

Ponce School of Medicine



School Policies



Ponce School of Medicine
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SCHOOL POLICIES

I. ACADEMIC INTEGRITY

Ponce School of Medicine subscribes to the principle of Academic Integrity or Academic Honesty:

Any type of academic dishonesty by students or faculty is unacceptable behavior at Ponce School of Medicine. Two specific forms of academic dishonesty are *cheating* and *plagiarism*. The following sections describe Ponce School of Medicine's official policy in relation to these two forms of academic dishonesty.

Cheating:

Cheating is defined by Merriam-Webster Dictionary as: *to get something by dishonesty or deception. Cheating suggests using trickery that escapes observation.* In an academic setting cheating usually refers to obtaining or sharing information using deception during examinations or other academic assignments.

Ponce School of Medicine will enforce compliance with academic integrity and professional behavior. Any student that cheats in any examination incurs in an intolerable behavior that may result in disciplinary action, including dismissal from the institution. Department faculty, chairpersons and program directors must ensure that appropriate supervision is available for all examinations. Faculty members have the primary responsibility to ensure the security and supervision of their examination

Any type of communication among students during examination is strictly prohibited. All pagers and cellular phones must be turned off and must remain off throughout the examination. It is prohibited to use any unauthorized electronic devices

Ponce School of Medicine recognizes that it may be difficult in some cases to prove with certainty whether a certain behavior is sufficient evidence of cheating. The following behaviors during an examination could be considered as evidence of cheating:

- Looking at another person's examination.
- Talking to another student during an examination.
- Consulting notes or materials, including use of electronic devices, not specifically authorized by the instructor during an examination.
- Employing a surrogate to take an examination.
- Falsifying a signature or misrepresenting someone on attendance sheets for a class, examination or any compulsory didactic activity.
- Stealing a test or any other material.
- Engaging in any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining information.

Any student observed with a behavior considered evidence of cheating during an examination will be reported to the Department Chairperson or Program Director. This person will evaluate the evidence and if found positive, will inform the Dean for Academic Affairs and the Dean for Student Affairs. They will investigate the incident and if cheating is proven, the student will be referred to the Student's Promotion Committee or the President and Dean with a recommendation for dismissal from Ponce School of Medicine.

In order to minimize the opportunity that any student may incur in such behavior a series of precautions are recommended to be taken by faculty members before and during examinations.



Recommendations before the examination:

- Attend examined groups with more than 25 examinees by two persons, one of which would be a faculty member.
- Divide groups larger than 50 students in two groups. Each group will be attended by two proctors, one of which would be a faculty member.
- Plan the seating of the students ahead of time. Assign seats in a way that may not be predictable by students.
- Number all tests. Use a sign-in sheet for each row, by examination number, to record where students sit.
- Prepare several versions of the same test with different questions order. Ensure that you prepare the appropriate code for each test.
- Only allow on the desk pencils and any other material authorized by the department providing the examination.
- Erase all messages on the boards before the examination starts.
- Check all bulletin boards for material related to the content of the examination.
- Establish some rules to control visits to the restroom during the examination.

Recommendations during the examination:

- Constantly supervise the examination to identify any suspicious behavior that suggests cheating.
- If students raise their hands for any complaint, attend them one at a time.
- If for an extreme reason the student must temporarily leave the room, have one of the proctors accompany him.
- If a student exhibits behavior suspicious of cheating but not enough to qualify as evidence, record the name and inquire about the behavior after the examination.

If evidence of cheating is observed during an examination, the person observing the behavior should:

- Allow the student to complete the examination.
- Wait to the end of the examination and call the student aside.
- Confront the suspicious conduct, identify those involved and record their names.
- Notify the student about the findings and that PSM policy requires to file a report.
- If a student appears to be using notes or has visible notes, promptly and discreetly confiscate the notes. These materials may be important evidence during a later investigation.

Plagiarism

Plagiarism is defined by the Random House Webster Dictionary (1997) as: *the unauthorized use of the language and thoughts of another author and the representation of them as one's own*. Ponce School of Medicine considers such behavior as unacceptable from any person of the academic community. Behaviors that are considered examples of plagiarism include:



- Appropriating ideas by another author as the presenter's original ideas.
- Copying word by word the work of another person without due citation.
- Downloading information from the internet and presenting it as original work.
- Presenting work as the result of the presenter's independent effort without acknowledging the contribution of co-authors or collaborators.
- Taking a report or work done by another person (or purchasing it from internet or other sources) and presenting it as his/her own.
- Any other action in which people are lead to believe that what is presented is an original work when it is not.

Informal procedure of intervention with alleged plagiarism:

Ponce School of Medicine recognizes that in some occasions, people *unknowingly* engage in conducts which could be defined as plagiarism. The Institution encourages an informal approach to resolving concerns about plagiarism. In the case that a faculty member observes a conduct of alleged plagiarism in a student or other faculty member, an informal discussion about the problem may resolve and clarify the issue. This will be the first step and will be initiated by the person observing the conduct. Every attempt should be made to respect the rights of the alleged violator.

Formal procedure of intervention with alleged plagiarism

A formal procedure occurs when a faculty member and a student or member of the academic community who allegedly engaged in plagiarism are unable to reach agreement on the alleged violation and resolution, or when the faculty member believes that the alleged violation is so serious as to warrant a formal proceeding.

If a member of the academic community decides to make a formal allegation of plagiarism by a student or other member of the academic community, she or he will make a written report to the Department Chairperson or Program Director. This person will evaluate the evidence and if found positive, will inform the Dean for Academic Affairs and the Dean for Student Affairs. They will investigate the incident and if plagiarism is proven, the guilty person will be submitted to disciplinary action which will depend on the seriousness of the violation and the particular situation in which the event occurred. Possible actions include one or more of the following:

- A note or letter to the individual's record.
- Requirement to complete an alternative assignment or examination.
- Repetition of a course.
- A failing grade for an assignment.
- A failing grade for a course.
- Dismissal from Ponce School of Medicine.
- Any other disciplinary action exposed in the Offenses and Sanctions PSM Policy.

A specific undesirable behavior that has been described in academic environments is termed "self-plagiarism". In self plagiarism a person presents as new a piece of work that has already been presented for other purposes. In the sciences, self-plagiarism generally refers to the practice of submitting an article or presentation with the same data to more than one journal or scientific forum.



The new article or presentation may differ only slightly from the original by changes to the title, format or order of the authors.

Ponce School of Medicine encourages an informal approach as described previously to resolve concerns about self-plagiarism.

Any student or member of Ponce School of Medicine's academic community who has been subjected to a disciplinary action because of cheating or plagiarism has the right to appeal the adverse decision. This appeal will be done according to the regular Due Process Policy of Ponce School of Medicine.

II. ALCOHOL, TOBACCO, ILLICIT DRUG AND VIOLENCE

Ponce School of Medicine prohibits the abuse of alcohol within the academic community. The possession distribution or use of illegal drugs are grounds for immediate sanction, including dismissal. Smoking is prohibited on school grounds. Violence will not be tolerated within academic community or on the school or affiliated facilities.

The danger of alcohol, drugs and controlled substances in the study place is of great concern to us. Each individual at PSM receives a manual that explains in detail the institutional policies and the resources available to deal with these problems. The following policy is established for our School:

- A. It is unlawful for any student in PSM to engage in any activity that involves illicit use, possession, manufacture or distribution of alcohol, drug, tobacco or controlled substances on the school campus, any location used for academic activities or at any of its organizations or affiliates. Proscribed activities include but are not limited to: use, manufacture, sale, transportation, dispensation, distribution, disbursement, or possession of such substances. This does not apply to medically prescribed drugs, or to the manufacture, handling and distribution of drugs used for IRB approved research.
- B. Any student of PSM found to be engaged in any of the above, activities or in the case of vandalism may be subject to dismissal. The student shall have the right to appeal as outlined in the "student promotion, academic probation and dismissal" section of this manual.
- C. Whenever a student of PSM is found to be illicitly using, possessing, manufacturing, or distributing alcohol, drugs or controlled substances on the school or campus or on the grounds of affiliated institutions, or if the student has participated in School activities while under the influence of alcohol, drugs or any controlled substance, the following may occur:
 - 1. Should the offender voluntarily recognizes that suffer from drug or alcohol addiction and request help, counseling and rehabilitative services might be offered; including referral to public or private psychiatric services as an outpatient or inpatient, at the student's own expense. If within 6 months, a certificate of complete rehabilitation is not presented, the student will be recommended for dismissal.
 - 2. The first offense for any drug related activity other than abuse of a substance: the student might be referred for counseling by the corresponding school authority and to any other pertinent professional assistance. Sanction including dismissal may still be considered after due notice and hearing.
 - 3. Second offense: the student may be recommended to immediately dismiss from PSM after due notice and hearing.



4. The school procedures do not preclude action by law enforcement authorities for violation of any state or federal laws.
- D. In the event of a conviction by a court of law for any violation or related incident, whether the infraction is committed within or outside the school or affiliates grounds, the PSM student may be sanctioned from the school. It is the duty of the student involved to notify the Dean of Student Affairs of PSM of any such conviction in writing within 10 days. Failure to do so may lead to immediate sanction, including dismissal.
- E. Specific rules have been established to regulate PSM sponsored activities where alcohol is served, based on applicable laws and regulations.

For details please refer to the *Institutional Public Policy on Establishing an Academic Community Free from Alcohol, Tobacco, use of Illicit Drugs and Violence*.

III. ATTENDANCE

Attendance at lectures and laboratory exercises is mandatory unless excused because of illness or by previous authorization of the professor in charge of the course. Each department will decide the relative weight to be given to the attendance in calculating the final grade.

Attendance to clinical activities involving patients, patient models, and similar types of activities is considered part of the students' professional responsibility and is mandatory. Absence may be excused after the student consults with the respective department chairperson. Three unexcused absences may adversely affect the final grade for a course.

Incomplete work due to illness or other serious circumstances during the course will be handled according to departmental policies, which must be provided to the students in writing at the beginning of each term. Faculty are not obligated to repeat lecture/laboratory topics that were presented at scheduled times and dates.

IV. AUDIT STUDENTS POLICY

Application for admission must be received by the Admissions Office prior to the beginning of the term of enrollment for which the applicant is requesting admission. The non-refundable fee \$50.00 must accompany the application, which will be valid for one year. Should the student not enroll within one year of admission, the fee is forfeited. In order to process an application, the following minimum documents are required: application and resume. Students with incomplete records will be administratively withdrawn. Authorization from Deanship of Academic Affairs and approval from President & Dean is required to registry.

