

Ponce Health Sciences
University
Institutional
Student Handbook
2023-2024



Tamdiu Discendum Est. Quamdiu Vivas

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ABOUT THE STUDENT HANDBOOK

The Ponce Health Sciences University Student Handbook provides students with important information about policies, procedures, requirements, and services. The Handbook is considered a supplement to the university's Academic Catalog. Please refer to the catalog for specific academic policies and procedures.

Students in PHSU are those who are officially registered. Students are required to read, understand, and adhere to the Handbook's provisions. Lack of awareness of standards and procedures included in this Handbook will not excuse students from being penalized for offenses established herein.

An updated version of the Handbook is published each Academic Year. The yearly update (and any subsequent updates during the Academic Year) supersedes all prior editions and provides the latest rules, policies and procedures to create the most up-to date student reference. The Handbook's provisions do not constitute an irrevocable contract between PHSU and its students since plans, policies, requirements, and services may be altered from time to time. Therefore, PHSU reserves the right to amend, modify, add, or delete information within the Handbook at any time without advance notice. Any amendment to these policies will be duly published and distributed. This version is the most up-to-date version, and it was last revised on June 30, 2023. Please contact the Vice President of Student Affairs for questions or to submit and update.

STATEMENT OF INTENT

Ponce Health Sciences University (PHSU) has created this Student Handbook with the purpose of diffusing the rights and responsibilities of our students, as well as providing a guide for the establishment of a respectful and healthy learning environment. All dispositions in this Handbook are in accordance with the university's mission, vision, and strategic plan.

Objectives of the Handbook:

1. Inform all students of their rights and responsibilities as students of Ponce Health Sciences University (PHSU).

2. Identify the Institutional Representatives responsible for handling all matters pertaining to or addressed in this document.
3. Establish proper norms of behavior in PHSU in order to ensure the safety and health of all members of our community, and determine the possible sanctions or penalties applicable in any given situation established in the Handbook.
4. Identify the official Student organizations to encourage student participation in the daily operation of our Institution.
5. Guaranteeing all students their right to be treated justly without discrimination against race, color, age, gender, pregnancy, sexual identity, religion, nationality, civil status, political ideas or affiliations, physical and/or mental impediments, social origin or status, or any other discriminatory motive prohibited by law.
6. Guaranteeing students their right to defer and protest their rights in an orderly manner, adhering to the norms of conduct and lifestyle pertaining to the University without it interfering or impairing with academic processes and institutional order, so harmonious coexistence is preserved.

STUDENTS RIGHTS AND RESPONSIBILITIES

SECTION 1 – STUDENT RIGHTS

All students have the inherent right to:

1. Receive quality education that will prepare them in their chosen field of study.
2. Carry out activities that promote integral development approved by the Office of Student Affairs.
3. Participate in activities organized by the Institution that improve their personal and professional development, their leadership and planning skills, and create a sense of civic and social duty in the student.
4. Belong to student and professional organizations authorized and registered in the Institution.
5. Request and receive information about available financial aid and any other information pertaining to the subject of finances.
6. Request during the admissions processes all the supportive services available for students with special needs. (Refer to the Reasonable Accommodations Policy).
7. Receive and discuss with their professor the syllabus at the beginning of course. Students enrolled in online courses can access their syllabus in the Learning Management System (LMS)- Canvas.
8. Receive adequate academic support according to their particular needs and the procedures established by each School and Academic Program.
9. Receive guidance and support in cases where the student's safety is in jeopardy.

10. Submit a Grievance to the Office of Students Affairs if there is an Institutional Policy violation.

SECTION 2 – STUDENT RESPONSIBILITIES

All students are required to:

1. Exhibit and maintain respectful conduct towards all members of the University community.
2. Follow the code of conduct of the Academic Integrity Policies.
3. Participate in their classes, practicums, internships, or clerkships regularly, with full knowledge that they are responsible for the material assigned and discussed in class. Should a justification be necessary, it should be presented to Academic Affairs to obtain an academic excuse.
4. Always have the identification card visible. As per our safety procedures, no student or community member will be allowed entry without proper identification. Also, all students will bear their Id's in activities where they represent the Institution with proper authorization from the corresponding authorities.
5. Preserve, maintain, and not cause harm to property, instructional equipment, or materials. Any student who does so is subject to disciplinary sanctions.
6. Follow the dress code of the University.
7. Fulfill their economic responsibilities towards the Institution according to PHSU policies.

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 to academic activities 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. 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 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.

SCHOOL ADMINISTRATIVE, ACADEMIC AND STUDENT POLICIES

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. For the full details and requirements of admissions in each program refer to the University Catalog.

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.
5. 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 sign 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 Vice President of Student Affairs or Vice President for Academic Affairs. That representative will deliver the report of the incident to the Vice President of Academic Affairs who will authorize an investigation. The Vice President of Academic Affairs 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 VICE PRESIDENT OF ACADEMIC AFFAIRS

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

The Vice President of Academic Affairs 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 Vice President of Academic Affairs will be final.

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.

EXCUSES TO ACADEMIC ACTIVITIES

Purpose

This norm provides guidelines for students to request academic excuses to the Office of Academic Affairs in case of missing a required academic activity.

Requirements

Students will be eligible for an academic excuse, with the proper evidence provided, under the following circumstances:

- Serious accident or emergency
- Programmed surgery
- Illness
- Military obligation
- Professional conferences (previously approved)
- Jury duty

The Vice President for Academic Affairs or the Associate Dean for Academic Affairs will evaluate the student's request and provide the determination for the petition.

Students will be responsible for preparing a plan to remediate all the activities missed during the period being excused. Alternate methods (e.g., ZOOM) to allow remediation will be determined only by the Schools and Programs.

For a situation that will allow the student to be excused in advance (e.g., military obligation, jury duty, programmed surgery), a student must provide all the necessary evidence to be considered for an academic excuse.

In case of illness, the student must submit a medical certificate or the emergency room paperwork if it is an extraordinary situation. In case of having COVID, mycoplasma, or flu symptoms, the student will receive a quarantine order until the receipt of the tests confirming illness. The Students Health Service Coordinator in the Student Affairs Office will execute this quarantine order.

In case of weather conditions (e.g., storm, heavy rain), technology issues (e.g., iClickers issues) or religious holidays that could affect student participation, students must communicate directly to the School or Program Director/Coordinator. The School and Programs will follow the PHSU Attendance Policy and all its sections accordingly.

Requests for academic excuses must be submitted within five (5) working days of the missed academic activity. Evidence to support the request for an academic excuse must be submitted

within 48 hours of the request. Excuses will not be granted if requested later than five (5) working days from the absence to the academic activity, without distinction of person.

To submit a Request for an Excuse to an Academic Activity, students in Puerto Rico must send an email to Mrs. Wilda Vélez (wvelez@psm.edu) in Academic Affairs, including an explanation for the absence to the academic activity and the supporting documentation.

St. Louis Campus students must submit their requests to the Associate Dean for Academic Affairs, Dr. Ferrahs Abdelbaset at fabdelbaset@psm.edu.

PARTICIPATION OF STUDENTS IN EXTRACURRICULAR ACTIVITIES

General Policy

Ponce Health Sciences University (PHSU) supports students' participation in activities outside their educational schools and programs that contribute to their professional development. These include attending conventions or specialty meetings, continuing education activities, professional organizations meetings, community activities, voluntary service activities, and others. However, students must be aware that their academic performance remains a priority, and they are expected to meet all the academic requirements of their curriculum. Students must maintain satisfactory academic progress to be eligible to request participation in extracurricular activities. These activities will require authorization from the Office of VP for Academic Affairs and the corresponding School or Program Department Director/Coordinator.

Procedures to be followed

Any student interested in participating in an extracurricular activity during a time that the student has scheduled academic activities must request written authorization from the School or Program Department Director/Coordinator by applying to *Participate in Extracurricular Activities during Academic Periods*. The request must include an explanation of the extracurricular activity, its purpose, expected time commitment, and potential benefits to the student's development. The authorization must be requested at least two weeks ahead of the date that the extracurricular activity will be initiated. Students must provide all the evidence available to sustain the request.

