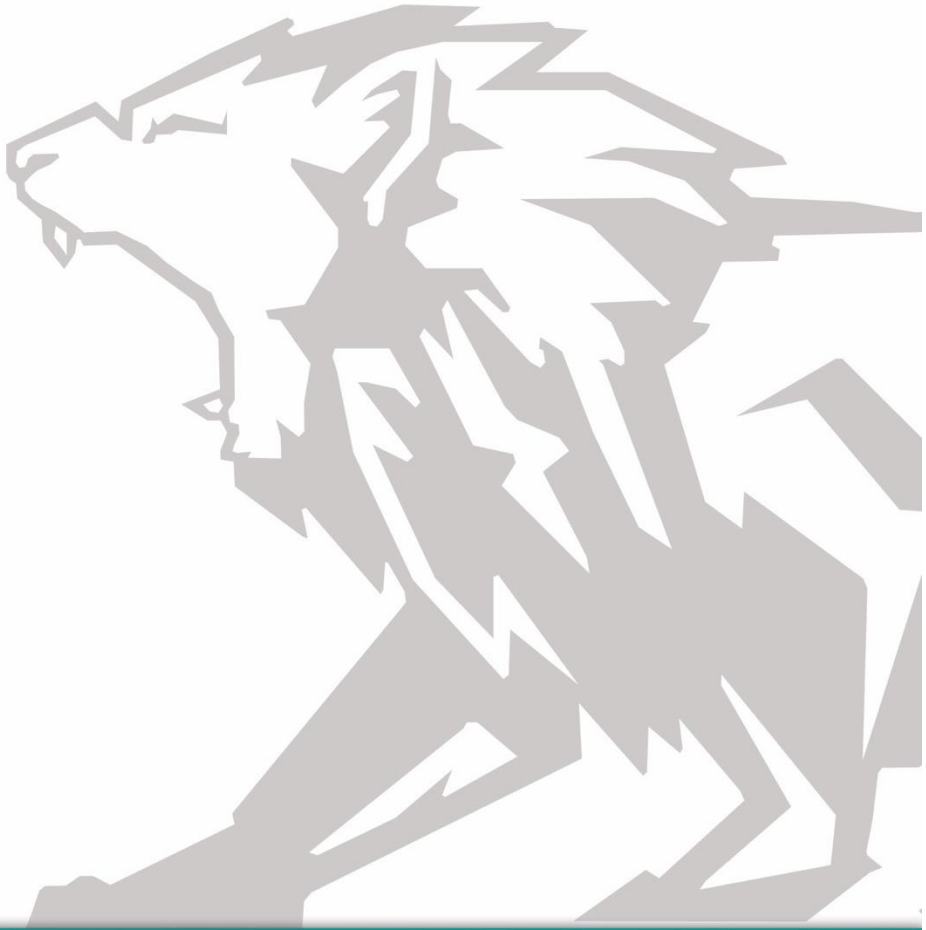
Ponce Health Sciences University

Student Policy Manual

2021-2022



PHSU

PONCE HEALTH SCIENCES UNIVERSITY

Tamdiu Discendum Est. Quamdiu Vivas

TABLE OF CONTENTS

SCHOOL ADMINISTRATIVE, ACADEMIC AND STUDENT POLICIES 9

ADMISSION TO THE UNIVERSITY 9

ADMISSIONS REQUIREMENTS 9

READMISSIONS POLICY 9

IMMUNIZATION POLICY 10

TRANSFER OF CREDITS 13

Doctor in Medicine Program 13

Biomedical Sciences Program 14

Master of Science in Medical Sciences Transfer Credits Policy 14

Clinical Psychology Programs 15

Public Health Program 17

TUITION PAYMENT AND REFUND POLICY 17

Change in Tuition Cost 17

Refund Policy 18

Title IV Refund Policy 18

ATTENDANCE POLICY 18

GUIDELINE FOR THE VALUE OF ATTENDANCE/PARTICIPATION IN THE PRE-CLINICAL COURSES OF THE MD PROGRAM 18

CREDIT HOURS POLICY 19

CROSS REGISTRATION POLICY 20

AUDIT STUDENTS POLICY 20

NON-DEGREE EXTENDED EDUCATION POLICY 21

WITHDRAWAL, DROP AND ADD 22

Withdrawal from School 22

Drop and Add 22

Partial Withdrawal 23

ADMINISTRATIVE WITHDRAWAL POLICY 23

LEAVE OF ABSENCE 23

Scope 23

Definitions 23

Policy 24

MILITARY LEAVE 24

Scope 24

Definitions 24
Policy 24
STUDENT RECORDS POLICIES AND PROCEDURES 26
The Family Educational Rights and Privacy Act of 1974 (FERPA) 26
SOCIAL SECURITY NUMBER USE AND MANAGEMENT POLICY 31
Scope 31
Sanctions 34
Additional Information 34
INSURANCE FOR STUDENTS 34
Health Insurance 34
Disability Insurance 34
STUDENT CLASSIFICATION 34
Academic Classification 34
Student Status (full-time or half-time) 34
Student Classification for Tuition Purposes 35
Special Classification for Medical Students 35
DISSERTATON 35
INDEPENDENT STUDY COURSE 35
ADMINISTRATION ANNOTATION AND GRADING SYSTEM 37
CHANGE OF GRADE POLICY 37
DIVERSITY POLICY 38
NATIONAL BOARD OF MEDICAL EXAMINERS CLINICAL SUBJECT EXAMINIATIONS 39
USMLE REQUIREMENTS 39
United States Medical Licensing Examination (USMLE) Policy 39
Comprehensive Basic Sciences Examination 39
USMLE Step 1 40
USMLE - Step 2 41
CLINICAL PRACTICE EXAMINATION 41
MEDICAL PROGRAM ELECTIVES POLICY 42
PROCEDURE TO REQUEST AN ALTERNATE CLINICAL SITE ASSIGNMENT 42
Policy 42
Purpose 42
Procedure 43
STUDENTS DUTY HOURS POLICY FOR CLINICAL ROTATIONS 43
Duty Hours 44

On-Call Activities-Fourth Year Medical Student....44
PDV 918/919 Professional development....45
ACADEMIC INTEGRITY....45
Cheating....45
Plagiarism....47
CONFLICT OF INTEREST IN THE STUDENT-FACULTY RELATIONSHIP....48
Policy Statement....48
Purpose of Policy....48
Procedure....49
STANDARDS OF CONDUCT IN THE TEACHER-LEARNER RELATIONSHIP....49
Guiding Principles....50
Commitments of Faculty....50
Commitments of Students, Interns, and Residents....51
HONOR CODE....51
Honor Code Statement of Principles....51
APPEALING (DUE PROCESS) to the Chancellor....53
INTERPERSONAL ABUSE....53
NON-DISCRIMINATION POLICY....54
ALCOHOL, TOBACCO, ILLICIT DRUG AND VIOLENCE....54
Prevention Policy & Program....55
Statement....55
Title....56
Policy....56
Applicable Laws....56
Drug Free Schools and Communities ACT, Amendment of 1989....56
Health Risk....57
Intervention Protocol to Rehabilitate Students and Employees....57
Treatment Centers....57
Prevention Strategies....58
Standard of Conduct....58
Sanctions....59
DRESS CODE....59
DANGEROUS WEAPONS AND FIREARMS POLICY....60
UNPROFESSIONAL BEHAVIOR POLICY....61

SATISFACTORY ACADEMIC PROGRESS POLICY 61
Medical Education (Md) 61
Graduate Program in Biomedical Sciences 63
Doctoral Program in Clinical Psychology (PsyD and PhD) 67
Doctor in Philosophy in Clinical Psychology Program (PhD) 69
Doctoral Degree in Public Health (DrPH) in Epidemiology 69
Master Degrees in Public Health 71
Master of Science in School Psychology 74
Master of Sciences in Medical Sciences (MSMS) 76
Postgraduate Certificate in Neuroscience of Learning 78
Professional Certificate in Family and Couples Therapy 80
Bachelor of Science in Nursing 81
STUDENT PROMOTIONS 83
Guidelines for Students Promotion 83
Departmental Level 84
Promotions Committee Level 84
Program Level 85
Due Process 85
OFFENSES AND SANCTIONS 93
Offenses 93
Sanctions 94
GRIEVANCE POLICY 95
Procedure 95
Appealing (Due Process) 95
STUDENT COMPLAINT LOG POLICY 96
Purpose of Policy 96
Definitions 96
Policy and Process 96
SEXUAL HARRASMENT, SEXUAL VIOLENCE, GENDER DISCRIMINATION POLICY (TITLE IX POLICY) 97
Introduction 98
Jurisdiction 98
Legal Basis 98
Scope 99

Justification 99
Policy 99
Participants....102
Supportive Measures 102
Formal Complaint....102
Reporting a Concern....103
Mandatory Reporters....103
Response to a Formal Complaint 104
Supportive Measures 104
Title IX Office Staff....104
Reporting Incidents to Law Enforcement....105
Title IX Retaliation 105
Complaint dismissal....105
Appealing Dismissal of Formal Complaint....106
Confidentiality and Confidential Resources 106
PHSU Confidential Resources....107
Investigation Process....107
Sanctions 111
Appeal 111
Information and Community Support Services....112
Campus Resources 112
Community Resources for Main Campus and San Juan Learning Center 113
Community Resources for St. Louis Campus....114
Amendments....115
Repeal and Validity....116
REASONABLE ACCOMMODATION....116
BLOOD BORNE PATHOGEN EXPOSURE POLICY 125
Purpose....125
Policy 125
PATIENT AND STUDENT SAFETY AT CLINICAL TEACHING SITES 128
EXCUSE STUDENTS TO RECEIVE HEALTH SERVICES AND/OR EMERGENCY SITUATIONS POLICY 129
USE OF SCHOOL NAME AND FACILITIES....129

USE OF SPEAKERS, DEMONSTRATIONS, ACTIVITIES, AND DISTRIBUTION OF PRINTED MATERIALS 129
TEACHOUT POLICY....130
Policy 130
Definitions 131
Procedures 132
Affected Groups 133
INFORMATION AND TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY AND GUIDELINES-STUDENTS 134
ACCEPTABLE USE OF RESOURCES POLICY 134
Definitions: 135
Guidelines....136
Educational Technology Resources....138
Software Code of Ethics and Software Policy 139
INTERNET AND EMAIL SERVICES POLICY 140
Purpose....140
Statements and Guidelines 140
- **Unacceptable uses of Institution e-mail and Internet access** 140
- **Communications** 141

WIRELESS ACCESS POLICY....141
Purpose 141
Guidelines 141
Penalties....141
Security & Privacy:....141
Disclaimer: 142
Penalties:....142
SOCIAL MEDIA POLICY FOR STUDENTS 143
Purpose 143
Definitions....143
PARTICIPATION OF STUDENTS IN EXTRACURRICULAR ACTIVITIES 144
General policy....144
Procedures to be followed 144
Student organizations in PHSU....145
PHSU STUDENT COUNCIL 145
STUDENTS ORGANIZATIONS AND INTEREST GROUPS 151

STUDENTS CLASS DIRECTIVES 155

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 considers 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 technical standard guidelines of each academic program. All students must possess the physical, emotional, intellectual, behavioral, motor, character, and communications capabilities required to independently undertake the full curriculum and to achieve the levels of competence required by the faculty.

ADMISSIONS REQUIREMENTS

The admissions requirements vary by program. Please refer to the academic programs section on the school catalog for more details.

READMISSIONS 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.

A readmission is defined as a candidate who previously attended PHSU withdrew and requested admission to the same or another program after one year of inactivity.

Candidates with a withdrawal status returning to the same program inactive for less than a year will be considered re-entries.

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. Administrative withdrawals may be considered for readmission on a case by case

evaluation basis, as long as the administrative withdrawal does not respond to a dismissal.

The application for readmission will be submitted to the Admissions Office, readmission applicants must meet all requirements at the time of application for readmission.

Those students who were inactive less than a year will submit the re-entry application in the Registrar's Office and must meet all the requirements at the time of application.

Readmissions and re-entry applications will be evaluated by a Readmissions Ad Hoc Committee composed by the Academic Department Dean or its delegate, the Student Affairs Executive Director or its delegate and representation from the student services offices.

After evaluation of readmissions by the Committee, the candidates who comply with basic requirements will 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.

Re-entry applicants who comply with basic will be evaluated by the Committee and receive one of the following determinations:

- Denied re-entry
- Authorized re-entry and one of the following:
    - Require to complete (I) courses
    - Allowed full credit of work successfully completed
    - Other considerations

IMMUNIZATION POLICY

This policy establishes guidelines for the immunization requirements by program, based on the CDC and the Puerto Rico Department of Health guidelines. This policy applies to all PHSU students.

Ponce Health Sciences University (PHSU) adheres to the CDC norms on adult and health care worker's immunization and to the Puerto Rico Law of Immunizations, Law # 25, approved on September 25, 1983.

Immunization requirements may vary according to the student program and based on the recommendations of the Centers of Disease Control (CDC) and the State Health Department of Puerto Rico. Students 21 years and older are exempt from presenting the PVAC-3 form, instead these will present evidence of Hep B immunization. Medical Education and Nursing students must present the PVAC-3, titters or other immunization evidence regardless of the age.
International and Mainland students must present the evidence of immunization expedited in their country of origin to the PR Department of Health to obtain the PVAC-3 form.
PHSU requires a Health Certificate authorized by the Health Department of Puerto Rico to all new students as part of the admissions requirements.

Only for Medicine and Nursing Programs- Actively enrolled students in the Doctor in Medicine and the Nursing programs must present an annual Health Certificate during the Fall Enrollment.

Vaccines Guideline

The following immunizations are required for underage students and healthcare programs:

Vaccines	Recommendations in brief
Hepatitis B	If you don't have documented evidence of a complete HepB vaccine series, or if you don't have an up-to-date blood test that shows you are immune to hepatitis B (i.e., no serologic evidence of immunity or prior vaccination) then you should • Get the 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). • Get anti-HBs serologic tested 1–2 months after dose #3.
Flu (Influenza)	Get 1 dose of influenza vaccine annually.
MMR (Measles, Mumps, & Rubella)	If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to measles or mumps (i.e., no serologic evidence of immunity or prior vaccination), get 2 doses of MMR (1 dose now and the 2nd dose at least 28 days later). If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to rubella, only 1 dose of MMR is recommended. However, you may end up receiving 2 doses, because the rubella component is in the combination vaccine with measles and mumps. For HCWs born before 1957, see the MMR ACIP vaccine recommendations.
Varicella (Chickenpox)	If you have not had chickenpox (varicella), if you haven't had varicella vaccine, or if you don't have an up-to-date blood test that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination) get 2 doses of varicella vaccine, 4 weeks apart.
Tdap (Tetanus, Diphtheria, Pertussis)	Get a one-time dose of Tdap as soon as possible if you have not received Tdap previously (regardless of when previous dose of Td was received). Get Td boosters every 10 years thereafter. Pregnant HCWs need to get a dose of Tdap during each pregnancy.

Medical Students in the third and fourth year should have the Influenza vaccine before entering the clinical clerkships. Nursing and Psychology students should have the Influenza vaccine before entering to clinical sites.

Exemptions for Vaccination

The Puerto Rico Department of Health (Article 5 of Law 25 of September 25, 1983, as amended, better known as the Immunization Law for Preschool Children and Students) allows exemptions to the immunization requirements due to religious or health reasons, including catastrophic diseases and pregnancy. In these cases, the student must complete an Immunization Exemption Form that must be certified by a physician and/or attorney, depending on the reasons for exemptions.

No exemptions will be allowed in the Medical and Nursing Programs, these students must comply with the CDC regulations for health professionals.

Sanctions

Students applying for admissions must adhere to the immunization policy. Not complying with the immunization requirements may be cause for revoking an acceptance to a PHSU program. All students who are not in compliance with the immunization's requirements may be barred from participation in clinical activities at the discretion of each program Dean. Students with missing vaccination documents have the following options:

a. Present titers of antibodies for the required vaccines. A student with negative titers are recommended to undergo immunizations.
b. Students who decide not to undergo immunization due to religion, pregnancy or health reasons must present a notarized document certifying the above reasons for declining immunization. Students enrolling in healthcare programs must submit to the immunizations requirements and will not be able to continue in the program unless they present the required evidence. PHSU will not be responsible for the denial of access to clinical centers, internships, practices and other activities regulated by third parties, especially if compliance with immunization requirements is part of the policies of said institution. The student is responsible for complying with all PHSU institutional policies and all the policies of the clinical and practicum sites.

Students in non-compliance will be submitted to the sanctions describe in this policy and may be submitted to additional sanctions as described in the Student Policy Manual.

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 first day 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 "*Junta de Instituciones Postsecundarias*" (JIP) or by a regionally accrediting agency (MSCHE or equivalent) are eligible for transfer of credits.

The Academic Dean or designee of the program receives the Transfer Credit application for evaluation and approval. Once the approval is provided the Academic Department sends the signed document to the Admissions Office for final processing. The Admission Office verifies the document and sends it to Registrar for officialization and data entry to the student academic file. Approved transfer credits will not be officialized unless the official credit transcript is available in the transfer of credits application. Students with approved transfer credits will have until the end of the first term to present the official credit transcript. Transfer credits may be cancelled due to lack of the official credit transcript.

Doctor in Medicine Program

For the Medical Education Program, PHSU accepts transfer students from LCME accredited medical schools or from any medical school recognized in the International Medical Education Directory. The following requirements for transfer also apply for the Medical Education Program:

- Transfer students may only be accepted in the second pre-clinical (basic science) year or the first clinical year.
- Transfer students' prior coursework and achievements must be comparable to the ones of the medical students in the class they will join.
- Transfer students to the first clinical year are required to take and pass the USMLE Step 1 prior to admission.
- The total years for completion of the MD degree include those years accepted for admission to PHSU.

Biomedical Sciences Program

Students who apply for admission to the Biomedical Sciences Program may transfer up to 21 credits related to the field of basic sciences. To be considered for transfer, the credits must have been obtained from a fully accredited higher education institution from Puerto Rico or USA.

The following additional requirements must be met to consider the requests for transferring credits of graduate courses to PHSU Biomedical Sciences Program:

- The requested courses were approved with at least a B grade.
- The student can demonstrate through formal written and/or oral examination that they possess the scientific knowledge, skills and values expected from the courses.

The following courses are frequently equivalent within Basic Sciences field and may be transferred from outside graduate programs:

1. Biochemistry
2. Microbiology
3. Physiology
4. Pharmacology
5. Histology/Cell Biology
6. Biostatistics
7. Neurosciences

Additional requests for transfer of credits of other graduate science courses may be considered on individual basis.

