

# **Students Manual**

**Office of the Associate  
Dean of Students Affairs**

**Academic Year  
2013-2014**

## Table of Contents

### Student Affairs Office

Welcome .....	3
Directory .....	4
Admissions .....	5
Financial Aid .....	6
Financial Office .....	13
Registrar Office .....	13
Student Programs Coordination Office .....	15
Counseling Office .....	16
Tutoring Program .....	17
Other Student Services .....	18
Discipline .....	24
Code of Honor .....	24
Confidentiality of patient information .....	25
Dress Code .....	25

### Policies and Procedures: Promotion and Grading System .....

29

Satisfactory Academic Progress Policy .....	31
Re-examination and Calculation of final grades .....	34
Leave of Absence .....	36
Dismissals .....	37
Withdrawals .....	36
Readmission .....	38
Examination Policy .....	38
Rules for postponing exams .....	39

### General Student Regulations .....

41

Declaration of purpose and objectives .....	42
Students' s Rights, duties and responsibilities .....	42
Representative structure for student participation .....	45
Student publications .....	53
Student associations .....	53
Recognitions .....	54
Procedure for filing complaints .....	55
Disciplinary sanctions .....	56
Review committees .....	63
Amendments .....	65
General dispositions and use .....	64

# WELCOME

The San Juan Bautista School of Medicine is happy to extend you a warm welcome to our family. We wish you success throughout the years you will be with us, as you move forward to achieve your goals in our Medical School.

The Office of the Associate Dean of Students Affairs is here to serve you through your years of preparation. Our main goal is to offer you guidance, assistance and advice regarding diverse services available to you through our office.

In the following pages you will find useful information regarding the office of the Associate Dean of Students Affairs and the diverse services available for the student community. This Manual will familiarize you with the institutional norms and policies. Should you have additional questions, inquires, and/or suggestions regarding the manual, feel free to contact us. We are here to serve you!

## Associate Dean for Student Affairs Office

The Associate Dean for Students Affairs Office of the San Juan Bautista School of Medicine has the responsibility to provide the services that will support the achievement of the institutional mission. Its purpose is to promote the development and well-being of the students, providing student services they may need to complete their studies. The Associate Dean for Student Affairs responds directly to the President/Dean of Medicine.

### Student's Services Directory

The following areas are assigned to the Associate Dean of Student's Office. For your convenience, we have included the schedule and staff in charge, as well as a brief description of the services:

Associate Dean of Student Affairs - Dr. Yolanda Miranda Ext. 256	Monday-Friday	8:00 am - 12:00 pm 1:00 pm - 5:00 pm 5:00 pm - 7:00 pm*
- Mrs. Maggie Gonzalez Pabellon Administrative Assistant Ext. 255		* By appointment
Admissions Office - Mrs. Jaymi Sanchez Cruz Admissions Officer Ext. 236	Monday-Friday	8:00 am - 12:00 pm 1:00 pm - 5:00 pm
Financial Aid Office -Mrs. Beatriz De Leon Rivera Financial Aid Officer Ext. 268	Monday-Friday	8:00 am – 12:00 pm 1:00 pm – 5:00 pm
Financial Office -Mr. Juan C. Castro Ext. 222	Monday-Friday	8:00 am – 12:00 pm 1:00 pm – 5:00 pm
Registrar Office -Mr. Israel Lopez Ext. 243	Monday-Friday	8:00 am – 12:00 pm 1:00 pm – 5:00 pm
Student Programs Coordination Office -Mrs. Yaidy L. Cruz Student Program Coordinator Reasonable Accommodation and Career Planning Programs Ext. 233	Monday-Friday	8:00 am - 12:00 pm 1:00 pm - 5:00 pm
-Ms. Maria M. Rodriguez Camacho Administrative Assistant Ext. 3212		
Counseling and Advisory Office	Monday-Friday	8:00 am – 12:00 pm 1:00 pm – 5:00 pm

## **ADMISSIONS**

Admission is the initial process for applicants who want to pursue a career as health professionals. They must have complied with all the San Juan Bautista School of Medicine requirements and been accepted by the Admissions Committee.

In accordance with official policies, San Juan Bautista School of Medicine does not discriminate on the basis of race, color, religion, creed, national origin, ancestry, sex, age, disability, sexual orientation, and veteran, marital or parental status. We believe in the integrity of all human beings and their freedom to decide the field of action in which they want to perform.

All applicants are equally evaluated, taking into consideration their academic and personal qualifications. Criterion for admission to the School of Medicine includes:

### **MD Program**

A Bachelor's Degree in Natural Sciences or Pre-Medical studies, or its equivalent, passed by the applicant with a minimum Science and General G.P.A. (General Point Average) of no less than 2.5; and a minimum Medical College Admission Test (MCAT) of no less than 19, taken within three years of application. Additional criteria to be evaluated includes: Interview, Community service, research and other health field experience (example: exposure to clinical medicine), applicant's essay, letters of recommendation (both from premedical advisors and / or faculty and community), and extracurricular activities.

### **Master Public Health Program (MPH)**

All applicants are equally evaluated, taking into the consideration their academic and personal qualifications. The requirements for admission to the Master Program in Public Health include: a Bachelor's Degree from a post- secondary educational college or university accredited by the Council of Higher Education with a General Point Average (GPA) no less than 2.50; and the results of the EXADEP\*. Additional criteria include: three (3) letters of recommendation; a certification of Non-Penalty; a Curriculum vitae or Resume; and a personal interview.

\* To be submitted to the Council of Higher Education.

## **Bachelor's Degree in Science of Nursing (BSN)**

Requirements for students interested in pursuing a Bachelors degree of Science in Nursing, include evidence of graduation (High School Diploma) from a high school recognized by the state or jurisdiction where the school operates with a minimum grade point average (GPA) of 2.50; and results of corresponding College Admission Test (PEAU or SAT). Transfer students must submit official transcripts from all previously enrolled higher education institutions and a full description of the courses taken.

### **FINANCIAL AID**

The purpose of Financial Aid Office (FAO) is to provide assistance to qualified students to obtain the financial resources they need to pay their cost of attendance. Students may be eligible for the following financial aid options, according to their academic study program:

#### **Pell Grant:**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. The maximum Pell Grant award is determined by the Federal Department of Education. The amount you get, though, will depend not only on your financial need, but also on your costs to attend school, your status as a full-time or part-time student, and your plans to attend school for a full academic year or less.

#### **Direct Loans**

Graduate students who meet the requirements established by the US Department of Education may receive \$20,500 in Direct-Unsubsidized Loan per academic year. Medical students may be eligible to apply for an additional \$20,000. The interest rate is fixed, and there is an origination fee. Undergraduate students who do not qualify for Pell Grant may consider applying for a subsidized loan. The Financial Aid Office provides orientation on the process for applying for student loans, and the requirements the student must meet to qualify. The student must submit a master promissory note on line, and complete the electronic entrance counseling document at [StudentLoans.gov](http://StudentLoans.gov).

## **Graduate Plus Loan**

This is a low fixed-interest loan for graduate and professional students to cover their cost of attendance. The interest rate is fixed, and begins to accrue since the date of the first disbursement plus an origination fee. This loan also has an origination fee. The student must submit a master promissory note on line, and complete the electronic entrance counseling document at StudentLoans.gov.

## **National Health Services Corps Scholarship Program**

The National Health Services Corps Scholarship Program is available for students in the primary health care specialties and committed to serving part or their entire career in federally designated health professional shortage areas. Learn more about this program at <http://nhsc.bhpr.hrsa.gov>

The following are financial aid options for medical students **only**:

### **Military Scholarship Programs**

Medical students interested in a military career may consider applying for one of the scholarship programs for healthcare professions offered by the US Army, the US Air Force or the National Guard. The students must contact the desired program:

US Army: 1-800-USA-ARMY or [www.healthcare.goarmy.com](http://www.healthcare.goarmy.com)

US Air Force: 1-800-423-USAF or [www.AIRFORCE.COM](http://www.AIRFORCE.COM)

Navy: 1-800-USA-NAVY OR [NAVY.COM](http://NAVY.COM)

National Guard: 1-800-GO-GUARD or [www.1-800-go-guard.com](http://www.1-800-go-guard.com).

### **Legislative Scholarships:**

This scholarship is administered by the University of Puerto Rico - Medical Sciences Campus. Medical students interested in applying for this scholarship must contact the aforementioned institution, which determines the eligibility and guidelines for the distribution of this financial aid. The amount of money granted varies depending of the student's financial needs. For more information contact the UPR-MSU at (787) 758-2525.

### **Application process for federal financial aid:**

Students interested in applying for federal financial aid, must comply with the following requirements and process:

- Have financial need.
- Be an US Citizen or an Eligible Non-Citizen.
- Have a valid Social Security number.
- Enroll in an eligible program as a regular student working toward a degree.
- Meet satisfactory academic progress standards
- Register (or have registered) with the Selective Service if you are a male between the ages of 18 and 25
- Certify that they are not in default on a federal student loan and do not owe money on a Federal student grant
- Student must not exceed the aggregate loan limit established by the Department of Education
- Comply with the Entrance Interview/Counseling.
- Provide all the documents and information required by the Financial Aid Office and Admissions Office

Students must file the Free Application for Federal Student Aid (FAFSA) of the corresponding academic year, in order to be evaluated to determine eligibility for federal and state funds. It must be submitted on line at [www.fafsa.gov](http://www.fafsa.gov), no later than April 15. The SJBSM school code is G3177300. Students need a pin number, which can be obtained at [www.pin.ed.gov](http://www.pin.ed.gov).

Once the student submits the FAFSA, the Department of Education will send an Institutional Student Information Record (ISIR) to the School, which will be used for the corresponding evaluation. After the evaluation is completed, the student will be appointed by the Financial Aid Officer for the completion of the application process, or because he/she must submit additional information.

### **Required documents:**

- Copy of the Social Security card
- Copy of the student's Birth Certificate from Puerto Rico, or Copy of the student's US Passport (original and copy)
- Documents of Immigration (if applicable)
- Students selected for verification will be required to submit a copy of the Tax Return, W-2 form(s) and evidence of wages, salaries, tips, etc, reported on the FAFSA



## Verification

Verification is the process by which certain required data reported on the FAFSA is reviewed for accuracy and completeness. The FAO will verify the application selected by the Department of Education, except in the case of an applicant who is eligible to receive only unsubsidized student financial assistance.

