Basis

Public Law No. 186 of September 1, 2006, known as the law which prohibits the use of the Social Security Number in routine identification purposes in public and private educational institutions, prohibits educational institutions to show or display the Social Security Number of any student in a place or object visible to the general public to identify, place, or publish grades, student lists registered in courses or in any other list given to professors, nor include it in student directories nor any similar list, except for internal, confidential use, nor make it accessible to any person who does not need nor have the authority to access this number.

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Columbia Central University, in compliance with this law, has the policy to advise its students about the use and disclosure of the Social Security Number. The Social Security Number will only be used to corroborate identity and not for routine use.

### **Applicability**

This policy applies to all students who are registered in a program in the University, who were registered, or who are prospects who is applying or applied for admission.

### **Provisions of the policy**

The policy establishes the following:

1. The Social Security Number will not be used for routine identification in the University. The University has a system for routine identification of students which is the assignment of a student number.
2. The Social Security Number may only be used for legitimate official purposes, when it is required by the University, government, and educational authorities provided that its use is related to matters of legitimate need.
3. The University will notify the student, parent, or guardian under what legitimate circumstances said information will be used.
4. The parent, guardian, or student may voluntarily renounce through written consent to the University the protections of the law and authorize the use of the Social Security Number for other processes.
5. The University must make certain to identify officials that may have access to the Social Security Number, included in the file, for legitimate official use. These areas are admissions (admission application) and financial aid (verify identity)

### **POLICY ON THE PROTECTION OF STUDENT PRIVACY (FERPA & FTC)**

Columbia, in compliance with the Family Educational Rights and Privacy Act (FERPA) and the Regulations of the Federal Trade Commission establishes the following policy for the privacy of active student records.

In Columbia, we value having you as one of our students. Due to this, we respect your right to privacy. The following are our practices on the use and management of personal information that you share with us and your rights regarding this information. Annually, as necessary, or as required by law or regulations, we will notify you about our Privacy Policy.

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The policy permits students to inspect their educational records and limits disclosure to other persons of student record without the student's prior written consent. It gives the student the opportunity to request that corrections to his/her educational records be made where appropriate.

### Definitions

- **Student** refers to a person attending or who has attended Columbia. This excludes students who were not registered in the university.
- **Educational records** include those records that may contain information directly related to the student and that are used as work records by the University. The following are not educational records:
  - **Student records concerning the student made by professors and administrators** for their own use and not disclosed to others (including disciplinary records).
  - **Employment records**, except when a currently registered student is employed as a result of his/her status as a student (for example, work and study or practicing student).
  - **Records related to a person's activities** when the person is no longer a student of the University.

It is a university policy to permit students to inspect their educational records.

### How and what information do we gather?

Columbia gathers information from several sources:

- Through admission applications, leads, or other forms
- Through referrals of known persons
- Recommendation letters, references, and others
- College Board Office
- Student's academic progress
- Student conduct within the University
- Economic condition (or parent's economic condition) through financial aid applications
- Study costs, financial transactions such as account balance payment history, payroll, economic
- Employment obtained during or after studying in our university



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### **With whom is this information shared?**

The information mentioned above is only shared with persons related to the University who have the right and/or need to know it.

Columbia does not share personal information with third parties except those permitted by law, especially the FERPA. Third parties include persons, companies, or organizations that are not part of our University.

### **Security measures implemented to ensure the protection of the information**

Columbia limits access to your information to only those employees who need it to carry out their legitimate functions or who need access to comply with federal and local regulations of the education industry. Our employees have been duly instructed to not violate the students' right to privacy.

We also maintain the physical and technological measures to safeguard the confidentiality of the information as required by law and this policy.

### **Right to access**

Every student has the right to access his/her educational record, except records that contain their parent's financial information and confidential recommendations received prior to January 1, 1975.

### **Waiving the right to access**

A student may waive his/her right to access to confidential recommendations in three areas: admissions to any educational institution, job placement, and honors and recognitions awarded. The University will not require said waiver as a condition for admission or for receiving any service or benefit that is normally provided to students. If the student elects to waive his/her right to access, he/she will be notified, when required, the names of all persons who send confidential recommendations. Said recommendations will be used only for the purpose for which they were specifically submitted. Waiving the right to access may be revoked at any moment, and the revocation will apply to all subsequent recommendations.