All inquiries and application for admission should be addressed to the Admissions Office, Ponce School of Medicine, P.O. Box 7004, Ponce, Puerto Rico 00732, Phone: (787) 840-2575.

Audit Students will pay \$85.00 per credit for personal and professional growth including Ponce School of Medicine students or other students. They will receive no credit, no certification, no grade, no exams and no financial aid eligibility.



V. BLOOD BORNE PATHOGEN EXPOSURE POLICY

A. PURPOSE

To establish a uniform system to report and manage persons sustaining exposure to blood or other body fluids via needle stick, or percutaneous injury, mucous membrane or contact with non-intact skin while involved in a scheduled clinical clerkship, research activity or during any curricular or extracurricular activities sponsored by Ponce School of Medicine (PSM)

B. POLICY

Student(s) sustaining exposures should immediately flush the exposed area with water.

If at an Affiliated Hospital, immediate evaluation must be requested through the corresponding **Emergency Room (ER)**. If at a community clinic or extra-curricular activity sponsored by PSM, the student must request immediate evaluation at **Ponce School of Medicine Outpatient Clinics** during regular hours or an Affiliated Hospital ER during after hours, indicating his/her status as a medical student. Immediate prophylaxis (within two hours of exposure) is absolutely necessary at the time of occurrence, following the CDC guidelines.

The student must report the incident to the **immediate supervisor** as soon as possible. In case of an Affiliated Hospital, the student will notify the Clerkship Coordinator or Attending Physician. Attending Physicians must be notified in case of exposure during a community clinic rotation or extra-curricular activity sponsored by PSM. The Clerkship Coordinator and/or the Attending Physician are responsible for notifying the Office of Student Affairs so that the student is provided appropriate care and follow-up. The notification must be immediate or within the next 24 hours after the incident.

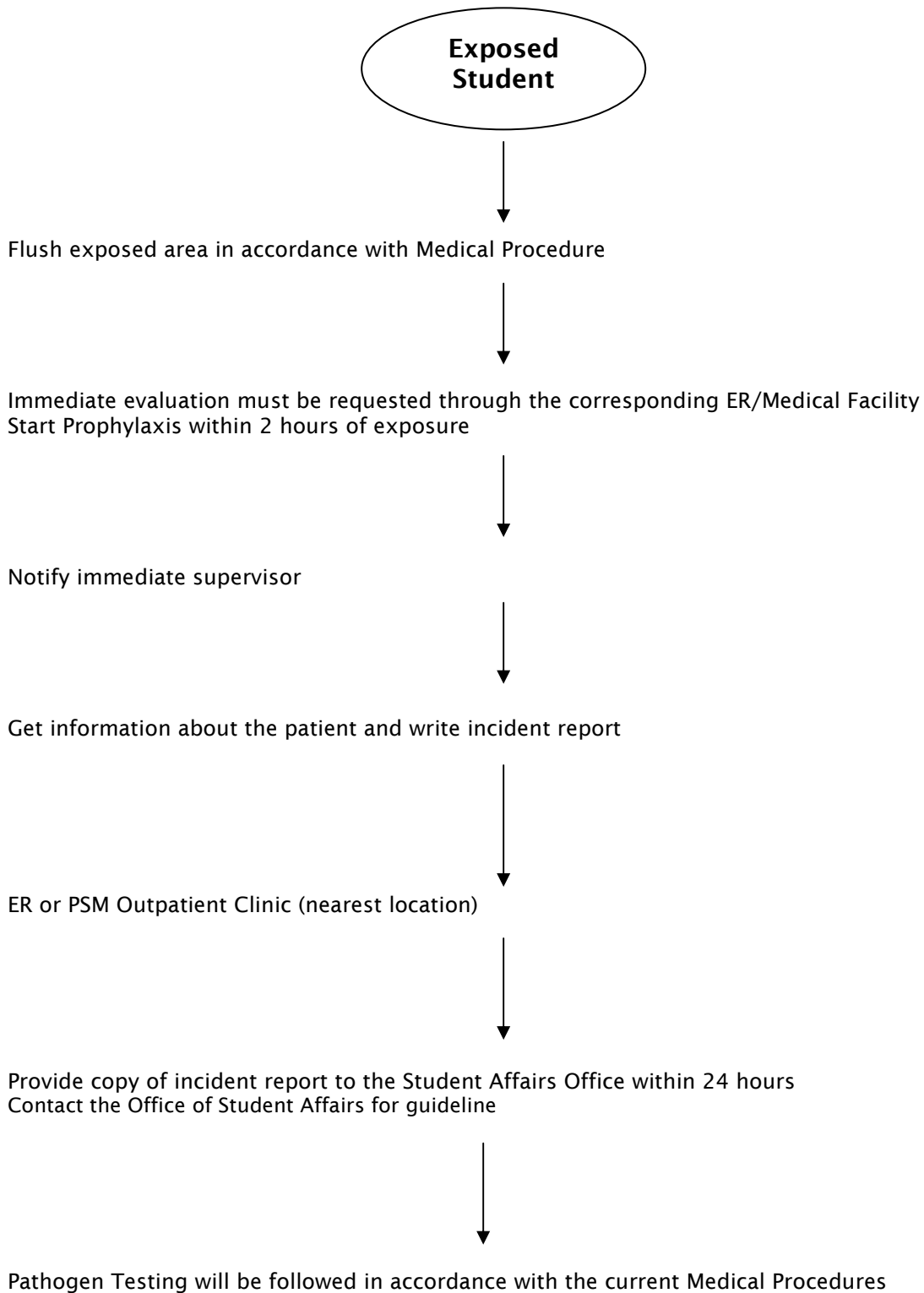
Students who have been exposed to a potentially infectious body fluid during extracurricular activities are responsible for obtaining **demographic data of the source** such a complete name, physical address, phone number and related illnesses, and submitting an incident report with the patient's information to the Office of Student Affairs. The Office of Student Affairs will handle this information confidentially.

In case of exposure in an Affiliated hospital, the student will fill out the appropriate **incident report** as required by the hospital. This may be done after the student has received emergency care. The name and medical record number of the patient involved in the exposure must be documented in the incident report. A copy of the incident report must be filed at the Student Affairs Office by the next working day.

The **Office of Student Affairs** will coordinate the follow up on the incident through the PSM Outpatient Clinic or Medical Facility/affiliate Hospital to assure that the student receives the appropriate evaluation, treatment and follow up services and for identification of other possible needs such as counseling and health insurance coordination.



PONCE SCHOOL OF MEDICINE
PROCEDURE IN CASE OF NEEDLE STICK INJURY





The student and/or his/her medical insurance are responsible for all payments and co-payments related to the medical care of the incident.

All HIV testing and information processing will adhere to applicable Federal law regarding **Confidentiality of HIV-related Information**.

The student will continue regular clinical activities unless excused from patient contact by the health care provider. The student will be responsible to complete the time lost by coordinating with the Chair of the Department where the exposure occurred.

PSM is committed to offer students ample information and education regarding methods of prevention of infections.

VI. CHANGE OF GRADE POLICY

Once the professor reports the grade for a course to the Registrar's Office, it is not subject to amendment without the written authorization of the faculty member and Program Director. The only reasons for a change of grade are the following:

- Removal of incomplete grade. An "I" (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must remove the "I" (Incomplete) by the following semester or an administrative "F" will replace it.
- A clerical error made by the Professor or Registrar.
- When fraud or unethical conduct by the student has been proven in the obtainment of the grade.

A student who wishes to appeal a grade must do so within thirty (30) calendar days of its award. At the end of each semester/trimester a copy of the students grades will be sent to the address indicated on the student's registration form.

VII. CLINICAL PRACTICE EXAMINATION

All medical students are required to take and pass a Clinical Practice Examination (CPX) to be given at the end of their first clinical academic year.

Written feedback concerning individual performance will be provided to each student.

Students not meeting the acceptable level of performance will receive guided learning to overcome areas of low performance during one or more of the fourth year required clinical rotations. A modified version of the exam may be given after completion of the guided learning experience.

Satisfactory completion of this additional guided learning fulfills the requirement to pass this examination.



VIII. CONFERRED /AWARDED DEGREE

Ponce School of Medicine will award academic degrees in three different occasions during the academic year:

- 1- at the end of the first semester
- 2- at the end of the second semester
- 3- at the end of summer course, prior to begin the new academic year

All dates are subject to PSM Academic Calendar and School Approval.

IX. CONVALIDATION /TRANSFER CREDITIS

The Ponce School of Medicine is a superior education institution that offers graduate courses. PSM has established the following institutional policy to guide the convalidation/transfer credits of courses that the student has taken in other institutions as part of the new admittance to the program:

Programs must establish the maximum number of total credits that may be convalidated. This shall not be more that 30 percentage of the total number of credits in the course in order to complete the graduation requirements, except for MD Program.

A formal application process for convalidation or transfer credits must be filled at the Deanship of Students Affairs where the student details the courses that the student wishes be convalidated/transferred. It is the responsibility of the student to facilitate the official catalog and transcript of the institution in which the course(s), requested to be transferred, was/were taken.

Requests for convalidation must be made no later than the second week of classes of the first trimester/semester for the new entering students at PSM.

Only courses from locally (PR Council on Higher Education) and regionally accredited institutions (MSCHE or equivalent) will be eligible for convalidation. In the case of the Medical Program only transfer students may be accepted from WHO (World Health Organization) recognized medical schools. Other transfer requirements apply.

For MD Program:

- Transfer students are accepted in second and third year.
- The total years for completion of a degree include those years accredited on admission to our program.
- Transfer students to the first clinical year are required to take and pass USMLE 1 prior to admission.

The evaluation process of those courses submitted for approval will be subject to the following requirements:

- Courses need to be relevant to the field of specialty and must be at graduate level.
- The student must have approved the course with at least a B grade.
- The student can demonstrate in an objective manner or through formal written and/or oral examination that he/she has the skills expected for such course.

Original institutional transcripts from the institution/s from which courses convalidation is requested must be available. These must be sent from the University of origin to the Registrar's Office in PSM. An institutional convalidation committee will be appointed by the President & Dean. Representation from the Student Affairs and the Academic Affairs deanships will review the final decision based on the institutional policies and procedures. The program director could be identified as advisory members.