The FAFSA items to be verified are the following:

- Adjusted Gross Income
- Taxes paid
- Specific untaxed income items from tax return: untaxed IRA distribution, untaxed pensions, education credits, IRA deductions, tax exempt interest)
- Number of family members in college
- Child support, Food Stamps

The student is required to submit the following documents to the FAO, within a designated deadline for submission:

- Verification Worksheet provided by the Financial Aid Office for the award year
- Copy of the Tax Return (IRS)
- W-2 form(s)
- Evidence of wages, salaries, tips, etc, reported on the FAFSA
- Signed statements certifying that the individual is not required to file an income tax return for tax.
- Other documents that may be required

**Note:** No loan will be processed until the verification process and corrections are completed.

## Satisfactory Academic Progress Standards

Federal regulations require that every student who receives federal financial aid maintain a satisfactory academic progress toward the achievement of a degree. Progress is measure by the student's cumulative grade point average and credits earned in relation to those attempted and the length of the academic program. Please, read the satisfactory academic progress policy included in the Institutional Policies and Executive Orders manual.

## **Title IV Federal Programs Funds Reimbursement Policy**

This policy will apply to students that participate in the Title IV Federal Programs (Pell Federal Grant) who, after initiating classes, withdraw, or are dismissed from the School within the sixty per cent (60%) of the semester's term. This is a mandatory policy in accordance with the changes of the 1998 Reauthorization Law to the Higher Education Act, as amended, and is in force for all withdrawals and dismisses that come about in or after October 7, 2000.

### **Important information regarding student loans**

It is important to be aware that a student loan is a legally binding contract between the student-borrower and the lender. Under this contract, the borrower has certain rights and responsibilities which are indicated below:

#### **Borrower rights**

- Borrowers have the right to receive a copy of the promissory note from the lender when the loan is made. They may request the note when the loan has been paid in full.
- Borrower may prepay all or part of the loan at any time without penalty
- Borrower will receive written notification if the loan(s) is sold to another lender or secondary party.
- Borrower may qualify to defer repayment for a specific period of time after the grace period.
- Lender will provide a repayment schedule and detailed information about interest rates, fees, the balance owed and repayment options available before the borrower begins repaying the loan(s). This information is discussed in the Entrance Counseling session.

#### **Borrower responsibilities**

- Borrowers must attend an exit interview when they leave school.
- Borrower must notify the lender or loan servicer of any change in name, contact information and enrollment status.
- Borrower must repay the principal and interest on all education loans according to the terms of the promissory note.
- Borrowers must notify the servicer/lender if they are unable to make a scheduled payment.
- Borrowers are obligated to repay the loan(s) even if they are not fully satisfied with the education or have not completed the program.
- For subsidized and unsubsidized loans, repayment begins six months after the student graduates or is enrolled less than half time. The repayment amount will vary based upon the total amount borrowed. The borrower has a maximum of 10 years in which to repay the loan(s).

- Borrower may prepay all or part of any loan(s) without penalty. Prepayment gets the borrower out of debt faster and results in lower total interest costs.

Remember, when a student accepts a loan, they have agreed to the loan terms and conditions by signing the Promissory Note. Terms and conditions of the Subsidized and Unsubsidized Federal Loan programs are the same with a few exceptions.

The aggregate maximum that a medical student may borrow is \$224,000 (\$65,500 in subsidized loans). For other academic programs, the aggregate maximum is lower.

### **Repayment Options**

There are different repayment plans, which are discussed with the student during the Entrance and Exit Interview.

### **Loan Consolidation**

Borrowers may consolidate some or all of the federal education loans they receive into one loan with one monthly payment. Borrowers must have begun repayment of loan(s) or be in the grace period before consolidating loans. Loan consolidation can benefit borrowers who have several loans from different sources and a combined monthly payment that is more than they can handle.

### **Deferment**

A deferment is when the lender/servicer grants a temporary suspension of monthly payments. A student may qualify for a deferment, according to the following:

- Economic hardship
- Unemployment
- Enrolled in school full-time or half-time
- Engaged in an approved graduate fellowship program
- In military service

### **Forbearance**

If the borrower does not meet the requirement for a deferment, he/she may qualify for forbearance. With forbearance, the lender or servicer temporarily lowers or suspends the payments. If the borrower does not pay the interest during the forbearance, it will accrue and be added to the borrower's balance when forbearance ends.

## **Delinquency**

A loan that is being repaid becomes delinquent whenever a borrower fails to make a scheduled payment by the due date. The lender must attempt to make contact with the borrower both by written and telephone contact at specific stages during the student's delinquency. If borrowers encounter problems during the repayment period, they must ask the lender what options are available to keep the loan out of "delinquent" or "default" status.

## **Consequences of default**

Defaulting on a student loan can have very serious consequences for schools, borrowers, lenders and guarantors. High-default colleges and universities may lose their eligibility to participate in the federal student-loan program. Defaulted borrowers suffer a blot on their records that will prevent them from receiving additional federal financial aid for college and may deny them consumer credit for years to come. If a borrower defaults on a loan, one or more of the following may occur:

- The entire unpaid amount of the loan(s), as well as accrued interest, is immediately due and payable.
- Holds may be placed on college records.
- Borrower will become ineligible to receive further federal student financial assistance.
- State income tax refunds may be seized.
- Borrower's federal and state income-tax refunds may be seized.
- Guarantor may notify the borrower's employer to garnish the borrower's wages.
- Borrower may be charged reasonable attorney's fees and other collection costs.
- Federal government is authorized to garnish federal salary checks for defaulters in public service.
- If the borrower fails to make education-loan payments on time, the delinquency and any subsequent default will be reported to national credit bureaus. This report seriously affects the borrower's credit rating and may affect the borrower's ability to borrow from sources in the future.
- Loan holder may refer the account to a collection agency.
- Borrower may be exposed to civil suit.
- Borrower may lose repayment options.
- Borrower loses deferment options.
- Borrowers who default on a student-loan obligation must still make payments to the holder of the loan.

## **Keep the servicer Informed**

The borrower must notify the servicer or holder of the loan before the loan is repaid if one or more of the following changes occur:

- Change in borrower's name.
- Change in borrower's graduation date.
- Borrower leaves school or falls below half-time enrollment status (less than six credit hours)
- Change in borrower's address
- Borrower transfers to another school.
- Change in borrower's telephone number.

## **FINANCIAL OFFICE**

This Office is responsible for collecting all costs incurred by the students such as registration fees, transcript and certificate fees, among others. It is also in charge of processing checks received from the Stafford Loans and endorsing the checks from Graduate Supplementary Aid (Educational Opportunity Act), and other financial aids received by the student.

### **Tuition Fees Reimbursement**

The refund policy will be governed by the regulations of the United States Department of Education.

### **Veteran's Benefits**

According to the Federal Code of Title 38 of the Veteran's Administration (CFR-38), the veterans and their beneficiaries must complete their studies in a regular four year program.

## **REGISTRAR'S OFFICE**

The Registrar's Office has the responsibility to preserve and safeguard all students' and alumni academic records, as well as to coordinate all matters related to the registration process. It also offers the services of mailing official grades, transcripts, NBME Certifications for USMLE exams, the Medical Student Performance Evaluation (MSPE) form, among others. The Registrar's Office looks after the security and inviolability of academic records. No information whatsoever from the files of applicants, students or graduates is disclosed without written authorization. Any student that should need a copy of their academic record must follow the rules and procedures described in the Catalog.

The San Juan Bautista School of Medicine complies with the requirements of the Buckley Act (Family Educational Rights and Privacy Act of 1974, as amended, FERPA), and ensures the privacy of all information regarding applicants, students and alumni.

Students, who wish to request a withdrawal from the Institution or are willing to be awarded a leave of absence, must visit the Registrar's Office.

Among the services that the Registrar Office offers to students are:

- Creation and preservation of academic records
- Registration and enrollment
- Health insurance
- I-20 Forms for foreign students
- Academic progress certification
- Official credit transcript
- MSPE
- Certification for the Board of Medical Licensure and Discipline of Puerto Rico
- Certification of obtained title
- Diplomas
- Diploma translation certification
- Regular studies certification
- Certification for Income Tax
- Dean's letter of authorization for electives, research, scholarships, etc.
- Certification for Step 1
- Other certifications
- Official grades
- Copy of record and/or documents in student records

Any student that needs a copy of his/her academic record should follow these rules:

1. If a student needs an **official transcript** or a **student copy**, he/she must complete the application form provided by the Registrar's Office and pay a fee of five dollars (\$5) for each copy at the Bursar's Office.
2. Official transcripts are sent directly by San Juan Bautista School of Medicine to the institution requesting them. Only student copies are provided to students.
3. Student copies are for personal use only, unless the student requests in writing and authorizes that the copy be given to a specified second person. In this case, the second person must show appropriate identification.

4. Students that have financial obligations with the School will not be issued copies of their academic record. The payment can be made in cash, money order or certified check payable to the School. To receive the copy it is necessary to present the payment receipt at the Registrar's Office.
5. Students must have all their admission documents on file before the end of the first semester of their first year.
6. Students who have not submitted all required admission documents will not be issued copies of the following: official transcripts, student copy transcripts, MPSE form, study verification certificates, certification to take board examinations, or official grades and any other official document. Furthermore, students with incomplete files will not be allowed to enroll for the next semester.
7. Every application form must be filed in the Registrar's Office at least ten (10) working days to assure that documents requested arrive within the deadline.
8. Credit transcripts and study verification certifications will be sent by mail within five (5) working days. MSPE form and certificates to take board examinations will be sent within seven (7) working days.

## **STUDENT PROGRAMS COORDINATION OFFICE**

The Student Programs Coordination Office is in charge of coordinating the Reasonable Accommodation Program, and all medical career planning activities related to the Careers in Medicine® (CiM®) Program, the Electronic Residency Application Service (ERAS), and the National Resident Matching Program (NRMP).

### **Reasonable Accommodation Program**

The Reasonable Accommodation Program promotes and ensures that no student with a documented disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the educational programs and activities in accordance with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, as amended (Section 504), and applicable state law.

The student must request any reasonable accommodations needed as recommended by the appropriate professional. The Coordinator must verify whether or not a student has a documented disability that significantly impacts his/her ability to access educational programs, and in conjunction with the officers involved, will determine the appropriateness of the requested accommodation on an individualized basis. All medical records relating to student's disabilities are kept confidential in a separate file from academic records.

The non approval of the accommodation requested by the student does not constitute discrimination when the approval fundamentally alters one of the following: the nature and/or requirements of the curriculum; the minimum performance standards and/or the accrediting agency standards of institutional programs. The institution is not required to make an accommodation that results in an undue expense for the institution.