It will be the responsibility of the School or Program Department Director/Coordinator to evaluate the paperwork submitted by the student and make the recommendation to the VP for Academic Affairs, who will make the final authorization. The student must abide by the School or Program Department Director/Coordinator's determination and will accept the responsibility for the material covered and learning activities missed during the absence period. Students will be responsible for providing a plan on how they will be covering the activities missed while participating in the extracurricular activity requested.

Authorization from the VP for Academic Affairs to attend extracurricular activities does not obligate a school or program to make special arrangements or to organize additional activities 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 PHSU Attendance policy. Attendance is defined as participation in academic activities registered by the faculty. Participation in the courses will be measured based on participation in the academic activities included in the syllabus as part of the course requirements.

IT-2 ACCEPTABLE USE POLICY - STUDENTS

Policy It-2 Information and Technology Resources Acceptable Use Policy – For Students

Overview

The Information Technology Department is committed to preserving the Confidentiality, Integrity, and availability of Information Technology resources. The use of these resources is in support of teaching, research, learning, administrative, and other intellectual pursuits consistent with the aims and objectives of Ponce Health Sciences University (PHSU), Ponce Research Institute (PRI), Tiber Health Corporation (THC), and all related entities (hereinafter the Company). The Company has an obligation to ensure the security and confidentiality of its member records and protect these records against unauthorized access that could result in loss or inconvenience for its members. The protection for the confidentiality of nonpublic information must be consistent with state and federal laws.

Purpose

The purpose of the Acceptable Use Policy (AUP) is to outline the acceptable use of all IT resources across all sites on which the Company operates. This policy also provides the guidelines to identify

situations where unacceptable use of these resources could affect the teaching, learning, research, services, or administrative missions of the Company; or compromises the security of the systems or data.

Definitions and Authority

Authority to Change: Because the Company policies are subject to change, this document may change from time to time. **Information Technology (IT) Resources:** The complete set of information technology devices, data applications, and network services involved in the process, storage, access, and transmission of information.

Company Systems: All applications and software platforms, either on-premises or cloud-based, including email and Internet/Intranet/Extranet-related systems.

Technology Devices: Computers, laptops, tablets, printers, scanners, photocopiers, servers, networking devices, VoIP phones, corporate smartphones, and hotspots.

Mobile Devices: Portable devices intended primarily for the access to or processing of data, which can be easily carried by a single person and provide persistent storage, including, but not limited to, laptops, smartphones, tablets, e-readers, and portable computing devices.

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 uses a computer or network facility, whether affiliated with the Company or not.

User Account: Username assigned or email address, and password.

Affiliate: Someone officially linked or associated to the Company who is not a student or employee

(e.g., contractors, vendors, interns, temporary staffing, volunteers).

Company members: Employees, faculty, students, and affiliates.

Information Technology (IT) Assets: It refers to any information system, operating system, database, software, application, computer, servers, Cloud service, printer, scanner, copiers, VoIP phone, mobile devices, audiovisual, video conference, storage, and network equipment.

IT Department: The Information Technology Department of the Company.

Cloud Storage: A technology that allows you to save files in storage and then access those files via the Cloud. Examples of cloud storage services are Google Drive, Dropbox, and OneDrive. Files stored on these cloud storages can usually be accessed via any web browser, and they synchronize the files to multiple computers and mobile devices. They also offer the feature for sharing files with other people.

MFA: An authentication method that requires the user to provide two or more verification factors to gain access. Example of factors: Password and PIN number.

Chain letter: An email directing recipients to send out multiple copies of it, so its circulation increases exponentially.

Spam: The use of email systems (including most broadcast media and digital delivery systems) to send unsolicited bulk messages indiscriminately.

Peer-to-Peer (P2P): A file-sharing network. It is a networking technology that normally uses a decentralized communication model, where there is no central server involved, and all computers in the network act as both server and client. An example of a pure decentralized P2P network is BitTorrent.

Cloud backup: Also known as online backup, it 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 can publish information to a larger group. Such destinations include large, branded entities such as Facebook, Twitter, YouTube, My Space, Google+, LinkedIn, and similar.

Moonlighting Work: Paid work that you do in addition to your regular job, especially without telling your employer.

Scope

This policy applies to the use of any Company Information Technology resources by any student who uses a computer or network facility, whether affiliated with the Company, its subsidiaries, and parent companies or not. By using these resources, all Users agree to comply with this policy. Use of the Company Network and Technological Services with Personal Devices (e.g., smartphones, laptops, tablets, etc.) abide by the same policies.

All students will receive a copy of this policy, and a signed copy of the agreement will be filed in the Students Affairs Department. However, the use of the Company Computers, Network, and Internet/Intranet/Extranet-related systems implied that the user understands and agrees to abide by this policy.

Policy

User Rights and Responsibilities

1. User access to Information and Technology (IT) resources is contingent upon prudent and responsible use.
2. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before using PHSU System.
3. Users are responsible for any activity originating from their user accounts or company system. In cases when unauthorized use of user accounts or resources is detected or suspected, the account owner should change the password and report the incident to the IT Department.
4. Occasional personal use of Information and Technology resources is allowed, while such personal use does not interfere with work performance or violate any policy, regulation, or law.

5. Users should consider the Company and community standards when determining if an activity is appropriate. Imprudent use of IT Resources can lead to consequences affecting many other users.
6. Users of the Company's IT resources must comply with federal and state laws, Company 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 all IT policies and procedures. For more information regarding specific policies for Wireless access, Mobile Devices, social media, and other IT general guidelines

and procedures, please go to Information Technology Policies or contact the IT Department, ext. 5002, or by email itsupport@psm.edu.

General Guidelines

Acceptable Use

In making acceptable use of resources, you must:

1. Use IT resources only for authorized purposes.
2. Protect your Account and System from unauthorized use. Accounts cannot be used by other than to whom they have been assigned. Use effective passwords and safeguard those passwords.
3. Access only information that is your own, that is publicly available, or to which you have been given authorized access.
4. Use email in a responsible and productive manner that reflects well on the Company.
5. Use only legal versions of copyrighted software in compliance with vendor license requirements.
6. Show consideration for the consumption and utilization of IT resources.
7. Save all work-related documents on the Server. However, an employee can keep a copy on their computers.
8. Encrypt emails when sending protected or confidential information, such as documents with social security, credit card numbers, payment claims for patient services, and patient referrals.
9. Request authorization from IT prior to downloading any software.

Unacceptable Use

The following activities and behaviors are Inappropriate and prohibited:

1. Use another person's account.
2. Use another person's system, files, or data without the proper authorization of the IT Director and the corresponding Dean or designee.
3. Download or save restricted, confidential, or sensitive data on personal devices.
4. Use of faculty and administrative computers, except on special and authorized occasions (e.g., Match Activities). Permission must be requested from the IT Department prior to use.
5. Disclosure of restricted, confidential, or sensitive data to a third party without proper Authorization.
6. Engage in any activity that might be purposefully harmful to the Company System or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to the Company data.
7. Make or use illegal copies of copyrighted materials or software. Install or store such copies on the Company system or transmit them over the Company networks.
8. Use of Peer-to-Peer (P2P) or other technology for illegal uploading, downloading, or sharing of copyrighted material, such as music and software. Sharing or downloading copyrighted files without permission over the Company's network is illegal and a violation of the Company's Acceptable Use Policy.
9. Attempt to alter any Company computing and networking components, including data drops connections or wireless infrastructure.
10. Connect network equipment (including, but not limited to, bridges, routers, hubs, and wireless access points) to open network ports. Any student who needs to connect laptops or network equipment to any network drop on the campus must request approval from the IT Department.
11. The use of devices to provide unauthorized services or as gateways to provide alternative means of access to Network Services.
12. Attempt to circumvent or subvert Company systems or network security measures, e.g., using computer programs to decode passwords or scanning of networks for security vulnerabilities.
13. Engage in any activity that alters the integrity or might be purposefully harmful to systems or to any information stored thereon. For example, creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to the Company data, attempting to capture

or decode passwords, attempting to get additional access, or altering data that belong to other users.

14. Monopolize the Company systems, overload networks with excessive data, degrade the services, waste computer or connection time, disk space, printer paper, manuals, or other resources.
15. Make or use illegal copies of copyrighted materials or software, store such copies on PHSU systems, or transmit them over Company networks.

