SAGRADO

Universidad del Sagrado Corazón

Student Code of Conduct

Academic and Student Affairs

July 2026

Table of Contents

Purpose and Scope 1
1. Standards of Conduct 1
1.1 Academic Integrity and the Use of Artificial Intelligence 1
1.2 Respectful Treatment and Coexistence 2
1.3 Substances: Alcohol, Drugs, and Tobacco 2
1.4 Safety, Property, and Access 3
1.5 Institutional Compliance 3
1.6 Use of technological devicesdigital and online conduct 4
1.7 Off-campus and off-site conduct 4
2. Classification of Violations 4
3. Disciplinary Sanctions 5
4. Disciplinary Procedure 5
4.1 Official Responsible for Administering the Disciplinary Process 5
4.2 Filing a Complaint 6
4.3 Initial Assessment 6
4.4 Behavioral Meeting 6
4.5 Determination 6
4.6 Review of the Determination 7
4.7 Precautionary Measures 7
4.8 Classroom Discipline 7
4.9 Complaints and Grievances 8
5. General Provisions and Effective Date 8

Purpose and Scope

Universidad del Sagrado Corazón (hereinafter “Sagrado” or “the University”) is an independent, nonprofit Catholic institution of higher education guided by the principles of the Society of the Sacred Heart. We educate individuals with intellectual freedom and moral conscience, placing the human person and Christian values at the center of our academic mission, to build a community of solidarity, justice, and peace.

This Student Code of Conduct (“Code”) sets forth the University’s expectations for student conduct and the procedures for addressing disciplinary matters involving students. All students are expected to act with honesty, ethics, and integrity in all aspects of their university life, both on and off campus.

The Code applies to all students—undergraduate and graduate—from the time they enroll until graduation, as well as to students with special enrollment status, auditors, and non-enrolled students participating in university activities. The University may take action regarding inappropriate conduct off campus when such conduct affects the University’s interests, values, or mission.

1. Standards of Conduct

The behaviors described in this section are inconsistent with the University’s expectations and constitute violations of the Code. Offenses are grouped by topic. The list provides representative examples, not an exhaustive list: the University reserves the right to take action when the principles of human dignity, the mission, and institutional values are violated.

1.1 Academic Integrity and the Use of Artificial Intelligence

The University promotes academic integrity and the ethical use of artificial intelligence throughout the university community. Everyone who participates in the University’s academic endeavors must be personally and professionally committed to conducting their academic activities in an open, honest, and responsible manner; therefore, the following behaviors are prohibited

- **Lack of Honesty and Integrity:** Any breach of academic honesty and integrity, plagiarism, misrepresentation, falsification, improper use of others’ work, and copyright infringement are prohibited, in accordance with the academic integrity guidelines available at mi.sagrado.edu.
- **Unauthorized Use of Artificial Intelligence:** It constitutes a violation to use artificial intelligence (“AI”) tools beyond the scope authorized by the instructor or without the required acknowledgment; to enter personal, confidential, or protected information into unauthorized tools; to present AI-generated content as one’s own without human review or validation; or to use AI to produce content that is false, misleading, discriminatory, or in violation of copyright. Students are responsible for the content they submit, even if they have used AI.

1.2 Dignified Treatment and Community Life

Every member of the community must be treated with respect. The following behaviors are inconsistent with this principle:

- **Abusive or harassing behavior:** Behavior that could reasonably be considered abusive or harassing will not be tolerated. Students must comply with the institutional policies against harassment and intimidation available at mi.sagrado.edu.
- **Violence and threats of violence:** Violence or threats of violence—whether physical, verbal, or cyber—are not tolerated, nor are any actions that place another person in a reasonable state of fear.
- **Hazing:** Any conduct, on or off campus, involving initiation rituals, hazing, or rites in which new members of a group are subjected to abusive, humiliating, or dangerous treatment in exchange for acceptance—and which may cause a person to feel unwelcome or experience physical or mental discomfort, embarrassment, or harassment—is prohibited. Consent is not a defense, and the responsible organization may face collective sanctions.
- **Disruptive Conduct:** Any conduct that disrupts institutional, academic, student, administrative, cultural, athletic, or social activities is prohibited.
- **Discrimination Based on Sex** and **Sexual Misconduct:** The University condemns sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and retaliation. These cases are addressed in accordance with the sexual misconduct policy and procedure available at mi.sagrado.edu, which take precedence over the procedures in this Code.
- **Bullying:** All forms of bullying are prohibited. Bullying is addressed in accordance with the policy on bullying and intimidation and its procedures, available at mi.sagrado.edu, which take precedence over this Code.