The Student Programs Coordination Office also offers workshops on reasonable accommodations for our students and teaching staff.

### **Medical Career Planning**

In order to assist students in choosing a medical career path, SJBSM has implemented the AAMC's Careers in Medicine® Program, which is complemented by curricular and extracurricular activities, including but not limited to, individual advice by the CiM® Liaison (Students Programs Coordinator), as well as faculty and other Deanship of Students Affairs' staff.

### **Careers in Medicine® Program**

The main goal of the Careers in Medicine® Program is to help the student learn how to make good career decisions, not only in choosing a specialty, but throughout his/her career as a physician, by means of a thoughtful career planning process. The CiM® Liaison is responsible for coordinating program activities sponsored by the school, such as workshops and events.

Students are not only assisted in choosing a medical career path, but also in their residency application process through ERAS and their matching process. The latter culminating with our annual Matching Day Ceremony, when we all celebrate together while our students discover their future in medicine!

## **COUNSELING SERVICES**

The Counselor's main responsibility is providing individual and group counseling for students. The goal is to help students identify and deal with situations that may affect them with their academic progress and personal development. With this in mind, the Counselor will coordinate and develop activities that impact student population within and outside the school such as: educational workshops, residency fairs, and activities for new and/or foreign students.

The Counselor may refer particular cases to external mental health professionals and/or internal Faculty members. These Faculty members have been identified as mentors, who advise students regarding problems related to their academic performance and career development.



The Counselor's Office offers students the following services:

- Individual and group counseling
- Career planning for MPH and BSN students
- Referrals to psychological and psychiatric services
- Workshops that assist students in achieving their personal development
- Serves as a liaison between students, faculty, and administrative personnel
- Assists in providing information related to the USMLE steps and the Puerto Rico Board of Medical Examiners for MD
- Assists in providing information related to NCLEX and the Puerto Rico Board of Nursing Examiners
- Cultural activities
- Information related with housing

### **Tutoring Program**

The San Juan Bautista School of Medicine developed the tutoring program to offer students assistance in courses in which they are encountering academic difficulties. The tutoring program is mandatory for those students recommended by the Biomedical Sciences faculty course coordinators. The coordinator's recommendation is based on the student's academic record, including first partial exam (score of 70% or less), quizzes, and class participation.

The following stipulations apply to the tutoring program:

- The tutoring program is compulsory, based on the course coordinator's recommendation.
- Faculty participation in the program is expected and encouraged.
- A faculty member is appointed to coordinate the tutorial program.
- Students who serve as tutors will be selected according to their academic accomplishments.
- Student tutors will receive a stipend for their participation.

The tutorial program in Clinical Sciences differs from that in the Biomedical Sciences. In the Clinical Sciences, professors are responsible for providing or coordinating any help that students may require.

## **OTHER STUDENT SERVICES**

### **Health Services**

All students are required to have health insurance that provides medical coverage. Upon enrollment, the student must present evidence to that effect or register for the Group Insurance Coverage made available by the school. Our Insurance Plan covers medical and surgical services, ambulatory care, hospitalization, specialty consultations, laboratory tests, X-rays studies and maternity. The students are insured under a contract in a yearly base that covers the period composed of each academic program: first semester, second semester, and summer session. This insurance provides coverage anywhere in Puerto Rico, twenty-four (24) hours a day. The fee or premium may vary. This health insurance provides optional coverage for direct dependents of the students.

The Counselor's Office has developed a Wellness Handbook that addresses most common challenges and issues faced by the students, available resources, clear referral information, a symptom checklist and decision trees to facilitate the student's self referral. The Counselor acts as a liaison on behalf of the students, establishing contact with professionals required to tend to the student's needs. When a Faculty member and/or the Counselor become aware of a student's need for services, they will proceed to offer the services to the student on a voluntary basis. In cases where there is a potential harm to him/her self or to others, the student will be referred to the appropriate specialist.

### **Disability Insurance**

The School has made arrangements with a local carrier for group insurance in order to provide a disability benefits plan that secures coverage for students in the event a disease or an accident renders a student unable to continue or complete his/her studies. The annual fee the student should pay will vary according to the student's age upon enrollment, and whether or not the student smokes. This disability coverage assures that our school is in compliance with the requirements of the accrediting agencies.

## Library

The Library facilities of SJBSM are divided in the following areas: Study Room, Electronic Center, Computer Aided Instruction Laboratory (CAI), Individual Study Area, Serial Publications Collection, Information Literacy Room; Audiovisual Equipment Room; Photocopying machines Room, and collections of Reference, Reserve and Circulation.

The printed and non printed resources are diverse and specialized in the field of medicine, and comprise the necessary and essential resources recommended by the Faculty, the Library Committee, the students, and the Librarians. This collection is enhanced with books and serial publications recommended by the Medical Library Association through the Selected List of Books and Journals for Small Medical Library, A list of Journals of Florida State University , College of Medicine (Core Collection) and Blackwell's Management Collection online.

The Library/LRC offers to authorize users the following services:

- Lending of audiovisual equipment and resources
- Preparation of Faculty bibliographies
- Reserve of printed and non printed materials
- Projection of audiovisual material
- Interlibrary loan (DOCLINE)
- Photocopies with coin-operated machines (In agreement with the Intellectual Property Law, as amended)
- Computers service
- Information Literacy
- Reference services

In addition to the mentioned services above, the Library periodically carries out the following activities:

- Monthly exhibitions with reference to the proclamations of each month
- Educational workshops
- Books exhibitions
- Book fairs
- Celebration of the Library Week and Educational Week
- Instruction to compiled bibliographies (PROCITE)
- Data store units in rewriteable CD-RW; Pen-drive
- Internet access (wireless)
- Interlibrary loan with DOCLINE. (Free)

## **Service Hours**

The Library offers the following service hours:

Monday to Friday 8:00 AM - 11:00 PM

Saturdays 8:00 AM - 5:00 PM

Sundays 12:00 M - 9:00 PM

## **Designated Study Areas**

SJBSM recognizes the need to provide for study areas that are accessible to all students. While using these facilities, students must follow normal requirements such as: ID card, dress code, and professional conduct as established in Honor Code. The following areas will be available for study after 5:00 PM.

- Group III Study Hall (behind CAI)
- Multidisciplinary Lab
- Study rooms
- Student Center
- Courtyard
- School's posterior area
- Anatomy Lab (When not being used and following designated rules)

## **Student Center**

The Student Center is a designated area for individual student recreation and / or the holding of social activities. To use the facilities of the Center for social activities, permission is to be requested from the Student Council.

## **Extracurricular Activities Program**

The Student Affairs Office coordinates various extracurricular activities throughout the academic year. These activities include, but are not limited to cultural acts, sports and community services. Students' participation is encouraged by various means such as: direct invitation, emails or public boards and/or invitations through Moddle.

## **Lodging Information**

The Counselor provides information on available lodging in the area of Caguas. Students are informed in regard to different aspects to be considered when selecting a place to live while they study. Among the things to be considered are: services offered by the Landlord, cost and mode of payment, and penalties that would apply if contract is terminated before its completion. It is highly recommended that the place you choose be secure and safe, clean, well ventilated and in an environment that is study friendly.

## **Parking**

To access the school premises, students must present ID card at security booth at the entrance of the Hospital. Once inside, they will access parking area designated for students and school personnel with a card issued by the school. The Institution will provide this parking card to each student once they enroll. All motor vehicles parked in designated areas must be duly authorized. Before leaving your car, make sure you have the keys, and that all windows and doors are properly closed. Do not leave wallets, computers or valuables at plain sight. Have keys in hand before boarding car when leaving.

## **Gym**

SJBSM provides a workout facility to help students release stress. In order to maintain our facilities clean, safe, and enjoyable, it is required for all students follow certain rules and help us enforce them.

### **General rules**

- Keep a workout towel
- Use proper gym attire. No clothing which contains rivets, hooks, studs, or zippers (for example, jeans). Shirts must cover chest and back. Closed toe, athletic shoes must be worn at all times. Torn or cut off clothing, flip-flops, aqua shoes, sandals, bare or stocking feet are unacceptable on the workout floor.
- Rack all plates, barbells and dumbbells after use
- Do not drop or bang free weights, machine weights or dumbbells.
- No food or drinks in exercise areas. Plastic spill proof bottles are permitted.
- Free weights and accessories may not leave the free weight area.
- No chalk allowed in facility
- You must allow other members to work through when performing multiple sets.
- Do not stand on exercise benches
- Do not move equipment

- ❑ Do not place weights on upholstery
- ❑ No foul language
- ❑ No running or horseplay in facility
- ❑ No loud or strange noises during workout
- ❑ Members may not bring their own exercise equipment into facility
- ❑ No jumping rope, martial arts, or gymnastics in facility
- ❑ Good personal hygiene is a must
- ❑ No children under 13 years of age are allowed in exercise area
- ❑ NO SMOKING or chewing gum anywhere in facility
- ❑ Consideration of others is an absolute rule

## **Student Organizations**

The Associate Dean of Students Affairs Office encourages the development of student organizations. Any student and/or students who wish to organize or create an Interest Group in accordance with the school policies either with academic purposes, sporting and/or religious service, is welcome to do so. To obtain official status for the student organization, the Associate Dean of Student Affairs Office must receive a letter requesting the approval with a proposal of the organization. Once approved, the Interest Group must maintain a close relationship with the Associate Dean of Students Affairs Office, and ensure that all activities are approved and coordinated through this office.

The following are some of our Medical School's student organizations:

### ***General Student Council***

The General Student Council is established to insure full participation for students in all matters regarding their studies and relationship with the San Juan Bautista School of Medicine. It constitutes the official forum where analysis, discussions and study of the student's needs and aspirations are done and where opinions are put forth regarding any problems or issues related to the community as a whole. Students who are interested in becoming a member must meet the requirements listed in the Student Manual. Each of the four levels of the MD Program, each of the two levels of the Public Health Master Program, and each of the four levels of the Bachelor Degree in Science of Nursing are represented in the General Student Council. The representatives of each level will be elected by and between the students of their respective academic group.