### **Procedure**

Requests for access, specifically the record to be inspected, must be submitted in writing to the Registrar. The University will show only the specific record requested. The University will comply with the request within a reasonable time, a maximum of 45 days after receiving the request. In a usual case, arrangements will be made so that the student can read his/her record in the presence of a university employee. A student can also obtain copies of his/her

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record by paying the reproduction costs. However, the University will not provide copies of official transcripts received from other institutions or schools.

It is a disposition of this policy to limit disclosure of information personally identifiable of the educational record without the student's consent.

### **Directory information**

The following information of credentials have been included as information for the directory:

- Name
- Address
- Telephone numbers
- Email address
- Program of study
- Student number
- Student classification
- Participation in officially recognized and athletic activities
- Dates of attendance
- Degrees and recognitions granted
- Educational institutions previously attended

Columbia will annually send a public notification of the information categories and will permit a reasonable amount of time after said notification so that the student can inform the University if his/her information cannot be used in the directory.

The directory's information may appear in public documents and may be disclosed without the student's consent unless the student objects as explained in the previous paragraph.

### **Does not require prior consent**

The student's prior consent will not be required for disclosure of the educational records for the following persons or entities:

1. University officials (Columbia) when it has been determined that they have a legitimate educational interest.
  - University officials include teaching and administrative personnel who are or may be in a position to use the information to support a legitimate educational objective.
  - Legitimate educational interest includes those interests directly related to the academic environment.

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2. Officials from other institutions the student is interested in attending or where he/she is registered. When requested, and at his/her own cost, the student will be provided with a copy of the records that have been transferred.
  3. Representatives authorized by the Comptroller General of the United States, the Secretary of Education of the United States, the Education Commissioner of the United States, and state educational authorities, but only in connection with audits or evaluations by educational programs with federal funding or in compliance with federal requirements of these programs. These officials will protect the information received so that personal information about the student cannot be accessed by outsiders and the information must be destroyed when it is not needed for the purposes previously mentioned.
  4. In connection with a student application for or to receive financial aid, but only, as far as necessary, for purposes such as: determining eligibility, amount, conditions, and to put in effect the terms and conditions of the financial aid.
  5. State officials who require said information to comply with a law in effect prior to November 19, 1974.
  6. Organizations who conduct educational studies to develop, validate, or administer predictive examinations, administer financial aid programs for students, and improve education. The studies must be conducted in such a way that personal identification of students cannot be identified by parties outside the organization, and the information must be destroyed when it is no longer needed for this purpose.
  7. Accreditation organizations for purposes related to their functions.
  8. Parents of dependent students.
  9. Persons in connection with an emergency where knowledge of information is necessary to protect the health of a student or other individuals.
  10. To respond to a court order or subpoena. The University will make reasonable efforts to notify the student before complying with said order

**Prior consent is required**

In all other cases, the University will not disclose personally identifiable information from educational records or permit access to these records without the student's prior consent. Unless the disclosure is for the student himself/herself, the consent must be in writing, signed, and dated, and must specify the record or information that will be disclosed as well as the identity of who will receive the information or record. A copy of the disclosed record or information will be given to the student if required at his/her own expense.

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## **Disclosure of records**

The university will keep in the student records a list of each request and disclosure, except disclosures requested by the proper student, disclosures to university administrative or teaching personnel, or disclosure to the information directory.

The disclosure list may be inspected by the student, the official custodian of the records (Registrar or person appointed by him/her), other universities, or government officials.

## **Requesting amendment of educational records**

A student who believes that the information contained in his/her educational record is incorrect, mistaken, or in violation of privacy and other rights, may submit a request of amendment in writing at the university Registrar's Office specifying the document(s) that he/she is objecting to and the basis for said request. Within a reasonable time after the request for amendment submission date, the University will decide if the records will be amended as requested. If the decision is to deny the amendment request, the student will be notified and will be informed about his/her right to a hearing.

## **Right to a hearing**

Upon a student's request, the University will provide the opportunity for a hearing to challenge the content of his/her records. The request for a hearing should be submitted to the Registrar in writing. Within a reasonable amount of time from the date of the request, the student will be notified in writing about the date, place, and time for the hearing a reasonable time before the hearing.