All convalidations must be submitted to the Registrar's Office.



X. CROSS REGISTRATION POLICY

Upon the approval of the Program Directors, students enrolled in a Program may take courses from another graduate Program at PSM. The courses taken from the other Program must not be offered in his/her Program.

A maximum of credit hours for cross registration is determined by the Program Director based on the maximum free elective courses in his/her Program's curriculum.

The student must be a regular student in his/her Program and in satisfactory academic progress to be able to benefit from cross registration.

The process to be followed is:

1. Student must submit a written request to his/her Program Director of his/her intention with evidence of his/her status as regular student and satisfactory academic progress.
2. His/Her Program Director will consult with the other Program Director to receive authorization.
3. The primary Program Director will submit a written request to the Dean for Academic Affairs for approval or disapproval. If it is approved, copy of the approval will be sent to the Registrar's and Financial Aid Office.
4. The Program Director will inform the student of the decision.

XI. DANGEROUS WEAPONS AND FIREARMS POLICY

A dangerous weapon is defined as any firearm, whether loaded or unloaded; any device designed as a weapon and capable of causing great bodily harm; any electrical weapon; or any other instrumentality or device which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm. A firearm is described as any instrument that ejects any type of projectile. Possession of firearms and other dangerous weapons on School property is cause for disciplinary action up to and including dismissal for professional misconduct.

XII. DEAN'S HOUR

All members of the third year medicine class must attend on a weekly basis a meeting with the President and Dean, his staff, or designee to discuss issues of mutual interest. Other Junior or Seniors (Ph.D , Psy.D and MPH) Classes will be met monthly and in according to the schedule. The graduating class meets as needed.

XIII. DISSERTATION

A student registered in dissertation will be considered a full-time student. The cost of the dissertation will be \$2000 per registration. The grading system will be: IP for In Progress, S for Satisfactory, and NS for Non-Satisfactory. The maximum time allows will be in accordance with the program time frame.



XIV. DRESS CODE

Students are representatives of the School and should always present a professional image in both appearance and behavior. A dress code has been developed by the student body-as follows:

- A. MEN: Hair should be groomed, beards, sideburns and mustaches should be neatly trimmed. At the hospital or in the classroom, tank tops, cutoff jeans, athletic shorts and sandals can not be worn. Shirts should be appropriately buttoned. Earrings are not considered appropriate.
 - 1. Basic Sciences and classrooms: Jeans, shoes (including athletic shoes) and a clean shirt (including T-shirts) are permissible. Bermuda or other shorts must be no shorter than 5 cm above the knee.
 - 2. Clinical Sciences and practicum sites: Ties, trousers, dress shirts (long or short sleeve), socks and shoes are standard apparel. Medical students will wear a clean white short coat with the School badge sewn on the left breast pocket, identification cards are required to be worn at all times. Jeans, T-Shirts and athletic shoes are not acceptable attire.

- B. WOMEN: Tanks tops, cutoff jeans and athletic shorts can not be worn at classrooms, hospitals or clinics.
 - 1. Basic Sciences and classrooms: T-Shirts, jeans, shorts (5cm or less above knee), and sandals are permissible. Mini skirts are not proper attire.
 - 2. Clinical Sciences and practicum sites: Dresses are preferred. Shoes are considered standard apparel. T-Shirts, jeans, mini-skirts and Bermudas can not be worn. Medical students will wear a clean, white short coat with the School badge sewn on the left breast pocket. Identification cards are required to be worn at all times.

Laboratory wear should include a clean white laboratory coat and appropriate personal protective apparel.

XV. EDUCATIONAL RESOURCES- COMPUTER, ID CARD, E-MAIL & PARKING

All medical students are required to have a **personal laptop computer** as part of their educational resources.

Electronic devices will be used only under the faculty authorization or request. Electronic communication devices such as personal digital assistant (PDA), cell phones, pagers, recording or filming devices, radios, or any other unauthorized supply are prohibited during didactical activities.

An personal **identification card** with the student's photograph is issued at the beginning of the first academic year by the Audiovisual Service, must be exhibited at all times, and will be required for all library loans and when will be required.

E-mail is considered an official means of communication at Ponce School of Medicine. Students are expected to read their email at least twice at week while is an active student in PSM. This policy includes student enrolled and those in leave of absence. It is the student Responsibility to respond immediately, if necessary. Students will be considered responsible for all information posted through the email system while on or off site.

The student must have an updated **permission to park** the automobile into the School's premises. This permission could be obtained at the Human Resources Office. Parking will be conditioned to available slots.



XVI. GRADING SYSTEM

Ponce School of Medicine Grading System for courses based on credits

All programs based on credits define grades of courses according to the following system:

GRADE	PERCENTAGE	POINTS
A	90-100	4
B	80-89	3
C	70-79	2
F	Below 70	0
<hr/>		
P	Pass	
NP	Not Pass	
IP	In Progress	Applies only to Dissertation/Thesis and Field Works
E	Extended	Applies only to Internship and Field Works
I	Incomplete	
W	Withdrawal	
AW	Administrative Withdrawal	
R	Repeated	Modifier to another grade

The difference between “IP” and “E” is that when “IP” is recorded it implies that a new registration process occurs for the student to continue for the next academic period. When “E” is recorded the student continues activities of the course without involving a separate registration.

Ponce School of Medicine Grading System for Medical Program

Medicine program defines grades of courses based on the following system:

GRADE	PERCENTAGE	NAME
H	90-100	Honor
P	70-89	Pass
F	69 and below	Fail
<hr/>		
E	Extended	
I	Incomplete	
W	Withdrawal	
AW	Administrative Withdrawal	
R	Repeated	Modifier to another grade



XVII. GRIEVANCE POLICY

Any student has the right to submit to the Office of Student Affairs a written report of a concern or complaint of any violation to the PSM policies and/or professional ethic without any retribution or consequences.

Violation to PSM regulations will not be tolerated. Verbal, psychological or physical abuse such as speaking insultingly, engaging in schemes to undermine the self esteem of the person; or any discriminatory practices or adverse activity will not be tolerated.

A. PROCEDURE

Any member of the academic community may report any incident of abuse or violation to PSM policies. The incident should be reported to the Dean for Student Affairs or designee.

The Dean for Student Affairs or designee will gather all pertinent information on reported cases. Early communication and intervention may lead to the resolution of the incident.

If the incident is resolved, no further action will be taken. A description of the incident must be in writing. The report of a resolved incident will contain the description of the action plan followed. A follow up on the incident will be made between six or eight weeks to assure that there has been no retribution.

If the incident is not resolved, the President and Dean will appoint three members as Investigation Committee to re-evaluate the case. All parties involved will be informed of the composition of the committee and will have the opportunity to present any disagreement on the membership of the committee and the reasons for the challenge. If necessary; the School's legal counsel will be notified of the case and will be kept informed of the progress of the investigation. The Investigation Committee will review the information and make a recommendation to the President and Dean for further action. The President and Dean will inform the student of the decision. The whole process should be addressed within three months.

After receiving the notification by the President and Dean, the student has the right to appeal the decision in writing to the Dean within seven working days.

The appeal, or Due Process presented below must be followed.

B. APPEALING (DUE PROCESS)

The President and Dean will evaluate the appeal and the investigation report. Rejection of the appeal by the Dean is final. However, the Dean may overturn the decision. If the Dean has a reasonable doubt, about the student's allegation or the investigation, he/she can appoint an Ad Hoc Committee, comprised of members of the faculty, student body and administration to re-evaluate all evidence.

The Ad Hoc committee will notify the student in writing of the date and time when the case will be heard. The Ad Hoc committee has the discretion to re-interview the persons involved if necessary. The committee has seven (7) working days to submit to the President and Dean its report.

The Dean will receive the Ad Hoc committee recommendations, and make the final decision within forty eight (48) hours.

All decisions, favorable or unfavorable, will be reported to the student in writing. All decisions by the President and Dean will be final.



XVIII. HONOR CODE

In the pursuit for academic, personal and professional excellence, every student signs an Honor Code which delineates PSM's standards of conduct and the student's commitment to such principles.

HONOR CODE STATEMENT OF PRINCIPLES

A. PREAMBLE

In their pursuit for academic, personal and professional excellence, students of the Ponce School of Medicine have adopted this *Honor Code*. The principles of this *Honor Code* are intended to aid students in maintaining a high level of ethical conduct in concordance with the educational philosophy of our institution. These are standards to enable students to determine the propriety of their conduct in relation to peers, members of the faculty, administration and patients.

B. PRINCIPLES

Students have the responsibility to uphold and maintain the highest degree of personal and professional integrity.

Students are encouraged to seek appropriate counsel if deemed necessary.

Ethical growth should be coincident with academic growth among the student body.

To evidence the need to combine personal honor with communal responsibility.

The following precepts are specifically, but not exclusively, expected to guide the conduct of each member of the Ponce School of Medicine student body.

Each student must work independently and honestly on all examinations.

Plagiarism is considered a major ethical offense.

Each student will be trustful and dutiful in carrying out clinical and academic responsibilities.

The success of the *Honor Code* depends on the personal integrity, mutual trust, and cooperation of all members of the Ponce School of Medicine community: students, faculty and administration. All students are required to sign the *Honor Code* and the statement of principles will become permanent part of his/her record.

C. REPORTING

A student or faculty member who observes or suspects a violation of the Honor Code shall submit a written report of the incident to the Dean of Students or Dean for Academic Affairs. That representative will deliver the report of the incident to the President and Dean who may authorize an investigation. The President and Dean may appoint two investigators from the Ponce School of Medicine and who will notify the accused student of the alleged violation, his/her rights, and the date of the Promotion Committee hearing. All suspected violations would be heard at a Promotion Committee.



D. DUE PROCESS

A student charged with violating this code is guaranteed the following safeguards:

The student must be informed in writing of any charges at least 48 hours before the case is heard by the Promotion Committee.

The student has the option of being excused from any tests, assignments, or examinations for a period not longer of two days before or after the meeting of the Promotion Committee.

The student has the right to be represented by counsel of his/her choosing at the Promotion Committee hearing.

The student has the right to present witnesses at the Promotion Committee hearing.

The student has the right to confront the accusers and to cross-examine any witnesses at the Promotion Committee.