Other student organizations are:

***Internal Medicine Group***

***SJB Pediatric Interest Group***

***Neuropsychiatry Interest Group***

***“Curitas Pal Barrio”***

***Surgery and Surgical Subspecialty Interest Group***

***Emergency Medicine Interest Group***

***Latin Medical Student Association (LMSA)***

***Family Medicine Interest Group***

***Anesthesiology Interest Group***

***Ophthalmology Interest Group***

***Christian Medical & Dental Association***

***Neurology Interest Group***

***Orthopedic Surgery Interest Group***

***Obstetrics and Gynecology Interest Group***

***Plastic Reconstructive Surgery Interest Group***

***Institute for Healthcare Improvement (IHI)***

***Cardiothoracic and Vascular Interest Group***

***Psychiatry Interest Group***

***Public Health Student Organization***

## **Identification card**

Once enrolled, the Institution will provide an identification card to each student. It is to be used for all curricular and extracurricular activities. It must be placed in a visible spot whenever the student is in SJBSM and hospital areas. The right to student services will be honored when students are properly identified with their I.D. card. In case it is lost, students may obtain a duplicate for a charge of \$10.00 at the Dean of Administrations Office. The card must be surrendered when a student withdraws from the program or requests leave.

## **DISCIPLINE**

The San Juan Bautista Medical School of Medicine stimulates students to exhibit correct and proper attitudes, in accordance with what is expected of a member of the medical profession. When initiating his/her studies, each student is oriented and informed about the norms and institutional policies which they are expected to follow. Students are also briefed on the disciplinary actions to which they are exposed when the established rules are not obeyed.

## **CODE OF HONOR**

The Code of Honor is an individual and collective commitment followed by all students enrolled in the San Juan Bautista School of Medicine. The Code includes:

- A commitment to honesty and integrity related to academic responsibilities including examinations, information, presentations, class work, group work, patient care and other aspects.
- A commitment to exhibit, honest and respectful behavior at all times in agreement with ethical norms of social coexistence, that include the way we relate towards professors, peers, patients and administrative personnel.
- A commitment to oversee that the code of honor is kept by all students.
- The faculty expresses its commitment to the Code of Honor and its confidence in the honor of the students. They will create and assure the conditions necessary for the code to be kept and will make sure that it is also kept by all the members of the academic community.



The following behaviors, among others, constitute violations to the Code of Honor:

- Plagiarism in any form either in an active or passive way
- Violation to intellectual property
- Alteration of any academic registry or official document
- Non authorized assistance to complete any academic endeavor
- Verbal or physical violence towards any patient or member of the academic community
- Violation to medical files
- Violation to the norms of medical ethics and respect to the patients
- Complicity in violation of the Code of Honor

## **CONFIDENTIALITY OF PATIENT INFORMATION**

Confidentiality in the handling of information pertaining to patient care is an ethical and legal obligation of the Institution. The San Juan Bautista School of Medicine is committed to this obligation in an explicit manner. To this mean, the SJBSM has implemented the Code of Honor for the students, and the norms established by the Health Insurance Portability and Accountability Act that guarantees confidentiality in health care.

Better known by its abbreviation HIPAA, the Health Insurance Portability and Accountability Act) of 1996 establishes the rules that ensure privacy, security and electronic management of all information related to health services information, which require mayor institutional changes that are currently under development and that will include all information system processes.

## **DRESS CODE**

SJBSM understands that quality patient care depends on more than just the acquisition of the knowledge and the skills. Professional appearance is also necessary in order to impart to the patient that we are practicing professionals who are delivering quality health care.

All students should dress appropriately as future professionals in the health sciences field. The SJBSM has a dress code that must be followed all times. No student who is unsuitably dressed will be allowed on the premises of the institution. When selecting the clothes to wear, students should always try to project a neat and professional look.

The following attire is not considered appropriate and therefore will be unacceptable on school premises during lectures and while visiting different offices on official business:

- Extra short skirts (half of thigh)
- Pronounced necklines
- Extra short shirts or blouses
- Short Bermuda type pants
- Very worn and/or stained jeans
- Beach sandals or similar type shoe attire
- Sleeveless shirts (male students)
- Transparent shirts
- Hats or Caps
- Worn out and/or dirty shoes, sport shoes, or sneakers.

### **Laboratory Dress Code**

Medical students should dress appropriately not only on the school premises, but also during laboratory sessions. The following code must be observed:

- Appropriate dressing gowns will be used during laboratories sessions
- No one dressed in a lab gown will be allowed outside of the laboratory

### **Dress Code for Clinical Skills**

- Students must dress in a proper manner ( Business casual attire)
  - No sandals or athletic shoes
  - No jeans, shorts or leggings
  - No skirts / dresses shorter than knee length
  - No low neck lines
- Students must wear their clean white coat with their school identification
- No laboratory coats and / or scrubs are allowed in the Standardized Patient Unit neither in the amphitheater during lectures.

## Dress Code for Clinical Sciences

Each student is expected to maintain high-standards of appearance during their professional activities in hospitals and clinics.

Students will wear

- White dressing gowns
- Name or identification tags
- Suitable clothes for an office setting
- Scrubs suits are **only** acceptable in labor and delivery, the operating room, at CCBB laboratories, and when a student is on night call

## Dress Code for Bachelor's Degree of Science in Nursing (BSN)

Students will wear on school premises

- Burgundy scrub for general courses
- Lab coats for laboratories
- White, closed duty shoes, no Crocs allowed
- Identification tags
- Nursing Program patch
- Health polo for community activities
- Jewelry will be limited to a watch, wedding band, engagement ring, and/or very small post pierced earrings one earring in each ear
- Fingernails shall be kept short and only clear-colored polish may be worn
- Makeup should be worn discretely
- Hair must be clean and worn in a fashion that will keep it from falling forward over the face when the head is bent forward, and should not exceed collar length. Bows are not to be worn.
- Beard or mustache must keep clean and neatly trimmed

Dress code when in clinical setting:

- Formal pant or dress uniform with  $\frac{3}{4}$  length sleeves, dress should be appropriate length
- Male students must use a white formal uniform with  $\frac{3}{4}$  length sleeves
- White closed shoes
- Nursing Program patch on left sleeve
- Identification pin with full name and BSN acronym
- Hair must be clean and worn in a fashion that will keep it from falling forward over the face when the head is bent forward, and should not exceed collar length. Bows are not to be worn
- Fingernails shall be kept short and only clear-colored polish may be worn

Students should be aware that some institutions have additional policies regarding dress code. As guests in the institution, students' must honor the institution's dress code.

**Remember always to use:**

- Clean and ironed gowns or scrubs
- Official Identification card
- Closed shoes (OSHA regulation)

**Policies and Procedures  
Of the SJBSM  
Promotion and Grading  
System**

The Student Evaluation and Promotion Committee is responsible for evaluating and recommending promotion of students throughout the different stages of study. Promotions are granted at the end of each academic year, following compliance with established criteria, including satisfactory completion of all requirements of the previous year.

The minimum cumulative grade point average required to be promoted to the next year is 2.5 within a 4.0 scale.

The School of Medicine uses the following grading system:

A = Excellent  
B = Good  
C = Satisfactory  
D = Deficient  
F = Failure  
I = Incomplete  
IP= In Progress  
W = Withdrawal  
P = Pass

A particular course may adjust the standard scale for specific evaluations; however the official report will be made in the standard scale after appropriate conversion. The standard or any deviation from the standard should be communicated to students at the beginning of the course. The Curriculum Committee must approve any course seeking to use an alternative grading scale (e.g. Pass/Fail).

### **Temporary grades:**

The Registrar may assign Administrative Grades: In Progress (IP), Withdrawn (W), Conditional (CO) and Incomplete (I).

**“IP” – In progress** is used when grade has not been reported.

**Withdrawal (W)** is reserved for cases where the student withdraws from a course.

**Incomplete (I)** signifies that the student has not met all requirements for a course for compelling reasons such as family or medical emergencies. Some institutional circumstances may be reason to report (I) grades.

To ensure consistency in the way in which (I) grades are used, no grade of (I) will be assigned without the approval of the Associate Dean for Student Affairs or the corresponding Associate Dean for Academic Affairs according to the case.

Students who receive a grade of “I” (Incomplete) must complete the pending academic work before the deadline established by the course coordinator, Associate Dean for Students Affairs and corresponding Associate Dean for Academic Affairs; otherwise, they will receive a grade of “F”.

Students are entitled to request from the professor a revision of the official grade received. The request for revision of a final grade must be submitted in writing to the Department Director with copy to the Course Coordinator within thirty (30) calendar days following the notification of grades by the Registrar’s Office. A copy of the request must be submitted to the Registrar’s Office within the established timeframe. The professor will discuss the request with the student and will notify the Registrar’s Office of the outcome in writing within ten (10) calendar days.

### **Satisfactory Academic Progress Policy**

In order to meet the federal requirements and comply with the U.S. Department of Education requirements for eligibility for federal student financial aid, the San Juan Bautista School of Medicine has established a Satisfactory Academic Progress Policy. This policy applies to all students enrolled in our institution, regardless of the program and the funds used to pay institutional fees.

The federal student aid programs of Title IV requires that each student receiving aid funds meet the criteria established in the Satisfactory Academic Progress Policy.

The Satisfactory Academic Progress Policy of SJBSM has five (5) important elements:

#### **Element #1: Completed Credits and Minimum Grade Point Average**

The first factor to consider in the evaluation is the number of completed and approved credits.

In the MD Program, students must complete and approve all the required courses of the academic year, with a minimum cumulative grade point average of 2.5 within a 4.0 scale.

In the MPH Program, students must complete and approve all the required courses of the academic year, with a minimum cumulative grade point average of 2.5 within a 4.0 scale.

In the BSN Program, students must complete and approve all the required courses of the academic year, with a minimum cumulative grade point average of 2.5 within a 4.0 scale.

**Element #2: Maximum Chronological Time**

To establish the maximum chronological time allowed within this policy, the possibility of a leave of absence of one year or a change of program has been considered:

**MD Program**

<b>Program</b>	<b>Maximum Chronological Time to Complete Program</b>
<b>Four-Year Regular Program</b>	Maximum Time of Six* Years
<b>Five-Year Decelerated Program</b>	Maximum Time of Six* Years

\*Students that participate of Title IV Program will only be covered for five years.