## **Hearing process**

The hearing will be conducted by a university official who has no direct interest in the results. The official will be appointed by the campus Chancellor. The student will have a fair and complete opportunity to present relevant evidence to the arguments raised and may be assisted or represented by individuals selected by the student, at his/her own cost, including a lawyer. The official that conducts the hearing, after having considered all relevant information, will make a recommendation to the Registrar. Within a reasonable amount of time after the hearing has finalized, the University will notify the student in writing of its decision. The decision will be based exclusively on the evidence presented at the hearing and will include a summary of said evidence and the reasons for the decision. If the University decides that the information in the student's record is incorrect or in violation of privacy or other rights, all information in the records will be corrected, as necessary.

## **The right to place an explanation in the records**

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If, as a result of the hearing, the University decides that the information is not incorrect or in violation of privacy or other student's rights, the University will inform the student about the right to place in his or her record a statement commenting on the information and/or explaining the reasons for disagreeing with the University's decision. This explanation will be kept in the student's record as long as the contested portion of the record is kept and will be disclosed when the contested portion of the record is disclosed.

## **OPEN COMMUNICATION AND OPEN-DOOR POLICY**

### **Introduction**

Columbia Central University (CCU) understands that open communication is essential to maintain an environment where good relationships between personnel and students are promoted. To that effect, Columbia has established an Open Communication and Open-Door Policy which aims to support an open environment where personnel and students may have an open communication with the appointed personnel to communicate any worry or doubt related to the service and academic area or labor issues. All CCU offices are open for communication and dialogue.

### **Applicability**

This policy applies to all students registered in our University, faculty, and employees in general.

### **Communication procedure**

#### **Students**

1. If you feel the need to present any doubt, complaint, or question during your years of study, speak with your professor (if the matter is related to a particular course). In the absence of a professor, the student may approach the Director or Academic Coordinator, or in their absence, the Dean or Coordinator of Academic Affairs, or in his/her absence, the campus Chancellor for any situation.

#### **Faculty and employees in general**

1. If you feel the need to present any doubt, complaint, or question while employed, speak to your immediate supervisor.
2. In the case of campus employees, if the situation cannot be directed satisfactorily, or if it is a situation that you prefer not to discuss with your immediate supervisor or within your own department, you may contact the Chancellor. He/she will give you advice and counsel on a variety of issues and will clarify questions with respect to

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institutional policies. The Chancellor will coordinate with the corresponding areas to clarify or resolve the matters brought to his/her attention.

3. If the employee requires the intervention of the Human Resources Office, refer to the office to deal with the situation.
4. In the case of Central Office employees, if your situation cannot be dealt with satisfactorily or if it is a situation you prefer not to discuss with your immediate supervisor, you may take the matter to the Human Resources Office.

## **POLICY FOR STUDENTS WITH ASTHMA**

### **Background**

Columbia Central University (Columbia) promotes a university environment which focuses on the wellness and safety of our student community necessary to promote an effective teaching-learning process.

Columbia establishes this policy in compliance with Law No. 56 of February 1, 2006, Law for the Treatment of Students with Asthma. This law presents the right that students with asthma or any related condition have to self-administer medications in school, with prior consent from parents, tutor, or guardian.

### **Applicability**

Said law applies to every student registered in the University who is less than 21 years old and has a medical certification establishing that he/she is an asthma patient and needs to self-administer medications.

### **Procedure to be followed:**

1. The student will inform the Orientation and Counseling Office that he/she is an asthma patient and will present medical evidence of the condition.
2. The Orientation and Counseling Office will give the student a copy of the policy, the Parental Authorization Form for Self-medication, and the Medical Certification Form.
3. As soon as the student has completed all the required documents, he/she must submit them in the Orientation and Counseling Office.
4. The counselor will inform the professors that the student is authorized to self-administer the medication.

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5. The professor must permit the student during class hours the self-administration of treatment and/or medications as ordered by the student's doctor.
  6. No one can interfere with the student's right to use in the educational facilities the necessary medications for the treatment of his/her asthmatic condition.

## **INSTITUTIONAL COPYRIGHT POLICY**

### **Background**

Columbia Central University (CCU) recognizes that in a university environment one of the most susceptible areas is the unconscious abuse and disrespect to intellectual authorship. To this effect, the University has adopted the following policy to protect recognize, and divulge legal protection to copyrights, as established by law.

This policy offers support and the necessary orientation for copyright protection in the academic environment, library services, and administrative areas. We recognize that a person's creation should be an object of judicial protection under the intellectual property laws for the benefit of the author, the University, and the community in general.