Use the Company Information Technology Resources for the following:

1. To Impede, interfere, impair, or cause harm to the activities of others.
2. For commercial or partisan political purposes.
3. To harass, intimidate, or discriminate against another person.
4. To send chain letters, unsolicited mass mailings, virus hoaxes, "spamming" (spreading email widely without good purposes), or "bombing" (flooding another's email with numerous or large email messages)
5. To do "moonlighting" work using the Company's IT resources.
6. For illegal or any other purpose that is against institution policy or contrary to the Institution's best interests.
7. For entertainment purposes, non-work-related activities, or non-academic-related activities, including the use of streaming video services like Netflix, Hulu, Disney+, HBO, etc., during work hours or academic class sessions.
8. For personal gain, for example, by selling access to your account or Company systems or networks, or by performing work for profit with Company resources in a manner not authorized by the Institution.
9. Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or sending chain letters or unsolicited mass mailings.
10. Any activity that violates any other Company policy or code, or violates federal, state, or municipal laws or regulations.
11. Release, disclose, post, display, communicate, confidential or protected information or information that might be considered offensive on social media pages (Refer to IT Policy IT-3 social media Acceptable Use Policy).

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12. All users who use cloud storage for processing, storing, and sharing Company information must use OneDrive for Business under the Company's Office365 subscription.

Engage in any activity that violates any other Ponce Health Sciences University policy or code, or violates federal, state, or municipal laws or regulations.

Institutional Website and Web Pages

All requests regarding the institutional website and social media pages should be referred to the Marketing Department.

Social Media

Social media includes any Web site in which visitors can publish information on destinations that are viewed by more than one person. Information shared may include but is not limited to, personal information, opinions, research, commentary, or business information. Examples of such destinations include large, branded entities such as Facebook, Twitter, YouTube, My Space, Google+, LinkedIn, WhatsApp, and similar sites or applications developed in the future. However, blogs, special interest forums, and user communities' web pages are also considered social media.

The Company recognizes that users must conduct institutional business within social media. Accessing social media for personal purposes during work hours is prohibited. Please refer to the IT4-Social Media Acceptable Use Policy for more information and guidelines.

Educational Technology Resources

Laptops

All students must have personal laptop computers that meet the following minimum requirements. Although Windows laptops are strongly recommended, Apple Macintosh laptops are acceptable when configured to meet the specified software requirements.

We recommend systems that meet or exceed the following specifications:

1. WINDOWS MAC
2. Intel Core i5 or i7 processor (1GHz or higher), Sixth Generation or higher with a TPM
3. Intel Core i5 or i7 processor (1GHz or higher), Sixth Generation or higher with a TPM

4. Windows 10 x64 or higher MAC OS v10.14, V10.15, v11.0, v12.0 8GB RAM (16GB of RAM preferred) 8GB RAM (16GB or more of RAM preferred 512 GB internal Solid-State Drive (SSD) or higher 512 GB internal Solid-State Drive (SSD) or higher.
5. Intel HD Graphics, or discrete graphics card (must have at least one display out option or adapter)
6. 13" to 15.6" display or higher 13" to 15.6" display or higher
7. Two USB 3.0 ports or USB adapters Two USB 3.0 ports or USB adapters
8. 802.11ac 2.4/5 GHz wireless adapter 802.11ac 2.4/5 GHz wireless adapter
9. Full-Size Keyboard preferred Full-Size Keyboard preferred
10. Trackpad or wireless mouse Trackpad or wireless mouse integrated webcam integrated webcam integrated microphone integrated microphone.

E-learning platforms

Ponce Health Sciences University uses the educational web-based platforms Canvas and Moodle, where educational materials, including evaluations, rotation schedules, grades, and other students' 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 the disclosure of such information when it is accessed by a third party through the use of the student's user ID and password.

Apple iPads

PHSU provides 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 PHSU before the year is over must return the equipment to the IT Department. The equipment must be in good condition, including its components or accessories like covers, chargers, etc. The iPads will be used throughout your academic career at PHSU; do not dispose of them.

Microsoft 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. MS Office 365 is the official email platform used in the Institution, which also provides a Cloud storage space (OneDrive) and other applications.

Printing Quota

An established number 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 an 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, and 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 two (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 and the Company policy concerning the installation and acceptable use of the 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. Any violations to this Policy will be handled according to the HR Employee Manual.

Software

Company Software will be used in accordance with their license agreements.

Company staff shall not:

- Download or upload unauthorized software over the Internet.
- Give Company software to outsiders, clients, customers, and others.
- Make unauthorized copies of software under any circumstances.
- Install software on any institutional computer.
- Install company-owned software on personal computers.

Acquisitions

Any software, application, or hardware with a software combination must follow the IT

Department's evaluation and approval process prior to its acquisition. These include any software or hardware that needs to be connected to the Company network or run on a stand-alone computer.

Shareware or Free-to-try software is copyrighted software that is distributed freely through the Internet and online systems. It is the policy of the Company to pay shareware authors the fee they request for the use of their products. Registration of shareware products should be handled the same way as commercial software products.

Guidelines

1. 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.
2. Must not download or upload unauthorized software over the Internet.
3. Must not give software or accept unlicensed software from any third party.
4. Must not make unauthorized copies of software under any circumstances. Shareware or Free-to-try software is copyrighted software that is distributed freely through the Internet and online systems. It is the policy of PHSU to pay shareware authors the fee they request for the use of their products. Registration of shareware products should be handled the same way as commercial software products.
5. 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.
6. Must notify IT Department immediately in case there is a suspected 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

To establish guidelines that should be followed to ensure proper usage of email and Internet access

at Ponce Health Sciences University. Any improper use of these services jeopardizes the PHSU legal standing and, therefore, cannot be tolerated.

Statements and Guidelines

1. Acceptable Uses of Institution email and Internet Access.
 - a. The Institution provides Internet and email access for academic usage. Every student has the responsibility to maintain and enhance the Institution's public image and to use its email and access to the Internet in a responsible and productive manner that reflects well on the Institution.
2. Unacceptable uses of Institution email and Internet access.
 - a. The Institution's email 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."
 - b. Harassment, threatening, bullying, or making damaging or false statements of any kind is prohibited.
 - c. 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.
 - d. 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.
 - e. Solicitation of non-institutional business, or any use of the Institution's email or Internet for religious and political purposes as personal gain, is strictly prohibited.

Communications

The email provided by the Institution is considered the official mean of communication.

Students are expected to read their emails regularly while being active students in PHSU.

This policy includes students enrolled and those on leave of absence. It is the student's 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. Each student is responsible for the content of all text, audio, or images that he or she places or sends over the PHSU email and Internet system. No email or other electronic communications may be sent that hide the identity of the sender or represents the sender as someone else or someone from another

institution. All messages communicated on the PHSU email 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, guests, and other Company members.

Guidelines

1. All general policies within the Acceptable Use Policy for Information and Technology Resources apply to wireless network users.
2. 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.
3. Under no circumstances should any user connect any router, Access Point, Bridge, or similar devices to network ports anywhere on campus. Failure to comply with this policy is subject to confiscation of the unauthorized device.
4. End users are not permitted to use their devices (e.g., computers, mobile devices, etc.) to provide unauthorized services or as gateways to provide alternative means of access to Network Services.
5. 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.
6. IT will monitor the local wireless network for unauthorized AP's and other unauthorized wireless network devices that pose security risks.
7. 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.

Security & Privacy

The Company employs various measures to protect the security of its computing resources and its user's accounts. However, the users should be aware that the Company cannot guarantee security and confidentiality if the users don't 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 the Company's 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 Company technology resources are treated as business communications; those who use Company's information technology resources do not acquire, and should not expect, a right of privacy. However, employees should limit their personal use of the telephone and computer during office hours. Because telephone and email systems are provided by the Company at its expense for business use, all messages sent by or received on those systems are company documents. The Company reserves the right to access and disclose the messages that you send or receive on the voice mail or email systems. Deleted messages from the computer screen may not actually be deleted from the email system.

While the Company does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the Company'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 compliance with policies and regulations.

The Company reserves the right to monitor the accounts' activities of individual users of the Company's computing resources, including individual login sessions and the content of personal communications, without notice. Such monitoring requires previous approval of the executive management. The most common reasons for monitoring are when:

1. It reasonably appears necessary to do so to protect the integrity, security, or functionality of the Company or other computing resources or to protect the Company 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 activity.
4. It is otherwise required by law.