<b>Program</b>	<b>Maximum Chronological Time to Complete Program</b>
<b>Biomedical Sciences</b>	Maximum Time of Three Years
<b>Clinical Sciences</b>	Maximum Time of Three Years



### **MPH Program**

Program	Maximum Chronological Time to Complete Program
Two-Year Regular Program	Maximum Time of Three Years

### **BSN Program**

Program	Maximum Chronological Time to Complete Program
Four-Year Regular Program	Maximum Time of Five Years

### **Element #3: Probation and Suspension**

If a student does not meet the satisfactory progress standards, in terms of approved credits and minimum grade point average (element #1), or does not complete the program by the maximum time frame established (element #2), or does not complete the program by the maximum chronological time established (element #3), then the Year Curriculum Subcommittee will determine if the student is to be dismissed from the San Juan Bautista School of Medicine. Should the Year Curriculum Subcommittee recommend that the student repeat the year, a specific recommendation will be submitted to the President/Dean for approval. The President /Dean shall make the final decision. The student will be in academic probation and will still be eligible for financial aid. However, if the student should fail again during probation, he/she will be evaluated by the Year Curriculum Subcommittee to determine if the student should be dismissed from the School.

If the student fails to meet the satisfactory progress standards after being placed in academic probation, the student will lose his/her eligibility for financial aid. Students may appeal the decision of ineligibility on the basis of: injury, illness, death of a relative, any other special circumstance. To do so, students must submit in writing to the appointed committee an explanation on how these events altered their capacity to meet satisfactory progress standards, and what circumstances have changed in his/her situation that will allow them to do so by the next evaluation. Evidence of the events must be made available with the

appeal. If the school approves the appeal, the student will be granted a financial probation status for one payment period. During this time, the student will be eligible for financial aid.

#### **Element #4: Veterans**

The elements that establish the maximum time frame and the maximum chronological time to complete the program do not apply to veterans' aid beneficiaries. These students must complete the program during the regular time established in the curricular scheme. They will not be able to continue receiving financial aid for those credits that exceed the usual curricular scheme and time frame.

#### **Element #5: Changes to the Academic Program or Requirements**

Any changes made to the academic program or to the requirements for program completion will apply only to those students admitted on or after the effective date of the curricular program changes.

### **Re-examination and Calculation of Final Grades**

#### **Biomedical Sciences**

Students who obtain a final grade of "D" or "F" in the written exam portion of any course will have the opportunity to take a comprehensive exam, according to the schedule posted by the Year Curriculum Subcommittee, in agreement with the Dean for Academic Affairs and/or the Associate Dean of Biomedical Sciences. The student must pass this comprehensive exam with a "C" grade or higher; otherwise, the student fails the course. Regardless of the pass grade obtained in the comprehensive exam (A, B or C), his/her final grade for the course will be a "C."

Students who fail a course will have to register for the course again, pay the corresponding fee, repeat, and pass the course before being promoted. Repeated courses will be recorded with an "R" next to the grade obtained. When calculating the students point average, the "F" grade will not be included. A student will be allowed to repeat the same course only once.

Students who are interested in repeating a failed course at another school should apply in writing for authorization by the President/Dean before registering. The President/Dean will evaluate such applications, and students will be notified in writing of the decision. The courses that will be authorized will be those of the

same academic level, offered by schools accredited by corresponding entities. Grades are to be officially notified by the Registrar's Office of said school directly to the San Juan Bautista School of Medicine. The Registrar's Office will not register grades of any courses that have not been authorized following this procedure.

If the student does not approve the repeated course, the Assessment and Promotion Committee will evaluate the student's academic record to determine if the student must repeat the year or withdraw from school. Their recommendation will be forwarded to the President/Dean for the final decision.

When a student is required to repeat the academic year, he/she will have the option of repeating a course that was not failed. In these circumstances, the final grade of the course not failed that will be the score obtained after repetition. The previous grade will not be included when calculating the student's grade point average. Students participating in Title IV Program should be aware that courses that were not failed will not be covered by federal funds.

Students who fail a clinical clerkship/course elective shall register and pay the corresponding fees, repeat, and pass the clerkship/course before being promoted. The repeated clerkship/course will be recorded in the academic record with an "R" next to the grade obtained. A student will be allowed to repeat the same clinical clerkship or elective only once. In the event the student decides to take a different subject elective other than the one that was failed, the "F" grade of the previous elective will be included when calculating the student's grade point average.

## **Clinical Sciences**

Students will be promoted to Clinical Sciences courses after: completing and passing Biomedical Science courses with a GPA of 2.50; and taken and passed Step I. Students who finish Biomedical Science courses in academic probation will not be promoted to Clinical Science courses. The evaluation of the student's performance during clerkships includes practical clinical aspects and written examinations. The student must complete the clinical case presentations and pass the clinical competence requirements prior to taking the final written examination.

For third and fourth year students in Clinical Sciences, the final grade will be the result of the following formula:

Grade for written exams (subject exams from the NBME)	40%
Grade for practical evaluation (clinical appraisal by faculty, OSCE, CCX, and oral presentations)	60%

The evaluation of students will include a narrative description of clinical performance in all the required competencies.

The student who obtains a “D” grade in the written evaluation will have the opportunity to be reexamined. The student must pass this second exam with a “C” grade or higher; otherwise, he/she is considered to have failed the clerkship, and the student will have to register for and repeat the clerkship. Regardless of the grade obtained in the exam (A, B or C), the final grade for the written component will be a “C.”

Since the grade from the reexamination is part of the clinical evaluation, the grade should be accorded a fair percentage. The following scale will be used to give the “C” of the make-up exam a percentage, which will be considered for the final grade.

A student who receives an “F” grade in the written evaluation, and/or a “D” grade in the practical evaluation must register for and repeat the clerkship, including all clinical experiences.

Students who fail two clerkships will be individually evaluated by the Year Curriculum Subcommittee to determine whether they must repeat the year or withdraw from School. A student is permitted to repeat only one year and only for justifiable reasons. The Year Curriculum Subcommittee considers special cases on an individual basis, and their recommendation is forwarded to the President/Dean for final decision.

## **Withdrawal, Leave of Absence, and Readmission**

### **Leave of Absence**

Students may be granted leave of absence for justifiable reasons, including: (a) service in the United States Armed Forces; (b) education or research at another institution, or (c) personal or medical reasons. All leaves of absence will be for a maximum of one year, except for students with federal financial aid, who will not be allowed to take a leave of absence for a period exceeding six months.

Any student requesting a leave of absence must visit the Registrar’s Office to fill out the corresponding form and submit it with a written request stating the reasons that justify the leave. The Associate Dean of Student Affairs, after an interview, will evaluate the request and submit a written report to the President/Dean. Copy of the final decision will be sent to the student, with copies to the Registrar, the Academic Dean, the corresponding Associate Dean, Year Coordinator, and Associate Dean of Student Affairs.

In order to consider a leave of absence, certain requirements must be met. The student (a) shall complete all courses of the previous academic semester, (b) shall fulfill all financial and administrative obligations with the School, including returning all borrowed library resources, (c) shall complete his/her academic records, and (d) shall not have been subjected to academic dismissal.

The student must return on the date that the leave of absence expires and must register to continue his/her academic program. If the student does not return on the expiration date to continue studies, he/she will be administratively dismissed. If subsequently, the student is interested in resuming studies, he/she may apply for admission, as a first year candidate, complying with all the requirements that are applicable on that date.

A student that is absent without authorization and who has not complied with the aforementioned requirements will be administratively dismissed from the School.

### **Withdrawal**

Students who wish to withdraw from the San Juan Bautista School of Medicine must contact the Registrar's Office, complete the withdrawal application, and follow the established procedures. The student must obtain the official signatures indicated on the application and return the completed application to the Registrar's Office. Withdrawal will be considered effective on the date the completed application is received in the Registrar's Office. Students who withdraw from the School must return the Identification Card and the Parking Card.

### **Dismissals**

Any student in Biomedical Sciences who is absent more than 15% of lectures, laboratory sessions or other mandatory didactic activities will be dismissed from the course and will receive an "F" grade. During clinical clerkships, students may not be absent more than 10% of the clerkship period.

A student convicted of a felony or moral depravity will be immediately dismissed from the School. This decision is not subject to appeal.

Students who do not complete the registration process on the due date, do not file a request for a leave of absence, and/or do not return after leave of absence, will receive an administrative dismissal. Should the student wish to resume his/her academic program will be required to request readmission.

## **Readmission**

Any student interested in being readmitted to the School must file a new application, including a money order or certified check for \$75, payable to the San Juan Bautista School of Medicine. This fee is not refundable.

The Admissions Committee, using the same criteria applied to new applicants, will evaluate candidates asking for readmission.

The School will not consider readmission of any candidate who has been admitted on two (2) previous occasions.

## **Examination Policy and Accommodations in the assessment process**

- 1) All of the written, oral and performance based assessment evaluations are administered in proctored settings and are expected to represent each student's own work.
- 2) All National Board of Medical Examiners (NBME) Tests are administered following NBME guidelines.
- 3) Students are required to sign an Examinee Acknowledgement Form before the examination is administered.
- 4) All students must take the examinations in the assigned facility on the scheduled examination date and time. Students who are not able to take an examination at the scheduled date and time because of illness, emergency or extraordinary circumstances must contact the office of the Associate Dean for Students Affairs as soon as possible. Valid medical and legal excuses will be required when absence is due to these reasons. Students should abide by the established guidelines to identify what constitutes extraordinary circumstances. When deemed appropriate, the student will be granted official approval to defer the examination; and both, course and clerkship coordinators will be notified.

The student will be expected to take the exam on the official scheduled date, and is bound by his/her honor not to look, discuss or review published ideal answers.

Failure to comply with the above described process may result in failure of the assessment. This determination is made by the course/clerkship director in consultation with the Associate Dean for Student Affairs.

- 5) Use of any electronic devices will not be allowed during exams. Examples of prohibited devices are cell phones, iPods, personal digital assistants, and headphones.
- 6) In order to maintain the proper testing environment for students who are still working on the exam, students who have completed the exam must vacate

the area until the prescribed examination time has elapsed. This includes the exam room itself and surrounding hallways.

