# Table of Content

SCHOOL ADMINISTRATIVE, ACADEMIC AND STUDENT POLICIES .......................................................... 6  
ADMISSION TO THE UNIVERSITY .............................................................................................................. 6  
IMMUNIZATION POLICY ............................................................................................................................ 6  
READMISSION POLICY ............................................................................................................................... 7  
ATTENDANCE POLICY ............................................................................................................................... 7  
CREDIT HOURS POLICY ............................................................................................................................. 8  
CROSS REGISTRATION POLICY .............................................................................................................. 8  
WITHDRAWAL, DROP AND ADD ............................................................................................................... 9  
Withdrawal from School ............................................................................................................................ 9  
Drop and Add ............................................................................................................................................. 9  
Withdrawal .............................................................................................................................................. 9  
ADMINISTRATIVE WITHDRAWAL POLICY ............................................................................................ 10  
TRANSFER OF CREDITS ........................................................................................................................... 10  
Master of Science in Medical Sciences Transfer Credits Policy ............................................................... 11  
Clinical Psychology Programs .................................................................................................................. 12  
SATISFACTORY ACADEMIC PROGRESS POLICY .............................................................................. 13  
Doctoral Program in Clinical Psychology (PsyD and PhD) .................................................................... 13  
Master of Sciences in Medical Sciences (MSMS) .................................................................................... 16  
ADMINISTRATION ANNOTATION AND GRADING SYSTEM ............................................................... 18  
CHANGE OF GRADE POLICY .................................................................................................................. 19  
GUIDELINE FOR THE VALUE OF ATTENDANCE/PARTICIPATION IN THE PRE-CLINICAL COURSES .... 19  
MSMS Guideline of Attendance ............................................................................................................. 20  
DISSERTATION ........................................................................................................................................... 21  
LEAVE OF ABSENCE ............................................................................................................................... 21  
Scope ....................................................................................................................................................... 21  
Definitions ................................................................................................................................................. 22  
Policy ......................................................................................................................................................... 22  
MILITARY LEAVE ..................................................................................................................................... 22  
Scope ......................................................................................................................................................... 22  
Definitions ................................................................................................................................................. 22  
Policy ......................................................................................................................................................... 22  
STUDENT RECORDS POLICIES AND PROCEDURES ....................................................................... 24  
The Family Educational Rights and Privacy Act of 1974 (FERPA) ......................................................... 24  
SOCIAL SECURITY NUMBER USE AND MANAGEMENT POLICY .................................................... 28  
Scope ......................................................................................................................................................... 29
Sanctions .......................................................................................................................... 31
Additional Information ..................................................................................................... 31
  DIVERSITY POLICY ...................................................................................................... 31
  GRIEVANCE POLICY ..................................................................................................... 32
Procedure .......................................................................................................................... 32
Appealing (Due Process) ................................................................................................. 33
  TUITION PAYMENT AND REFUND POLICY ................................................................. 33
Change in Tuition Cost ....................................................................................................... 33
Refund Policy .................................................................................................................... 34
Title IV Refund Policy ...................................................................................................... 34
  USE OF SCHOOL NAME AND FACILITIES ................................................................. 34
  USE OF SPEAKERS, DEMONSTRATIONS, ACTIVITIES, AND DISTRIBUTION OF PRINTED MATERIALS .......................................................... 34
ACADEMIC INTEGRITY ................................................................................................... 35
Cheating ............................................................................................................................ 35
Plagiarism ........................................................................................................................ 36
CONFLICT OF INTEREST IN THE STUDENT-FACULTY RELATIONSHIP ..................... 38
Policy Statement ............................................................................................................. 38
Purpose of Policy ............................................................................................................. 38
Procedure ........................................................................................................................ 38
STANDARDS OF CONDUCT IN THE TEACHER-LEARNER RELATIONSHIP .................... 39
Guiding Principles .......................................................................................................... 39
Commitments of Faculty .................................................................................................. 39
Commitments of Students, Interns, and Residents ........................................................... 40
  HONOR CODE .............................................................................................................. 40
Honor Code Statement of Principles ................................................................................ 40
APPEALING (DUE PROCESS) to the president ................................................................. 42
INDEPENDENT STUDY COURSE ................................................................................ 42
INSURANCE FOR STUDENTS ...................................................................................... 43
Health Insurance ............................................................................................................ 43
Disability Insurance ....................................................................................................... 44
INTERPERSONAL ABUSE .............................................................................................. 44
NON-DISCRIMINATION POLICY .................................................................................. 44
OFFENSES AND SANCTIONS ...................................................................................... 45
Offenses ........................................................................................................................... 45
Sanctions .......................................................................................................................... 45
REASONABLE ACCOMMODATION .............................................................................. 46
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEXUAL HARASSMENT</td>
<td>47</td>
</tr>
<tr>
<td>Definition</td>
<td>47</td>
</tr>
<tr>
<td>Disciplinary Measures, Due Process and Penalties</td>
<td>47</td>
</tr>
<tr>
<td>TEACHOUT POLICY</td>
<td>48</td>
</tr>
<tr>
<td>Policy</td>
<td>48</td>
</tr>
<tr>
<td>Definitions</td>
<td>49</td>
</tr>
<tr>
<td>Procedures</td>
<td>50</td>
</tr>
<tr>
<td>Affected Groups</td>
<td>51</td>
</tr>
<tr>
<td>STUDENT CLASSIFICATION</td>
<td>52</td>
</tr>
<tr>
<td>Academic Classification</td>
<td>52</td>
</tr>
<tr>
<td>Student Status (full-time or half-time)</td>
<td>52</td>
</tr>
<tr>
<td>Student Classification for Tuition Purposes</td>
<td>53</td>
</tr>
<tr>
<td>Special Classification for Medical Students</td>
<td>53</td>
</tr>
<tr>
<td>ALCOHOL, TOBACCO, ILLICIT DRUG AND VIOLENCE</td>
<td>53</td>
</tr>
<tr>
<td>Prevention Policy &amp; Program</td>
<td>54</td>
</tr>
<tr>
<td>Statement</td>
<td>54</td>
</tr>
<tr>
<td>Title</td>
<td>54</td>
</tr>
<tr>
<td>Policy</td>
<td>54</td>
</tr>
<tr>
<td>Applicable Laws</td>
<td>55</td>
</tr>
<tr>
<td>Drug Free Schools and Communities ACT, Amendment of 1989</td>
<td>55</td>
</tr>
<tr>
<td>Health Risk</td>
<td>55</td>
</tr>
<tr>
<td>Intervention Protocol to Rehabilitate Students and Employees</td>
<td>56</td>
</tr>
<tr>
<td>Treatment Centers</td>
<td>56</td>
</tr>
<tr>
<td>Prevention Strategies</td>
<td>56</td>
</tr>
<tr>
<td>Standard of Conduct</td>
<td>57</td>
</tr>
<tr>
<td>Sanctions</td>
<td>57</td>
</tr>
<tr>
<td>AUDIT STUDENTS POLICY</td>
<td>58</td>
</tr>
<tr>
<td>BLOOD BORNE PATHOGEN EXPOSURE POLICY</td>
<td>58</td>
</tr>
<tr>
<td>Purpose</td>
<td>58</td>
</tr>
<tr>
<td>Policy</td>
<td>58</td>
</tr>
<tr>
<td>DANGEROUS WEAPONS AND FIREARMS POLICY</td>
<td>61</td>
</tr>
<tr>
<td>PDV 918/919 Professional development</td>
<td>61</td>
</tr>
<tr>
<td>DRESS CODE</td>
<td>61</td>
</tr>
<tr>
<td>EXCUSE STUDENTS TO RECEIVE HEALTH SERVICES AND/OR EMERGENCY SITUATIONS POLICY</td>
<td>61</td>
</tr>
<tr>
<td>PARTICIPATION OF STUDENTS IN EXTRACURRICULAR ACTIVITIES</td>
<td>62</td>
</tr>
</tbody>
</table>
General policy .......................................................... 62
Procedures to be followed...................................................... 62
NON-DEGREE EXTENDED EDUCATION POLICY ...................... 62
UNPROFESSIONAL BEHAVIOR POLICY ................................. 63
STUDENT PROMOTIONS .................................................. 64
Departmental Level ........................................................... 64
Promotions Committee Level ............................................... 64
Program Level ................................................................. 64
Due Process ................................................................. 65
Guidelines for Students Promotion ........................................ 65
STUDENT COMPLAINT LOG POLICY ...................................... 66
Purpose of Policy .............................................................. 66
Definitions ........................................................................... 66
Policy and Process .............................................................. 67
TECHNOLOGY AND EDUCATIONAL RESOURCES POLICIES ............ 68
ACCEPTABLE USE OF RESOURCES POLICY ............................ 68
Computer/Network Resources ............................................... 68
Educational Technology Resources ....................................... 69
Software Code of Ethics and Software Policy ............................ 70
EDUCATIONAL RESOURCES- COMPUTER, Electronic Devices, ID CARD, E-MAIL AND PARKING .... 71
APPENDIX A: SOCIAL MEDIA POLICY FOR STUDENTS ..................... 71
Purpose ............................................................................. 71
Definitions ........................................................................... 71
USC POLICIES APPLICABLE TO PHSU STUDENTS .......................... 73
SAGRADO CORAZON CAMPUS ACCESS POLICY ............................ 73
USC POLICY ON INAPPROPRIATE SEXUAL CONDUCT ................. 73
USC PROCEDURE FOR THE RESOLUTION OF COMPLAINTS OF INAPPROPRIATE SEXUAL CONDUCT/TITLE IX AGAINST STUDENTS ........................... 73
USC Procedure for the Resolution of Complaints of Inappropriate Sexual Conduct / Title IX Against the Faculty, Administrative Staff, Affiliates and Non-Affiliates ........................................ 84
USC PROTOCOL FOR HEALTH INCIDENTS ON CAMPUS .............. 95
USC MANUAL OF UNIVERSITY RESIDENTS ................................ 100
USC PROTOCOL TO REPORT THE DISAPPEARANCE OF A RESIDENT ................................................................. 123
USC PROTOCOL FOR THE INTERVENTION IN SITUATIONS OF DOMESTIC VIOLENCE, SEXUAL AGGRESSION AND STALKING ........................................ 124
SCHOOL ADMINISTRATIVE, ACADEMIC AND STUDENT POLICIES

ADMISSION TO THE UNIVERSITY

Applicants to Ponce Health Sciences University are selected on the basis of scholastic achievement, fitness and aptitude for the study and other personal qualifications. The Admissions Committees also gives consideration to the use of language, special aptitudes, mechanical skills, stamina, perseverance and motivation. Students are admitted on the basis of individual qualifications, regardless of handicap, sex, race, religion, age, national origin, marital status, neither sexual nor political orientation.

PHSU Admissions Office and the Admissions Committees act in accordance with “Americans with Disabilities Act of 1990” which includes changes made by the ADA Amendments Act of 2008, which became effective on January 1, 2009. Once the candidate is accepted, if he/she needs special accommodations, he/she is responsible to contact the Academic Affairs Office for further information. It is the student's responsibility to make his/her condition known to PHSU Administrators and to seek out assistance.

Applicants with disabilities will be evaluated on a case by case basis in accordance with the medical technical standard guidelines as suggested by the Association of American Medical Colleges. All students must possess the physical and emotional capabilities required to independently undertake the full curriculum and to achieve the levels of competence required by the faculty.

IMMUNIZATION POLICY

Ponce Health Sciences University (PHSU) adheres to the CDC norms on adult immunization. The Office of Student Affairs is responsible for maintaining the documentation of student immunization and PPD status. The school of medicine requires annual tuberculin (intradermal) testing for actively enrolled students. Immunization requirements are:

**Hepatitis B:** All medical students are required to have been immunized against Hepatitis B. Such immunization consists of a series of three injections that should be completed prior to or as soon as possible after matriculation. Students who are not in compliance may be barred from participation in clinical activities at the discretion of the Dean's Office.

**Rubella:** Rubella immunity via history or documented vaccine or serological titer is required before a student will be allowed to participate in clinical activities.

**Rubeola:** Rubeola immunization is required for all students born after 1957. Students must provide physician documentation of receipt of two doses of vaccine or serologic evidence of immunity before a student will be allowed to participate in clinical activities.

**Mumps:** Mumps immunization is required. A physician documented history of immunization or documented evidence for immunity (serologic titers) is required before a student will be allowed to participate in clinical activities.

*Rubella, Rubeola and Mumps requirement is filled by 2 doses of MMR at least on year apart.*
Polio, Tetanus, Diphtheria: Students should be current in immunization against polio, tetanus and diphtheria. It is required before a student will be allowed to participate in clinical activities.

Varicella: Students with a history of varicella should have it documented. Students without a history of varicella must have a titer for varicella antibody determined. Students with a negative titer are recommended to undergo varicella immunization. Non immune students will not be permitted on some clinical services specifically Pediatrics.

PHSU requires annual specifically tuberculin (intra dermal) testing for actively enrolled students. Evaluation and management of medical students with positive tests or those whose test becomes positive during medical school will be through the PSM outpatient clinic.

Students in the third and fourth year should have the influenza vaccine before entering the clinical clerkships. It will be available at a reasonable cost at PHSU Outpatient Clinic.

These requirements may vary according to CDC and the Advisory Committee on Immunization practices and Centers of Disease Control (CDC) recommendation.

READMISSION POLICY

Ponce Health Sciences University (PHSU) 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.

PHSU 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 the rules and regulations in effect at the time of readmission.

ATTENDANCE POLICY

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.

**CREDIT HOURS POLICY**

Ponce Health Sciences University (PHSU) has revised the policy for the assignment of credit hours for existing and new academic programs and coursework in order to comply with the credit hour definition as required by the Higher Education Opportunity Act (HEOA) to those institutions that receive Title IV funds from the US Department of Education.

At PHSU students will gain one credit hour for each 15 hours of scheduled class or faculty instruction. Every hour of required activity is considered a contact hour, including lecture, small group discussion and laboratory time.

In the Medicine Program the clinical clerkship rotation should not exceed 10 hours daily for a minimum of 50 hours a week. Students will gain 5 credits for each 4 week-rotation equivalent to a minimum of 200 hours. Eight- week rotations will be assigned 10 credits. Medicine students pay a fixed registration fee for each academic year.

The assignment of credit hours for practicum and internship courses in the Clinical Psychology and Public Health Programs must conform to the commonly accepted practices for such programs in institutions of higher learning.

Established and new courses should be reviewed by the corresponding curriculum committees for compliance and implementation of this policy.

The Office the Vice President for Academic Affairs will oversee the compliance of the credit hours’ policy described herein.

**CROSS REGISTRATION POLICY**

Upon the approval of the Program Directors, students enrolled in a Program will take courses from another graduate Program at PHSU. 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/hers Program Director will consult with the other Program Director to receive authorization.
3. The primary Program Director will submit a written request to the Vice President of 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.

The Program Director will inform the student of the decision.

WITHDRAWAL, DROP AND ADD

Withdrawal from School

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

1. The student must obtain a withdrawal form from the Registrar’s Office and fill out the required information about academic program and courses.
2. The student must obtain clearance for withdrawal from the following:
   a. Library: The Librarian must certify that the student does not have any outstanding debt or have any library materials checked out
   b. Finance Office: Must state that the student has no outstanding debts to the School before any other further step is taken.
   c. 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.
   d. Student Affairs or any other department prescribed at the Clearance form. Students must obtain the signature of each Director or Dean.
   e. Registrar: After all signatures have been obtained, the Registrar will certify the student’s withdrawal and make the proper entry in their records.
   f. The student must settle all financial obligations with PHSU or no transcripts or certifications will be issued.
   g. The withdrawal is allowed until the last day of class (semester/trimester), before start the final exams.

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 student has the option to drop and add course until the first week of classes (beginning the semester/trimester). The Drop/Add Form will be initiated by the student and it is submitted to the Registrar’s Office within the deadline established.

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

**Withdrawal**

In order to withdraw a course after registration the student must complete and submit the corresponding form to the Registrar’s Office. After the deadline established (approximately four weeks after the beginning of the semester/trimester a “W” will be posted on transcript.

**ADMINISTRATIVE WITHDRAWAL POLICY**

The student that is not enrolled after the first week of classes, at the beginning of the academic period and does not have a leave or approved permission to be absent will be considered for administrative withdrawal and the institution might initiate the corresponding action.

**TRANSFER OF CREDITS**

The Ponce Health Sciences University (PHSU) is a higher education institution that offers graduate courses. PHSU has established the following institutional policy to guide the transfer of credits for the courses that students have taken in other academic institutions.

The maximum number of total credits that may be recognized shall not be more than 30 percent of the total number of credits in the curriculum, in order to complete the graduation requirements, except for the Medical Education Program.

A formal/written request for the transfer of credits must be filled at the Admission’s Office in the Deanship of Students Affairs. Requests for transfer of credits must be made no later than the second week of classes of the first trimester/semester for entering students at PHSU.

It is the responsibility of the student to facilitate the official catalog and transcript from the institution on which the courses were taken. Only original transcripts are accepted and must be sent directly from the University of Origin to the Registrar’s Office of PHSU. Only graduate courses from institutions accredited by the Puerto Rico Council of Education (PR-CE) or by a regionally accrediting agency (MSCHE or equivalent) are eligible for transfer of credits.

An ad hoc transfer of credits committee with representation from the Student Affairs and the Academic Affairs and a faculty member and the director of the program the student is enrolled evaluates the requests and make final decisions based on institutional and programmatic transfer of credit policies and procedures.
**Master of Science in Medical Sciences Transfer Credits Policy**

**Purpose:**
Some students of the Master in Science in Medical Science (MSMS) complete all graduation requirements but are unable to fulfill the minimum 3.0 GPA required for graduation. This is the result of a high credit load of several of the MSMS courses and a “C” in a major course may result in non-compliance with the required GPA. These students have to repeat courses to obtain higher grades so that the GPA increases to required levels. However, some of them are accepted to continue post graduate higher education training, such as medical education and are unable to repeat courses in our institution.

The purpose of this policy is to establish a mechanism so that these students complete their MSMS degree while enrolled at another post graduate higher education program.

**Policy:**
MSMS students that comply with all graduation requirements, except the minimum 3.0 GPA and are accepted in a medical education program or another doctoral program the next academic year after initiation of the MSMS program, may be eligible to get credit towards the MSMS degree from courses taken at another higher education institution.

The procedure to achieve this is the following:

- The student must submit the *MSMS Transfer of Credits Request Form* to the Registrar’s Office by the end of the first year of medical education or doctoral training.
- The student must be enrolled in an LCME accredited medical school, a foreign medical school that has been appropriately accredited according to ECFMG ¹ standards, or a doctoral program in an institution of higher education with regional accreditation (such as the Middle States Commission on Higher Education).
- After the student completes the course/s for which transfer credit is requested, the student must request that an official transcript be sent to Ponce Health Science University Registrar’s Office.
- The Associate Dean for Medical Education and the Assistant Dean for MSMS Program will evaluate the courses and grades in the transcript. A special analysis needs to be done for those students in medical schools where they have an “integrated” or “system based” curriculum.
- Only courses with A’s and B’s may be cross transferred to substitute former courses with a C. If the GPA increases at or above 3.0, the student will be certified as eligible for the MSMS degree.
- The Student Promotion Committee will evaluate the results and confirm to the Registrar if the student is a candidate for graduation.
- Students admitted to the MSMS prior to the creation of this policy are eligible and will be notified about this policy.
- The PHSU Registrar may establish an administrative fee for the time and efforts this entails.

---

¹ [http://www.ecfmg.org/about/initiatives-accreditation-requirement.html](http://www.ecfmg.org/about/initiatives-accreditation-requirement.html)  
ECFMG® has announced that, effective in 2023, physicians applying for ECFMG Certification will be required to graduate from a medical school that has been appropriately accredited. To satisfy this requirement, the physician’s medical school must be accredited through a formal process that uses criteria comparable to those established for U.S. medical schools by the Liaison Committee on Medical Education (LCME) or that uses other globally accepted criteria.
• The policy is effective May 5, 2016 and will be in effect for two years, after which it will be revised by the Executive and Policy Committee.

**Clinical Psychology Programs**

Students who apply for admission to the PHSU doctoral programs in Clinical Psychology may transfer up to 24 graduate credits from institutions accredited by the PR-CE or MS-CHE or a regionally equivalent agency. The 24 transfer credits must be approved in programs related to the field of Clinical Psychology. Students with prior graduate work in a field outside mental health may transfer at least 18 credits depending on the nature of the program attended and the equivalency of the courses approved.

The following requirements will guide the evaluation process of those graduate courses submitted for approval:

1. Graduate courses need to be relevant to the field of Clinical/Professional Psychology
2. The requested courses were passed with at least a B grade.
3. The students can demonstrate in an objective manner or through formal written and/or oral examination that they possess the knowledge and skills expected from the courses.

The following courses are frequently equivalent within mental health disciplines and may be transferred from other graduate programs:

- Research Methods
- Test Construction
- Cognitive Assessment and Practicum*
- Group Therapy
- Motivation and Emotion
- Child Psychopathology
- Child Psychotherapy
- Professional Ethics in Psychology
- History of Psychology
- Family Therapy*
- Clinical Psychopharmacology
- Human Sexuality
- Psychology of Addictions
- Geriatric Psychology
- Supervision
- Mental Health Administration
- Forensic Psychology
- Psychoeducational Assessment*
The following courses are not considered for transfer to PHSU Clinical Psychology Programs:

- PSY 522 Psychology of Personality
- PSY 515 Human Growth and Development
- PSY 523 Cognitive Psychology
- PSY 541 Fundamentals of Clinical Psychopathology
- PSY 511 Fundamentals of Neuroscience
- PSY 512 Neuroanatomy Laboratory
- PSY 645 Mood and Anxiety Disorders
- PSY 658 Projective Assessment of Personality
- PSY 667 Short-Term Psychotherapy
- PSY 662 Cognitive and Cognitive Behavioral Therapy
- PSY 747 Personality and Psychotic Disorders
- PSY 818 Clinical Health Psychology

In addition to those courses, the 1100 hours of required clinical practice in the PsyD or PhD programs cannot be transferred for other practice taken at other institutions. *requires demonstration of competence

SATISFACTORY ACADEMIC PROGRESS POLICY

**Doctral Program in Clinical Psychology (PsyD and PhD)**

**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.

**Scope**
This policy applies to all Clinical Psychology (Psy.D) Doctoral Students enrolled at Ponce Health Sciences University (PHSU).

**General Requirements**
**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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Standard</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Psychology Doctorate</td>
<td>5 years</td>
<td>8 years</td>
</tr>
</tbody>
</table>

**Definition of a full time:** Students with an academic load of 6 credits or more per semester will be
considered full time doctoral students. 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 students.

**Definition of less than half time**: Students with an academic load of less than 3 credits per semester will
be considered less than half time or part-time students.

**Completion of Program Requirements**

**Course Requirement**
Students must complete all courses within the established time frame. The Program requires a total of 86
credits.

**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.

**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.

**Clinical Practice Examination (CPX)**
Approval of the Clinical Practice Examination is required upon completion of the last academic year before
the Clinical Internship.

**Doctoral Dissertation Requirement**
A Doctoral Dissertation with oral defense is required for graduation.

**Professional Behavior Requirement**
The students should conduct themselves in accordance with the norms for professional conduct set forth
by Ponce Health Sciences University, the corresponding accreditation agencies, and the Clinical Practice

**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 “P” (Pass) or “NP” (Not Pass) 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 “P’ (Pass) or “NP” (Not Pass) are applicable to Practica and Internship. A grade of “NP” requires repetition. In case of a second “NP” 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.

**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, if the student has not regained SAP, he/she loses financial aid for the following semester.

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

**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 PHSU President within seven working days after receiving the notification.

The Appeal or Due Process for Dismissal presented below must be followed.

The President will evaluate the appeal and the student's academic record. Rejection of the appeal by the President is final. If the President 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 will consider the Ad-Hoc Committee recommendation, and makes the final decision within forty-eight (48) hours. Any decision will be reported to the student in writing. All decisions made by the President are final.

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

**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.

**Enforcement**

The Office of Student Affairs shall have primary responsibility for overseeing this policy and will provide all students upon admission to Ponce Health Sciences University, a copy of this document.

The President, the VP for Academic Affairs and the VP 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.
Master of Sciences in Medical Sciences (MSMS)

A Satisfactory Academic Progress (SAP) policy has been established to ensure that student of Master of Sciences in Medical Sciences complete the academic program within the acceptable time frame and the minimally accepted quality of performance.

General Requirements

1. Time Frame for completion of the Academic Program
   A student of Master of Sciences in Medical Sciences 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Standard</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Sciences in Medical Sciences</td>
<td>1 year</td>
<td>2 years</td>
</tr>
</tbody>
</table>

   a. Definition of Full Time – students with an academic load of six credits or more per semester will be considered Full Time Masters students.

   b. Definition of Half Time – students with an academic load of three to five credits per semester will be considered Half Time Masters students.

   c. 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 Masters students or Less Than Half Time student.

2. Completion of Program Requirements

   a. Course Requirement
      Students must complete all courses within the established time frame. The Program requires a minimum of 40 credits for graduation.

   b. Performance Requirement
      A student must maintain a minimum 3.00 point GPA in a scale of 4.00 point by the end of the 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.

   c. Comprehensive Qualifying Examination Requirement (CQX)
      A Comprehensive Qualifying Examination must be taken at the end of the academic year. The maximum time allowed to take this examination is three attempts within one year according to the program time frame. A passing score for CQX 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 Health Sciences University and the corresponding accreditation agencies. Satisfactory Academic Progress is required for financial aid eligibility.
Grade Requirement
In order to graduate, the student should complete all requirements and maintain a minimum grade point average of 3.00 point in a scale of 4.00 point by the end of the year and pass the CQX. Satisfactory Academic Progress is required for financial aid eligibility.

1. A grade of “F” in any course or student with less than 3.00 points GPA will be referred to the Student Promotion Committee (SPC).
2. 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 Master Program.
3. A student repeating a course or with a GPA less than 3.00 is considered in academic probation.
4. If the student fails to obtain a 3.00 point GPA or better after repeating course(s), he/she will be considered for dismissal from the academic program.
5. 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.
6. Grade of “P” (Pass) or “NP” (No Pass) is applicable to the Comprehensive Qualifying Examination. A grade of “NP” requires repetition. The maximum time allowed to take this examination is three attempts. In case of a third “NP” grade, the student will be considered for dismissal from the academic program.
7. 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 semester or an administrative “F” will replace it.
8. A student with less than 3.00 points GPA or has No-Pass grade in the CQX is not in satisfactory academic progress and is considered in academic probation.
9. If the dismissal decision is reversed by due process, the student will not be considered in SAP and will be placed on academic probation for one semester.

Professional Behavior Requirement
The students should conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Sciences University. In case of unacceptable professional behavior, the corresponding Dean or the Program Chairperson will refer the case to the Promotions Committee. If the recommendation of the Student Promotion Committee is to dismiss the student, the student has the right to follow the appeal process.

Appeal Process
Students who are notified by the Associate Dean of Medical Education a decision of the Students Promotion Committee (SPC) that he/she must repeat failed courses during the next academic year or to be dismissed from the master’s program, have the right to appeal the decision within seven working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will request reconsideration in writing to the School of Medicine SPC and include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. The SPC has 48 hours to submit its decision to the Associate Dean for Medical Education, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Medicine. The appeal must be submitted in writing within seven working days after receiving the notification. The Dean of
Medicine will evaluate the appeal and the student’s academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Medicine. The Dean of Medicine 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 Dean of Medicine is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The Department Chairperson, the Associate Dean for Medical Education or the VP for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of Medicine sustains the decision after the appeal process, the student may appeal to the Vice-President for Academic Affairs and then to the President.