5.10 Disclaimer

The Company exercises no control whatsoever over the content of the information passing through its network or the Internet. The Company makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Company also disclaims any warranty of merchantability or fitness for a particular purpose. The Company 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.

The Company 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 the Company from any claims resulting from your use of the service, which damages you or another party.

Any access to other networks through the Company's network must comply with the rules appropriate for that other network. Whenever you are transferring 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 Company's network is at your own risk. The Company specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Accountability

Users who violate this policy, abuse the privilege of the Company-facilitated access of Information Technology Resources, or who make, acquire, or use unauthorized copies of software, will be subject to disciplinary action as appropriate under the circumstance. Such discipline may include the denied access to the Company Information Technology resources and may be subject to other penalties and disciplinary actions, including possible expulsion or dismissal. Alleged violations will be handled through the Company disciplinary procedures applicable to the user. The Company

may suspend, block, or restrict access to an account, independent of such procedures when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, and availability of the Company or other computing resources or to protect the Company from liability. The Company may also refer suspected violations of applicable law to appropriate law enforcement agencies. Any user that is found guilty of illegal distribution of copyrighted material is vulnerable to criminal and civil penalties.

Rev. 08/02/2022

SOCIAL MEDIA POLICY FOR STUDENTS

Purpose

The Internet provides considerable benefits 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 Ponce Health Sciences University with guidelines for the appropriate use of social media and to emphasize the responsibilities that students have in maintaining 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 Ponce Health Sciences University. These include such sites as Facebook, Twitter, LinkedIn, YOU Tube, Flickr, Google+, Tiktok and any similar site developed in the future.

Policy

1. Students are not allowed to release, disclose, post, display or communicate the following information:
 - a) Identifiable, confidential, protected health information (PHI) regarding any patient associated with 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.

- b) Confidential information regarding policies and operations, including financial information, regarding PHSU, its affiliated hospitals and clinics, or other external affiliated health care organizations.
2. Students must also adhere to the following:
- a. 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.
 - b. Students should have no expectation of privacy when using the Internet at PHSU or any of its affiliated locations and are reminded that any time spent posting and viewing social media sites or other Internet sites must not interfere with the performance of their duties.
 - c. Students should maintain appropriate professional boundaries and should separate personal and professional content online.
 - d. Students must not “friend” active patients or their families on any social media site.
 - e. Students must not offer medical, psychological, or scientific advice on any social media site.
 - f. Students should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites, and the content posted about them by others, is accurate and appropriate.
 - g. Students must not post information on any site that might be considered offensive and reflect negatively on the student, peers, supervisors, other patients, or PHSU, its affiliated hospitals and clinics, or other external affiliated health care organization.
 - h. Students should always be aware of their association with 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.
 - i. Students must recognize that their actions online may negatively affect their reputations with patients, peers, and others, and may have long-term consequences for their careers.
 - j. Students should consider that everything they post online contributes to a lifetime record that is readily accessible to others. Potential employers may use social media to access this record to

evaluate applicants. Posting distasteful, immature, or offensive content may eliminate job or other professional opportunities.

Students must convey a professional and ethical presence to all who might view their online information. Violations of this policy will be considered a professionalism competency violation, jeopardize the student's standing in the 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.

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, titers 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.

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	<p>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</p> <ul style="list-style-type: none">• 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)	<p>Get 1 dose of influenza vaccine annually.</p>
MMR (Measles, Mumps, & Rubella)	<p>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).</p> <p>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.</p>

<u>Varicella (Chickenpox)</u>	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.
<u>Tdap (Tetanus, Diphtheria, Pertussis)</u>	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.

In addition, students must present evidence of Covid-19 Vaccinations.

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 Handbook.

COVID-19 POLICY

Vaccinated Students

PHSU will consider a student vaccinated once all the recommended doses of the vaccine have been administered at least 14 days prior to the in-campus academic activity.

Students in clinical rotations and practicums must adhere to the clinical site rules and regulations for Covid-19 preventive or mandatory testing.

Exemption for Vaccination

The Administrative Order 2021-509 from Puerto Rico Department of Health and the 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 in the case of exemption due to health conditions, and in the case of religious beliefs, the form must be filled, signed by the religious leader of the congregation, and sworn by an attorney.

Authorized exempt students will have to undergo Covid-19 PCR testing on a regular basis.

No exemptions will be allowed in the Medical and Nursing Programs; these students must comply with the CDC regulations for health professionals and the requirements for Covid-19 vaccination in PHSU and its affiliated clinical sites.

Recent Travelers

PHSU will abide by the Puerto Rico government regulations when arriving and traveling to Puerto Rico.

Self-Report and Notification of Exposure

The University has implemented protocols and procedures to allow students to self-report if: 1) they are diagnosed with Covid-19, or 2) were exposed to a confirmed Covid-19 patient. Regarding this policy, exposure is defined as “exposed or within proximity (less than 6 feet) to a confirmed Covid-19 patient for more than 10 minutes without personal protective equipment (PPE) (IE, facemasks)”. This includes any family or personal scenario(s), along with any clinical setting, or academic exercise where facemasks, face shield, and disposable coats should have been worn but were not.

Students must report if they are Covid-19 positive. Protocols for detected or positive cases will apply to self-reported cases. Students who have been diagnosed with Covid-19 and/or have been exposed to a confirmed Covid-19 patient must contact the Student Health Services Coordinator sending an email to studentcovidtest@psm.edu. The SHSC will then conduct a questionnaire that will determine further instructions on how to proceed.

PHSU encourages all students to self-report for the safety of the University community. For full vaccinations policy by program refer to the university Catalog.

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 attest that they have not had a professional relationship with students that could affect their judgment upon evaluation of the students.

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.

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.
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Student Handbook	The Student Handbook includes a copy of the PHSU Policy of Alcohol and Drugs Abuse. The policy is also available at the PHSU Web Page.
Professional Counseling Services	Professional counseling services are available to students. The Professional Counselor could refer identified cases to external agencies.
Extracurricular Activities	PHSU promotes extracurricular activities that involve drugs, alcohol, and tobacco use prevention messages.

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 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.
 - 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.
 - Proceed with a relevant institutional action, including termination of job.
 - In addition to the aforementioned, every employee is subject to the rules applicable to their classification.
 - 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 Ponce Health Sciences University and must maintain an appearance that demonstrates respect and meets professional standards. As part of PHSU effort to create a culturally competent institutional culture which fosters diversity, equity and inclusion, a revision of the Student Dress Code was performed with active participation from the student body and with the objective to update the dress code to a more inclusive format.

This policy applies to all Active PHSU students and/or PHSU visiting or international students in Main campus, East Campus, St. Louis Campus and San Juan University Center. It also applies to

students assigned to rotations/practicums in Allied Clinical Sites and Clinical Campuses.

The institution recognizes the importance of providing clear guidance to students about the expectations about the dress code for the diverse scenarios included but not limited to classrooms, labs, clinical sites and standardized patients.

For such purposes, the dress code was reviewed and revised with the active participation of the student body not only to update the guidance but also to adjust the Dress Code Policy to a non-binary and more inclusive format and to include specific details for the different scenarios students may encounter.

DRESS CODE POLICY

Students are representatives of our University and must maintain an appearance that demonstrates respect and meets professional standards. For all didactic, simulated (i.e. those that involve standardized patients), and real clinical learning activities, all students must follow the dress code developed by the student body as follows:

Classrooms Dress Code

- Students must wear a PHSU ID badge at all times, visibly, above the waist, identifying them as PHSU Students.
- All clothing must be neat and clean. Unacceptable attire or accessories may be offensive. Examples of unacceptable attire include sheer garments, tank tops, shorts, short skirts, low or deep necklines, items designed to be worn as undergarments, and garments such as leggings and spandex pants designed to be worn as athletic wear.
- The following attire conditions are unacceptable: soiled, torn, or frayed garments, apparel with words or pictures unrelated to the professional environment, including apparel with words or pictures of discriminatory or offensive nature.
- Headgear, except required by religious belief, and headphones, are not acceptable.
- Good personal hygiene is expected. Body odor or smoke odor should not be detectable.
- Jeans, shoes (including athletic shoes) and clean shirts (including T-shirts) are permissible. Bermuda or other shorts are also allowed in the classroom setting, must be no shorter than 5 cm above the knee.