- 7) The SJBSM has an institutional policy to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and other relevant state and federal laws concerning accommodations for students with disabilities (Executive Order #2007-01, revised January 2009)

The Associate Dean for Student Affairs Office works in conjunction with the institutional support programs, to identify and implement approved accommodations for students with disabilities (refer to pertinent institutional policy)

### **Rules for postponing exams**

Students are responsible for acknowledging test schedules as posted in Moodle, in Syllabus, and/or via email. They are to make pertinent arrangements to comply. SJBSM is aware that special conditions may arise that inhibit the student from fulfilling his/her responsibility. The following standards are considered valid reasons for excusing a student from taking a test at the preset day and time:

- Illness or accident of certain degree of severity that may require hospitalization, emergency room evaluation, or to remain bedridden at home
- Illness or accident that will not require hospitalization, emergency room evaluation, or to remain bedridden at home, but is of such magnitude that prevents the student from taking the exam
- Normal and/or complications in pregnancy, childbirth, and postpartum
- Paternity
- Court citations
- Participation in the armed forces of the United States of America
- Official participation in academic or university state, national or international forums
- Death or funeral of a close family member
- Illness or accident of a close family member that occurs on the same date of the exam
- Significant catastrophe or event that causes severe stress such as household destruction by fire, atmospheric events, floods, landslides, or other

In the event that a student may need an excuse, they must visit the Associate Dean of Student Affairs Office. Students must provide evidence of the reasons that justify their absence in order to be excused. If the event occurs unexpectedly, the student must verbally notify the Course Physician and/or Coordinator personally, or by means of a family member, friend and/or Class representative. Once the event is resolved, the student must submit evidence at

the Associate Dean of Student Affairs Office in order to be excused. Examples of valid excuses are:

- Medical excuse specifying diagnosis (not issued by a relative)
- Obituary or medical certificate in case of death
- Official document and /or certification in case of forums, armed forces, sporting events, court citations, etc.



# **GENERAL STUDENT REGULATIONS**

# **GENERAL STUDENT REGULATIONS**

## **CHAPTER I**

### **DECLARATION OF OBJECTIVES AND PURPOSE**

#### **Article I. Legal Base**

The Board of Trustees approves the General Student Regulations in accordance with the power that confers the First Section, Third Article of the Corporate Regulations that gives life to San Juan Bautista School of Medicine.

#### **Article II. Statement of Purpose**

This regulation was adopted in order to: meet the objectives of the San Juan Bautista School of Medicine as expressed in their Corporate Regulations; provide excellent medical education to qualified students; recognize the rights of students in line with these objectives; establish necessary and essential norms that foster better relationships among students, between them and the faculty, the school administration, their patients and the administration of the hospitals where they receive clinical training; and ensure living conditions that allow full training and development of student awareness in service of the Puerto Rican community.

In its consideration and study, the entire university community was involved, students, faculty, and school administration, and was finally approved by the Board of Trustees.

## **CHAPTER II**

### **STUDENTS RIGHTS, DUTIES AND RESPONSIBILITIES**

Students are the main and most important component in the community of the San Juan Bautista School of Medicine, therefore, they will enjoy their right to effectively participate in the workings of the school, and will have all the duties of moral and educational responsibility that by their nature they are bound to.

#### **Article I. Student Rights**

A. The fundamental right of the students of our medical school is to acquire an education and knowledge without limiting this activity to the classroom, but extending it to relationships and experiences with peers, teachers, school officers and staff, patients, hospital officers and staff, and the community at large. In exercising this right, students will do so without hindering the other members of the school community.

B. Each student is entitled to receive at the start of a course or clinic rotation, a written draft or agenda that will govern, in general terms, the development and teaching of the course or clinical rotation, including a clear statement of the objectives. The student may make comments, questions and constructive criticism within the university spirit and the due academic rigor. The syllabus or agenda is a guide, and in no way will it limit the flexibility needed in the courses.

C. Students have the right to know the evaluation system and criteria that will be used in each course to determine their progress.

D. The educational process is not limited to the classroom. Therefore, students are entitled to meet with the professor in his office hours for guidance and clarification of academic aspects of their learning process; receive information and discuss tests taken or additional work; discuss qualifications obtained from these, and obtain course evaluation, as an essential part of the learning process and other aspects of student – teacher relationship.

E. As part of the educational process, students will be able to differ in a respectful and reasonable manner from criteria, data and opinions presented by the Professors. The right to disagree with the Professor does not relieve the student from the responsibility to comply with course requirements.

F. Students will not be discriminated by, or in any way will the religious creed, political beliefs, race, color, sex, birth, origin, social or economic status of the students, nor their disabilities be taken into consideration.

G. The academic and disciplinary records of the students will be kept in a safe place exclusively destined for them. The information contained in the academic and disciplinary files will be confidential and will not be disclosed without a written consent of the student, unless a court order from a competent jurisdiction mediates. The students will be able to obtain a certified copy of their academic records by means of the payment of the rights settled by the School. Disciplinary records may be examined by students.

H. Students have the right of representation in academic bodies in accordance with the schools' laws and regulations, and are entitled to active participation in the presentation of opinions, recommendations and solutions to problems pertaining to SJBSM.

I. The student body at SJBSM has the right to undertake, in collaboration with the Office of Student Affairs, diverse activities including, cultural, social, scientific, and of other nature, to compliment their medical education.

J. Students have the right to select representatives to the different organizations and/or committees involving student participation.

K. During their years of medical study, students have the right of free association in student organizations or other extracurricular activities within a framework of respect and tolerance as required by the schools' regulations.

L. Research is an essential part of our curriculum. Therefore students will enjoy copyright on these and other similar academic requirements in which they receive academic credit, unless otherwise agreed and in accordance with institutional policies on copyright.

M. Students have the right to be excused from academic or evaluative activities, assuming full responsibility for the material, quizzes, exams and assignments presented, when the absence is due to valid situations such as illness, hospitalization, death of a family member, court citation, natural phenomena, and/or justified travel.

## **Article II. Student Duties and Responsibilities**

A. Students will rigorously observe the principles of ethics and confidentiality of the profession for which they are being prepared, in their curricular and in the practice that they perform.

B. Punctual attendance to all classes, conferences, laboratories, clinics and other related activities is mandatory for all students, in all programs.

C. When initiating clinical experiences in hospitals, students are responsible for knowing the different regulations of these institutions that apply or must be enforced by them.

D. In their clinical experiences, students must offer a respectful treatment and consideration to the patients, as well as to the relatives of these. Before practicing a physical examination or an invasive procedure, the student must identify themselves, obtain the patients' consent, and do so only under the directions of a faculty member.

E. The patient's records in the hospitals are confidential and they cannot be removed from the clinical departments or medical record department under any circumstances. The students are not authorized to inform any person, family or stranger, on the status or condition of the patient, or to the content of the record.

F. Students must always observe the correct behavior, which in no way violates the institutional order required for all activities that take place in school, hospitals and other training centers. A student who violates the dignity of a fellow student or patient, causes physical or moral harm, or somehow harms the health of a patient or any other person, shall be subject to disciplinary measures provided in this Regulation, among which are included the indictment of charges and expulsion from school.

G. It constitutes a fundamental and inescapable duty of each and every one of the students to comply with their financial obligations towards the School. The violation of this duty constitutes a ground for the summary suspension of the student.

H. To accomplish the academic objectives, rights and fulfillment of the duties and responsibilities required for medical students, students will use all the resources that the School makes available through the regulations adopted for that purpose, including the following:

1. Library and audiovisual resources
2. Classrooms
3. Auditorium
4. Laboratories
5. Lecture halls and other

I. It is required for all students to carry an Identification card that will identify them as such, and which will allow them access to the School and to the different clinical areas. This card will be provided in the first days of the beginning of each academic year.

J. It will be compulsory for all students to comply with the dress code in each unit such as the use of professional robes with the school logo in each Basic Science Laboratory and throughout clinical training.

K. All students are required to become acquainted with, discuss with Professors or Coordinators, and meet requirements of class Syllabus and Academic Calendar.

### **CHAPTER III**

#### **REPRESENTATIVE STRUCTURES FOR STUDENT PARTICIPATION**

##### **Article I. General Students Council**

A. The General Student Council is the student structure that enables, encourages and channels effective student participation in school processes.

B. It constitutes the main official student forum for analysis, discussion, serene and rigorous study of students' needs and aspirations, and for the expression of their feelings regarding the problems of the SJBSM community. Its

essential mission is to contribute to the full implementation of the educational function of the school, including a freely and responsibly claim that such a high purpose is made, and ensure the full enjoyment of the rights and responsibilities of all students.

## **Article II. Composition of the General Student Council**

A. The General Student Council will be composed of twenty (20) regular school students who will be selected by their peers in free elections without discrimination in the selection of its members or their activities for political or religious reasons, race, color, sex, birth, origin or socioeconomic status, or disability. There will be two (2) representatives from each academic level of all three programs (MD, MPH, BNS) forming the total group of members of the General Council of Students. In order to qualify for nomination, students should be in academic good standing.

B. The General Student Council will be composed of the following officers

1. President elected by the members
2. One (1) Vice president of Biomedical Sciences elected by the members
3. One (1) Vice president of Clinical Sciences elected by the members
4. One (1) Vice President of Public Health Master Program elected by the members
5. One (1) Vice President of the Bachelor Degree in Science of Nursing elected by the members
6. Secretary elected by the members
7. Treasurer elected by the members

## **Article III. Time and Election Process**

A. The General Student Council shall be constituted during the period from August 1st to September 15th of each academic year, and shall serve for a term of one academic year, or until its successor is duly replaced.

B. It will be the responsibility of the Student Affairs Office to convene the respective student assemblies to elect the representatives of the General Student Council. The convening of these meetings will be circulated to the relevant faculties ten (10) days before the date of the meeting, stating the date, time and place to be held. The quorum will be constituted of half plus one of all the students enrolled.

#### **Article IV. Nominations**

- A. Nominations should be made in writing using a form that may be obtained through the Student Affairs Office.
- B. Nominations will be accepted for integrating the overall changes to the General Students Council if they are endorsed by a minimum of ten (10) student signatures.
- C. Students may be appointed for the position of Vice President of Biomedical Sciences only if they are enrolled in anyone of the academic levels of Biomedical Sciences. Similarly, students may only be appointed for the position of Vice President of Clinical Sciences if they are enrolled in anyone of the academic levels of Clinical Sciences. Students may only be appointed for the position of Vice president of the Public Health Master Program and Vice President of Bachelor's Degree in Science of Nursing if they are enrolled in anyone of the academic levels of each academic program.
- D. The nomination period will run from the second week of August to August 31st of each academic year.
- E. In order to qualify for a nomination and hold office in the General Students Council, all candidates must have a minimum general average of 3.00.