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 inform the Registrar's Office of the acceptance in the Medical Education Program. The Registrar's Office will approve a Not Enrolled status up until one year after the last day of the last term on the academic file.
- 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 student must complete the transfer of credits application and pay the established fee.
- 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 of, the student will be certified as eligible for the MSMS degree.
- The Registrar's Office will confirm the student is a candidate for graduation.

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 JIP or MSCHE 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] 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.*

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

Public Health Program

Students who apply for admissions may transfer up to 15 graduate credits to PHSU Public Health Program. The graduate courses must be relevant to the field of public health and related to the program's core or elective courses. The Capstone Experience (CE) and Practicum courses taken at other institution cannot be transferred to PHSU Public Health Program.

To consider for transfer credits, the graduate courses must be taken at institutions accredited by the PR Council of Education or a US regional accreditor.

Students applying for transfer of credits must submit the application to the Office of Admissions during the beginning of the admissions process. Interested students are required to provide the institutional catalog and course syllabi. The PHSU Office of Admissions will refer the cases to the Public Health Program. The Program will establish and Evaluation Committee composed of two Public Health faculty to assess the graduate courses that students submitted for transfer. This Evaluation Committee will have the responsibility to evaluate:

- The comparability of the course content
- The course length: number of credits or contact hours (can be more but not significantly less)
- Grading system (the requested courses for transfer must be approved with at least B or Pass grade).

The Evaluation Committee will respond no later than the second week of classes of the first trimester/semester for entering students at PHSU.

TUITION PAYMENT AND REFUND POLICY

For more details of PHSU tuition and fees please refer to:
www.psm.edu- https://www.psm.edu/cost-of-attendance/
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 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.

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.

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

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.

The Medicine Program Curriculum Committee approved the following guideline:

- An attendance log with the signature of the student will be maintained for each academic activity 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 deem 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.
- Each course director can assign points for participation as part of the final grade using the audience response system.
- Points for attendance to clinical activities involving patients, patient models, small group discussions, laboratories can also be assigned, particularly for courses with pass/fail grades in which attendance/participation is the main assessment method.

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 or pre-requisites established for the program which are allowed to complete through cross registration.

The student must be a regular student in his/her Program and in satisfactory academic progress to be able to benefit from cross registration. If the student is a new entrance student completing pre-requisites a regular admission with conditions student status is allowed.

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. New entrance students will only submit a written request to the Program Director.
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 or its designee for approval or disapproval. If it is approved, copy of the approval will be sent to the Registrar's and Financial Aid Office. The admissions office will also receive a copy for new entrance student's cases.

The Program Director will inform the student of the decision.

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/Chacellor 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.

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 must accompany the application (fee applicable as published in tuitions and fees)

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.

WITHDRAWAL, DROP AND ADD

Withdrawal from School

A student that decides to withdraw from the School must complete the withdrawal form in the Registrar's Office and include a letter with the reasons for the withdrawal.

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 withdrawal form must be signed by the Academic Dean of the program. Once the Dean has accepted the resignation, the student must obtain clearance for withdrawal from the following:

    a. *Admissions:* The admissions office must certify that the student does not have any pending or missing documentation.
    b. *Library:* The Librarian must certify that the student does not have any outstanding debt or have any library materials checked out
    c. *Finance Office:* Must state that the student has no outstanding debts to the School before any other further step is taken.
    d. *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.
    e. *IT and Audiovisual:* This office must verify the accounts and access of the student and inactivate them as soon as the Withdrawal process is complete. The audiovisual office will retain the student ID and will verify if the student needs to return any equipment based on the policies established.
    f. Student Affairs or any other department prescribed at the Clearance form. Students must obtain the signature of each Director or Dean.
    g. *Registrar:* After all signatures have been obtained, the Registrar will certify the student's withdrawal and make the proper entry in their records.
    h. The student must settle all financial obligations with PHSU or no transcripts or certifications will be issued.
    i. The withdrawal is allowed up until two weeks prior to the last day of class (semester/trimester/ quarter).

Drop and Add

It is the student's responsibility to verify in the academic calendar, drop and add periods for each semester/trimester/quarter. A fee is required for each class dropped or added. Added courses must be paid in full at the time of the addition.

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

Partial Withdrawal

In order to withdraw a course after registration the student must complete and submit the corresponding form to the Registrar's Office. Once the withdrawal is process a "W" will be posted on transcript.

Medical students are not permitted to withdraw from individual courses.

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 of absent or approved permission to be absent will considered for administrative withdrawal and the institution might initiate the corresponding action

An administrative withdrawal may be applied when a student stops attending class but do not submit an official withdrawal on a before fourteen (14) days. The Administrative Withdrawal may be used in other administrative instances such as withdrawal due to timeframe excess, students who exceed one term in a not enrolled status, and other instances.

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 Chancellor

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 Executive Director of Students Affairs, Registrar, Financial Aid Director and the Chancellor

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.

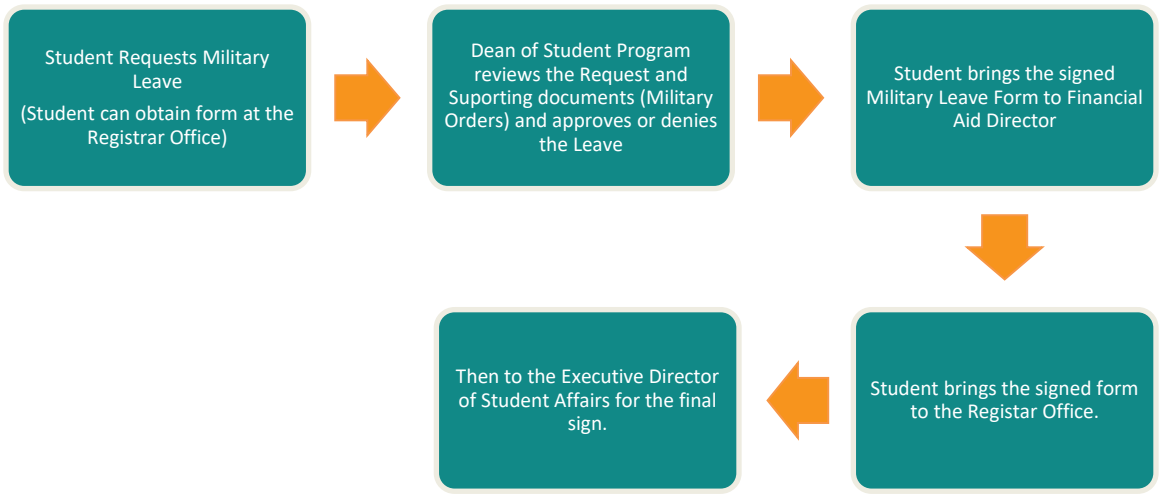
All applicable financial aid awards will be refunded to the appropriate agencies, and repayments of federal student loans will be calculated in accordance with federal guidelines.

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 Executive Director for Student Affairs and the Office of the Registrar. Appeals of a decision may be made to the Chancellor and the Dean of the corresponding school in which the student is enrolled.
Process flowchart:



STUDENT RECORDS POLICIES AND PROCEDURES

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.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

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, expect 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 regulation a privacy preservation concern.
   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 it 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 retrieval of the records; however, it may charge for copying time and postage).

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.

Types	Location	Custodian
Applicants Records	Admission's Office	Executive Director for Student Affairs
Admissions Records of Matriculated Students	Registrar's Office	Registrar
Cumulative Academic Records (Current Students, after graduation, withdrawals and transferred students	Registrar's Office	Registrar
Disciplinary Records	Student Affairs Office	Executive Director for Student Affairs
Documents for Financial Aid	Financial Aid Office	Director of Financial Aid

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 official 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.
c. 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.
d. The hearing will be conducted by a Hearing Committee of three members who are disinterest 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 issued 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.
e. 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.
f. 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.
g. 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.

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.

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

Disability Insurance

All Ponce Health Sciences University students are required to 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.

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)

Graduate students

A student with 6 or more credits per semester/quarter/trimester will be considered a full-time

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

Undergraduate Students

Nursing students at PHSU are classified for financial aid purposes as follows:

a. Full time student - student enrolled in 12 or more credits/trimester
b. Three- fourth student - student enrolled in 9 to 11 credits/ trimester
c. Half-time student - student enrolled in 6 to 8 credits per trimester
d. Part-time student -student enrolled in less than 6 credits per trimester

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.

DISSERTATON

A student registered in dissertation will be considered a full-time student. The cost of the dissertation will apply as published in the applicable tuition & fees document. The grading system will be: IP for In Progress, P for Pass, and NP for No-Pass. The maximum time allows will be in accordance with the program time frame.

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.

ADMINISTRATION ANNOTATION AND GRADING SYSTEM

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

P	Pass	
NP	Not Pass	
IP	In Progress	Applies only to Dissertation/Thesis and Field Works
E	Extended	Applies only to Internship and Field Works
I	Incomplete	
W	Withdrawal	
AW	Administrative Withdrawal	
D	Dismissal	
R	Repeated	Modifier to another grade

Grade	All Other Programs	Biomedical, Nursing and MSMS Program	Post Bac & Post Master Certificates	Points	Medicine
A	90-100	87-100	N/A	4	H – Honor (90-100)
B	80-89	77-86	N/A	3	P – Pass (70-89)
C	70-79	67-76	N/A	2	F – Fail Bellow 70
F	Below 70	Below 67	N/A	0	
PASS	N/A	N/A	100-70	N/A	N/A
NO PASS	N/A	N/A	Below 70	N/A	N/A

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 Students will receive a notification about the availability of grades in the My Campus Portal.

DIVERSITY POLICY

The mission of the 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

NATIONAL BOARD OF MEDICAL EXAMINERS CLINICAL SUBJECT EXAMINIATIONS

As recommended by the Clinical Curriculum Subcommittee on October 30, 2014 and approved by the Medicine Program Curriculum Committee on its ordinary meeting on December 15, 2014, the student performance on the NBME Clinical Subject Examinations will be 30% of the final grade for the clerkships of the first clinical year and a passing score will not be required in this examination.

The NBME Subject Examination Score will continue to be converted to a SHELF grade by multiplying the NBME score by a conversion factor*.

The conversion factors for each discipline will be revised before the beginning of each academic year according the norms published by NBME on their Score Interpretation Guide. Conversion tables will be provided for each discipline.

This norm will be effective for the academic year 2015-2016 and the following academic years and invalidate the related academic norms (#11, #19 and #20).

USMLE REQUIREMENTS

United States Medical Licensing Examination (USMLE) Policy

This policy states the requirements and timeline established for Ponce Health Sciences University medical students for the USMLE examinations. The Satisfactory Academic Progress (SAP) policy for the MD Program establishes the maximum time frame to complete the entire academic program that is currently six years.

Comprehensive Basic Sciences Examination

1. All medical students must take the Comprehensive Basic Science Examination (CBSE) developed by the National Board of Medical Examiners (NBME), as a USMLE Step 1 performance indicator.
2. The Office of Medical Education coordinates the administration of the test that is offered several times during the second semester of the last pre-clinical year.
3. The test score along with the students' academic performance during the first years of medical studies will be used to assess the readiness of the student to take and pass the USMLE Step 1.
4. The required scores to be authorized to take the USMLE Step 1 are revised annually and are based on PHSU-SOM student's outcomes in the past academic years.
5. Students who pass all preclinical courses and have not interrupted the regular medical curriculum program of studies will be allowed to enroll in the clerkships the first semester of the first clinical year, for which taking or passing USMLE Step 1 will not be required.

USMLE Step 1

It is the student responsibility to apply to take the USMLE Step 1 through the Licensing Examination Services at the USMLE website and select the eligibility period.

1. For students authorized to take the USMLE Step 1, it is strongly recommended to take it before the beginning of the course: Introduction to Clinical Practice, offered at the end of July.
2. Students will not be excused from scheduled academic activities to study or take the examination after the beginning of courses and clerkships. USMLE Step 1 is offered Saturdays, Sundays and holidays.
3. To register in the clerkships for the second semester of the first clinical year (January to May), the students are required to have a passing score in the USMLE Step 1 examination.
4. The registration for the second semester is in December. The official registration dates are published by the Registrar Office.
5. Those students who don't take or fail the USMLE Step 1 or the score is not available by the commencement of the second semester of the first clinical year cannot register in the clinical clerkships for the second semester. Students must contact the Registrar Office for the options for review courses.
6. For those students who have interrupted the regular medical curriculum program of studies, it will be required to have a passing score in the USMLE Step 1 examination to enroll in the clerkships for the first semester of the first clinical year (August to December).
7. The registration for the fall semester is in July and the official registration dates are published by the Registrar Office.
8. Students have a maximum of three opportunities to pass the USMLE Step 1.
9. Students are not allowed to be more than one year out of the regular medical curriculum program of studies unless for an approved medical LOA.
10. Students who fail the USMLE Step 1 for the third time and/or have been one year or more out of the regular medical curriculum program of studies will be referred to Students Promotion Committee for consideration of dismissal from the Medicine Program.

USMLE - Step 2

The USMLE Step 2 has two components: Clinical Knowledge (CK) and Clinical Skills (CS).

1. All medical students must take and pass the USMLE Step 2-CK component as a requirement for graduation.
2. It is strongly recommended that the students take the USMLE Step 2-CK no later than August 30, of the year they will start applying to residency programs, in a way the score is available when the Electronic Residency Application System (ERAS) opens and the interviews for residency programs begin.
3. The last opportunity to take and pass the USMLE 2-CK examination to complete this graduation requirement with the May graduating class will be the last week of April of the corresponding graduation year.
4. All MD students must take the USMLE Step 2-CS component as a requirement for graduation.
5. It is strongly recommended the students take USMLE Step 2-CS no later than November 30, of the fourth/last academic year.
6. All MD graduating students must take USMLE Step 2-CS to graduate; however, a passing grade will not be required.

Clinical Practice Examination

1. All medical students are required to take and pass a Clinical Practice Examination (CPX) to be given at the end of their Third Academic Year.
2. Written feedback concerning individual performance will be provided to each student.
3. Students not meeting the acceptable level of performance will receive guided learning to overcome areas of low performance during one or more of the fourth year required clinical rotations. A modified version of the exam will be given after completion of the guided learning experience.

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

CLINICAL PRACTICE EXAMINATION

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

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

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

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

MEDICAL PROGRAM ELECTIVES POLICY

The medical program curriculum of Ponce Health Sciences University School of Medicine required fourth year medical students to complete five electives courses or clerkships, and one selective, of four weeks' duration each. The electives give the student the opportunity to gain exposure to careers of their interest and widen the students' career options.

- At the third-year mid-clerkship feedback session in each clerkship, career counseling must be offered to help students be aware of the diversity of career options and the electives offer under each clinical department.
- The PHSU-SOM Electives Manual must contain a description of all elective clerkships and courses offer under the auspices of PHSU-SOM departments at the affiliated clinical sites or develop by the Basic Sciences Department. The Manual must be available to the student when selecting his/her electives.
- Other elective preceptorships may be authorized by directors of the departments, if the student provides clear objectives for the elective and the CV and specialty board certification of the elective supervising physician, for evaluation. Students are not allowed to do any required or elective rotation with a family member. (See Conflict of Interest in Student-Faculty Relationship Policy)
- Students must be oriented about the resources available to apply for electives at other LCME-accredited institutions (AAMC Visiting Student Application Service (VSAS) website).
- Students are not allowed to do more than one elective rotation under the supervision of the same physician, unless the student presents a rationale such an ongoing research participation.
- Students are encouraged to use the five elective periods in the 4th year to gain experience in more than one specialty which allow them to diversify their options and explore other fields in addition to their chosen specialty.
- Credit for a past experience (research, clinics participation, etc.) is not allowed.

Students must complete a 4-week selective in one of the following primary care specialties: Family Medicine, Internal Medicine, Pediatrics or Ob-Gyn.

PROCEDURE TO REQUEST AN ALTERNATE CLINICAL SITE ASSIGNMENT

Policy

The Ponce Health Sciences University School of Medicine allows medical students with an appropriate rationale to request an alternative clinical assignment when circumstances allow for it.

Purpose

This procedure was developed to provide the guidelines about how students must proceed to formally request an alternate educational site or clinical assignment.

Procedure

The procedure for students to formally request an alternate educational site or assignment during the clinical years is as follows:

1. Students who believe that they have circumstances that would warrant a particular clerkship sequence of the ten available for the first clinical year (third year), or the nine in the last clinical year (fourth year), can make a request directly to the Vice-President of Student Affairs or the Clinical Coordinator, in advance of the student group assignments, or fourth year student academic schedule.
2. Once assigned to a clinical clerkship site (e.g. a hospital), for a justified reason, the student can request an alternate site assignment to the chair of the department. Changes may only be made to sites students are routinely assigned in this clerkship. Students are requested to inform about any potential conflict as soon as they are informed of the faculty and site assigned.
3. For students with extenuating circumstances that justifies the request for a particular clerkship sequence or particular clerkship site assignment, the request must be provided in writing to the Office of Clinical Affairs with the specific details and explanations for the request.
4. All requests are reviewed by the Vice President of Students Affairs and the Clinical Coordinator who make a recommendation to the Associate Dean for Faculty and Clinical Affairs (ADFCA) as a collective, with the final determination being made by the ADFCA.
5. Requests are accepted and schedule assignments given based upon:
    a. whether the reason for the request is deemed valid; and
    b. whether there will be adequate comparable sites to support the students' request.
    c. Reported conflict of interest in the student-teacher relationship is a mayor reason to accept a change.
6. Notification of this procedure is provided to the students via:
    a. e-mail distribution messages to the entire class
    b. orientation conducted by the Vice President of Student Affairs or the Clinical Coordinator.
    c. This policy will also be available at the Outlook Public Folders and in the Student Policies Handbook.

Notification of this procedure is provided to the faculty via e-mail distribution by the clinical department chairs.

STUDENTS DUTY HOURS POLICY FOR CLINICAL ROTATIONS

The Ponce Health Sciences University School of Medicine PHSU-SOM abides by the recommendations of the ACGME, AMA and the Puerto Rico Legislature related to Residents Duty Hours and is committed to regulate and monitor students' working hours. This will result in less fatigue, more effective healthcare delivery, an enhancement of patient safety, minimizing the possibility of medical errors, and providing adequate time for self-study and relaxation.

Duty Hours

Definition:

Duty hours are defined as all clinical and academic activities related to the clinical clerkship or clinical rotation, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences, small group sessions, seminars, ward rounds, quizzes and other assessment and evaluation exercises.