Labs Dress Code (Inside Campus)

- Students must wear a PHSU ID badge at all times, visibly, above the waist, identifying them as PHSU Students.
- All clothing must be neat and clean. Unacceptable attire or accessories may be offensive. Examples of unacceptable attire include sheer garments, tank tops, shorts, short skirts, low or deep necklines, items designed to be worn as undergarments, and garments such as leggings and spandex pants designed to be worn as athletic wear.
- The following attire conditions are unacceptable: soiled, torn, or frayed garments, apparel with words or pictures unrelated to the professional environment, including apparel with words or pictures of discriminatory or offensive nature.
- Headgear, except required by religious belief, and headphones, are not acceptable.
- Good personal hygiene is expected. Body odor or smoke odor should not be detectable.
- Jeans, shoes (including athletic shoes) and clean shirts (including T-shirts) are permissible. Bermuda or other shorts are also allowed in the classroom setting, must be no shorter than 5 cm above the knee.
- Guidelines towards artificial nail enhancements and nail polish may be determined by the laboratory site. Chipped nail polish is unacceptable since it increases the risk of transmitting microorganisms. Natural nails kept short (i.e. not past the tip of the finger) are strongly encouraged.
- Hair and facial hair must be clean, dry, and controlled so as not to interfere with patient contact. For example, students with long hair may wish to tie hair back so it does not fall onto or brush against patients during a lab practice.

Clinical/Practicum/Standardized Patients Sites Dress Code

- Students must wear a PHSU ID badge at all times, visibly, above the waist, identifying them as PHSU Students.
- White coats should be worn and PHSU ID must remain visible during all clinical and patient-related activities.
- All clothing must be neat and clean. Unacceptable attire or accessories may be offensive to our patients and standardized patients. Examples of unacceptable attire include sheer garments, tank tops, shorts, short skirts, low or deep necklines, items designed to be worn as undergarments, and

garments such as leggings and spandex pants designed to be worn as athletic wear.

- The following attire conditions are unacceptable: soiled, torn, or frayed garments, apparel with words or pictures unrelated to the professional environment, including apparel with words or pictures of discriminatory or offensive nature.
- Shoes must be safe, clean, closed-toe, and appropriate for the clinical setting. Remember that open-toe shoes increase the risk of sharps or substances dropping on your feet.
- Sandals and bare feet are unacceptable at clinical sites.
- Moderation in jewelry and fragrances is encouraged during patient encounters.
- Headgear, except required by religious belief, and headphones, are not acceptable.
- Good personal hygiene is expected. Body odor or smoke odor should not be detectable.
- Guidelines towards artificial nail enhancements and nail polish may be determined by the clinical site, surgical environment, and standardized patient settings. Chipped nail polish is unacceptable since it increases the risk of transmitting microorganisms. Natural nails kept short (i.e. not past the tip of the finger) are strongly encouraged.
- Hair and facial hair must be clean, dry, and controlled so as not to interfere with patient contact. For example, students with long hair may wish to tie hair back so it does not fall onto or brush against patients during a physical exam.

Live Online/ Remote Classroom Dress Code

The classroom behavior and dress code also apply to remote or online formats.

Please note: You may encounter variations in customs and expectations in different clinical settings. Observe other professionals' dress and ask your supervisor or clinical coordinator if you are unsure of what is appropriate. Students must comply with the PHSU Dress Code and the Practicum or Clinical Sites Dress Code. Students who participate in multiple scenarios (classroom, lab, and clinical) during the same day must follow the stricter scenario code to avoid policy offenses.

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.

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.

Disability Insurance

Ponce Health Sciences University requires students 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 PHSU Disability Insurance Policy has an opt-out option to students from certain programs; this option will allow students to decide whether they want to keep or obtain the disability insurance and include its cost in the enrollment charges or if they want to reject or cancel it. The opt-out process will be available every Fall term for students in qualifying programs (refer to table 1). After the fall period, the student will keep the disability insurance status selected for the rest of the Academic Year.

Program	Disability Insurance Requirement
Doctor in Medicine (MD) Dental Medicine Doctor (DMD) Doctor of Philosophy in Clinical Psychology (Phd Psy)	Mandatory

Doctor in Clinical Psychology (PsyD) Master in Sciences in School Psychology (MSSP) Bachelor in Nursing Master in Science in Nursing- Family Nurse Practitioner (MSN-FNP)	
Doctor in Philosophy in Biomedical Sciences (PhD Biom) Doctor of Philosophy in Public Health with Specialty in Epidemiology (DrPH) Master in Science in Medical Sciences (MSMS) Master in Public Health (MPH)	Optional <i>Opt-out available every Fall term upon registration</i>
Professional Certificate in Family and Couples Therapy (CFCT) Professional Certificate in Neuroscience of Learning (CNSL) Master's in science in Medical Sciences-Online (MSMS online) Master in Science in International Public Health (MPH Online)	Not Applicable

The Disability Insurance cost is included in the [Tuition & Fees document for the AY 2023- 2024](#). This insurance coverage provides benefits for students who lose their income due to sickness, accidents, or related events. Its coverage includes reimbursement for certain medical expenses incurred due to accidents. It also covers high risk pregnancies and blood borne pathogen incidents, among other situations.

Students who wish to cancel or opt out from disability insurance during this Academic Year, must send the opt-out form attached to studentaffairs@psm.edu before validation of the enrollment of the term. If the opt-out form is not received on or before the deadline published, the insurance cost will be charged in the 2023-2024 academic year enrollments with no opt-out option until the next Academic Year.

Students with their own disability insurance must present evidence during registration. In case of

not having evidence of a policy or does not have insurance, they must submit the application through the school's arrangement and follow the guidelines of this policy.

DISSERTATION

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	
N	Not Pass	
P		

I P	In Progress	Applies only to Dissertation/Thesis and Field Works
E	Extended	Applies only to Internship and Field Works
I	Incomplete	
W	Withdrawal	
A W	Administrative Withdrawal	
D	Dismissal	
R	Repeated	Modifier to another grade

Grade	All Programs	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 in the Catalog).

GRIEVANCE POLICY

Any student has the right to submit to the Office of the Vice President of Student Affairs a written

report of a concern or complaint of any violation to the PHSU policies and/or professional ethic without any retribution or consequences.

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

Procedure

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

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

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

If the incident is not resolved, the Vice President 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 Vice President 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 five working days.

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

Appealing (Due Process)

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

STUDENT COMPLAINT LOG POLICY

LAST REVISED: July 2022

REFER QUESTIONS TO: *Vice President 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 Vice President 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 Vice President 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 Vice President 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 Vice President of Student Affairs
- The Vice President 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:

This policy addresses Ponce Health Sciences University responsibilities under the Title IX of the Education Amendments of 1972, the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence Against Woman Reauthorization Act of 2013 (VAWA) which prohibits discrimination on the basis of sex (gender) in educational programs and activities and programs that receive federal assistance. This policy describes how individuals may

report allegations of discrimination on the basis of sex, including: sexual harassment, sexual assault, sexual misconduct, dating violence, domestic violence, stalking, retaliation, and any other form of gender discrimination. Also, this policy address how the university will coordinate the investigation process; how will provide interim remedies, adjudication options, and relevant disciplinary actions; and how will train and educate the campus community about this policy. This policy applies to admission candidates, students, employees and all contractors, suppliers or third-party servicers who have a role and in PHSU programs and activities.

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 Administrative Board and is effective as of **Fall 2020**.

Scope:

PHSU is committed to promote and develop a learning environment free of any type of gender based inappropriate conducts. The University promotes an inclusive environment were diversity is key for the academic and professional development. Discrimination or violence based on sex (gender) will not be tolerated.

Justification:

The Title IX Policy is directed to ensure the appropriate processes and investigation of student complaints related to sexual, harassment, sexual violence and gender discrimination guarantying 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.

1. Dissemination of the Policy

The Institution is responsible for the notification and orientation of the content of the policy. The Institution should 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 participants and employees. After the initial publication, all memoranda, bulletins, catalogs, and applications must contain a similar notice.

2. 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.

3. Adoption of grievance procedures

One of the important aspects of Title IX and its implementing 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.