#### **Article V. Elections**

- A. Both (2) representatives of each class will be elected by and from the students of their respective academic groups.
- B. The assembly for the election of student representatives will be chaired by a student, who in turn, will nominate another student to write the draft of the meeting.
- C. In the election of the representatives of each level, the students which will result elected are those who obtain the greater amount of counted votes.
- D. Votes will be emitted using a ballot in which each voter will write the name of the nominees. To count the number of votes, a Scrutiny Committee will be composed of the following members:
  - 1. A member of the level in which the voting is taking place. This student will be appointed by the class.
  - 2. A representative for each candidate, if requested

3. A member of the faculty or staff, appointed by the Associate Dean of Students Affairs of the Medical School.
- E. Parliamentary norms will be followed according to the Reece W. Bothwell Manual.
- F. Nominations for the positions of President, Secretary and Treasurer shall be on a voluntary basis or through the nomination of a member of the General Student Council, provided that the student nominated is in accordance with the nomination. The election will take place by secret ballot.
- G. Candidates for the positions of Vice President will be those members of the Student Council who are eligible from Biomedical and Clinical Sciences under Chapter III, Article IV, and Section C of the General Student Regulations. The election will be carried out by secret vote.
- H. Should there be only one nomination for any of the foregoing positions, and with the support of every member of the General Student Council unanimously, the nominee for the respective position will be elected to that position.

#### **Article VI. Board of Directors of the General Student Council**

Students chosen to be part of the General Student Council will meet later to nominate and elect members of this body to the charges that constitute the Board of Directors of the General Student Council. The charges that constitute the Board of Directors of the General Student Council are:

- President
- Vice President Basic Sciences School of Medicine
- Vice President Clinical Sciences School of Medicine
- Vice President of Public Health Master Program
- Vice President of the Bachelor Degree in Science of Nursing
- Secretary
- Treasurer

#### **Article VII. Functions of General Student Council members**

- A. President
  1. Will convene and preside meetings of the General Student Council and the student body assembly.



2. Will prepare a work plan with activities to be submitted for approval to the Associate Dean of Students Affairs at the beginning of each academic semester.

3. Will represent the General Student Council in all institutional acts in which representation of this body is required.

4. Will present to the Associate Dean of Students Affairs and to the student body an annual report of the activities performed by the General Student Council.

5. Will be an honorary member with voice and vote, in all students commissions that are designated

B. Vice President - Biomedical Sciences

1. Will collaborate with the President in the fulfillment of his/her functions.

2. Will assume the functions of the President in his absence.

3. Will serve as liaison between the students of Biomedical Sciences and the students of Clinical Sciences

C. Vice President - Clinical Sciences

1. Will collaborate with the President in the fulfillment of his/her functions.

2. Will assume functions of the President when the Vice President of Biomedical Sciences cannot fulfill this function.

3. Will serve as liaison between the students of Clinical Sciences and the students of Biomedical Sciences

D. Vice President Public Master Health Program

1. Will collaborate with the president in the fulfillment of his/her functions.

2. Will serve as liaison between the student of his/her class and the General Student Council

E. Vice President Bachelor Degree in Science of nursing

1. Will collaborate with the president in the fulfillment of his/her functions.

2. Will serve as a liaison between the student of his/her class and the General Student Council

F. Secretary

1. Will summon to meetings all members of the General Student Council and any person who the General Student Council wishes to summon before it
2. Will be responsible for communicating the agreements of the General Student Council
3. Will maintain attendance record of the members of the General Student Council at meetings, and will draft the minutes thereof.
4. Will keep all documents of the General Student Council on file in the office assigned to General Student Council provided by the school.

G. Treasurer

1. Will be responsible, with the signature of the President, for the funds of the General Student Council deposited in a bank account.
2. Will submit to the President of the General Student Council an estimated cost of the work plan and activities, in accordance with the dispositions of this Manual
4. Will maintain a relation of expenses that allows him/her to put under the President and the General Student Council periodic reports on the execution of the work plan and activities

H. Representative of each class level

Will participate in all the meetings and activities of the General Student Council in representation of his/her group

**Article VIII. Member Participation**

All the members of the General Student Council shall be entitled to participate in meetings, with the same right to vote.

**Article IX. Term of Office**

The members of the General Student Council will be elected for a term of one academic year. They may be reelected for a second consecutive term.

## **Article X. Duties and Responsibilities**

- A. Officially represent the student body of San Juan Bautista School of Medicine.
- B. Expose to the corresponding authorities their views and recommendations on the issues affecting students and the smooth running of the school, contributing to the solution of the same.
- C. Provide a forum for the students for a calm and clarifying discussion of problems that affect them.
- D. Collaborate in the growth and institutional improvement in coordination with the other units that compose the San Juan Bautista School of Medicine.
- E. Collaborate with the Associate Dean of Students Affairs Office in the coordination and implementation of sport, cultural, social, scientific activities or of another nature that complement the medical education.
- F. Strive to create an environment that stimulates a mayor intellectual development of the student.
- G. Select representatives for the different committees and organisms in which these participate.
- H. Collaborate in the establishment of effective communication channels between all members of the SJBSM community.
- I. Communicate through the Associate Dean of Students Affairs Office any administrative and/or orientation problem, offering student recommendations for their solution.
- J. Submit to the attention of the Associate Dean of Biomedical or Clinical Sciences, as corresponds, any academic problem. If not satisfied with the action taken, the Council shall inform them to the Academic Dean and the Associate Dean of Student Affairs. The administrative problems must be informed to the Dean of Administration and Human Resources through the Associate Dean of Student Affairs.
- K. Promote and encourage, among students and faculty members, the development of activities, such as: forums, discussions, conferences, seminars, hypertension clinics and other, directed to promote the San Juan Bautista School of Medicine.
- L. Act as mentors to colleagues and freshman students on diverse aspects of institutional life.

M. Collaborate in the preservation and maintenance of all school equipment, classrooms and other facilities that the School makes available.

N. Collaborate to promote and maintain institutional order.

### **Article XI. General Student Council Regulations**

The General Student Council shall adopt its own rules of procedures in harmony with the provisions of this Manual. These shall be submitted to public hearings among all students, after which will return to the General Student Council for consideration in line with the results of those views. The General Student Council Regulations shall be approved by the votes of two thirds (2/3) of the members of the Council. The Associate Dean of Student Affairs shall ensure that the Regulations and its amendments are in line with the provisions of the General Student Regulations Manual.

### **Article XII. General Student Council Assemblies**

The General Student Council will celebrate no less than two (2) meetings each semester on the date, time and place called by the President. The President shall call special meetings that he/she considers necessary, upon the request of one third (1/3) of its members, or upon the request of school officials.

### **Article XIII. Removal of Members**

After due process, and arraignment hearing before a committee composed of three (3) members of the General Student Council appointed by the President, any member may be removed from office for the time remaining to the expiration of his term, by one of the following reasons:

1. Violation to any of the rules set in the General Student Council Regulations.

2. Unjustified absences to three (3) regular meetings of the General Student Council cited in accordance with Council's Regulations

3. When demonstrated before the General Student Council that his/her behavior impedes the proper functioning of this body. The application of this subsection shall be determined by the General Student Council.

4. When illegal representation or statements in name of the General Student Council have been made without authorization from this organism.

## **Article XIX. Vacancies**

A. In order to cover any arising vacancy, except in the offices of President and Vice President, the President may select the student that will replace him. The new incumbent shall hold office for the unexpired term of the previous incumbent.

B. In case of a vacancy in the office of President, the Vice President of Biomedical Sciences will be the successor.

## **Art. XV Acknowledgments**

Once constituted the General Student Council as provided in the preceding articles, and so certified to the Dean of the School, it will be issued official recognition. Any event sponsored by the General Student Council in or out of school, hospitals or training centers, which violates the dignity of a person or causes physical or moral harm, or somehow is prejudice to someone's health, or affects the good name of San Juan Bautista School of Medicine, will be sufficient cause to withdraw recognition and to formulate charges to the members concerned, after due process.

## **CHAPTER IV**

### **STUDENT PUBLICATIONS**

#### **Article I.**

Students of San Juan Bautista School of Medicine will be able to edict publications, display ads, announcements, posters and billboard in bulletin boards that are provided for this purpose with the authorization of the Associate Dean of Students Affairs.

## **CHAPTER V**

### **STUDENT ASSOCIATIONS**

The San Juan Bautista School of Medicine encourages and promotes the development of student organizations. If a group of students is interested in creating an organization or association in line with institutional goals, whether religious, athletic or academic, they must submit a request to the Associate Dean of Student Affairs, stating the purposes so that the Associate Dean of Student Affairs may certify it as bonafide.

## CHAPTER VI

### RECOGNITIONS

#### **Article I. Definitions**

In aims of maintaining the educational philosophy of the institution, and in accordance with the Corporate Constitution, behaviors deemed enforceable and creditors of academic recognition are defined below.

1. Any student whose cumulative academic excellence during the four years of study is of, or exceeds, the 3.90 will receive the recognition of Suma Cum Laude.

2. Any student whose cumulative academic excellence during the four years of studies fluctuates between 3.70 - 3.89 will receive the recognition of Magna Cum Laude.

3. Any student whose cumulative academic excellence during the four years of studies fluctuates between 3.50 - 3.69 will receive the recognition of Cum Laude.

4. Students who achieve the most outstanding performance in Clinical Sciences will also be awarded for their academic performance.

5. The most outstanding student in his/her first two years of studies (Biomedical Sciences) that achieve the following requirements will also receive recognition:

- a) High GPA
- b) Responsibility demonstrated in:
  - Attendance
  - Laboratory work
  - Personal reports
- c) Personal appearance
- d) Attitude toward the others

## CHAPTER VII

### PROCEDURE FOR FILING COMPLAINTS

#### **Article I**

If a student considers that his rights have been violated, or an unfair action has been committed against him/her by any faculty member, or has any claim of an academic nature, he/she can channel their complaints through the Course Coordinator. If not satisfied with the decision taken, the student may appeal through the following channels: the Head of the Department, the Associate Dean of Biomedical Sciences, the Associate Dean of Clinical Sciences or the Academic Dean.

#### **Article II:** Non-academic relations with institutional personnel

If a student considers that his/her rights have been violated, or an unfair action has been committed against him/her by any institutional staff member in a nonacademic relationship, he/she may lodge a complaint to the Associate Dean of Student Affairs. The Associate Dean of Student Affairs shall investigate the allegations of the complaint. If the inquiry finds a possible violation of institutional rules, the Associate Dean of Student Affairs will refer the case to the attention of the Dean of Administration and Human Resources for prosecution of the case under the relevant regulations: Faculty Handbook, in the case of a faculty member, or Personnel Manual, if administrative.

If the complaint is related to the use of drugs or alcohol, sexual harassment, discrimination based on race, color, age, sex, sexual preference, religion, nationality, marital status, physical appearance, political affiliation, disability, national origin or social condition, the complaint will be processed according to the regulations and guidelines available for these issues. In cases where there are no institutional regulations specified for some of these issues, the provisions of applicable law will govern.