Financial Aid Eligibility
Financial Aid eligibility is contingent upon satisfactory academic progress. Please refer to the institutional policy on Satisfactory Academic Progress published by the Office of Financial Aid.

Enforcement
The Office of the Vice President for Student Affairs shall have primary responsibility for overseeing this policy and will provide all medical students a copy of this document upon admission to Ponce Health Sciences University School of Medicine.

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

ADMINISTRATION ANNOTATION AND GRADING SYSTEM

For administrative purpose, the University has established the following annotation system:

<table>
<thead>
<tr>
<th>Annotation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>NP</td>
<td>Not Pass</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td></td>
<td>Applies only to Dissertation/Thesis and Field Works</td>
</tr>
<tr>
<td>E</td>
<td>Extended</td>
</tr>
<tr>
<td></td>
<td>Applies only to Internship and Field Works</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>
AW  Administrative Withdrawal
D  Dismissal
R  Repeated  Modifier to another grade

<table>
<thead>
<tr>
<th>Grade</th>
<th>All Other Programs</th>
<th>Biomedical and MSMS Program</th>
<th>Points</th>
<th>Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>87-100</td>
<td>4</td>
<td>H – Honor (90-100)</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>77-86</td>
<td>3</td>
<td>P – Pass (70-89)</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>67-76</td>
<td>2</td>
<td>F – Fail Below 70</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>Below 67</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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. (Refer to Academic Programs’ section for the grading system)

**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:

1. 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.
2. A clerical error made by the Professor or Registrar.
3. 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.

**GUIDELINE FOR THE VALUE OF ATTENDANCE/PARTICIPATION IN THE PRE-CLINICAL COURSES**

The Attendance Policy of Ponce Health Sciences University published in the institutional Catalog establishes that:

*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.

**MSMS Guideline of Attendance**

According to our PHSU Policies, attendance to in-class sessions and all scheduled activities is mandatory. Therefore, attendance will be tracked in all in-class and review sessions using the iClickers Reef Polling System. For other scheduled activities such as {Small Group Discussions and labs, as relevant to course} and exams we will use paper attendance sheets. Signature on attendance sheets should be in full, not with initials and signature may be added only by each individual next to her/his name (one may not sign for another student; doing so is a violation of the academic integrity policy and will be reported to student affairs and entered into the student record).

Excuses due to illness or other serious circumstances require authorization by the Office of the Vice President for Academic Affairs. In order for the excuse be considered, the student must inform the Course Director of the absence and process an official excuse through the Office of the Vice President of Academic Affairs with Mrs. Wilda Vélez (wvelez@psm.edu), which must be received no later than 5 working days after the absence.

In order to maintain a good attendance to all course activities, the following measures will be implemented:

- An attendance log with the signature of the student will be maintained for exams and {small group discussions, labs, include as appropriate for course} as required by the Registrar.
- Students with less than 75% of attendance to academic activities at the mid-term of the course will be given an appointment with the course director for the mid-course feedback. Students will be referred for counseling services as deemed necessary.
- Students with less than 75% of attendance at the end of the course will be referred to the Students Promotion Committee for failure to comply with school policies and regulations. Sanctions may include a written admonition.
- As described above, points for participation in the in-class sessions will be assigned as Y% of the final grade using the audience response system.
- Points for attendance to group discussions are also used for the calculation of the final grade as discussed above.

**ACADEMIC POLICY ON PUNCTUALITY AND TOTAL TIME ALLOCATED FOR EXAMINATIONS**

It is the responsibility of all students to arrive on time for all educational activities, especially the examinations. To ensure fair procedures when exams are offered, the following rules will be enforced:

1. Instructions for examinations shall be given at the time the examination is scheduled.
2. The faculty member in charge of the examination will inform the students the maximum time allocated to answer all the questions, which is usually one to one and half minutes per question. Only students with approved reasonable accommodations will have adjusted time limits for exams.
3. For computer-based exams, as soon as any technical issues are addressed, examinations will officially begin and the exam start time noted by exam proctors.
4. To minimize disturbances to other students, no student will be admitted to an examination room more than 30 minutes after the time the examination is scheduled.
5. Students arriving less than 30 minutes late to the examination room will be permitted to take the examination.
6. For students arriving late, but within the 30 minutes window, only the time remaining since the exam start time (point 3 above) will be allowed to complete the exam, no additional working time will be allowed.
7. The faculty in charge of the examination will indicate to the student who arrives late, the time she/he has lost and the time remaining.
8. When the time assigned to the student is over, the student must upload the examination, at the request of the faculty. Failure to do so will be considered a violation of professional conduct, may result in a score of 0 in the examination and will be reported to Student Affairs Office. Failure to complete and upload the exam within the allotted time will result in a deduction of one (1) point per minute late the exam is uploaded after the official stop time.

Students with a personal, health or family emergency must report the situation and submit relevant documentation to the Office of Academic Affairs with Mrs. Wilda Vélez (wvelez@psm.edu).

This academic policy of the School of Medicine was approved by the Medicine Program Curriculum Committee on October 3, 2016 and is effective immediately and currently active.

**INCOMPLETE WORK**

Incomplete work due to illness or other serious circumstances during the course that is not made up by the end of the term will be reported as an Incomplete to the Registrar’s Office. Upon completion and grading of the missing work, as determined by the Course Director and Faculty, a change of grade report will be filed with the Registrar’s Office to award the earned final grade. At the earliest possible time during or immediately after an absence that results in inability to complete course requisites, the student must communicate with the Course Director to make appropriate arrangements. Faculty are not obligated to repeat in-class session/groups discussions that were presented at scheduled times and dates. Communication with the Course Director does not replace nor substitute the student’s obligation to properly notify and be excused by the Office of the Vice President of Academic Affairs.

**DISSERTATION**

A student registered in dissertation will be considered a full-time student. The cost of the dissertation will be $2,184 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.

**LEAVE OF ABSENCE**

The purpose of this policy is to establish the definition, policy and process for students requesting a Leave of Absence at Ponce Health Sciences University.

**Scope**
This policy applies to all students at PSHU. Authority to review and approve a leave of absence is held with the Registrar, Financial Aid Director and Vice President for Academic Affairs.

**Definitions**

*Leave of Absence:* Defined as an authorized temporary interruption of a student’s program of studies due to documented extenuating personal circumstances or medical reasons.

**Policy**

A student must request from the Registrar’s office an LOA at least 30 days prior to the LOA commencement date, unless medical circumstances require immediate authorization (e.g., automobile accident). A personal or medical leave may be authorized when a student is experiencing compelling personal and medical circumstances that are temporarily affecting his/her academic progress. The students must submit a physician’s note certifying the medical problem or reason. The total time of leave cannot exceed 180 days within a 12 month period. A student who fails to return after an authorized LOA will be academically withdrawn and an R2T4 calculation will be performed and subsequently an exit counseling instructional letter will be sent to the student.

**MILITARY LEAVE**

The purpose of this policy is to establish the definition, policy and process for students requesting a Military Leave at Ponce Health Sciences University.

**Scope**

This policy applies to all students at PSHU. Authority to review and approve a military leave held with the Vice President of Students Affairs, Registrar, Financial Aid Director and the Vice President of Academic Affairs.

**Definitions**

*Military Leave:* Defined as an authorized temporary interruption of a student’s program of studies due to a call to be into active military service.

**Policy**

Ponce Health Sciences University (PHSU) supports its students who are members of a military reserve unit or the National Guard and are called into active military service by the United States. To assist them as well as protect and safeguard their status as PHSU students, the University has adopted the following guidelines:

A student in good standing should immediately file a written request for a Military Leave with the Dean of the appropriate School in which the student is enrolled along with a copy of the military orders. All documentation must be delivered to the Office of the Registrar.

A Military Leave will be granted for the term of service stipulated in the military orders. Any request to extend the Military Leave should service require more than the period stipulated in the original orders, will
be processed once official documentation from the student’s branch of service is received by the Registrar and a written extension request is submitted by the student. To facilitate the return process, the Dean’s Office will notify the Registrar so the student’s record will be flagged as a Military Leave.

The student will receive a full refund of tuition and fees paid to PHSU if the request for a Military Leave is filed prior to the last day to drop classes.

The student will have a choice of three options if the request for a Military Leave is received after the last day to drop classes:

a. A full refund of tuition and fees, no credit awarded for work completed during the semester.

b. An Incomplete grade in all courses with the right to complete all coursework at a future date without further payment of tuition or fees and a designation that the incomplete was incurred due to active military service. A student returning from Military Leave will have one Academic Year to complete their incomplete coursework once he/she is re-enrolled.

c. A grade in each course, if the professor of each class believes sufficient work has been completed.

d. Options B & C may be combined should circumstances warrant.

Student benefits (Student Health Insurance, etc.) will be terminated on the date of withdrawal. For a refund of a pro-rata portion of any premium paid for health insurance coverage, the student is required to provide a written request for a refund to the insurance carrier as provided in the certificate of coverage. Please contact the Office of Student Affairs for information.

All applicable financial aid awards will be refunded to the appropriate agencies, and repayments of federal student loans will be calculated in accordance with federal guidelines.

Students on Military Leave will be required to return university property, such as university computer equipment, library books, laboratory equipment, etc. in order to receive a refund or re-enroll.

Re-enrollment from Military Leave:
A student returning from Military Leave shall be guaranteed a place in a class at the beginning of the semester in which they seek to re-enroll.

If a student elected to take an incomplete in a course, upon re-enrollment the student should follow PHSU policies and regulations regarding the processing an Incomplete coursework as applicable to their course of study. The Office of Students Affairs and the Office of the Registrar will give the proper orientation to the student. If the course is no longer offered, or if the faculty member is no longer with the Institution, the returning student will receive a full tuition credit for a replacement course and the possibility of co-validation of coursework with current PHSU offerings will be considered.

A policy cannot address every circumstance that may arise when students are called to active duty. A student should consult with the Vice President for Student Affairs and the Office of the Registrar. Appeals of a decision may be made to the Vice President for Academic Affairs and the Dean of the corresponding school in which the student is enrolled.
The University adheres to all applicable federal, Commonwealth, and local regulations concerning the privacy or confidentiality of student records, including, but not limited to the Family Educational Rights and Privacy Act (FERPA). Faculty members are required to strictly comply with the University’s FERPA policy in their administration and use of student record.


For the purposes of this policy, Ponce Health Sciences University has used the following definition of terms.

1. **Student**
   Any duly registered person who attends or has attended any of the Ponce Health Sciences University academic programs.

2. **Educational Records**
   Any record (in handwriting, print, tapes, film or other medium) maintained by Ponce Health Sciences University is an agent of the School, which is directly related to a student, except:
   a. A personal record kept by a staff member if kept in the sole possession of the maker of the record; the record must not be accessible or revealed to another person, except a temporary substitute for the maker of the record.
   b. Records created and maintained by the Ponce Health Sciences University to comply with the federal rules and regulations and privacy preservation concerns.
   c. An employment record of an individual, whose employment is not contingent on their student’s status, provided the record is used only in relation to the individual’s employment.
   d. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized
professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.

e. Alumni records containing student(s) information after they are no longer in attendance at the Ponce Health Sciences University and which do not relate to the person as a student.

(Note: A college or university is required by Section 99.7 of the FERPA regulations to provide students annual notification of their FERPA* rights. Its policy must include the method it will use to inform students.)

- Students will be notified of their FERPA rights annually by publication in the student handbook;
- Students will be notified of FERPA rights annually by publication in the student bulletin; or
- Students will be proved a statement of their FERPA rights in their registration packets.

3. Procedure to Inspect Education Records
Students may inspect and review their own academic records upon approval of the Registrar.

Students should submit to the Registrar or Record Officer a written request, which identifies precisely as possible the record or records he or she wishes to inspect.

The Record Custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 15 days or less from receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the record related to the student.

* The Family Educational Rights and Privacy Act of 1974

4. Right of University to Refuse Access
Ponce Health Sciences University reserves the rights to refuse to permit a student to inspect the following records:

a. Letters and statements of recommendation for which the student has waived the right of access, or which were placed in the file before, January 1, 1975.

b. Records connected with an application to attend Ponce Health Sciences University if that application was denied.

c. Those record which are excluded from the FERPA definition of education records.

5. Refusal to Provide Copies
(Note: With an understanding that if cannot deny students access to their records, Ponce Health Sciences University is required to describe the circumstances in which it may deny students a copy of their education records.)

Ponce Health Sciences University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

a. The student has an unpaid financial obligation to the University.

b. There is an unresolved disciplinary action against the student.

6. Fees for Copies or Records
The fee for copies will be $3.00 each. (Note: A college or university may not charge for search and
7. Types, Locations and Custodians of Educations of Records  
(Listing required. Types, Locations and Custodians are examples)  
The following is a list of the types of records that Ponce Health Sciences University maintains their locations and their custodians.

<table>
<thead>
<tr>
<th>Types</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants Records</td>
<td>Admission’s Office</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>Admissions Records of Matriculated Students</td>
<td>Registrar’s Office</td>
<td>Registrar</td>
</tr>
<tr>
<td>Cumulative Academic Records (Current Students, after graduation, withdrawals and transferred students)</td>
<td>Registrar’s Office</td>
<td>Registrar</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Student Affairs Office</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>Documents for Financial Aid</td>
<td>Financial Aid Office</td>
<td>Director of Financial Aid</td>
</tr>
</tbody>
</table>

8. Disclosure of Education Records  
Ponce Health Sciences University will disclose information from a student’s education records only with the written consent of the student, except:

a. The school officials who have a legitimate educational interest in the records. A college or university is required to specify the criteria for school officials and for legitimate educational interest. The following are Ponce Health Sciences University criteria: A school official is:
   - A person employed by the University in an administrative, supervisory, academic or research, or support staff position.
   - A person elected to the Board of Trustees.
   - A person employed by or under contract to Ponce Health Sciences University to perform a special task, such as the attorney or auditor.
   - A school official has a legitimate educational interest if the official is:
     - Performing a task that is specified in his or her position description or by a contract agreement.
     - Performing a task related to a student’s education.
     - Performing a task related to the discipline of the student.
     - Providing a service of benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

b. To officials of another school, upon request, in which a student seeks or intends to enroll. FERPA requires a college or university to make a reasonable attempt to notify the student of the transfer unless it states in its policy that is intends to forward records on request.

c. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

d. In connection with a student’s request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

e. If required by a state law requiring disclosure that was adopted before November 19, 1974.
f. To organizations conducting certain studies for or behalf of the Ponce Health Sciences University.

g. To accrediting organizations to carry out their functions.

h. To parents of an eligible student who claim the student as a dependent for the income tax purposes.

i. To comply with a judicial order or a lawfully issued subpoena.

j. To appropriate parties in a health or safety emergency.

k. Directory information so designated by Ponce Health Sciences University.

l. The result of any disciplinary proceeding conducted by the Ponce Health Sciences University against an alleged perpetrator of a crime of violence to the alleged of that crime.

m. PHSU complies with the FERPA USA Patriot Act: Public Law 107-56: DCL April 12, 2002 Section 507. PHSU follows the provisions outlined in the regulations as follows: PHSU only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

9. Record of Request for Disclosure

Ponce Health Sciences University will maintain a record of all requests or disclosure of information from student’s education records. The record will indicate the name of a party making the request, any additional party to whom it may be re-disclosure and the legitimate interest the party had in requesting or obtaining the information. The record may be requested and reviewed by the parent or eligible student.

10. Directory Information

(Note: Disclosure of Directory Information is optional. If the opinion is exercised, a college or university is required to list the items it has designated as Directory information).

Ponce Health Sciences University designated the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and previous school attendance and photograph, email, height and weight, honors, education. Ponce Health Sciences University may disclose any of those items without prior written consent, unless notified in writing to the contrary by the student.

The following are not considered as part of the directory information: social security number, religion, ID Number, gender, race, grades, nationality and GPA.

11. Correction of Education Records

(Note: Ponce Health Sciences University includes in its policy a procedure for the correction of records).

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedure to correct a record:

a. A student must ask the official Ponce Health Sciences University to amend a record. They should write Ponce Health Sciences University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

b. Ponce Health Sciences University, registrar or Record Officer, may comply with the request or it may decide not to comply. If it decides not to comply, Ponce Health Sciences University, registrar or Record Officer, will notify the student of the decision and advise them of their right to a hearing to
challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

1. Upon request, Registrar of Ponce Health Sciences University, will arrange for a hearing, and notify the student, reasonable in advance, of the date, place, and time of the hearing.

2. The hearing will be conducted by a Hearing Committee of three members who are disinterested parties; however, the hearing committee members may be officials of the Institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education record. The student may be assisted by one or more individuals, including an attorney.

3. Ponce Health Sciences University Hearing Committee will prepare a written decision based on the evidence presented at the hearing and it will be submitted to the President to take the corresponding action. The decision will include a summary of the evidence presented and the reason for the decision.

4. If the President decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will be notifying the student that they have a right to place in the record a statement commenting on challenged information or a statement setting forth reasons for disagreeing with the decision.

5. The statement will be maintained a part of the student’s education records as long as long as the contested portion is maintained. If Ponce Health Sciences University discloses the contested portion of the record, it must also disclosure the statement.

6. If the President decides that the information is inaccurate, misleading, or in violation of the student’s right of privacy, the President will order the registrar to amend the record and notify the student, in writing, that the record has been amended.

12. The Solomon Amendment and FERPA

The Solomon Amendment requires institutions to provide directory-type information on students who are 17 years of age or older upon request of representatives of the Department of Defense for military recruiting purposes. This information—“student recruiting information”—includes: student’s name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, and the most recent previous education institution at which the student was enrolled.

A request for student recruiting information under Solomon must be honored unless there is an exception in the law which precludes the institution from providing the requested information. The most important exceptions are that the university:

a. Have a long-standing policy of pacifism based on historical religious tradition;

b. Certify that such information is not collected by the institution;

c. Certify that each student concerned has formally requested to withhold “directory information “under FERPA from third parties.

The definitions of the terms “directory information” (FERPA) and “student recruiting information” (Solomon) are not synonymous.

All students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

SOCIAL SECURITY NUMBER USE AND MANAGEMENT POLICY
PONCE HEALTH SCIENCES UNIVERSITY (PHSU) is committed to maintaining the privacy and confidentiality of Social Security numbers (SSNs). PHSU is cognizant of the risk the improper disclosure of SSNs can have on individuals who have entrusted the information to PHSU, including the risk of identity theft. The collection, management and display of SSNs be controlled, and that the use of a SSN as an identification number is limited. A SSN may not be used as a primary identifier in a University system and never be used on any public list.

- SSNs may only be requested in certain cases, such as when required by law or for business purposes with certain third party providers, with appropriate disclosure of its use.
- On-line and off-line systems that maintain SSN data must have adequate security controls implemented to protect its confidentiality and integrity.
- PHSU Primary ID (“UPI”) number will serve as the primary identification number for University students, faculty and staff. A UPI is assigned to all persons affiliated with the University, and is displayed on the University’s ID Card.

Violations of this policy are to be reported to the University’s Compliance Officer.

**Scope**

This policy sets forth the framework for PHSU’S collection, management and use of Social Security numbers (SSN) and is applicable to all PHSU units.

- This policy will not apply to clinical and patient systems maintained by PHSU that are required to use the SSN for billing and healthcare coordination purposes.
- SSNs are considered an identifier under the Health Insurance Portability and Accountability Act (HIPAA).

**Requirements for Appropriate Use and Management of Social Security Numbers (“SSNs“)**

1. **Collection of SSNs for University records**
   1.1 SSNs may be collected and recorded when needed by federal or state governmental agencies or by outside third parties mandated to collect SSN information (example: health care providers, student’s loans, etc.).
   1.2 PHSU employees authorized to collect SSNs may request a SSN during the execution of their duties if a primary means of identification, such as the UPI number, is not known or available.
   1.3 PHSU employees may not collect SSNs, except for those purposes noted below. Enrollment: Those wishing to enroll in academic offerings at the
      1.3.1 PHSU- both credit and non-credit - may be required to provide a SSN for secondary identification purposes. IRS regulations require PHSU request a SSN as a Taxpayer ID number for use in tax reporting. In addition, any student applying for Financial Aid must provide a SSN to the University. If a person enrolling in PHSU academic offering - credit or non-credit - cannot provide a SSN, certain services, such as transcripts, enrollment verification, tax reporting, and financial aid may not be available to the
individual, and the University cannot guarantee a complete academic record for the individual.

1.3.2 Immigration Law: A SSN may be collected as necessitated by immigration law or regulations.

1.3.3 Certification Exams/Cooperative Experiences/Internships: A SSN is required to be collected and reported for students who are taking certification exams if mandated by the certifying agency. Students participating in internships OR Coop experiences may also require the student to provide a SSN for the other entity.

1.3.4 Employment: Any person employed by PHSU must provide a SSN as the taxpayer ID number as directed by the IRS. This includes all employees, including part-time and student employees. Providing the SSN is a condition of employment. Applicants for employment must also provide a SSN, if requested, for mandatory background checks.

1.3.5 Employee Benefits: If required by a benefits provider, the SSNs of dependents may be collected to receive service. PHSU may also release an employee's SSN to benefit providers.

1.3.6 Payment for Personal or Professional Services: Any person providing services to PHSU as an independent contractor, invited speaker (honorarium) or research subject for which payment will be made, must provide a SSN as the taxpayer ID number per IRS regulations. These taxpayer ID numbers will be stored in the Finance Department as part of the vendor record.

1.3.7 Other Entities: The SSN may be released to entities outside PHSU where required by federal or state law, regulation or procedure, or if the individual grants permission.

2. Maintaining the Security and Privacy of SSNs

2.1 All records containing SSNs, whether on or off-line, will be considered confidential information and should be maintained appropriately to protect the confidentiality and integrity of this information.

2.2 PHSU will take reasonable precautions to protect SSNs for all individuals who provide it.

2.3 A SSN may not be used as a primary identifier in PHSU system.

2.4 If and when records including SSNs are no longer needed, disposal of the records must follow University information retention and destruction policies and procedures.

2.5 SSNs are considered to be confidential data and may not be used for purposes of data mining.

2.6 SSNs may not be used, in part or in whole, as a user ID or password for accessing a computer system or for generating any type of identifier.

2.7 SSNs in their entirety or in any portion may not be used nor posted where they can be exposed to the public, including time cards, class rosters, grade rolls, and bulletin board announcements.

2.8 SSNs may not be used as an identifier for the collection of data for research or academic purposes.

3 Security Controls for Computer Systems Maintaining SSNs
3.1 Systems storing SSNs must contain security controls that protect the integrity and confidentiality of this information. Controls must include:

3.1.1 Authorization controls that require a user ID and password and that restrict access to information on the system based on an individual’s job responsibilities.

3.1.2 Network security controls, in which any system with SSNs must be protected by a network firewall and any other security control ordered by IT Department.

4 SSNs Shared with Third Parties

4.1 SSNs may not be shared with third parties, with the exceptions of:

4.1.1 As required or permitted by law.

4.1.2 With the consent of the individual.

4.1.3 Where the third party is an agent or contractor for the University and has demonstrated that controls are in place to prevent unauthorized distribution.

Sanctions

It shall be the responsibility of each unit/Department of PHSU to meet the requirements set forth in this policy. Violation of this policy may result in disciplinary action up to and including termination of employment. Violation may also result in civil and criminal penalties based on state and federal privacy statutes. PHSU acknowledges that a violation of this Policy is subject to administrative penalties from the Consejo de Educación not less than $500 up to $5,000. (Law 186 for 2006, Article 2.)

Additional Information

For additional information about this policy, or to file a report, contact the University’s Compliance Officer.

DIVERSITY POLICY

The mission of School of Medicine of Ponce Health Sciences University is to provide high quality education in medicine to the population we serve, through an innovative curriculum, while preparing students to be ethical practitioners. Our institution strives to provide students and faculty an exposure to a diverse population so they can succeed in an increasingly diverse workplace and global communication culture.

In the publication of the Association of American Medical Colleges, Roadmap to Diversity, in its second edition of 2014, it is exposed that a key driver for high-quality health care in this time of unequal access to health care, is to educate. They state: “A shared objective of the majority of U.S. medical schools is to arrive at a destination where a diverse class—including a racially and ethnically diverse class—enhances teaching and learning for all students and contributes to graduates’ capacity to provide comprehensive, high-quality medical care in all communities.” An academic environment that fosters the interaction among a diverse student and faculty body will significantly contribute to prepare our graduates to provide the high-quality care all communities deserved.

Several racial and ethnic minority groups as well as people from socioeconomically disadvantaged backgrounds are significantly underrepresented among health professionals in the United States. Underrepresented minority groups have traditionally included African-Americans, Mexican Americans, Native Americans and mainland Puerto Ricans. Numerous public and private programs aim to remedy this underrepresentation by promoting the preparedness and resources available to minority and
socioeconomically disadvantaged health professions candidates and the admissions and retention of these candidates in the health professions pipeline and workforce.

Being Ponce Health Sciences University School of Medicine a medical school in Puerto Rico, in accordance to the mission “to provide high quality education to the population we serve” our students and faculty members are mainly Puerto Ricans and Hispanics for which one of the groups we define as diverse for our academic community of students, faculty and administrators is Non-Hispanic group. Anyone who is not from Hispanic or Latino origin/ethnicity adds diversity to our academic environment.

The MD Students Admission Committee had already identified diversity as a desirable characteristic in the student body in its policy: The school values having a diverse student population from all areas of the country and therefore accepts candidates from the mainland; nontraditional academic background; etc. When completing the medical career, our students are better equipped to care for patients in a diverse society.

Two other groups that will add diversity in our student body and eventually to the physicians’ workforce are low socioeconomic status and first generation university students. We strongly believe that having these groups represented among our students will help prepared our graduates to better address the issues related to health disparities in our communities. The Junta de Planificación de Puerto Rico defines low socioeconomic status when individual or family income is under $19,000.00 annually. First generation university students are those whose parent neither have nor attained a college degree.

All administrative and academic units of the medical education program will develop programs, partnerships and make ongoing systematic efforts for to enhance the recruitment and retention of the diverse groups identified in this policy to our student body, faculty and senior administrative staff. They also should document and monitor these efforts and its effectiveness in achieving representation of these groups in our academic community.

Approved by the Medicine Program Policy Committee 12-12-2014
Legal Review 1-30-2015

GRIEVANCE POLICY

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

Violation to PHSU 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.

Procedure

Any member of the academic community will report any incident of abuse or violation to PHSU policies. The incident should be reported to the Vice President for Student Affairs or designee.

The Vice President for Student Affairs or designee will gather all pertinent information on reported cases.
Early communication and intervention will 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 Vice-President 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 Vice-President for further action. The Vice-President will inform the student of the decision. The whole process should be addressed within three months.

After receiving the notification by the Vice-President, the student has the right to appeal the decision in writing to the President of PHSU within seven working days.

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

**Appealing (Due Process)**

The President will evaluate the appeal and the investigation report. Rejection of the appeal by the President is final. However, the President may overturn the decision. If the President 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 reevaluate 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 its report. The President 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 made by the President will be final.

**TUITION PAYMENT AND REFUND POLICY**

For more details of PHSU tuition and fees please refer to: [www.psm.edu - TUITION & FEES](http://www.psm.edu - TUITION & FEES)

ALL TUITION AND FEES ARE PAYABLE ON OR BEFORE REGISTRATION.