Prohibited Conducts

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

a. Sexual harassment

- | The Title IX final regulations define sexual harassment as (1) any unwelcome conduct on the basis of sex that is severe, pervasive, and objectively offensive, (2) sexual violence or stalking

recognized by Clery/VAWA, or (3) “quid pro quo” sexual harassment.

b. Sexual violence

- | Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent).
- | A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

c. Sexual exploitation

- | Taking sexual advantage of another person or violating the sexual privacy of another when consent is not present, including, but not limited to: sexual voyeurism, indecent / lewd exposure, nonconsensual video or audio recording of sexual activity, distribution of sexual information or images about another person, or inducing incapacitation in another person with the intent to engage in sexual conduct.

d. Stalking

- | A pattern of conduct (two or more in a short period of time) that is unwanted and causes mental distress. Malicious and repeated harassing of another person through activities such as, but not limited to: following the individual, showing up at her home or workplace, sending unwanted messages or objects, vandalizing property or making harassing phone calls.
- | Malicious and repeated harassing of another person through activities via internet such as emails, chat rooms, sexting, social webs, face to face apps, video clips, cloning emails, changing photos with Photoshop or similar, among others (cyber-stalking).

e. Dating/domestic violence

- | Dating violence is any violence between two people who are or have been in a social relationship of a romantic or intimate nature, including but not limited to emotional, physical, sexual, and financial abuse or threat of abuse

f. Gender based discrimination

- | As defined by the US Equal Employment Opportunity Commission is discrimination against an individual because of gender identity, including transgender status, gender expression or because of sexual orientation that has the purpose or effect of creating a hostile living learning, or working environment.

g. Retaliation

- | Is any intentional or attempted adverse or negative act against a person who in good faith makes a report, serves as a witness, or participates in an investigation or adjudication process regarding an alleged violation of a prohibited conducts under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy.

Reporting a Concern

Any student who think that has been subjected to sex discrimination, sexual assault sexual harassment or sexual misconduct by other student, member of the faculty or staff, campus visitor or contractor, is encourage to report the incident to the Title IX Coordinator Officer.

Title IX Coordinator Contact Information

Jonaira Arroyo, M.Ed, CPL

PO Box 7004 ▪ Ponce PR, 00732-7004 787-840-2575 Ext. 5734

jarroyo@psm.edu

Mandatory Reporters

Under Title IX final 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. Individuals who a student could reasonably believe have the authority to redress or report harassment (e.g., athletics coaches, faculty, etc.) are no longer mandatory reporters. However, institutions retain the discretion to

determine who these “officials with authority”.

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

Mandated 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.

Police and Criminal Investigation

PHSU **does not required** the victims to report criminal concerns to the Police, but recommended. A criminal investigation is separate to the University process and will not be coordinated through the University.

Confidentiality and Confidential Resources

Confidentially

PHSU will make reasonable and appropriate efforts to preserve the student’s confidentiality in cases involving sexual violence. Even if a student does not specifically ask for confidentiality, to the possible extent, PHSU should only disclose information regarding alleged incidents of sexual violence to individuals who are responsible for handling the Institution response.

If an affected party requests to remain anonymous during a Title IX investigation, the Title IX Coordinator will consider the request, balancing the request in the context of the university’s responsibility to provide a safe and non-discriminatory environment for university community members, as well as the fair and equitable treatment of the individuals involved. This includes the accused party’s right to receive notice of allegations that prompted the investigation. The

university will take reasonable steps to investigate and respond to a report of a Prohibited Conducts consistent with the request for anonymity, but its ability to investigate may be limited by the request.

PHSU Confidential Resources

Professional Counseling Services and Medical Services Office at PHSU are considerate 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.

Filing a Complaint

Complainants who experience any type of sexual harassment or violence are encouraged to seek help as identified above. In order to initiate a formal complaint, the complainant must submit a **written and signed document**, physical or digital, alleging sexual harassment against a Respondent and requesting the University to investigate the allegations.

The 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.

Complaint dismissal

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.

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.

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 dismissal. The appeal must meet one or more of the following: procedural irregularity, new evidence, or evidence of conflict of interest/bias.

Investigation Process

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 Executive Director of Students Affairs, Professional Counselors and Institutional Security Director. Once a complaint has been filed, immediate actions to protect the complainant are going to be taken.

Interim remedial and protective measures

In cases of reported alleged violations to this policy, the University may implement interim and remedial measures. Examples of interim and remedial measures that the University may consider and elect to implement include, but are not limited to:

- Options for on- and/or off-campus medical, counseling, and other related services, including access to a referral to health care providers, if necessary
- Arranging for medical services

- Imposition of a campus “no-contact order”
- Class or course reassignments; including course schedules, assignments or tests
- Providing academic support services, such as tutoring
- Change in work schedule or job assignment
- Options for reserve 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 ending of the investigation
- Any other measure which can be tailored to the involve individuals to achieve the goals of this policy.

Formal Investigation Process

A typical investigation will include:

1. Notification of Investigation

The Title IX Coordinator sends formal written communication to both the complainant and the Respondent. 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.

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.

3. Advisors appointment

Complainants and respondents may be accompanied by an advisor of their choice to any meeting or proceeding related to violations of this Policy. Complainants and respondents may provide their own advisors—or choose one from a list of pre-identified advisors maintained by the university. 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 process so that the hearing advisor (“hearing advisor”), who can pose questions to the opposing party and witnesses. Where a complainant or respondent does not have a hearing advisor, the University will provide one at no cost to the complainant or respondent. The hearing advisor provided by the University may or may not be an attorney.

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.

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, weight and analyze the information to determine whether it was “more like than not” that alleged conduct occurred.

6. Reporting

The investigators write a formal investigation report. This report includes: the allegations that were investigated, the applicable policy against which the allegations were reviewed, the individuals contacted and interviewed, a list of the documents and materials gathered, reviewed and analyzed, a summary of the statements of the individuals interviewed, an analysis of the statements and information gathered and reviewed, and the investigator’s conclusions and determinations about what happened and whether the allegations have been substantiated. **The investigators will not**

make determinations of responsibility in the investigative report.

This report will be forwarded to the Title IX Coordinator and the Executive Director of Students Affairs (Decision-Maker for Title IX purposes).

A copy of the report will be provided to the parties and their advisors at least five (5) business days prior to a hearing or any other date when respondent's responsibility may be determined.

7. Hearing Process

For allegations of conduct governed by the new Title IX regulations, PHSU is required to use a live hearing model, in which advisers for the complainant and the respondent are permitted to cross-examine the other party and any witnesses. The hearings, which may be held virtually, will be used for all matters that meet the federal definition of sexual harassment, and for alleged violations of PHSU sexual misconduct policy in which both the complainant and respondent are students.

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.

8. 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.

9. Outcomes Notification

The Title IX Office will send a formal written communication to both, the appellant and the defendant. The communication includes information about the result of the investigation and the hearing process, and the decision-maker determination related to the allegations. Also, includes whether or not there was a violation of Title IX Policy. Finally, will include information about the

next steps in the Title IX process.

10. Support

The Title IX Coordinator is available for support, questions, and allocation or referral of resources for all parties involved after the investigation process.

Sanctions

A violation of this policy may result in a suspension or expulsion 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.

A Title IX investigation should normally be complete in 60 calendar 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.

Appeal

If the complainant or the respondent are dissatisfied with the final determination made under this Policy, that person may file an appeal to the Vice President of Academic Affairs or designee. The appeal should be filed in writing to the Vice President of Academic Affairs and the Title IX

Coordinator within 5 business days of the outcomes letter notification receive.