## CHAPTER VIII

### DISCIPLINARY SANCTIONS

#### Article I

In accordance to the conduct required of a member of the medical profession by the Puerto Rican community, the ethical standards established by the Puerto Rican Medical Association, the College of Physicians and Surgeons, and the San Juan Bautista School of Medicine, improper conduct of students with corresponding disciplinary sanctions and penalties to be imposed have been established. None of the disciplinary sanctions and penalties established shall be understood as a limitation to the authority of the President/Dean of the San Juan Bautista School of Medicine or their authorized representatives, whom may adopt and apply other disciplinary sanctions and penalties considered necessary in accordance to the improper conduct. If the improper conduct is emitted in a clinical setting and/or hospital, the disciplinary sanctions and penalties will be adopted in accordance to the regulations of the institution where committed.

Violations of the General Student Regulations, and/or any rule adopted by the Board of Trustees or the administration of the San Juan Bautista School of Medicine, which has been duly circulated among the students.

- First offense: Oral reprimand, if not at fault of another kind.\*
- Second offense: Written reprimand with copy to the file, if it not at fault of another kind\*
- Third offense: Suspension for a defined period of time, if it not at fault of another kind\*
- Fourth offense: Separation or expulsion from the School

\* In such cases, more severe disciplinary actions may apply.



## **Article II**

Violation of the regulations of hospitals and other training institutions

First offense: Written reprimand with copy to the student record, if not at fault of another kind\*

Second offense: Suspension for a defined period of time, if not at fault of another kind\*

Third offense: Separation or expulsion from the School

\* In such cases, more severe disciplinary actions may apply.

## **Article III**

Conduct that verifies lack of honesty in relation to academic work, such as copying or fraudulent acquisition of examinations or any action themselves to that end

First offense: Downgrade of the course or clinical rotations (30%) concerned and a written reprimand with copy the student files.

Second offense: Awarding of an "F" qualification in the course or clinical Rotation, and written reprimand with copy to the student's files

Third offense: Suspension for a defined period of time

Fourth offense: Separation or expulsion from the School

## **Article IV**

Alteration or falsification of the qualifications, records, exams and other documents

First offense: Awarding of an "F" qualification in the course or clinical rotation, or suspension of the School by a defined period of time.

Second offense: Separation or expulsion from the School

## **Article V.**

The commission of any obscene, impudent or lascivious act

First offense: Suspension for a defined period of time, separation or expulsion from the School and written documentation to the record.

## **Article VI.**

Alteration to peace or participation in acts that urge to violence or obstruction of official school activities

First offense: Written reprimand with copy to the student records, if not at fault of another kind\*

Second offense: Suspension for a defined period of time, if not at fault of another kind.\*

Third offense: Separation or expulsion from the school

\* In such cases, more severe disciplinary actions may apply.

## **Article VII.**

Interruption, of interference or disruption of regular school work or holding unauthorized events

First offense: Oral reprimand, if not at fault of another kind.\*

Second offense: Written reprimand with copy to the student records, if not at fault of another kind.\*

Third offense: Suspension for a defined period of time, if not at fault of another nature\*.

Fourth offense: Separation or expulsion from the School

\* In such cases, more severe disciplinary actions may apply.

### **Article VIII.**

Malicious damage to school, hospitals, training centers or the property of its fellow students

First offense: Repair by restitution or reimbursement, of damaged property and a written reprimand with copy to the student records, if not at fault of another kind\*

Second offense: Separation or expulsion from the School

\* In such cases, more severe disciplinary actions may apply.

### **Article IX.**

Publication or diffusion, inside or outside the School premises, at hospitals or training centers, of defamatory, libelous, obscene or devoid of veracity material

First offense: Written reprimand with copy to the student records, if not at fault of another kind.\*

Second offense: Suspension for a defined period of time, if not at fault of another kind.\*

Third offense: Separation or expulsion from the School

\* In such cases, more severe disciplinary actions may apply.

### **Article X.**

The commission of any act constituting a public offense and/or misdemeanor by the laws of the Commonwealth of Puerto Rico or any place, state or country.

First offense: If the public offense is penalized with a fine, the student will receive a written reprimand with copy to the student records.

Second offense: If the public offense is penalized with jail, the sanction will be the suspension for a defined period of time or definitive expulsion from the School

### **Article XI.**

The subtraction or illegal occupation of property belonging to the School, hospitals or training centers, or of fellow students

First offense: Repair by means of restitution or reimbursement of property with a written reprimand to the student record.

Second offense: Repair and reimbursement of property and separation or expulsion from the School

### **Article XII.**

The use or possession of alcohol or controlled substances within the premises of the School, their dependencies, hospitals, training centers or any other place where an institutional activity is being developed

First offense: Suspension for a defined period of time, if not at fault of another kind.\*

Second offense: Separation or expulsion from the School

\* In such cases, more severe disciplinary actions may apply.

### **Article XIII.**

Assuming without previous authorization, the representation of San Juan Bautista School of Medicine, the General Student Council or any other student organization properly recognized

First offense: Written reprimand with copy to the student records, if not at fault of another kind.\*

Second offense: Suspension for a defined period of time, if not at fault of another kind.\*

Third offense: Separation or expulsion from the School.

\* In such cases, more severe disciplinary actions may apply.

#### **Article XIV**

Disrespectful treatment to the faculty, officials or non educational personnel

First offense: Written reprimand with copy to the student file, if not at fault of another kind\*

Second offense: Suspension for a defined period of time, if not at fault of another kind.\*

Third offense: Separation or expulsion from the School

\* In such cases, more severe disciplinary actions may apply.

#### **Article XV**

Disrespectful treatment or examinations to patient without supervision

First offense: Suspension for a defined period of time, if not at fault of another kind\*

Second offense: Separation or expulsion from the School

\* In such cases, more severe disciplinary actions may apply.

#### **Article XVI.**

Disrespectful treatment to fellow students

First offense: Written reprimand with copy to the student file, if not at fault of another kind.\*

Second offense: Suspension for a defined period of time, if not at fault of another kind\*

Third offense: Separation or expulsion from the School.

\* In such cases, more severe disciplinary actions may apply.

#### **Article XVII.**

Offense due to ignorance of the regulations of the hospitals

First offense: Written reprimand with copy to the student file or that stated in the hospitals regulations, if not at fault of another kind.

### **Article XVIII**

Removal or subtraction of the patient's medical records from Clinical Departments and or record department of hospital

First offense: Suspension for a determined period of time or expulsion

### **Article XIX.**

In the case of sexual harassment, the dispositions of the Executive Order promulgated to this effect will be applied.

### **Article XX**

Any student, who is absent more than 15% of the class periods of a course or laboratory, will be dropped from the course receiving a grade of F. In clinical experiences, no student will be allowed more than 5% of justified absences.

### **Article XXI**

Not making use of the identification card when required

First offense: Oral reprimand, if not at fault of another kind.\*

Second offense: Written reprimand with copy to the student records. His/her attendance will not be allowed, and it will be determined that he/she was absent.

Third offense: Suspension for a defined period of time

Fourth offense: Separation or expulsion from the School

\* In such cases, more severe disciplinary actions may apply.

### **Article XXII**

Attending hospitals without the required professional dressing gown

First offense: Oral reprimand

Second offense: Written reprimand with copy to the student records. His/her attendance will not be allowed and it will be determined that he/she was absent

Third offense: Suspension for a defined period of time

Fourth offense: Separation or expulsion from the School

### **Article XXIII.**

The student's disciplinary record shall be maintained during all of his/her years of study at the School. The acts and offenses constituting infringement of regulations and policies established will accumulate for the same term.

### **Article XXIV.**

Disciplinary penalties involving oral or written reprimand with copy to the student's file may be imposed by any faculty member and/or administrative officer of the School.

Disciplinary penalties involving a classification rebate on a course, the awarding of an "F" grade in a course or clinical rotation, will be imposed by the corresponding faculty member.

Disciplinary sanctions involving suspension in one or more required courses or clinical rotations, suspension for a defined period of time, separation or expulsion from school, and repairs through restitution or reimbursement of property, shall be imposed by the Academic Dean.

## **CHAPTER IX**

### **REVIEW COMMITTEES**

#### **Article I**

A review committee at an administrative level constituted by the Associate Dean of Student Affairs, Associate Deans of Biomedical and Clinical Sciences, and two representatives appointed by the General Student Council shall be created to analyze sanctions. This committee shall have jurisdiction to hold administrative hearings to review sanctions imposed by any faculty member or school official with authority. The final decision of the Review Committee may be subjected to an appeal.

## **Article II**

Students will have a term of ten (10) calendar days from the notification of the sanction, to apply in writing for an appeal by the Review Committee. In the administrative hearings to be held by this Committee, students are entitled to appear in person or with legal representation and cross-examine witnesses.

## **CHAPTER X**

### **AMENDMENTS**

#### **Article I**

Any member of the educational or administrative personnel of the San Juan Bautista School of Medicine or the General Student Council can propose amendments to this Regulation, which must be submitted in writing to the President/Dean.

#### **Article II**

A number not less of 5% of all students of the School may propose amendments to this regulation, submitting them in writing to the General Student Council, who will consider them, and if approved or modified, will submit them the President/Dean's consideration.

#### **Article III.**

Any proposed amendment to this Regulation shall be submitted by the President/Dean to the Board of Trustees for its consideration and approval.



## CHAPTER XI

### GENERAL DISPOSITIONS AND USE

#### **Article I.**

None of the rules established in this Manual shall be understood as a limitation to the authority of the President/Dean of the San Juan Bautista School of Medicine or their authorized representatives, to adopt measures considered necessary to ensure order, discipline and security in the School.

#### **Article II.**

The President/Dean or his/her authorized representative may, when considered pertinent and to protect the order and the normality of institutional tasks, summarily suspend any student until the Committee studies the case and issues a decision, which must be emitted within five (5) working days.

#### **Article III.**

If any chapter, section, subsection or disposition of this Regulation is declared invalid, illegal or unconstitutional by a competent Court of Justice, this will not invalidate or affect the remaining dispositions.

#### Article IV.

This Regulation comes into effect after its approval by the Board of Trustees.

Approved by the Executive Committee of the Board of Trustees in its meeting on Wednesday, June 30, 1982

Reviewed and approved by the Board of Trustees at its regular meeting of June 11, 2002

Revised: **June, 2013**