1.3 Substances: Alcohol, Drugs, and Tobacco

The University maintains an **alcohol-** and **drug-free** environment**;** therefore, the following behaviors are prohibited:

- **Possession or use of alcohol:** It is prohibited to possess, consume, or be under the influence of alcoholic beverages on campus, in University Residences, and at official events, regardless of the student's age. The only exception is authorized consumption at official events, in accordance with applicable institutional regulations and with prior authorization from the Office of the President.
- **Manufacture, possession, use, sale, and distribution of illegal drugs, narcotics, and controlled substances:** The University has a zero-tolerance policy regarding the manufacture, possession, use, sale, and distribution of illegal drugs; the misuse of prescription or over-the-counter medications; the possession of drug paraphernalia; and medical cannabis, even with a card from the Department of Health. You can access the institutional policies on this topic at mi.sagrado.edu.
- **Smoking: Smoking** is prohibited in all University buildings, including University Housing, both on and off campus, on leased properties, and in all public areas, except in designated areas. This includes

cigarettes, cigars, and e-cigarettes (“vapes”). The use of hookahs is prohibited.

- **Driving under the influence of alcohol, drugs, or controlled substances**.

The handling of signs of intoxication, referrals to the Comprehensive Safety Office, testing, and conditions for reinstatement are governed by applicable institutional regulations.

1.4 Safety, Property, and Access

The University ensures the safety of all members of the university community; therefore, the following behaviors constitute a violation of this Code:

- **Possession or use of weapons and dangerous objects:** The possession or use of firearms, explosives, chemical agents, “Taser”-type devices, knives, or objects that appear to be weapons is prohibited. Security personnel and law enforcement officers authorized by law are exempt from this prohibition.
- **Possession or use of fireworks or incendiary devices**, except with prior written authorization from the Comprehensive Security Office.
- **Tampering with alarms, fire extinguishers, or smoke detectors:** Activating an alarm when there is no fire, starting a fire, or failing to evacuate following an alarm or warning constitutes a violation of this Code.
- **Damage to or destruction of University, community, or third-party property** (**vandalism**).
- **Theft of University property or third-party property.**
- **Manufacturing, possessing, or distributing keys, access codes, or access cards** without the express authorization of the Comprehensive Security Office.
- **Unauthorized presence in restricted areas**, including construction sites, rooftops, and mechanical rooms, among others.

1.5 Institutional Compliance

The following conduct constitutes a violation of this Code:

- **Failure to comply with a reasonable directive from an authorized official**, such as a request to present identification or to attend a mandatory meeting.
- **Failure to carry a university ID, refusal to present it, lending it to another person, altering it, forging it, or using another person’s ID.**
- **Acting as a representative of the University, the Student Council, or another body without prior authorization.**
- **Romantic, sentimental, sexual, or intimate relationships between faculty, administrative staff, or contractors and enrolled students** are prohibited, except in the case of legal marriage. Any relationship that predates the student’s enrollment or the employment relationship must be reported to the Office of the Dean of Students.

Students are responsible for the **conduct of their guests**, who must comply with institutional regulations.

1.6 Use of Technology, Digital, and Online Conduct

Sagrado promotes the use of technology and communication networks within a culture of openness, trust, and integrity. The following behaviors are not consistent with this principle:

- **Failure to participate in synchronous online classes:** In synchronous online courses, active and respectful participation is expected, equivalent to that in a face-to-face classroom. Specific expectations—regarding the use of cameras, microphones, the learning environment, and recording, as well as reasonable accommodations in this type of course—are governed by the relevant institutional academic regulations and classroom conduct policies (Section 4.8 of this Code).
- **Unauthorized use of technological devices:** To avoid disrupting learning, students must refrain from using phones, computers, and music or video devices in classrooms, laboratories, conference rooms, the library, and other study areas, unless the device is necessary for learning or is part of an approved reasonable accommodation.
- **Possession, Use, or Creation of Pornographic Material**: It is prohibited to possess, use, or create pornographic material**,** or to access such material using the University's equipment or network.

1.7 Conduct Off Campus and Off-Site

The provisions of this Code apply to the following conduct off campus:

- **Inappropriate conduct off campus during official activities:** Conduct that undermines the dignity of others, violates the law, or affects the University's mission, values, or reputation—including LAI and intramural competitions, clinical rotations, internships, and volunteer experiences, among others—may result in disciplinary action.
- **Noncompliance in Study Abroad Programs:** Students participating in a study abroad program must also comply with the host program's code of conduct and the laws and customs of the host country. In the event of a student's noncompliance, the Dean of Students, in consultation with the Dean of the School and the International Experiences unit, may terminate the student's participation.