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 Vice President of Academic Affairs in writing and the appeal decision is 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 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,
CPL 787-840-2575 Ext. 5852
jsoto@psm.edu

Jonaira Arroyo, M. Ed, CPL
787-840-2575 Ext. 5734
jarroyo@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

Aixa E. Ramos, PHR

787-840-2575 Ext. 4767

aramos@psm.edu

Community Resources

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 Services)

1-800-981-0023

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

Institutional Title IX Coordinator

Jonaira Arroyo, M.Ed, CPL

PO Box 7004 ▪ Ponce PR, 00732-7004 787-840-2575 Ext. 2174

jarroyo@psm.edu

REASONABLE ACCOMMODATION POLICY

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 regarded 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.
- 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 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

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 Vice President of Academic Affairs 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 Vice President of Academic Affairs may accept or deny the recommendations. Decisions by the Vice President of Academic Affairs 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

Wilda Velez
787-840-2575 Ext. 4769
wvelez@psm.edu

Carlos Sellas, PsyD
787-840-2575 Ext.
2504
csellas@psm.edu

Student Affairs
Elisandra Rodríguez
787-840-2575, Ext. 5723/4824
elirodriguez@psm.edu

Ivan Hourruitiner,
MD 787-840-2575
Ext. 2001
ihourruitiner@psm.edu

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

Title IX: Coordinator Contact Information:

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

Counseling Services

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

Community Liaison and Diversity Director (School of Medicine)

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

GUIDELINES FOR SERVICE ANIMALS

Ponce Health Sciences University (PHSU) is an institution of higher education committed with the well-being of its students in all aspects of their life. Our purpose is to provide student services in accordance with the “Americans with Disabilities Act of 1990”, including changes made by the ADA Amendments Act of 2008, effective January 1, 2009, and in compliance with Section 504 of the Rehabilitation Act 1973.

PHSU supports the use of service animals on property or in a PHSU-sponsored event. The Guidelines for Service Animals provide the definition of a service animal, responsibilities of the student, expected animal behavior, and the process for its registration.

This provision is established for faithful compliance with the Americans with Disabilities Act of 1990 including changes made by the ADA Amendments Act of 2008, effective January 1, 2009, and in compliance with Section 504 of the Rehabilitation Act 1973.

This policy applies to all Active PHSU students and/or PHSU’s visiting or international students who are assigned to in-person academic activities in Main campus, East Campus, San Juan University Center and St Louis Campus. It also applies to students assigned to rotations/practicums in Allied Clinical Sites, however, health-care facilities have their own guidelines and procedures for the access of service animals.

The institution recognizes the importance of providing student services in accordance with the “Americans with Disabilities Act of 1990”, including changes made by the ADA Amendments Act of 2008, effective January 1, 2009, and in compliance with Section 504 of the Rehabilitation Act 1973.



DEFINITION OF SERVICE ANIMAL BY ADA TITLE II AND TITLE III

A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, pressing an elevator button, guiding people who are blind, alerting people who are deaf, alerting and protecting a person who is having a seizure, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. Generally, Title II and Title III of ADA entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. The work or tasks performed by a service animal must be directly related to the individual's disability. A person may have a note from a doctor stating that the person has a disability and needs to have the animal for emotional support; however, a doctor's letter does not turn an animal into a service animal.

EXAMPLES OF SERVICES ANIMALS UNDER ADA

These service animals have been specifically trained to perform a task for a person with disability.

- **Guide Dog:** is a well-trained animal to serve as a guide to blind or severely visually-impaired people.
- **Hearing or Signal Dog:** is a trained animal that notifies a person who is deaf or has a significant hearing loss, when someone knocks on the door, for example.
- **Psychiatric Service Dog:** can be prepared to perform a series of tasks that help people with the inability to detect the onset of psychiatric episodes and, thus, reduce its effects. The tasks that these animals carry out include: reminding the person under its care to take their medicine; doing security checks, inspecting the house, turning on lights for people with post-traumatic stress disorder; stopping self-mutilation in people with dissociative identity disorders; and keeping disoriented people away from danger.

RULES AND RESPONSIBILITIES RELATED TO SERVICE ANIMALS AND EXPECTED BEHAVIOR

- Service dogs in training must be identified by vests and under the control of the handler at all times.
- An animal may be denied access to the facility if it can be reasonably determined that the animal poses a direct threat to the health or safety of others. This determination must be based on actual risks and not on mere speculation, stereotypes, or generalizations.
- The student requiring the use of a service animal must clean up after the dog, unless they cannot do so due to the nature of their disability. In those cases, the student is responsible for identifying someone who can assist with the cleaning.
- The student is responsible for the feeding, grooming, and veterinary care of their service animal.
- Service animals must be clean and free of fleas and ticks. The owner is responsible for their proper prevention and control. A veterinary certification may be requested by the Institution to this effect. If the service animal does not comply with this requirement PHSU will require the handler to remove the animal from the facilities immediately.
- PHSU may deny access to a service animal whose behavior is unacceptable (barking uncontrollably, jumping on other people, or running away from their owner) or in situations where the owner is not in control of their animal.

REGISTRATION OF SERVICE ANIMAL AT PHSU

The student must:

- Contact the Rehabilitation Counselor or Student Affairs Office for orientation.
- Complete a Reasonable Accommodation Form stating the need for a service animal.
- Register the service animal in PHSU Service Animal Registry.
- Present the service animal photo, along with evidence of its current vaccinations and immunization, including Rabies and Leptospirosis, upon registration of the service animal.

- Read, sign, and hand in the “Service Animal Handler Acknowledgement of Responsibility and Liability Waiver Agreement”.

Once the student has fulfilled the requirements, and access to property is granted for the service animal, the University guard and Academic Departments will be notified.

RENEWAL PROCESS

Every academic year, no later than one week prior to the first day of classes, the student must renew their PHSU Animal Service Registry with the Rehabilitation Counselor or Student Affairs Office.

The student must provide an updated vaccinations and immunization record of the service animal. It can be a veterinary certification indicating that the animal is up to date with its vaccinations and it is in good health.

SERVICE ANIMAL EXCLUSIONS

A student with a disability cannot be asked to remove their service animal from the premises, unless the dog is not housebroken, is out of control, or if the student does not take effective action to control the service animal. A student can be requested to remove the service animal from the premises if its in non-compliance with the rules and responsibilities included in this policy.

Fear and allergies are not valid reasons for denying access to a service animal or refusing to provide a service to people using service animals.

It may be appropriate to exclude a service animal from limited-access areas that employ general infection control measures, such as operating rooms and burn units, where the animal’s presence may compromise a sterile field environment.

PHSU may deny access to service animals in such a case where the animal’s presence may compromise a sterile field environment, as some laboratory rooms, including the Anatomy Laboratory, among others.

**Health-care facilities have their own guidelines and procedures for the access of service animals. PHSU is not responsible for the approval of access in clinical or practicum sites. On those cases the student must follow the protocols and procedures established by the Hospital, clinical or practicum site. For more information you can visit the following link: Guidelines for Environmental Infection Control in Health-Care Facilities: <https://www.cdc.gov/infectioncontrol/pdf/guidelines/environmental-guidelines-P.pdf>

GRIEVANCE AND RECLAMATIONS

A student who has been denied access to PHSU property or its sponsored events because of their service animal can file a complaint at the Office of Student Affairs.

Also, the student can file a claim with OCR or file a private lawsuit in federal court. An OCR complaint must be filed within 180 calendar days from the date of the alleged discrimination, unless this has been extended for a good cause.

Before presenting the OCR complaint against the Institution, the potential complainant may want to find out about the Institution's grievance process and use this process to resolve the complaint. However, the law does not require the complainant to use the Institution's process of conciliation before presenting the claim with OCR. If the complainant uses this conciliation process and then choose to file this claim, they must do so within 60 days after the last act of institutional conciliation. For more information, contact:

U.S. Department of Education

Office for Civil Rights

400 Maryland Ave. SW

Washington, DC 20202-1100

Customer Service: 800-421-3481 Fax: 202-453-6012 TTY: 877-521-2172

E-mail: OCR@ed.gov

<http://www.ed.gov/ocr>

DISCIPLINE

Students who violate this policy (including lying or misrepresenting information about the requirements for the service animal) may be subjected to disciplinary process according to the Students Manual. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations can include dismissal.

Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available under local, state or federal law.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the VP of Students Affairs takes adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation is maintained in secure files within the Students Affairs department.