Ponce Health Sciences University reserve the right to increase the tuition or other fees as deemed necessary.

**Change in Tuition Cost**

Tuition is set by the Ponce Health Sciences University Board of Directors and is subject to change without
previous notice. It is the students’ responsibility to arrange to pay their total tuition, fees and full charges in order to complete their registration if they wish to be admitted to classes. Students who may be eligible for financial assistance should consult the financial aid office as early as possible.

**Refund Policy**

Complete withdrawals and/or DROP of individual courses

1. Registration Deposit guaranteeing admissions is not refundable.
2. Students withdrawing prior to start classes will receive complete refund for tuition and fees.
3. After beginning classes there will be no refund on fees.
4. Students withdrawing on or before the end of the first week of classes will receive 80% refund of tuition.
5. 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.
6. After the second week of classes, there will be no refund.

**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 otherwise 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.

**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 will 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 Vice President of Students 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.

**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.

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.

**ACADEMIC INTEGRITY**

Ponce Health Sciences University subscribes to the principle of Academic Integrity or Academic Honesty:

Any type of academic dishonesty by students or faculty is unacceptable behavior at Ponce Health Sciences University. Two specific forms of academic dishonesty are **cheating** and **plagiarism**. The following sections describe Ponce Health Sciences University’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 Health Sciences University 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 Health Sciences University 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 Vice President of Academic Affairs and the Vice President 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 with a recommendation for dismissal from Ponce Health Sciences University.

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 PHSU 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 Health Sciences University considers such behavior as unacceptable from any person of the academic community. Behaviors that are considered examples of plagiarism include:

1. Appropriating ideas by another author as the presenter’s original ideas.
2. Copying word by word the work of another person without due citation.
3. Downloading information from the internet and presenting it as original work.
4. Presenting work as the result of the presenter’s independent effort without acknowledging the contribution of co-authors or collaborators.
5. Taking a report or work done by another person (or purchasing it from internet or other sources) and presenting it as his/her own.
6. 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 Health Sciences University 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 Vice President of Academic Affairs and the Vice President 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:

1. A note or letter to the individual’s record.
2. Requirement to complete an alternative assignment or examination.
3. Repetition of a course.
4. A failing grade for an assignment.
5. A failing grade for a course.
6. Dismissal from Ponce Health Sciences University.
7. Any other disciplinary action exposed in the Offenses and Sanctions PHSU 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 Health Sciences University encourages an informal approach as described previously to resolve concerns about self-plagiarism.

Any student or member of PHSU 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 Health Sciences University.

**CONFLICT OF INTEREST IN THE STUDENT-FACULTY RELATIONSHIP**

**Policy Statement**

The health professionals and faculty/staff who provide psychiatric/psychological/personal counseling or other sensitive medical and healthcare services to University (PHSU) students will have no involvement in the academic, professionalism, or disciplinary evaluation, promotion, or dismissal of students receiving those services.

**Purpose of Policy**

It is essential to have a separation of roles to assure confidentiality in the provision of health and counseling services to PHSU students and absence of conflict of interest in PHSU student evaluation, promotion, and dismissal.

**Procedure**

Members of the PHSU faculty assigned to evaluate students or to make decisions regarding the promotion or possible disciplinary action of students for whom they have provided psychiatric/psychological/personal counseling or other sensitive health services are obliged to report the conflict of interest to the block or clerkship director so that the student or faculty/staff can be reassigned to preclude any conflict of interest, real, perceived, or potential.

Students who have been assigned to a course, preclinical experience or clinical clerkship rotation in which they would be evaluated by a member of the faculty or staff who has provided them with psychiatric/psychological counseling or other sensitive medical or health services, should report the real, perceived, or potential conflict of interest to the block or clerkship director as soon as they receive the assignment so that there will be no involvement of said faculty/staff in the academic evaluation or promotion of the student. Students that do not report such conflict of interest by 2 days after the initial contact with the faculty member resign to their right to be assigned a different evaluator.

In the event that the student or faculty has not been re-assigned after reporting of the conflict, the student should report the matter to the Vice President of Students Affairs for resolution. Similarly, if faculty or students are involved in a hearing for a possible adverse action related to academic, professionalism, or disciplinary matters, they should notify the Chairperson of the Student Promotion Committee or the Vice President of Students Affairs if one or more members of the hearing committee has provided a student with any psychiatric/psychological counseling or other sensitive medical or health services, so that the faculty can be excused from the committee.
Evaluation instruments shall include a disclaimer in which faculty members attests that they have not had a professional relationship with students that could affect their judgment upon evaluation of the students.

**STANDARDS OF CONDUCT IN THE TEACHER-LEARNER RELATIONSHIP**

Ponce Health Sciences University 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**

<table>
<thead>
<tr>
<th>Duty</th>
<th>Ponce Health Sciences University faculty has 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrity</td>
<td>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.</td>
</tr>
<tr>
<td>Respect</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Commitments of Faculty**

1. We pledge our utmost effort to ensure that all components of the educational program for students, interns and residents are of high quality.
2. As mentors for our students, interns and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
3. 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.
4. 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 wellbeing.

5. 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.

6. 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.

**Commitments of Students, Interns, and Residents**

1. We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.

2. We cherish the professional virtues of honesty, compassion, integrity, loyalty and dependability.

3. 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.

4. 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.

**HONOR CODE**

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

**Honor Code Statement of Principles**

**Preamble**

In their pursuit for academic, personal and professional excellence, students of the Ponce Health Sciences University 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.

**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 Health Science University 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 Health Sciences University community: students, faculty and administration.

**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 Vice President for Academic Affairs. That representative will deliver the report of the incident to the President who will authorize an investigation. The President will appoint two investigators from the Ponce Health Sciences University 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 the Promotion Committee.

**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 no 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
Sanctions
The following actions will be taken against a student who is found guilty of a violation of the Honor Code:

1. **Reprimand such as:** warning letter, verbal or written admonition, place of letter with findings of violation in the formal academic record.
2. **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.
3. **Failure of Course:** The Promotion Committee will recommend to the President of the Ponce Health Sciences University and subject to his final authority, that a student be given a failing mark in a course connected to the Honor Code violation.
4. **Suspension:** The student will 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.
5. **Expulsion:** Permanent dismissal from Ponce Health Sciences University.

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.

**APPELLING (DUE PROCESS) to the president**

The President will evaluate the appeal and the investigation report. Rejection of the appeal by the President is final. However, the President may overturn the decision. If the President 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 reevaluate 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 its report. The President 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 made by the President will be final.

**INDEPENDENT STUDY COURSE**

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 will that apply:

Any student will, 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 will be taken as independent studies.
2. No clinical, research or courses requiring laboratory can be taken as independent study.
3. An independent study course will not exceed one academic semester/trimester. The student will not, in a given semester/trimester, take more than two independent study courses.
4. Courses being offered during the same session will 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.

**INSURANCE FOR STUDENTS**

**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 or visit the webpage: [http://www.ssspr.com/SSSPortal](http://www.ssspr.com/SSSPortal)
**Disability Insurance**

Beginning in the fall of 2001, it is required that all Ponce Health Sciences University 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.

**INTERPERSONAL ABUSE**

Personal abuse will not be tolerated at PHSU. 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 reported by any member of the academic community. The incident should be reported to the Vice President of Students Affairs or designee.

The Vice President of Students 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 will 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 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 for further action. The whole process should be addressed within three months.

**NON-DISCRIMINATION POLICY**

The Ponce Health Sciences University (PHSU), as an educational institution and as an employer, values equality of opportunity, human dignity and racial/ethnic and cultural diversity. Accordingly, the University 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 University will continue to take affirmative steps to support and advance its values consistent with the PHSU mission. This policy applies to admission, students, employment and access to and treatment in PHSU programs and activities. This is a commitment made by the PHSU and is in accordance with federal, state and/or local laws and regulations.
OFFENSES AND SANCTIONS

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, etc.
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 Health Sciences University.
8. Carelessness in the operation or use of equipment which will 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 Health Sciences University.
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.

Sanctions

Any offense or violation to the School policies or regulations will 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 Health Sciences University.

**REASONABLE ACCOMMODATION**

PHSU Admissions Office and the Admissions’ Committee act in accordance with “Americans with Disabilities Act of 1990” which includes changes made by the ADA Amendments Act of 2008, which became effective on January 1, 2009.

PHSU is committed to provide reasonable accommodation for a student academically qualified who has a disability. ADA defines “qualified individual” as an individual who, with or without reasonable accommodation, can perform the essential functions of the position that such individual holds or desires. All applicants accepted to PHSU must be able to meet the technical standards described in the PHSU Admissions Policy on Technical Standards.

Accepted candidates that need special accommodations are responsible to contact the Office of Academic Affairs. It is the student’s responsibility to make their condition known to PHSU administrators and to seek out assistance. The impairment must be one that substantially limits a major life activity.

Students with disabilities must submit a written request for special accommodation to the Office of Academic Affairs. The request should be accompanied by a report from a licensed professional, such as a physician or psychologist, establishing the specific condition for which the accommodation is necessary.

The report should include:
1. the specific diagnosis of the disability
2. specific tests administered to the student that will assist to determine the need for the accommodation requested (report the specific test results and findings)
3. prior accommodations granted at other institutions
4. type of academic accommodations that have worked in the past
5. the specific accommodations and/or assistive devices recommended and in cases of temporary disabilities the time period the accommodations are required
6. the professional credentials of the evaluator that qualify him/her to make the particular diagnosis, including information about professional certifications
7. the date of the report shall not be more than six months prior to the date the request for accommodation is received at the Vice President of Academic Affairs Office
The report from the licensed health professional is required when you submit the request for accommodation.

The determination will be done on a case by case basis considering students’ needs and in consultation with institution’s officials and professional consultants as deemed necessary. All the documentation and information provided for the determination will be kept confidential.

Guidelines for physical, visual and other disabilities provided by organizations like the National Board of Medical Examiners, the Association of American Medical Colleges (AAMC) for the American Medical College Admission Test (MCAT), the Educational Testing Services (ETS) and other professional organizations will be revised during the determination. The student will ask to provide additional information. The day for the accommodation to come into effect will vary according the period necessary to evaluate and implement the accommodation and usually will take one to four weeks if all the required information is provided.

Accommodations that are not considered reasonable because they impose extraordinary difficulty or burden for the institution or require fundamental changes of academic standards or coursework may be declined. Determinations may be appealed to the corresponding Program’s Dean.

**SEXUAL HARASSMENT**

**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 constitute 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 Health Sciences University.

Any act of sexual harassment will cause for disciplinary action, including dismissal.

**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 PHSU will 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

3. 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.

4. If necessary, the Vice President of Students Affairs will 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.

5. At the discretion of the Vice President of Students Affairs, a written report describing the findings of this administrative hearing will be directed to the President of the Institution with recommendations for the course of action.

6. The President or his/her designated, after receiving the report from the Vice President of Students Affairs, will order disciplinary action, including but not limited to warnings, suspensions without pay, and dismissal.

7. The final decision to dismiss an employee, faculty member, or student will be taken by the President of the University.

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

TEACHOUT POLICY

LAST REVISED: September of 2014

REFER QUESTIONS TO: VP of Academic Affairs

SCOPE: This policy applies to administration and faculty in all programs of Ponce Health Sciences University (PHSU).

Policy

The decision to close a degree or certificate program requires substantial planning and careful consultation with all those affected. Every effort should be made to inform everyone affected as fully as possible about the conditions leading to a decision of such importance, and all available information should be shared. As the immediate interests of current students and faculty are most directly affected, their present and future prospects require sensitive and timely attention and involvement. The university teach-out policy aims to protect the interests of students and faculty and to satisfy the requirements established for the University by the Middle States Commission on Higher Education (MSCHE) and the Consejo de Educacion de Puerto Rico (CEPR) during this process.

In accordance with Federal regulations, the University is required to submit a teach-out plan to MSCHE and CEPR for approval if any of the following occurs:

a. The institution notifies MSCHE and CEPR that it intends to cease operation entirely.

b. MSCHE or CEPR terminates accreditation or the candidacy of an institution.
c. The USDE notifies either MSCHE or CEPR that it has initiated an emergency action against the institution or an action to limit, suspend, or terminate an institution participating in any Title IV, Higher Education Act program.

d. A State Licensing or authorizing agency notifies either MSCHE or CEPR that an institution’s license or legal authorization to provide an educational program has been or will be revoked.

More specifically, if the University decides to close an educational program, or the entire institution, one of the following options must be followed:

a. Execute a Teach-Out Plan. The teach-out option occurs when the institution “teaches-out” currently enrolled students; no longer permanently admits students to programs; and terminates the educational program or the operations of an institution.

b. Develop and implement a Teach-Out Agreement. The teach-out agreement option occurs when the institution enters into a contract with another institution or organization to teach out the educational programs or program.

Both teach-out plans and teach-out agreements must include the following information:

a. Dates of termination and closure;

b. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure;

c. An explanation of how students will be helped to complete their program of study with minimal disruption or additional expense;

d. How faculty and staff will be redeployed or helped to find new employment; and

e. If closing an institution: signed copies of teach-out agreements with other institutions, if any; and arrangement for the storing of student records, disposition of final financial resources and other assets.

The teach-out plan addresses graduate students as well as prospective and currently enrolled students. The teach-out period and teach-out plan will vary by academic department and/or program and must be determined and approved in advance at all required levels, as specified under Responsibilities below.

**Definitions**

1. **Degree Program.** A degree program is an organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification in Instructional Programs (CIP) code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities.

2. **Certificate Program.** A certificate program is a coherent course of study leading to the awarding of a credential. A college credit certificate is not intended as a degree, but as a supplement to a student’s specific educational goals or professional career preparation. Completion of a college credit certificate generally is related to a specific field, and usually associated with a limited set of occupations.
3. **Educational Program.** A degree program or college credit certificate program.

4. **Date of program termination.** The date on which the educational program is closed permanently to admission.

5. **Date of program closure.** The date on which the last student in teach-out has completed the educational program.

6. **Notification.** A letter from an institution's chief executive officer, or his/her designated representative, to MSCHE or CEPR summarizing a proposed change, providing the intended implementation date. The policy and procedures for reporting and review of institutional substantive change are outlined in the document *Substantive Change: Institutional Closure or Institutional Status Requiring a Teach-out Plan.*

7. **Accreditation Liaison Officer (ALO).** The individual at the institution who is responsible for ensuring the timely submission of annual institutional profiles and other reports as requested by either MSCHE or CEPR in the years between accreditation. With the VP or Academic Affairs, the Accreditation Liaison Officer is responsible for the accuracy of all information submitted to either MSCHE or CEPR and for ensuring ongoing compliance with standards, policies, and procedures beyond reaffirmation. During the Reaffirmation Cycle, the Liaison serves on the Self-Study Teams and oversees all staffing aspects of the Reaffirmation process.

8. **Teach-Out Plan.** The written plan and subsequent process by which the University provides institutional and academic support services to students enrolled in an educational program that has been discontinued. The teach-out process often extends well beyond the termination date (the date on which the site or program is closed permanently to admissions) to allow time for enrolled students to complete their program in a reasonable amount of time. The plan must provide for the equitable treatment of students in an institution.

9. **Teach-Out Agreement.** A written agreement between accredited institutions that provides for the equitable treatment of students if one of those institutions stops offering an educational program before all students enrolled in that program complete the program.

**Procedures**

**Responsibilities**

The Vice President of Academic Affairs, the relevant Dean (and relevant Department Chair) whose scope of authority involves an educational program being considered for termination shall inform and involved affected faculty and staff at the earliest possible stage of consideration. Once the decision to pursue closure of an educational program has been made, the relevant Dean shall forward a proposal to the Vice President of Academic Affairs. The proposal should be developed with the involvement of faculty and students as possible and should outline the:

a. **Nature of the program,**

b. **Reason for termination,**

c. **Number of students currently enrolled,**

d. **Progression statistics of students in the program,**
e. Resources used to offer the program,

f. Financial savings, if any, realized from the termination,

g. Explanation of how any students enrolled in the program will be helped to complete their program,

h. Assessment of whether any faculty will be adversely affected by termination, and

i. Explanation of how affected individuals will be informed of the planned termination.

The Dean should be available to brief the Vice President of Academic Affairs, and, in the case of the institution closing, the Accreditation Liaison Officer of the pending decision. The Vice President of Academic Affairs will work with the Dean to develop and coordinate presentations on the proposal to the President and the University Board of Directors.

The Dean and Chair shall work to develop a teach-out plan (See Appendix A, “Teach-Out Academic Plan”), and implement the notification elements of the plan for students and faculty. Appendix B provides a general summary used to brief faculty and students as "Sample Student and Faculty General Communication Summary." Both current and prospective students should be notified as soon as practicable (See Appendix C and D for sample letters). The Dean is responsible for on-going monitoring and reporting on implementation of the teach-out plan. A monitoring report should be used to provide periodic reports to the VP of Academic Affairs on the status of the teach-out. The monitoring report shall also be used to advise students of their progress in the teach-out. (See Appendix E, "Sample Program Monitoring Report.")

The Executive and Policy Committee shall review the initial proposal to terminate an educational program forwarded by a relevant Dean. The Faculty Committee will determine whether any faculty will be adversely affected by termination, and act to implement provisions in the University Faculty Guidelines. The Executive and Policy Committee shall notify the Vice President of Academic Affairs and help facilitate the Vice President of Academic Affairs presentation on the change to the President and the University Board of Directors.

The Vice President of Academic Affairs will insure the proposal for termination is brought forward for discussion to the President. The Vice President of Academic Affairs will develop and coordinate the presentation on the proposal to the University Board of Directors and work with the relevant Dean to insure all affected parties are notified on pending decision. The affected parties must include the faculty, students, the Council of Deans. Once the President and the University Board of Directors have approved termination of the program, the Vice President of Academic Affairs will be updated periodically by the relevant Dean on the notification and approval process, and will receive periodic updates from the relevant Dean on the implementation of the teach-out plan.

**Affected Groups**

a. Prospective students with active applications awaiting admission decisions to a degree program should be immediately advised to seek alternative programs by the appropriate unit, generally the academic department or program. Prospective students should be given as much time as practicable to seek alternative opportunities. The academic department or program also should immediately suspend admission of new students.
b. Prospective graduate students are those who have active applications awaiting admission decisions to an affected degree program. As soon as the decision to terminate is made, the appropriate unit, generally an academic department or program, should immediately suspend admission of new students and advise students who have already been offered admission that they must complete the degree program within a teach-out period. The graduate degree must be completed within the teach-out period. Such students must meet the minimum credit hour requirements for the degree.

c. Graduate students currently enrolled in a terminated degree program should be given an opportunity to complete their degree programs. Departments and programs should work with such students to develop a strategy for completion within the teach-out period. Programs should be as flexible as possible in facilitating and allowing currently enrolled graduate students to complete their degree program. Such students must meet the minimum credit hour requirements for the degree.

d. Graduate students previously admitted into a terminated educational or degree program who are not currently enrolled shall have their requests for readmission made on a case-by-case basis. At a minimum, the decision to readmit shall consider the ability of the department or program to offer needed courses within the teach-out period, and the student’s previous performance within the terminated educational program.

e. Graduate students currently enrolled in a terminated certificate program should be given an opportunity to complete their certificate. Departments and programs should work with such students to develop a strategy for completion within the teach-out period. Students should expect to take a sufficient number of courses each semester, including summers, to enable them to complete all requirements within the teach-out period. The teach-out period will continue for no more than two academic years following the date of which notice of termination is given to students. The teach-out period will vary by certificate program and must be determined by the department and college with approval of the Vice President of Academic Affairs. The certificate must be completed within the teach-out period. Such students must meet the minimum credit hour requirements for the certificate.

Faculty should be involved in and informed of plans to terminate a degree or certificate program at the earliest possible stage of consideration. Faculty shall be informed of any potential layoff considerations covered by the University Faculty Handbook at the earliest possible stage of consideration and be kept apprised of recommendations forwarded to the University Board of Directors regarding plans to terminate a degree program or certificate program.

STUDENT CLASSIFICATION

*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.

*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.
**Student Classification for Tuition Purposes**

Resident Students of P.R. - Must have legal residence in P.R. two years prior to entering PHSU. Students must show evidence of income tax filing to the Commonwealth of PR 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 PR.

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

**Special Classification for Medical Students**

Students on special academic activities (SSAA)- Students who are authorized by PHSU 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.

**ALCOHOL, TOBACCO, ILLICIT DRUG AND VIOLENCE**

Ponce Health Sciences University prohibits the abuse of alcohol within the academic community. The possession, distribution or use of illegal drugs is ground 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 PHSU receives a manual that explains in detail the institutional policies and the resources available to deal with these problems. The following policy is established by PHSU:

1. It is unlawful for any student in PHSU 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.

2. Any student of PHSU found to be engaged in any of the above, activities or in the case of vandalism is 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.

3. Whenever a student of PHSU 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 Institutional activities while under the influence of alcohol, drugs or any controlled substance, the following will occur:
a. Should the offender voluntarily recognize 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.

b. The first offense for any drug related activity other than abuse of a substance: the student might be referred for counseling by the corresponding authority and to any other pertinent professional assistance. Sanction including dismissal after due notice and hearing.

c. Second offense: the student will be recommended for dismissal from PHSU after due notice and hearing.

d. The school procedures do not preclude action by law enforcement authorities for violation of any state or federal laws.

4. 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 PHSU student will sanctioned from the school. It is the duty of the student involved to notify the Vice President of Student Affairs of PHSU of any such conviction in writing within 10 days. Failure to do so will lead to immediate sanction, including dismissal.

5. Specific rules have been established to regulate PHSU 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.

**Prevention Policy & Program**

Ponce Health Sciences University is one of the leading educational institutions in Medicine and Health Sciences in Puerto Rico. This represents a genuine commitment to establish an institutional public policy for the academic community free of drugs, alcohol, tobacco and violence. PHSU recognizes that prevention strategies are the first steps to fight against drugs, alcohol and violence. PHSU promotes a prevention program aimed to provide services to students and employees.

**Statement**

It is PHSU commitment to ensure for everyone an environment free of drugs, alcohol, tobacco and violence through prevention, education and rehabilitation

**Title**

Alcohol, Drugs Abuse and Violence Prevention Program of PHSU.

The following Prevention Program, is designed to meet various state and federal regulations, including: "Drug Free Workplace Act" (34 CFR 85), the "Drug Free Schools and Campuses Regulations (34 CFR 86) and the Law 40, 1993 the Government of Puerto Rico, known as Law to Regulate the Practice of Smoking in Certain Public and Private Places in PR.

**Policy**

Possession and/or use of illicit drugs and unauthorized controlled substances are contrary to University
policy and in violation of federal and Puerto Rico laws. PHSU prohibits the possession, use, manufacture, distribution and/or sale of illegal drugs and illegal drug paraphernalia. Students at the University using or otherwise involved with drugs in violation of the Student Conduct Code and are subject to University disciplinary action in addition to any action taken by local or federal law enforcement authorities. Questions regarding the Drug Policy should be directed to the Office of the Students Affairs.

**Applicable Laws**

This program is based on the following Federal and PR Commonweal Laws and/or Regulations:
2. Drug Free Schools and Communities Act, as emended (Public Law 101-226) adopted on December 12, 1989.
3. Law of Controlled Substances in Puerto Rico, also known as Law No. 4 of June 23, 1971, as amended.
5. Regulations Adopted by the United States Department of Education to implement such laws, 34 CFR 85; 34 CFR 86; HEOA section 488 and HEA section 485.

**Drug Free Schools and Communities ACT, Amendment of 1989**

The Law PL 100-297 signed in 1986, by the President of the United States, established the policy of a "Drug-Free Schools and Communities Act". This policy was amended in 1989 and is still valid in the United States and its territories.

This law establishes that any institution that receives funds from the Department of Education of United States of America, shall comply with the rules of the "Drug Free Act". The Department of Education of the United States has the capacity to monitor, and corroborate the existence of a biennial review of the public policy of "Drug Free Act" and its implementation at the institutional level. Failure to comply with this revision, could result in the loss of funding from the Federal Government and /or claim for repayment of funds previously granted to the Institution.

This Law required that Institutions must disseminate their policies annually to students and employees, along with information on health risks, disciplinary sanctions, and campus-based treatment options. Every two years, Institutions are supposed to evaluate their programs to ensure they're effective and consistent.

**Health Risk**

The government has classified controlled substances from I to V according to their potential for abuse. In qualifying, the "I" substances appear more potential for abuse and little or no medical value. They are decreasing the risk to the "V" where substances less potential for abuse and accepted medical use with some appearing. Drugs are by definition any chemical substance that alters in any way the functioning of the body, mind and nervous system, behavior and feelings of people. The use of alcohol, tobacco and other drugs can cause dependence, a physical or psychological need to use it. Adding and alcoholism are developing a physical and psychological dependence in which the person loses self-control with the use of the substance.

The Alcohol is a depressant drug that affects the central nervous system and brain function progressively inhibited. In Puerto Rico use by persons 18 years of age is legal. The main component of alcoholic beverages is ethanol or ethyl alcohol, which has a different focus depending on your process. The use of alcohol and /
or drugs affects motor coordination, reasoning, vision and the ability to follow an object with his eyes; and this is why it becomes RISKY AND CRIMINAL the act of driving motor vehicles under its state (either use or under intoxication). Is considered legally intoxicated by alcohol to a person whose alcohol concentration in the blood is 0.08. However, I could be mentally and physically prevented from driving motor vehicles at a lower level.

Intoxication is a function of the amount of substance ingested, the time consumed, the alcohol content of the drink, weight and sex of the person (the woman is more sensitive), the mood and the amount of food in the stomach of the individual at the time of consumption.

**Intervention Protocol to Rehabilitate Students and Employees**

PHSU believe that rehabilitation could be possible, when a proper case management is available. The Office for Students Affairs and its Counseling Services are responsible for handling cases of students or staff, identified or are suspected of having problems related to drugs and alcohol.

Non-confirmed cases could be managed by institutional help services; professional counseling, discipline committee, bulletin board and, e-mails with information related to alcohol and drugs prevention. Confirmed cases, should be address to professional help from private and public agencies.