The student has the right to examine any evidence prior to the Promotion Committee hearing.

All records of prior social or academic infractions having no direct bearing on the present charges shall be excluded from evidence.

The student has the right, in the event of a not guilty verdict, to request that this finding be made public.

E. SANCTIONS

The following actions may be taken against a student who is found guilty of a violation of the Honor Code:

Reprimand such as: warning letter, verbal or written admonition, place of letter with findings of violation in the formal academic record.

Probation: Any probation rendered by Promotion Committee shall be entered into the student's academic record, but shall be removed upon the defendant's graduation.

Failure of Course: The Promotion Committee may recommend to the President and Dean of the Ponce School of Medicine and subject to his final authority, that a student be given a failing mark in a course connected to the Honor Code violation.

Suspension: The student may be suspended for a minimum of one academic semester/trimester, and this will be entered permanently in the School academic record. The conditions for reintegration shall be stated in the order of suspension and must at least require the repetition of the academic semester in which the violations(s) occurred.

Expulsion: Permanent dismissal from Ponce School of Medicine.

A combination of the above penalties deemed appropriate by majority vote of the Promotion Committee based on the severity of the infraction, past academic and other performance of the student, the student's attitude, and the student's potential for future performance.



F. APPEALING (DUE PROCESS)

The President and Dean will evaluate the appeal and the student's case. Rejection of the appeal by the President and Dean is final. If the case does not merit dismissal, the President and Dean can overturn the decision. If the Dean has a reasonable doubt, about it he/she can appoint a three members Ad Hoc committee to re-evaluate all evidence.

The Ad Hoc committee will notify the student in writing of the date and time when the case will be heard. Following the student presentation the committee has forty eight (48) hours to submit to the President and Dean their report.

The President and Dean will consider the Ad Hoc committee recommendations, and make the final decision within forty eight (48) hours.

All decisions, favorable or unfavorable, will be reported to the student in writing. All decisions by the President and Dean are final.

XIX. INDEPENDENT STUDY COURSES

Independent study courses are designed to give flexibility to academic programming and to allow students to complete academic requirements under special conditions in addition to special course offerings. These special conditions include but are not limited to:

1. Availability of the professor.
2. The student requires the course to comply with his/her program sequence or for graduation, and the course is not being offered or the session is closed.
3. Inability to attend classes due to health reasons or other attenuating circumstances as approved by the Program Director.

Special restrictions may be applied:

Any student may, with the recommendation of academic advisor, and the professor and Program Director's approval, enroll in independent studies for a maximum of nine (9) credit hours of the total credit hours required for graduation. Students must have completed 18 credits before requesting independent studies.

The following guidelines govern all independent studies courses:

1. Only theoretical courses may be taken as independent studies.
2. No clinical, research or courses requiring laboratory can be taken as independent study.
3. An independent study course may not exceed one academic semester/trimester. The student may not, in a given semester/trimester, take more than two independent study courses.
4. Courses being offered during the same session may not be taken as independent studies unless authorized by the Program Director.
5. During the session in which the student is enrolled in an independent studies course, the student must be registered in the institution as a regular student.
6. Under no circumstances will independent studies be authorized to students who have previously obtained a grade of "C" or lower in same course.



7. The registration fees for independent study are the same as for regular courses.
8. An independent study course complies with the following required course regulations:
 - a. The grade for the course is due at the end of the regular session.
 - b. Registration for the course is during the regular registration period.
 - c. The student is required to take a written examination and/or additional requirements as approved by the professor.
 - d. The independent study course is based on the official syllabus.
9. The procedure for registering for an independent studies course is:
 - a. The student must receive a clearance from the Registrar and the Program Director.
 - b. The student must obtain signed permission from the professor who will teach the course.
 - c. The permission form is then administratively forwarded to the Program Director who finally approves all independent studies.
 - d. A student/Professor Agreement Form must be filled out and signed at the Registrar's Office.
 - e. Filling of the session registration form with the Registrar.

XX. INSURANCES FOR STUDENTS

1. HEALTH INSURANCE

Each student is required by the School to carry comprehensive medical care insurance. Individuals who choose to be covered by a plan other than the School's Health Insurance Plan, must present proof of coverage at the time of registration.

For a more complete description of healthcare services available, the student is advised to consult the Medical Plan Brochure.

2. DISABILITY INSURANCE

Beginning in the fall of 2001, is required that all Ponce School of Medicine students have a disability insurance; due to the fact of risk during health fairs, volunteer jobs, summer programs, researches, clinical experiences, medical rotations and electives. The student who has his/her own disability insurance must present evidence during registration. In case of not having evidence of a policy or does not have insurance, he/she must submit the application through the school's arrangement.

XXI. INTERPERSONAL ABUSE

Personal abuse will not be tolerated at PSM. Verbal, psychological or physical abuse such as speaking insultingly, engaging in schemes to undermine the self esteem of the person; or any other such activity will not be tolerated.

Any incident of abuse may be reported by any member of the academic community. The incident should be reported to the Associate Dean for Student Affairs or designee.

The Dean for Student Affairs or designee will gather all pertinent information on reported cases of personal abuse. The School's legal counsel will be notified of all such cases and will be kept informed of the progress of the investigation at all times. Early communication and intervention may lead to the resolution of the incident.



If the incident is resolved, no further action will be taken. A description of the incident must be in writing. The report of a resolved incident will contain no names. A follow up on the incident will be made after six or eight weeks to assure that there has been no retribution.

If the incident is not resolved, in consultation with the Legal Counsel of the school, an Ad Hoc committee appointed by the President and Dean, and comprised of members of the faculty, student body and/or administration will re-evaluate the case. All parties involved will be informed of the composition of the committee and will have the opportunity to present any disagreement on the membership of the committee and the reasons for the challenge. Appeals would be followed as described above. Psychological counseling will be available for the parties involved as needed and availability.

The Ad Hoc committee will review the information and make a recommendation to the President and Dean for further action. The whole process should be addressed within three months.

XXII. LEAVE OF ABSENCE

Leave of Absence (LOA) consists of an authorized temporary interruption of a student's program of studies.

LOA's referrals and requests are evaluated and authorized by the Associate Dean for Academic Affairs (ADAA) and/or the Academic Review Committee (ARC).

The ADAA and the ARC will consider a student's appeal for an extension of a LOA. A LOA of more than 180 days may affect the student's loan grace period. The student that does not return on the specified termination date of the leave of absence, will lose the "In-School Deferment" status and the six month "Grace Period" would have begun retroactively as of the first day of the leave of absence. One approved leave of absence of 180 days will be considered within any twelve month period commencing with the first day of the leave.

Student who violate LOA conditions or fail to return after the authorized LOA period without a prospective extension, will be considered for administrative dismissal.

1. Academic/USMLE Step 1 LOA:

A student may be placed on academic/USMLE LOA due to academic difficulties and/or failure to complete a promotion requirement of his/her program of studies (ie: comprehensive examination = PsyD, USMLE Step 1= MD)

Academic LOA must be considered and authorized by the Academic Review Committee (ARC). A student may return from an academic difficulty LOA after satisfactory completion of a promotion requirement and authorization by the ARC.

USMLE Step 1 LOA is considered and authorized by the Associate Dean for Academic Affairs (ADAA) when a medical student fails to pass the USMLE Step 1 examination. The student may return to the next semester from a USMLE LOA once a passing score is received.

2. Enrichment (Educational/Research) LOA

A student may be granted an Enrichment LOA for the purpose of pursuing an outside institution educational or research experience.



An Enrichment LOA is authorized by the Associate Dean for Academic Affairs (ADAA) who also monitors the time spent by the student outside the institutional program of studies.

3. Personal/Medical LOA

A personal or medical LOA may be authorized when a student is experiencing compelling personal or medical circumstances that are temporarily affecting his/her academic progress or for documented medical reasons.

The Associate Dean for Academic Affairs (ADAA) considers and authorizes a personal or medical LOA for a duration of one month (30 calendar days) or less.

Only the Academic Review Committee (ARC) can authorize and return students from personal or medical LOA that exceed one month duration.

The ADAA and the ARC will require a student to submit a physician's note certifying the medical problem for which the LOA is requested. The ADAA and the ARC may also require a student to submit a physician's note and/or undergo a medical, psychological or psychiatric evaluation by a member of the PSM clinical panel in order to consider a student's request to reinstate his/her program of studies.

Total time spent out on leave of absence, other than for an Enrichment LOA, will not exceed one academic year, unless specifically approved by the ARC on a prospective annual basis.

XXIII. NONDISCRIMINATION POLICY

The Ponce School of Medicine (PSM), as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the School prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, political affiliation, disability, or status of veteran. Further, the School will continue to take affirmative steps to support and advance its values consistent with the PSM mission. This policy applies to admission, students, employment, and access to and treatment in PSM programs and activities. This is a commitment made by the PSM and is in accordance with federal, state and/or local laws and regulations.

For information on PSM equal opportunity and complaint/grievance procedures, please contact the Dean of Students at 787- 840-2575.

XXIV. OFFENSES AND SANCTIONS

A. OFFENSES

Some of the following offenses will be considered and submitted for disciplinary action by the School authorities:

1. Violation of professional conduct, such as plagiarism, cheating, ect.
2. Violation to federal and state law in the School premises.
3. Misuse, damage or destruction of School property.
4. Illegal appropriation of School property.
5. Failure to comply with School policies and regulations.



6. Any intent or act to threaten, intimidate, interfere with fellow students and/or employees.
7. Any intent or sexual harassment against fellow students, employee, and/ or visitor within the premises of Ponce School of Medicine.
8. Carelessness in the operation or use of equipment which may risk his own personal safety or that of other person.
9. Originate or spread false rumors or statements affecting the image of the School or any of its components.
10. Any discriminatory practices based upon sex, race, color, national origin, sexual orientation, age, marital status, political affiliation, disability, violation of privacy rights, student abuse or mistreatment.
11. Contribute to, or facilitate unsanitary conditions or poor housekeeping in the School.
12. Failure to observe study/work attendance regulations constantly such as:
 - a) Being late or absent without a reasonable excuse or authorization.
 - b) Leaving the place of study/duty during didactical activities/working hours without authorization or excuse.
 - c) Reporting to study/work under the influence of alcohol or illegal drugs in the School premises.
13. Failure to observe parking regulations on the school lots.
14. Failure to observe the "No smoking" Policy in Ponce School of Medicine.
15. Overtime or irregular break times without previous authorization
16. Possession, use or distribution of illegal drugs as well as the abuse of alcohol in the school premises will be considered a grave personal misconduct, and a cause of recommendation for dismissal.