References

- Animales de Servicio y Animales de Apoyo Emocional: ¿Dónde son admitidos y bajo qué condiciones? ADA National Network
http://southwestada.org/html/publications/Spanish/Service_Animal_Booklet_Spanish.pdf
- U.S. Department of Justice, Civil Rights Division, Disability Rights Section. Service Animals.
https://www.ada.gov/service_animals_2010.htm
- ADA National Network. Service Animals and Emotional Support Animals
<https://adata.org/guide/service-animals-and-emotional-support-animals#:~:text=Title%20II%20of%20the%20ADA,private%20lawsuit%20in%20federal%20court.>

- U.S. Department of Justice, Civil Rights Division, Disability Rights Section. Frequently Asked Questions about Service Animals and the ADA
https://www.ada.gov/regs2010/service_animal_qa.html
- Public Health Emergency. Understanding How to Accommodate Service Animals in Healthcare Facilities
<https://www.phe.gov/Preparedness/planning/abc/Pages/service-animals.aspx>
- Guidelines for Environmental Infection Control in Health-Care Facilities
<https://www.cdc.gov/infectioncontrol/pdf/guidelines/environmental-guidelines-P.pdf>
- Meeks, L., Jain, N. R., & Laird, E. P. (2021). *Equal Access for students with disabilities: The Guide for Health Science and Professional Education*. Springer Publishing.

DISCLAIMER

PHSU reserves the right to interpret and apply this policy in a way that facilitates the operations of the company. This policy will be interpreted and applied in conjunction with the other policies and procedures established by the Company and does not represent a contract between the parties. It is established as a guide to unify the procedures for handling situations with service animals in campus and to prevent situations that could occur. However, nothing prevents PHSU from varying or flexibly applying the provisions of this protocol, at its discretion, when it deems it to be in the best interests of PHSU.

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 the Vice President of Student Affairs 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.

STUDENT ORGANIZATIONS IN PONCE HEALTH SCIENCES UNIVERSITY

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 STRUCTURE

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.*

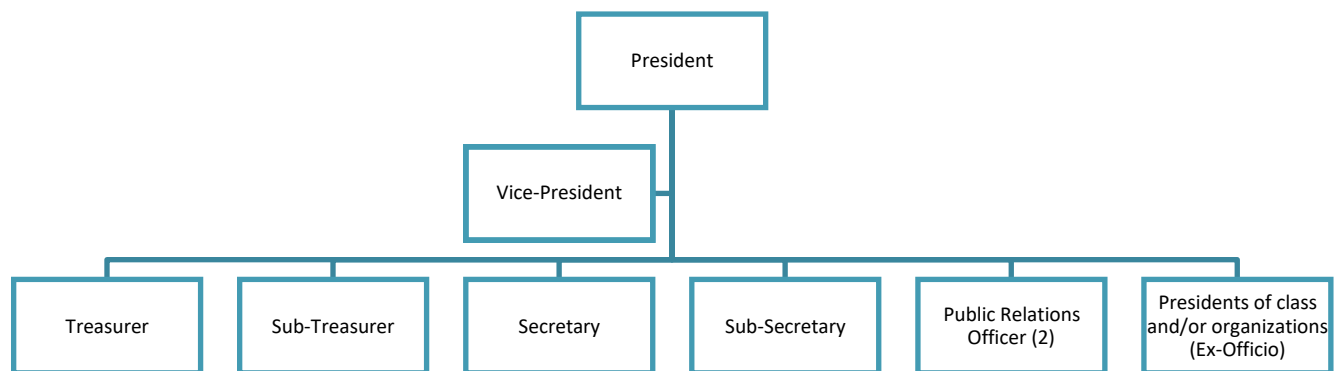
|| The Student Council President cannot be president of another student organization at PHSU.

Section Two: Composition

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

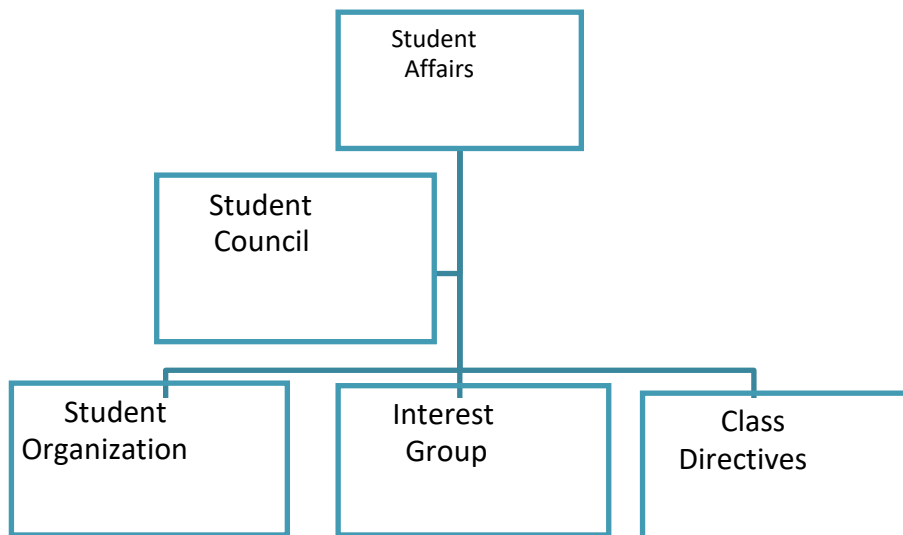
The Student Council will have an ex-officio mentor for guidance designated by Vice President of Student Affairs.

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 Vice President 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 Vice President 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 Vice President 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 Vice President 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 Vice President 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 Vice President 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 excuse, 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 Vice President 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 Vice President 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.

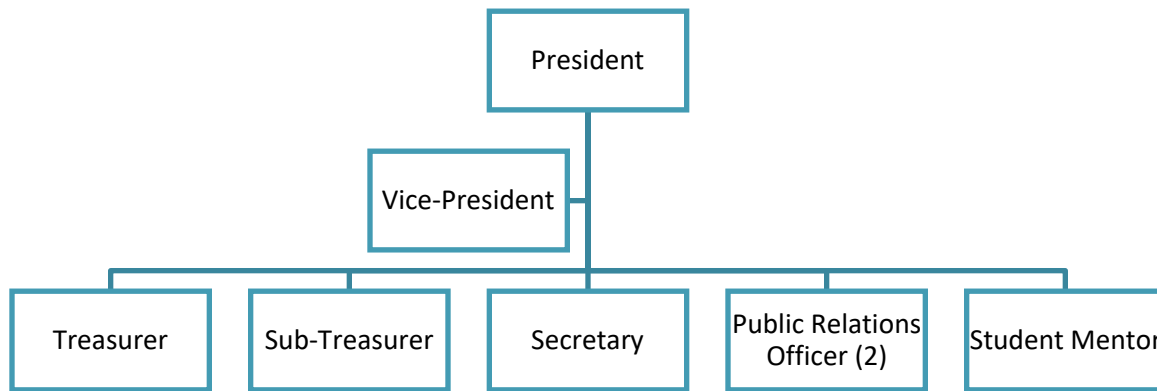
Section Two:

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).



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 Vice President 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 inperson, 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 fifhtteen 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 Vice President 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 their exhibition within the educational and work environment.

Section Two:

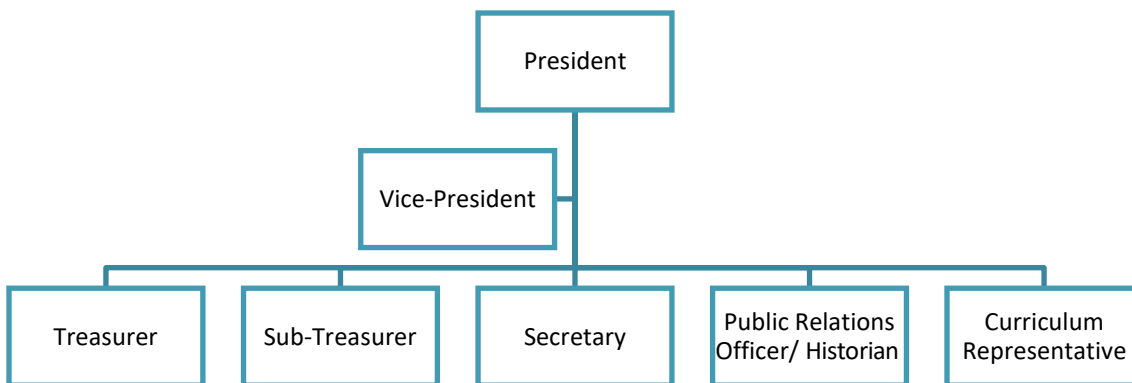
Student Class Directives allow students to create programs and activities to further the common interests of the group.. The group is established to support, teach, and learn from one another through their share experiences.

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 Officer

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. Students in academic probation or who become off cycles of the cohort are not eligible to aspire to or remain in board positions.

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 Vice President 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.