Duty hours do not include time spent reading, studying and preparing presentations away from the duty site.

General policies that apply to all medical students:

1. Duty hours are limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
2. All students will be provided with at least one 24 hrs. period per calendar week, free from all educational and clinical responsibilities, averaged over a 4-week period.
3. Adequate time for rest and personal activities will be provided. This will consist of a minimum period of eight (8) consecutive hours daily.

Duty Hours for Third Year Medical Students:

1. Students in the Third Year Clinical Clerkships are expected to abide to the working hours as specified in the Clerkship Syllabus and the Policies of the teaching site to which they are assigned.
2. These working hours are usually from 7:00 a.m. until 5:00 p.m.

3. Students may be "on-call" no later than 12:00 Midnight. Exceptions to allow continuity of care are acceptable if they fall within the following regulations:
    - Students will be "on call" no more than two (2) times per week and no more often than every third (3) night.

On-Call Activities-Fourth Year Medical Student

On-call activities are scheduled to provide fourth year students with continuity of patient care experiences throughout a 16-hour period. In-house call is defined as those duty hours beyond the normal workday when students, with adequate supervision (-residents or faculty) are required to be immediately available in the assigned institution.

1. In-house call must occur no more frequently than every third night, averaged over a four-week period.
2. Continuous on-site duty, including in-house call, must not exceed 16 consecutive hours. At-home call (pager call) is defined as call taken from outside the assigned institution.
3. The frequency of at-home call is not subject to every third night limitation. At-home call must not be so frequent as to preclude rest and reasonable personal time for each student.
4. Oversight
    - Each clinical department will have procedures to ensure consistent compliance with this Policy.

- This policy must be distributed to the students in the course syllabus. It must also be distributed to supervising faculty.
- The Associate Dean for Medical Education will monitor duty hours through student clerkship evaluation to ensure an appropriate balance between education and service.

Back-up support systems must be provided when patient care responsibilities are unusually difficult or prolonged, or if unexpected circumstances create student fatigue sufficient to jeopardize patient care.

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.

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 led 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 not be involved 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

Duty	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.
Integrity	The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.
Respect	Respect for every individual is fundamental to the ethics of the health professional. Essential for nurturing that ethics is the mutual respect for every individual by students, novice members of the profession, as well as by their teachers, as experienced and esteemed professionals. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students, interns and residents are always treated respectfully.

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 Executive Director of Student Affairs or Vice President for Academic Affairs. That representative will deliver the report of the incident to the Chancellor who will authorize an investigation. The Chancellor 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 public.

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.

APPEALING (DUE PROCESS) to the Chancellor

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

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.

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:

1. Drug Free Workplace Act of 1988 (Public Law 101-690) adopted on 1988.
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.
4. Law to Regulate the Practice of Smoking in Certain Public and Private Places, also known as Law N. 40 of August 3, 1993.
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

Admissions Office	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.
Financial Aid Office	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.
Catalog and School Policies	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.
Professional Counseling Services	Professional counseling services are available to students and staff. Professional Counselor could refer identified cases to external agencies.
Extracurricular Activities	PHSU promotes extracurricular activities that involve drugs, alcohol, and tobacco use prevention message
Walking Together	"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.

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 a 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.

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, cutoff jeans and athletic shorts cannot be worn at classrooms, hospitals or clinics.
   a. Basic Sciences and classrooms: T-Shirts, jeans, shorts (5cm 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.

<u>Dress Code for Hospitals, Clinics and Practicum Centers (Order #284 Department of Health)</u>

1. The staff of each facility or establishment will be guided on the importance of keeping hands free of artificial nails.
2. The natural nails will remain short, with a length no greater than one eighth (1/8) inch on the tips of the fingers.
3. The nail polish should be changed frequently. It should not be cracked; the cracks are a place for the deposit of microorganisms.
4. The nail polish should be a light color, so as to distinguish if there is dirt on the surface.
5. The allowed garments will be limited to one (1) ring and a watch.
6. Every employer should keep these rules available for the benefit of the employees.

These norms will apply to the following health care professionals:

Doctors, Nurses, Medical Technicians, Escorts and Hospital Ordinances, Phlebotomists, Respiratory Therapists, Physical Therapists, EKG and EGG Technicians, Radiology Technicians, Sonographists, Dental Technicians, Pharmacy Assistants, Orthopedic Assistants, Medical Emergency Personnel, among others.

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.

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.

SATISFACTORY ACADEMIC PROGRESS POLICY

Medical Education (Md)

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

General Requirements

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

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

Program	Standard	Maximum
Doctor of Medicine – Four Year Program	4 years	6 years

2. Completion of Program Requirements
   a. Course Requirement
      Students must complete ***all courses*** within the established time frame.

   b. Performance Requirement
      A student must pass each course. Any student failing to meet this standard of performance will be referred to the Students Promotion Committee to determine the action to be taken.

   c. Medical Licensure Exam Requirement
      A passing score for USMLE Step 1 is required to enroll for the second semester of the first clinical year. A passing score for USMLE Step 2 CK and taking the USMLE Step 2 CS are 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.

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

Grade Requirement

The Ponce Health Sciences University Medical Program does not measure academic progress by cumulative grade point average. In order to graduate, the student should pass all required and electives courses. Satisfactory Academic Progress will be reviewed each semester.

An "I" (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must complete the "I" (Incomplete) by the following semester or an - "F" will be recorded for that course. The "I" (Incomplete) grades are part of the academic record as are the final grades.

Academic Probation

Any student failing to meet Ponce Health Sciences University medical program performance requirement will be referred to the School of Medicine Students Promotion Committee and placed on academic and financial aid probation. The following guidelines will be applied:

A. If the student fails one course, he/she should remediate the deficiency during the summer time.

B. If the student fails two or more courses or fails a course a second time, he/she may be considered for either repetition of courses or dismissal.
C. If the Students Promotion Committee determines that the student must repeat one or more courses during the summer or the next academic year, the student is considered in academic probation.
D. If the Students Promotion Committee determines to dismiss the student from the medical program, the student must be informed about his/her right to appeal.
E. If the dismissal decision is reversed by the due process, the student will be considered in academic probation.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

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 Executive Director 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 Chancellor, and the Executive Director 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.

Graduate Program in Biomedical Sciences

A Satisfactory Academic Progress (SAP) policy has been established to ensure that Biomedical Sciences students complete the academic program within the acceptable time frame and the minimally accepted quality of performance. This policy also ensures that the Student Financial Aid requirements set forth by federal regulations have been met. The SAP applies to all PhD Biomedical students enrolled in Ponce Health Sciences University. Student's academic progress is evaluated annually at the end of each academic year.

General Requirements

1. Time Frame for Completion of the Academic Program

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

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

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

a. Definition of Full Time

Students with an academic load of six credits or more per semester will be considered Full Time doctoral students. A student solely enrolled in Thesis Research or Doctoral Dissertation will also be considered a Full-Time student.

b. Definition of Half Time

Students with an academic load of three to five credits per semester will be considered Half Time doctoral 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 doctoral 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 PhD in Biomedical Sciences requires a minimum of 70 credits.

b. Performance requirement

- A student must complete each academic year with a minimum grade point average of 3.00.
- Any student failing to meet this standard performance will be referred to the Students Promotion Committee to be placed on academic probation.
- Students on academic probation who do not increase the GPA to 3.0 by the end of the following semester will be referred to the Students Promotion Committee for consideration of dismissal from the Program.
- Prior to the qualifying examination, the student must have a minimum GPA of 3.0.

c. Qualifying examination requirement

Upon completion of all core courses, students take a Qualifying Examination. The Qualifying Exam is composed of a written and an oral component that must be completed by the end of the first semester of the student's third year in the Program.

In the written part, the student must develop a research proposal (by April 15th, second year), which will be evaluated by a Qualifying Exam

Committee composed of the student's dissertation advisor and two faculty members whose interests are related to the student's research. The committee will evaluate and score (scores 1-9) the written document based on the clarity of writing and scientific merit (significance, innovation, and approach). The student requires a score of ≤ 3 to pass the written exam.
First-time takers receiving a score >3 will need to revise the proposal and re-submit for review.

The student who passes the written exam will progress to the second part of the Qualifying Exam, which is an oral proposal defense (by October 15th, third year). The student will defend the thesis proposal in the presence of the Thesis Committee. The Thesis Committee consists of the student's dissertation advisor, three PHSU faculty members whose interests are
related to the student's research, and a member from another institution (usually from the continental U.S.) with expertise in the field. Immediately following the oral proposal defense, the Thesis Committee will assign a

grade of Pass or Fail. Students that pass the proposal defense become Ph.D. candidates.

The student has a maximum of two attempts each to pass the written and oral component of the Qualifying Exam. After two attempts for either part, the student who fails will be referred to the Student Promotion Committee for dismissal from the Ph.D. Program and reclassification as candidates for a Master's in Biomedical Sciences.

d. Doctoral Dissertation Requirement

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

e. Professional Behavior Requirement

- Students must conduct themselves in accordance with the norms for professional conduct set forth by Ponce Health Sciences University and the corresponding accreditation agencies.

Grade Requirement

In order to obtain a PhD in Biomedical Sciences, the student must complete all requirements and maintain a minimum grade point average (GPA) of 3.0. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis.

1. A grade of "F" in any course will be referred to the Students Promotion Committee (SPC).

a. A student may have one opportunity to retake a failed or withdrawn ("W") course and obtain a "C" or better grade. Failure to pass a given course on the second opportunity is grounds for dismissal from the Program.
b. A student with more than two "F" grades or "W" on record is grounds for dismissal from the Program.

2. Repeated courses with "C" or lower grades will remain on record, but the new grade will be used to compute the grade point average.
3. Graduate courses not offered at PHSU may be taken at other institutions with permission and approval from the Associate Dean of Biomedical Sciences and the Vice President of Academic Affairs.
4. Grades of "P" (Pass) or "NP" (Not Pass) are applicable to thesis research/dissertation and graduate seminars. When the research/dissertation activity requires more than one semester for its completion, the students receives a notation of "In Progress" (IP) for each semester and until the research/dissertation is completed.
5. A grade of "I" (Incomplete) will only be allowed under special circumstances. The student must remove the incomplete by the following semester or it will be replaced by the grade of "F". The "I" grades are part of the academic record as are the final grades.
6. A student with a reversed dismissal is not in satisfactory academic progress and is considered both on academic and financial aid probation.

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. Students that fail to comply with grade requirements after the prescribed probation time will be referred to the School of Medicine Students Promotion Committee (SPC) and may result in dismissal from the Program.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

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 Executive Director 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.

Chancellor and the Executive Director 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.

Doctoral 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.

Program	Standard	Maximum
Clinical Psychology Doctorate	5 years	8 years

Definition of a full time: Students with an academic load of 6 credits or more per semester will be considered full time doctoral 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 Manual of the Psy.D. Program.

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.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

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.

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.

Chancellor and the Executive Director 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.

Doctor in Philosophy in Clinical Psychology Program (PhD)

Refer back to the Satisfactory Academic Progress for the Doctoral Program in Clinical Psychology (PsyD)

Doctoral Degree in Public Health (DrPH) in Epidemiology

Introduction

A Satisfactory Academic Progress (SAP) has been established to ensure that the Dr.PH-Epidemiology students completes the academic program within the acceptable time frame and with the expected quality of performance. This policy also ensures that the student financial aid requirements set forth by federal regulations have been met. Student's academic progress should be evaluated annually at the end of each academic year.

Scope

This policy applies to all Dr. PH in Epidemiology students enrolled at Ponce Health Sciences University (PHSU).

General Requirements

A. Time Frame for Completion of the Academic Program

A student will be allowed a maximum time frame of three (3) years of enrollment beyond the standard of five (5) years required for the completion of the Program.

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

Time Frame for Completion of the Academic Program

Program	Standard	Maximum

Doctoral Program in Public Health in Epidemiology	5 years	8 years

Definition of Full Time

Students with an academic load of six credits or more per trimester will be considered a full time doctoral students. Student solely enrolled in the Doctoral Dissertation will also be considered a full time student.

Definition of Part Time

Students with an academic load of less than six credits per trimester will be considered a part time doctoral student.

B. Completion of the Dr.PH Requirements

1. **Course Requirement:**
   Students must complete all courses within the established time frame. The Program requires a minimum of 61 credits.
2. **Performance Requirement:**
   a. A student must complete each academic year with a minimum grade point average of 3.00. Any student failing to meet 3.00 point GPA standard of performance or failing any course will be placed on probation and referred to the PHSU Student Promotion Committee.
   b. A minimum grade of B may be obtained in required and selective courses.
   c. A minimum grade of C could be obtained in elective courses.
3. **Qualifying Examination Requirement:**
   A Qualifying Examination (Comprehensive Exams) must be taken upon completion of the second academic year. If the student fails to approve the Qualifying Examination, the student must enroll in independent study courses during the next trimester. Independent courses are offered to give the students the opportunity to achieve the competences in the areas failed in the Qualifying Examination. Independent courses should be approved entirely during the next trimester. A maximum of 6 credits will be allowed to be taken as independent studies. Any student failing to meet this standard performance will be referred to the Student Promotion Committee.
4. **Doctoral Dissertation Requirement:**
   A Doctoral Dissertation according to the established guidelines with a research proposal defense and Oral Dissertation Defense is required to obtain the Degree of Doctor in Public Health with specialty in epidemiology.

Grade Requirement

In order to graduate, the student must complete all requirements and maintain a minimum grade point average of 3.00 GPA in scale of 4.00 point. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis, at the end of each academic year.

a. One “F” or one “NP” in any of the courses, or a cumulative GPA less than 3.00 in the academic year is not allowed. A grade of “F” in any course will be referred to the Student Promotion Committee, to be considered for dismissal from the academic program.
b. The student may have a maximum of two elective courses with C in record.
c. A student repeating a course or with a GPA less than 3.00 will be considered in academic probation.

d. If the student fails to obtain a grade of B or more in a repeated course, he/she will be referred to the Students Promotion Committee for a consideration of dismissal from the academic program.
e. Courses with "F" grade will remain on record after they are successfully repeated, but only the new grade (s) will be used to compute the grade point average.
f. Grades of "P" (Pass) or "NP" (No Pass) are applicable to the qualifying examination. Grades of "IP" (In Progress), "P" (Pass) or "NP" (No Pass) are applicable to the research proposal defense and dissertation.
g. When the research/dissertation activity requires more than one trimester for its completion, the student will receive a grade of "In Progress" (IP) for each trimester and until the research/dissertation is completed.
h. A grade of "I" (Incomplete) will only be allowed under very special circumstances as determined by the faculty member teaching that particular course. The student must remove the "I" (Incomplete) by the end of the following trimester or an administrative "F" will replace it.
i. Graduate courses not offered at PHSU could be taken at other institution only with permission and approval of the Dr. PH Coordinator, Associate Dean for Public Health and the Dean for Health Sciences.
j. If the student obtained a reversed dismissal, he/she won't be in satisfactory academic progress and is considered both on academic and financial aid probation.

Professional Behavior Requirement

The students should conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Science University at all times.

Commitment to Public Health Philosophy

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

Academic Probation and Financial Aid Eligibility

Any student failing to meet the grade requirement might be place on academic probation for one trimester, but will be eligible for financial aid. Students that fail to comply with grade requirements after the prescribed probation time will be referred to the Student Promotion Committee for dismissal from the program.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

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

Chancellor and the Executive Director for Student Affairs, the Registrar and the Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policies set forth.

Master Degrees in Public Health

MPH (General, Epidemiology and Environmental)

Introduction

A Satisfactory Academic Progress (SAP) has been established to ensure that the MPH student completes the academic program for the MPH Degree within the acceptable time frame and with the required quality of performance. This policy also ensures that the student financial aid requirements set forth by federal regulations have been met. Student's academic progress should be evaluated annually at the end of each academic year.

Scope

This policy applies to all MPH students enrolled at Ponce Health Sciences University (PHSU).

General Requirements

A. Time Frame for Completion of the Academic Program

A student will be allowed a maximum time frame of two (2) years of enrollment beyond the standard of two (2) years required for the completion of the Program.

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

Time Frame for Completion of the Academic Program

Program	Standard	Maximum
Master's in Public Health	2 years	4 years

Definition of Full Time

Students with an academic load of six credits or more per trimester will be considered full time master degree students.

Definition of Part Time

Students with an academic load of less than six credits per trimester will be considered a part time MPH student.

A. Completion of the MPH Requirements
    1. Course Requirement – Students must complete all courses within the established time frame. The Program requires a minimum of 55 credits.
    2. Performance Requirement:
        i. A student must complete each academic year with a minimum grade point average of 3.00. Any student failing to meet 3.00-point GPA standard of performance or failing any course will be placed on probation and referred to the PHSU Student Promotion Committee.
        ii. A minimum grade of B may be obtained in required and selective courses.
        iii. A minimum grade of C could be obtained in elective courses.
    3. Culminating Experience Requirement:

i. Capstone – A Capstone or Comprehensive Exams (general and specialty) will be required to obtain the MPH degree. The Capstone will require to develop and present a research proposal. After the proposal is complete, the student should defense the project in public and provide a final manuscript following the established guidelines.

ii. Comprehensive Exams – A Comprehensive Exams (General and Specialty) must be taken upon completion of the second academic year. If the student fails the general, the specialty or both exams, he/she will have another opportunity to achieving all Public Health competences. Any student failing to meet this standard performance will be referred to the Student Promotion Committee.

Grade Requirement

In order to graduate, the student must complete all requirements and maintain a minimum grade point average of 3.00 GPA in scale of 4.00 point. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis, at the end of each academic year.

a. One "F" or one "NP" in any of the courses, or a cumulative GPA less than 3.00 in the academic year is not allowed. A grade of "F" in any course will be referred to the Student Promotion Committee, to be considered for dismissal from the academic program.
b. The student may have a maximum of two elective courses with C in record.
c. A student repeating a course or with a GPA less than 3.00 will be considered in academic probation.
d. If the student fails to obtain a grade of B or more in a repeated course, he/she will be referred to the Students Promotion Committee for a consideration of dismissal from the academic program.
e. Courses with "F" grade will remain on record after they are successfully repeated, but only the new grade (s) will be used to compute the grade point average.
f. Grades of "P" (Pass) or "NP" (No Pass) are applicable to the qualifying examination. Grades of "P" (Pass) or "NP" (No Pass) are applicable to the capstone.
g. A grade of "I" (Incomplete) will only be allowed under very special circumstances as determined by the faculty member teaching that particular course. The student must remove the "I" (Incomplete) by the end of the following trimester or an administrative "F" will replace it.
h. Graduate courses not offered at PHSU could be taken at other institution only with permission and approval of the MPH Track Coordinator, Associate Dean for Public Health and the Dean for Health Sciences.
i. If the student obtained a reversed dismissal, he/she won't be in satisfactory academic progress and is considered both on academic and financial aid probation.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

Professional Behavior Requirement
The students should conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Science University at all times.