### **Applicability**

The Institutional Copyright Law applies to CCU teaching and non-teaching personnel who work part time or full time, administrative personnel, contractors, and students.

### **Objectives**

The Institutional Copyright Policy's main objective is to divulge the scope of the federal law and the legal responsibility among the entire university community.

### **Legal basis**

CCU's Institutional Copyright Policy recognizes pertinent and applicable to copyright protection the statutes that follow: Federal Copyright Law of 1976, as amended (Copyright Act of 1976. 17 U.S.C., 101 and Commonwealth of Puerto Rico Law No. 96 of July 15, 1988, as amended. These laws establish legal protection to authors of original literary, dramatic, musical, and artistic works and other intellectual work in the partial or total reproduction without prior authorization of their creators. It is illegal to violate these rights for personal benefit or for the benefit of third parties, and said violation implies penalties under the law.

### **Intellectual property and copyright protection**

Copyright protection applies from the moment a work is created and transmitted in tangible form. In case of work produced under contract, the employer is considered the owner of the exclusive right to use.

To use partially or totally a work protected by copyright requires authorization or permission by the author for its use (Copyright Clearing House). The following creations are protected by copyright:

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- Literary works (poems, essays, novels, and others)
  - Musical works including voice accompaniment
  - Dramatic works
  - Speeches
  - Pantomimes and choreographies
  - Photographs
  - Graphic arts
  - Sculptures
  - Movies and other audiovisuals, recordings, computer programs
  - Architectural works
  - Digital programs (software)

### **Copyright in the academic environment**

Copyrights apply to every literary creation; therefore, every academic institution has the responsibility to inform the faculty and students to ensure compliance with this federal law. In terms of materials used to give the courses (textbooks), CCU does not promote the reproduction of any protected material by faculty, students, employees, and contractors.

Faculty may occasionally use in the classroom images, music, and movies related to the course curriculum.

The reproduction of database content authorized by license is permitted; for example, copies of journal articles may be used in its entire content, and multiple copies for classroom use may also be used.

### **Fair use**

Fair use is a concept that recognizes that certain uses of protected work do not require the author's authorization. It establishes that the use be minimal and should not interfere with the author's exclusive copyright and that the author of the work should be recognized.

Regarding the Columbia library's Reserve and E-reserve, these subscribe to copyright laws (Section 107 of the Copyright Act) and the fair use doctrine that provides the principle behind the reserve collections. Article 107 focuses on four fundamental factors to measure fair and reasonable use, different, and that guide the libraries in general when evaluating if the use is just. The four factors are: the characteristics of the use; the nature of the work that will be used; the amount used in proportion to the totality of the work; and the impact of the work in the market.

### **Factors to help determine fair use:**

- The purpose for the use, including if the use has a commercial use; if there is an economic benefit, it is not considered fair use.
- The purpose is educational if it is used by a non-profit entity.
- The nature of the use.
- The amount of the portion used in relation to the totality of the work.
- The effect of the use in the market of a protected work.



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### **Examples of fair use:**

- Quotes from extracts for illustrative use, comments, or critiques
- Quotes from short passages of a school or technical work for illustrative purposes
- Limited use of poems, essays, and histories. This is limited a maximum of three reproductions of the same author or collective work during the same academic period.
- Newspaper articles that illustrate the topic to be discussed in a class for non-repetitive use
- News
- For parody or small portions
- Summary of an article that includes quotes or short portions

Using materials under fair use should not substitute nor replace compilations, collective works, manuals, or texts.

### **Use of materials in the Library and Reserve**

Section 108 of the Copyright Act establishes that reproduction (photocopying) by libraries and preservation archives do not constitute a violation of law, if it is for providing access to resources for study and research. This is established for educators, librarians, and archivists through the following clarification of the article, "it should not, in some cases, influence over our capacity to use photocopies for reserves."

In the Library, materials of resources related to archives and to replace lost or damaged copies may be reproduced.

In the reserve area, members of the faculty may place personal books that are not available in the collections and articles provided it complies with fair and reasonable use.

### **Internet materials**

Works published on the Internet do not lose their copyright and are subject to intellectual protection; therefore, before using them, we must be certain that we do not violate the protection. There are sites on the Internet that permit reproduction of materials and have permitted uses as stated on their pages (community commons and open source).