2. Classification of Violations

Violations of the code of conduct are classified into three levels based on their severity and impact on the community. This classification guides the determination of sanctions but does not mandate a specific outcome: each case is evaluated individually.

- **Minor violations:** Failures to fulfill student responsibilities, such as the unauthorized use of devices in academic spaces, inappropriate language, unauthorized activities, or failure to appear in response to an official summons.
- **Aggravated violations:** Conduct that undermines institutional order, such as disrespectful behavior, disruption of academic activities, unauthorized representation, conduct that endangers the health or safety of others, and repeated minor violations.

- **Serious violations:** Conduct that seriously harms individuals, property, or institutional integrity, such as document forgery, assault, drug trafficking or distribution, possession of weapons or explosives, sexual misconduct, bullying, intentional damage to property, and repeat offenses of aggravated violations. If a student is charged with or convicted of a crime in court, the University may immediately take any precautionary measures required to ensure safety or order.

3. Disciplinary Sanctions

Disciplinary sanctions are imposed only when it is determined that the student has committed a violation of the rules of conduct. Taking into account the severity of the conduct, the student's history, and any mitigating or aggravating factors, one or more of the following sanctions may be imposed:

- Verbal or written reprimand
- Probation, with or without conditions.
- Suspension of the privilege to participate in activities or use facilities.
- Suspension from the University for a specified period.
- Suspension or expulsion from University Housing
- Compensation or restitution
- Ban on entry for a specified period
- Permanent separation or expulsion.

As an alternative or supplement to disciplinary action, the University may implement educational or restorative measures, such as a warning letter, an educational conversation, community service hours, a reflection project, or a mediation process.

Mitigating and Aggravating Factors. Mitigating and aggravating factors are considered when imposing a disciplinary sanction. Mitigating factors include lack of intent, having been induced by error or deception, and remorse or the intention to make amends. Aggravating factors include intent or premeditation, the nature of the harm, the value of the affected property, repeat offenses, and lack of remorse.

4. Disciplinary Procedure

The University employs a serious, rigorous, and impartial disciplinary procedure. It is not an adversarial or judicial process, but rather an internal process to reasonably determine whether a violation of the rules of conduct occurred and, if so, to take appropriate action. The Rules of Evidence and the procedural technicalities of judicial or administrative forums do not apply. The determination is based on what most likely occurred.

4.1 Official Responsible for Administering the Disciplinary Procedure

The Dean of Students, or the person designated by the Dean, administers the disciplinary process and is referred **to as** the **Conduct Officer**. If the Conduct Officer has a conflict of interest or personal knowledge of the case that prevents him or her from acting impartially,

the Dean of Students may refer the matter to another official. If the conflict involves the Dean of Students himself or herself, the Office of the President will designate the Conduct Officer who will handle the case.

4.2 Filing a Complaint

Any person, or the University itself, may file a complaint in writing with the Conduct Officer in the Office of the Dean of Students. The complaint must include the following:

- Name of the person filing the complaint ("complainant").
- Date the complaint is filed.
- Name of the student alleged to have violated the rules of conduct ("respondent").
- A detailed description of the events, including the place and date they occurred.
- Rules or standards of conduct allegedly violated.
- Names and contact information of witnesses.
- Any documentary, digital, or electronic evidence supporting the allegations.

Although there is no deadline for filing the complaint, it is recommended that you do so immediately so that the University can investigate and respond promptly.

4.3 Initial Evaluation

The Conduct Officer meets with the complainant, receives the complaint, and evaluates it. The Conduct Officer may close the case if there is insufficient basis, address it through an educational or restorative response when appropriate, or proceed with the disciplinary process by scheduling a conduct hearing.

When the Conduct Officer decides to proceed with the disciplinary process, they notify the student against whom the complaint is filed in writing via their institutional email account, providing reasonable advance notice of the alleged conduct, the policies allegedly violated, and the date of the conduct hearing.

4.4 Conduct Meeting

The conduct hearing is a conversation between the student facing charges and the Conduct Officer. During the hearing, the student facing charges is informed of the alleged conduct, the witnesses, and any documentary, digital, or electronic evidence presented in the complaint; the student presents their version of the events and offers their own evidence and witnesses. The student facing charges may be accompanied by a person of their choice—who may be a member of the university community—to provide support, but that person may not intervene or speak during the meeting.