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

Academic Probation and Financial Aid Eligibility
Any student failing to meet the grade requirement might be place on academic probation for one trimester, but will be eligible for financial aid. Students that fail to comply with grade requirements after the prescribed probation time will be referred to the Student Promotion Committee for dismissal from the program.

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 Chancellor, the Dean for Academic Affairs and the Executive Director for Student Affairs, the Registrar and the Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policies set forth.

Master of Science in School Psychology

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 Psychology Students enrolled in the Masters in Science in School/Clinical Psychology at Ponce Health Sciences University.

General Requirements

1. **Time Frame for completion of the Academic Program**

   A School Psychology Student will be allowed a maximum time frame of 2.5 years of enrollment beyond the 2.5 years standard required for the completion of the program. Summer enrollment is considered part of the academic year for the purpose of this measure.

   The total amount of years for completion of the degree includes those graduate courses accredited on admission to the School Psychology Program.

a. Definition of a full time: Students with an academic load of 6 credits or more per semester will be considered full time graduate students.
b. Definition of half time: Students with an academic load of 3 to 5 credits per semester will be considered half time students.
c. 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.

2. **Completion of Program Requirements**
   a. Course Requirement
      Students must complete all courses within the established time frame. The Program requires a total of 62 credits.
   b. Performance Requirement
      A student must maintain a minimum grade point average of 3.00 for every semester. A student failing to meet this standard of performance will be referred to the Students Promotion Committee.
   c. Comprehensive Examination Requirement
      The program requires approval of a Comprehensive Examination covering core areas of the field.
   d. Professional Behavior Requirement
      The students should conduct themselves in accordance with the norms for professional behavior set forth by Ponce Health Sciences University, the corresponding accreditation agencies and the Clinical Practice Manual of the School Psychology Program.

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.

1. No more than two courses may be approved with a grade of C.
2. Obtaining a grade of C in a third course will require that student repeat such course (s).
3. Repeated courses with "C" grades will remain on record, but the new grade will be used to compute the grade point average.
4. 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, including GPA in the program.
5. Grades of “P” (Passed) or “NP” (Not Pass) are applicable to Practice. A grade of “NP” requires repetition. In case of a second “NP” grade in the same practicum, the student will be referred to the Students Promotion Committee with a recommendation for dismissal.
6. 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.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

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 Executive DIrector for Student Affairs shall have primary responsibility for overseeing this policy and will provide all health sciences students a copy of this document upon admission to Ponce Health Sciences University.

The Chancellor, and the Executive Director for Student Affairs, as well as the Program Dean, Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policy here 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.

Program	Standard	Maximum
Master of Sciences in Medical Sciences	1 year	2 years

   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 3.00points 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.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

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.

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 Executive Director 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 Chancellor, and the Executive Director for Student Affairs, as well as the Dean of Medicine, Associate Dean for Master of Science in Medical Sciences, Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policy here set forth.

Postgraduate Certificate in Neuroscience of Learning

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 Students enrolled in the Postgraduate Certificate in Neuroscience of Learning at Ponce Health Sciences University.

General Requirements

1. **Time Frame for completion of the Academic Program**

   A Neuroscience of Learning Student will be allowed a maximum time frame of two years of enrollment beyond the standard required for the completion of the program (one year). 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.

Program	Standard	Maximum
Neuroscience of Learning	1 years	3 years

1. **Completion of Program Requirements**

   a. Course Requirement
   Students must complete all courses within the established time frame. The Program requires a total of 18 credits.

   b. Performance Requirement
   A student must Pass each course, each semester. Any student failing to meet this standard of performance will be referred to the Students Promotion Committee.

   c. Professional Behavior Requirement
   The students should conduct themselves in accordance with the norms for professional conduct set forth by Ponce Health Sciences University

Grade Requirement

In order to graduate, the student should complete all courses with a grade of PASS. Satisfactory Academic Progress is required for financial aid eligibility.

1. Grades of "P" (Pass) or "NP" (No Pass) are applicable to this Program. A grade of "NP" requires repetition. In case of a second "NP, the student will be referred to the Students Promotion Committee with a recommendation for dismissal.
2. 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 "NP" will replace it.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

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 Executive Director for Student Affairs shall have primary responsibility for overseeing this policy and will provide all health sciences students a copy of this document upon admission to Ponce Health Sciences University.

The Chancellor and the Executive Director for Student Affairs, as well as the Dean of SBBS, the Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policy here set forth.

Professional Certificate in Family and Couples Therapy

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 students enrolled in the Professional Certificate Program in Family and Couples Therapy at Ponce Health Sciences University (PHSU).

General Requirements

1. **Time Frame for completion of the Program**

   A Student will be allowed a maximum time frame of one year of enrollment beyond the standard required for the completion of the program (one year)

Program	Standard	Maximum
Professional Certificate in Family and Couples Therapy	1 year	2 years

2. **Completion of Program Requirements**

   1. Course Requirement

      Students must complete all courses within the established time frame. The Program requires a total of 21 credits and 100 hours of clinical practice.

   2. Performance Requirement

      A student must complete each trimester with a Passing (P) grade.

   3. Professional Behavior Requirement

      The students should conduct themselves in accordance with the norms for professional conduct set forth by Ponce Health Sciences University

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

Grade Requirement
In order to graduate, the student should complete all program requirements. An "I" (Incomplete) grade will only be allowed under very special circumstances as determined by the faculty. The student must remove the "I" not later than the following year.

Financial Aid Eligibility
A student failing to meet the program requirements will be dismissed. Students notified that they are to be dismissed from program, have the right to appeal the case in writing to the University President within seven working days after receiving the notification.

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 the Executive Director for Student Affairs shall have primary responsibility for overseeing this policy and will provide all students upon admission to PHSU, a copy of this document.

Bachelor of Science in Nursing

Introduction
Satisfactory academic progress is a cumulative measure of a student's performance and includes all periods of the student's enrollment. Both quantitative and qualitative standards are used to evaluate satisfactory academic progress in the BSN Program. Quantitative and qualitative standards are measured every term.

Quantitative standards include grades on quizzes, exams, care plans and other measurement tools. Qualitative standards for practice, as a registered nurse requires many competencies, such as the functional abilities listed below:

- Ability to see, hear, touch, smell, and distinguish colors
- Ability to speak and write with accuracy, clarity, and efficiency
- Manual dexterity, gross, and fine motor movements
- Ability to learn, think critically analyze, assess, solve problems, and reach sound judgments
- Emotional stability and ability to accept responsibility and accountability

Scope
All students must satisfactorily demonstrate these competencies in the didactic, laboratory, and clinical courses throughout their program of studies.

General Requirement

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

To ensure that a student is making sufficient academic progress in order to meet the maximum timeframe requirement, the student must complete 67% of all credits attempted. Development and skill courses are included in the timeframe calculation but not in the rate of progress calculation.

This policy also ensures that the Student Financial Aid requirements set forth by federal regulations have been met. The SAP applies to all nursing students enrolled in Ponce Health Sciences University School of Nursing. Student's academic progress is evaluated each trimester of the academic year.

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

Course Requirement

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

Performance Requirement

A student must pass each course. Any student failing to meet this standard of performance will be referred to the Students Promotion Committee to determine the action to be taken.

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.

Grade Requirements

Students will not attain Satisfactory Academic Progress and will be referred to the School of Nursing Students Promotion Committee to be considered for dismissal if any of the following occur:

- Earning an "F" or "WF" in two or more courses in one trimester
- Earning an "F" or "WF" in a nursing course after having had two "F's" or "WF's" in previous trimesters
- Earning an "F" or "WF" in the same nursing course taken twice
- Earning less than a 2.50 semester GPA in two consecutive trimesters

Students receiving one "F" in one trimester, but has a trimester GPA of 2.5 or greater will be given an academic warning and will be placed on "Probation". Students on probation must meet with the Dean of Nursing at the beginning and throughout the trimester.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

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 Executive Director for Student Affairs shall have primary responsibility for overseeing this policy and will provide all nursing students a copy of this document upon admission to Ponce Health Sciences University School of Nursing.

The Chancellor and the Executive Director for Student Affairs, as well as the Dean of Nursing, Registrar and Financial Aid Manager will receive all pertinent data to ensure proper enforcement of the policy here set forth.

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 and, Chancellor/Vice-President for Academic Affairs.

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 be 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.

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.

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 act 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/her delegate. 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 to the Promotions Committee through the corresponding Dean within five working days after receiving the notification.

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

Due Process

Appeal Process for Academic Medical Education

Students referred to the Student Promotions Committee must receive a copy of the referral, stating the reasons for the referral. Course or clerkship directors shall recuse themselves if the student being considered has an unsuccessful outcome in their course. Any committee member who has a conflict of interest as having personal relations or providing health care to the students must recuse themselves as well.

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

The appeal or due process presented below must be followed.

The student will appeal in writing to the School of Medicine Students Promotion Committee (SPC) and include all relevant documentation to support the request. The student has the right to participate in and provide the information requested by the Committee during their meetings. Students who decide to participate in the meeting must include the request in the reconsideration letter. 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 five 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 Executive Director 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 l 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.

Appeal Process for Academic Biomedical Sciences

Students who are notified by the Associate Dean of Medical Education a decision of the SPC that he/she must repeat failed courses during the next academic year or to be dismissed from Program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will request in writing a reconsideration to SPC and include all relevant documentation to support the petition. *The student has the right to participate in and provide the information requested by the Committee during their meetings.* 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 Executive Director 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 Chancellor.

Appeal Process for Academic Probation PsyD

Students notified that they are to be dismissed from the Psy.D. program, have the right to appeal the case in writing to PHSU Chancellor within five working days after receiving the notification.

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

The Chancellor will evaluate the appeal and the student's academic record. Rejection of the appeal by the Chancellor is final. If the Chancellor 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 Chancellor 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.

Appeal Process for Academic and Financial Aid Probation Public Health

Students notified that the Public Health Students Promotion Committee (SPC) decided to dismiss them from the Dr.PH Program, or that he/she must repeat failed courses during the next academic year, will have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (SPC). The letter should include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they would change their initial decision. The SPC has 48 hours after the date of the meeting to submit its decision to the Associate Dean for Public Health, 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 Public Health. The appeal must be submitted in writing within five working days after receiving the last notification. The Dean of Health Sciences 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 the date and time set to appealing meeting. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Public Health. The Dean of Health Sciences 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 Health Sciences 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 Associate Dean for Public Health or the Executive Director 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 Public Health sustains the decision after the appealing process, the student may appeal to Chancellor

Appeal Process for Academic and Financial Aid Probation (MPH)

Students notified that the Students Promotion Committee (SPC) decided to dismiss them from the MPH Program, or that he/she must repeat failed courses during the next academic year, will have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (SPC). The letter should include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they would change their initial decision. The SPC has 48 hours to submit its decision to the Associate Dean for Public Health, 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 Health

Sciences. The appeal must be submitted in writing within seven working days after receiving the last notification. The Dean of Public Health 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 the date and time set to appealing meeting. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Health Sciences. The Dean of Public Health 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 Public Health 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 Associate Dean for Public Health or the Executive Director 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 Public Health sustains the decision after the appealing process, the student may appeal to the Chancellor.

Appeal Process for Academic Affairs MSSP

Students who are notified by the Program's Dean a decision of the Students Promotion Committee that he/she must repeat failed courses during the next academic year or to be dismissed from the program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (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 Program's Dean, 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 the School of Behavioral and Brain Sciences (SBBS). The appeal must be submitted in writing within seven working days after receiving the notification. The Dean of SBBS 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 SBBS. The Dean will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the SBBS Dean 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 Program Dean or the Executive Director 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 SBBS sustains the decision after the appeal process, the student may appeal to the Chancellor

Appeal Process MSMS

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 five 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 Executive Director 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 l 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 Executive Director Chancellor.

Appeal Process for Academic Affairs Neuroscience

Students who are notified by the Program's Academic Dean a decision of the Students Promotion Committee that he/she must repeat failed courses during the next academic year or to be dismissed from the program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (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. After the meeting, the SPC has 48 hours to submit its decision to the Program's Academic Dean, 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 Behavioral and Brain Sciences (SBBS). The appeal must be submitted in writing within seven working days after receiving the notification. The SBBS' Dean will evaluate the appeal and the student's academic record. The SBBS' 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. After the meeting, the Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the SBBS' Dean. The Dean will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of the SBBS 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 SBBS' Academic Dean, the SBBS' or the Executive Director 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 SBBS's Dean sustains the decision after the appeal process, the student may appeal to the Chancellor

The Appeal or Due Process for Dismissal Couples Therapy

Students who are notified by the Program's Academic Dean a decision of the Students Promotion Committee that he/she must repeat failed courses during the next academic year or to be dismissed from the program, have the right to appeal the decision within five working days after

receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (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. After the meeting, the SPC has 48 hours to submit its decision to the Program's Academic Dean, 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 Behavioral and Brain Sciences (SBBS). The appeal must be submitted in writing within seven working days after receiving the notification. The SBBS' Dean will evaluate the appeal and the student's academic record. The SBBS' 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. After the meeting, the Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the SBBS' Dean. The Dean will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of the SBBS 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 SBBS' Dean, or the Executive Director 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 SBBS's Dean sustains the decision after the appeal process, the student may appeal to the Chancellor. Any additional appeal should be submitted to the Chancellor

Appeal Process Nursing

Students who are notified by the Dean of Nursing regarding decision of the Students Promotion Committee that he/she must repeat failed courses during the next academic year or to be dismissed from the nursing program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the School of Promotion Committee (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 Dean of Nursing, 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 Nursing. The appeal must be submitted in writing within seven working days after receiving the notification. The Dean of Nursing 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 Nursing. The Dean of Nursing 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 Nursing 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 Dean of Nursing or the Executive Director 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 Nursing sustains the decision after the appeal process, the student may appeal to the Provost/Chancellor

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, ect.
2. Violation to federal and state law in the School premises.
3. Misuse, damage or destruction of School property.
4. Illegal appropriation of School property.
5. Failure to comply with School policies and regulations.
6. Any intent or act to threaten, intimidate, interfere with fellow students and/or employees.
7. Any intent or sexual harassment against fellow students, employee, and/ or visitor within the premises of Ponce 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.

GRIEVANCE POLICY

Any student has the right to submit to the Office of the Executive Director 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 Executive for Student Affairs or designee.

The Executive Director 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 Executive Director of Student Affairs 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 Executive Director of Student Affairs 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 Chacellor will evaluate the appeal and the investigation report. Rejection of the appeal by the Chancellor is final. However, the Chancellor may overturn the decision. If the Chancellor 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 Chancellor 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 Chancellor will be final.

STUDENT COMPLAINT LOG POLICY

LAST REVISED: Jan 2021

REFER QUESTIONS TO: *Executive Director 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 Executive Director 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 Executive Director 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 Executive Director 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 Executive Director of Student Affairs
- The Executive Director 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.

SEXUAL HARRASMENT, SEXUAL VIOLENCE, GENDER DISCRIMINATION POLICY (TITLE IX POLICY)

Introduction

Title IX of the Educational Amendments of 1972 and its implementing regulations (34 CFR § 106) as administered by the Office for Civil Rights of the Department of Education (collectively referred to as "Title IX") explicitly prohibits discrimination based on sex by any institution of higher education that receives federal funds. Under Title IX, certain types of sexual harassment, when occurring within the United States and its territories and commonwealths and within the University's education programs and activities, constitute a form of prohibited sex discrimination.

On May 6, 2020, the United States Department of Education issued new regulations, effective August 14, 2020, defining sexual harassment under Title IX of the Education Amendments of 1972 ("Title IX") to include three categories of misconduct on the basis of sex that occur within the University's education programs or activities: quid pro quo harassment by an employee; severe, pervasive, and objectively offensive unwelcome conduct of a sexual nature; and Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined under the Clery Act and VAWA.

While PHSU prohibits all forms of discrimination and harassment, including sexual misconduct, this policy applies only to Sexual Harassment under Title IX as defined below. Discriminatory and/or harassing conduct falling outside of the purview of this policy may be addressed by other Ponce Health Sciences University policies (e.g. Student Handbook, Faculty Handbook, and Staff Handbook).

Jurisdiction

This policy addresses Ponce Health Sciences University responsibilities under regulations promulgated under Title IX and meets the requirements of federal and state civil rights laws and regulations to provide for a prompt, fair, and equitable administrative process to respond consistently and effectively to allegations of alleged discrimination, sexual misconduct, and retaliation across all PHSU's campuses or learning centers.

The rules and procedures described in this normative document apply to apply to all students, registered student organizations, faculty and staff employees, guests, visitors or third-party affiliate who has a formal (including contractual) relationship with the University, across all campuses and programs of the University within the United States and abroad and, all those persons who are within the scope of the University control will be considered.

Legal Basis

The procedures outlined below are based on those provided in the Title IX common rule 65 F.R. 52867 and, are also codified in the Department of Education Title IX implementing regulations, 34 C.F.R. 106.4 – 106.9.
This policy is approved by the Institutional Management Committee and is effective as of November 11, 2020.

Scope

PHSU is committed to promote and develop an environment free of any type of inappropriate gender based conduct. The University promotes an inclusive environment where diversity is key for academic and professional development. Discrimination or violence based on sex (gender) will not be tolerated. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part – or – full-time status, disability, race or national origin – in all aspects of a recipient's educational programs and activities.

Justification

The Title IX Policy ensures appropriate processes and the investigation of Complaints related to sexual, harassment, sexual violence and gender discrimination guaranteeing the due process recommended by the Federal Department of Education.

Policy

Procedural Requirements

The procedures outlined below are based on those provided in the Title IX common rule 65 F.R. 52867 and, are also codified in the Department of Education Title IX implementing regulations, 34 C.F.R. 106.4 – 106.9.

Dissemination of the Policy

The Institution is responsible for the notification and dissemination of the policy. PHSU make sure that this policy is annually distributed and easily understood. The Institution must publish the first notice of this Policy in every institutional, student or alumni publications, and by letter or memorandum to students and employees. After the initial publication, all memoranda, bulletins, catalogs, and applications must contain a similar notice.