### **Distribution of material protected by copyright**

It is prohibited to download and share information from files illegally using computer systems provided by the University. Unauthorized distribution of copyright protected material from person to person is prohibited. Said material includes, but is not limited to, music files, video games, movies, computer software, and photographs.

### **Copyright protection: online courses**

In terms of distance education, only extracts or limited portions of dramatic, musical and audiovisual works may be displayed. The law does permit the reproduction or copy of the content of:

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- Electronic reserves (electronic or paper course packs) or interlibrary loans (ILL).
  - Access and reproduction of electronic books in collections of other institutions.
  - Partial or total transfer of commercial documents.
  - Textbooks or other digital content supplied under author or editor license, unless there is an institutional license of the content and use provided by the suppliers of the sources.
  - Analog printed materials converted to digital format without prior authorization and when there is no digital version of the work.

The provisions of Fair Use and the TEACH Act (2002) indicate that professors may use to teach their online courses the following resources without the author's permission:

- Artistic or literary representations (for example, poems, plays, movies, or musical works). It is important to evaluate that an extract is used and that it cannot be copied. It is recommended that you use streaming and links that may be accessed by the student.

Online course materials will only be available for a determined amount of time and the student may not save nor download it.

### **Copyright ownership of student, faculty, and employee work**

CCU teaching personnel and students have ownership of the work created in the normal progression of academic and study activities, except if the contrary is agreed upon. However, CCU will have ownership when these works are a product of administrative or academic functions specifically commissioned and contracted by the University.

CCU establishes that ownership of an author's work does not exempt him/her from the responsibility of explicitly recognizing the University, as it corresponds, for contributions, support, or collaborations that made possible the work's design, development, or dissemination. In the same manner, students are not exempt from their responsibility of pointing out that their works were developed as part of the requirements of courses or academic degrees. In every case, CCU retains the right to claim said recognition. Employees and students have the faculty and responsibility to register and protect their works under their ownership.

Authors will retain ownership over works developed during sabbaticals, leaves of absence, substitution of tasks, while on detail, or other similar situations, except when contracted to the contrary. Copyright of thesis and other similar academic requirements is owned by the student, even though they receive academic credit for the work(s), except when contracted to the contrary.

### **Procedures to resolve disputes related to copyright ownership**

In case of a controversy regarding the ownership of works and copyright or regarding any other disposition of this policy said dispute will be submitted for the consideration of the campus Chancellor who may issue a decision with prior consultation for his final and binding decision about the matter in conformity with the dispositions of the applicable laws and regulations.

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## Violations of the policy

Copyright violation is the act of exercising, without permission or legal authority, one or more of the exclusive ownership rights in Section 106 of the Copyright Law. These rights include the right to reproduce or distribute copyrighted material. In the context of sharing files, downloading or uploading substantial parts of copyrighted material without authority constitutes a violation.

Penalties for copyright violations include civil and criminal penalties. Anyone found guilty of copyright violation may be ordered to pay for actual or statutory damages no less than \$750.00 nor more than \$30,000 per violation. For deliberate violation, a court of law may impose a \$150,000 fine per work violated. The court may also include attorney costs and fees.

Deliberate violations may also result in criminal charges that include up to five (5) years in prison or fines up to \$250,000 per offense.

## Violations of the policy/disciplinary actions

If there is a complaint that any employee or student has violated the described dispositions there will be an investigation by the installation of the Student or Employee Complaints Hearing Board. If cause is found, the corresponding disciplinary procedures described in the Employee or Faculty Manual (verbal or written warning, termination) and in the Student Regulations (verbal or written warning, expulsion) according to the magnitude of the violation).

## Links related to copyright

- A. Federal Copyright Law  
<https://www.copyright.gov/espanol/circ01-espanol.pdf>
- B. Plagiarism: Avoid the Consequences  
<http://www.onlinecolleges.net/for-students/avoid-plagiarism/>
- C. Licenses Creative Commons  
<http://www.creativecommons.org/>
- D. Legal Sources of Online Content  
<https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-onli>
- E. Copyright Guide for Online Courses, E-Reserves, and Course Management Systems  
<https://library.cn.edu/CopyrightTips.pdf>

**Policy validity:** The policy will be evaluated annually to comply with any change in law or state and/or federal agency requirements.

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