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**AUTHORIZATION FOR STUDENTS TO TRAVEL DURING THE SCHOOL YEAR**

The San Juan Bautista School of Medicine recognizes the importance of student participation in professional development activities within and outside of the country. The San Juan Bautista School of Medicine stimulates our student body to continually benefit from the enrichment derived from sharing knowledge and debating ideas with other professionals in local and international forums. In order to validate student participation in these activities and to avoid their adversely affecting the attainment of the academic goals of our student body, the following mechanism has been developed:

1. The student must initiate the request for travel authorization at least 45 days prior to departure, with the Associate Dean of Student Affairs by completing the Travel Authorization Request. The student must submit it in writing accompanied by all documentation supporting the trip.
2. The Associate Dean of Student Affairs will consult with the Dean of Academic Affairs or Associate Dean of Academic Affairs, as appropriate. These in turn will consult with the professors and department directors concerned with respect to the period of time in which the travel will be conducted and the student's academic situation.
3. The recommendation of the Deans of Academic Affairs and of Student Affairs will be sent to the Program Director (as appropriate) for the director's final decision. If affirmative, the corresponding permit shall be sent. If denied, the Program Director must inform the student in writing. The final decision must be communicated to the student within 7 days after submission of the request.
4. Upon return, the student must present a report on the work completed, addressed to the Program Director with copy to the Associate Dean of Student Affairs.
5. The student will be responsible for making up any and all academic work assigned during the student's absence in accordance with the determinations of the professors, course coordinators and/or department directors in question. Said determinations by professors and/or department directors, must be in accordance with institutional regulations.

6. This procedure should not be interpreted as a restriction by the San Juan Bautista School of Medicine on our students' freedom of action as independent adults. The intent of this mechanism is to coordinate academic activities outside of the San Juan Bautista School of Medicine or outside of PR for benefit of the Student.



**Yocasta Brugal, MD**  
**President/Dean**

**Approved: February 6, 2012**