B. SANCTIONS

Any offense or violation to the School policies or regulations may be subjected to sanctions. These sanctions include, but are not limited to:

1. Warning
2. Verbal admonition/reprimand
3. Written admonition/reprimand
4. Placement of letter with finding of violation as charged:
Ordinarily, if the finding of violation as charged is made, the finding and sanctions will be included in the formal academic file. Any findings in the permanent file shall be included in any future reports(s) concerning the student, unless specified otherwise by the Committee. Alternatively, the Committee could recommend that the findings and sanctions be included in an impermanent file, which is maintained by the Student Affairs Office or Human Resource Office
5. Mandatory participation and successful completion of a counseling or rehabilitation program.
6. Suspension for a Definite Time: Exclusion from classes and other activities with forfeiture of academic credit, as set forth in the notice of suspension, for a definite time beginning immediately. Sanction for cheating shall ordinarily include a recommended failure in the course involved with authorized withdrawal in other concurrent courses, regardless of the time in the school year when the offense is committed. If the suspension is for more than one term, the suspension shall begin immediately and shall be served in consecutive terms.



7. Indefinite Suspension: Termination of student/employee's status, subject only to formal readmission, with no right to petition for readmission before the expiration of a calendar year from the date of suspension.
8. Probation
9. Expulsion: Permanent dismissal from Ponce School of Medicine.

XXV. READMISSION POLICY

Ponce School of Medicine (PSM) students dismissed from a program for academic reasons will not be readmitted to that program. No student will be allowed readmission to any program after dismissal for disciplinary reasons.

PSM will consider for readmission students who voluntarily withdrew from the program for medical or personal reasons and were in good standing or Satisfactory Academic Progress at the time of the withdrawal.

The application for readmission will be submitted to the Admissions Office. Applicants must meet all requirements at the time of application for readmission. After evaluation by the Admission Committee the candidate may be:

- Denied re-admission
- Admitted and one of the following:
 - Required to re-enter the first year class
 - Required to repeat incomplete (I) courses
 - Allowed full credit of work successfully completed
 - Transfer some credits to a different program
 - Other considerations.

A student readmitted to any program must abide by the curricular requirements and Rules and Regulations in effect at the time of readmission.

XXVI. SATISFACTORY ACADEMIC PROGRESS POLICY (MD, PHD, PSYD, MPH, FPP)

MEDICINE

SATISFACTORY ACADEMIC PROGRESS POLICY

A Satisfactory Academic Progress (SAP) policy has been established to ensure that medical students complete the academic program within the acceptable time frame and the minimally accepted quality of performance. This policy also ensures that the Student Financial Aid requirements set forth by federal regulations have been met. The SAP applies to all medical students enrolled in Ponce School of Medicine.

I. General Requirements

1. Time Frame for completion of the Academic Program

A medical student will be allowed a maximum time frame of two semesters of enrollment beyond the standard required for the completion of the program. Summer enrollment is considered part of the academic year for the purpose of this measure.

For transfer students, the total years for completion of a degree include those years accredited on admission to our program.



<i>Program</i>	<i>Standard</i>	<i>Maximum</i>
Doctor of Medicine – Four Year Program	4 years	5 years
Doctor of Medicine – Five Year Program	5 years	6 years

2. Completion of Program Requirements

a. Course Requirement

Students must complete all courses within the established time frame.

b. Performance Requirement

A student must complete all courses with a passing grade of 70 percent or more. Any student failing to meet this 70 percent standard of performance will be referred to the Students Promotion Committee and will be placed on academic probation.

c. Medical Licensure Exam Requirement (CPX)

A passing score for USMLE Step I is required for promotion to the third year. A passing score for USMLE Step II is required for graduation.

d. Professional Behavior Requirement

The students must conduct themselves in accordance with the norms for professional conduct set forth by the Ponce School of Medicine and the corresponding accreditation agencies.

II. Grade Requirement

The Ponce School of Medicine Medical Program does not measure academic progress by cumulative grade point average. In order to graduate, the student should complete all required courses with a passing grade of 70 percent or more. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis.

An "I" (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must remove the "I" (Incomplete) by the following semester or an administrative "F" will replace it.

III. Academic Probation and Financial Aid Eligibility

Any student failing to meet Ponce School of Medicine grade requirement will be placed on financial aid and academic probation.

In the event of one course failure, the student should remediate the deficiency during the summer time. The student is placed in academic probation but is considered to be in satisfactory academic progress and eligible for financial aid.

In the event of failure in 2 or more courses, the student will be referred to the Student Promotion Committee.

If the Student Promotions Committee recommends repetition of the year, student is considered in academic probation and eligible for financial aid.



BIOMEDICAL SCIENCES

**SATISFACTORY ACADEMIC PROGRESS POLICY
GRADUATE PROGRAM IN BIOMEDICAL SCIENCES (PH.D.)**

I. INTRODUCTION

This policy has been established to ensure an acceptable time frame for the completion of the academic program and the minimally accepted quality of performance. This policy also ensures that the student financial aid regulations set forth by federal regulations are met.

II. SCOPE

This policy applies to all Ph.D. students enrolled in Ponce School of Medicine.

III. GENERAL REQUIREMENTS.

a. Time frame for completion of the academic program:

A student will be allowed a maximum time frame of three (3) years of enrollment beyond the standard of five (5) years required for the completion of the Program. Summer enrollment is considered part of the academic year for the purpose of this measure.

The total credits for completion of a degree include those graduate courses accredited on admission to the Program.

Program	Standard	Maximum
Doctoral Program in Biomedical Sciences	5 years	8 years

DEFINITION OF FULL TIME:

Students with an academic load of six credits or more per semester will be considered Full Time doctoral students.

Student solely enrolled in the Doctoral Dissertation will also be considered a Full Time student.

DEFINITION OF HALF TIME:

Students with an academic load of three to five credits per semester will be considered Half Time doctoral students.

DEFINITION OF PART TIME OR LESS THAN HALF TIME:

Students with an academic load less than three credits per semester will be considered Part Time doctoral students or Less Than Half Time student.

b. Completion of the Ph.D. Program Requirements:

1. Course requirement:

Students must complete all courses within the established time frame. The Program requires a minimum of 70 credits.

2. Performance requirement:

A student must complete each academic year with a minimum grade point average of 3.00. Any student failing to meet this standard performance will be placed on probation and referred to the Student Promotion Committee.



3. Qualifying examination requirement:

A Qualifying Examination must be taken upon completion of the second academic year or completion of the basic course work. The maximum time allow to take this examination is three years. A passing score in the exam is a requirement for candidacy to the Doctoral Degree.

4. Doctoral Dissertation Requirement:

A Doctoral Dissertation according to the established guidelines with oral defense is required for graduation.

5. Professional Behavior Requirement

Students must conduct themselves in accordance with the norms for professional conduct set forth by Ponce School of Medicine.

IV. GRADE REQUIREMENT

In order to graduate, the student should complete all requirements and maintain a minimum grade point average of 3.00. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis.

- The student may have up to four courses with C in record, but two must be repeated and obtain a minimum of B.
- The courses with C must be repeated once.
- Repeated courses with “C” grades will remain on record, but the new grade will be used to compute the grade point average.
- A grade of “F” in any course will be referred to the Student Promotion Committee (SPC).
- Graduate courses not offered at PSM may be taken at other institution with permission and approval from the Associate Dean for Research & Graduate Studies and the Associate Dean for Academic Affairs.
- Grades of “S” (satisfactory) or “NS” (not satisfactory) are applicable to thesis research/dissertation and graduate seminars. When the research/dissertation activity requires more than one semester for its completion, the student receives a notation of “In Progress” (IP) for each semester and until the research/dissertation is completed.
- A grade of “I” (incomplete) will only be allowed under special circumstances. The student must remove the incomplete by the following semester or it will be replaced by the grade of “F”.
- A student with a reversed dismissal is not in satisfactory academic progress and is considered both on academic and financial aid probation.

V. ACADEMIC PROBATION AND FINANCIAL AID ELIGIBILITY:

A student failing to meet the grade requirements might be placed on academic probation for one semester, but will be eligible for financial aid. Students that fail to comply with grade requirements after the prescribed probation time will be referred to the Student Promotion Committee.



CLINICAL PSYCHOLOGY

SATISFACTORY ACADEMIC PROGRESS

I. Introduction

This policy has been established to ensure an acceptable time frame for completion of the academic program and the minimally accepted quality of performance. This policy also ensures that the Student Financial Aid requirements set forth by federal regulations are met.

II. Scope

This policy applies to all Clinical Psychology Doctoral Students enrolled at Ponce School of Medicine.

III. General Requirements

A. Time Frame for completion of the Academic Program

A Clinical Psychology Doctoral Student will be allowed a maximum time frame of three years of enrollment beyond the standard required for the completion of the program (five years). Summer enrollment is considered part of the academic year for the purpose of this measure.

The total years for completion of a degree include those graduate courses accredited on admission to our program.

<i>Program</i>	<i>Standard</i>	<i>Maximum</i>
Clinical Psychology Doctorate	5 years	8 years

Definition of a full time: Students with an academic load of 6 credits or more per semester will be considered full time doctoral student. Students registered in doctoral dissertation are also considered full time students.

Definition of half time: Students with an academic load of 3 to 5 credits per semester will be considered half time student.

Definition of less than half time: Student with an academic load of less than 3 credits per semester will be considered less than half time or part-time student

B. Completion of Program Requirements

1. Course Requirement
Students must complete all courses within the established time frame. The Program requires a total of 86 credits
2. Performance Requirement
A student must complete each academic year with a minimum grade point average of 3.00. Any student failing to meet this standard of performance will be referred to the Students Promotion Committee.
3. Comprehensive Examination Requirement
A Comprehensive Examination must be taken upon completion of the second academic year. A passing score in the exam is a requirement for candidacy to the Doctoral Degree.
4. Clinical Practice Examination (CPX)
Approval of the Clinical Practice Examination is required upon completion of the last academic year before the Clinical Internship.