Designation of the Title IX Coordinator

Institutions must designate a least one employee to serve as a Title IX Coordinator. This employee is responsible for coordinating the Institutional efforts to comply with and carry out the responsibilities under Title IX and the implementation of its regulations, including: coordinating the recipient's responses to all Complaints involving possible sex discrimination, monitoring outcomes,

identifying and addressing any patterns, and assessing effects on the campus climate. The coordinator's name, address, and phone number must be communicated to all applicants, participants, and employees.

Title IX Coordinator

Jonaira Arroyo, M. Ed, CPL

787-840-2575 Ext. 5734

jarroyo@psm.edu

Adoption of grievance procedures

One of the important aspects of Title IX and its regulations is their requirement that recipients adopt and publish internal grievance procedures to promptly and equitably resolve Complaints alleging discrimination on the basis of sex.

Definitions

The following terms and definitions are important components of this policy. The definitions are intended to give meaning to these terms in the context of PHSU's policy. Criminal and other applicable state laws and regulations may use different definitions of these terms.

Prohibited Conducts

Prohibited conduct ranges from sexual harassment to sexual misconduct. The following conduct definitions are considered violations to the PHSU Title IX Policy:

Sexual harassment

The Title IX regulations define sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

Quid Pro Quo Sexual Harassment: An employee of PHSU conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

Hostile Environment Sexual Harassment: Unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to PHSU's Education Program or Activity.

Title IX Sexual Assault: Title IX Sexual Assault as defined in 20 U.S.C. 1092(f)(6)(A)(v). Under 20 U.S.C. 1092(f)(6)(A)(v), the term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The Uniform Crime Reporting System includes the following offenses as forcible or nonforcible sex offenses:

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object or instrument, or oral penetration by a sex organ of another person, without the consent of the victim or where the victim is incapable of giving consent, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. Attempted rape is included. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law .

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Title IX Dating Violence: "dating violence" as defined in 34 U.S.C. 12291(a)(10). Under 34 U.S.C. 12291(a)(10), the term "dating violence" means violence committed by a person:
Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

Title IX Domestic Violence: "domestic violence" as defined in 34 U.S.C. 12291(a)(8) includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Title IX Stalking: "stalking" as defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for their safety or the safety of others; or

- suffer substantial emotional distress.

Participants

Complainant means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment under this policy.
Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment under this policy.
Parties is a term that refers to the Complainant and Respondent collectively.

Supportive Measures

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Supportive Measures may include:

- Referral to health care providers, if necessary
- Arranging for medical services
- Imposition of a campus "no-contact order" (mutual restrictions)
- Class or course reassignments or reschedule
- Change in work schedule or job assignment
- Options for reserved parking space
- Limiting access to certain University facilities or activities
- Separation from job (employees) or academic activities (students) until the resolution of the complaint or end of the investigation
- Professional Counseling
- Increased security and monitoring of certain areas of the campus; and
- Other similar measures.

Formal Complaint

A Formal Complaint is a document filed by a Complainant or signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a Respondent and requesting that PHSU investigate the allegation of Title IX Sexual Harassment. In order for PHSU to proceed to an investigation, at the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in PHSU's Education Programs or Activities. A "document filed by a Complainant" means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Formal Complaint.

Reporting a Concern

Any member of PHSU community who thinks that they have been subjected to sex discrimination, sexual assault sexual harassment or sexual misconduct by another student, member of the faculty or staff, campus visitor or contractor, is encouraged to report the incident to the Title IX Coordinator or Title IX Campus Delegate. PHSU will respond promptly and in a manner that is not deliberately indifferent to all claims and formal Complaints to which the University has actual knowledge of sexual harassment, in an education program or activity.

Formal Complaint

A Formal Complaint must include the following information:

- the identity and status (roles) of the Complainant and Respondent(s);
- details concerning the incident(s) or conduct that gave rise to the complaint;
- date(s) and time of the incident;
- location(s) of the incident(s);
- nature of the conduct (provide specific details);
- the identity and status of any witness(es) to the incident(s) with telephone numbers, email addresses, and street addresses if known.
- date of previous report.

Mandatory Reporters

Under Title IX regulations, only "officials with authority", who can institute corrective or remedial measures in regards to any reports, or possible allegations, of sexual discrimination or misconduct, are required to report to the Title IX coordinator. For the purpose of this policy, the following individuals are considered "officials with authority", and are recognized as mandated reporters:

- Supervisors
- Administrators
- Faculty Members
- Teacher Assistants

Mandatory reporters are obligated to report incidents of sex discrimination, sexual harassment or sexual assault that come to his or her attention; even though there is no formal complaint filed. Failure to fulfill this reporting obligation will be referred to the appropriate office for corrective action. The University encourages all individuals – including students not referenced above – to

report sexual misconduct (including Title IX Sexual Harassment) of which they become aware to the Title IX Coordinator.

Response to a Formal Complaint

Upon receipt of a report, the Title IX Coordinator will contact the person who may have been impacted by the concern. In response to a Formal Complaint, PHSU will treat Complainants and Respondents equitably by offering supportive measures and following the grievance process established in this policy, before the imposition of any disciplinary sanctions or other actions that are not supportive measures.

Supportive Measures

Supportive measures are designed to restore or preserve equal access to PHSU's education program or activity without unreasonably burdening the other party. Its purpose is to: (a) protect the safety of all parties or educational environment, or (b) deter sexual harassment.

The Title IX Coordinator will contact the Complainant and the Respondent to discuss the supportive measures available and to consider their wishes and will inform them of the supportive measures that will be implemented. The Title IX Coordinator may offer one or a combination of supportive measures defined above.

The staff identified below are specially trained to work with individuals who report or are accused of Title IX Sexual Harassment and have knowledge about on- and off- campus resources, services, and options, including the availability of supportive measures:

Title IX Office Staff

Title IX Coordinator

Jonaira Arroyo, M. Ed, LPC
787-840-2575 Ext. 5734
jarroyo@psm.edu

Title Ix Deputy- Human Resources
Aixa, Ramos, PHR
787-840-2575 Ext. 4767
aramos@psm.edu

Title IX Delegate – San Juan Learning Center

Mariela Gonzalez-Ramirez

787-728-2121

939-438-2399

margonzalez@psm.edu

Title IX Delegate – St. Louis Campus

Palka Kumar

314-499-6808

pkumar@psm.edu

.

Reporting Incidents to Law Enforcement

An individual who has experienced Sexual Assault, Dating Violence, Domestic Violence, or Stalking has the right to choose whether to file a police report. PHSU recommends, but does not require, the victims to report criminal concerns to the Police. Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of the perpetrator. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence.

Title IX Retaliation

Neither PHSU nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or this policy, or because the individual has, in good faith, made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Complaints of Title IX Retaliation may be made by contacting the Title IX Coordinator.

Complaint dismissal

In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will conduct an initial inquiry to assess to whether the allegations can be substantiated, if not substantiated, the Title IX Office must dismiss a formal Complaint under the following circumstances:

the alleged matter does not meet the Title IX definition of sexual harassment as described above;
the alleged matter does not arise from a PHSU education program or activity of;

the alleged matter is not raised against a person in the United States;
the alleged matter occurred before August 14, 2020.

Also, the Title IX Office may dismiss a Formal Complaint under the following circumstances:

the Complainant submits a written request to withdraw the complaint;
the Respondent is no longer at the University.

The Title IX Office may refer the subject matter of the Formal Complaint to other University offices, as appropriate. Employees will be referred to the Human Resources Office.

Appealing Dismissal of Formal Complaint

Appeals pertaining to the dismissal of a Formal Complaint must be submitted to the Title IX Coordinator within three (3) business days from receipt of the complaint dismissal. The appeal must meet one or more of the following: procedural irregularity, new evidence, or evidence of conflict of interest/bias.

Confidentiality and Confidential Resources

Confidentiality

PHSU will make reasonable and appropriate efforts to preserve the confidentiality in cases involving sexual violence. Even if a party does not specifically ask for confidentiality, PHSU should only disclose information regarding alleged incidents of sexual violence to individuals who are responsible for handling the Institution's response. Witnesses and advisors will be asked to keep any information learned in an investigation meeting confidential, to the extent consistent with applicable law.

In cases where an individual reporting Title IX Sexual Harassment do not wish to file a formal complaint, the University will attempt to honor that request. Nevertheless, the Title IX Coordinator may determine that the University needs to proceed with an investigation and will thereby sign a formal complaint, considering the following factors:

- complete knowledge of the circumstances;
- the nature or scope of the alleged conduct;
- the respective age of the parties involved;
- the potential risk to the community;

- previous reports against the Respondent;
- whether the report reveals a pattern of misconduct;
- the University's obligation to provide a safe and non-discriminatory environment; and
- any other available and relevant information.

PHSU Confidential Resources

Professional Counseling Services and Medical Services Office at PHSU are considered confidential resources. Discussing allegation of sexual violence with your Professional Counselors or Medical Services Staff will not result in a report under Title IX Regulation. Confidential resources can provide information about your rights under Title IX Policy, but will not report the incident.

Investigation Process

The Title IX Coordinator will conduct an immediate assessment of any risk of harm to individuals or to the campus community and will take the necessary steps to address those risks, in collaboration with the Vice President of Students Affairs, Professional Counselors, the Institutional Security Director and Human Resources. Once a complaint has been filed, immediate actions to protect the Complainant will be taken.

In cases of reported alleged violations to this policy, the University may implement interim and supportive measures, including, but not limited to:

- Referral to health care providers, if necessary
- Arranging for medical services
- Imposition of a campus "no-contact order" (mutual restrictions)
- Class or course reassignments or reschedule
- Change in work schedule or job assignment
- Options for reserved parking space
- Limiting access to certain University facilities or activities
- Separation from job (employees) or academic activities (students) until the resolution of the complaint or end of the investigation
- Professional Counseling
- Increased security and monitoring of certain areas of the campus; and
- Other similar measures.

A Title IX investigation should normally be complete in 30 calendars days after the University has notice of a concern, but this time frame may be extended depending on the complexity of the circumstances of each case or University breaks.

A typical investigation will include:

Phase 1: Notification of Investigation

The Title IX Coordinator sends formal written communication to both the Complainant and the Respondent, within seven (7) calendar days of completing an initial inquiry.

The communication includes information related to: the allegations to be investigated, what policy and what sections of the policy against which the allegations are assessed, the name(s) of the investigator(s), the rights the Complainant and Respondent have throughout the investigation process, a warning regarding retaliation, and any other information that is pertinent to the investigation.

The notice will include statements that the Respondent is alleged not responsible for the alleged conduct; the Complainant is alleged to have brought forward the complaint in good faith; and a determination concerning responsibility is made at the conclusion of the complaint resolution process.

Phase 2: Investigators appointment

The Title IX Coordinator will designate one or more investigators, which will be responsible for conducting the investigation process related to this Policy. Title IX investigators are members of PHSU community (academic and administrative staff), trained in case management, investigation process and issues related to gender-based discrimination and sexual harassment. Both parts, the Complainant and the Respondent, has the opportunity to request the inhibition of one or more investigators. This request must present reasonable, articulable grounds to suspect bias, conflict of interest, or an inability to be fair and impartial on the part of the investigator. If the request is approved, a new investigator will be appointed.

Phase 3: Advisors appointment

Complainants and Respondents may be accompanied, if requested, by a hearing advisor, as codified into law in 2020. Prior to August 14, 2020 parties were afforded the opportunity to bring a Title IX Advisor, but the role of the Title IX Advisor has changed. Complainants and Respondents may choose

not to have an advisor during the investigative process. However, Complainants and Respondents must have an advisor during the live hearing.

The Title IX Advisors will:

- accompany a Complainant or Respondent to meetings with investigators;
- review evidence and investigation reports;
- cross examine the opposing party during a live hearing (questions provided by Complainant or Respondent);

ensure that do not have a conflict of interest.

The Title IX Advisors will not:

- be responsible for developing the questions asked during a live hearing;
- act as a legal counsel;
- speak on behalf the Complainant or Respondent;
- Ask cross examination questions not requested by the Complainant or Respondent;
- Determine a finding of responsibility for any other University policy;

Phase 4: Information Gathering

The investigator(s) gathers information related to the allegations. This information may include: documents, electronic materials (text messages, e-mails, phone logs, social media post, etc.), video and audio recordings, interviews with the Complainant, the Respondent, and witnesses. The Complainant and Respondent are each provided an opportunity to interview and provide information to the investigator(s). Also, both will have the opportunity to provide the names of witnesses for the investigator to interview.

Generally, the investigator(s) will meet with each party and each witness separately and may hold multiple meetings with a party to obtain all essential information. The parties may submit supplementary materials or information to the investigator(s) at any time before the conclusion of the investigation. In all cases, both the Complainant and Respondent will have equal opportunities to share information and have their information considered. The Complainant, Respondent, and witnesses should be advised that for their statements to be considered, they must participate in the live-hearing.

Phase 5: Information Review

During this phase, the Complainant, the Respondent and the advisors will each be provided an opportunity to review and respond to the information that the investigator has gathered. The

investigator will review, weighs and analyze the information to determine whether it was "more like than not" that alleged conduct occurred.

Phase 6: Investigative Report

After the period for the parties to provide any written response to the evidence has terminated, the investigator(s) will create a written investigative report that fairly recapitulates the relevant evidence collected (both inculpatory and exculpatory). The Title IX Office will provide a copy of the investigative report to each party and each party's advisor, if any, in either electronic or hard copy form. The investigators will not make determinations of responsibility in the investigative report.

Phase 8: Hearing Process

The Title IX Final Rule adds provisions to the "live hearing" requirement for postsecondary institutions . Live hearings are NOT civil or criminal legal proceedings. They are internal investigative processes and have only internal administrative repercussions. Court rules, do not apply in these proceedings, therefore no lawyers or people external to the process will be allowed to attend.

The Title IX Coordinator will see that the decision maker is provided a copy of the investigative report and a copy of all evidence transmitted to the parties by the investigator(s). At PHSU the Vice President of Students Affairs is appointed as the decision maker.

At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Therefore, only relevant questions may be asked of a party or witness.

Live hearings will be conducted virtually. All parties, witnesses, and other participants may appear at the live hearing virtually. PHSU will create an audio or audiovisual recording, or transcript, of any live hearing. Live hearings are closed to the public.

At any point after a formal complaint has been filed with the Title IX office, parties may engage in an "informal resolution" process. If the matter is not settled through informal resolution, the matter may proceed to a hearing. Informal resolution will not be allowed in cases where the Respondent is a faculty or staff member. An informal resolution is never appropriate in cases of alleged sexual assault or physical violence.

Phase 9: Adjudication

The Decision-maker is tasked with evaluating and analyzing all relevant information in the Investigation Report and the information presented by the parties in the hearing process. The Decision-maker determines whether a violation of Policy occurred based on the preponderance of evidence standard.

Phase 10: Outcomes notification

The Title IX Office will send a formal written communication to both, the Complainant, and the Respondent. The communication includes information about the result of the investigation, the hearing process, and the decision-maker determination related to the allegations. This notification must include whether or not the school found that the sexual violence incident took place, the types of remedies that are being offered, and any sanctions that are being imposed on the perpetrator.

It must also include any other steps the school is taking to eradicate the hostile environment and prevent it from occurring again. The perpetrator, however, should not be informed of the specific remedies being offered to the Complainant.

Sanctions

A violation of this policy may result in remedial action, which can include: discharge, discipline, suspension, additional training, counseling, reassignment of supervisors, expulsion or termination, among others from the University. To determine the appropriate sanction within the recommended outcomes, the following factors are taken in consideration:

- The Respondent's prior discipline history;
- the nature and violence of the conduct at issue;
- the impact of the conduct on the Complaint;
- the impact of the conduct on the community, its members, or its property;
- any other mitigation or aggravating circumstances.

If the Respondent has engaged in the same or similar conduct in the past, the sanction will be expulsion.

Appeal

If the compliant or the Respondent are dissatisfied with the final determination made under this Policy, that person may file an appeal to the Chancellor or designee. The appeal should be filed in

writing to the Chancellor and the Title IX Coordinator within 5 business days of receiving the outcomes letter notification.

The grounds for the appeal will usually be limited to:

- New evidence, not available at the time of the initial review.
- Any procedural irregularity that affected the outcomes of the investigation.

The appeal review should be completed within 20 business days unless there is a cause for extension, including University breaks. The appeal decision will be provided by the Chancellor in writing and the appeal decision if final.

Information and Community Support Services

Whether or not the victim chooses to file an official concern, a victim of sexual misconduct or sexual assault, PHSU encourages the victim to obtain information, support and counseling, both on and off campus. Information, support and advice are available (see resources below) for anyone in PHSU community.

Campus Resources

PHSU Professional Counseling Services

José Soto-Franceschini, PhD, LPC
787-840-2575 Ext. 5852
jsoto@psm.edu

Soniamarie Lugo-Laracuente, M. Ed, LPC
787-840-2575 Ext. 4745
slugo@psm.edu

Grace M. Morales Mercado, MSS, LRC
787-840-2575 Ext. 5733
gracemorales@psm.edu

PHSU Security Department / Guards

Rosanne West
787-840-2575 Ext. 2118

rwest@psm.edu

Humans Resources Department

Susan Hemmer
833-489-1462 Ext. 1023
shemmer@psm.edu

Aixa E. Ramos, PHR
787-840-2575 Ext. 4767
aramos@psm.edu

St. Louis Campus Director

Stefani Schuette, Ed.D.
636-399-3908
sschuette@psm.edu

Community Resources for Main Campus and San Juan Learning Center

Centro de Ayuda a Víctimas de Violación
14 St. Ponce, PR 00716
787-290-3636 / 787-842-3315

Casa Protegida Julia de Burgos – Ponce
PO Box 362433
San Juan PR, 00936-2433
787-284-4303

Puerto Rico Police Department
Playa de Ponce
Ponce PR, 00728
787-842-0080

Damas Hospital
Ponce by Pass 2213
Ponce PR, 00717
787-840-8686

Línea PAS (24/7 Servicies)
1-800-981-0023

Community Resources for St. Louis Campus

St. Louis Regional Sexual Assault Center (YWCA)
314-531-7273 (24-hour access)
https://www.ywcastl.org/what-were-doing/womens-resource-center

Alternatives to Living in Violent Environments (ALIVE)
314-993-2777 (24-hour access/crisis line)
https://alivestl.org/

Crime Victims Advocacy Center
314-652-3623 (24-hour access)
https://www.supportvictims.org/

Legal Advocates for Abused Women
314-664-6699
https://www.supportvictims.org/legal-advocates-for-abused-women

RAINN (Rape, Abuse & Incest National Network)
1-800-656-HOPE (4673) (24-hour access)
www.rainn.org

LGBT Counseling St. Louis
314-602-5534
www.lgbtcounselingstl.com

St. Louis Metro Trans Umbrella Group
https://www.stlmetrotrans.org/

Life Crisis
314-647-4357

Safe Connections
Crisis Hotline: 314-531-2003, Deaf or Hard of hearing dial (711)

Counseling & Support Services:
314-646-7500
www.safeconnections.org

Bridgeway Sexual Assault Center Hotline
(877) 946-6854
https://www.bridgewaybh.com/sexual-assault-services/

Provident Life Crisis Hotline
314-647- HELP (4357)
1-800-273-TALK (8255)
https://www.providentstl.org/crisis-intervention/247-crisis-hotline/

Saint Martha's Hall
(domestic violence shelter)
314-533-1313
www.saintmarthas.org

Kathy J. Weinman Shelter for Victims of Domestic Violence
314-423-1117
www.friendsofweinman.org

Legal Services of Eastern Missouri
314-534-4200

Immigration Law Program
314-256-8756
www.lsem.org

For more information about sex discrimination, sexual harassment (including sexual violence) or sexual misconduct, please contact:

Title IX Coordinator
Jonaira Arroyo, M.Ed., CPL
PO Box 7004 ▪ Ponce PR, 00732-7004 787-840-2575 Ext. 2174
jarroyo@psm.edu

Amendments

An amendment to this policy may be recommended by the Title IX Coordinator based on regulatory changes of the Title IX DOE guidelines. The Institutional Management Committee will have the responsibility to approve the recommendations for amendments.