**Treatment Centers**

1. ASSMCA – Ponce Detox Center 787-840-6935
2. Medicina Conductual – Hospital Damas 787-842-0045
3. Programa de Alcoholismo de Ponce 787-844-4130
4. Línea a Auxilio y Prevención 1-800-981-0023
5. Hogares CREA – Ponce 787-843-9013

**Prevention Strategies**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions Office</strong></td>
<td>Information related to the Policy is given to the student during admission process. Every student admitted to PHSU, sign the Policy of Alcohol and Drugs Abuse.</td>
</tr>
<tr>
<td><strong>Financial Aid Office</strong></td>
<td>During the FAFSA application, if the students respond yes to the question number 23 (related to drug offence); the Federal Government could cancel any grant to the student. The financial officer should give the proper orientation related to the student eligibility to receive grants in the future.</td>
</tr>
<tr>
<td><strong>Catalog and School Policies</strong></td>
<td>The Student Catalog and School Policies include a copy of the PHSU Policy of Alcohol and Drugs Abuse. This Student Catalog is also available at the PHSU Web Page.</td>
</tr>
<tr>
<td><strong>Professional Counseling Services</strong></td>
<td>Professional counseling services are available to students and staff. Professional counselor could refer identified cases to external agencies.</td>
</tr>
</tbody>
</table>
**Extracurricular Activities**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking Together</td>
<td>“Walking Together” is the institutional program of primary education and information about alcohol, tobacco, drugs, violence and sexual harassment, address to the employee. This Program is managed by the Professional Counseling Office.</td>
</tr>
</tbody>
</table>

**Standard of Conduct**

1. PHSU total and hereby categorically prohibited the possession, use, manufacture and / or distribution of drugs and alcohol by students, employees and visitors to this Institution.
2. In case of medications use (drugs), it should be prescribed by a doctor for the treatment of a properly documented health condition.
3. Law 40 of August 3, 1993 prohibits smoking in public and private academic institutions at all levels of education. So PHSU not allow smoking in their classrooms or laboratories, halls, game rooms, libraries, hallways, restrooms, elevators, offices, research laboratories (these could even have areas with liquids, vapors or flammable materials), lunch rooms, meeting rooms, parking area or within the premises of the animal house or institution.
4. Nor allow smoking in PHSU sponsored activities.
5. Advertising of alcohol and tobacco products, are prohibited sponsor academic activities.
6. All student organizations recognized by our institution are subject to the above provisions in their official activities, both on and off campus.
7. The visitors, guests or tenants of the PHSU facilities are required to comply with the legislation which it establishes public policy

**Sanctions**

Student Alert! As set out in section 5310 of the Federal Law on the Use and Abuse of Drugs, 1988, if you are convicted for possession, manufacture or distribution of drugs, your eligibility for financial aid could be (1) suspended temporarily or (2) finished forever. If the student was convicted of drug offense within (not later than) ten (10) days after the conviction, he shall report in writing with your full name and Social Security number to:

Director, Grants and Contract Services  
US Department of Education  
Washington DC 20202-4571

Student Organizations are required to report within five (5) calendar days of any incident involving the use of alcohol and / or drugs that occurs in any official activity of the organization. Failure to comply with these provisions of public policy may result in sanctions as outlined in the Student Handbook.

Faculty and Administrative Employees under this public policy and in compliance with the law are bound to:
1. Comply with all rules of conduct outlined above.
2. Notify the employer in writing of any criminal conviction under the statutes of controlled substances or alcohol events in the workplace no later than five (5) calendar days after sentencing.
3. PHSU must also take one of the following actions within thirty (30) calendar days after receiving notice of any criminal conviction of an employee.
4. Require the employee to participate satisfactorily in voluntary assistance or rehabilitation program approved for such purposes by a state or federal health agency, the Department of Justice and other appropriate.
5. Proceed with a relevant institutional action, including termination of job.
6. In addition to the aforementioned, every employee is subject to the rules applicable to their classification.
7. In some cases, if the offense is not a significant one, employee could be referred to counseling services or a rehabilitation program.
A letter on the personnel file is applicable in all cases.

AUDIT STUDENTS POLICY

Application for admission as an auditing student at Ponce Health Sciences University must be received by the Office of Admissions prior to the beginning of the term of enrollment for which the applicant is requesting admission. The non-refundable application processing fee of $80.00 must accompany the application, which is valid for one academic 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 the Provost/Vice President of Academic Affairs is required to register. No more than a total of three audited courses are allowed.

Audit Students will pay 100 percent of tuition per course for personal and professional growth; no fees will apply. IPad will not be provided to auditing students. Auditing students are not required to take examinations. They will receive no credit, and no grade will be given. Auditing students are not eligible for financial aid.

This policy applies to Ponce Health Sciences University students or other students and it is effective immediately.

All inquiries and application for admission should be addressed to the Admissions Office, Ponce Health Sciences University, PO Box 7004, Ponce, Puerto Rico 00732, Phone: (787) 840-2575.

BLOOD BORNE PATHOGEN EXPOSURE POLICY

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 Health Sciences University (PHSU)

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 PHSU, the student must request immediate evaluation at Ponce Health Sciences University 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 PHSU. 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 will 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 PHSU 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.

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.

PHSU is committed to offer students ample information and education regarding methods of prevention of infections.
Exposed Student

Flush exposed area in accordance with Medical Procedure

Immediate evaluation must be requested through the corresponding ER/Medical Facility

Start Prophylaxis within 2 hours of exposure

Notify immediate supervisor

Get information about the patient and write incident report

ER or PHSU Outpatient Clinic (nearest location)

Provide copy of incident report to the Student Affairs Office within 24 hours
Contact the Office of Student Affairs for guidelines

Pathogen Testing will be followed in accordance with the current Medical Procedures

Procedures in Case of Needle stick Injury
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.

PDV 918/919 Professional development

This course is designed to enhance the educational experiences of medical students during the first clinical year. It reinforces professionalism, cultural competence, and civic development. It helps the student to develop the skills necessary to compete successfully for positions in medical residency programs, participate in research projects, and be exposed to the health system requirements for the eventual development of a successful medical practice.

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:

1. 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 cannot be worn. Shirts should be appropriately buttoned. Earrings are not considered appropriate.
   a. 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.
   b. 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.

2. WOMEN: Tanks tops, cut off jeans and athletic shorts cannot be worn at classrooms, hospitals or clinics.
   a. Basic Sciences and classrooms: T-Shirts, jeans, shorts (5 cm or less above knee), and sandals are permissible. Miniskirts are not proper attire.
   b. Clinical Sciences and practicum sites: Dresses are preferred. Shoes are considered standard apparel. T-Shirts, jeans, mini-skirts and Bermudas cannot 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.

EXCUSE STUDENTS TO RECEIVE HEALTH SERVICES AND/OR EMERGENCY SITUATIONS POLICY

Attendance to lectures, small group discussions, clinical activities, and laboratory exercises, is mandatory unless excused. The formal process for excusing a student due to illness or an emergency situation is managed and approved by the Office of the Vice President for Academic Affairs. After approval, corresponding departments are notified immediately. Some activities such as those delivered during the orientation period,
as well as other official activities organized by the institution might be considered didactical activity and thus, this attendance policy is applicable. Excuses will not be accepted after five working days from the date of absence.

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. This policy applies to students registered in any of Ponce Health Sciences University (PHSU) academic programs.

**PARTICIPATION OF STUDENTS IN EXTRACURRICULAR ACTIVITIES**

*General policy*

Ponce Health Sciences University supports students’ participation in activities outside their educational programs that contribute to their professional development. These include attendance to conventions or specialty meetings, continuing education activities, professional organizations meetings, community activities, voluntary service activities and others. However, participation in these activities must not unduly affect their academic responsibilities, and require authorization from the Office of Vice President for Academic Affairs and from the corresponding Program/Department Director.

*Procedures to be followed*

Any student that wishes to participate in an extracurricular activity during a time period that the student has assigned academic activities must request written authorization to the Program Director or Department Chair. The request must include information about the nature of the activity and the benefits for the student that attends this activity (see attached form). The authorization must be requested at least two weeks ahead of the date that the extracurricular activity will be initiated. It will be the responsibility of the Program Director/Department Chair to evaluate the request and make the recommendation to the VP for Academic Affairs, who will make the final authorization. The student must abide to the Program Director of Department Chair determination and accepts the responsibility for the material covered and learning activities missed during the absence period.

Authorization from the VP for Academic Affairs for a student to attend extracurricular activities does not obligate a program or department to make special arrangements or to organize additional activities in order to substitute for the missed period by excused students. Authorized absences to participate in extracurricular activities will be counted as “excused absences” for the purpose of the Ponce Health Science University attendance policy.

**NON-DEGREE EXTENDED EDUCATION POLICY**

PSHU Admissions Office supports Non-Degree Students (NDS) who are not enrolled in a degree or certificate program through PHSU but would like to take a class. This includes:

- Alumni
- Visiting students and professionals
- Internship, thesis/dissertation, field work, or practicums are not included.
• Application for extended education admission must be received by the Admissions Office prior to the beginning of the term of enrollment for which the applicant is requesting to take a course.
• A non-refundable fee of $75.00 must accompany the application.

In order to process an application, the following minimum documents are required:
• Application, Curriculum Vitae (resume), official transcript from previous institutions, Certificate of No Penal Record, and letter of recommendation from the Director of faculty of his/her former program.
• Approval from Admission’s Office and authorization from Vice President of Academic Affairs is required to register.
• Clinical courses must require authorization from the Program Director or department Chair.

A non-degree student will not earn a certificate or degree from PHSU, but can take courses for a grade, earn credits and receive an official academic record.

NDS students may enroll in graduate-level courses. It is advisable that the applicant contact the department(s) offering courses of interest to ensure that their courses are available to non-degree students.

Extended Education Application will pay the corresponding cost per credit for personal and professional growth. In addition, a library fee must be paid. The institution reserves the right to increase the tuition or other fees as deemed necessary. Tuition and fees must be payable on or before registration. All fees and charges are payables in US currency.

All inquiries and application for admission should be addressed to the: Admission Office, Ponce Health Sciences University, PO Box 7004, Ponce, PR 00732, Phone: (787) 840-2575.

The ND students will not be eligible for financial aid. They must comply with the institutional norms and regulations. Each Program will provide a list of courses available for the ND extended education candidates.

**UNPROFESSIONAL BEHAVIOR POLICY**

When 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 Vice President for Student Affairs with the corresponding referral form. The Vice President 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 Vice President for Student Affairs will refer the student to the Student Promotions 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 Vice President for Academic Affairs.
If a situation arises when there is an immediate concern for a student or patient’s welfare, the Department Chair and/or the Vice President for Student Affairs will proceed with an emergency recommendation referral to the President. The Vice President for Student Affairs will notify the President of all cases under consideration.

**STUDENT PROMOTIONS**

The mechanism accepted by the Ponce Health Sciences University 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, corresponding Dean, Vice-President for Academic Affairs, and President.

**Departmental Level**

Every department will establish a mechanism of student evaluation following the institutional policies. 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 Office of 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 program or department to report regular examination grades within four (4) working days after the examinations. This is extremely important in order for the Promotion Committee to do its work on time.

**Promotions Committee Level**

A standing committee will evaluate student performance as they progress through each academic year, and is empowered to take action in case of poor academic progress or unacceptable behavior or attitudes.

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

After each evaluation the members of the Committee will determine 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.

**Program Level**

The chair of the Promotions Committee will refer its decision to the corresponding dean or his delegate. In the School of Medicine is the Associate Dean for Education. The corresponding dean or delegate will notify the student about the action of the committee and remind him/her about the right to appeal.

Students notified that they are to repeat the whole year or to be dismissed, have the right to appeal the case
the corresponding 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.

**Due Process**

The Corresponding 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 Corresponding 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 Health Sciences University 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 will dismiss from PHSU, but they will be evaluated fairly and consistently. Decisions affecting student status is delegated by the President to the Student Promotions Committee (SPC).

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 communications from the Promotions Committee in the form of:
   a. **Letter of Academic Concern** - 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 will have made. A student receiving two or more final "F's" will be considered for either repetition of the entire year or dismissal.

The Promotions Committee shall also consider reports relating to attitude, integrity and ethical conduct. On the basis of such reports, the committee will issue a letter of concern or a letter of warning; determine that the student be placed on non-academic probation; or recommend to the corresponding dean or the dean's designee that the case be investigated and considered for possible disciplinary action, which will 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. If the decision is to dismiss the student, the student has the right for the appeal process.

STUDENT COMPLAINT LOG POLICY

LAST REVISED: MARCH OF 2016

REFER QUESTIONS TO: VP of Student Affairs

SCOPE: This policy applies to administration, faculty or resident in all programs of Ponce Health Sciences University (PHSU).

Related Policy: Grievance Policy referenced in the Student Catalog and Student Policies Manuals

Purpose of Policy

This policy governs the procedures by which the administration and faculty log any student related complaint and how the Student Complaint Log is maintained.

It is not intended to override the published grievance policy for students to formally report a complaint.

Definitions

A Complaint is defined as any grievance regarding any department, service or person that arises during a student’s time at PHSU. Examples include, but are not limited to the following:

- A student complaint against another student, faculty, resident, department, or service
- A complaint from PHSU administration, faculty or resident against any student

An Informal Complaint is a complaint expressed either verbally or in writing to a relevant administrator or faculty, which is not dealt with through a formal process of the University. It may involve a discussion with relevant parties in order to receive information and explore options on resolving the matter. It does not involve a formal investigation or the determination of evidence.

A Formal Complaint is defined as a concern which has not been resolved informally, and which is then set out in writing, and forwarded to the VP of Student Affairs per the University’s Grievance Policy.
**Policy and Process**

All administration, faculty and residents are required to log any informal or formal complaints via email to studentcomplaints@psm.edu and copy to the appropriate Dean within 5 business days of receiving the complaint.

**Informal complaints** should be recorded within the body of the email and contain the following information:

1. Name of Student
2. Date the complaint was expressed
3. Nature of the complaint (e.g., person, department or service that the complaint is about and the circumstances and/or situation surrounding the complaint)
4. Steps taken to resolve the complaint, the person that responded, and all documentation associated with those steps
5. Date and final resolution, action or explanation regarding the complaint, including referral to the appropriate Dean if the complaint was not resolved and/or recommendation to the student to formally submit a written complaint following the University’s documented Grievance Policy.

**All formal written complaints** should be recorded in the Student Complaint Log by the VP of Student Affairs and contain the following information:

1. Name of Student
2. Date the complaint was expressed
3. Nature of the complaint (e.g., person, department or service that the complaint is about and the circumstances and/or situation surrounding the complaint)
4. Steps taken to resolve the complaint, the person that responded, and all documentation associated with those steps
5. Date and final resolution, action or explanation regarding the complaint.

The VP of Student Affairs is responsible for:

- Maintaining a log of all formal and informal student complaints in the Office of Student Affairs
- Ensures that the complaints are resolved by the appropriate Dean within 10-business days of receipt of informal complaints. Formal complaints follow the established guidelines of the Grievance Policy
- That the resolution is reported back to the VP of Student Affairs
- The VP of Student Affairs Office ensures that the resolution is recorded in the Student Complaint Log.

PHSU provides published policies on Grade Appeals and Grade Appeals are **NOT** considered as complaints that are to be included in the Student Complaints Log.
TECHNOLOGY AND EDUCATIONAL RESOURCES POLICIES

ACCEPTABLE USE OF RESOURCES POLICY

Computer/Network Resources

Purpose

The purpose of the Acceptable Use Policy (AUP) is to identify situations where unacceptable use of systems or networks affects the teaching, learning, research, services or administrative missions of Ponce Health Sciences University or compromises the security of the systems or data.

This policy applies to the use of any Ponce Health Sciences University (PHSU) computing and networking facility hereinafter referred to as the “System” by all users, account holders, hereinafter referred to as “Users”. By using the System, all Users agree to comply with this policy. The use of the System is in support of teaching, research, learning, administrative and other intellectual pursuits consistent with the Ponce Health Sciences University aims and objectives.

Student Agreement

All students will receive a copy of this policy and a signed copy of the agreement will be filed in the IT Department. However, use of the PHSU Computers, Network and Internet Resources, implied that the student understands and agree to abide by this policy.

User access to information and technology resources is contingent upon prudent and responsible use. Imprudent use of the “System” can lead to consequences affecting many other users, not just you. Prudent and responsible use begins with common sense and includes respect for the rights and privacy of other users. Users should consider Ponce Health Sciences University and community standards when trying to determine if an activity is appropriate.

Specific statements

PHSU requires people who use its information technology resources, must do so in a responsible manner and in comply with federal and state laws, PHSU rules, policies and procedures. Examples of applicable laws, rules and policies include; the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking”, “cracking” and similar activities; the PHSU's Student Code of Conduct; Faculty Manual, Employee Manual.

All users shall review and refer to IT policies and procedures for more information, available online.

Guidelines

In making acceptable use of resources, you must:

- Use resources only for authorized purposes.
- Don’t let anyone know your password(s). Protect your user ID and system from unauthorized use. You are responsible for all activities on your user ID or that originate from your system (laptop, PDA,
etc.)

- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

The following activities and behaviors are prohibited:

- Use another person’s system, user ID, password, files, or data.
- Use of faculty and administrative computers; except in special and authorized occasions (e.g. Match Activities). Permission must be requested to the IT Department prior to use.
- Connect personal computers or network equipment (including, but not limited to, bridges, routers, switches, access points, etc.) to the Network. A student who needs to connect laptops or any network equipment to any network drop in the campus must request approval to the IT Department.
- Attempt to alter any PHSU computing, networking or telecommunications infrastructure. Attempt to circumvent or bypass system security measures. Make use of programs to scan networks for security vulnerabilities.
- Engage in any activity that alter the integrity or might be purposefully harmful to systems or to any information stored thereon. For example; creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to PHSU data, attempting to capture or decode passwords, attempting to get additional access, or alter data that belong to other users.
- Use the “System” for commercial, personal gain, or for partisan political purposes, such as using email to advertise products or political candidates, or by selling access to your user ID, or by performing work for profit with PHSU resources in a manner not authorized by the PHSU.
- Make or use illegal copies of copyrighted materials or software, store such copies on PHSU systems, or transmit them over PHSU networks.
- Use of Peer-to-Peer (P2P) or other technology for illegal uploading, downloading or sharing of copyrighted material, such as music and software.
- Use e-mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages (Spam emails), by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Failure to comply with requests from appropriate PHSU officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy.
- Any activity that violates any other Ponce Health Sciences University policy or code, or violates federal, state, or municipal laws or regulations.

**Educational Technology Resources**

Ponce Health Sciences University uses an educational web-based platform where educational materials including evaluations, rotation schedules, grades and other student’s confidential information are posted.
Catalog 2017 - 2020
The platform also allows for web-based examinations. The student is advised that this information is accessed with their user ID and password. PHSU is not responsible for disclosure of such information when it is accessed by a third party through the use of the student’s user ID and password.

Network Folders and Files
Every student has an assigned space in the server to save documents, files and educative material. The software manager or a designee by the IT Director will conduct periodical audits and any non-educative material archive in the server will be removed, that may include (i.e. music (mp3), non-educative photos or executable programs, or any other non-educative material.)

**Printing Quota**
An established amount of copies is assigned to every student, every academic period (semester or trimester), as applicable. Unused copies balance will be rolled over to the next academic period. If the student has no balance left, or wants to be able to increase the number of copies available, he/she can purchase additional printing quota. Any unused balance will not be refunded at any time.

The same policy applies to the student account and access for the Dolphy print account in the san Juan University Center.

**Software Code of Ethics and Software Policy**

**Purpose**
This code of ethics states Ponce Health Sciences University policy concerning installation and acceptable use of software. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to PHSU standards of conduct. PHSU does not excuse the illegal duplication of software and will not tolerate it.

**Guidelines**
- Use software in accordance with their license agreements. Must be aware that ALL computer software is protected by copyright unless it is explicitly labeled as PUBLIC DOMAIN.
- Must not download or upload unauthorized software over the Internet.
- Must not give software or accept unlicensed software from any third party.
- Must not make unauthorized copies of software under any circumstances. Shareware or Free-totry software is copyrighted software that is distributed freely through Internet and online systems. It is the policy of PHSU to pay shareware authors the fee they request for use of their products. Registration of shareware products should be handled the same way as commercial software products.
- Must not install software on any institutional computer; all software shall be installed by the IT Staff. Generally, institution owned software cannot be installed on a student’s personal computer.
- Must notify IT Department immediately, in case there is may be a misuse of software within the organization.
Penalties

Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment.

EDUCATIONAL RESOURCES- COMPUTER, Electronic Devices, ID CARD, E-MAIL AND 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.

A 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 Health Sciences University. Students are expected to read their email at least twice a week while is an active student in PHSU. 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.

APPENDIX A: SOCIAL MEDIA POLICY FOR STUDENTS

Purpose

The Internet provides considerable benefit to medical and healthcare students by providing new opportunities for education and communication. However, the use of the Internet and social communication sites on the Internet can present issues in ethical behavior and professionalism. The purpose of this policy is to provide students of PSMHS with guidelines for the appropriate use of social media and to emphasize the responsibilities that students have in maintaining an appropriate ethical and professional behavior in the management of patients assigned to them while participating in their care under the supervision of the attending physician or healthcare professional.

Definitions

Social media consists of any form of electronic communication, including but not limited to, blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the Ponce School of Medicine and Health Sciences. These include such sites as Facebook, Twitter, LinkedIn, YOU Tube, Flikr, Google+, MySpace and any similar site developed in the future.

Policy
1. Students are not allowed to release, disclose post, display or communicate the following information:
   a. Identifiable, confidential protected health information (PHI) regarding any patient associated with PSMHS, its affiliated hospitals and clinics, or other external affiliated health care organization. This includes, but is not limited to, any information, such as initials, personal activities, record numbers, pictures, or other information that might enable external parties to identify patients. Disclosure of PHI may constitute a serious HIPAA violation and may have personal and/or institutional liability consequences.
   b. Confidential information regarding policies and operations, including financial information, regarding the PSMHS, its affiliated hospitals and clinics, or other external affiliated health care organization.
2. Students must also adhere to the following:
   a. Students are personally responsible for the content they post on PSMHS-sponsored social media properties - from blogs, to social networks, list serves, wikis, websites, forums, and other social media platforms
   b. Students should have no expectation of privacy when using the Internet at work and are reminded that any time spent posting and viewing social media sites or other Internet sites must not interfere with the performance of their duties.
   c. Students should maintain appropriate professional boundaries and should separate personal and professional content online.
   d. Students must not “friend” active patients or their families on any social media site.
   e. Students must not offer medical, psychological or scientific advice on any social media site
   f. Students should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites, and the content posted about them by others, is accurate and appropriate.
   g. Students must not post information on any site that might be considered offensive and reflect negatively on the student, peers, supervisors, other patients, or the PSMHS, its affiliated hospitals and clinics, or other external affiliated health care organization.
   h. Students should always be aware of their association with the PSMHS when posting to a PSMHS-sponsored site or any other social networking site. Personal profiles and content should always be consistent with the professional manner in which students are expected to present themselves to peers, supervisors, patients and others in all settings.
   i. Students must recognize that their actions online may negatively affect their reputations with patients, peers and others, may have long-term consequences for their medical careers.
   j. Students should consider that everything they post online contributes to a lifetime record that is readily accessible to others. Potential employers may use social media to access this record to evaluate applicants. Posting distasteful, immature, or offensive content may eliminate job or other professional opportunities. Students must convey a professional and ethical presence to all who might view their online information.

Violations of this policy will be considered a professionalism competency violation, will jeopardize the student's standing in his/her academic program, and may result in a written warning, probation, or dismissal from the program. Lapses in professionalism may also jeopardize the student's ability to obtain satisfactory clinical rotations for post-graduate training.
Students should realize that there may be serious consequences for posting or promoting content that substantially disrupts or materially interferes with PSMHS activities, or that might lead PSMHS authorities to reasonably foresee substantial disruptions or material interference with institutional activities. This may result in disciplinary action up to and including termination.

**USC POLICIES APPLICABLE TO PHSU STUDENTS**

**SAGRADO CORAZON CAMPUS ACCESS POLICY**

Establish the appropriate control to access the Campus.

During working hours:

- It is allowed to enter the Campus and its facilities during working hours and in special activities for students, employees, contractors, Religious of the Order of the Sacred Heart of Jesus, members of the Alumni Association, visitors and other authorized persons.

- The person whose motor vehicle has an access permit can enter the Campus during working days and hours in which activities are carried out at the University.

- Motor vehicles without an access permit can enter once the purpose of the Campus visit is identified and verified and the driver's name and vehicle information are entered.

Access to University Residences: Residences of Women and Men

The University has two University Residences located within the Campus with staffed at the reception 24 hours a day, 7 days a week. During the academic year, residents have free access to their rooms. Reception staff may require residents to present a photo ID. Any resident who arrives at the Residence between 2:00 a.m. and 7:00 a.m. must present photo identification and sign a record. During the shift from 11:00 pm to 7:00 am, a security officer attends the reception. The OSIMR offers continuous monitoring to the Residences.

Translation from original document, to see the original policy click [https://www.sagrado.edu/wp-content/uploads/Pol%C3%ADtica-de-Acceso-al-Campus.pdf](https://www.sagrado.edu/wp-content/uploads/Pol%C3%ADtica-de-Acceso-al-Campus.pdf)

**USC POLICY ON INAPPROPRIATE SEXUAL CONDUCT**

**Introduction**

At the Universidad del Sagrado Corazón (USC) we educate people in intellectual freedom and moral conscience, willing to participate in the construction of a community of solidarity in justice and peace. The dignity of each human being and Christian values are the center of our academic project. Committed to our mission, the USC rejects all types of sexual discrimination and all types of sexual misconduct, including sexual harassment, sexual assault, dating violence (dating and domestic), and stalking. USC has the resources and procedures for students, faculty, and administrative staff to report all inappropriate sexual conduct and Title IX, and to respond to complaints in a serious and responsible manner.
I. General Policy Statement

Although Title IX is commonly associated with discrimination based on sex in athletic activities, the law is much broader. Title IX prohibits discrimination in university programs and activities including, but not limited to, admissions, recruitment, financial assistance, academic programs, student services, counseling and guidance, discipline, class assignments, grade assessment, recreation, athletic activities, housing, and employment.

Sexual harassment and sexual violence are forms of sexual discrimination prohibited by Title IX. Title IX also prohibits retaliation against persons for making or participating in discrimination complaints based on sex.

In compliance with Title IX of the Education Amendments of 1972, the USC prohibits discrimination on the grounds of sex in academic programs and activities including intercollegiate athletic activities. Title IX empowers all people regardless of gender or sexual orientation of sexual harassment and sexual violence (including sexual misconduct and sexual harassment) which are forms of discrimination based on sex.

The Violence against Women Reauthorization Act of 2013, Section 304, requires universities to have current procedures in place to address issues of sexual harassment, partner violence, and stalking.

USC is committed to fostering a non-discriminatory and safe environment free of all forms of sexual misconduct including sexual assault and sexual harassment.

In support of this commitment, USC has the mechanisms to raise awareness about inappropriate behavior, eliminate the incidence on campus, provide support to survivors, diligently investigate all complaints of sexual misconduct, and deal fairly and firmly with offenders. Creating a safe campus environment and a culture of respect is a shared responsibility of all members of the USC community.

For purposes of this Policy, "inappropriate sexual behavior" refers to a broad range of behavior focused on sex that may or may not be of a sexual nature. Sexual harassment, sexual assault, sexual exploitation, stalking, and dating violence are forms of sexual misconduct that are prohibited by law and this Policy.

II. Scope of Policies and Procedures

This policy applies to all members of the community including students, faculty, administrative staff, affiliates, visitors, applicants for admission or employment, and independent contractors. It is also expected that suppliers and others who have a business relationship with the University or within USC comply with this Policy. This Policy also applies to conduct on and off campus if (i) the conduct is related to a program or activity of the University or recognized by the University, or (ii) the code may have the effect of creating a hostile environment for a member of the USC community.

The Procedure for the Resolution of Complaints of Inappropriate Sexual Conduct against Students ("Student Procedures") describes the investigation and disciplinary process that applies when an undergraduate, graduate, or continuing education student at USC (including a student at period of leave) is the defendant of sexual misconduct. The Procedure for the Resolution of Complaints of Inappropriate Sexual Conduct against Faculty, Administrative Staff, Affiliates, and Non-Affiliates ("Faculty and Administrative Staff Procedure") applies when a faculty or administrative staff member, or other person doing business in USC is the defendant of sexual misconduct.
III. Prohibited Behavior

"Sexual misconduct" is a broad, non-legal term that covers a range of behaviors including, but not limited to, sexual harassment, sex discrimination, sexual assault, rape, stalking and, couple violence (dating and domestic). It is a violation of University Policy to commit or attempt to commit these acts. Inappropriate sexual behavior can occur among strangers or acquaintances or people who know each other well, including people who are or have been involved in an intimate or sexual relationship. It can be committed by anyone and can occur between people of the same sex or of different sex. This Policy prohibits all forms of sexual misconduct.