5. **Doctoral Dissertation Requirement**
A Doctoral Dissertation with oral defense is required for graduation.
6. **Professional Behavior Requirement**
The students should conduct themselves in accordance with the norms for professional conduct set forth by Ponce School of Medicine, the corresponding accreditation agencies, and the Clinical Practice Manual of the Psy.D. Program.

IV. Grade Requirement

In order to graduate, the student should complete all requirements and maintain a minimum grade point average of 3.00. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis.

- A grade of "C" in any of the Clinical Courses (as identified in the program's catalog) is not allowed. Any "C" grade in the Clinical Courses must be repeated.
- No more than two courses can be repeated in the entire program.
- Repeated courses with "C" grades will remain on record, but the new grade will be used to compute the grade point average.
- A grade of "F" in any course will result in referral to the Students Promotion Committee and considered for dismissal based on overall academic performance.
- Grades of "S" (Satisfactory) or "NS" (Not Satisfactory) are applicable to Dissertation. When the dissertation activity requires more than one semester for its completion, the student receives a notation of "In Progress" (IP) for each semester and until the dissertation is completed.
- Grades of "A/P" (Approved) or "N/AP" (Not Approved) are also applicable to Practica and Internship. A grade of "N/AP" requires repetition. In case of a second "N/AP" grade in the same Practicum or Internship, the student will be referred to the Students Promotion Committee with a recommendation for dismissal.
- An "I" (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must remove the "I" (Incomplete) by the following semester or an administrative "F" will replace it.

V. Academic Probation and Financial Aid Eligibility

A student failing to meet the grade requirements will be placed on academic probation for one semester, but will be eligible for financial aid. At the end of the semester, the student has not regain SAP, he/she loses financial aid for the following semester.

If the student was dismissed, but the dismissal decision is reserved by the due process, the student loses financial aid until SAP is reestablished.

VI. Appeal Process for Academic Probation

Students notified that they are to be dismissed from the Psy.D. program, have the right to appeal the case in writing to the President and Dean within seven working days after receiving the notification.

The Appeal or Due Process for Dismissal approved by the Academic Senate presented below must be followed.



The President and Dean will evaluate the appeal and the student's academic record. Rejection of the appeal by the President and Dean is final. If the President / Dean has a reasonable doubt about the student's capacity or academic record, he/she can appoint a three member Ad-Hoc Committee to re-evaluate all evidence.

The Ad-Hoc Committee will notify the student in writing of the date and the time when the case will be heard. The Ad-Hoc Committee has forty-eight (48) hours to submit the report.

The President and Dean will consider the Ad-Hoc Committee recommendation, and make the final decision within forty-eight (48) hours. Any decision will be reported to the student in writing. All decisions made by the President and Dean is final.

The same process described above will be followed in cases of unacceptable professional behavior. The corresponding Dean or the Department Chairperson will refer the case to the Student Promotions Committee. If the recommendation of the Promotion Committee is to dismiss the student, the appeal process described above will be activated.

VII. Reinstatement of Financial Aid

Financial Aid eligibility is contingent upon satisfactory academic progress. It is the student's responsibility to request reinstatement of financial aid.

VIII. Enforcement

The Office of the Associate Dean for Student Affairs shall have primary responsibility for overseeing this policy and will provide all students upon admission to Ponce School of Medicine a copy of this document.

The President and Dean, the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs, as well as the Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policies set forth.

**** -Approved in Academic Senate on Feb.25, 2002 with amendments of March 26, 2003 and May 23, 2005- ****



MASTER OF PUBLIC HEALTH

SATISFACTORY ACADEMIC PROGRESS

I. Introduction

A Satisfactory Academic Progress (SAP) has been established to ensure that the MPH student completes the academic program for the MPH Degree within the acceptable time frame and with the required quality of performance. This policy also ensures that the student financial aid requirements set forth by federal regulations have been met.

II. Scope

This policy applies to all MPH students enrolled in Ponce School of Medicine.

III. General Requirements

A. Time Frame for Completion of the Academic Program

The normal completion time of required course/field work in MPH Program is 2 years. Under unusual circumstances, a student may require a longer period of study, with a maximum time of 4 years.

Definition of a full time: Students with an academic load of 6 credits or more per trimester will be considered full time student.

Definition of half time: Students with an academic load of 3 to 5 credits per trimester will be considered half time student.

Definition of less than half time: Student with an academic load of less than 3 credits per semester will be considered less than half time or part-time student

B. Requirements for the Completion of the MPH Program

1. Course Requirement

Students must complete all courses within the established time frame.

2. Performance Requirement

A student must maintain a minimum 3.00 point GPA in a scale of 4.00 point per year. Any student failing to meet 3.00 point GPA standard of performance or failing any course will be referred to the Student Promotion Committee.

3. Grade Requirement

The Master of Public Health Program (MPH) measures academic progress by cumulative grade point average. In order to graduate, the student must complete all requirements and maintain a minimum grade point average of 3.00 GPA in scale of 4.00 point. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis, at the end of each academic year. Summer enrollment is considered part of the academic year for the purpose of this measure.

- A grade of "F" in any of the courses or a cumulative GPA less than 3.00 is not allowed. Any F grade must be repeated. No more than 2 failures are allowed in the MPH Program.
- A student repeating a course or with a GPA less than 3.00 is considered in academic probation but still eligible for financial aid.



- If the student fails to obtain a grade of C or better in a repeated course, he/she will be referred to the Students Promotion Committee for a consideration of dismissal from the academic program.
- Courses with “F” grades will remain on record after they are successfully repeated, but the new grade (s) will be used to compute the grade point average.
- Grades of “S” (Satisfactory) or “NS” (Not Satisfactory) are applicable to Field Work. A grade of “NS” requires repetition. In case of a second “NS” grade in the same Field Work, the student will be referred to the Students Promotion Committee for a consideration of dismissal from the academic program. No more than 1 NS is allowed in the MPH Program.
- An “I” (Incomplete) grade will only be allowed under very special circumstances as determined by the faculty member. The student must remove the “I” (Incomplete) by the end of the following trimester or an administrative “F” will replace it.
- A student recommended for dismissal is not in satisfactory academic progress and is considered both in academic and financial aid probation.

IV. Professional Behavior Requirement

The students should conduct themselves in accordance with the norms for professional conduct set forth by the Ponce School of Medicine.

V. Commitment to Public Health Philosophy

It is expected that every student be committed to the betterment of our fellow human beings as exposed by the philosophy that governs the Public Health profession.

VI. Academic Probation and Financial Aid Eligibility

Any student failing to meet the Ponce School of Medicine grade requirement of 3.00 will be placed on financial aid and academic probation which is resolved by remediation of the deficiency. The Financial Aid probation will be for a maximum of three trimesters. Students that fail to increase their GPA to the required level after the prescribed probation time will be referred to the Students Promotion Committee for dismissal from the program.

VII. Appeal Process for Academic and Financial Aid Probation

- After receiving notice of dismissal, a student has the right to appeal the case to the President & Dean within seven working days after receiving the notification.
- The Appeal or Due Process for Dismissal approved by the Academic Senate presented below must be followed.
- The President & Dean will evaluate the appeal and the student's academic record. Rejection of the appeal by the President & Dean is final. If the President & Dean has a reasonable doubt about the student's capacity or academic record, he/she can appoint a three member Ad-Hoc Committee to re-evaluate all evidence.
- The Ad-Hoc Committee will notify the student in writing of the date place and the time when the case will be heard. The Ad-Hoc Committee has forty-eight (48) hours to submit the report.
- The President & Dean will consider the Ad-Hoc Committee recommendation, and make the final decision within forty-eight (48) hours.



- Any decision will be reported to the student in writing. The decision made by the President & Dean is final.
- If the decision of dismissal is reversed, the student will be in Academic and Financial Aid probation until the deficiencies are removed. The student will be informed of the decision and an academic plan will be agreed to overcome the deficiencies.

VIII. Reinstatement of Financial Aid

Financial Aid eligibility is contingent upon satisfactory academic progress.

It is the student's responsibility to request reinstatement of financial aid.

IX. Enforcement

The President & Dean, the Dean for Academic Affairs and the Dean for Student Affairs, as well as the Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policies set forth.

***** ***** ***** *- Approved in Academic Senate on Dec. 9, 2002 -*



FIFTH PATHWAY PROGRAM

SATISFACTORY ACADEMIC PROGRESS - FIFTH PATHWAY PROGRAM

I. Introduction

A Satisfactory Academic Progress (SAP) has been established to ensure that the student completes the Fifth Pathway academic program leading to a certificate, within the acceptable time frame and with the required quality of performance. This policy also ensures that the student financial aid requirements have been met.

Satisfactory Academic Progress is required for financial aid eligibility and might be reviewed on a midpoint and at the end of each program year.

II. Scope

This policy applies to all Fifth Pathway students enrolled in Ponce School of Medicine.

III. General Requirements

A. Time Frame for Completion of the Academic Program

The normal completion time of required work in the Fifth Pathway Program is 1 year. Under unusual circumstances, a student may require a longer period of study, with a maximum time of 2 years.

B. Requirements for the Completion of the Fifth Pathway Program

1. Course Requirement

Students must complete all required courses within the established time frame.

2. Performance Requirement

Students must approve all required clinical courses with a minimum grade of 70%. The Fifth Pathway Program uses an Honor/Pass/Fail grading system. Any student failing to meet the 70% standard of performance in any rotations will be placed in academic probation.

3. Medical Licensure Requirement

Passing score of USMLE Step 2 (CK & CS) is required for certification in this program.

IV. Professional Behavior Requirement

The students should conduct themselves in accordance with the norms for professional conduct set forth by the Ponce School of Medicine. They have the responsibility to uphold and maintain the highest degree of personal and professional integrity, according to the PSM policies, academic and ethical behavior.

V. Academic Probation and Financial Aid Eligibility

Any student failing to meet the Ponce School of Medicine course and performance requirements will be placed on academic probation and financial aid probation, which is resolved by remediation of the deficiency. Students that fail to achieve the required level of performance after the prescribed probation time will be referred to the Students Promotion Committee for dismissal from the program.