Repeal and Validity

This policy does not repeal the provisions established by other policies such as the Unprofessional Behavior Policy, the Honor Code, the Mistreatment Policy, the Interpersonal Abuse Policy, among others, but rather offers specific provisions to comply with the Title IX mandatory provisions for schools participating in Title IV funds programs.

REASONABLE ACCOMMODATION

Ponce Health Sciences University (PHSU) is an institution of higher education that is committed with the well-being of the students in all aspects of their life. Our purpose is to provide services to students 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. Also, in compliance with the Section 504 of the Rehabilitation Act 1973.

The Reasonable Accommodation Institutional Policy is a guideline to provide services based on these laws. All applicants accepted to PHSU must be able to meet the technical standards (see recommendation for standard review) described in the PHSU Admissions Policy. PHSU is not required to modify its admissions requirements for applicants with disabilities if the prospective students are unable to meet them.

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 designated officials and to seek out assistance. The impairment must be one that substantially limits a major life activity. If you have, a psychological disability or medical condition that you believe requires modification to the standards conditions, apply for accommodations.

Terms Definition

- Disability: "Physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regards as having such an impairment." (ADA, 2008).

- Major life activities: “include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.” (ADA, 2008).

- Reasonable Accommodation: “Modifications or adjustments to the tasks, environment or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program or a job.” (U.S. Department of Education, 2007).

- Qualified individual with a disability: “A person with disability who satisfies the requisite skill, experience, education, and other job-related requirement of the desired or held employment position and who, with or without reasonable accommodation, can perform the essential functions of the position that such individual holds or desires.” (ADA, 2008).

- Assistive Technology: All types of equipment and support services technology that can enable equitable access that includes equipment created, adapted or modified to be used by a student with qualified impediment to maintain, improve or increase their capabilities functional.

Reasonable Accommodation Procedure

Students with disabilities who wish to request reasonable accommodation must comply with the following:

Reasonable Accommodation Application for the first time:

· Complete Reasonable Accommodation Request Form and Certification of Disability form, which is available at the Office of Academic Affairs and at Counseling Center. **For the first semester the deadline is August 31 and for the second semester is January 31**

• With the application, the student must include any medical, psychological or other relevant evidence that reflect the student’s disability and the current functional limitations. Documentation must be recent, shall not be more than six months prior to the date, or the request for

accommodation and/or the date received at the Office of Academic Affairs. **Please, refer below to each condition individually for specific documentation requirements. **

• Evaluations performed by members of the student's immediate family, until the fourth grade of consanguinity or friends are not acceptable.

• The healthcare provider should make recommendations suitable to a professional health science program setting.

• Include evidence of prior reasonable accommodations, if any.

• Must coordinate an interview with the Rehabilitation Counselor to evaluate the student's needs.

• It is the responsibility of the student with a disability to request the accommodation with enough time in advance for the Reasonable Accommodation Committee to evaluate their request and submit the recommendations. The Committee will be evaluated in five (5) working days after received the request once the case is already accepted (admitted) into the program. 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.

• Once the Reasonable Accommodation Committee submits their recommendations, the office of the Vice-President of Academics Affairs will notify the student, the program director and the professors about the accommodations recommended no more than 5 working days after receiving said recommendation.

• For learning disabilities, attention deficit disorder, chronic illness, physical or sensory disabilities the accommodations will be valid for two years.

• For psychological disabilities, the accommodations will be valid for one year.

• A written notification with the approved accommodations and the effectiveness period will be send to the student.

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 evaluation for reasonable accommodation is made once the student is admitted (accepted) into the academic program.

Renewal of Reasonable Accommodation

· At the beginning of each academic year, those students with an active reasonable accommodation must complete the Reasonable Accommodation Request Form again with the intention of renewing their approved accommodations, as well as requesting any modification, no more later than august 31 (first semester) or January 31 (second semester). Students with accommodations with a 2-year effective period must complete the document once the effective period is close to finish. Students with active accommodations must also present evidence of participation in at least 2 contact hours of workshops, orientations, seminars or webinars of topics related to their accommodation (betterment activities).

• The Reasonable Accommodation Committee reserves the right to request new evidence in cases it deems necessary. In case of requested new documentation, the student can ask to their healthcare provider for an updated of the clinical reports. The professional may supplement the original report with a letter describing any changes since the previous report.

• The student must wait for the Committee to extend the accommodation.

• The student must coordinate a follow-up appointment with the Rehabilitation Counselor.

**The Reasonable Accommodation Committee will not be able to proceed with a recommendation until all required documents have been received. **

PHSU requires that the documentation come from a healthcare provider that have experience and expertise in the area related to the student's disability.

Learning Disabilities and Attention Deficit Disorder

· Reports for Learning Disabilities and Attention Deficit Disorder should reflect the current functional limitations of the student and include the results of a battery of psychoeducational tests (psychoeducational or neuropsychological evaluation) designed to identify these impairments.

· In addition, must be provided a clinical summary. The summary must include recommendations of specific accommodations and assistive devices needed, and how they will reduce the impact of functional limitations.

Chronic Health, Physical or Sensory Disabilities

· Reports for Chronic Health, Physical or Sensory Disabilities should reflect the current impact of the diagnosed condition and should indicate the prognosis of the condition.

· The report must describe any current treatment plan and include any coexisting conditions or suspected.

· In addition, clinical summary of assessment procedures that were used to make the diagnosis, history of disability, evaluation results, observations, and recommended accommodations.

Psychological Disabilities

· Reports for Psychological/psychiatric Disabilities should include current functional limitations and how they interfere in the educational environment. Besides, should include the severity, symptoms and prognosis.

· In addition, clinical summary of assessment procedures that were used to make the diagnosis, history of disability, evaluation results, observations, and recommended accommodations.

· Documentation should state medications or other treatment that can be affect the student functioning.

Temporary Disabilities

PHSU recognizes that individuals with temporary disabilities that are a result of injuries, surgery or short-term medical illness may need access to services and resources similar with those with permanent disabilities. An expedite process is determined for this specific cases.

Students with temporary disabling conditions that need assistance or modification in the academic setting must provide documentation from the healthcare provider for verifying the nature of the condition, expected duration and describing the accommodation deemed necessary. If the anticipated recovery date is later postponed due to a change in the student's recovery prognosis, an updated note from the provider should be requested and kept on file. This evidence must be present to the Academic Affairs Office.

The student can talk with the professors about any accommodation necessary for the duration of the impairment. If the student need other modifications, such as accessible parking can contact the Rehabilitation Counselor for the required process. Temporary services are determined on a case by case basis. For accommodation come into effect will vary according the period necessary to evaluate

and implement the accommodation and usually will take one week or less if all the required information is provided and if we have the resources for the accommodation.

Pregnancy

If medical complications from pregnancy arise, the student might become eligible for services under ADA law and can request accommodations under temporary disability.

Types of Accommodations

Accommodations provided must allow a student to get an opportunity to benefit from the education program equal to that of nondisabled students. Accommodations that are not consider reasonable because they impose extraordinary difficulty or burden for the institution or require fundamental changes of academic standards or coursework may be declined. The professor is not obliged to offer reasonable modifications until he/she receives the written recommendations of the Office of Academic Affairs.

PHSU Reasonable Accommodations include but are not limited to the following:

a. Didactic (classroom), exams and labs setting
    I. Additional time for exams
    II. Breaks during class/exams
    III. Reduced distraction environment
    IV. Enlarged print
    V. Priority seating
    VI. Special seating
    VII. Alternative format test
    VIII. Assistive technology (recording device, iPad, personal laptop, calculator, etc.)
b. Clinical setting
    I. Scheduling clerkship order
    II. Clerkship location
    III. Program modification (time-off for disability-related appointments, absences)
c. Clinical Skills Exams
    I. Additional time for patients encounters (depends on the purpose of the assessment and the barriers experienced)
    II. Additional time for case or patient note (depends on the purpose of the assessment and the barriers experienced)
    III. Reduced distraction environment
d. Physical Accessibility
    I. Elevator
    II. Accessible parking
    III. Ramps
    IV.

Licensing, Certification and Board Exams

These exams are a critical part of professional's advancement and require additional steps for student with disabilities requesting accommodations. The student must visit the official exam webpage for the guidelines and requirements for each individual exam. If you need help, you can schedule an appointment with the Rehabilitation Counselor of PHSU. Being a Reasonable Accommodation participant at PHSU does not guarantee approval of accommodations in external entities coordinating licensing, certifications or Board Exams.

Rights and Responsibilities

a. *Student*

I. Rights

1. An equal opportunity to access to the courses, programs, services and activities at the university
2. Request reasonable accommodations, academic adjustments, or services
3. Confidentiality of information regarding disabilities, except as disclosures are required or permitted by law.

II. Responsibilities

1. Self-Identification as student with disability
2. Submit required documentation
3. Request accommodation
4. Meet the technical standards of the program; and the academics and institutional requirements
5. Contact the Rehabilitation Counselor if the modifications are not being implemented
6. Follow procedures for requesting and maintaining accommodations
7. If changes occur in the condition or functional status, the student will be responsible for bringing properly updated the Certification of Disability and recommendations of the specialist for the academic scenario.

b. *University*

I. Rights

1. Request and received current documentation about disability
2. Suggesting appropriate accommodation upon documentation submitted
3. Deny any accommodation that fundamentally alters a course, program or activity

II. Responsibilities

1. Keep a student record and guarantee the law provided confidentially to its documents and information
2. Determine accommodations
3. Assist with the implementation of the reasonable accommodation
4. Assist student when implementations are not properly implemented
5. Follow-up students with disabilities

Confidentiality

The ADA and Section 504 prohibit the unlawful disclosure and use of information concerning and individual's disability. The student disability records will be keep separate from the student's academic records.

Grievance and Reclamations

If the student disagrees with the recommended accommodations, he / she may appeal the decision in writing to the Reasonable Accommodation Committee in a 5 working days' timeframe. If the complaint is against the Reasonable Accommodation Committee, the student must appeal to the Office of Student Affairs in the same period of time.

The Chancellor may appoint an Ad-Hoc Committee of three members to review the case. The Ad-Hoc committee will provide a recommendation in a 48-hour timeframe after its appointment. The Chancellor may accept or deny the recommendations. Decisions by the Chancellor are final.

Divulgation

The Reasonable Accommodation Policy and other institutional policies can be found in PHSU Student Policy Manual and PHSU Catalog. The PHSU community can access these documents in the PHSU webpage, Public Folders (Outlook), and at the Students Affairs Office.

Information and Community Support Services

For support students with disabilities whether one choose to file an official concern, students are encouraging to obtain information, support and counseling, both on and off campus. Information, support and advice are available (see resources below) for anyone in PHSU community.

Campus Resources

Reasonable Accommodation Committee

Grace M. Morales Mercado, MSS, LRC

787-840-2575 Ext. 2252

gracemorales@psm.edu

Carlos Sellas, PsyD

787-840-2575 Ext. 2504

csellas@psm.edu

Ivan Hourruitiner, MD

787-840-2575 Ext. 2001

ihourruitiner@psm.edu

Vivian Green, PhD

787-840-2575 Ext. 2296

vgreen@psm.edu

Yaritza López, PhD

787-840-2575 Ext. 5571

ylopez@psm.edu

Academic Affairs

Elizabeth Rivera, Ed.D

787-840-2575 Ext. 4799

erivera@psm.edu

Wilda Velez

787-840-2575 Ext. 4769

wvelez@psm.edu

Student Affairs

Elisandra Rodríguez

787-840-2575, Ext. 5723/4824

elirodriguez@psm.edu

Enid Gonzalez, Ed.D
Student Sucess Manager
787-840-2575, Ext. 5782
egonzalez@psm.edu

Title IX
Jonaira Arroyo Rivera, M.Ed, CPL
787-840-2575 Ext. 2174
jarroyo@psm.edu

Counseling Services
José Soto-Franceschini, PhD, CPL
787-840-2575 Ext. 5852
jsoto@psm.edu

Community Liaison and Diversity Officer
Waleska Rodríguez Millán
787-840-2575 Ext. 4739
wrodriguez@psm.edu

Compliance Officer
Waleska Murphy
787-840-2575 Ext. 4737
wmurphy@psm.edu

Wellness Center
Ponce Health Sciences University
787-812-2525

Community Resources

Oficina del Procurador de las Personas con Impedimentos (OPPI)
PO Box 41309
San Juan, PR 00940-1309
787-725-2333

Administración de Rehabilitación Vocacional (ARV)
PO Box 7871
Ponce, PR 00732-7871
787-842-6122; 787-268-3735 (TTY)

Programa de Asistencia Tecnológica (PRAT)
Edificio de la Editorial UPR, Jardín Botánico Norte, Carr. #1 Km. 12.0,
Río Piedras, PR 00927
787-474-9999
asistencia.tecnologica@upr.edu

Office for Civil Rights (OCR)
U.S. Department of Health and Human Services
Eastern and Caribbean Region - (New Jersey, New York, Puerto Rico, Virgin Islands)
Linda Colón, Regional Manager
Jacob Javits Federal Building
26 Federal Plaza - Suite 3312
New York, NY 10278
Customer Response Center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
ocrmail@hhs.gov

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.

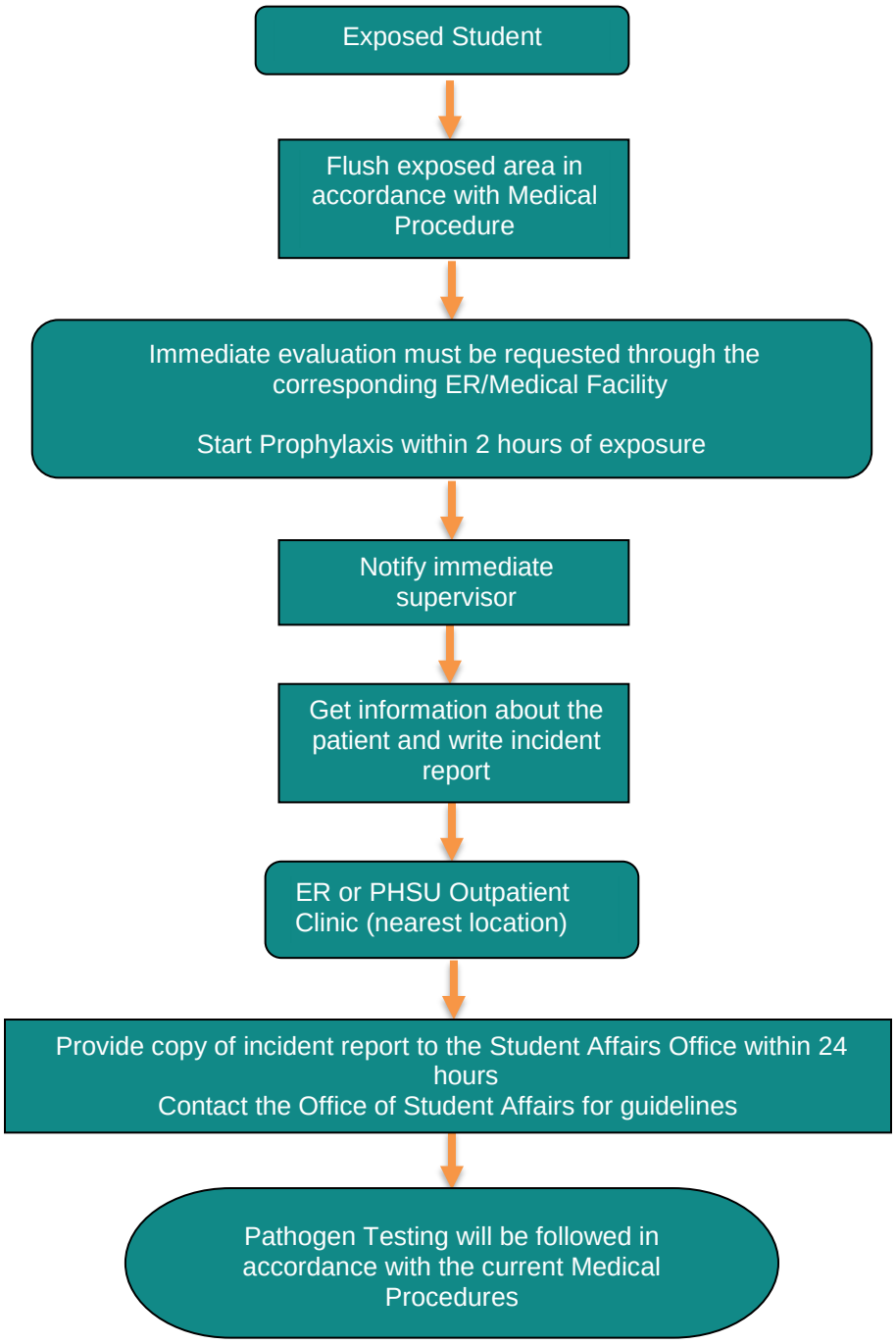
All HIV testing and information processing will adhere to applicable Federal law regarding **Confidentiality of HIV**-related Information.