If the student against whom the complaint is filed fails to appear at the disciplinary hearing or does not present their version of the events, this is not interpreted as an admission of the facts, and the case is resolved based on the available information.

4.5 Determination

After evaluating all information related to the complaint, the Conduct Officer determines whether the accused student committed the alleged conduct violation and, if so, the appropriate sanction

or measure that applies. The Conduct Officer notifies the parties—both the complainant and the accused student—of the determination in writing within a reasonable timeframe, providing a brief explanation of the rationale and the process for appealing the determination.

4.6 Review of the Determination

Any party dissatisfied with the Conduct Officer's determination may file a single written request for review with the Office of the Vice-Presidency for Academic Affairs and Student Affairs, or with an official designated by the Office of the President, within ten (10) business days of notification. The request for review must state the specific reasons for the request and be based on at least one of the following criteria:

- the determination is not supported by the available information;
- the procedure deviated significantly from the provisions of this Code, to the detriment of the student, complainant, or respondent;
- there is new information, not reasonably available at the time of the conduct hearing, that could have affected the outcome;
- the sanction is disproportionate to the conduct violation.

The person designated to conduct the review may uphold, overturn, or modify the determination, or return the case to the Conduct Officer for further consideration. Their decision is final and binding. Except where there is a safety risk, the sanction may be suspended pending resolution of the request for review.

4.7 Precautionary Measures

When a student's conduct poses a risk to the safety of the community, to the student's own safety, or to the safety of others, or to the orderly functioning of the University, the Dean of Students may impose precautionary measures, including summary suspension, no-contact orders, or restrictions on access to campus or University Housing, while the complaint is being resolved.

The student may present their case within five (5) business days following the imposition of the precautionary measure. Nothing in this Code limits the authority of the Office of the President to take the necessary measures to protect the safety, order, and operations of the University.

4.8 Classroom Discipline

A professor may take immediate corrective action in response to conduct that disrupts academic activities, including admonishing the student, invalidating an assessment or requiring it to be retaken, assigning additional work, or asking the student to leave the classroom, whether in person or online. If a professor asks a student to leave the classroom—whether physical or virtual—the professor must refer the matter in writing to the Dean of the relevant School or the Dean's designee, so that the Dean may meet with the professor and the student to determine whether to file a complaint with the Office of Student Affairs or to restore the relationship.

In cases where a disagreement arises between a student and the professor, the student must discuss it directly with the professor before resorting to any other procedure. If there is

any reason why the student cannot discuss the disagreement with the professor, or if the situation is not resolved after discussion, the student may contact the Dean of the School or the Dean's designee.

4.9 Complaints and Grievances

A student who feels aggrieved by the application of a provision of this Code—excluding disciplinary matters, sexual misconduct, and bullying, which have their own procedures—may file a written complaint with the Office of the Dean of Students within five (5) business days after becoming aware of the grievance. The official designated by the Dean of Students will evaluate the complaint, determine the convenient means of addressing it, and make a recommendation to the Dean of Students, who will notify the student in writing of the decision. The Dean of Students' decision will be final and binding.

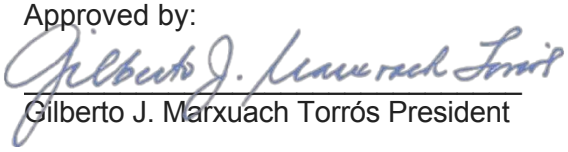
If the grievance is directly related to the Dean of Students, the designated official will make a recommendation to the Provost in the Vice-Presidency for Academic Affairs and Student Affairs or the Provost's designee. The Provost's decision will be communicated in writing to the student and will be final and binding.

5. General Provisions and Effective Date

Several provisions of this Code refer to specific institutional policies—including those regarding sex discrimination, sexual misconduct, bullying, academic integrity, drug use and abuse of controlled substances or alcohol, reasonable accommodations, and acceptable use of technology—which are in effect on their own and take precedence when they establish their own procedures. These policies are available at mi.sagrado.edu.

La Universidad del Sagrado Corazón reserves the right to interpret this Code in its administration and enforcement, as well as the right to admit, readmit, or cancel the enrollment of any student. In the event of any ambiguity, the University will interpret this Code in accordance with the purpose for which it was established, its impact on institutional operations, and good faith, unless otherwise provided by law. The invalidity of any section, clause, or subsection does not affect the remainder of the document.

Approved by:



Gilberto J. Marxuach Torrós President

Date: July 29, 2026