- Any fail must be repeated. No more than 2 failures are allowed in the Fifth Pathway Program.
- A student repeating a course is in academic and financial aid probation, but eligible for financial aid.
- Students with two or more failures and students who fail on a repeated course are not in Satisfactory Academic Progress and will be referred to the Students' Promotion Committee for consideration of dismissal.
- A student recommended for dismissal is **not** in Satisfactory Academic Progress and is not eligible for financial aid.
- If the decision of dismissal is reversed, the student will be in academic and financial aid probation and not eligible for financial aid until the deficiencies are removed. The student will be informed of the decision and an academic plan will be agreed to overcome the deficiencies.
- An "I" (Incomplete) grade will only be allowed under very special circumstances as determined by the program coordinator. The student must remove the "I" (Incomplete) by the end of the program year or an administrative "F" will replace it.

VI. Appeal Process for Academic and Financial Aid Probation

- After receiving notice of dismissal, a student has the right to appeal the case to the President & Dean within seven working days after receiving the notification.
- The Appeal or Due Process for Dismissal approved by the Academic Senate presented below must be followed.
- The President & Dean will evaluate the appeal and the student's academic record. Rejection of the appeal by the President & Dean is final. If the President & Dean has a reasonable doubt about the student's capacity or academic record, he/she can appoint a three member Ad-Hoc Committee to re-evaluate all evidence.
- The Ad-Hoc Committee will notify the student in writing of the date, place and time when the case will be heard. The Ad-Hoc Committee has forty-eight (48) hours to submit the report.
- The President & Dean will consider the Ad-Hoc Committee recommendation, and make the final decision within forty-eight (48) hours.
- Any decision will be reported to the student in writing. The decision made by the President & Dean is final.

VII. Reinstatement

Financial Aid eligibility is contingent upon satisfactory academic progress. It is the student's responsibility to request reinstatement of financial aid.

VIII. Enforcement

The President & Dean, the Dean for Academic Affairs and the Dean for Student Affairs, as well as the Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policies set forth.

Approved by Academic Senate on March 10, 2003 with the corresponding amendments of during academic year 2005-2006



XXVII. SEXUAL HARASSMENT

A. Definition:

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Federal Law of Civil Rights. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of a student's academic status
2. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the academic status of such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment will be considered and submitted for disciplinary action by the Administrative authorities of the Ponce School of Medicine.

Any act of sexual harassment may be cause for disciplinary action including dismissal.

B. Disciplinary Measures, Due Process and Penalties

Disciplinary action will be taken against any faculty member or a non-academic employee or student after the application of the following process:

1. Any student or member of PSM may submit a written report about any act of misconduct by an employee, faculty member, or student to the Office of Student Affairs.
2. After receiving the written report, the Dean of Student Affairs will designate a special committee (under certain circumstances this could be the Committee of Student Affairs of the Academic Senate) to initiate an investigation of the written report. The following must be taken in to consideration by the committee:
 - a) seriousness of the violation reported
 - b) evidence to sustain the offense reported
 - c) previous record and past performance of the student, employee, or faculty member against whom the report has been submitted

Recommendations of the special committee will be directed to the Dean of Student Affairs in the case of a student. In the case of an employee or faculty member, these will be addressed to the Dean.

3. If necessary, the Dean for Student Affairs may conduct a formal or informal administrative hearing in which all parties interested in the case will be able to express their views on the case under investigation.
4. At the discretion of the Dean for Student Affairs, a written report describing the findings of this administrative hearing will be directed to the President and Dean of the Institution with recommendations for the course of action.
5. The President and Dean or designated delegate, after receiving the report from the Dean for Student Affairs, may order disciplinary action, including but not limited to warnings, suspensions without pay, and dismissal.



6. The final decision to dismiss an employee, faculty member, or student will be taken by the President and Dean.

An employee, faculty member or student, has the right to appeal the decision of the President and Dean or his delegate, through legal representation.

XXVIII. STANDARDS OF CONDUCT IN THE TEACHER-LEARNER RELATIONSHIP

Ponce School of Medicine adapts and incorporates the AAMC model of Standards of Conduct in the Teacher- Learner Relationship, and encourages faculty and students to familiarize themselves and pledge adherence to this policy statement:

Preparation for a career in the health care professions demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that are expected in the health provider/patient relationship and that sustain the health profession as a moral enterprise. This policy statement serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

GUIDING PRINCIPLES:

DUTY Ponce School of Medicine faculty ha a duty, not only to convey the knowledge and skills required for delivering the profession’s contemporary standard of care, but also to inculcate the values and attitudes required for preserving the profession’s social contract across generations.

INTEGRITY The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

RESPECT Respect for every individual is fundamental to the ethics of the health professional. Essential for nurturing that ethics is the mutual respect for every individual by students, novice members of the profession, as well as by their teachers, as experienced and esteemed professionals. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students, interns and residents are always treated respectfully.

A. COMMITMENTS OF FACULTY

- We pledge our utmost effort to ensure that all components of the educational program for students, interns and residents are of high quality.
- As mentors for our students, interns and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
- We respect all students, interns and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student, intern or resident.
- We pledge that students, interns and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest. We monitor and, when necessary, reduce the time required to fulfill educational objectives,



including time required for “call” on clinical rotations, to ensure student’s, intern’s and resident’s well being.

- In nurturing both the intellectual and the personal development of students, interns and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students, interns or residents.
- We encourage any student, intern or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

B. COMMITMENTS OF STUDENTS, INTERNS, AND RESIDENTS

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, loyalty and dependability
- We pledge to respect all faculty members and all students, interns and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
- As health professionals in training, we embrace the highest standards of the profession and pledge to conduct ourselves accordingly in all of our interactions with patients, faculty colleagues, and staff.
- As well as fulfilling our own obligations as professionals, we pledge to assist our fellow students, interns and residents in meeting their professional obligations.

XXIX. STUDENT CLASSIFICATION

A. Academic classification:

Each academic program specifies the criteria for full time, half time and less than half time classifications. Medical students are required to be enrolled full time.

B. Student classification for tuition purposes:

Resident Students of P.R.- Must have legal residence in P.R. two years prior to entering PSM. Students must show evidence of income tax filing to the Commonwealth of P.R. for two consecutive years. In the case of dependent individuals, parents or tutor evidence of income tax filing could be acceptable.

Non Resident Students - Students with United States citizenship who are not legal residents of P.R.

Foreign Students – Students without United States Citizenship who come to U.S.A. for purpose of studying. Foreign students must pay non-resident tuition rates.



C. *Special classifications for medical students:*

Students on special academic activities (SSAA)- Students who are authorized by PSM to engage in academic activities outside the School, such as special research projects.

Students on independent studies (SIS)- Students who are authorized to spend up to one semester taking special courses to prepare themselves for the next level of studies.

XXX. STUDENT STATUS (FULL-TIME OR HALF-TIME)

A student with 6 or more credits per semester will be considered a full-time student. A student with 3 to 5 credits per semester will be considered a half-time student.

XXXI. STUDENT PROMOTION

The mechanism accepted by the Ponce School of Medicine for the promotion, suspension or dismissal of a student is described below. For practical purposes the process will be divided according to the level of decision: Academic Department, Promotions Committee, and President and Dean.

A. DEPARTMENTAL LEVEL

Every department will establish a mechanism of student evaluation following the institutional "Student's Evaluation Guidelines". It is the responsibility of the Director to assess the academic, behavioral (attitudinal) and ethical performance of students. All information, evaluations, and observations about students must be documented.

Department directors must take immediate action upon a marginal or failing performance by notifying the student. The student should be allowed to provide an explanation as to the reasons for poor performance. Students in need of special help, must be referred immediately to the Dean for Students Affairs, who will try to identify the prevailing problem, provide help or refer the student to whomever is needed for help.

Efforts will be made by each basic science department to report regular examination grades within four (4) working days after the exam to the Promotions Committee. Final grades for a particular course will be reported within 7-9 days after the final exam or Shelf. This is extremely important in order for the Promotion Committee to do its work on time.

B. PROMOTIONS COMMITTEE LEVEL

The Dean will appoint a standing committee to evaluate student performance as they progress through each school year, and recommend actions in the case of poor academic progress or unacceptable behavior or attitudes.

The committee will analyze the information received from the departments, and at its discretion may obtain the students version of the situation.

After each evaluation the members of the Committee will recommend the action they understand is the most suitable for each specific case. To do so they will follow the "Guidelines for Student Promotion" and the Satisfactory Academic Progress (SAP) policy of each academic program.



C. PRESIDENT AND DEAN'S LEVEL

The chair of the Promotions Committee will refer its recommendations to the Dean. The Dean will evaluate all recommendations and notify the Dean for Academic Affairs of his/her final decision.

Students notified that they are to repeat the whole year or to be dismissed, have the right to appeal the case to the Dean within seven working days after receiving the notification.

The appeal, or Due Process for Dismissal approved by the Academic Senate presented below must be followed.

D. APPEALING (DUE PROCESS)

The Dean will evaluate the appeal and the student's academic record. Rejection of the appeal by the Dean is final. If the case does not merit dismissal, the Dean can overturn the decision. If the Dean has a reasonable doubt, about the student's capacity or academic record he/she can appoint a three members Ad Hoc committee to re-evaluate all evidence.

The Ad Hoc committee will notify the student in writing of the date and time when the case will be heard. Following the student presentation the committee has forty eight (48) hours to submit to the Dean their report.

The Dean will consider the ad hoc committee recommendations, and make the final decision within forty eight (48) hours.

All decisions, favorable or unfavorable, will be reported to the student in writing. All decisions by the Dean are final.

GUIDELINES FOR STUDENTS PROMOTION

The faculty of Ponce School of Medicine has the responsibility to assure that students perform in a manner consistent with the appropriate standards of scholarship and professional behavior. Students who do not meet these standards may be dismissed from PSM, but they will be evaluated fairly and consistently.

Recommendations affecting student status is delegated by the President and Dean to the Student Promotions Committee (SPC).

1. The SPC chair is appointed by the Dean and it has among its members - course directors, department educational coordinators and students.
2. The SPC meets quarterly to evaluate students with problems and holds annual meetings at the end of the school year, to recommend promotion to the next succeeding year, and to recommend students for graduation and honors.