A. Sexual Assault (Including rape)

Sexual assault is a real sexual contact or attempted with another person without the consent of that person. Sexual assault includes, but is not limited to:

1. Intentional contact with the private parts of another person without the consent of that person;
2. Another intentional sexual contact with another person without the consent of said person;
3. Coercing, forcing or attempting to coerce or force a person to touch the private parts of another person without the consent of that person; or
4. Violation is the penetration no matter how slight (i) of the vagina or anus of a person using any part of the body of another person or by means of an object, or (ii) from the mouth of a person by a sexual organ of another person, without the consent of that person.

See: Section IV below for more definitions

B. Sexual Harassment

Sexual harassment is an unwelcome conduct of a sexual nature that has the effect of creating an environment of housing, learning, or work hostile or stressful, or whenever the tolerance of such behavior or rejection of it is grounds for an academic decision or of employment that affects a person. The conduct is deemed "unwelcome" if the person did not request or provoke it and considered the behavior undesirable or offensive.

1. Occur between peers such as student to student, faculty member, administrative staff to administrative staff, or visitor / employee hired to administrative staff;
2. Occur between people of unequal power status such as from supervisor to subordinate, faculty member to student, leader to student-athlete, student leader to freshman. Although sexual harassment is often in the context of the use of power by the person with the most power towards a person who appears to have less power, there may also be sexual harassment in a relationship between a person who appears to have less power towards a person with greater power (such as a student harassing a member of the faculty);
3. Being committed by an acquaintance, a stranger, or someone with whom the Complainant has or has had a personal, intimate, or sexual relationship;
4. Occur for or against a person of any sex.
C. Sexual Exploitation

Sexual exploitation occurs when one person takes sexual advantage of another person for the benefit of another without the consent of that person. Examples of behavior that can reach the level of sexual exploitation include:

1. Prostitution of a person;
2. Recording of images (for example, video, photography) or audio of a person's sexual activity, intimate body parts, or nudity, if the individual who distributes the images or audio knows or should have known that the person presented in the images or the audio did not consent to said disclosure and objects to such disclosure;
3. See a person's sexual activity, intimate body parts, or nudity in a place where that person would have had a reasonable expectation of privacy, without the consent of that person and with the purpose of awakening or gratifying sexual desire.

D. Stalking

Stalking is inappropriate and unwelcome conduct that includes more than one instance of harassment, threatening, or intimidating physical or verbal contact or other conduct directed at a person who could reasonably alarm or put that person in that person's fear of a dangerous situation including physical, emotional or psychological damage. This includes the use of technology to pursue, harass, threaten, intimidate, or otherwise make unwelcome contact with another person. Stalking can involve people who know each other or who have an intimate or sexual relationship or can involve people who do not know each other.

E. Violence of Couple (Dating and Domestic)

Partner violence is a behavior of abuse, violence, or intentional control between a partner or past couple that includes one or more of the following elements: (i) beating that causes bodily harm; (ii) intentionally or knowingly causing reasonable fear of bodily harm; (iii) emotional abuse that creates apprehension of bodily harm or property damage; (iv) repeated communication whether telephone, electronic or otherwise - anonymous or directly - made with the intention of intimidating, terrorizing, harassing, or threatening. Dating violence can occur in all types of relationships (for example, heterosexual, same sex, or any other type of relationship).

F. Retaliation

Retaliation is an adverse action or intent to seek retribution against the Complainant or any person or group of persons participating in an investigation or resolution of a sexual misconduct or Title IX complaint. Retaliation can be committed by a person or group of people not only by the Defendant. Retaliation may include continued abuse or violence and other forms of harassment including defamation and libel.

Retaliation against a person who has filed a complaint or for cooperating with an investigation of a sexual misconduct or Title IX complaint is a violation of this Policy. Anyone who retaliates against a person who reports sexual misconduct or who files a complaint of sexual misconduct or engages in an investigation of sexual misconduct will be subject to disciplinary action that may include expulsion from the University or termination of working relationship with the University.
IV. Other Important Concepts and Definitions

A. Consent

The consent must be informed, voluntary, and may be withdrawn at any time. Consent may be given in words or actions provided those words or actions create a permission of mutual understanding as to the extent of sexual activity. There is no consent when there is force, express or implied, or when coercion, intimidation, threats or coercion is used. If a person takes advantage of a position of influence over another person this can be a factor in the determination of consent. Silence or absence of resistance does not imply consent. The consent passed to a sexual activity with another person does not imply a future consent with that person or a consent to the same sexual activity with another person.

If a person has diminished mental or physical capacity and cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes a decreased capacity due to alcohol or drug use, being asleep, or unconscious. People should be aware and carefully consider the potential consequences of alcohol and drug use. Alcohol and drugs can lower inhibitions and create an atmosphere of confusion about whether consent is given freely or affirmatively. If there is a question about whether someone consented to sexual activity after consuming drugs or alcohol, the University will examine the matter from the perspective of a reasonable person. Specifically, the University will consider whether the Defendant reasonably should have known about the impact of alcohol and drugs on the ability of the Complainant to give consent.

B. Decreased Capacity

"Decreased capacity" is the inability, temporarily or permanently, to give consent because either the person is mentally or physically defenseless because of the use of drugs or alcohol, voluntarily or involuntarily, or when a person is unconscious, asleep or otherwise is not aware that sexual activity is happening. Some signs of diminished ability may include, but are not limited to, lack of control over physical movements (for example, wobbling, falling), lack of awareness of the circumstances or surroundings, inability to speak or communicate orally, or disability to communicate in any other way. It is a violation of this Policy to have a sexual activity with a person who has a diminished capacity regardless of whether the person appeared to be a willing participant in the sexual activity. It is especially important, therefore, that any person who participates in sexual activity be aware of the level of intoxication of the other person.

C. Force

The use of force to cause a person to participate in a sexual activity is, by definition, a non-consensual contact and is prohibited. Force may include words, behavior, appearance, being the causer or facilitator of drugs or alcohol to intoxicate or diminish the capacity of another person, the use of physical force, violence, the use of a weapon, threats of intimidation, and implicit threats.

D. Coercion

Coercion is forcing a person to act using fear of hurting oneself or other people. Means of coercion may include, but not be limited to, pressure, threats, or emotional intimidation.
E. Hostile Environment

The hostile environment exists when sexual or gender-based harassment is serious enough to deny or limit the ability to participate in or benefit from University programs or activities, or if it has the effect of unreasonably interfering with performance of an employee's work, or of altering the employee’s terms and conditions of employment. A hostile environment can be created by any person related to a program or activity of the University (for example, administrators, faculty members, students, and campus visitors).

To determine whether sex-based harassment has created a hostile environment, the University considers the conduct in question from a subjective and objective perspective. It is necessary that the behavior was not welcome by the person who was harassed. The University will analyze the conduct from the perspective of whether a reasonable person in the same position of the Complainant would have perceived the conduct as undesirable or offensive so that said conduct creates or constitutes a hostile environment.

To determine if there is a hostile environment, the University will consider a series of factors related to the severity, persistence or prevalence of harassment based on sex, including: (1) the type, frequency, and duration of the behavior; (2) the identity and relationships of the people involved; (3) the number of individuals involved; (4) the place of the conduct and the context in which it occurred; and (5) the level at which the behavior affected the student's education or the employee's performance. The more severe the harassment because of sex, the less the need to demonstrate a series of repetitive incidents to find a hostile environment. In effect, a single instance of sexual assault may be enough to create a hostile environment. In the same way, a series of incidents may be sufficient even if the harassment because of sex is not particularly severe.

F. Miscellaneous definitions

1. Complainant: The person who makes the allegation of sexual misconduct.
2. Defendant: The person against whom a complaint or information of inappropriate sexual conduct is filed.
3. Informant: A person who has information about an act of sexual misconduct that initiates a complaint.

V. Resources on Campus

The University has support and counseling resources available to members of the USC community affected by sexual misconduct. Students, faculty, and administrative staff can access resources located on and off the campus for crisis intervention and counseling services. It is recommended that members of the USC community use the resources that best meet their needs.

A. Emergency/Immediate Assistance

The University recommends that members of the community affected by sexual misconduct seek immediate assistance to ensure physical safety or receive medical care or other support. It may also be necessary to preserve evidence that can assist the University and/or law enforcement agencies to respond effectively. Assistance to members of the university community is available 24 hours a day, 7 days a week at 787-728-1515 extensions 2552, 2553, 2557 and the blue light towers located throughout the campus.
B. Privacy and Confidentiality

USC values the privacy of its students, faculty, administrative staff, and other members of the community. USC wants community members to seek the assistance they need without fear that the information they provide will be shared more widely than they would like. Federal and state laws, however, impose obligations to notify certain university employees that it requires them to disclose information related to sexual misconduct complaints with those University employees responsible for handling this type of information. However, there are individuals at USC who are not subject to the notification requirement with which students, faculty, and administrative staff can speak with complete confidence.

Even when employees have an obligation to notify others, which means that their offices are considered "non-confidential" under this Policy, they will protect and respect the privacy of the people and share only the necessary information.

C. Confidential Resources and Support on Campus

The University encourages members of the USC community to report any incidents of sexual misconduct. The University recognizes, however, that not everyone will choose to make a formal report with the University or with law enforcement agencies. For those who are not prepared to make a report or file a complaint, the University provides confidential support, crisis counseling, spiritual counseling, paramedic services, and psychological services on campus. Conversations with these support resources are confidential and can provide alternatives to obtain additional support from the University and resources off campus. Complainants may use these resources to confidentially talk to someone about an incident of sexual misconduct regardless of whether or not they decide to make an official report, participate in the University's complaint resolution process, or the criminal justice system. Talking with these resources will not trigger an investigation by the University or law enforcement agencies; however, these offices are familiar with the University's complaint resolution processes, can explain what to expect and can provide support while the University processes or criminal proceedings are pending. Confidential resources include:

1. Center for Personal Development coordinates programs to improve the quality of life on campus for students, faculty, and administrative staff. Counseling services are available through counselors, therapists, and internal psychologists. They also carry out psychological evaluations and tests, as well as individual and group counseling.
2. Pastoral Center offers counseling and spiritual guidance.
3. Paramedics offer medical assistance in coordination with OSIMR.
4. Employee Support Program offers counseling services by counselors, therapists, and psychologists. They also carry out psychological evaluations and exams, as well as individual and group counseling for faculty and administrative staff of the University through an external provider called INSPIRA.

D. Non-Confidential Campus Resources

In addition to the confidential resources discussed above, members of the USC community have access to trained individuals to support people affected by sexual misconduct and to coordinate with the Title IX Coordinator in accordance with the University's commitment to have a safe and healthy environment on campus. Although not subject to confidentiality, these resources will maintain the privacy of information within the circle limited to those involved in the Title IX investigation and resolution process. Non-confidential resources include:
1. **Title IX Coordinator**
   The Title IX Coordinator is responsible for overseeing the University's response to Title IX complaints, preparing reports, and identifying and addressing any pattern or systematic problem revealed by such reports and lawsuits.

2. **Oficina de Seguridad Integral y Manejo de Riesgos (OSIMR)**

   The Complainants may notify sexual misconduct to OSIMR or to local or federal law and order agencies. The complaint resolution procedures of the University and the criminal justice system work independently of each other and law enforcement officials do not determine whether a violation of this Policy has occurred. OSIMR can support and explain to complainants and informants how to report sexual assault and other forms of sexual misconduct to law enforcement agencies, but cannot provide legal advice on these matters.

**VI. Report of Inappropriate Sexual Conduct**

USC recommends that survivors report incidents of sexual misconduct as soon as possible so that the University can respond effectively. Once the University receives the report, the Title IX Coordinator will initiate the investigation.

The University recognizes that the Complainants may feel more comfortable in revealing inappropriate sexual conduct to a well-known University employee. Complainants are welcome to speak with them, but should understand that these people are considered "responsible employees" of the University (apart from confidential resources) and that if they receive a report of sexual misconduct they are required to inform the Title IX Coordinator about the incident.

The University defines a "responsible employee" as supervisors and officers with significant responsibilities to students and campus activities including, but not limited to, academic activities, University Residences, athletics, discipline, and campus safety. Employees whose positions legally require confidentiality (for example, counseling staff and clergy) are not "responsible employees".

Before a student discloses an incident of sexual misconduct, the faculty and administrative staff of the University will attempt to ensure that the student understands the obligations to notify the employee and, if the student wishes to maintain confidentiality, should direct the student to confidential resources. Likewise, before a faculty member or administrative staff discloses an incident of sexual misconduct, the person to whom the disclosure will be made will attempt to ensure that the faculty member understands his / her notification obligations.

**A. Reports to Non-confidential Resources: Requests for Confidentiality**

The University has designated a Title IX Coordinator to evaluate requests for confidentiality and to monitor the response and reports of sexual misconduct in which the Respondent has disclosed an incident of sexual misconduct to a "responsible employee" (who must notify about the incident) and asked that his identity not be revealed or that no action be taken. In some cases, the University can honor the confidentiality request and in others, it cannot honor said request.

At the time of the request for confidentiality, the Title IX Coordinator in consultation with a small number of key administrators of the University may consider whether:
1. It is likely that the Respondent will commit additional sexual acts or other violence if:
   - There have been other complaints of sexual misconduct on the same Defendant;
   - The Defendant has a record of arrests or records of a previous educational institution that indicates a history of violence;
   - The Defendant threatened with subsequent inappropriate sexual acts or other type of violence against the Complainant and others;
   - Sexual misconduct was committed by multiple defendants.

2. Inappropriate sexual behavior was perpetrated with a weapon;
3. The Complainant is a minor;
4. The Defendant is an employee of USC;
5. The University has other means to investigate sexual misconduct (for example, cameras or security personnel, physical evidence);
6. The Complainant's report reveals a pattern of violations (for example, through the illicit use of drugs or alcohol) in a specific place or by a particular person or group.

The presence of one or more of these factors may lead the University to investigate and, if appropriate, take disciplinary action against the Defendant. If none of these factors is present, the University will surely respect the Complainant's request. If the University honors a request for confidentiality or a decision not to participate in an investigation, the ability of the University to investigate the incident or take action against the Defendant may be limited.

If the Title IX Coordinator determines that the University cannot maintain the confidentiality of the Complainant, the Title IX Coordinator will notify the Complainant before beginning an investigation and will only share information with those University officials responsible for handling the University’s response.

B. Provisional and Support Measures

USC provides support services for survivors of sexual misconduct, including provisional measures. Provisional measures are available to provide allegation of sexual misconduct. Requests for provisional measures may be made by or on behalf of the Complainant to the Title IX Coordinator. The Title IX Coordinator will work with the appropriate office to ensure that any provisional measures are taken immediately.

Upon receipt of the report of sexual misconduct and until any investigation of the report is completed, the University will provide reasonable security measures and interim support to provide a safe educational and work environment and to prevent further acts of sexual misconduct, even when there is not a specific request for a security action. The University can impose any measure that cannot be adjusted to the parties involved to achieve the goals of that Policy. Failure by a person to comply with the impeded restrictions as a provisional measure is a violation of this Policy and a disciplinary action. The Complainant may also have the right to obtain remedies under the law including a restrictive court order.

VII. Other Information Related to the Report of Inappropriate Sexual Conduct

A. Time to Notify

Although members of the USC community are advised to immediately report inappropriate sexual behavior to maximize the ability of the University to respond promptly and fairly, the University does not limit the
time period for notifying. However, the ability of the University to investigate and respond effectively can be reduced over time.

B. Anonymous Reports and Reports of Third Parties

Anyone can make an anonymous notification related to an act of sexual misconduct. A person may notify the incident without revealing his name, identifying the Complainant or requesting any action. The ability of the University to respond to an anonymous report may be limited depending on the level of information available about the incident and the people involved. Anonymous reports can be directed to the Title IX Coordinator. In cases where the notification was made anonymously or by a third party (such as a friend, roommate, counselor, faculty member, or administrative staff), this Policy will apply in the same way as if the Complainant would have made the initial report. The Title IX Coordinator will make every effort to meet with the Complainant and discuss the available alternatives and resources on and off campus.

C. Crime and Disciplinary Statistics Report

The law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") is a federal law that requires the University to record and report certain information on campus safety including the number of incidents of certain crimes on or near campus some of which constitute inappropriate sexual conduct under this Policy. USC employees who receive reports of sexual misconduct are required by the Clery Act to notify OSI MR of such incidents for purposes of statistical reporting. These notifications may include the classification and place of the crimes that are not regulated, but in the case of the employees considered "confidential" the persons involved are not identified.

The Clery Act also requires the University to issue a "timely notice" when it receives a report of certain crimes that present a serious or continuing threat to the university community. This notice will not include biographical information or other information that identifies the victim of the crime. Circumstances that present an immediate threat include, but are not limited to, incidents of sexual misconduct that have been recently reported that pose a serious and continuing threat to students, faculty, administrative staff, or visitors.

D. Public Awareness Events

The University supports public awareness events that advance campus education and prevention efforts. The public release by a survivor of an incident of sexual misconduct at these events will not be considered a notification to the University for the purpose of provoking an investigation of a particular incident. The University may, from time to time, conduct climate surveys on campus to monitor the USC community's knowledge of what constitutes sexual misconduct and create awareness of campus resources. These meetings are voluntary and contribute to the University's knowledge of the climate on campus and the safety of students at USC. The disclosure of an incident of sexual misconduct in response to questions of the meeting will not be considered a notification to the University for the purpose of provoking an investigation of a particular incident.
E. Reprisal Prohibition

The University and Title IX prohibit retaliation against the intimidation of any person because of a report of an incident of sexual misconduct or of participating in the University's response. USC will take strong disciplinary action in response to any retaliation or intimidation.

F. Presentation of a Criminal Complaint and Coordination with Agencies of Law and Order

USC encourages complainants to file a complaint for incidents of sexual misconduct. The University will support the Complainant with the filing of the complaint and cooperate with the law and order agencies if the Complainant decides to continue with the criminal process to the extent permitted by law. However, a Complainant may also choose not to continue with the criminal process.

VIII. Title IX Revision

A. Role of the Title IX Coordinator

The Title IX Coordinator oversees the review, investigation, and resolution procedures for notifications and complaints of sexual misconduct and coordinates compliance with Title IX. The Title IX Coordinator can be contacted by phone, email, USC's website at http://www.sagrado.edu/titulox/, or in person during regular business hours. In addition, it provides information related to the support resources available on campus and off campus, and describes the alternatives available to address issues related to sexual misconduct. The duties and responsibilities of the Title IX Coordinator include:

1. Supervision of procedures designed to efficiently and equitably terminate sexual misconduct, prevent its recurrence and address its effect on individuals and the university community in general;
2. Investigate and resolve notifications and complaints of sexual misconduct;
3. Ensure efficient and equitable resolutions that meet the requirements specified in the University's complaint procedures;
4. Conduct on-campus climate surveys to detect and monitor allegations of sexual misconduct;
5. Provide or coordinate training, educational activities, and prevention efforts;
6. Meet with any person including the Complainant, Defendant, Informant or other person to discuss the provisional measures, resources and procedural alternatives related to notifications on and off campus.

Any student, faculty, or administrative staff who has a concern about sexual misconduct including sexual assault, discrimination, or sexual harassment may seek support from the Title IX Coordinator.

B. Procedures to Respond to Inappropriate Sexual Behavior

The Title IX Coordinator investigates and resolves complaints of sexual misconduct through the grievance resolution procedures for sexual misconduct. The procedure used will be determined according to the status of the Defendant:

1. Complaints against students (Defendants) will be resolved through the Procedure of Resolution of Sexual Misconduct against Students;
2. Complaints against faculty and administrative staff, affiliates, and non-affiliates (Defendants) will be resolved through the Procedure for the Resolution of Complaints of Sexual Misconduct against Faculty, Administrative Staff, Affiliates, and Non-Affiliates.

IX. Prevention and Education

USC expects the members of the university community to take reasonable and prudent actions to prevent and stop any act of sexual misconduct. Taking action can include direct intervention, seeking support from a person with authority at the University, or calling a law and order agency.

USC is committed to training faculty, staff, and students to support them in recognizing sexual misconduct, teaching them how to respond to information about sexual misconduct, and ensuring they know about available support resources on and off campus.

X. Violations of the Policy

USC reserves the right to interpret this Policy in its administration, implementation, and application. Any violation of this Policy by a student, faculty or administrative staff may result in disciplinary action that may include expulsion from the University (students) or termination of the employment relationship (faculty and administrative staff).

If there is ambiguity in any provision of Politics, the University reserves the discretion to interpret it according to the purpose for which it was established, the impact on the operations of the University, and good faith, unless any law provides otherwise.

Approved by: Gilberto J. Marxuach Torrós, President USC

Translation from original document to access the original policy click the following link

USC PROCEDURE FOR THE RESOLUTION OF COMPLAINTS OF INAPPROPRIATE SEXUAL CONDUCT/ TITLE IX AGAINST STUDENTS

Introduction

At the Universidad del Sagrado Corazón (USC) we educate people in intellectual freedom and moral conscience, willing to participate in the construction of a community of solidarity in justice and peace. The dignity of each human being and Christian values are the center of our academic project.

Committed to our mission, the USC rejects all types of sexual discrimination and all types of sexual misconduct including sexual harassment, sexual assault, dating violence (dating and domestic), and stalking. USC has the resources and procedures for students, faculty, and administrative staff to report all inappropriate sexual conduct and Title IX, and to respond to complaints in a serious and responsible manner.

I. Applicability

This Procedure will be used to investigate and resolve information and complaints of sexual misconduct / Title IX against students (Complainant) of USC (undergraduate, graduate, full-time, and part-time).
II. Rights of the Complaint and the Defendant

The USC Procedure for the investigation, adjudication, and resolution of complaints related to sexual misconduct against students (Complainant) are designed to be accessible, effective, equitable, and impartial. Through this procedure, the Complainant and the Defendant have the following rights:

1. Be treated with respect, dignity, and sensitivity;
2. Receive appropriate support from the University;
3. Privacy to the extent possible, consistent with applicable law and University policy;
4. Information about the Policy of Sexual Misconduct / Title IX of the University;
5. The presence of a companion during the process;
6. Participate or refuse to participate in the investigation or in the complaint resolution process. However, the decision not to participate in the process either completely or in part does not prevent the University from proceeding with the investigation and resolution of the complaint with available information;
7. To an immediate and complete investigation of the allegations;
8. Refrain from making self-incriminating statements;
9. Written notification of the resolution of the complaint;
10. At any time, notify the incident to the Oficina de Seguridad Integral y Manejo de Riesgos ("OSIMR") of USC or a law and order agency.

USC will disclose information about the investigation and resolution of sexual misconduct complaints only to those persons who need to know the information in order to carry out their duties and responsibilities. USC will inform the staff of the University that they participate in an investigation, process or hearing regarding the expectation of privacy during the process. The Complainant or the Complainant may obtain assistance from family members, counselors, therapists, clergy, doctors, lawyers, or other resources.

III. Preliminary Matters

A. Deadlines for Complaints

If the Complainant is an active student at USC (undergraduate or graduate, full-time, or part-time), there is no time limit to file a complaint. However, it is recommended that you report sexual misconduct in a timely manner to maximize the ability of the University to collect evidence and conduct a thorough, impartial, and reliable investigation. In case the Complainant is in the second semester of his last year of studies (or in the final semester of a graduate program), the University may retain the grade of said student until this Procedure is concluded and the complaint is resolved.

B. Effect of a Criminal Process

The filing of a complaint of sexual misconduct is separate and independent of any criminal investigation or proceeding. USC will not stop or wait for the conclusion of an investigation or criminal proceeding to begin its own investigation, although the University may temporarily extend the fact finding of the investigation while the law and order agencies compile the evidence. The determination of the law and order agencies as to whether a Defendant is charged or the result of any criminal charges is determinative in the University’s decision of whether the sexual misconduct occurred under the Sexual Misconduct / Title IX Policy.

C. Effect of a Pending Lawsuit against the Defendant
If the Complainant is an active student of USC, an annotation will not be written in the transcript of credits of the Defendant about the complaint or the pending disciplinary action until the process is completed and a determination has been made. If the Defendant withdraws from USC while a complaint of sexual misconduct is pending, the transcript of the Defendant will reflect the dismissal and a record of pending disciplinary action will be made subject to modification until the process is completed and a determination is made.

D. Companion

The Complainant and the Defendant may be accompanied at any meeting or interview related to this Procedure by a companion who can provide support during said meetings or interviews. The companion cannot intervene in a meeting or interview or go to the Title IX Coordinator. Consistent with the University's obligation to promptly resolve sexual misconduct complaints, the University reserves the right to proceed with any meeting or interview regardless of the availability of the companion.

E. Refusal of Participation

The Complainant or Defendant may refuse to participate in the complaint resolution process and the University may continue the process without the participation of the Complainant or Defendant.

F. Students Notifying Inappropriate Sexual Conduct / Title IX

USC recommends that all information related to sexual misconduct be reported. In some instances, students may be in doubt about whether they should report inappropriate sexual behavior because they fear being accused of violations of other policies such as the University's policy on alcohol or drug use. Since USC's primary interest is to protect the well-being of the university community and remedy situations of sexual misconduct, a person who reports inappropriate sexual conduct, whether as a Complainant, Informant, or witness, will not be subject to disciplinary action by a party of the University for the consumption of alcohol or drugs on or near the time of the incident, as long as that such violations do not endanger the health or safety of any other person.

Information regarding alcohol abuse or drug use that may arise during or as a result of the sexual misconduct complaint resolution process / Title IX will not stop an investigation for a violation of the Policy on Alcohol Abuse and Use of Controlled Substances, Narcotics, and Other Drugs.

G. Term of Resolution of Complaints

The University will do everything possible to resolve all information of sexual misconduct within sixty (60) calendar days of the beginning of the investigation. The term may vary depending on the complexity of the case, the availability of witnesses, and the time of the academic year (for example, during breaks, periods of study, or final exams). The University may extend any term for reasonable cause with a written explanation to the Complainant and the Defendant.

IV. Complaint Start

Any person who believes has been the subject of sexual misconduct (Complainant) as defined in the Sexual Misconduct / Title IX Policy may file a complaint against the student (Respondent) responsible for such
conduct. The person who has information that sexual misconduct (Informant) has occurred on the part of a student (Respondent) or a participant in an activity of the University may also file a complaint. The Complainant or Informant may include any member of the USC community including students, faculty, administrative staff, visitors, applicants for employment or admission, participants in a USC activity, or a non-affiliated person with knowledge of an incident of inappropriate sexual conduct.

V. How to File a Complaint

The Complainant or Informant may submit a complaint using the Report Form in hard copy or in electronic format to the Vice President of Student Affairs or the Title IX Coordinator. Although the Report Form must contain sufficient information to allow the Defendant to understand and respond appropriately to the charges made, it may not reflect every detail related to the allegations of the complaint as there may be additional information discovered during the investigation. The Complainant may also call or meet with the Vice President of Student Affairs or the Title IX Coordinator to initiate a complaint.