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.

Ponce Health Sciences University

Procedures in Case of Needle stick Injury



PATIENT AND STUDENT SAFETY AT CLINICAL TEACHING SITES

The Ponce Health Sciences University School of Medicine and its affiliated sites are committed with the well-being of medical students and welfare and safety of the patients.

To ensure that medical students are appropriately supervised during required clinical clerkships and other required clinical experiences and to safeguard student and patient safety:

1. All patient care will be supervised by qualified faculty members.
2. The level of responsibility delegated to the student must be appropriate to his or her level of training according to each clerkship or elective educational objectives.
3. The activities supervised must be within the scope of practice of the supervising health professional.
4. Students must be oriented of the expectations for their participation at each clerkship or elective. Faculty and residents must be informed of these expectations.
5. The clinical departments will monitor that appropriate supervision of medical students are in place at all times.
6. Students will be provided with rapid, reliable systems for communicating with the supervising faculty.
7. Faculty and student's schedules will be structured to provide students with continuous supervision and easy access for faculty consultation.
8. All students must comply with the academic, health and legal requirements and regulations set by Ponce Health Sciences University School of Medicine and the clinical sites they are assigned.
9. Ponce Health Sciences University School of Medicine policy related to the management of a student who has blood and/or body fluids exposure must be followed at all clinical sites and affiliated hospitals. Immediate evaluation at the affiliated hospital Emergency Room must be provided in cases of hazardous exposure.
10. Before authorizing students' elective rotations, the chairs of the clinical departments must review the credentials of the health professionals who will supervise the student and review with the student the potential risks to the health and safety of patients and themselves.
11. Students must participate in each of the required educational activities of the *Introduction to Clinical Practice* course (Patient Safety conference, CPR certification, Universal Precautions-Risk Management during accidents (OSHA) training, Wound Healing Workshop, etc.), before they are allowed to be enrolled in the required clerkships and clinical electives.
12. To minimize the possibility of medical errors students must follow all the policies of the affiliated clinical sites related to patient safety.
13. To regulate students working hours and avoid fatigue that can result in medical errors, department chairs and/or clerkship coordinators must ensure compliance with the Ponce Health Sciences University School of Medicine On Duty Hours Policy.

This policy must be distributed to the students in the course syllabus and in the School Policies Manual. It must also be distributed to supervising faculty. Department chairs and/or clerkship coordinators must oversee the compliance with this policy. Students must inform department chairs and/or clerkship coordinators any concern about the adequacy and availability of supervision. If no action is taken, the concern should be informed to the Associate Dean for Clinical Affairs for the

corresponding investigation and appropriate action.

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.

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 Executive Director 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.

Student Organizations may use the school name if authorized by Student Affairs and following the instructions established on the brand guideline document.

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. from the physical areas designated for them. For Social Networking Sites a petition of removal will be send to the student group in charge of the posting.

TEACHOUT POLICY

LAST REVISED: September of 2014

REFER QUESTIONS TO: *Chancellor*

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 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 Chancellor, 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 Chancellor 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 admitted 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.

INFORMATION AND TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY AND GUIDELINES-STUDENTS

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 and Ponce Research Institute 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.

Definitions:

Information Technology (IT) Resources= The full set of information technology devices (computers, printers, servers, networking devices, etc.), data applications, and network services involved in the processing, storage, accessing, and transmission of information.

PHSU System= all IT Resources on premises and cloud based, including email and Internet services.

Restricted Data= Data in any format collected, developed, maintained or managed by or on behalf of the University, or within the scope of University activities, which are subject to specific protections under federal or state law or regulations or under applicable contracts. Examples include, but are not limited to medical records, social security numbers, credit card numbers, driver licenses, non-directory student records, financial data, research protocols and export controlled technical data.

Users= account holders or any person who use a computer or network facility, whether affiliated with PHSU or not.

Account= username assigned or email address, and password.

Chain letter= is an email directing recipients to send out multiple copies of it so its circulation increases exponentially

Spam= is the use of email systems (including most broadcast media, digital delivery systems) to send unsolicited bulk messages indiscriminately.

Peer-to-Peer (P2P) = is a file sharing network. It is a networking technology that normally uses a decentralized communication model. What is meant by this is that there isn't any central server involved and all computers in the network act as both server and client. An example of a pure decentralized P2P network is the BitTorrent.

Cloud backup= also known as online backup, is a strategy for backing up data that involves sending a copy of the data over a public network (Internet) to an off-site server.

Social media= any Web site in which visitors are able to publish information to a larger group. Such destinations include large branded entities such as Facebook, Twitter, YouTube, My Space, Google+, LinkedIn, and similar.

Guidelines

In making acceptable use of resources, you must:

- Use IT resources only for authorized purposes.
- Don't let anyone know your password (s). Protect your Account, System and Restricted Data from unauthorized use. Accounts cannot be used by other than to whom they have been

assigned. Use effective passwords and safeguard those passwords. 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.
- Encrypt emails when sending protected or confidential information, such as documents with social security, credit card numbers, payment claims for patient's services, patient referrals.

The following activities and behaviors are prohibited:

- Use another person's system, user ID, password, files, or data.
- Share Restricted Data with a third-party, unless is authorized.
- Download or save university files or data onto personal computers or storage devices.
- 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 e- mail 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), threatening notes, 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

Laptops: All students are required to have a personal laptop computer that meets the following minimum requirements. Although it is strongly recommended Windows laptops, Apple Macintosh laptops are acceptable when configured to meet the specified software requirements.

We recommend systems that meet or exceed the following specifications:

WINDOWS CONFIGURATION-2020 Recommendations	**MAC CONFIGURATION - 2020 Recommendations**
Intel Core i5 processor (i7 preferred) Windows 10 x 64 8GB RAM (16 GB of RAM preferred) 500 GB hard drive 13" display Two USB 3.0 ports or USB adapters	Core i5 or i7 Processor 10.13 (High Sierra), 10.14 (Mojave), 10.15 (Catalina) 8GB RAM (16 GB of RAM preferred) 500 GB hard drive 13” display Two USB 3.0 ports or USB adapters

Wireless networking adapter (for internet) Internal or external Webcam Carrying case Three-year warranty (recommended) Antivirus software installed and properly configured	Wireless networking adapter (for internet) Internal or external Webcam Carrying case 3 Year AppleCare Protection Plan Antivirus software installed and properly configured

E-learning platforms:

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. 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.

IPADS

PHSU provide IPADS to all new students to facilitate access to the educational resources available in the institution. Students must remain active for at least one (1) year, before the ownership of the equipment transfers to them. Students who withdraw from school before the year is over must return the equipment to the IT Department. The IPADS will be used throughout your academic career at PHSU; do not dispose of them.

MS Office 365 Platform

Every student has access to Microsoft Office 365 applications for free as long as they are students at PHSU and the PHSU subscription continues. The applications can be installed on up to 5 compatible devices. MSOffice 365 is the official email platform used in the institution which also provide a Cloud storage space (OneDrive) and other applications.

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 from the quota assigned by the institution is not refundable.

Print refunds might be applied for print jobs that were caused by a technical hardware or software problem, such refund will apply only when using funds from the additional printing quota purchased by the student. A refund request should be made no more than 2 days after the incident. It will be investigated and the student will be notified by email. Print job errors caused by misconfigurations by the user are not refundable.

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-to-try 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.

INTERNET AND EMAIL SERVICES POLICY

Purpose

Establish guidelines that should be followed to ensure proper usage of e-mail and Internet access at Ponce Health Sciences University. Any improper usage of these services jeopardizes the PHSU legal standing and, therefore, cannot be tolerated.

Statements and Guidelines

- **Acceptable Uses of Institution e-mail and Internet Access**
  The Institution provides Internet and e-mail access for academic usage. Every student has the responsibility to maintain and enhance the Institution's public image and to use its e-mail and access to the Internet in a responsible and productive manner that reflects well on the Institution.

- **Unacceptable uses of Institution e-mail and Internet access**
  The Institution's e-mail and Internet access may not be used for transmitting, retrieving, or storage of any communications of a discriminatory or harassing nature or materials that are obscene or "X-rated." Harassment, threatening, bullying or making damaging or false statements of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or
  sexual preference shall be transmitted. Abusive, profane, or offensive language is not to be transmitted. Electronic media cannot be used for any other purpose that is illegal or against institution policy or contrary to the institution's best interests. Solicitation of non- institutional business, or any use of the institution e-mail or Internet for religious and political purposes as personal gain, is strictly prohibited.

- **Communications**
  E-mail provided by the institution is considered the official mean of communication. Students are expected to read their email regularly 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. Also, emergency notices will be published to the psm.edu email and the student's registered cellphone number. Please stay connected!

  Each student is responsible for the content of all text, audio, or images that he or she places or sends over the PHSU e-mail and Internet system. No e-mail or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else or someone from another institution. All messages communicated on the PHSU e-mail and Internet system should contain the student's name.

WIRELESS ACCESS POLICY

Purpose
Establish guidelines for the use of PHSU Wireless Networks, by the students, staff and guests.

Guidelines
- All general policies contained within the Acceptable Use Policy for Computer and Network Resources apply to wireless network users.
- **Only the Information Technology Department (IT) is authorized to attach wireless switches or routers (commonly known as Access Points or AP's) to the campus cabled network. Under no circumstances may personally owned AP's or similar devices be connected to open cabled network ports anywhere on campus**. End users are not permitted use of their devices (e.g. computers, mobile devices, etc.) to provide unauthorized services or as gateways to provide alternative means of access to Network Services.
- Computer users' devices, including personal laptop computers with wireless network interfaces, capable of acting as bridges between wireless and wired networks should not be attached to open cabled network ports unless the wireless interface is disabled. Both cabled and wireless networking capability can be simultaneously active even if the end user is unaware of this. This means that users must actively disable their wireless interfaces (e.g., WiFi cards) before attaching to an Ethernet port.
- IT will monitor the local wireless network for unauthorized AP's and other unauthorized wireless network devices that pose security risks.
- IT will be responsible for maintaining a reasonable balance between easy access and proper security for all cabled and wireless network services. In certain cases, some cabled network services may be inaccessible from wireless connections because of security considerations. Individuals wishing to request the addition of a particular service for wireless accessibility or an explanation as to why a particular service is unavailable may contact the IT Helpdesk.

Penalties
A first-time violation of any access policy will result in the wired network port associated with an unauthorized device being immediately disabled without warning. An attempt will be made to identify the owner of the unauthorized device and inform him/her of the violation. Subsequent violations may result in more serious measures including the extended loss of access to computing services, disciplinary actions or expel or discharge.

Security & Privacy:

PHSU employs various measures to protect the security of its computing resources and its user's accounts. Users should be aware, however, that PHSU cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly.

Users should also be aware that their uses of PHSU computing resources are not completely private. While incidental and occasional personal use of such resources is permissible, personal communications and data transmitted or stored on PHSU technology resources are treated as business communications, **those who use PHSU information technology resources do not acquire, and should not expect, a right of privacy.**

While PHSU does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the institution's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. The Network, Internet, and Email activities will be monitored to ensure and safeguard the best use of technological resources, and the compliance of policies and regulations.

PHSU may also specifically monitor the activity and accounts of individual users of PHSU computing resources, including individual login sessions and the content of individual communications, without notice, when:

1. It reasonably appears necessary to do so to protect the integrity, security, or functionality of PHSU or other computing resources or to protect the university from liability.
2. There is reasonable cause to believe that the user has violated or is violating this policy
3. An account appears to be engaged in unusual or unusually excessive activity.
4. It is otherwise required or permitted by law.

Disclaimer:

Ponce Health Sciences University exercises no control whatsoever over the content of the information passing through its network or the Internet. Ponce Health Sciences University make no warranties of any kind, whether expressed or implied, for the service it is providing. Ponce Health Sciences University also disclaim any warranty of merchantability or fitness for a particular purpose. Ponce Health Sciences University will not be responsible for any resulting damages.

This includes loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence, power or telephone company failures, acts of God or your errors or omissions.

Ponce Health Sciences University network services may only be used for lawful purposes in accordance with the Telecommunications Act, Higher Education Act, and any applicable law. Transmission of any material in violation of any U.S., Puerto Rico, or any other country regulations is prohibited. You agree to indemnify and hold harmless Ponce Health Sciences University from any claims resulting from your use of the service, which damages you or another party.

Any access to other networks through the Ponce Health Sciences University network must comply with the rules appropriate for that other network. Whenever you are shipping software (or, for that matter, ideas) from one place to another, you must consider intellectual property and license issues. Use of any information obtained via the Ponce Health Sciences University network is at your own risk. Ponce Health Sciences University specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Penalties:

Any student who abuses the privilege of Institution-facilitated access to Computer, Network, E- mail and Internet Resources, or who makes, acquires, or uses unauthorized copies of software will be subject to disciplinary action as appropriate under the circumstance. Such discipline may include the extended loss of access to computing

services, disciplinary actions, expel or discharge.

Any student that is found guilty of illegal distribution of copyrighted material is vulnerable to criminal and civil penalties.

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, Linkedln, 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:
   - Identifiable, confidential protected health information (PHI) regarding any patient associated with PHSU, 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.
   - Confidential information regarding policies and operations, including financial information, regarding the PHSU, its affiliated hospitals and clinics, or other external affiliated health care organization.
2. Students must also adhere to the following:
   - Students are personally responsible for the content they post on PHSU-sponsored social media properties - from blogs, to social networks, list serves, wikis, websites, forums, and other social media platforms
   - Students should have no expectation of privacy when using the Internet at work/ school 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.
   - Students should maintain appropriate professional boundaries and should separate personal and professional content online.
   - Students must not “friend” active patients or their families on any social media site.
   - Students must not offer medical, psychological or scientific advice on any social media site
   - 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.
   - 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 PHSU, its affiliated hospitals and clinics, or other external affiliated health care organization.

- Students should always be aware of their association with the PHSU when posting to a PHSU-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.
- Students must recognize that their actions online may negatively affect their reputations with patients, peers and others, may have long-term consequences for their professional careers.
- 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 PHSU activities, or that might lead PHSU authorities to reasonably foresee substantial disruptions or material interference with institutional activities. This may result in disciplinary action up to and including termination.

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 Chancellor 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 Chancellor 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 Chancellor 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.

Student organizations in PHSU

INTRODUCTION

The Student Council of Ponce Health Sciences University (PHSU) shall serve as representation of the student community. They help to share the ideas, interests and concerns of the students with the PHSU administration. In addition, they collaborate to promote and maintain institutional order.

PHSU STUDENT COUNCIL

PHSU Student Council will be composed of President, Vice-President, Treasurers (2), Secretary, Sub-Secretary, Public Relations (2), and Class Representatives (Presidents of Class Directives).

ARTICLE I: NAME AND PURPOSE

Section One: Name

This organization is called Student Council of Ponce Health Sciences University.

Section Two: Purpose

The Student Council is the official representative of the student community; and the official forum for discussion and analyze the student’s needs. The purpose of the Student Council shall be:

- Promote harmony among students, faculty, and the administration.
- Encourage student awareness of issues and policies pertinent to the Ponce Health Sciences University.
- Designate students who will represent the student community in committees and organizations, as established by institutional rules.
- Perform any other compatible functions with their nature delegated by the university authorities.
- Provide support and follow up to student’s organizations, associations or interest groups.
- Seek out and retain funds it deems necessary.
- Manage and distribute Student Council funds that contributes to the education and awareness of all PHSU students.

ARTICLE II: MEMBERSHIP AND STRUCTRURE

Section One: Eligibility

The following are the requirements to hold positions in the Student Council:

- Enrolled student in good standing at the moment of candidacy.
- Bilingual
- Cannot be a graduation candidate for December of the same year of the election for

position.

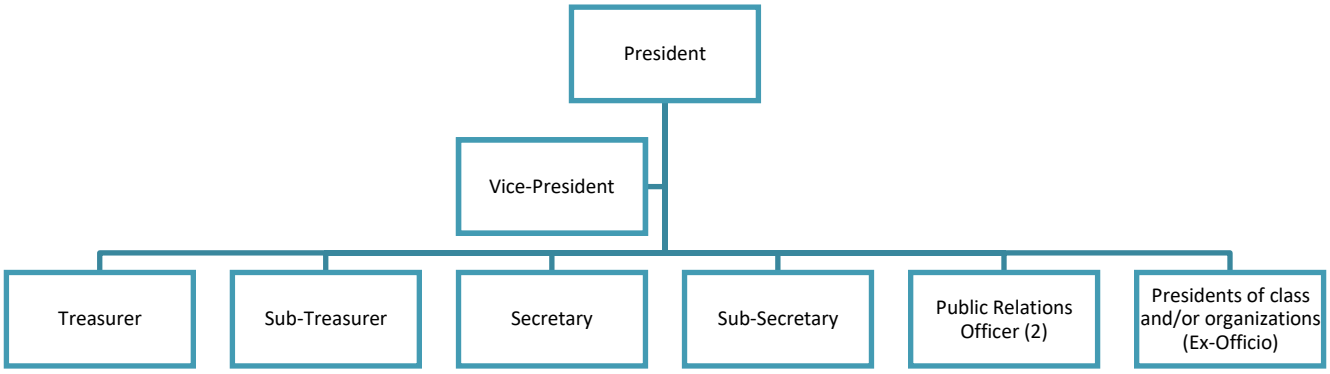
- For the President and Vice-President positions, the candidate must be at second-year or over, and have experience in leadership positions. *Graduated MSMS students entering to the MD program will be consider as second year students.*
- The Student Council President cannot be president of another student organization at PHSU.

Section Two: Composition

The Student Council of Ponce Health Sciences University will be composed of President, Vice-President, Treasurers (2), Secretary, Sub-Secreatry, Public Relations Officers (2), , Presidents of class and organizations.

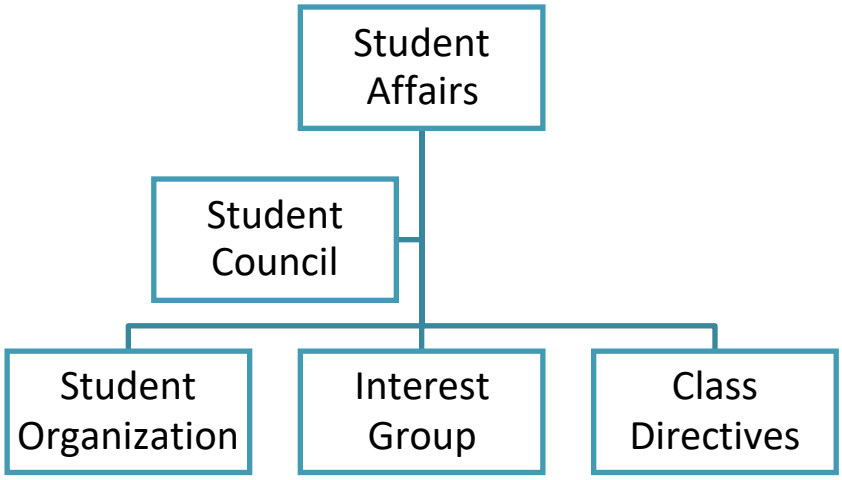
The Student Council will have an ex-officio mentor for guidance designated by Executive Director of Student Affairs.