Students not performing satisfactorily will:

1. Be notified in writing by the appropriate course director of their substandard performance and will be asked to schedule a meeting to develop means of dealing with the problem.
2. Receive a communications from the Promotions Committee in the form of a:



- a. Letter of Academic Concern - This may be the result of a single interim "F" (i.e., an "F" at the end of any examination period). Sources of help for the student will be indicated.
- b. Letter of Academic Warning - This will result from interim "F" in two or more courses. This letter will indicate that continued performance at that level could lead to the student being placed on Academic Probation and will urge the student to seek extra help and counseling.
- c. Letter of Academic Probation - This will be based upon a final grade of "F" in one or more courses. A student receiving a final grade of "F" in a single course must be re-examined in that course before promotion. The letter will indicate that promotion to the next academic year can only occur after remediation of the deficiency. Remediation will be through a mechanism acceptable to the department chairperson, and will be given only once, prior to the start of the next academic year. This shall take precedence over any other summer plans a student may have made. A student receiving two or more final "F's" should be referred to Promotion Committee and may be considered for either repetition of the entire year or dismissal.

Probationary status will continue until the end of the academic year, unless a recommendation of removal of this status is made by the Promotions Committee, at which time one of the following determinations should be made:

- i) Student should repeat the year.
- ii) Student should be dismissed.
- iii) Student, having achieved satisfactory grades in all courses, should be removed from probation and promoted to the next academic year.

A student who is repeating a year, and receives a final grade of "F" in any course, must be considered for dismissal.

The Promotions Committee shall also consider reports relating to attitude, integrity and ethical conduct. On the basis of such reports, the committee may issue a letter of concern or a letter of warning; determine that the student be placed on non-academic probation; or recommend to the Dean or the Dean's designee that the case be investigated and considered for possible disciplinary action, which may include dismissal.

The same process will be followed in accordance with Due Process in cases of unacceptable attitudes or behavior. Departmental faculty will document the facts and the Department Director will refer them to the Promotions Committee. The Dean will make the final decision. If the decision is to dismiss the student, the appeal process described above will be activated, if the Dean so decides.

XXXII. STUDENTS WITH UNPROFESSIONAL BEHAVIOR

Should problems arise in the student's professional behavior, it is hoped that the problem can be solved between the student and his/her supervisor. If this is not possible, the Department Chair of the service should be notified using the referral forms. The Department Chair will attempt a resolution of the problem if he/she feels that it is appropriate. If he/she feels that this is not possible or inappropriate, further action must be referred to the Dean of Student Affairs with the corresponding referral form.

The Dean for Students Affairs will interview the student and discuss the situation. A plan of action will be formulated immediately and notified in writing to the student and the



Department Chair. The plan should be implemented immediately. If no resolution is obtained the Dean for Student Affairs will refer the student to the Students Promotion Committee.

The student will be notified in advance that his/her unprofessional behavior will be formally discussed by the Students Promotion Committee. The notification should make clear the reasons for this action. The Students Promotion Committee will consider the referral and make recommendations to the President and Dean.

If a situation arises when there is an immediate concern for a student or patient's welfare, the Department chair and/or the DSA will proceed with an emergency recommendation referral to the President and Dean. The Dean for Student Affairs will notify the Executive Committee of all cases under consideration.

XXXIII. TUITION PAYMENT AND REFUND POLICY

A. INSTITUTIONAL PAYMENT POLICY

1. Students must pay 100% of tuition & fees in cash or money order during registration. Late Registration requires authorization and fee will be charged after the day of registration.
2. Students with an approved financial aid that covers a 100% of tuition and fees cost are authorized to register.
3. Students with an approved Financial Aid less than 100% of tuition and fees, must pay the pending balance upon registration.

B. REFUND POLICY FOR MEDICINE, BIOMEDICAL, PSYCHOLOGY AND PUBLIC HEALTH PROGRAM (Complete withdrawals and/or DROP of individual courses)

- Registration Deposit guaranteeing admissions is not refundable.
- Students withdrawing prior to start classes will receive complete refund for tuition and fees.
- After beginning classes there will be no refund on fees.
- Students withdrawing on or before the end of the first week of classes will receive 80% refund of tuition.
- Students withdrawing after the first week of classes or during the second week of the particular semester or trimester will receive 50% refund of tuition.
- After the second week of classes there will be no refund.

C. REFUND POLICY FOR FIFTH PATHWAY PROGRAM

- A student that withdraws prior to the beginning of classes will not receive the paid deposit fee. Payment of any "tuition and fees" will be refunded.
- A student that withdraws after the beginning of classes will not receive refund of any payment of fees.
- Withdrawals during the first two weeks of classes will have an 80% refund of tuition.
- Withdrawals during the third and fourth week of classes will have a 50% of refund of tuition.
- Withdrawals during or after the fifth week of classes will have no refund.

D. TITLE IV REFUND POLICY

The School will determine the percentage of attendance and the amount of financial assistance that the student did not earn when a student withdraws, takes an approved leave of absence, is expelled, or other wise fails to complete the enrollment period for



which the student was charged. The Department of Education Title IV funds will be returned according to the federal regulations and within a thirty days (30) period from the official date of withdrawal. All other non-Title IV funds will be refunded according to institutional refund policy.

The student's first year registration deposit guaranteeing admission is not refundable.

XXXIV. USE OF SCHOOL NAME AND FACILITIES

Individuals or student organizations do not have the authority to use the School name in legal nor official transactions. Neither the faculty or student body, may use the School stationary and envelopes except for official business.

Permission to use classrooms or other facilities of the School, including affiliates, loaned or leased space, must be requested in writing from the Dean for Student Affairs and from Administration. Permission must also be secured in written form. Only organizations and students in good standing have the right to use School facilities.

XXXV. USE OF SPEAKERS, DEMONSTRATIONS, ACTIVITIES, AND DISTRIBUTION OF PRINTED MATERIALS

Outside speakers can only be invited to participate in School activities after approval by the pertinent Dean and ratification by the President and Dean.

Demonstrations must be carried outside the School or hospital grounds and must not interfere with the normal work or educational activities.

Any activity can be approved by the pertinent Dean. Any extracurricular activity belongs to students must have the written approval of Student Affairs Dean or designee.

Approval for posting or distributing printed materials must be obtained from the Office of Student Affairs. Unauthorized announcements will be removed and discarded. Posting is only permitted on the designated Bulletin Boards.

XXXVI. USMLE REQUIREMENTS

USMLE - Diagnostic Tests

All medical students must take the USMLE Diagnostic Tests coordinated and authorized by the Deanship of Academic Affairs.

USMLE - Step 1

All medical students must take and pass the USMLE 1 examination as a requirement for promotion to the third year (Academic Senate Certification 94-95-5 March 2, 1995). The examination must be scheduled no later than four weeks prior to the commencement of the academic year for third year (first clinical year) students.

Those students who approve the examination and comply with all promotion requirements may register for the first clinical year of the Medicine Program. Registration may only occur during the official registration dates published by the Registrars' Office.

Those students who fail the USMLE 1 must take a leave of absence (LOA) for the first semester of the first clinical year, a maximum of 180 days, to prepare and re-take the



examination. A passing score is required in order to register in the first clinical year. The exam must be repeated no later than the first week of November of the current semester in order to receive the score on time. Registration may occur only for the next semester after the USMLE 1 has been passed and only occur during the official registration dates published by the Registrars Office.

Students have a maximum of three opportunities to pass the USMLE 1. Students who fail the USMLE 1 for the third time will be referred to Student Promotion Committee with the consideration of dismissal from the Medical School Program.

Transfer students are required to take and pass USMLE 1 prior to admission to the first clinical year.

Candidates to Fifth Pathway Program (FPP) must have approved Step 1 prior to registration. No more than four attempts in Step 1 are allowed to be considered as a candidate. The Fifth Pathway Program must be started within four years after completion of medical school studies.

USMLE - Step 2

The USMLE Step 2 has two components: Clinical Knowledge (CK) and Clinical Skills (CS). All medical students must take and approve the USMLE Step 2 CK component as a requirement for graduation. The CK examination must be scheduled no later than the end of the second clinical rotation of the fourth academic year. The last opportunity to take and approve the USMLE 2-CK examination to complete the requirement with the student's graduating class will be the first week of April of the corresponding graduation year.

All students must take and approve USMLE Step 2CK component for graduation (MD Program) or certification (Fifth Pathway Program).

All students (Fifth Pathway and MD graduating students) must take the Step 2-CS component as a requirement for graduation or certification. The CS examination must be scheduled no later than the end of the last week of November of the fourth/last academic year.

All MD graduating students must take USMLE Step 2CS in order to graduate. However a passing grade will not be required.

All Fifth Pathway students must take and approve USMLE Step 2 CS in order to receive the certification and in compliance with the regulatory agencies.

Those students, who have not completed this graduation requirement with their corresponding graduation class, must take a Leave of Absence (LOA) according to student's academic program and within the established time frame for the medical education program.

XXXVII. WITHDRAWAL, DROP AND ADD

A. WITHDRAWAL FROM SCHOOL

A student that decides to withdraw from the School must submit a letter of resignation to the President and Dean stating their reasons for the withdrawal. Once the Dean has accepted the letter of resignation, the student shall proceed as follows:

- a. The student must obtain a withdrawal form from the Registrar's Office and fill out the required information about academic program and courses.
- b. The student must obtain clearance for withdrawal from the following:



- 1) Library- The Librarian must certify that the student does not have any outstanding debt or have any library materials checked out
 - 2) Finance Office- Must state that the student has no outstanding debts to the School before any other further step is taken.
 - 3) Financial Aid Office - Students who have applied for or obtained any kind of financial aid or loan through the School, must attend an exit interview and obtain the signature of the Director of Financial Aid.
 - 4) Student Affairs or any other department prescribed at the Clearance form. Students must obtain the signature of each Director or Dean.
 - 5) Registrar- After all signatures have been obtained, the Registrar will certify the student's withdrawal and make the proper entry in their records.
- c. The student must settle all financial obligations with PSM or no transcripts or certifications will be issued.
 - d. The withdrawal is allowed until the last day of class (semester/trimester), before start the final exams.

B. DROP AND ADD

Medical students are not permitted to withdraw from individual courses. Exceptions are made when students are permitted to transfer to a five year program. A "W" of Withdrawals will not be posted on the academic record.

It is the student's responsibility to verify in the academic calendar, drop and add periods for each semester/trimester. A fee is required for each class dropped or added.

The Withdrawal Form must be used by student to drop a class after registration. After the fourth week of semester/trimester, a "W" will be posted on transcript.

After the first day of semester/trimester, added courses must be paid in full, at the time of the add. The maximum period of time allowed to add course is the first week of semester/trimester.