VI. Provisional Measures

At the time of filing a complaint of sexual misconduct, the Title IX Coordinator will review the allegations and determine the need and scope of any interim measures to prevent further acts of harassment, inappropriate behavior or retaliation, and to provide an educational and a safe work environment. The range of provisional measures may include, but not be limited to:

1. If the Complainant and the Complainant are residents of the University Residences, move any of these or both to different dormitories;
2. Adjust the work schedule, assignment, or location of employment of the Complainant or Defendant in the University;
3. Change the academic program of the Complainant or allow the Defendant to have an "incomplete" in one or more courses;
4. Provide companion to ensure safe movement between classes and other activities;
5. If the Complainant and the Defendant are enrolled in the same course, class discussion, academic team, or group project, reassign the Defendant to another section;
6. Issue an order to stay away (no contact);
7. Temporary suspension of the Defendant;

Failure to comply with the restrictions imposed as an interim measure is a violation of the Sexual Misconduct / Title IX Policy and may result in disciplinary action including expulsion from the University.

VII. Withdrawal of a Complaint

The Complainant may withdraw his complaint before the investigation of sexual misconduct is concluded. Generally, the withdrawal of the complaint will end the investigation of the complaint and the resolution process. However, the University reserves the right to proceed with the complaint even after the Complainant withdraws it to protect the best interests and security of the USC community.

VIII. Petition for Confidentiality by the Complainant

If the Complainant or an Informant requests confidentiality or requests that the notification of sexual misconduct not be investigated, the University will evaluate the Complainant or Informant's request. The
evaluation will be carried out by the Title IX Coordinator in consultation with a small number of administrators of the University, as deemed necessary and appropriate under the circumstances.

Even though there is no request for confidentiality, every effort will be made to protect the privacy of all parties during the investigation and resolution process of the complaint. USC will disclose information about the investigation and resolution of sexual misconduct complaints only to those who need to know the information to carry out their duties and responsibilities. The University will inform the person who participates in an investigation the expectation of maintaining the privacy of the process. The Complainant or the Defendant may obtain the assistance of family members, counselors, therapists, clergy, doctors, lawyers, or other resources.

IX. Response to a Complaint

A. Notification to the Defendant

The person who allegedly committed the sexual misconduct is the "Defendant." Unless the Complainant requests and is granted confidentiality, the Defendant will be notified in writing that a complaint has been filed alleging sexual misconduct against him or her. The Defendant will be informed that he or she can have a Companion at meetings and interviews related to the resolution process of the complaint.

B. Acceptance of Responsibility

After reviewing the complaint and meeting with the Title IX Coordinator, the Defendant may choose to terminate the complaint resolution process by accepting responsibility for the alleged conduct in the complaint. If the Defendant accepts responsibility for the conduct alleged in the complaint, the Vice President of Student Affairs will determine an appropriate sanction for the Defendant. If the Defendant disputes the allegations of the complaint, the complaint resolution process will proceed.

X. Investigation of the Complaint

A. Investigator

The Title IX Coordinator will conduct an effective, thorough, and equitable investigation.

B. Investigation Process

The investigation will include one or more interviews with the Complainant, the Defendant, the Informant, and the witnesses. The investigation will include the collection of physical evidence, documentation, or other relevant evidence available, including reports from law enforcement agencies. As part of the investigation, the University will provide an opportunity for all parties to submit written statements including that of witnesses and submit other evidence.

C. Evidence Standard

The University will use the preponderance of the evidence standard, which means that the evidence
collected and the information provided during the investigation supports a finding that the Respondent most likely violated the Sexual Misconduct / Title IX Policy.

D. Finding on the Investigation

Upon completion of the investigation, the Title IX Coordinator will prepare a report (“the Investigative Report”) that summarizes and analyzes the relevant facts of the investigation related to any documentation or statements of support. The Investigative Report will provide a recommendation to the Vice President of Student Affairs. The parties will be provided with a copy of the Investigative Report at the same time.

E. Determination and Notification

The Vice President of Academic Affairs will send the Complainant and the Defendant a written notification with the determination of the complaint of sexual misconduct (the “Letter of Determination”). If it is determined that the Defendant violated the Sexual Misconduct / Title IX Policy, the Vice President of Student Affairs will impose a sanction on the Defendant.

F. Preservation of Records

The Title IX Coordinator will keep a confidential record of all complaints including the Final Report and the determination and will also be kept in the student’s file.

G. Prohibition of Reprisal

The University and Title IX prohibit retaliation against intimidation of any person because they reported an incident of sexual misconduct or for participating in the University’s response. USC will take strong disciplinary action in response to any retaliation or intimidation.

XI. Violations of the Procedure

USC reserves the right to interpret this Procedure in its administration, implementation, and application. Any violation of this Procedure may result in disciplinary action in accordance with the Student Regulations, if the Defendant is a resident of the university residences according to the University Residences Manual, or other applicable policy and procedure.

If there is ambiguity in any provision of this Procedure, the University reserves the discretion to interpret it according to the purpose for which it was established, the impact on the operations of the University, and good faith, except that some law provides otherwise.

Approved by: Gilberto J. Marxuach Torró, President

Translation from original document, to access original policy click the following link
USC Procedure for the Resolution of Complaints of Inappropriate Sexual Conduct / Title IX Against the Faculty, Administrative Staff, Affiliates and Non-Affiliates

Introduction
At Universidad del Sagrado Corazón (USC) we educate people in intellectual freedom and moral conscience, willing to participate in the construction of a community of solidarity in justice and peace. The dignity of each human being and Christian values are the center of our academic project. Committed to our mission, the USC rejects all types of sexual discrimination and all types of sexual misconduct, including sexual harassment, sexual assault, dating violence (courtship and domestic), and stalking. USC has the resources and procedures for students, faculty, and administrative staff to report all inappropriate sexual conduct and Title IX, and to address complaints in a serious and responsible manner.

I. Applicability

This Procedure will be used to investigate and resolve information and complaints of sexual misconduct / Title IX against faculty and administrative staff, affiliates, and non-affiliates (Complainant). For purposes of the Inappropriate Sexual Behavior Policy / Title IX and these Procedures, an "affiliate" includes, but is not limited to, faculty and visiting postdoctoral fellows who are not classified as faculty, administrative personnel or USC students.

All other complaints of discrimination or harassment against the faculty and administrative staff including, but not limited to, those based on race, color, creed, religion, ethnic origin, age, sex, disability, and sexual orientation will be resolved through the Policy of Non-Discrimination in Employment, the Policy of Sexual Harassment, the principles of Equality of Employment Opportunities and Affirmative Action, and the Procedure on Domestic Violence.

II. Rights of the Complainant and Defendant

The USC Procedure for the investigation, adjudication, and resolution of complaints related to sexual misconduct against the faculty, administrative personnel, affiliates, and non-affiliates (Complainant) are designed to be accessible, effective, equitable, and impartial. Through this procedure, the Complainant and the Defendant have the following rights:

1. Be treated with respect, dignity and sensitivity;
2. Receive appropriate support from the University;
3. Privacy to the extent possible, consistent with applicable law and University policy;
4. Information about the Policy of Sexual Misconduct / Title IX of the University;
5. To an investigation of the immediate and complete allegations;
6. Written notification of the resolution of the complaint;
7. At any time, notify the incident to the Oficina de Seguridad Integral y Manejo de Riesgos (OSIMR) of USC or to a law and order agency.

USC will disclose information about the investigation and resolution of sexual misconduct complaints only to those persons who need to know the information in order to carry out their duties and responsibilities. USC will inform the staff of the University that they participate in an investigation, process or visit regarding the expectation of privacy during the process. The Complainant or the Complainant may obtain assistance from family members, counselors, therapists, clergy, doctors, lawyers, or other resources.
III. Preliminary Matters

A. Effect of a Criminal Process

The filing of a complaint of sexual misconduct is separate and independent of any criminal investigation or proceeding. USC will not stop or wait for the conclusion of an investigation or criminal proceeding to begin its own investigation, although the University may temporarily extend the fact finding of the investigation while the law and order agencies compile the evidence. The determination of the law and order agencies as to whether a Defendant is charged or the result of any criminal accusation is determinative in the University's determination of whether the sexual misconduct occurred under the Inappropriate Sexual Conduct Policy / Title IX.

B. Companion

The Complainant and the Defendant may be accompanied at any meeting or interview related to this Procedure by a companion who can provide support during said meetings or interviews. The companion cannot intervene in a meeting or interview or go to the Title IX Coordinator. Consistent with the obligation of the University to resolve complaints of inappropriate sexual conduct promptly, the University reserves the right to proceed with any meeting or interview independently of the availability of the companion.

C. Refusal of Participation

The Complainant and the Defendant may refuse to participate in the complaint resolution process and the University may continue the process without the participation of the Complainant and the Defendant.

D. Term of Resolution of Complaints

The University will do everything possible to resolve all sexual misconduct information within sixty (60) calendar days from the beginning of the investigation. The term may vary depending on the complexity of the case, the availability of witnesses, and the time of the academic year (for example, during breaks, periods of study, or final exams). The University may extend any term for reasonable cause with a written explanation to the Complainant and the Defendant.

IV. Complaint Start

Any person who believes that he / she has been the object of sexual misconduct (Complainant) as defined in the Sexual Misconduct / Title IX Policy may file a complaint against the faculty member, administrative personnel, affiliates, and non-affiliates (Defendant) responsible for such behavior. The person who has information that sexual misconduct has occurred (Informant) by a faculty member, administrative staff, affiliates, and non-affiliates (Complainant) or a participant in an activity of the University may also file a complaint. The Complainant or Informant may include any member of the USC community including students, faculty, administrative staff, visitors, applicants for employment or admission, participants in a USC activity, or a person with knowledge of an incident of sexual misconduct.
V. How to File a Complaint

The Complainant or Informant may submit a complaint using the Report Form in hard copy or in electronic format to the Title IX Coordinator, Executive Vice President of Academic Affairs, the Vice President of Organizational Development and Human Resources, or the Equal Opportunity Officer. Although the Report Form must contain sufficient information to allow the Respondent to understand and respond appropriately to the charges made, it may not reflect every detail related to the allegations of the complaint, as there may be additional information discovered during the investigation. The Complainant may also call or meet with the Title IX Coordinator, the Vice President of Organizational Development and Human Resources, or the Equal Opportunity Officer to initiate a complaint.

VI. Provisional Measures

At the time of filing a complaint of sexual misconduct, the Title IX Coordinator will review the allegations and determine the need and scope of any interim measures to prevent further acts of harassment, inappropriate behavior or retaliation, and to provide an educational and safe work environment. The range of provisional measures may include, but not be limited to:

1. Adjust the work schedule, assignment, or location of employment in the University of the Complainant or Defendant;
2. Change the academic program of the Complainant;
3. Provide an escort to ensure safe movement;
4. Grant the defendant an administrative license until the conclusion of the investigation;
5. Issue an order to stay away (no contact).

Failure to comply with the restrictions imposed as an interim measure is a violation of the Sexual Misconduct / Title IX Policy and may result in disciplinary action including termination of employment.

VII. Withdrawal of Complaint

The Complainant may withdraw his complaint before the investigation of sexual misconduct is concluded. Generally, the withdrawal of the complaint will end the investigation of the complaint and the resolution process. However, the University reserves the right to proceed with the complaint even after the Complainant withdraws it to protect the best interests and safety of the USC community.

VIII. Petition for Confidentiality by the Complainant

If the Complainant or an Informant requests confidentiality or requests that the notification of sexual misconduct not be investigated, the University will evaluate the Complainant's or Informant's request. The evaluation will be carried out by the Title IX Coordinator in consultation with a small number of administrators of the University, as deemed necessary and appropriate under the circumstances.

Although there is no request for confidentiality, every effort will be made to protect the privacy of all parties during the investigation and resolution process of the complaint. USC will disclose information about the investigation and resolution of sexual misconduct complaints only to those who need to know the information to carry out their duties and responsibilities. The University will inform the personnel participating in a research the expectation of maintaining the privacy of the process. The Complainant and the Defendant may obtain the assistance of family members, counselors, therapists, clergy, doctors, lawyers, or other resources.
IX. Response to a complaint

A. Notification to the Defendant

The person who allegedly committed the sexual misconduct is the "Defendant." Unless the Complainant requests and is granted confidentiality, the Defendant will be notified in writing that a complaint has been filed alleging sexual misconduct against him or her. The Defendant will be informed that he can have a companion at meetings and interviews related to the resolution process of the complaint.

B. Acceptance of Responsibility

After reviewing the complaint and meeting with the Title IX Coordinator, the Defendant may choose to terminate the complaint resolution process by accepting responsibility for the alleged conduct in the complaint. If the Defendant accepts responsibility for the conduct alleged in the complaint, the Vice President of Student Affairs will determine an appropriate sanction for the Defendant. If the Defendant disputes the allegations of the complaint, the complaint resolution process will proceed.

X. Investigation of the Complaint

A. Investigator

The Title IX Coordinator will conduct an effective, complete and equitable investigation.

B. Investigation Process

The investigation will include one or more interviews with the Complainant, the Defendant, the Informant and the witnesses. The investigation will include the collection of physical, documentary or other relevant and available evidence, including reports from the law and order agencies. As part of the investigation, the University will provide an opportunity for all parties to submit written statements including that of witnesses and submit other evidence.

C. Evidence Standard

The University will use the preponderance of the evidence standard, which means that if the evidence gathered and the information provided during the investigation indicates a finding that the Defendant most likely violated the Sexual Misconduct / Title IX Policy.

D. Research Findings

Upon completion of the investigation, the Title IX Coordinator will prepare a report ("the Research and Recommendation Report") that summarizes and analyzes the relevant facts of the investigation related to any documentation or statements of support. The Investigative Report will provide a recommendation to the Vice President of Organizational Development and Human Resources. The parties will be provided with a copy of the Investigative Report at the same time.
E. Determination and Notification

The Vice President of Organizational Development and Human Resources will send to the Complainant and the Defendant a written notification with the determination of the complaint of sexual misconduct (the "Letter of Determination"). If it is determined that the Defendant violated the Policy of Sexual Misconduct / Title IX, the Vice President of Organizational Development and Human Resources will impose a sanction on the Defendant.

F. Preservation of Records

The Title IX Coordinator will keep a confidential file of all complaints, the Investigation and Recommendation Report and the Determination Letter. A copy of the Investigation and Recommendation Report and the Letter of Determination will also be kept in the file of the member of the faculty or administrative staff, and in the Office of Equal Opportunities.

G. Prohibition of Retaliation

The University and Title IX prohibit retaliation against the intimidation of any person because of a report of an incident of sexual misconduct or of participating in the University's response. USC will take strong disciplinary action in response to any retaliation or intimidation.

XI. Disciplinary Actions

The USC reserves the right to interpret this Procedure in its administration, implementation, and application.

A. Against Faculty

Any disciplinary sanction involving a faculty member may result in disciplinary action in accordance with the Faculty Handbook, the Employee Handbook, or other applicable policy or procedure.

B. Against Administrative Staff

Any disciplinary action involving administrative personnel may result in disciplinary action in accordance with the Employee Handbook or other policy or procedure.

If there is ambiguity in any provision of this Procedure, the University reserves the discretion to interpret it according to the purpose for which it was established, the impact on the operations of the University and the good, except that some law provides otherwise.

Approved by: Gilberto J. Marxuach Torrós, President

Translation from original document, to access the original policy click the following link
USC PROTOCOL FOR HEALTH INCIDENTS ON CAMPUS

Introduction

*Universidad del Sagrado Corazon* provides paramedic services to intervene in emergency situations that occur on Campus. The University has identified an area where paramedics can stabilize patients in emergency situations. The paramedics’ service is available 24 hours a day, 7 days a week.

Process

1. Any person who has or is suspected of having a health situation will notified to the Office of Integral Safety and Risk Management (OSIMR) at extension 2553, 2556, 2557 or 939-244-6706 to receive the services of a paramedic.

2. The paramedic will arrive at the place where the person is and will provide the necessary help, depending on the situation.

3. If the person is a student, the Vice-presidency of Student Affairs will take the necessary steps to communicate with a member of their family or a person in charge of the student so that they can report to the University or to the hospital where the student will be transferred.

4. If the person is a student who resides in the University Residences, the Director of the Residences or the Coordinators will take the necessary steps to communicate with a member of their family or a person in charge of the student so that they can report to the University or to the hospital where they will transfer the student.

5. If the person is an administrative or teaching employee, the Vice-presidency of Organizational Development and Human Resources will take the necessary steps to communicate with a member of their family or an employee's manager so that they can report to the University or to the hospital where they will be transferred the employee.

Documentation

The paramedic will be responsible for:

1. Open a file of the patient where the patient information is collected, the facts of the incident, the first aid provided to the patient, the condition of the patient and the actions taken.

2. Write a Health Incident Report that will be part of the patient's file.

3. If the health incident was due to an accident, the paramedic has to notify the situation to the OSIMR.

4. If the health incident was due to an accident of a University student, the paramedic must complete the Accident Medical Claim Form, which will deliver the student to request reimbursement of medical expenses in excess of the primary medical plan. The paramedic will include a copy of the Claim for Medical Expenses Form in the patient's file.
Patient File

The patient record will be maintained in the area where paramedics stabilize patients by following the guidelines of the federal Health Insurance Portability and Accountability Act (HIPAA).

1. Only the paramedic and an authorized University employee will handle patient records. All patient records will be kept for a period of six (6) years. After this term, patient records will be destroyed following the guidelines of the HIPAA law.

2. It is prohibited to give information related to patients to a third party without written authorization from the patient or, in case the patient cannot write, by verbal authorization to the paramedic in the presence of a witness.

3. The paramedic or the employee of the authorized University may access and transfer patient records from where they are stored to the place where they are need.

4. When a patient requests access to their file, the paramedic or the employee authorized by the University will request an identification with photograph and signature (example: driver's license, passport) to corroborate their identity; and the Consent for Information Dissemination form completed and signed by the patient.

Patients with Mental Health Conditions

People who present a behavior that could be interpreted as a mental health condition, will be referred to the Center for Personal Development to be served. If the Director of the Center for Personal Development, or the person designated by the Director, determined that the person poses a risk to himself or to the university community:

1. The Director of the Center for Personal Development, or the person designated by the Director, will make the necessary arrangements to communicate with a member of their family or a student's caregiver so that they can report to the University or to the hospital where the student or employee will be transfer.

2. If the family members or the person's caregivers are not available, the Director of the Center for Personal Development, or the person designated by the Director, and the paramedic will accompany the student or employee to the hospital until a family member or caretaker of the student or employee is present.

Transportation of Patients

In cases where the paramedic determines that the patient must be transfer to a hospital, the paramedic will proceed to manage the ambulance service through 9-1-1 who will be responsible for the patient.

1. Students with Pan American Life student health plan will be transported to the Emergency Room at Ashford Presbyterian Community Hospital.
2. Students with their own medical plan (or their parent’s) will be transported to the nearest Emergency Room or to the one of their choice, if the condition allows it.

If the health incident was due to an accident of a student of the University, the paramedic must complete the Claim for Medical Expenses Form, which will be deliver to the student to request reimbursement of medical expenses in excess of the primary medical plan.

3. Employees:
   a. If the injury or health condition results from an activity related to their work at the University, the employee will be transported to a dispensary of the Corporación del Fondo del Seguro del Estado or the Industrial Hospital. The Vice-presidency of Organizational Development and Human Resources will provide the forms.
   b. If the injury or health condition is not because of an activity related to the work at the University, the employee will be transported to the nearest Emergency Room or the one of their choice, if the condition allows it.

4. Visitors will be transported to the nearest Emergency Room or the one of their choice, if the condition allows it.

Claims for Medical Expenses for Student Reimbursement

1. At all times and during their studies in Sagrado, the student must have a primary health insurance policy that may be offered by the University or another.

2. The USC maintains an accident insurance policy that is secondary to the student's primary medical insurance policy and operates by reimbursing medical expenses.

3. The student must pay medical expenses not covered by their primary medical plan and submit evidence of medical service expenses to the Vice-presidency of Finance and Operations so that the student insurance assesses the expense and issues the reimbursement, if applicable, together with the Medical Accident Claim Form.

Claim for Medical Expenses Form

1. The paramedic will assist the student and fill out the Claim for Medical Expenses Form, which must be completed in all its parts, signed, and delivered to the student and, depending on the situation, to the student's parent or guardian. The paramedic will retain a copy of the signed Medical Claim Form.

2. The student will sign the Claim for Medical Expenses Form and, if he is 20 years old or younger, must sign the student's parents or guardian.

3. The student must present their primary medical plan and submit the Medical Expense Claim Form to the hospital or to their health care provider.
4. If the student did not receive the services of a paramedic or the Security Officers, he must report the accident to the OSIMR within the first 48 hours of the accident.

5. The paramedic will complete an Accident Report and deliver a copy of it to the Vice-presidency of Finance and Operations. The original of the Accident Report will be part of the patient's file along with a copy of the Claim for Medical Expenses Form.

Translation from original document, to access the original policy click the following link
Consent for Patient Information Disclosure

Patients name: ________________________ Date: ____________________

File number: ________________________

I authorize the Universidad del Sagrado Corazón to disclose the following information from my patient file:

- Initial Evaluation
- Progress Notes
- Summary of the Discharge
- Treatment Certification
- Treatment Plan
- Other

Purpose of the disclosure:

- Required by Government Agency
- For personal revision
- For second medical opinion
- For knowledge of your primary Doctor

This information will be delivered to:

- Patient
- Primary doctor
- Other, specified____________

_______________________________ ________________________
Patient’s signature (21 years or older)  Date

_______________________________ ________________________
Parent’s signature (20 years or younger)  Date

_______________________________ ________________________
Signature of the Representative of the University  Date
INTRODUCTION

In the University Residences of the USC, social, moral, and intellectual development is encouraged in an atmosphere that stimulates study and good human relations for the achievement of the academic objective of our students. The diversity of students residing on the Campus is a source of cultural and educational enrichment.

The University Residences are the ideal places where to share experiences that enrich the personality of the residents and promote the skills of healthy social coexistence. These experiences are characterized by collaboration and mutual respect.

DECLARATION OF PRINCIPLES

A residence for university-level students is much more than a physical structure, it is a community where one learns to live in a group, to respect individual differences and to develop a greater degree of tolerance.

The interaction of the group must be characterized by order and reciprocal respect among the members. For this, it is necessary to point out that this grupal coexistence presupposes the acceptance and knowledge of a certain number of rules and norms that are indispensable to maintain a welcoming and pleasant environment in order to fully develop the individual power. To the extent that the individual achieves the adjustment in a heterogeneous group, it will facilitate their success in university life.

This manual establishes the rules and procedures that guide the individual's conduct to promote the order, safety, and well-being of all residents. The rules established in this Manual serve as a reference to the student so that he/she knows what his/her responsibilities and benefits are:

- Reside in an environment that promotes the discipline, health, safety, and healthy coexistence of residents.
- Request meetings with the Vice President of Student Affairs, Director or Coordinators of the Residences and other members of the university administration to present their concerns on various aspects that affect their coexistence.
- Participate in the development of cultural, social, sports, and community activities that promote the exchange of cultures and community life within the Residences. To have freedom of association within a framework of respect and tolerance, with the purpose of improving coexistence within the Residences.
- Request permission to access the University, free of charge, provided they comply with the application requirements.
- Use the sports facilities and the Library as long as they meet the requirements established for their use.
- Benefit from the different activities offered within the University.

DESCRIPTION OF UNIVERSITY RESIDENCES

The University Residences have two buildings for women (Tower A and Tower B) and a building for men. The Ladies Residence has 177 double rooms and 3 private rooms. The Males Residence, 98 double rooms and 2 private rooms. Both Residences have facilities for people who need reasonable accommodation.
The rooms are equipped with two single beds, two desks, two wardrobes, a small fridge, and a cupboard area. On each floor of the Residences, there is a kitchen with a dining room equipped with freezers, a stove, and a microwave oven. The residences have hot water supplies and have a laundry area.

The Residences receive services from the OSIMR 24 hours a day, from the Center for Personal Development, and from the Office of First Aid of the University.

ADMISSION TO THE UNIVERSITY RESIDENCES

New Students to the Residences

Requirements:
- Be enrolled in the USC or PHSU
- Possess an academic index of 2.00/ for PHSU at least 3.00
- Attend orientation for new residents and authorize all required documents.

Procedure:
- Complete the Application for Admission to the Residences. The request must be accompanied by
  - Two (2) recommendation letters
  - A 2x2 photo
  - Criminal Record
  - Admission fee of $25.00. The payment of the fee is made in the Integral Assistance Office (ASI) of the Institution.
- After the payment has been made, deliver the application at the Reception of the Residence. The receptionist will verify your payment and return the receipt.
- The administration of the University Residences will select residents who meet all the admission requirements. The admission process may include an interview.
- New-income residents will be referred to an Orientation for New Revenue Residents. In this orientation all the documents that are signed will be delivered. This orientation is part of the admission requirements and must comply with the following:
  - If the student is under 21 years of age - must be accompanied by the parent or guardian. The signature for the Residence Contract and Authorization for Medical Services is required. If for any reason any of the parents, guardians, and students opposes the signing of any of the documents, this will constitute an incomplete file and therefore cannot be admitted.
  - If the student is emancipated - the emancipation document in original and copy is required.
  - If the student is over 21 years of age - must bring evidence of the date of birth (driver's license or birth certificate with photo ID).

Notes:
- All students who comply with all the required documents and orientation, in the established date, will be included in the official list of admission to the University Residences.
- The application for admission to the University Residences is valid for six months and all the required documents become the property of the USC.
- Providing false information in the application is considered sufficient reason to immediately reject or cancel the contract of the University Residences and the student is subject to the actions stipulated in this Manual and in the Student Regulations.
- The Residency Contract will be completed only once (before residing for the first time in the Residences). Then, the student will complete a Renewal for each subsequent academic
period. If there are amendments to the contract, students must sign a new contract at the beginning of the next academic period.

- The University Residences will receive all applications for admission that are completed and will be evaluated in the order in which they are received. Accepting applications for admission does not constitute an admission to the University Residences.
- The University reserves the right to change or cancel the allocation of rooms to ensure the discipline, health, safety, and healthy coexistence of residents. The student will be notified and a reasonable time will be offered to make the change.
- The University reserves the right of admission.
- The applicant who needs a reasonable accommodation must request it from the Office of Student Services and Retention (@ser).

## CONTRACT RENOVATION

### Requirements:

- Be enrolled in the USC or PHSU
- Contract renewal will be considered if the student has been only one academic period away from the Residences.
- The student must update annually the Criminal Record Certificate, his / her personal information, and the Authorization of Medical Services. If there are amendments to the contract, students must sign a new contract at the beginning of the next academic period.
- The records of residents requesting renewal of the Residency contract will be evaluated taking into consideration the behavior and academic performance of each student. The student:
  - He/she must not have been disciplined or had discipline problems during his/her university life.
  - Have a minimum average of 2.00 or more and have passed at least 75% of their academic load prior to applying for renewal. Any student who does not meet these requirements will be in probation during the next semester residing in the University Residences.
  - Failure to comply with these requirements in the semester of probation, the resident will be suspended from the Residence.
  - If the resident does not agree with the decision, he or she may appeal the decision to the Vice President of Student Affairs within the next five (5) days from the date of the suspension notice.

Students suspended from the Residency will have to wait an academic year to apply for admission to the Residency and meet the requirements for academic conduct and performance.

### Procedure:

1. The resident will complete the renewal application before the last day of classes, as established by the Registration Office. The application will be delivered at the Reception of any of the residences. The receptionist will verify that the application is duly completed.
2. The University Residences will receive all renewal applications that are completed and will be evaluated in the order they are received in conjunction with the admission applications. Accepting renewal applications does not constitute an admission to the University Residences.

3. The Director of the University Residences will notify students in writing that they do not comply with the requirements.