Section Three: Organizational Structure



Section Four: Students Organizations

Students Organizations and Interest Groups shall be officially recognized by Student Council of Ponce Health Sciences University. To be a legitimately recognized, the group will submit a written document with their mission, proposal for events during the first year, and a list of students interested to being part of the group to the Student Council President and a copy to the Executive Director of Student Affairs.



ARTICLE III: NOMINATIONS AND CAMPAIGN

Section One:

The nominations will start on August every year. Nominations will be made in writing to the Executive Director of Student Affairs. Nominations will be done in platforms with the following requirements: must contain representatives from each school (Public Health, Medicine, Nursing and Behavioral & Brain Sciences) and must contain at least one representative from San Juan Learning Center.

Section Two:

After nominations are closed. The campaign period will be at least two weeks. At the end the period the elections will be celebrated.

Section Three:

The candidates must submit for their campaign a written statement along with a photo at the beginning of the Academic Year.

Section Four:

The candidates are responsible for all the campaign materials. All campaign materials must be approved by the Student Affairs Office. All printed materials must be removed within twenty-four (24) hours of the completion of the election process.

ARTICLE IV: ELECTIONS

Section One:

The Election Period will take place the last day of the designated campaign period. The election process will be supervised by the Executive Director of Students Affairs. A transition period will be determined to allow the new members to receive information from the old members.

Audits can be performed during this period.

Section Two:

All students currently enrolled in Ponce Health Sciences University will have the right to vote for the platforms competing in the elections.

Section Three:

For the Election to be valid, the decision must be based on 50% + 1 of the votes.

Section Four:

The presidents of each class and each student group or organization will be ex-officio members of the student council.

Section Five:

The format for the elections is an electronic platform.

Section Six:

The student community must be notified at least two times; when the election starts and again prior to election closing.

ARTICLE V: TERM

Section One:

The Student Council of Ponce Health Sciences University are elected for a term of one natural year (October to September). The members of the Student Council may be reelected for a second term, but may not be part of the Student Council for more than two consecutive years. However, the presidents of classes can serve in their position until they graduate.

ARTICLE VI: DUTIES AND RESPONSIBILITIES

President

- Convene and chair the meetings of the Student Council.
- Enforce the practices and procedures outlined in the Student Council bylaws.
- Foster an atmosphere within Student Council where all interests of the student body are being heard.
- Act as a liaison between the students and the Student Affairs Office.
- Prepare a work plan and submit it to the consideration of the Executive Director of Students Affairs at the beginning of term no later than October 31 of the current year.
- Represent the Student Council in all institutional acts.
- Present a semester report to the Executive Director of Student Affairs of the activities carried out by the Council on April 15, and October 15 (every six months).
- Other duties as assigned by the Executive Director of Student Affairs.

Vice-President

- Developing the strategy plan for committees and group works.
- Help the President in fulfilling his duties.

- Fulfill the duties of the President in their absence.

Secretary

- Send the announcement for the meetings to all the members of the Student Council and other persons invited.
- Record the attendance of Student Council members, write the minutes and prepare reports as needed by to the Student Council after each meeting.
- Prepare reports as requested by the Student Affairs Office.

Treasurer/Sub-treasurer

- Record all financial transactions of the Student Council.
- Submit to the President of the Council the estimated cost of the activities proposed in the work plan.
- Prepare periodic expense reports and Finance Status reports for the organism.
- Submit to the Executive Director of Student Affairs a treasury report every six months.

Public Relations Officer

- Promote the best relations between the Council and the other academic and student bodies and the university community.
- Collaborate in the disclosure of information deemed convenient, necessary or mandatory for the different publics.
- Promote the collaboration among the Student Council and other student organizations and interest groups.
- Document the important events for the Student Council.
- Produce photographs of the activities and a newsletter.

Class and Organization Presidents or Designees

- Represent the different classes and academic programs in the Student Council meetings.
- Identify needs and concerns of their departments and present to the Student Council for recommendation and corresponding action.
- Provide students in their department's information about activities and agreements of the Student Council related to the student community.

ARTICLE VII: MEETINGS

Section One:

The Student Council shall meet at least two times per semester with the Executive Director of Student Affairs.

Section Two:

Student Council members must hold monthly meetings and prepare minutes of all their meetings. All meetings must be documented.

Section Three:

All members of Student Council shall make every effort to attend the monthly meetings, if unable to attend in person, must coordinate to attend virtually. Fifty percent (50%) of the members must be present to constitute a quorum.

Section Four:

Monthly meetings are compulsory for all members of the Student Council. If the member is absent three (3) consecutive times without a justified excused, it will be sufficient reason for the dismissal of his / her position.

ARTICLE VIII: DISMISSAL

Section One:

Members of the Student Council who fail to fulfill their responsibilities or have excessive absences (three absences without valid reasons) are subjected to dismissal from Student Council. Members must maintain a good standing status. Members that do not comply with these regulations may be subjected to dismissal from the Student Council.

Section Two:

The President must contact the member to request a meeting to discuss their lack of participation and if they wish to continue with the Student Council. If the member does not respond, they will receive a written warning and lose their membership.

ARTICLE IX: RESIGNATION

Section One:

Any member of the Student Council may resign to his/her position through written communication addressed to the President of the Council. If the resignation is from the President, the communication should be addressed to the Executive Director of Student Affairs.

ARTICLE X: VACANCY

Section One:

To fill any vacancy that arises in the positions of Vice-President, Secretary and Treasurer, the President of the Student Council may appoint, from among the members of the Council and with the approval of the latter, the student appointed will cover the position. The new incumbent will hold the position for the time subtract to expire the term for which the previous was appointed.

Section Two:

If the position of the President becomes vacant, the position shall be filled by the Vice- President. If the members of the Council disagree, a voting will be call among them to determine who will cover the position, winning the one with the majority of votes. If necessary, a special election will be held.

ARTICLE XI: RATIFICATION

Section One:

This Constitution and By-Laws must be approve by Executive Director of Students Affairs. A

Ratification of the content will be part of the Students Council's responsibility every year.

STUDENTS ORGANIZATIONS AND INTEREST GROUPS

Students Organizations and Interest Groups shall be officially recognized by Student Council of Ponce Health Sciences University. To be a legitimately recognized, the group will submit a written document with their mission, proposal for events during the first year, and a list of students interested to being part of the group to the Student Council President and a copy to the Executive Director of Student Affairs. New Organizations or Interest Groups applications will be received only from August-October every academic year.

ARTICLE I: DEFINITIONS

Section One:

Students Organizations encourage personal and professional development of its members by strengthening their ability to interact with their peers in various scenarios. It also allows them to feed on enriching experiences that will contribute to their exhibition within the educational and work environment.

Section Two:

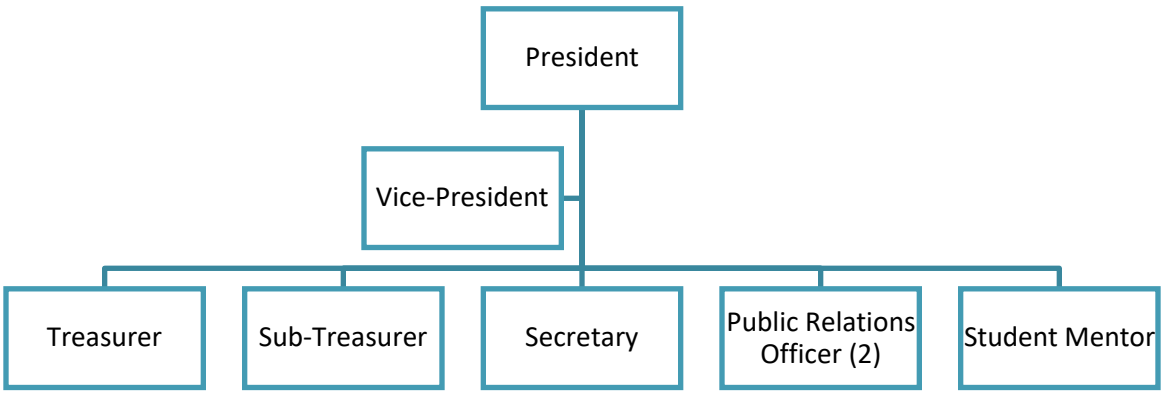
Interest Groups allow students to create programs and activities to further their common interests about professional specialties. They share the same interests and values. The group are established to support, teach, and learn from one another through their individual mission statements and goals.

ARTICLE II: OBJECTIVES

Section One:

- Encourage student awareness of issues and policies pertinent to a specific academic, scientific, community or professional interest.
- Coordinate activities to benefit the students and the community we serve.
- Provide leadership development workshops.
- Perform any other compatible functions with their nature delegated by the university authorities.
- Must comply with the following to stay active and accredited by Student Affairs and the Student Council.
    - Submit registration form every Academic Year on the established dates.
    - Participate in the Student Expo.
    - Maintain at least 15 active members (including the members of the directive).

ARTICLE III: MEMBERSHIP AND STRUCTURE



Section One:

Membership in the organization shall be open to those regularly-enrolled at the Ponce Health Sciences University.

Section Two:

All Student Organization and Interest Groups must have at least 15 members. Those students who graduate in December but still wish to belong to the association for the rest of the academic year may participate in the activities of the organization but will not be recognized from the administrative as members.

These groups will be supported and oversee by the Student Council of Ponce Health Sciences University and the Student Affairs Office.

Section Three:

Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section Four:

If deems necessary, the groups can establish a membership fee to cover the related activities.

ARTICLE IV: OFFICERS

Section One:

The officers of the Student Organizations and Interest Groups shall be:

- President
- Vice President
- Treasurer/ Sub-treasurer
- Secretary

- Public Relations Officer (2)
- Student Mentor (optional, must be 4th year student)
- Faculty Mentor

Section Two:

The students who aspire to an officer position must be in good standing and regularly enrolled at Ponce Health Sciences University.

ARTICLE V: DUTIES OF OFFICERS

- The **President** shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs.

- The **Vice President** shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if there is a vacancy, and developing the strategy plan for committees and group works.

- The **Treasurer and Sub-treasurer** shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership. The Treasurer shall collect all dues and revenue and submit it to the Executive Director of Student Affairs.

- The **Secretary** shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization.

- The **Public Relations Officer** will collaborate in the disclosure of information deemed convenient, necessary or mandatory for the different publics. Also, document the important events for the Student Organization/Interest Group and produce photographs of the activities and a journal.

- **Faculty Mentor, Student Mentor** will provide guidance, direction and support.

ARTICLE VI: RESPONSIBILITIES

Section One:

- At least one community impact activity per semester
- Must have a Mentor approved by Student Affairs
- At least one documented meeting per semester with 50% +1 member attendance.
- At least a monthly documented directive meeting (physically present or online)
- Must submit an annual report including the following:

- Activities evidence
- Minutes
- Financial Report

ARTICLE VII: ELECTIONS

Section One:

Elections will hold near the end of spring semester and shall take place at a scheduled meeting of the organization at which a quorum (50% + 1) is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section Two:

Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

Section Three:

Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

ARTICLE VIII: PERIOD OF INCUMBENCY

Section One:

The incumbency period will be an Academic Year (August to May).

ARTICLE IX: UNIVERSITY ADVISOR

Section One:

The organization or group must have an Advisor approved by Student Affairs

Section Two:

The Advisor shall fulfill the responsibilities specified by the Student Affairs Office. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE X: MEETINGS

Section One:

All members shall make every effort to attend to the meetings, if unable to attend in person, must coordinate to attend virtually. Fifty percent (50%) of the members must be present for constitute a quorum.

Section Two:

The Secretary shall issue and send to all the members of the Committee the announcement to the meeting five (5) days in advance by email and/or phone call.

Section Three:

Meetings shall be scheduled during the academic year.

ARTICLE XI: VACANCY OF OFFICER

Section One:

In case of resignation or removal of any officer, the board shall appoint an interim acting.

Section Two:

The President shall call for an election within fifthteen days after the resignation or dismissal of any officer.

Section Three:

Elections shall be conducted as stated in the bylaws.

STUDENTS CLASS DIRECTIVES

Students Class Directives shall be officially recognized by the Student Affairs Office and the Student Council of Ponce Health Sciences University. To be legitimately recognized, the group will submit a written document with the composition of the Directive to the Executive Director of Student Affairs. New Student Class Directives applications will be received only from August-October every academic year.

ARTICLE I: DEFINITIONS

Section One:

Students Class Directives encourage personal and professional development of its members by strengthening their ability to interact with their peers in various scenarios. It also allows them to feed on enriching experiences that will contribute to theirexhibition within the educational and work environment.

Section Two:

Student Class Directives allow students to create programs and activities to further the common interests of the group.. The group is established to support, teach, and learn from one another through their share experiences.

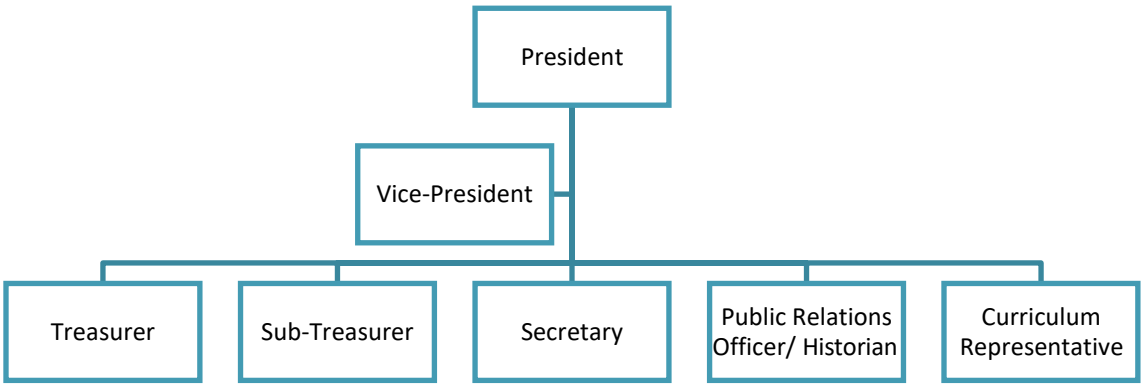
ARTICLE II: OBJECTIVES

Section One:

- Encourage student awareness of issues and policies pertinent to a specific group and academic program.
- Communicate in an organize manner about the group needs and initiatives.
- Coordinate activities to benefit the students and the community we serve.
- Provide leadership development workshops.
- Perform any other compatible functions with their nature delegated by the university authorities.

- Must comply with the following to stay active and accredited by Student Affairs and the Student Council.
    - Submit a confirmation of directive composition (registration form) every Academic Year on the established dates.
    - Participate in student activities organize by the Student Council and other official groups.

ARTICLE III: MEMBERSHIP AND STRUCTURE



Section One:

Membership in class directive shall be open to those regularly-enrolled at the Ponce Health Sciences University.

Section Two:

All Student Class Directive must have at least 7 members. If the number varies due to special circumstances is strongly recommended that the membership certified is an odd number.

These groups will be supported and oversee by the Student Council of Ponce Health Sciences University and the Student Affairs Office.

Section Three:

Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The group shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. All members of the directive must be in good standing to qualify for the position.

Section Four:

If deems necessary, the groups can establish a membership fee to cover the related activities.

ARTICLE IV: OFFICERS

Section One:

The officers of the Student Organizations and Interest Groups shall be:

- President
- Vice President
- Treasurer/ Sub-treasurer
- Secretary
- Public Relations Officer/Historian (maximum of 2)
- Curriculum Representative

Section Two:

The students who aspire to an officer position must be in good standing and regularly enrolled at Ponce Health Sciences University.

ARTICLE V: DUTIES OF OFFICERS

- The **President** shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs.

- The **Vice President** shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if there is a vacancy, and developing the strategy plan for committees and group works.

- The **Treasurer and Sub-treasurer** shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership. The Treasurer shall collect all dues and revenue and submit it to the Executive Director of Student Affairs.

- The **Secretary** shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization.

- The **Public Relations Officer** will collaborate in the disclosure of information deemed convenient, necessary or mandatory for the different publics. Also, document the important events for the Student Organization/Interest Group and produce photographs of the activities and a journal.

- **Curriculum Representative** will represent the group in the Curriculum Committee presided by the Academic Affairs Dean to provide input about the curriculum experiences, recommendations and feedback.

ARTICLE VI: RESPONSIBILITIES

Section One:

- At least one community impact activity per semester
- At least one documented meeting per semester with 50% +1 member attendance.
- At least a monthly documented directive meeting (physically present or online)
- Must submit an annual report including the following:
    - Activities evidence
    - Minutes
    - Financial Report

ARTICLE VII: ELECTIONS

Section One:

Elections for new entrance groups will be hold no later than mid-October (Fall Semester) and shall take place at a scheduled meeting of the class at which a quorum (50% + 1) is present. At least one week's notice shall be provided for any meeting at which an election is to be held. All election events must be supervised by Student Affairs representatives, such as counselors or other designees.

Section Two:

Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

Section Three:

Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

ARTICLE VIII: PERIOD OF INCUMBENCY

Section One:

The incumbency period will be an Academic Year. A ratification of the directive can be held at the end of that period to extend the incumbency period or select other representatives to cover the positions.

ARTICLE IX: MEETINGS

Section One:

All members shall make every effort to attend to the meetings, if unable to attend in person, must coordinate to attend virtually. Fifty percent (50%) of the members must be present for constitute a quorum.

Section Two:

The Secretary shall issue and send to all the members of the Committee the announcement to the meeting five (5) days in advance by email and/or phone call.

Section Three:

Meetings shall be scheduled during the academic year.

ARTICLE X: VACANCY OF OFFICER

Section One:

In case of resignation or removal of any officer, the board shall appoint an interim acting.

Section Two:

The President shall call for an election within fifth teen days after the resignation or dismissal of any officer.

Section Three:

Elections shall be conducted as stated in the bylaws.