

PURPOSE: Institutional Policy Related to the Medicine Program's Academic Calendar

The Academic Calendar that establishes the curriculum in each academic year is structured in a coherent and longitudinal sequence, in order to comply with each course in accordance with the accrediting agencies' guidelines with the regulations of the Federal Department of Education and to the holidays observed in Puerto Rico.

RULES

1. Each one of the departments and the coordinator must ensure that the academic program is fulfilled and that the course objectives are covered, according to the academic calendar, ensuring compliance with the class schedule, the conferences, the laboratories, exam dates and submission of notes.
2. In order to maintain proper control of what is established in the academic calendar the Academic Dean of Medicine, supported by the Associate Deans of Biomedical Sciences and Clinical Sciences, shall ensure that there are no changes made to the dates established and approved by the President/Dean.
3. Changes to the academic calendar shall only be made when natural events or phenomena occur, which by their nature make it imperative to declare an administrative and/or academic recess.
4. If the abovementioned situation occurs, which may lead to alteration of the academic year calendar, the Academic Dean shall proceed to meet with the Associate Deans and Department Heads for purposes of evaluating and submitting recommendations to the President/Dean.
5. The President/Dean shall convoke the Council of Deans in order to analyze the recommendations before them and to make the final decision regarding which the faculty, students and administrative personnel shall be informed.

Effective Date:

The provisions contained in this Executive Order are effective immediately.



DR. YOCASTA BRUGAL
President

Approved: August 3, 2011