Notes:

- All students who comply with the required documents, on the established date, will be included in the official list of admission to the University Residences. If the required documents are not presented, the applicant will not participate in the allocation of rooms and will lose the opportunity to share the room with the chosen partner.
- The University reserves the right to change or cancel the allocation of rooms to ensure the discipline, health, safety, and healthy coexistence of residents. In these cases, the resident will be notified and a reasonable time will be offered to make the change.
- The University reserves the right of admission.
- If the applicant needs a reasonable accommodation, they must request it from the Office of Student Services and Retention (@ser).

APPLICATIONS FOR ADMISSION OR RENEWAL FOR STUDENTS OF OTHER EDUCATIONAL INSTITUTIONS

The University Residences of the institutions under certain circumstances can offer their services to students of other educational institutions. The requirements and procedures in the admission and renewal processes are similar to those used for our students. These requests are subject to the availability of space according to the time of the academic calendar and the capacity of the Residences.

Additional Requirements:

- Present an updated transcript of credits that includes the last academic period of studies to verify the cumulative average of 2.00 or more and the approval of 75% of the academic load of the last academic semester prior to the request for renewal.
- Submit a letter of recommendation from the Dean of Students of the university of origin.
- Before the arrival, the student must pay the total cost per semester of the Residence. Applicable financial regulations to apply for reimbursement of residency (as applied to students of the University). The regulations can be found at http://www.sagrado.edu/publicaciones/normas-financieras.pdf.
- Students from other educational institutions that are authorized to remain in our Residences, must comply with all regulations and rules by which students of the University are governed.

Note:

- The University reserves the right of admission.
- If the applicant needs a reasonable accommodation, they must request it from the Office of Student Services and Retention (@ser).

DEADLINES
The reservation of the room will be guaranteed until the last day of the late enrollment for each academic period, as established by the Registration Office. This means that the student will have to enter the residence before the end of this period. If you do not call to notify your late arrival, you may lose the space allocation. It is the responsibility of the resident to notify the cancellation of the contract and to take the necessary steps to withdraw from the residence.

If the resident does not comply with the days of tuition payments or does not take the necessary steps to process their financial aid and registration, the accommodation is canceled with or without knowledge of the resident, who is responsible for the residence payment for the time in which has resided and a fine of $200.00. In addition, you will have to leave the Residence immediately.

**OPENING OF THE UNIVERSITY RESIDENCES**

- The University Residences will open on the day before the start of the classes in each academic period at the USC.
- It will try to locate the student according to the request regarding the requested partner, as indicated in the Admission or Renewal Application, but a room or the requested roommate is not guaranteed.
- In cases in which the resident does not have interest in receiving visits in the common areas of the apartments, he/she must notify the administration. The administration of the university residences will do everything possible to accommodate these students with others who have expressed the same interest.
- Residents will receive the key of the room assigned by the person of the University Residences and will sign the delivery of the key of the assigned room.
- When the student arrive at the room, will complete the Entrance Inspection where it will indicate in what conditions found the room. This sheet must be delivered to the floor leader (Proctor).
- From that moment, the student can begin to locate their belongings in the assigned room.
- On the day of arrival, the resident's companions can stay in the room until 10:00 pm.

**RESIDENCES HOURS**

- The University Residences open 24 hours a day, 7 days a week, during each academic period. The Residences will remain closed in the institutional closings.
- The University reserves the right to close University Residences in special situations or emergencies that may arise and that are understood to put at risk the safety of residents, staff, or the University.
- In case of an emergency or institutional closure, the student is responsible for making the necessary arrangements to return home and must leave the Residences before the time and date designated. In the case of foreign students without family members residing in Puerto Rico, they may stay in the Residences.
- In case of an emergency, you must be attentive to radio, television, or other means of communication through which the University will offer information about the resumption of classes and the opening of the University Residences.
- It is recommended that all residents avoid going to the Campus after 10:00 pm. At this time, the University has closed all the facilities that remain open during night hours.
- All residents must present the official identification of the University (Pórtico Card) or driver’s license at the reception of the assigned residence.
When the automated registration system is implemented, residents and visitors will electronically register, using their Pórtico card, in all the entrances and exits of the university residences. Residents who do not have their portico card available will be registered in the Resident Services area.

- The University is not responsible for the safety and welfare of the resident while he / she is away from the Campus.
- The end of the semester is 24 hours after the student completes his final exam, as scheduled by the Registration Office, or final work of the courses enrolled.

**VISITIS IN THE UNIVERSITY RESIDENCES**

- **Visiting hours:** from 10:00 am to 10:00 pm from Sunday to Thursday. Fridays, Saturdays and holidays visiting hours will be extended until 12:00 a.m.
- From 10:00 am to 10:00 pm visitors, regardless of their gender, may share with residents in the following common areas of the entrance floor; living room, computer center, games room and Mater Room. They can also share in the common areas of each of the floors of the residences including the kitchens.
- Residents and their visitors, regardless of their gender, may stay in the common areas of the entrance floor of both Residences for 24 hours. The rules of the period of silence will be observed.
- Any visitor or relative who arrives at the University Residences must identify themselves at the Reception and sign the Visitors Registry that includes name and surnames, signature, name of person to visit, time of entry, and time of departure. In addition, must leave the student ID card in the reception area if you are a student or your driver's license if you are a family member.
- Visits or family members will remain in the designated visitor areas, which include the main hall area, the common areas of each floor of the residences, kitchens on the floors, computer center, game room and Mater Room. In cases where the resident has no interest in receiving visits in the common areas, he/she must notify the administration. The administration of the university residences will do everything possible to accommodate these students with others who have expressed the same interest.
- Each resident is responsible for the conduct of their visitors or relatives, who must observe the rules established by the institution.
- In emergency situations, the Director or Coordinators may authorize visits to the resident's room.

**EVICATION FROM UNIVERSITY RESIDENCES**

Residents will vacate the Residences at the end of each academic semester 24 hours after taking their last final exam, as scheduled by the Registration Office, or at the time of processing a total withdrawal. Residents will be ruled by the following procedure when leaving the University Residences:

- Notify the Director or Coordinator, two (2) days in advance of his / her departure from the University Residences.
- Coordinate with the Coordinator or his representative the Departure Inspection of the room. This inspection is based on the Room Inventory, where it indicates in what conditions it found the day of arrival at the Residence.
- Leave the room and property in the same condition in which it was received. This includes collecting the food from the refrigerator, removing the plastic container from the freezer, discarding all unwanted items from the room, cleaning, and ordering the room.
• In case of loss or damage to real or personal property, the responsible student will be billed for the cost of the damage caused. If the responsible student is not identified, a proportional invoice will be made between the residents of the room or villa.
• Deliver the key to access the room at the Reception, present the Departure Inspection and sign the Key Delivery Form. No keys will be accepted to residents who do not present the Departure Inspection.
• Failure to deliver the key carries a $50.00 charge.
• The personnel or the administration of the University or of the University Residences are not responsible for the articles left or abandoned in the room or residence.
• If for any reason the student cannot leave the Residence on the appointed day, he/she must request an authorization from the Director or his/her representative.

**TOTAL WITHDRAWAL – ACADEMIC**

The Resident who processes a total drop in their academic load or for any reason abandons their studies at the University must vacate the Residence on or before the next 24 hours. It must perform the procedures described in the section Eviction of the University Residences.

**ACADEMIC RECESS PERIODS**

During the periods of academic recess, resident students may choose to remain in the residences. The University reserves the right to close the University Residences during the institutional closings, and in case of emergency. In case of emergency such as natural disasters, strikes, epidemics, lack of basic services of electric power or water (regardless of the cause) or other eventuality that threatens the physical, emotional or safety of the residents, the administration of the University may request the immediate eviction of the University Residences.

If the Residences remain open during an emergency, the University does not guarantee the continuity of energy, water, telephone, and internet services. In addition, residents and their visitors will have to comply with the schedules established by the administration of the Residences during the emergency (schedule of visits, departures, and arrivals), as well as other measures established to guarantee the physical and emotional safety of the residents.

In case of natural disasters (predictable or not) it is the responsibility of the resident to carry out all the necessary steps to move into their home. The University or the University Residences are not responsible for providing the necessary transportation for the resident to move to their home. This includes eventualities that may arise as a consequence of natural disasters.

**PERIODS OF INSTITUTIONAL CLOSURE**

During periods of institutional closure:

• Residents must take all their belongings, unless they receive specific instructions from the Director or his representative.
• Foreign residents, exchange, or residents of Puerto Rico with particular circumstances, should consult with the Director the possibility of staying at the University during the closing periods. This represents an additional cost for the Resident.
• Failure to vacate the Residences, days and closing times published, carries a disciplinary penalty.
• The personnel or the administration of the University or of the University Residences are not responsible for the articles left or abandoned in the room or residence.

EVICION OF RESIDENTS WITH TEMPORARY OR PERMANENT SUSPENSION OF THE UNIVERSITY RESIDENCES

The temporary suspension of the University entails not having access to the services of the Residence for a specific period of time. In a permanent suspension (expulsion), the student loses the right to request admission or renewal of the contract in the Residences. In case of a permanent suspension (expulsion), the resident must vacate the residence immediately.

If the student is temporarily or permanently suspended from the Residences, he / she will not be able to enter the Residences (includes room) after the period of suspension begins. Residents have five working days to appeal the decision of the Director of Residences to the Vice President of Student Affairs. In both cases, the residents with temporary or permanent suspension must be governed by the procedure detailed in the section Eviction of the University Residences.

COST REIMBURSEMENT FOR RESIDENCE

The Resident will be entitled to reimbursement for the cost of residence as specified in the University Financial Regulations in force at the time of the withdrawal. The temporarily suspended student who decides not to return to the Residence loses the right to any reimbursement from the University.

MEDICAL CONDITIONS

The University Residences have physical facilities for the accommodation of residents with disabilities. Residents have to be physically and mentally capable of carrying out tasks related to daily life. For example eating, bathing, getting dressed, sleeping, taking the medications, and following medical treatment.

Residents are responsible for the medical treatments they receive. The University Residences are not responsible, nor do they offer services for the supply of prescription or recommended medications; this includes intravenous outpatient treatments. Other services must be requested by writing and evaluated by the First Aid Room.

The Residences do not offer tutoring services or supervised studies. These services have to be coordinated through the units that offer them: Student Support Office or Office of Student Services and Retention (@ser), among others.

Any Resident who receives treatment, whether due to illness, physical condition, or mental health that leaves his medical treatment or does not comply with medical recommendations will have to leave the Residences until his doctor certifies that the student is fully responsible for their treatment, that is, it does not require any kind of supervision, and that it may reside in a lodging. If the student leaves the Residences for physical and / or mental health conditions, he / she must bring a medical certificate in the first case. If it is due to a mental health condition, you must bring a medical certificate and you must meet with the psychologists of Center for Personal Development, before applying for re-entry or renewal of the contract. It is required to obtain the favorable recommendation of the psychologists of the Center for Personal Development.
Development to process their re-entry or renewal.

If a resident abandons his/her medical treatment, does not comply with the medical recommendations or medication side effects, shows risk behaviors that may cause harm to himself or other residents, or presents behaviors that affect the coexistence of the other residents, the administration of the University Residences may request the eviction of the latter from the Residences. At the time of the eviction, the reimbursement for the cost of residence will be applied as specified in the Financial Rules of the University in force at the time of the withdrawal.

In the Residences, students with more than six months of pregnancy or with high-risk pregnancies will not be accepted. Pregnant women should bring a medical certificate indicating their time of pregnancy and that the doctor certify that their pregnancy is not considered a risk pregnancy. Any woman with symptoms of abortion should receive medical assistance. Upon the return, she must show, through a medical certificate, that her pregnancy is free of risks and that she can continue residing in the Residences.

**GENERAL DISPOSITION**

**Bedrooms**

- At all times, residents are responsible for the cleanliness, order, and maintenance of their rooms.
- They should use caution when using authorized electrical appliances in the rooms. For example, irons, portable hair dryers, or tongs. These items can cause damage to property and human life if used without precaution.
- The use of televisions, computers, portable equipment for listening to music and watching movies is allowed.
- The resident is responsible for the damages and loss of the movable and immovable property of the University Residences under his responsibility and custody.
- The University is not responsible for theft, theft, or destruction of personal items of residents, such as money, jewelry, clothing, food, electronic equipment, and other effects, regardless of whether such loss occurs in the rooms or common areas.
- The resident is responsible for cleaning and collecting garbage from their room. Trash will be deposited in the designated areas. Garbage is collected two (2) times a day.
- The food waste must be deposited in the kitchen trash. The sink in the room cannot be used as a kitchen sink.
- In the rooms it is not allowed:
  - Smoke
  - Use, consume, or distribute alcoholic beverages or illicit substances
  - Turn off the air conditioners in the Ladies' Residence
  - Light candles or incenses
  - Pets or animals that are not for reasonable accommodation
  - Paint or nail items on doors or walls
  - Use toasters, rice cookers, coffee makers, or other kitchen appliances. The use of these items is limited to the kitchen area of each floor.
  - Use or possess microwave ovens, portable electric burners, electric fans additional to those installed. Unauthorized electrical appliances will be removed and confiscated immediately.
  - Lay clothes or other items in the pipe or water sprinklers.
CONDUCT OF RESIDENCES

The residents will act with respect and consideration, both towards the staff of the University Residences, as well as towards their colleagues and visitors. The residents have the responsibility to cooperate with the cleaning employees, personnel of the Installation, Conservation and Services Unit, in charge of extermination, contractors or subcontractors so that the services can be carried out effectively.

RESIDENTS CLOTHING

Residents will not leave their room in their underwear, towel, half-naked or naked. Residents will wear appropriate clothing to the academic management while they remain on campus and in the Residences, always observing the decorum and good manners.

COMMON AREAS

The areas of reception, study, computer center, recreation or common coexistence (game room, Sala Mater, among others) are for the use of all residents regardless of their gender. The hours of silence, courtesy, rules and rules of coexistence that must be kept towards the other members of the community must be taken into consideration. In these areas, the furniture will remain in the place that has been placed and will be used properly.

- In this areas it is not allowed:
  - Smoke
  - Use, possess, consume, or distribute alcoholic beverages or illicit substances
  - Turn off air conditioners
  - Light candles or incenses
  - Pets or animals that are not for reasonable accommodation
  - Paste or nail articles in doors and walls
  - Move the equipment and furniture of the assigned places
  - Screams, unnecessary noise, insults, quarrels, disturbances to peace, and use of improper vocabulary
  - Radios and televisions with high volume
  - Inappropriate dress to academic management
  - Leaving garbage or personal items outside the rooms (example: shoes, clothes, or electronic equipment)
  - Hang clothes or other items
  - Use or possess microwave ovens, portable electric burners, electric fans additional to those installed. The administration of the Student Residences will immediately remove these items from the rooms and other places.
  - Hang clothes or other items in windows, doors, or hallways

Alcoholic Beverages and Illicit Substances

The use, possession, consumption, and distribution of alcoholic beverages and illicit substances in the University Residences is prohibited, as described in this Residency Manual, the Student Regulations and the current institutional policy on the use and abuse of alcoholic beverages and drugs. In accordance with these regulations, no resident will be allowed to return to University Residences under the influence of alcoholic beverages, drugs, or other illicit substances.
Security

Residents will keep their rooms and lockers locked when they leave their rooms. The administration of the University Residences is not responsible for the personal property of the residents, under any circumstance.

Personal Security

When the life of a resident or another person is at risk, the official in charge of the University Residences will be notified immediately by the people who know or suspect the incident. The official in charge of the Residences will immediately alert the Supervisor or Director of the OSIMR that is available at the moment. Then, he will notify the Director of the University Residences, who will evaluate the situation and take the pertinent measures together with the Security Office of the Institution.

In the event that a resident or employee detects the presence of an unauthorized person in the exclusive use areas of residents, he will immediately notify the person in charge of the Reception. The official in charge of the Residences will immediately alert the Supervisor or Director of the OSIMR that is available at the moment. Then, he will notify the Director of the University Residences, who will evaluate the situation and take the pertinent measures in conjunction with the Security Office of the Institution.

If a resident leaves the Residence for a period of time longer than 24 hours, he / she must inform it in the Reception of the Residence. If any alert related to the disappearance of a resident arises, the situation will be handled in accordance with the Protocol to Report the Disappearance of a Resident. This protocol complies with the Jeanne Clery Act, as amended in 2009.

The staff of the OSIMR will be able to intervene with the residents when necessary, to maintain an orderly community environment.

Personal Effects

- The University Residences do not provide any article of personal hygiene.
- Each resident will be provided with bed sheets for a single bed ("twin"), covers, pillows, quilts, towels, trash, and personal items such as toothpaste, toothbrush, soap, and toiletries for personal hygiene among others.
- Each resident must identify all their personal effects with their name and room number.
- Each resident will be responsible for their safety.
- The staff or administration of the University or University Residences are not responsible for the items left or abandoned in the Residences facilities.

Period of Silence and Study Schedule

- The study schedule of the Residences is continuous. Therefore, resident must observe a behavior of respect and consideration for their peers at all times.
- There will be no gatherings or noises in the corridors and areas adjacent to the bedrooms from 10:00 pm to 8:00 am. During this period, any resident who wishes to socialize in the rooms of the floors or visitors area should do so in a low voice.
- The announcements by the speaker system to the floors ("pages") will be made from 8:00 am to 10:00 pm or when an emergency arises in the residence.
• Phone calls will be transferred to the rooms from 8:00 a.m. - 10:00 p.m.

Inspections and Entry into the Rooms, Common Areas and Other Spaces

• The Vice President of Student Affairs, the Director of the Residences or any authorized representative of the University reserves the right to enter periodically and without prior notice to the rooms and any common area or other space of the University Residences. This way, security, maintenance and compliance with the provisions of this manual and other applicable institutional norms and policies are ensured. This also includes the Student Regulation and the current policy on the use and abuse of alcoholic beverages and drugs.

• These inspections may be carried out using any method generally used for the purposes of the inspection. If violations of this manual or any other policy or institutional norm are found, the applicable policy or norm will be followed according to this manual, which could lead to disciplinary actions and the imposition of sanctions.

• It is not allowed to change the locks of the doors of the Residences, nor to place locks additional to those installed by the institution.

• The resident must inspect his room before and after occupying his room, according to the Entry Inspection.

Maintenance and Repairs

• All situations that require repair must be requested, as soon as possible, at the Reception of the assigned residence (extension 7100 - Women's Residency or extension 7600 - Men's Residence).

• In case of intentional or negligent damages, the University will invoice the student for the cost thereof.

• The administration of the University Residences can authorize the entry of employees into the rooms, without prior notice to the residents. The necessary decorum will be observed.

• Authorized companions, (Coordinators, Service Representatives, Proctors, and students of studies and work) will always accompany employees who perform maintenance tasks or repairs in the rooms. The companions will touch the entrance door of the room and announce the entrance of the personnel.

• No resident may prevent work done in his room previously authorized by the Director of the Residences.

Residents of Groups or Temporary Lodging Agreements

• The University may temporarily admit, according to the availability of spaces, people who do not study at the Institution. They will complete the application for admission and make the corresponding payment in the Integrated Assistance Office (ASI).

• Only Groups or Temporary Lodging Agreements will be accepted in special circumstances and with the prior authorization of the corresponding officials of the Institution.

• These groups are subject to the availability of space according to the time of the academic calendar.

• The members of these groups will be subject to the regulations that govern the students of the University.
Keys

The first day in the Residence, residents are given the key to their room. It is the responsibility of the resident and is subject to the following:

- Do not lose or lend the key.
- The reproduction or use of keys by non-residents is **PROHIBITED**.
- Any lost key will cost $ 50.00.
- The resident who misplaces his / her key must request a key from the Director of the University Residences or his / her representative. The resident will receive an invoice to make the payment in the Integrated Assistance Office (ASI). After the payment is made, the receipt will be presented to the Director of the University Residences or his representative to begin the process of requesting a copy of the key. Residents who temporarily cannot enter their rooms should notify the Director of the University Residences, Coordinator, or Service Representative on duty and wait for the personnel responsible for the control of the keys can come to perform the service.
- The resident who does not take the steps to acquire a new key must leave the Residence until he can afford to copy the key.
- The student who leaves his key inside the room, will ask the person in charge of the reception, to open his room.
- Residents who lose their key or leave the key inside the room will have to wait for the personnel responsible for key control to go to the Residence. This staff does not have to be available 24 hours, within the University.
- Residents are required to give the key to the room between one academic period and another (semester or summers), even if they are allowed to leave their belongings in the room.
- Failure to deliver the key on closing days entails a disciplinary sanction and the collection of the key before entering the next academic period.

Telephones

- The University and the University Residences do not guarantee this service in the rooms of the residences.
- Removing or replacing the phones in the rooms is prohibited.
- Phone calls will be transferred to the rooms from 8:00 a.m. - 10:00 p.m.
- The phones only receive calls and can be used to communicate between the rooms of the Residences.
- To make calls to other rooms:
  - Ladies Residence - For the first floor, dial 70 and the last two digits of the room with the exception of room 116, for which you must dial 7020. For the other floors, dial 7 and then the room number.
  - Male Residence - Each room has its extension number. Please check at the Reception.

Kitchens

Residents are responsible for:

- Clean the kitchen every time you use it. This includes burners, microwave, and sink.
Place your food in the freezer in plastic boxes identified by your name. Plastic bags will not be allowed (these prevent the freezer from cooling to the required capacity). The plastic boxes for the freezers must have a measure of 12 quarts.

- Throw de garbage.
- Your meals and kitchen items. The University is not responsible for the loss of these.
- Use the stove and the microwave oven only to make food.
- Only electrical equipment installed by the University may be placed or used. Unauthorized items will be removed and confiscated immediately.
- The utensils abandoned in the kitchens will be discarded in the trash.

**Bathrooms**

The residents will collaborate in:

- Keep the toilets unloaded and do not throw papers on the floor.
- In the case of the ladies, deposit sanitary napkins in the trash cans.
- Deposit all soap residue, shavers, empty pots, among others in the trash cans.
- Pick up the hair from the floor of the showers to avoid clogging the pipes.
- All items in the bathrooms will be discarded to the trash.

**Emergency Exits**

Emergency exits must be kept clear of obstacles and these cannot be used to enter from one floor to another. Only the door of the reception floor can be used to enter the floor.

In the exits and stairs is prohibited:

- Smoke
- Tender clothes and other items
- Hold the doors to prevent them from closing
- Place any item that interrupts access to emergency exits

**Elevators**

In the elevators is prohibited:

- Smoke
- Overload elevators
- Prevent the elevator doors from closing
- Use alarms when there is no emergency

**Game Room** (Men’s Residency):

The games will be for the exclusive use of the residents (women and men) duly identified and their visits in the Game Room (located on the Second Floor - Male Residence). The resident will use the equipment accessible at the Residence Reception. The use of the games is conditioned to the established time and place as long as it does not affect the proper functioning of the residence or the established rules of coexistence. The schedule of the room is from 9:00 a.m. - 12:00 a.m.

To use the games, each resident will present their Portico Card at the Front Desk. It will be returned at the end of the use of the games. The games will be for recreational purposes and no bets will be allowed.
Residents must take care of the equipment they request and will be responsible for any intentional or negligent damage to them.

**Computer Room**
The Computer Room is for the exclusive use of residents and their guests. Each Residence has its Computer Room and both the men and the women can make use of these rooms indiscriminately where they are. The computers are equipped with access to the electronic file of the Madre María Teresa Guevara Library, the internet, and other programs for the use of academic and educational projects. The use of social pages and other programs for recreation purposes is not allowed. The use of the Computer Room is for educational purposes only.

To ensure the proper functioning and long period of life of the computers, the consumption of beverages and food inside the rooms is prohibited, as well as the disconnection of cables or equipment belonging to the University. The resident must make good use of these electronic facilities at all times. The rules of University Residences or the University will be applied in case of theft of cables or equipment from these rooms.

**Laundry**
The washers and dryers are for the exclusive use of residents.

- The University facilitates an area of washers and dryers for a price established by the external provider (subcontractor).
- The facilities are located on the sixth floor of the Women’s Residency and the first floor of the Men’s Residency.
- Every resident is responsible for their belongings when they are in the washers and dryers.
- The University is not responsible for the proper functioning or maintenance of this equipment.

**Floor Leaders (Proctors)**
The floor leader is a resident responsible for ensuring order in each floor and that the rest of the residents comply with the rules and procedures of the University Residences. Residents are responsible for respecting the Proctors and following the instructions. Details of responsibilities and duties may be requested from the Director of the University Residences.

In summary, the Proctors:

- They collaborate to facilitate the adaptation and healthy coexistence of the residents.
- They help maintain order, avoid gatherings and unnecessary noises in the rest time.
- They hold regular meetings with the Director and Coordinators of the Residences. These meetings will be held on the first Tuesday of each month at the previously determined time.
- They hold periodic meetings with residents.
- They collaborate with the administration in the tasks that they indicate.

**Meetings**
Periodically, the residents will be summoned to meetings in which the attendance of all the members of a specific floor or of the entire Residence is required. Absent residents will be responsible for the matters discussed.
Council of Residents

It is a student body constituted by young residents whose main objective is to create a bond of union between the administration and the residents. The members of said body:

- They must be residents with enthusiasm, dedication, and desire to serve the Residences.
- Selected annually by votings of the residents.
- Represent the residents and propose alternatives for the solution of problems in the University Residences.
- Coordinate and carry out activities that contribute to the development and enrichment of residents.
- The Proctors cannot belong to the Council and vice versa.

UNIVERSITY SERVICES

- **Security:** The Office of Integral Safety and Risk Management is located in the building near the gates of the main entrance to the University. It is responsible for monitoring and protecting the enclosure 24 hours a day, 7 days a week, through continuous patrols. For more details, contact extension 2553.

- **Maintenance:** The repairs schedule of the Residences is from Monday to Friday, from 9:00 a.m. to 4:00 p.m. On weekends, the University provides maintenance employees who will handle emergencies only. It is important that each situation is reported to Reception.

- **Cleaning:** The service schedule is from Monday to Saturday, from 9:00 a.m. - 3:00 p.m.

- **Extermination:** All the first Friday of each month the extermination service will be offered in the Ladies’ Residence and the second Friday of every month in the Male Residence.

- **Health:** The First Aid Room, located on the second floor of the Student Center, provides the first medical aid to the student with physical illness or accident on the campus of the university. The resident must know the Emergency Medical Protocol.

EMERGENCY PROTOCOLS

In case of emergency, you must call the Reception of your university residence or the OSIMR by phone: (787-728-1515 - extension 2555 (24 hours a day).

Emergency means any criminal act, event of nature (earthquake, hurricane, and flood) that affects the structure or essential services, terrorist attack, explosion, as well as other situations that may affect the safety or health of residents.

Emergency Management

- In case of emergency, in the first instance you should call the Reception of your University Residence (Ladies Residency - extension 7100 or Males Residency - extension 7600).
- You must clearly state your name, room number, type of problem, and where you are.
- The person in charge of the Reception will communicate with the Coordinator or Director to attend or investigate the situation.
• When necessary, the Vice President of Student Affairs, the Director of the University Residences, or the Resident Coordinators, may order that reasonable inspections of the rooms be conducted according to the nature of the emergency.

Medical Emergencies

• Notify immediately the Reception of your University Residence (Ladies Residence - extension 7100 or Residence of Males - extension 7600).
• You must clearly state your name, room number, type of situation, and where you are.
• The person in charge of the Reception will communicate with the shift personnel of the First Aid Room (extension 6540) and the Coordinator or Director.
• The staff of the First Aid Room will evaluate the affected resident and determine the action to be taken.
• The staff of the First Aid Room will determine the transportation necessary for the resident's transfer to the Emergency Room.
• If an official vehicle of the Institution can be used, the Coordinator of the University Residence assigned to the student or the one on duty, will communicate with the Security Supervisor for the corresponding transfer.
• If the resident is over 21 years of age, and the First Aid Room staff determines that he or she can travel itself to the emergency room, the shift Supervisor will transport him or her in a vehicle of the institution. If the student requests it, his parents or guardians will be notified.
• If the resident is under 21 years of age, the Coordinator of the University Residence assigned to the student or whoever is in shift, will communicate with the father, mother, or the student's manager and the Director of the Residences to notify them regarding the situation.
• If the resident is under 21 years of age, the Coordinator of the University Residence assigned to the student or whoever is in shift will travel with the Safety Supervisor on duty and the affected student to the Emergency Room with the Authorization for Medical Services in a sealed envelope (safeguarding the confidentiality of the document).
• The Coordinator will remain with the affected student in the Emergency Room until one of the following situations occurs first:
  o The emergency room medical staff stabilizes the affected student.
  o The father, mother, or caregiver is presented to the Emergency Room.

Note: It is the responsibility of every parent, guardian, or tutor to go to the Emergency Room as soon as possible. If you are a resident of Puerto Rico, within a maximum period of 4 hours upon receiving notification by telephone from University Residency staff. If they are not residents of Puerto Rico, the father, mother, guardian or tutor will take the necessary steps to visit the country as soon as possible and as required by the university authorities.

Eviction of Buildings

On each floor of the Residences, the maps with the exit routes are placed. Residents are responsible for observing the exit routes of each floor. The university administration will develop emergency plans and plan simulations in conjunction with state agencies dedicated to emergency management.

It is recommended that each resident follow the steps at the time of evicting the building or if you observe the beginning of a fire or the activation of the building's alarm system:
• If you observe evidence of fire, stay calm and activate fire alarms.
• If you suspect a fire, notify the Proctor or the Reception of the Residence.
• Leave the building immediately. Do not return to collect your belongings.
• Use the stairs. Do not use the elevator.
• If you feel safe, use the fire extinguisher. Do not take a chance.
• The water sprinkler system and the fire alarms will be activated automatically.
• When the alarm system rings, the Eviction Plan is activated immediately.
  o Reception staff will notify OSIMR (extension 2555). The OSIMR supervisor will be responsible for communicating with the 9-1-1 emergency system.
• The Director or the Resident Coordinators will be responsible for notifying the Vice President of Student Affairs, Executive Vice President of Academic Affairs, or Vice President of Finance and Operations of the event and its magnitude. This decision will be based on the magnitude and seriousness of the event.
• The residents and employees in charge of the eviction will be located in the designated areas and await instructions from the Director, Coordinator, or the responsible support staff at the time of the emergency.
• The Director, Coordinator, or responsible support staff at the time of the emergency will provide residents with confirmed information about the cause, location, and magnitude of the event.
• Once outside the building, the Proctors, together with the residents, will try to identify potential residents who may remain in the facilities.
• Do not return to the building until the security personnel or the employees of the University Residences indicate it.
• Follow the instructions of the personnel in charge. Those persons who do not cooperate with the staff or who do not vacate the buildings will be exposed to disciplinary actions.
• Familiarize yourself with the Eviction Plan for University Residences, as presented to residents.

Presence of Suspicious Objects
• If you observe the presence of suspicious objects, notify the reception of the affected residence immediately (Ladies Residency - extension 7100 or Males Residency - extension 7600).
• Clearly state your name, your room number, and where the object is located.
• Move away from the object and do not touch or move it. Do not use the cell phone or communication radios near the object: it could be activated.
• Alert your roommates and start evicting the building.
• The person in charge of the Reception will communicate immediately with the Director / Coordinator of the affected University Residence or the support personnel on duty and will communicate to the residents through the sound system of the building to begin the vacate of the building.
• The Coordinator of the affected University Residence or the support staff on duty will immediately contact the OSIMR and activate the alarm system to vacate the building.
• The personnel of the OSIMR will supervise the handling of the situation.

Suspicious People
• Do not intervene with the suspect, unless you are attacked.
• Observe the most prominent features of the person and the attitude of the suspect.
• Try not to prevent the suspect.
• Move to a safe place.
• Communicate with the Reception of the University Residence or with the security personnel of the University through the telephones: (787) -728-1515, extension 2555.
• Protect yourself and alert others of the suspect.
• If the suspect is in the Reception of the Residence, try to call the OSIMR.
Earthquake

Earthquakes are phenomena that cannot be warn. Take the following precautionary measures at the time of an earthquake:

- Stay calm.
- During the earthquake, do not leave the place where you are. Protect yourself from falling objects (mirrors, lamps, bookshelves, among others).
- Use a desk, table, or mattress to cover yourself or lie next to the bed and away from the windows. NEVER UNDER THE FRAME OF THE DOORS.
- Do not try to leave the building during the earthquake.
- If you are on the street, move away from buildings or objects that may fall, such as poles, windows, and power lines.
- Once the quake passes, quickly assess the situation and look for an exit from the building. Do not use elevators.
- Do not light matches, cigarettes, or candles.
- If you are in a place of risk, abandon it. Remember that replicas occur after an earthquake.
- Follow the instructions of the staff of the OSIMR, the Office of University Residences or other personnel in charge of handling the emergency.

Weather phenomena

During the notification of a tropical storm or hurricane issued by the National Weather Service, all residents must follow the following instructions:

- Call your family members in time to coordinate your return home as soon as the University declares the closure of the facilities.
- Close the windows of the rooms.
- Move objects away from windows to prevent windows from getting wet.
- Empty the refrigerator in your room.
- Remove food from kitchen freezers. Disconnect electrical equipment.
- Be attentive to radio, television or other means of communication through which the University will offer information on the resumption of classes and opening of the University Residences.

Note:

- In case of an emergency, the University reserves the right to close the University Residences.
- In case of natural disasters or any other event that threatens the physical, emotional or safety of the residents, the administration of the University may request the immediate eviction of the University Residences.
- Exchange residents and foreigners who remain in Puerto Rico must make the necessary arrangements with the Director of the University Residences for their accommodation during the emergency. The University can opt for the transfer of residents to the shelters enabled by the government.
- Once past the event that caused the emergency and the University has decreed a closure of the University Residences, the Office of the University Residences and the Vice President of Student Affairs will help the residents who passed the event on the island to communicate with their relatives and begin their transfer to their homes.
- The University does not guarantee the basic services of water, electricity, telephone, and internet during periods of emergencies.
- USC is not responsible for the loss of the property of the residents.
DISCIPLINARY PROCEDURES

A correct, courteous and responsible behavior of our residents is expected. A violation of any of the rules, protocols, or regulations established in the University Residences entails a disciplinary sanction, as established in the Manual. After an incident has occurred, the resident will attend a meeting with the Director or Coordinator of the Residences. The Director or Coordinator of the Residences has the right to restrict the entry of a resident until he meets with it.

The Director or Coordinator will establish the development of the incident and decide if there is a violation or not to the rules, protocols, or regulations established in the University Residences. In addition, it will determine the sanction corresponding to the violation. The resident will receive in writing the decision of the Director and it will be filed in the student's file.

Serious infractions can lead to temporary or permanent suspension (expulsion) of the resident. All disciplinary actions will be notified to the resident in writing, except verbal ones. The verbal reprimand will be recorded in the resident's file for the date and the indication. The disciplinary system is detailed in Appendix A.

- Less serious infractions may result in verbal or written reprimand with a notice to parents or guardian, fines, probation, temporary suspension or non-renewal of contract.
- Residents may appeal the decision of the Director of the University Residences to the Vice President of Student Affairs within the next five (5) days from the date of notification. You must submit your appeal in writing within the indicated time period. If you do not present your appeal, the decision of the Director of University Residences will be final.
- The Vice President of Student Affairs reserves the right to initiate an independent discipline procedure under the provisions of the Student Regulations of the Institution.
- Any resident who is suspended or expelled from the USC as a result of disciplinary action will not be allowed access to the Residences.

DISCRIMINATORY ACTS

In the University Residences of the USC there is no discrimination based on race, color, gender, religion, political ideas, national origin, disability, marital status, or age. If any student considers that they have been discriminated, they should contact the Director of the Residences, the Vice President of Student Affairs and, in the case of discrimination based on sex, with the Title IX Coordinator as soon as possible.

VALIDITY

Revised on March 23, 2016 and its validity is immediately. It is subject to change without prior notice to residents.

Gilberto J. Marxuach Torrós, President
## DISCIPLINARY SYSTEM

### INCIDENTS

<table>
<thead>
<tr>
<th>BEHAVIORS NOT ALLOWED</th>
<th>First Time</th>
<th>Second Time</th>
<th>Third Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use, possession, consumption, or distribution of alcoholic beverages within the Residences.</td>
<td>Temporary or permanent suspension, according to the case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use, possession, consumption, or distribution of drugs, narcotics, narcotics, or controlled substances within the Residences.</td>
<td>Temporary or permanent suspension, according to the case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrive at the Residences under the influence of alcoholic beverages.</td>
<td>Temporary Suspension</td>
<td>Permanent Suspension</td>
<td></td>
</tr>
<tr>
<td>Arriving at the Residences under the effects of the consumption of drugs or other illicit substances.</td>
<td>Temporary or permanent suspension, according to the case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use, possession, or sale of firearms, bladed weapons, fireworks, firecrackers, chemical compounds, among others, within the Residences.</td>
<td>Temporary or permanent suspension, according to the case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lascivious conduct inside or outside the University Residences or the university campus.</td>
<td>Temporary or permanent suspension, according to the case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriation of objects or articles belonging to other people within the Residences.</td>
<td>Temporary or permanent suspension, according to the case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical aggression, insults, quarrels, alteration to peace and institutional order.</td>
<td>Temporary or permanent suspension, according to the case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Falsification, mutilation, or alteration of official documents.</td>
<td>Temporary or permanent suspension, according to the case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activation of fire alarms without an emergency that justifies them or improper use of security equipment such as smoke detectors, smoke extinguishers and security cameras, among others.</td>
<td>Temporary or permanent suspension, according to the case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stay in the facilities in periods of closure of the Residences established by the USC.</td>
<td>Temporary or permanent suspension, according to the case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violation of the Residency Manual or any other regulation established by the USC.</td>
<td>Temporary or permanent suspension, according to the case and the regulation applied.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stay in the facilities of the Residence without being a student of the Institution and without a prior residency agreement.</td>
<td>Permanent suspension, immediate payment of the period in which the space is occupied in a room and a fine of $ 200.00.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow, facilitate, or give access to</td>
<td>Written warning</td>
<td>Suspension for 30</td>
<td>Suspension for 160</td>
</tr>
<tr>
<td>Unauthorized persons to rooms and other areas exclusively for residents.</td>
<td>Any student who is accused under the laws of the Commonwealth of Puerto Rico or federal laws that govern in Puerto Rico.</td>
<td>It will be suspended until the corresponding court determines its final decision or while the student is in an appeal process. The final decision of suspension until expulsion by the administration of the University Residences is independent and does not relate to the decision of the courts.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Breach of the clauses of the Residences Contract.</td>
<td>Written warning</td>
<td>Suspension for 30 days</td>
<td>Permanent Suspension</td>
</tr>
<tr>
<td>Use of improper, coarse, or disrespectful vocabulary in the facilities of the Residences.</td>
<td>Written warning</td>
<td>Suspension for 7 days</td>
<td>Suspension for 30 days</td>
</tr>
<tr>
<td>Celebration of activities without the authorization of the administration.</td>
<td>Written warning</td>
<td>Suspension for 7 days</td>
<td>Suspension for 30 days</td>
</tr>
<tr>
<td>Unnecessary noise inside the Residencies and its surroundings.</td>
<td>Written warning</td>
<td>Suspension for 7 days</td>
<td>Suspension for 30 days</td>
</tr>
<tr>
<td>Smoking within the facilities of the Residences (does not imprint the area).</td>
<td>Written warning</td>
<td>Suspension for 30 days</td>
<td>Permanent Suspension</td>
</tr>
<tr>
<td>Damage to private property of other residents. Depending on the severity, more severe actions may be applied to the person involved.</td>
<td>Repair, replacement, or cleaning of damages. Suspension for 30 days.</td>
<td>Repair, replacement, or cleaning of damages. Suspension for 60 days.</td>
<td>Repair, replacement, or cleaning of damages. Permanent Suspension.</td>
</tr>
<tr>
<td>Damages to the private property, furniture or property of the Residences.</td>
<td>Repair, replacement, or cleaning of damages. Suspension for 30 days.</td>
<td>Repair, replacement, or cleaning of damages. Suspension for 60 days.</td>
<td>Repair, replacement, or cleaning of damages. Permanent Suspension.</td>
</tr>
<tr>
<td>Expressions of affection that go against decorum.</td>
<td>Written warning</td>
<td>Suspension for 30 days</td>
<td>Suspension for 60 days</td>
</tr>
<tr>
<td>Change of room without administrative authorization.</td>
<td>Written warning</td>
<td>Suspension for 30 days</td>
<td>Suspension for 60 days</td>
</tr>
<tr>
<td>Not following instructions or orders given by the Vice President of Student Affairs, Director of Residences, Resident Coordinators, Service Representatives, or Proctors.</td>
<td>Written warning</td>
<td>Suspension for 60 days</td>
<td>Permanent Suspension</td>
</tr>
<tr>
<td>Possession or use of microwave ovens and portable electric burners inside the rooms.</td>
<td>Verbal warning. The administration of the University Residences will have possession of the equipment until the resident leaves the Residences.</td>
<td>Written warning. The administration of the University Residences will have possession of the equipment until the resident leaves the Residences.</td>
<td>Suspension for 30 days. The administration of the University Residences will have possession of the equipment until the resident leaves the Residences.</td>
</tr>
<tr>
<td>Leave the doors of the rooms open.</td>
<td>Verbal warning.</td>
<td>Written warning.</td>
<td>Suspension for 14 days.</td>
</tr>
<tr>
<td>Failure to deliver the key on closing days at the end of the semester or summer periods, even if you are allowed to leave your belongings in the room.</td>
<td>Written warning and collection of the key.</td>
<td>Suspension for 7 days and collection of the key.</td>
<td>Suspension for 30 days collection of the key.</td>
</tr>
<tr>
<td>Have a cumulative academic average of less than 2.00 or fail to pass 75% of the credits attempted in the last academic year attended at the University.</td>
<td>Will be in probation for the next academic semester. He will be referred to the Center for Personal Development and will actively participate in the plan they plan. If the average is not increased to 2.00 or more and the 75% of the credits attempted at the end of the probationary period are not approved, it will be suspended temporarily until it meets this requirement. In addition, it should seek academic counseling through the services offered by the institution.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The administration of the University Residences reserves the right to refer any resident at any time to the Center for Personal Development as a condition for residence. If the student is temporarily suspended from the University Residences and repeats any violation of the disciplinary system, he will be permanently expelled from the Residences. The actions are cumulative and continue while the student remains in the Residences.
USC PROTOCOL TO REPORT THE DISAPPEARANCE OF A RESIDENT

All residents must report their departures for a period of time greater than 24 consecutive hours to the Resident Coordinator or his representative, who will record it in a registry of those purposes. This registration will require the name of the resident and the date of return to the Residence. This date will be the basis for the 24-hour count in case of suspecting a disappearance. A student who is absent from the Residence for a period greater than 24 hours will be understood as "disappeared student". This procedure does not prevent notification of a disappearance in a shorter period, if circumstances require it.

Telephone contacts of personnel responsible for the implementation of this protocol:

- Director of University Residences – 787-728-1515, Extension: 7100
- University Residences Coordinator – 787-728-1515, Extensions: 7100, 7600
- Director Security Office – 787-728-1515, Extensions: 2555, 2552 or 787-727-7070
- Security Supervisor – 939-244-6706

Process:
1. Residents will have to inform the name, address and telephone number of a person serving as an emergency contact who will be notified if the resident is missing for more than 24 hours. Only the staff of the Residences will have access to this information. If necessary, this information will be shared with the Director of Security, the Puerto Rico Police or any other agency dedicated to public safety.

2. Any person wishing to notify a resident's disappearance may do so personally at the reception of each Residence, at the Security Office located on the left side of the main entrance to the campus or through the designated telephone numbers for this purpose.

3. Upon receiving notification of the disappearance of a resident, the Director or Coordinators of the Residences will proceed to inquire with other residents related to the student about their whereabouts.

4. Once the Director or Coordinators of the University Residences determine that a resident has been missing for more than 24 hours, the Associate Dean for Student Affairs and the Director of Security will be notified immediately.

5. If the missing resident is over 21 years old, his or her disappearance will be notified to the Puerto Rico Police Headquarters closest to the student's primary residence. If the resident identified an emergency contact, this person will be notified.

6. If the missing resident is under 21 years old, the contact and the Puerto Rico Police will be notified immediately to begin the necessary search procedures, including issuing an Amber Alert (under 18 years old).

7. If there are good reasons to believe the departure of a resident, under 21 years old, is outside the country, the emergency contact will be called to confirm the departure.
8. Federal law requires that all residents with a student visa (no matter their age) have to notify their departure from the country to the Director of the University Registration Office.

If a parent or guardian requests to communicate with their resident child under the age of 21 and the resident has reported an exit from the residence for more than 24 hours, the parent or guardian will be notified.

Translation from original document, to access the original policy click the following link
https://www.sagrado.edu/wp-content/uploads/Protocolo-de-desapariciones-de-un-residente.pdf

**USC PROTOCOL FOR THE INTERVENTION IN SITUATIONS OF DOMESTIC VIOLENCE, SEXUAL AGGRESSION AND STALKING**

I. **Justification and declaration of zero tolerance for violence:**

The *Universidad del Sagrado Corazón* has a responsibility with the university community to promote the quality of student life and the maintenance of a suitable academic space. This responsibility makes the establishment of guidelines, clear and simple for the management of situations of domestic violence, sexual assault and stalking within the jurisdiction of the University. The jurisdiction of USC includes the physical areas where it has legal capacity to regulate. Or they are under the domain and administration.

The USC manifests an energetic repudiation of any act of violence against women as it is contrary to the values of peace, dignity and respect that Puerto Rico and the entire university community deserve.

Our University ensure the rights of employees by ensuring that this "Protocol for Intervention in Situations of Domestic Violence, Sexual Assault and Stalking" is complied and adopted, while at the same time guaranteeing the full development and respect of human rights and the exercise and enjoyment of their freedoms.

We urge you to once you become aware of a situation of domestic violence, sexual assault and / or stalking, immediately notify the responsible units. Inaction in situations like these perpetuates violence.

II. **Operational Definitions:**

1. Domestic Violence – As defined in Law 54, (view appendix)

2. Sexual Assault – As defined in the Penal Code 2012, (view appendix)

3. Stalking – As defined in the Law 284, (view appendix)
4. Survivor - The student, employee or adult or minor visitor facing a situation under one of the types of violence contemplated here.

5. OPA – Oficina de Primeros Auxilios

6. CDP – Centro para el Desarrollo Personal

7. 911 – It will refer to emergency services through 911.

8. CFSE – Corporación del Fondo del Seguro del Estado

9. CAVV – Centro de Ayuda a Víctimas de Violación

10. ICF – Instituto de Ciencias Forenses

11. OMP – Oficina de la Procuraduría de la Mujer Entidad del Estado Libre Asociado de Puerto Rico

12. OPE – Oficina de la Procuraduría del Estudiante

13. Component – Term used to refer to that university unit that participates in the response and management of the situation of violence.

14. Legitimate Defense – According to article 26 of the Penal Code of Puerto Rico (2004), no one who defends his person, his dwelling, his property or rights, or the person, dwelling, property or rights of others in circumstances when is reasonable to believe that imminent damage must be suffered, there is a rational need for the means used to prevent or repel the damage, lack of sufficient provocation of the defense, and that does not inflict more damage than necessary to repel or prevent the damage.

15. Prevention – Corresponds to the activities and procedures that are carried out to prevent a situation of violence from occurring. It also includes interventions to avoid revictimization if a situation of violence occur. The Violence against Women Program coordinates efforts to carry out educational campaigns to raise awareness of the risk factors and safety measures necessary to prevent acts of violence.

16. Possession – Corresponds to the procedures performed after the event has occurred. In the case of situations of violence, for example, it is intended to help the relatives and friends of the survivor and the work team that handled the situation, taking into account the needs of these and the institutional policy.

III. Applicability:

A. The following intervention protocol will be applied to situations where a student, employee or visitor within the premises and jurisdiction of the Universidad del Sagrado Corazón, reports a situation of sexual and / or domestic violence, stalking and / or sexual
assault. If as a result of the stalking, sexual and/or domestic violence the survivor shows signs/symptoms of significant emotional instability, the guidelines and procedures established in the Mental Health Crisis Protocol at the University should also be considered in their management.

B. The intervention in a mental health crisis must be absent from all types of discrimination due to mental health conditions according to Law 408, as amended, and be governed by the highest ethical values for compliance with the guarantees of confidentiality as applicable and on respect for the human condition.

C. It must be distinguished if the student, employee or visitor is an adult or minor. According to the Law 408, as amended, it is considered minor to the person who is less than 18 years old, and adult to the person who is 18 years old or older.

IV. Responsibilities in emergency management

A. **Oficina de Seguridad Integral y Manejo de Riesgos (OSIMR):**

1. The OSIMR will follow the existing internal procedure to deal with situations of this type. The present protocol complements the division procedure, in what does not contradict it.

B. **Centro para el Desarrollo Personal (CDP):**

1. The CDP will only deal with the cases of survivors who are officially enrolled students in the University.

2. The current internal procedure to deal with situations of this type will be followed. This protocol complements the CDP procedure, in what does not contradict it.

3. The CDP official who attends the case will complete the FBD.

C. **Oficina de Primeros Auxilios (OPA):**

1. When the OPA receives a call from OSIMR, the information on the health status of the survivor will be collected and will act according to the current internal protocol, in what does not contradict the present. Will instruct the personnel of OSIMR to transfer the survivor to Medical Services.

2. If the survivor arrives at Medical Services on their own or accompanied (OSIMR or CDP), the nursing staff/medical faculty that receives them will determine if they require medical attention for bodily conditions, if they require treatment for suffering conditions that risk the person's life or if the condition is emotional, and will act according to the protocol of the emergency room (OPA). OPA staff will be responsible for preserving the forensic
evidence in cases of sexual and domestic assault on the survivor as of his arrival at the Department.

If the survivor admits to being in a relationship of domestic violence, sexual aggression and / or stalking, the OPA will determine if he or she is facing an acute case or not and will act according to his internal protocol.

When the situation is mental health only, the CDP will be notified to perform the appropriate joint intervention. If necessary, the transfer of the survivor to an emergency room or referral to external support groups will be recommended.

3. If the emergency call is generated by an employee, student or visitor that is not from the OSIMR, it must:
   a. Find out if it is a medical emergency, and if it is a crisis.
   b. Indicate that OSIMR be called to extension 5353.

V. Related Offices Functions:

A. **Oficina de la Procuraduría Estudiantil (OPE)**

1. Attend situations presented by students under the protection of their functions as recorded in the current certifications. In the case of harassment, the current procedure will follow. (Circular Letter of the President, 1994).

2. It will inform the relevant parties on the procedures and strategies of the University, offer assistance and intervention to the units called to address crisis situations and coordinate the services.

3. In the event that your office receives information that evidences a serious threat of imminent harm, the Student Advocate will notify the University and take measures to assist in the prevention of such damage.

4. It will develop conferences, trainings and educational activities aimed at the entire university community to disseminate the protocol and issues related to the prevention of violence in the University.

5. It will be the link with external agencies, specialized units, and shelters to carry out referrals and ensure the provision of services.

6. Coordinate specialized training for the OSIMR, OPA, CDP and the Board Discipline on the attention and provision of adequate services in situations of domestic violence, sexual assault, and stalking.
B. Comité de Emergencia y Respuesta Comunitaria (CERC):

- Oficina de Seguridad Integral y Manejo de Riesgos (OSIMR)
- Centro para el Desarrollo Personal (CDP)
- Oficina de Primeros Auxilios (OPA)
- Directors of Residences (Men and Women)
- Athletic Department
- Chairman of the Disciplinary Board
- Representative for each Faculty / University / Dean's Office
- Student Volunteers

C. External alliances and support units:

- Centro de Ayuda a Víctimas de Violación (CAVV)
- Coordinadora Paz para la Mujer (CPM)
- Puerto Rico Police
- Department of Justice of PR
- Instituto de Ciencias Forenses (ICF)
- Corporación del Fondo del Seguro del Estado (CFSE)

VI. Emergency Management:

A. People who can intervene

Only employees of the University appointed to intervene in a situation of violence or Security Guards of the University that are in working hours and have been trained for that purpose.

B. Emergency during working hours between 8:00am – 4:30pm

The following components are available:

- CDP
- OPA
- OSIMR

If an emergency of domestic violence, sexual assault and / or stalking occurs during this time, the survivor or person who witnessed the event or found the survivor will try to contact the OSIMR or seek help for this staff to assist. Once the OSIMR intervenes with the survivor, it will transport it to the OPA. Nursing staff / medical faculty will determine the handling of the case.

C. Emergency Phone Numbers:
<table>
<thead>
<tr>
<th>Unit</th>
<th>Extension</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPA</td>
<td>X6540</td>
<td>Students Center 2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
</tr>
<tr>
<td>CDP</td>
<td>X6316 x6321</td>
<td>Students Center</td>
</tr>
<tr>
<td>OSIMR</td>
<td>X2553 x2556 x2555 x2552</td>
<td>USC Main Entrance</td>
</tr>
<tr>
<td>Dean of the Students</td>
<td>X3588 x3583</td>
<td>San José Building</td>
</tr>
<tr>
<td>Procurators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources Office</td>
<td></td>
<td>Porch (Administration Area)</td>
</tr>
<tr>
<td>Women’s Residence</td>
<td>X7100</td>
<td>Women’s Residence</td>
</tr>
<tr>
<td>Men’s Residence</td>
<td>X7600</td>
<td>Men’s Residence</td>
</tr>
</tbody>
</table>

VII. Possession Management in Cases of Death due to Domestic Violence, Sexual Assault, or Stalking

The person who witnesses a situation of domestic and / or sexual violence, and whose result is the death of the victim, should contact the OSIMR. Likewise, if a body whose cause of death suggests aggression is found, it must notify the OSIMR. Guards entering the scene will cover the deceased body and restrict access for people. They will notify 911.

CDP will also be notified to assist friends, co-workers, and people in the community who have witnessed the event.

CDP will guide the family members about external resources available for the emotional management of the situation beyond the responsibility and jurisdiction of the University.

The staff of the University that has been affected by the event must request the corresponding services in the Corporación del Fondo del Seguro del Estado (CFSE).

OSIMR staff will complete de FBD.

**Related to the Penal Code of Puerto Rico**

Law Num. 146-2012  
Article 130 – Sexual Assault


**Related to the Law on Prevention and Intervention with Domestic Violence**

Law Num. 54-1989 (Domestic Violence Law)

[http://www.lexjuris.com/lexlex/lex89054.htm](http://www.lexjuris.com/lexlex/lex89054.htm)

**Related to Law against Stalking in Puerto Rico**

Law Num. 284-1999  
Article 3 – Definitions
http://www.lexjuris.com/LEXLEX/Ley1999/lex99284.htm

Translated and adjusted from the original document, to access the original policy click the following link https://www.sagrado.edu/wp-content/uploads/Intervencion-en-Situaciones-Violencia-Domestica-Agresion-Sexual-y-Asecho.pdf